

राजस्थान सरकार

कार्यालय, मंत्री, राजस्व, उपनिवेशन, कृषि सिंचित क्षेत्रीय विकास एवं जल उपयोगिता विभाग

पूर्व में आदेश क्रमांक No.F.2(1)Rev/5/cordi./2018 दिनांक 25.02.2019 द्वारा जारी Standing Order में आवश्यक संशोधन करके माननीय राजस्व मंत्री महोदय द्वारा संशोधित Standing Order जारी किया गया है।

अतः निर्देशानुसार लेख है कि उक्त संशोधित Standing Order की पालना सुनिश्चित करवावें।

कार्यालय प्रमुख शासन सचिव, राजस्व
उपनिवेशन एवं सैनिक कल्याण
उपनिवेशन, राजस्थान
आयरी क्रमांक ... 887-2
दिनांक 6/8/19

भवदीय,
02/08/19
(एल.आर. गुगर्वाल)
विशिष्ट सहायक

प्रमुख शासन सचिव,
राजस्व विभाग।

अशा.टीप क्रमांक : विस/मंत्री/राजस्व/2019/85/

जयपुर, दिनांक : 02/08/19

**Government of Rajasthan
Revenue Department**

No. F.2(1)Rev/5/Cordi./2018

Jaipur, Dated: 02/08/2019

Standing Order

In pursuance of Rule 21 of the Rules of Business and supersession of previous order No. F.2(1)Rev/5/Cordi./2018 Jaipur, Dated: 25.02.19 in this behalf, I hereby direct that the cases and matters relating to the Revenue Department shall ordinary be disposed off in the manner indicated below:-

1. Matters common to all groups of the Revenue Department as per appendix-b of Rule 21 of the Rajasthan Rules of Business 1967:-

S.NO.	Items	To be examined by	To be disposed of by	Whether to be submitted to the Minister
1	2	3	4	5
A-Services				
1	Establishment matters relating to Gazetted Officers Under the control of the departments.			
	(a) Creation of posts	Group Officer	RS/PRS	Yes
	(b) Initial Appointments	Group Officer	RS/PRS	Yes
	(c) Extension of temporary posts and appointments	Group Officer/DS/JS	RS/PRS	Yes
	(d) Promotions	Group Officer/DS/JS	RS/PRS	Yes
	(e) Resignation	Group Officer	RS/PRS	Yes (Minister), in the case of Head of Dept.
	(f) Transfers	DS/JS	RS/PRS	Yes
	(g) Re-employment of superannuated persons	Group Officer	RS/PRS	Yes
	(h) Grant of Advance increment/Higher fixation	Group Officer	RS/PRS	Yes
	(i) Confirmation			
	i) Below Heads of Dept.	Group Officer	RS/PRS	Yes(Minister), if refused
	ii) Heads of Dept.	Group Officer	RS/PRS	Yes
	(j) Fixation of Seniority	Group Officer	RS/PRS	Yes


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6	Sanction for travelling outside Rajasthan			
	(a) Heads of Department	Group Officer	RS/PRS	Yes
	(b) Gazetted Officers	Group Officer	DS/JS/ RS/PRS	Yes
	(c) Non-gazetted staff	Group Officer	RS/PRS	-
7	Sanction for halts for more than 60 days			
	(a) Heads of Departments	Group Officer	RS/PRS	-
	(b) Gazetted officers	Group Officer	RS/PRS	-
	(c) Non-gazetted staff	Group Officer	DS/JS/RS/PRS	-
8	Training within Rajasthan			
	(a) Gazetted	Group Officer	DS/JS/SS/ RS/PRS	Yes
	(b) Non-gazetted staff	Group Officer	DS/JS/SS	-
9	Persuasion of Higher Studies & Training, Research etc in India /Abroad			
	(a) Gazetted Officers	DS/JS	RS/PRS	Yes
	(b) Non-gazetted staff	Group Officer	DS/JS/SS/ RS/PRS	-
10	Cases of pension & Gratuity. Insurance etc.	Group Officer	RS/PRS	-
11	Condonation of Break/deficiencies	Group Officer	RS/PRS	Yes
12	House Rent Allowance	Group Officer	DS/JS	
13	Promotion from Subordinate/ Ministerial cadre to Gazetted cadre	Group Officer	RS/PRS	Yes
14	Departmental Examination- conduct of examinations	Group Officer	RS/PRS	Yes
15	Deputation of Foreign Service			
	(a) Gazetted	Group Officer	RS/PRS	Yes
	(b) Non-Gazetted	Group Officer	DS/JS/SS/ RS/PRS	Yes
16	Grant of various awards for publication suggestions, schemes etc.	Group Officer	DS/JS/SS/ RS/PRS	Yes
17	Sanction for extension of joining time			
	(a) Gazetted Officers	Group Officer	RS/PRS	Yes
	(b) Non-gazetted staff	Group Officer	RS/PRS	
B-Matters relating to Finance & plan				
18	Hire of Buildings	Group Officer	RS/PRS	Yes
19	Time barred claims	Group Officer	DS/JS	-
20	Purchase of stores equipments & furniture etc.			
	(a) Up to Rs. 25,000/-	Group Officer	DS/JS	
	(b) Up to Rs. 2 lacs.	Group Officer	DS/JS/RS/PRS	Yes
	(c) Above Rs. 2 lacs.	Group Officer	DS/JS/RS/PRS	Yes
21	Budgets and proposals for new expenditure	Group Officer	DS/JS/RS/PRS	Yes
22	Re-appropriation from one sub-head to another sub-head in the same head	Group Officer	DS/JS (up to 5000/- RS/PRS (Above Rs. 5000/-)	-

