

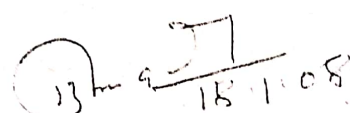
Government of Rajasthan
Home, Jail and Civil Defence & Home Guards Department

No F.3(12)Home/Gr.-6/03

Jaipur, Dated: 18/01/2008

Order

In accordance with Rule 21 of the Rules of Business and in supersession of all previous orders issued in the behalf, I hereby direct that cases and matters relating to the Home Department and Civil Defence & Home Guards & Jail Department shall ordinarily be disposed of in the manner indicated in the enclosed Appendix 'A'. In appendix 'B', all reference to Secretary under Serial No. 1,6,7,8,9,13,15 under A-Services would be construed as Principal Secretary. All matters under Appendix-B relating to Finance and Plan would be routed by the Special Secretary through Principal Secretary.


(Gulab Chand Kataria)

Minister-In-charge
Department of Home
and Civil Defence & Home Guards

Copy forwarded to the:-

1. Principal Secretary to Governor.
2. Principal Secretary to Chief Minister/ SA/PS to all Ministers & State Minister.
3. Private Secretary to Chief Secretary.
4. Private Secretary to Special Secretary, Home.
5. All Principal Secretaries / Secretaries to the Government.
6. Private Secretary to Secretary, Home.
7. Cabinet Secretariat.
8. All Sections / Groups/ Cell of the Secretariat.
9. Administrative Reforms (Gr.-7) Department.
10. SS (Home Law) Gr. 10 & Director Prosecution.
11. All Dy. Secretaries of Home Department for compliance, they will ensure the route of marking files to the higher authorities.
12. All Groups of Home Department.


(V.S.Singh)
Principal Secretary

Home and Home-Guards & Civil Defence department

S. No	Item	To be initiated examined and disposed of by	To be disposed by	Whether submitted to Minister
Home and Justice Department (Group-1 Police)				
A.	Home and Justice Department (Group-1 Police)			
1	All matters of Personnel Administration relating to Police / R.A.C./FSL/Wireless/ACB			
A	Establishment matters relating to Gazetted officers.	GO/DS	PSH	-
B	Recruitment relaxation provided for in Rules regarding age qualification, experience etc.	GO/DS	PSH	HM
C	Voluntary Retirement	GO/DS	PSH	HM
D	Complaint against personnel's of Police/RAC/FSL/ Wireless	GO/DS	PSH	-
E	Sanction for Purchases/Sale of land/Conveyance.	GO/DS	PSH	-
F	Representation of personnel's	GO/DS	PSH	-
G	Correction of date of birth.	GO/DS	PSH	-
2	Establishment matters relating to Non-Gazetted Staff Police/RAC/FSL/ Wireless/ACB.	GO/DS	PSH	HM
A	Recruitment relaxation provided for in Rules regarding age, qualification and experience etc.	GO/DS	PSH	-
B	Voluntary Retirement cases	GO/DS	PSH	HM
C	Correction of date of birth.	GO/DS	PSH	HM
3	Service Rules	GO/DS	PSH	-
4	Counting of Military Service.	GO/DS	PSH	HM
5	Compulsory retirement under Rule 53(1) of RSR.	GO/DS	PSH	HM
6	Appreciation of Service (Medals, Rewards, Honorarium)	GO/DS	PSH	HM
7	Appointment of Officer in-charge to conduct cases in the court.	GO/DS	PSH	-
8	Nomination for foreign Assignment	GO/DS	PSH	HM
9	Appointment of Committee to review Programmes/Schemes/Acts/Rules	GO/DS	PSH	HM
10	Adjournment motions, call attention notices, presentation of	GO/DS	PSH	MOS/HM

