

**GOVERNMENT OF RAJASTHAN**  
**ART, LITERATURE, CULTURE & ARCHAEOLOGY DEPARTMENT**

No. F. 19(106) A&C/85

Jaipur, Dated :

**:: STANDING ORDER ::**

In pursuance of Rule 21 of the Rules of Business and in super session of till previous orders on the subject, it is here by ordered that cases relating to Art, Literature, Culture & Archaeology Department shall be disposed off in the following manner :-

1	2		3	4		5
S. N.	<i>To be examined by</i>		<i>To be examine by</i>	<i>To be disposed by</i>		<i>Be approved by C.M</i>
	<b>SERVICE</b>		<b>SO/DS</b>	<b>Pr.Secy.</b>	<b>Minister</b>	
1.	(a)	Creation of Posts	SO/DS	Yes	Yes	
	(b)	Initial Appointments	SO/DS	Yes	Yes	
	(C)	Extension of Temporary posts and appointments	SO/DS	Yes	Yes	
	(d)	Promotions	SO/DS	Yes	Yes	
	(e)	Resignations	SO/DS	Yes	Yes	
	(f)	Transfers	SO/DS	Yes	Yes	
	(g)	Re-employment of Superannuated persons	SO/DS	Yes	Yes	
	(h)	Grant of Advance increment/ Higher Fixation	SO/DS	Yes	Yes	
	(i)	Confirmation				
		(i)	Below Head of Department	SO/DS	Yes	
	(ii)	Head of Department	SO/DS	Yes	Yes	
2	<b>Fixation of Seniority, Establishment matters relating of non-gazetted staff under control of the Department</b>					
	(a)	Creation of Post	SO/DS	Yes	Yes	
	(b)	Initial appointments	SO/DS	Yes	Yes	
	(c)	Extension of Temporary Posts and appointment	SO/DS	Yes	Yes	
	(d)	Promotions	SO/DS	Yes	-	
	(e)	Resignations	SO/DS	Yes	Yes	
	(f)	Transfers	SO/DS	Yes	Yes	
	(g)	Re-employment of Superannuated Persons.	SO/DS	Yes	Yes	
	(h)	Grant of advance increment/Higher fixation	SO/DS	Yes	-	
	(i)	Confirmation	SO/DS	Yes	Yes	
	(j)	Fixation of Seniority	SO/DS	Yes	Yes	
3	<b>DISCIPLINARY MATTERS</b>					
	(a)	Appeals or review against the orders of the Heads of Department	SO/DS	Yes	Yes	

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	(b)	Orders for Preliminary enquiry against Gazetted Officers	SO/DS	Yes	Yes	
	(c)	Ref. to Department of personnel for Suspension and institution of disciplinary proceedings against Gazetted officers	SO/DS	Yes	Yes	
	(d)	Matters relating to disciplinary action against non-gazetted staff,	SO/DS	Yes	-	
4	<b>SANCTION OF LEAVE</b>					
	(a)	Casual & Privileges leave to all non-gazetted staff.	SO/DS	-		
	(b)	All kinds of leave to Heads of Department	SO/DS	Yes		
	(c)	All kinds of leave to other gazetted officers	SO/DS	Yes		
	(d)	Retirement under Rules 244(1) Of RSR	SO/DS	Yes	Yes	
5	Grant of Special pay/ allowances under rules 35 & 50 of RSR		SO/DS	-	-	
6	<b>Sanction for traveling outside Rajasthan</b>					
	(a)	Heads of Department	SO/DS	Yes		
	(b)	Gazetted Officers	SO/DS	Yes		
	(c)	Non-Gazetted Staff	SO/DS	Yes		
7	<b>Sanction for halts for more than 60 days</b>					
	(a)	Heads of Department	SO/DS	Yes		
	(b)	Gazetted Officers	SO/DS	Yes		
	(c)	Non-Gazetted Staff	SO/DS		-	
8	<b>Training within Rajasthan</b>					
	(a)	Gazetted Officers	SO/DS	Yes	-	
	(b)	Non-Gazetted Staff	SO/DS	-	-	
9	<b>Pursuance of higher studies and training in India/abroad, Research etc.</b>					
	(a)	Gazetted Officers	SO/DS	-	-	
	(i)	Within India	SO/DS	Yes	Yes	
	(ii)	Foreign	SO/DS	Yes	Yes	
	(b)	Non-Gazetted Staff	SO/DS	-	-	
	(i)	Within India	SO/DS	Yes	-	

