

performance of Boxing matches, Circus-shows and Dramas etc. The following fee is charged and deposited under head "I.II-Misc. Fees, Fines & Forfeiture"

(1) Rs. 10/- for first day.

(2) Rs. 5/- for subsequent days.

(v) Press And newspapers.

17. Under the Press and Registration of Books Act, 1867 and Registration of News-Papers Rules, 1951, declarations are filed in the office of the District magistrate.

18. As regards the newspaper, the title should first of all be verified from the Press Registrar, New Delhi. After this verification, a copy of the declaration filed before the Distt. Magistrate should be forwarded to the Press Registrar and another copy to the District and Sessions Judge, the third copy of the declaration should be kept in office.

19. The publisher of the newspaper is required to send a copy of paper to the District Magistrate and also to the Press Registrar. A close watch should be kept that newspapers are received regularly from every publisher and for this purpose an attendance register should be kept in the District Office wherein regular attendance of the paper should be marked. Cases of defaulters should be put up before the District Magistrate.

(vi) Arms and ammunitions.

20. Indian arms Act, 1959 and Indian Arms Rules 1962 came into force with effect from 1-10-62, under which both S.D. Ms. and Tehsildars have been appointed as Licensing Authorities.

21. S.D. Ms. have been empowered to grant and renew the licenses as under :-

(a) For acquisition/possession and carrying for sports/protection/display in Form III for the District only for (i) III (c), (ii) III (d) and (iii) V, categories of arms/ammunition as defined in Schedule I of the Rules.

(b) For acquisition / possession and carrying for destruction of wild animals which do injury to human beings/cattle in Form IV for the district only for

(i) III (c), (ii) III (d) and (iii) V, categories of arms/ammunition as defined in Schedule I of the Rules.

(c) For acquiring, possessing and carrying for protection of crops and cattle in Form V for the district only for (i) III (c), (ii) III (d) and (iii) V, categories of arms/ammunition as defined in Schedule I of the Rules.

22. Tehsildars have been delegated the powers to issue and renew the licenses as under :-

(a) For acquisition, possession and carrying for sports, protection and display in Form III for the respective sub-division only, for

(i) Air Guns and Muzzle loading guns.

(ii) Arms other than fire-arms.

(b) For acquisition, possession and carrying for protection of crops and cattle in Form V, for the respective sub-division only for :

(i) 22 bore (low velocity) rifles, using ruin-fire cartridges, breech loading smooth bore guns and air rifles.

(ii) Air guns and Muzzle loading gun.

(iii) Arms other than fire arms.

23. As regards licenses for the rest of the arms, powers vest in the District Magistrate, State Government and Central Government as given in Schedule I of the Arms Rules.

24. Licensing Authorities will generally be responsible for further renewals of those licenses granted by them.

25. Any Licensing Authority other than the District Magistrate will have to intimate to the District magistrate concerned about the grant of licenses by them.

26. No. person can be prosecuted under the Act unless sanction has been accorded by the District Magistrate in exercise of the powers vested in him under Section 39 of the Indian Arms Act, 1959.

27. All the registers prescribed under the Rules will be maintained by the Licensing Authorities.

(vii) Explosives

28. The Indian Explosives Act, 1884 has been extended to Rajasthan from 1st April, 1951. Under Part 'B' State (Laws) Act, 1951. The Indian Explosives Rules, 1940, under the Act have also been applied to Rajasthan with effect from 1st July, 1951.

29. Under the Constitution Explosives is a Union subject vide item 5 of List I, Union List of the Seventh Schedule to the Constitution. The Central (Union) Government have retained the administration of the Act to themselves.

30. Under the Indian Explosives Rules, 1940, District Magistrates including Additional District Magistrates are required to perform functions under Rules 63, 85 (3), 85 (5), 86 (4), 93, 94, 99, 106 and 114.

31. The District Magistrate is empowered to issue the following licenses.

Fees to be charged.

1. License in Form 'G' to transport explosives
(Schedule IV-under Rule, 85) Rs. 5.00

2. License in Form 'I' to manufacture, possess
and sell of fireworks and gun powder in
quantity not exceeding 25 Lbs. Rs. 7.50

Note - The Chief Inspector is empowered to grant license for
quantity not exceeding 200 Lbs.

3. License in Form 'J' to possess gun-powder
or other explosives in quantities not
exceeding 100 Lbs. of gun powder, and
10 Lbs. of other explosives. Rs. 5.00

(Free to the cultivator).

4. License in Form 'K' to possess, and sale
safety fuse for blasting gun powder and
small arm nitro-compound not exceeding
50 Lbs. Rs. 4.00

5. License in Form 'M' to sell explosives Rs. 20.00

32. All applications for license should be accompanied with
from 'C' prescribed under the Act and three copies of the site
construction plans of the premises.

33. All licenses should be renewed on 1st April every year

34. "No-objection-Certificate" under Sub-Rule (3) of Rule 85 should not be granted by the District Magistrate directly. All such applications should be referred to the Home Department with his views in consultation with the Superintendent of Police before granting the said certificate.

35. The District Magistrate should satisfy himself that the licensees-keep a detailed account of the quantities of gun-powder they manufacture and sell. He should also see that explosives are primarily sold for things like blasting of wells.

36. Under rule 83 of the Explosive Rules, 1940, no license is required for possession :

(i) By any person for manufactured fire works in any quantity not exceeding 50 Lbs. provided that the fire works are obtained and intended by such person for immediate use and not for sale and are possessed by him for a period not exceeding fourteen days and are kept in a safe place so as to prevent unauthorised person having access to the explosives.

(ii) By any person for his own private use and not for sale of gun-powder not exceeding 30 Lbs. or of small Arm Nitro compound not exceeding 10 Lbs. or of safety fuse for blasting.

37. The District Magistrate is empowered to cancel or suspend a license if and when he considers suspension or cancellation necessary for the public peace.

38. The receipt on account of fees deposited for license under the Indian Explosives Act, 1884 should be deposited under the Head of Account "XXI Miscellaneous Department (Central) Miscellaneous Explosives."

(viii) Registration of Motor Vehicles.

39. The Indian Motor Vehicle Act, 1939 has been extended to Rajasthan under the Part 'B' State (Laws) Act, 1951 Besides this, the following Acts and Rules have also been passed by the Government :-

(i) Rajasthan Motor Vehicles Rules, 1951.

- (ii) Enforcement of Motor Vehicles Act and the Rules.
 - (iii) Rajasthan Taxation Rules, 1951.
 - (iv) Rajasthan State Road Transport Service (Dev.) Rules, 1960.
40. The District Magistrate is the registering authority for his district.
41. The Director of Transport for Rajasthan with headquarter at Jaipur is the Head of Department.
42. The Regional Transport Officer/Assistant Regional Transport Officer is the member-cum-Secretary of the Regional Transport Authority for each region.
43. The following will be the distribution of duties between Transport Department and the Police Department :-
- (a) The Transport Department will be incharge of :-
 - (i) Registration of vehicles.
 - (ii) Realisation of taxes for the running of public services.
 - (iii) Realisation of taxes on vehicles
 - (iv) Granting of permits for routes.
 - (v) Survey and classification of routes.
 - (vi) State Transport.
 - (b) The Police Department will be incharge of :-
 - (i) Issue of licenses to Drivers and Conductors.
 - (ii) Enforcement Motor Vehicles Act and Rules thereunder.
44. All vehicles either of the Government or private should be registered on presentation in case they fulfil the conditions as laid down in the Rules.
45. Registration number of the district should be assigned to each vehicle.
46. The registering authority can receive tax at his headquarter from the vehicle owners of his district and he should

33. All licenses should be renewed on 1st April every year.
34. "No-objection-Certificate" under Sub-Rule (3) of Rule 85 should not be granted by the District Magistrate directly. All such applications should be referred to the Home Department with his views in consultation with the Superintendent of Police before granting the said certificate.
35. The District Magistrate should satisfy himself that the licensees-keep a detailed account of the quantities of gun-powder they manufacture and sell. He should also see that explosives are primarily sold for things like blasting of wells.
36. Under rule 83 of the Explosive Rules, 1940, no license is required for possession :
- (i) By any person for manufactured fire works in any quantity not exceeding 50 Lbs. provided that the fire works are obtained and intended by such person for immediate use and not for sale and are possessed by him for a period not exceeding fourteen days and are kept in a safe place so as to prevent unauthorised person having access to the explosives.
 - (ii) By any person for his own private use and not for sale of gun-powder not exceeding 30 Lbs. or of small Arm Nitro compound not exceeding 10 Lbs. or of safety fuse for blasting.
37. The District Magistrate is empowered to cancel or suspend a license if and when he considers suspension or cancellation necessary for the public peace.
38. The receipt on account of fees deposited for license under the Indian Explosives Act, 1884 should be deposited under the Head of Account "XXI Miscellaneous Department (Central) Miscellaneous Explosives."
- (viii) Registration of Motor Vehicles.**
39. The Indian Motor Vehicle Act, 1939 has been extended to Rajasthan under the Part 'B' State (Laws) Act, 1951 Besides this, the following Acts and Rules have also been passed by the Government :-
- (i) Rajasthan Motor Vehicles Rules, 1951.

53. The duties of the staff of the Transport Department attached to the District offices shall be detailed in Appendix II.

(ix) *Procedure to be followed in giving information to the quarters concerned about the arrest and release of M.Ps., Members of Lok Sabha and the M.L. As.*

54. The information in respect of arrest release of M.Ps., Members of Lok Sabha and M.L. As. is to be furnished to the concerned authorities in the prescribed forms as given in Appendix III.

(x) *Expeditious Disposal of Routine Work.*

55. With a view to expedite the disposal of routine cases, the following standard forms of notes/drafts etc. should invariably be used :-

1. Form No. 1. Grant of International Passport.
2. Form No. 2. Grant of International Passport
3. Form No. 3. Grant of India Pakistan Passport.
4. Form No. 4. Grant of I.P.P./International Passport.
5. Form No. 5. Grant of I.P.P.
6. Form No. 6. Form of giving intimation to the Collectors concerned in respect of visas-additional places to be visited in Rajasthan.
7. Form No. 7. Form for giving intimation of receipt of passport applications.
8. Form No. 8. Form of Office Note for I.P.P./International Passport.
9. Form No. 9. Form for verification of character and antecedents.
10. Form No. 10. Form for verification of character and antecedents.
11. Form No. 11. Form for verification of character and antecedents.

(xi) *Periodical Returns.*

56. The Following returns will be sent from this Section :-

1. Receipt arising from the sale proceeds of I.P.P. & Pakistan Visa Forms & Visa Scheme under head "XLVI-Misc. (g) Naturalisation Passports and Copy Rigit Fees" (Central). Quarterly
2. Return of persons registered as Indian citizen Quarterly
3. Statement of Licensed and exempted Fire Arms. Annual.
4. Re-employment of Reservists in Govt. Service. Quarterly
5. Statistics about the Registration of vehicles on road Monthly
6. Expenditure statement under head 'II Taxes on Vehicles (A) Charges of Collection" Monthly
7. Receipt statement under head "XI-Taxes on Vehicles under R.M.V. Taxation Act, 1951. Monthly

II-Revenue Section

57. The following heads will be allotted to this Section with their subjects as detailed in Appendix I of Chapter III.

7-Stamps

8-Forests & Grass Farms.

12-Revenue Administration

13-Jagirs & Muafies etc.

15-Land Acquisition

40-Genel Administration

(i) CASES UNDER STAMP ACT

58. The following types of cases are received under the Indian Stamp Act-II of 1899 and Rajasthan Stamp Rules, 1955.

- (1) *Impounding of Stamps*-As soon as a case is impounded by the Sub-Registrar, it is sent to Collector. While examining these cases it is to be seen whether the documents bear the necessary stamp duty and in case the documents is not properly stamped, the deficit

document is seized with penalty according to the powers delegated to the Collector. The Collector can impose penalty up to ten times of the deficit stamp duty.

(2) *Adjudication*-Under Section 31 of the Stamp Act the Collector is required to adjudicate about the stamp duty of a document. A certificate will be issued on the document itself after which it cannot be impounded.

(ii) PETITION WRITERS & REVENUE AGENTS

59. The cases received on the above subject should be dealt with according to the rules given in the Revenue Courts Manual Part I and as contained in Chapter XIX of General Rules (Criminal).

(iii) ALLOTMENT OF LAND

60. *Allotment of Sawai chak land for Agricultural purposes*-Allotment of land for Agricultural purposes is governed under Rajasthan Land Revenue (Allotment of Land for Agricultural purposes) Rules, 1957. The allotment is made by the Tehsil Advisory Committee. Applications received in this behalf from Govt. Soldiers Board or Director of Social Welfare deptt. etc. may be sent to the Tehsil concerned for necessary action.

61. *Allotment of land for grazing grounds*- Allotment for this purpose is made under the rules contained in Chapter II of the Tenancy Rules, 1955. Allotment of land for grazing grounds is made under rule 6 by the Collector on the recommendation of the Sub Divisional Officer. The residents of the Village in which such allotment is made will be given full opportunity to come forward with objections, if there be any, to the allotment in question and the Collector will take into consideration all such objections before sanctioning the allotment.

62. *Allotment of land to Co-operative Societies*.- Rules for the allotment of land to Co-operative Societies have been published in the Rajasthan Rajpatra Part IV of 16-7-59. Allotment of land to Co-operative Societies is sanctioned by the Govt. on the recommendation of the Collector. The following points should

be thoroughly examined while scrutinising all these cases:-

- (1) Whether the Society is a registered one.
- (2) Whether the members of the Society are landless tenants.
- (3) Whether the land has been recommended to the limit prescribed under rules.

63. *Allotment of land to Goshalas*.-Allotment is made under Rajasthan Land Revenue (Allotment of land to Goshalas) Rules, 1957. Allotment of land to Goshalas is sanctioned by the Government on the recommendation of the Collector.

64. *Allotment of land for Dairy & Poultry Farms*- Allotment of land for this purpose is sanctioned by the Govt. on the recommendation of the Collector under Rajasthan Land Revenue (Allotment of Land for Dairy & Poultry Farms) Rules, 1958. Application for allotment of land is presented in the office of the Collector which may be sent to the Tehsildar for report-whether the Land applied is vacant, what is the rent and nature of Land classified by the Settlement Deptt. A report may also be obtained from the Director of Animal Husbandry.

65. *Allotment of land to Industries* - Urban Improvement Trust and Municipal Boards are empowered to allot land on Ijara for a period of 99 years for Industrial purpose-vide L.S.G. Deptt. order No. 14550/F. 7 (187) :LSG/A/59, dated 6-12-60. Rules published under Revenue Deptt. NO. F. 5 (119) LSG/A/59, dated 31-12-59, may be referred to while dealing with such cases.

66. *Allotment of land for construction of Power Houses*- Allotment of land for construction of Power Houses is made on the conditions laid down by the Govt., vide orders issued under No. F. 5 (119) Rev. B/56, dated 27-12-60, which should be referred to for this purpose.

