

Government of Rajasthan

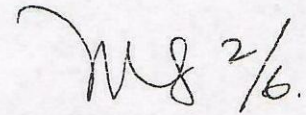
Home Department

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

Jaipur, Dated: 10-06-2014

Order

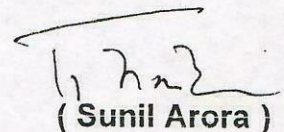
In accordance with Rule 21 and 22 of the Rules of Business, and in super-session of all previous orders issued in this behalf, I hereby direct that cases and matters relating to the Home Department shall ordinarily be disposed of in the manner indicated in the enclosed Appendix -"A".



(Vasundhara Raje)
Chief 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. Special 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/OSD(Jail) 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.



(Sunil Arora)
Addl.Chief Secretary, Home

Home Department

Appendix -"A"

| S.No. | Item | To be initiated and examined by | To be disposed by | Whether to be submitted to Chief Minister (Home) |
|--|---|---------------------------------|-------------------|--|
| 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 | SSH/ACSH | YES |
| b | Voluntary Retirement | GO/Sr.DS/JS | SSH/ACSH | YES |
| c | Complaint against personnels of Police/RAC/FSL/Wireless | GO/Sr.DS/JS | SSH/ACSH | --- |
| d | Sanction for Purchases/Sale of land/Conveyance by Gazetted officers. | GO/Sr.DS/JS | SSH/ACSH | --- |
| e | Representation of personnels | GO/Sr.DS/JS | SSH/ACSH | --- |
| f | Correction of date of birth. | GO/Sr.DS/JS | SSH/ACSH | YES |
| g | Transfer/Posting/Promotions and deputation of Gazetted Officers. | GO/Sr.DS/JS | SSH/ACSH | YES |
| h | Foreign Training of all ranks | GO/Sr.DS/JS | SSH/ACSH | YES |
| i | Domestic Training Courses | GO/Sr.DS/JS | SSH/ACSH | --- |
| 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 | SSH/ACSH | YES |
| b | Voluntary Retirement cases | GO/Sr.DS/JS | SSH/ACSH | --- |
| c | Correction of date of birth. | GO/Sr.DS/JS | SSH/ACSH | YES |
| 3 | Service Rules. | GO/Sr.DS/JS | SSH/ACSH | YES |
| 4 | Counting of Military Service. | GO/Sr.DS/JS | SSH/ACSH | --- |
| 5 | Compulsory retirement under Rule 53(1) of RSR. | GO/Sr.DS/JS | SSH/ACSH | YES |
| 6 | Appreciation of Service (Medals, Rewards, Honorarium) | GO/Sr.DS/JS | SSH/ACSH | YES |
| 7 | Appointment of Officer in-charge to conduct cases in the court. | GO/Sr.DS/JS | SSH/ACSH | --- |
| 8 | Nomination for foreign/UN-assignment | GO/Sr.DS/JS | SSH/ACSH | YES |
| 9 | Appointment of Committee to review Programmes/Schemes/Acts/Rules | GO/Sr.DS/JS | SSH/ACSH | YES |

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|----|--|----------------------------|---------------------------------|------------|
| 10 | Notices under 80 C.P.C. | GO/Sr.DS/JS | SSH/ACSH | --- |
| 11 | Raj. Police Act-2007-All Notifications and all appointments under Raj. Police Act. 2007 | GO/Sr.DS/JS | SSH/ACSH | YES |
| 12 | Matters relating to legal proceedings and opinion. | GO/Sr.DS/JS | SSH/ACSH | --- |
| 13 | Nomination of Committees. (A) State Level (B) Central Level | GO/Sr.DS/JS GO/Sr.DS/JS | SSH/ACSH SSH/ACSH | YES YES |
| 14 | Special appointment under Rule 17(4) of RPSS Rules on the post of Sub-Inspector | GO/Sr.DS/JSG | SSH/ACSH | YES |
| 15 | Gallantry Promotion for the post of Sub-Inspector and Inspector. | GO/Sr.DS/JS | SSH/ACSH | YES |
| 16 | Transfer from one Section to another in subordinate Police service | GO/Sr.DS/JS | SSH/ACSH | YES |
| 17 | Matter related to sanction of dual charges to (A) Gazetted Officers (B) Non Gazetted Officers | GO/Sr.DS/JS GO/Sr.DS/JS | SSH/ACSH SSH/ACSH | YES --- |
| 18 | Policy decision with regard to police establishment. | GO/Sr.DS/JS | SSH/ACSH | YES |
| 19 | Verification of Character concerning employment in India. | GO/Sr.DS/JS | SSH/ACSH | --- |
| 20 | Matters regarding Rajasthan deceased Government Servant Rules, 1996. | GO/Sr.DS/JS | SSH/ACSH | --- |
| 21 | Appeals and litigation matters of Police/RAC/FSL/Wireless personnel in cases other than CCA Rules. | GO/Sr.DS/JS | SSH/ACSH | --- |
| 22 | Adjournment motions, call attention notices, presentation of Annual Administrative Reports & Other Reports in legislature. | GO/Sr.DS/JS | SSH/ACSH | YES |
| 23 | All matters relating to Assembly Question etc. | GO/Sr.DS/JS | SSH/ACSH | YES |
| 24 | All matters relating to Parliament. | GO/Sr.DS/JS | SSH/ACSH | --- |

