

## **AIR (PREVENTION AND CONTROL OF POLLUTION) RULES, 1982**

[GSR 712(E), dated 18th. November, 1982]

In exercise of the powers conferred by section 53 of Air (Prevention and Control of Pollution) Act, 1981 (14 of 1981), the Central Government in consultation with the Central Board for the Prevention and Control of Water Pollution hereby makes the following rules, namely: -

### **AIR (PREVENTION AND CONTROL OF POLLUTION) RULES, 1982**

#### **CHAPTER I : PRELIMINARY**

##### **1. Short title and commencement**

- (1) These rules may be called the Air (Prevention and Control of Pollution) Rules, 1982.
- (2) They shall come into force on the date of their publication in the Official Gazette.

##### **2. Definitions**

In these rules, unless the context otherwise requires:

- (a) "Act" means the Air (Prevention and Control of Pollution) Act, 1981;
- (b) "Chairman" means the Chairman of the Central Board;
- (c) "form" means a form set out in the Schedules;
- (d) "meeting" means a meeting of the Central Board or a meeting of committee constituted by the Central Board;
- (e) "member-secretary" means the member-secretary of the Central Board;
- (f) "Schedule" means a Schedule appended to these rules;
- (g) "section" means a section of the Act;
- (h) "year" means the financial year commencing on the 1st day of April;
- (i) words and expressions not defined in these rules but defined in the Act shall have the meaning assigned to them in the Act.

#### **CHAPTER II : PROCEDURE FOR TRANSACTION OF BUSINESS OF THE BOARD AND ITS COMMITTEES**

##### **3. Notice of meetings**

- (1) Meeting of the Central Board shall be held on such dates as may be fixed by the Chairman.
- (2) The Chairman shall, upon a written request of not less than five members of the Central Board or upon a direction of the Central Government, call a special meeting of the Central Board.
- (3) Fifteen clear days' notice of an ordinary meeting and three days' notice of special meeting specifying the time and the place at which such meeting is to be held and an agenda of business to be transacted thereat, shall be given by the member-secretary or Chairman to the members or any other officers of the Board.
- (4) Notice of the 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, think fit.
- (5) No member shall be entitled to bring forward for the consideration of a 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) If the Chairman or presiding officer adjourns a meeting from day to day or any particular day he shall give reasons thereof and no fresh notice shall be required for such an adjourned meeting.

#### **4. Presiding officer**

Every meeting shall be presided over by the Chairman and in his absence, by a presiding officer to be elected by the members present from amongst themselves.

#### **5. 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 Chairman or presiding officer shall have a second or casting vote.

#### **6. 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 Chairman or presiding officer shall adjourn the meeting and if a quorum is not present after the expiration of fifteen minutes from such adjournment, the presiding officer shall adjourn the meeting to such time on the following or on such other future date as he may fix.

(3) If the meeting is adjourned to some future date due to lack of quorum, fresh notice will be given to the absentee members as to the date and time on which the next meeting will be held.

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

#### **7. Minutes**

(1) Record of the proceedings of every meeting along with the names of members who attended the meeting shall be kept by the member-secretary in a book maintained by him exclusively for the purpose.

(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 Chairman or presiding officer at such meeting.

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

#### **8. Maintaining order at meetings**

The Chairman or presiding officer shall preserve order at a meeting.

#### **9. Business to be transacted at a meeting**

(1) No business shall be transacted in the meeting without quorum.

(2) Except with the permission of the Chairman or presiding officer, no business which is not entered in the agenda or of which notice has not been given by a member under sub-rule (5) of the rule 3, shall be transacted at any meeting.

#### **10. Order of business**

(1) At any meeting business shall be transacted in the order in which it is entered in the agenda circulated to the members under sub-rule (3) of rule 3.

(2) Either at the beginning of the meeting or after the conclusion of the debate on a motion during the meeting, the Chairman or presiding officer or a member may suggest a change in the order of business as entered in the agenda and if the majority of the members present agree, the Chairman or presiding officer shall agree to such a change.

#### **11. Procedure for transaction of business of committees constituted by the Board under sub-section (1) of section 11**

(1) The time and place of the meeting of a committee constituted by the Central Board under sub-section (1) of section 11 shall be as specified by the Chairman of the committee.

(2) Provisions of Chapter 2 of the rules shall as far as practicable, apply to the meeting of the committee constituted under section 11.

