

Government of Rajasthan


Home Department

No.F.3(1)Home/Gr.-6/2011

Jaipur, Dated: 10-01-2019

Order

In accordance with Rule 21 and 22 of the Rules of Business, and in supersession of all previous orders issued in this behalf, I hereby direct that cases and matters relating to the Home Department shall ordinarily be disposed of in the manner indicated in the enclosed Appendix -"A".



(Ashok Gehlot) 9.1.19

Chief Minister (Home Minister)

Copy forwarded for information to the following : -

1. Secretary to Governor.
2. Principal Secretary to Chief Minister/ SA/PS to Dy. Chief Minister, all Ministers & State Ministers.
3. Chief Secretary.
4. All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries to the Government.
5. Director General of Police
6. Secretary Home Department
7. Special Secretary, SS DP, SS (Home Law), Home Department
8. Cabinet Secretariat.
9. Administrative Reforms (Gr.-7) Department.
10. Director Prosecution.
11. All Joint Secretary/ACVC/ Sr. Deputy Secretary/Deputy Secretary Home Department for compliance, they will ensure the route of marking files to the higher authorities.
12. All Groups of Home Department.
13. Guard file.



(Rajeeva Swarup)

Addl. Chief Secretary, Home

Home Department

S.No.	Item	To be initiated and examined by	To be disposed by	Whether to be submitted to Home Minister
A. Home Department (Group-1 Police)				
	All matters of Personnel Administration relating to Police / R.A.C./FSL/Wireless/ACB			
1	Establishment matters relating to Gazetted officers.			
a	Recruitment relaxation provided for in Rules regarding age qualification, experience etc.	GO/Sr.DS/JS /SS	HS/ACSH	YES
b	Voluntary Retirement	GO/Sr.DS/JS	SS/HS	YES In case of HOD
c	Complaint against personnel of Police/RAC/FSL/ Wireless	GO/Sr.DS/JS	SS/HS/ ACSH	---
d	Sanction for Purchases/Sale of land/Conveyance by Gazetted officers.	GO/Sr.DS/JS / SS	HS/ ACSH	---
e	Representation of personnel	GO/Sr.DS/JS	SS/HS/ ACSH	---
f	Correction of date of birth.	GO/Sr.DS/JS	SS/HS	---
g	Transfer/Posting/Promotion and deputation of Gazetted Officers	GO/Sr.DS/JS /SS	HS/ ACSH	YES
h	Foreign Training of all ranks	GO/Sr.DS/JS / SS	HS/ ACSH	YES
i	Domestic Training Courses	GO/Sr.DS/JS	SS/HS	---
2	Establishment matters relating to Non-Gazetted Staff Police/RAC/FSL/ Wireless/ACB			
a	Recruitment relaxation provided for in Rules regarding age, qualification and experience etc.	GO/Sr.DS/JS / SS	HS/ ACSH	YES
b	Voluntary Retirement cases	GO/Sr.DS/JS / SS	HS	---
c	Correction of date of birth.	GO/Sr.DS/JS	SS/HS	---
3	Amendment in Service Rules.	GO/Sr.DS/JS/SS	HS/ ACSH	YES
4	Counting of Military Service.	GO/Sr.DS/JS / SS	HS/ ACSH	---
5	Compulsory retirement under Rule 53(1) of RSR.	GO/Sr.DS/JS / SS	HS/ ACSH	YES

6	Appreciation of Service (Medals, Rewards, Honorarium)	GO/Sr.DS/JS / SS	HS/ ACSH	YES
7	Appointment of Officer in-charge to conduct cases in the court.	GO/Sr.DS/JS	SS/ HS	---
8	Nomination for foreign/UN-assignment	GO/Sr.DS/JS / SS	HS/ ACSH	YES
9	Appointment of Committee to review Programmes/Schemes/Acts/Rules	GO/Sr.DS/JS / SS	HS/ ACSH	YES
10	Notices under 80 C.P.C.	GO/Sr.DS/JS	SS / HS	---
11	Raj. Police Act-2007-All Notifications and all appointments under Raj. Police Act. 2007	GO/Sr.DS/JS / SS	HS/ ACSH	YES
12	Matters relating to legal proceedings and opinion.	GO/Sr.DS/JS / SS	HS/ ACSH	---
13	Nomination of Committees. (A) State Level (B) Central Level	GO/Sr.DS/JS / SS	HS/ ACSH	YES
14	Special appointment under Rule 17(4) of RPSS Rules on the post of Sub-Inspector	GO/Sr.DS/JS / SS	HS/ACSH	YES
15	Gallantry Promotion for the post of Sub-Inspector and Inspector.	GO/Sr.DS/JS / SS	HS/ACSH	YES
16	Transfer from one Section to another in subordinate Police service	GO/Sr.DS/JS / SS	HS/ACSH	YES
17	Matter related to sanction of dual charges to (A) Gazetted Officers (B) Non Gazetted Officers	GO/Sr.DS/JS GO/Sr.DS/JS	SS / HS SS / HS	--- ---
18	Policy decision with regard to police establishment.	GO/Sr.DS/JS / SS	HS/ACSH	YES
19	Verification of Character concerning employment in India.	GO/Sr.DS/JS	SS/ HS	---
20	Matters regarding Rajasthan deceased Government Servant Rules , 1996.	GO/Sr.DS/JS	SS/HS	---
21	Appeals in cases other than CCA Rules (eg. U/R 53(1) RSR) of Non-Gazetted Staff of Police/ RAC/ FSL / Wireless / ACB	GO/Sr.DS/JS / SS	HS/ACSH	---
22	Adjournment motions, call attention notices, presentation of Annual Administrative Reports & Other Reports in legislature.	GO/Sr.DS/JS / SS	HS/ACSH	YES
23	All matters relating to Assembly Question etc.	GO/Sr.DS/JS / SS	HS/ACSH	YES
24	All matters relating to Parliament.	GO/Sr.DS/JS / SS	HS/ACSH	---
B. Home Department (Group-II Accounts)				
1	Administrative/Financial sanctions relating to Police/RAC a) Above Rs. 100 lakhs b) Up to Rs. 100 Lakhs	GO/AAO/JS / SS GO/AAO/JS/ SS	HS/ACSH HS/ACSH	YES ---

