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Rajasthan Water (Prevention & Control of Pollution) Rules, 1975

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RAJASTHAN WATER (PREVENTION & CONTROL OF POLLUTION) RULES, 1975

(AS AMENDED UPTO DATE)

G.S.R. 48—In exercise of the powers conferred by Section 64 of the Water (Prevention & Control of Pollution) Act, 1974 (6 of 1974) the State Government after consultation with the State Board for the Prevention and Control of Water Pollution, hereby makes the following rules, namely :—

CHAPTER I

Preliminary

1. Short Title and Commencement.—(1) These rules may be called the Rajasthan Water (Prevention & Control of Pollution) Rules, 1975.

(2) These shall come into force on the date of their publication in the Official Gazette.¹

2. Definitions.—(a) 'Act' means the Water (Prevention and Control of Pollution) Act, 1974 (6 of 1974);

(b) ['Board, or 'State Board']² means the "Rajasthan State Board for the Prevention and Control of Water Pollution;

(c) 'Chairman' means the Chairman of the State Board;

(d) 'State Board Laboratory' means a Laboratory established or recognised as such under sub-section (2) of Section 17;

(e) 'State Water Laboratory' means a Laboratory established or specified as such under sub-section (1) of Section 52;

(f) 'Form' means a form set out in Schedule 1;

1. Published in Rajasthan Gazette, Extra-ordinary, September 11, 1975, P. 245.

2. Inserted by Rajasthan Water (Prevention and Control of Pollution), (Amendment) Rules, 1981 (Published in Rajasthan Gazette 4(π) (i), dated 14-4-81 at P. 33. .

(g) 'Member' means a Member of the State Board and includes the Chairman thereof;

(h) 'Member-Secretary' means the Member-Secretary of the State Board;

(i) 'Schedule' means a Schedule appended to these rules;

(j) 'Section' means a Section of the Act;

(k) 'Year' means a financial year commencing on the first day of April.

CHAPTER II

Terms and Conditions of Service of the Members of the Board and of its Committees

3. Salary, Allowances & Other Conditions of Service of the Chairman.—Salary, Allowances and other terms & conditions of service of the Chairman shall be such as may be specified by the Government of Rajasthan from time to time.

NOTIFICATION³

S.O. 29.—In pursuance of Rule 3 of the Rajasthan Water (Prevention and Control of Pollution) Rules, 1975. The Government of Rajasthan specifies that where a retired Government servant is appointed as Chairman of the State Board for Prevention and Control of Water Pollution, the travelling allowance, halting allowances, leave, medical facilities admissible to him as Chairman of the said Board shall be the same as were applicable to him according to the Rajasthan Government Rules in force at the time of retirement.

4. Salary, Allowances & Other Conditions of Service of the Member-Secretary.—Salary, allowances and other terms and conditions of service of the Member-Secretary shall be such as may be specified by the Government of Rajasthan from time to time.

5. Terms & Conditions of the Service of the Members of the Board and its Committee.—(1) Non-official members of the Board or any of its committees residing in Jaipur shall be paid sitting allowance (Fee) of Rs. 50/- and conveyance charges of [Rs. 15/-]^{3A}

3. Published in Rajasthan Gazette, Part iv(c), dated 22-4-76 at page 23.

3A. Substituted by Amendment of 1981.

for each day of the actual meeting of the Board or any of its committees.

(2) Non-official members of the Board or any of its Committees not resident in Jaipur shall be paid Travelling Allowance as admissible to an Officer of the category 'A' under travelling allowance rules of the State Government subject to the modification that the daily allowance will be Rs. 30/- per day. Such a member shall also be paid in addition, a sitting allowance of Rs. 50/- for each day of the meeting :

Provided that in case of a member of the Rajasthan Legislative Assembly who is also a Member of the Board or any of its Committees the said daily and travelling allowance will be admissible [.....]⁴ on production of certificate by the Member that he has not drawn any such allowances for the journey and halts from any other Government source.

(3) The official members who are residing in Jaipur shall be paid fixed conveyance charge of Rs. 15/- for each meeting. Official Members who are not resident in Jaipur shall be paid travelling allowance admissible to them as per the T. A. Rules of the Government concerned.

CHAPTER III

Powers and Duties of the Chairman and Member Secretary and Appointments of Officers and Employees

6. Powers and Duties of the Chairman.—(1) The Chairman shall have over all control over the day-to-day activities of the Board.

(2) (i) The Chairman may undertake tours within Rajasthan for carrying out the functions of the Board.

(ii) The Chairman may with the approval of the Board visit any State outside Rajasthan.

(3) Subject to Rules, if any, made under sub-section (3) of section 12, the Chairman shall have full powers in matters of promotion, confirmation, transfer and termination of services of the officers and employees of the Board.

⁴ Omitted by Amendment of 1981.

(4) In matters of acceptance to tenders, the Chairman shall have full powers of acceptance upto Rs. 15,000/- in emergent cases and in all other cases the acceptance will be subject to the concurrence of the Board.

(5) Subject to over-all sanctioned budget provisions, the Chairman shall have full powers to administratively approve and sanction all estimates.

7. Creation and Abolition of Posts.—(i) The Board may [within the sanctioned budget]⁵ create such posts as it considers necessary for the efficient performance of its functions and may abolish any post, so created :

Provided that for the creation of and appointment to, posts the maximum scale of which is above [Rs. 3900/- p.m.]⁶ the Board shall obtained prior sanction of the State Government.

(ii) In emergency, the Chairman may create posts upto the level of Engineering Subordinate for a short period not exceeding three months subject to the subsequent ratification by the Board.

8. Powers and Duties of the Member-Secretary.—The Member-Secretary shall be subordinate to the Chairman and shall subject to the control of the Chairman exercise the following powers, namely :—

- (1) The Member-Secretary shall be incharge of all the confidential papers of the Board and shall be responsible for preserving them.
- (2) The Member-Secretary shall produce such papers whenever so directed by the Chairman or by the Board.
- (3) The Member-Secretary shall make available to any member of the Board for his perusal, any record of the Board, with the prior approval of the Chairman.
- (4) The member-Secretary shall be entitled to call for the services of any officer or employee of the Board, and

5. Inserted by Amendment of 1981.

6. Substituted by Notification No. F. 21(3) ENV/88, dated 8-6-88.

files, papers and documents for study from any Department of the Board, as also to carry out inspection of any department at any time including checking of accounts, vouchers bills and other records and stores pertaining to the Board or Regional Offices thereunder.

