

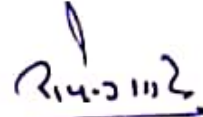
**GOVERNMENT OF RAJASTHAN  
HOME GUARD DEPARTMENT  
(GROUP-VII)**

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

Jaipur, Dated 17 FEB 2022

**ORDER**

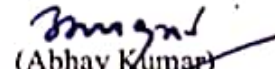
In accordance with Rule 21 of the Rules of Business and in supersession of all previous orders in this behalf, I hereby direct that cases and matters relating to the Home Guards Department shall ordinarily be disposed of in the manner indicated in the enclosed Appendix "A".



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

Copy forwarded to the :-


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