

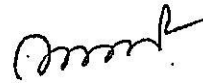
**Government of Rajasthan**  
**Home (Gr-12/JAIL) Department**

No. F.1(4) Home-12/Jail/2024

Jaipur, Dated: - 07 FEB 2024

**:: Order ::**

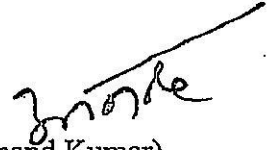
In accordance with Rule 21 and 22 of the Rules of Business and in super-session of all previous orders issued in this behalf, I hereby direct that cases and matters relating to the Home (Gr-12/Jail and Gr-2/Jail Accounts) Department shall ordinarily be disposed of in the manner indicated in the enclosed Appendix- 'A'.



(Bhajan Lal Sharma)  
Chief Minister (Jail Minister)

Copy forwarded to the: -

1. Secretary to Hon'ble Governor.
2. Additional Chief Secretary to Hon'ble Chief Minister.
3. Principal Secretary to Hon'ble Chief Minister.
4. SA/PS to Dy. Chief Ministers/All Ministers & State Ministers.
5. JS to Chief Secretary.
6. All Addl. Chief Secretaries/Principal Secretaries/Secretaries to the Government.
7. All Joint Secretaries/Sr. Deputy Secretaries/ Deputy Secretaries of Home Department for compliance, they will ensure the route of marking files to the higher authorities.
8. PS to ACS, Home/PS to Secretary, Home (Law) & Director Prosecution.
9. DS, Cabinet Secretariat.
10. All Sections/Groups/cells of the Secretariat.
11. Administrative Reforms (Gr-7) Department.
12. Programmer, Home (Coordination) Department to be uploaded on Home Department Website.
13. Group Officer, Home (Jail) Department.
14. Guard file.



(Anand Kumar)  
Addl. Chief Secretary, Home

## Home (Jail ) Department

### Appendix-'A'

#### 1. Home (Jail) Department (Group-XII-Jail)

S.No.	Item	To be initiated examined and disposed of by	To be disposed by	Whether Submitted to Minister
1.	Matters relating to the Rajasthan Jail Service.  A. Regarding Appointment/ Transfer posting/ promotions/ Deputation and Foreign training  B. All other Establishment Matters.	GO/Sr.DS/JS	HS/ACSH       HS/ACSH	HM
2.	Matters relating to the Rajasthan Jail Subordinate Service.  A. Regarding Appointment/ Transfer posting/ promotions/ Deputation and Foreign training  B. All other Establishment Matters.	GO/Sr.DS/JS	HS/ACSH	
3.	Matters relating to the Prisons Act, 1894.	GO/Sr.DS/JS	HS/ACSH	
4.	Matters relating to the Prisoners Act, 1900	GO/Sr.DS/JS	HS/ACSH	
5.	Matters relating to the Raj. Prisoners Act, 1960 & Rules there under.	GO/Sr.DS/JS	HS/ACSH	
6.	Matters relating to the Rajasthan Prisons Rules, 1951 and the Rajasthan Prisons Rules, 2022.	GO/Sr.DS/JS	HS/ACSH	
7.	Matters relating to the Rajasthan Prisoners Release on Parole Rules, 1958 and the Rajasthan Prisoners Release on Parole Rules, 2021.	GO/Sr.DS/JS	HS/ACSH	
8.	Matters relating to the Rajasthan Prisons (Shortening of Sentences) Rules, 2006.	GO/Sr.DS/JS	HS/ACSH	HM
9.	Matters relating to the Rajasthan Open air camp Rules, 1972.	GO/Sr.DS/JS	HS	

