



# Rajasthan State Pollution Control Board

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

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No. F-14(5) Adm/RSPCB/Plg/ 3562-3601

Date : 22.9.2020

## ORDER

### **WORK FLOW MATRIX OF RSPCB HEADQUARTER AND POWER DELEGATION**

In supersession of all earlier orders, circulars, prevailing practices and to streamline the procedure for processing of consent/authorization related matters and other issues in RSPCB Headquarter, it has 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	Present Practice		Revised Work Flow	
		Signing Authority	Approval Authority	Signing Authority	Approval Authority
1.	All Deficiency cum shortcoming letters	GIC	GIC	GIC	GIC
2.	First Show cause notice for intended refusal of applications for Consent to Establish/ Consent to Operate/Authorization/ Registration/ One time Authorization etc.	GIC	MS	GIC	GIC
3.	Show cause notices for intended legal action	GIC	MS	GIC	CP
4.	Show cause notices for intended imposition of environmental compensation	GIC	MS	GIC	CP
5.	Show cause notices for intended revocation of Consent to Establish/ Consent to Operate Authorization/ Registration/ One time Authorization	GIC	MS	GIC	CP
6.	Show cause notices for intended directions under section 5 of EP Act, 31(A) of Air Act & 33(A) of Water Act.	GIC	MS	GIC	CP
7.	Show cause notices cum OBH letter/ Subsequent show cause notices (After 1 <sup>st</sup> SCN) for intended refusal of applications for Consent to Establish/ Consent to Operate/ Registration except	GIC	MS	GIC	CP

	Authorization under HWM, Rules				
8.	Show cause notices cum OBH letter under HWM, Rules	MS	CP	GIC	CP
9.	Forfeiture of Bank Guarantee	MS	CP	MS	CP
10.	Release of Bank Guarantee	MS	CP	MS	CP
11.	UO notes within the HQs	-	-	GIC	CP
12.	All General correspondence with Project proponents /Industrial Associations/ CBMWTFs/ CTDFs	GIC/MS	MS	GIC	GIC
13.	All general correspondence with all Regional Officers of RSPCB including letters for seeking inspection reports and Monitoring reports etc.	GIC/MS	GIC/MS	GIC	GIC
14.	Reminders of Inspection and Monitoring & general correspondence with Regional Officers of RSPCB.	GIC/MS	GIC/MS	GIC	MS
15.	All letters to officers of the Government/ Stakeholders / Other concerned persons/ Institutes. <i>(Except the following: - Letters to the Collectors /CEO/ Commissioners/ GoR Officers of the rank of Secretaries and above/Managing Directors/MS and Chairman CPCB/ GOI officials of MoEF &amp; CC and other ministries/Authorities like EPCA/Lokpal/RTI/RERA which would be signed by MS and approved by CP)</i>	MS	MS/CP	CEE	CP
16.	Correspondence with the Collectors /CEO/ All Secretaries and above/ Managing Directors/ Commissioners / MS and Chairman CPCB/ GoI officials of MoEF & CC and other ministries/ Authorities like EPCA/Lokpal/RTI/RERA/)	...	....	MS	CP
17.	Grant/Refusal of Consent/ Authorization under various Rules. <i>(Except covered under Hazardous Waste</i>	GIC/MS	CP	GIC	CP

	<i>Management Rules)/ Registration/ One time Registration under respective Rules/ Acts.)</i>				
18.	Grant/ Refusal of Authorization under Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016	MS	MS	GIC	MS
19.	Revocation of Consent / Authorization under various Acts/ Rules. <i>(Except covered under Hazardous Waste Management Rules)/ Registration/ One time Registration under respective Rules/ Acts.)</i>	MS	MS/CP	GIC	CP
20	Revocation of Authorization under Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016	MS	MS	GIC	MS
21	Directions under Air Act, Water Act, EP Act.	MS	CP	GIC	CP
22	Revocation of Directions under Air Act, Water Act, EP Act	MS	CP	GIC	CP
23	All Office Orders related to Policy, Planning, Committee constitution etc.	....	.....	MS	CP
24	Newspaper Advertisements for public notice	....	.....	MS	CP
25	Empanelment of Consultants	....	.....	MS	CP
26	Regular meetings of Environmental Compensation Committee	....	.....	CEE	CP
27	Correspondence with DoIT & Other agencies in IT related issues	....	.....	GIC	CP
28	Correspondence with Regional Officers in Grievances/ Complaints/ Rajasthan Sampark /VIP references etc.	....	.....	GIC	MS
29	Correspondence with ROs/ Other agencies regarding follow up of Closure directions issued by the Headquarter.	....	.....	GIC	CP

