



# THE MEGHALAYA AIR (PREVENTION AND CONTROL OF POLLUTION)

## RULES, 1988

**Notification No. PHE, 329/87/9, dated 6-8-1991**—In exercise of the powers conferred by Section 54 of the Air Prevention and Control of Pollution Act, 1981 (Central Act 14 of 1981) the Government of Meghalaya, after consultation with the Meghalaya State Pollution Control Board, hereby make the make following rules, namely:

### CHAPTER 1

#### PRELIMINARY

1. **Short title and commencement**—(1) These Rules may be called the Meghalaya Air (Prevention and Control of Pollution) Rules, 1988  
  
(2) These Rules shall come into force at once.
2. **Definitions**—(1) In these rules, unless the context otherwise requires—
  - (a) “*Act*” means the Air (Prevention and Control of Pollution) Act, 1981 (Central Act 14 of 1981);
  - (b) “*Appellant Authority*” means the Appellate Authority constituted under sub-section (1) of Section 31 of the Act;
  - (c) “*Board*” means the Meghalaya State Pollution Control Board constituted under Section 4 of the Water (Prevention and Control of Pollution) Act, 1974 (Central Act 6 of 1974);
  - (d) “*Chairman*” means the Chairman of the Board;
  - (e) “*Committee*” means a committee constituted under sub-section (1) of Section 11 of the Act;
  - (f) “*consultant*” means and includes any person whose services, technical or otherwise, may be obtained by the Board to assist or advice in performing any function of the Board;
  - (g) “*Form*” means a form appended to these rules;
  - (h) “*Furnace*” means any structure or installation where any form or type of fuel is burnt or otherwise a temperature higher than the ambient is maintained;
  - (i) “*Government*” means the Government of Meghalaya;
  - (j) “*Member-Secretary*” means the Member-Secretary of the Board;
  - (k) “*Premises*” means any building, structure or property used for industrial or trade purposes;
  - (l) “*Section*” means a section of the Act;
  - (m) “*State*” means the State of Meghalaya;
  - (n) “*State Air Laboratory*” means a laboratory established or specified as such under sub-section (1) of Section 28 of the Act;

(o) “*State Board Laboratory*” means a laboratory established or recognised as such under sub-section (2) of Section 17 of the Act;

(p) “*Year*” means the financial year commencing on the first day of April.

(2) Words and expressions used but not defined in these Rules shall have the meaning respectively assigned to them in the Act.

## CHAPTER II

### RULES UNDER SUB-SECTION (7) OF SECTION 7

3. **The terms and conditions of service of the Chairman**—(1) The Chairman shall be paid a monthly pay in the scale of pay approved by Government on the recommendation of the Board;

Provided that a pension in the service of the Government appointed as Chairman shall be paid the pay and allowances attached to the post from which he is appointed plus deputation allowances admissible under the State government rule.

(2) In addition to the pay, the Chairman shall also be paid all allowances including travelling allowances as are applicable to an officer of the corresponding status in the Government. He shall also be paid any other allowances, additionally, as the Board may, the prior approval of the Government, decide.

4. **The terms and conditions of service of the members of the Board other than Chairman and Member-Secretary**—(1) The non-official members of the Board shall be entitled to payment of travelling allowance and daily allowance from the Board’s fund for the journeys performed by them for the purposes of the Board.

(2) The payment of travelling allowances and daily allowances under these rules shall be regulated by the rule of the Meghalaya T.A. Rules.

(3) The non-official members shall be treated as First Grade Officers for the purpose of payment of travelling allowances and daily allowance under the rules referred to in sub-rule (2).

(4) All non-official members shall be entitled to the payment of sitting fees at the rates fixed by Government from time to time.

(5) Member-Secretary shall be the Controlling Officer in respect of travelling allowances, daily allowances and sitting fees of the non-official members.

(6) The non-official members shall not be eligible for payment of travelling allowances and daily allowances if they have claimed travelling allowances and daily allowances for the same journeys and period from the State or Central Government or from any other body under such Government.

### CHAPTER III

#### **RULES UNDER SUB-SECTION (1) OF SECTION 10 AND UNDER SUB-SECTION (2) OF SECTION 11**

5. **Time and place of meetings of the Board or any committee of the Board and the procedure to be followed at such meetings**—(1) Meetings of the Board shall ordinarily be held at the headquarters of the Board on such dates as may be fixed by the Chairman.

(2) The Chairman shall either on his own motion or upon the written request of not less than five members of the Board or upon a direction of the Government, call a special meeting of the Board.

(3) Fifteen clear days' notice for an ordinary meeting and three clear days' for a special meeting, specifying the time and place to which such meeting is to be held and the business to be transacted thereat shall be given by the Member-Secretary to the members.

(4) Notice of a meeting may be given to the members by delivering the same by messenger or sending it by registered post to his last known place of residence or business or in such other manner as the Chairman may in the circumstances of the case, deem fit.

(5) No member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given ten clear days' notice to the Member-Secretary unless the Chairman in his discretion, permits him to do so.

(6) The Board may adjourn from day to day or any particular days, and no fresh notice shall be required for any adjourned meeting.

(7) No proceeding shall be invalidated merely on the ground that the provision in this rule relating to the notice is not strictly complied with.

6. **The procedure to be followed at the meeting of the Board**—(1) Every meeting shall be presided over by the Chairman or in his absence, by a Chairman for the meeting to be elected by the members present from among themselves.  
  
(2) All questions at a meeting shall be decided by a majority of votes of members present, and voting shall be by raising of hands in favour of the proposal. In case of an equality of votes, the presiding officer, shall have a second or casting vote.  
  
(3) The presiding officer shall preserve order at the meeting.
7. **Quorum**—(1) Five members shall form the quorum for any meeting of the Board.  
  
(2) If at any time fixed for any meeting or during the course of any meeting quorum is not present, the presiding officer shall adjourn the meeting and if a quorum is not present on the expiration of fifteen minutes from such adjournment, the presiding officer shall adjourn the meeting to such hours on the following or on some other future date as he may fix.  
  
(3) No quorum shall be necessary for the adjourned meeting.  
  
(4) No matter which had not been on the agenda of the original meeting shall be discussed at such adjourned meeting.  
  
(6) No fresh notice shall be required for the adjourned meeting.
8. **Minutes**—(1) Record shall be kept, of the names of members who attend the meeting and of the proceedings at the meeting, in a book to be maintained for that purpose by the Member-Secretary.  
  
(2) The minutes of the previous meeting shall be read at the beginning of every succeeding meeting, and shall be confirmed and signed by the presiding officer at such meeting.  
  
(3) The proceeding shall be open to inspection for any member at the office of the Board during office hours.
9. **Business to be transacted at the meeting and order of business**—(1) Except with the permission of the presiding officer, no business which is not entered in the agenda or of which notice has not been given by a member under sub0ruke (5) of Rule 5 shall be transferred at any meeting.

(2) At any meeting business shall be transacted in the order in which it is entered in the agenda.

(3) Either at the beginning of the meeting or after conclusion of the debate on an item during the meeting the presiding officer or a member may suggest a change in the order of business as entered in the agenda and if the meeting agenda agrees, such a change shall take place.

**10. Procedure for transaction of business of committee constituted under sub-section (1) of Section 11**—(1) The time and place of meetings of the committee shall be as specified by the Chairman.