2	PAC, Condemnation of stores/vehicles, Re- payment of loans under Various schemes, all budgetary matters relating to Police /RAC/ACB/ Jail/ /FSL	GO/AAO/JS	HS	---
3	Administrative/Financial sanctions relating to Jail/Home Guards/FSL/ACB. a) Above Rs. 100 lakhs b) Up to Rs. 100 Lakhs	GO/AAO/JS / SS GO/AAO/JS/ SS	HS/ACSH HS/ACSH	YES ---
4	Regulation of excess calls	GO/JS	SS/HS	---
5	Issuance of guide lines for purchasing of various Items as per RTPP Act.	GO/JS/SS	HS/ACSH	YES
6	Creation of police stations/outposts	GO/JS/SS	HS/ACSH	YES
7	Modernization Schemes	GO/JS/SS	HS/ACSH	YES
8	Advances under Medical Attendance Rules	GO/JS	SS/HS	---
9	Regulation of Daily Allowance under TA Rules	GO/JS	SS/HS	---
10	Matters relating to RPF, RPWF, RP Band Rules, RP Sports Fund Rules etc.	GO/JS	SS/HS	---
11	Matter relating Budget speech	GO/JS/SS	HS/ACSH	YES
12	Medical cases to be referred to F.D. for Relaxation in Rules.	GO/JS	SS/HS	---
13	Disposal of complaints regarding Purchases etc.	GO/JS/SS	HS/ACSH	---
14	Reimbursement of expenditure incurred on behalf of Govt. of India. (MHA)	GO/JS	SS/HS	---
15	Matters relating to Jail Employees Benevolent Fund, Welfare Fund, Sports Fund Rules etc.	GO/DS/JS/ SS	HS/ACSH	---
16	All matters relating to the Rajasthan Prisoners Band Rules.	GO/DS/JS/SS	HS/ACSH	---
17	Matters relating to Prisoners Welfare Fund Rules.	GO/DS/JS/SS	HS/ACSH	---
18	Adjournment motions, call attention notices, presentation of Performance Budgets & Other reports in legislature.	GO/JS/SS	HS/ACSH	YES
20	Land acquisition/allotment matters pertaining to Police Department.	GO/JS/SS	HS/ACSH	YES
21	All matters relating to Assembly Question.	GO/JS/SS	HS/ACSH	YES
22	All matters relating to Parliament Question.	GO/JS/SS	HS/ACSH	---

