

Government of Rajasthan

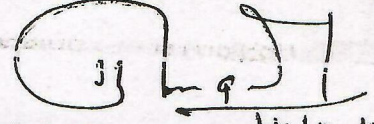
Home Department

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

Jaipur, Dated: 05.10.2017

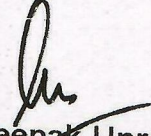
Order

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 Department shall ordinarily be disposed of in the manner indicated in the enclosed Appendix -"A".


(Gulab Chand Kataria)
Minister (Home)

Copy forwarded for information to the following : -

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. All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries to the Government.
5. Secretary, Home Department.
6. Cabinet Secretariat.
7. All Sections / Groups/ Cell of the Secretariat.
8. Administrative Reforms (Gr.-7) Department.
9. SS (Home Law) Gr. 10 & Director Prosecution.
10. 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.
11. All Groups of Home Department.
12. Guard file.


(Deepak Upreti)
Principal Secretary, Home

Home Department

Appendix -"A"

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	YES
b	Voluntary Retirement	GO/Sr.DS/JS	HS	YES
c	Complaint against personnels 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 personnels	GO/Sr.DS/JS	HS/ PSH	---
f	Correction of date of birth.	GO/Sr.DS/JS	HS	YES
g	Transfer/Posting/Promotions and deputation of Gazetted Officers.	GO/Sr.DS/JS	HS/ PSH	YES/CM
h	Foreign Training of all ranks	GO/Sr.DS/JS	HS/ PSH	YES
i	Domestic Training Courses	GO/Sr.DS/JS	HS	---
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/ PSH	YES
b	Voluntary Retirement cases	GO/Sr.DS/JS	HS	---
c	Correction of date of birth.	GO/Sr.DS/JS	HS	YES
3	Service Rules.	GO/Sr.DS/JS	HS/ PSH	YES
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	YES
6	Appreciation of Service (Medals, Rewards, Honorarium)	GO/Sr.DS/JS	HS/ PSH	YES/CM
7	Appointment of Officer in-charge to conduct cases in the court.	GO/Sr.DS/JS	HS	---
8	Nomination for foreign/UN-assignment	GO/Sr.DS/JS	HS/ PSH	YES
9	Appointment of Committee to review Programmes/Schemes/Acts/Rules	GO/Sr.DS/JS	HS/ PSH	YES
10	Notices under 80 C.F.C.	GO/Sr.DS/JS	HS/ PSH	---

11	Raj. Police Act-2007-All Notifications and all appointments under Raj. Police Act. 2007	GO/Sr.DS/JS	HS/ PSH	YES
12	Matters relating to legal proceedings and opinion.	GO/Sr.DS/JS	HS/ PSH	YES
13	Nomination of Committees. (A) State Level (B) Central Level	GO/Sr.DS/JS	HS/ PSH	YES
		GO/Sr.DS/JS	HS/PSH	YES
14	Special appointment under Rule 17(4) of RPSS Rules on the post of Sub-Inspector	GO/Sr.DS/JS	HS/PSH	YES
15	Gallantry Promotion for the post of Sub-Inspector and Inspector.	GO/Sr.DS/JS	HS/PSH	YES
16	Transfer from one Section to another in subordinate Police service	GO/Sr.DS/JS	HS/PSH	YES
17	Matter related to sanction of dual charges to (A)Gazetted Officers (B)Non Gazetted Officers	GO/Sr.DS/JS	HS	---
		GO/Sr.DS/JS	HS	---
18	Policy decision with regard to police establishment.	GO/Sr.DS/JS	HS/PSH	YES
19	Verification of Character concerning employment in India.	GO/Sr.DS/JS	HS	---
20	Matters regarding Rajasthan deceased Government Servant Rules , 1996.	GO/Sr.DS/JS	HS	---
21	Appeals and litigation matters of Police/RAC/FSL/Wireless personnel in cases other than CCA Rules.	GO/Sr.DS/JS	HS/PSH	YES
22	Adjournment motions, call attention notices, presentation of Annual Administrative Reports & Other Reports in legislature.	GO/Sr.DS/JS	HS/PSH	YES
23	All matters relating to Assembly Question etc.	GO/Sr.DS/JS	HS/PSH	YES
24	All matters relating to Parliament.	GO/Sr.DS/JS	HS/PSH	---

