

**GOVERNMENT OF RAJASTHAN
HOME GUARD & CIVIL DEFENCE
HOME (GROUP-VII) DEPARTMENT**

No: F.4(10)Home-7/2002

Jaipur, Dated

11 JAN 2019

ORDER

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

Bhajan Lal Jatav
10/01/19

(Bhajan Lal Jatav)
Minister of State-in-Charge
Home Guards & Civil Defence

Copy forwarded to the :-

1. Secretary to Governor.
2. Principal Secretary / Secretary to Chief Minister
3. SA/PS to all Ministers & State Ministers.
4. Private Secretary to Chief Secretary.
5. All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries to the Government.
6. Special Secretary, Home Department.
7. Cabinet Secretariat.
8. Administrative Reforms (Gr.-7) Department.
9. Special Secretary (DM) / (Law), Home Department.
10. Guard File.

Rajeeva Swarup
(Rajeeva Swarup)
Addl. Chief Secretary, Home

HOME GUARD & CIVIL DEFENCE**Home (Group-VII) Department**

S. No.	Item	To be initiated examined and disposed of by	To be disposed of by	Whether to be submitted to MOS HG&CD
1	Establishment matters			
a	Recruitment relaxation provided for in Rules regarding age, qualification, experience etc.	GO/JS/SS	HS/ACSH	YES
b	Transfer/ Posting / Promotions and Deputation of Gazetted officers	GO/JS/SS	HS/ACSH	YES
c	Voluntary Retirement	GO/JS/SS	HS/ACSH	YES, in the case of HOD
d	Compulsory retirement u/r 53(1) of RSR	GO/JS/SS	HS/ACSH	YES
	Appeals of non Gazetted staff	GO/JS/SS	HS/ACSH	---
e	All other establishment matters	GO/JS/SS	HS/ACSH	---
2	Amendment in Service Rules	GO/JS/SS	HS/ACSH	YES
3	Foreign Training	GO/JS/SS	HS/ACSH	YES
4	Domestic Training Courses	GO/JS/SS	HS/ACSH	---
5	All matters relating to litigations of H.G.	GO/JS	HS/ ACSH	---
6	Disaster management (other than related to Relief Department) Namely : Terrorist attacks, Major breakdown of Law & Order, Mutiny/Large Scale Desertion in State Police Forces, Crisis related to Nuclear attack, Chemical weapon attack and attack using biological agents.	GO/JS	HS/ ACSH	---
6	Appeal U/R-23 CCA Rules. (Constable to Platoon Commander)	GO	JS	---
	Appeal U/R-23 CCA Rules. (Company Commander)	GO/JS	HS	---
8	Revision U/R 34 CCA Rules.	GO/JS/SS	HS/ ACSH	YES
9	Matters relating to Home-Guards	GO/JS/SS	HS/ ACSH	---
10	All matters relating to Assembly Question	GO/JS/SS	HS/ ACSH	YES
11	All matters relating to Parliament Questions etc.	GO/JS?SS	HS/ ACSH	---

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Note :-

1. MOS HG&CD means Minister of State in-charge for Home Guards & Civil Defence Department, ACSH means Additional Chief Secretary, Home Department, SS means Special Secretary, JS means Joint Secretary and GO means Group Officer in Home Department..
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 and MOS Home Guards & Civil Defence.
3. Matter required to be presented before the Cabinet as per Rule 17 of the Rules of Business will be submitted to Chief Minister through ACSH/CS/ MOS Home Guards & Civil Defence.
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 Group Officer and Dy. Secretary / JS will be brought to the notice of Additional Chief Secretary Home.
6. All urgent cases to be disposed of by Additional Chief Secretary Home in the absence of the MOS HG&CD from the headquarters provided the case is of such a nature that it cannot await the arrival of the Minister, but such decision should be brought to the notice of the Minister later.
7. Group Officer in the absence of Dy. Secretary may dispose of urgent case.
8. Cases not covered by the above items will be examined by Group Officer and put up to the Additional Chief Secretary Home through the Special Secretary / HS for orders.


(Rajeeva Swarup)
Addl. Chief Secretary, Home