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	(c)	Foreign	SO/DS	Yes	Yes	
10	Cases of pension & Gratuity Insurance etc.		SO/DS	-	-	
11	Condition of Breaks/deficiencies		SO/DS	Yes	Yes	
12	House Rent Allowance		SO/DS	Yes	-	
13	Promotion from subordinate/ Ministerial Cadre to Gazetted cadre		SO/DS	Yes	Yes	
14	Departmental Examination conduct of examinations		SO/DS	Yes	Yes	
15	Deputation to foreign Services		SO/DS	-	-	
	(a)	Gazetted Officers	SO/DS	Yes	Yes	
	(b)	Non-Gazetted Officers	SO/DS	Yes	Yes	
16	<b>Grant of various awards for publications, suggestions, Schemes etc.</b>					
	(a)	Gazetted Officers	SO/DS	Yes	Yes	
	(b)	Non-Gazetted Staff	SO/DS	Yes	Yes	
<b>Matter other than in 'A' relating to Finance and plan</b>						
17	Hire of Buildings		SO/DS	Yes	-	
18	Time barred claims		SO/DS	Yes	-	
19	<b>Purchase of stores, equipments and furniture etc.</b>					
	(a)	Up to 25,000/-	SO/DS	-	-	
	(b)	Above 25,000/-	SO/DS	Yes	-	
20	Budget and proposals for new expenditure		SO/DS	Yes	Yes	
21	Re-appropriation from one sub-head in the same head		SO/DS	Yes	Yes	
22	Administrative sanction for works		SO/DS	Yes	Yes	
23	Refund Cases		SO/DS	Yes	-	
24	Embezzlement & Theft cases		SO/DS	Yes	Yes	
25	Writing-off losses		SO/DS	Yes	-	
26	Hire of office furniture		SO/DS	Yes	-	
27	Audit/Inspection Reports		SO/DS	Yes	-	
28	Settlement of claims		SO/DS	Yes	Yes	
29	Advance in respect of various schemes of all departments		SO/DS	Yes	-	
30	Advances to Government employees		SO/DS	Yes	-	
31	New Schemes		SO/DS	Yes	Yes	
32	Continuations/ extension of Schemes		SO/DS	Yes	Yes	
33	(a)	Grant-in-aid, Subsidies, Scholarships & Compensations Min Yes		SO/DS	Yes	
34	Rewards & Honorarium		SO/DS	Yes	Yes	
35	Acquisition & Purchase of lands		SO/DS	Yes	Yes	
36	Insurance of Government properties		SO/DS	Yes	Yes	