B. Home Department (Group-II Accounts)

1	Administrative/Financial sanctions relating to Police/RAC a) Above Rs. 50 lakhs b) Upto Rs. 50 Lakhs	GO/AAO/JS	HS/PSH	YES
		GO/AAO/JS	HS/PSH	---
2	PAC, Condemnation of stores/vehicles, Repayment of loans under Various schemes, all budgetary matters relating to Police /RAC	GO/AAO/JS	HS	---
3	Administrative/Financial sanctions relating to Jail/Home Guards/FSL/ACB. a) Above Rs. 50 lakhs b) Upto Rs. 50 Lakhs	GO/AO/JS	HS/PSH	YES
		GO/AO/JS	HS/PSH	---

4	PAC, Condemnation of stores/vehicles, Re-payment of loans under Various schemes, all budgetary matters relating to Jail/Home Guards/Defence/FSL/ACB.	GO/AO/JS	HS	---
5	Regulation of excess calls	GO/JS	HS	---
6	Issuance of guide lines for purchasing of various Items as per RTPP Act.	GO/JS	HS/PSH	YES
7	Creation of police stations/outposts	GO/JS	HS/PSH	YES
8	Modernization Schemes	GO/JS	HS/PSH	YES
9	Advances under Medical Attendance Rules	GO/JS	HS	---
10	Regulation of Daily Allowance under TA Rules	GO/JS	HS	---
11	Matters relating to RPBF, RPWF, RP Band Rules, RP Sports Fund Rules etc.	GO/JS	HS	---
12	Matter relating Budget speech ✓	GO/JS	HS/PSH	YES
13	Medical cases to be referred to F.D. for Relaxation in Rules.	GO/JS	HS	---
14	Disposal of complaints regarding Purchases etc.	GO/JS	HS/PSH	---
15	Reimbursement of expenditure incurred on behalf of Govt. of India. (MHA)	GO/JS	HS	---
16	Matters relating to Jail Employees Benevolent Fund, Welfare Fund, Sports Fund Rules etc.	GO/DS/JS	HS/PSH	---
17	All matters relating to the Rajasthan Prisoners Band Rules.	GO/DS/JS	HS/PSH	YES
18	Matters relating to Prisoners Welfare Fund Rules.	GO/DS/JS	HS/PSH	YES
19	Adjournment motions, call attention notices, presentation of Performance Budgets & Other reports in legislature.	GO/JS	HS/PSH	YES
20	Land acquisition/allotment matters pertaining to Police Department.	GO/JS	HS/PSH	YES
21	All matters relating to Assembly Question.	GO/JS	HS/PSH	YES
22	All matters relating to Parliament Question.	GO/JS	HS/PSH	---
C. Home Department (Group-III-Passport)				
1	Sanction for prosecution under Passport Act, 1967	GO/DS/JS	HS	YES
2	Sanction for Prosecution by GOI under Immigration Act, 1983	GO/DS/JS	HS/PSH	---

