

**GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE  
(IA DIVISION-INDUSTRY-2 SECTOR)**

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**Dated: 11.03.2021**

**AGENDA FOR 32<sup>nd</sup> MEETING OF THE EXPERT APPRAISAL COMMITTEE  
(INDUSTRY-2 SECTOR) SCHEDULED TO BE HELD on 18<sup>th</sup> March, 2021**

**Instructions:** Project Proponents are requested to strictly follow the following instructions:

1. This is to inform that the 32nd Meeting is scheduled to be held on **March 18<sup>th</sup>, 2021** through **Video Conferencing Mode** and accordingly all Project Proponents are requested to send all the documents (viz. Presentation, Brief, EIA/EMP Report and other requisite documents) to the **EAC/Ministry immediately or latest by 15.3.2021 positively.**
2. It is requested that the Project Proponent or his/her authorized representative should **participate the presentation meeting of EAC through Video Conferencing (preferably not more than three representatives)** who can make a presentation on their behalf on the salient features of the project, the related environmental issues, proposed Environmental Management Plan and also respond to the queries/suggestions of the Committee.
3. NIC, MoEFCC will moderate the Video Conferencing meeting. The Guidelines related to connecting VC is annexed herewith. PP will be ready before one (01) hour of the slot allowed to them. In case of any connectivity problem, please contact Mr. Kamal, Moderator, NIC (Mobile No. 8800225087, email- support-ipb@nic.in). PP is requested to join the meeting with Agenda No. **[(for ex. 32.3 (Name of PP) & Name of Consultant)]**
4. The Project Proponents are requested to circulate the documents either in pen drive or hard copy whichever is convenient (**bulky EIA/EMP reports may be sent in pen drive mentioning the agenda numbers**) for the projects included in the Agenda given below to the Chairman and Members of the Committee (as per list given below) immediately. The proponents shall not wait for individual letters to be issued. **The documents shall reach the members at earliest well in advance before the meeting.**
5. All the documents including the hard copy of the presentation material should be legible and printed on both sides on ordinary paper. In case the members of the **Expert Appraisal Committee do not receive the proposals, the Committee will not consider the project.**
6. The Project Proponent or his or her authorized representative /consultant should avoid delivery of documents by hand and seeking meeting with Chairman/Members. Members are also requested to discourage/ avoid the meeting with the PP/ consultants.
7. Please indicate the item number of the Agenda while circulating the documents.
8. **The Project Proponents are requested to send one set of complete documents to the Ministry in HARD COPY. Documents shall be reach in the Ministry by 15.03.2021.**

9. **Kindly prepare/make the presentation before the EAC based on the template provided at AnnexureIII. Copy of presentation and brief shall be forwarded to the EAC/Ministry immediately or latest by 15.03.2021**
10. The project proponents applied their on-line application should submit the Form-2, Pre-feasibility report, approval from concerned department/states, compliance of existing EC, Environment Impact Assessment (EIA/EMP) Report, public hearing report, queries subsequently raised by the Ministry, if any, and your para-wise comments thereto etc., in accordance with Environment Impact Assessment Notification, 2006 are required to be forwarded to the Chairman/Members of the Expert Appraisal Committee (Industry-2) including details of the court matters/Orders of the Court pertaining to the project, if any. Accordingly, I request you **to forward a copy of each of these documents - to the Chairman/members of the Expert Appraisal Committee and Ministry, at earliest or latest by 15.03.2021 [Hard copy or soft copy]**. List of Committee Members is attached herewith.
11. During presentations all the important features such as **National Parks, Wildlife Sanctuary, Mangroves, Biosphere Reserves/Bio-diversity, Heritage sites, Reserve Forests, Rivers, water Bodies, Highways, Railway line, Habitations, Critically Polluted Areas (CPA)** etc. should be clearly indicated in an area of 10 km radius of the proposed site.
12. In accordance with the circular no. J-11011/618/2010-IA. II (I) dated 30.5.2012, **in case of expansion project**, for which environment clearance was issued earlier, the project proponent shall submit a certified report of the status of compliance of the conditions stipulated in the environment clearance for the on-going / existing operations of the project by the Regional Offices of Ministry of Environment, Forest and Climate Change. The status of compliance of the conditions stipulated in the EC as highlighted in the report(s) will be discussed by the EAC during appraisal of the project.
13. **The Project Proponents shall ensure that the reports / documents uploaded in the website of the Ministry, circulated to the EAC members and hard copy submitted to the Ministry are the same. In case of discrepancy, the project will not be considered.**
14. The KML/Shape files should be emailed on the below mentioned email **addresses immediately or before 15.03.2021**.
15. The Consultant shall include an **undertaking in the EIA report that the prescribed TOR have been complied with and that the data submitted is factually correct** and also an undertaking shall be submitted owning the contents (information and data) in the EIA/EMP report.
16. Any changes/modification with respect to the Agenda, Venue etc., would be indicated in Ministry's website. You are also requested to keep track of the status of your project from the Ministry's Website i.e., <https://parivesh.nic.in>