67. *Allotment of land for Brick Kilns*-Allotment of land for this purpose is made on the conditions laid down by the Govt. under order No. F 16 (71) Rev. B/58 dated 26-10-60. Land to Co-operative societies for this purpose will be sanctioned by the Govt. and in all other cases, Collector is empowered to grant such allotments.

68. *Allotment of land for Educational Institutions, Hospitals, Aushdhalayas, Primary Health Centres and for construction of Panchayat Bhawan*- Allotment of land for this purpose will be made according to the necessity but not more than the area given below :-

(1) Primary School.	2 Acres.
(2) Middle School.	5 Acres.
(3) High School	10 Acres.
(4) Intermediate College	15 Acres.
(5) Degree & Post Graduate College	30 Acres.
(6) Hospitals or Aushdhalayas.	1/2 Bigha.
(7) Primary Health Centre	1 Bigha.
(8) Panchayat Bhawan	1/2 Bigha.

69. Collectors are empowered to make allotments out of the Barani land to the extent given above for any of the institutions provided no land is available in the Abadi Area. Allotment out of any other kind of land will be sanctioned by the Government.

70. Instructions issued by the Revenue Department, under their letter No. F. 6. (86) Rev. B/58, dated 30-1-61, should be referred to in dealing with all such cases.

71. *Allotment of land of Beds of Tanks for cultivation* - Allotment of land for this purpose is made under Rajasthan Land Revenue (Allotment of Land of Beds of Tanks for cultivation) Rules, 1961.

(iv) *Conversion of Agricultural land for Abadi Purpose.*

72. Cases in which persons on their holdings or trespassers over Govt. Sawai Chak land have constructed either their dwelling houses or shops etc., are received in the district office and these should be carefully examined in pursuance of instructions and rules made under Section 90 A of the Land Revenue Act.

73. Municipalities or Panchayats will have to apply to the Collector for conversion of any Sawai Chak land into Abadi. Collector will release the land to the respective Municipality or

the Panchayat. if he is fully satisfied that the land is actually required for extension purposes after realising the following amount :-

- | | |
|---|-------------------------------|
| (i) If the population exceeds 5 lacs. | 40 times of the land Revenue. |
| (ii) If the population is less than 5 lacs. | 20 times of the land revenue |

74. Under Government notification No. F. (75) PWD dated 20-2-53, no pucca construction will be sanctioned -

- upto 100 ft. on both sides of the National High Way Roads.
- Upto 80 ft. on both sides of the high roads of the District.
- Upto. 50 ft. on both sides of the small roads of the District.
- Upto 40ft. on both sides of the village roads.

75. There is also provision under rule 14 of the Rajasthan Govt. (Tenancy) Rules that cultivators should not be allowed to construct any house within 100 yards from the railway boundaries and up to 150 ft. on the road sides.

(v) *Mutations*

76. A provision to sanction Mutations has been made under Sections 133, 134 & 135 of the Rajasthan Land Revenue Act, 1956. The entire procedure has been laid down under Rules 119 to 148 of the Rajasthan Land Revenue (Land Records) Rules, 1957. Under Revenue Department Notification No. F. 8 (185) Rev. B/57, Dated 11-9-57, the powers exercised by the Tehsildars & Land Records Officers under Sec. 135 of the Rajasthan land Revenue Act, 1956 to settle Mutation cases, have been delegated to the Village Panchayats. Tehsildars & Naib-Tehsildars are, however, competent to decide mutations in the areas not included in Village Panchayats. Appeals against the orders of the Panchayats in such cases lie to the Collector under Section 75 (1) (a) of the Rajasthan Land Revenue Act 1956. If there is huge accumulation of mutation cases with the Village Panchayats and they could not decide them within the fixed time. Tehsildars may be authorised by the S.D. Os.

under Section 4 of the Rajasthan Land Revenue Act, 1956 to decide such cases according to rules. Cases wherein illegal mutations have been sanctioned, should be referred to the Board of Revenue under Section 84 of the Land Revenue Act, 1956.

(vi) Disposal of Treasure Trove

77. Treasure Trove cases should be dealt with under Indian Treasure Trove Act, 1878 and Rajasthan Treasure Trove Rules, 1961.

(VII) Periodical Returns

78. The following returns will be sent from this Section :-

- | | |
|--|-------------|
| (1) Van Mahotsava-Trees Plantation Reports. | Annual. |
| (2) Allotment of Railway and Progress report of- | Annual |
| (3) Progress Report in respect of Schemes of resettlement of land-less Agricultural Workers included in the Third Five Year Plan | Half-yearly |

III-Establishment Section

79. This Section will deal with the subjects detailed under the following heads in Appendix I of Chapter III.

1. Services.
2. Deputation and Training.
3. Insurance and Provident Fund.

80. For the proper control over posting and transfers, the following registers will be maintained :-

(1) Posting Register of Gazetted Officers-Form No. 12.

A separate page shall be allotted for each post. The posts may be arranged in the first place according to status and secondly according to location. The name of the officer holding that post is to be shown in column 2 as soon as he takes over charge of the post. On his handing over charge of that post, the date of his handing over charge is to be shown in Column No. 4 Number

and date of the orders under which the transfers are effected, will also be shown in appropriate columns. A post-wise index shall be maintained at the beginning of the register.

(2) Posting Register of non-gazetted staff (Subordinate and Ministerial services) Form No. 13

This register is to be maintained for the entire staff in each of the offices under the administrative control of the Collector. A separate page in the register is to be allotted for each office. The names of the officials working in that office are to be shown in Column No. 2 and their designation in Col. No. 3 The dates of taking over and handing over charge of the post are to be shown in Cols. No. 4 and 5 respectively. No. and date of the order under which transfer is effected will also be indicated in these Cols. An office-wise index shall be prepared at the beginning of the register.

(3) District Establishment Register (Form No. 14)

This register is to be maintained cadre-wise in respect of the entire non-gazetted staff (Subordinate and Ministerial) in all the offices under the Collectorate. Separate page should be allotted for every individual and all entries of his postings will be indicated in that page. Entry in col. 6 is to be made as and when the place of posting or designation of the official is changed. The sanctioned strength of the district is to be shown separately for every office at the beginning of the register in the following form. All variations are to be shown in red ink quoting No. and date of the order :-

Serial No.	Name of the office to which the post relate	No. of Posts		Remarks
		Perma- nent	Tem- porary	
1	2	3	4	5

Note :- An alphabetical index shall be prepared at the beginning of the register

81. Besides the above three posting registers, the following registers will also be maintained :-

1. Register of pay increments Form No. G. A. 93
2. Pension Register. Form No. G.A. 152
3. Departmental Enquiry Form No. 15

Cases Register

II General orders regarding services and service conditions.

82. *Participation by Government servants in religious, social or cultural conferences* - Government servants who wish to attend purely religious, social or cultural conferences may be granted casual leave subject to exigencies of public work provided leave is due to them.

83. *Declaration of immovable property held or acquired by Government Servants* - In accordance with Rule 10 of the Rajasthan Government Servants and Pensioners conduct Rules every Government servant is required to make a declaration through usual channel, of all immovable property held or owned by him or by his wife or any member of his family living with him or in any way dependent on him. Such declarations should, in the case of officers, be sent to the departments/ offices where their cases are being dealt with. Other declarations may be kept in the personal files of the employees concerned.

84. *Government servants Oath of Allegiance to the Indian Union*- (i) All Government servants are required to take an oath of allegiance to the Constitution of India in the form prescribed. The oath is also required to be taken by all new entrants to Government service. The intention is that the taking of oath should be made one of the terms of their appointment. The oath/affirmation by government servants should be taken/ made in the following form :-

I.....do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established and that I will carry out the duties of my office loyally, honestly and with impartiality.

(So help me god)"

(ii) A record should be maintained in a separate register for each different grade of Government servants. The cover and the first page of the register should show the grade of Government servants in respect of whom the record of Oath/Affirmation is kept in the register. A copy of the form of oath/ affirmation should be pasted on the next page and thereafter entries may be made in the register in the form indicated below :-

Serial No.	Name of Government Servant	Date on which oath/ affirmation was taken/ made	Whether an oath or affirmation was taken/made	Designation of officer before whom oath/affirmation was taken/made	signature of officer

(iii) The oath/ affirmation should be taken/made before the Head of the Department/Office as may be appropriate, or a gazetted officer who may be authorised in this behalf.

85. *Knowledge of Hindi essential for entering in Government service* - Knowledge of Hindi is an essential prerequisite for new entrants to the regular services of the Rajasthan Govt. This condition will not, however, be enforced strictly in respect of any short term, technical or deputation appointments.

86. *Production of good conduct certificate by candidates for fresh appointment to Government Service*- When inviting applications for any fresh appointment to Government service, whether permanent or temporary, candidates should be asked to produce good conduct certificate from two respectable persons who are not relatives of the applicant.

87. *Recruitment through Employment Exchanges*- All vacancies (including clerical & Class IV posts) other than those which are required to be filled through Rajasthan Public Service Commission are to be notified to the nearest Employment Exchanges. This applies to temporary and short term vacancies as

well. The following procedure is however, laid down for the guidance of the appointing authorities :-

- (a) Vacancies should be notified to the nearest Employment Exchange.
- (b) Exchange should be allowed at least the time of two weeks from the date of receipt of the vacancy for submission of suitable applicants.
- (c) In case, the Exchange to which the vacancy has been notified finds that no suitable candidates are **available on its live Registers, the vacancy should** be circulated to other Exchanges where the required types of applicants are likely to be available. When such circulation is proposed to be undertaken by the Employment Exchange, the appointing authorities and they will allow for submission of suitable applicants at least a time of four weeks to the Exchange from the date of first receipt of vacancy by the Exchange.
- (d) In case suitable applicants are not available even after circulation, the Employment Exchange will give a 'non availability certificate' to the employing office. On receipt of this certificate, the office concerned will be at liberty to make recruitment from the open market. however, open market recruitment should be made strictly on the basis of the terms and conditions which were notified to the Exchange. If any alterations are made in the terms and conditions, the vacancy should be freshly notified to the Exchange.
- (e) If no candidates are sponsored by the Exchange within the above mentioned prescribed time, appointing authorities may proceed with the filling up of vacancies through other channels.
- (f) In order that the Exchanges are able to identify the most suitable candidates, appointing authorities should give full details about the vacancies in the requisition form (Form No. 16).
- (g) While filling some of the vacancies, appointing authorities may like to consider applicants from a wider area. In such cases the Employment Exchange

to which the vacancy is notified may be requested to circulate the vacancy to other Employment Exchanges also. Submissions will be made by all the Exchanges who may have on their registers candidates satisfying the terms and conditions prescribed by the appointing authorities. Normally such action should be confined to vacancies of the higher type, carrying a basic salary of Rs. 100/- p.m. or more. When Exchanges are required to submit applicants after circulating the vacancy, the time allowed should be not less than four weeks.

- (h) In emergencies, when candidates are required at a short notice, the appointing authorities should specify briefly the reasons for treating the demand as emergent. In such cases, Employment Exchanges may be asked to make special efforts to submit candidates within a week.
 - (i) No appointment should be made by any other method unless the Employment Exchanges certify that they have no candidates of the required qualifications, or the candidates suggested by them are found unsuitable.
 - (j) In emergent cases and in cases where the vacancy will last for brief periods not exceeding one month, appointments may be made by the Heads of Departments. Emergent cases would only be those which are certified as such by the Administrative Department.
 - (k) In all other cases vacancies must be notified to the Employment Exchanges and a panel of candidates invited from them.
88. *Instructions governing employment (in Government Service) of candidates belonging to Scheduled Castes/ Scheduled Tribes-*
- I. Reservation : Reservation for candidates belonging to the Scheduled Castes/Scheduled Tribes in the Government employment will be according to the following scale :
- | | |
|-------------------------|-------|
| (1) State Services..... | 12.5% |
|-------------------------|-------|

- (2) Sub-ordinate and ministerial Services.....12.5%
 (3) Class IV Services.....15%

II *Nature of appointment which should be treated as recruitment-* The following types of appointments shall be treated as recruitment for purposes of reservation :-

- (a) Fresh appointment of a person not previously in the service of the Government of Rajasthan to any post under the Government of Rajasthan other than on work charged, part time and honorary posts.
 (b) Appointment of person already in the service of the Rajasthan Government to a post in which he cannot normally be appointed by promotion or transfer.

III Vacancies against the reserved quota should invariably be filled in from amongst the members of the S.C./S.T., adjudging of suitability being restricted to the candidates of these communities i.e. reserved vacancies should not remain unfilled merely on grounds of unsuitability of candidates so long as candidates belonging to these classes with requisite qualification are available.

IV *Duration of the reservation in case sufficient number of S.C./S.T. candidates are not available-* In the event of non-availability of a sufficient number of candidates belonging to the S.C./S.T. in a particular year vacancies reserved for them need not be kept unfilled, However that number of posts should be carried forward and filled up by appointing S.C./S.T. candidates in the subsequent year. In case, sufficient candidates of S.C./S.T. are not available even in the second year, for appointment against the vacancies carried forward from the previous year, these will be made good in the subsequent year. If candidates are not available in the third year also, reserved vacancies will be filled in by appointing other candidates and the reservation on account of the

deficiency of candidates shall not be carried forward for more than two years.

V. *How the number of reserved quota is to be arrived at -* If the number of vacancies is 4 or more, the number of reserved posts must be specifically mentioned in the advertisements. all the fractions above 1/4th being treated as one. For example if the number is 11 then 12.5 would come to 1.75 and in such a case 2 posts should be reserved. If the number of posts advertised is 4 to 10 one post should be reserved Where the recruitment is made to one category of posts but is split up into several groups of specialised posts, the reservation should be for the whole category and not for each group.

VI *Mention of reservation quota in the advertisement-* A suitable column for mentioning the number of reserved posts has been included in all requisition forms, in which mention should be made of the number of reserved vacancies. Even in short term advertisements inserted for making temporary appointments, the number of reserved vacancies must be invariably mentioned.

VII *No. piece-meal requirements to evade reservation for S.C./S.T.candidates-* Appointments on posts outside the purview of the P.S.C. should not be made by the appointing authorities in piece-meal in order to evade deliberately the existing instructions regarding reservation of vacancies. If vacancies in a particular category of posts, occurring or likely to occur in a particular period of recruitment, are 4 or more, it will be wrong on the part of the appointing authority to split up his requirement and to resort to piece-meal recruitment. If for unavoidable or unforeseeable reasons, piece-meal recruitments are made in a particular category of posts in a year and the limited number of vacancies at a time do not justify the recruitment of a Scheduled Caste/Scheduled Tribe candidate according to the reservation quota, the vacancies so filled should be taken into account while filling other vacancies occurring in same category of

posts during that year. The appointing authority should see that within each year S.C./S.T. candidates are appointed in accordance with reservation quota, on the basis of total number of vacancies filled-during that year in piece-meal. If in that year no Scheduled Castes/Scheduled Tribes candidate is recruited because of the very limited number of vacancies these vacancies should be taken into account while filling up the vacancies, during the second year, in the same category of posts. Every appointing authority is responsible for ensuring that all necessary efforts are made to ensure the appointment of S.C./S.T. candidates in requisite number by the end of each year. If the prescribed quota is not achieved by any Department, the reasons for the shortfall must be conveyed to the Government.