30

10.	Acquisition of Land for Departmental use.	GO/Sr.DS/JS	HS/ACSH	HM
11.	Construction of Jail Buildings.	GO/Sr.DS/JS	HS/ACSH	
12.	Legal matters pertaining to Department.	GO/Sr.DS/JS	HS	-
13.	Prison-Reforms.	GO/Sr.DS/JS	HS/ACSH	HM
14.	Prisoners aid Societies	GO/Sr.DS/JS	HS	
15.	Complaints against: - (a) Gazetted Officers (b) Non-Gazetted	GO/Sr.DS/JS	HS/ACSH HS	
16.	Amendment of Acts and rules: - (A) Departmental Service rules (B) Departmental Act and relevant rules	GO/Sr.DS/JS	HS/ACSH	HM
17.	All Establishment matters relating to the officers and staff under administrative control of the Department except matters allotted to Department of Personnel, General Administration and Finance Departments.	GO/Sr.DS/JS	HS/ACSH	
18.	Correction of Date of Birth Gazetted Officers/Non-Gazetted	GO/Sr.DS/JS	HS	HM
19.	Sanction for Purchase/Sale of land, conveyance by the Gazetted Officers	GO/Sr.DS/JS	HS	-
20.	Compulsory retirement u/r 53(1) of RSR Appeals of Non- Gazetted Staff	GO/Sr.DS/JS	HS/ACSH	HM
21.	Appreciation of Service (Medals, Rewards, Awards, Appreciation letter and Honorarium)	GO/Sr.DS/JS	HS/ACSH	HM
22.	Representations: - A. Gazetted Officers B. Non- Gazetted	GO/Sr.DS/JS	HS/ACSH	
23.	Conferences, Committee, Fairs, exhibitions, information & Publicity, Zonal Councils-recommendations and decisions there of	GO/Sr.DS/JS	HS	
24.	Litigation Approval of replies	GO/Sr.DS/JS	HS	-
25.	Other matters Inspection reports of Jails (a) DG Prisons (b) IG Prisons	GO/Sr.DS/JS	HS/ACSH HS	
26.	Removal of Prisoners from Rajasthan to other State and vice-versa. Accused subjected to preventive detention in prison transfer to other	GO/Sr.DS/JS	HS/ACSH	HM

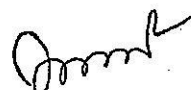


	prison within state and other state prison.			
27.	Hunger strike reports	GO/Sr.DS/JS	HS	-
28.	Grant of State remission	GO/Sr.DS/JS	HS/ACSH	HM
29.	Suspension of Sentence	GO/Sr.DS/JS	HS/ACSH	HM
30.	Remission of Sentence	GO/Sr.DS/JS	HS/ACSH	HM
31.	Sending Prisoners in open Air camp	GO/Sr.DS/JS	HS	-
32.	Mercy Petitions: - a. Mercy petitions under article 161 of constitution. b. Mercy petitions under article 72 of the constitution.	GO/Sr.DS/JS	HS/ACSH	HM
33.	Opening & Abolition of Jails.	GO/Sr.DS/JS	HS/ACSH	HM
34.	Supply of Arms Ammunitions to Jail Department	GO/Sr.DS/JS	HS/ACSH	
35.	Arrangements for providing Guards for prisons	GO/Sr.DS/JS	HS/ACSH	
36.	Intra-State transfer of Prisoners	GO/Sr.DS/JS	HS/ACSH	
37.	Nomination to various Committees.	GO/Sr.DS/JS	HS/ACSH	
38.	Nomination to Foreign Assignment	GO/Sr.DS/JS	HS	HM
39.	Death of Prisoners	GO/Sr.DS/JS	HS/ACSH	-
40.	Nominations of Non-official members for Advisory Board under Rajasthan Prisons (Shortening of sentences) Rules, 2006	GO/Sr.DS/JS	HS/ACSH	HM
41.	Nomination of Non-official visitors under Rajasthan Prisons rules, 2022	GO/Sr.DS/JS	HS/ACSH	HM
42.	Appeals under rule-23 (Jail Warder to Dy. Jailor) Appeals under Rule-23 of CCA Rules. (Jailor)	GO/Sr.DS	JS HS/ACSH	
43.	Revision U/R 34 CCA Rules	GO/Sr.DS/JS	HS/ACSH	HM
44.	Escape of Prisoners from Jail/Police Custody, Parole.	GO/Sr.DS/JS	HS/ACSH	-
45.	Adjournment motions call attention notice, Presentation of reports in the legislature etc.	GO/Sr.DS/JS	HS/ACSH	HM
46.	Assembly matters pertaining to Department.	GO/Sr.DS/JS	HS/ACSH	HM
47.	Parliament Question etc.	GO/Sr.DS/JS	HS/ACSH	-
48.	Jail Administration Reforms reports	GO/Sr.DS/JS	HS/ACSH	HM

