



**Office Order**

F.14 (5)Adm/RPCB/Plg/ 2896-2931

Date: 10-1-2020

In compliance to decisions taken in meeting held on 13-12-2019 under the Chairmanship of the Chairperson and in order to stream line the procedure at Head Office for speedy disposal of matter received through CMIS and other VIP references, all Group Incharges and Regional Officers are directed to follow the below mentioned mechanism with immediate effect :-

**Step No: 1-** All matters received in the Board related to CMIS and other VIP references shall be received and dealt at Vigilance, Complaint and VIP Reference Cell.

**Step No: 2-** The Vigilance, Complaint and VIP Reference Cell shall transfer the matter to concerning Group Incharge who shall deal the matter and obtain necessary information from concern Regional Office, if required.

**Step No: 3-** After obtaining necessary comments from concern Regional Officer, concerned Group Incharge shall prepare the information/ documents/ reply in the matter, get it approved from the Member Secretary and Chairperson and send a copy to Department of Environment, GoR.

**Step No: 4-** Reply to the Department of Environment, GoR should be submitted within 7 days of receipt of the matter. A copy of the same shall also be endorsed to Vigilance, Complaint Cell and Member Secretary Cell.

**Step No: 5-** If the matter pertains to more than one GIC/R.O., then the final reply shall be prepared and sent by GIC(Vigilance, Complaint and VIP Reference Cell) after obtaining replies from all concerning GIC's.

All Matters related to CMIS, other VIP references and CMO/PMO reference shall be monitored on weekly basis by the CMIS monitoring cell at M.S. Cell.

This bears approval of the competent authority.

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(Shailaja Deval)

Member Secretary

Date: 10-1-2020

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Copy forwarded to the following for information and necessary action:

1. P.S.to Chairperson, RSPCB, Jaipur.
2. CEE/CAO/CSO, RSPCB, Jaipur.
3. Group Incharge SWMC/HOP/Planning/ BMW/Hazardous/ Textile/ CPP/ MUID/Plastic/ Mines, SCMG&DS/ CD& Project/EC/PCV/DF RSPCB, Jaipur.
4. Regional Officer, Regional Office, RSPCB, Jaipur (South)/ Jaipur (North)/ Alwar/ Bhiwadi/ Balotra/ Bharatpur/ Bhilwara/ Bikaner/ Jodhpur/ Pali/ Kota/ Chittorgarh/ Kishangarh/ Sikar/ Udaipur.
5. Group Incharge (IT), to upload the office order on Board's website.
6. Master File.

  
Member Secretary