

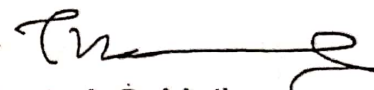
Government of Rajasthan
Home Department

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

Jaipur, Dated: 27-12-2011

Order

In accordance with Rule 21 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'. 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 Deputy Secretary through Principal Secretary.



(Ashok Gehlot)
Chief Minister-In-charge
Department of Home

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. All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries to the Government.
5. Cabinet Secretariat.
6. All Sections / Groups/ Cell of the Secretariat.
7. Administrative Reforms (Gr.-7) Department.
8. SS (Home Law) Gr. 10 & Director Prosecution.
9. All Dy. Secretaries of Home/OSD(Jail) Home Department for compliance, they will ensure the route of marking files to the higher authorities.
10. All Groups of Home Department.



Principal Secretary, Home

Home department

S. No.	Item	To be initiated examined and disposed of by	To be disposed by	Whether submitted to Minister
A. Home 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	MOS/HM
B	Recruitment relaxation provided for in Rules regarding age qualification, experience etc.	GO/DS	PSH	MOS/HM
C	Voluntary Retirement	GO/DS	PSH	MOS/HM
D	Complaint against personnel's of Police/RAC/FSL/ Wireless	GO/DS	PSH	-
E	Sanction for Purchases/Sale of land/Conveyance by Gazetted officers.	GO/DS	PSH	-
F	Representation of personnel's	GO/DS	PSH	-
G	Correction of date of birth.	GO/DS	PSH	MOS
H	Transfer/Posting/Promotions and deputation of Gazetted Officers.	GO/DS	PSH	MOS/HM
I	Foreign Training of all ranks	GO/DS	PSH	MOS/HM
J	Domestic Training Courses	GO/DS	PSH	-
2	Establishment matters relating to Non-Gazetted Staff Police/RAC/FSL/ Wireless/ACB	GO/DS	PSH	MOS
A	Recruitment relaxation provided for in Rules regarding age, qualification and experience etc.	GO/DS	PSH	MOS/HM
B	Voluntary Retirement cases	GO/DS	PSH	-
C	Correction of date of birth.	GO/DS	PSH	MOS
3	Service Rules	GO/DS	PSH	HM
4	Counting of Military Service.	GO/DS	PSH	-
5	Compulsory retirement under Rule 53(1) of RSR.	GO/DS	PSH	MOS/HM
6	Appreciation of Service (Medals, Rewards, Honorarium)	GO/DS	PSH	MOS/HM
7	Appointment of Officer in-charge to conduct cases in the court.	GO/DS	PSH	-
8	Nomination for foreign/UN-assignment	GO/DS	PSH	MOS/HM

9	Appointment of Committee to review Programmes/Schemes/Acts/Rules	GO/DS	PSH	MOS/HM
10	Adjournment motions, call attention notices, presentation of Annual Administrative Reports & Other Reports in legislature.	GO/DS	PSH	MOS
11	Notices under 80 C.P.C.	GO/DS	PSH	-
12	Raj. Police Act-2007-All Notifications and all appointments under Raj. Police Act. 2007	GO/DS	PSH	MOS/HM
13	Matters relating to legal proceedings and opinion.	GO/DS	PSH	-
14	Nomination of Committees. (A) State Level (B) Central Level	GO/DS GO/DS	PSH PSH	MOS/HM MOS/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	MOS
18	Matter related to sanction of dual charges to (A) Gazetted Officers (B) Non Gazetted Officers	GO/DS GO/DS	PSH PSH	MOS/HM -
19	Appeals and litigation matters of Police/RAC/FSL/ Wireless personnel in cases other than CCA Rules.	GO/DS	PSH	MOS
20	Policy decisions with regard to police establishment.	GO/DS	PSH	MOS/HM
21	The Rajasthan Police Services.	GO/DS	PSH	MOS/HM
22	Verification of Character concerning employment in India.	GO/DS	PSH	MOS
23	Matters regarding Rajasthan diseased Government Servant Rules , 1996.	GO/DS	PSH	-
24	I- All matters relating to training of Police/FSL/Wireless. II- All matters relating to travelling by Air/Railway/Car vehicle etc.	GO/DS	PSH (By air CS)	-
25	All matters relating to Assembly Question etc.	GO/DS	PSH	MOS
26	All matters relating to Parliament.	GO/DS	PSH	-

