GOVERNMENT OF RAJASTHAN
PLANNING DEPARTMENT

No.F.23(3)Plan/Gr.I/04

Jaipur, dated 0 JUN 2014

STANDING ORDER

In pursuance of Rule 21 of the Rules of Business and in supersession of all previous orders issued in this behalf, it is hereby ordered that cases and matters relating to the Planning Department, Statistics Department, Evaluation Department and Manpower Department other than matters indicated in Appendix "B" to the Rules of Business shall ordinarily be disposed off in the manner indicated in the schedule annexed hereto.

(Vasundhara Raje)
Chief Minister (Planning Minister)

Schedule

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<th>To be disposed off by</th>
<th>Whether to be submitted to Minister-in-charge</th>
<th>Whether to be submitted to Hon’ble Chief Minister</th>
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<td>G.O.</td>
<td>Secy.</td>
<td>Yes</td>
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<td>2</td>
<td>Inter-departmental reference regarding plan programme/proposals and sectoral diversions of Plan Funds (Including New Schemes)</td>
<td>G.O.</td>
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<td>ii.</td>
<td>Proposals finalized under the Annual Plan (within the Plan ceiling fixed for Plan Scheme put up to BFC)</td>
<td>G.O.</td>
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<td>iii.</td>
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<td>a.</td>
<td>Up to Rs. 10.00 lakhs</td>
<td>G.O.</td>
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<td>b.</td>
<td>Above Rs. 10.00 lakhs &amp; up to Rs. 50 lakhs</td>
<td>G.O.</td>
<td>Secy.</td>
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<td>c.</td>
<td>Above Rs. 50.00 lakhs</td>
<td>G.O.</td>
<td>Secy.</td>
<td>Yes</td>
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<td>a.</td>
<td>Up to Rs. 10.00 lakhs</td>
<td>G.O.</td>
<td>Secy.</td>
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<td>b.</td>
<td>Above Rs. 10.00 lakhs &amp; up to Rs. 50 lakhs</td>
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<td>Secy.</td>
<td>Yes</td>
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<td>c.</td>
<td>Above Rs. 50.00 lakhs</td>
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<td>Secy.</td>
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<td>i.</td>
<td>Correspondence with Govt. of India</td>
<td>G.O.</td>
<td>Secy.</td>
<td>Yes</td>
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<td>ii.</td>
<td>Correspondence with Secretaries/Heads of Departments</td>
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<td>i. Gazetted</td>
<td>AS</td>
<td>SS / Secy.</td>
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<td>ii. Non-Gazetted</td>
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<td>SS / Secy.</td>
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<td>b. Extension in the duration of posts provided in the Scheme &quot;State Planning Machinery&quot;</td>
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<td>ii. Non-Gazetted</td>
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<td>Secy. / CS</td>
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<td>6. Project Appraisal</td>
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<td>i. All Projects/Proposals (Capital or Recurring)</td>
<td>OSD</td>
<td>SS/Secy.</td>
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<td>7. Perspective Planning</td>
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<td>i. Correspondence with the Govt. of India</td>
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<td>ii. Correspondence within the State</td>
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<td>8. Plan Publicity</td>
<td>JD (C)</td>
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<td>9. Work relating to conferences and seminars</td>
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<td>SS / Secy.</td>
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<td>B. MANPOWER</td>
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<td>1. Foreign Training</td>
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<td>Secy. / CS</td>
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<td>2. Application/Nominations for Foreign Assignment</td>
<td>JD / JS</td>
<td>Secy. / CS</td>
<td>Yes</td>
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<td>3. Estimates of Labour Force, Employment, Generation and Manpower requirements</td>
<td>JD</td>
<td>JS / Secy.</td>
<td>Yes</td>
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<td>4. Collection, compilation, updating and publication of data on Manpower and Employment</td>
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<td>JS / Secy.</td>
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<td>5. Technical Studies on Employment and Manpower</td>
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<td>C. PMU (Project Monitoring Unit)</td>
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<td>1. Approval of resources based new proposals of Externally Aided Projects</td>
<td>JD</td>
<td>Secy. / Inter Deptt. High Power State Level Sanctioning Committee for LAs</td>
<td>Yes</td>
<td>Yes</td>