17. Kindly send a brief write up/ Executive Summary of 3-4 pages **(in Word Format only)** as per following format (**Annexure - 'I'** in respect of the proposals for Environmental clearance and Annexure-'II' in respect of the project for amendment/corrigendum in ToR/EC) to the EAC secretariat. Information should be sent in word format only on following e-mails including Members of the EAC immediately or latest by **15.03.2021**.

[ak.pateshwary@gov.in](mailto:ak.pateshwary@gov.in); [m.phulwaria@gov.in](mailto:m.phulwaria@gov.in),  
[a.kumar77@nic.in](mailto:a.kumar77@nic.in), [kanaka.teja@gov.in](mailto:kanaka.teja@gov.in) and [moefccmeetikagupta@gmail.com](mailto:moefccmeetikagupta@gmail.com)

sd/

(Ashok Kumar Pateshwary)  
Director, MoEFCC  
Member Secretary (IND-2)

Note: The items listed for environmental clearances will be taken up for appraisal only on fulfilment of relevant instruction given above.

**AGENDA FOR 32<sup>nd</sup> MEETING OF THE EXPERT APPRAISAL COMMITTEE  
(INDUSTRY-2 SECTOR), SCHEDULED TO BE HELD on 18<sup>th</sup> March, 2021**

**Venue: Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, JorBagh Road, New Delhi-110003 through Video Conferencing (VC)**

**Time: 11:00 AM**

- (i) **Opening Remarks by the Chairman**
- (ii) **Confirmation of the Minutes of the 31<sup>st</sup> Meeting of the EAC (Industry-2) held on 03<sup>rd</sup> March, 2021 at MoEFCC through VC.**

**18<sup>th</sup> March 2021 (Thursday)**

**Consideration of Environmental Clearance**

- 32.1 Proposal for replacement of both offshore pipelines from Narara bet to SPMs & interconnecting loop line between SPMs, Replacing & Relocating Pipe Line End Manifold (PLEM) and Installation of SPM buoy at Vadinar , Gujarat by **M/s Indian Oil Corporation Limited** - Consideration of Environmental Clearance.  
[IA/GJ/IND2/201049/2019, J-11011/1/1989-IA. II (I)]
- 32.2 Proposal for Expansion of Numaligarh Refinery from 3 MMTPA to 9 MMTPA at village Pankagrath, District Golaghat, Assam by **M/s Numaligarh Refinery Limited** - Amendment of Environment Clearance.  
[IA/AS/IND2/199545/2021, J-11011/274/2015-IA- II (I)]
- 32.3 Proposal regarding Extension of validity of Environment Clearance for Grain/Molasses based Distillery Plant (660 KLPD) & Co-generation Power Plant (20 MW) at Village Devadi, Block Garhani, Anumandal Ara, District Bhojpur (Bihar) by **M/s. Bihar Distillers & Bottlers Pvt. Ltd.** –Amendment of Environment Clearance.  
[IA/BR/IND2/202250/2021, J-11011/98/2012-IA- II (I)]
- 32.4 Any other items with the permission of the Chair.