11	reports in legislature etc/ Parliament Questions	GO/DS	PSH	-
12	Notices under 80 C P.C	GO/DS	PSH	-
13	Police Act	GO/DS	PSH	-
14	Matters relating to legal proceedings and opinion Nomination of Committees. (A) State Level (B) Central Level	GO/DS GO/DS	PSH PSH	HM HM
15	Special appointment under Rule 17(4) of RPSS Rules on the post of Sub-Inspector	GO/DS	PSH	MOS/HM
16	Gallantry Promotion for the post of Sub-Inspector and Inspector	GO/DS	PSH	MOS/HM
17	Transfer from one Section to another in subordinate Police service	GO/DS	PSH	-
18	Sanction for prosecution and with drawl of cases from court.	GO/DS	PSH	HM
19	Matter related to sanction of dual charges to GO/Non GO	GO/DS	PSH	-
20	Appeals and litigation matters of Police/RAC/FSL/ Wireless personnel in cases other than CCA Rules	GO/DS	PSH	HM
21	Policy decisions.	GO/DS	PSH	HM
22	The Rajasthan Police Services.	GO/DS	PSH	HM
23	Verification of Character concerning employment in India.	GO/DS	PSH	HM
24	Matters regarding Rajasthan disease Government Servant Rules, 1996.	GO/DS	PSH	HM
B. Home and Justice Department (Group-II Accounts)				
1	Accounts/Financial sanctions, PAC, all budgetary matters relating to Police/ RAC/ Jail/ Home Guards & Civil Defence/ Forensic Science Laboratory/ACB	GO/DS/ AAO	PSH	HM
2	Condemnation of Stores/Vehicles	GO/DS/ AAO	PSH	-
3	Re-payment of Loans under various Schemes	GO/DS/ AAO	PSH	-

4	Regulation of excess calls of Police/ACB	GO/DS	PSH	-
5	Issuance of guide lines for purchasing of various Items as per GF&AR	GO/DS	PSH	-
6	Creation of police stations/out-posts	GO/DS	PSH	HM
7	Modernization Schemes- Police & Jail	GO/DS	PSH	HM
8	Advances under medical Attended Rules	GO/DS	PSH	-
9	Regulation of Daily Allowance under TA Rules	GO/DS	PSH	-
10	Matters relating to RPF, RPWF, RP Band Rules, RP Sports Fund Rules etc.	GO/DS	PSH	-
11	Matter relating Budget speech	GO/DS	PSH	MOS/HM
12	Medical cases to be referred to F.D. for Relaxation in Rules.	GO/DS	PSH	-
13	Disposal of complaints regarding Purchases etc.	GO/DS	PSH	-
14	Reimbursement of expenditure incurred on behalf of Govt. of India. (MHA)	GO/DS	PSH	-
15	All matters relating to the Rajasthan Jail Band Rules.	GO/ OSD	PSH	HM
16	Condemnation of Stores/ Vehicles	GO/ OSD	PSH	-
17	Matters relating to Prisoners welfare Fund Rules Jail Employees welfare Fund Rules.	GO/ OSD	PSH	-
C. Home and Justice Department (Group-III-Passport)				
1	Sanction for prosecution under passport Act, 1967	GO/OSD	PSH	HM
2	Sanction for prosecution with the consent of G.O.I under Immigration Act 1983	GO/OSD	PSH	-
3	With-drawl of cases from the court.	GO/OSD	PSH	MOS/HM
4	Issuance of "No Obligation to return to India" certificate to Indians staying in abroad.	GO/OSD	-	-
5	Matters relating to recovery of repatriation charges	GO/OSD	-	-

