

Government of Rajasthan
Home Department

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

Jaipur, Dated: 24-12-2021

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)
Chief Minister (Home Minister)

Copy forwarded for information to the following : -

1. Secretary to Governor.
2. Principal Secretary to Chief Minister/SA/PS to 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/ Secretary Home (Law) 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.



(Abhay Kumar)
Principal 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	HS/PSH	MOS/HM
b	Voluntary Retirement	GO/Sr.DS/JS	HS/PSH	MOS/HM
c	Complaint against personnel of Police/RAC/FSL/Wireless	GO/Sr.DS/JS	HS/ PSH	---
d	Sanction for Purchases/Sale of land/Conveyance by Gazetted officers.	GO/Sr.DS/JS	HS/ PSH	---
e	Representation of personnel	GO/Sr.DS/JS	HS/ PSH	---
f	Correction of date of birth.	GO/Sr.DS/JS	HS/HS	MOS
g	Transfer/Posting/Promotion and deputation of Gazetted Officers	GO/Sr.DS/JS	HS/ PSH	HM
h	Foreign Training of all ranks	GO/Sr.DS/JS	HS/ PSH	MOS/HM
i	Domestic Training Courses	GO/Sr.DS/JS	SS/HS	---
j.	All other establishment matters	GO/Sr.DS/JS	HS/ PSH	---
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	HS	MOS
b	Voluntary Retirement cases	GO/Sr.DS/JS	SS/HS	---
c	Correction of date of birth.	GO/Sr.DS/JS	SS/HS	MOS
3	Amendment in Service Rules.	GO/Sr.DS/JS	HS/ PSH	MOS/HM
4	Counting of Military Service.	GO/Sr.DS/JS	HS/PSH	---
5	Compulsory retirement under Rule 53(1) of RSR.	GO/Sr.DS/JS	HS/ PSH	MOS/HM
6	Appreciation of Service (Medals, Rewards, Honorarium)	GO/Sr.DS/JS	HS/ PSH	MOS/HM
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	HS/PSH	MOS/HM

9	Appointment of Committee to review Programmes/Schemes/Acts/Rules	GO/Sr.DS/JS	HS/ PSH	MOS/HM
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	HS/ PSH	MOS/HM
12	Matters relating to legal proceedings and opinion.	GO/Sr.DS/JS	HS	MOS
13	Nomination of Committees. (A) State Level (B) Central Level	GO/Sr.DS/JS	HS/ PSH	MOS
14	Special appointment under Rule 17(4) of RPSS Rules on the post of Sub-Inspector	GO/Sr.DS/JS	HS/PSH	MOS/HM
15	Gallantry Promotion for the post of Sub-Inspector and Inspector.	GO/Sr.DS/JS	HS/PSH	MOS/HM
16	Transfer from one Section to another in subordinate Police service	GO/Sr.DS/JS	HS/PSH	MOS
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	MOS ---
18	Policy decision with regard to police establishment.	GO/Sr.DS/JS	HS/PSH	MOS/HM
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	MOS
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	HS/PSH	---
22	Adjournment motions, call attention notices, presentation of Annual Administrative Reports & Other Reports in legislature.	GO/Sr.DS/JS	HS/PSH	MOS/HM
23	All matters relating to Assembly Question etc.	GO/Sr.DS/JS	HS/PSH	MOS/HM
24	All matters relating to Parliament.	GO/Sr.DS/JS	HS	MOS

B. Home Department (Group-II Accounts)

1	Administrative/Financial sanctions relating to Police/RAC a) Above Rs. 200 Lakhs b) Up to Rs. 200 Lakhs	GO/AO/JS / SS GO/AO/JS/ SS	HS/PSH HS/PSH	MOS ---
2	PAC, Condemnation of stores/vehicles, Re-payment of loans under Various schemes, all budgetary matters relating to Police /RAC/ACB/FSL	GO/AO/JS	SS/HS	---
3	Administrative/Financial sanctions relating to FSL/ACB.			