(2) The quorum for a meeting of the committee shall be one half of the total number of members of the committee.

(3) Subject to sub-rule (1) and sub-rule (2), the meetings of the committee shall, as far as may be, governed by the rules applicable to the meetings of the Board.

#### **CHAPTER IV RULE UNDER SUB-SECTION (3) OF SECTION 11**

**11. Fees and allowances to be paid to the members of a committee of a Committee of the Board, not being members of the Board**—A member of a committee of the Board shall be paid in respect of the meetings of the committee and for attending any other work of the Board, travelling allowance, daily allowance and sitting fee if he is a non-official, at the rates specified in Rule 4 as if he were a member of a Board, and, if he is a Government servant, at the rates admissible under the relevant rules of the Government application to him.

#### **CHAPTER V RULE UNDER SUB-SECTION (1) OF SECTION 12**

**12. The manner in which and the purposes for which persons may be associated with the Board**—(1) The Board may invite any person, whose assistance or advice it considers useful to obtain in performing any of its functions, to participate in the deliberation of its meetings.

(2) Persons associated with the Board as per sub-rule (1) above shall be paid travelling and daily allowances if he is non-official at the rates specified in Rule 4 as if he were a member of the Board and if he is a Government servant, at the rates admissible under the relevant rules of Government applicable to him.

**CHAPTER VI**

**RULE UNDER SUB-SECTION (1) OF SECTION 14**

13. **The terms and conditions of service of the Member-Secretary**—(1) The Member-Secretary shall be paid a monthly pay in the scale of pay approved by the Government on the recommendation of the Board.

(2) In addition to the pay the Member-Secretary shall also be paid allowances including travelling allowances as are applicable to an officer of the corresponding status in the Government. He shall also be paid any other allowances additionally as the Board may, with the prior approval of the Government decider:

Provided that a person in the service of Government appointed as Member-Secretary, shall be paid the pay and allowances attached to the post from which he is appointed plus deputation allowances admissible under the State Government rules.

**CHAPTER VII**

**RULES UNDER SUB-SECTION (2) OF SECTION 14**

14. **Powers and duties of the Member-Secretary**—The Member-Secretary shall be subordinate to the Chairman and shall, subject to the control of Chairman, exercise the powers and perform the duties as mentioned below:

(1) The Member-Secretary may undertake tours within India for the performance of duties entrusted to him by the Board, provided that he shall keep the Chairman informed of his tours and obtained the previous for his tours outside the State.

(2) The Member-Secretary shall be in-charge of all the confidential papers of the Board and shall be responsible for preventing them.

(3) The Member-Secretary shall produce such papers whenever so directed by the Chairman or by the Board.

(4) The Member-Secretary shall make available to any member of the Board, for his perusal, any record of the Board.

(5) The Member-Secretary shall be paid entitled to call for the service of any officer or employee of the Board and files, papers and documents from any department of the Board at any time including accounts vouchers, bills and other records and stores pertaining to the Board or officers there under.

- (6) The Member-Secretary may withhold any payment; provided that as soon as may be after such withholding of payment the matter shall be placed before the Board for its approval.
- (7) The Member-Secretary shall make all arrangements for holding meetings of the Board and meetings of the committees constituted by the Board.
- (8) All order or instructions to be issued by the Board shall be over the signature of the Member-Secretary or of any other officer authorised in this behalf by the Chairman.
- (9) The Member-Secretary shall authorise, sanction or pass and make all payments against estimates sanctioned within the allocations made for such purposes in the budget of the Board.
- (10) The Member-Secretary shall write and maintain confidential reports of all subordinate officers of the Board and shall get those countersigned by the Chairman.
- (11) The Member-Secretary shall sanction the annual increments of the officers of the Board subordinate to him.
- (12) The Member-Secretary shall have full powers for according technical sanction to all estimates.
- (13) The Member-Secretary shall have power to execute contracts, deeds or instruments and assurances of property and in particular (a) all service agreements; (b) security bonds; (c) conveyance, lease of houses, land / other immovable property; and (d) assurances required by law or otherwise.
- (14) Subject to approval of the Board, the Member-Secretary shall have power to engage legal advisers, advocates and attorneys for protecting or assisting the business of the Board on terms and conditions to be approved by the Board.
- (15) The Member-Secretary shall have power to make and receipts, release and other discharge for claims and demands on the Board. .
- (16) The Member-Secretary shall have power to sanction advertisement charges up to rs. 2,000 (Rupees two thousand) only in such case subject to a limit of Rs. 5,000 (Rupees five thousand) only per years.
- (17) The Member-Secretary shall have power to hire private building on rent; provided that in case of hiring building having a rental charge exceeding Rs. 1,000 (Rupees one thousand) per month, the approval of the Board shall be obtained.



- (18) The Member-Secretary shall have power to sanction purchase of books and periodicals subject to a monetary limit of Rs. 5,000 (Rupees five thousand) only per annum.
- (19) The Member-Secretary shall have power to purchase office furniture and equipments subject to a maximum of Rs. 20,000 (Rupees twenty thousand) only at a time up to a total limit of Rs. 50,000 (Rupees fifty thousand) per annum.
- (20) The Member-Secretary shall have power to purchase scientific and engineering equipments to a maximum of Rs. 50,000 (Rupees fifty thousand) only at a time up to a total limit of Rs. 2, 00,000 (Rupees two lakhs) only per annum.
- (21) The Member-Secretary shall have power to purchase materials and equipments for execution of construction works up to the limits of the allotments made from time to time.
- (22) The Member-Secretary shall have power to sanction installations of telephones in the offices of the Board.
- (23) (i) In respect of contracts to be let out by the Board, the Member-Secretary shall have power up to a financial limit of Rs. 2 lakhs (Rupees two lakhs) only.
- (ii) In respect of works and supplies the Member-Secretary shall have power to accept quotation / tender up to Rs. 2,00,000 (Rupees two lakhs) only at a time.

## CHAPTER VIII

### RULES UNDER SUB-SECTIONS (3) AND (4) OF SECTION 14

- 15. Appointment conditions of service and scales of pay of officers and other employees of the Board**—(1) The Board may create such of posts as it considers for the efficient performance of its functions, make appointments to such posts and may abolish any post so created; provided that for the creation of a post, the maximum of the scale of which is above Rs. 1,500 (Rupees one thousand only) per month, The Board shall obtain prior sanction of the Government.
- (2) The general conditions of services of the staff appointed by the Board will be governed by the Meghalaya Service Rules unless otherwise specified.

## CHAPTER IX

## RULES AND SUB-SECTIONS (5) OF SECTION 14

16. **Appointment of consultant**—For the purpose of assisting the Board in the performance of its functions, the Board may appoint consultant to the Board for a specified period not exceeding six months;

Provided that the Board may, with the prior approval of the Government, extend the period of the appointment from time to time up to one year;

Provided further that if at the time of the initial appointment the Board had reason to believe that the services of the consultant would be required for a period of more than six months, the Board shall not make the appointment without the prior approval of the Government.

17. **Power to terminate appointment of consultant**—Notwithstanding the appointment of a consultant for a specified period under Rule 16, the Board shall have right to terminate the services of the consultant before the expiry of the specified period, if in the opinion of the Board he is not discharging his duties properly or to the satisfaction of the Board or if such a course of action is necessary in the public interest.