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<td></td>
<td>2. Preparation of estimates of Five Year Plan / Annual Plan of EAP</td>
<td>JD</td>
<td>SS / Secy.</td>
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<td>3. Liaison &amp; follow-up work regarding claims reimbursements with the PIs/ Government of India</td>
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<td>SS / Secy.</td>
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<td>4. Preparation of the Progress Report of EAPs including Status of Pipeline EAPs</td>
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<td>1. Structure &amp; amendment in MOA &amp; rules &amp; regulations of the Council</td>
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<td>SS/Secy.</td>
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<td>2. Programs &amp; Schemes of the Council</td>
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<td>4. Correspondence with other departments of Central/State Government</td>
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<td>5. Budget estimates &amp; allocation</td>
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<td>6. Creation &amp; Extension of posts of SIC</td>
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<td>1. Meetings of the Voluntary Sector Development Council</td>
<td>G.O.</td>
<td>SS/Secy.</td>
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<td>3. Grant in aid to VSDC</td>
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<td>SS/Secy.</td>
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<td>4. Creation/Extension of Posts in VSDC</td>
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<td>5. Correspondence with other departments of Central/State Government</td>
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<td>1. Holding of Meeting of Chief Minister Advisory Council</td>
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<td>2. Holding of Meeting of the Working Groups / Sub-groups</td>
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<td>3. Correspondence with the Heads of Deptt. in pursuance of decisions in the Working Groups / Chief Minister Advisory Council</td>
<td>JS</td>
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<td>3. Honorarium to Non-Gazetted Staff</td>
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<td>h. Grant of advance increment/higher fixation</td>
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<td>i. Below Heads of Department</td>
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<td>SS/Secy.</td>
<td>Yes, if refused</td>
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<td>ii. Head of Department</td>
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<td>b. Extension of temp. posts</td>
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<td>c. Re-employment of Superannuated persons</td>
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<td>d. Grant of advance increment/higher fixation</td>
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<td>a. Appeals or review against the orders of the Head of Department</td>
<td>SS</td>
<td>Secy.</td>
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<td>b. Order for preliminary enquiry against gazetted officers</td>
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<td>c. Reference to Appts. Departments for suspension &amp; Institution of disciplinary proceedings against gazetted officers</td>
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<td>5.</td>
<td>Sanction of all kinds of leave to Head of Deptt.</td>
<td>G.O.</td>
<td>Secy.</td>
<td>Yes, if leave exceeds one months</td>
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<td>6.</td>
<td>Grant of Special Pay/Allowance under rules 35 &amp; 50 of RSR</td>
<td>G.O.</td>
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<td>Sanction for travelling out-side Rajasthan</td>
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<td>a. Head of Department</td>
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<td>b. Gazetted Officers</td>
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<td>c. Non-gazetted</td>
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<td>8.</td>
<td>Matters relating to short duration training (up to 30 days) in India (Out of State and within State)</td>
<td>G.O.</td>
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<td>9.</td>
<td>Matters relating to long duration training (more than 30 days) in India (Out of State)</td>
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<td>a. Gazetted Officers</td>
<td>G.O.</td>
<td>SS/Secy.</td>
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<td>Yes</td>
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<td>b. Non-gazetted Staff</td>
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<td>JS/Secy.</td>
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<td>10.</td>
<td>Permission of Higher studies &amp; training in India / abroad Research etc.</td>
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<td>a. Gazetted Officers</td>
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<td>Secy.</td>
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**III. EVALUATION DEPARTMENT**

