

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

F.No.F.46(7)Plan/Comp/90/PT-II/ *ML-4217*

Jaipur Dated: *06/02/2024*

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 By	To Be Disposed Off By	Whether to be submitted to Minister	Period of disposal of work
1.	2.	3.	4.	5.	6.
A IT Projects					
1.	Policy Formulation & Planning	JS/ Commissioner	Secy.	Yes	30 Days
2.	Project Appraisal, Approval & Monitoring	Commissioner	Secy.	-	5 Days
a.	Appraisal	JS	Commissioner	-	15 Days
b.	Approvals	Commissioner	Secy.	-	15 Days
(i)	Upto Rs.1 Cr.	Commissioner	Secy.	Yes	30 Days
(ii)	Rs.1 Cr. to 5 Cr.	Commissioner	Secy.	-	30 Days
(iii)	Above Rs. 5 Cr.	Commissioner	Secy.	Yes	30 Days
3	Allocation of en-block IT Funds	Commissioner	Secy.	Yes	30 Days
B Services					
1.	Establishment matters relating to gazetted officer under the Administrative control of the Department				
a.	Initial Appointments	JS/ Commissioner	Secy.	Yes	10 Days
b.	Creation of posts	JS/ Commissioner	Secy.	Yes	10 Days
c.	Promotions	JS/ Commissioner	Secy.	Yes	10 Days
d.	Resignations	JS/ Commissioner	Secy.	Yes, in the case of Head of Deptt.	10 Days
e.	Transfers	Commissioner	Secy.	Yes	10 Days
f.	Re-employment of Superannuated persons	JS/ Commissioner	Secy.	Yes	10 Days
g.	Grant of Advance increment/higher fixation	JS/ Commissioner	Secy.	-	10 Days
h.	Confirmation after probation	JS/ Commissioner	Secy.	-	10 Days
i.	Fixation of Seniority	JS/ Commissioner	Secy.	-	10 Days
j.	VRS	JS/ Commissioner	Secy.	Yes	10 Days
2.	Establishment matters relating to non-gazetted staff under control of the Department				
a.	Creation of Posts	JS/ Commissioner	Secy.	Yes	7 Days
b.	Initial Appointments	JS/ Commissioner	Commissioner	-	7 Days
c.	Promotions	JS	Commissioner	-	7 Days
d.	Resignations	JS	Commissioner	-	5 Days
e.	Transfers	JS/ Commissioner	Secy.	Yes	5 Days
f.	Re-employment of Superannuated persons	JS	Commissioner	Yes	5 Days
g.	Grant of Advance increment/higher fixation	JS	Commissioner	-	5 Days
h.	Confirmation	JS	Commissioner	-	5 Days
i.	Fixation of Seniority	JS	Commissioner	-	10 Days
j.	VRS	JS	Commissioner	-	10 Days
3.	Disciplinary Matters				
a.	Appeals or review against the orders of the Head of Department.	JS/ Commissioner	Secy.	Yes	90 Days
b.	Order for preliminary enquiry against gazetted officers	JS/ Commissioner	Secy.	-	30 Days