C. Home Department (Group-III-Passport)				
1	Sanction for prosecution under Passport Act, 1967	GO/DS/JS	SS/HS	---
2	Sanction for Prosecution by GOI under Immigration Act, 1983	GO/DS/JS/SS	HS/ACSH	---
3	Withdrawal of cases from the Court under Passport Act and Immigration Act	GO/DS/JS/SS	HS/ACSH	YES
4	Issuance of "No Obligation to return to India" certificate to Indians staying in abroad	GO/DS/JS	SS/HS	---
5	Matters relating to recovery of repatriation charges	GO/DS/JS	SS/HS	---
6	Verification of national status and antecedents of Indians staying in abroad	GO/DS/JS	SS/HS	---
7	Repatriation of Indians who are lodged in foreign jails	GO/DS/JS/SS	HS/ACSH	---
8	Instruction from GOI regarding issuance of Passports	GO/DS/JS/SS	HS/ACSH	---
9	Pilgrimage out-side India (Except Haj Pilgrimage)	GO/DS/JS/SS	HS/ACSH	---
10	Adjournment motions, call attention notices, presentation of reports in legislature etc.	GO/DS/JS/SS	HS/ACSH	YES
11	All matters relating to Assembly Question	GO/DS/JS/SS	HS/ACSH	YES
12	All matters relating to Parliament Question etc.	GO/DS/JS/SS	HS/ACSH	---
D. Home Department (Group-IV-Visa)				
1	Matters related to Pakistani & others Foreigners (including matters under Foreigners Act, 1946 & Foreigners Order, 1948)	GO/ Sr.DS/JS/SS	HS/ACSH	---
2	Recommendation for Long Term visa	GO/ Sr.DS	JS	---
3	Extension of Long Term Visa - yearly/two yearly	GO/ Sr.DS	JS	---
4	Grant of return visa (NORI)	GO/ Sr.DS	JS	---
5	Extension of all type of visa of foreigners (Other than Pakistani nationals)	GO/ Sr.DS	JS	---
6	Conversion of all type of visa of foreigners (other than Pakistani nationals)	GO/ Sr.DS/JS	JS	---
7	Grant of visa for additional place	GO/ Sr.DS/JS	SS/ HS	---
8	Grant of permission for change in travel route	GO/ Sr.DS/JS	SS/ HS	---
9	Deportation/Repatriation cases	GO/ Sr.DS/JS/SS	HS/ACSH	---
10	Grant of Permanent settlement facility in State	GO/ Sr.DS/JS/SS	HS/ACSH	---
11	Grant of Indian Citizenship cases	GO/ Sr.DS/JS/SS	HS/ACSH	---

12	Communication with MHA/MEA on visa and other matters	GO/ Sr.DS/JS	SS/HS	---
13	Policy decisions regarding Visa / Passport matters	GO/ Sr.DS/JS/SS	HS/ACSH	YES
14	Reimbursement of expenditure incurred on behalf of GOI (MHA)	GO/ Sr.DS/JS/SS	HS/ACSH	---
15	Preventive Detention of Foreign nationals under National Security Act, 1980/COFEPOSA Act/PIT, NDPS Act.	GO/ Sr.DS/JS/SS	HS/ACSH	YES
16	Pilgrimage in India including Participation in Urs fair at Ajmer by Pak national	GO/ Sr.DS/JS/SS	HS/ACSH	---
17	Deposit of visa fee and transfer to MEA	GO/ Sr.DS/JS	/SSHS	---
18	Adjournment motions, call attention notices, presentation of reports in legislature etc.	GO/ Sr.DS/JS/SS	HS/ACSH	YES
19	All matters relating to Assembly Question	GO/ Sr.DS/JS/SS	HS/ACSH	YES
20	All matters relating to Parliament Questions etc.	GO/ Sr.DS/JS/SS	HS/ACSH	---
E. Home Department (Group- V-Security-I)				
1	Public order :-			
A	Report of all serious and sensational incidents viz-dacoitees, riots, firing, strikes and agitations etc.	GO/DS/Sr.DS/SS	HS/ACSH	YES
B	Institution of Administrative enquires and their reports.	GO/DS/Sr.DS/SS	HS/ACSH	YES
C	Ex -gratia grant to victim of firing and riots a) In accordance with the limits provided in the Rules b) In relaxation of the Rules	GO/DS/Sr.DS/SS GO/DS/Sr.DS/SS	HS/ACSH HS/ACSH	--- YES
D	Service of civil/criminal process of other States.	GO/DS/Sr.DS	SS/HS	---
E	Prevention of Cruelty to Animals.	GO/DS/Sr.DS	SS/HS	---
F	Notification under Sec. 60 of the Police Act.	GO/DS/Sr.DS/SS	HS/ACSH	YES
2	Crime :-			
A	Petition for expeditious investigation or calling for reports from Police.	GO/DS/Sr.DS	SS/HS	---
B	Transfer of Investigation to CID(CB)/SOG	GO/DS/Sr.DS/SS	HS/ACSH	YES
C	Transfer of Investigation to CBI	GO/DS/Sr.DS/SS	HS/ACSH	YES
D	Notices under 80 CPC(Civil matters)	GO/DS/Sr.DS	SS/HS	---
E	Communal problems & related institutions.	GO/DS/Sr.DS/SS	HS/ACSH	---
3	Vagrancy.	GO/DS/Sr.DS	SS/HS	---
4	Lunacy, Criminal Lunatics.	GO/DS/Sr.DS	SS/HS	---
5	Assistance of Army, CPMF and other State Police force.	GO/DS/Sr.DS/SS	HS/ACSH	---