**A. SERVICES**

1. Establishment matters relating to gazetted officers under the administrative control of the Department
   a. Initial Appointments
   b. Creation of posts
   c. Extension of Temporary posts and appointments
   d. Promotions
   e. Resignations
   f. Transfers
   g. Re-employment of Superannuated persons
   h. Grant of advance increment/higher fixation
   i. Confirmation
   j. Below Heads of Department
   k. Head of Department
   l. Fixation of Seniority

2. Establishment matters relating to non-gazetted staff under control of the Department
   a. Creation of Posts
   b. Extension of temp. posts
   c. Re-employment of Superannuated persons
   d. Grant of advance increment/higher fixation
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<th>S. No.</th>
<th>Items</th>
<th>To be Examined by</th>
<th>To be Disposed Off by</th>
<th>Whether to be Submitted to Minister-in-Charge</th>
<th>Whether to be Submitted to Hon'ble Chief Minister</th>
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<td>3. Appeals or review against the orders of the Head of Department.</td>
<td>SS</td>
<td>Secy.</td>
<td>Yes</td>
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<td>4. Order for preliminary enquiry against gazetted officers</td>
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<td>5. Reference to Appts. Departments for suspension &amp; institution of disciplinary proceedings against gazetted officers</td>
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<td>Other service related matters</td>
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<td>Sanction of all kinds of leave to Head of Deptt.</td>
<td>G.O.</td>
<td>JS/Secy.</td>
<td>Yes, if leave exceeds one months</td>
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<td>c. Non-gazetted</td>
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<td>b. Non-gazetted staff</td>
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<td>Permission of Higher studies &amp; training in India/abroad Research etc.</td>
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| 33    | Reports of Inspection/Visits  
  a. Head of Department  
  b. Gazetted Officers | G.O. | Secy. | - |  |
| 34    | D Conferences, Committees, Fairs, Exhibitions, Information & Publicity  
  a. Holding of meeting, Conferences, Seminars, Camps, etc.  
  b. Advertisement & Press Matters  
  c. Printing and Publications of Government Documents and Booklets  
  d. Issue of Government Certified Copies  
  e. Reports of Committees other than Assembly Committees  
  f. Holding of Fairs & Exhibitions  
  g. Nomination of Government Representatives to attend Conference & Meetings on behalf of Government | G.O. | Secy. | - |  |
| 35    | E Litigation  
  a. Prosecution & Withdrawals of cases  
  b. Litigation by/against Government  
  c. Re-organisation & Change in Administrative Setup  
  d. Departmental Manual and Rules including Service Rules, Proposals for framing of new rules / amendments and interpretations | G.O. | Secy. | Yes, for cases to be referred to Law Deptt. |  |
| 36    |  |  |  |  |  |

**IV MANPOWER DEPARTMENT**

**A SERVICES**

1. Establishment matters relating to gazetted officers under the administrative control of the Department  
   a. Initial Appointments  
   b. Creation of posts  
   c. Extension of Temporary posts and appointments  
   d. Promotions  
   e. Resignations  
   f. Transfers  
   g. Re-employment of Superannuated persons  
   h. Grant of advance increment/higher fixation  
   i. Confirmation  
   j. Fixation of Seniority  
   i. Below Heads of Department  
   ii. Head of Department  
   j. Fixation of Seniority  
2. Establishment matters relating to non-gazetted staff under control of the Department  
   a. Creation of Posts  

