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कार्य सम्पादन हेतु स्थायी आदेश

राजस्थान कार्य पद्धति नियमों के नियम-21 के अन्तर्गत ग्रामीण विकास से सम्बन्धित कार्यों के निष्पादन के सम्बन्ध में विभाग के पूर्वादेशों के अतिक्रमण में एतद् द्वारा आज्ञा दी जाती है कि शासन सचिवालय के ग्रामीण विकास से सम्बन्धित कार्य उक्त नियमों के साथ परिशिष्ट "ब" संलग्नक "क" पर उल्लेखित कार्यों के अतिरिक्त, कार्यों का निष्पादन निम्नानुसार किया जायेगा :-

क्र.सं.	कार्य	जांच करने वाला तथा निपटान करने वाला अधिकारी	अधिकारी जिसके द्वारा निपटाया जायेगा	माननीय मुख्यमंत्री महोदय (मा. मंत्री महोदय, ग्रावि एवं पंचायति) को प्रस्तुत किया जाना है
1	2	3	4	5
1	नवीन नीति निर्धारण	शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां
2	नीतिगत परिवर्तन	शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां
3	वार्षिक एवं पंचवर्षीय योजना की संरचना	शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां
4	मंत्री मण्डल ज्ञापन	शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां
5	नियम, अधिनियमों व अधिसूचनाओं का संशोधन	शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां
6	अन्तर्राज्यीय मामले	शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां

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क्र.सं.	कार्य	जांच करने वाला तथा निपटान करने वाला अधिकारी	आधिकारी जिसके द्वारा निपटाया जायेगा	माननीय मुख्यमंत्री महोदय (भा. मंत्री महोदय, ग्रावि एवं पंरावि) को प्रस्तुत किया जाना है
1.	2	3	4	5
7	अन्तर्विभागीय मामले	शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां
8	केन्द्र सरकार से नीतिगत मामलों से सम्बन्धित प्रकरण	शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां
9	मूल्यांकन अध्ययन	ग्रुप अधिकारी/ शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	-
10	एम.पी.आर./क्यू.पी. आर. एवं अन्य प्रगति प्रतिवेदन	ग्रुप अधिकारी/ शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	नहीं
11	उपयोगिता प्रमाण पत्रों के समायोजन की मोनिटरिंग	ग्रुप अधिकारी/ शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	नहीं
12	विशेष परियोजनाओं से सम्बन्धित नीतिगत मामले	ग्रुप अधिकारी/ शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां
13	मुख्यमंत्री/ विशिष्टजन/ प्रतिनिधियों से प्राप्त पत्रों पर कार्यवाही	ग्रुप अधिकारी/ शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां
14	सतर्कता सम्बन्धी प्रकरण :- 1. राजपत्रित 2. अराजपत्रित	ग्रुप अधिकारी/ शासन उप सचिव/ संयुक्त शासन सचिव	शासन सचिव/ प्रमुख शासन सचिव/ अति.मुख्य सचिव	हां नहीं

[Signature]

