

Right to Information Act 2005 Clause (I)-B

(As on 12-5-2010)

Obligation of Public Authority

Environmental Planning and coordination Organisation

(Registered society under Housing and Environment Department)

Paryavaran Parisar, E-5, Arera Colony, Bhopal-462016

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1 The Organisation

The Environmental Planning & Coordination Organisation (EPCO) established by the Housing and Environment Department of the Government of Madhya Pradesh in 1981, its foundation stone was laid by Smt. Indira Gandhi, in the 50 acre "Paryavaran Parisar". Over the years, EPCO has steadily grown to become the State's premier organization for environment related matters. It has worked closely with the State Government on various projects; yet it has established its own identity as an autonomous organization. It is a think-tank for environmental matters, but is also project oriented.

His Excellence, the Governor of Madhya Pradesh, is the President of the Organisation, where as Hon'ble Chief Minister and Hon'ble Minister Housing & Environment Department, are Vice Presidents. Principal Secretary, Housing & Environment Department is the Director General and Chairman of the Governing Council of EPCO. Executive Director is the executive head of the organisation.

Aims and Objectives

- Assist and advice the Government of MP in formulation and implementation of environmental policy for the state.
- Create public awareness with regard to environmental aspects.
- Assist and advice Government of MP and other agencies in the management of human environment including inter - alia.
- Assist in environmental impact assessment studies.
- Offer consultancy services in regard all matters pertaining to environment
- Liase with other national and international agencies working in the field of environment.

Through its wide-ranging, multi-pronged activities, it has played a pioneering and catalytic role in raising environment consciousness.

2 Powers and duties of its officers & employees

Executive Director

- Subject to the rules, regulation, Bye laws and Resolutions of the Governing Council of EPCO the Executive Director is responsible for proper administration of the organisation and for the conduct of the staff.
- The Executive Director functions subject to the general superintendence, direction and control of the chairman of the Governing Council of EPCO. He is responsible for convening the meetings. He shall coordinate and supervise all the projects and ensure their successful completion and implementation.

- The Executive Director performs day to day activities of the organisation as an Administrative Head.

Technical & Scientific Officers:

- To perform all technical and scientific works to achieve objectives of the EPCO or the works assigned by the Executive Director.

Account Officers:

- To maintain the accounts of the EPCO.

Employee:

- Supporting staff – give assistance to the officers.

3 The procedure followed in the decision making process including channel of supervision and accountability

The general supervision of the affairs of the organisation is vested in the Governing Council of the organisation. It expressly provides all the duties, powers, functions and rights whatsoever, consequential or incidental to carry out the objectives of the organisation. The Governing Council is bound to carry out any direction the state government gives from time to time. The Governing Council is answerable to the general body of the organisation.

4 Norms set for Discharge of Function

1. The Director General, who shall be the Chairman of the Governing Council, shall preside over its meeting.
2. The Governing Council shall meet at such intervals and as such times and places as it may deem fit but in any case not less than four times in a year.
3. Four members of the council shall form the quorum.
4. The powers and duties of the council in general include all such powers necessary for day to day discharge of the activities of the organization in pursuance of its aims and objectives. The council may delegate any of its power to Director General or any other officer of EPCO.
5. Subject to the general control and direction of the General Body. The Council shall be responsible for the management and administration of the affairs of EPCO, in accordance with these regulations and rules made there under for the furtherance of its objectives, and shall have all powers, which may be necessary or expedient for the purpose.
6. Without prejudice to the generality of the powers conferred by the foregoing clause, the council shall have the power to.
 - i. Take decision on applications for membership:

- ii Prepare and execute detailed plans and programme for the furtherance of the objectives of EPCO.
7. Receive, have custody of and expand the funds of EPCO and manage the properties of EPCO.
8. Appoint and control such staff as may be required for the efficient management of the affairs of the EPCO and regulate their recruitment and conditions of service.
9. Enter into agreement for and on behalf of EPCO.
10. Sue and defend all legal proceedings on behalf of EPCO.
11. Appoint committees for disposal of any business. of EPCO or for advice in any matter pertaining to EPCO and make adopt and vary from time to time rules for the functioning of and for any purposes connected with' the management and administration of the affairs of EPCO and for furtherance of its objectives.
12. The council may constitute functional committee and sub committees for performing such functions as it may specify.

In furtherance of its aims and objectives EPCO may

1. Acquire by gift, purchase, exchange or hire or sell, transfer mortgage, demise, disposal of or otherwise deal with any land, building, easement, movable or immovable property, estate or interest within the .frame work of section 21 of the Societies Registri Karan Adhiniyam, 1973.
2. Borrow and raise money with or without securities or on the security of mortgage charge, hypothication or pledge all of or any of the movable or immovable properties belonging to EPCO or in any other manner whatsoever.
3. Give scholarships and research assistance or institute awards in the field of environment.
4. Invest and deal with any money of EPCO not immediately required, in such manner as may be from time to time, be determined.
5. Levy charges, fees or contribution on member or other persons for services rendered by EPCO.

Provided that any profits earn by EPCO through any of its activities shall be utilized solely for furthering its aims and objects and shall neither be distributed or paid nor transferred directly or indirectly by way of dividends, bonus or otherwise to its members.

