

**Government of Rajasthan**  
**Administrative Reforms (Gr.-1) Department**

F.6 (2)/ AR/Gr-I/2014

Jaipur, Dated: 17<sup>th</sup> March, 2015

**--Order--**

With a view to reduce the time taken in disposal of departmental business, improve quality of examination of the issues and reduce the levels of processing the files in Secretariat, following instructions are issued with immediate effect.

**A-Levels of processing the files:**

1. Officials below the level of Section Officer will basically diarise the case and put up the PUC on file, giving relevant references.
2. SO/AS shall initiate the note giving the following details:
  - a. Summary of contents of PUC.
  - b. Action required on the part of the Government.
  - c. Relevant Rules, regulations and precedents etc.
  - d. Legal/Financial implications on broader platform
3. Dy. Secretary/Joint Secretary, on the basis of information made available by SO/AS, and corresponding material available on file, shall make detailed analysis of the case and give specific opinion about the action proposed to be taken. Dy. Secretary/Joint Secretary shall ordinarily not forward the file to the higher levels without recording specific note/opinion on the issue under consideration.
4. Secretary/Pr. Secretary/Addl. Chief Secretary, if they are not finally deciding the case, shall prepare a self contained note (SCN), where required recommending their proposal for final decision. It shall be ensured by the officers of this level that there is value addition to the analysis made by Dy. Secretary/Jt. Secretary for facilitating better decision making at higher levels.