**B. Legal Group :-**

Sr. No.	Matter	Present Practice		Revised Work Flow	
		Signing Authority	Approval Authority	Signing Authority	Approval Authority
1.	Empanelment and Hiring of Advocates/ Legal Counsel	MS	CP	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	MS	CP
3.	Correspondence with appointed OIC to follow-up of the legal cases/ appeals etc.	GIC	-	GIC	MS
4.	Filing of prosecution & correspondence with advocate	GIC	CP	OIC (appointed)	CP
5.	Filing of reply and affidavit in Hon'ble NGT, Hon'ble Courts.	GIC	CP	GIC / OIC (appointed)	CP

**C. Administration Group:-**

Sr. No.	Matter	Present Practice		Revised Work Flow	
		Signing Authority	Approval Authority	Signing Authority	Approval Authority
1	Repairing & Maintenance of Office Building. <i>(estimated cost up to Rs.10,000/-)</i>	HOO	HOO	GIC (Admin.)	GIC (Admin.)
2	Repairing & Maintenance of Office Building, <i>(Estimated cost more than Rs.10,000/- and up to Rs.2,00,000/-)</i>	MS	MS	GIC (Admin.)	MS
3	Repairing & Maintenance of Office Building <i>(Estimated cost more than Rs.2,00,000/-)</i>	MS	MS	MS	CP
4	Repair & maintenance of vehicles (POL) <i>(Estimated cost up to Rs.10,000/-)</i>	HOO	HOO	GIC (Admin.)	GIC (Admin.)
5	Repair & maintenance of vehicles. <i>(Estimated cost more than Rs.10,000/-)</i>	MS	MS	GIC (Admin.)	MS



6	Purchase of Store & Library items/ articles and laboratory equipments/ Chemicals <i>(estimated cost up to Rs.10,000/-)</i>	<b>HOO</b>	<b>HOO</b>	<b>GIC (Admin.)</b>	<b>GIC (Admin.)</b>
7	Purchase of Store & Library items/articles and laboratory equipments/ Chemicals <i>(estimated more than Rs.10,000/- and up to Rs.2,00,000/-)</i>	<b>MS</b>	<b>MS</b>	<b>GIC (Admin.)</b>	<b>MS</b>
8	Purchase of Store & Library items/articles and laboratory equipments /Chemicals <i>(estimated cost more than Rs.2,00,000/-)</i>	<b>MS</b>	<b>CP</b>	<b>GIC (Admin.)</b>	<b>CP</b>
9	Expenditure for organizing workshops, meetings, seminars etc. (lodging, boarding, working lunch, dinner, high tea etc.) <i>(up to Rs. 10,000/-)</i>	<b>HOO</b>	<b>HOO</b>	<b>GIC (Project)</b>	<b>MS</b>
10	Expenditure for organizing workshops, meetings, seminars etc. (lodging, boarding, working lunch, dinner, high tea etc.) <i>(more than Rs. 10,000/-)</i>	<b>MS</b>	<b>MS</b>	<b>GIC (Project)</b>	<b>CP</b>
11	Hiring of vehicles on monthly basis and daily requirement basis (for entire financial year) as per F.D order.	<b>MS</b>	<b>MS</b>	<b>GIC (Admin)</b>	<b>CP</b>
12	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.)	<b>HOO</b>	<b>MS</b>	<b>GIC (Admin.)</b>	<b>CP</b>
13	Purchase of land	...	...	<b>MS</b>	<b>CP</b>
14	Land conversion charges	...	...	<b>GIC (Admin)</b>	<b>CP</b>
15	Purchase of new vehicles	...	...	<b>MS</b>	<b>CP</b>