18. **Emoluments of consultant**—The Board may the consultant suitable emoluments of fess depending upon the nature of work and the qualifications and experience of the consultant;

Provided that the Board shall not appoint any person as consultant without the prior approval of the Government if the emoluments of fess payable to the consultant exceeds Rs. 2,000 (rupees two thousand) only per month.

19. **Tours by consultant**—The consultant may, with the prior approval of the Chairman, undertake tours within the State for the performance of the duties entrusted to him by the Board and in respect of such tours he shall be entitled to travelling and daily allowances to Class I Offices of the Government.

20. **Consultant not to disclose information**—The consultant shall not disclose any information either given by the Board or obtained during the performance of the duties assigned to him, either from the Board or otherwise, to any person other than the Board without the written permission of the Board.

21. **Duties and function of consultant**-- The consultant shall discharge such duties and perform such functions as are assigned to him by the Board or the Chairman and it shall be his duty to advise them on all matters referred to him.

CHAPTER X

**RULES AND CLAUSE (1) OF SUB-SECTION (1) OF SECTION 17**

22. In addition to functions of the Board mentioned under Section 17 of the Act and without prejudice to the performance of its functions under the Water (Prevention and Control of Pollution) Act, 1974, it shall also be the functions of the Board—

- (1) to advise the industrial licensing authorities concerned including the Central Government and local bodies about the suitability of proposals including selection of site and process for setting up new industries or expanding existing industries within the State (and near the State boundaries that are likely to pollute the air or water within the State), such advise being with respect to abatement of air and water pollution;
- (2) to issue or deny 'No Objection Certificates' for the purposes of setting up new industries and expansion of existing industries within the State, considering the applications made in forms specified by the Board in this behalf and the Member-Secretary of the Board shall issue or deny such 'No Objection Certificates' within three months from the date of making an application and the procedure specified by the Board shall be followed in respect of such applications;
- (3) to assess the nature and extent of pollution from any source;
- (4) to set up a Research and Development service in the field of pollution control;
- (5) to carry out Environmental Impact Studies and air quality surveys as directed by the Government or Central Board from time to time in collaboration with other agencies wherever necessary;
- (6) to institute fellowships for carrying out fundamental or applied research in the field of environmental engineering of science; provided that the findings of such research will be useful to the Board carrying out its functions, the terms and conditions of such fellowship being as specified by the Board;
- (7) to give award in cash or otherwise, industries, institutions or societies for outstanding service in the field of environmental protection.

**CHAPTER XI**

**RULES MADE SUB-SECTION (1) OF SECTION 19**

23. **Manner of declaration of air pollution control areas**—(1) The Government may, after consultation with the Board, by notification in the Gazette, declare any area with reference to a map or of any area coming under any one or more of the following as air pollution control area—

- (1) Village
- (2) Taluk
- (3) Panchayat
- (4) Municipality
- (5) Municipal corporation.

(2) The air pollution control areas declared under sub-rule (1) be known by such name or number as may be specified in the notification under the said sub-rule.

**CHAPTER XII**

**RULES UNDER SUB-SECTION (2) OF SECTION 21**

24. **The form of application for the consent of the State Board, the fees payable and period within which application is to be made**—(1) An application for the consent of the Board to operate any industrial plant for the purpose of any industry specified in the Schedule of the Act in any air pollution control area under Section 21 of the Act shall be made to the member-Secretary of the Board in Form I in triplicate by the occupier of the industrial plant.

(2) The consent fees payable for making such application shall be as specified in Appendix II.

(3) The application for consent shall contain the particulars specified in Form I and the Annexure thereto. The application for consent shall also be accompanied by the required consent fees, plans, drawings and such other details specified in Form i and the Annexure thereto.

(4) An application not accompanied by the required consent fees or not containing the name, address or signature of the occupier of the industry and other particulars shall not be entertained and it will be returned by the Member-Secretary to the applicant.

(5) Where any person, immediately before the declaration of an area as air pollution control area, operates in such area any industrial plant for the purpose of any industry specified in the Schedule of the Act, such person shall make the application for consent within six months from the date of the Notification declaring such area as an air pollution control area.

### CHAPTER XIII

#### RULES UNDER SUB-SECTION (3) OF SECTION 21

25. **Procedure to be followed in respect of inquiry on application for consent**—(1) On receipt of an application for consent under Section 21 in the proper form accompanied by the required consent fees and containing the required particulars the member-Secretary shall forward one copy of the application to an officer of the Board empowered in this behalf (hereinafter referred to as the Inquiry Officer).

(2) The Industry Officer shall, accompanied by as many assistants as may be necessary, inspect or cause to be inspected the premises to which such applications relate for the purposes of verifying the correctness or otherwise of the particulars furnished in the application and for obtaining such further particulars or information as he may consider necessary. The officer conducting the inspection may, for that purpose, inspect any part of the industrial plant and premises and may require the occupier to furnish to him any information or records pertaining to the industrial establishment.

(3) The Inquiry Officer shall, before carrying out or causing to be carried out the inspection under sub-rule (2) give notice to the occupier of the intention to do so in Form II.

(4) The Inquiry Officer may, after carrying out or causing to be carried out an inspection under sub-rule (2), serve notice to the occupier in Form II to furnish to him within such time as specified in the notice such additional information or clarification on the application for consent for any plans, drawings or reports pertaining to the industrial establishment or to produce before him such documents, licences, certificates, etc. as he may consider necessary for the purpose of investigation of the application and may summon the occupier or his agents to an office of the Board. The Inquiry Officer may, if necessary, again call for further information or clarification, following the same procedure as above.

(5) Where the directives given in the notice under sub-section (5) have not been satisfactorily complied with by the occupier within period as specified in the notice or any extension of period give thereto, the application may be returned by the Member-Secretary to the occupier where after it shall be deemed that no application for consent Section 21 has been made. The consent fees remitted with the application will, in that case, be notified by the occupier.

#### CHAPTER XIV

##### RULES UNDER SUB-SECTION (1) OF SECTION 23

26. **The authorities and agents to whom information under sub-section (1) of Section 23 was to be furnished**—The authorities or agencies to whom information under sub-S (1) of Section 23 has to be furnished shall be District Collector, District Medical Officer, Fire Force, Police Authority and Local Body having jurisdiction over the premises in which the emission occurs or is apprehended to occur.

#### CHAPTER XV

##### RULES UNDER SUB-SECTIONS (1) AND (3) OF SECTION 26

27. **The manner in which samples of air or emission may be taken**—(1) Any officer empowered by the Board in this behalf shall take for, purpose of analyses, samples of air or emission from any chimney, flue or duct, plant or vessel or any other source and outlet, stationery or mobile under sub-section (1) of Section 26. All necessary facilities for access to the place to the place or sampling and for conducting the sampling as required by such officer shall be provided by the occupier or his agent.

(2) The procedure for sampling air or emission from any chimney, flue of duct, plant or vessel or from any other source and outlet, stationery or mobile, the instrument used for sampling and the method of measuring air pollutants shall be such as may be specified by the Board to suit the situation.

(3) The notice to be served to the occupier or his agent for taking samples for analysis shall be in Form IV.

CHAPTER XVI

RULES UNDER SUB-SECTION (1) OF SECTION 27

28. **The form of report of State Board Laboratory**—When a sample of emission has been sent for analysis to a State Board Laboratory, the Board Analyst appointed under sub-section (2) of Section 29 shall analyse or cause to be analysed the sample and submit a report of the result of such analysis in Form V in triplicate to the member-Secretary.