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23	Administrative sanction for works	Group Officer	RS/PRS	Yes
24	Refund cases	Group Officer	DS/JS (up to Rs. 5000/-) RS/PRS (Above Rs. 5000/-)	Yes
25	Embezzlement & theft cases	Group Officer	RS/PRS	Yes
26	Writing off Losses	Group Officer	DS/JS (up to Rs. 2500/-) RS/PRS (Above Rs. 2500/-)	Yes(Minister), if the Amt. is above Rs. 2500/-
27	Hire of office Furniture	Group Officer	DS/JS	-
28	Audit Inspection Report	Group Officer	DS/JS/ RS/PRS	-
29	Settlement of claims	Group Officer	DS/JS/ RS/PRS	Yes(Minister), if the amount involved exceed Rs. 50000/-
30	Advances in respect of various schemes of all Departments	Group Officer	RS/PRS	Yes
31	Advances to Government employees	Group Officer	DS/JS	-
32	Loans and Advances of Private parties	DS/JS	DS/JS/ RS/PRS	Yes
33	Continuation/Extension of schemes	Group Officer	DS/JS/ RS/PRS	Yes(Minister), cases to be referred to F.D.
34	New Schemes	DS/JS	DS/JS/ RS/PRS	Yes
35	Allotment of Grants Group Officer	Secretary		Yes(Minister), if the grant is above Rs. one lac.
36	Contract & Leases	Group Officer	DS/JS/ RS/PRS	Yes, if the value exceeds Rs. one lac.
37	(a) Grants-in-aid subsidies, Scholarship & Compensation	Group Officer	DS/JS/ RS/PRS	-
	(b) Ad-hoc grants	Group Officer	DS/JS	Yes
38	Rewards & Honoraria	Group Officer	DS/JS/ RS/PRS	-
39	Acquisition & Purchases of Lands	Group Officer	RS/PRS	Yes
40	Insurance of Government Properties	Group Officer	RS/PRS	Yes
41	Drafts Paras	Group Officer	DS/JS/ RS/PRS	-
42	Delegation of powers-proposals for	Group Officer	RS/PRS	Yes(Minister), in case it involves proposals for the delegation of powers to the Head of Department
C-Inspection, Tours & Reports				
43	Preparation of Annual reports	Group Officer	DS/JS/ RS/PRS	Yes