Note :-

- 1) No proposal/requirement related to above will be turned down at any level without approval of the Chairperson.
- 2) In all purchase related matters, purchase committee shall be constituted after obtaining approval of Chairperson on relevant file. It would be preferred that the matter related to principle approval & constitution of purchase committee shall be processed, simultaneously.
- 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	Present Practice		Revised Work Flow	
		Signing Authority	Approval Authority	Signing Authority	Approval Authority
1.	PL, Medical Leave, Casual leave & Headquarter leave of Group Incharges & Regional Officers.	MS	CP	MS	CP
2.	PL (More than 5 days) of Sub-Ordinate officers working in Groups of HQ and ROs.	....	....	MS	CP
3.	PL (Less than 5 days) of Sub-Ordinate officers working in Groups of HQ and ROs.	....	....	HOO	MS/RO
4.	Leave surrender/ encashment	HOO	MS	HOO	MS
5.	Allowances Sanction (HRA, Dual Charges)	HOO	MS	MS	CP
6.	Retirement orders/ Relieving orders & Seniority lists for Non-Gazetted Officers.	MS	CP/MS	MS	MS
7.	Retirement orders/ Relieving orders & Seniority lists for Gazetted Officers	MS	CP	MS	CP
8.	Child Care Leave/ Extra Ordinary Leave (EOL)	MS	CP	HOO	CP
9.	Maternity Leave/ Paternity Leave	MS	CP	HOO	CP
10.	Annual Increment Orders Non-Gazetted Officers.	MS	MS	HOO	HOO
11.	Annual Increment Orders Gazetted Officers.	MS	MS	HOO	MS
12.	All service book entries	HOO	MS	HOO	MS/HOO

	including service verification.				
13.	Appointment Orders/ Direct Recruitment	MS	CP	MS	CP
14	Recruitment on Contractual Basis (Guard/ Class-IV/ Driver/ Computer Operator/ Service Payment Orders/ Appointment Orders)	MS	CP	HOO	CP
15.	Transfer / Posting / Promotion orders.	MS	CP	MS	CP
16.	Service regularization after probation of Ministerial/ Board Officers	MS	CP	MS	MS
17.	Service regularization matter after probation. (Non completion of Probation / Un- satisfactory probation period/ Extension in probation)	MS	CP	MS	CP
18.	Pay fixation orders/ Promotion Pay Fixation Orders.	MS	MS	HOO	MS
19.	Form-16	DDO	DDO	HOO	HOO
20.	GA-55	DDO	DDO	HOO	HOO
21.	Additional work allotment Orders	MS	CP	MS	CP
22.	House Rent Allowance/ Double Duty Allowance/ Bonus/ Uniform allowance.	MS	CP	HOO	CP
23.	Rules amendment	MS	CP	MS	CP
24.	Advance on Tour or Transfer	HOO	MS/CP	HOO	MS
25.	Payment / regularization during APO period	MS	CP	MS	CP
26.	Education leave	MS	CP	MS	CP
27.	Suspension/ Reinstatement	MS	CP	MS	CP
28.	Departmental Enquiry/ CCA Rules	MS	CP	MS	CP
29.	Notice/order in CCA rules	...	....	MS	CP
30.	New Pay Scale as per F.D order	MS	MS/CP	MS	CP
31.	Permission of abroad tour (Official/ Personal)	...	....	MS	CP



<b>E. Accounts Group:-</b>					
Sr. No.	Matter	Present Practice		Revised Work Flow	
		Signing Authority	Approval Authority	Signing Authority	Approval Authority
1.	Fund Transfer to ROs	-	-	MS	MS
2.	Budget Allotment	CAO	CAO	CAO	CAO
3.	Audit Program	CAO	CAO	CAO	CAO
4.	Audit Para's dropper	CAO	CAO	CAO	CAO
5.	Correspondence with Auditing agencies/ CA's (GST etc.)	-	-	CAO	CP
6.	PAC/CAG/AG	-	-	MS	CP
7.	Financial and Administration Sanction Orders	-	-	MS	CP
8.	Investment in Fixed Deposits of RSPCB	-	-	MS	CP
9.	Checking of consent fee collection and reconciliation with bank statement	-	-	CAO	CAO