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

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|--|--|-----------|----------|------|
| 4 | PAC, Condemnation of stores/vehicles, Re-payment of loans under Various schemes, all budgetary matters relating to Jail/Home Guards/Civil Defence/FSL/ACB. | GO/AO/JS | SSH/ACSH | --- |
| 5 | Regulation of excess calls | GO/JS | SSH/ACSH | --- |
| 6 | Issuance of guide lines for purchasing of various Items as per GF&AR | GO/JS | SSH/ACSH | YES. |
| 7 | Creation of police stations/outposts | GO/JS | SSH/ACSH | YES |
| 8 | Modernization Schemes | GO/JS | SSH/ACSH | YES |
| 9 | Advances under Medical Attendance Rules | GO/JS | SSH/ACSH | --- |
| 10 | Regulation of Daily Allowance under TA Rules | GO/JS | SSH/ACSH | --- |
| 11 | Matters relating to RPB, RPWF, RP Band Rules, RP Sports Fund Rules etc. | GO/JS | SSH/ACSH | YES |
| 12 | Matter relating Budget speech | GO/JS | SSH/ACSH | YES |
| 13 | Medical cases to be referred to F.D. for Relaxation in Rules. | GO/JS | SSH/ACSH | --- |
| 14 | Disposal of complaints regarding Purchases etc. | GO/JS | SSH/ACSH | --- |
| 15 | Reimbursement of expenditure incurred on behalf of Govt. of India. (MHA) | GO/JS | SSH/ACSH | --- |
| 16 | Matters relating to Jail Employees Benevolent Fund, Welfare Fund, Sports Fund Rules etc. | GO/OSD | SSH/ACSH | --- |
| 17 | All matters relating to the Rajasthan Prisoners Band Rules. | GO/OSD | SSH/ACSH | YES |
| 18 | Matters relating to Prisoners Welfare Fund Rules. | GO/OSD | SSH/ACSH | YES |
| 19 | Adjournment motions, call attention notices, presentation of Performance Budgets & Other reports in legislature. | GO/JS | SSH/ACSH | YES |
| 20 | All matters relating to Assembly Question. | GO/JS | SSH/ACSH | YES |
| 21 | All matters relating to Parliament Question. | GO/JS | SSH/ACSH | --- |
| C. Home Department (Group-III-Passport) | | | | |
| 1 | Sanction for prosecution under Passport Act, 1967 | GO/DS/OSD | SSH/ACSH | YES |
| 2 | Sanction for Prosecution by GOI under Immigration Act, 1983 | GO/DS/OSD | SSH/ACSH | --- |
| 3 | Withdrawal of cases from the Court | GO/DS/OSD | SSH/ACSH | YES |