3	Withdrawal of cases from the Court	GO/DS/JS	HS/PSH	YES
4	Issuance of "No Obligation to return to India" certificate to Indians staying in abroad	GO/DS/JS	HS	---
5	Matters relating to recovery of repatriation charges	GO/DS/JS	HS	---
6	Verification of national status and antecedents of Indians staying in abroad	GO/DS/JS	HS	---
7	Repatriation of Indians who are lodged in foreign jails	GO/DS/JS	HS/PSH	---
8	Instruction from GOI regarding issuance of Passports	GO/DS/JS	HS/PSH	---
9	Pilgrimage out-side India (Except Haj Pilgrimage)	GO/DS/JS	HS/PSH	YES
10	Adjournment motions, call attention notices, presentation of reports in legislature etc.	GO/DS/JS	HS/PSH	YES
11	All matters relating to Assembly Question	GO/DS/JS	HS/PSH	YES
12	All matters relating to Parliament Question etc.	GO/DS/JS	HS/PSH	---
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	HS/PSH	---
2	Recommendation for Long Term visa	GO/ Sr.DS	JS	---
3	Extension of Long Term Visa - yearly/two yearly	GO/ Sr.DS	JS	---
4	Grant of return visa (NORI)	GO/ Sr.DS	JS	---
5	Extension of all type of visa of foreigners (Other than Pakistani nationals)	GO/ Sr.DS	JS	---
6	Conversion of all type of visa of foreigners (Other than Pakistani nationals)	GO/ Sr.DS/JS	JS	---
7	Grant of visa for additional place	GO/ Sr.DS/JS	HS	---
8	Grant of permission for change in travel route	GO/ Sr.DS/JS	HS	---
9	Deportation/Repatriation cases	GO/ Sr.DS/JS	HS/PSH	---
10	Grant of Permanent settlement facility in State	GO/ Sr.DS/JS	HS/PSH	---
11	Grant of Indian Citizenship cases	GO/ Sr.DS/JS	HS/PSH	---
12	Communication with MHA/MEA on visa and other matters	GO/ Sr.DS/JS	HS	---
13	Policy decisions regarding visa passport matters	GO/ Sr.DS/JS	HS/PSH	YES
14	Reimbursement of expenditure incurred on behalf of GOI (MHA)	GO/ Sr.DS/JS	HS/PSH	---
15	Preventive detention of Foreign nationals under National Security Act, 1980/COFEPOSA Act/PIT,	GO/ Sr.DS/JS	HS/PSH	YES

	NDPS Act.			
16	Pilgrimage in India including Participation in Urs fair at Ajmer by Pak national	GO/ Sr.DS/JS	HS/PSH	---
17	Deposit of visa fee and transfer to MEA	GO/ Sr.DS/JS	HS	---
18	Adjournment motions, call attention notices, presentation of reports in legislature etc.	GO/ Sr.DS/JS	HS/PSH	YES
19	All matters relating to Assembly Question	GO/ Sr.DS/JS	HS/PSH	YES
20	All matters relating to Parliament Questions etc.	GO/ Sr.DS/JS	HS/PSH	---
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/Sr.DS	HS/PSH	YES
B	Institution of Administrative enquires and their reports.	GO/DS/Sr.DS	HS/PSH	YES
C	Ex -gratia grant to victim of firing and riots	GO/DS/Sr.DS	HS/PSH	YES
D	Service of civil/criminal process of other states.	GO/DS/Sr.DS	HS	---
E	Prevention of cruelty to animal.	GO/DS/Sr.DS	HS	---
F	Notification under Sec. 60 of the Police Act.	GO/DS/Sr.DS	HS/PSH	YES
2	Crime :-			
A	Petition for expeditious investigation or calling for reports from Police.	GO/DS/Sr.DS	HS	---
B	Transfer of Investigation to CID(CB)/SOG	GO/DS/Sr.DS	HS/PSH	YES
C	Transfer of Investigation to CBI	GO/DS/Sr.DS	HS/PSH	YES
D	Notices under 80 CPC(Civil matters)	GO/DS/Sr.DS	HS/PSH	---
E	Communal problems & related institutions.	GO/DS/Sr.DS	HS/PSH	---
3	Vagrancy.	GO/DS/Sr.DS	HS	---
4	Lunacy, Criminal Lunatics.	GO/DS/Sr.DS	HS	---
5	Assistance of Army, CPMF and other State Police force.	GO/DS/Sr.DS	HS/PSH	---
6	Vigilance Matters:-			
A	Activities of Individuals, Political & Communal organizations.	GO/DS/Sr.DS	HS/PSH	---
B	Police arrangements on Special occasions.	GO/DS/Sr.DS	HS	---
C	Intelligence Reports.	GO/DS/Sr.DS	HS/PSH	YES
D	Matters relating to traffic control & Regulations.	GO/DS/Sr.DS	HS/PSH	---
E	Matters relating to Road safety..	GO/DS/Sr.DS	HS/PSH	---
F	Complaints against Police personnel reg. investigation etc. - change of Investigating Officer.	GO/DS/Sr.DS	HS/PSH	---