Provided, however, that nothing shall prevent the payment in good faith of remuneration to any member organization or other persons in return for any services rendered to EPCO.

5 The rules, regulations, instruction, manual and records held by it or under its control or used by its employees for discharging its functions

1. The Governing Council may, from time to time, make rules for carrying out the purposes of these Regulations. The rules thus framed shall be placed before the General Body in its meeting next following and the General Body may make such modifications therein as it may deem fit.
2. Without prejudice to the generality of clause 1 and subject to the provisions of these Regulations, the rules may provide for all or any of the following matter, namely:
 - i. Qualifications and membership fee for different categories of members.
 - ii. Powers and duties of the Director General, Executive Director and other Employees of EPCO.
 - iii. Scales of pay and rules of recruitment, promotion and other conditions of service of the employees of EPCO.
 - iv. The constitution of a pension or provident fund and establishment of an Insurance scheme and provision of gratuity and other benefits for the Employees of EPCO.
 - v. The administration of endowments and institution of fellowships, Scholar--ships, etc.
3. Subject to the provisions of the Regulations and Rules, the Council may frame bye-laws for all or any of the following matters:
 - i. The admission of students of the course by EPCO.
 - ii. Academic distinctions to be awarded by EPCO and the qualifications and thereof.
 - iii. The fees to be charged for courses of study, examinations, consultancy etc.
 - iv. Conditions for the award for fellowships, scholarships, etc.
 - v. The mode of execution of contracts or agreements by or on behalf of EPCO.

6 A statement of categories of documents that are held by it or under its control

- The Organisation is basically a technical organisation and produces the following categories of documents
- Environmental Status Report

- Project Reports
- Scientific Study Reports
- Architectural Environmental Designs
- Annual Report
- Environmental Periodicals etc.
- Within 30 days after the holding of the Annual General Meeting following shall be filed, with the Registrar of Societies:
 - i. A list of the names, addresses and occupations of the members of the various committees, the Chairman, the Vice Chairman and other office bearers of the organisation.
 - ii. An annual report of the previous year, and
 - iii. A copy each of the balance sheet and of the auditor's report certified by the auditor.
- The account of the organisation is audited once in a year by Chartered Accountant who is appointed by Governing Council. He prepares a balance sheet and also a report showing the exact state of financial affairs. Besides this the audit is also carried out by Accountant General of India from time to time.
- The organisation maintains proper computerised record of accounts indicating all sum of money received and source thereof and all sums of money expended by the organisation.
- Assets and liabilities of the organisation are also maintained.
- Accounting year of the organisation is maintained from 1st april to 31st March next year provided that the remaining part of the current financial year will be treated as full accounting year.
- Every member of the organisation has the right of inspection of the accounts and registers maintained by the organisation and proceedings of the meetings of the organisation during office hours and after prior notice and auditor's report for the previous year and the budget of the current year and placed the same with its own recommendations before the organisation.

7 The particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof

In relation to policy formulation the General Body of the organisation is the apex body which has members from public. This body is the forum for policy formulation in consultation with its members from public. The detail of General Body is given below:

1. The General Body shall consist of the following

- i. His Excellence, The Governor of MP is the President of the Organisation, where as Hon'ble Chief Minister and Hon'ble Minister Housing & Environment Department are Vice Presidents.
 - ii. Two persons nominated by each member organization
 - iii. All sitting members of Governing Council
 - iv. Such other persons as may be nominated by the State Government.
 - v. Provided that Associate Members, Associates and Fellows may attend and participate in the discussions of the General Body but shall not be entitled to vote.
2. There shall be an Annual General Meeting of EPCO once in every financial, year.
 3. The President may whenever he thinks fit and shall upon the requisition of not less than one third of the members of the General Body, call a special General Meeting.
 4. All questions coming up before the meeting shall be, decided by the majority of votes of the members present and in the case of equality of votes, the person presiding over the meeting shall have a second or casting vote.
 5. The minutes of the proceedings of each meeting shall be drawn up by the Executive Director and on approval by the person presiding, shall be circulated to the members of EPCO.

8 A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

- I. As stated in para 7, there is General Body which controls and direct the Governing Council.
- II. The Governing Council is responsible for the management and administration of the affairs of the EPCO for furtherance of its objective the members of the Governing Council. The members of the Governing Council are given below :
 1. The Director General who shall be the Chairman of the Governing Council and shall preside over its meetings
 2. Secretary, Government of Madhya Pradesh Environment Department.
 3. Secretary, Government of Madhya Pradesh; Finance Department.