6	Verification of national status and antecedents of Indians staying in abroad.	GO/OSD	PSH	MOS/HM
7	Repatriation of Indians who are lodged in foreign Jails.	GO/OSD	PSH	-
8	Deposit of visa fee and transfer to MEA	GO/OSD	-	-
9	Instruction from GOI regarding issuance of passports.	GO/OSD	PSH	MOS/HM
10	Pilgrimage out-side India (Haj Pilgrimage and other pilgrimage)	GO/DS(S)	-	-
11	Adjournment motions, call attention notices, presentation of reports in legislative etc.	GO/OSD	PSH	MOS/HM
D. Home and Justice Department (Group-IV-Visa)				
1	Matters related to Pakistani & Others Foreigners (including matters under NSA)	GO/OSD	PSH	-
2	Grant of short term Visa Extension up to 3 months	GO/OSD	-	-
3	Grant of long Term/ yearly visa extension	GO/OSD	PSH	-
4	Grant of return visa	GO/OSD	-	-
5	Grant of visa for additional place	GO/OSD	-	-
6	grant of permission for change in travel route	GO/OSD	-	-
7	Deportation/repatriation cases	GO/OSD	PSH	-
8	Grant of permanent settlement facility in State	GO/OSD	PSH	-
9	Grant of Indian Citizenship cases	GO/OSD	PSH	-
10	Communication with MHA/MEA on visa and other matters	GO/OSD	PSH	-
11	Policy decisions regarding visa passport matters	GO/OSD	PSH	MOS/HM
12	Reimbursement of expenditure incurred on behalf of GOI (MHA)	GO/OSD	PSH	-
13	Adjournment motions, call attention notices, presentation of reports in legislative etc.	GO/OSD	PSH	MOS/HM
14	Pilgrimage except out side India, Participation in urs fair at Ajmer by Pak national.	GO/OSD	PSH	-

E. Home and Justice 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	PSH	HM
B	Institution of Administrative enquires and their reports	GO/DS	PSH	-
C	Ex -gratia grant to victim of firing and riots	GO/DS	PSH	HM
D	Service of civil/criminal process of other states.	GO/DS	PSH	HM
E	Prevention of cruelty to animal.	GO/DS	PSH	-
F	Notification under Sec. 34 of the Police Act.	GO/DS	PSH	-
2	Crime :-			
A	Petition for expeditious investigation or calling for reports from Police.	GO/DS	PSH	-
B	Transfer of Investigation to CID/CBI	GO/DS	PSH	-
C	Communal problems & related institutions.	GO/DS	PSH	-
3	Vagrancy.	GO/DS	PSH	-
4	Lunacy, Criminal Lunatics.	GO/DS	PSH	-
5	Assistance of Army, CPMF and other State Police force.	GO/DS	PSH	-
6	Vigilance Matters:-			
A	Activities of Individuals, Political & Communal organizations.	GO/DS	PSH	-
B	Police arrangements ofn Special occasions.	GO/DS	PSH	-
C	Intelligence Reports.	GO/DS	PSH	-
D	Matters relating to traffic control.	GO/DS	PSH	-
E	Complaints against Police personnel reg. investigation etc.	GO/DS	PSH	-
7	Burial lands and burial grounds, cremation and cremation grounds outside Municipal and Town areas.	GO/DS	PSH	HM
8	Litigations (civil) involving subjects mentioned above	GO/DS	PSH	-

9	Adjournment motions, call attention notices, presentation of reports in legislature etc/Parliament Questions.	GO/DS	PSH	HM
10	Rajasthan Dacoity affected Areas Act	GO/DS	PSH	HM
11	Complaints from Districts (Other than SC/ST/Women),	GO/DS	PSH	-

F. Home and Justice Department (Group-VI-Coordination)

1	Rajasthan Noise Control Act.	GO/DS	PSH	-
2	Co-ordination within Home Department matters related with more than one Group.	GO/DS	PSH	-
3	Submission of quarterly report of court cases to law Department.	GO/DS	PSH	-
4	Indian Treasure Trove Act. & Rules	GO/DS	PSH	-
5	Rajasthan Cinema Regulation Act. Permission for shooting of films in border Area.	GO/DS	PSH	-
6	Territorial Army	GO/DS	PSH	-
7	Video Regulation Act	GO/DS	PSH	-
8	Matters related to Railways	GO/DS	PSH	-
9	Traffic Control Regulations	GO/DS	PSH	-
10	Regulation of betting and gambling lotteries (except State Lotteries) but not including taxation thereon.	GO/DS	PSH	-
11	Parliament/Assembly Questions etc.	GO/DS	PSH	HM

