

**GOVERNMENT OF RAJASTHAN  
INFORMATION TECHNOLOGY & COMMUNICATION DEPARTMENT**

F.No.F.46(7)Plan/Comp/90/4814

Jaipur Dated: 14.12.11

**STANDING ORDER**

In pursuance of Rule 21 of the Rules of Business and in suppression of all previous orders on the subject, it is hereby ordered that cases relating to Information Technology & Communication Department shall be disposed of in the following manner :-

S. No.	Items	To Be Examined And Disposed Off By	To Be Disposed Off By	Whether to be submitted to Minister	Period of disposal of work
1.	2.	3.	4.	5.	6.
<b>A</b>	<b>IT Projects</b>				
1.	Policy Formulation & Planning	Commissioner	Secy./PSIT	Yes	30 Days
2.	Project Appraisal, Approval & Monitoring				
	a. Appraisal	Commissioner	Secy.	-	5 Days
	b. Approvals				
	(i) Upto Rs.10 lacs	Commissioner	-	-	7 Days
	(ii) Rs.10 lacs to Rs.50 lacs	Commissioner	Secy./PSIT	-	15 Days
	(iii) Above Rs.50 lacs	Commissioner	Secy./PSIT	Yes	30 Days
	c. Monitoring of Projects				
	(i) Upto Rs.50 lacs	Commissioner	Secy.	-	7 Days
	(ii) Above Rs.50 lacs	Commissioner	Secy./PSIT	Yes	15 Days
3	Allocation of en-block IT Funds				
	(i) Upto Rs.50 lacs	Commissioner	Secy.	-	7 Days
	(ii) Above Rs.50 lacs	Commissioner	Secy./PSIT	Yes	15 Days
<b>B</b>	<b>Services</b>				
1.	Establishment matters relating to gazetted officer under the Administrative control of the Department				
	a. Initial Appointments	G.O.	Secy./PSIT	Yes	10 Days
	b. Creation of posts	G.O.	Secy./PSIT	Yes	10 Days
	c. Extension of Temporary posts and appointments	G.O.	Secy./PSIT	Yes	10 Days
	d. Promotions	G.O.	Secy./PSIT	Yes	10 Days
	e. Resignations	G.O.	Secy./PSIT	Yes, in the case of Head of Deptt.	10 Days
	f. Transfers	Commissioner	Secy./PSIT	Yes	10 Days
	g. Re-employment of/Superannuated persons	G.O.	Secy./PSIT	Yes	10 Days
	h. Grant of Advance increment/higher fixation	G.O.	Secy./PSIT	Yes	10 Days
	i. Confirmation				
	i. Below Heads of Department	G.O.	Secy./PSIT	Yes, if refused	10 Days
	ii. Head of Department	G.O.	Secy./PSIT	Yes	10 Days
	j. Fixation of Seniority	G.O.	Secy./PSIT	Yes	10 Days
2.	Establishment matters relating to non-gazetted staff under control of the Department				
	a. Creation of Posts	G.O.	Secy./PSIT	Yes	7 Days
	b. Initial Appointments	G.O.	Commissioner	-	7 Days
	c. Extension of temp. posts & Appointments	G.O.	-	-	5 Days
	d. Promotions	G.O.	Commissioner	-	7 Days
	e. Resignations	G.O.	Commissioner	-	5 Days
	f. Transfers	G.O.	Commissioner/Secy./PSIT	Yes	5 Days
	g. Re-employment of Superannuated persons	G.O.	Secy./PSIT	Yes	5 Days
	h. Grant of Advance increment/higher fixation	G.O.	Secy.	-	5 Days
	i. Confirmation	G.O.	Commissioner	-	5 Days
	j. Fixation of Seniority	G.O.	Commissioner	-	10 Days
3.	Disciplinary Matters				
	a. Appeals or review against the orders of the Head of Department.	G.O.	Secy./PSIT	Yes	90 Days
	b. Order for preliminary enquiry against gazetted officers	G.O.	Secy.	-	30 Days
	c. Reference to Appnts. Departments for suspension & Institution of disciplinary proceedings against gazetted officers.	Commissioner	Secy./PSIT	Yes	30 Days
	d. Matters relating to disciplinary action against non-gazetted staff	G.O.	Commissioner	-	10 Days