- (5) 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.

- (6) The Member-Secretary shall make all arrangements for holding meetings of the Board and meetings of the Committees constituted by the Board.

- (7) All orders, or instructions to be issued by the Board shall be under the signatures of the Member-Secretary or of any other officer authorised in this behalf by the Chairman.

- (8) The Member-Secretary shall authorise, sanction or pass all payments against allotments made or estimates sanctioned.

- (9) The Member-Secretary shall write and maintain confidential reports of all Officers of the Board and shall get them counter-signed by the Chairman.

- (10) The Member-Secretary shall countersign the Confidential Reports of all the Subordinate, Ministerial and Class IV employees of the Board.

- (11) (i) The Member-Secretary shall sanction the Annual Increments of all Officers of the Board.

Provided that the increments of Officers shall be with-held only with the approval of the Chairman.

- (ii) 7[The Annual Increments of other Employees of the Board not referred to in clause (i) shall be sanctioned by the Officers authorised in this behalf by the Member-Secretary :

Provided that the increments shall be with-held only with the approval of the Member-Secretary].

- (12) The Member-Secretary shall exercise such other powers and perform such other functions as may be delegated to him from time to time either by the Board or by the Chairman.

CHAPTER IV

Temporary Association of Persons with State Board

9. Manner and Purpose of Association of Persons with State Board.—The State Board may invite any person, whose assistance or advice it considers useful to obtain in performing any of its functions to participate in the deliberations of any of its meetings. The Travelling Allowance to the person associated will be allowed as per Board Rules provided in Rules 5.

CHAPTER V

10. Appointment of Consulting Engineer.—For the purpose of assisting the Board in the performance of its functions the Board may appoint a Consulting Engineer to the Board for a specified period not exceeding four months :

Provided that the Board may with the prior approval of the State Government extend the period of the appointment from time to time :

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

11. Powers to Terminate Appointment.—Notwithstanding the appointment of a Consulting Engineer for a specified period under rule 10 the State Board shall have the right to terminate the services of the Consulting Engineer before the expiry of the specified period, if in the opinion of the Board, the Consulting Engineer is not discharging his duties properly or to the satisfaction of the Board or such a course of action is necessary in the public interest.

12. Emoluments of the Consulting Engineer.—The Board may pay the Consulting Engineer suitable emoluments or fees

depending on the nature of work, and qualification and experience of the Consulting Engineer :

Provided that the Board shall not appoint any person as Consulting Engineer without the prior approval of the State Government, if the emoluments or fees payable to him exceed Rs. Two Thousand per month.

13. Tours by Consulting Engineer.—The Consulting Engineer may undertake tours within the country 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 as may, be [specified]⁸ by the State Board. He shall, however, get the prior approval of the Member-Secretary to his tour programme.

14. Consulting Engineer not to Disclose Information.—The Consulting Engineer 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 other wise to any person other than the Board without the written permission of the Board.

15. Duties & Functions of the Consulting Engineer.—The Consulting Engineer shall discharge such duties and perform such functions as are assigned to him by the Board and it will be his duty to advise the Board on all technical matters referred to him by the Board.

CHAPTER VI

Budget of the State Board

16. Form of Budget Estimates.—The Budget in respect of the year next ensuing, showing the estimated receipts and expenditure of the Board shall be prepared in forms I, II, III and IV and forwarded to the State Government.

(2) The estimated receipts and expenditure shall be accompanied by the revised budget estimated for the current year,

(3) The Budget shall as far as may be based on the account heads specified in Schedule-II.

⁸ Substituted by Amendment of 1981.

17. Submission of Budget Estimates to the Board.—(1) The Budget Estimates as compiled in accordance with rule 16 shall be placed by the Member-Secretary before the Board in the month of October of each year for approval.

(2) After approval of the Budget estimates by the Board, four copies of the Final Budget proposals incorporating therein such modifications as have been decided upon by the Board with copies of the schedules shall be furnished to the Government by the end of October.

18. Estimates of Establishment, Expenditure & Fixed Recurring Expenditure.—(1) The estimates of expenditure on fixed establishment as well as fixed monthly recurring charges on account of rent, allowance, etc. shall provide for the gross sanctioned pay without deductions 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 member of the staff with regard to leave so far as the same can be ascertained.

(3) If experience indicates that the total provision for fixed charges referred to in sub-rules (1) & (2) are not likely to be fully utilised, a suitable lump sum deduction shall be made from the total amount estimated.

19. Re-appropriation & Emergent Expenditure.—No expenditure which is not covered by a provision in the sanctioned budget estimates, 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.

20. Power to Incur Expenditure.—Till the Board frames its own rules, the State Board shall incur expenditure out of the funds received by it in accordance with the General Financial & Accounts Rules of the State Government and other instructions issued by the Government from time to time.

21. Operation of Fund of the State Board.—The fund of the Board shall be operated by the Member-Secretary of the Board

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[.....]⁹ or in his absence by any other Officer of the Board who may subject to the approval of the [State Government]¹⁰ be so empowered by the State Board.

Provided that for transactions involving a sum of Rs. 10,000/- or up wards, the power will be exercised jointly by the Chairman.

CHAPTER VII

Annual Report of the State Board

22. Form of Annual Report—The annual report in respect of the year last ended giving a true and full accounts of the activities of the State Board during the previous financial year shall contain the particulars specified in the Schedule-III and shall be submitted to the State Government by the 15th of May each year.

CHAPTER VIII

Accounts of the State Board

23. Form and Annual Statement of Accounts of the State Board.—The Annual Statement of Accounts of the State Board shall be in Form V to IX.

CHAPTER IX

Report of the State Board Analyst

24. Form of Report of State Board Analyst.—When a sample of any water, sewage or trade effluent has been sent for analysis to a Laboratory established or recognised by the Board, the Board analyst appointed under [sub-section (3)]¹⁰ of section 53 shall analyse the sample & submit to the Board a report in triplicate in form X of the result of such analysis.