4. Secretary, Government of Madhya Pradesh, Forest Department.
 5. Vice-Chancellor, Bhopal University.
 6. Director, Town and Country Planning, Madhya Pradesh.
 7. Chairman, Madhya Pradesh Pollution Control Board.
 8. One other officer of an environment related department nominated by the State Government.
 9. One representative of the Government of India, Ministry of Environment and Forests Environment.
 10. Director, National Environment Engineering Research Institute, Nagpur or his nominee.
 11. One environmentalist of national eminence nominated by the State Government
 12. Executive Director of EPCO, who shall be Secretary of the Governing Council.
 13. Two members elected annually from among the Members of EPCO, in accordance with rules that may be prescribed under regulation 12.
 14. One member elected annually from among the Associate Members of EPCO, in accordance with rules that may be prescribed under regulation 12.
 15. One member elected annually from among the Associates of EPCO, in accordance with rules that may be prescribed under regulation 12.
- III Member of the Council at serial numbers 8 and 11 shall hold office for a period of one year and shall be eligible for re-nomination.
- IV The Council may co-opt either generally or for a particular meeting, persons not exceeding two if it so considers necessary for efficient disposal of business. The co-opted member shall have all the rights of a member.
- V The Council shall meet at such intervals and at such times and places as it may deem fit but in any case not less than four times in a year.
- VI Four members of the Council shall form the quorum.
- VII The powers and duties of the Council shall, in general, include all such powers necessary for the day-to-day discharge of the activities of EPCO in pursuance of its aims and objects. The council may delegate any of its powers to Director General or to any other officer of EPCO.
- VIII As mentioned in para 4.12 the Governing Council may constitute functional committee and sub committees for performing such functions as it may specify. Each committee shall have convener and such other members as the council may deem fit.

9 Directory of staff

STATUS REGARDING TOTAL NUMBER OF SANCTIONED POSTS, NAME OF THE POST, NAME OF INCUBMENTS, VACANCIES AND QUALIFICATIONS

S. No	Name of Post	No. of Sanct. Posts	Name of Incumbents	Qualification
1	Director General	1	Shri Alok Shrivastava	IAS
2	Executive Director	1	Shri Ashok Shah	IAS
A	Research Division			
3	Director Research	1	Dr. U R Singh (Addl. Charge)	
4	Director Training	1	Dr. U R Singh (Addl. Charge)	M.Sc. , Ph.D.
5	Sr.Research Officer 1 Research	8	1. Dr. U R Singh	M.Sc. , Ph.D.
			2. Dr Vinita Vipat(LCA)	M.Sc., M.Phil, Ph.D.
			3.Dr R P Singh	M.Sc. , Ph.D.
			4. Dr Sanjeev Sachdev	M.Sc., M.Phil, Ph.D.
			5. Dr U M Shukla	M.Sc. , Ph.D
			6. Shri R P Pyasi (EPCO Rural)	M.Sc., M.Phil
			7.V	
			8.V	
	2 Socio Economic	1	V	
	3 Coordination	1	Dr Sadhana Tiwari	M.A, Ph.D.
	4 Training	2	1. V 2. V	
	5 Env. Engineering	1	V	
	6 Geology	2	V	
	7 Agriculture	1	V	
	8 Medicine	1	V	
	9 Forest	1	V	
6	Regional Geographer	1	V	
7	Economic Planner	1	Shri Pradeep Sharma	M.A. with specialization of Regional Planning
8	OSD (Industrial Liasoning)	1	Dr. Abha Sinha	M.Sc., B.Ed. Ph.D.
9	OSD	1	V	
10	Research Officer	4	1.Shri Alok Nayak (LCA)	M.Sc.

			2.Shri Mahesh Mishra	M.Sc.
			3.Dr R K Jain	M.Sc. , Ph.D.
			4.Shri Lokendra Thakkar (LCA)	M.Sc., M.Phil
B	Planning Division			
11	Director Planning	1	V	
12	Chief Architect	1	1. Ms Alolika Kamble (Addl. Charge)	
13	Architects	10	1.Ms Alolika Kamble	B.Arch., PG Certificate course in Town & Regional Planning from Szczecin Technical University, Poland - 1989
			2.Smt Sandhya Vyas (Dep)	B.Arch
			3.Smt Vinita Verma	B.Arch.
			4. Smt Anita Verma	B.Arch.
	Asstt Architect		5.Smt Monika Shrivastava	Dip. in Arch., Degree in Arch. from Indian. Inst of Arch.
			6.V 7.V 8.V 9.V 10.V	
14	Structural Engineer	1	Shri Anoop Shrivastava	B.E., M.Tech
15	Project Engineer	2	1.Shri Mukund Phatak 2.V	B.E., M.Tech
16	Manager(Project)	1	V	
17	Envtl. Planner	1	V	
18	Urban Designer	1	V	
19	Urban Economist	1	V	
20	Landscape Architect	1	V	
21	Project Supervisor (Forest)	1	V	
22	Project Supervisor (Engineer)	2	Shri J P Namdeo	B.E.(Civil)
23	Manager	1	V	
24	Project Supervisor (Survey)	1	V	
25	Draftsman	9	1.Smt Saptami Prasad	SSLC, Dip. in Civil
			2.Smt Meena Sirolely	Dip. in Arch.
			3.Smt Priya Bahuguna	HSSC, Dip. in Arch.
			4. Smt Vandhana Upadhyay	HSSC, Dip. in Arch.