5. Based on expected contributions made by officers/officials there shall be following levels of file processing:

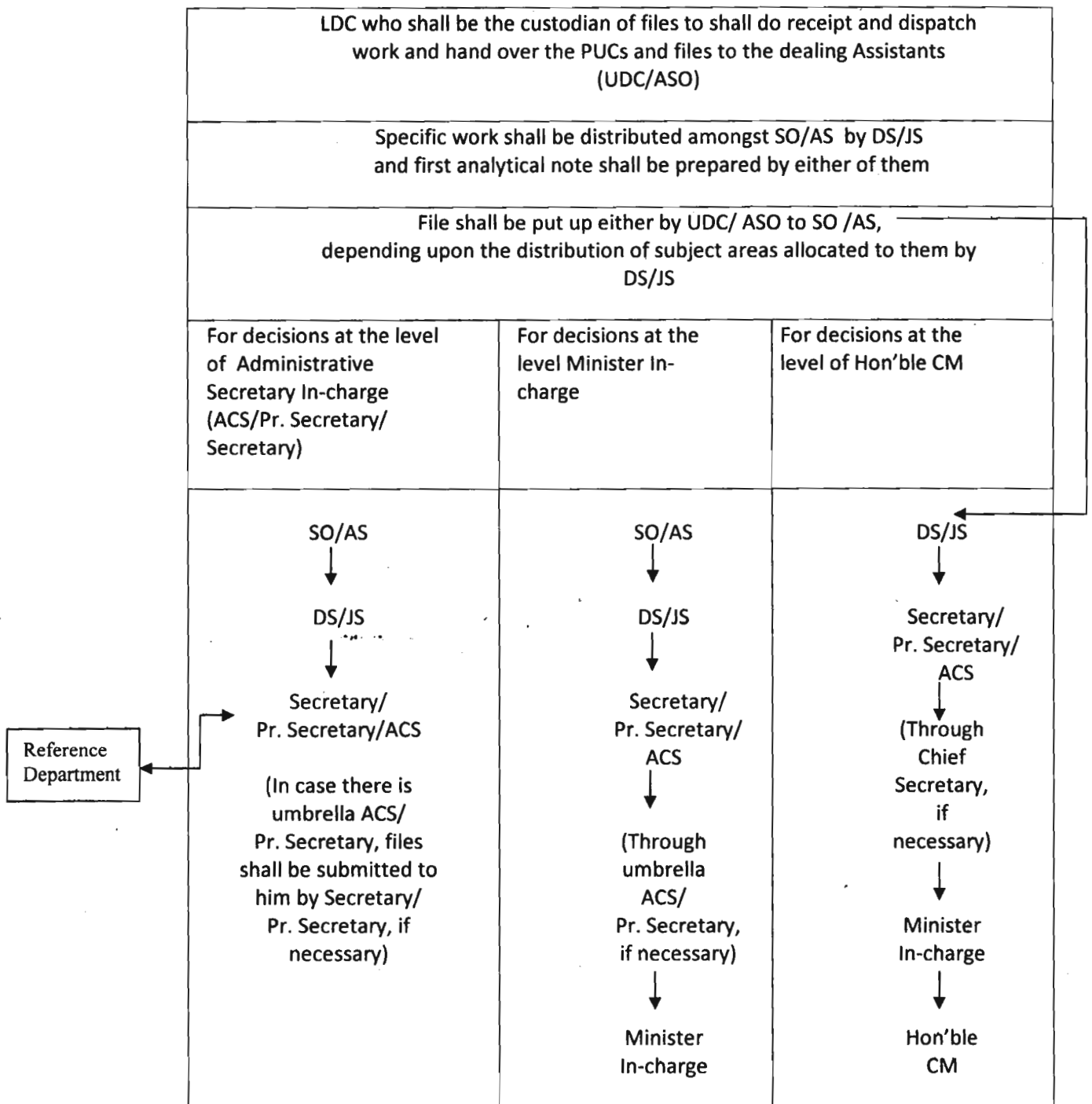


Chart 1.1

The first level shown in the table above shall initiate the self contained note and the level below the final decision making authority shall record his/her final proposal for consideration.

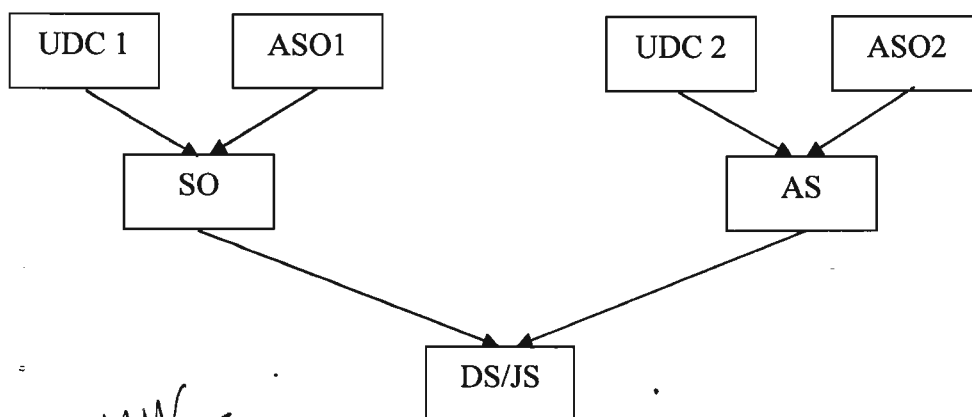
6. Actions by dealing assistants (UDC/ASO)
- Receiving the dak and files from LDC (receipt clerk)
  - Putting the PUCs in the relevant files

- c. Docketing the receipt and reproducing on the "notes portion" of the file the remarks, if any, recorded by an officer on the receipt of the PUC
- d. Identifying and examining the issues involved in the case and recording a functional note
- e. Properly arranging papers in the file and referencing them in the case
- f. Putting up the case to the appropriate higher level (SO/AS)

7. Actions by SO/AS

- a. Scrutinizing the note of the dealing assistant
- b. Recording, where necessary, a note setting out his own comments or suggestions that shall include:
  - i. Checking closely the statements made by the dealing assistant with reference to rules and regulations.
  - ii. Pointing out mistakes, incorrect statements, missing data or information if any, in the note prepared by the dealing assistant.
  - iii. Drawing attention, if necessary, to the statutory or customary procedure and pointing out the relevant law and rules.
  - iv. Furnishing other relevant data or information available in the department, if any.
  - v. Stating the questions for consideration and bringing out clearly the points requiring decision.
  - vi. Drawing attention to precedents .
  - vii. Suggesting, where possible, alternative courses of action for consideration.
  - viii. Suggesting, where required, inter departmental referencing.
- c. Submitting the case to the appropriate higher level
- d. Explicitly indicating final level of decision making as per standing orders of the department