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4.	Sanction of Leave				
	a. All kind of leave to Head of Department	G.O.	Secy./PSIT	Yes, if leave exceeds one months	10 Days
	b. All kind of leave to other gazetted officer	G.O.	Commissioner (If Gr. Officer Is Not Asstt. Secy.)	-	7 Days
5.	Grant of Special Pay/Allowances under rules 35 & 50 of RSK	G.O.	Commissioner (If Gr. Officer Is Not Asstt. Secy.)	-	6 Days
6.	Sanction for travelling out-side Rajasthan -				
	a. Head of Department	G.O.	Secy./PSIT	Yes	10 Days
	b. Gazetted Officers	G.O.	Commissioner /Secy	-	6 Days
	c. Non-gazetted	G.O.	Commissioner / Secy	-	6 Days
7.	Sanction for halts for more than 60 days				
	a. Head of Department	G.O.	Secy./PSIT	Yes	10 Days
	b. Gazetted Officers	G.O.	Commissioner /Secy	-	10 Days
	c. Non-gazetted	G.O.	Commissioner /Secy	-	6 Days
8.	Training within Rajasthan				
	a. Gazetted Officers	G.O.	Secy.	-	6 Days
	b. Non-gazetted	G.O.	Commissioner	-	6 Days
9.	Permission of Higher Studies & Training in India/abroad, research etc.				
	a. Gazetted Officers	Commissioner	Secy./PSIT	Yes	15 Days
	b. Non-gazetted staff	G.O.	Commissioner / Secy	-	15 Days
10.	Cases of pension & Gratuity, Insurance etc.	G.O.	Commissioner	-	45 Days
11.	Condonation of Breaks/deficiencies	G.O.	Secy./PSIT	Yes	15 Days
12.	House Rent Allowance	G.O.	-	-	5 Days
13.	Promotion from subordinate/Ministrial cadre to Gazetted Cadre	G.O.	Secy./PSIT	Yes	15 Days
14.	Departmental Examination - Conduct of Examination	G.O.	Secy./PSIT	Yes	15 Days
15.	Deputation to Foreign Service				
	a. Gazetted Officers	G.O.	Secy./PSIT	Yes	30 Days
	b. Non-gazetted staff	G.O.	Secy./PSIT	Yes	30 Days
16.	Grant of various awards for publication, suggestions, schemes, etc.	G.O.	Commissioner /Secy.	-	30 Days
17.	Sanction for extension of joining time -				
	a. Gazetted Officers	G.O.	Secy.	-	15 Days
	b. Non-gazetted staff	G.O.	Commissioner	-	15 Days
<b>C Matters Other Than In "A" Relating To Finance &amp; Plan</b>					
18.	Hire of Buildings	G.O.	Commissioner	-	15 Days
19.	Time barred claims	G.O.	-	-	15 Days
20.	Purchase of StoresEquipments & Furniture etc.				
	a. Upto Rs. 25000/-	G.O.	Commissioner	-	15 Days
	b. Upto Rs. 2.00 lakhs	G.O.	Commissioner /Secy./PSIT	Yes	15 Days
	c. Above 2.00 lakhs	G.O.	Commissioner /Secy./PSIT	Yes	15 Days
21.	Budget and Proposals for new Expenditure	G.O.	Commissioner /Secy./PSIT	Yes	15 Days
22.	Re-appropriation from one sub-head to another sub-head in same head				
	a. Upto Rs. 5000/-	G.O.	Commissioner	-	15 Days
	b. Above Rs. 5000/-	G.O.	Secy./PSIT	Yes	15 Days
23.	Administrative sanction for works	G.O.	Secy.	-	15 Days
24.	Refund Cases-				
	a. Upto Rs. 5000/-	G.O.	Commissioner	-	15 Days
	b. Above Rs. 5000/-	G.O.	Secy./PSIT	Yes	15 Days
25.	Embezzlement & Theft Cases	G.O.	Secy./PSIT	Yes	21 Days
26.	Writing off losses -				
	a. Upto Rs. 2500/-	G.O.	Commissioner	-	21 Days
	b. Above Rs. 2500/-	G.O.	Secy./PSIT	Yes if the amount is above Rs. 2500/-	21 Days
27.	Hire of Office Furniture	G.O.	-	-	10 Days
28.	Audit Inspection Report	G.O.	Commissioner /Secy.	-	21 Days