			5. Smt Mini Jain	HSSC, Dip. in Arch
			6.Smt Rashmi Khare	B.Sc., Dip. in Arch.
			7.Shri Stanly Varghese	SSLC, ITI (Draftsman)
			8.V 9. V	
26	Surveyors/ Investigator	3	1.Shri Rajesh Raikwar	Dip. in Civil Engg.
			2.Shri Manohar Patil (LCA)	Dip. in Civil, AMIE(Civil) M.Tech.
			3.Shri Rajesh Mishra	Dip. in Civil Engg.
27	Quantity Surveyor	1	Shri D K Jain	Dip. in Civil Engg., B.E.
28	Sub Engineer	1	Shri Sanjay Pandey	Dip. in Civil Engg.
29	Modellor	1	Shri Safa S. Mawal	HSSC
30	Graphic Designer	1	Shri Javed Ayub	HSSC, ZGD(Fine Art & Design)
31	Ferro Printer	1	Shri Vimal Godre	VI th passed
C	Computer Division			
32	Dy. Director cum System Analyst	1	Shri C P Gupta	M.Sc.
33	Programmer	1	Vacant	
34	Asstt.Programmer	2	1.Smt Annamma Varghese 2. V	B.A., Data Entry Course
35	W.P.O.	1	Smt Suman Gurjar, Asstt against post of WPO	HSSC, Typing (Hindi) passed
36	Data Entry Operator	1	T.P. Mishra Peon (Addl.Chrgs)	
D	Library Division			
37	Information Officer-cum-Editor	1	Shri H K Hayaran	B.Sc., M.L.I.Sc
38	Asstt. Librarian	1	Shri R K Shrivastava	B.Sc. M.A., M.Lib. I.Sc
39	Library Assistant	1	Shri Rajneesh Sharma (LCA)	B.Com.
E	Accounts Division			
40	Accounts Officer	1	Shri Mantosh Guha	M.Com. LLB Acctts. Training passed, PG Dip. in Bus. Mgnt
41	Asstt.Acctts. Officer	1	Shri A K Das	B.Com, Acctts. Training passed
42	Accountant	1	Smt Valsamma Thomas (LCA)	Intermediate, Typing (Eng.) & Acctts. Training passed
43	Auditor	1	Shri B S Sahu (EPCO Rural)	HSSC, Typing (Hindi) passed
44	Budget Asstt.	1	Shri P K Arya	M.Com, LSGD,LLB, MPSAS

45	Accounts Assistant	4	1. Shri R K Jain	B.Com., Typing (Hindi) passed
			2. Shri Vinod Kumar Shukla UDC against post of Actt. Asstt	HSSC, Typing (Hindi) passed
			3. Smt Annie Mathai, UDC against post of Actt. Asstt	HSSC, Dip. in Gen.Nursing
			4.V	
46	Cashier	1	Shri Ashok Khurdelia (LCA)	B.Com.
47	Jr.Budget Assistant	1	Shri Udai Bhan Napit (LCA) UDC against post of Jr. Budget Asstt	M.A., Typing (Hindi) passed
48	Jr. Asstt.	2	1. Shri Manoj Nikose (LCA) against post of Jr. Budget Asstt	HSSC, Typing (Hindi) passed
			2. V	
F	Administrative Division			
49	Admn.Officer	1	Shri Rajendra Singh	B.A. ,Typing (Hindi) passed
50	Asstt.Admn.Officer (P)	1	Smt Suman Gurjar (Addl.Charge)	-
51	Asstt.Admn.Officer (E)	1	Shri Ayaz Khan (Addl.Charge)	-
52	Private Secretary	2	1.Smt Leelamma Philip	HSSC Shorthand & Typing (Eng.) passed
			2. Shri P S Rathore	M.A. Shorthand & Typing (Hindi) passed
53	Personal Assistant	3	1. Smt Annamma Antony	M.A., Shorthand & Typing (Eng.) passed
			2. Ms Duffrine Chacko	M.Com., Shorthand & Typing (Eng.) passed
			3. V	
54	Stenographer	4	1.Smt Vanja Chandran	B.A., Shorthand & Typing (Eng.) passed
			2.Shri S K Soni	M.S. ITI (Shorthand-Hindi)
			3.Smt Saroja Warriar (LCA)	M.A., Shorthand & Typing (Eng.) passed
			4.Shri Ashutosh Pagare (LCA)	B.Com., Shorthand & Typing (Hindi) passed
55	Steno-typsit	3	All Vacant	
56	Admn. Asstt cum Word Process Operator	1	Shri Mangilal Sikalwar	HSSC, Typing (Hindi) passed, Dip. in Office Automation