### **CHAPTER III : ALLOWANCES**

#### **12. Allowances**

A member of a committee other than a member of the Board shall be paid an allowance of rupees fifty if he is a resident of Delhi and rupees seventy-five (inclusive of daily allowance) and also travelling allowance at such rate as is admissible to a Grade I officer of the Central Government in the case of non-resident, for each day of the actual meeting of the committee which he attends:

PROVIDED that in case of a member of Parliament who is also a member of the Central Board, the said daily and travelling allowances will be admissible when the Parliament is not in session and on production of a certificate by the member that he has not drawn any such allowance for the same journey and halts from any other government source.

### **CHAPTER IV : TEMPORARY ASSOCIATION OF PERSONS WITH THE CENTRAL BOARD**

#### **13. Manner and purpose of association of persons with the Central Board under sub-section (1) of section 12**

The Central Board may invite any person whose assistance or advice is considered useful in performing any of its functions, to participate in the deliberations of any of its meetings or the meetings of a committee formed by it.

#### **14. Fees and allowances to be paid to such temporary association of persons under sub-section (3) of section 12**

(1) If the person associated with the Board under rule 13 happens to be a non-official resident in Delhi, he shall be entitled to get an allowance of rupees fifty per day for each day of actual meeting of the Central Board in which he is so associated.

(2) If such person is non-resident of Delhi, he shall be entitled to get an allowance of rupees seventy-five per day (inclusive of daily allowance) for each day of actual meeting of the Central Board when he is so associated and also to travelling allowance at such rates as is admissible to a Grade I officer of the Central Government.

(3) Notwithstanding anything in sub-rules (1) and (2) if such person is a government servant or an employee in a government undertaking, he shall be entitled to travelling and daily allowances only at the rates admissible under the relevant rules applicable to him:

PROVIDED that in case of a member of Parliament who is also a member of the Central Board, the said daily and travelling allowances will be admissible when the Parliament is not in session and on production of a certificate by the member that he has not drawn any such allowance for the same journey and halts from any other government source.

### **CHAPTER V : BUDGET OF THE CENTRAL BOARD**

#### **15. Form of budget estimates under section 34**

(1) The form in which and time within which the budget may be prepared and provided and forwarded to the government shall be as provided in Forms I, II, III and IV of Schedule I.

(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, based on the account heads specified in Schedule II.

### **CHAPTER VI : ANNUAL REPORT OF THE CENTRAL BOARD**

**16. Form of annual report under section 35**

The annual report in respect of the year last ended giving a true and full account of the activities of the Central Board during the previous financial year shall contain the particulars specified in Schedule III and shall be submitted to the Central Government by 15th of May each year.

**CHAPTER VII : ACCOUNT OF THE CENTRAL BOARD****17. Form of annual statement of accounts of the Central Board under section 36**

The annual statement of accounts of the Central Board shall be in Forms V to IX.

**SCHEDULE I****FORM I****CENTRAL POLLUTION CONTROL BOARD**

Detailed Budget Estimates for the Year 19...

[Rule 15]

**ADMINISTRATION**

(Expenditure)

Heads Of account	Actuals for the past three years 19? 19?. 19?			Sanctioned estimate for the current year 19...	Actuals of last six months, i.e. year 19...	Actuals of six months, of the current year 19...
1	2	3	4	5	6	7

Revised estimate for the current year 19?	Budget estimate for the next year 19?	Variations between columns 5 & 8	Variations between columns 8 & 9	Explanations for columns 10 & 11
8	9	10	11	12

**FORM II****CENTRAL POLLUTION CONTROL BOARD****ESTABLISHMENT**

Statement of details of provisions for pay of officers/establishment for the year 19?? 19?..

[Rule 15]

Name And designation	Reference to page of estimate form	Sanctioned pay of the post	Amount of provisions for the year at the rate in column 3(c)
		Minimum/Maximum actual pay of the person concerned due on 1st April next year. (a) (b) (c)	
1	2	3	4

Increment falling due within the year			Total provision for the year, i.e., total of columns 4 & 5(c)	Remarks
Date of increment (a)	Rate of increment (b)	Amount of increment for the year (c)		
5			6	7

**FORM III**  
**CENTRAL POLLUTION CONTROL BOARD**  
**NOMINAL ROLLS**  
[Rule 15]

Name and designation	Pay	Dearness allowance	City compensatory allowance	House Rent allowance	Over-time allowance	Children educational allowance	Leave travel concession	Other allowances	Total
1	2	3	4	5	6	7	8	9	10
TOTAL									

**FORM IV**  
**CENTRAL POLLUTION CONTROL BOARD**  
(Abstract of Nominal Rolls)  
[Rule 15]

Actual sanctioned strength as on 1st March 19?..	Particulars of post	Sanctioned Budget Grant 19?.. 19?..	
		No. of Posts included	Pay and Allowances
1	2	3	4

GRAND TOTAL-I, II and III.