VIII *Advertisements*- For the purpose of filling up such posts as are not within the purview of the Rajasthan public service Commission the following procedure should be followed by the appointing authorities :-

- (a) A request should be sent to the Employment Exchange/ Director of Social Welfare/ Appts Department/ Institutions working for the uplift of S.C./S.T. to send the names of all S.C./S.T. candidates who fulfil the requisite qualifications.
- (b) If posts are expected to be sanctioned, such a mention should be made in anticipation making it clear that there is only a likelihood of the vacancies occurring and that appointments cannot be assured.
- (c) If Employment Exchange and the Institutions show inability to sponsor candidates of S.C./S.T., all the posts should be advertised in one or two Hindi dailies of Rajasthan and all the candidates of S.C./S.T. who apply in response to it should be considered.

IX. *Class IV*- There is no dearth of candidates for these posts from S.C./S.T. and that there could be no excuse

for not filling up the full quota of reserved posts. At least one week prior to recruitment of Class IV Servants, the appointing authority should publish a notice in Hindi at a prominent place in his office in addition to taking the measures given above.

- X Candidates belonging to S.C./S.T. have been exempted from the requirement of being registered with Employment Exchanges.
- XI *Age relaxation*- The maximum age limit prescribed for direct recruitment to various serious services and posts have been extended by 5 years in the case of candidates belonging to S.C./S.T.
- XII Appointments Department entertains applications from candidates belonging to these classes and on the basis of information available, appointing authorities should offer employment to such candidates. Such candidates should normally be appointed on reserved vacancies and a report to that effect made to the Appointments Department expeditiously.
- XIII. *Returns*-Annual return for the period from 1st April to 31st March in the succeeding year is to be furnished in Form No. 17. The information with regard to this return shall be collected by the Collectors from the appointing authorities subordinate to them. Collectors shall submit the consolidated return to the Appointments Department by the 15th of May every year.
- XIV. *Special Provision to improve condition of S.C./ST. Govt. Servants in respect of Studies*-With a view to remove the general educational backwardness among the members of S.C. and S.T. and to provide them further facilities for prosecution of higher studies, persons belonging to Scheduled Castes/Scheduled Tribes in Government service are entitled to the following facilities :-
 - (i) Members of the Scheduled Castes/Tribes, who are permanent employees of the Government or have

put in three years continuous service and are not more than 45 years of age should be allowed, as a rule, to take a study leave admissible under Rule 110 of the R.S.R. They are eligible to get study leave after a service of three years as against of 5 years in the case of Government employees belonging to other communities.

(ii) During the period of leave, the Social Welfare Department will arrange to pay them scholarships on a prescribed scale to be drawn up after taking into consideration :-

- (a) Cost of studies.
- (b) Loss of emoluments due to his taking study leave.
- (c) Pay scale of the employee, and
- (d) Financial position of the employee's family.

XV. Travelling allowance to S.C./S.T. candidates called for interview for appointment to advertised posts- When S.C./S.T. candidates are called for interview in connection with their appointment to advertised posts, the recruiting authority may allow such candidates single third class railway fare chargeable by passenger train by the shortest route from the railway station nearest to their normal place of residence or from which they actually perform the journey which ever is nearer to the place of interview and back to the same station, provided the distance travelled by rail each way exceeds fifty miles.

III Procedure to be followed in consulting the Rajasthan Public Service Commission-

89. As soon as a decision is taken to fill up an existing vacancy or a newly sanctioned post, which is likely to last for more than 6 months, a requisition should be sent to the Rajasthan Public Service Commission.

90. The requisition should be sent in the prescribed proforma before any steps are taken to make temporary appointments.

91. Temporary appointments under Regulation 7 of the Rajasthan Public Service Commission (Limitation of Functions) Regulations, 1961 should be made, only in case of real emergency and not on the excuse of any urgent necessity to fill up a post.

92. As far as possible, such emergent appointments should be made by temporary promotions of the senior-most persons already serving on the next lower post in the same department. If the direct recruitment of persons who are not holding the next lower posts in the same department, is considered necessary, a summary short notice advertisement should invariably be issued in the newspapers.

93. Where, owing to emergency, a temporary appointment is made to a post, a copy of the order of appointment should be endorsed to the Administrative Department in the Secretariat quoting the reference under which a requisition was sent to the Rajasthan Public Service Commission.

94. A statement in the prescribed form for the quarters ending March, June, September & December, should be sent to Appointments (A) Department in the first week of the month following the quarter to which the statements relate, in respect of all appointments made by various appointing authorities, on a temporary basis under Regulation 7, to posts within the purview of the Rajasthan Public Service Commission. Where no appointments have been made, a 'NIL' report should be sent.

95. References to the Commission, regarding recruitments, promotions and transfers, in respect of Subordinate Services where powers have been delegated, should be made by the Collectors.

96. References to the commission, regarding disciplinary cases, i.e. appeals, reviews and memorials etc, in respect of Subordinate Services, where Government are not the appointing authority, will be made by the Administrative Department concerned of the Secretariat.

97. Efforts should be made to foresee the personnel requirements, and so far as may be possible, requisition for filling a vacancy should be forwarded to the Commission so as to

allow it at least 3 months time to take necessary steps. It should be specially verified that the vacancy which is sought to be filled in really exists against a duly sanctioned post.

98. No appointment, promotion or transfer should be made to a post, appointment, promotion or transfer to which is to be made in consultation with the Commission, on a temporary basis for 6 months or under, when it is known that the actual or probable duration of the vacancy is likely to be for a period of over 6 months, except in a real emergency and by an authority competent to fill up the post permanently.

99. Where re-employment of a retired hand, except under conditions laid down in Regulation 9 of the Regulations, is proposed, a reference should be made to the Commission by an authority competent to sanction such re-employment giving full particulars about the post to be filled and the person proposed to fill it, as also the reasons for restoring to re-employment of a retired hand instead of recruitment in the normal way, and the concurrence of the Commission obtained before such re-employment is sanctioned.

Note- The appointment of an official who has not retired the service of the state gent is not covered by the terun re-employment.

100. When a disciplinary case is referred to the Commission, all the relevant records relating to an enquiry, appeal or memorial, as the case may be, should be properly arranged and forwarded to the Commission, Reference to the Commission should be made on the proforma prescribed by the Appointments (A) Department.

101. Any reference to the Commission under Regulation 12 and in matters not secified above should be made through the Appointment (A) Department.

IV Ban on Transfers

102. No Government Servant should be transferred from one station to another unless he has been at the previous station

for at least two years. This principle will not apply in the following cases :-

- (a) Persons transferred as a result of promotion or reversion to a lower post,
- (b) Persons transferred for undergoing training or on completion of training.
- (c) Persons transferred as a result of abolition of posts.
- (d) Persons whose transfers are ordered by the High Court of Rajasthan or authorities subordinate to it.

103. In the case of a person who proceeds on long leave before completing two years at one station, he should be re-posted at the same station on return from leave.

104. No transfer in relaxation of the above should be ordered except after recording in detail the reason for every transfer and obtaining the written concurrence of the authority next higher to the transferring authority.

105. Collectors shall submit to the Chief Secretary in the Appointments Department at the end of every financial year a statement showing the names of persons transferred from one station to another in relaxation of the prescribed principle.

V Manitenance of Personal files

106. A personal file should be maintained for each official in which all papers concerning his, appointment, postings, privilege leave and representations etc. should be kept.

VI Maintenance of Service Books.

107. The Service Books of Ministerial Staff working in the Collectorate should be maintained in the Establishment Section.

108. The Service Books should be properly maintained and special attention be paid to the following entries :-

1. Privilege Leave Account.
2. Annual Grade Increments.
3. Postings.
4. Promotins.
5. Punishments etc.

109. As soon as a person enters Government service in a non-gazetted capacity, a Service Book should be opened and maintained from the day of first appointment. All entries in the first page of the Service book should be correctly and completely recorded under proper attestation. In particular, the date of birth should be verified and recorded correctly. The signature of the employee should be obtained in the space provided for the purpose.

110. The entries should be neatly made with reference to Departmental orders/Pay bills and should be attested by the Head of Office. There should be no erasures and over-writings. All corrections should be neatly made and properly attested.

111. The date of confirmation in a permanent post should be recorded under Attestation. A copy of first confirmation order should be pasted in the Service Book.

112. Annual verification of service with reference to local records i.e. pay bills, acquittance rolls, etc. of all employees should be arranged by the Head of Office regularly. A certificate of verification in the following form should be recorded in each Service Book under signatures of the Head of Office.

Service verified upto.....from the Office
Copies of pay bills and Acquittance Rolls"

113. In case of transfer from one office to another, the Head of office should invariably record the certificate of verification upto the date of transfer before transmitting the service Book to the office to which Government servant has been transferred.

114. Every period of suspension should be noted with full details of its duration in order to show how the period of suspension should be treated and the entry should be attested by attesting officer. Similar entries should be made for other interruptions in service, if any.

VII Pension Cases

115. The pension cases are unnecessarily delayed due to the following main causes which should be avoided :-

- (1) In respect of temporary or officiating service, action should be taken to determine whether or not the

service for pension and have the certificate recorded by the Audit Officer (Rules 187, 188 and 188A of R.S.R.)

- (2) The preparation of the pension case should be undertaken as soon as it becomes known that Government servant will retire within a period of twelve months. List of persons to be retired in next three years should be maintained.

116. Cases of retirement on invalidation or of death while in service should be taken up as soon as the fact of retirement or death becomes known-Documents, photos, declaration, etc., to be taken from the retired Government servant or the nominee, should be obtained very early.

117. Questions which generally arise for consideration in connection with the determination of pension may be of the following kinds :-

- (i) Temporary, officiating and service cases involving application of Rules 187, 188, 188A, 189 and 190 of R.S.R.
- (ii) Counting of military service for pension (Rule 175 and 176 of R.S.R.).
- (iii) Counting of period under training (Rule 205 of R.S.R.).
- (iv) Counting of period of suspension (Rules 206 and 207 of R.S.R.).
- (v) Counting of past service of an officer reinstated after dismissal (Rule 209 of R.S.R.)
- (vi) Commutation of periods of absence without leave into leave without pay (Rule 211 of R.S.R.).
- (vii) Condonation of interruptions in service (Rule 213 of R.S.R.)
- (viii) Special pay or other allowances granted during the last three years of service and counting towards pension (Rule 250 of R.S.R.).
- (ix) If the Government Servant is officiating against a substantive vacancy, a certificate to the effect

that no body save him counts the service for pension on that post should be sent with the pension papers.

118. If any Government dues are outstanding against the Government Servant, a specific consent for recovery of the dues from pension and death-cum-retirement gratuity be obtained.

119. Every reference in pension cases received from the Accountant General may be treated "IMMEDIATE" and it may be ensured that it is accorded priority

120. Detailed instructions regarding the preparation of pension papers and avoidance of delays in the sanction and the payment of pensions have been issued separately by the Finance Department which should always be referred to while dealing with the pension case.

VIII-Departmental Enquiries

121. Cases of all departmental enquiries against entire District Establishment excluding the Land Records staff will be dealt with in this section. Cases against the Land Records staff will be dealt with in the Land Records Section. Detailed procedure for holding departmental enquiries is given in the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 and in the Hand Book of Disciplinary Proceedings issued by Appointments A (III) Department.

IX Enquiries against officials of the Central Government

122. The following procedure should be followed when any enquiries are to be initiated by the officers of the Rajasthan Government against officials of the Central Government posted in Rajasthan.

123. In the case of acts unconnected with or not arising out of discharge of official duties, no consultation with the supervisory officers of the Central Government is necessary for initiating an enquiry against the official involved. They should, however, be kept informed at different stages, in order that they might simultaneously consider interim departmental action, such as suspension etc. against each official.

124. As regard the second category of cases, if the alleged offences are of a criminal nature, enquires and investigations into

them should normally proceed in accordance with Law. In most of such cases, however, departmental offences are also likely to be simultaneously involved. Besides, if it is ultimately decided to prosecute an individual officer for a crime committed by him during discharge of official duties, sanction of competent authority would have to be obtained before prosecution is launched. In respect of such cases, therefore, the concerned supervisory officers of the Central Government should be informed as early as possible of the initiation of the investigation and should be kept in touch with the progress of the investigation.

125. Enquiries into offences of a departmental nature should be undertaken with the knowledge and consent of a responsible supervisory officer of the official who is involved.

X-Prosecution of Further Studies by A Government Servant-

126. Rule 14-B of the Government Servants's Conduct Rules has been amended to enable Heads of the Department concerned to issue permission to Government employees under their administrative control to prosecute further studies and appear at examinations. The following instructions should be followed :-

- (i) In the month of March every year each Head of the Department will invite applications from Government employees working in his Department for permission to prosecute further studies and appear at examinations.
- (ii) No application will be entertained if the Government employee seeks to prosecute studies beyond the degree stage or is over 45 years of age on the first of March of the year in which applications are invited.
- (iii) Priority should be given to employees who are over 35 below 45 years of age. If still there are vacancies below 35 years of age, the order or their division in the last examination should be selected.
- (iv) permission in any one year will not exceed 5% of the total strength of employees in a Department, category-wise.
- (v) As facilities for evening classes will be made available only at certain places, it should be ensured that employees wishing to obtain this permission and not

posted at these places are brought to these places on transfer by turn. Out of the persons permitted to take any examination in any one year 2 to 5 posts in each category should be reserved for persons serving at places other than such places and they should be brought over to these places on transfer for this purpose.

- (vi) No permission will be given to a person who fails at an examination more than once.

XI-Change of Name by Rajasthan Government Servant.

127. The following procedure is prescribed for change of name of Government Servant :-

- A Government servant wishing to adopt a new name or to effect any modification in his existing name should be asked to adopt the change formally by a deed changing his name. In order that the executions of the document may not be in doubt, it is desirable that it should be attested by two witnesses, preferably those known to Head of the Office in which the Government servant is serving. A sample of the deed form is given at Appendix IV. The execution of the deed should be followed by publication of the change in a prominent local news paper as well as in the Rajasthan Gazette. The charges for publication will be borne by the person concerned in both cases.

- 128. It is only after the formalities described in the foregoing paragraphs have been completed and satisfactory evidence of identity and execution of the document adduced by the Government servant that the adoption of the new name or change in the existing name should be recognised officially, entries in Government records so far as may be necessary being amended accordingly. True copies of the relevant document should be retained by the Head of the Office concerned.

XII-Principles for Forwarding Applications of Government Servants.