नोट :-

1. इस स्थायी आदेश के अनुसार माननीय मुख्यमंत्री महोदय (माननीय मंत्री महोदय, ग्रामीण विकास एवं पंचायती राज) द्वारा सामान्यतः निपटाये जाने वाले मामलों को मुख्यालय से माननीय मुख्यमंत्री महोदय (मा. मंत्री, ग्रावि एवं पंरावि) की अनुपस्थिति में जहां माननीय मुख्यमंत्री महोदय (मा. मंत्री, ग्रावि एवं पंरावि) के लौटने का इन्तजार करना, मामले की प्रकृति को देखते हुए संभव नहीं हो तो, अतिरिक्त मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव उनकी अनुपस्थिति में निपटा सकेंगे, बाद में माननीय मुख्यमंत्री महोदय (मा. मंत्री, ग्रावि एवं पंरावि) के ध्यान में ऐसे प्रकरण अनिवार्य रूप से लाये जाने चाहिए ।
2. स्थायी आदेशों के मुताबिक अतिरिक्त मुख्य सचिव/प्रमुख शासन सचिव की अनुपस्थिति में मामलों को शासन सचिव निपटा सकते हैं ।
3. शासन सचिव की अनुपस्थिति में इस स्थायी आदेश के अन्तर्गत निपटाये जाने वाले मामलों को संयुक्त शासन सचिव/शासन उप सचिव ऐसे आवश्यक प्रकृति के मामलों को (अर्जेंट केसेज) निपटा सकते हैं ।
4. प्रत्येक मामले में जो नोट के क्रमांक 1 से 3 तक के निपटाये गये प्रकरणों की शीघ्रातिशीघ्र स्थायी आदेश के अन्तर्गत मामलों को निपटाने में सक्षम अधिकारी से अनुमोदन कराया जायेगा ।
5. इस अनुसूची में जिन मामलों का जिक्र नहीं आया है, ऐसे महत्वपूर्ण मामलों को जो आवश्यक समझे जावें, माननीय मुख्यमंत्री महोदय (माननीय मंत्री महोदय, ग्रामीण विकास एवं पंचायती राज विभाग) के ध्यान में लाया जावे ।
6. वे समस्त मामले जिनमें वर्तमान कानूनों, स्थायी अथवा सामान्य आदेश और राज्य सरकार की स्वीकृत नीति में शिथिलता दी गई हो/दी जाने हो, माननीय मुख्यमंत्री महोदय (माननीय मंत्री महोदय, ग्रामीण विकास एवं पंचायती राज विभाग) को प्रस्तुत की जाये ।
7. जो आइटम इसमें वर्णित नहीं हो व जिनका स्थायी आदेशों में विवरण नहीं है, उन्हें शासन सचिव/प्रमुख शासन सचिव/अति. मुख्य सचिव/माननीय मुख्यमंत्री महोदय (माननीय मंत्री महोदय, ग्रामीण विकास एवं पंचायती राज विभाग) के समक्ष प्रस्तुत किया जावे ।
8. जनलेखा समिति सम्बन्धी पत्रावली शासन सचिव/प्रमुख शासन सचिव/ अति. मुख्य सचिव को प्रस्तुत की जावेगी । गंभीर मामलों को माननीय मुख्यमंत्री महोदय (माननीय मंत्री महोदय, ग्रामीण विकास एवं पंचायती राज विभाग) के ध्यान में लाया जायेगा ।
9. वित्तीय निहितार्थ (Financial Implications) की पत्रावलियां वित्तीय सलाहकार के माध्यम से सक्षम स्तर तक प्रस्तुत की जावेगी ।
10. सामाजिक लेखा परीक्षा जवाबदेही एवं पारदर्शिता सोसाइटी, राजस्थान के कार्य संपादन हेतु स्टैंडिंग ऑर्डर संलग्नक 'ख' के पृष्ठ संख्या 1 से 4 के अनुसार किया जावेगा ।

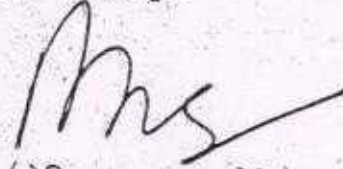


(अशोक गहलोत)
मुख्यमंत्री

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु :-

1. सचिव, महामहिम राज्यपाल महोदय, राजस्थान, जयपुर ।
2. प्रमुख सचिव, मुख्यमंत्री, राजस्थान सरकार, जयपुर ।
3. निजी सचिव, मुख्य सचिव, राजस्थान, जयपुर ।

4. समस्त अति. मुख्य सचिव / प्रमुख शासन सचिव / शासन सचिव राजस्थान, जयपुर ।
5. निजी सचिव, अतिरिक्त मुख्य सचिव, ग्रामीण विकास एवं पंचायती राज विभाग राज. जयपुर ।
6. निजी सचिव, शासन सचिव, पंचायती राज एवं आयुक्त, पंचायती राज, जयपुर ।
7. निजी सचिव, शासन सचिव, ग्रामीण विकास विभाग एवं आयुक्त, महात्मा गांधी नरेगा ।
8. निजी सचिव, शासन सचिव, मंत्री मण्डल सचिवालय, राज. जयपुर ।
9. संयुक्त शासन सचिव (प्रशासन), ग्रामीण विकास विभाग, राजस्थान जयपुर ।
10. निदेशक, सामाजिक लेखा परीक्षा जवाबदेही एवं पारदर्शिता सोसाइटी, राजस्थान, जयपुर
11. समस्त योजना प्रभारी, ग्रामीण विकास मुख्यालय, जयपुर ।
12. प्रोग्रामर, ग्रामीण विकास को. विभागीय वेबसाइट पर अपलोड करने हेतु ।
13. रक्षित पत्रावली ।



(रोहित कुमार :सेंड)

अतिरिक्त मुख्य सचिव

ग्रामीण विकास एवं पंचायती राज विभाग

APPENDIX "B"

