



# Rajasthan State Pollution Control Board

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

Phone :0141-27168049,2716800 e-mail : [member-secretary@rpcb.nic.in](mailto:member-secretary@rpcb.nic.in)

Help Line No. : 0141-2716877

No.F.14(5)Adm/RSPCB/Plg/1498-1545

Date 20/07/23

## Office Order

### Modification in existing work flow & power delegation matrix of RSPCB

In partial modification of existing work flow matrix and power delegation matrix of RSPCB issued vide State Board's Office Order No.F.14(5)Adm/RSPCB/Plg/5641-84 dated 24.02.2021, henceforth following matters shall be decided as per revised work flow matrix mentioned below:-

#### A. Consent/Authorization Related Matters

S. No.	Matter	Revised Work Flow	
		Signing Authority	Approving Authority
17.	Newspaper Advertisements for public notice.	CEE	MS
19.	Correspondence with DoIT & Other Agencies in IT related issues.	CEE	MS
23.	All letters for information/Data to CPCB/MOEF & CC (in reply to letter received from MS/CP of CPCB)	MS	MS

#### C. Administration Group

S. No.	Matter	Revised Work Flow	
		Signing Authority	Approving Authority
3.	Repairing & Maintenance of Office Building (Estimated cost more than Rs. 2,00,000/- and upto Rs. 10,00,000/-).	MS	MS
4.	Repairing & Maintenance of Office Building (Estimated cost more than Rs. 10,00,000/-).	MS	CP
9.	Purchase of Store & Library items/articles and Laboratory Equipments/Chemicals (Estimated more than Rs. 2,00,000/- and up to Rs. 10,00,000/-).	GIC (Admn.)	MS
10.	Purchase of Store & Library items/articles and Laboratory Equipments/Chemicals (estimated cost more than Rs. 10,00,000/-).	MS	CP
13.	Expenditure for organizing workshops, meetings, seminars etc. at Head Office (Lodging, Boarding, Working Lunch, Dinner, High Tea etc.) (up to Rs. 5,00,000/-).	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. 5,00,000/-).	MS	CP
15.	Hiring of Vehicles on monthly basis and daily requirement basis (for entire financial year) as per F.D. Order.	GIC (Admn.)	MS



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16.	Contractual services including AMCs(Security Guards, Housekeeping, drivers, electrician, Plumber, Doctor, Telephone, Drinking Water (R.O.), Cleaning of Water Tanks, Fire Fighting Devices, ACs Ducting-Air Coolers, Gardener etc.) (annual contract amount not exceeding Rs. 10.00 Lacs).	GIC (Admn.)	MS
17.	Contractual services including AMCs(Security Guards, Housekeeping, Drivers, Electrician, Plumber, Doctor, Telephone, Drinking Water (R.O.), Cleaning of Water Tanks, Fire Fighting Devices, ACs, Ducting-Air Coolers, Gardener etc.) (annual contract amount exceeding Rs. 10.00 Lacs).	GIC (Admn.)	CP

## D. Establishment Group

S. No.	Matter	Revised Work Flow	
		Signing Authority	Approving Authority
19.	Engagement on Contractual Basis (Guard/Class IV/ Driver/Computer Operator/Service Payment Orders/ Appointment Orders)(individual monthly remuneration exceeding Rs. 25,000/-).	HOO	CP

## F. Central Laboratory

S. No.	Matter	Revised Work Flow	
		Signing Authority	Approving Authority
3.	Correspondence with CPCB/Government related to Source Apportionment Study, Noise Mapping, National Clean Air Programme (NCAP), Non-Attainment Cities, NCR Matter.	CSO	MS
7.	Correspondence with CPCB regarding Online Continuous Emission Monitoring System(OCEMS)	CEE	MS

This order shall come into force with immediate effect.

  
(Shikhar Agrawal)  
Chairperson

Copy to following for information/necessary action please:-

1. PS to Chairperson, RSPCB, Jaipur.
2. Add. PS to Member Secretary, RSPCB, Jaipur.
3. Chief Environmental Engineer, RSPCB, Jaipur.
4. Chief Scientific Officer, RSPCB, Jaipur.
5. Chief Accounts Officer, RSPCB, Jaipur.
6. Head of Office, RSPCB, Jaipur.
7. Group Incharge, PCV & VTR/Textile/PPP/OGM/MSW/EW/Mines/SCMG & DS/Project/IEC/CD & PDF/Legal/HBC/HSW/MUID/Liquid Waste/BMW/



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9. Regional Officer, Regional Office, RSPCB, Alwar/Balotra/Banswara/Bharatpur/  
Bhilwara/Bhiwadi/Bikaner/Bundi/Chittorgarh/Hanumangarh/Jaipur(North)/  
Jaipur(South)/Jaisalmer/Jhalawar/Jhunjhunu/Jodhpur/Kishangarh/Kota/Nagaur/  
Pali/Rajsamand/Sawaimadhopur/Sikar/Sirohi/Udaipur.
10. Master file.

  
R/1/2023  
Chairperson