57	Store Keeper	1	Shri Ayaz Khan	B.A., Typing (Hindi) Acctts Training passed
58	Assistant	2	1. Shri Sunil Pandey	HSSC, Typing (Hindi) passed
			2.Smt Govindi Singh	M.A., Typing (Hindi) Acctts Training passed
59	Receptionist	1	Smt Richa Choubey	HSS(10+2), B.A. 1 st year
60	Admn. Assistant	3	1.Shri B K Sahu	B.A. LLB, Typing (Hindi) passed
			2.Smt Anita Pandit	M.A., Typing (Hindi) passed
			3.Shri Rajmani Bajpai	M.Com., Typing (Hindi) passed
61	Inventory Assistant	1	Shri Vithal Pawar (LCA)	HSSC, Typing (Hindi) passed
62	UDC II	2	1.Shri R K Rai	M.A., Typing (Hindi) passed
			2.Shri Sanjeev Rathore	HSSC, Typing (Hindi) passed
63	Jr Assistant	4	1.Shri A K Mehta	B.A., Typing (Hindi) passed
			2.Shri Sharif Khan (LCA)	HSSC, Typing (Hindi) passed
			3.Shri Rambhuvan Patel (EPCO Rural)	HSSC, Typing (Hindi) passed
			4. Shri Kautik Rao	HSSC, Typing (Hindi) passed
64	Driver	10	1.Shri Nirbhay Singh	5 th Passed
			2.Shri Ajay Singh	HSSC
			3.Shri Bhagwat Singh	VII th passed
			4.Shri Chhedilal Kushwaha	5 th Passed
			5.Shri Liyakat Khan (LCA)	5 th Passed
			6.Shri Rohini Prasad Shukla (LCA)	5 th Passed
			7. Shri Jaspal	5 th Passed
			8. Shri Kailash Chand, Peon (Addl. Charge)	
			9. V	
			10. V	
65	Electrician	1	Shri Avinash Jivtode	HSSC, Dip. in Elec. exam passed (Industrial, overhead Underground and Domestic License) from MP Licensing board
66	Daftari	1	Shri Gendalal	5 th Passed
67	Mali	4	1. Shri Jagram Rathore	HSSC

			2.V 3.V 4.V	
68	Chowkidar	2	1. Shri Vakil Pawar	VI th passed
			2.V	
69	Room cum Record keeper	1	Shri Sohan Singh (Peon) against post of Room cum Record keeper	HSS (10+2)
70	Peon	17	1.Shri R B Bharti	VIII th passed
			2.Shri Adhya Singh (LCA)	HSS(10+2), Typing (Hindi) passed
			3.Shri Rambali Pal	5 th passed
			4.Shri Haricharan	VIII th passed
			5. Shri Shyam Sunder	VIII th passed
			6. Shri Kailash Chand	VII th passed
			7. Shri Kamlesh Rathore (LCA)	HSSC
			8. Shri Triyogi Prasad Mishra	B.A. Typing(Hindi) and CIC (IGNAU) passed
			9. Shri Baban Kumar	VII th passed
			10. Shri Shyam Dev Verma	HSS(10+2), Typing (Hindi) passed
			11. Shri Rajendra Pawar (LCA)	IX th passed
			12. Shri Mangilal Malviya (LCA)	B.A., Typing (Hindi) passed
			13. Shri Ramchand Rai	5 th passed
			14. Shri Vijay Kumar Malviya (LCA)	HSSC
			15. Smt Koushaliya Meena	5 th Passed
			16.V	
			17.V	
71	Sweeper	2	1.Shri Ramprasad	IV th passed
			2.Shri Brij Lal	VI th passed

Note :

1. Dep. - Deputation
2. LCA - Lake Conservation Authority
3. V - Vacant

Name, designation and qualifications of Officers employed on Contract basis under various Projects (As on 5-5-10)

S. No	Name of the Project	Name of Incumbents	Name of Post	Qualification Done
1.	Management Action Plan of Pachmarhi Biosphere Reserve	Shri Faizan Rasheed	Project Manager cum Project Associate	M.Sc. (Microbiology), PGDCA
2.	NLCP/NRCP - Accounts	Shri Vidwan Kumar Tiwari	Project Fellow	M.Com. , PGDCA
3.	NLCP/NRCP	Shri Rajeev Mishra	Project Fellow	M.Sc.(Zoology)
4.	Studies on Diversity & Distribution of Pterdophytic Flora of Pachmarhi Biosphere Reserve	Shri Ajit Sharma	Jr. Research Fellow	M.Sc.(Bio Technology)
5.	Project Formulation Review and Institutional Charges of Management Action Plan, Achanakmar-Amarkantak Biosphere Reserve	Shri Anand Kumar Patel	Additional Project Manager cum Senior Project Fellow	M.Sc.(Envt. Sci.),
6.	National Green Corp	Shri Chandrika Singh	Project Fellow	M.Sc.(Envt.Sci), M.Phil

10 Monthly remuneration

Monthly Remuneration (Staff Gross Salary as on 1-5-10)

S. No	Name of Employee	Designation	Gross Salary
	Shri Alok Shrivastava	Director General	
2.	Shri Ashok Shah	Executive Director	
3.	Dr. U R Singh	Director Research & Training	73300/-
4.	Dr R P Singh	Sr. Research Officer	62988/-