B. Home Department (Group-II Accounts)				
			PSH	MOS/HM
1	Accounts/Financial sanctions, PAC, all budgetary matters relating to Police/ RAC/ Jail/ Home Guards & Civil Defence/ Forensic Science Laboratory/ACB.	GO/DS/AAO		
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	MOS
6	Creation of police stations/out-posts	GO/DS	PSH	MOS/HM
7	Modernization Schemes- Police.	GO/DS	PSH	MOS/HM
8	Advances under Medical Attendance Rules	GO/DS	PSH	-
9	Regulation of Daily Allowance under TA Rules	GO/DS	PSH	-
10	Matters relating to RPBF, 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	Adjournment motions, call attention notices, presentation of Performance Budgets & Other reports in legislature.	GO/DS	PSH	MOS
16	All matters relating to Assembly Question.	GO/DS	PSH	MOS
17	All matters relating to Parliament Question etc.	GO/DS	PSH	-
C. Home Department (Group-III-Passport)				
1	Sanction for prosecution under passport Act, 1967	GO/OSD	PSH	MOS
2	Sanction for prosecution with the consent of G.O.I under	GO/OSD	PSH	-

	Immigration Act 1983.		PSH	MOS/HM
3	With-drawl of cases from the court.	GO/OSD		-
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
7	Repatriation of Indians who are lodged in foreign Jails.	GO/OSD	PSH	-
8	Instruction from GOI regarding issuance of passports.	GO/OSD	PSH	MOS
9	Pilgrimage out-side India (Haj Pilgrimage and other pilgrimage)	GO/DS(S)	PSH	MOS/HM
10	Adjournment motions, call attention notices, presentation of reports in legislature etc.	GO/OSD	PSH	MOS
11	All matters relating to Assembly Question.	GO/DS	PSH	MOS
12	All matters relating to Parliament Question etc.	GO/DS	PSH	-
D. Home Department (Group-IV-Visa)				
1	Matters related to Pakistani & Others Foreigners (including matters under NSA)	GO/OSD	PSH	MOS/HM
2	Grant of short term Visa Extension up to 3 months	GO/DS(S)	-	-
3	Grant of long Term/ yearly visa extension	GO/DS(S)	PSH	-
4	Grant of return visa	GO/DS(S)	PSH	-
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	GO/OSD	PSH	MOS

	attention notices, presentation of reports in legislature etc.			
14	Pilgrimage except out side India, Participation in Urs fair at Ajmer by Pak national.	GO/OSD	PSH	-
15	Deposit of visa fee and transfer to MEA	GO/OSD	PSH	-
16	Preventive detention of Foreign Nationals under National Security Act, 1980/ COFEPOSA Act/ PIT, NDPS Act.	GO/OSD	PSH	MOS/HM
17	All matters relating to Assembly Question.	GO/DS	PSH	MOS
18	All matters relating to Parliament Question etc.	GO/DS	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	PSH	MOS
B	Institution of Administrative enquires and their reports.	GO/DS	PSH	MOS/HM
C	Ex -gratia grant to victim of firing and riots	GO/DS	PSH	MOS/HM
D	Service of civil/criminal process of other states.	GO/DS	PSH	MOS
E	Prevention of cruelty to animal.	GO/DS	PSH	-
F	Notification under Sec. 60 of the Police Act.	GO/DS	PSH	MOS
2	Crime :-			
A	Petition for expeditious investigation or calling for reports from Police.	GO/DS	PSH	MOS
B	Transfer of Investigation to CID/CB	GO/DS	PSH	MOS/HM
C	Transfer of Investigation to CBI	GO/DS	PSH	MOS/HM
D	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 &	GO/DS	PSH	-