Manner of Disposal of Business relating to Items common to all Departments
(Rule 21)

S. No.	Items	To be examined and disposed of by	To be disposed of by	Whether to be submitted to the Dy. Minister/ Minister of State/ Minister-in-charge.
1	2	3	4	5
A-Services				
1.	Establishment matters relating to Gazetted Officers under the control of the departments.			
	(a) Creation of Posts.	Group Officer	Secretary	Yes
	(b) Initial Appointments	"	"	"
	(c) Extension of temporary posts and appointments	"	Dy. Secretary	"
	(d) Promotions	Group Officer/ Dy. Secretary	Secretary	Yes
	X(e) Deleted.	Deleted	Deleted	Deleted
	(f) Resignation.	Group Officer	Secretary	Yes, in the case of Head of Deptt.

X Vide Notification No.F. 24(14) Cab./82, dated 2.12.1985.

Note-In the Appendix 'B' of rule 21 the word 'Secretary' wherever occurring shall include "Special Secretary" added vide Notification No. F. 24 (14) Cab./82, dated 2.12.1985.

1	2	3	4	5
	(g) Transfers	D.S.	Secretary	Yes
	(h) Re-employment of superannuated persons	Group Officer	"	Yes
	(i) Grant of Advance increment/Higher fixation	Group Officer	"	"
	(j) Confirmation.			
	(i) Below Heads of Deptt.	"	"	
	(ii) Heads of Deptts.	"	"	Yes, if refused.
	(k) Fixation of Seniority.	"	"	Yes
2.	Establishment matters relating to non-gazetted staff under control of the Deptt.			
	(a) Creation of posts.	"	Dy. Secretary	
	(b) Initial appointment.	"	"	
	(c) Extension of temporary posts and appointments.	"	* Deleted.	
	(d) Promotion	"	Dy. Secretary	
	+ (e) Deleted	Deleted	Deleted	
	(f) Resignations	G.O.	Dy. Secretary	
	(g) Transfers	"	Dy. Secretary	
	(h) Re-employment of superannuated persons.	"	Secretary	
	(i) Grant of advance increment/Higher fixation.	"	Secretary	
	(j) Confirmations	G.O.	Dy. Secretary	
	(k) Fixation of seniority.	"	"	

* Item No. 2(e) Words "Dy. Secretary" in Col. No.-4 has been deleted vide order No. F. 1(4) GA-II/76, dated 6.1.1976.
+ Deleted vide Notification No. F. 24(14) Cab/82, dated 2.12.1985.

1	2	3	4	5
3.	Disciplinary matters.			
	(a) Appeals or review against the orders of the Heads of departments.	G.O.	Secretary	Yes
	(b) Orders for preliminary enquiry against Gazetted Officers	"	Secretary	
	(c) Reference to Appts. Department for suspension and institution of disciplinary proceedings against Gazetted Officers.	Dy. Secretary	"	Yes
	(d) Matters relating to disciplinary action against non-gazetted staff.	Group Officer	Dy. Secretary	
④	Sanction of leave			
	(a) casual & Privilege leave to all non-gazetted staff in the Section.	"		
	(b) All kinds of leave to Heads of Departments	"	Secretary	Yes, if leave exceeds one month.
	(c) All kinds of leave to other Gazetted Officers.	"	Dy. Secretary (if Group Officer is not Assistant Secy.)	
5.	Grant of Special Pay/allowances under rule 35 & 50 of R.S.R.	Group Officer	Dy. Secretary (if Group Officer is not Assistant Secy.)	

1	2	3	4	5
6. Sanction for travelling outside Rajasthan.				
(a) Heads of Departments		Group Officer	Secretary	
(b) Gazetted Officers		"	Dy. Secretary	
(c) Non-gazetted staff		"	"	
7. Sanction for halts for more than 60 days				
(a) Heads of Departments		"	"	
(b) Gazetted Officers		"	"	
(c) Non-gazetted staff		G.O.	Secretary	
8. Training within Rajasthan		"	Dy. Secretary	
(a) Gazetted.		"	"	
(b) Non-Gazetted		"	"	
9. Prosecution of Higher Studies & Training in India/Abroad Research etc.		"	Secretary	
(a) Gazetted Officers		"	Dy. Secretary	
(b) Non-Gazetted Staff		"	"	
10. Cases of Pension & Gratuity, Insurance etc.		Dy. Secretary	Secretary	Yes
11. Condonation of Break/deficiencies		Group Officer	Dy. Secretary	
*12. House Rent Allowance		"	"	
13. Promotion from Subordinate/Ministerial cadre to Gazetted cadre.		"	"	
14. Departmental Examination-Conduct of examinations		Group Officer	Dy. Secretary	Yes
		"	*Deleted	Yes
		"	Secretary	Yes
		"	"	
		Group Officer	Dy. Secretary	Yes

* In Item No. 12 Words "Dy. Secretary" in col. No. 4, deleted vide order No. F. 1(4) GA-II/76, dated 6.1.1976.