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|---|--|------------|----------------|-----|
| 4 | Issuance of "No Obligation to return to India" certificate to Indians staying in abroad | GO/DS/OSD. | SSH | --- |
| 5 | Matters relating to recovery of repatriation charges | GO/DS/OSD | SSH | --- |
| 6 | Verification of national status and antecedents of Indians staying in abroad | GO/DS/OSD | SSH/ACSH | --- |
| 7 | Repatriation of Indians who are lodged in foreign jails | GO/DS/OSD | SSH/ACSH | --- |
| 8 | Instruction from GOI regarding issuance of Passports | GO/DS/OSD | SSH/ACSH 35 | --- |
| 9 | Pilgrimage out-side India (Except Haj Pilgrimage) | GO/DS/OSD | SSH/ACSH | YES |
| 10 | Adjournment motions, call attention notices, presentation of reports in legislature etc. | GO/DS/OSD | SSH/ACSH | YES |
| 11 | All matters relating to Assembly Question | GO/DS/OSD | SSH/ACSH | YES |
| 12 | All matters relating to Parliament Question etc. | GO/DS/OSD | SSH/ACSH | --- |
| D. Home Department (Group-IV-Visa) | | | | |
| 1 | Matters related to Pakistani & others Foreigners (including matters under Foreigners Act, 1946 & Foreigners Order, 1948) | GO/DS/OSD | SSH/ACSH | --- |
| 2 | Grant of Short Term Visa extension upto 6 months | GO/DS/OSD | SSH | --- |
| 3 | Grant of Long Term visa | GO/DS/OSD | SSH/ACSH | --- |
| 4 | Extension of Long Term Visa - yearly/two yearly | GO/DS/OSD | SSH | --- |
| 5 | Grant of return visa | GO/DS/OSD | SSH/ACSH | --- |
| 6 | Grant of visa for additional place | GO/DS/OSD | SSH | --- |
| 7 | Grant of permission for change in travel route | GO/DS/OSD | SSH | --- |
| 8 | Deportation/Repatriation cases | GO/DS/OSD | SSH/ACSH | --- |
| 9 | Grant of Permanent settlement facility in State | GO/DS/OSD | SSH/ACSH | --- |
| 10 | Grant of Indian Citizenship cases | GO/DS/OSD | SSH/ACSH | --- |
| 11 | Communication with MHA/MEA on visa and other matters | GO/DS/OSD | SSH/ACSH | --- |
| 12 | Policy decisions regarding visa passport matters | GO/DS/OSD | SSH/ACSH | YES |
| 13 | Reimbursement of expenditure incurred on behalf of GOI (MHA) | GO/DS/OSD | SSH/ACSH | --- |
| 14 | Preventive detention of Foreign nationals under National Security Act, 1980/COFEPOSA Act/PIT, NDPS Act. | GO/DS/OSD | SSH/ACSH | YES |
| 15 | Pilgrimage in India including Participation in Urs fair at Ajmer by Pak national | GO/DS/OSD | SSH/ACSH | --- |
| 16 | Deposit of visa fee and transfer to MEA | GO/DS/OSD | SSH/ACSH | --- |

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|---|---|-------------|----------|-----|
| 17 | Adjournment motions, call attention notices, presentation of reports in legislature etc. | GO/DS/OSD | SSH/ACSH | YES |
| 18 | All matters relating to Assembly Question | GO/DS/OSD | SSH/ACSH | YES |
| 19 | All matters relating to Parliament Questions etc. | GO/DS/OSD | SSH/ACSH | --- |
| 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 | SSH/ACSH | YES |
| B | Institution of Administrative enquires and their reports. | GO/DS/Sr.DS | SSH/ACSH | YES |
| C | Ex -gratia grant to victim of firing and riots | GO/DS/Sr.DS | SSH/ACSH | YES |
| D | Service of civil/criminal process of other states. | GO/DS/Sr.DS | SSH/ACSH | --- |
| E | Prevention of cruelty to animal. | GO/DS/Sr.DS | SSH/ACSH | --- |
| F | Notification under Sec. 60 of the Police Act. | GO/DS/Sr.DS | SSH/ACSH | YES |
| 2 | Crime :- | | | |
| A | Petition for expeditious investigation or calling for reports from Police. | GO/DS/Sr.DS | SSH/ACSH | --- |
| B | Transfer of Investigation to CID(CB)/SOG | GO/DS/Sr.DS | SSH/ACSH | YES |
| C | Transfer of Investigation to CBI | GO/DS/Sr.DS | SSH/ACSH | YES |
| D | Notices under 80 CPC(Civil matters) | GO/DS/Sr.DS | SSH/ACSH | --- |
| E | Communal problems & related institutions. | GO/DS/Sr.DS | SSH/ACSH | --- |
| 3 | Vagrancy. | GO/DS/Sr.DS | SSH/ACSH | --- |
| 4 | Lunacy, Criminal Lunatics. | GO/DS/Sr.DS | SSH/ACSH | --- |
| 5 | Assistance of Army, CPMF and other State Police force. | GO/DS/Sr.DS | SSH/ACSH | --- |
| 6 | Vigilance Matters:- | | | |
| A | Activities of Individuals, Political & Communal organizations. | GO/DS/Sr.DS | SSH/ACSH | --- |
| B | Police arrangements on Special occasions. | GO/DS/Sr.DS | SSH/ACSH | --- |
| C | Intelligence Reports. | GO/DS/Sr.DS | SSH/ACSH | YES |
| D | Matters relating to traffic control & Regulations. | GO/DS/Sr.DS | SSH/ACSH | --- |
| E | Matters relating to Road safety.. | GO/DS/Sr.DS | SSH/ACSH | --- |
| F | Complaints against Police personnel reg. investigation etc. - change of Investigating Officer. | GO/DS/Sr.DS | SSH/ACSH | --- |
| 7 | Burial lands and burial grounds, cremation and cremation grounds outside Municipal and Town areas. | GO/DS/Sr.DS | SSH/ACSH | YES |
| 8 | Litigations (civil) involving subjects mentioned above. | GO/DS/Sr.DS | SSH/ACSH | --- |

