

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

F.No.F.46(7)Plan/Compu/90/ I/21941/2014

Jaipur Dated:

07/08/2014

**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, except items common to all departments as specifies in Appendix 'B' of Rules of Business 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-in-charge	Period of disposal of work
1.	2.	3.	4.	5.	6.
<b>A IT PROJECTS</b>					
1.	Policy Formulation & Planning	JS	Secy.	Yes	30 Days
2.	Project Appraisal, Approval & Monitoring	JS	Secy.	-	5 Days
a.	Appraisal	JS	Secy.	-	15 Days
b.	Approvals	JS	Secy.	Yes	30 Days
	(i) Upto Rs.50 lacs	JS	Secy.	-	15 Days
	(iii) Above Rs.50 lacs	JS	Secy.	Yes	30 Days
3	Allocation of en-bloc IT Funds	JS	Secy.	Yes	30 Days

\*JS - Technical Director cum Joint 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-in-charge.
2. Cases ordinarily to be disposed of by Minister-in-charge according to this standing order may be disposed of by Secretary, Information Technology & Communication in absence of Minister-in-charge, if the latter thinks that the case is of such nature that it cannot await the return of the Minister-in-charge. Confirmation of the Minister-in-charge may be obtained later on.
3. In the absence of Secretary, Information Technology & Communication, Joint 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 & Minister for approval / orders.

*WJ 2/8*

**(VASUNDHARA RAJE)**  
 Chief Minister  
 (Minister, IT&C)

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**Copy forwarded to :**

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

*(Akhil Arora)*

Secretary & Commissioner,  
 Information Technology &  
 Communication Deptt.