1	2	3	4	5
15.	Deputation of Foreign Service. (a) Gazetted (b) Non-Gazetted	Group Officer	Secretary Dy. Secretary	Yes
16.	Grant of various awards for publications suggestions, schemes etc.	"	"	"
17.	Sanction for extension of joining time (a) Gazetted Officers (b) Non-Gazetted Staff	G.O. " Group Officer	Dy. Secretary/Secy. Secretary Dy. Secretary	"
B-Matters other than in 'A' relating to Finance & Plan				
18.	Hire of Buildings	"	Dy. Secretary	"
① @ 19.	Time barred claims	"	Deleted	"
20.	Purchase of stores equipments and furniture etc. (a) Upto Rs. 25,000/- (b) Upto Rs. 2 lacs. (c) Above Rs. 2 lacs.	" Group Officer	Dy. Secretary Dy. Secretary/Secy.	Yes
21.	Budgets and proposals for new expenditure	"	"	"
22.	Re-appropriation from one sub-head to another Sub-head in the same head.	"	"	Yes
23.	Administrative sanction for works	"	Dy. Secretary (upto 5000/- Secy. (Above Rs. 5000/-)	"
		Group Officer	Secretary	

@ Item No. 19 Words "Dy. Secretary" in col. No. 4, deleted vide order No. F. 1(14) GA-II/76, dated 6.1.1976.

1	2	3	4	5
24. Refund cases		Group Officer	Dy. Secretary (upto Rs. 5000/-) Secy. (Above Rs. 5,000/-)	Yes
25. Embezzlement & theft cases		G.O.	Secretary	Yes
26. Writing off Losses		"	Dy. Secretary upto Rs. 2500/-	Yes, If the Amt. is above Rs. 2500/-
			Secretary (above Rs. 2500/-)	
@27. Hire of office Furniture			Secretary (Above Rs 2500/-)	
Ⓢ 28. Audit Inspection Report			Deleted	
29. Settlement of claims			Dy. Secretary/ Secretary	
			Sy. Secretary/ Secretary	Yes, if the amount involved exceed Rs. 50000/-
30. Advances in respect of various schemes of all Departments		Group Officer	Secretary	Yes
@31. Advances to Government employees		"	Deleted	

@ In Item No. 27 & 31 words "Dy. Secretary" in Col. No. 4, deleted vide order No. F. 1(4) Ga-II/76, dated 6.1.1976.

1	2	3	4	5
32.	Loans and Advances of Private parties.	Dy. Secretary	Secretary	Yes
33.	Continuation/Extension of schemes	Group Officer	Secretary	Yes, cases to be referred to F.D.
34.	New Schemes	Dy. Secretary	Secretary	Yes
35.	Allotment of Grants	Group Officer	Secretary	Yes, if the grant is above Rs. one lac.
36.	Contract & Leases	G.O.	Dy. Secretary/Secy.	Yes, if the value exceeds Rs. one lac
37.	(a) Grants-in-aid subsidies, Scholarship & Compensation (b) Adhoc grants	"	"	Yes
38.	Rewards & Honoraria	"	Dy. Secretary/ Secretary	
39.	Acquisition & Purchases of Lands	"	Secretary	
40.	Insurance of Government Properties	"	Dy. Secretary	
41.	Donation/Charities, Endowments etc.	"	"	
42.	Draft Paras	"	Dy. Secretary/Secy.	
43.	Delegation of Powers-Proposals for	"	Secretary	Yes, In case it involves proposals for the delegation of powers to the Head of the Department.