	a) Above Rs. 100 lakhs	GO/AO/JS/SS	HS/PSH	MOS
	b) Up to Rs. 100 Lakhs	GO/AO/JS/SS	HS/PSH	---
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/PSH	MOS
6	Creation of police stations/outposts	GO/JS/SS	HS/PSH	MOS/HM
7	Modernization Schemes	GO/JS/SS	HS/PSH	MOS
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/PSH	MOS/HM
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	MOS
14	Reimbursement of expenditure incurred on behalf of Govt. of India. (MHA)	GO/JS	SS/HS	---
15	Adjournment motions, call attention notices, presentation of Performance Budgets & Other reports in legislature.	GO/JS/SS	HS/PSH	MOS/HM
16	Land acquisition/allotment matters pertaining to Police Department.	GO/JS/SS	HS/PSH	MOS/HM
17	All matters relating to Assembly Question.	GO/JS/SS	HS/PSH	MOS/HM
18	All matters relating to Parliament Question.	GO/JS/SS	HS	MOS
C. Home Department (Group-III-Passport)				
1	Sanction for prosecution under Passport Act, 1967	GO/Sr.DS/JS/SS	HS/PSH	MOS
2	Sanction for Prosecution by GOI under Immigration Act, 1983	GO/ Sr.DS/JS/SS	HS/PSH	---
3	Withdrawal of cases from the Court under Passport Act and Immigration Act	GO/ Sr.DS/JS/SS	HS/PSH	MOS
4	Issuance of "No Obligation to return to India" certificate to Indians staying in abroad	GO/ Sr.DS/JS	SS/HS	---
5	Matters relating to recovery of repatriation charges	GO/ Sr.DS/JS	SS/HS	---

6	Verification of national status and antecedents of Indians staying in abroad	GO/ Sr.DS/JS	SS/HS	MOS
7	Repatriation of Indians who are lodged in foreign jails	GO/ Sr.DS/JS/SS	HS	MOS
8	Instruction from GOI regarding issuance of Passports	GO/ Sr.DS/JS/SS	HS	MOS
9	Pilgrimage out-side India (Except Haj Pilgrimage)	GO/ Sr.DS/JS/SS	HS	MOS
10	Adjournment motions, call attention notices, presentation of reports in legislature etc.	GO/ Sr.DS/JS/SS	HS/PSH	MOS/HM
11	All matters relating to Assembly Question	GO/ Sr.DS/JS/SS	HS/PSH	MOS/HM
12	All matters relating to Parliament Question etc.	GO/ Sr.DS/JS/SS	HS/PSH	MOS

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	MOS
2	Recommendation for Long Term visa	GO/ Sr.DS/JS	SS/HS	---
3	Extension of Long Term Visa - yearly/two yearly	GO/ Sr.DS/JS	SS/HS	---
4	Grant of return visa (NORI)	GO/ Sr.DS/JS	SS/HS	---
5	Extension of all type of visa of foreigners (Other than Pakistani nationals)	GO/ Sr.DS/JS	SS/HS	---
6	Conversion of all type of visa of foreigners (other than Pakistani nationals)	GO/ Sr.DS/JS	SS/HS	---
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	MOS
10	Grant of Permanent settlement facility in State	GO/ Sr.DS/JS/SS	HS/PSH	---
11	Grant of Indian Citizenship cases	GO/ Sr.DS/JS/SS	HS/PSH	---
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/PSH	MOS/HM
14	Reimbursement of expenditure incurred on behalf of GOI (MHA)	GO/ Sr.DS/JS/SS	HS/PSH	---
15	Preventive Detention of Foreign nationals under National Security Act, 1980/COFEPOSA Act/PIT, NDPS Act.	GO/ Sr.DS/JS/SS	HS/PSH	MOS/HM
16	Pilgrimage in India including Participation in Urs fair at Ajmer by Pak national	GO/ Sr.DS/JS/SS	HS/PSH	---
17	Deposit of visa fee and transfer to MEA	GO/ Sr.DS/JS	SS/HS	---