	Communal organizations.		PSH	-
B	Police arrangements on Special occasions.	GO/DS	PSH	MOS
C	Intelligence Reports.	GO/DS	PSH	-
D	Matters relating to traffic control & Regulations.	GO/DS	PSH	-
E	Matter's relating to Road safety..	GO/DS	PSH	MOS
F	Complaints against Police personnel reg. investigation etc.	GO/DS	PSH	MOS
7	Burial lands and burial grounds, cremation and cremation grounds outside Municipal and Town areas.	GO/DS	PSH	-
8	Litigations (civil) involving subjects mentioned above.	GO/DS	PSH	MOS/HM
9	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS	PSH	MOS
10	Rajasthan Dacoity affected Areas Act.	GO/DS	PSH	-
11	Complaints from Districts (Other than SC/ST/Women).	GO/DS	PSH	MOS
12	All matters relating to Assembly Question etc.	GO/DS	PSH	-
13	All matters relating to Parliament Question etc.	GO/DS	PSH	-

F. Home Department (Group-VI-Coordination)

1	Co-ordination within Home Department matters related with more than one Group	GO/DS	PSH	-
2	Rajasthan Noise Control Act.	GO/DS	PSH	-
3	Indian Treasure Trove Act. & Rules	GO/DS	PSH	-
4	Rajasthan Cinema Regulation Act. Permission for shooting of films in border Area.	GO/DS	PSH	-
5	Video Regulation Act	GO/DS	PSH	-
6	Regulation of betting and gambling lotteries (except State Lotteries) but not including taxation thereon.	GO/DS	PSH	-
7	Submission of quarterly report of court cases to law Department.	GO/DS	PSH	-
8	Co-ordination of RTI matters and first appeal under Section-19(1) of RTI Act related to Home Department	GO/DS	PSH	-

	Communal organizations.	GO/DS	PSH	-
B	Police arrangements on Special occasions.	GO/DS	PSH	MOS
C	Intelligence Reports.	GO/DS	PSH	-
D	Matters relating to traffic control & Regulations.	GO/DS	PSH	-
E	Matter's relating to Road safety..	GO/DS	PSH	MOS
F	Complaints against Police personnel reg. investigation etc.	GO/DS	PSH	MOS
7	Burial lands and burial grounds, cremation and cremation grounds outside Municipal and Town areas.	GO/DS	PSH	-
8	Litigations (civil) involving subjects mentioned above.	GO/DS	PSH	MOS/HM
9	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS	PSH	MOS
10	Rajasthan Dacoity affected Areas Act.	GO/DS	PSH	-
11	Complaints from Districts (Other than SC/ST/Women).	GO/DS	PSH	MOS
12	All matters relating to Assembly Question etc.	GO/DS	PSH	-
13	All matters relating to Parliament Question etc.	GO/DS	PSH	-
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4	Rajasthan Cinema Regulation Act. Permission for shooting of films in border Area.	GO/DS	PSH	-
5	Video Regulation Act	GO/DS	PSH	-
6	Regulation of betting and gambling lotteries (except State Lotteries) but not including taxation thereon.	GO/DS	PSH	-
7	Submission of quarterly report of court cases to law Department.	GO/DS	PSH	-
8	Co-ordination of RTI matters and first appeal under Section-19(1) of RTI Act related to Home Department	GO/DS	PSH	-