6	Vigilance Matters:-			
A	Activities of Individuals, Political & Communal organizations.	GO/DS/Sr.DS/SS	HS/ACSH	---
B	Police arrangements on Special occasions.	GO/DS/Sr.DS	SS/HS	---
C	Intelligence Reports.	GO/DS/Sr.DS	HS/ACSH	YES
D	Matters relating to traffic control & Regulations.	GO/DS/Sr.DS/SS	HS/ACSH	---
E	Matters relating to Road safety..	GO/DS/Sr.DS/SS	HS/ACSH	---
F	Complaints against Police personnel reg. investigation etc. - change of Investigating Officer.	GO/DS/Sr.DS/SS	HS/ACSH	---
7	Burial lands and burial grounds, cremation and cremation grounds outside Municipal and Town areas.	GO/DS/Sr.DS	SS/HS	---
8	Litigations (civil) involving subjects mentioned above.	GO/DS/Sr.DS/SS	HS/ACSH	---
9	Complaints from Other than SC/ST/Women.	GO/DS/Sr.DS	SS/HS	---
10	Rajasthan Dacoity Affected Areas Act.	GO/DS/Sr.DS/SS	HS/ACSH	YES
11	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS/Sr.DS/SS	HS/ACSH	YES
12	All matters relating to Assembly Question etc.	GO/DS/Sr.DS/SS	HS/ACSH	YES
13	All matters relating to Parliament Question etc.	GO/DS/Sr.DS/SS	HS/ACSH	---
F. Home Department (Group-VI-Coordination)				
1	Co-ordination within Home Department matters related with more than one Group	GO/Sr.DS	SS/HS	---
2	Rajasthan Noise Control Act.	GO/Sr.DS	SS/HS	---
3	Indian Treasure Trove Act. & Rules	GO/Sr.DS	SS/HS	---
4	Rajasthan Cinema Regulation Act. Permission for shooting of films in border Area.	GO/Sr.DS	SS/HS	---
5	Video Regulation Act	GO/Sr.DS	SS/HS	---
6	Regulation of betting and gambling lotteries (except State Lotteries) but not including taxation thereon.	GO/Sr.DS	SS/HS	---
7	Submission of quarterly report of court cases to law Department.	GO/Sr.DS	SS/HS	---
8	Co-ordination of RTI matters and first appeal under Section-19(1) of RTI Act related to Home Department	GO/Sr.DS	SS/HS	---
9	Website of Home Department (Co-ordination to all sections of Home Department).	GO/Sr.DS	SS/HS	---
10	Co-ordination of Rajasthan Sampark applications.	GO/Sr.DS	SS/HS	---

11	Co-ordination of CMIS matters.	GO/Sr.DS	SS/HS	---
12	Co-ordination of CMO's VIP/VVIP References.	GO/DS/Sr.DS/SS	HS/ACSH	---
13	Citizen Charter of All HOD's under Home Department.	GO/DS/Sr.DS/SS	HS/ACSH	YES
14	E-Governance.	GO/Sr.DS	SS/HS	---
15	All matters relating to Assembly Question etc.	GO/DS/Sr.DS/SS	HS/ACSH	YES
16	All matters relating to Parliament Question etc.	GO/DS/Sr.DS/SS	HS/ACSH	---
G. Home Department (Group-IX-Security-II)				
1	Detention/Ordinance & Regulation			
A	Border Security.	GO/JS/SS	HS/ACSH	YES
B	Cases under National Security Act, 1980 pertaining to Indian National.	GO/JS/SS	HS/ACSH	YES
C	Cases under COFEPOSA Act.	GO/JS/SS	HS/ACSH	YES
D	Cases under PIT, NDPS Act	GO/JS/SS	HS/ACSH	YES
2	Security Matters			
A	Cases related to terrorism and related matters	GO/JS/SS	HS/ACSH	YES
B	Cases related to issue of Identity cards in border districts.	GO/JS/SS	HS/ACSH	YES
C	Internal Security Schemes (Districts)	GO/JS/SS	HS/ACSH	---
D	Cases related to antinational activities such as espionage, smuggling, balloons of foreign countries etc.	GO/JS/SS	HS/ACSH	---
E	Internal Security Schemes (Military)	GO/JS/SS	HS/ACSH	---
F	Security of vital installations	GO/JS/SS	HS/ACSH	---
G	Correspondence regarding maps supplied by Survey of India police escort for Security.	GO/JS	SS/HS	---
H	Review of Security of President, vice President, P.M., Union Ministers, other Ministers of the States & other V.V.I.P	GO/JS/SS	HS/ACSH	YES
I	Matters related to Security of Banks.	GO/JS	SS/HS	---
J	Security of Airports.	GO/JS/SS	HS/ACSH	---
K	Matter relating to armed forces such as verification of character and antecedents, soldiers welfare, complaints by soldiers against civil matters etc.	GO/JS	SS/HS	---
L	Territorial Army.	GO/JS	SS/HS	---
3	Vigilance Matters :-			
A	Interception of Postal Mail/Telegrams.	---	HS	---
B	Interception of Telephones	---	HS	---