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|---|---|-------------|----------|-----|
| 9 | Complaints from Other than SC/ST/Women. | GO/DS/Sr.DS | SSH/ACSH | --- |
| 10 | Rajasthan Dacoity affected Areas Act. | GO/DS/Sr.DS | SSH/ACSH | YES |
| 11 | Adjournment motions, call attention notices, presentation of reports in legislature. | GO/DS/Sr.DS | SSH/ACSH | YES |
| 12 | All matters relating to Assembly Question etc. | GO/DS/Sr.DS | SSH/ACSH | YES |
| 13 | All matters relating to Parliament Question etc. | GO/DS/Sr.DS | SSH/ACSH | --- |
| F. Home Department (Group-VI-Coordination) | | | | |
| 1 | Co-ordination within Home Department matters related with more than one Group | GO/Sr.DS | SSH/ACSH | --- |
| 2 | Rajasthan Noise Control Act. | GO/Sr.DS | SSH/ACSH | --- |
| 3 | Indian Treasure Trove Act. & Rules | GO/Sr.DS | SSH/ACSH | --- |
| 4 | Rajasthan Cinema Regulation Act. Permission for shooting of films in border Area. — SSH | GO/Sr.DS | SSH/ACSH | --- |
| 5 | Video Regulation Act | GO/Sr.DS | SSH/ACSH | --- |
| 6 | Regulation of betting and gambling lotteries (except State Lotteries) but not including taxation thereon. | GO/Sr.DS | SSH/ACSH | --- |
| 7 | Submission of quarterly report of court cases to law Department. | GO/Sr.DS | SSH | --- |
| 8 | Co-ordination of RTI matters and first appeal under Section-19(1) of RTI Act related to Home Department | GO/Sr.DS | SSH/ACSH | --- |
| 9 | Website of Home Department (Co-ordination to all sections of Home Department). | GO/Sr.DS | SSH/ACSH | --- |
| 10 | Co-ordination of SUGAM applications. | GO/Sr.DS | SSH | --- |
| 11 | Co-ordination of CMIS matters. | GO/Sr.DS | SSH | --- |
| 12 | Co-ordination of CMO's VIP/VVIP References. | GO/Sr.DS | SSH/ACSH | --- |
| 13 | Land acquisition/allotment matters pertaining to Police Department. | GO/Sr.DS | SSH/ACSH | YES |
| 14 | Citizen Charter of All HOD's under Home Department. | GO/Sr.DS | SSH/ACSH | YES |
| 15 | e-Governance. | GO/Sr.DS | SSH/ACSH | --- |
| 16 | All matters relating to Assembly Question etc. | GO/Sr.DS | SSH/ACSH | YES |
| 17 | All matters relating to Parliament Question etc. | GO/Sr.DS | SSH/ACSH | --- |
| G. Home Department (Group-VII-HG & CD) | | | | |
| 1. | Emergency relief organization, only Civil Defence | GO/JS | ACSH | --- |
| 2. | Declaration of Civil Defence City | GO/JS | ACSH | YES |

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|-----|---|-------|----------------------------|-----|
| 3. | Deployment of Civil Defence Volunteers | GO/JS | ACSH | --- |
| 4. | Matters relating to Home-guards | GO/JS | ACSH <i>SSH/Sony/AC</i> | --- |
| 5. | 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 | ACSH <i>SSH/Sony/AC</i> | YES |
| 6. | All matters relating to litigations of C.D./H.G. | GO/JS | ACSH <i>SSH/Sony</i> | --- |
| 7. | Matter relating training to the officers/staff of CD/HG in the State/outside State. | GO/JS | ACSH | --- |
| 8. | 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 | ACSH <i>SSH/Sony/AC</i> | --- |
| 9. | Assembly Questions etc. | GO/JS | ACSH | YES |
| 10. | Parliament Questions etc. | GO/JS | ACSH | --- |