CHAPTER X

State Water Laboratory

25. Functions of the State Water Laboratory.—The State Water Laboratory shall cause to be analysed any samples of water

⁹ Omitted by Amendment of 1981.

¹⁰ Substituted by Amendment of 1981.

sewage or trade effluent received by it from any Officer authorised by the Board for the purpose, and the findings shall be recorded in triplicate in form XI.

26. **Fees of Report.**—The fees for each such report shall be such as may be notified by the State Government from time to time.

CHAPTER XI

Powers & Functions of the Board

27. **[Power to take Samples]**¹¹ The Board or any Officer empowered by it in this behalf shall have power to take for the purpose of analysis samples of water from any stream or well or samples of sewage or trade effluent which is passing from any plant or from over any place into any such stream or well.

28. **Form of Notice.**—A notice under clause (a) of Sub-section (3) of Section 21 shall be in form XII.

¹²[29. (1) **Application of Consent.**—An application for obtaining the consent of the State Board (a) for bringing into use any new or altered outlet for the discharge of sewage or trade effluent into a stream or well or sewer or on land, or; (b) to begin making use of any new discharge of sewage or trade effluent into a stream or well or sewer or on land under section 25, or; (c) for continuing an existing discharge of sewage or trade effluent into a stream or well or sewer or on land under section 26 of the Act shall be made to State Board in Form XIII.

(2) Such application shall be accompanied by the fees as prescribed in the Table below :—

11. Substituted by Amendment of 1981.

12. Substituted by Rajasthan Water (Prevention and Control of Pollution), Amendment, Rules, 1983; published in the Rajasthan Gazette, Extra; Part 4(ग), dated 2-12-83, page 251.

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Order of Slab	Kilo litre of average water consumption per day		Fees in Rupees
1.	5 or below		50
2. More than	5 but upto	10	100
3. More than	10 but upto	50	150
4. More than	50 but upto	100	300
5. More than	100 but upto	300	600
6. More than	300 but upto	600	1000
7. More than	600 but upto	1000	2000
8. More than	1000 but upto	3000	4000
9. More than	3000 but upto	6000	6000
10. More than	6000 but upto	10,000	8000
11. More than	10,000 but upto	20,000	10,000
12. More than	20,000		15,000

(3) An application not accompanied with the prescribed fees shall not be entertained by the Board.

(4) The fees shall be paid through Bank Draft payable in favour of the State Board.]

30. Procedure for Making Inquiry in Application for Consent.—(1) On receipt of an application for consent under section 25 or section 26, the State Board may depute any of its Officers, accompanied by as many assistants as may be necessary to visit the premises of the applicant, to which such application relates for the purpose of verifying the correctness or otherwise of the particulars furnished in the application or for obtaining such further particulars or informations as such Officer may consider necessary such officer may, for that purpose inspect any place where water or sewage or trade effluent is discharged by the applicant or treatment plants, purification, works or disposal systems of the applicant and may require the [applicant]¹³ to furnish to him any plans, specifications and other data relating to such treatment plants, purifications works or disposal systems or any part thereof that he considers necessary.

(2) Such Officer shall before visiting any premises of the applicant for the purpose of inspection under sub-rule (1) above

¹³ Substituted by Amendment of 1981.

give notice to the applicant of his intention to do so in form XIV. The applicant shall furnish to the Officer such necessary information as legitimately required for the purpose.

(3) An Officer of the Board may before or after carrying out an inspection under [Sub rule (i)]¹⁴ above require the applicant to furnish to him, [.....]¹⁵ in writing such additional information or clarification or to produce before him such documents, as he may consider necessary for the purpose of investigation of the application and may, for that purpose, summon the applicant or his authorised agent to the Office of the State Board.

CHAPTER XII

Procedure for Transaction of Business

31. Notice of Meetings—(1) Meetings of the Board shall ordinarily be held at Jaipur on such dates as may be fixed by the Chairman.

(2) [The Chairman]¹⁶ shall, upon the written request of not less than five members of the Board or upon a direction of the State Government call a special meeting of the Board.

(3) Seven clear days notice of an ordinary meeting and three clear days notice of a special meeting specifying the time and place at which such meeting is to be held and the business to be transacted [therein]¹⁷ 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 of business or in such other manner as the Chairman may in the circumstances of the case thinks fit.

(5) No member shall be entitled to bring forward for 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.

14 Substituted by Amendment of 1981.

15 Deleted by *ibid*.

16 Substituted by *ibid*.

17 Substituted by *ibid*.

(6) The State Board may [adjourn any meeting from]¹⁸ day to day or any particular's day and no such fresh notice shall be required for any adjourned meeting.

(7) No proceeding shall be invalidated merely on the ground that provision in this rule relating to notice is not [complied with on account of any technical defect].¹⁹

32. Presiding Officer.—Every meeting shall be presided over by the Chairman and in his absence by a Chairman for the meeting to be elected by the Members present from amongst themselves.

33. All Questions to be Decided by Majority—(1) 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.

(2) In case of an equality of votes, the presiding officer shall have a second or casting vote.

34. Quorum—(1) Five Members shall form the quorum for any meeting.

(2) If at any time fixed for any meeting or during the course of any meeting, a quorum is not present, the Presiding Officer shall adjourn the meeting and if quorum is not present on the expiration of fifteen minutes from such adjournment the Presiding Officer shall adjourn the meeting to such hour on the following or on some other future date as he may fix.

(3) No quorum shall be necessary for the adjourn meeting.

(4) No matter which had not been on the agenda of the original meeting shall be discussed at such adjourned meeting.

(5) No fresh notice shall be required for the adjourned meeting.

35. Minutes—(1) Record shall be kept of the names of members who attend the meeting and of proceedings of the meeting in a book to be maintained for the purpose by the Member-Secretary.

¹⁸ Substituted by Amendment of *ibid*.

¹⁹ Substituted by *ibid*

[(2) The minutes of the previous meeting shall be circulated with the Agenda at the beginning of every succeeding meeting. The Minutes shall be confirmed and signed by the Presiding Officer at such meeting.]²⁰

(3) The proceedings shall be open to inspection by any member at the Office of the Board during office hours.

36. Maintaining Order at Meeting—The Presiding Officer shall preserve order at a meeting.

37. (.....)²¹.

