

**Government of Rajasthan
Department of Environment**

Jaipur, Dated : 10-01-2019

No. F.1(1)Env/84

STANDING ORDER

Sub: Disposal of cases in the Environment Department.

In accordance with Rule 21 of Rules of Business and in supersession of all previous orders in this behalf, I hereby direct that cases & matters relating to the Environment Department other than matters indicated in Appendix 'B' to the Rules of Business, shall ordinarily be disposed of in the following manner :

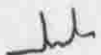
S. N.	Items	To be examined by	To be disposed of by	To be submitted to
A	B	C	D	E
1.	Parliamentary questions	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
2.	Starred Assembly questions	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
3.	Unstarred Assembly questions	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
4.	Reports & Recommendations of Legislature	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
5.	Final replies to Assurances given on the floor of Legislative Assembly	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
6.	Drafting of Hon'ble Governor's & Finance Minister's speech	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
7.	Implementation of Hon'ble Governor's & Finance Minister's speech	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
8.	Audit Objections and Inspection Notes	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
9.	Draft Paras	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
10.	Establishment Matters-Creation of post, Appointments postings, Deputations, VRS, Transfers, Re-employment, Re-references, promotion belonging to			
	a) State Services	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	b) Other Services	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
11.	Disciplinary matters of Govt. servants belonging to			
	a) State Services	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	b) Other Services	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	c) Compulsory retirement	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
12.	Representations, appeals/review of Govt. servants against the order of HOD	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
13.	Sanction of Leave			
	a) State Services	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
	b) Other Services	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
14.	Permission to travel outside State on duty	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
15.	Sanction of pension, allowances & other service benefits according to Rules			
	a) State Services	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
	b) Other Services	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-

16.	Extension to temporary appointments			
	State Services			
	(a) Non-plan	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	(b) Plan/EAP/CSS	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	Other Services			
	(a) Non-plan	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	(b) Plan/EAP/CSS	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
17.	Creation of posts			
	(a) Non-plan	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	(b) Plan/EAP/CSS	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
18.	Condonation break/deficiencies	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
19.	Promotion of Subordinate/Ministerial Cadres to Gazetted Cadre	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
20.	Implementation of Cabinet and Govt. decisions.	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
21.	Issue of directions for improvement in work efficiency in department	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
22.	Formulation of Annual Plan & Five Year Plan	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
23.	Budget & Proposals for new items & appropriations			
	(a) Plan	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	(b) Non-plan	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
24.	Implementation & Review of			
	(a) Plan, CSS & EAP	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	(b) Non-plan	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
25.	Purchases			
	(a) Non-plan	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	(b) Plan/EAP/CSS	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
26.	Formulation of new policies, Schemes, Projects, Programme & Externally Aided Projects.	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
27.	Formulation, Drafting and amendment of Service Rules	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
28.	Interpretation & Implementation of legal provisions relating to service rules	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
29.	Sanction of decretal amount	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
30.	Monitoring of all the on-going projects and schemes of the department			
	a) Monitoring of CSS schemes	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
	b) Follow up action of the meetings taken by Addl. Chief Secretary/Pr. Secretary	Gr.Officer/DD/ JS	Secretary	-
	c) Inter Departmental issues	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister (Policy Matters only)
	d) Framing/Amendment of Policies	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	e) Amendment in Acts, Rules and Notifications	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
31.	Grant-in-Aid to RSPCB	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister

32.	Issuing directions & sanctions under the provisions of the Environmental Acts, Rules & Notifications	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
33.	Inter State Matters and Matters relating to the Central Govt.	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
34.	General Conditions of service	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
35.	Public Complaints			
	(a) Lokayukt	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
	(b) Redressal of Public Grievances	Gr.Officer/DD/ JS	Secretary	-
	(c) Commissions of Enquiry	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	(d) Other Sources	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
36.	Matters relating to appointment of Officer-In-Charge(OIC)	SLO/DD/ JS	Secretary/Pr. S./ ACS	-
37.	Prosecution sanction	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
38.	Litigation matters	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
39.	Statutory petitions to the Governor			
	State Services	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	Others	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
40.	Nomination of Govt. representative to attend conference meeting on behalf of the Govt.	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
41.	Foreign Training/ Higher Studies/ Research	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
42.	Formulation, Publication and Implementation of various Act/Rules	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
43.	Deputation of Foreign Services			
	State Services	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
	Others	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
44.	Finalization of Reports/ Studies got conducted through other agencies	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	-
45.	State & Central Awards	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister
46.	All Policy Matters	Gr.Officer/DD/ JS	Secretary/Pr. S./ ACS	Environment Minister

Note:-

- Any item not included in the above categories may be submitted to the Addl. Chief Secretary and keeping in view the importance of the matters, to the Hon'ble Minister.
- Any item not in the above categories if submitted to Hon'ble Chief Minister will be routed through Secretary/ Addl. Chief Secretary, Environment / Hon'ble Minister of Environment.
- In absence of Secretary, Environment, the cases will be disposed of by Addl. Chief Secretary, Environment.
- In absence of Secretary, Environment file should be directly put up to Addl. Chief Secretary, Environment.


(Sukhram Bishnoi)
Minister, Environment

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

1. Chief Secretary, Government of Rajasthan, Jaipur.
2. All Addl. Chief Secretaries/Principal Secretaries/Secretaries to the Govt. of Rajasthan, Jaipur.
3. Secretary to the Governor, Rajasthan, Jaipur.
4. Principal Secretary to the Hon'ble Chief Minister, Rajasthan, Jaipur.
5. Private Secretaries to all Minister/State Minister/Deputy Minister, Rajasthan, Jaipur.
6. All Departments/Sections of the Secretariat, Government of Rajasthan, Jaipur
7. Department of Personnel & Administrative Reforms (Gr. VIII), Government of Rajasthan, Jaipur
8. General Administrative Department, Government of Rajasthan, Jaipur
9. Chairman, Rajasthan Pollution Control Board, Jaipur.
10. Secretary, Environment, Government of Rajasthan, Jaipur.
11. Joint Secretary, Environment, Government of Rajasthan, Jaipur.
12. DD/All Group Officers of Environment Directorate, Jaipur.
13. Guard File.

Shiv
**Secretary,
Environment**