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

| | | | | |
|---|---|-------|--------------------|-----|
| 1 | Detention/Ordinance & Regulation | | <i>SSH/Sony/AC</i> | |
| A | Border Security. | GO/JS | ACSH | YES |
| B | Cases under National Security Act, 1980 pertaining to Indian National. | GO/JS | ACSH | YES |
| C | Cases under COFEPOSA Act. | GO/JS | ACSH | YES |
| D | Cases under PIT, NDPS Act | GO/JS | ACSH | YES |
| 2 | Security Matters | | | |
| A | Cases related to terrorism and related matters | GO/JS | ACSH | YES |
| B | Cases related to issue of Identity cards in border districts. | GO/JS | ACSH | YES |
| C | Internal Security Schemes (Districts) | GO/JS | ACSH | --- |
| D | Cases related to antinational activities such as espionage, smuggling, balloons of foreign countries etc. | GO/JS | ACSH | --- |
| E | Internal Security Schemes (Military) | GO/JS | ACSH | --- |
| F | Security of vital installations | GO/JS | ACSH | --- |
| G | Correspondence regarding maps supplied by Survey of India police escort for Security. | GO/JS | ACSH | --- |
| H | Review of Security of President, vice President, P.M., Union Ministers, other Ministers of the States & other V.V.I.P | GO/JS | ACSH | YES |

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|---|--|-------|-------------|-----|
| I | Matters related to Security of Banks. | GO/JS | ACSH | --- |
| J | Security of Airports. | GO/JS | ACSH | --- |
| K | Matter relating to armed forces such as verification of character and antecedents, soldiers welfare, complaints by soldiers against civil matters etc. | GO/JS | ACSH | --- |
| L | Territorial Army. | GO/JS | ACSH | --- |
| 3 | Vigilance Matters :- | | | |
| A | Interception of Postal Mail/Telegrams. | --- | ACSH | --- |
| B | Interception of telephones | --- | ACSH | --- |
| 4 | Narcotics Act. | GO/JS | ACSH | --- |
| 5 | Civil Military liaison conference. | GO/JS | ACSH | YES |
| 6 | Cases related to following Acts. | | | |
| A | Terrorist and Disruptive (prevention) Activities Act, 1987 | GO/JS | ACSH | YES |
| B | Official Secret Act. | GO/JS | ACSH | YES |
| C | Unlawful activities (Prevention) Act. | GO/JS | ACSH | YES |
| D | Rajasthan Religious Buildings and places Act. | GO/JS | ACSH | YES |
| E | Rajasthan essential services maintenance. | GO/JS | ACSH | YES |
| F | Rajasthan Control of gunda Act. | GO/JS | ACSH | YES |
| G | The terrorist affected areas (special courts) Act, 1984 | GO/JS | ACSH | YES |
| H | Matters relating to Foreign Contribution Regulation Act. | GO/JS | ACSH | --- |
| 7 | ARMS, FIRE ARMS, AMMUNITION | | | |
| A | Reference from GOI involving policy matters relating to Indian arms Act & Rules | GO/JS | ACSH | YES |
| B | References seeking clarification or instructions | GO/JS | ACSH | --- |
| C | Disposal of confiscated Arms. | GO/JS | ACSH | --- |
| D | General references to GOI for licencing authorities relating to Indian Arms Act & Rules | GO/JS | ACSH | YES |
| E | Recommendation for new licenses to manufactures etc of firearms. | GO/JS | ACSH | YES |
| F | Recommendations for licence in form-III for possession of arms & ammunition of category (b) and (C) | GO/JS | ACSH | --- |
| G | Extension of area of arms license in forms- III to all India. | GO/JS | ACSH SSH | --- |
| H | Permission for addl. Weapon. | GO/JS | ACSH SSH | --- |

SSM/Secy/Sec

| | | | | |
|----|---|-------------------------|----------------------|-------------------|
| I | Transfer of Arms or purchase of arms licenses valid for inter State/ All India. | GO/JS | ACSH | --- |
| J | Grant of licenses in form IX, XI, XII, XIII & XIV | GO/JS | ACSH | --- |
| K | Renewal of Licenses in form IX, XI, XII, XIII & XIV | GO/JS | ACSH | --- |
| L | Amendments in the existing licenses of dealers. | GO/JS | ACSH | --- |
| M | Permission under section 6 of Arms Act 1959. | GO/JS | ACSH | --- |
| N | Grant of exemption reg. provisions of Indian arms Act & Rules. | GO/JS | ACSH | --- |
| O | Revision of fees under the Arms Act & Rules. | GO/JS | ACSH | YES |
| P | Instructions by the State Government for guidance of licensing authorities and amendment thereof. | GO/JS | ACSH | YES |
| Q | Notification to be issued by the Government under the provisions of the Indian Arms Act & Rules. | GO/JS | ACSH | YES |
| R | Returns under the Arms Rules & Disposal of confiscated arms. | GO/JS | ACSH | --- |
| S | Firearms of the ex-rulers & others and exemption thereof. | GO/JS | ACSH | --- |
| 8 | <u>Field firing :-</u> Demarcation of Areas. | GO/JS | ACSH | YES |
| 9 | Issue of notification under maneuvers of field firing and artillery practice Act, 1938 | GO/JS | ACSH | YES |
| 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/JS GO/JS GO/JS | ACSH ACSH ACSH | YES YES YES |
| 11 | Meeting/Conferences relating to border affairs Distt./ State level, border matters. | GO/JS | ACSH | - |
| 12 | Clarification Reg. domicile certificate. | GO/JS | ACSH | - |
| 13 | Civil administration in army area occupied by India army forces. | GO/JS | ACSH | YES |
| 14 | Cases under the Indian explosive Act and explosive substances Act. | GO/JS | ACSH | - |
| 15 | Reports of enquiries in respect of serious accidents under Indian Petroleum Act, 1934 | GO/JS | ACSH | YES |