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1.	2.	3.	4.	5.	6.
	c. Reference to Appts. Departments for suspension & Institution of disciplinary proceedings against gazetted officers.	Commissioner	Secy.	Yes	30 Days
	d. Matters relating to disciplinary action against non-gazetted staff	JS	Commissioner	-	10 Days
4.	Sanction of Leave	JS	Secy.	Yes, if leave exceeds one months	10 Days
	a. All kind of leave to Head of Department	JS	Commissioner	-	7 Days
5.	Grant of Special Pay/Allowances under rules 35 & 50 of RSR	G.O.	Commissioner (If Gr. Officer Is Not Asstt. Secy.)	-	6 Days
6.	Sanction for travelling out-side Rajasthan	JS	Secy.	Yes	10 Days
	a. Head of Department	JS	Secy.	-	6 Days
	b. Gazetted Officers	JS/ Commissioner	Commissioner	-	6 Days
	c. Non-gazetted	JS	Commissioner	-	6 Days
7.	Sanction for halts for more than 60 days	JS	Secy.	Yes	10 Days
	a. Head of Department	JS	Secy.	-	10 Days
	b. Gazetted Officers	JS/ Commissioner	Commissioner	-	6 Days
	c. Non-gazetted	JS	Commissioner	-	6 Days
8.	Training within Rajasthan	JS/ Commissioner	Secy.	-	6 Days
	a. Gazetted Officers	JS	Commissioner	-	6 Days
	b. Non-gazetted	JS	Commissioner	-	6 Days
9.	Permission of Higher Studies & Training in India/abroad, research etc.	Commissioner	Secy.	Yes	15 Days
	a. Gazetted Officers	JS/ Commissioner	Secy.	-	15 Days
	b. Non-gazetted staff	JS/ Commissioner	Commissioner	-	15 Days
10.	Cases of pension & Gratuity, Insurance etc.	JS	Commissioner	-	45 Days
11.	Condonation of Breaks/deficiencies	JS/ Commissioner	Secy.	-	15 Days
12.	House Rent Allowance	JS	-	-	5 Days
13.	Promotion from subordinate/Ministerial cadre to Gazetted Cadre	JS/ Commissioner	Secy.	Yes	15 Days
14.	Deputation to Foreign Service	JS/ Commissioner	Secy.	Yes	30 Days
	a. Gazetted Officers	JS/ Commissioner	Secy.	-	30 Days
	b. Non-gazetted staff	JS/ Commissioner	Secy.	-	30 Days
15.	Grant of various awards for publication, suggestions, schemes. etc.	JS/ Commissioner	Secy.	-	30 Days
16.	Sanction for extension of joining time -	JS/ Commissioner	Secy.	-	15 Days
	a. Gazetted Officers	JS	Commissioner	-	15 Days
	b. Non-gazetted staff	JS	Commissioner	-	15 Days
16A.	Travel to Foreign Country	Commissioner	Adm. Secy.	Yes	15 Days
	a. Head of Department	JS/ Commissioner	Secy.	-	15 Days
	b. Gazetted Officers	JS	Commissioner	-	15 Days
	c. Non-Gazetted	JS	Commissioner	-	15 Days
16B.	Passport-NOC	JS	Commissioner	-	10 Days
	a. Gazetted Officers	HOO	JS	-	10 Days
C	Matters Other Than In "A" Relating To Finance & Plan				
17.	Hire of Buildings (After PWD Assessment)	JS	Commissioner	-	15 Days
18.	Time barred claims	G.O.	JS	-	15 Days
19.	Purchase of Stores Equipments & Furniture etc.	JS	Commissioner	-	15 Days
20.	Budget and Proposals for new Expenditure	Commissioner	Secy.	Yes	15 Days
21.	Re-appropriation from one sub-head to another sub-head in same head	FA	Commissioner (BCO)	-	15 Days
22.	Administrative sanction for works	Commissioner	Secy.	-	15 Days
23.	Refund Cases	G.O.	Commissioner	-	15 Days
24.	Embezzlement & Theft Cases	Commissioner	Secy.	-	21 Days
25.	Compliance of Audit Inspection Report (other than FS/Draft Para)	G.O.	JS/Commissioner	-	21 Days
26.	Advances in respect of various schemes of all Departments	Commissioner	Secy.	Yes	
27.	Loan and Advances of Private Parties /Startup	Commissioner	Secy.	Yes	

