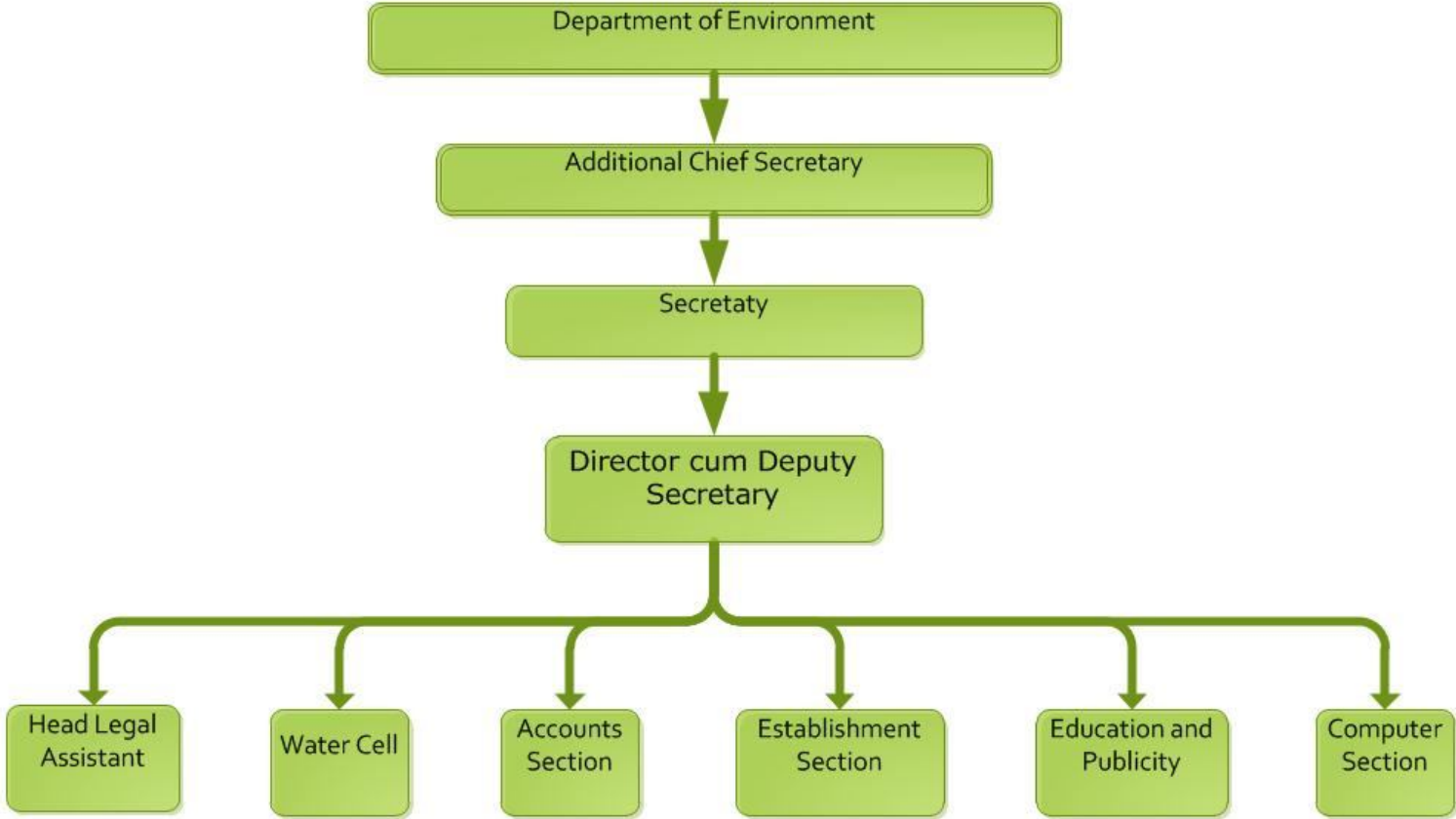


Organizational Set up of the Department of Environment



Director cum Deputy Secretary:

1. Disposal of matters relating to Legal Section, Water Cell, Accounts Section, Establishment, Education and Publicity Section.
2. Disposal of matters relating to Lok Sabha, Rajya Sabha, Vidhan Sabha etc.
3. Matters relating to the meeting concerned with Environment Department.
4. All works and duties entrusted by the Principal Secretary & Secretary, Environment.
5. All works relating to the duties of Drawing & Disbursing Officer.

Legal Section (Head Legal Assistant):

1. Legal Drafting related works (All matters relating to Acts, Rules, Sub-rules etc.)
2. Works related to examination and legal opinion in legal matters.
3. Litigation related matters: - Notice, Writs, Suits, Reply etc. to examine and opine. Appellate matters, judgments etc to examine and opine as well as departmental specific legal matters.
4. All works relating to the Right to Information Act-2005.

Constitution of Water Cell:

One Senior Environmental Engineer and one Environment Engineer have been posted in the Water Cell during year 2005-2006. Expenditure of the cell is incurred as per standards prescribed by the World Bank Project.

The basic objective of constitution of Water Cell has been:

To Support policy formulation related to Environmental Conservation and Management related issues of the water sector concerned with Environmental Policy Planning Unit (EPPU) working with Rajasthan Water Resources Planning Department.

To publicize above policy and to monitor the policies and programmes devised by EPPU for other departments.

Water Cell (Senior Environmental Engineer)

1. All works related to Water Cell.
2. All correspondence related to MoEF etc.

Water Cell (Environmental Engineer)

1. National River Conservation Plan
2. National Lake Conservation Plan
3. Narmada Project
4. Common Effluent Treatment Plants and all issues related to Water Cell.
5. Central Sponsored Scheme and others.
6. All works directed by the Director cum Deputy Secretary

Accounts Section (Accountant/Junior Accountant)

1. Bills and Accounts to be prepared on time.
2. Monthly Expenditure Report Preparation and Reconciliation with AG.
3. Works related to Audit Para/Draft Para of CAG.
4. All works related to recommendations of Public Accounts Committee.
5. All works related to Plan and Non Plan Budget.
6. To accomplish all the works of meetings related to Accounts.

Establishment Section (Office Assistant/UDC)

The files relating to establishment of the officers and staff of Environment Department and are processed and put up by OA/UDC/LDC before the Director-cum-Deputy Secretary.

Education and Publicity-Extension:

All works relating to Environmental Education & Publicity done by the section.

Computer Section (Programmer/Information Assistance):

All Works relating to Environment Department done by the staff.