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<td>SS/Secy.</td>
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<td>d. Grant of advance increment/higher fixation</td>
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<td>Secy.</td>
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<td></td>
<td>b. Order for preliminary enquiry against gazetted officers</td>
<td>SS</td>
<td>Secy.</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Reference to Appts. Departments for suspension &amp; institution of disciplinary proceedings against gazetted officers</td>
<td>SS</td>
<td>Secy.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Other service related matters</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
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<tr>
<td>5</td>
<td>Sanction of all kinds of leave to Head of Deptt.</td>
<td>G.O.</td>
<td>Secy.</td>
<td>Yes, if leave exceeds one months</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Grant of Special Pay/Allowances under rules 35 &amp; 50 of RSR</td>
<td>G.O.</td>
<td>SS</td>
<td>-</td>
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<tr>
<td>7</td>
<td>Sanction for travelling out-side Rajasthan -</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>a. Heads of Department</td>
<td>G.O.</td>
<td>SS/Secy.</td>
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<td></td>
<td>b. Gazetted Officers</td>
<td>G.O.</td>
<td>SS</td>
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<tr>
<td></td>
<td>c. Non-gazetted</td>
<td>G.O.</td>
<td>SS</td>
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<tr>
<td>8</td>
<td>Matters relating to short duration training (up to 30 days) in India (Out of State and within State)</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
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<tr>
<td>9</td>
<td>Matters relating to long duration training (more than 30 days) in India (Out of State)</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td></td>
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<tr>
<td>10</td>
<td>Permission of Higher studies &amp; training in India / abroad Research etc.</td>
<td></td>
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<tr>
<td></td>
<td>a. Gazetted Officers</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>b. Non-gazetted staff</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td></td>
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<tr>
<td>11</td>
<td>Promotion from Subordinate / Ministerial Cadre to Gazetted Cadre</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
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<tr>
<td>12</td>
<td>Deputation to Foreign Service</td>
<td></td>
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<tr>
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<td>a. Gazetted Officers</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>b. Non-gazetted staff</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
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<tr>
<td>13</td>
<td>Sanction for extension of joining time to Gazetted Officers</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td></td>
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<tr>
<td>B.</td>
<td>Matters other than &quot;A&quot; relating to Finance &amp; Plan</td>
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<td></td>
<td></td>
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<tr>
<td>14</td>
<td>Hire of Buildings</td>
<td>G.O.</td>
<td>SS</td>
<td>-</td>
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<tr>
<td>15</td>
<td>Time Barred Claims</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes</td>
<td></td>
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<tr>
<td>16</td>
<td>Budget and Proposals for new Expenditure</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td></td>
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<tr>
<td>17</td>
<td>Re-appropriation from one sub-head to another sub-head in same head a. Up to Rs. 5000/-</td>
<td>G.O.</td>
<td>SS</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Above Rs. 5000/-</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
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<tr>
<td>18</td>
<td>Administrative sanction for works</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Embezzlement &amp; Theft Cases</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes</td>
<td></td>
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<tr>
<td>20</td>
<td>Writing off losses - Up to Rs. 2500/-</td>
<td>G.O.</td>
<td>SS</td>
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<tr>
<td></td>
<td>b. Above Rs. 2500/-</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes</td>
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<td>21</td>
<td>Hire of Office Furniture</td>
<td>G.O.</td>
<td>SS/Secy.</td>
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<td>22</td>
<td>Audit Inspection Report</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
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<tr>
<td>23</td>
<td>Settlement of Claims</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
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<tr>
<td>24</td>
<td>Continuation/Extension of Scheme</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes, if amount involved exceed Rs. 50000/-</td>
<td></td>
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<tr>
<td>25</td>
<td>New Schemes</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes, cases to be referred to FD</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Rewards &amp; Honorarium</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
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<tr>
<td>S. No.</td>
<td>Items</td>
<td>To be Examined by</td>
<td>To be disposed off by</td>
<td>Whether to be submitted to Minister-in-charge</td>
<td>Whether to be submitted to Hon’ble Chief Minister</td>
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<tr>
<td>27</td>
<td>Insurance of government properties</td>
<td>G.O.</td>
<td>SS</td>
<td>-</td>
<td>-</td>
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<tr>
<td>28</td>
<td>Donation/ Charities, Endowment etc.</td>
<td>G.O.</td>
<td>SS</td>
<td>-</td>
<td>-</td>
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<tr>
<td>29</td>
<td>Draft Paras</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
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</tr>
<tr>
<td>30</td>
<td>Delegation of Powers</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes, in case it involves the proposal for delegation of power to the Heads of Dept.</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>C Inspection, Tours &amp; Reports</strong></td>
<td></td>
<td></td>
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<tr>
<td>31</td>
<td>Preparation of Annual Reports</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes</td>
<td></td>
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<tr>
<td>32</td>
<td>Statistics &amp; Periodicals Returns</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td>-</td>
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<tr>
<td>33</td>
<td>Reports of Inspection/Tours</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>a. Head of Department</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Gazetted Officers</td>
<td>G.O.</td>
<td>SS</td>
<td>-</td>
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</tr>
<tr>
<td></td>
<td><strong>D Conferences, Committees, Fairs, Exhibitions, Information &amp; Publicity</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>34</td>
<td>Holding of meeting, Conferences, Seminars, Camps, etc.</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Advertisement &amp; Press Matters</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td>-</td>
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<tr>
<td>36</td>
<td>Printing and Publications of Government Documents and Booklets</td>
<td>G.O.</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>37</td>
<td>Issue of Government Certified Copies</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td>-</td>
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<tr>
<td>38</td>
<td>Reports of Committees other than Assembly Committees</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>39</td>
<td>Printing and Publications of Government Gazetters</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>40</td>
<td>Holding of Fairs &amp; Exhibitions</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes</td>
<td></td>
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<tr>
<td>41</td>
<td>Nomination of Government Representatives to attend Conference &amp; Meetings on behalf of Government</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td>-</td>
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<tr>
<td></td>
<td><strong>E Litigation</strong></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>42</td>
<td>Prosecution &amp; Withdrawals of cases</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes, for cases to be referred to Law Deptt.</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Litigation by/against Government</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>44</td>
<td>Re-organisation &amp; Change in Administrative Setup</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Departmental Manual and Rules including Service Rules, Proposals for framing of new rules/amendments and interpretations</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Appointment of Special Officers to conduct cases in the courts</td>
<td>G.O.</td>
<td>SS/Secy.</td>
<td></td>
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</tr>
</tbody>
</table>