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## **Annexure - I**

**Subject:** .....- **Environmental Clearance- reg.**

**[Proposal NO....., F.NO.....]**

The Project Proponent and the accredited Consultant M/s. ...., made a detailed presentation on the salient features of the project and informed that:

- i. The proposal is for environmental clearance/ToR to the project ..... at ..... by M/s. ....
- ii. The project proposal was considered by the Expert Appraisal Committee (Industry-2) in its.....<sup>th</sup> meeting held during ..... and recommended Terms of References (ToRs) for the Project. The ToR has been issued by Ministry vide letter No.J.....; dated .....**(In case of EC Proposal)**
- iii. All ..... are listed at S.N. ... of Schedule of Environment Impact Assessment (EIA) Notification under category 'A' and are appraised at Central Level by Expert Appraisal Committee (EAC).
- iv. Ministry had issued EC earlier vide letter no. ....; dated ..... to the existing project... .....in favour of M/s. ....(**in Expansion case**/if applicable).
- v. Existing land area is ..... $m^2$ , additional .....  $m^2$  land will be used for proposed expansion.
- vi. Industry has already developed / will develop greenbelt in an area of 33 % i.e., .....  $m^2$  out of total area of the project.
- vii. The estimated project cost is Rs..... including existing investment of Rs..... crores. Total capital cost earmarked towards environmental pollution control measures is Rs..... and the Recurring cost (operation and maintenance) will be about Rs..... per annum.
- viii. Total Employment will be .... persons as direct & ..... persons indirect after expansion. Industry proposes to allocate Rs..... @ of 5/2.5 % towards Corporate Social Responsibility.
- ix. There are ..... national parks, wildlife sanctuaries, Biosphere Reserves, Tiger/Elephant Reserves, Wildlife Corridors etc. within 10 km distance from the project site. River/ water body..... is flowing at a distance of .....in.....direction.
- x. Ambient air quality monitoring was carried out at ..... locations during ..... to .....and the baseline data indicates the ranges of concentrations as: PM10 (...-..... $\mu g/m^3$ ), PM2.5 (...-..... $\mu g/m^3$ ), SO<sub>2</sub> (...-..... $\mu g/m^3$ ) and NO<sub>2</sub> (...-..... $\mu g/m^3$ ). AAQ modeling study for point source emissions indicates that the maximum incremental GLCs after the proposed project would be .....  $\mu g/m^3$ , .....  $\mu g/m^3$  and .....  $\mu g/m^3$  with respect to PM<sub>10</sub>, SO<sub>x</sub>andNO<sub>x</sub>. The resultant concentrations are

within the National Ambient Air Quality Standards (NAAQS). **(In case of EC Proposal)**

- xi. Total water requirement is ..... m<sup>3</sup>/day of which fresh water requirement of .....m<sup>3</sup>/day will be met from .....
- xii. Effluent of ..... quantity will be treated through..... . The plant will be based on Zero Liquid discharge system **(if applicable)**.
- xiii. Power requirement after expansion will be ..... including existing .... KVA and will be met from ..... State power distribution corporation limited (...SPDCL). Existing unit has ..... DG sets of .....capacity, additionally ..... DG sets are used as standby during power failure. Stack (height.....)will be provided as per CPCB norms to the proposed DG sets.
- xiv. Existing unit has ..... TPH ..... fired boiler. Additionally -----TPH ----fired boiler will be installed. Multi cyclone separator/ bag filter with a stack of height of ..... m will be installed for controlling the particulate emissions within the statutory limit of 115 mg/Nm<sup>3</sup> for the proposed boilers..
- xv. Details of Process emissions generation and its management.....
- xvi. Details of Solid waste/ Hazardous waste generation and its management.....
- xvii. Public Hearing for the proposed project has been conducted by the State Pollution Control Board on .....The main issues raised during the public hearing are related to.....
- xviii. Details of Certified compliance report submitted by RO, MoEF&CC. **(In case of expansion Proposal)**.
- xix. Status of Litigation Pending against the proposal, if any.
- xx. The details of products and capacity as under:

S. No	Product Details	Existing Quantity	Proposed Quantity	Total Quantity
	<b>Total</b>	<b>---</b>	<b>--</b>	<b>---</b>

S. No.	Activity	Amount allocated in Rs.
1. Total Cost		
2. EMP Cost		
3. Recurring cost		
4. CER Cost		
5. Land .....		
6. P. H. Commitment		
7.Green belt		
8. Conservation plan		

### **Annexure-II**

The proposal is for amendment in the **Terms of Reference/Environmental Clearance** granted by the Ministry vide letter dated.....for the project.....located at.....in favour of M/s .....

2. The project proponent has requested for amendment in the ToR/EC with the details are as under;

S.No.	Para of ToR/EC issued by MoEF&CC	Details as per the ToR/EC	To be revised/ read as	Justification/ reasons
1.				
2.				
3.				

**Template for presentation before the EAC**

**Slide 1**

<b>Agenda No.</b>	<b>Name of the Project (Including Company's Name)</b>
<ul style="list-style-type: none"><li>➤ Date of Application Submission</li><li>➤ ADS if any including date of reply</li><li>➤ Date of Acceptance</li><li>➤ New Project/Expansion Project</li><li>➤ Product Mix or Change in Technology</li><li>➤ Existing &amp; Proposed Capacity</li><li>➤ Forest Area/Wildlife/ESZ if any</li><li>➤ Name of EIA Coordinator</li><li>➤ CONSULTANT:<ul style="list-style-type: none"><li>• Name</li><li>• NABET Registration No.</li><li>• Validity</li></ul></li></ul>	<ul style="list-style-type: none"><li>➤ Date of Public Hearing (P.H.) Conducted</li><li>➤ Level of Officer conducted P.H.</li><li>➤ Status of Forest Clearance (FC)</li><li>➤ Applicability of Coastal Regulatory Zone (CRZ) if any</li><li>➤ Whether located in Critically Polluted Area (CPA).</li><li>➤ Certified Compliance submitted</li></ul>

**Slide 2**

<b>Details of Earlier ECs with Past Productions Details</b>
<b>Details of Earlier CTOs with Past Productions Details</b>
<b>Details of Certified Compliance of Earlier EC/CTO</b>

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**Slide 3**

<b>Introduction of The Project</b>	
<ul style="list-style-type: none"><li>◆ Brief Description about project</li><li>◆ Plot area</li><li>◆ % of green belt provided</li><li>◆ Land use change required</li><li>◆ Sources of Air(+Noise) Pollution</li></ul>	<ul style="list-style-type: none"><li>▶ Estimated Project Cost</li><li>▶ EMP Cost</li><li>▶ CER Cost</li><li>▶ Manpower</li><li>▶ Details of Environment Officers with qualifications</li></ul>



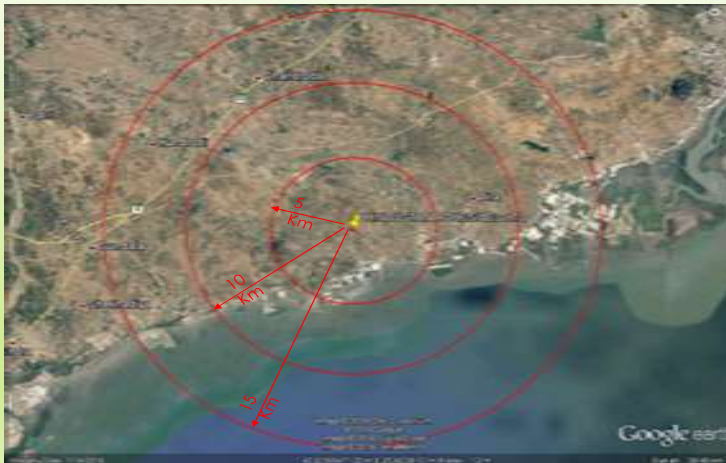
#### Slide 4

### Introduction of The Project

- ◆ Water Consumption/day
- ◆ Source of water
- ◆ Permission from CGWA or any other agency
- ◆ Energy Consumption
- ◆ Kind of Fuel used
- ◆ Quantity of fuel used
- ◆ Waste Water Generated/day
- ◆ Treatment facility with capacity and current operational capacity
- ◆ Mode of discharge