29. Procedure for submission of samples **The functions of the State Air Laboratory**—(1) The functions of the State Air Laboratory is to analyse or test samples of air or emission sent by any officer empowered by the Board in this behalf and to communicate to the Member-Secretary or such officer, as the case may be, the result of such analysis or test.

(2) Any addition to or change in the function of the State Air laboratory shall be as notified by the Government after consulting the Board from time to time.

30. **Procedure for submission of samples for report of State Air Laboratory**—The Procedure for submission of samples of air or emission for analysis or test to the State Air Laboratory shall be as specified by Government in consultation with the Board and the State Air Laboratory.

31. **Form of report of State Air Laboratory and fees**—(1) When a sample has been sent for analysis to a State Air Laboratory, the Government Analyst appointed under sub-section (1) of Section 29 shall analyse or cause to be analysed the sample and submit a report to the result of such analysis in Form VI in triplicate to the Member-Secretary.

(2) The fees for each such report shall be such as may be notified by the Government from time to time in consultation with the Board.

CHAPTER XVIII

RULE UNDER SUB-SECTION (1) OF SECTION 29

32. **The qualification required for a Government Analyst**—The qualification required for a Government Analyst shall be—

1. M.Sc. in Chemistry of a recognised University; or

B.Sc. (Hons) In Chemistry or Bio-Chemistry of a recognised University with at least second class; or

Associate diploma of the Institution of Chemists (India) with at least 50 per cent marks.

2. Experience in analysis of water / air in the Government Analyst's Laboratory in the state for a period of not less than 3 years of which not less than one year should be in the cadre of Deputy Government Analyst".

## CHAPTER XIX

### RULE UNDER SUB-SECTION (2) OF SECTION 29

33. **The qualifications required for Board Analyst--** The qualifications of the Board Analyst shall be in accordance with the regulation made under the Water n(Prevention and Control of Pollution) Act, 1974 (Central Act 6 of 1974).

## CHAPTER XX

### RULE UNDER SUB-SECTION (3) OF SECTION 31

34. **The form and the manner in which appeal may be preferred, the fees payable and the procedure to be followed by the Appellate Authority—**(1) Every appeal against an order made by the Board under the Act shall be in Form VII.

(2) The fee payable for an appeal shall be Rs. 500 (Rupees five hundred) only.

(3) Every appeal shall be filed in quadruplicate and shall be accompanied by—

- i) authenticated copy of the order appealed against, and
- ii) a challan receipt for Rs. 500 (Rupees five hundred) only evidencing payment of fee for the appeal.

(4) The appeal shall be presented either personally or by duty authorised agent or by registered post to the Appellate Authority.

(5) On receipt of the appeal, the Appellate Authority shall endorse thereon the date of its presentation or receipt by post and the name of the appellate or his duly authorised agent presenting it, as the case may be.

(6) The Appellate Authority shall, as soon as may be after the appeal is filed before it, fix a date for hearing of the appeal and give notice of the same to the appellant and to the member-Secretary in Form VIII. Along with the notice copies of the appeal and its enclosures shall be forwarded to the Member-Secretary.



(7) Where the material on record is insufficient to enable the Appellate Authority to come to a decision on the appeal, the Appellate Authority may call for such further materials as may be necessary to take a decision in the matter from the persons concerned.

(8) Where on the date fixed for hearing or any date to which the hearing of the appeal may be adjourned, the appellant or his duly authorised agent does not appeal when the appeal is called for hearing, the appeal shall be liable to be dismissed.

(9) Where an appeal is dismissed under sub-rule (6), the appellant may within 30 days from the dismissal of the appeal, apply to the Appellate Authority for the restoration of the appeal and if it is shown to the satisfaction of the Appellate Authority that the appellant had not received intimation of the date of hearing of the appeal or was prevented by any cause sufficient in the opinion of the Appellate Authority from appearing when the appeal was called for hearing the Appellate Authority may restore appeal to file and proceed with the appeal.

(10) The order passed by the Appellate Authority on the appeal shall be in writing and shall clearly state the points before it for determination, the decision thereon, and reasons for arriving at such decision.

(11) A copy of the order passed in appeal shall be supplied by the Appellate Authority to the appellant and to Member-Secretary free of cost.

## CHAPTER XX

### RULES UNDER SECTIONS 34 AND 35

**35. Form of budget estimate**—(1) The budget in respect of the year ensuing showing the estimated receipts and expenditure of the Board shall, as far as may be, be based on the model Form IX following the pattern of budgeting of the Government in general.

(2) The estimated receipts and expenditures shall be accompanied by the revised budget estimates for the current year.

(3) The budget shall, as far as may be, be based on model structure of accounting classification given in Appendix III, following the classification of account heads in Government budgeting.

- 36. Submission of budget estimate to the Board and to the Government**—(1) The budget complied in accordance with Rule 35 shall be placed by the Member-Secretary before the Board by the 5<sup>th</sup> October each year for approval.
- (2) After approval of the budget estimates by the Board, four copies of final budget proposals incorporating therein such modifications as have been decided upon by the Board, shall be submitted to the Government by the 15<sup>th</sup> October each year.
- 37. Estimates of establishment, expenditure and fixed recurring charges**—(1) The estimates of expenditure on fixed establishment as well as fixed monthly recurring charges on account of rent, allowances, etc., shall provide for the gross amount without deduction of any kind.
- (2) To the estimates referred to in sub-rule (1) shall be added a suitable provision for leave salary based on past experience with due regard to the intention of the members of staff in regard to leave as far as the same can be ascertained.
- 38. Re-appropriation and emergent expenditure**—No expenditure, which is not covered by a provision in the sanctioned budget estimate or which is likely to be in excess over the amount provided under any head shall be incurred by the Board without provision being made by re-appropriation from some other head under which savings are firmly established and available.
- 39. Power to incur expenditure**—The Member-Secretary or for such other officers empowered by him shall have powers to incur expenditure against allotments made in the budget estimates sanctioned by the Board and against sanctioned estimates from out of the funds of the Board subject to observance of the general financial rules of the Government.
- 40. Operation of funds of the Board**—the funds of the Board shall be operated by the Member-Secretary and in his absence by an officer of the Board empowered by the Board in this behalf, subject to the approval of the State Government.
- 41. Form of annual report**—The annual report in respect of the year last ended giving a true and full account of the activities of the Board during the previous financial year shall contain the particulars specified in Appendix IV and shall be submitted to the State Government by the 15<sup>th</sup> of May each year.

**CHAPTER XXII**

**RULES UNDER SUB-SECTION (1) OF SECTION 36**

42. **Form of annual statement of accounts of the Board**—The annual statement of accounts of the Board shall be in Forms X, XI, XII, XIII and XIV.

**CHAPTER XXIII**

**RULES UNDER SECTION 51**

43. **The particulars which the register maintained under Section 51 may contain--** The register to be maintained by the Board under Section 51 of the Act shall be in Form XV and shall contain the particulars as specified therein.

**APPENDIX I**

**\*FORM I**

[See Rule 24]

(To be submitted in triplicate)

From

Date.....

.....  
.....

To

The Member-Secretary  
Meghalaya State Pollution Control Board, Shillong.