G. Home and Justice Department (Group-VII-HG & CD)

1	Emergency relief organization, only Civil Defence i.e. matters pertaining to relief other than those mentioned at item no. 21 under Head-VI Revenue Department.	GO/DS	PSH	-
2	Declaration of Civil Defence City.	GO/DS	PSH	-
3	Deployment of Civil Defence Volunteers.	GO/DS	PSH	-

4	Matters relating to Home-guards.	GO/DS	PSH	-
5	All establishment matters relating to the officers and staff under the administrative control of the Department except matters allotted to the Department of Personnel, General Administration and Finance Departments.	GO/DS	PSH	-
6	All matters relating to litigations of C.D./H.G.	GO/DS	PSH	-
7	Matter relating to training to the officer/staff of CD/HG in the State/outside State	GO/DS	PSH	-
8	parliament/Assembly Questions etc.	GO/DS	PSH	-
H. Home and Justice Department (Group-IX-Security-II)				
1	Detention/Ordinance & Regulation	GO/DS	PSH	-
A	Border Development/ Security.	GO/DS	PSH	HM
B	Cases under National Security Act, 1980 pertaining to Indian National.	GO/DS	PSH	HM
C	Cases under COFEPOSA Act.	GO/DS	PSH	HM
D	Cases under PIT, NDPS Act	GO/DS	PSH	HM
E	Interviews with detunes NSA, COFEPOSA, PITNDPS.	GO/DS	PSH	HM
2	Security Matters	GO/DS	PSH	HM
A	Cases related to terrorism and related matters	GO/DS	PSH	HM
B	Border area development programme	GO/DS	PSH	HM
C	Cases related to issue of Identity cards in border districts.	GO/DS	PSH	HM
D	Internal Security Schemes (Districts)	GO/DS	PSH	-
E	Cases related to antinational activities such as espionage, smuggling, balloons of foreign countries etc.	GO/DS	PSH	-
F	Internal Security Schemes (Military)	GO/DS	PSH	-
G	Security of vital installations	GO/DS	PSH	-

H	Correspondence regarding maps supplied by survey of India police escort for Security.	GO/DS	PSH	-
I	Review of Security of President, vice President, P.M., Union Ministers, other Ministers of the States & other V.V.I.P	GO/DS	PSH	HM
J	Matters related to Security of Banks.	GO/DS	PSH	-
K	Security of Airports.	GO/DS	PSH	-
L	Matter relating to armed forces such as verification of character and antecedents, soldiers welfare, complaints by soldiers against civil matters etc.	GO/DS	PSH	-
3	Vigilance Matters :-			
A	Interception of Postal Mail/Telegrams.	-	PSH	-
B	Interception telephones	-	PSH	-
4	Narcotics Act.	GO/DS	PSH	-
5	Civil Military liaison conference.	GO/DS	PSH	-
6	Cases related to following Act.			
A	Terrorist and disruptive (prevention) Activities Act, 1987	GO/DS	PSH	HM
B	Official Secret Act.	GO/DS	PSH	HM
C	Unlawful activities (prevention) Act.	GO/DS	PSH	HM
D	Rajasthan Religious Buildings and places Act.	GO/DS	PSH	HM
E	Rajasthan essential services maintenance.	GO/DS	PSH	HM
F	Rajasthan Control of gunda Act.	GO/DS	PSH	HM
G	The terrorist affected areas (special courts) Act, 1984	GO/DS	PSH	HM
H	Matters relating to foreign contribution regulation Act.	GO/DS	PSH	-
7	ARMS, FIRE ARMS, AMMUNITION			
A	Reference from GOI involving policy matters relating to Indian arms Act & Rules	GO/DS	SSH/PSH	HM
B	References seeking clarification or instructions	GO/DS	SSH	-

