

**Government of Rajasthan**  
**Department of Environment and Climate Change**

No. F.1(1)Env/84

Jaipur, Dated : **29 JUL 2025**

**STANDING ORDER**

In pursuance of Rule 21 of the Rules of Business and in supersession of all previous orders. I hereby direct that cases and matters relating to the Environment and Climate Change Department shall ordinarily be disposed of in the manner indicated below:-

S.N.	Items	To be examined and disposed of by		
		Officers	Officers	MoS, E&CC
1.	Matters related to Policy, Act/Rules, Schemes, Projects including EAP to be decided by the State Government	AS/Sp. Secy.	Secy./PS/ACS	Yes
2.	Budget announcements/ Governor's and Chief Minister's speech	AS/Sp. Secy.	Secy./PS/ACS	Yes
3.	Cabinet note	AS/Sp. Secy.	Secy./PS/ACS	MoS/CM
4.	Assembly questions, Assurances, Call attention motion, Reports & Recommendations of Legislature	AS/Sp. Secy.	Secy./PS/ACS	Yes
5.	Creation of posts. Appointments, Postings, VRS, Re-employment, Confirmation, Promotion, Compulsory retirement, Service Rules, General conditions of service & disciplinary matters, Pension, Condonation break/deficiencies, Allowance and other Service Benefits and related representations	AS/Sp. Secy.	Secy./PS/ACS	Yes
6.	Formulation of action plans and management plans	AS/Sp. Secy.	Secy./PS/ACS	Yes
7.	Grant-in-Aid to RSPCB/RSBDB/Raj SWA	AS/Sp. Secy.	Secy./PS/ACS	Yes
8.	Prosecution sanction/Permission under 17-A of PC Act	AS/Sp. Secy.	Secy./PS/ACS	Yes
9.	State & Central Awards	AS/Sp. Secy.	Secy./PS/ACS	Yes
10.	Foreign Training/ Higher Studies/ Research, Deputation of Foreign Services	AS/Sp. Secy.	Secy./PS/ACS	Yes
11.	Budget & Proposals for new items reappropriations, Purchases, Implementation & Review of Non-plan, Plan, CSS & EAP	AS/Sp. Secy.	Secy./PS/ACS	Yes
12.	Issuing directions & sanctions under the provisions of the Environmental Acts, Rules & Notifications	AS/Sp. Secy.	Secy./PS/ACS	Yes
13.	Parliamentary questions	AS/Sp. Secy.	Secy./PS/ACS	-
14.	Hon'ble Governor's & Chief Minister's speech, Cabinet note.	AS/Sp. Secy.	Secy./PS/ACS	-
15.	Audit Objections and Inspection Notes, Draft Paras	AS/Sp. Secy.	Secy./PS/ACS	-

*[Signature]*  
25/7/25

16.	Sanction of Leave and Permission to travel outside State on duty	AS/Sp. Secy.	Secy./PS/ACS	-
17.	Matters relating to appointment of Officer-In-Charge (OIC)	AS/Sp. Secy.	Secy./PS/ACS	-
18.	Litigation matters	AS/Sp. Secy.	Secy./PS/ACS	-

**Note:-**

- Any item not included in the above categories may be submitted to the ACS/Principal Secretary/Secretary and keeping in view the importance of the matters, to the undersigned.
- Any item not in the above categories if submitted to Hon'ble Chief Minister will be routed through Secretary/Principal Secretary/ACS to the undersigned.

  
(Sanjay Sharma)

Minister of State (Independent Charge),  
Environment & Climate Change

Copy forwarded to the following for information and further necessary action:-

1. Secretary to the Governor, Rajasthan, Jaipur.
2. Additional Chief Secretary to the Hon'ble Chief Minister, Rajasthan, Jaipur.
3. Sr. DS to Chief Secretary, Government of Rajasthan, Jaipur.
4. DS to Addl. Chief Secretary, Forest, Government of Rajasthan, Jaipur.
5. PS to Secretary, DOP, Government of Rajasthan, Jaipur
6. PS to Secretary, ARD (Gr. VIII), Government of Rajasthan, Jaipur
7. PS to Secretary, GAD, Government of Rajasthan, Jaipur
8. Chairman, Rajasthan State Pollution Control Board, Jaipur.
9. Chairman, Rajasthan State Bio-diversity Board, Jaipur.
10. PS to Special Secretary, Env. and Climate Change, Government of Rajasthan, Jaipur.
11. Guard File.

  
(Anand Kumar)

Additional Chief Secretary,  
Environment and Climate Change