Sir,

1. .... occupier of the industrial plant ..... hereby apply for consent under Section 21 of the Air (Prevention and Control of Pollution) Act, 1981 for a period up to ..... (not exceeding three years) to operate the above mentioned industrial plant, detail pertaining to it being given in the Annexure and the accompaniments submitted in triplicate as part of this application.

2. I declare that the information furnished in this application, annexure accompaniments and appendices, if any, are correct and true to the best of my knowledge and belief.
3. I hereby agree to inform the Board within 15 days of any change in the particulars in respect of the occupier and / or authorised agent.
4. I hereby submit that in case of a change either of the point or the quantity of emission or of its quality, a fresh application for consent shall be made or until such consent is granted, no change shall be made.
5. I hereby agree to submit to the Board application for renewal of consent six months in advance of the date of expiry of the consented period if the operation of the industrial plant is to be continued there under.
6. An amount of Rs..... (Rupees ..... as consent fee for this application has been remitted in the office of the Board vide Receipt No. .... dated ..... as authenticated copy of the which is attached as proof of payment.
7. I undertake to furnish any other information called for by the Board within such time as specified by the Board.

Yours faithfully,

Occupier's Signature.....  
Name.....  
Address.....  
.....

**Note** \* Read the explanatory note at the end of the application from carefully before filling the form.

Form I in set of five is obtainable from the office of the Meghalaya State Pollution Control Board, Trival on payment of Rs. 50 (Rupees fifty only) in cash or by Money Order.

Here enter the name and address of the industrial plant.

Here enter the name and address of the occupier who, in relation to any factory or premises, is the person whom has control over the affairs of the factory or the premises and where the said affairs are entrusted to a managing agent, such agent shall be deemed to be occupier of the factory or premises.

Accompaniments:

- i) Index / Site plan.

- ii) Topographical map.
- iii) Detailed lay out plan of different process and point sources of the..... and position of chimneys.
- iv) Process flow sheet.
- v) Emission analysis report.
- vi) Ambient air quality report, if available.
- vii) Details of air pollution control devices provided or proposed to be provided.
- viii) Copy of the receipt of the consent fee.

### ANNEXURE TO FORM I

Existing New Chimney Altered

**Note**—While filling this Annexure, the applicant (occupier) shall state “Not applicable” against items which are not pertaining to his industrial plant and no space shall be left blank.

(ii) Any applicant knowingly giving interest information or surprising any information pertaining thereto shall be liable to be punished under the Act.

1. (a) Full name of the occupier.  
(b) Designation  
(c) Postal address  
(d) Telegraphic address  
(e) Telex  
(f) Telephone No.
2. Full name and address of the Industry and its registered office.
3. Name / s designation / s and postal address of authorised agent / agents.
4. (a) Type of Industry (with reference to the Schedule of the Act)  
(b) Category of Industry; Small scale / Medium scale / Large scale  
(c) Capital investment (with year of investment)
5. Month and year in which the plant was actually put into commission or is proposed to be put into commission.
6. Location of the industrial plant:  
(a) Revenue Survey No.  
(b) Area in Hectares  
(c) Village  
(d) Taluk  
(e) District  
(f) Panchayat / Municipality / Corporation
7. (a) State whether the industry premises has been declared a prohibited area.  
Yes / No

(b) If yes, state the name of authority making the declaration and furnish a certified copy of the declaration order.

8. (a) State whether the industry is working round the year or seasonal.

(b) If seasonal, state the period From.....To.....

9. Number of persons attending in the premises.

10. List of individual plants in the industry.

11. List of materials used in process (other than fuels):

Sl. No.	Name of material	Process where used	Consumption in tonnes/day

A process flow diagram must be attached showing the entry and exit points of all raw materials, intermediate products, by-products and products label process and control equipments and give process description.

(b) Details of fuel consumption:

Fuel Identification / Commercial name	Coal	Oil	Wood	Gas	Others
--	------	-----	------	-----	--------

(a) Daily consumption in tonnes

(b) Where used

(c) Calorific value

(d) Ash content percent

(e) Sulphur content per cent

(f) Others (specify)

List of products and by-products:

Sl. No.	Name	Quantity in tonnes/day

12. (a) Indicate the present use of the land within 5 km. radius:

i) Human settlements of more than 1, 000 population (specify population and distance from the plants)....

ii) Commercial.....

iii) Industrial.....

iv) Fisheries.....

v) Sanctuary / National parks/hills/mountains.....

vi) Ancient monuments..

vii) Worship centres.....

viii) Others.....

(b) Climatological and meteorological details (if available),:

- i) Climate condition and the site (e.g., arid, sem-arid etc)...
- ii) rainfall, yearly average range.....
- iii) Temperature, seasonal changes.....
- iv) Speed and direction of wind.....
- v) Humidity, solar radiation.....

13. Details of furnaces:

Ref. No. of chimney in layout plan through which emissions take place	Type of Furnace	Fuel used	Quantity of fuel tonne/day	Operation and leading

14. Details of boilers:

Ref. No. of Chimney in layout plan through which emissions take place	Type of fuel in boiler used	Quantity of fuel tonnes/day	Steam pressure	Capacity	Operation and leading

14 (a) Details of Chimney:

Ref. No. of chimney in layout plan	Notion of construction	Height in m.		Inside shape-circular, square etc.	Inside dimension in m-diameter, size etc., (specify)	Exit gas		
		Above general level	Above root level			Quantity m <sup>3</sup> /hour	Temperature °c	Velocity m/sec.

(b) Chimney emission:

Ref. No. of chimney in layout-plan	Source of emission	Analysis of gas * mg/m.			Others
		Oxides of hydro-Carbons		Particulars	
		S	O	N	

(c) Any other emissions:

Source/Outlet	Quantity m/hr.	Temperature °C	Analysis of gas */mg.m			Others
			Oxides of hydro-Carbons		Particulars	
			S	O	N	

(d) Particulars analysis (if available):

Identification referring to Size distribution % [item 14 (b) (c)]	Chemical composition
50/m/10/m/5/m/3/m/1/m	

- i) Attach copy of laboratory report
- ii) Specify the parameters

15. Laboratory facilities for air / emission analysis

Existing

Proposed

16. Quantity of air handed by ventilation equipments, specifying the number and size of equipments installed or to be installed:

17. Details of emission sampling facilities available:

Identification of emission	Sampling, points, ladder platforms etc, available	Remarks

18. Details of air pollution control system with specifications and drawings:

(a) Existing

(b) Proposed

19. (a) Capital investment for air pollution control and year of investment;

Existing

Proposed

(c) Annual recurring expenditure for air pollution control.

Existing

Proposed

20. Number and date of consent, if any, under the Water (Prevention and Control of Pollution) Act, 1974 (Central Act 6 of 1974).....



21. Other relevant information, if any

Occupier's Signature.....  
Name.....  
Address.....

*Explanatory Note for filling in Form I and the Annexure*

The notes are given only for those items for which explanation is considered desirable. If the space is not sufficient for filling in any item, the details may be given separate sheets of paper.

Item No. 7. The amount payable as consent fee is specified in Appendix II of the Air (Prevention and Control of Pollution) Rules, 1981. The amount may be remitted in cash or as demand draft drawn in favour of the Member-Secretary payable at.....

**ANNEXURE TO FORM**

'Chimney' includes any structure with as opening or outlet through which any air pollutant may be emitted.