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37	Donations/Charities, Endowments etc.	SO/DS	Yes	Yes
38	Draft Para	SO/DS	Yes	Yes
39	Delegation of powers proposals of	SO/DS	Yes	Yes
	Inspections, Tours & Reports			
40	Preparation of Annual Reports	SO/DS	Yes	-
41	Statistics & Periodical Returns	SO/DS	Yes	-
42	<b>Reports &amp; Inspection/Tours</b>			
	(a) Head of Department	SO/DS	Yes	Yes
	(b) Gazetted Officers	SO/DS	Yes	-
	<b>Conference, Committees, Fairs, Exhibition, Information and publicity.</b>			
43	Holding	SO/DS	Yes	-
44	Advertisement & Press matters	SO/DS	Yes	-
45	Printing & Publication of Govt. Documents & Booklets.	SO/DS	Yes	-
46	Issue of Govt. certifies copies.	SO/DS	-	-
47	Reports of Committees, other than Assembly committee	SO/DS	Yes	Yes
48	Holding of Fairs & Exhibitions	SO/DS	Yes	Yes
49	Nomination of Govt. representatives who attend Conference & Meetings on behalf of Govt.	SO/DS	Yes	-
50	<b>Grants etc.</b>			
	Grant-in-aid to Institutions	SO/DS	-	-
	(a) When recommended by Minister	SO/DS	Yes	-
	(b) For others	SO/DS	Yes	Yes
	Regular/Lump sum Grant to Academy /Institutions relating to Art & Culture Activities	SO/DS	Yes	Yes
51	Assembly Questions adjournment motions/ Cut-motions/Discussions	SO/DS	Yes	Yes
52	Parliament Questions	SO/DS	Yes	Yes
53	Appointments of Special officers to conduct cases in courts	SO/DS	Yes	-
54	New Legislations & Amendments to the existing legislation	SO/DS	Yes	Yes
55	Action on committees of Assembly (such as P.A.C/PE/CPUC/ Assurance/ Committees)	SO/DS	Yes	Yes
	<b>LITIGATION</b>			
56	prosecution& withdrawals of cases	SO/DS	Yes	Yes

1	2	3	4		5
57	Litigation by/against Govt. matters relating to	SO/DS	Yes	Yes	
<b>Miscellaneous</b>					
58	Nomination of non-official members of the State and outside the State for Governing Council/Board of Directors of Zonal Cultural Centers, Patiyala, Alahabad, Udaipur	SO/DS	Yes	Yes	
	Nomination of Chairman and Members under the Constitution of Raj. Sangeet Natak Academy by the Government.	SO/DS	Yes	Yes	
	Nomination of Chairman and members under the Constitution of Raj. Lalit Kala Academy by the Government	SO/DS	Yes	Yes	
	Nomination of Non-official members under the Constitution of Jaipur Kathak Kendra and Ravindra Manch	SO/DS	Yes	Yes	

Note -

SO- Section Officer  
DS-Dy.Secretary  
Pr.Secy.-Principal Secretary

**NOTE -**

- 1- Power under the above delegations are to be exercised by the concerned officers after observing necessary procedure laid down in the relevant rules or orders of the Government and that where reference to Department of personnel, law Department, higher authorities where necessary, are obtained.
- 2- The disposing authority may also submit case on which he has to take final decision to the next higher authority, if he considers necessary specific cases.
- 3- Cases ordinarily disposed off by the Minister according to this Standing order, May be disposed off by the Secretary in absence of Minister from Headquarter if the Secretary thinks that the case is of such nature that it can no a wait the arrival of the Minister. However such cases by brought to the notice of Minister on return to headquarter.
- 4- In the absence of the Secretary from headquarter, the Dy. Secretary may disposed off the cases which have to be disposed off by the Secretary according to the standing orders in case he thinks that the case is of such nature that it can no wait the arrival of the Secretary, However such cases by brought to the notice of Secretary on return to headquarter.
- 5- सचिवालय नियमावली के अध्याय 5 के अनुच्छेद 92 में प्रकरणों के प्रस्तुतीकरण के लिए समय सीमा बिन्दु संख्या 6 के अनुसार प्रकरणों का त्वरित गति से निस्तारण किया जावेगा।

( **SMT. BEENA KAK** )  
**Minister**

**Art, Literature, Culture & Archaeology Deptt.**

**Copy forwarded to for information and necessary action :-**

- 1- Pr.Secretary to Hon'ble Governor, Rajasthan, Jaipur.
- 2- Pr.Secretary to Chief Minister, Rajasthan, Jaipur.
- 3- P.S. to All Minister/State Minister, Rajasthan, Jaipur.
- 4- Chief Secretary, Rajasthan, Jaipur.
- 5- All Pr.Secretary / Secretary to Govt. of Rajasthan, jaipur.
- 6- Secretary G.A.D./Cabinet, Rajasthan, Jaipur.
- 7- Director, Archaeology & Museums Department, Rajasthan, Jaipur.
- 8- Guard File.

**Principal Secretary**

**Art, Literature, Culture & Archaeology Deptt.**

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