- 129. The following procedure should be observed for forwarding applications of Government servants for various posts

under the Government of Rajasthan, other State Governments or foreign Governments/organisations:-

I-Technical Personnel

1. Temporary Government Servants :

- (a) Applications of temporary Government servants, who have not been selected by the Rajasthan Public Service Commission, may be forwarded without any restrictions.
- (b) Applications of temporary Government servants, who have been selected by the Rajasthan Public Service Commission, should not normally be forwarded except under the following circumstances :-
 - (i) Application of temporary Government servants who are on the teaching staff of the various teaching/training institutions under the State Government may be forwarded, if the Head of the Department and the administrative department of the Government feel that the work of the department concerned will not suffer if the Government servant in question is permitted to leave his present post. However, as far as possible, applications from such Government servants addressed to the Union or State Public Service Commission should not be withheld.

It should, however, be noted that no applications of members of the teaching staff of Government Colleges and technical training institutions should be forwarded in the middle of the session, i.e. from 1st October to 30th April, unless the applicant is actually required to be relieved after the close of the session i.e. April next.

- (ii) With regard to temporary Government servants selected by the Rajasthan Public Service Commission who are not on the staff of any teaching / training institutions under the State Government, their applications should be

forwarded only in the manner and under the circumstances indicated for permanent Government servants of technical departments.

2. Permanent Government Servants :

I-Technical personnel

Permanent Government Servants belonging to the technical services holding technical posts should not be permitted to apply for posts other than in their existing departments, except under the following circumstances :-

- (a) They may be permitted to apply for other posts under the Government of Rajasthan or under the various Universities located in Rajasthan with the permission of the administrative department of the Government concerned.
- (b) Application for posts under the State Government/ Union Territories in the Northern Zone may be forwarded. Officers may also be permitted to serve on deputation under the various State Government/ Union Territories in the Northern Zone.
- (c) Application from Government servants, who wish to proceed on deputation to foreign countries, should not normally be withheld.
- (d) Applications of Government servants, who have specialised themselves in any subject or who have done research work in connection with the advancement of science and are eager to apply for better jobs outside the State will be considered by the State Government on their merits. Normally, in such cases, if the State Government are satisfied that the jobs for which they have applied cannot be provided in this State, and that the new assignment would really be in the interests of promising young men, their applications will be forwarded by the State Government. Such cases will, however, be examined by the Screening Committee before Government orders are conveyed.
- (e) Apart from the above conditions, if any special circumstances exist which would justify the forwarding of an

application in an individual case; and if in the opinion of the Head of Department/Institution, the work of the department/institution is not likely to suffer if the applicant is permitted to leave, the applications of permanent Government servants may be forwarded, but in such cases, orders of the Government in the Cabinet Secretariat will be necessary.

It is clarified that technical officers whose cases are not covered by any of the exceptions specified above, will not be permitted to appear at any of the competitive examinations held by the Union Public Service Commission for All India Services or Central Services.

II-Non Technical Personnel

1. Gazetted :

Application of Gazetted non-technical Government servants may be forwarded by the administrative department of the Government Secretariat concerned. While forwarding such applications for the sanction of the Government, the Heads of Department, should indicate whether the applicant can be replaced without difficulty and whether or not the work of the Department is likely to suffer in his absence.

2. Non-gazetted :

No restrictions should ordinarily be placed on the forwarding of applications of non-technical personnel holding non-gazetted posts.

III-Lien

In no circumstances whatsoever shall the lien of any Government servant be retained on a substantive post under the Government of Rajasthan if he accepts employment under any other Government or employer except that the lien will be maintained in the parent service or department when the new appointment has been made in another department under this State Government with the consent of the parent department. Lien will also be maintained in the case of person selected for appointment as probationers as a result of All India

competitive examinations or under the scheme for emergency recruitment to the Indian Administrative Service.

XIII-Charge Certificate

130. Every transfer of charge of the Collector should be reported by post on the same day to the Accountant General. The report should be made in Form G.A. 43 and should be signed both by the relieved and relieving officer. As the transfer of charge of the Collector involves assumption of responsibility for cash, stores, district treasury etc., the instructions contained under Rule 61 of the G.F. & A. Rules, should be strictly followed. Collectors will formally acknowledge the receipt of Cabinet Secretariat circular No.F. 1 (328) Cab/Sectt/60, dated 18-8-61 in their charge reports and mention it in their charge lists. The following documents may also be handed over to the relieving officer :-

1. Confidential charge notes (Govt.Order No. F. 2 (328) G.A./A/52, dated 2-2-63.
2. Confidential pamphlet containing instructions regarding embezzlement etc. (I) O. letter No. F. 2 (14) F. 11/64, dated 29-7-64.

XIV-Periodical Returns

131. The following returns will be sent from this Section :-

- | | |
|---|-------------|
| 1. Statement of Embezzlement Cases. | Quarterly |
| 2. Pending Pension Cases. | " |
| 3. Establishment Return of NonGazetted Staff. | Annual |
| 4. Statement showing Departmental enquiries pending over six months and persons remaining under suspension for over six months. | Quarterly |
| 5. Recruitment of candidates from Scheduled Castes and Scheduled Tribes. | " |
| 6. Census of Government employees actually working on 30th June & 31st Dec. each year | Half yearly |

- | | |
|---|---|
| 7. Political Pensioners. | Half yearly |
| 8. Collection of information regarding employment and manpower in the Public Sector Statement in Form No. E.M. 6. | Quarterly
(ending March, June, Sept, Dec.) |

IV-Accounts Section

132. This section will deal with the subjects under the following heads as per details given in Appendix I of Chapter III

1. Services.
3. Insurance Provident Funds & Loans.
4. Budget & Grants (Expenditure side only).
5. Accounts & Audit (Excluding control over receipts, reconciliation of receipts, Taccavi & Subsidy Bills, Audit Reports & outstanding audit objections pertaining to receipts.
6. Contingencies & Dead Stock.
7. Stamps (Postal stamp only.)
8. Treasury and Banks.
9. Loans, Advances & Recoveries.
10. Currency.
18. Police & Military.
35. Transport.
36. Medical & Education.
40. General Administration.

(i) Prescribed Registers

133. The following registers will be maintained by the clerks dealing with Cash and Accounts work :-

- | | |
|--|--------|
| 1. Cash books | G.A.48 |
| 2. Register of Cheques, Drafts, Postal Orders etc. | G.A.51 |
| 3. Ledger Register for receipts | G.A.54 |
| 4. Receipt Books | G.A.55 |

5. Register of Cash Challans issued for payment G. A.58
6. Register of undisbursed pay & allowances G. A.101
7. Stock Register of Postage Stamps G. A.104
8. Register of Money Orders G. A.103
9. Register of Watching Encashment of Bills G. A.173
10. Bill Register G. A.59
11. Contingent Register G. A.104
12. Register of invoices for acceptance and adjustment G.A.20
13. Register of recoveries from Govt. Servants G. A.61
14. Audit Objections Register in respect of Collectorate and attached offices.
15. Register of Audit objections as Head of the Department.
16. Retrenchment slip Register G. A.60
17. Register of Defalcations and losses G. A.163
18. Control of expenditure G. A.19
19. Register of grants & appropriation G. A.11
20. Return check Register
21. T.A.Bill Register
22. Register of countersignature of T.A. Bills G. A.93
23. Register of Account Books & Register G. A.99

(ii) *Cash Transactions*

134. The Cashier should never keep cash exceeding the amount of security in the single lock. He must not leave office till his cash book is closed and the cash balance is found in order. Any discrepancy noticed by him should be brought to the notice of his officer and rectified according to his orders. Every correction in the cash book and other accounts registers should be got initialled by the officer-in-charge.

135. The head of the office should initial the entries in the Cash Book on production of the Receipt/Voucher and receipted

copies of Treasury challans. No. entry in the Cash Book should be initialled on presentation of a challan at the Treasury.

(iii) *Security by Cashier & Nazir*

136. The Cashier, Nazir or any other official who by reason of his office is entrusted with the receipt, custody or control of money, should furnish security in accordance with Article 419 of G.F. & A.R. in the prescribed form for the due discharge of his trust or his office and for the due accounts of all moneys, securities for moneys or other property which shall come into his possession by reason of his office.

137. Where adequate security has been furnished by an official in the past in any form recognized by the Government at the time, such a case will not be re-opened unless the amount of security is found inadequate or any doubt arises regarding the ownership of property etc., or in case of personal bonds any body wants to withdraw it. It is, however, necessary that all such securities are examined by the Presiding Officers and a certificate given on them that they confirm to the rules. Where property has been mortgaged it should be verified that the property still belongs to the official concerned and has not been encumbered.

138. After the above certificate has been given the securities should be kept by head of the office in double lock except in the case of the staff of Sub-Treasuries.

139. Every security in property and personal security involves obvious risk and it is necessary that they are verified at least twice in a year. A copy of the certificate of verification shall be sent to the Treasury Officer for being kept with the original security. The Presiding Officer will give his certificate on the copy of the security which is maintained in his office.

140. In Case of new securities they shall be taken on the form prescribed by the Government.

141. Instructions given in Chapter XVIII of the General Financial & Accounts Rules shall apply to all securities to be taken from officials entrusted with cash or stores.

142. Securities lodged or deposited may be returned after six months from the date of vacation of office by the official but the bonds shall be retained permanently or until it is ascertained that there is no necessity for keeping them any longer.

143. A register of securities in the prescribed form shall be kept. The register shall contain full particulars as to the pecuniary responsibility of the public servant and the sureties and the nature and value of the security offered.

144. In the first week of each calendar year, the Collector shall enquire into the sufficiency of security given by each public servant in the office and where it appears to have deteriorated from any cause will require fresh or additional security to be given.

(iv) Trunk Calls.

145. Trunk telephone calls are expensive and should be made in respect of urgent matters only where a telegram will not serve the purposes or will be more expensive. No member of the staff should make such a call without written authority from an officer which should be kept on record for the purpose of verification on the bill.

146. All telephone trunk calls from Government telephones installed either in office or at residence must be entered in a register of trunk calls. This applies to private as well as public calls though in the case of private calls, the purpose of the calls need not be given. Separate register should be maintained for each telephone connection. The register shall be in the following proforma :-

Register of Trunk Calls (Phone No.....)					
S.No.	Person making the call	Date of call	Time of call	Whether state or private	Kind of call
1	2	3	4	5	6
Purpose of call	Place & telephone No. called	Full address of the person called		Remarks with initial of the Officer concerned	
7	8	9		10	

(v) Purchases

147. Before any purchases are made, it is the duty of the purchasing authority to see that (1) he is competent to purchase

the articles to the extent he is intending to purchase i.e. whether he has got the financial powers for this expenditure, (2) whether he has received the sanction of the competent authority for the purchases if he has no power, (3) the requisite provision exists in the Budget of the current year.

148. All purchases should be made from the government Departments as far as possible. The purchases which are usually made from the local market should be avoided. They are permissible from the local market only when a non-availability certificate has been obtained from the Government Department. All purchases of stores for use in the public should be regulated in strict conformity with the store Rules in accordance with Appendix XVI of G.F. & A.R.

149. No department shall independently purchase or negotiate the produce of stores for which rate contracts are entered into by the Central Stores Purchase Organisation, Jaipur Collectors, being Head of the Department, are amongst one of the District Demanding Officers who are authorised to operate against rate contracts concluded by the Stores Purchase Organisation, Finance Deptt., Govt of Rajasthan, Jaipur. Necessary instructions for guidance of District Demanding Officers and also for the guidance of Rate Contract Holding Firms-regarding rate contracts, have been issued separately by the Central Stores Purchase Organisation and these should invariably be referred to by the Collectors before operating any rate contracts.

150. Issue should be made only on indents after obtaining specific of the head of the office. As soon as articles are issued, proper receipt should be taken. In addition, the Stationery articles should be issued except in special cases, according to the scale prescribed by the Government (Appendix V) and as far as practicable these should be issued on a monthly basis to all on an indent instead of issuing from time to time to each individual. Similarly, the furniture should not, except according to the scale fixed by the Government, be issued for the residences of the officers.

(vi) Scale of Furniture

151. The articles of furniture to each of the offices will be supplied in accordance with the scale prescribed in Appendix VI.

152. The stationery and stores registers should always be kept upto-Date and and complete in the following respects also :-

- (a) As soon as an article is received an entry should be made in the register and the invoice No. and date against which the article has been received should be recorded.
- (b) Each entry of receipts should be attested by the head of the office.
- (c) Physical verification should be done in April every year by an officer nominated by the Collector. A certificate to this effect should be given on the register itself.
- (d) Balances should be forwarded in the new set of registers each year and the entry in the register should be got attested.
- (e) Size, make etc ; of the articles should be recorded so as to avoid the possibility of their being replaced.

153. A register of un-serviceable articles should be kept in each office. Any article when it becomes un-serviceable it should be reported to the head of the office and orders obtained to take it in the register of un-serviceable articles. A note however, should be recorded for it in the original register.

154. All such un-serviceable articles should be kept separately from the serviceable articles and action should be taken to dispose them off according to the powers vested in each officer for their disposal.

(vii) control over Expenditure

155. (1) Separate form should be prepared for each head of account.

(2) The final grant (original grant after necessary alterations in respect of surrender, supplementary grant and re-appropriation made by the competent authority) should be entered in column No. 2 of the proforma for each primary unit of account.

(3) The actual expenditure incurred by the department (including the amount of invoices of past year/years adjusted by

the Accountant General, in the current financial year) for each Primary unit of account should be shown in column No. (3) of the proforma.

(4) a. The past year's/year's invoices adjusted by Accountant General, in the current financial year, should also be mentioned in the remarks column (in total).

b. The invoices sent to the Accountant General for adjustment but not adjusted should also be mentioned in the remarks column (in total).

c. When the amount in respect of (a) and (b) above has been shown in the remarks column, a separate list should be prepared in the undermentioned proforma.

Statement of Invoices

From whom received	No. & date of invoice	Amount
1	2	3

(5) The detailed reason for the variations between the final grant and the actual expenditure for each primary unit of account should be given in column No. 4 of the proforma.

(6) The causes as to why the supplementary grant (s) was/were not asked for or the surplus funds (s) was/were not surrendered to the Government as required under para 112 of the Budget Manual may also be given.

(7) These statements should be prepared in triplicate. The original and duplicate should be sent to the collector and the triplicate be retained in the office concerned for reference.

(viii) Budget Statements.

156. Punctuality in the submission of the estimates is of utmost importance The dates fixed for the submission of the

estimates as per calendar at Appendix VII should be strictly adhered to.

157. The various powers in regard to the sanction for reappropriation are given below :-

(a) The Finance Department can sanction a re-appropriation from one major, minor or sub-head to another within the same grant in the appropriation Act, e.g.

FROM	TO
19-General Administration	19- General Administration,
F- District Administration	E-Commissioners
District Establishment	Pay of Establishment.
Other Charges.	

(b) The Administrative Departments of the Secretariat can sanction re-appropriation from one sub-head to another under the same minor head which does not involve the undertaking of a recurring liability, e.g.

FROM	TO
21-Administration of Justice	21-Administration of Justice
Civil & Session Court	Civil & Session Courts
District and Session Judges Courts	Civil Judges Courts
Other charges	Travelling allowance

(c) Heads of Department (except B.&R. and Irrigation Branches of the P.W.D.) can sanction a re-appropriation within the limits of their financial powers from one group head to another under the same sub-head of a minor head. Copies of such re-appropriation orders should be furnished to the Administrative Department and the Finance Department as soon as orders are passed.