38. Order of Business—(1) As far as possible at any meeting, business shall be transacted in the order in which it is entered in the Agenda.

(2) Either at the beginning of the meeting or after the conclusion of the debate on a motion 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 majority of members agrees]²² such a change shall take place.

39. Procedure for Transaction of Business of Committees Constituted by the Board—(1) The time and place of the meeting of the Committee constituted by the Board under Sub-section (1) of Section 9 shall be as specified by the Chairman,

(2) The quorum for a meeting of a Committee constituted under sub-section (1) of Section 9 shall comprise atleast three Members of the Committee.

(3) Subject to sub-rule (1) and sub-rule (2) the meetings of any of the Committees constituted under, sub-section (3) of section 9 shall, as far as, may be, governed by the rules applicable to the meetings of the Board.

¹⁹. Substituted by *ibid*.

²⁰ Deleted by the *ibid*.

²¹. Substituted by *ibid*.

FORM I
STATE BOARD FOR PREVENTION AND CONTROL OF WATER POLLUTION

Detailed Budget Estimates for the year 198.....

(See Rule 16)

**ADMINISTRATION
(EXPENDITURE)**

Head of Account	Actual for the past three years	Sanctioned estimate for the current year 198	Actual of last six months i.e. year 19	Actuals of six months of the current year 19	Revised estimate for the next year 19	Budget estimate for the next year 19	Variations between Col. No. 2 & 8	Variations between Col. No. 8 & 9	Explanation for Column 10 & 11			
	198	198	198	198	19	year 19						
	1	2	3	4	5	6	7	8	9	10	11	12

Statement of details of provision proposed for pay of officers/establishment of the year 198 —198
(See Rule 16)

Name & Desi- gnation for	Reference to page of estimate	Sanctioned pay of the post	Actual Min. of the due person on (a)	Maxi. concer- next 1st-Apr. (b)	Amount of Provisional pay for the year at the rate in Col. (c)	Interest falling due within the year	Total Provisions for the year i.e. total of Col. 4 & 5(c)	Remarks
1	2	3	4	5	6	7		

FROM THE

RAJASTHAN STATE BOARD FOR PREVENTION AND CONTROL OF WATER POLLUTION

Nominal Rolls
(See Rule 16)

Name and designation	Pay	Dearness allowance	City Com-pensatory allowance	House rent allowance	Overtime allowance	Children education allowance	Leave travel concession	Other allowance	Total
1	2	3	4	5	6	7	8	9	10
TOTAL									

FROM IV
RAJASTHAN STATE BOARD FOR PREVENTION AND CONTROL OF WATER POLLUTION

Nominal Rolls
(See Rules 16)

Actual sanctioned strength as on 1st March, 197	Particulars of post	Sanctioned Budget Grant 198-198		Revised Estimates 198		Budget Estimate 198		Explanation for the difference between sanctioned budget grant, revised estimates and budget estimates.	
		No. of posts included	Pay and allowance	No. of posts included	Pay and allowance	No. of posts included	Pay and allowance		
1	2	3	4	5	6	7	8	9	
I	Officers								
	(a) Posts filled								
	(b) Posts vacant								
II	Establishment								
	(a) Posts filled								
	(b) Posts vacant								
III	Class IV								
	(a) Posts filled								
	(b) posts vacant								
	TOTAL of III-Class IV								

GRAND TOTAL I, II and III

FORM V

STATE BOARD FOR PREVENTION AND CONTROL OF
WATER POLLUTION

Receipts and Payments for the year ended

(See rule 23)

Previous Year	Receipts	Previous Year	Payments
1	2	3	4

Opening Balance.....

1. Grants received.....

(a) from Government—

(b) from other agencies...

II. Fees

III. Fines & Forfeitures

IV. Interest on
investmentV. Miscellaneous
receiptVI. Miscellaneous
advances

VII. Deposits

1. Capital expenditure.....

i. Work....

ii. Fixed assets

iii. Other assets.

(a) Laboratory equipments

(b) vehicles

(c) furniture & fixtures

(d) Scientific instruments
& office appliances

(e) Tools and plant

2. Revenue expenditure

(A) Administrative ...

(i) Pay of officer... ..

(ii) Pay of establishment

(iii) Allowance & Honora-
ria(iv) Leave salary & pension
contributions.(v) Contingent expendi-
ture

Deduct recoveries.....

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1	2	3	4
		(B) (i) Board laboratory	
		(ii) Charges to be paid to the Central water Laboratory	
		(C) (iii) Running and maintenance of vehicles.	
		(D) Maintenance & repairs	
		(i) Buildings and Land drainage including tents if any	
		(ii) Works	
		(iii) Furniture & Fixture	
		(iv) Scientific Instruments & office appliances	
		(v) Tools and plants	
		(vi) Temporary works (including maintenance and repairs.	
		(E) Fees to consultants & specialist	
		(F) Law charges	
		(G) Miscellaneous	
		(H) Fees for Audit	
		3. Purchases	
		4. Miscellaneous	
		5. Advances	
		6. Deposits closing balance	
			Total
Accounts Officer	Member-Secretary	Chairman	

FROM VI
**STATE BOARD ANNUAL STATEMENT OF ACCOUNTS FOR PREVENTION
 AND CONTROL OF WATER POLLUTION**

Income and Expenditure Account for the year ended 31st March, 19
 (See Rule 23)

Previous year,	Expendi- ture details	Total of Sub-head	Total of major head	previous year	Income details	Total of sub-head	Total major head
1	2	3	4	5	6	7	8
Rs.							
Revenue Expenditure				Rs.	Rs.	Rs.	Rs.
A-Administrative :				By—			
(i) Pay of officers				(i) GRANTS RECEIVED			
(ii) Pay of establishment				(a) From Government			
(iii) Allowance and Honoraria				(b) From other agencies			
(iv) Leave Salary & pension contributions				Total			
(v) Board's Contribution to the staff							
(vi) Contingent expenditure				Less :			
Deduct recoveries.				Amount utilised for capital			
B-Running expenses of laboratories;				expenditure net grant avail- able for revenue expenditure			
(i) Main Laboratory				(ii) Fees			
(ii) Payments to be made to State Water Laboratory				(iii) Service rental charges			
C-Running and Maintenance of Vehicles,				(vi) Fines and forfeitures.			
D-Maintenance and Land Drainage				(v) Interest on investments			
(i) Building and Land Drainage				(vi) Miscellaneous receipts			
				(vii) Excess of expenditure over income			
				Total :			