5.	Dr Sanjeev Sachdev	Sr. Research Officer	49243/-
6.	Dr U M Shukla	Sr. Research Officer	48013/-
7.	Shri R P Pyasi (EPCO Rural)	Sr. Research Officer	48628/-
8.	Smt Sadhana Tiwari	Sr. Research Officer (Coordination)	48460/-
9.	Shri Pradeep Sharma	Economic Planner	48268/-
10.	Dr Abha Sinha	OSD(Industrial)	47263/-
11.	Shri Mahesh D Mishra	Research Officer	38118/-
12.	Dr R K Jain	Research Officer	38168/-
13.	Ms Alolika Kamble	Architects	49243/-
14.	Smt Vinita Verma	Architects	47233/-
15.	Smt Anita Verma	Architects	47807/-
16.	Smt Monika Shrivastava	Asstt Architect	40754/-
17.	Shri Anoop Shrivastava	Structural Engg.	64260/-
18.	Shri Mukund Phatak	Project Engg	48238/-
19.	Shri J P Namdev	Project Supervisor (Engineer)	39032/-
20.	Smt Saptamy Prasad	Draftsman	30835/-
21.	Smt Meena Sirole	Draftsman	30835/-
22.	Smt Priya Bahuguna	Draftsman	30835/-
23.	Smt Vandhana Upadhyay	Draftsman	30375/-
24.	Smt Mini Jain	Draftsman	30375/-
25.	Smt Rashmi Khare	Draftsman	27300/-
26.	Shri Stanley Varghese	Draftsman	25732/-
27.	Shri Rajesh Raikwar	Surveyors/ Investigator	30810/-
28.	Shri Rajesh Mishra	Surveyors/ Investigator	30810/-
29.	Shri D K Jain	Quantity Surveyor	30810/-
30.	Shri Sanjay Pandey	Sub Engineer	22724/-
31.	Shri Safa S.Mawal	Modellor	25100/-
32.	Shri Javed Ayub	Graphic Designer	21673/-
33.	Shri Vimal Godre	Ferroprienter	17148/-
34.	Shri C P Gupta	Dy. Director (System Analyst)	47233/-
35.	Smt Annamma Varghese	Asstt. Programmer	20957/-
36.	Smt Suman Gurjar (Assistant)	W.P.O.	18373/-
37.	Shri H K Hayaran	Information Officer cum-Editor	45152/-
38.	Shri R K Shrivastava	Asstt. Librarian	29444/-
39.	Shri Mantosh Guha	Accounts Officer	32988/-
40.	Shri A K Das	Asstt. Acctts. Officer	27355/-
41.	Shri B S Sahu (EPCO Rural)	Auditor	20260/-
42.	Shri P K Arya	Budget Assistant	21923/-
43.	Shri R K Jain	Accounts Assistant	14963/-
44.	Shri Vinod Kumar Shukla (UDC)	Accounts Assistant	14188/-
45.	Smt Annie Mathai (UDC)	Accounts Assistant	14188/-
46.	Shri Rajendra Singh	Admn. Officer	27088/-
47.	Smt Leelamma Philip	Private Secretary	28225/-
48.	Shri P S Rathore	Private Secretary	24816/-
49.	Smr Annamma Antony	Personal Assistant	22854/-
50.	Ms Duffrine Chacko	Personal Assistant	22854/-
51.	Smt Vanja Chandran	Stenographer	18893/-
52.	Shri S K Soni	Stenographer	17763/-
53.	Shri Mangilal Sikalwar	Admn. Astt cum W PO	18223/-
54.	Shri Ayaz Khan	Store Keeper	18213/-

55.	Shri Sunil Pandey	Assistant	10206/-
56.	Smt Govindi Singh	Assistant	18413/-
57.	Smt Richa Choubey	Receptionist	24559/-
58.	Shri B K Sahu	Admn. Assistant	15622/-
59.	Smt Anita Pandit	Admn. Assistant	15288/-
60.	Shri Rajmani Bajpai	Admn. Assistant	14548/-
61.	Shri R K Rai	UDC II	15093/-
62.	Shri Sanjeev Rathore	UDC II	10651/-
63.	Shri A K Mehta	Jr Assistant	14188/-
64.	Shri Rambhuvan Patel (EPCO Rural)	Jr Assistant	12218/-
65.	Shri Kautik Rao	Jr Assistant	12835/-
66.	Shri Nirbhay Singh	Driver	20502/-
67.	Shri Ajay Singh	Driver	16738/-
68.	Shri Bhagwat Singh	Driver	16268/-
69.	Shri Chedilal Kushwah	Driver	13350/-
70.	Shri Jaspal	Driver	11188/-
71.	Shri Avinash Jevtode	Electrician	14269/-
72.	Shri Gendalal	Mali	12610/-
73.	Shri Jagram Rathore	Mali	11545/-
74.	Shri Vakil Pawar	Chowkidar	11695/-
75.	Shri Sohan Singh (Peon)	Room cum Record keeper	11475/-
76.	Shri R B Bharti	Peon	12488/-
77.	Shri Rambali Pal	Peon	12385/-
78.	Shri Haricharan	Peon	12517/-
79.	Shri Shyam Sunder	Peon	11986/-
80.	Shri Kailash Chandra	Peon	11704/-
81.	Shri Triyogi Prasad Mishra	Peon	11520/-
82.	Shri Baban Kumar	Peon	11545/-
83.	Shri Shyam Dev Verma	Peon	11370/-
84.	Shri Ramchandra Rai	Peon	11370/-
85.	Smt Kaushaliya Bai Meena	Peon	9307/-
86.	Shri Ramprasad	Sweeper	11607/-
87.	Shri Brij Lal	Sweeper	9002/-

11 The total budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and report on disbursements made

No establishment grant is provided by the State government the funds are provided in project mode by the State Government. The organisation receives major funds in the form of grant in aid mainly from Ministry of Environment and Forests, Gol. Besides this the funds are also made Available to the organisation as grant in aid under bilateral/ multilateral assistance. EPCO also generate funds through consultancy services.