(ix) Procedure for keeping account of disposal of Audit Objections.

158. The following procedure should be adopted in all the offices subordinate to Collectorate :-

(1) The A.G. sends to all the Collectors an up-to date list of audit objections (head-wise) pending on a particular date.

(2) A register in the proforma (from No. 18) will be maintained in each district office. The pending objections pertaining to each Disbursing Officer shall be entered separately in that Register. Separate Registers will be maintained for separate Controlling Authorities.

(3) The Accountant General may endorse to the Collector a copy of each objection raised by him and communicate to the Disbursing Officer concerned.

(4) The Collector will enter that objection in his Register.

(5) Every Disbursing Officer will maintain in his office a Register of Audit Objection (Form No. 19). It will be the personal responsibility of the Disbursing Officer concerned to enter that objection in his Office take effective steps to clear the objections within the prescribed time and send reply to the Accountant General, interim or final, as the case may be. The copy of the final reply only will be sent to the Collector.

(6) On receiving the copy of the final reply sent by the Disbursing Officers to the Accountant General, the Collector will have the entry made in his office Register.

(7) The correspondence between the Accountant General and the Disbursing Officers may go on without unnecessarily endorsing copies to the Collectors. As soon as the objection is cleared in the books of the Accountant General, he will send advice of clearance of adjustment to the Disbursing Officer and endorse a copy to the Collector which will be entered in the registers maintained by the Disbursing Officers and the Collectors.

(8) Every Disbursing Officer will work out a monthly abstract in the prescribed form (Form No. 20) and send a copy thereof to the Collector.

(9) The Collector will also similarly work out a monthly abstract (Disbursing Officer- wise) in the prescribed

form (Form No. 20) and after comparing the same with the statements received from the Disbursing Officers, send a copy thereof to the Board of Revenue alongwith a detailed note reviewing the whole position.

(x) District Pool

159. The Collector of the District is the Controlling Officer for the District Pool and is responsible for the proper use, care and maintenance of the vehicles.

160. Rules regarding the use of Motor vehicles placed at the disposal of Government Departments and Officers given in Appendix 'VIII' should be strictly followed.

(xi) Inspection of Accounts.

161. The inspection of the office accounts should be made on the lines indicated in the proforma, at Appendix 'IX' both in respect of District Office and the Offices subordinate to it.

Nazir

(xii) Duties of Nazir

162. The Nazir is the General executive official of the District office in all its branches. He has custody of property whether confiscated or unclaimed or attached in criminal cases and the like in respect of all the Courts located at the District headquarters. The following duties will also be performed by him :-

- (1) With the previous approval of the Collector or the Officer-in-charge of the Nazarat, he shall arrange scale of arms and other confiscated, unclaimed and perishable property and prisoner's property received from Jail and auction of unserviceable stores.
- (2) He shall take delivery of the articles at the Railway Station, where necessary.
- (3) He shall receive exhibits from and produce them to the Courts.
- (4) He shall supervise the despatch of dak to officers on tour.
- (5) He shall ensure that the office building and its surroundings are clean and tidy.

(6) He shall look after the hot weather establishment and fittings.

(7) He should see that unauthorised petition writers are excluded from the office compound.

163. He shall be incharge of the Class IV. Establishment of the District Office. He shall deal with their appointments, promotions, leave, punishment, supply of liveries etc. He will maintain their Service Rolls. He will also maintain Attendance Register in respect of Class IV services.

164. He will be incharge of immovable articles, stationery and printed forms and will arrange their stock and issue.

(xiii) Maintenance of Registers by the Nazir

165. The following registers will be maintained by the Nazir separately in respect of each court/office located at the Headquarters of each District :-

1. Register of Malkhana Articles : Under rule 174 of the General Rules (Criminal).
2. Register of unserviceable articles.
3. Register of unclaimed property.
4. Dead Stock Register and Stores Ledger : Articles of permanent nature viz. furniture, almirah etc. (Form No. G. A. 162)
5. Stock Register of Stationery (Form No. G.A. 161)
6. Stock Register of Forms (Form No. G.A. 161).
7. Issue Register for Stationery and Forms.
8. Register of Machines.
9. Register of Liveries.
10. Register of Railway Receipt.

(xiv) Case Property

166. (a) Separate racks or space will be allotted to each court by the Nazir in the Malkhana. The case property will be arranged year-wise in these racks or space allotted to the particular court. Each case property will bear a label on which details of the case with the serial number of its entry in the Malkhana

Register will be written with a view to locate the property immediately by the connected court.

167. Property in respect of decided cases will be sorted out by the Nazir regularly and it will be kept in the rack or space allotted exclusively for the purpose. Arrangements for the disposal of this property will be made by the Nazir in accordance with the orders on the relevant files which may be collected by him from the court concerned or from the District Record room, if received there.

168. Un-claimed property received under Police Regulation will be kept separately in Malkhanas. The Nazir will obtain the orders of the concerned Presiding Officer for its disposal immediately after the expiry of period of notice issued under the rules.

169. Valuable case property received in the Malkhana should be kept in boxes. A separate box should be kept for each court in the malkhana for this purpose. The box will be locked and sealed and its key will remain with the concerned Presiding Officer.

170. The Presiding Officer will decide according to the value of the property, whether these articles should be kept in the double lock of the Malkhana.

(xv) *Physical Verification.*

171. A physical verification of all articles in the Malkhana should be done by the concerned Presiding Officer in April every year and a certificate of verification of stores with its results should be recorded in the registers. This verification should be done according to the instruction contained in the G.F. & A. Rules.

(xvi) *Stationery and Forms.*

172. The indents for stationery and forms should be sent to the respective divisional presses in accordance with the instructions issued by the Printing and Stationery Department. The District Offices will obtain from the subordinate offices their requirements and place a consolidated indent of six months requirement with the press in the prescribed form.

173. ~~Indents~~ Indents for the District Offices will be sent by the Collectors (Favour ~~their~~ their offices as well as the offices of Sub Divisional Officers, City Magistrates, Tehsildars, Naib Tehsildars and Land Records) by 1st June and 1st November every year.

174. ~~The~~ The indents should be drawn on the basis of the annual scale of articles to be supplied to the staff (Appendix V)

175. ~~Stock~~ *Stock books of stationery and forms etc.* (1) The Day book of ~~stock~~ receipts and the stationery register should be maintained in the prescribed forms and balance should be struck off invariably at the end of pages and at the close of every month. All articles received from the press or purchases locally should be brought on the Stock Book, Similarly, no articles will be issued unless entries about their issues have been made in the Stock Book.

(2) The ~~Stock~~ stock books should be placed at least once in a month before the Officer-in-charge for inspection and he should satisfy himself that the registers are regularly and correctly maintained.

176. *Issue of stationery and forms etc.* No. article should be issued by the Stationery Clerk without obtaining a requisition in writing from the authority viz.

(i) Officer Superintendent (for stationery and forms required for use in the District office)

(ii) Officers (for stationery and forms required for their use or for the use of their Stenographers)

The scale according to which articles of stationery should be supplied to officers and members of staff is given in Appendix V.

177. Requisitions for stationery and forms should be scrutinised by the stationery clerk and orders obtained regarding any unusual or excessive demand.

178. The stationery clerk should also bring to the notice of the Superintendent any requisition for articles which are not stocked in the stationery room or which are temporarily out of stock.

179. Shorthand note books will be issued under the orders of the officer concerned after the used up note books have been shown to him to satisfy him that the book is not serviceable for further use.

180. All requisitions after compliance should be entered in the stock book, given a serial number and preserved for a year.

181. Requisitions not made on the prescribed forms should be returned by the stationery clerk for re-preparation on such forms.

182. *Check on wastage of Stationery etc.* -All officers should see that there is no wastage of stationery etc. in the departments and sections under them. The following instructions, in particular, should invariably be observed :-

(1) Both sides of paper should be used, particularly as regards duplicated matters where there is considerable wastage.

(2) Note sheets should be left blank on one side and blank sheets received from old files should be used for notes.

(3) Distribution list of circulars should be scrutinised from time to time reduce the number of copies to be distributed.

(4) Detailed instructions regarding economy in the use of paper and articles of stationery are contained in Appendix 'X'

183. All articles and forms should be carefully counted and scrutinised before issue.

184. Forms indented for use exclusively by any particular section should be stocked in that section and not in the stationery godown.

185. The stationery clerk should also maintain a register showing the quantity of gunny bags and other packing materials received with parcels etc. and the manner of their disposal.

(xvii) Verification of stocks of stationery and forms

186. It will be the duty of the Office Superintendent to watch closely the working of the stationery clerk. He should also see that instructions contained in this behalf are carefully observed He Should also, from time to time pay visits to the

stationery room and check by actual count the balances of a few articles as shown in the Stock Boon and should verify once in six months the stock of all articles in the stationery room.

(xviii) Periodical Returns

187. The following returns will be sent from this Section :-

1. Expenditure statement under head:-
 "9-Land Revenue-
 (b) Management of Government Estates
 Purejats & Kashi Rana Mahal" Monthly.
 (c) Charges on account of Revenue Collections. Monthly.
 (f) Assignment & compensation. Monthly.
 (j) Expenditure in connection with
 Ex-Zamindari Estates. Monthly
2. Expenditure statement under head :-
 "19-General Administration -(g) District
 Establishments (a) General Establishment-
 (3) Treasuries". Monthly
3. Expenditure statement under head :-
 "30-Public Health II-works executed through
 the Agency of Collectors" Monthly
4. Expenditure statement under head :-
 "30-Public Health (e) works-I-works Controlled
 & Executed by the Chief Engineer, B.&R.,
 Raj. (iii) Rural Water Supply Scheme (1)
 Wells" Monthly
5. Expenditure Statement under head :-
 "94-Capital outlay on improvement of Public
 Health works executed through the Agency
 of Collectors etc" Monthly
6. Expenditure Statement Under head :-
 "64-Famine Relief -(b) Relief Works (4)
 Revenue Department Agency" Monthly
7. Expenditure Statement under head :-
 "31-Agriculture Anti-Locust Operation" Monthly

8. Expenditure Statement Under head :-
~~"264~~ Miscellaneous Deptts. (7) Maintenance of
~~D-18~~ Bungalows and Circuit Houses.
~~(9)~~ Expenditure in connection with the
~~Pooling~~ of vehicles" Monthly
9. Expenditure Statement Under head :-
~~"264~~ Miscellaneous Deptts. (R) Cinema Houses,
~~Play~~ Grounds and Stadiums." Monthly
10. Expenditure Statement Under head :-
~~"264~~ Miscellaneous Deptts. (d) Census (1)
~~Live~~ Stock Census" Monthly
11. Expenditure Statement Under head :-
~~"21~~ Administration of Justice (b) Law Officers" Monthly
12. Expenditure Statement Under head :-
~~"67~~ Purses and Allowances of Indian Rulers" Monthly
13. Expenditure Statement Under head :-
~~71~~ Miscellaneous (e)-(1) Chowkidars for fort
in ~~Kash~~ Division." Monthly
- (e) (2) ~~Up~~keep of Public Offices & Buildings "
- (i) (1) ~~Comp~~ensation for Acquisition of Land etc. "
- (j) (2) ~~Comp~~ensation to Flood, Fire etc. sufferers "
- (xi) ~~Other~~ items. "
14. Expenditure Statement Under head :-
~~"71~~ Miscellaneous (5) Other Misc. expenditure
(i) ~~Sar~~ Festivities" Monthly
15. Expenditure Statement Under head :-
~~"71~~ Miscellaneous (p) Training (2) Training of
~~R.A.S~~ Officers." Monthly
16. Expenditure Statement Under head :-
~~"71~~ ~~Sec~~ - (m) Charges in connection with Village
~~Panchayat~~ Act- (5) Grants-in-aid to panchayats-
Statement showing details of disbursement of
~~Grant~~ in aid to Panchayats" Annual

17. Expenditure Statement Under head :-
" 19- General Administration
(g)-(a)-(1) District Establishment Monthly
(g)-(a)-(2) Magistrates. "
(g)-(a)-(4) Court of Wards. "
(g)-(a)-(b) land Acquisition Office "
(g)-(b) Sub Divisional Establishment Tehsil
Offices" Monthly
18. Expenditure Statement Under head :-
"19-General Administration (g) District Establishment
(a) General Establishment. Monthly
(5) General Records Offices."
19. Expenditure Statement Under head :-
"Q-Loans & Advances by State Government-g-
Miscellaneous Loans & Advances Loans to
Flood, Fire etc, Sufferers." Monthly
20. Expenditure Statement Under head :-
"Q-Loans & Advances by State Government-g
Loans to Land holders and other Notabilities-
Loans in connection with Rehabilitation of
Jagirdars." Monthly
21. Expenditure Statement Under head :-
"Q-Loans & Advances by State Governments -g-
Loans to land holders and other Notabilities
Other loans" Monthly
22. Expenditure Statement Under head :-
"Q-Loans & Advances by State Governments -B-
Loans to Government Servants etc." Monthly
23. Expenditure Statement on account of adhoc
increase in the dearness allowance at Rs. 5
p.m. sanctioned from 1-4-57 Annual.
24. Expenditure Statement (progress report) of
loans sanctioned for constructing and repairs
of wells under Grow More Food Scheme
under head "Q Loans & Advances by
State Govts.-d-Advances to Cultivators." Monthly

25. Statement of Outstanding audit objections. Monthly
26. Statement regarding payment of interim Compensation. Quarterly
27. Expenditure Statement Under head :-
"71-Miscellaneous- Rewards for gallantry to Army personnel. Monthly
28. Statement of cases of failure to draw allowances under head- "67 Privy Purses and Allowances of Indian Rulers." Half yearly

V-Revenue Account Section

188. This Section will be under the charge of the District Revenue Accountant. The following heads will be allotted to this Section with than subjects as detailed in Appendix I of Chapter III.

4. Budget & Grants.
5. Accounts & Audit.
9. Loans, Advances & Recoveries.
12. Revenue Administration.
31. Irrigation.
40. General Administration.

189. Chapter VI gives detailed information regarding the functions of the District Revenue Accountant and the procedure for the preparation & maintenance of Revenue accounts.

VI-Panchayat and Development Section

190. The following heads will be allotted to this Section with their subejcts as given in Appendix I of Chapter III.

1. Services.
2. Deputation and Training.
3. Insurance and Provident Fund and Loans.
4. Budget and Grants.
5. Accounts and Audit.
6. Contingencies and Dead stock.
7. Stamps.

8. Loans, Advances and Recoveries.
12. Revenue Administration.
24. Panchayati Raj.
25. Planning and Development.
28. Social Welfare.
40. General Administration.

191. The Work entrusted to this section may be divided into:-

1. Development activities i.e. preparation of village Productin Plan with a vief to have proper control over production.
2. Co-ordination between Village Panchayats and Panchayat Samitis.