18	Adjournment motions, call attention notices, presentation of reports in legislature etc.	GO/ Sr.DS/JS/SS	HS/PSH	MOS/HM
19	All matters relating to Assembly Question	GO/ Sr.DS/JS/SS	HS/PSH	MOS/HM
20	All matters relating to Parliament Questions etc.	GO/ Sr.DS/JS/SS	HS	MOS
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/SS	HS/PSH	MOS/HM
B	Institution of Administrative enquires and their reports.	GO/DS/SS	HS/PSH	MOS/HM
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/SS GO/DS/SS	HS/PSH HS/PSH	----- MOS/HM
D	Service of civil/criminal process of other States.	GO/DS/SS	SS/HS	---
E	Prevention of Cruelty to Animals.	GO/DS/SS	SS/HS	---
F	Notification under Sec. 60 of the Police Act.	GO/DS/SS	HS/PSH	MOS/HM
2	Crime :-	GO/DS/SS		
A	Petition for expeditious investigation or calling for reports from Police.	GO/DS/SS	SS/HS	---
B	Transfer of Investigation to CID(CB)/SOG	GO/DS/SS	HS/PSH	MOS/HM
C	Transfer of Investigation to CBI	GO/DS/SS	HS/PSH	MOS/HM
D	Notices under 80 CPC(Civil matters)	GO/DS/SS	SS/HS	---
E	Communal problems & related institutions.	GO/DS/SS	HS	MOS
3	Vagrancy.	GO/DS/SS	SS/HS	---
4	Lunacy, Criminal Lunatics.	GO/DS/SS	SS/HS	---
5	Assistance of Army, CPMF and other State Police force.	GO/DS/SS	HS/PSH	---
6	Vigilance Matters:-			
A	Activities of Individuals, Political & Communal organizations.	GO/DS/SS	HS/PSH	---
B	Police arrangements on Special occasions.	GO/DS/SS	SS/HS	---
C	Intelligence Reports.	GO/DS/SS	HS/PSH	HM
D	Matters relating to traffic control & Regulations.	GO/DS/SS	HS/PSH	--
E	Matters relating to Road safety..	GO/DS/SS	HS/PSH	--
F	Complaints against Police personnel reg. investigation etc. - change of Investigating Officer.	GO/DS/SS	HS/PSH	MOS

7	Burial lands and burial grounds, cremation and cremation grounds outside Municipal and Town areas.	GO/DS	SS/HS	MOS
8	Litigations (civil) involving subjects mentioned above.	GO/DS/SS	HS/PSH	---
9	Complaints from Other than SC/ST/Women.	GO/DS	SS/HS	---
10	Rajasthan Dacoity Affected Areas Act.	GO/DS/SS	HS/PSH	MOS/HM
11	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS/SS	HS/PSH	MOS/HM
12	All matters relating to Assembly Question etc.	GO/DS/SS	HS/PSH	MOS/HM
13	All matters relating to Parliament Question etc.	GO/DS/SS	HS	MOS

F. Home Department (Group-VI-Coordination)

1	Co-ordination within Home Department matters related with more than one Group	GO/Sr.DS/JS	HS	---
2	State/ National Integration Council	GO/ Sr.DS /JS	HS/PSH	MOS/HM
3	Indian Treasure Trove Act. & Rules	GO/Sr.DS/JS	SS/HS	---
4	Rajasthan Cinema Regulation Act. Permission for shooting of films in border Area.	GO/Sr.DS/JS	SS/HS	---
5	Video Regulation Act	GO/Sr.DS/JS	SS/HS	---
6	Regulation of betting and gambling lotteries (except State Lotteries) but not including taxation thereon.	GO/Sr.DS/JS	SS/HS	---
7	Submission of quarterly report of court cases to law Department.	GO/Sr.DS/JS	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/JS	SS/HS	---
9	Website of Home Department (Co-ordination to all sections of Home Department).	GO/Sr.DS/JS	SS/HS	---
10	Co-ordination of Rajasthan Sampark applications.	GO/Sr.DS/JS	SS/HS	---
11	Co-ordination of CMIS matters.	GO/Sr.DS/JS	SS/HS	---
12	Co-ordination of CMO's VIP/VVIP References.	GO/Sr.DS/JS	HS/PSH	---
13	Citizen Charter of All HOD's under Home Department.	GO/Sr.DS/JS/SS	HS/PSH	MOS/HM
14	E-Governance.	GO/Sr.DS/JS	SS/HS	---
15	All matters relating to Assembly Question etc.	GO/Sr.DS/JS	HS/PSH	MOS/HM
16	All matters relating to Parliament Question etc.	GO/Sr.DS/JS	HS	MOS

G. Home Department (Group-IX-Security-II)

1	Detention/Ordinance & Regulation			
A	Border Security.	GO/DS/JS/SS	HS/PSH	MOS/HM
B	Cases under National Security Act, 1980 pertaining to Indian National.	GO/DS/JS/SS	HS/PSH	MOS/HM