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1.	2.	3.	4.	5.	6.
29.	Settlement of Claims	G.O.	Commissioner /Secy./PSIT	Yes, if amount involved exceed Rs. 50000/-	21 Days
30.	Advances in respect of various schemes of all Departments	G.O.	Secy./PSIT	Yes	
31.	Advance to Government Employees	G.O.	-	-	10 Days
32.	Loan and Advances of Private Parties	Commissioner	Secy./PSIT	Yes	
33.	Continuation/Extension of Scheme	G.O.	Secy./PSIT	Yes, cases to be referred to FD	30 Days
34.	New Schemes	Commissioner	Secy./PSIT	Yes	30 Days
35.	Allotment of Grants	G.O.	Secy./PSIT	Yes if the grant is above Rs. one lac	
36.	Contract & Leases	G.O.	Commissioner /Secy./PSIT	Yes, if the value exceeds Rs. one lac	
37.	a. Grants-in-aid subsidies, Scholarship & Compensations b. Adhoc grants	G.O. G.O.	Commissioner /Secy./PSIT Commissioner /Secy./PSIT	Yes	
38.	Rewards & Honorarium	G.O.	Commissioner / Secy./PSIT	Yes	15 Days
39.	Acquisition & Purchases of lands	G.O.	Secy./PSIT	Yes	
40.	Insurance of government Properties	G.O.	Commissioner	-	15 Days
41.	Donation/Charities, Endowment etc.	G.O.	Commissioner	-	15 Days
42.	Draft Paras	G.O.	Commissioner /Secy.	-	30 Days
43.	Delegation of Powers	G.O.	Secy./PSIT	Yes, in case it involves the proposal for delegation of power to the Heads of Deptt.	30 Days
<b>D Inspection, Tours &amp; Reports</b>					
44.	Preparation of Annual Reports	G.O.	Commissioner / Secy./PSIT	Yes	30 Days
45.	Statistics & Periodicals Returns	G.O.	-	-	15 Days
46.	Reports of Inspection/Tours				
	a. Head of Department	G.O.	Secy.	-	10 Days
	b. Gazetted Officers	G.O.	Commissioner	-	6 Days
<b>E Conferences, Committees, Fairs, Exhibitions, Information &amp; Publicity</b>					
47.	Holding of meeting, Conferences, Seminars, Camps. etc.	G.O.	Secy.	-	10 Days
48.	Advertisement & Press Matters	G.O.	Commissioner /Secy.	-	10 Days
49.	Printing and Publications of Government Documents and Booklets	G.O.	-	-	10 Days
50.	Issue of Government Certified Copies	G.O.	-	-	15 Days
51.	Reports of Committees other than Assembly Committees	G.O.	Commissioner /Secy.	-	15 Days
52.	Holding of Fairs & Exhibitions	G.O.	Commissioner	Yes	15 Days
53.	Nomination of Government Representatives who attend Conference & Meetings on behalf of Government	G.O.	Secy./PSIT	Yes, for conferences outside the State	10 Days
<b>F Assembly And Parliament</b>					
54.	Assembly Questions				
	a. Other than the unstarred questions	G.O./ Commissioner	Secy./PSIT	Yes	8 Days
	b. Unstarred questions	G.O.	Commissioner	Yes	8 Days
55.	Parliament Questions	G.O./ Commissioner	Secy./PSIT	Yes	15 Days
56.	Appointment of Spl. Officers to conduct cases in the courts	G.O.	Secy.	-	15 Days
57.	New Legislation & Amendments to the existing legislation	G.O.	Commissioner / Secy./PSIT	Yes	90 Days
58.	Action on committees of Assembly (Such as PAC, PEC, PUC, Assurance Committees)	G.O.	Commissioner /Secy.	-	60 Days
<b>G Litigation</b>					
59.	Prosecution & Withdrawals of cases	G.O.	Secy./PSIT	Yes, for cases to be referred to Law Deptt.	30 Days
60.	Litigation by/against Government Matters relating to the Department	G.O.	Commissioner / Secy./PSIT	Yes	30 Days
61.	Petitions / Appeal	G.O.	Secy.	-	15 Days

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1.	2.	3.	4.	5.	6.
<b>H</b>	<b>Other Matters</b>				
62.	Re-organisation & Change in Administrative Setup	Commissioner	Secy./PSIT	Yes	30 Days
63.	Departmental Manuals and Rules including Services Rules, Proposals for framing of new rules/ amendments and interpretations.	G.O.	Commissioner / Secy./PSIT	Yes	60 Days

\* In the column where mentioned as Commissioner it would be treated as post HOD at the time.

\* PSIT - Principal Secretary, Department of Information Technology & Communication

**Note:**

1. All cases considered important by officers whose names appear in column 3 above will be brought to the notice of the Secretary, Information Technology & Communication and Minister.
2. Cases ordinarily to be disposed of by Minister according to this standing order may be disposed of by Secretary, Information Technology & Communication in absence of Minister, if the later thinks that the case is of such nature that it cannot await the return of the Minister. Confirmation of the Minister may be obtained later on.
3. In the absence of Secretary, Information Technology & Communication, Deputy Secretary will dispose of cases which have to be disposed of by the former according to this Standing Order.
4. Any item not covered by the above may be submitted to the Secretary / Principal Secretary & Minister for approval / orders.

  
(Ashok Gehlot)  
Chief Minister  
(Minister, IT&C) 13.12.11

**GOVERNMENT OF RAJASTHAN  
INFORMATION TECHNOLOGY & COMMUNICATION DEPARTMENT**

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**Copy forwarded to :**

1. Principal Secretary to the H.E. Governor, Rajasthan, Jaipur.
2. Principal Secretary to the Chief Minister/Private Secretaries to all Ministers/State Ministers.
3. Private Secretary to Chief Secretary, Rajasthan, Jaipur.
4. Principal Secretary, Admn. Reforms (Gr. VII) , Rajasthan, Jaipur.
5. Principal Secretary, Department of Personal, Rajasthan, Jaipur.
6. Sr.PA to Secretary & Commissioner, Information Technology & Communication, Rajasthan, Jaipur.
7. Spl. Secretary, Cabinet Secretariat.
8. Guard File.

  
(Sanjay Malhotra)  
Secretary & Commissioner  
Information Technology &  
Communication Deptt.