C	Disposal of confiscated Arms.	GO/DS	SSH	-
D	General references to GOI for licencing authorities relating to Indian Arms Act & Rules	GO/DS	SSH/PSH	HM
E	Recommendation for new licenses to manufactures etc of firearms.	GO/DS	SSH	-
F	Recommendations for licence in form-III for possession of arms & ammunition of category (b) and (C)	GO/DS	SSH	-
G	Extension of area of arms license in forms- III to all India.	GO/DS	SSH	-
H	Permission for addl. Weapon.	GO/DS	SSH	-
I	Transfer of Arms or purchase of arms licenses valid for inter State/ All India	GO/DS	SSH	-
J	Grant of licenses in form I, IX, XI, XII, XIII & XIV	GO/DS	SSH	-
K	Renewal of Licenses in form IX, XI, XII, XIII & XIV	GO/DS	-	-
L	Release of Arms to the legal heirs of deceased license.	GO/DS	-	-
M	Permission for registration/renewal/change of address of arms licences issued from other States.	GO/DS	-	-
N	Amendments in the existing licences of deaslars.	GO/DS	SSH	-
O	Permission under section 6of Arms Act 1959.	GO/DS	SSH	-
P	Grant of exemption reg provisions of Indian arms Act & Rules.	GO/DS	SSH	-
Q	Revision of fees under the Arms Act & Rules	GO/DS	SSH/PSH	HM
R	Instruction's by the State Government for guidance of licencing authorities and amendment there of.	GO/DS	SSH/PSH	HM
S	Printing and supply of forms prescribed under the Arms Act & Rules.	GO/DS	SSH	-
T	Notification to be issued by the Government under the provisions of the Indian Arms Act & Rules.	GO/DS	SSH/PSH	HM

U	Returns under the Arms Rules & Disposal of confiscated arms.	GO/DS	SSH	-
V	Firearms of the ex-rulers & others and exemption thereof	GO/DS	SSH	-
S	Field firing :-	GO/DS	SSH	-
9	A. Demarcation of Areas.	GO/DS	SSH	-
9	B. Issue of notification under maneuvers of field firing and artillery practice Act, 1938	GO/DS	SSH	-
10	Land Acquisition:-	GO/DS	SSH/PSH	HM
	A. Acquisition of land for defense i.e Air force /Army etc.	GO/DS	SSH/PSH	HM
	B. Sanction of acquiring land U/S 17 of Central Land acquisition Act (Urgent Clause)	GO/DS	SSH/PSH	HM
	C. Sanction of award	GO/DS	SSH/PSH	HM
11	Meeting/Conferences relating to border affairs Distt / State level, border matters.	GO/DS	SSH/PSH	-
12	Clarification Reg domicile certificate.	GO/DS	SSH	-
13	Civil administration in army area occupied by India army forces.	GO/DS	SSH	-
14	Cases under the Indian explosive Act and explosive substances Act.	GO/DS	SSH	-
15	Reports of enquiries in respect of serious accidents under Indian petroleum Act, 1934	GO/DS	SSH/PSH	HM
16	Preventive detention.	GO/DS	SSH	-
17	Petroleum and other dangerously inflammable substances.	GO/DS	SSH	-
18	Institution of Judicial enquiries and their reports.	GO/DS	SSH	-
19	Parliament/Assembly Question etc.	GO/DS	SSH/PSH	HM

I. Home and Justice Department (Group-X-Home-Law)				
1	Appeals under Indian explosive Act and explosive substances Act.	GO/ALR	SSHL	-
2	Appeal under the Rajasthan Cinema Regulation Act, 1962.	GO/ALR	SSHL/PSH	HM