C	Cases under COFEPOSA Act.	GO/DS/JS/SS	HS/PSH	MOS/HM
D	Cases under PIT, NDPS Act	GO/DS/JS/SS	HS/PSH	MOS/HM
2	Security Matters			
A	Cases related to terrorism and related matters	GO/DS/JS/SS	HS/PSH	MOS/HM
B	Cases related to issue of Identity cards in border districts.	GO/DS/JS/SS	HS/PSH	MOS/HM
C	Internal Security Schemes (Districts)	GO/DS/JS/SS	HS/PSH	---
D	Cases related to antinational activities such as espionage, smuggling, balloons of foreign countries etc.	GO/DS/JS/SS	HS/PSH	---
E	Internal Security Schemes (Military)	GO/DS/JS/SS	HS/PSH	---
F	Security of vital installations	GO/DS/JS/SS	HS/PSH	---
G	Correspondence regarding maps supplied by Survey of India police escort for Security.	GO/DS/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/DS/JS/SS	HS/PSH	MOS/HM
I	Matters related to Security of Banks.	GO/DS/JS	SS/HS	---
J	Security of Airports.	GO/DS/JS/SS	HS/PSH	---
K	Matter relating to armed forces such as verification of character and antecedents, soldiers welfare, complaints by soldiers against civil matters etc.	GO/DS/JS	SS/HS	---
L	Territorial Army.	GO/DS/JS	SS/HS	---
3	Vigilance Matters :-			
A	Interception of Postal Mail/Telegrams.	---	HS	---
B	Interception of Telephones	---	HS	---
4	Narcotics Act.	GO/DS/JS/SS	HS/PSH	---
5	Civil Military Liaison Conference.	GO/DS/JS/SS	HS/PSH	MOS/HM
6	Cases related to following Acts.			
A	Terrorist and Disruptive (Prevention) Activities Act, 1987	GO/DS/JS/SS	HS/PSH	MOS/HM
B	Official Secret Act.	GO/DS/JS/SS	SHL/HS	MOS/HM
C	Unlawful Activities (Prevention) Act.	GO/DS/JS/SS	HS/PSH	MOS/HM
D	Rajasthan Religious Buildings and Places Act.	GO/DS/JS/SS	HS/PSH	MOS/HM
E	Rajasthan Essential Services Maintenance Act	GO/DS/JS/SS	HS/PSH	MOS/HM
F	Rajasthan Control of Goonda Act.	GO/DS/JS	SS/HS	MOS
G	The Terrorist Affected Areas (Special Courts) Act, 1984	GO/DS/JS/SS	HS/PSH	MOS/HM

H	Matters relating to Foreign Contribution Regulation Act.	GO/DS/JS/SS	HS/PSH	---
7	ARMS, FIRE ARMS, AMMUNITION			
A	Reference from GOI involving policy matters relating to Indian Arms Act & Rules	GO/DS/JS/SS	HS/PSH	MOS/HM
B	References seeking clarification or instructions	GO/DS/JS/SS	HS/PSH	---
C	Disposal of confiscated Arms.	GO/DS/JS/SS	SS/HS	---
D	General references to GOI for licensing authorities relating to Indian Arms Act & Rules	GO/DS/JS/SS	HS/PSH	MOS
E	Recommendation for new licenses to manufactures etc of firearms.	GO/DS/JS/SS	HS/PSH	MOS
F	Recommendations for license in form-III for possession of arms & ammunition of category (b) and (C)	GO/DS/JS	SS/HS	---
G	Extension of area of arms license in forms- III to all India.	GO/DS/JS	SS/HS	---
H	Permission for addl. Weapon.	GO/DS/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/DS/JS GO/DS/JS	SS/HS SS/HS	--- ---
J	Grant of licenses in form IX, XI, XII, XIII & XIV	GO/DS/JS	SS/HS	---
K	Renewal of Licenses in form IX, XI, XII, XIII & XIV	GO/DS/JS	SS/HS	---
L	Amendments in the existing licenses of dealers.	GO/DS/JS/SS	HS/PSH	---
M	Permission under Section 6 of Arms Act 1959.	GO/DS/JS/SS	HS/PSH	---
N	Grant of exemption reg. provisions of Indian arms Act & Rules.	GO/DS/JS/SS	HS/PSH	---
O	Revision of fees under the Arms Act & Rules.	GO/DS/JS/SS	PSH	MOS/HM
P	Instructions by the State Government for guidance of licensing authorities and amendment thereof.	GO/DS/JS/SS	HS/PSH	MOS/HM
Q	Notification to be issued by the Government under the provisions of the Indian Arms Act & Rules.	GO/DS/JS/SS	HS/PSH	MOS
R	Returns under the Arms Rules & Disposal of confiscated arms.	GO/DS/JS	SS/HS	---
S	Firearms of the ex-rulers & others and exemption thereof.	GO/DS/JS	SS/HS	---
T	Appeal under Arms Act.	GO/DS/JS	SS/HS	---
8	<u>Field firing :-</u> Demarcation of Areas.	GO/DS/JS/SS	HS/PSH	MOS