Budget details of the ongoing Projects / Schemes (except consultancy projects) of the organisation (As on 5-5-10 are as follows:

S No	Name of Projects	Receipt 09-10 (Rs in lakhs)	Expend. 09-10 (Rs in lakhs)	Receipt / likely to Receive 10-11 (Rs in lakhs)
	MP State Sector Projects			
1.	Research, Education & Training	187.50	187.50	187.50
2.	Conservation of Urban Water Bodies	47.70	87.32**	47.70
3.	Indira Gandhi Fellowship for Environment Improvement & Management	2.25	0.00	2.25
4.	State Environmental Impact Assessment Authority & State Environmental Assessment Committee	37.44	21.14	42.95
5.	Clean Development Mechanism (Carbon Trading)	25.07	4.49	101.83
6.	Training Programme for Beneficiaries of Scheduled Tribes and other traditional dwellers(Recognition of Forests Rights Act 06)	25.00	21.86	54.00
	Central Sponsored Projects***			
7.	National Lake Conservation Plan - Shivpuri Lakes	37.15 (520.67) *	20.08	2643.90
8.	National Lake Conservation Plan - Sagar	142.21	0.62	400.00
9.	National River Conservation Plan - Mandakini River	90.00	90.00	156.00
10.	National River Conservation Plan - Narmada River Hoshangabad	53.01	10.66	0.00
11.	National River Conservation Plan- Beehar Rriver	-	7.07	0.00
	Central Sector Projects***			
12.	National Green Core (NGC)	431.53	319.34	341.25
13.	National Environmental Awareness Campaign(NEAC)	117.09	102.99	75.00
14.	Management Action Plan of Pachmarhi Biosphere Reserve:09-10	102.45	109.52	150.00
15.	Management Action Plan of Achanakmar-Amarkantak Biosphere	55.98	55.61	150.00

	Reserve:08-09			
	Bilateral/ Multilateral Projects			
16.	Strengthening of MP Climate Change Cell through UNDP	11.99	0.04	100.00
17.	Research Study on Vulnerability Assessment & Adaptation Strategy through Development Alternative	4.14	0.00	13.19
	Others			
18.	Study of Pteridophytic flora of Pachmarhi Biosphere Reserve	1.53	1.44	2.50

* K-deposit

** Expenditure met from unutilized funds of pervious years

*** The expected receipts given during financial year 10-11 are tentative. It may change as per funds to be released by the concerned agencies.

12 The manner of execution of subsidy programmes, including the amounts allocated and the details of the beneficiaries of such programmes

Organisation does not execute any subsidy program.

13 Particular of recipient of concessions permits or authorisation granted by it

Nil in view of Point no. 12

14 Details in respect of electronic information

The following information is available in electronic form

- a. E.S.R.
- b. Indira Gandhi Fellowship
- c. Activities of the Organisation etc.

15 Facilities of library and documentation available to public

The organisation has a well stocked and growing library with wide range of national and international journals and adequate reprographic facilities. The library has more than 4000 volumes on various environmental subjects like environmental conservation, forestry, wildlife, agriculture, sustainable development, climatic change, bio-diversity, Architecture, Engineering etc. Individual stationed at Bhopal and concerned with the environment can avail the limited library membership on introduction by an eminent person. The annual membership fee is only Rs. 200/-

p.a. Member has to keep a security deposit of Rs. 500/- per book (maximum two books) for borrowing facility. For library membership application forms click your mouse on following link.

16 Name, Designation and details of public information officers

Lok Pradhikari

Shri Alok Srivastava, Director General, EPCO
Paryavaran Parisar, E5, Arera Colony, Bhopal ph. 0755 – 2466859

Appellate Authority

Shri Ashok Shah, Executive Director, EPCO
Paryavaran Parisar, E5, Arera Colony, Bhopal , Ph. 0755 – 2466859

Public Information Officer

Dr. R. P. Singh, Senior Research Officer, EPCO
Paryavaran Parisar, E5, Arera Colony, Bhopal, Ph. 0755 2460104, 2466970

Asstt. Public Information Officer

1 Dr. U. M. Shukla, Senior Research Officer, EPCO
Paryavaran Parisar, E-5 Arera Colony Bhopal Ph. 0755 – 2464318

2 Shri Sanjay Pandey, Sub Engineer, EPCO
Paryavaran Parisar, E-5 Arera Colony Bhopal Ph. 0755 – 2464318

17 Any Other Information

Ongoing Projects & Associated officers and Technical / scientific Assistants

(as on 5-5-10)

S No	Name of Projects/Schemes	Associated Officers & Supporting Tech./ Scientific Staffs
	MP State Sector Projects	
1.	Research, Education & Training	Dr.U.R. Singh, Dr. Sadhna Tiwari., R.P. Payasi, Dr. U.M. Shukla, Dr. R.K. Jain, JP Namdev
2.	Conservation of Urban Water Bodies	Dr. Sanjeev Sachdeva
3.	Indira Gandhi Fellowship for Environment Improvement & Management	H.K Hayaran
4.	State Environmental Impact Assessment Authority & State Environmental Assessment	Mukund Pathak