I Powers and Functions of Collector and District Dev. Officer

192. Collector, being the representative of the Government, is the Chief Co-ordinator for the smooth and effective working of various government departments at the district level for the success of Panchayati Raj. His powers and functions are as follows :-

1. Help Panchayat Samitis in formulating their programmes and afford guidance and assistance therein.
2. Inspect Panchayats and encourage them to hold meetings of Gram Sabhas, as frequently as possible but not less than twice in a year.
3. Place before the Zila Parishad a quarterly statement of income and expenditure received from the Panchayat Samitis with his comments.
4. Examine the extent of progress in the execution of various schemes the implementation of the decisions and resolutions of the Zila Parishad and make suggestions for improvement thereon from time to time.
5. Co-ordinate work of various Development Departments of the State Government at the district level.
6. Examine that the amounts placed at the disposal of Panchayat Samitis are properly utilised for the purpose for which they are earmarked that the minimum

- standards of service are maintained in institution run by the panchayat Samitis and that the Vikas Adhikari and his team are fully playing their role as extension staff.
7. Report to the Zila Parishad on all matters regarding the progress achieved in the execution of schemes, implementation of the decisions of the Zila Prishad, co-ordination of the work at the district level, proper utilisation of funds, standards of service maintained in the institutions run by the Panchayat Samitis and that the Vikas Adhikari and his staff are fully playing their role as extension staff.
 8. Inspect the offices of the Panchayat Samitis their records, registers, or other documents kept therein and visit Panchayat Samitis as frequently as possible
 9. Ensure that the necessary technical assistance is made available to the Extension Officers by the concerned departments of the State Governments.
 10. See that adequate precautions are taken and sufficient provisions are made for the recovery and repayment of loans advanced by the Panchayat Samitis.
 11. See that Panchayats and Panchayat Samitis are provided with necessary assistance in the early recovery of their dues whether as tax or on accounts of loans.
 12. Watch and report to the Government as to whether priorities fixed in the plan are being adhered to and general pattern of work is in conformity with the policies laid down by the State or the Central Government.
 13. Act as a member of the District Establishment Committee.
 14. Submit budget estimates of the Panchayat Samitis after scrutiny with his comments before the Zila Parishad within the prescribed time.

15. Scrutinize the abstract of annual accounts showing income and expenditure under each head accompanied by a statement of grants-in-aid, a statement showing, loans received from the State Government and raised by Panchayat Samitis, the amount due for repayment and actually repaid and the balance due, if any, a list of works undertaken under various schemes with expenditure incurred against each and a statement of assets and liabilities, received from the Panchayat Samitis and submit the same to the State Government with his comments.
16. Ensure scrutiny of the audit reports of the Panchayats and Panchayat Samitis and their compliance.
17. Ensure co-ordinated working of the revenue and other agencies of the Government with the Panchayat Samitis and see that they not only cooperate but assist these new institutions.
18. Advise Panchayat Samitis to evolve an administrative set up linking them effectively with the Panchayats in programme planning and execution.
19. Encourage Panchayats when necessary to impart strength to voluntary organisations like Navyuvak Mandals, Mahila Mandals, etc,
20. Examine periodically that weaker sections of the community receive special attention in receiving all kinds of assistance in the programme undertaken by different institutions of Panchayati Raj.
21. See that the District Level Officers of the technical Departments continue to shoulder their responsibility, for technical soundness of all projects and schemes undertaken by the panchayati Raj institutions and afford technical guidance to workers at all levels.
22. Encourage Panchayat Samitis in raising of resources in manpower, money and material.

23. See that Vikas Adhikaris have effective administrative control their staff.
24. Ensure that village agriculture production plans are prepared village wise and consolidated in the panchayat Samitis and coordinated at the Zila Parishad level.
25. Ensure regular scrutiny of the resolutions of the Panchayat Samitis and their Standing Committees, with a view to see they conform to the rules and bye-laws and broad policies of the Government.
26. See that the District Level Officers attend all the meeting of the Zila Parishad and the sub-committees with which they are concerned and meetings of the Panchayat Samitis both when required to do so or also at frequent intervals at their own accord, even if, they are not summoned.
27. Visit as many Panchayats as possible during inspection visits to Panchayat Samitis, Tehsils, Police Stations etc.
28. Initiate the confidential reports of Vikas Adhikaris and send it on to the Jt. Development Commissioner.
29. Sanction leave to Vikas Adhikaris for a period not exceeding 2 months and order officiating arrangements during their absence on leave and training.
30. Send every quarter a demi-official letter reviewing the activities of the Panchayati Raj institutions functioning in the district to the Development Commissioner, with a copy to the Chief Secretary.
31. Send a six monthly report on the working of the District Level Officers in the prescribed proforma to the Chief Secretary with a copy to the Development Commissioner.
32. Visit Primary, Middle, High and Higher Secondary Schools in the district while on tour and send copies of his remarks to the Inspector of Schools, Panchayat Samitis concerned and Zila Parishad.

33. Exercise powers and functions delegated to him under the Rajasthan panchayat Samitis and Zila Parishads Act, 1959 and the Rajasthan panchayat Act, 1953 and rules made thereunder (Appendices XI and XII).

II- Duties of the Deputy District Development Officer.

193. The over all responsibility for exercising supervision and guidance over the Panchayati Raj institutions vests in the Collector as District Development Officer, but the Deputy District Development Officer and Ex-Officio Secretary, Zila Parishad, being the District Level Officer of the Development Dpartment, is directly responsible for the functioning of these institutions. He shall have the following duties to perform :-

1. Attend meetings of the Panchayat Samitis and their Standing Committees.
2. Inspect Panchayats and submit inspection reports to the Collector and Panchayat Samitis concerned.
3. Work as Officer-in-Charge of the Panchayat and Development Section of the Collectorate and inspect it at least once a quarter.
4. Inspect the work of Panchayat Assistants.
5. Attend and record the proceedins of the meetings of the District Level Officers and follow up the implementation of the decisions taken.
6. Assist the Collector in scrutinising the proceedings of the Panchayat Samitis and their Standing Committees.
7. Scrutinise all audit report of Panchayats and Panchayat Samitis and pursue their compliance.
8. Approve tour programmes and scrutinise tour notes of Panchayat Assistants.
9. Ensure that timely reports and returns are received from Panchayat Samitis and compiled.
10. Consolidate the Annual Administration Reports of the Panchayats.
11. Ensure timely submission of prescribed returns and reports to the Zila Parishad and State Government.

12. Assist the Collector in scrutinising the budgets of the Panchayat Samitis for presentation to the Zila Parishad.
13. Assist the Collector in scrutinising the tour notes and progress reports of the District Level Officers.
14. General supervision over and guidance to Panchayat Samitis.
15. Inspection of each Panchayat Samiti in the Distt. at least twice in a year provided that no such inspection has been carried out by the District Development Officer in that Year. If a Panchayat Samiti has been inspected by the District Development Officer once in a year, the Dy. District Development Officer and Ex-Officio Secretary Zila Parishad may carry out such inspections only once and that too in the latter part of that year.
16. Ensuring proper and timely preparation of the Village Production Plans and the Annual Production Plans of the Panchayat Samitis.
17. To watch the proper and timely implementation of these plans.
18. To review the progress of Panchayat Samiti's Plans quarterly
19. To assess the working of various plans and schemes of the Panchayat Samitis.
20. To ensure timely recovery of Panchayats and Panchayat Samitis dues and proper maintenance of accounts & records.

194. Dy. District Development Officer & Ex-Officio Secretary, Zila Parishad being the officer-in-charge for the Development and Panchayats, work conducted in this section, all papers concerning Panchayat Samitis and Zila Parishads will be submitted to the Collector, through the Officer -in-charge who will dispose of routine papers at his own level according to the powers delegated by the Collector. Important papers requiring attention of the Collector and involving matters of policy will be submitted by the officer-in-charge to the Collector for his information or orders as the case may be.

III-Village Production Plans

195. Detailed instructions for the preparation of the Village Production Plan are contained in letter No. F. 42 (24) III/Plan:62/266, dated 3-4-62 from the Director of Agriculture.

196. The following steps are required to be taken for the preparation of Village Agriculture Production Plan :- (1) *Village Agricultural Production Committee*- A Village Agricultural Production Committee, consisting of the representatives of the Village Panchayat, the Village Co-operative Society, Voluntary Organisation and Progressive Farmers, shall be set up in each Panchayat. The President of the Panchayat and the Village Level Worker shall be the President and the Secretary respectively of this Committee. This Committee shall be linked with the Agricultural Production Committee at the Block level through Sarpanch. This Committee will collect the basic agricultural data about the village with the help of the gramsevak, and thereafter take up the preparation of the production plan.

(2) *Resources for the Production Plans* :Preparation of a production plan pre-supposes the existence of certain resources. These will consist of :

- (i) funds and resources which can be made available by the villagers themselves ;
- (ii) funds available with the Village Co-operative Society; and
- (iii) funds and supplies, (seeds, fertilizers and implements etc.) that may be received through the Panchayat Samitis and Panchayats.

(3) *Indication of funds and assistance* :Every Panchayat Samiti will indicate to each Panchayat probable allocation of funds and supplies by April, every year. The Village Panchayat in its turn should earmark funds for each village within its jurisdiction and inform the Gram Sevak accordingly.

(4) *Preparation of the Draft Plan* : The Village Agricultural Production Committee would then prepare the draft production plan in the proforma at appendix (B) of the Director of Agriculture's letter referred to above, Items in Appendix 'B' are just illustrative. It is not the intention that all the items are to be taken up. Only a few items should be selected which could be

undertaken within the resources available. Thus, it is possible that in a village only one or two items may be selected, while in another village a few more items could be selected. To give a concrete, instance one village may draw up a plan to have only five irrigation wells, another village may have a plan for compost making distribution of fertilisers and seeds. After selecting the items, physical targets under each item should also be fixed. The whole concept is to initiate a process through which people become plan conscious and have a training in preparing the plans for their own village within the resources available

(5) *Contents of the Plan:* The preparation of the Village Plans will not be dependent merely on the assistance which the village would receive from the Panchayat samiti. This assistance alone, apart from being uncertain, will be inadequate. Greater emphasis has therefore, to be laid on self aided schemes i.e.

(i) Community Schemes in which the entire village community participates without assistance from the Panchayat Samiti.

(ii) Group Schemes in which certain groups may participate without assistance from the Panchayat Samiti.

(iii) Individual schemes may be taken up by individuals, without assistance from the Panchayat Samiti.

197. The draft plan so drawn up should then be placed before the Gram Sabha and finalized, and individuals or group of individuals or Panchayat, as the case may be, should be allotted items of work, together with targets for each item.

198. The Village Production Plan is to be an annual feature and has to be drawn up every year for each village.

199. With a view that the agricultural production programme does not receive a set-back, the following points may also be kept in view while drawing up such programmes :-

1. The annual production plans of Panchayat Samitis should be drawn up in consultation with Agriculture Extension Officers and District Agriculture Officers and approved by the Panchayat Samitis.

2. The plans should not only fix physical targets but also lay down that Rabi seed required for distribution

will be purchased in June and Kharif seed in October. Sources of purchases should also be determined in advance to avoid last minute break-downs. Proper arrangement for storage of seed till these are required for distribution should also be made.

3. Distribution agency should also be determined in time and in case it is the Co-operative Society, it should be closely associated not only with the fixing of physical targets but also with procurement and storage.

4. The same applies to fertilisers and improved implements and other items pertaining to agricultural production.

5. It is necessary that a well defined area is saturated with improved seed every year according to a proper plan.

200. It will be the primary responsibility of the Deputy District Development Officer to supervise and guide the Vikas Adhikaris in the proper planning and implementation of the agricultural production programme.

201. *Agricultural Production Committee at Block Level* : At the block level, there shall be an Agricultural Production Committee of the Panchayat Samiti, consisting of elected representatives of the Samiti and the Extension Officers concerned with agricultural production. The Chairman of this Committee shall be the Pradhan of the Panchayat Samiti and the Block Development Officer (Vikas Adhikari) shall function as Member Secretary of this Agricultural Production Committee and shall be in executive charge of the implementation of the programme.

202. *District Agricultural Production Committee* :- The Collector of the District will be the Chairman and the District Agriculture Officer as Member-Secretary of the Agriculture Production Committee of the Zila Parishad. The Dy. District Development Officer and Ex-officio Secretary Zila Parishad shall attend meetings of the Agricultural Production Committee without being a member.

203. *Link between Agricultural Production Committee at the Block & District Levels* :- The Agricultural Production

Committee at the block level shall be linked with the District Agricultural Production Committee through suitable representation. The latter shall review the production programmes of each panchayat Samiti once in six months and at this meeting the Agricultural Extension Officer/Animal Husbandry Extension Officers and B.D.O. should be present.

204. *Responsibility of District Level Officers and their relation-ship with Regional Deputy Directors etc.* - The District Level Officers of the Departments concerned with agricultural production shall be responsible for the implementation of programmes of their respective departments. The District Agriculture Officer (or the District Animal Husbandry Officer in desert areas) shall assist the Collector in co-ordinating the efforts of all the departments concerned with agricultural production under the overall directions of the Agricultural Production Committee. The Heads of Departments will deal directly with the District Officers, but in matters relating to the work of Agricultural Production Committee, they shall communicate through the Collector. The Regional Deputy Directors will guide and supervise the work of the respective District Level Officers.

205. Disciplinary action shall be taken against those District Level Officers who do not show sufficient interest in discharging their duties in respect of increasing agricultural production. Character Rolls in respect of the District Level officers of the Agriculture, Animal Husbandry and Co-operative Departments shall be routed through the Collectors of the District concerned.

IV-Role of District level Officers

206. The role of District Officers (Collectors) and their relationship with officers of other Government Departments has been defined in clear terms under Cabinet Sectt. Circular No. F. 1 (328) Cab/Sectt/ 60, dated 12-8-1961.

207. The senior most officer of the following Development Departments stationed in a district (Whether Gazetted or Non-Gazetted) is to be deemed to be district Level Officer and shall be known as the Development Officer.

- (a) Education
- (b) Electricity

- (c) Medical & Health
- (d) Agriculture & Animal Husbandry
- (e) Local Self Government
- (f) Public Health Engineering
- (g) Public Works including Roads & Buildings & Irrigation
- (h) Social Welfare.
- (i) Co-operation
- (j) Revenue
- (k) Forests.
- (l) Industries.
- (m) Publicity
- (n) Mines
- (o) Statistics
- (p) Tourists
- (q) Labour.

208. The District Level Officers are primarily responsible for formulating and implementing the development programmes at the District level as well as at the Panchayat Samiti level. they are also responsible for ensuring that the programmes follow the prescribed time schedule and that the Extension Officers receive and also provide necessary technical guidance.

209. All District Level Officers should attend quarterly meetings of the Zila Parishads and their sub-committees concerning their subject. If the jurisdiction of an Executive Engineer or District Medical and Health Officer covers more than one District, he may authorise the Senior Asstt. Engineer or Assistant Health Officer to attend the Meeting instead.