9	Issue of notification under maneuvers of field firing and artillery practice Act, 1938	GO/DS/JS/SS	HS/PSH	MOS
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/DS/JS/SS GO/DS/JS/SS GO/DS/JS/SS	HS/PSH HS/PSH HS/PSH	MOS MOS/HM MOS
11	Meeting/Conferences relating to border affairs Distt./ State level, border matters.	GO/DS/JS/SS	HS/PSH	---
12	Clarification Reg. domicile certificate.	GO/DS/JS/SS	HS	MOS
13	Civil administration in army area occupied by Indian armed forces.	GO/DS/JS/SS	HS/PSH	MOS
14	Cases under the Indian Explosive Act and explosive substances Act.	GO/DS/JS	SS/HS	---
15	Reports of enquiries in respect of serious accidents under Indian Petroleum Act, 1934	GO/DS/JS/SS	HS/PSH	MOS
16	Cases under The Rajasthan Prevention of Anti-Social Activities Act 2006	GO/DS/JS/SS	HS/PSH	MOS
17	Petroleum and other dangerously inflammable substances.	GO/DS/JS/SS	HS/PSH	---
18	Institution of Judicial enquiries and their reports.	GO/DS/JS/SS	HS/PSH	HM
19	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS/JS/SS	HS/PSH	MOS/HM
20	All matters relating to Assembly Question etc.	GO/DS/JS/SS	HS/PSH	MOS/HM
21	All matters relating to Parliament Question etc.	GO/DS/JS/SS	HS	MOS
H. Home Department (Group-X-Home-Law)				
1	Appeals under Indian Explosive Act and Explosive Substances Act.	GO/DLR	SHL	---
2	Appeal under Rajasthan Cinema Regulation Act, 1952 and other related matters.	GO/DLR	SHL/PSH	MOS
3	Withdrawing from prosecution under section 321 of Cr. P.C. (a) Lok Adalat Cases recommended by District	GO/DLR	SHL/PSH	-----

	Committees set up vide order No. F.19(16)H-10/2006 dated 06-07-2006. (b) All other Cases	GO/DLR	SHL/PSH	MOS/HM
4	Matters related to amendment in I.P.C.&Cr.P.C.	GO/DLR	SHL/PSH	MOS/HM
5	Matters related to Tribes in deleted schedule.	GO/DLR	SHL	MOS
6	All criminal appeals/Criminal writ Petitions concerning criminal prosecution/habeas corpus petition/SLPs	GO/DLR	SHL/PSH	MOS
7	Prosecution Sanction Under Section 196 Cr.P.C	GO/DLR	SHL/PSH	MOS/HM
8	Establishment matters			
a	Recruitment relaxation provided for in Rules regarding age, qualification, experience etc.	GO/DLR	SHL/PSH	MOS/HM
b	Transfer/ Posting / Promotions and Deputation of Gazetted officers	GO/DLR	SHL/PSH	MOS/HM
c	Voluntary Retirement	GO/DLR	SHL/PSH	MOS/HM
d	Compulsory retirement u/r 53(1) of RSR Appeals of non Gazetted staff	GO/DLR GO/DLR	SHL/PSH	MOS/HM - --
e	All other establishment matters, including related litigation	GO/DLR	SHL/PSH	----
9	Amendment in Service Rules	GO/DLR	SHL/PSH	MOS/HM
10	Foreign Training	GO/DLR	SHL/PSH	MOS/HM
11	Domestic Training Courses	GO/DLR	SHL/PSH	---
12	Adjournment motions, call attention notices, presentation of reports in legislature.	GO	SHL/PSH	MOS/HM
13	All matters relating to Assembly Question.	GO	SHL/PSH	MOS/HM
14	All matters relating to Parliament Question etc.	GO	SHL	MOS
J. Home Department (Group-XI - Home-Appeal)				
1	All matter relating to CVC	GO/ACVC	CVC/PSH	HM
2	Appeal U/R-23 CCA Rules	GO/DS/JS	HS/PSH	MOS
3	Revision U/R 34 CCA Rules.	GO/JS/SHL	PSH	MOS H.E GOV
4	All litigation matters concerning disciplinary proceedings of Non Gazetted personnel in Police/RAC/FSL/Wireless/ACB.	GO/DLR/JS/SHL	PSH	---
5	All matters pertaining to MACT claims.	GO/DLR/JS/SHL	PSH	---
6	Civil & Service Litigation/Appeals/writs/ Legal Drafting/Legal opinion	GO/DLR/JS/SHL	HS/PSH	---
7	All matters relating to appointment of GA/AAG/AG in service/civil/MAct claims	GO/DLR/JS/SHL	PSH	MOS