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44	Statistics & Periodical Returns	Group Officer	RS/PRS	-
45	Reports of Inspection/ Tours			
	(a) Heads of Departments	Group Officer	RS/PRS	-
	(b) Gazetted Officers	Group Officer	DS/JS	-
D-Conference, Committees, Fairs, Exhibitions, Information & Publicity				
46	Holding of meetings, Conferences, Seminar, Camps etc.	Group Officer	RS/PRS	Yes
47	Advertisement & Press matters.	Group Officer	DS/JS/ RS/PRS	Yes
48	Printing & Publication of Govt. documents & Booklets	Group Officer	RS/PRS	-
49	Issue of Govt. certified copies	Group Officer	-	-
50	Reports of Committees other than Assembly Committees	Group Officer	DS/JS/ RS/PRS	-
51	Holding of Fairs and Exhibitions	Group Officer	DS/JS/SS	Yes
52	Nomination of Govt. representative who attend Conference & Meeting on behalf of Government	Group Officer	RS/PRS	Yes
E-Assembly and Parliament				
53	(a) Assembly Questions other than un-starred Questions	Group Officer/ DS/JS	RS/PRS	Yes
	(b) Un-Starred Questions	Group Officer	DS/JS/SS	Yes
54	Parliaments Questions	Group Officer/ DS/JS	RS/PRS	Yes
55	Appointment of Special Officers to conduct cases in the Courts	Group Officer	RS/PRS	-
56	New legislation & Amendments of the existing legislation	Group Officer	DS/JS/ RS/PRS	Yes
57	Action on Committees of Assembly (Such a P.A.C., P.E.C.P.U.C., Assurance Committees)	Group Officer	DS/JS/ RS/PRS	-
F-Litigation				
58	Prosecution & withdrawals of cases	Group Officer	RS/PRS	Yes cases to be referred to Law Department.
59	Litigation by / against Govt. matters relating to	Group Officer	DS/JS/ RS/PRS	Yes

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G-Other Matters				
60	Reorganisation & charge in administrative set up	DS/JS	RS/PRS	Yes
61	Petitions	Group Officer	DS/JS	-
62	Departmental Manuals & Rules including Service Rules, Proposals for framing of new rules/ amendments and Interpretations	Group Officer	DS/JS	Yes

2. GROUP WISE:-

REVENUE (GROUP-I) DEPARTMENT

1	Creation/changes in the boundaries of the Revenue Divisions, Districts, Sub-Divisions, Tehsils, Sub-Tehsils and Villages etc.	GO/ DS/JS	RS/PRS	Yes
2	Board of Revenue			
	(a) Policy matters	GO/ DS/JS	RS/PRS	Yes
	(b) Other matters	GO/ DS/JS	RS/PRS	-
3	Revenue Courts and Revenue officers-Jurisdiction, powers and administrative matters connected thereto	GO/ DS/JS	RS/PRS	Yes
4	Procedure of Revenue Courts and review of pending cases in the courts	GO/ DS/JS	RS/PRS	-
5	Lands Settlement, Survey of agricultural lands, preparations of land records and Settlement of land Revenue	GO/ DS/JS	RS/PRS	Yes
6	Land Records administration legislation including preparation and maintenance	GO/ DS/JS	RS/PRS	Yes
7	Schemes of up-dating of land records	GO/ DS/JS	RS/PRS	Yes
8	Matters relating to Settlement Department			
	(A) Policy matters and creation of posts	GO/ DS/JS	RS/PRS	Yes
	(B) Other matters	GO/ DS/JS	RS/PRS	Yes
9	Rent Rates	GO/ DS/JS	RS/PRS	-
10	Consolidation of land holding	GO/ DS/JS	RS/PRS	Yes
11	Appointment of Panel Lawyers and Govt. Advocates in Revenue Courts	GO/ DS/JS	RS/PRS	Yes

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12	All establishment matters, relating to the officers of State Services and R.T.S and Staff under the Administrative control of the department except matters allotted to DoP/GAD and FD	As provided in the column A-Services of this order.		
13	Training	GO/ DS/JS	RS/PRS	Yes(outside the state)
14	All residuary matters	GO/ DS/JS	RS/PRS	-

REVENUE (GROUP-II) DEPARTMENT

1	Recovery of public demands and local cess including sums recoverable as land revenue or as arrears of land revenue	GO/ DS/JS	RS/PRS	Yes
2	Recovery of claims in respect of taxes arising outside the state	GO/ DS/JS	RS/PRS	Yes
3	Land Revenue Assessment, Collection, Suspension, Remission and refunds	GO/ DS/JS	RS/PRS	Yes
4	Review and reconciliation of receipts including land revenue	GO/ DS/JS	RS/PRS	-
5	Write-off of ir-recoverable demands of land revenue, loans and embezzlement etc.	GO/ DS/JS	RS/PRS	Yes
6	Agricultural and Taccavi loans and crop insurance	GO/ DS/JS	RS/PRS	Yes
7	Crop forecast, reports, weather forecast reports and natural calamities like fire etc.	GO/ DS/JS	RS/PRS	Yes
8	Draft Paras, PAC, Estimates Committee, Assurances of P.A.C.	GO/ DS/JS	RS/PRS	Yes
9	Preparation of Annual Reports and Budget estimates	GO/ DS/JS	RS/PRS	Yes
10	Statistics and periodical returns	GO/ DS/JS	RS/PRS	-
11	Rainfall Reports	GO/ DS/JS	RS/PRS	-
12	Construction/Repair of Revenue buildings	GO/ DS/JS	RS/PRS	Yes
13	Approval of contracts of natural produce	GO/ DS/JS	RS/PRS	-
14	Agricultural Statistics and Census	GO/ DS/JS	RS/PRS	-
15	Cattle Census	GO/ DS/JS	RS/PRS	-

