



# Rajasthan State Pollution Control Board

Headquarter, 4, Institutional Area, JhalanaDoongri, Jaipur-302004

Phone : 0141-2711263 e-mail : [member-secretary@rpcb.nic.in](mailto:member-secretary@rpcb.nic.in)

RSPCB HelpLine No. : 0141-2716877

F14 (5- Adm)/RSPCB/Plg /1836-683

Date: 20/06/2023

## OFFICE ORDER

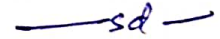
It has been observed that RSPCBMIS modules for sending show cause notices and inspection requisition letters to the Regional Officers are not being used by the Group-In-Charges. At present, the notices and inspection requisition letters are being sent through offline mode i.e. post/e-mails, which do not reflect in MIS. Sometimes, this practice causes delay in the delivery of correspondence and cannot be monitored through MIS. On the other hand, the online modules have already been implemented in MIS for sending show cause notices to Project Proponents and inspection requisitions to Regional Officers. The above mentioned online modules of MIS should be used by all Groups at Head Office, mandatorily.

In order to ensure uniform practice among the Groups and improvement in the monitoring mechanism of correspondence, all Group In-charges are hereby directed to:-

- i. Upload the scanned copy of the show cause notices in MIS module and encourage the Project Proponents to submit reply of the same through MIS module.
- ii. Generate inspection requisition for Regional Officers by using MIS module and include this process in proceedings of files as a mandatory part.
- iii. Regional Officers should also upload inspection reports against such requisition on MIS portal.

All concerned are directed to ensure immediate compliance of the order.

This bears approval of the Competent Authority.



(Niraj Mathur)

Member Secretary

Copy to following for information/necessary action please:-

1. P.S. to Chairperson, RSPCB, Jaipur.
2. P.S. to Member Secretary, RSPCB, Jaipur.
3. Chief Environmental Engineer, RSPCB, Jaipur.
4. Chief Scientific Officer, RSPCB, Jaipur.
5. Chief Accounts Officer, RSPCB, Jaipur.
6. Group In-charge, RSPCB, PCV & VTR/Textile/ CPP/ OGM/MSW, EW/ Mines, SCMG/ Project, IEC/ PDF & CD/ Legal/ HBC/ HSW/MUID/Liquid Waste/ BMW/ Plastic/ ECC, RSPCB, Jaipur.
7. Group In charge (IT), RSPCB, Jaipur with direction to upload on Board's website.
8. Regional Officer, Regional Office, RSPCB Alwar/Bhiwadi/Bharatpur/ Bhilwara/ Bikaner/Balotra/Chittorgarh/Jaipur(North)/Jaipur(South)/Jodhpur/Kota/Kishangarh/ Pali/Sikar/Udaipur/Sirohi/Rajsamand/Jhunjhunu/Jaisalmer/Banswara/Jhalawar/ Nagaur /Sawai Madhopur/Hanumangarh/Bundi.
9. Master file.



Member Secretary