8	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/JS	HS/PSH	MOS/HM
9	All matters relating to Assembly Question.	GO/JS	HS/PSH	MOS/HM
10	All matters relating to Parliament Question etc.	GO/JS	HS	MOS

L. Home Department (Group-XIII-Grievance Redressal)

1	Atrocities on Women	GO/JS/SS	HS/PSH	HM
2	Sati Prevention Act, 1987	GO/JS/SS	HS/PSH	MOS
3	Child Marriage rest. Act, 1929 (Child Marriage prohibition Act., 2006)	GO/JS/SS	HS	MOS
4	Dowry prohibition Act, 1961	GO/JS/SS	HS/PSH	---
5	Matters relating to atrocities on people belonging to Rajasthan, living in other parts of India. & Abroad.	GO/JS/SS	HS/PSH	MOS
6	Complaints from ST/SC/Minorities.	GO/JS/SS	HS	MOS
7	(a) Disposal of reference received from SC/ST/ Minority Commissions and MHA (b) References having financial implications.	GO/JS/SS	HS/PSH HS/PSH	MOS MOS
8	Evaluation of Complaints relating to Atrocities on SC/ST received from all Distts.	GO/JS/SS	HS/PSH	MOS
9	Monthly Review.	GO/JS/SS	HS/PSH	MOS
10	Annual Review.	GO/JS/SS	HS/PSH	MOS
11	Sending all sort of complaints for necessary action to Distt. Magistrate.	GO/JS	SS/HS	---
12	Inquests under 174 Cr.P.C.	GO/JS	SS/HS	---
13	Compulsory registration of marriages matters.	GO/JS/SS	HS/PSH	MOS
14	National Unity Council.	GO/JS/SS	HS/PSH	MOS/HM
15	SC/ST/PCR Act.	GO/JS/SS	HS/PSH	MOS/HM
16	Protection of Children/Suppression of Immoral Traffic Act.	GO/JS/SS	HS/PSH	---
17	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/JS/SS	HS/PSH	MOS/HM
18	All matters relating to Assembly Question.	GO/JS/SS	HS/PSH	MOS/HM
19	All matters relating to Parliament Question etc.	GO/JS/SS	HS	MOS

M. Home Department (Group-XIV-HR)

1	Complaints from National Human Rights Commission under Act, 1993.	GO/JS/SS	HS	MOS
2	Complaints from Rajasthan State Human Rights Commission under Act, 1993.	GO/JS/SS	HS	MOS
3	Financial sanction as per recommendations of NHRC/ SHRC.	GO/JS/SS	HS/PSH	MOS
4	Matters relating to RSHRC.	GO/JS/SS	HS/PSH	---
5	All establishment matters relating to SHRC	GO/JS/SS	HS/PSH	MOS

6	Appointment of Chairman/ Members of RSHRC.	GO/JS/SS	HS/PSH	MOS/HM
7	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/JS/SS	HS/PSH	MOS/HM
8	All matters relating to Assembly Question etc.	GO/JS/SS	HS/PSH	MOS/HM
9	All matters relating to Parliament Question etc.	GO/JS/SS	HS	MOS

Note :