| | | | | |
|----|--|-------|------|-----|
| 16 | Cases under The Rajasthan Prevention of Anti-Social Activities Act 2006 | GO/JS | ACSH | YES |
| 17 | Petroleum and other dangerously inflammable substances. | GO/JS | ACSH | - |
| 18 | Institution of Judicial enquiries and their reports. | GO/JS | ACSH | YES |
| 19 | Adjournment motions, call attention notices, presentation of reports in legislature. | GO/JS | ACSH | YES |
| 20 | All matters relating to Assembly Question etc. | GO/JS | ACSH | YES |
| 21 | All matters relating to Parliament Question etc. | GO/JS | ACSH | - |

I. Home Department (Group-X-Home-Law)

| | | | | |
|----|--|--------|-----------|-----|
| 1 | Appeals under Indian explosive Act and explosive substances Act. | GO/DLR | SSHL | - |
| 2 | Appeal under the Rajasthan Cinema Regulation Act, 1962. | GO/DLR | SSHL/ACSH | YES |
| 3 | Withdrawing from prosecution under section 321 of Cr. P.C. | GO/DLR | SSHL/ACSH | YES |
| 4 | Matters related to I.P.C. & Cr.P.C. | GO/DLR | SSHL/ACSH | YES |
| 5 | Criminal Tribes. | GO/DLR | SSHL/ACSH | - |
| 6 | All criminal appeals/Criminal writ Petitions concerning criminal prosecution/habeas corpus petition/SLPs | GO/DLR | SSHL/ACSH | - |
| 7 | Prosecution Under Section 196 Cr, PC | GO/DLR | SSHL/ACSH | YES |
| 8 | All Establishment matters. | GO | SSHL/ACSH | YES |
| 9 | Adjournment motions, call attention notices, presentation of reports in legislature. | GO | SSHL/ACSH | YES |
| 10 | All matters relating to Assembly Question. | GO | SSHL/ACSH | YES |
| 11 | All matters relating to Parliament Question etc. | GO | SSHL/ACSH | --- |

J. Home Department (Group-XI-Home-Appeal)

| | | | | |
|---|--|------------|------|-----|
| 1 | All matter relating to CVC | GO/ACVC | ACSH | - |
| 2 | Appeal U/R-23 CCA Rules. | GO/DS | ACSH | YES |
| 3 | Revision U/R 34 CCA Rules. | GO/DS/JS | ACSH | YES |
| 4 | All litigation matters concerning disciplinary proceedings of Non Gazetted personnel in Police/RAC/FSL/Wireless/ACB. | GO/DLR/ DS | ACSH | YES |
| 5 | All matters pertaining to MACT claims. | GO/DLR/ DS | ACSH | YES |
| 6 | Adjournment motions, call attention notices, presentation of reports in legislature. | GO/DS | ACSH | YES |
| 7 | All matters relating to Assembly Question. | GO/DS | ACSH | YES |
| 8 | All matters relating to Parliament Question etc. | GO/DS | ACSH | --- |