FORM NO. VII

STATE BOARD FOR PREVENTION AND CONTROL OF WATER POLLUTION
ANNUAL STATEMENT OF ACCOUNTS

Balance Sheet as at 31st March, 19

(See Rule 23)

Capital and Liabilities				Properties and assets			
Previous year	Details	Total of sub-head	Total of major head	Details of previous year	Total of sub-head	Total of major head	Total of major head
1	2	3	4	5	6	7	8

A-Capital fund

(i) Grants received from Government

for Capital expenditure

(a) Amount utilised upto 31st March, 19

(b) Unutilised balance on 31st March, 19

(ii) Grant from other agencies for capital expenditure :

(a) Amount utilised upto 31st March, 19

(b) Unutilised balance on 31st March, 19

(iii) Value of land provided by Government :

(Per contra)

1. Work

(As per form)

2. Fixed assets—

(a) Value of land provided by Govt.

(at cost)

(b) Buildings :—

Balance as per last Balance sheet

Additions during the year

Total :

B-Capital Receipts :

(i) Deposits received for work from

outside bodies.

Less :

Depreciation during the year

Total :

1	2	3	4	5	6	7	8
	(a) Deposits						
	(b) Less expenditure						
	(ii) Other deposits						
	C-Amounts due :						
	(i) Purchase						
	(ii) Others						
	D-Excess of income over expenditure						
	(i) Upto 31st March, 19						
	(ii) Add for the year						
	(iii) Deduct Excess of Expenditure						
	over income						
	3. other assets.						
	(as per from IX)						
	(a) Laboratory equipment as per						
	last balance sheet. Addition						
	during the year						
	Total :						
	Less Depreciation during the year						
	Total						
	(b) Vehicles as per last Balance						
	sheet Additions during the year						
	Total :						
	(c) Furniture & Fixtures as per last						
	balance sheet						
	Addition during the year						
	Total :						
	Less Depreciation during the year						
	Total :						
	(d) Scientific Instrument and office						
	appliances						
	as per last balance sheet						
	Addition during the year						
	Total :						
	Less Depreciation during the year						
	Total						

1	2	3	4	5	6	7	8
4. Sundry Debtors :							
							(i) Amounts due from outside bodies for expenditure incurred
							Expenditure
							Less amount received
							(ii) Other sundry debtors
							5. Advances :
							(a) Miscellaneous Advances
							(b) Other amount recoverable
							Cash
							(a) Noticed/Short term deposit
							(b) Cash in hand
							(c) Cash at bank
							(d) Cash in transit

Total :	Total
Accounts Officers	Member-Secretary
	Chairman

STATE BOARD FOR PREVENTION AND CONTROL OF POLLUTION ANNUAL STATEMENT OF ACCOUNTS

Expenditure on wards as on 31st March, 19
(Item-I Assets of the Balance Sheet)

(See Rule 23)

S.	UPTO 31st MARCH, 19				DURING THE YEAR, 19				UPTO 31st MARCH, 19				
No.	Name of work	Direct expen- diture	Overhead charges	Total expen- diture	Direct expen- diture	Overhead charges	Total expen- diture	Direct expen- diture	Overhead charges	Total expen- diture	Direct expen- diture	Overhead charges	Total expen- diture
1	2	3	4	5	6	7	8	9	10	11			

Total:

Accounts Officer

Member-Secretary

Chairman

FORM NO. IX

RAJASTHAN STATE BOARD FOR PREVENTION AND CONTROL OF WATER POLLUTION ANNUAL STATEMENT OF ACCOUNTS

Fixed Assets as on 31st March, 19

(Item No. 2 Assets of the Balance Sheet.

Other Assets as on 31st March, 19

(Item No. 3 Assets of Balance Sheet

(See Rule 23)

S. No.	Particulars of Assets	Balance as on 31st March, 19	Additions during the year	Total	Depreciation during the year	Sales or write off during the year	Balance as Cumulative on 31st March, 19	Depreciation as on 31st March, 19
--------	-----------------------	------------------------------	---------------------------	-------	------------------------------	------------------------------------	-----------------------------------------	-----------------------------------

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Accounts Officer

Member-Secretary

Chairman

FORM—X

REPORT BY THE STATE BOARD ANALYST

(See Rules 24)

Report No.....

Dated the.....198

I hereby certify that I, (I)... ..State Board Analyst duly appointed under sub-section (3) of section 53 of the water (Prevention and Control of Pollution), Act, 1974 (6 of 1974) received on the (II).....day of.....198 from (III)...a sample of... for analysis. The sample was in a condition fit for analysis reported below :

I further certify that I have analysed the aforementioned sample on (IV).....and declare the result of analysis to be as follows :—

(V)... ..

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

... ..

Signed this

day of

198

(Signature)

STATE BOARD ANALYST

Address.....

... ..

To,

... ..

- (i) Here write the full name of the State Board Analyst.
- (ii) Here write the date of receipt of the sample.
- (iii) Here write the name of the Board or person or body of persons or officer from whom the sample was received.
- (iv) Here write the date of analysis.
- (v) Here write the details of the analysis and refer to the method of analysis. If the space is not adequate the details may be given on a separate sheet of paper.

FORM—XI

REPORT BY GOVERNMENT ANALYST

(See Rule 25)

Report No.....

Dated the.....198

I hereby certify that I, (I).....Government Analyst duly appointed under sub-section (1) of section 53 of the water (Prevention and Control of Pollution) Act, 1974 (6 of 1974) received on the (II).....day of.....198 from (III)..... a sample offor analysis. The sample was in a condition fit for analysis reported below :

I further certify that I have analysed the aforementioned sample on, (IV).....and declare the result of the analysis to be as follows :—(V).....

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

.....
signed this.....day of198

(Signature)
Government Analyst

Address.....

.....

To,

.....