1. PSH means Principal Secretary, Home & Chief Vigilance Commissioner, HS means Secretary, Home, SSH means Special Secretary Home, SHL means 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 Principal Secretary Home/Chief Secretary/Home Minister.
3. Matters required to be presented before Cabinet as per Rule 17 of Rules of Business will be submitted to Chief Minister through HS/PSH/CS/MOS/HM.
4. All policy matters relating to the Department will be brought to the notice of Principal Secretary, Home.
5. All cases considered important by the Secretary, Home/Secretary Home (Law)/Joint Secretary/Sr. Deputy Secretary/Deputy Secretary/Group Officer will be brought to the notice of the Principal Secretary, Home.
6. Cases ordinarily to be disposed of by the Minister (Home) will be disposed of by PSH, 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 PSH is out of station or out of office cases, to be decided by HM, will be submitted by SHL/HS directly to HM.
7. Cases to be disposed of by HS, in his absence, will be disposed of by PSH.
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) 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.
9. Cases not covered by the above items will be examined by Group Officer and put up to MOS through PSH for orders.


(Abhay Kumar)

Principal Secretary, Home

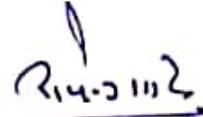
**GOVERNMENT OF RAJASTHAN
HOME GUARD DEPARTMENT
(GROUP-VII)**

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

Jaipur, Dated **17 FEB 2022**

ORDER

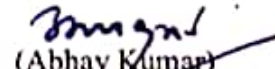
In accordance with Rule 21 of the Rules of Business and in supersession of all previous orders in this behalf, I hereby direct that cases and matters relating to the Home Guards Department shall ordinarily be disposed of in the manner indicated in the enclosed Appendix "A".



(Rajendra Gudha)
Minister of State-in-Charge
Home Guards & Civil Defence

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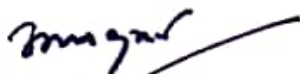
1. Secretary to Governor.
2. Principal Secretary to Chief Minister.
3. SA/PS to all Ministers & State Ministers.
4. Private Secretary to Chief Secretary.
5. All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries to the Government.
6. Secretary, Home Department/Secretary,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


(Abhay Kumar)
ACS, Home

Appendix-A

Home (Group-VII) Department

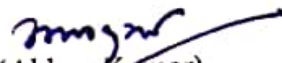
S. No.	Item	To be initiated examined and disposed of by	To be disposed of by	Whether to be submitted to MOS HG&CD
1.	Establishment matters			
a	Recruitment relaxation provided for in Rules regarding age, qualification, experience etc.	GO/JS	HS/ACSH	YES
b	Transfer/Posting/Promotions and Deputation of Gazetted officers	GO/JS	HS/ACSH	YES
c	Voluntary Retirement	GO/JS	HS/ACSH	YES, in the case of HOD
d	Compulsory retirement u/r 53(1) of RSR	GO/JS	HS/ACSH	YES
	Appeals of non Gazetted staff	GO/JS/SH		---
e	All other establishment matters	GO/JS	HS	YES
2.	Amendment in Service Rules	GO/JS	HS/ACSH	YES
3.	Foreign Training	GO/JS	HS/ACSH	YES
4.	Domestic Training Courses	GO/JS	HS	---
5.	All matters relating to litigations of H.G.	GO/JS	HS	---
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	---
7.	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	HS	YES
9.	Matters relating to Home-Guards.	GO/JS	HS/ACSH	YES
10.	All matters relating to Assembly Questions.	GO/JS	HS/ACSH	YES
11.	All matters relating to Parliament Questions etc.	GO/JS	HS/ACSH	---



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Note :-

1. MOS HG&CD means Minister of State in-charge for Home Guard Department & Civil Defence Department, ACSH means Additional Chief Secretary, SH means Secretary Home, 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 ACS Home, Chief Secretary and MOS Home Guards & Civil Defence.
3. Matter required to be presented before 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 department will be brought to the notice of ACS Home.
5. All cases considered important by the Group Officer and JS will be brought to the notice of Principal Secretary Home.
6. All urgent cases to be disposed of by ACSH 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 JS may dispose of urgent case.
8. Cases not covered by the above items will be examined by Group Officer and put up to the ACSH through the HS for orders.


(Abhay Kumar)
ACS, Home


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

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

Jaipur, Dated : 28/01/2022

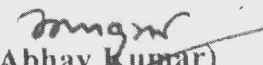
:: Order ::

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	

Amrinder

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