S. No.	Items	To Be Examined By	To Be Disposed Off By	Whether to be submitted to Minister	Period of disposal of work
1.	2.	3.	4.	5.	6.
28.	Continuation/Extension of Scheme	Commissioner	Secy.	Yes, cases to be referred to FD	30 Days
29.	New Schemes	Commissioner	Secy.	Yes	30 Days
30.	Rewards & Honorarium	JS/Commissioner	Secy.	Yes	15 Days
31.	Acquisition & Purchases of lands	Commissioner	Secy.	Yes	
32.	Insurance of government Properties	G.O.	Commissioner	-	15 Days
33.	Draft Audit Paras	Commissioner	Secy.	-	30 Days
34.	Delegation of Powers	JS/Commissioner	Secy.	Yes, in case it involves the proposal for delegation of power to the Heads of Deptt.	30 Days
D Inspection, Tours & Reports					
35.	Preparation of Annual Reports	JS/Commissioner	Secy.	Yes	30 Days
36.	Statistics & Periodicals Returns	G.O.	-	-	15 Days
37.	Reports of Inspection/Tours				
a.	Head of Department	Commissioner	Secy.	-	10 Days
b.	Gazetted Officers	JS	Commissioner	-	6 Days
E Conferences, Committees, Fairs, Exhibitions, Information & Publicity					
38.	Holding of meeting, Conferences, Seminars, Camps, etc.	Commissioner	Secy.	-	10 Days
39.	Advertisement & Press Matters	G.O.	Commissioner/ Secy.	-	10 Days
40.	Printing and Publications of Government Documents and Booklets	G.O.	Commissioner/ Secy.	-	10 Days
41.	Issue of Government Certified Copies	G.O.	-	-	15 Days
42.	Reports of Committees other than Assembly Committees	G.O.	Commissioner/ Secy.	-	15 Days
43.	Holding of Fairs & Exhibitions	Commissioner	Secy.	Yes	15 Days
44.	Nomination of Government Representatives who attend Conference & Meetings on behalf of Government	Commissioner	Secy.	Yes, for conferences outside the State	10 Days
F Assembly And Parliament					
45.	Assembly Questions				
a.	Other than the unstarred questions	Commissioner	Secy.	Yes	8 Days
b.	Unstarred questions	Commissioner	Secy.	Yes	8 Days
46.	Parliament Questions	Commissioner	Secy.	Yes	15 Days
47.	Appointment of Spl. Officers to conduct cases in the courts	Commissioner	Secy.	-	15 Days
48.	New Legislation & Amendments to the existing legislation	Commissioner	Secy.	Yes	90 Days
49.	Action on committees of Assembly (Such as PAC, PEC, PUC, Assurance Committees)	Commissioner	Secy.	-	60 Days
G Litigation					
50.	Prosecution & Withdrawals of cases	JS/Commissioner	Secy.	Yes, for cases to be referred to Law Deptt.	30 Days
50A.	Withdrawals of Cases	JS/Commissioner	Secy.	-	30 Days
50B.	Prosecution Sanction (Non-Gazetted)	-	Commissioner	-	30 Days
51.	Petitions / Appeal	Commissioner	Secy.	-	15 Days
H Other Matters					
52.	Re-organisation & Change in Administrative Setup	Commissioner	Secy.	Yes	30 Days
53.	Departmental Manuals and Rules including Services Rules, Proposals for framing of new rules/ amendments and interpretations.	Commissioner	Secy.	Yes	60 Days

* Adm. Secy. -Administrative Secretary, Department of Information Technology & Communication

*JS- Joint Secretary

*HOO-HEAD OF OFFICE

Note:

1. Cases ordinarily to be disposed of by Minister according to this standing order may be disposed of by Administrative 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.
2. In the absence of Administrative Secretary, Information Technology & Communication, Commissioner will dispose of cases which have to be disposed of by the former according to this Standing Order.
3. In the absence of Commissioner, Information Technology & Communication, Technical Director cum Joint Secretary will dispose of urgent cases which have to be disposed of by the former according to this Standing Order.
4. Notwithstanding anything contained in the above schedule of distribution of work, all important matters and all matters involving policy shall be brought to notice of Minister for approval / orders.



(Col. Rajyavardhan Rathore)
(Minister, IT&C)

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

F.No.F.46(7)Plan/Comp/90/PT-II/ ML- 4217

Jaipur Dated: 06/02/2024

Copy forwarded to :

1. 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. PS to Additional Chief Secretary, Finance Department, Rajasthan, Jaipur
5. PS to Principal Secretary, Department of Personnel, Rajasthan, Jaipur.
6. PS to Secretary, Administrative Reforms, Rajasthan, Jaipur.
7. PS to Secretary, Information Technology & Communication Department, Rajasthan, Jaipur.
8. SR PS to Commissioner & Special Secretary, Information Technology & Communication Department, Rajasthan, Jaipur.
9. Sr. Deputy Secretary, Cabinet Secretariat, Jaipur.
10. Guard File.



(Arti Dogra)
Secretary,
Information Technology &
Communication Department