7	Burial lands and burial grounds, cremation and cremation grounds outside Municipal and Town areas.	GO/DS/Sr.DS	HS/PSH	YES
8	Litigations (civil) involving subjects mentioned above.	GO/DS/Sr.DS	HS/PSH	---
9	Complaints from Other than SC/ST/Women.	GO/DS/Sr.DS	HS	---
10	Rajasthan Dacoity affected Areas Act.	GO/DS/Sr.DS	HS	YES
11	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS/Sr.DS	HS/PSH	YES
12	All matters relating to Assembly Question etc.	GO/DS/Sr.DS	HS/PSH	YES
13	All matters relating to Parliament Question etc.	GO/DS/Sr.DS	HS/PSH	---
F. Home Department (Group-VI-Coordination)				
1	Co-ordination within Home Department matters related with more than one Group	GO/Sr.DS	HS	---
2	Rajasthan Noise Control Act.	GO/Sr.DS	HS	---
3	Indian Treasure Trove Act. & Rules	GO/Sr.DS	HS	---
4	Rajasthan Cinema Regulation Act. Permission for shooting of films in border Area.	GO/Sr.DS	HS	---
5	Video Regulation Act	GO/Sr.DS	HS	---
6	Regulation of betting and gambling lotteries (except State Lotteries) but not including taxation thereon.	GO/Sr.DS	HS	---
7	Submission of quarterly report of court cases to law Department.	GO/Sr.DS	HS	---
8	Co-ordination of RTI matters and first appeal under Section-19(1) of RTI Act related to Home Department	GO/Sr.DS	HS	---
9	Website of Home Department (Co-ordination to all sections of Home Department).	GO/Sr.DS	HS	---
10	Co-ordination of Rajasthan Sampark applications.	GO/Sr.DS	HS	---
11	Co-ordination of CMIS matters.	GO/Sr.DS	HS	---
12	Co-ordination of CMO's VIP/VVIP References.	GO/Sr.DS	HS/PSH	---
13	Citizen Charter of All HOD's under Home Department.	GO/Sr.DS	HS/PSH	YES
14	E-Governance.	GO/Sr.DS	HS	---
15	All matters relating to Assembly Question etc.	GO/Sr.DS	HS/PSH	YES
16	All matters relating to Parliament Question etc.	GO/Sr.DS	HS/PSH	---

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

1.	All matters establishment relating to the officers and staff under administrative control of the Departmental except matters allotted to the Department of Personnel, General Administration and finance Departments	GO/JS	HS/PSH	YES
2.	All matters relating to litigations of H.G.	GO/JS	HS/PSH	---
3.	Matter relating training to the officers/staff of HG in the State/outside State.	GO/JS	HS/PSH	---
4.	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/PSH	---
5.	Appeal U/R-23 CCA Rules.(Constable to Platoon Commander)	GO	JS	--
	Appeal U/R-23 CCA Rules.(Company Commander)	GO/JS	HS	--
6.	Revision U/R 34 CCA Rules.	GO/JS	HS/PHS	Yes
7.	Matters relating to Home-guards.	GO/JS	HS/PSH	---
8.	Assembly Questions etc.	GO/JS	HS/PSH	YES
9.	Parliament Questions etc.	GO/JS	HS/PSH	---

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

1	Detention/Ordinance & Regulation			
A	Border Security.	GO/JS	HS/PSH	YES
B	Cases under National Security Act, 1980 pertaining to Indian National.	GO/JS	HS/PSH	YES
C	Cases under COFEPOSA Act.	GO/JS	HS/PSH	YES
D	Cases under PIT, NDPS Act	GO/JS	HS/PSH	YES
2	Security Matters			
A	Cases related to terrorism and related matters	GO/JS	HS/PSH	YES
B	Cases related to issue of Identity cards in border districts.	GO/JS	HS/PSH	YES
C	Internal Security Schemes (Districts)	GO/JS	HS/PSH	---
D	Cases related to antinational activities such as espionage, smuggling, balloons of foreign countries etc.	GO/JS	HS/PSH	---
E	Internal Security Schemes (Military)	GO/JS	HS/PSH	---

