

**Government of Rajasthan**  
**Department of Environment and Climate Change**

Jaipur, Dated : 25/05/2022

No. F.1(1)Env/84

**STANDING ORDER**

**Sub:- Disposal of cases in the Environment and Climate Change 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	Principal Secretary	-
2.	Starred Assembly questions	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
3.	Unstarred Assembly questions	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
4.	Reports & Recommendations of Legislature	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
5.	Final replies to Assurances given on the floor of Legislative Assembly	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
6.	Drafting of Hon'ble Governor's & Finance Minister's speech	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
7.	Implementation of Hon'ble Governor's & Finance Minister's speech	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
8.	Audit Objections and Inspection Notes	Gr.Officer/DD/ JS	Principal Secretary	-
9.	Draft Paras	Gr.Officer/DD/ JS	Principal Secretary	-
10.	Establishment Matters-Creation of post, Appointments postings, Deputations, VRS, Transfers, Re-employment, Re-references, promotion belonging to		Principal Secretary	
	a) State Services	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
	b) Other Services	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
11.	Disciplinary matters of Govt. servants belonging to		Principal Secretary	
	a) State Services	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
	b) Other Services	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
	c) Compulsory retirement	Gr.Officer/DD/ JS	Principal Secretary	Minister Environment
12.	Representations, appeals/review of Govt. servants against the order of HOD	Gr.Officer/DD/ JS	Principal Secretary	
13.	Sanction of Leave		Principal Secretary	
	a) State Services	Gr.Officer/DD/ JS	Principal Secretary	-
	b) Other Services	Gr.Officer/DD/ JS	Principal Secretary	-
14.	Permission to travel outside State on duty	Gr.Officer/DD/ JS	Principal Secretary	-
15.	Sanction of pension, allowances & other service benefits according to Rules		Principal Secretary	
	a) State Services	Gr.Officer/DD/ JS	Principal Secretary	-
	b) Other Services	Gr.Officer/DD/ JS	Principal Secretary	-

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

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

**Note:-**

- Any item not included in the above categories may be submitted to the Principal 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 Principal Secretary/Hon'ble Minister.

**( Hemaram Choudhary )**  
Minister, Environment

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

1. Principal Secretary to the Governor, Rajasthan, Jaipur.
2. Sr. DS to Chief Secretary, Government of Rajasthan, Jaipur.
3. Principal Secretary to the Hon'ble Chief Minister, Rajasthan, Jaipur.
4. All Addl. Chief Secretaries/Principal Secretaries/Secretaries to the Govt. of Rajasthan, Jaipur.
5. SA to all Minister/State Minister, Rajasthan, Jaipur.
6. PS to Principal Secretary, Environment, Government of Rajasthan, Jaipur.
7. PS to Principal Secretary, DOP, Government of Rajasthan, Jaipur
8. PS to Principal Secretary, ARD (Gr. VIII), Government of Rajasthan, Jaipur
9. PS to Principal Secretary, GAD, Government of Rajasthan, Jaipur
10. Chairman, Rajasthan State Pollution Control Board, Jaipur.
11. Chairman, Rajasthan State Bio-diversity Board, Jaipur.
12. Joint Secretary, Environment and Climate Change, Government of Rajasthan, Jaipur
13. All Departments/Sections of the Secretariat, Government of Rajasthan, Jaipur
14. DD/All Group Officers of Environment and Climate Change, Jaipur.
15. Guard File.

**Principal Secretary,  
Environment and Climate Change**