9	Website of Home Department (Co-ordination to all sections of Home Department).	GO/DS	PSH	-
10	Co-ordination of SUGAM applications.	GO/DS	-	-
11	Co-ordination of CMIS matters.	GO/DS	PSH	-
12	Co-ordination of CMO's VIP/VVIP References.	GO/DS	PSH	-
13	Land allotment matters pertaining to Police Department.	GO/DS	PSH	HM
14	Citizen Charter of All HOD's under Home Department.	GO/DS	PSH	HM
15	e-Governance.	GO/DS	PSH	-
16	All matters relating to Assembly Question etc.	GO/DS	PSH	MOS
17	All matters relating to Parliament Question etc.	GO/DS	PSH	-
G. Home Department (Group-IX-Security-II)				
1	Detention/Ordinance & Regulation			
A	Border Development/ Security.	GO/DS	PSH	MOS
B	Cases under National Security Act, 1980 pertaining to Indian National.	GO/DS	PSH	MOS/HM
C	Cases under COFEPOSA Act.	GO/DS	PSH	MOS/HM
D	Cases under PIT, NDPS Act	GO/DS	PSH	MOS/HM
E	Interviews with detainees NSA, COFEPOSA, PIT NDPS.	GO/DS	PSH	MOS
2	Security Matters			
A	Cases related to terrorism and related matters	GO/DS	PSH	MOS/HM
B	Border area development programme	GO/DS	PSH	MOS
C	Cases related to issue of Identity cards in border districts.	GO/DS	PSH	MOS/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	-
M	Territorial Army.	GO/DS	PSH	-
3	Vigilance Matters :-			
A	Interception of Postal Mail/Telegrams.	-	PSH	-
B	Interception of telephones	-	PSH	-
4	Narcotics Act.	GO/DS	PSH	-
5	Civil Military liaison conference.	GO/DS	PSH	MOS/HM
6	Cases related to following Act.			
A	Terrorist and Disruptive (prevention) Activities Act, 1987	GO/DS	PSH	MOS/HM
B	Official Secret Act.	GO/DS	PSH	MOS
C	Unlawful activities (Prevention) Act.	GO/DS	PSH	MOS/HM
D	Rajasthan Religious Buildings and places Act.	GO/DS	PSH	MOS/HM
E	Rajasthan essential services maintenance.	GO/DS	PSH	MOS/HM
F	Rajasthan Control of gunda Act.	GO/DS	PSH	-
G	The terrorist affected areas (special courts) Act, 1984	GO/DS	PSH	MOS/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	PSH	MOS/HM
B	References seeking clarification or instructions	GO/DS	PSH	-
C	Disposal of confiscated Arms.	GO/DS	PSH	-
D	General references to GOI for licencing authorities relating to Indian Arms Act & Rules	GO/DS	PSH	MOS
E	Recommendation for new licenses to manufactures etc of firearms.	GO/DS	PSH	MOS
F	Recommendations for licence in	GO/DS	PSH	-

	form-III for possession of arms & ammunition of category (b) and (C)			
G	Extension of area of arms license in forms- III to all India.	GO/DS	PSH	-
H	Permission for addl. Weapon.	GO/DS	PSH	-
I	Transfer of Arms or purchase of arms licenses valid for Inter State/ All India.	GO/DS	PSH	-
J	Grant of licenses in form I, IX, XI, XII, XIII & XIV	GO/DS	PSH	-
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 licenses issued from other States.	GO/DS	-	-
N	Amendments in the existing licenses of dealers.	GO/DS	PSH	-
O	Permission under section 6 of Arms Act 1959.	GO/DS	PSH	-
P	Grant of exemption reg. provisions of Indian arms Act & Rules.	GO/DS	PSH	-
Q	Revision of fees under the Arms Act & Rules.	GO/DS	PSH	MOS
R	Instructions by the State Government for guidance of licensing authorities and amendment thereof.	GO/DS	PSH	MOS/HM
S	Printing and supply of forms prescribed under the Arms Act & Rules.	GO/DS	PSH	-
T	Notification to be issued by the Government under the provisions of the Indian Arms Act & Rules.	GO/DS	PSH	MOS
U	Returns under the Arms Rules & Disposal of confiscated arms.	GO/DS	PSH	-
V	Firearms of the ex-rulers & others and exemption thereof.	GO/DS	PSH	-
8	Field firing :- A. Demarcation of Areas.	GO/DS	PSH	MOS
9	B. Issue of notification under maneuvers of field firing and artillery practice Act, 1938	GO/DS	PSH	MOS
10	Land Acquisition:- A. Acquisition of land for defence	GO/DS	PSH	MOS

	B. I.e. Air force /Army etc. Sanction of acquiring land U/S 17 of Central Land Acquisition Act (Urgent Clause)	GO/DS	PSH	MOS
	C. Sanction of award	GO/DS	PSH	MOS
11	Meeting/Conferences relating to border affairs Distt./ State level, border matters.	GO/DS	PSH	-
12	Clarification Reg. domicile certificate.	GO/DS	PSH	-
13	Civil administration in army area occupied by India army forces.	GO/DS	PSH	MOS
14	Cases under the Indian explosive Act and explosive substances Act.	GO/DS	PSH	-
15	Reports of enquiries in respect of serious accidents under Indian Petroleum Act, 1934	GO/DS	PSH	MOS
16	Preventive detention.	GO/DS	PSH	MOS/HM
17	Petroleum and other dangerously inflammable substances.	GO/DS	PSH	-
18	Institution of Judicial enquiries and their reports.	GO/DS	PSH	HM
19	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS	PSH	MOS
20	All matters relating to Assembly Question etc.	GO/DS	PSH	MOS
21	All matters relating to Parliament Question etc.	GO/DS	PSH	-
H. Home 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	MOS
3	Withdrawing from prosecution under section 321 of Cr. P.C.	GO/ALR	SSHL/PSH	MOS/HM
4	Matters related to I.P.C. & Cr.P.C.	GO/ALR	SSHL/PSH	MOS/HM
5	Criminal Tribes.	GO/ALR	SSHL	MOS
6	All criminal appeals/Criminal writ Petitions concerning criminal prosecution/habeas corpus petition/SLPs	GO/ALR	SSHL/PSH	MOS
7	Prosecution Under Section 196 Cr, PC	GO/ALR	SSHL/PSH	MOS/HM
8	All Establishment matters.	GO/ALR	SSHL/PSH	MOS