F	Security of vital installations	GO/JS	HS/PSH	---
G	Correspondence regarding maps supplied by Survey of India police escort for Security.	GO/JS	HS	---
H	Review of Security of President, vice President, P.M., Union Ministers, other Ministers of the States & other V.V.I.P	GO/JS	HS/PSH	YES
I	Matters related to Security of Banks.	GO/JS	HS	---
J	Security of Airports.	GO/JS	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/JS	HS	---
L	Territorial Army.	GO/JS	HS	---
3	Vigilance Matters :-			
A	Interception of Postal Mail/Telegrams.	---	HS	---
B	Interception of telephones	---	HS	---
4	Narcotics Act.	GO/JS	HS/PSH	---
5	Civil Military liaison conference.	GO/JS	HS/PSH	YES
6	Cases related to following Acts.			
A	Terrorist and Disruptive (prevention) Activities Act, 1987	GO/JS	HS/PSH	YES
B	Official Secret Act.	GO/JS	SSHL/HS	YES
C	Unlawful activities (Prevention) Act.	GO/JS	HS/PSH	YES
D	Rajasthan Religious Buildings and places Act.	GO/JS	HS/PSH	YES
E	Rajasthan essential services maintenance.	GO/JS	HS/PSH	YES
F	Rajasthan Control of goonda Act.	GO/JS	HS	YES
G	The terrorist affected areas (special courts) Act, 1984	GO/JS	HS/PSH	YES
H	Matters relating to Foreign Contribution Regulation Act.	GO/JS	HS/PSH	---
7	ARMS, FIRE ARMS, AMMUNITION			
A	Reference from GOI involving policy matters relating to Indian arms Act & Rules	GO/JS	HS/PSH	YES
B	References seeking clarification or instructions	GO/JS	HS/PSH	---
C	Disposal of confiscated Arms.	GO/JS	HS	---
D	General references to GOI for licencing authorities relating to Indian Arms Act & Rules	GO/JS	HS/PSH	YES
E	Recommendation for new licenses to manufactures etc of firearms.	GO/JS	HS/PSH	YES

M/

F	Recommendations for licence in form-III for possession of arms & ammunition of category (b) and (C)	GO/JS	HS	---
G	Extension of area of arms license in forms- III to all India.	GO/JS	HS	---
H	Permission for addl. Weapon.	GO/JS	HS	---
I	a) Transfer of Arms or purchase of arms licenses valid for All India.	GO/JS	HS	---
	b) Transfer of Arms or purchase of arms licenses valid for inter State.	GO/JS	HS	---
J	Grant of licenses in form IX, XI, XII, XIII & XIV	GO/JS	HS	---
K	Renewal of Licenses in form IX, XI, XII, XIII & XIV	GO/JS	HS	---
L	Amendments in the existing licenses of dealers.	GO/JS	HS/PSH	---
M	Permission under section 6 of Arms Act 1959.	GO/JS	HS/PSH	---
N	Grant of exemption reg. provisions of Indian arms Act & Rules.	GO/JS	HS/PSH	---
O	Revision of fees under the Arms Act & Rules.	GO/JS	HS/PSH	YES
P	Instructions by the State Government for guidance of licensing authorities and amendment thereof.	GO/JS	HS/PSH	YES
Q	Notification to be issued by the Government under the provisions of the Indian Arms Act & Rules.	GO/JS	HS/PSH	YES
R	Returns under the Arms Rules & Disposal of confiscated arms.	GO/JS	HS	---
S	Firearms of the ex-rulers & others and exemption thereof.	GO/JS	HS	---
T	Appeal under Arms Act.	GO/JS	HS	---
8	<u>Field firing :-</u> Demarcation of Areas.	GO/JS	HS/PSH	YES
9	Issue of notification under maneuvers of field firing and artillery practice Act, 1938	GO/JS	HS/PSH	YES
10	<u>Land Acquisition:-</u> A. Acquisition of land for defence i.e. Air force /Army etc.	GO/JS	HS/PSH	YES
	B. Sanction of acquiring land U/S 17 of Central Land Acquisition Act (Urgent Clause)	GO/JS	HS/PSH	YES
	C. Sanction of award	GO/JS	HS/PSH	YES
11	Meeting/Conferences relating to border affairs	GO/JS	HS/PSH	---