4	Narcotics Act.	GO/JS/SS	HS/ACSH	---
5	Civil Military Liaison Conference.	GO/JS/SS	HS/ACSH	YES
6	Cases related to following Acts.			
A	Terrorist and Disruptive (Prevention) Activities Act, 1987	GO/JS/SS	HS/ACSH	YES
B	Official Secret Act.	GO/JS/SS	SSHL/HS	YES
C	Unlawful Activities (Prevention) Act.	GO/JS/SS	HS/ACSH	YES
D	Rajasthan Religious Buildings and Places Act.	GO/JS/SS	HS/ACSH	YES
E	Rajasthan Essential Services Maintenance Act	GO/JS/SS	HS/ACSH	YES
F	Rajasthan Control of Goonda Act.	GO/JS	SS/HS	YES
G	The Terrorist Affected Areas (Special Courts) Act, 1984	GO/JS/SS	HS/ACSH	YES
H	Matters relating to Foreign Contribution Regulation Act.	GO/JS/SS	HS/ACSH	---
7	ARMS, FIRE ARMS, AMMUNITION			
A	Reference from GOI involving policy matters relating to Indian Arms Act & Rules	GO/JS/SS	HS/ACSH	YES
B	References seeking clarification or instructions	GO/JS	HS/ACSH	---
C	Disposal of confiscated Arms.	GO/JS	SS/HS	---
D	General references to GOI for licensing authorities relating to Indian Arms Act & Rules	GO/JS/SS	HS/ACSH	---
E	Recommendation for new licenses to manufactures etc of firearms.	GO/JS/SS	HS/ACSH	---
F	Recommendations for license in form-III for possession of arms & ammunition of category (b) and (C)	GO/JS/SS	HS	---
G	Extension of area of arms license in forms- III to all India.	GO/JS	SS/HS	---
H	Permission for addl. Weapon.	GO/JS	SS/HS	---
I	a) Transfer of Arms or purchase of arms licenses valid for All India. b) Transfer of Arms or purchase of arms licenses valid for inter State.	GO/JS GO/JS	SS/HS SS/HS	---
J	Grant of licenses in form IX, XI, XII, XIII & XIV	GO/JS	SS/HS	---
K	Renewal of Licenses in form IX, XI, XII, XIII & XIV	GO/JS	SS/HS	---
L	Amendments in the existing licenses of dealers.	GO/JS/SS	HS/ACSH	---
M	Permission under Section 6 of Arms Act 1959.	GO/JS/SS	HS/ACSH	---
N	Grant of exemption reg. provisions of Indian arms Act & Rules.	GO/JS/SS	HS/ACSH	---

O	Revision of fees under the Arms Act & Rules.	GO/JS/SS	HS/ACSH	YES
P	Instructions by the State Government for guidance of licensing authorities and amendment thereof.	GO/JS/SS	HS/ACSH	YES
Q	Notification to be issued by the Government under the provisions of the Indian Arms Act & Rules.	GO/JS/SS	HS/ACSH	YES
R	Returns under the Arms Rules & Disposal of confiscated arms.	GO/JS	SS/HS	---
S	Firearms of the ex-rulers & others and exemption thereof.	GO/JS	SS/HS	---
T	Appeal under Arms Act.	GO/JS	SS/HS	---
8	<u>Field firing :-</u> Demarcation of Areas.	GO/JS/SS	HS/ACSH	---
9	Issue of notification under maneuvers of field firing and artillery practice Act, 1938	GO/JS/SS	HS/ACSH	---
10	<u>Land Acquisition:-</u> A. Acquisition of land for Defence i.e. Air force /Army etc. B. Sanction of acquiring land U/S 17 of Central Land Acquisition Act (Urgent Clause) C. Sanction of award	GO/JS/SS GO/JS/SS GO/JS/SS	HS/ACSH HS/ACSH HS/ACSH	YES YES YES
11	Meeting/Conferences relating to border affairs Distt./ State level, border matters.	GO/JS/SS	HS/ACSH	---
12	Clarification Reg. domicile certificate.	GO/JS/SS	HS/ACSH	---
13	Civil administration in army area occupied by India army forces.	GO/JS/SS	HS/ACSH	---
14	Cases under the Indian Explosive Act and explosive substances Act.	GO/JS/SS	HS	---
15	Reports of enquiries in respect of serious accidents under Indian Petroleum Act, 1934	GO/JS/SS	HS/ACSH	YES
16	Cases under The Rajasthan Prevention of Anti- Social Activities Act 2006	GO/JS/SS	HS/ACSH	YES
17	Petroleum and other dangerously inflammable substances.	GO/JS/SS	HS/ACSH	---
18	Institution of Judicial enquiries and their reports.	GO/JS/SS	HS/ACSH	YES
19	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/JS/SS	HS/ACSH	YES
20	All matters relating to Assembly Question etc.	GO/JS/SS	HS/ACSH	YES