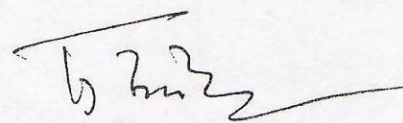
| K. Home (Jail) Department (Group-XII-Jail). | | | | |
|---|--|------------------|-----------------|-----|
| 1. | Matters relating to the Rajasthan Jail Service. | GO/OSD | SSH/ACSH | YES |
| 2. | Matters relating to the Rajasthan Jail Subordinate Service. | GO/OSD | SSH/ACSH | --- |
| 3. | Matters relating to the Prisons Act, 1894. | GO/OSD | SSH/ACSH | YES |
| 4. | Matters relating to the Prisoners Act, 1900 | GO/OSD | SSH/ACSH | YES |
| 5. | Matters relating to the Raj. Prisoners Act, 1960 & Rules there under. | GO/OSD | SSH/ACSH | YES |
| 6. | Matters relating to the Rajasthan Prisons Rules, 1951. | GO/OSD | SSH/ACSH | YES |
| 7. | Matters relating to the Rajasthan Prisoners Release on Parole Rules, 1958. | GO/OSD | SSH/ACSH | --- |
| 8. | Release on permanent Parole | GO/OSD | SSH/ACSH | YES |
| 9. | Matters relating to the Rajasthan Prisons (Shortening of Sentences) Rules, 2006. | GO/OSD | SSH | YES |
| 10. | Matters relating to the Rajasthan Open air camp Rules, 1972. | GO/OSD | SSH/ACSH | --- |
| 11. | All matters relating to Rules for Apptt. & Guidance's of Official Visitors of Prisons. | GO/OSD | SSH/ACSH | YES |
| 12. | Acquisition of Land for Departmental use. | GO/OSD | SSH/ACSH | YES |
| 13. | Construction of Jail Buildings. | GO/OSD | SSH/ACSH | --- |
| 14. | Legal matters pertaining to Department. | GO/OSD | SSH | --- |
| 15. | Prison-Reforms. | GO/OSD | SSH/ACSH | YES |
| 16. | Prisoners aid Societies. | GO/OSD | SSH/ACSH | --- |
| 17. | Complaints against :- (a) Gazetted Officers (b) Non-Gazetted | GO/OSD GO/OSD | SSH/ACSH SSH | --- |
| 18. | Service Rules | GO/OSD | SSH/ACSH | YES |
| 19. | Representations :- (a) Gazetted Officers (b) Non-Gazetted | GO/OSD GO/OSD | SSH/ACSH SSH | --- |
| 20. | Correction of Date of Birth Gazetted Officers/Non-Gazetted | GO/OSD | SSH/ACSH | YES |
| 21. | Sanction for Purchase/Sale of land, conveyance by the Gazetted Officers | GO/OSD | SSH/ACSH | --- |
| 22. | Compulsory retirement u/r 53(1) of RSR | GO/OSD | SSH/ACSH | YES |
| 23. | Appreciation of Service (Medals, Rewards, Awards, Appreciation letter and Honorarium) | GO/OSD | SSH/ACSH | YES |

| | | | | |
|-----|---|--------|----------|-----|
| 24. | Conferences, Committee, Fairs, exhibitions, information & Publicity, Zonal Councils-recommendations and decisions there of | GO/OSD | SSH/ACSH | --- |
| 25. | Litigation Approval of replies | GO/OSD | SSH | --- |
| 26. | Other matters Inspection reports of Jails by DG/IG Prisons | GO/OSD | SSH/ACSH | --- |
| 27. | Removal of Prisoners, accused persons and persons subjected to preventive detention from Rajasthan to other State and vice-versa. | GO/OSD | SSH/ACSH | YES |
| 28. | Hunger strike reports | GO/OSD | SSH | --- |
| 29. | Premature release to convicts on recommendations of the Advisory Board. | GO/OSD | SSH/ACSH | YES |
| 30. | Remission & Suspension of Sentence | GO/OSD | SSH/ACSH | YES |
| 31. | Sending Prisoners in open Air camp | GO/OSD | SSH | --- |
| 32. | Grant of State remission | GO/OSD | SSH/ACSH | YES |
| 33. | Mercy petition/Petition under Article 161 of Constitution | GO/OSD | SSH/ACSH | YES |
| 34. | Opening & Abolition of Jails. | GO/OSD | SSH/ACSH | YES |
| 35. | Supply of Arms Ammunitions to Jail Department | GO/OSD | SSH | --- |
| 36. | Arrangements for providing Guards for prisons | GO/OSD | SSH/ACSH | --- |
| 37. | Inter-State transfer of Prisoners | GO/OSD | SSH/ACSH | YES |
| 38. | Nomination to various Committees. | GO/OSD | SSH/ACSH | --- |
| 39. | Nomination to Foreign Assignment. | GO/OSD | SSH/ACSH | YES |
| 40. | Death of Prisoners | GO/OSD | SSH/ACSH | --- |
| 41. | Nominations of Non-official members for Advisory Board under Rajasthan Prison's (Shortening of sentences) Rules, 2006 | GO/OSD | SSH/ACSH | YES |
| 42. | Nomination of Non-official Visitors under Rajasthan Prisons rules 1951. | GO/OSD | SSH/ACSH | YES |
| 43. | Appeals under rule-23 and Review-Appeals under Rule-34 of CCA Rules. | GO/OSD | SSH/ACSH | YES |
| 44. | Escape of Prisoners from jail/Police Custody, Parole. | GO/OSD | SSH/ACSH | --- |
| 45. | Adjournment motions, call attentions notices, Presentation of reports in the legislature etc. | GO/OSD | SSH/ACSH | YES |
| 46. | Assembly matters pertaining to Department. | GO/OSD | SSH/ACSH | YES |
| 47. | Parliament Question etc. | GO/OSD | SSH/ACSH | --- |

