

## **ADMINISTRATIVE REFORMS & CO-ORDINATION DEPARTMENT**

### **(a) Administrative Reforms & Co-ordination (Group-I)**

1. Holding of Committee of Secretaries (Cos.) Meeting.
2. Holding of Secretaries Meeting.
3. Holding of Divisional Commissioner's Meeting.
4. Implementation of the decision taken in the Chief Secretaries Conference.
5. Implementation of recommendations of Committees and Commission on Administrative Reforms.
6. Secretariat Manuals, Improvement in officer Procedure and Methods.
7. Transfer Policy.
8. Organization and Methods reforms in subordinate offices.
9. Liaison with Centre and other States regarding Administrative Reforms.
10. Co-ordination work with other States regarding Administrative Reforms.
11. Promptness and efficiency in Administration.

### **(b) Administrative Reforms & Co-ordination (Group-II)**

1. Departmental Manuals of Heads of Departments.
2. District Manuals Amendment therein.
3. Hand Book of office Procedure and amendment therein.
4. Statement of Inspections and Tours from Heads of the Departments and Regional offices.
5. Monthly statement of Tours/Inspections and Important event from Collectors.
6. Implementation of 20<sup>th</sup> Point of 20 Point Programme.
7. Assembly work-Chasing of Assembly questions and its allied works.

### **(c) Administrative Reforms & Co-ordination (Group-III)**

1. Constitution/Extension/Dissolution and Reactivization of State Level/District Level Committee.
2. Collection of vacancies in respect of L.D.Cs/Stenographers Grade-II/Grade-I from all Heads of Department and sending requisition to R.P.S.C. for recruitment.

3. Selection of L.D.Cs. and Stenographers through RPSC and allotment to various departments for recruitment.
4. Arrangements for conduction the examinations on behalf of UPSC/SSC ect. and other exams.

**(d) Administrative Reforms & Co-ordination (Group-IV)**

1. Attendance checking in respect of Secretariat and other Heads of Departments located in Secretariat premises.
2. Surprise inspection of all the Heads of Departments and Regional Offices Autonomous bodies located at Jaipur and district level.

**(e) Administrative Reforms & Co-ordination (Group-V) (RECORD ROOM)**

1. Preservation of Secretariat Records.
2. Weeding of files.
3. Supply of authenticated copies of documents
4. Approval of file heads of all the departments of Secretariat.
5. List of the files to be transferred to Archieves.

**(f) Administrative Reforms & Co-ordination (Group-VI)**

1. To fix norms of posts of different categories.
2. To review Cadre Strength of Departments.
3. Reconstitution of Organizational structure of Secretariat Departments.
4. To obtain and examine the following returns/Inspection reports from all the Departments/Sections and Cells of the Secretariat.  
Inspection reports from all the Departments/ Sections and Cells of the Secretariat.
  - I. Monthly Arrear Report of Pending proposals.
  - II. Quarterly Statement of pending proposals.
  - III. Half Yearly Inspection Report of the Deputy Secretaries.
  - IV. Yearly Inspection Report of the Deputy Secretaries.
  - V. Quarterly Statement of pending proposals discussed in the meeting of Secretaries with the Head of Departments.
5. Training of Secretariat Staff and its allied work.

6. Work-load and Work Procedure study of the Departments/Sections of Secretariat.

**(g) Administrative Reforms Co-ordination (Group-VII)**

1. Codification and publication of R.S.R. and G.F. & A.R.
2. To Compile and issue quarterly compendium of important orders/circulars.
3. To correspond with all the Administrative Department in order to issue civil list of officers of State Service.