- (i) Here write the full name of the Government Analyst.
- (ii) Here write the date of receipt of the sample.
- (iii) Here write the name of the Board or person or body of persons or Officer from whom the sample was received.
- (iv) Here write the date of analysis.
- (v) Here write the details of the analysis and refer to the method of analysis. If the space is not adequate the details may be given on a separate sheet of paper.

FORM No. XII

STATE BOARD FOR THE PREVENTION AND
CONTROL OF WATER POLLUTION
NOTICE OF INTENTION TO HAVE SAMPLE ANALYSED

(See Rule 28)

To,

Take notice that it is intended to have analysed the sample of
water/sewage effluent
trade effluent which is being taken today the.....day
of 19.....from (i)

Name and Designation of the person who takes the sample.

(I) Here specify the stream, well, plant, vessel or place
from where the sample is taken.

To,

FORM No. XIII

(TO BE SUBMITTED IN TRIPLICATE) APPLICATION FOR
CONSENT FOR DISCHARGE OR CONTINUATION OF
DISCHARGE UNDER SECTION 25/26 OF THE ACT

(See Rule 29)

Application for consent for discharge or continuation of dis-
charge.

From :

Date :

To,

The Member Secretary,
The State Board for Prevention & Control
of Water Pollution,
Rajasthan, JAIPUR

Sir,

I/We apply for CONSENT under Section 25/Section 26 of
the Water (Prevention and Control of Pollution) Act, 1974 (6 of
1974)* to bring into use any new or altered outlet for the dis-

charge of *sewage/trade effluent to begin to make new discharge of *sewage/trade effluent or *continue to make discharge of *sewage/trade effluent from land/premises owned by (1)
 ...for a period upto (2)....

- (a) sewage/Sullage via drains/out fall sewers/treatment works,
- (b) Trade effluent via drain/out fall sewers/treatment works.
- (c) Solid waste into (3)
 - (i) Stream ... /River or
 - (ii) On land for irrigation, bearing survey No. ... adjoining/at a distance of ... stream... River or
 - (iii) Lake Pond adjoining/at a distance of stream/ River or
 - (iv) Directly on land for open percolation into subterranean strata of Survey No ... adjoining/at a distance of ... stream/river or
 - (v) Tidal waters estuarine waters known asOR
 - (vi) Sea long/off the shore shown as ...
 - ²³[(vii) Sewer owned by ...
 - (viii) Well owned by ..."]

2. The annexure, appendices other particulars and plans in triplicate are attached herewith.

3. I/We further declare that the information furnished in the Annexure, appendices and plans is correct to the best of my/our knowledge.

4. I/We hereby submit that In case of change either of the point or the quantity of discharge or its quality, a fresh application for CONSENT shall be made and until such CONSENT is granted, no change shall be made.

5. I/We hereby agree to submit to the State Board an application for renewal of consent one month in advance of the

²³. Inserted by Amendment of 1983.

Raj. Water (Prev. & Con. of Pollution) Rules, 1975

date of expiry of the consented period for outlet/discharge, if to be continued thereafter.

6. I/We undertake to furnish any other information within one month of its being called by the State Board.

²⁴“7. I/We enclosed herewith Bank Draft No....
Dated ... for ... Rupees
in Favour of the Rajasthan State Board for the prevention and control of water Pollution, Jaipur as a Fees payable under the rules.]

Yours faithfully,

Accompaniments.

*Note : Strike/out entries not relevant....

Outlet/Discharge

Signature ...

Name of applicant

Address of applicant

Annexure to Form XIII Existing New/Altered.

Note : —Any applicant knowingly giving incorrect information or suppressing any information pertaining there to shall be liable to be punished under the Act.

While filing this Annexure the applicant not concerned with any of the item shall state “Note concerned” against the relevant one.—

- | | |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Full name of Applicant with Address | ...
(Tel. No. ...) |
| 2. Full name of land/premises institute factory/industry/ Local Body, with address | ...
(Tel. No. ...)
(Telegraphic Address) |
| 3. Give revenue/city survey number of land/premises for which the application is made stating District, | District ...
Taluka... ...
Tehsil... ...
Town/village... ...
City Survey No./Mauza No. ...
Area in Hectares ...
Revenue Survey No. ...
Area in Hectares ... |

²⁴. Inserted by Amendment of 1983.

4. State month and year in which the land/premises/institute/factory /industry was actually put into commission or is proposed to be put into commission or the month and year from which the local Body is functioning.

5. State the Civil/Military/Defence Industrial Estate etc. under whose administrative jurisdiction the applicant's land premises is situated.

Collectorate ...
Corporation
Municipality ...
Village Panchayat
Contonment
Defence Department
Port Trust
State Government
Prohibited area

6. (a) State whether the land premises/Industry/Fac-tory has been declared as prohibited areas.

Yes/No

(b) If yes, state the name of the authority and furnish a certified copy of the order under which the area has been declared as prohibited areas

7. Is the industry/factory for which application is made closed on Sunday/Holiday

Yes/No

8. State working season per year for the Industry/ Factory.

Full Year From to
... ..
... ..
... .. every year

9. (a) No. of workers attend-ing the factory

Shift	Shift	Shift	General
No. 1	No. 2	No. 3	Shift.
Hrs.	Hrs.	Hrs.	Hrs.
...

Raj. Water (Prev. & Con. of Pollution) Rules, 1975

- (b) No. of workers residing in the premises.

10. (For Local Bodies only)

- (a) Present Population
(b) Population covered under regular Sewerage facilities.
(c) Population covered by conservancy latrines.
(d) Population having Septic tank/pit privy facilities.

11. (a) Give the list of raw materials such as metals, alloys Chemicals, Oils, Fuels, etc. used per month in Metric Tons :—

Metal and Alloy		Name/Weight
Chemicals	Inorganic Organic	Name/Weight
Oil and Grease		Name/Weight
Fuels : (a) Wool		Name/Weight
(b) Coal		Name/Weight
(c) Oil		Name/Weight
(d) Grease		Name/Weight
(e) Other		Name/Weight

- (b) Give the list of name of Products and by products Manufactured per month in (MT).

.....
S.No./Name of Products/
Qnt. in MT per month

- (c) Give the list of possible intermediate products

.....