210. The District Level Officers should furnish to the Zila Parishad every quarter a progress report about the work done in the Panchayat Samitis and the District as a whole. This report should indicate the targets achieved, short-falls if any, and measures suggested for improvement. A copy of the report will also be sent to the District Development Officer.

211. The District Level Officers will also furnish an Annual Progress report to the Regionals Officers and to the Distt. Development Officer in a proforma prescribed by the Head of the Department. The Distt. Level Officers should give their general assessment of the progress of the programme in the District and bring out prominent defects noticed or difficulties experienced.

212. The Distt. Level Officers need not attend all the meetings of the Panchayat Samitis and their standing committees. They should attend at least two meetings of each Panchayat Samiti and standing Committee concerning their subject in a year, once when the annual Plan is drawn up and secondly when the six monthly review of the progress is made. As the Executive Engineers (B&R) and Irrigation have a bigger jurisdiction, they should attend atleast ten Panchayat Samitis meetings in all in a Year. The Inspector of Schools and his Deputy may divide annually the Panchayat Samitis in their jurisdiction amongst them selves and attend meetings by rotation.

213. The Distt. Level Officers should inspect the work of the Extension Officers in three to four Panchayat Samitis every month spending about a couple of days in the area (not only at headquarters) of each Panchayat Samiti. A detailed report should be drawn up bringing out the progress made, the difficulties experienced and assistance rendered by the District Level Officers in finding solutions. A mention should also be made of the technical guidance provided. Special attention should be paid to Laboratory villages, which may be visited quarterly. Some works and institutions should also be inspected. Tour diaries of the Extension Officers should be examined. They should also make it a point to contact Sarpanchas, Panchas and V.L. Ws. during their tours and also visit private development agencies like Youth Clubs, Mahila Mandals, etc.

214. The distt. Level Officers should send a monthly report to the Regional Officers regarding the work done in the panchayat Samitis on the lines indicated above. A copy of this report may be sent to the District Development Officer (Collector) and relevant extracts may be sent to the Panchayat Samitis concerned.

215. The District Level Officer should hold meetings of their Extension Officers not more frequently than once a quarter and not less frequently than twice a year to review the progress and to find solutions to their difficulties and problems.

216. The District Level Officers should see that the Extension Officers frequently inspect the work of the Gram Sevaks and record their observations in the daily diary. The Extension Officers should also send the prescribed reports and inspection notes of their field visit to the District Level Officers and to the

vikas Adhikaris. The Extension officers should pay special attention to the programme of Laboratory villages.

217. The Heads of departments are empowered to delegate powers to the District Level Officers to transfer Extension Officers within the District provided :-

- (1) the Pradhan has been consulted,
- (2) the District Development Officer has concurred, and
- (3) the Extension Officer has completed 2 years stay at one place.

If however, both the Pradhan and the Vikas Adhikari recommend transfer of an Extension Officer before he has completed two years stay at one place, the District Level Officers may transfer the Extension Officer with the concurrence of the District Development Officer.

V-Role of Regional Officers

218. With a view to ensuring a more effective implementation of the Development Programmes, the Regional officers of the technical departments are required to play an active role in exercising supervision and providing guidance in technical matters to Panchayati Raj Institutions.

219. It will be the responsibility of the Regional Officers to ensure that proper technical guidance is made available by the District Level Officers to the Extension Officers concerned and that programmes pertaining to their Department are formulated and executed efficiently.

220. The Regional Officers of the Agriculture, Animal Husbandry, Co-operative and Industries Departments should attend at least two meetings of each Zila parishad within their jurisdiction every year. The Regional Officers of Education, Forest and Medical and Health Departments, may, however, attend only one meeting of each Zila Parishad per year. The Regional Officers (superintending Engineers) of Buildings and Roads and Irrigation have a much wider jurisdiction and it would, therefore, be enough if they attend a total of five meetings of Zila Parishads in a year. But, they should so phase their programmes that they attend the meetings of all the Zila

Parishads under their jurisdiction during the course of two to three years.

221. The Regional Officers carry out a detailed inspection of the work of their District level Officeres at least twice a year and send their inspection note to the head of the Department. Extracts of the note relating to the general impact of the programme, manner in which supervision and technical guidance is provided to the field staff, observation of the plan priorities and general aspects of relationship should also be forwarded to the Collector concerned. Extracts relating to a particular Panchayat Samiti should also be sent to the Panchayat Samiti concerned.

222. The Regional Officers should also inspect in detail the work relating to their subject matter at least in one Panchayat Samiti in a year with a view to assess how the District Level Officeres and the Extension Officers are providing technical guidance to the panchayati Raj institutions, whether the implementation of the transferred scheme is progressing satisfactorily and the targets fixed are being achieved and whether the field problems and difficulties of the Extension Officers are being attended to and solved in time.

223. The Regional Officer should send to the Head of the Department, District Development Officer and the Zila Parishads concerned an annual review of the progress of the programme in the Panchayati Raj institutions in their jurisdiction giving an overall assessment of the progress made, difficulties experienced and solutions offered.

224. The Regional Officers should send their inspection reports in the following proforma subject to such modifications as the Head of the Department may like to make to suit the requirements of his department :-

(1) To be filled by the District Level Officers in giving guidance in the formulation of the Five Year and annual plans of the Panchayat Samitis and in coordinating the Panchayat Samitis plans at the level of the Zila Parishads.

(2) Do the Panchayat Samitis follow the plan priorities ?

(3) Are the Panchayat Samitis Plans technically sound ?

(4) Are the plans being properly implemented ? (The Regional Officer should give his personal observations regarding the detailed working of the plans as a result of his inspection and give concrete suggestions how the programme could be implemented).

(5) Are the Extension Officers and District Level Officers providing necessary guidance and exercising supervision in the implementation of the plans ?

(6) Difficulties or problems which came to the notice of the Regional Officer and solutions offered.

(7) Difficulties or other points which require guidance from the Head of the Department.

(8) General remarks.

VII General Section

225. The following head will be allotted to this section including the subjects as given in Appendix I of Chapter III

(9) Loans, Advances & Recoveries.

11 Contribution & Development.

25 Planning & Development.

26 Agriculture.

27 Animal Husbandry.

28 Social Welfare.

29 Co-operation.

30 Industries & Commerce.

31 Irrigation.

32 Food & Supply

34. Local Self Government

35. Relief & Rehabilitation.

36. Medical & Education.

37. Elections.

38. Communications.

39. Forest & Grass Farms

40. General Administration.

I Loans to Cottage & Small Scale Industries

226. Loans are granted to Cottage and Small Scale Industries for the development of Small Scale Industries and Cottage Industries unit in the State under "State-Aid to Small scale and Cottage Industries Rules, 1959".

227. Loans may be granted to Small Scale and Cottage Industries for the following purposes namely :-

- (i) construction of buildings, godowns, ware-houses, wells, tanks and other works necessary for industrial operations and for purchase of land for the same.
- (ii) purchase and erection of machinery plant and appliances ;
- (iii) purchase of raw materials;
- (iv) working capital.

228. Loans for industrial purposes for amount not exceeding Rs. 5000/- in each case will be sanctioned by a Committee consisting of :-

- | | |
|---|--------------|
| (1) Collector of the District. | Chairman. |
| (2) Pramukh, Zila Parishad concerned. | Member |
| (3) District Industries Officer of the District concerned | Member-Secy. |

Provided that the total loan amount advanced for industrial purposes in the area of the Panchayat Samiti in the district shall have a priority allocation upto 50% of the total amount sanctioned for that district.

229. All the register of loans prescribed under these rules shall be maintained by the District Industries Officer.

II Low Income Middle Income Group Housing Schemes

230. The procedure of dealing with the applications received for loans has been laid down in the Hand Book of Orders and Instructions pertaining to Low Income Group Housing Scheme and the register prescribed therein should be maintained.

III Relief and Rehabilitation

231. The following types of works will be done by the staff transferred to the Districts from the Relief & Rehabilitation Department.

1. *Payment of case doles.*
2. *Cash doles of Narishalas.*
3. *Tracing of absconding Loanees.*
4. *Various items of construction schemes for displaced persons-*
 - (a) Fixation of hire purchase and rental instalments of Government built properties.
 - (b) Determination the ownership of the lands where buildings have been constructed for displaced persons and realisation of cost thereof.
 - (c) Execution of agreements and bonds in respect of Government built properties at Ajmer and Beawar.
 - (d) Fixation of cost of shops and tenements at Ajmer.
 - (e) Payment of rent for the buildings acquired for accommodating displaced persons.
5. *Housing Loans to individuals -*
 - (a) Execution of bonds and agreements.
 - (b) Demand Registers
 - (c) Adjustment of dues recovered out of compensation.
 - (d) Regularisation of defaulters cases by way of effecting recoveries under P.D.R. Act or recovery of properties.
 - (e) Regularisation of cases of Government built properties under occupation of widows
 - (f) Cases of unauthorised occupants of Government built properties.
 - (g) Working out of balance dues with interest in each case.
 - (h) Issue of sale deeds, pattas etc.
 - (i) Absconders cases of the allottees of Government built properties.

- (j) Fixation of hire purchase instalments in respect of Government built properties.
- (k) Adjustment of security deposits.
- 6. *Rented Government built properties -*
 - (a) Completion of rent deeds.
 - (b) Completion of ledgers.
 - (c) Adjustment of dues recovered out of compensation.
 - (d) Transfer of properties on rental system for auction.
 - (e) Recovery of rent dues from the parties who have not applied within the scheduled time for allotment on hire purchase to the Regional Settlement Commissioner.
 - (f) Action under P.D.R. Act in the cases of defaulters.
 - (g) Remission cases.
 - (h) Regularisation of cases of rented properties under occupation of widows etc.
 - (i) Cases of unauthorised occupants of Government built properties.
 - (j) Adjustment of Security deposits.
 - (k) Adjustment of Security deposits.
- 7. *Loans to Co-operative Housing Societies.*
 - (a) Payment of balance loans.
 - (b) Transmission of deeds (Registered ones) to Accountant General and all concerned.
 - (c) Execution of Loan Deeds.
 - (d) Preparation of lists of claimants (with C.A.R. Registration Nos.) and also of Non-Claimants.
 - 1. Seeking adjustments and;
 - 2. Other.
 - (e) Preparation of Registers of claimants in whose cases recovery advices have been received :-
 - 1. Housing loan and
 - 2. Development charges.

- (f) Preparation of Demand Register showing loan paid, recoveries effected and balances outstanding as on 31-3-1958 against claimants and non-claimants
- (g) Realisation of development charges, lease amount and urban and assessment charges. Also taking deeds from Societies and for each arrangement ensuring their Registration and their transmission to quarters concerned.
- (h) Cases of claimants pending with Settlement Department.
- (i) Ensuring recovery of arrears outstanding against non claimants.
- (j) Disposal of Audit Reports.
- (k) Controversial items connected with recovery advices.
- 8. *Rural Loans.*
 - (a) Implementation of scheme following Central Governments decision to restore rejected claims, suspension of recoveries and claiming credit for rejected amounts.
 - (b) Remission of loans of Rs. 300/- or below granted for purposes other than Agricultural.
- 9. *Urban Loans.*
 - (1) Completion of ledgers.
 - (2) Completion of Demand Registers of Principal and Interests for (i) Claimants and (ii) Non-Claimants.
 - (3) Completion of Registers.
 - (a) of claimant borrowers, in whose cases N.L. Cs. have been issued.
 - (b) of claimants in whose cases recovery advices have been received.
 - (c) of claimants in whose cases adjustments have been made by the Accountant General, Rajasthan.
 - (d) of Remissions.
 - (e) of absconders.
 - (1) Claimants.

- (2) Non-Claimants.
 - (i) Traced out.
 - (ii) Still untraced.
 - (f) Completion of register of cases since closed finally on account of recoveries having been made.
 - (1) Solely in cash.
 - (2) Partly in cash.
 - (3) Partly through Compensation.
 - (g) completion of Registers of Public Demand Recovery cases.
 - (h) Reconciliation of recoveries and outstanding balances.
 - (i) Cases pending with the Settlement.
 - (j) Procuring dues particulars in cases of such recovery advices where identity of loanees remain unestablished for the adjustment of dues as have already been deducted by the Settlement authorities.
 - (k) Cases of absconders of this State pending with authorities of other States for recovery of outstanding.
 - (l) Sanctioning remission in cases of displaced persons who are either absconders or who have not submitted application (loan paid being Rs. 300/- or below).
 - (m) Cases pending with Revenue authorities under P.D.R. Act.
 - (n) Controversial items of recovery advices (between the department and the Accountant General).
 - (o) Seeking Govt. sanction in cases yet to be recommended for fixation of light/easy instalments.
 - (p) Implementation of write off scheme.
 - (q) Ensuring adjustment of remitted amounts from :-
 - (1) Accountant General.
 - (2) Government of India.
 - (r) Audit work connected with loans.
 - (s) Seeking adjustment for the dues of non-claimants out of compensation of their friends and relatives and completion of its Registers.
- 10. Sewing Machines and Educational Loans.
 - 11. Loans given to Housing Co-operative Societies.
 - 12. Loans given to individual displaced persons.

13. Urban loans given to individual displaced persons and other institutions.

- (1) Completion of residual work of Demand Registers.
- (2) Reconciliation.
- (3) Residual work, if any.
- (4) Other running items.

14. Loans to displaced persons.

- (1) Recovery from compensation claims.
- (2) Remission of loans.
- (3) Amount recovered in cash
- (4) Loans received from Central Government disbursement and repayment etc
- (5) Files regarding loans to Cooperative Societies.

15. Demand Registers regarding recovery- Shop, tenements and other Government built properties.

IV-Inspections & Tours.

232. The Scale of inspections & tours prescribed for the revenue officers is as given in Appendices XIII and XIV.

233. Inspections and tours should be undertaken in a rational manner. A roster of the tour and inspection programme should be drawn by the Collector in respect of all the inspecting officers in such a way that all the offices are inspected by all the Inspecting Authorities not one upon the other towards the close of the year. There should be a gap of about three months between the inspections by the various officers of a particular office. The following schedule should therefore, be observed :-

- (a) S.D. Os. should complete their first inspection of all their Tehsils by the end of January and their second inspection by the 15th October each year.
- (b) The Collectors should inspect the Tehsils three months after it has been inspected by the S. D. O. Thus the Collector will have inspected some of the Tehsils by the end of April and the rest of the Tehsils by the end of December. The Collectors may inspect the offices of the S. D. Os. and Assistant Collectors and

Magistrates any time during the year at their Convenience. A Proforma for the Inspection of the Sub-Divisional Office has been prescribed as at Appendix XV.

- (c) The Sub-Divisional Officers should tour for 10 days at a time in two spells, rather than continuously during the girdawari period.

234. Detailed instructions for the inspection of tehsils by the Senior Officers have been issued by the Govt. under their order No. D. 14/60 F. 13 (26) Appts. (O.&M./59), dated 6-5-60 and these should be strictly followed by them.

235. Instructions for the Inspections of Collectorates by the Inspecting Officers are contained in Appendix XVI and it is at the option of the Inspecting Officer to make any observations regarding any matters to which he would like to draw attention, in addition to the points mentioned in the Instructions. The Inspecting Officer should primarily ensure that the supervisory officers discharge their duties efficiently.