3	Appeal under Arms Act, 1959.	GO/ALR	SSHL/PSH	HM
4	Appeal under Rajasthan Central Goondas Act, 1975.	GO/ALR	SSHL/PSH	HM
5	Appeal under Petroleum Act.	GO/ALR	SSHL/PSH	HM
6	Withdrawing from prosecution under section 321 of Cr. P.C.	GO/ALR	SSHL/PSH	HM
7	Unlawful activities Act.	GO/ALR	SSHL/PSH	HM
8	Matters related to I.P.C.&Cr.P.C.	GO/ALR	SSHL/PSH	HM
9	Notification under Sec. 34 Police Act.	GO/ALR	SSHL/PSH	HM
10	Issue of orders U/S 268 Cr.P.C.	GO/ALR	SSHL	-
11	Criminal Tribes.	GO/ALR	SSHL	-
12	All criminal appeals/Criminal writ Petitions concerning criminal prosecution/habeas corpus petition/SLPs	GO/ALR	SSHL/PSH	-
13	Parliament/Assembly Question etc.	GO/ALR	SSHL	HM
J. Home and Justice Department (Group-XI-ACB& VIG.)				
1	All matters relating to CVC.	GO/DS	PSH	-
2	All matters relating to Anti Corruption Bureau.	GO/DS	PSH	-
3	Appeals U/R 23 CCA Rules.	GO/DS	PSH	HM
4	Revision U/R 34 CCA Rules.	GO/DS	PSH	HM
5	All litigation matters concerning disciplinary proceedings. of Non-gazetted personnel in Police / RAC. /FSL/Wireless/ACB.	GO/DS	PSH	HM
6	All matters pertaining to MACT claims.	GO/DS	PSH	HM
7	Parliament/Assembly Question etc.	GO/DS	PSH	HM
K. Home and Justice Department (Group-XII-Jail.)				
1	All matters relating to the Rajasthan Jails Service.	GO/OSD	PSH	HM

2	All matters relating to the Rajasthan Jails Subordinate Service.	GO/OSD	PSH	-
3	All matters relating to the Rajasthan Prisoners Act, 1894.	GO/OSD	PSH	HM
4	All matters relating to the Rajasthan Prisoners Act, 1960.	GO/OSD	PSH	HM
5	All matters relating to the Rajasthan Prisoners Rules, 1951.	GO/OSD	PSH	HM
6	All matters relating to the Rajasthan Prisoners Release on Parole Rules, 1958.	GO/OSD	-	-
7	All matters relating to the Rajasthan Prisoners (Shortening of Sentences) Rules, 2006.	GO/OSD	PSH	-
8	All matters relating to the Rajasthan Open air camp Rules, 1972	GO/OSD	PSH	-
9	All matters relating to Rules for Apptt. & Guidance's of Official Visitors of Prisons.	GO/OSD	PSH	-
10	Acquisition of Land for Departmental Use.	GO/OSD	PSH	HM
11	Construction of Jail Buildings.	GO/OSD	PSH	HM
12	Parliament and Assembly matters pertaining to Department.	GO/OSD	PSH	HM
13	Legal matters pertaining to Department.	GO/OSD	PSH	-
14	Petitions for mercy from sentence of death/Remission of other sentences.	GO/OSD	PSH	HM
15	Prisons.	GO/OSD	-	-
16	Prisoners aid societies.	GO/OSD	-	-
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/OSD	PSH	HM
18	Complaints against (a) Gazetted Officers (b) Non-gazetted	GO/OSD GO/OSD	PSH -	MOS/HM -
19	Service Rules	GO/OSD	PSH	-

20	Representations (a) Gazetted Offices (b) Non-Gazetted	GO/ OSD GO/ OSD	PSH PSH	MOS -
21	Correction of Date of Birth (a) Gazetted Officer (b) Non-Gazetted	GO/ OSD GO/ OSD	PSH PSH	MOS MOS
22	Sanction for purchase/ sale of land, conveyance by the Gazetted Officers	GO/ OSD	PSH	-
23	Compulsory retirement u/r 53 (1) of RSR	GO/ OSD	PSH	MOS
24	Appreciation of Service (Medals, Rewards, Awards, Appreciation letter and Honorarium)	GO/ OSD	PSH	MOS/HM
25	Conferences, committee, fairs, exhibitions, information & publicity Zonal Councils –recommendations and decisions there of	GO/ OSD	PSH	-
26	Assembly & Parliament Adjournment motions, call attentions notices, Presentation of reports in the legislature etc.	GO/ OSD	PSH	MOS
27	Litigation Approval of replies	GO/ OSD	PSH	-
28	Other matters Inspection reports of Jails by DG/IG Prisons	GO/ OSD	PSH	MOS
29	Removal of prisoners, accused persons, and persons subjected to prevention detention from Rajasthan to other State and vice-versa.	GO/ OSD	PSH	MOS/HM
30	Hunger strike reports	GO/ OSD	PSH	-
31	Premature release of convicts on recommendations of the Advisory Board	GO/ OSD	PSH	MOS/HM
32	Remission & Suspension of Sentence	GO/ OSD	PSH	MOS/HM
33	Sending prisoners open air camp	GO/ OSD	PSH	-
34	Release on Parole	GO/ OSD	PSH	-

