



# Rajasthan State Pollution Control Board

Headquarter, 4, Institutional Area, Jhalana Doongri, Jaipur-302004

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No. F-14(5) Adm/RSPCB/Plg/ 5641-5684

Date: 24/02/2021

## OFFICE ORDER

### WORK FLOW & POWER DELEGATION MATRIX OF RSPCB

In supersession of earlier order no. F-14(5) Adm/RSPCB/Plg/3562-3601 dated 20/02/2020 to streamline the procedure for processing of consent/authorization related matters and other issues in RSPCB Headquarter; it has been decided that henceforth, all matters shall be processed as per the revised work flow matrix mentioned below:-

#### A. Consent/ Authorisation related matters:-

Sr. No.	Matter	Revised Work Flow	
		Signing Authority	Approving Authority
1.	All deficiency/ shortcoming letters and show cause notice for intended refusal in the matter of pending applications for consent/ authorization/ registration under provisions of Air Act, Water Act & EP Act & rules made there under	GIC	GIC
2.	Show cause notices for intended revocation of Consent to Establish/ Consent to Operate/ Authorization/ Registration/ One time Authorization	GIC	MS
3.	Show cause notices for intended legal action, directions and intended imposition of Environment Compensation under provisions of Air Act, Water Act & EP Act.	GIC	MS
4.	Notices / letters / orders under section 5 of the EP Act	GIC	CP
5.	All OBH matters under the provisions of Air Act, Water Act & EP Act & rules made there under.	GIC	CP
6.	Demand, release and forfeiture of Bank Guarantee (BG amount upto Rs. 1.00 cr.)	MS	MS
7.	Demand, release and forfeiture of Bank Guarantee (BG amount greater than Rs. 1.00 cr.)	MS	CP
8.	All General correspondence with Project proponents /Industrial Associations/ CBMWTFs/ CTDFs	GIC	GIC
9.	All general correspondence with ROs of RSPCB including letters for seeking inspection reports and Monitoring reports	GIC	GIC
10.	Reminders of Inspection and Monitoring & general correspondence with Regional Officers of RSPCB.	CEE	CEE
11.	Grant / Refusal of authorization for transportation of waste under H&OWM Rules	Regional Officer	Regional Officer
12.	Grant/ Refusal/ Revocation of authorization/ registration/ one time registration under Hazardous and Other Wastes Management Rules, 2016	GIC	MS
13.	Grant/Refusal/ Revocation of Consent/ Authorization / Registration/ One time Registration under respective Rules/ Acts. (Except covered under H & OWM Rules,2016)	GIC	CP

14.	Directions under Air Act, Water Act, EP Act.	GIC	CP
15.	Revocation/modification of Directions under Air Act, Water Act, EP Act	GIC	CP
16.	All Office Orders related to Policy, Planning, Committee constitution etc.	CEE / ACEE	CP
17.	Newspaper Advertisements for public notice	CEE	CP
18.	Meetings of Environmental Compensation Committee	CEE	MS
19.	Correspondence with DoIT & Other agencies in IT related issues	CEE	CP
20.	Correspondence with Regional Officers in Grievances/ Complaints/ Rajasthan Sampark /VIP references etc.	GIC	MS
21.	Correspondence with ROs/ Other agencies regarding follow up of Closure directions issued by the Headquarter.	GIC	MS
22.	All letters for information/Data to CPCB/ MOEF & CC (in reply to letter received from Division In-charges of CPCB)	GIC	MS
23.	All letters for information/Data to CPCB/ MOEF & CC (in reply to letter received from MS/CP of CPCB)	MS	CP
24.	All letters to officers of the Government/ Stakeholders / Other concerned persons/ Institutes.	MS	CP
25.	Transfer of files/applications from Head Office to Regional Office due to change of delegation of power	GIC	GIC
26.	Transfer of files/applications from Head Office to Regional Office due to any reason except for change in delegation of power.	GIC	MS

**Note:**

1. All files related with Planning Cell, IEC & Project Cell, Central Laboratory, IT Cell and Waste Management including Hazardous Waste, Liquid Waste, e-Waste, Solid Waste, Plastic Waste, C & D Waste and Bio Medical Waste shall be routed through Chief Environmental Engineer.
2. The powers to Regional Officers to dispose applications for authorization for transportation of waste under H&OWM Rules shall be in addition to existing powers delegated for grant/refusal of consents/authorization/registration applications.

