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MAHARASHTRA POLLUTION CONTROL BOARD

Tel. 24020781 / 24010437  
Fax : 24024068 / 24023516

Kalpataru Point, Sion Circle,  
Sion (E), Mumbai-400022

No. MPCB/MS/09/ 99

January 27, 2009.

CIRCULAR

आपल्या कार्यालय

Sub: Signing of final letters by HODs.

Large number of files come to the Member Secretary for his consideration and approval, along with draft of the correspondence to be made to various agencies. Once the draft (including consents) is approved by the Member Secretary, final copy of the same can be signed by the respective H.O.Ds. by putting a sentence at the end that **"This is issued with the approval of the Member Secretary"**. However, final copies in respect of directions to the industries, correspondence with Secretaries and senior officers to the Government etc. will continue to be signed by the Member Secretary.

आपल्या कार्यालय

  
(Sanjay Khandare)  
Member Secretary

All to be noted & followed up  
To: Devale

28-1-09

  
29/1/09  
As  
29/1/09

WPAE / A.P.A.E. / P.S.O. /  
PCH-II / RO (P&P) / RO-C / RO (HQ) / RO (PAMS)  
CAO / SLO / Sr.A.O. / Exe. Engineer / S.O. / A.S.