BR

TR

21	All matters relating to Parliament Question etc.	GO/JS/SS	HS/ACSH	---
H. Home Department (Group-X-Home-Law)				
1	Appeals under Indian Explosive Act and Explosive Substances Act.	GO/DLR	SSHL	---
2	Appeal under Rajasthan Cinema Regulation Act, 1952 and other related matters.	GO/DLR	SSHL/ACSH	---
3	Withdrawing from prosecution under section 321 of Cr. P.C. (a) Lok Adalat Cases recommended by District Committees set up vide order No. F.19(16)H-10/2006 dated 06-07-2006. (b) All other Cases	GO/DLR GO/DLR	SSHL/ACSH SSHL/ACSH	---- YES
4	Matters related to amendment in I.P.C.& Cr.P.C.	GO/DLR	SSHL/ACSH	YES
5	Matters related to Tribes in deleted schedule.	GO/DLR	SSHL/ACSH	---
6	All criminal appeals/Criminal writ Petitions concerning criminal prosecution/habeas corpus petition/SLPs	GO/DLR	SSHL/ACSH	---
7	Prosecution Sanction Under Section 196 Cr.P.C	GO/DLR	SSHL/ACSH	---
8	Establishment matters			
a	Recruitment relaxation provided for in Rules regarding age, qualification, experience etc.	GO/DLR	SSHL/ACSH	YES
b	Transfer/ Posting / Promotions and Deputation of Gazetted officers	GO/DLR	SSHL/ACSH	YES
c	Voluntary Retirement	GO/DLR	SSHL/ACSH	YES, in the case of HOD
d	Compulsory retirement u/r 53(1) of RSR Appeals of non Gazetted staff	GO/DLR GO/DLR	SSHL/ACSH SSHL/ACSH	YES ---
e	All other establishment matters, including related litigation	GO/DLR	SSHL/ACSH	----
9	Amendment in Service Rules	GO/DLR	SSHL/ACSH	YES
10	Foreign Training	GO/DLR	SSHL/ACSH	YES
11	Domestic Training Courses	GO/DLR	SSHL/ACSH	---
12	Adjournment motions, call attention notices, presentation of reports in legislature.	GO	SSHL/ACSH	YES
13	All matters relating to Assembly Question.	GO	SSHL/ACSH	YES

14	All matters relating to Parliament Question etc.	GO	SSHL/ACSH	---
J. Home Department (Group-XI - Home-Appeal)				
1	All matter relating to CVC	GO/ACVC	CVC/ACSH	---
2	Appeal U/R-23 CCA Rules	GO/DS/JS	HS/ACSH	---
3	Revision U/R 34 CCA Rules.	GO/JS/SSHL	ACSH	YES
4	All litigation matters concerning disciplinary proceedings of Non Gazetted personnel in Police/RAC/FSL/Wireless/ACB.	GO/DLR/JS/SSHL	ACSH	---
5	All matters pertaining to MACT claims.	GO/DLR/JS/SSHL	ACSH	---
6	Civil & Service Litigation/Appeals/writs/ Legal Drafting/Legal opinion	GO/DLR/JS/SSHL	HS/ACSH	---
7	All matters relating to appointment of GA/AAG/AG in service/civil/MACT claims	GO/DLR/JS/SSHL	ACSH	---
8	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/JS	ACSH	YES
9	All matters relating to Assembly Question.	GO/JS	ACSH	YES
10	All matters relating to Parliament Question etc.	GO/JS	ACSH	---
K. Home (Jail) Department (Group-XII-Jail)				
1.	Matters relating to the Rajasthan Jail Service (a) Regarding Appointment, Transfer, Posting, Promotions, Deputation and Foreign Training (b) All other establishment matters	GO/DS/JS /SS	HS/ACSH	YES
		GO/DS/JS/SS	HS/ACSH	---
2.	Matters relating to the Rajasthan Jail Subordinate Service.	GO/DS/JS	SS/HS	---
3.	Matters relating to the Prisons Act, 1894.	GO/DS/JS/SS	HS/ACSH	---
4.	Matters relating to the Prisoners Act, 1900	GO/DS/JS/SS	HS/ACSH	---
5.	Matters relating to the Raj. Prisoners Act, 1960 & Rules there under.	GO/DS/JS/SS	HS/ACSH	---
6.	Matters relating to the Rajasthan Prisons Rules, 1951.	GO/DS/JS/SS	HS/ACSH	---
7.	Matters relating to the Rajasthan Prisoners Release on Parole Rules, 1958.	GO/DS/JS/SS	HS/ACSH	---
8.	Release on permanent Parole.	GO/DS/JS/SS	HS/ACSH	---
9.	Matters relating to the Rajasthan Prisons (Shortening of Sentences) Rules, 2006.	GO/DS/JS/SS	HS/ACSH	YES
10.	Matters relating to the Rajasthan Open Air camp Rules, 1972.	GO/DS/JS/SS	HS/ACSH	----
11.	Acquisition of Land for Departmental use.	GO/DS/JS/SS	HS/ACSH	YES
12.	Construction of Jail Buildings.	GO/DS/JS	SS/HS	---