2. Home (Jail) Department (Group-II Jail Accounts)				
1..	PAC Condemnation of Stores/Vehicles Re-payment of loans under various Schemes all budgetary matters relating to Jail.	Sr.AO/Sr.DS/JS	HS/ACSH	-
2.	Administrative/Financial Sanction Relating to jail: - (A) Above Rs 500 lakhs (b) Upto Rs 500 lakhs	Sr.AO/Sr.DS/JS Sr.AO/Sr.DS/JS	HS/ACSH HS/ACSH	HM -
3.	Regulation of excess calls of Jail	Sr.AO/Sr.DS/JS	HS	-
4.	Issuance of guide lines for purchasing of various Items as per RTPP Act.	Sr.AO/Sr.DS/JS	HS/ACSH	-
5.	Modernization Schemes	Sr.AO/Sr.DS/JS	HS/ACSH	-
6.	Advances under medical Attendance Rules	Sr.AO/Sr.DS/JS	HS/ACSH	-
7.	Regulation of Daily Allowance under TA Rules	Sr.AO/Sr.DS/JS	HS/ACSH	-
8.	Matters relating to RPBf, RPWF, RP Band Rules, RP Sports Fund Rules etc.	Sr.AO/Sr.DS/JS	HS/ACSH	-
9.	Matter relating to Budget speech	Sr.AO/Sr.DS/JS	HS/ACSH	HM
10.	Medical cases to be referred to F.D. for Relaxation in Rules.	Sr.AO/Sr.DS/JS	HS	-
11.	Disposal of complaints regarding Purchases etc.	Sr.AO/Sr.DS/JS	HS/ACSH	-
12.	Reimbursement of expenditure incurred on behalf of Govt. of India. (MHA)	Sr.AO/Sr.DS/JS	HS	-
13.	Matter Relating jail Employees Benevolent fund, Welfare Fund, Sports Fund Rules etc.	Sr.AO/Sr.DS/JS	HS/ACSH	-
14.	All matters relating to the Rajasthan Prisoners Band Rules.	Sr.AO/Sr.DS/JS	HS	-
15.	Matters relating to Prisoners welfare Fund Rules.	Sr.AO/Sr.DS/JS	HS/ACSH	-
16.	Adjournment motions, Call attentions, notices, Presentation of performance Budgets and other reports of legislature etc.	Sr.AO/Sr.DS/JS	HS/ACSH	HM

**Note:-**

1. HM means Minister Jail, ACSH means Addl. Chief Secretary, Home. HS means Secretary Home, SHL means Secretary Home (law), JS means Joint Secretary, Sr. DS means Sr. Deputy Secretary, DS means Deputy Secretary, Sr. AO means Sr. Accounts Officer 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 the undersigned through Addl. Chief Secretary, Home.
3. Cases mentioned at Serial No. 28, 29, 30 and 32 will be submitted to the undersigned through HS/ACSH/CS.
4. Matters required to be presented before cabinet as per rule 17 of Rules of business shall be submitted to the undersigned through HS/ACSH/CS.
5. All Policy matters relating to department will be brought to the notice of MOS/HM depending upon the importance of the matter.
6. All cases considered important by the Secretary Home/Joint Secretary/Sr. Deputy Secretary/Deputy Secretary Group Officer will be brought to the notice of the Addl. Chief Secretary, Home.
7. Cases ordinarily to be disposed of by the Jail Minister will be disposed of by ACSH, in the absence of the Jail Minister from the headquarters, provided that the case is of such a nature that it cannot await the arrival of the Jail Minister. However, such decision should be confirmed by the Jail Minister later on. Similarly, where ACSH is out of station or out of office, cases to be decided by Jail Minister will be submitted by HS directly to Jail Minister.
8. Cases to be disposed of by HS, in his/her absence, will be disposed of by ACSH.
9. Matters of Accounts (Group-2) related to Group-XII – Jail will be routed through DS/JS.
10. Cases not covered by the above items will be examined by Group Officer and put up to Jail Minister through ACSH for orders.
11. All the Officers may ensure the compliance of Administrative Reforms Group-D Department Order F.6(2)AR/Gr.1/14 dated 17-03-2015.



(Bhajan Lal Sharma)  
Chief Minister (Jail Minister)