	Distt./ State level, border matters.			
12	Clarification Reg. domicile certificate.	GO/JS	HS/PSH	---
13	Civil administration in army area occupied by India army forces.	GO/JS	HS/PSH	YES
14	Cases under the Indian Explosive Act and explosive substances Act	GO/JS	HS	---
15	Reports of enquiries in respect of serious accidents under Indian Petroleum Act, 1934	GO/JS	HS/PSH	YES
16	Cases under The Rajasthan Prevention of Anti Social Activities Act 2006	GO/JS	HS/PSH	YES
17	Petroleum and other dangerously inflammable substances.	GO/JS	HS/PSH	---
18	Institution of Judicial enquiries and their reports.	GO/JS	HS/PSH	YES
19	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/JS	HS/PSH	YES
20	All matters relating to Assembly Question etc.	GO/JS	HS/PSH	YES
21	All matters relating to Parliament Question etc.	GO/JS	HS/PSH	---
I. Home Department (Group-X-Home-Law)				
1	Appeals under Indian explosive Act and Explosive Substances Act.	GO/DLR	SSHL	---
2	Appeal under Rajasthan Cinema Regulation Act, 1952 and other related matters.	GO/DLR	SSHL/PSH	YES
3	Withdrawing from prosecution under section 321 of Cr. P.C.	GO/DLR	SSHL/PSH	YES
4	Matters related to I.P.C. & Cr.P.C.	GO/DLR	SSHL/PSH	YES
5	Matters related to Tribes in deleted schedule.	GO/DLR	SSHL/PSH	---
6	All criminal appeals/Criminal writ Petitions concerning criminal prosecution/habeas corpus petition/SLPs	GO/DLR	SSHL/PSH	---
7	Prosecution Under Section 196 Cr, PC	GO/DLR	SSHL/PSH	YES
8	All Establishment matters.	GO	SSHL/PSH	YES
9	Adjournment motions, call attention notices, presentation of reports in legislature.	GO	SSHL/PSH	YES
10	All matters relating to Assembly Question.	GO	SSHL/PSH	YES
11	All matters relating to Parliament Question etc.	GO	SSHL/PSH	---
J. Home Department (Group-XI-Home-Appeal)				
1	All matter relating to CVC	GO/ACVC	PSH	---

2	Appeal U/R-23 CCA Rules.(Constable to ASI) Appeal U/R-23 CCA Rules.(Sub-Inspector / PC and Circle Inspector / CC)	GO GO/JS	JS HS	--- ---
3	Revision U/R 34 CCA Rules.	GO/JS/SSHL	PSH	YES
4	All litigation matters concerning disciplinary proceedings of Non Gazetted personnel in Police/RAC/FSL/Wireless/ACB.	GO/DLR/JS/SSHL	PSH	YES
5	All matters pertaining to MACT claims.	GO/DLR/JS/SSHL	PSH	YES
6	Monitoring of all Civil & Service Litigation/Appeals/writs/ Legal Drafting/Legal opinion	GO/DLR/JS/SSHL	HS/PSH	YES
7	Examine of all matters relating to appointment of GA/AAG/AG in service/civil/MACT claims	GO/DLR/JS/SSHL	PSH	YES
8	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/JS	PSH	YES
9	All matters relating to Assembly Question.	GO/JS	PSH	YES
10	All matters relating to Parliament Question etc.	GO/JS	PSH	---

K. Home (Jail) Department (Group-XII-Jail)

1.	Matters relating to the Rajasthan Jail Service.	GO/DS/JS	HS/PSH	YES
2.	Matters relating to the Rajasthan Jail Subordinate Service.	GO/DS/JS	HS	---
3.	Matters relating to the Prisons Act, 1894.	GO/DS/JS	HS/PSH	YES
4.	Matters relating to the Prisoners Act, 1900	GO/DS/JS	HS/PSH	YES
5.	Matters relating to the Raj. Prisoners Act, 1960 & Rules there under.	GO/DS/JS	HS/PSH	YES
6.	Matters relating to the Rajasthan Prisons Rules, 1951.	GO/DS/JS	HS/PSH	YES
7.	Matters relating to the Rajasthan Prisoners Release on Parole Rules, 1958.	GO/DS/JS	HS/PSH	---
8.	Release on permanent Parole.	GO/DS/JS	HS/PSH	YES
9.	Matters relating to the Rajasthan Prisons (Shortening of Sentences) Rules, 2006.	GO/DS/JS	HS/PSH	YES
10.	Matters relating to the Rajasthan Open air camp Rules, 1972.	GO/DS/JS	HS/PSH	----
11.	All matters relating to Rules for Apptt. & Guidance's of Official Visitors of Prisons.	GO/DS/JS	HS/PSH	YES
12.	Acquisition of Land for Departmental use.	GO/DS/JS	HS/PSH	YES
13.	Construction of Jail Buildings.	GO/DS/JS	HS	---
14.	Legal matters pertaining to Department.	GO/DS/JS	HS	---
15.	Prison-Reforms.	GO/DS/JS	HS/PSH	YES