13.	Legal matters pertaining to Department.	GO/DS/JS	SS/HS	---
14.	Prison Reforms.	GO/DS/JS/SS	HS/ACSH	YES
15.	Prisoners aid Societies.	GO/DS/JS	SS/HS	---
16.	Complaints against :- (a) Gazetted Officers (b) Non-Gazetted	GO/DS/JS/SS GO/DS/JS	HS/ACSH SS/HS	--- ---
17.	Amendment in Service Rules	GO/DS/JS/SS	HS/ACSH	YES
18.	Correction of Date of Birth Gazetted Officers/Non-Gazetted	GO/DS/JS	SS/HS	---
19.	Sanction for Purchase/Sale of land, conveyance by the Gazetted Officers	GO/DS/JS/SS	HS/ACSH	---
20.	Compulsory retirement u/r 53(1) of RSR Appeals of non Gazetted staff	GO/DS/JS/SS GO/DS/JS/SS	HS/ACSH HS/ACSH	YES ---
21.	Appreciation of Service (Medals, Rewards, Awards, Appreciation letter and Honorarium)	GO/DS/JS/SS	HS/ACSH	YES
22.	Conferences, Committee, Fairs, exhibitions, information & Publicity, Zonal Councils-recommendations and decisions there of	GO/DS/JS	SS/HS	---
23.	Litigation Approval of replies.	GO/DS/JS	SS/HS	---
24.	Other matters, Inspection reports of Jails by DG/IG Prisons. (a) DG Prisons. (b) IG Prisons.	GO/DS/JS/SS GO/DS/JS/SS	HS/ACSH HS	--- ---
25.	Removal of Prisoners, accused persons and persons subjected to preventive detention from Rajasthan to other State and vice-versa.	GO/DS/JS/SS	HS/ACSH	---
26.	Hunger strike reports	GO/DS/JS	SS/HS	---
27.	Grant of State Remission	GO/DS/JS/SS	HS/ACSH	YES
28.	Suspension of Sentence	GO/DS/JS/SS	HS/ACSH	YES
29.	Premature release to convicts on recommendations of the Advisory Board.	GO/DS/JS/SS	HS/ACSH	---
30.	Remission of Sentence	GO/DS/JS/SS	HS/ACSH	---
31.	Sending Prisoners in Open Air camp	GO/DS/JS	SS/HS	---
32.	Mercy Petition/Petition under Article 161 of Constitution	GO/DS/JS/SS	HS/ACSH	YES
33.	Opening & Abolition of Jails.	GO/DS/JS/SS	HS/ACSH	YES
34.	Supply of Arms Ammunitions to Jail Department	GO/DS/JS/SS	SS/HS	---
35.	Arrangements for providing Guards for prisons	GO/DS/JS	SS/HS	---

36.	Inter-State transfer of Prisoners	GO/DS/JS/SS	HS/ACSH	---
37.	Nomination to various Committees.	GO/DS/JS/SS	HS/ACSH	---
38.	Nomination to Foreign Assignment.	GO/DS/JS/SS	HS/ACSH	YES
39.	Death of Prisoners	GO/DS/JS/SS	HS/ACSH	---
40.	Nominations of Non-official members for Advisory Board under Rajasthan Prisons (Shortening of sentences) Rules, 2006	GO/DS/JS/SS	HS/ACSH	YES
41.	Nomination of Non-official Visitors under Rajasthan Prisons Rules 1951.	GO/DS/JS/SS	HS/ACSH	YES
42.	Appeal U/R-23 CCA Rules (Jail Warder to Dy. Jailor)	GO/DS	JS	-
	Appeal U/R-23 CCA Rules (Jailor)	GO/DS	HS	-
43.	Revision U/R 34 CCA Rules.	GO/DS/JS	HS/ACSH	YES
44.	Escape of Prisoners from Jail /Police Custody, Parole.	GO/DS/JS/SS	HS/ACSH	---
45.	Adjournment motions, call attentions notices, Presentation of reports in the legislature etc.	GO/DS/JS/SS	HS/ACSH	YES
46.	Assembly matters pertaining to Department.	GO/DS/JS/SS	HS/ACSH	YES
47.	Parliament Question etc.	GO/DS/JS/SS	HS/ACSH	---
L. Home Department (Group-XIII-Grievance Redressal)				
1	Atrocities on Women	GO/DS/JS/SS	HS/ACSH	--
2	Sati Prevention Act, 1987	GO/DS/JS/SS	HS/ACSH	YES
3	Child Marriage rest. Act, 1929 (Child Marriage prohibition Act., 2006)	GO/DS/JS	SS/HS	---
4	Dowry prohibition Act, 1961	GO/DS/JS/SS	HS/ACSH	---
5	Matters relating to atrocities on people belonging to Rajasthan, living in other parts of India. & Abroad.	GO/DS/JS/SS	HS/ACSH	YES
6	Complaints from ST/SC/Minorities.	GO/DS/JS/SS	HS/ACSH	---
7	(a)Disposal of reference received from SC/ST/ Minority Commissions and MHA (b)References having financial implications	GO/DS/JS/SS	HS/ACSH	---
				YES
8	Evaluation of Complaints relating to Atrocities on SC/ST received from all Distts.	GO/DS/JS/SS	HS/ACSH	YES
9	Monthly Review.	GO/DS/JS/SS	HS/ACSH	YES
10	Annual Review.	GO/DS/JS/SS	HS/ACSH	YES
11	Sending all sort of complaints for necessary action to Distt. Magistrate.	GO/DS/JS	SS/HS	---
12	Inquests under 174 Cr.P.C.	GO/DS/JS	SS/HS	---
13	State/ National Integration Council	GO/DS/JS/SS	HS/ACSH	YES
14	Compulsory registration of marriages matters.	GO/DS/JS/SS	HS/ACSH	---
15	National Unity Council.	GO/DS/JS	SS/HS	YES
16	SC/ST/PCR Act.	GO/DS/JS/SS	HS/ACSH	YES