**B. Legal Group :-**

Sr. No.	Matter	Revised Work Flow	
		Signing Authority	Approval Authority
1	Empanelment and Hiring of Advocates/ Legal Counsel	MS	CP
2	Sanction of prosecution and appeal including appointment of OIC in Hon'ble NGT, Hon'ble Supreme Court, Hon'ble High Court cases etc.	MS	CP
3	Filling of prosecution & correspondence with advocate	OIC	MS
4	Filling of reply and affidavit in Hon'ble Supreme Court / High Court / NGT and other Hon'ble Courts of law.	OIC	CP
5	Correspondence with OIC to follow-up of the legal cases	GIC	GIC

**C. Administration Group:-**

Sr. No.	Matter	Revised Work Flow	
		Signing Authority	Approval Authority
1.	Repairing & Maintenance of Office Building (estimated cost up to Rs.1,00,000/-)	GIC (Admin.)/ Regional Officer	GIC (Admin.)/ Regional Officer
2.	Repairing & Maintenance of Office Building, (Estimated cost more than Rs. 1,00,000/- and up to Rs.2,00,000/-)	GIC (Admin.)	CEE
3.	Repairing & Maintenance of Office Building (Estimated cost more than Rs.2,00,000/- and up to Rs.5,00,000/-)	MS	MS
4.	Repairing & Maintenance of Office Building (Estimated cost more than Rs.5,00,000/-)	MS	CP
5.	Repair & maintenance of vehicles (Estimated cost up to Rs.25,000/-)	GIC (Admin.)/ Regional Officer	GIC (Admin.)/ Regional Officer
6.	Repair & maintenance of vehicles (Estimated cost more than Rs.25,000/-)	GIC (Admin)	MS
7.	Purchase of Store & Library items/ articles and laboratory equipments/ Chemicals (estimated cost up to Rs. 1,00,000/-)	GIC (Admin.)/ Regional Officer	GIC (Admin.)/ Regional Officer
8.	Purchase of Store & Library items/articles and laboratory equipments/ Chemicals (Estimated cost more than Rs. 1,00,000/- and up to Rs.2,00,000/-)	GIC (Admin)	CEE
9.	Purchase of Store & Library items/articles and laboratory equipments/ Chemicals (estimated more than Rs.2,00,000/- and up to Rs.5,00,000/-)	GIC (Admin)	MS
10.	Purchase of Store & Library items/articles and laboratory equipments /Chemicals (estimated cost more than Rs.5,00,000/-)	MS	CP
11.	Expenditure for organizing workshops, meetings, seminars etc. at Regional Offices (lodging, boarding, working lunch, dinner, high tea etc.)(up to Rs. 100,000/-)	Regional Officer	Regional Officer
12.	Expenditure for organizing workshops, meetings, seminars etc. at Head Office (lodging, boarding, working lunch, dinner, high tea etc.)(up to Rs. 10,000/-)	GIC (Admin)	GIC (Admin)
13.	Expenditure for organizing workshops, meetings, seminars etc. at Head Office (lodging, boarding, working lunch, dinner, high tea etc.)(up to Rs. 100,000/-)	GIC (Admin)	MS
14.	Expenditure for organizing workshops, meetings, seminars etc. at Head Office (lodging, boarding, working lunch, dinner, high tea etc.) (more than Rs. 100,000/-)	MS	CP
15.	Hiring of vehicles on monthly basis and daily requirement basis (for entire financial year) as per F.D order.	GIC (Admin.)	CP
16.	Contractual services including AMCs (Security guards, housekeeping, drivers, electrician, plumber, doctor, telephone, Drinking water (RO), cleaning of water tanks, fire fighting devices, ACs, ducting – air coolers, gardener etc.) (annual contract amount not exceeding Rs. 2.00 lacs)	GIC (Admin.)	MS

17.	Contractual services including AMCs (Security guards, housekeeping, drivers, electrician, plumber, doctor, telephone, Drinking water (RO), cleaning of water tanks, fire fighting devices, ACs, ducting – air coolers, gardener etc.) (annual contract amount exceeding Rs. 2.00 lacs)	GIC (Admin.)	CP
18.	Purchase of land	MS	CP
19.	Land conversion charges	GIC (Admin.)	CP
20.	Purchase of new vehicles	MS	CP

*Note :-*

- 1) *No proposal/requirement related to above will be turned down at any level without approval of the Chairperson.*
- 2) *Accounts section shall constitute purchase committee as per GF&AR Rules for a Financial Year after approval from competent authority. Regional Officer shall also constitute purchase committee as per GF&AR Rules for a Financial Year.*
- 3) *Purchase, procurement & payment related issues shall be processed as per rules & regulations.*

**D. Establishment Group:-**

General letters/orders of the establishment section shall be signed by the Head of Office (HOO) after approval on file from the competent authority with a mention of the phrase "*this bears approval of the competent authority*".

