

**GOVERNMENT OF RAJASTHAN**  
**ADMINISTRATIVE REFORMS & COORDINATION DEPARTMENT**  
**(GR.I)**

No.F.8(2)AR/Coord/Gr.I/2014

Jaipur, dated:- 24.06.2019

**STANDING ORDER**

In accordance with Rules 21 and 22 of the Rules of Business and in supersession of the previous orders in this behalf, I hereby direct that cases and matters relating to the Administrative Reforms Department shall be disposed of as below:-

S. No.	Item	To be examined (within 3 days)	To be disposed of (within 5 days)	Whether to submitted to the Minister	Maximum period
1	2	3	4	5	6
1.	Organizational set up of the Secretariat and other departments and changes regarding them	GO/DS/JS	ACS / Pr. Secy./Secy.	Yes	15 days up to Minister
2.	Secretariat Office procedure	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
3.	Training of Secretariat Staff	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
4.	Inspection Report of Secretariat Officers	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
5.	Returns from Secretariat departments	GO	DS/JS	No	8 days
6.	Work Studies/ Seminars /Workshops on administrative matters	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
7.	Staff assessment of Secretariat and other departments	GO/DS/JS	ACS/ Pr. Secy./Secy.	yes	8 days
8.	Processing of recommendations of Administrative Reforms Committees/ Commissions	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
9.	Study Reports relating to improvements/ changes in organizational set up and office procedures	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
10.	Secretaries meeting	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
11.	Constitution of committees etc.	GO/DS/JS	ACS/Pr. Secy./Secy.	Yes	15 days
12.	Codification of Service Rules, etc.	GO	DS/JS	No	8 days
13.	Custody of Secretariat Records	GO	DS/JS	No	15 days

14.	District and Department Manuals so far as office procedure is concerned	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
15.	Recruitment and examinations for Ministerial staff of subordinate offices of the State Government	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	15 days
16.	<b>Examinations:</b>				
	a) Apptt. of Supervisors	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
	b) Apptt. of Invigilators	GO	DS/JS	No	8 days
	c) other matters	GO	DS/ JS	No	8 days
17.	In-service training and refresher courses for ministerial staff	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
18.	Statement of inspections and tours from Heads of Departments (including Collectors), Regional and District level officers	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
19.	<b>Sanction of Leave:</b>				
	a) Casual and Privilege Leave to all non-gazetted staff in the section	GO	DS/JS (for P.L.)	No	5 days
	b) All kinds of leave to other gazetted officers	GO/DS/JS	ACS/Pr.Secy./Secy. (if Group officer is not Assistant Secretary)	No	8 days
20.	Draft paras	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
21.	Preparation of Annual Reports	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	15 days
22.	Statistics and periodical returns	GO	DS/ JS	No	5 days
23.	<b>Sanction for travelling outside Rajasthan:</b>				
	a)Gazetted Officers	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
	b)Non-gazetted staff	GO	DS/ JS	No	8 days
24.	Holding of meetings, conferences, seminars, camps, etc.	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
25.	Advertisement and Press matters	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
26.	Printing and publication of Government booklets	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	5 days

27.	Issue of Government certified copies	GO	DS/ JS	No	5 days
28.	Reports of Committees other than Assembly Committees	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
29.	Nomination of Government representatives to attend conferences and meetings on behalf of Government	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
30.	Assembly questions	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	15 days
31.	Parliament questions	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	15 days
32.	Appointment of Special Officers to contest cases in courts.	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
33.	New legislation and amendments in the existing legislation	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	15 days
34.	Matters relating to litigation by/ against Government	GO/DS/JS	ACS/Pr. Secy./Secy.	Yes	15 days
35.	Re-organization and change in administrative set up	GO/DS/JS	ACS / Pr. Secy./Secy.	Yes	15 days
36.	Petitions	GO	DS/ JS	No	8 days
37.	<b>Transfers</b>				
	a) Ban	GO/DS/JS	ACS/Pr. Secy./Secy.	Yes	8 days
	b) Relaxations	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
38.	<b>A-Services</b>				
	<b>1- Establishment matters relating to Gazetted Officers</b>				
	(a) Creation of posts	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
	(b) Initial Appointment	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
	(c) Extension of temporary posts and appointments	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
	(d) Promotions	GO//DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
	(e) Re-employment of superannuated persons	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
	<b>2. Establishment matters relating to non-gazetted staff under control of the deptt.</b>				
	(a) Creation of posts	GO/DS/JS	ACS/Pr. Secy./Secy.	Yes	8 days
	(b) Initial Appointment	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
	(c) Extension of temporary post and appointments	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
	(d) Re-employment of superannuated persons	GO/DS/JS	ACS/Pr. Secy./Secy.	Yes	8 days

	<b>3. Training within Rajasthan</b>				
	(a) Gazetted	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
	(b) Non-Gazetted	GO	DS/JS	No	8 days
39.	<b>Matters other than in 'A' relating to Finance &amp; Plan</b>				
	(a) Budget and proposals for new expenditure	GO//DS/JS	ACS/ Pr. Secy./Secy.	No	8 days
	(b) Re-appropriation from one sub-head to another Sub-head in the same head.	GO//DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
	(c) Administrative sanctions for works	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
	(d) Audit Inspection Reports	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
	(e) Action on Committees of Assembly (such a P.A.C., Assurance Committees)	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
	(f) Departmental Manuals & Rules including Service Rules, Proposals for framing of new rules/ amendments and Interpretations.	GO/DS/JS	ACS/ Pr. Secy./Secy.	Yes	8 days
40.	Monthly report for Tours and Inspections monitoring and evaluation System from HOD-District officers, Collectors, SPs	GO/DS/JS	ACS/ Pr. Secy./Secy./ CS	Yes	8 days
41.	Monthly report for Sector officers Inspections Monitoring System from Collectors	GO/DS/JS	ACS/ Pr. Secy./Secy./ CS	Yes	8 days
42.	Surprise Inspection report of attendance of Officers and Employees	GO/DS/JS	ACS/ Pr. Secy./Secy.	No	-----
43.	After surprise inspection for compliance report from DC/ Collector/ HODs	G.O.	D.S./Jt. Secy.	No	-----

Notwithstanding anything contained in the above schedule of distribution of work, all important matters and all matters involving policy shall be brought to my notice.

In my absence from the Headquarters, the Additional Chief Secretary/ Principal Secretary/ Secretary, Administrative Reforms and Coordination Department will dispose off the cases and thereafter submit such cases to me for confirmation and ex post facto approval.

In the absence of the Additional Chief Secretary/ Principal Secretary/ Secretary, Joint Secretary will dispose off routine matters.


Representation against decision taken at the level of Group Officers/ Joint Secretary, in accordance with these instructions, shall be submitted to the Additional Chief Secretary/ Principal Secretary/ Secretary, Administrative Reforms and Coordination Department.

  
(Ashok Gehlot) 29.5  
Chief Minister

Administrative Reforms and  
Coordination Department

Copy forwarded to :-

1. Principal Secretary to Governor.
2. Principal Secretary to Chief Minister.
3. Private Secretary to all Ministers/ State Ministers/ Parliamentary Secretaries.
4. Private Secretary to Chief Secretary.
5. All Additional Chief Secretaries /Principal Secretaries/ Secretaries/ Spl. Secretaries.
6. All Group Officers of the Administrative Reforms Department.
7. Guard file.

  
(Ravi Shankar Srivastava) 29/5  
Additional Chief Secretary