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REVENUE (GROUP-III) DEPARTMENT

1	Individual cases relating to leasing, renting, allotment/encroachments on govt. lands, regularization, transfer, exchange alienation and devaluation to Central Govt. Deptt. or undertaking of the central Govt. Dept.			
	(a)In accordance with rules or well defined Govt. policy and	GO/ DS/JS	SS/RS/PRS	Yes
	(b)In relaxation of Rules or Government policy	GO/ DS/JS	SS/RS/PRS	Yes
2	References under section 82 of the Land Revenue Act.	GO/ DS/JS	RS/PRS	Yes
3	(a)Revision under Section 83 of the Land Revenue Act.	GO/ DS/JS	RS/PRS	Yes
	(b)Review under Section 85A of the Land Revenue Act.	GO/ DS/JS	RS/PRS	Yes
4	Nazul Land assessment, Settlement and disposal	DS/JS	RS/PRS	Yes
5	All works connected with unculturable waste land, Alternative use of ceiling surplus land	DS/JS	RS/PRS	Yes

REVENUE (GROUP-IV) DEPARTMENT

1	Amendments in the Rajasthan Land Reforms and Resumption of Jagirs Act and Rules made there under	GO/DS/JS	RS/PRS	Yes
2	Enquiries in respect of Khudkast land under section 19-B of Rajasthan Land Reforms and Resumptions of Jagirs Act. 1952	GO/DS/JS	RS/PRS	Yes
3	Cases pertaining to refund /recovery/write-off of the Government dues outstanding against Ex-Jagirdars:-			
	(i) Up to Rs. 10,000/-	GO	DS	-
	(ii) Above Rs. 10,000/- but below 50,000/-	GO/DS/JS	RS/PRS	-
	(iii) Above Rs. 50,000/-	GO/DS/JS	RS/PRS	Yes
4	Sanction of compensation in accordance with section 3 of the Rajasthan Cash Jagirs Abolition Act, 1958	GO/DS/JS	RS/PRS	Yes
5	Continuance of Maintenance allowance of the widows of ex-jagirdars under section 27(2) of the Rajasthan Land Jagirs Act, 1952	GO/DS/JS	RS/PRS	Yes

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6	Cases pertaining to compensation and private properties of the ex-jagirdars	GO/DS/JS	RS/PRS	Yes
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REVENUE (GROUP-V) DEPARTMENT

1	Inter-departmental allotment of work and transfer of staff	GO/DS/JS	RS/PRS	Yes
2	Meeting of Heads of Departments	GO/DS/JS	RS/PRS	Yes
3	Departmental and Inter-Departmental Zonal and District level meetings	GO/DS/JS	RS/PRS	-
4	Parliamentary questions and all residuary matters	GO/DS/JS	RS/PRS	Yes
5	Monitoring of matters relating to Right to Information Act & Citizens Charter	GO/DS/JS	RS/PRS	-
6	Meeting of Secretaries and State Level Planning & Co-ordination Committee	GO/DS/JS	RS/PRS	Yes

REVENUE (GROUP-VI) DEPARTMENT

1	Land rights in or over land, land tenure, relation of landlords & tenants, land administration and legislation	GO/DS/JS	RS/PRS	YES
2	Framing and amendments of Acts & Rules there under	GO/DS/JS	RS/PRS	YES
	Clarification of Acts & Rules	GO/DS/JS	RS/PRS	YES
3	Acquisition and Requisition of land legislation and Policy matters (All matters regarding individual cases of acquisition including issue of statutory notification/declaration, orders, budget allotments and audit, will be dealt with by the concerned Administrative Department)	GO/DS/JS	RS/PRS	YES
4	Policy matters regarding, leasing renting, allotment,	GO/DS/JS	RS/PRS	YES