	Committee	
5.	Clean Development Mechanism (Carbon Trading)	Lokendra Thakkar (LCA)
6.	Training Programme for Beneficiaries of Scheduled Tribes and other traditional dwellers(Recognition of Forests Rights Act 06)	Dr. U.R Singh, Dr.U.M. Shukla, Dr. R.K. Jain, J.P. Namdev
	Central Sponsored Projects	
7.	National Lake Conservation Plan -Shivpuri Lakes	Dr. Vinita Vipat
8.	National Lake Conservation Plan –Sagar Talab, Sagar	Anoop Srivastava , Rajeev Mishra
9.	National River Conservation Plan -Narmada river , Hoshangabad	Dr. Sanjeev Sachdeva
10.	National River Conservation Plan Beehar river, Rewa	Dr. Sanjeev Sachdeva
11.	National River Conservation Plan- Mandakini river, Chitrakoot	Dr. Sanjeev Sachdeva
	Central Sector Projects	
12.	National Green Core (NGC)	Dr. Sadhana Tiwari, Chandrika Singh
13.	National Environmental Awareness Campaign(NEAC)	Dr. Abha Sinha, Mahesh Mishra
14.	Management Action Plan of Pachmarhi Biosphere Reserve	Dr. R.P. Singh, Faizan Rasheed
15.	Management Action Plan of Amarkantak Biosphere Reserve	Dr. R.P. Singh, Anand Patel
	Bilateral/ Multilateral projects	
16.	Strengthening of MP Climate Change Cell through UNDP	Lokendra Thakkar (LCA)
17.	Research Study on Vulnerability Assessment & Adaptation Strategy through Development Alternative, New Delhi	Lokendra Thakkar (LCA), Sh. Manohar Patil (LCA), Alok Nayak (LCA), Ms Rejita Kurup
	Consultancy Projects	
18.	Preparation of Project Document of Panna Area as Potential Panna Biosphere Reserve	Dr. R.P. Singh

19.	Extension of Galleries and Office Hall in the existing Archaeological Museum at Kasravad, District Khargone	Vinita Verma, Rajesh Raikwar, Sanjai Pandey, Vergees Vandana Upadhayaya,
20.	Architectural Services for Kaleen Park at Gwalior	Vinita Verma, Meena Shirole, Vandana Upadhayaya, Sanjay Pandey
21.	Shaurya Smarak, Bhopal	Alolika Kamble, Vandana Upadhayaya, Meena Shirole,
22.	Architectural Services for Stone Park at Gwalior	Vinita Verma,
23.	Proposed new "Van Bhavan Complex" at Tulsi Nagar, Bhopal	Alolika Kamble, Vinita Verma,
24.	Proposed Complex for School of Good Governance & Policy Analysis near Bhadbada road, Bhopal.	Alolika Kamble, Vinita Verma,
25.	Designing of Office Building for Directorate of Women & Child Development, Bhopal	Alolika Kamble, Vinita Verma,
26.	Redesigning of SADA (Counter Magnet) Office building & development of squares at Chawani, MCC, Bitholi tank, stop dam on Saank river, Gwalior	Alolika Kamble, Vinita Verma,
27.	Designing of Swimming Pool at BHEL, Bhopal	Alolika Kamble, Vinita Verma,
28.	Renovation & new construction of State level Agriculture Extension & Training Centre at Barkheri Kalan, Bhopal	Alolika Kamble, Vinita Verma,
29.	Multipurpose Cultural Complex at Jabalpur	Alolika Kamble, Vinita Verma,
30.	Various architectural and interior projects for CPA at Satpura Bhawan, Valalbh Bhawan, Vindhyachal Bhawan, Panjiyan Bhawan etc at Bhopal	Alolika Kamble, Vinita Verma,
31.	State Level Veterinary Training Institute at Bhopal	Alolika Kamble, Vinita Verma,
32.	Tribal Heritage Museum, Shyamla Hills , Bhopal	Alolika Kamble,
33.	Extension of M P Pollution Control Board Building, Paryavaran Parisar, Bhopal	Anita Verma, Rashmi Khare, Sanjay Pandey
34.	Indore Haat, Indore	Alolika Kamble

35.	Azad Smriti Mandir, Bhabra, Distt Alirajpur	Alolika Kamble,
36.	Multipurpose Hall at T T Nagar Stadium, Bhopal	Alolika Kamble,
37.	Bhopal Gas Tragedy Memorial, Bhopal	Alolika Kamble,
38.	Kasturba Gandhi Girls Hostel cum School at various places in MP	Anita Verma, Saptamy, Mini Jain,
39.	Office Building for State Information Commission, Bhopal	Anita Verma,
40.	Landscape Projects: Vallabh Bhawan Area , etc	Rajesh Raikwar
	Others	
41.	Study of Pteridophytic flora of Pachmarhi Biosphere Reserve	Dr. R.P. Singh, Shri Ajit Sharma
42.	Landscape Components in DPR of NLCP, Dhar	Anita Verma, Saptamy,
43.	Waste Management of DMI Hostel	Anoop Srivastava, Rajesh Mishra
44.	Paper Recycling Project	Rajesh Mishra

For further information may please refer our organisational web site www.epco.in