'Existing' means that which is an operation at the time of applying for the consent.

'New' means that which will be brought into operation in future.

'Altered' means that which has been modified due to change in quantity and / or quality of emission, arrangement and / or point of emission, etc.

Item No. 3. Here give the name / s, designation / s and address / es of the person / s authorised to receive, on behalf of the occupier the 'notice of intention to have sample analysed' served as per Section 26 of the Act.

Item No. 4(a). Here state the type of industry, with reference to the Schedule of the Act.

Item No. 4(b). The industries are categorised on the basis of the capital investment as follows:

Large scale industry—More than 3 crore rupees; Medium scale industry—20 lakhs to 2 crore rupees; Small scale industry—Less than 20 lakh rupees.

Item No. 14. Analysis of the flue gas emission, process emission and particulars should be done for each stack emission. Whenever stacks are not provided, the stop floor specific pollutant concentration should be reported. Chemical analysis of the particulate mattering the emission is to be done for organic contents, metals, non-metal contents, silicates, radioactive substances, etc.

Item No. 16. Here state the total quantity of ventilation air handled by equipments such as roof extractors, evaporative coolers, etc.

Item No. 18. Here give the detailed specifications (including efficiency) of the air pollution control system used or proposed to be used. Also furnish the lay out of the control systems with dimensions.

**FORM II**

[See sub-Rule (3) of Rule 25]

*Meghalaya State Pollution Control Board*

**Notice of Inspection**

No.....

Date.....

To

.....

Take notice for the purpose of inquiry under Section 21 of the Air (Prevention and Control of Pollution) Act, 1981 (Central Act No. 14 of 1981) the following officers of the Board namely:

- 1.
- 2.
- 3.

and persons required to assist them shall inspect—

Any persons of your Industrial Plant.

Any other parts thereof or pertaining thereto..... and the premises under your management/control on the date/s between ..... hours when all assistance for carrying out the inspection be made available to them on the site. Any information of records pertaining to your industrial establishment should be made available to them if so required by them. Take notice that refusal or denial of the above stated demands made for performing the function of the Board shall be violation of the provisions of the Air (Prevention and Control of Pollution) Act, 1981 (Central Act No. 14 of 1981) and the rules made there under and shall be punishable.

(Office Seal)

Signature

Name and address of  
the Inquiry Officer

**FORM III**

[See sub-Rule (4) of Rule 25]

*Meghalaya State Pollution Control Board*

No.....

Date.....

To.....

Ref. 1. Your application for consent under Section 21 of the Air (Prevention and Control of Pollution) Act, 1981, dated.....

2. Inspection under Rule 25 conducted on.....

Sir,

With reference to the above you are hereby directed—

1. furnish the following classifications/additional information in duplicate on or before--
  - 1.
  - 2.
2. furnish the following plans/drawings/reports in triplicate on or before—
  - 1.
  - 2.
3. Provided before me the following documents/licence/certificates along with two copies each thereof at.....a.m./p.m. on
  - 1.
  - 2.
4. attend the office of the Board at..... in person or by your agent at.....a.m./p.m.....on.....

Please take notice that if the directions given in this notice are not complied with, within the time specified, your application for consent is liable to be returned to you where after it will be deemed that no application for consent under Section 21 has been made and you will forfeit the consent fees paid by you. Further, failure to furnish the information called for by this notice is an offence under the Air (Prevention and Control of Pollution) Act, 1981 (Central) Act 14 of 1981 and the rules made there under and shall be punishable.

Signature.....

Name and address of the Inquiry Officer

**FORM IV**

[See sub-Rule (3) of Rule 27]

*Meghalaya State Pollution Control Board*

**Notice of Intention to have Sample Analysed**

No.....

Date.....

To.....

Take notice that it is intended to have analysed the sample of emission which is being taken today the..... day of.....19.....from \*\*.....

Signature.....

Name and designation of the person who take the sample

(Officer Seal)

\*Here enter the name and designation and address of the person to whom the notice is served.

\*\* Here specify the sampling point.

FORM V

[See Rule 28]

Report by the Board Analyst

No.....

Date.....

I hereby certify that I.....Board Analyst duly appointed under sub-section (2) of Section 29 of the Air (Prevention and Control of Pollution) Act, 1981 received on the \*\*.....day of.....19.....from.....sample of.....for analysis.

The sample was in a condition fit for analysis reported below:

I further certify that I have analysed/caused to be analysed the aforementioned sample from.....to.....and declare the result of the analysis to be as follows:

.....

The condition of the seal, fastening and container on receipt was as follows:

.....

Signed this the.....day of.....19.....

Signature of the Board Analyst.....

Address.....

To

The Member-Secretary,  
Meghalaya State Pollution Control Board,  
Shillong

\*Here write the full name of the Board Analyst.

\*Here write the date and receipt of the sample.

+Here write the name of the Board or Officer thereof from whom the sample was received.

++Here write the dates of analysis.

+++Here write the details of analysis and refer to the method of analysis.

FORM VI

[See Rule 31]

Report by the Government Analyst

No.....

I hereby certify that I.....Government Analyst duly appointed under sub-section (2) of Section 29 of the Air (Prevention and Control of Pollution) Act, 1981 (Central act 14 of 1981) received on the \*\*.....day of.....19.....from.....sample of.....for analysis. The sample was in a condition fit for analysis reported below:

.....

I further certify that I have analysed/caused to be analysed the aforementioned sample from.....to.....and declare the result of the analysis to be as follows:

.....

The conditions of the seal, fastening and container on receipt was as follows:

.....

Signed this the.....day of.....19.....

Signature of the Board Analyst.....

Address.....

To

The Member-Secretary,  
Meghalaya State Pollution Control Board,  
Shillong

\*Here write the full name of the Government Analyst.

\*Here write the date and receipt of the sample.

+Here write the name of the Officer thereof from whom the sample was received.

++Here write the dates of analysis.

+++Here write the details of analysis and refer to the method of analysis.

**FORM VII**

[See Rule 34 (1)]

**Memorandum of Appeal**

Before the \*.....Appellate Authority constituted under the Air (Prevention and Control of Pollution) Act, 1981 (Central Act) 14 of 1981).

Appeal No.....of..... Name and Address of Appellant

Meghalaya State Pollution Control Board, Shillong represented by its Member-Secretary.....Respondent.

- 1. (a) Date of order of the Board  
 (b) Date of service of the order.  
 (c) Address on which the appellant undertakes to receive notices  
 A copy of the order in question is attached hereto.
- 2. The facts of the case are as under:  
*(Here briefly mention the facts of the case).*
- 3. The grounds of appeal are as under:  
 .....
- 4. The reliefs claimed are as under:  
 .....
- 5. Challan Receipt No.....dated.....for Rs. 500 (Rupees five hundred only) evidencing payment of fee for appeal).

**DECLARATION**

I declare that the particulars given above are true to the best of my knowledge, information and belief.

Date.....

Signature of the Appellant

\*Here mention the name of the Appellant Authority.

**FORM VIII**

[See Rule 54 (5)]

..... Appellant Authority constituted under the Air (Prevention and Control of Pollution) Act, 1981 (Central Act) 14 of 1981).

Notice

Appeal No.....of.....Appellant

Meghalaya State Pollution Control Board, Shillong represented by its Member-Secretary.....Respondent.