#### Slide 5 Example

### Location of Project and its Connectivity



LATITUDE	22°55'4.07"N
LONGITUDE	69°55'4.06"E
ELEVATION	14 m

Accessibi lity	Connectivity
Highway/ Road	SH-50 – 11 Km NW Road near project – within 1 Km
Railway Station	..... Railway station: 9.4 Km SW
Airport	..... Airport – 16.9 Km SW ..... Airport – 28.8 Km NE



High Tide line	2.7 Km
Low Tide line	4.3 Km

## Slide 6 : Example

### Topographical Map



Particular	Distance and Direction
<b>Water bodies</b>	
Sakra nadi	2.18 Km NW
Chhela nadi	3.10 Km SE
Mitti nadi	4.44 Km SW
Lerakh nadi	7.96 Km NE
High tide line	3.11 Km SE
<b>Forest</b>	
Bhadreshwar reserve forest	3.70 Km SW
Luni reserve forest	7.71 Km SW
<b>Densely populated area</b>	
Bhadreshwar	1.2 Km SW
Tuna	1.95 Km SE
Hatdi	2.5 Km NE
High Tide line	2.7 Km
Low Tide line	4.3 Km

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## Slide 7

**Project Site to be shown on Google Earth/DSS through KML/SHP File**

## Slide 8: Engineering layout of the Project site

## Slide 9

### BASELINE ENVIRONMENT DETAILS

#### 1. AIR QUALITY (shall attach copy of NABL or MOEF approval)

##### Period of monitoring

- ▶ Table of Parameters Monitored as per TOR including Noise.
- ▶ Comparison of AQM data from Upstream & down stream Station.
- ▶ Minimum detectable Limit of various methods.
- ▶ Prediction of max. GLC(DG sets & from other sources)
- ▶ Incremental Pollution load.

##### Wind Rose / Impact

- ▶ Location specific Wind Rose be given based on which AQM station Setup.
- ▶ Map of AQM Station be given superimposed with respective monitored value + wind rose on one corner of the map.
- ▶ Impact of dust, smoke, gas, fumes & odour

## Slide 10

### BASELINE ENVIRONMENT DETAILS

#### 2. WATER (Surface + Ground) Environment

##### Date of monitoring

- ▶ Table of Parameters Monitored as per TOR/CPCB
- ▶ Comparison of data from Upstream & down stream sampling Station
- ▶ Minimum detectable Limit of various methods.
- ▶ Incremental pollution Load from waste water generation.

##### Sampling Location Map

- ◆ Map of sampling area with specific location of collection. Superimposed with respective monitored value
- ◆ Attach copy of NABL or MOEF approval.
- ◆ Fresh water reduction due to recycling/reuse of wastewater.

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## Slide 11

### BASELINE ENVIRONMENT DETAILS

#### 3. Soil and Biological Environment

##### Soil

- ◆ Location Map of Sampling points
- ◆ Sampling result
- ◆ Shall describe quality of soil as per standard (IARC) method

##### Biological

- ◆ Map of study area be attached.
- ◆ Biodiversity index with its interpretation be given

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## Slide 12

### BASELINE ENVIRONMENT DETAILS

#### 4.Socio Economic Environment

##### Areas visited & date

- ▶ Report on collection of Primary & Secondary Data
- ▶ Identification of social requirements based on interview & discussions with the resident of the area.

##### Social Action Plan

- ◆ Development of social action plan
- ◆ Time frame for completion
- ◆ Estimated budget to be spent year wise(CER)

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## Slide 13

### BASELINE ENVIRONMENT DETAILS

#### 5.RISK STUDIES & DISASTER MANAGEMENT

##### Hazardous Substances

- ▶ List of Hazardous Substances and quantity stored.
- ▶ Assumptions and Worst case scenario.
- ▶ Risk assessment be done by 3-D (CFD)Capable Software.