16.	Prisoners aid Societies.	GO/DS/JS	HS	---
17.	Complaints against :- (a) Gazetted Officers (b) Non-Gazetted	GO/DS/JS GO/DS/JS	HS/PSH HS	---
18.	Service Rules	GO/DS/JS	HS/PSH	YES
19.	Correction of Date of Birth Gazetted Officers/Non-Gazetted	GO/DS/JS	HS	YES
20.	Sanction for Purchase/Sale of land, conveyance by the Gazetted Officers	GO/DS/JS	HS/PSH	---
21.	Compulsory retirement u/r 53(1) of RSR	GO/DS/JS	HS/PSH	YES
22.	Appreciation of Service (Medals, Rewards, Awards, Appreciation letter and Honorarium)	GO/DS/JS	HS/PSH	YES
23.	Conferences, Committee, Fairs, exhibitions, information & Publicity, Zonal Councils-recommendations and decisions there of	GO/DS/JS	HS	---
24.	Litigation Approval of replies.	GO/DS/JS	HS	---
25.	Other matters Inspection reports of Jails by DG/IG Prisons. (a) DG Prisons. (b) IG Prisons.	GO/DS/JS GO/DS/JS	HS/PSH HS	---
26.	Removal of Prisoners, accused persons and persons subjected to preventive detention from Rajasthan to other State and vice-versa.	GO/DS/JS	HS/PSH	YES
27.	Hunger strike reports	GO/DS/JS	HS	---
28.	Premature release to convicts on recommendations of the Advisory Board.	GO/DS/JS	HS/PSH	YES
29.	Remission & Suspension of Sentence	GO/DS/JS	HS/PSH	YES
30.	Sending Prisoners in open Air camp	GO/DS/JS	HS	---
31.	Grant of State remission	GO/DS/JS	HS/PSH	YES
32.	Mercy petition/Petition under Article 161 of Constitution	GO/DS/JS	HS/PSH	YES
33.	Opening & Abolition of Jails.	GO/DS/JS	HS/PSH	YES
34.	Supply of Arms Ammunitions to Jail Department	GO/DS/JS	HS	---
35.	Arrangements for providing Guards for prisons	GO/DS/JS	HS	---
36.	Inter-State transfer of Prisoners	GO/DS/JS	HS/PSH	YES
37.	Nomination to various Committees.	GO/DS/JS	HS/PSH	---
38.	Nomination to Foreign Assignment.	GO/DS/JS	HS/PSH	YES
39.	Death of Prisoners	GO/DS/JS	HS/PSH	---