20	Representations (a) Gazetted Offices (b) Non-Gazetted	GO/ OSD GO/ OSD	PSH PSH	MOS -
21	Correction of Date of Birth (a) Gazetted Officer (b) Non-Gazetted	GO/ OSD GO/ OSD	PSH PSH	MOS MOS
22	Sanction for purchase/ sale of land, conveyance by the Gazetted Officers	GO/ OSD	PSH	-
23	Compulsory retirement u/r 53 (1) of RSR	GO/ OSD	PSH	MOS
24	Appreciation of Service (Medals, Rewards, Awards, Appreciation letter and Honorarium)	GO/ OSD	PSH	MOS/HM
25	Conferences, committee, fairs, exhibitions, information & publicity Zonal Councils –recommendations and decisions there of	GO/ OSD	PSH	-
26	Assembly & Parliament Adjournment motions, call attentions notices, Presentation of reports in the legislature etc.	GO/ OSD	PSH	MOS
27	Litigation Approval of replies	GO/ OSD	PSH	-
28	Other matters Inspection reports of Jails by DG/IG Prisons	GO/ OSD	PSH	MOS
29	Removal of prisoners, accused persons, and persons subjected to prevention detention from Rajasthan to other State and vice-versa.	GO/ OSD	PSH	MOS/HM
30	Hunger strike reports	GO/ OSD	PSH	-
31	Premature release of convicts on recommendations of the Advisory Board	GO/ OSD	PSH	MOS/HM
32	Remission & Suspension of Sentence	GO/ OSD	PSH	MOS/HM
33	Sending prisoners open air camp	GO/ OSD	PSH	-
34	Release on Parole	GO/ OSD	PSH	-

35	Grant of special remission	GO/ OSD	PSH	MOS/HM
36	Mercy petition/Petition under Article 161 of Constitution	GO/ OSD	PSH	MOS/HM
37	Opening & Abolition of Jails and Lockups etc.	GO/ OSD	PSH	MOS/HM
38	Supply of Arms Ammunitions to Jail Department	GO/ OSD	PSH	MOS
39	Jail Administration Reforms reports	GO/ OSD	PSH	MOS
40	Arrangements for providing guards for prisons	GO/ OSD	PSH	-
41	Inter-State transfer of Prisoners	GO/ OSD	PSH	MOS/HM
42	Nomination to various Committee	GO/ OSD	PSH	MOS/HM
43	Nomination to Foreign Assignments	GO/ OSD	PSH	MOS/HM
44	Death of Prisoners	GO/ OSD	PSH	-
45	All matter relating to Raj. Prisons Act, 1960 & Rules there under.	GO/ OSD	PSH	MOS/HM
46	Nominations of Non-official members for Advisory board under rules 3, sub rule (3) of Raj. Prisons Shortening of sentences rules, 2006	GO/ OSD	PSH	MOS/HM
47	Nomination of Non-official / official visitors under rule 3, sub-rule (A) of Part 23 of Raj. Prisons rules, 1951	GO/ OSD	PSH	MOS/HM
48	Appeals under Rule-23 of CCA Rules	GO/ OSD	PSH	-
	Review /Appeals under Rule-34 of CCA Rules.	GO/ OSD	PSH	-
49	Escape of prisoners from Jail/Police Custody parole.	GO/ OSD	PSH	-
50	Parliament/assembly Question etc.	GO/ OSD	PSH	MOS
L. Home and Justice Department (Group-XIII-Grievance Redresal)				
1	Atrocities on women	GO/ DS	PSH	-
2	Sati prevention Act, 1987	GO/DS	PSH	HM
3	Child marriage rest. Act, 1929(Child marriage prohibition Act., 2006)	GO/DS	PSH	-
4	Dowry prohibition Act, 1961	GO/DS	PSH	-
5	Matters relating to atrocities on people belonging to Rajasthan living in other parts of India & Abroad.	GO/DS	PSH	HM