Whereas a memorandum of appeal has been filed before this Authority under Section 31 of the Air (Prevention and Control of Pollution) Act, 1981 (Central Act) 14 of 1981 against the Order No.....dated.....made by the Meghalaya State Pollution Board;

And whereas under sub-section (4) of Section 31 of the Act, this Authority is required to give to the parties an opportunity of being heard;

Now, therefore, please take notice at this Authority has fixed.....as the date of hearing of the aforesaid appeal. The hearing shall take place at..... a.m. /p.m. on that date at.....

You are hereby called upon to appear before this Authority at the appointed time, date and place either in person or through a duly authorised agent, and explain your case. Please take notice that failure on your part to appear on the day of hearing without showing sufficient cause to the satisfaction of the authority will make the appeal liable to be dismissed or decided ex parte.

Given under the hand and seal of the Appellate Authority at.....this the.....day of.....19.....

Signature.....



## FORM IX

[See Rule 35]

*Meghalaya State Pollution Control Board***Detailed Budget Estimates for the year.....**

## 1. Receipts

Major Head of Accounts 19.....	Pollution Control Budget Estimate 19.....	Revised Estimate 19.....	Minor Heads 19.....	Budget Estimate 19.....
Plan Non-plan	Plan Non-plan	Plan Non-plan		Plan Non-plan
1	2	3	4	5
			1. (a) Statutory contribution by Government for control of pollution (b) Statutory contribution by Government for control of pollution (c) Share of water cess collection from Government of India Appellate	Plan Non-plan Non-plan
			2. Fees: (a) Testing charges (b) Cess appeal fee (c) consent fee	
			3. Other Receipt: (a) Cost of consent application (b) Personal Trunk call charges (c) Cost of tender forms (d) Interest of bank deposits (e) Miscellaneous receipts	
			4. Recoveries of loans and advances: (a) Festivals advance (b) House building advance (c) Advance for purchase of motor conveyance	
			Total Gross	
			5. Less: 6. Amount transferred to Sinking Fund Amount transferred to Revolving Fund	
			Total Net	
<b>II. Expenditure</b>				
			A. Direction and administration: 1. Pension/Gratuities 2. Interest	

1	2	3	4	5
			3. Loans to Board employees— i. Festival advance ii. House building advance iii. Advance for purchase of motor conveyance iv. Advance for purchase of other conveyance	
			4. Fixed Assets— a. Regional Offices b. laboratories c. monitoring Research and Development; i. .... ii. .... d. Projects— i. Studies on water pollution ii. Studies on air pollution	
III. Funds				
			1. Pollution Control Board Provident Fund.	
			2. Sinking Fund	
			3. Revolving Fund	

**FORM X**

[See Rule 35]

Meghalaya State Pollution Control Board

**Receipt and payments for the year ended 31<sup>st</sup> March, 19.....**

	Previous year	Receipt		Previous year	Payments
	(1)	(2)		(3)	(4)
I. Opening Balance: (a) from State Government (b) from Government of India			1. Capita expenditure (i) Works (ii) Fixed (iii) Other Assets— (a) Machinery and Equipment/Tools and Plants		
II. Fees: (a) Testing charges (b) Cess appeal fee					

	(1)	(2)	(3)	(4)	
III. (c) Consent fee Other Receipts: (a) Cost of consent application from (b) Personal trunk call charges (c) Cost of tender forms (d) Interest on Bank Deposits (e) Miscellaneous receipts IV. Recoveries of loans and advances (a) Festival advance (b) House Building Advance (c) Advance for purchase of motor conveyance (d) Advance for purchase of other conveyance V. Deposits			(b) Scientific Equipments (c) Vehicles (d) Furniture and fixture 2. Revenue Expenditure: A. Administrative— (i) Salaries (ii) Wages (iii) Travelling expenses (iv) Office expenses (v) Rent, rates and taxes (vi) Supplies and materials (vii) Maintenance of laboratories (viii) Running and maintenance of vehicles (ix) Refund of cess (x) Fees for audit (xi) Other charges (xii) Suspenses B. Maintenance and repairs: (i) Buildings (ii) Machinery and equipment/tools and plants (iii) Scientific equipments (iv) Furniture and fixtures 3. Purchase 4. Advances 5. Deposits		
			Closing Balance		
Total			Total		

Accounts Officer

Member-Secretary

Chairman

## FORM XI

[See Rule 42]

*Meghalaya State Pollution Control Board***Annual Statement of Accounts***Income and Expenditure Account for the year ended 31<sup>st</sup> March, 19.....*

Expenditure

Income

	Pre vio us yea r	Det ails	Tot al of sub - hea d	Tot al of ma jor hea d		Pre vio us yea r	Det ails	Tot al of sub - hea d	Tot al of maj or hea d
	1	2	3	4		5	6	7	8
To Revenue expenditure: A. Administrative— (i) Salaries (ii) Wages (iii) Travelling expenses (iv) Office expenses (v) Rent, rates and taxes (vi) Supplies and materials (vii) Running and maintenance of vehicles (viii) Maintenance of laboratories (ix) Refund of cess (x) Fees for audit (xi) Other charges (xii) Suspenses					By I. Grant received: (a) From State Government (b) From Government of India Total Less: Amount utilised for capital expenditure  Net grant utilised for revenue expenditure  II. Fees: (a) Testing charges (b) Cess-appeal fee (c) Consent fee  III. Other Receipts: (a) Cost of consent application form (b) personal trunk call charges				

	1	2	3	4		5	6	7	8
B. Maintenance and Repairs—					(c) Cost of tender forms				
(i) Buildings and land					(d) Interest on Bank deposits				
(ii) Machinery and equipment/tools and plants					(e) Miscellaneous receipts				
(iii) Scientific equipments					IV. Recovery of loans and advances;				
(iv) Furniture and fixtures					(a) Festival advance				
C. Depreciation—					(b) House building advances				
(i) Buildings					(c) Advance for purchase of motor conveyance				
(ii) Machinery and equipment/tools and plants					(d) Advance for purchase of other conveyance				
(iii) Scientific equipments					V. Excess of expenditure over income.				
(iv) Vehicles									
(v) Furniture and fixtures									
D. Miscellaneous—									
(i) Write off/losses									
(ii) Other miscellaneous expenditure									
E. Excess of income over expenditure									
Total									

Accounts Officer

Member-Secretary

Chairman

## FORM XII

[See Rule 42]

*Meghalaya State Pollution Control Board***Annual Statement of Accounts***Balance Sheet as at 31<sup>st</sup> March, 19.....*

Capital and liabilities					Property and assets				
	Pre vio us yea r	Det ails	To tal of su b- he ad	Tot al of ma jor hea d		Pre vio us yea r	Det ails	Tot al of sub - hea d	Tot al of maj or hea d
	1	2	3	4		1	2	3	4
A. Capital Fund					1. Works: (as per From XIII)				
(i) Grants received from Government for capital expenditure—					2. Fixed assets: (as per Form XIV)				
(a) Amount utilised up to 31 <sup>st</sup> March...					(a) Value of land provided by Government (at cost)				
(b) Unutilised balance up to 31 <sup>st</sup> March....					(b) Buildings—				
(ii) Grants received from other agencies for capital expenditure—					Balance as per last balance sheets				
(a) Amount utilised up to 31 <sup>st</sup> March...					Additions during the year...				
(b) Unutilised balance up to 31 <sup>st</sup> March...					Total				
(iii) Value of land provided by Government (per contra)					Less:				
B. Capital Receipts					Depreciation during the year...				
C. Other Deposits					Total				
					3. Other assets: (as per Form XIV)				
					(a) Machinery and equipment/tools and plants as per last Balance sheet.				