Note: AS – Assistant Secretary, OSD – Officer on Special Duty, G.O. – Group Officer, JD – Joint Director, JS – Joint Secretary, SS – Special Secretary

**General Directions:**

1. All cases considered important by officers whose names appear in column 3 above will be brought to the notice of the Secretary, Planning / Minister-in-charge.
2. Cases ordinarily to be disposed off by Minister-in-charge according to this Standing Order may be disposed off by Secretary, Planning in the 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/Special Secretary, Planning, Joint Secretary will dispose off cases which have to be disposed off by the former according to this Standing Order.
4. Any item not covered by the above may be submitted to the Secretary/Minister-in-charge for approval/orders.
Copy forwarded to the:-

1. Addl. Chief Secretary to the Governor Rajasthan, Jaipur
2. Secretary to the Chief Minister / Private Secretaries to all Ministers / State Ministers
3. All Additional Chief Secretaries / Principal Secretaries / Secretaries / Special Secretaries to Government
4. Director cum Joint Secretary, Economics & Statistics Department
5. Director cum Joint Secretary, Evaluation Organisation
6. Director, Planning (Manpower Department)
7. Chief Executive Officer, Voluntary Sector Development Centre
8. OSD, State Innovation Council
9. Dy. Secretary to Chief Secretary
10. Cabinet Secretariat
11. Department of Personnel
12. Department of Administrative Reforms
13. All officers of the Planning Department
14. Guard File

(Akhil Arora)
Secretary to Govt.
Planning Department
Amendment in Standing Order

In pursuance of Rule 21 of the Rules of Business and in continuation of this department’s Standing Order of even number dated 10.06.2014, the item no. 2 (iii) about inter-departmental reference regarding plan programme / proposals and sectoral diversions of Plan Funds (including New Schemes) relating to the Planning Department is hereby replaced as follows:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Items</th>
<th>To be Examined by</th>
<th>To be disposed off by</th>
<th>Whether to be submitted to Minister-in-charge</th>
<th>Whether to be submitted to Hon’ble Chief Minister</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I PLANNING DEPARTMENT</td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td>A PLANNING</td>
<td></td>
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<tr>
<td></td>
<td>2. Inter-departmental reference regarding plan programme/proposals and sectoral diversions of Plan Funds (Including New Schemes)</td>
<td></td>
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<tr>
<td></td>
<td>iii. Proposals involving expenditure (Over and above the budgeted provision)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>a. Up to Rs. 10.00 lakhs</td>
<td>G.O.</td>
<td>JS / SS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Above Rs. 10.00 lakhs &amp; up to Rs. 5 crore</td>
<td>G.O.</td>
<td>Secy.</td>
<td></td>
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<tr>
<td></td>
<td>c. Above Rs. 5 crore</td>
<td>G.O.</td>
<td>Secy.</td>
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</tr>
</tbody>
</table>

(Vasundhara Raje)
Chief Minister (Planning Minister)

Copy forwarded to the:-
1. Principal Secretary to the Governor, Rajasthan, Jaipur
2. Secretary to the Chief Minister
3. Special Assistants / Private Secretaries to all Ministers / State Ministers.
4. Private Secretary to the Chief Secretary
5. All Additional Chief Secretaries / Principal Secretaries / Secretaries / Special Secretaries to Government
6. All officers of the Planning Department
7. Guard File

(Akhil Arora)
Secretary to Govt. Planning Department