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	regularization, exchange, transfer, alienation, conversion and devolution of agricultural land			
5	Bhoodan Act and Gramdan Yagna Act.	GO/DS/JS	RS/PRS	YES
6	Agricultural Indebtedness and Income- Tax.	GO/DS/JS	RS/PRS	-
7	Money lending and Money Lenders Act Including registration of Money Lenders	GO/DS/JS	RS/PRS	-
8	Escheats	GO/DS/JS	RS/PRS	YES
9	Land Reforms including abolition of intermediaries/Tenancy Reforms.	GO/DS/JS	RS/PRS	YES
10	Acquisition of Land Owners Estates Act, Implementation, amendments, clarifications and litigation	GO/DS/JS	RS/PRS	YES

REVENUE (GROUP-VII) DERARTMENT

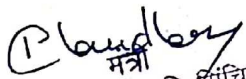
1.	(a) Conduct of Govt. Litigation -			
	(i) Appointment of officer-in- charge.	ALR/DLR/ GO	RS/PRS	-
	(ii) Verification of factual position furnished by OIC and Govt. Advocate	ALR/DLR/ GO	RS/PRS	-
	(iii) Filling of Appeals/SLP	ALR/DLR/ GO	DS/JS /RS/PRS	YES
	(B) Appointment of Panel Lawyers and Govt. Advocates	ALR/DLR/ GO	DS/JS /RS/PRS	YES
	(c) Appointment of standing counsels in High court	ALR/DLR /GO	DS/JS /RS/PRS	YES

(Signature)
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2.	Litigation pertaining to Jagir & ceiling cases	ALR/DLR/GO	DS/JS /RS/PRS	YES
3.	Conduct of Government litigation in service matter -			
	(a) Appointment of officer-in-charge	ALR/DLR/ GO	RS/PRS	-
	(b) Verification of factual position furnished by officer-in-charge And Govt. advocate	ALR/DLR/GO/DS/JS	RS/PRS	-
	(c) Filling of Appeal/Writ/SLP	ALD/DLR/GO/DS/JS	RS/PRS	Yes(Minister) (In policy and Imp. matter)
4.	Litigation Including notices u/section 80 C.P.C	ALR/DLR/GO	RS/PRS	-

REVENUE (GROUP-VIII) DERARTMENT

1.	All policy matters under the old ceiling Law/Rajasthan Imposition of ceiling on Agricultural Holding Act, 1973	GO/DS/JS	RS/PRS	YES
2.	Review of progress of implementation of ceiling laws.	GO/ DS/JS	RS/PRS	-
3.	Legislation amendments and clarification	GO/ALR/DS/JS	RS/PRS	YES
4.	Reopening or not reopening of cases under the Rajasthan Imposition of ceiling On Agricultural Holding Act 1973 and chapter-III-B of the Rajasthan Tenancy Act, 1955	GO/DS/JS	RS/PRS	YES
5.	Enquiry into the complaints against persons regarding land beyond ceiling limit	GO/DS/JS	RS/PRS	YES


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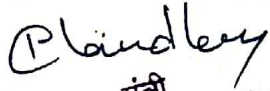
6.	Examination of judgment/order passed by Authorized officer in cases reopened under section 16 of the Rajasthan Imposition of ceiling on Agricultural Holdings Act, 1973	GO/DS/JS	RS/PRS	YES
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REVENUE (GROUP-IX) DERARTMENT (LAND CONVERSION)

1.	Conversion of Agricultural Land for residential, commercial, industrial etc, purposes in urban and Rural areas	GO/DS/JS	RS/PRS	YES
2.	Individual cases of Government decision under conversion Rules, 2007 or any other Rules	GO/DS/JS	RS/PRS	YES
3.	Individual cases relating to conversion of agricultural lands non-agricultural purposes :-			
	(a) In accordance with Rules or well defined Government policy :-			
	(i) Government Departments only	GO/DS/JS	RS/PRS	YES
	(ii) Others	GO/DS/JS	RS/PRS	YES
	(b) In relaxation of Rules or Government policy.	GO/DS/JS	RS/PRS	YES

REVENUE (GROUP-X) DERARTMENT (REHABILITATION)

1.	Policy matters relating to Evacuee/custodian agricultural land In the state	GO/DS/JS	RS/PRS	YES
2.	All other matters relating to Evacuee/custodian agricultural land In the state	GO/DS/JS	RS/PRS	-


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