Sr. No.	Matter	Revised Work Flow	
		Signing Authority	Approval Authority
1.	Casual Leave, PL, Medical Leave and HQ leave of Group In-charges & Regional Officers (upto 5 days)	HOO	MS
2.	Casual Leave, PL, Medical Leave and HQ leave of Group In-charges & Regional Officers (more than 5 days)	HOO	CP
3.	Casual Leave, PL, Medical Leave and HQ leave of non-executive staff at Head Office	HOO	HOO
4.	Casual Leave, PL, Medical Leave and HQ leave of executive staff at Head Office	HOO	MS
5.	Casual Leave, PL, Medical Leave and HQ leave of all staff of ROs	Regional Officer	Regional Officer
6.	Leave surrender/ encashment	HOO/ Regional Officer	MS/ Regional Officer
7.	Child Care Leave	HOO	MS
8.	Maternity Leave/ Paternity Leave	HOO/ Regional Officer	MS/ Regional Officer
9.	Extra Ordinary Leave (EOL) of all employees of State Board including Leave for Study Purpose	HOO	CP
10.	Retirement orders/ Relieving orders & Seniority lists for non-executive staff of the State Board.	MS	MS
11.	Retirement orders/ Relieving orders & Seniority lists for executive staff of the State Board.	MS	CP
12.	Appointment Orders/ Direct Recruitment	MS	CP

13.	Transfer / Posting / Promotion orders of all employees of the State Board	MS	CP
14.	Additional work allotment orders for any employee of the State Board	MS	CP
15.	Work allotment among subordinate staff within Groups at Head Office	GIC	GIC
16.	All correspondence for APARs for all employees of the Board other than CEE, CSO, ACEE, SEE & Sup SO.	CEE	MS
17.	All correspondence for APARs for the CEE, CSO, ACEE, SEE & Sup. SO	MS	CP
18.	Engagement on Contractual / consultancy Basis (Guard/ Class-IV/ Driver/ Computer Operator/Service Payment Orders/ Appointment Orders) (individual monthly remuneration not exceeding Rs. 15,000)	HOO	MS
19.	Engagement on Contractual Basis (Guard/ Class-IV/ Driver/ Computer Operator/Service Payment Orders/ Appointment Orders) (individual monthly remuneration exceeding Rs. 15,000)	HOO	CP
20.	Service regularization after probation of all State Board Employees	MS	MS
21.	Service regularization matter after probation. (Non completion of Probation / Un-satisfactory probation period/ Extension in probation)	MS	CP
22.	All service book entries including service verification	HOO/ Regional Officer	MS/HOO/ Regional Officer
23.	Form-16/ GA-55	HOO	HOO
24.	Pay fixation orders/ Promotion Pay Fixation Orders.	HOO	CEE
25.	Annual Increment Orders of non-executive staff of the Head Office	DDO/ HOO	HOO
26.	Annual Increment Orders of executive staff of the Head Office	DDO/ HOO	MS
27.	House Rent Allowance/ Double Duty Allowance/ Uniform allowance.	HOO	MS
28.	Bonus	HOO	CP
29.	Rules amendment	MS	CP
30.	Advance on Tour or Transfer	HOO	HOO
31.	Payment / regularization during APO period	MS	CP
32.	Suspension/ Reinstate	MS	CP
33.	Departmental Enquiry, notices and orders under CCA Rules	MS	CP
34.	New Pay Scale as per F.D order	HOO	CP
35.	Tour approval of GICs & ROs and Inter-state tour of all officials	MS	MS
36.	Tour approval of sub-ordinate officers within jurisdiction	GIC/ Regional Officer	CEE/ Regional Officer
37.	Permission of abroad tour of all Board Officials(Official/ Personal)	MS	CP

**E. Accounts Group:-**

Sr. No.	Matter	Revised Work Flow	
		Signing Authority	Approval Authority
1.	Fund Transfer to ROs	HOO	MS
2.	Budget Approval	CAO	CP
3.	Accounts Audit Program	CAO	CAO
4.	Accounts Audit Para's Reply	CAO	CAO
5.	Correspondence with Auditing agencies/ CA's (GST etc.)	CAO	MS
6.	Correspondence with PAC/CAG/AG	MS	CP
7.	Investment in Fixed Deposits by RSPCB	MS	CP
8.	Checking of consent fee collection and reconciliation with bank statement	CAO	CAO
9.	Budget allotment	CAO	CAO