1.	2	3	4	5
C-Inspection, Tours & reports				
44.	Preparation of Annual reports			
*45.	Statistics & Periodical Returns	G.O.	Dy. Secretary/Secy.	- Yes
46.	Reports of Inspection/Tours	Group Officer	Deleted	
	(a) Heads of Departments	"		
	(b) Gazetted Officers	G.O.	Secretary	
D-Conference, Committees, Fairs, Exhibitions, Information & Publicity				
47.	Holding of meetings, Conferences, Seminar, Camps etc.	G.O.	Dy. Secretary	
48.	Advertisement & Press matters.	"	Secretary	
49.	Printing & Publication of Govt. documents & Booklets.	"	Dy. Secretary/Secy.	
50.	Issue of Govt. certified copies.	"		
51.	Reports of Committees other than Assembly Committees.	"		
52.	Holding of Fairs and Exhibitions.	"	Dy. secretary/ Secretary	
53.	Nomination of Government representative who attend Conferences & Meeting on behalf of Government	"	Dy. Secretary Secretary	Yes
E-Assembly and Parliament				
@54.	(a) Assembly Questions other than the unstarred Question.	Group Officer/ ---	Secy/Spl. Secy./	Yes
	(b) Un-starred Questions.	Dy. Secy	Addl. Secy.	
		Group Officer	Dy. Secretary	Yes
* In Item No. 45 Words "Dy. Secretary" in Col. No. 4, deleted vide order No. F. 1(4) Ga-II/76, dated 6.1.1976.				

1	2	3	4	5
@ 55. Parliament Question.				
56.	Appointment of Special Officers to conduct cases in the Courts.	Group Officer/D.S.	Secy./Spl./Addl.	Yes
57.	New legislation & Amendments to the existing legislation.	Group Officer	Secre ary	Secy
58.	Action on Committees of Assembly (such a P.A.C., P.E.C.P.U.C., Assurance Committees.)	"	Dy. Secretary/Secy.	Yes
F-Litigation				
59.	Prosecution & withdrawals of cases	Group Officer	Secretary	Yes cases to be referred to Law Department.
60.	Litigation by/against Govt. matters relating to	"	Dy. Secretary/Secretary	Yes
G-Other Matters				
61.	Reorganisation & charge in administrative set up	Dy. Secretary	Secretary	Yes
62.	Petitions	Group Officer	Dy. Secretary	Yes
63.	Departmental Manuals & Rules including Service Rules, Proposals for framing of new rules/ amendments and Interpretations.	"	Dy. Secretary/	Yes
@ Item N. 55 substituted vide order No. F. 24(4) Cab./79, dated 29.7.1980.				

APPENDIX "B" (For Society for Social Audit, Accountability and Transparency- SSAAT)

Manner of Disposal of Business relating to items common to all Departments

(Rule 21)

संलग्नक 'ख' (पृष्ठ 1-4)

S.No.	Items	To be examined and disposed of by	To be disposed of by	Whether to be submitted to the Dy. Minister/Minister of State/Minister-in-charge.
1	2	3	4	5
1.	A-Services Establishment matters (including Contractual persons.)			
	(a) Initial Appointments	HoO through HoD, Secretary RD	ACS, RD & PR (cum Chairperson, E.C.)	No
	(b) Extension of temporary posts and appointments	HoO through HoD, Secretary RD	ACS, RD & PR (cum Chairperson, E.C.)	No
	(c) Resignation	HoO through HoD, Secretary RD	ACS, RD & PR (cum Chairperson, E.C.)	No
	(d) Re-employment of superannuated persons	HoO	HoD	No
2.	Disciplinary matters (including Contractual persons.)			
	(a) Appeals or review against the orders of the Head of department.	Secretary RD	ACS, RD & PR	No
	(b) Orders for preliminary enquiry.	HoO	HoD	No
	(c) For suspension and institution of disciplinary proceedings	HoO	HoD	No
	(d) Matters relating to disciplinary action.	HoO	HoD	No
3.	Sanction of Leave (including Contractual persons.)			
	(a) Casual & Privilege leave & other leave	HoO	HoD	No
	(b) All kinds of leave to Heads of Department.	HoO/ HoD, Secretary RD	ACS, RD & PR (cum Chairperson, E.C.)	No

4.	Sanction for travelling outside Rajasthan (a) Heads of Departments (b) other Officers/Staff	Secretary RD HoO	ACS, RD & PR (cum Chairperson, E.C.) HoD	No
5.	Training within Rajasthan (including resource persons.)	HoO	HoD	No
6.	Condonation of Break/deficiencies.	HoO	HoD	No
7.	House Rent Allowance	HoO	HoD	No
8.	Grant of various awards for publications suggestions, schemes etc.	HoO through HoD, Secretary RD	ACS, RD & PR /CS. (cum Chairperson, E.C., G.B.)	No

Note:- All remaining matter related to service conditions/establishment issues will be dealt & disposed off as per the delegation of powers to concerned authority (HoO, HoD, Chairperson, EC (as AD)) under Rajasthan Service Rules for in service employees/officers and for rest of the staff/officers & resource persons the action will be taken by Head of Deptt. as per the Rules & Regulations as approved by competent authority in the Society for Social Audit, Accountability and Transparency (SSAAT).