It emerges from the above that for achieving reduction in levels of processing the files, instead of having a channel from SO to AS there will be appropriate distribution of work among SO and AS (reducing one level of processing) working in the department. It is clearly illustrated in the chart shown below:



*ORW*

Fig 1.2

## 8. Examination by DS/JS

- a. Writing a self contained note (SCN) that will be put up to higher levels for decision making. This note will contain the background of the problem and running summary of facts to obviate repeated recapitulation of consecutive noting, issues arising out of its precedents, if any, analysis of all relevant facts and clear recommendations.
- b. The note referred above shall be divided into serially numbered paragraphs:
  - i. The first of which will give the profile of the problem.
  - ii. The second paragraph will deal with position of rules.
  - iii. The third will deal with position of resources with proper analysis.
  - iv. The fourth para would indicate evidence and the conclusion to reach.
  - v. The final paragraph would weigh the arguments and recommend the best course of action with a supporting draft communication if necessary.

## 9. Examination by ACS/Pr. Secretary/Secretary

- a. Officers of the level of ACS/Pr. Secretary/Secretary, instead of repeating the contents of notes prepared by the officers below them, shall record their own notes giving their views on the subject and, where necessary, correcting or modifying the facts given in earlier notes. These officers shall clearly mention their proposal/views for final decision at the level of the Chief Secretary/Hon'ble Minister/Hon'ble Chief Minister, as the case may be.
- b. In the departments where both Secretary and Pr. Secretary are working, there shall be a clear delegation of authority to the Secretary so that in most of the matters he can function independently and put up files directly to the Hon'ble Minister.

## **B-Levels of disposal and channel of submission:**

Levels of disposal of cases have been mentioned in chart 1.1. Following shall be the levels of disposal of cases:

1. In all the cases where the file has to be submitted for the final approval of the Hon'ble CM, officers of the level of DS/JS shall initiate the file which would be submitted to Secretary/Pr. Secretary/ACS and finally to Hon'ble CM through the Chief Secretary, if necessary.

2. In cases where the Hon'ble Minister's approval is required, the file shall be initiated by the SO/AS and then shall be moved through DS/JS to Secretary/Pr. Secretary/ACS to finally reach the Hon'ble Minister. If umbrella ACS/Pr. Secretary is posted in the department, files will be routed through him, to the Hon'ble Minister, if necessary.
3. The cases requiring approval of the Secretary/Pr. Secretary/ACS for final decisions, file shall be initiated by SO/AS, examined by DS/JS to finally reach the Secretary/Pr. Secretary/ACS. If umbrella ACS/Pr. Secretary is posted in the department, files shall be submitted to him by Secretary/Pr. Secretary, if necessary.

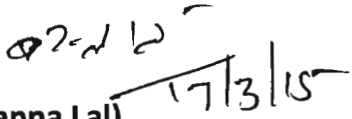
In view of the above, administrative departments may rationalize the delegation of powers at various levels of administration.

These orders shall come into force with immediate effect.

  
(Rakesh Verma)  
Addl. Chief Secretary

Copy forwarded to the following for information and necessary action:-

1. Secretary/Special Secretary to Hon'ble Chief Minister
2. Spl. Assistants/Private Secretaries to Hon'ble Ministers/State Ministers
3. All Addl. Chief Secretaries/Pr. Secretaries/Secretaries
4. Sr. Deputy Secretary to Chief Secretary
5. All Divisional Commissioners/ Inspectors General of Police (Range)
6. All District Collectors/Superintendents of Police
7. All Heads of Departments
8. Secretary, Rajasthan Public Service Commission, Ajmer
9. Secretary, Subordinate Service Selection Board, Jaipur
10. All Chief Executive Officers of Zila Parishads/Municipal Bodies/PSUs/ Boards/Corporations

  
(Banna Lal)  
Director, Public Services