Revised Estimates 19... 19.....		Budget Estimates 19... 19...		Explanation for the difference between sanctioned Budget Grant, Revised Estimates and Budget Estimates
No. of Posts included	Pay and allowances	No. of Posts included	Pay and allowances	
5	6	7	8	9
I. Officers (a) Posts filled (b) Posts vacant Total I- Officers				
II. Establishment (a) Posts filled (b) Posts vacant Total II-Establishment				
III. Class IX (a) Posts filled (b) Posts vacant Total III-Class IV				
GRAND TOTAL - I, II and III				

## **SCHEDULE II : BUDGET AND ACCOUNT HEADS**

**[Rule 15(3)]**

### **ADMINISTRATION**

Heads 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. Payment for professional and special services
7. Rents, rates and taxes/royalty
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)

Heads of Accounts (Receipts)

1. Payments by Central Government
2. Fees
3. Fines and other receipts

## AIR (PREVENTION AND CONTROL OF POLLUTION) RULES, 1982

### <sup>1</sup>[SCHEDULE III Central Pollution Control Board

[Rule 16]  
Annual Report for the Financial Year  
April 1, 19... to March 31, 19...

#### CHAPTERS

1. Introduction.
2. Constitution of the Board including changes therein.
3. Meeting of the Board with major decisions taken therein.
4. Committees constituted by the Board and their activities.
5. Monitoring network for air, water and soil quality.
6. Present state of environment, environmental problems and counter-measures.
7. Environmental research.
8. Environmental training.
9. Environmental awareness and Public participation.
10. Environmental standards including time schedule for their enforcement.
- 11.1 Prosecutions launched and convictions secured for environmental pollution control.
- 11.2 Directions given for closure of polluting industrial units.
12. Finance and accounts of the Board.
13. Annual plan of the following year.
14. Any other important matter dealt with by the Central Board.

#### ANNEXURES

1. Members of the Board.
2. Organisation chart.
3. Staff strength including recruitment.
4. Publications.
5. Training courses/seminars/workshops organised or attended.
6. Consents to establish industries, operations and processes - issued/refused.
7. Consents to operate industries operations and processes-issued/refused].

#### FORM V CENTRAL POLLUTION CONTROL BOARD Receipts and Payments for the year ended ???? [Rule 17]

Previous year	Receipts	Previous year	Payments
1	2	3	4
Opening balance .....		1. Capital Expenditure.....	

.....	
I. Grants received???.	(i) Works.....
a) from government.....	(ii) Fixed assets.....
(b) from other agencies....	(iii) Other assets.....
II. Fees	(a) Laboratory equipments.....
	(b) Vehicles.....
	(c) Furnitures and fixtures.....
	(d) Scientific instruments and office appliances...
	(e) Tools and plant.....
III. Fines and forfeitures.	2. Revenue expenditure.....
IV. Interest on investments.	(A) Administrative.....
V. Miscellaneous Receipts.	(i) Pay of officers.....
VI. Miscellaneous Advances.	(ii) Pay of establishment.....
VII. Deposits.	(iii) Allowances and honoraria.....
	(iv) Leave salary and pension contributions.....
Total	(v) Contingent expenditure.....
	Deduct recoveries.....
	(B) (i) Board laboratory.....
	(ii) Charges to be paid to the Central Water Laboratory.....
	(C) Running and maintenance of vehicles.....
	(D) Maintenance and repairs.....
	(i) Buildings and land drainage including rents, if any.....
	(ii) Works.....
	(iii) Furniture and fixtures.....
	(iv) Scientific instruments and office appliances .....
	(v) Tools and plants.....
	(vi) Temporary works (including maintenance and repairs).....
	(E) Fees to consultants and specialists.....
	(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

**FORM VI**  
**CENTRAL POLLUTION CONTROL BOARD**  
**ANNUAL STATEMENT OF ACCOUNTS**

Income and expenditure accounts for the year ended 31st March, 19....  
[Rule 17]