12. State daily quantity of water in litres utilised.

USES

.....
(Domestic/Industrial/
Agriculture/Other)

13. (A) State the hourly maximum and daily maximum quantity of effluent arisings from land/premises for which the application is made
-
Hourly max./Daily max.
(In Litres)
- (a) Domestic
- (b) Industrial
- (c) Agriculture
- (d) Other use
- (e) Total quantity of effluent.
- (B) State how measurement of rate and quantity are carried out.
14. State whether storm water drains are kept separate from industrial/Domestic effluents
- Yes/No
.....
15. (a) Is domestic effluent allowed to get mixed in Industrial effluent.
- Yes/No
- (b) If yes, state ratio..... Domestic/Industrial
16. (a) Describe if any treatment for Industrial or domestic effluent or one for combined effluent is made. If Yes, state the process of treatment in brief (separately)
- Yes/No
- (b) Is the quality of effluent emanating either without or after treatment approved by any authority.....
- Yes/No
- (c) If approved, furnish the authority
- (two certified copies to be sent)
16. (a) Is any effluent from any shop/shops, toxic ? If so, volume of this effluent.
17. Is there any provisions for disposal of
- Already made Proposed to be made
- (a) Domestic effluent in public underground sewer
- Yes/No Yes/No

Raj. Water (Prev. & Con. of Pollution) Rules, 1975

- | | | |
|-----------------------------------------------------|--------|--------|
| (b) Industrial effluent in public underground sewer | Yes/No | Yes/No |
| (c) Give the name of public authority owning sewer | | |

- | | | |
|-------------------------------------------------------------|--------------|---------------------|
| 18. Is there any provision for disposal of | Already made | Proposed to be made |
| (a) Domestic effluent overland for Irrigation | Yes/No | Yes/No |
| (b) Industrial effluent overland for Irrigation | Yes/No | Yes/No |
| (c) Domestic effluent in the Underground strata | Yes/No | Yes/No |
| (d) State the area of land used for (a) above in Hectares | | |
| (e) State the area of land used for (b) above, in hectares. | | |

19. Give quantitative disposal of effluent in litres provided for the place mentioned below.

Domestic	Industrial	Mixed.
----------	------------	--------

- (i) Stream/River
- (ii) On lands for irrigation
- (iii) On land for percolation
- (iv) Lake/Pond
- (v) Tidal waters
- (vi) Estuarine waters
- (vii) Opean sea

²⁵[(viii) Sewer

(ix) Well]

Already made	Proposed to be made
--------------	---------------------

20. Is there any provision for equalizing OR holding lagoons for tanks to store the effluent during unfavourable

25. Inserted by Amendment of 1983.

stream or tidal conditions.

- (i) Domestic effluent
- (ii) Industrial effluent
- (iii) Combined effluent

21. Is sufficient land, available/can be made available in case pumping effluent on lands have to be considered.

Yes/No

22. (a) Give details of composition of Domestic/Industrial/Combined effluents in respect of the following :—

At Max. Dis.	At Min. Dis.	At Ave. Dis.	At Max. Dis.	At Min. Dis.	At Ave. Dis.
1	2	3	4	5	6

- (i) pH
- (ii) Colour units.
- (iii) Temperature °C.
- (iv) Suspended Solids.
 - (a) Total mg/l.
 - (b) Fixed mg/l.
 - (c) Volatile mg/l.
- (v) Dissolved Solids.
 - (a) Total mg/l.
 - (b) Fixed mg/l.
 - (c) Volatile mg/l.
- (vi) Total Volatile solids mg/l.
- (vii) Ammonical Nitrogen (mg/l) N.
- (viii) Nitrates (mg/l) N.
- (ix) Dissolved Oxygen mg/l.
- (x) B.O.D. 5 days 20°C mg/l.
- (xi) C.O.D. mg/l.
- (xii) Oil and Greas mg/l.
- (xiii) Chloride, mg/l (as Cl).
- (xiv) Phosphates (P) mg/l.
- (xv) Phenolic compounds mg/l (as Phenol).
- (xvi) Cyanides (as CN), mg/l.

Raj. Water (Prev. & Con. of Pollution) Rules, 1975

- (xvii) Sulphides (as S), mg/l.
- (xviii) Sulphates (as SO_4), mg/l.
- (xix) Insecticides mg/l.
- (xx) Total residual chlorine (as Cl_2), mg/l.
- (xxi) Flouride (as F), mg/l.
- (xxii) Boran (as B), mg/l.
- (xxiii) Arsenic (as As), mg/l.
- (xxiv) Barium (as Ba), mg/l.
- (xxv) Percent Sodium.
- (xxvi) Cadmium (as Cd), mg/l.
- (xxvii) Copper (as Cu), mg/l.
- (xxviii) Lead as (Pb), mg/l.
- (xxix) Chromium
 - (a) as Cr (mg/l).
 - (b) Hexa-Valency (as Cr), mg/l.
- (xxx) Mercury (as Hg), mg/l.
- (xxxi) Nickel (as Ni), mg/l.
- (xxxii) Selenium (as Se), mg/l.
- (xxxiii) Silver (as Ag), mg/l.
- (xxxiv) Zince (as Zn), mg/l.
- (xxxv) Any other metals, mg/l.
- (xxxvi) Calcium Chloroform Extracts.
- (xxxvii) Pesticides mg/l.
- (xxxviii) Colifrom organisms.
MPN per 100 ml (monthly average)
- (xxxix) Bioassay or Toxic constituents TL 50 (96 hours)

Note :—(1) Furnish a copy of the analysis report of representative sample carried out by a competent laboratory.

(2) Methods of determination as approved by the Board will be followed for determination of above mentioned parameters

22. (b) Is the effluent toxic ? Yes/No
- (c) State if the industrial effluent is having.
- (i) Unpleasant smell Yes/No
 - (ii) Irritating and/or harmful Yes/No
 - (iii) Corrosive Yes/No
 - (iv) With colour Yes/No

Raj. Water (Prev. & Con. of Pollution) Rules, 1975

(d) Is there any sudden change of temperature exceeding 10°C at any time.

23. (a) Are facilities available with the applicant for carrying out the following tests of the waste waters.