##### Risk Assessment

- ▶ Prevailing Risk from existing facilities
- ▶ Perceived risk from the proposed facilities.
- ▶ Societal Risk
- ▶ Cumulative risk
- ▶ Details of Onsite mitigation measures/ DMP

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## Slide 14

**Details of National Park/Sanctuary/Forest Land/Schedule-I Species/ESZ Notification/No Development Zone If any**

## Slide 15

**Process Flow Chart**

## Slide 16

**Water Requirement and its approval status  
Water Balance**

**Slide 17**

**Waste Water Treatment Technology / Details of ZLD**

**Details of STP and how treated water is reused**

**Slide 18**

**Product wise Raw Material consumption**

**Slide 19**

**Details of Green Belt Development Plan**

**Slide 20**

**Transportation Plan –Study as per IRC Guidelines**

**Slide 21**

**Budget for CER as per Ministry's Circular alongwith Activities and its timelines for commitments**

**Slide 22**

**Environment Management Plan**

Shall cover details on following pollution control measures linking with baseline studies ,raw material and products with involved risk :

- AIR Pollution Control measures including devices proposed with capacities & cost.
- Water and Waste Water treatment and disposal ,if any
- Solid Waste / Sludge Disposal if any .
- % reduction due to proposed devices
- Details of Environment Personnel (Environment Engineers and Environment Scientist) posted in Environment Management Cell.

## Slide 23: TOR wise compliance presentation

### Point Wise Standard TOR Compliance

TOR Point-1: Executive Summary of the Project.  
Reply: .....

TOR Point-2: Introduction i) Details of the EIA consultant including NABET accreditation ii) Information about the project proponent iii) Importance and benefits of the project  
Reply: .....

And so on.....

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## Slide 24

### Hazardous Waste Management and Disposal

- List of hazardous waste generation and quantity.
- Disposal- In-house or CHWTDF
- Agreement for hazardous waste management and disposal

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## Slide 25

### PUBLIC CONSULTATION

- Public consultation for this project was conducted on ..... at 11:00 A.M. at .....which was presided over by the .....attended by officers of GPCB, Gandhinagar.
- The public hearing was attended by .....
- Requisite publicity through local newspapers/ media i.e. ....Dated ..... was given 30 days in advance of the date; .
- The project proponent has given commitment to fulfil the environmental and social responsibility for development of community of nearby villages.

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## Slide 26

### PUBLIC HEARING MINUTES ITS ACTION PLAN WITH BUDGET ,TIMELINE INCLUDING DISPLY OF PH VIEDEO

S.No.	Issues raised by the Public	Points Represented	Response/ Commitment of Project Proponents along with budget and timelines
1	Mr X...		
2	Mr Y...		
3	Mr Z...		