Expenditure				Income			
Previous year	Details	Total of sub-head	Total of major-head	Previous year	Details	Total of sub-head	Total of major-head
1	2	3	4	5	6	7	8
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
To				By			
Revenue expenditure				(I) Grants received			
(A) Administrative:				(a) From government			
(i) Pay of officers				(b) From other agencies.			
(ii) Pay of establishment				Total:			
(iii) Allowances and honorarium				Less:			
(iv) Leave salary and pension contributions				Amount utilised for capital expenditure net grant available for revenue expenditure			
(v) Board's contributions to the staff Provident Fund							
(vi) Contingent expenditure deduct recoveries				(II) Fees			
				(III) Service rental charges			
(B) Running expenses of laboratories:				(IV) Fines and forfeitures			
(i) Main laboratory				(V) Interest on investment			
(ii) Payments to be made to Central Water Laboratory.				(VI) Miscellaneous receipts			
(C) Running and maintenance of vehicles.				(VII) Excess of expenditure over Income			
(D) Maintenance and repairs:							
(i) Buildings and land drainage							
(ii) Works							
(iii) Furniture and fixtures							
(iv) Scientific instruments and office appliances							
(v) Tools and plant				Total:			

**AIR (PREVENTION AND CONTROL OF POLLUTION) RULES, 1982**

**FORM VII**  
**CENTRAL POLLUTION CONTROL BOARD**  
**ANNUAL STATEMENT OF ACCOUNTS**

Balance Sheet as on 31st March, 19...

[Rule 17]

Capital and liabilities				Property and assets			
Previous year	Details	Total of sub-head	Total of major-head	Previous year	Details	Total of sub-head	Total of major-head
1	2	3	4	5	6	7	8
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
(A) Capital fund-				1. Works- (As per Form VIII)			
(i) Grants received from government for capital expenditure:							
(a) Amount utilised up to 31st March, 19..				2. Fixed assets (As per Form IX)			
(b) Unutilised balance on 31st March, 19...				(a) Value of land provided by government (at cost)			
(ii) Grant from other agencies for capital expenditure				(b) Buildings- Balance as per last balance-sheet			
(a) Amount utilised up to 31st March, 19...				Additions during the year			
(b) Unutilised balance on 31st March, 19...							
(iii) Value of land provided by government (per contra)				Total:			
(B) Capital receipts-				Depreciation during the year			
(C) (i) Deposits received for works from outside bodies-				Total:			
(ii) Deposits-				3. Other assets- (As per Form X)			
Less expenditure-				(a) Laboratory equipment as per last balance-sheet- additions during the year			
(ii) Other deposits....							
(D) Amount due-							
(i) Purchases							
(ii) Others							
(E) Excess of income over expenditure-				Total:			
(i) up to 31st March 19...				Less:			
(ii) Add for the year				Depreciation during the year			
(iii) Deduct - excess of expenditure over income.				Total			
				Less: Depreciation during the year			
				Total			

	(b) Vehicles as per last balance sheet
	Additions during the year
	Total:
	Less:
	Depreciation during the year
	(c) Furniture and Fixtures
	As per last balance- sheet
	Additions during the year
	Total:
	(d) Scientific instruments and office appliances-
	As per last balance sheet
	Additions during the year
	Total
	(e) Tools and plants-
	As per last balance sheet
	Additions during the year
	Total
	Less: Depreciation during the year
	Total:
	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) Cash at bank
	(c) Cash in hand
	d) Cash in transit
	Total

Accounts Officer

Member-Secretary

Chairman

**FORM VIII**  
**CENTRAL POLLUTION CONTROL BOARD**  
**ANNUAL STATEMENT OF ACCOUNTS**  
Expenditure on works as on 31st March, 19...

(Item 1-Assets of the Balance-sheet)  
(Rule 17)

Sl. No.	Name of work	Up to 31st March 19...			During the year 19...			Up to 31st March, 19...		
		Direct expenditure	Over head charges	Total expenditure	Direct expenditure	Over head charges	Total expenditure	Direct expenditure	Over head charges	Total expenditure
Total										

Accounts Officer

Member-Secretary

Chairman

**FORM IX**  
**CENTRAL POLLUTION CONTROL BOARD**  
**ANNUAL STATEMENT OF ACCOUNTS**

Fixed assets as on 31st March, 19... (Item 2-Assets to the balance-sheet)

Other assets as on 31st March, 19... (item 3-Assets to the balance-sheet)

[Rule 17]

Sl. 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 on 31st March, 19?.	Cumulative depreciation as on 31st March, 19?.

Accounts Officer

Member-Secretary

Chairman

**Foot Notes:**

1 Substituted by GSR 108(E) dated 19th. February, 1992.