	Existing	Proposed
(i) Physical	Yes/No	Yes/No
(ii) Chemical	Yes/No	Yes/No
(iii) Bacteriological	Yes/No	Yes/No
(iv) Toxicological	Yes/No	Yes/No

(b) If yes, details of equipment

24. Has the Land/premises etc. for which application is made, open ?

Highly polluting matter.....
Toxic Organic Inorganic Micro-
biological... ..

- (a) Colling Tanks
- (b) Mixing Tanks
- (c) Mixing Ponds
- (d) Re-circulation wells



which contain

25. State details for solid wastes

	Description	Quantity	Method of collection	Method of disposal
(i) Seasonal Waste
(ii) Spillage
(iii) Rejected materials

Signature.....

Name and address of the applicant on behalf of.....

Name and address of nrm.....

ACCOMPANIMENTS. :

Flow sheet of effluents

EXPLANATORY NOTES FOR FILLING IN FORM
XIII AND THE ANNEXURE

The notes are given only for those items for which explanation is considered desirable. Other items are self explanatory.

FORM XIII

(1) Here mention the name of the owner of the land premises if other than the applicant industry or factory. If land premises belongs to the factory/industry, say self.

(2) Here mention the date upto which the consent is sought for.

(3) Here mention the local name of the river/stream tidal water/sea as may be applicable.

ANNEXURE TO FORM XIII

“Outlet” means the arrangement for discharge of the effluent for which the consent is sought for.

“Discharge” means the effluent going out of the outlet.

“Existing” means that which is in operation at the time of applying for 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 discharge, arrangement and/or point of discharge etc.

Item 1.—Here give the name of the person who is authorised by the Institution/Industry/Factory/Local Body etc. to transact their legal business.

Item 2.—Here give the registered name of the Institution Factory/Industry etc. under which the business is carried out.

Item 5.—Here state the concerned institution such as Bureau of Public Enterprise under whose administrative control the Factory/Industry etc. is set up.

Item 6.—Applicable to only those areas which are prohibited areas such as the ordinance factories, Mint etc.

Item 13. (b).—State the methods of measurement of hourly/daily maximum quantity of effluent i.e. by flow meters, Venturi meters V notch, sump measurements or approximately estimated etc.

Item 16 (a).—If the effluent is treated, give separately the method of treatment and flow diagram of the treatment process.

Item 16 (b).—Here mention 'Yes' if any other authority such as the local body or Govt. department has already approved the discharge of effluent with or without treatment, at the time of establishment of factory/Industry.

Item 19.—Here give the quantity of effluent of different types such as domestic, industrial or mixed etc. proposed to be or is let into the stream/river, land, sea etc. as may be applicable.

Item 22 (a).—Analysis to be furnished shall cover as many parameters as are expected to be found, in the effluent. If some of the parameters are not expected to be found, say not applicable. If some other parameters than those listed under the items are expected, the same may be mentioned at the end. The analysis shall be separately furnished for domestic/industrial and combined effluents.

22 (b).—Here toxicity means that which is established by bio-assay studies on fish as per procedure given in the Standards.

Item 24.—This item is meant to cover such highly polluting substances which do not ordinarily find way in the effluents, but are required to be handled in the premises and which may, by accident, join the effluent in large quantities.

FORM No. XIV
STATE BOARD FOR PREVENTION AND CONTROL OF
WATER POLLUTION

Notice of Inspection
(See Rule 30(2))

Chairman

Shri

Member-Secretary :—

Shri
...
...
No.
Dated

Raj. Water (Prev. & Con. of Pollution) Rules, 1975

To :

TAKE NOTICE that for the purpose of enquiry under section 25/26 the following officers of the State Board, namely :—

- (i) Shri
- (ii) Shri
- (iii) Shri

And the persons authorised by the Board to assist them shall inspect the :—

- (a) Water Works,
- (b) Sewage Works,
- (c) Waste Treatment Plant,
- (d) Factory
- (e) Disposal system
- (f) Any other parts thereof or pertaining thereto under management/control on date (s)... .. between hours when all facilities requested by them for such inspection should be available to them on the site. Take notice that refusal or denial to above stated demand made under the functions of the State Board shall amount to obstruction punishable under section 42 of the Act.

**By Order of the Board
Member-Secretary**

Copy to :—

- (1)
- (2)
- (3)

SCHEDULE-II

RAJASTHAN STATE BOARD FOR PREVENTION &
CONTROL OF WATER POLLUTION
BUDGET & ACCOUNTS HEAD

(See Rule 16)

ADMINISTRATION

Head of Accounts (Expenditure)

1. Salaries.
2. Wages.
3. Travel Expenses.
4. Office Expenses.
 - (a) Furniture.
 - (b) Postage
 - (c) Office Machines/Equipment,
 - (d) Liveries.
 - (e) Hot and cold weather charges.
 - (f) Telephones.
 - (g) Electricity and water charges.
 - (h) Stationery
 - (i) Printing
 - (j) Staff Car and other vehicles.
 - (k) Other Items.
5. Fee and Honoraria.
6. Rents, rates and taxes/Royalty.
7. Payment for professional and special services.
8. Publications.
9. Advertising Sales and Publicity expenses.
10. Grants-in-aid/Contributions/Subsidies.
11. Hospitality Expenses/sumptuary Allowances etc.
12. Pensions/Gratuities.
13. Write off/Losses.
14. Suspenses.
15. Expenses in connection with the setting up and maintenance of the Board Laboratory.
16. Other charges (A residuary head, this will also include rewards and prizes)

Raj. Water (Prev. & Con. of Pollution) Rules, 1975

HEAD OF ACCOUNT (RECEIPT)

1. Payment by State Government
2. Fees
3. Fines & other receipts.

SCHEDULE-III

**RAJASTHAN STATE BOARD FOR PREVENTION AND
CONTROL OF WATER POLLUTION**

Annual report for thr Financial Year April 19 to
March, 19

(See Rule 22)

1. Introductory.
 2. Constitution of the State Board including changes therein.
 3. Constitution of the Committee by the State Board and meetings of the Committees constituted by it.
 4. Meetings of the State Board.
 5. Activities of the State Board including the various functions performed under Section-17 of the Act.
 6. Prosecutions launched and convictions secured.
 7. Finance and Accounts of the State Board.
 8. Visits to the State Board by experts, important persons etc.
 9. Any other important matter dealt with by the State Board.
-