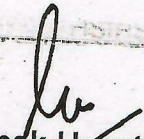
40.	Nominations of Non-official members for Advisory Board under Rajasthan Prisons (Shortening of sentences) Rules, 2006	GO/DS/JS	HS/PSH	YES
41.	Nomination of Non-official Visitors under Rajasthan Prisons rules 1951.	GO/DS/JS	HS/PSH	YES
42.	Appeal U/R-23 CCA Rules.(Jail Warder to Dy. Jailor)	GO/DS	JS	-
	Appeal U/R-23 CCA Rules.(Jailor)	GO/DS/JS	HS	-
43.	Revision U/R 34 CCA Rules.	GO/DS/JS	HS/PSH	YES
44.	Escape of Prisoners from jail/Police Custody, Parole.	GO/DS/JS	HS/PSH	---
45.	Adjournment motions, call attentions notices, Presentation of reports in the legislature etc.	GO/DS/JS	HS/PSH	YES
46.	Assembly matters pertaining to Department.	GO/DS/JS	HS/PSH	YES
47.	Parliament Question etc.	GO/DS/JS	HS/PSH	---
L. Home Department (Group-XIII-Grievance Redresal)				
1	Atrocities on women	GO/DS/JS	HS/PSH	--
2	Sati prevention Act, 1987	GO/DS/JS	HS/PSH	YES
3	Child marriage rest. Act, 1929(Child marriage prohibition Act., 2006)	GO/DS/JS	HS	---
4	Dowry prohibition Act, 1961	GO/DS/JS	HS/PSH	---
5	Matters relating to atrocities on people belonging to Rajasthan, living in other parts of India. & Abroad.	GO/DS/JS	HS/PSH	YES
6	Complaints from ST/SC/Minorities.	GO/DS/JS	HS/PSH	---
7	(a)Disposal of reference received from SC/ST/ Minority Commissions and MHA (b)References having financial implications	GO/DS/JS	HS/PSH	YES
8	Evaluation of Complaints relating to Atrocities on SC/ST received from all Distts.	GO/DS/JS	HS/PSH	YES
9	Monthly Review.	GO/DS/JS	HS/PSH	YES
10	Annual Review.	GO/DS/JS	HS/PSH	YES
11	Sending all sort of complaints for necessary action to Distt. Magistrate.	GO/DS/JS	HS	--
12	Inquests under 174 Cr.P.C.	GO/DS/JS	HS	---
13	State/ National Integration Council	GO/DS/JS	HS/PSH	YES
14	Compulsory registration of marriages matters.	GO/DS/JS	HS/PSH	---
15	National Unity Council.	GO/DS/JS	HS	YES
16	SC/ST/PCR Act.	GO/DS/JS	HS/PSH	YES
17	Protection of Children/Suppression of Immoral Traffic Act.	GO/DS/JS	HS/PSH	---
18	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS/JS	HS/PSH	YES
19	All matters relating to Assembly Question.	GO/DS/JS	HS/PSH	YES
20	All matters relating to Parliament Question etc.	GO/DS/JS	HS/PSH	---

M. Home Department (Group-XIV-HR)				
1	Complaints from National Human Rights Commission under Act, 1993.	GO/DS	HS/PSH	---
2	Complaints from Rajasthan State Human Rights Commission under Act, 1993.	GO/DS	HS/PSH	---
3	Financial sanction as per recommendations of NHRC/ SHRC.	GO/DS	HS/PSH	YES
4	Matters relating to RSHRC.	GO/DS	HS/PSH	---
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	HS/PSH	YES
6	Appointment of Chairman/ Members of RSHRC.	GO/DS	HS/PSH	YES
7	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS	HS/PSH	YES
8	All matters relating to Assembly Question etc.	GO/DS	HS/PSH	YES
9	All matters relating to Parliament Question etc.	GO/DS	HS/PSH	---

Note :

1. PSH means Principal Secretary, Home & Chief Vigilance Commissioner, HS means Secretary, Home, SSSL Means Special 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.
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.
4. All policy matters relating to department will be brought to the notice of Principal Secretary, Home.
5. All cases considered important by the Secretary, Home/ Special 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 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 SSSL/HS directly to HM.
7. (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.
(ii) Constable to Platoon Commander in Home Guard Deptt., Opportunity of being heard in the appeals under CCA Rules will be be afforded by JS concerned and final orders shall be passed by him only.

- (iii) Jail Warden to Dy. Jailor, Opportunity of being heard in the appeals under CCA Rules will be be afforded by JS concerned and final orders shall be passed by him only.
8. (i) Sub-Inspector/ PC and Circle Inspector / CC in Police Deptt., Opportunity of being heard in the appeals under CCA Rules will be afforded by Secretary, Home and final orders shall be passed by him.
- (ii) Company Commander in Home Guard Deptt., Opportunity of being heard in the appeals under CCA Rules will be afforded by Secretary, Home and final orders shall be passed by him.
- (iii) Jailor, Opportunity of being heard in the appeals under CCA Rules will be afforded by Secretary, Home and final orders shall be passed by him.
9. Matter of Accounts (Group-II) related to Home Guards will be routed through JS(Group-VII) and those related to Group-XII-Jail will be routed through DS/ JS (Jail).
10. Cases not covered by the above items will be examined by Group Officer and put up to HM through PSH for orders.
11. All the officers may ensure that the compliance of Administrative Reforms (Group -1) Department Order F. 6(2)AR/Gr.1/14 dated 17-03-2015.


(Deepak Upreti)
Principal Secretary, Home