	1	2	3	4	5	6	7	8
D. Amounts due: (i) Purchase (ii) Others					(a) Additions during the year... Total.....			
E. Excess of income over expenditure: (i) Up to 31 <sup>st</sup> March... (ii) Add for the year (iii) Deduct-Excess of expenditure over income					Less: Depreciation during the year... (b) ..... (c) Vehicles as per last Balance sheet Additions during the year... Total..... Less: Depreciation during the year... Total..... (d) Furniture's and fixtures as per last Balance sheet Additions during the year... Total..... Less: Depreciation during the year..... Total.....			
					4. Sundry debtors: (i) Amount dur from outside bodies for expenditure incurred Less: Amount received (ii) Other Sundry debtors			
					5. Advances (a) Miscellaneous advances (b) Other amounts recoverable: (i) Cash at bank (ii) Cash at hand (iii) Cash in transit Total.....			

Accounts Officer

Member-Secretary

Chairman

**FORM XIII**

[See Rule 42]

*Meghalaya State Pollution Control Board***Annual Statement of Accounts***Expenditure on Works as on 31<sup>st</sup> March, 19...**(Item: 1 Assets of the Balance-Sheet)*

Sl. No.	Name of Work	Up to 31 <sup>st</sup> March, 19...		
		Direct expenditure	Overhead charges	Total expenditure
1	2	3	4	5

During the year 19...			Up to 31 <sup>st</sup> March, 19...		
Direct expenditure	Overhead charges	Total expenditure	Direct expenditure	Overhead charges	Total expenditure
6	7	8	9	10	11

Total

Accounts Officer

Member-Secretary

Chairman

**FORM XIV**

[See Rule 42]

*Meghalaya State Pollution Control Board***Annual Statement of Accounts***Fixed Assets as on 31<sup>st</sup> March, 19.... (Item 2 Assets of the Balance Sheet)**Other Assets as on 31<sup>st</sup> March, 19.... (Item 3 Assets of the Balance Sheet)*

Sl. No.	Particulars of assets	Balance as on 31 <sup>st</sup> march, 19...	Additions during the year	Total	Depreciation off during the year	Sales or write off during the year	Balance as on 31 <sup>st</sup> March, 19...	Cumulative depreciation as on 31 <sup>st</sup> March, 19...
1	2	3	4	5	6	7	8	9

Accounts Officer

Member-Secretary

Chairman



## FORM XV

[See Rule 43]

**Consent Register**

1. Consent No. and date
2. Receipt of Consent
3. Location of the Plant—
  - District
  - Taluk
  - Town
  - Village and Sy.No.
  - Local authority
4. Type of the Industrial plant as specified in the Schedule to the Act
5. All pollution control area
6. Consent Classification:
  - (a) Proposed Yes/No
  - (b) Operating Yes/No
  - (c) Modification of existing emission source Yes/No
  - (d) Location change Yes/No
  - (e) Occupier change Yes/No
7. Emission standard

Source No.	Pollutant	Emission rate Kg/hr or standard/sec.

8. Implementation dates:
  - (a) In the case of proposed industries date of expected commencement of operating
  - (b) Air pollution control equipment to be installed and emission standards achieved by
9. Other conditions of consent, if any
10. Remarks

## APPENDIX II

[See Rule 43]

Sl. No	Consent fee Rs
1. Asbestos and asbestos product industries	10,000
2. Cement and cement product industries	5,000
3. Ceramic and ceramic product industries	1,000
4. Chemical and allied industries	7,500
	Per plant
5. Coal and lignite based chemical industries.	10,000
6. Engineering industries	
(a) without heat treatment and electroplating	1,500
(b) with heat treatment	2,500
(c) with electroplating	2,500
(d) with heat treatment and electroplating	5,000
7. Ferrous metallurgical industries	10,000
8. Fertilizer industries	7,500
	Per plant
9. Foundries	5,000
10. Food and agricultural products industries	2,000
11. Mining industries	10,000
12. Non-ferrous metallurgical industries	10,000
13. Ores/Mining processing industries including benefaction, pelletization, etc.	10,000
14. Power (coal, petroleum and their products) generating plant and boiler plants	10,000
15. Paper and pulp (including paper product industries)	5,000
16. Textile processing industries (made wholly or in part of cotton)	2,500
17. Petroleum refineries	5,000
18. Petroleum products and petro-chemical industries	10,000
19. Plants for recovery from and disposal of wastes	5,000
20. Incinerators	1,000
Small Scale Industries, irrespective of the type of industries, shall be charged Rs, 500 as consent fee.	

## APPENDIX III

[See Rule 35]

## Budget and Account Heads

## Heads of Accounts (Receipts)

1.
  - (a) Statutory contribution by State Government for Control of Pollution Plan
  - (b) Statutory contribution by State Government for Control of Pollution Non-Plan
  - (c) Share of West Cess Collection from Government of India Non-Plan
2. Fees:
  - (a) Testing charges
  - (b) Cess Appeal fee
  - (c) Consent fee
3. Other Receipts:
  - (a) Cost of consent application form
  - (b) Personal trunk call charges
  - (c) Cost of tender form
  - (d) Interest on Bank deposits
  - (e) Miscellaneous receipts
4. Recoveries of loans and advances:
  - (a) Festival advance
  - (b) House building advance
  - (c) Advance for purchase of motor conveyances
  - (d) Advance for purchase of other conveyances

Total (Gross)
5. Less:
 

Amount transferred to sinking fund

Amount transferred to revolving fund

Total (Net)

*Heads of Accounts (Expenditure)*

## Pollution Control:

## A. Direction and Administration—

- Salaries
- Wages
- Travelling expenses
- Office expenses
- Rent, rate and taxes
- Machinery and equipment/tools and plant
- Refund of cess

- Other charges
- Suspense
- B. Regional Offices:
  - Salaries
  - Wages
  - Travelling expenses
  - Office expenses
  - Rent, rate and taxed
  - Other charges
- C. Laboratories :
  - Salaries
  - Wages
  - Travelling expenses
  - Office expenses
  - Rent, rate and taxes
  - Scientific equipments
  - Supplies and materials
  - Maintenance of laboratory
- D. Monitoring, Research and Development:
  - Wages
  - Machinery and equipment/tools and plant
  - Supplies and materials
  - Other charges:
    - (i) .....
    - (ii) .....
- E. Projects:
  - (i) Studies on Water Pollution
  - (ii) Studies on Air Pollution

*Heads of Accounts (Funds)*

1. Pollution Control Board Provident Fund.
2. Sinking Fund.
3. Revolving Fund.

**APPENDIX IV**

[See Rule 41]

**Annual Report for the Financial Year April 19...to March 19...**

1. Introductory
2. Constitution of the board including changes therein

3. Staff of the Board
  4. Meeting of the Board
  5. Constitution of Committees by the Board, their working and meeting
  6. Activities of the Board
  7. Prosecution launched and convictions secured
  8. Finance and Accounts of the Board
  9. Visits to the Board by experts, important persons, etc.
  10. Any other important matter dealt with by Board
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