17	Protection of Children/Suppression of Immoral Traffic Act.	GO/DS/JS/SS	HS/ACSH	---
18	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS/JS/SS	HS/ACSH	YES
19	All matters relating to Assembly Question.	GO/DS/JS/SS	HS/ACSH	YES
20	All matters relating to Parliament Question etc.	GO/DS/JS/SS	HS/ACSH	---
M. Home Department (Group-XIV-HR)				
1	Complaints from National Human Rights Commission under Act, 1993.	GO/DS/SS	HS/ACSH	---
2	Complaints from Rajasthan State Human Rights Commission under Act, 1993.	GO/DS/SS	HS/ACSH	---
3	Financial sanction as per recommendations of NHRC/ SHRC.	GO/DS/SS	HS/ACSH	---
4	Matters relating to RSHRC.	GO/DS/SS	HS/ACSH	---
5	All establishment matters relating to SHRC	GO/DS/SS	HS/ACSH	---
6	Appointment of Chairman/ Members of RSHRC.	GO/DS/SS	HS/ACSH	YES
7	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS/SS	HS/ACSH	YES
8	All matters relating to Assembly Question etc.	GO/DS/SS	HS/ACSH	YES
9	All matters relating to Parliament Question etc.	GO/DS/SS	HS/ACSH	---

Note :

1. ACSH means Additional Chief Secretary, Home & Chief Vigilance Commissioner, HS means Secretary, Home, SSH means Special Secretary Home, SSHL Means Special Secretary Home Law, JS means Joint Secretary, ACVC means Additional Chief Vigilance Commissioner, Sr. DS means Sr. Deputy Secretary, DS means Deputy Secretary and GO means Group Officer, or Officers holding charge thereof.
2. Cases falling in the category as laid down under Rules of Business will be submitted to Chief Minister through Additional Chief Secretary Home/Chief Secretary.
3. Matters required to be presented before Cabinet as per Rule 17 of Rules of Business will be submitted to Chief Minister through HS/ACSH/CS.
4. All policy matters relating to the Department will be brought to the notice of Additional Chief Secretary, Home.
5. All cases considered important by the Secretary, Home/ Special Secretary Home (Law)/ Joint Secretary/ Sr. Deputy Secretary/ Deputy Secretary/ Group Officer will be brought to the notice of the Additional Chief Secretary, Home.
6. Cases ordinarily to be disposed of by the Minister (Home) will be disposed of by ACSH, in the absence of the HM from the headquarters, provided that the case is of such a nature that it cannot await the arrival of the HM (Home). However, such decisions should be confirmed by the HM later on. Similarly where ACSH is out of station or out of office cases, to be decided by HM, will be submitted by SSHL/HS directly to HM.
7. Cases to be disposed of by HS, in his absence, will be disposed of by ACSH.
8. In respect of appeals under CCA Rules:

(i) Constable to ASI in Police Deptt. - Opportunity of being heard in the appeals under CCA Rules will be afforded by JS concerned and final orders shall be passed by him only after approval of SSH.

(ii) Constable to Platoon Commander - Opportunity of being heard in the appeals under CCA Rules will be afforded by JS concerned and final orders shall be passed by him only.

(iii) Jail Warden to Dy. Jailer - Opportunity of being heard in the appeals under CCA Rules will be afforded by HS concerned and final orders shall be passed by him.

(iv) Sub-Inspector/ PC and Circle Inspector / CC in Police Deptt.- Opportunity of being heard in the appeals under CCA Rules will be afforded by HS concerned and final orders shall be passed by him.

(v) Company Commander in Home Guard Deptt.- Opportunity of being heard in the appeals under CCA Rules will be afforded by HS concerned and final orders shall be passed by him.

(vi) Jailer- Opportunity of being heard in the appeals under CCA Rules will be afforded by HS concerned and final orders shall be passed by him.

9. Matter of Accounts (Group-II) related to Home Guards will be routed through JS(Group-VII) and those related to Group-XII-Jail will be routed through DS/ JS (Jail).
10. Cases not covered by the above items will be examined by Group Officer and put up to HM through ACSH for orders.
11. All the officers may ensure that the compliance of Administrative Reforms (Group -1) Department Order F. 6(2)AR/Gr.1/14 dated 17-03-2015.


(Rajeeva Swarup)
Addl. Chief Secretary, Home