| L. Home Department (Group-XIII-Grievance Redressal) | | | | |
|--|---|-------|----------|-----|
| 1 | Atrocities on women | GO/JS | SSH/ACSH | --- |
| 2 | Sati prevention Act, 1987 | GO/JS | SSH/ACSH | YES |
| 3 | Child marriage rest. Act, 1929(Child marriage prohibition Act., 2006) | GO/JS | SSH/ACSH | --- |
| 4 | Dowry prohibition Act, 1961 | GO/JS | SSH/ACSH | --- |
| 5 | Matters relating to atrocities on people belonging to Rajasthan, living in other parts of India. & Abroad. | GO/JS | SSH/ACSH | YES |
| 6 | Complaints from ST/SC/Minorities. | GO/JS | SSH/ACSH | --- |
| 7 | (a)Disposal of reference received from SC/ST/Minority Commissions and MHA (b)References having financial implications | GO/JS | SSH/ACSH | YES |
| 8 | Evaluation of Complaints relating to Atrocities on SC/ST received from all Distts. | GO/JS | SSH/ACSH | YES |
| 9 | Monthly Review. | GO/JS | SSH/ACSH | YES |
| 10 | Annual Review. | GO/JS | SSH/ACSH | YES |
| 11 | Sending all sort of complaints for necessary action to Distt. Magistrate. | GO/JS | SSH/ACSH | --- |
| 12 | Inquests under 174 Cr.P.C. | GO/JS | SSH/ACSH | --- |
| 13 | State/ National integration council | GO/JS | SSH/ACSH | YES |
| 14 | Compulsory registration of marriages matters. | GO/JS | SSH/ACSH | --- |
| 15 | National unity council. | GO/JS | SSH/ACSH | YES |
| 16 | SC/ST/PCR Act. | GO/JS | SSH/ACSH | YES |
| 17 | Protection of Children/Suppression of Immoral Traffic Act. | GO/JS | SSH/ACSH | --- |
| 18 | Adjournment motions, call attention notices, presentation of reports in legislature. | GO/JS | SSH/ACSH | YES |
| 19 | All matters relating to Assembly Question. | GO/JS | SSH/ACSH | YES |
| 20 | All matters relating to Parliament Question etc. | GO/JS | SSH/ACSH | --- |
| M. Home Department (Group-XIV-HR) | | | | |
| 1 | Complaints from National Human Rights Commission under Act, 1993. | GO/JS | SSH/ACSH | --- |
| 2 | Complaints from Rajasthan State Human Rights Commission under Act, 1993. | GO/JS | SSH/ACSH | --- |
| 3 | Financial sanction as per recommendations of NHRC/ SHRC. | GO/JS | SSH/ACSH | YES |
| 4 | Matters relating to RSHRC. | GO/JS | SSH/ACSH | --- |
| 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/JS | SSH/ACSH | YES |
| 6 | Appointment of Chairman/ Members of RSHRC. | GO/JS | SSH/ACSH | YES |
| 7 | Adjournment motions, call attention notices, presentation of reports in legislature. | GO/JS | SSH/ACSH | YES |
| 8 | All matters relating to Assembly Question etc. | GO/JS | SSH/ACSH | YES |
| 9 | All matters relating to Parliament Question etc. | GO/JS | SSH/ACSH | --- |

Note :

1. ACSH means Additional Chief Secretary, Home & Chief Vigilance Commissioner, SSH means Special Secretary, Home, SSHL 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, 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 Additional Chief 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 SSH/ACSH/CS.
4. All policy matters relating to department will be brought to the notice of Additional Chief Secretary, Home.
5. All cases considered important by the Special Secretary, Home/ Special Secretary Home (Law)/ Joint Secretary/ Sr. Deputy Secretary/ Deputy Secretary/ Officer on Special Duty/ Group Officer will be brought to the notice of the Additional Chief Secretary, Home.
6. Cases ordinarily to be disposed of by the Chief Minister (Home) will be disposed by ACSH, in the absence of the CM (Home) from the headquarters, provided the case is of such a nature that it cannot await the arrival of the CM (Home). However such decisions should be approved by the CM (Home) later on.
7. Opportunity of being heard in the appeals under CCA Rules will be afforded by the Dy. Secretary/OSD concerned and submitted to CM (Home) through ACSH.
8. 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 OSD(Jail).
9. Cases not covered by the above items will be examined by Group Officer and put up to CM (Home) through ACSH for orders.



(Sunil Arora)

Addl. Chief Secretary, Home