9	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS	SSHL/PSH	MOS
10	All matters relating to Assembly Question.	GO/DS	PSH	MOS
11	All matters relating to Parliament Question etc.	GO/DS	PSH	-
I. Home Department (Group-XI-Home-Appeal)				
1	All matter relating to CVC	GO/DS	PSH	-
2	Appeal U/R-23 CCA Rules.	GO/DS	PSH	MOS
3	Revision U/R 34 CCA Rules.	GO/DS	PSH	MOS/HM/H.E GOV.
4	All litigation matters concerning disciplinary proceedings of Non Gazetted personnel in Police/RAC/FSL/Wireless/ACB.	GO/HLA/DLR/DS/	PSH	MOS
5	All matters pertaining to MACT claims.	GO/HLA/DLR/DS/	PSH	MOS
6	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS	PSH	MOS
7	All matters relating to Assembly Question.	GO/DS	PSH	MOS
8	All matters relating to Parliament Question etc.	GO/DS	PSH	-
J. Home Department (Group-XIII-Grievance Redresal)				
1	Atrocities on women	GO/DS	PSH	-
2	Sati prevention Act, 1987	GO/DS	PSH	MOS/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	MOS/HM
6	Complaints from ST/SC/Minorities.	GO/DS	PSH	-
A	Disposal of reference received from SC/ST/Minority Commissions and MHA	GO/DS	PSH	MOS/HM
B	Evaluation of Complaints relating to Atrocities on SC/ST received from all Distts.	GO/DS	PSH	MOS/HM
C	Monthly Review.	GO/DS	PSH	MOS/HM

D	Annual Review.	GO/DS	PSH	MOS/HM
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	MOS/HM
H	Compulsory registration of marriages matters.	GO/DS	PSH	-
7	National unity council.	GO/DS	PSH	MOS/HM
8	SC/ST/PCR Act.	GO/DS	PSH	MOS
9	Protection of Children/Suppression of Immoral Traffic Act.	GO/DS	PSH	-
10	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS	PSH	MOS
11	All matters relating to Assembly Question.	GO/DS	PSH	MOS
12	All matters relating to Parliament Question etc.	GO/DS	PSH	-
K. Home 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 recommendations of NHRC/SHRC.	GO/DS	PSH	MOS
4	All matters relating to RSHRC.	GO/DS	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	PSH	MOS
6	Appointment of Chairman/ Members of RSHRC.	GO/DS	PSH	HM
7	Adjournment motions, call attention notices, presentation of reports in legislature.	GO/DS	PSH	MOS
8	All matters relating to Assembly Question etc.	GO/DS	PSH	MOS
9	All matters relating to Parliament Question etc.	GO/DS	PSH	-

Note :

1. HM means Minister in charge, Home Department, MOS means Minister of State, CS means Chief Secretary, PSH means Principal Secretary Home & Chief Vigilance Commissioner, 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. Matters required to be presented before cabinet as per rule 17 of Rules of Business will be submitted to Chief Minister through PSH/CS/MOS/HM.
4. All policy matters relating to department will be brought to the notice of Principal Secretary, Home.
5. All cases considered important by the group officer and Dy. Secretary will be brought to the notice of the Principal Secretary, Home.
6. 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.
7. Similarly, Group Officer in the absence of Dy. Secretary may dispose of urgent cases.
8. 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.
9. Cases not covered by the above items will be examined by Group Officer and put up to MOS through PSH for orders.


Principal Secretary, Home