


**GOVERNMENT OF RAJASTHAN
HOME (GROUP-XII/JAIL) DEPARTMENT**

No. F.1(4) Home-12/Jail/2009

Jaipur, Dated : 28/01/2022

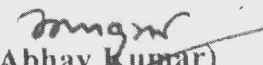
:: Order ::

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 (Gr-12/Jail and Gr-2/Jail Accounts) Department shall ordinarily be disposed of in the manner indicated in the enclosed Appendix-'A'. In appendix 'B' all reference to Secretary would be construed as Principal Secretary. All matters under Appendix 'B' relating to Finance and Plan would be routed by the Principal Secretary.


(Teekaram Jolly)
Minister, Jail

Copy forwarded to the:-

1. Principal Secretary to Hon'ble Governor.
2. Principal Secretary to Hon'ble Chief Minister.
3. SA/PS to all Ministers & State Ministers.
4. Deputy Secretary to Chief Secretary.
5. All Principal Secretaries/Secretaries to the Government.
6. Private Secretary to Addl. Chief Secretary, Home.
7. PS to Secretary, Home (Law) & Director Prosecution.
8. Sr. D.S., Cabinet Secretariat.
9. All Sections/Groups/cell of the Secretariat.
10. Administrative Reforms (Gr-7) Department.
11. All Sr. Deputy Secretary/Dy. Secretary/Joint Secretary of Home Department.
12. Programmer, Home (Coordination) Department to be uploaded on Home Department Website.
13. Group Officer, Home (Group-12) and Home (Group-2) Department.


(Abhay Kumar)
Addl. Chief Secretary, Home

Home (Group-XII/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, Deputations and Foreign Training (b) All other establishment matters	GO/Sr. DS/JS	HS/ACSH	YES
2.	Matters relating to the Rajasthan Jail Subordinate Service. (a) Regarding Appointment, Transfer, Posting, Promotions, Deputations and Foreign Training (b) All other establishment matters	GO/Sr. DS/JS	HS/ACSH	YES
3.	Matters relating to the Prisons Act, 1894.	GO/Sr. DS/JS	HS/ACSH	YES
4.	Matters relating to the Prisoners Act, 1900	GO/Sr. DS/JS	HS/ACSH	YES
5.	Matters relating to the Raj. Prisoners Act, 1960 and Rules there under.	GO/Sr. DS/JS	HS/ACSH	YES
6.	Matters relating to the Rajasthan Prisons Rules, 1951.	GO/Sr. DS/JS	HS/ACSH	YES
7.	Matters relating to the Rajasthan Prisoners Release on Parole Rules, 1958.	GO/Sr. DS/JS	HS/ACSH	YES
8.	Release on Permanent Parole	GO/Sr. DS/JS	HS/ACSH	YES
9.	Matters relating to the Rajasthan Prisons (Shortening of Sentences) Rules, 2006	GO/Sr. DS/JS	HS/ACSH	YES
10.	Matters relating to the Rajasthan Open Air camp Rules, 1972	GO/Sr. DS/JS	HS	YES
11.	Acquisition of Land for Departmental use.	GO/Sr. DS/JS	HS/ACSH	YES
12.	Construction of Jail Buildings.	GO/Sr. DS/JS	HS/ACSH	YES
13.	Legal matters pertaining to Department.	GO/Sr. DS/JS	HS	

Imagined

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

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34.	Mercy petition/Petition under Article 161 of Constitution	GO/Sr. DS/JS	HS/ACSH	YES
35.	Opening & Abolition of Jails.	GO/Sr. DS/JS	HS/ACSH	YES
36.	Supply of Arms Ammunitions to Jail Department	GO/Sr. DS/JS	HS/ACSH	YES
37.	Arrangements for providing Guards for prisons	GO/Sr. DS/JS	HS/ACSH	YES
38.	Inter-State transfer of Prisoners	GO/Sr. DS/JS	HS/ACSH	YES
39.	Nomination to various Committees.	GO/Sr. DS/JS	HS/ACSH	YES
40.	Nomination to Foreign Assignment.	GO/Sr. DS/JS	HS	YES
41.	Death of Prisoners	GO/Sr. DS/JS	HS/ACSH	
42.	Nominations of Non-official members for Advisory Board under Rajasthan Prisons (Shortening of sentences) Rules, 2006	GO/Sr. DS/JS	HS/ACSH	YES
43.	All matters relating to Rule for Apptt. & Guidance's of Official Visitors of Prisons.	GO/Sr. DS/JS	HS/ACSH	YES
44.	Appeals under rule-23(Jail Warder to Dy. Jailer) Appeals under Rule-23 of CCA Rules (Jailer)	GO/Sr. DS/JS	HS HS/ACSH	YES YES
45.	Revision U/R 34 CCA Rules	GO/Sr. DS/JS	HS/ACSH	YES
46.	Escape of Prisoners from Jail/Police Custody, Parole.	GO/Sr. DS/JS	HS/ACSH	
47.	Adjournment motions, call attentions notices, Presentation of reports in the legislature etc.	GO/Sr. DS/JS	HS/ACSH	YES
48.	Assembly matters pertaining to Department.	GO/Sr. DS/JS	HS/ACSH	YES
49.	Parliament Question etc.	GO/Sr. DS/JS	HS/ACSH	
50.	Jail Administration Reforms reports	GO/Sr. DS/JS	HS/ACSH	YES

Signature

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	YES
2.	Administrative/ Financial sanctions relating to Jail (a) Above Rs. 500 lakhs (b) Up to Rs. 500 lakhs	Sr. AO/Sr. DS/JS Sr. AO/Sr. DS/JS	HS/ACSH HS/ACSH	YES
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	YES
5.	Modernization Schemes	Sr. AO/Sr. DS/JS	HS/ACSH	YES
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	YES
9.	Matters relating Budget speech	Sr. AO/Sr. DS/JS	HS/ACSH	YES
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	YES
12.	Reimbursement of expenditure incurred on behalf of Government of India. (MHA)	Sr. AO/Sr. DS/JS	HS	
13.	Matters relating Jail Employees Benevolent Fund, Welfare Fund, Sports Fund Rules etc.	Sr. AO/Sr. DS/JS	HS/ACSH	YES
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	YES
16.	Adjournment motions, Call attention, notices, Presentation of Performances Budgets & other reports in legislature.	Sr. AO/Sr. DS/JS	HS/ACSH	YES

Note:-

1. YES means Minister Jail, ACSH means Addl. Chief Secretary, HS means Secretary Home, SHL means Secretary Home (law), SSH means Special Secretary Home, 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 Minister through Addl. Chief Secretary/Principal Secretary Home.
3. Cases mentioned at Serial No.29,30,34 will be submitted to GO/DS/Sr. DS/JS through CS/YES/CM and Cases mentioned at Serial No.39,40 will be submitted to CM through CS/YES-Jail.
4. Matters required to be presented before cabinet as per rule 17 of Rules of Business will be submitted to Minister through HS/ACSH/CS.
5. All Policy matters relating to department will be brought to the notice of Principal Secretary, Home.
6. All cases considered important by the Secretary Home/Special 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 SSH/HS directly to Jail Minister.
8. Cases to be disposed of by HS, in his absence, will be disposed of by ACSH.
9. Matters of Accounts (Group-) related to Group-XII -Jail will be routed through DS/Sr. 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 that the compliance of Administrative Reforms (Group-I) Department Order F.6(2)AR/Gr.1/14 dated 17-03-2015.


(Abhay Kumar)

Addl. Chief Secretary, Home