9. B. Matters other than in 'A' relating to Finance & Plan

All Financial matters will be dealt & disposed off by Head of office. (HoO), Head of Deptt. (HoD) or Chairperson EC, SSAAT (as Administrative Deptt.) as per delegation of Financial powers in GF&AR. The powers of Administrative Deptt. will be exercised by ACS, RD&PR cum Chairperson, EC, SSAAT through Secretary, RD.

C. Inspection, Tours reports/ other reports				
10.	Preparation of Annual reports	HoO through HoD, Secretary RD	ACS, RD & PR /CS. (cum Chairperson, E.C., G.B.)	No
11.	Statistics & Periodical Returns	HoO	HoD	No
12.	Reports of Inspection/Tours Reports	HoO	HoD	No
Note: All Social Audit reports will be prepared & disposed off by Director, SSAAT as per procedure laid down in the Society for Social Audit, Accountability and Transparency (SSAAT) guidelines approved by E.C./G.B.				
D. Conference, Committees, Fairs, Exhibitions, Information & Publicity.				
13.	Holding of meetings, Conference, Seminar, Camps etc.	HoO	HoD	No
14.	Advertisement & Press matters.	HoO through HoD, Secretary RD	ACS, RD & PR (cum Chairperson, E.C.)	No

(3)

	documents & Booklets.	Secretary RD		
16.	Issue of certified copies.	HoO		No
17.	Reports of Committees other than Assembly Committees.	HoO through HoD, Secretary RD	ACS, RD & PR (cum Chairperson, E.C.)	No
18.	Holding of Fairs and Exhibitions.	HoO through HoD, Secretary RD	ACS, RD & PR (cum Chairperson, E.C.)	No
19.	Nomination of Government representative who attend Conferences & Meeting on behalf of Government.	HoO through HoD, Secretary RD	ACS, RD & PR (cum Chairperson, E.C.)	No

	E. Assembly and Parliament			
	(a) Assembly Questions other than the unstarred Questions.	Group Officer/ Jt. Secy	Spl. Secy./Secy./ACS	Yes
	(b) Un-starred Questions.	Group Officer	Jt. Secy./ Secy./ACS	Yes
20.	Parliament Question.	Group Officer/Jt. Secy./ Secy. RD	ACS	Yes
21.	Appointment of Special Officers to conduct cases.	HoO through HoD, Secretary RD	ACS /C.S.	No
22.	New legislation & Amendments to the existing legislation.	Gr. Officer	Jt. Secy./ Secy	Yes
23.	Action on Committees of Assembly (such a P.A.C, P.E.C. P.U.C., Assurance Committees.)	Gr. Office	Jt. Secy./ Secy	Yes

(4)

F. Litigation				
1	2	3	4	5
24.	Prosecution & withdrawals of cases	HoO through HoD, Secretary RD	ACS, RD & PR /CS, (cum Chairperson E.C., G.B.)	No
25.	Litigation by/ against Govt. matters relating to appointment of advocates & finalisation of their fee/ remuneration/ expenses etc.	Jt. Secretary	Spl. Secretary/ Secy/ACS	No
G. Other Matters				
26.	Reorganisation & change in administrative set up	Jt. Secretary	Secy /ACS	Yes
27.	Petitions	Group Officer	Jt. Secretary	No
28.	Departmental Manuals & Rules including Service Rules, Proposals for framing of new rules/ amendments.	HoO through HoD, Secretary RD	ACS, RD & PR /CS, (cum Chairperson, E.C., G.B.)	No

Note:- *As per policy guidelines issued by G.B. & E.C.

Note :- These orders have been prepared in consonance with cabinet decision No. D-49/M.M./2019. Dated. 27.06.2019 while constitution of the the Society for Social Audit, Accountability and Transparency (SSAAT).

17/11/2020
(रामावतार शर्मा)
निदेशक
सामाजिक लेखापरीक्षा, जवाबदेही एवं
प्रदर्शिता सोसायटी, राजस्थान जयपुर

9/11/20