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## Slide 27

### Public Hearing Photographs

**List of member of Expert Appraisal Committee in respect of Industry-2 Sector**

<b>S.No.</b>	<b>Name of Members</b>	<b>Designation</b>
<b>1.</b>	<b>Dr. J. P. Gupta</b> A- 1/2 Panchsheel Enclave, New Delhi- 110070 E-mail: jpglobalconsultinggroup@gmail.com	Chairman
<b>2.</b>	<b>Sh. R. K. Singh</b>  301, Tulsi Meadows Building, St. Anthony's Road, Near Uttam Society, Chembur, Mumbai- 400071, Maharashtra E-mail: rksingh7854@gmail.com	Member
<b>3.</b>	<b>Dr. Ajay Gairola</b> 123 Thomsan Marg IIT, Roorkee campus E-mail: garryfce@iitr.ernet.in	Member
<b>4.</b>	<b>Ms. Saloni Goel</b> B-701, CSI Towers, VipinKhand, Gomti Nagar, Lucknow-226010 E-mail sgoel.eac@gmail.com	Member
<b>5.</b>	<b>Sh. Y.V. Rami Reddy</b> Professor of Chemistry, Department of Chemistry, Venkateswara University, Tirupati, Andhra Pradesh dryvrsvu@gmail.com	Member
<b>6.</b>	<b>Dr.T.Indrasena Reddy</b> 102, MVR Residency, Sri Laxminagar Colony, Mansoorabad Road, Hyderabad dr.itreddy@gmail.com	Member
<b>7.</b>	<b>Shri Narender Surana</b> Surana Solar Pvt. Ltd., 5th Floor, Surya Tower, Sardar Patel Road, Secunderabad - 500003 (Telangana) narender@surana.com	Member
<b>8.</b>	<b>Dr. J. S. Sharma</b> C-83, 3 <sup>rd</sup> Shisham Street, Gama-I, Greater Noida- 201310, Gautam Budh Nagar (Uttar Pradesh) sharmajswarup@hotmail.com	Member
<b>9.</b>	<b>Shri S. C. Mann</b> H.No. 544, Sector 12, A, Panchkula (Haryana) satishchandermann@yahoo.com	Member
<b>10.</b>	<b>Shri Ashok Agarwal</b> Shri Ashok Agarwal 405, Sector-31, Gurugram, Haryana <a href="mailto:ashokagrawal@vaishivf.com">ashokagrawal@vaishivf.com</a>	Member
<b>11.</b>	<b>Dr. T. K. Joshi</b> B/22, New Krishna Park, New Delhi -18 E-mail: kantjoshi@gmail.com	Member



<b>12.</b>	<b>Dr. Uma Kapoor</b> , Regional Director, CGWA, 18/11, Jamnagar House, Mansingh Road, New Delhi <a href="mailto:Uma-cgwb@nic.in">Uma-cgwb@nic.in</a>	Member
<b>13.</b>	<b>Sh. Dinabandhu Gouda</b> , Additional Director, CPCB, Parivesh Bhawan, East Arjun Nagar, Delhi-110092 <a href="mailto:Dinabandhu.cpcb@nic.in">Dinabandhu.cpcb@nic.in</a>	Member
<b>14.</b>	<b>Sh. Sanjay Bist</b> , Scientist E, Room No.517, Office of the Director General of Meteorology, India Meteorological Department, Mausam Bhawan, Lodhi Road New Delhi-110003 <a href="mailto:Sanjay.bist@imd.gov.in">Sanjay.bist@imd.gov.in</a>	Member
<b>15.</b>	<b>Ashok Kumar Pateshwary, Director</b> Indira Paryavaran Bhawan, MoEF&CC, 3rd Floor, Jor Bag Road, New Delhi-110003 E-mail:- <a href="mailto:ak.pateshwary@gov.in">ak.pateshwary@gov.in</a>	Member Secretary

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**Quick User Manual to use Desktop Videoconference**

NIC, MoEFCC will moderate the Video Conferencing meeting. The Guidelines related to connecting VC is annexed herewith. PP will be ready before 10 minutes of the slot allowed to them. If any problem faced please contact Mr Kamal, Moderator, NIC (Mobile No. 8800225087, email- support-ipb@nic.in).

- PP/Consultant who want to make presentation during EAC, they have to download/install VidyoApp on desktop/Laptop.
- A web Link will be shared by Member Secretary/Moderator before the EAC meeting. It is requested to be ready before 10 minutes as per slot provided to you.
- Joining from Mobile devices: Click on the link on your mobile device. It will asked you to join the conference. It may asked installed Mobile App (VidyoMobile). Installed the VidyoMobile and click on link to join VC.
- Please see the control menu to manage the conference. Keep your microphone muted and unmute only when you speak. You can chat or share desktop screen.
- User should have minimum Internet connection of 2 Mbps from any service provider (Broadband/4G etc)
- A Desktop/Laptop working in windows (Recommended).
- Wired Earphone/Headphones with Microphone (Strongly recommended) or External USB camera & Speaker cum microphone.

**\*\*\***