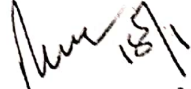
6	Complaints from ST/SC/Minorities.	GO/DS	PSH	HM
7	All matters relating to Sati Prevention Act.	GO/DS	PSH	HM
A	Disposal of reference received from SC/ST/ minority Commissions and MHA.	GO/DS	PSH	HM
B	Evaluation of complaints relating to atrocities on SC/ST received from all Distts.	GO/DS	PSH	-
C	Monthly Review.	GO/DS	PSH	-
D	Annual Review.	GO/DS	PSH	-
E	Sending all sort of complaints for necessary action to distt. magistrate.	GO/DS	PSH	-
F	Inquests under 174 Cr.P.C.	GO/DS	PSH	-
G	State/ National integration council.	GO/DS	PSH	-
H	Compulsory registration of marriages matters.	GO/DS	PSH	-
8	Parliamentary /Assembly Question etc.	GO/DS	PSH	HM
9	National unity council.	GO/DS	PSH	-
10	SC/ST/PCR Act.	GO/DS	PSH	HM
11	Protection of Children /Suppression of Immoral Traffic Act.	GO/DS	PSH	HM
M. Home and Justice Department (Group-XIV-HR)				
1	Complaints from National Human Rights Commission under Act, 1993.	GO/DS	PSH	-
2	Complaints from Rajasthan State Human Rights Commission under Act, 1993.	GO/DS	PSH	-
3	Financial sanction as per of recommendations NHRC/SHRC.	GO/DS	PSH	HM

4	All matters relating to RSHRC.	GO/DS	PSH	HM
5	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/DS	PSH	HM
6	Appointment of Chairman/Members of RSHRC.	GO/DS	PSH	HM
7	Parliamentary / Assembly Question etc.	GO/DS	PSH	HM

Note :

1. HM means Minister in charge, Home, Civil Defence and Home Guard & Jail Department MoS means Minister of State for Department of Home & jail, CS means Chief Secretary, PSH means Principal Secretary Home Transport, DIPR & Chief Vigilance Commissioner, SSH means Special Secretary Home, SSHL Means Special Secretary Home Law, DS means Deputy Secretary, OSD means Officer on Special Duty and GO means Group Officer.
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. Cases mentioned at So. No. 36 of Home Group-12 will be submitted to H.E. Governor through CM and Cases mentioned that So. No. 42 & 43 will be submitted to CM through CS/HM.
4. Matters required to be presented before cabinet as per rule 17 of Rules of Business will be submitted to Chief Minister through PSH/CS/HM.

5. All policy matters relating to department will be brought to the notice of Principal Secretary Home.
6. All cases considered important by the group officer and Dy. Secretary will be brought to the notice of the Principal Home Secretary.
7. Cases ordinarily to be disposed of by PSH in the absence of the Minister 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 on.
8. The Special Secretary, Home in the absence of the Principal Secretary Home may dispose of the cases, which have to be disposed of by the latter, according to this standing order.
9. Similarly, Group Officer in the absence of Dy. Secretary may dispose of urgent cases.
10. Opportunity of being heard in the appeals under CCA Rules will be afforded by the Dy. Secretary/OSD concerned and submitted to HM through PSH.
11. Cases not covered by the above items will be examined by Group Officer and put up to Secretary for orders.


(V. S. Singh)
Principal Secretary, Home