**F. Central Laboratory:-**

Sr. No.	Matter	Revised Work Flow	
		Signing Authority	Approval Authority
1.	Analysis Reports	CSO/ Supdt SO	CSO
2.	Forwarding of Analysis reports to Regional Offices	CSO/ Supdt SO	CSO
3.	Correspondence with CPCB/ Government related to Source apportionment study, Noise mapping, National Clean Air Programme (NCAP), Non-Attainment Cities, NCR matter	CSO	CP
4.	Correspondence related to existing Air quality monitoring stations (NAMP & CAAQMS), Water quality monitoring stations	CSO	MS
5.	Correspondence related to identification/development of new Air quality monitoring stations (NAMP & CAAQMS), Water quality monitoring stations	MS	CP
6.	Establishment of new Laboratories	MS	CP
7.	Correspondence with CPCB regarding Online continuous emission monitoring system (OCEMS)	CEE	CP
8.	Correspondence with industries regarding Online continuous emission monitoring system (OCEMS)	GIC	MS
9.	Correspondence related to claims/reimbursement for CAAQMS/ NAMP stations.	CSO	CEE

**G. Planning Group:-**

Sr. No.	Matter	Revised Work Flow	
		Signing Authority	Approval Authority
1.	All correspondence related to meetings of all Group In-charges and/or Regional Officers including minutes of meetings.	CEE	CP
2.	All correspondence related to meetings of individual Group In-charges including minutes of meetings.	GIC	CP

3.	All correspondence with the Universities/ Experts/ Industrial Associations/ Institutions	CEE	CP
4.	General correspondence with Director, DoE (Other than VS/LS/PAC/ CMIS/VIP Reference)	CEE	MS
5.	Correspondence with Director DoE regarding VS/LS/PAC/ CMIS/VIP Reference	MS	CP
6.	Meeting notice and minutes for Stakeholders Departments	CEE	CP
7.	Advise to Central/ State Government on various issues	MS	CP
8.	Information sharing with other Govt. Departments	CEE	MS
9.	Policy decisions and resolution of disputes between and among various Groups/ Regional Officers	MS	CP
10.	Issuance of Office orders/Circulars/ Notifications and intimation to DIPR	MS/CEE	CP

**Note:**

1. For any other issue/ item not included above, the approving authority will be Chairperson and signing authority will be Member Secretary /Chief Environmental Engineer.
2. It shall be the responsibility of the signing authority to verify the facts and contents of the letters/ Orders/Circulars, ensure due protocol in the language and content and seek approval from competent authority on file if mandated, before signing the letter/notice.
3. This mechanism (revised work flow matrix) has to be adopted mandatorily with immediate effect, in supersession to all previous orders/circulars.

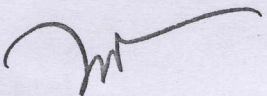
*Sd* —  
(Veenu Gupta)  
Chairperson

No. F.14(5)Adm/RSPCB/Plg / 5641 - 5684.

Date : 24/02/2021.

Copy to following for information and ensuring immediate compliance:-

1. PS to Chairperson, RSPCB, Jaipur.
2. Add.PS to Member Secretary, RSPCB, Jaipur.
3. Chief Environmental Engineer, RSPCB, Jaipur.
4. Additional Chief Environmental Engineer, RSPCB, Jaipur.
5. Chief Scientific Officer, RSPCB, Jaipur
6. Chief Account Officer, RSPCB, Jaipur.
7. Group In-charge – Establishment/ CD/ PDF/ Legal/ EC/ MSW, C&D Waste/ PCV/ CPP/ B & C/ Food & Misc./ RTI & Water Cess/ Liquid Waste, Hazardous Waste/ e-Waste/ Mines & SCMGDS/ Administration/ HOGM/ Textile/ Project & IEC/ Planning/ Plastic Waste/ BMW/ EnCp/ ITS RSPCB, Jaipur.
8. Regional Officers, Regional Office, RSPCB – Alwar / Balotra / Bhiwadi / Bharatpur / Bhilwara / Bikaner / Chittorgarh / Jaipur(North) / Jaipur(South) / Jodhpur/ Kishangarh / Kota/ Pali / Sikar / Udaipur
9. Group In-charge (IT), RSPCB, Jaipur to upload the order on Board's website.
10. Master File, RSPCB, Jaipur.

  
Member Secretary