<b>F. Central Laboratory:-</b>					
Sr. No.	Matter	Present Practice		Revised Work Flow	
		Signing Authority	Approval Authority	Signing Authority	Approval Authority
1.	Information sought by CPCB. <i>(except letters addresses to Chairperson/ Member Secretary CPCB)</i>	-	-	CSO	MS
2.	Recognition of laboratories under Water and Air Acts.	-	-	MS	CP
3.	Collection of samples	-	-	CSO	MS
4.	Analysis Reports	-	-	CSO/ Supdt SO	CSO
5.	Forwarding of Analysis reports to Regional Offices	-	-	CSO	CSO
6.	Correspondence related to Source apportionment study	-	-	CSO	CP
7.	Correspondence related to Noise mapping	-	-	CSO	CP
8.	Correspondence related to National Clean Air Programme (NCAP)	-	-	CSO	CP
9.	Correspondence related to Non-Attainment Cities	-	-	CSO	CP
10.	Correspondence related to NCR matter	-	-	CSO	CP



11.	Correspondence related to Air quality monitoring stations (NAMP & CAAQMS)	-	-	CSO	CP
12.	Water quality monitoring stations (NWMP)	-	-	CSO	CP
13.	Establishment of Hazardous Laboratories	-	-	CSO	CP
14.	Online continuous emission monitoring system (OCEMS)	-	-	CSO	CP
15.	Correspondence related to claims for CAAQMS/ NAMP stations.	MS	CP	CSO	CP

**G. Planning Group:-**

Sr. No.	Matter	Present Practice		Revised Work Flow	
		Signing Authority	Approval Authority	Signing Authority	Approval Authority
1.	All letters for information/Data to CPCB/ MOEF & CC	MS	CP	CEE	CP
2.	All correspondence for APAR section for all officers other than CEE, CSO, ACEE & SEE.	MS	CP	CEE	MS
3.	All correspondence for APAR section for the officers CEE, CSO, ACEE & SEE	MS	CP	MS	CP
4.	All correspondence related to meeting notices and Minutes of Meetings.	MS	CP	CEE	CP
5.	All correspondence with the Universities/Experts/Industrial Associations/ Institutions	MS	CP	CEE	CP
6.	Correspondence with Director DoE regarding VS/LS/PAC/ CMIS/VIP Reference	MS	CP	MS	MS
7.	General correspondence with Director, DoE (Other than VS/LS/PAC/ CMIS/VIP Reference)	MS	CP	CEE	MS
8.	Meeting notice and minutes for Stakeholders Departments	MS	CP	CEE	CP
9.	Advise to Central/ State Government on various issues	MS	CP	MS	CP
10.	Information sharing with other Govt. Departments	MS	CP	MS	CP
11.	Policy decisions and resolution of disputes between and among various Groups/ Regional Officers	MS	CP	MS	CP

12.	Issuance of Office orders/Circulars/ Notifications and intimation to DIPR	...	....	MS/CEE	CP
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**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.*

— sq —  
(Pawan Kumar Goyal)  
Chairperson

No. F.14(5)Adm/RSPCB/Plg / 3562-3601

Date : 20-2-2020

Copy to following for information and ensuring immediate compliance:-

1. PS to Chairperson, RSPCB, Jaipur.
2. Add.PS to Member Secretary, RSPCB, Jaipur.
3. CEE, RSPCB, Jaipur.
4. CSO/CAO, RSPCB, Jaipur.
5. Group Incharge – Planning / Textile/ CPP / HOGM / Mines, SCMG-DS/ EC, VTR, HOO/ PDF, Project IEC / CD Cess & Legal/ MUID/ Hazardous/ BMW & ECC/ Liquid waste MSW Plastic/ Admn./ IT/ Accounts/ Establishment RSPCB, Jaipur.
6. Regional Officers, Alwar/Bhiwadi/Bharatpur/Bikaner/Balotra/Jaipur(North)/ Jaipur(South)/Bhilwara/Pali/Chittorgarh/Sikar/Udaipur/Kota/Jodhpur/ Kishangarh
7. Group Incharge (IT), RSPCB, Jaipur to upload the order on Board's website.
8. Master File, RSPCB, Jaipur.

  
Chief Environmental Engineer