236. The Office Superintendent is required to inspect the work of each official once in six months. He may conduct his inspections on the lines indicated in the questionnaire as per Appendix XVII.

237. The inspection notes received in the Section from the various Inspecting officers should be carefully scrutinised and it should be observed whether the above schedule has been adhered to.

238. Every inspection note should have a separate file for it and an order sheet should be put on each file, where further action calling for explanation or compliance report is indicated. In case no explanation is received, another date may be given and the file in this manner should be kept pending till all the deficiencies pointed out in the inspection notes brought on the order sheet are removed. As regards items contained in the inspection note which require the action at district level, relevant extracts may be sent to the Sections concerned and a close watch should be kept for their compliance also.

239. The Collector will scrutinise and review the inspections reports recorded by the officers subordinate to him and will for-

forward the same with his comments to the Board of Revenue. A copy of the Collector's and Additional Collectors inspections notes of the Collectorate and of subordinate revenue offices should be endorsed to the Chairman, Board of Revenue.

240. The half yearly reports submitted by the Sub-Divisional Officers will be scrutinised by the Collectors at the first instance and forwarded with their remarks to the Government in the Cabinet Secretariat (Organisation and Methods Section). One copy of the half yearly report of Sub-Divisional Officers, in as far as their revenue work is concerned, should be sent to the Board of Revenue.

241. The half yearly reports of the tehsils will be submitted by the Tehsildars to the Sub-Divisional Officers, who will examine these reports and forward the same to the Collectors with their own observations. The Collectors will forward these reports to the Board of Revenue with their remarks.

V-Election

242. Collector has also got important duties which he performs in his capacity as District Electoral Officer. As District Electoral Officer, he is :

- (i) responsible for the timely preparation and revisions of the electoral rolls by the Electoral Registrations Officers.
- (ii) responsible for controlling the funds allotted to the district under the election budget.
- (iii) responsible for superintending the completion of General and Bye-elections to the Assembly and Parliamentary constituencies in accordance with the Election Law and Rules and under the guidance of the Election Commission and the Chief Electoral Registration Officer within his district.

243. The District Electoral Officers (Collectors) are Returning Officers for Parliamentary Constituencies. They will perform full duties of Returning Officer for Parliamentary Constituency imposed upon them under Sections 33 to 38 of the Representation of the people Act 1951 from the stage of receipt of nomination papers to the stage of finalisation of lists

of contesting candidates. The counting of votes of Parliamentary Constituency in simultaneous election will be done by the Returning Officer for Assembly Constituency in their capacity of Asstt. Returning Officer for that part of the Parliamentary Constituency which is composed in the Assembly Constituency. The result of Parliamentary Constituency shall however be announced by the Returning Officers (Collectors) for Parliamentary Constituency after compiling the counting sheets received from their Assistant Returning Officers. Besides this, the D.E. Os will function as the coordinating authority in their districts during simultaneous elections and allot the polling staff and vehicles to the various Returning Officers (S.D.Os) for Assembly Constituency. Each E.R.O. has been appointed as Returning Officer for one or more Assembly Constituencies. They have been delegated with the powers of drawing and disbursing officers to avoid delay in Payment of all kinds at their level and achieve efficiency. The D.E.Os and E.R. Os have been provided with the whole time staff for the annual preparation and conduct of election and bye election to the Assembly and Parliamentary Constituency from time to time. The duties assigned to each category of officials are enumerated below :-

Duties of District Election Clerk

(1) Before General or Bye-Election-

(a) To prepare as many sets of working copies of Electoral Rolls as may be necessary for conduct of elections.

(b) To prepare list of Polling Stations in consultation with E.R.Os on the basis of final Electoral Roll in force at that time according to the legal provisions, directions of Commission and C.E.O., issued from time to time, seek approval of Election Commission through proper channel, printing, publication and supply and sale thereof.

(c) To assess, obtain and distribute all kinds of polling articles including Ballot Boxes, Ballot Paper, Paper Seals, Rubber Seals etc. well in advance of the date of poll, in accordance with the Financial rules, and directions of Commission and Chief Electoral Officer issued thereon.

(d) To assess a requisition and allotment of private vehicles, private buildings for actual conduct of poll

well in advance in accordance with Part X of the Representation of the People Act, 1951 and the Rules made thereunder and directions issued by the Commission and Chief Electoral Officer from time to time.

- (e) To form polling parties according to the directions of the Commission and Chief Electoral Officer, issued from time to time.
- (f) To assist the Returning officer and Assistant Returning Officer in discharge of their statutory duties imposed upon, them under Election Law and acquaint them with the Statutory, executive and general directions of the Commission and Chief Electoral Officer.
- (g) To maintain stock registers of Ballot Papers, Paper Seals, Ballot Boxes, Office Stationery, Polling articles and printed forms.
- (h) To maintain office files, file register, inward and outward register, service stamp register, and other registers as may be required or may be prescribed from time to time.
- (i) To maintain register of persons disqualified under Section 7 (c) and 139, 140 and 141 of the Representation of the people Act, 1951 in the form prescribed by the Commission under their letter No. El (a) (31/56 dated 29-9-56 endorsed to all Returning Officers under C.E.O. No. D. 15752 / F.1 (13)/Elec.56 dated 20.10.56.
- (j) To supply all kinds of forms viz, nomination papers, withdrawal, appointment of election agents, polling agents, etc. copies of Electoral Rolls and various publication Free or on payment as the case may be.
- (k) To arrange for issue of Postal Ballot Papers in time and their receipt back in the office.
- (l) To arrange for purchase of petrol and supply to Motor Vehicles requisitioned for election purposes.
- (m) To arrange for advances to Presiding Officers, Motor Drivers etc., for meeting petty expenses during the course of poll in accordance with the G.F. & A. Rules

(n) To maintain three separate files containing Commission's statutory, executive instructions (Departmental) and executive instructions (General) up-to-date.

(o) To arrange printing of Rolls at approved printing centres and payment of bills thereof.

(2) During General or Bye-Election.

(a) To attend the Public and Public Servants to reply their queries promptly.

(b) To arrange for receipt of Ballot Boxes, Packets of Election papers and other articles delivered by the Presiding Officers after close of Poll.

(c) to arrange for safety and security of storage of Ballot Boxes after poll and before counting in accordance with the directions of the Commission and Chief Electoral Officer issued from time to time.

(d) To make all arrangements for place of counting and the articles required thereto including the forms for counting agents, result sheets, envelopes etc. and declaration of result in prescribed form.

(3) After General Election & Bye-election-

1. To release the requisitioned vehicles and buildings if any and return the articles taken on loan to the Government Departments.

2. To refund and forfeit security deposits of the candidates in accordance with Section 158 of the Representation of the people Act, 1951 and the directions issued by the Commission and C.E.O. from time to time.

3. To take action according to the provisions of Part III of the representation of the People (Conduct of Elections and Election Petitions) Rules 1956 relating to filing of return of Election expenses as and when necessary.

4. To collect and compile narrative as well as statistical part of the election report.

5. To comply with the provisions of Part IV of the representation of the people (Conduct of Elections and Elections Petitions) Rules, 1956 and the directions of the Commission relating to the custody preservation inspection and supply of certified copies of election record.

6. To supervise preparations of Bills subject to general or special direction of C.E.O.

7. To prepare Salary Bills, T.A. Bills, Contingent Bills etc. of his office at all times and arrange payment of bills of all kinds received from the subordinate offices after countersignature or otherwise as the case may be.

8. To square up all accounts relating to T.A. & D.A. purchase of polling articles etc., if any, payment of hire charges of Motor Vehicles, Private and Govt both engaged during General or Bye-election.

9. To collect all the articles issued to the Presiding, Polling or any other officers after completion of election and sort them out for future use.

10. To dispose of the perishable articles and other obsolete records etc., after obtaining orders of competent authority.

11. To check each and every file with a view to ensure that all correspondence relating to particular file has been placed properly, inter-linked and duly replied.

12. To secure funds for various items of expenditure relating to conduct of elections, preparation and printing of rolls, other purposes and further allot them among the Electoral Registration Officers for various purposes.

13. To ensure that expenditure is properly classified and account rendered in time.

14. To send regularly the periodical statements as prescribed for rendering accounts and other purposes.

15. Maintenance of cash book, contingent register, countersignature register, T.A. Register and other registers prescribed from time to time.

16. To minimise handling cash and deposit every day undisbursed cash balance if any, in hand.

17. Not to keep Government money in his personal possession and mix it with private money.

Note :-The District Electoral Officer may assign by a specific order in writing all or any of the duties enumerated above to any one or more than one of the other public servants whom he deems fit, during or before the General or Bye-election to cope with the heavy work.

244. The Upper Division Clerks of the offices of District Electoral Officers and the staff of the Electoral Registration Officers of District headquarters will sit in the same Section.

245. A combined Attendance Register will be maintained by the Upper division Clerk and one combined salary bill will be prepared for the whole staff of the Election Section in accordance with the relevant rules and orders of the Govt.

246. The upper Division Clerk will supervise the entire work. Election Supervisors and Lower Division Clerks will put up cases to the authorities concerned through the Upper Division Clerk and they will perform all the duties which the District Electoral Officers may entrust to them under the supervision of Upper Division Clerks. However, during, the period of revision of Rolls, the staff of Electoral Registration Officers will devote full time to that work and during slack season the staff will look after the remaining work in the office of District Electoral Officers under the supervision of the Upper Division Clerk.

247. The staff of the offices of the Electoral Registration Officers at district headquarters will work as a team with the Upper division Clerk of the Offices of District Electoral Officers.

VI Courtesies to be shown to the Ministers on their visit to the District etc.

248. The following detailed instructions are laid down regarding courtesies to be shown to Ministers on visits to districts.

249. These cover only the main points and are being issued to emphasise the general purpose contained therein. The officers concerned are expected to take action in accordance with the purpose under lying these instructions which is :-

- (a) to show due courtesies to Ministers and at the same time to avoid the collection of crowds of officers at their arrival and departure and all ostentatious displays, and
- (b) to ensure that the normal Government work is not unduly upset.

250. The tours of Ministers should be treated as official unless they are specifically conveyed to be private.

251. In the case of official visits, the arrangements for reception etc. laid down in these instructions will be observed, while in the case of private visit no formalities will be necessary.

252. *Notice of Visit:-* The Secretary or the P.A. to the Chief Minister, Private Secretaries or P. As to Ministers and P.As. to Deputy Ministers should invariably indicate whether the visit is official or private. They should also be responsible for issuing timely intimation of all visits and such intimation should specifically mention:-

- (a) the time of arrival and the means of travel, i.e. aeroplane, trains or car etc.,
- (b) the place of stay,
- (c) the details of the programme, if any, during the visit, and
- (d) the time of departure and means of travel.

253. The notice of the visit should be given well in advance of the date of arrival. Five days notice should ordinarily be sufficient and only in the case of an emergent visit may this period be reduced. If timely notice is not given, it would be difficult for local officers to observe these instructions and in that event it may not be possible for all formalities to be observed.

254. Notice of the visit should be sent by the officers mentioned in Para 252 to the following officers. :-

- (a) District Officer,
- (b) Superintendent of police,
- (c) Local Heads of offices of the departments concerned with the Minister,
- (d) Local Heads of all offices in the case of the Chief Minister,
- (e) The senior-most officer of the Central Government Departments stationed at the place of visit.

255. Copies meant for officers at (c) to (e) should be sent to the District Officer who will arrange for their timely distribution.

256. The officers of the Government mentioned in para 254 will give information of the visit to gazetted officers subordinate to them, if necessary.

257. In case of cancellation of a visit, the officers mentioned in Para 252 should immediately inform the District

Officer concerned by the quickest means of communication. The District Officer will be responsible for informing the other officers mentioned in Para 254 regarding the cancellation.

258. *Reception* - In the case of the Chief Minister, the Collector and the Superintendent of Police should be present at the station or the aerodrome, but if either of them is out on tour, he may depute his immediate Assistant.

259. In the case of other Ministers, the Sub-divisional Officer and the Dy. Superintendent of Police should receive the Ministers at the station or the aerodrome.

260. In the case of arrival by car, no body need be present at the Circuit House or any other intended place of stay, but the officers mentioned in Para 254 above should take an early opportunity of calling on the Chief Minister or the Minister as the case may be.

261. *Calling*:- In the case of the Chief Minister all Heads of Departments and Heads of Offices stationed at the place of the visit, should, unless an intimation to the contrary has been received, call upon him. During the brief visit it may not be possible for him to discuss matters with all of them. In that case it will be the duty of the P.A. to the Chief Minister to inform the Collector that officers other than those specifically mentioned need not make a formal call.

262. In the case of other Ministers, the Heads and Senior Officers of the Departments under the charge of the Minister concerned alone need make a formal call. It is unnecessary for the officers of other departments to call upon the Minister unless required to do so.

263. According to the existing instruction of the Government of India, the senior-most gazetted officer of Central Government Department stationed at the place of visit is required to call upon Ministers.

264. When a Minister stays only a few hours at the station, it will not be necessary for any officer to call on him unless specifically asked to do so.

265. The time for receiving officers should, as far as possible, be fixed as soon as the Chief Minister arrives at a station and if it cannot be done in advance, the personal staff

accompanying the Chief Minister or the Minister should inform all concerned about the time fixed.

266. *Seeing off*-In the case of departure by train or plane, the Chief Minister/Minister will be seen off at the Railway Station or Airport by the same set of officers who were present at the time of his arrival.

VII Courtesies to be shown to Dy. Ministers.

267. *Reception*-(a) In the case of official visits, the Dy. Ministers travelling by train or aeroplane should be met at the railway station or aerodrome, as the case may be, by the subDivisional Officer and The Dy. Superintendent of Police. The P.A. to the Deputy Minister will arrange for timely intimation of the impending visit being sent to the officers concerned.

(b) In the case of outlying towns the highest Revenue and Police Officer available should be present.

(c) If the Dy. Minister is travelling by car, no officer need be present at the time of arrival at the place where the Dy. Minister proposes to stay. But the officers mentioned in (a) above will take an early opportunity of calling on the Dy. Minister.

268. *Calling*:- (a) Only the Senior Officers of the Department or Departments connected with the Dy. Minister need make a call on him unless the Dy. Minister himself expresses a desire to see anybody else. The other officers of the State Government should if so desired, also see the Dy. Minister. If the stay of the Dy. Minister is only of a few hour's duration, it will not be necessary for any officer to see him unless asked to do so.

(b) The hours of making the call should, as far as possible be fixed and the personal staff accompanying the Dy. Minister should inform all concerned about it.

269. *Seeing Off*.-The same set of officials will be present at the time of departure as at the time of reception.

270. *General*! (1) The foregoing instructions should not be taken to preclude any official from meeting the Chief Minister, Ministers, Deputy Ministers if that is necessary in connection with his duties.

(2) If officers required to be present under these instructions have already fixed tours, they should enquire from Ministers proposing to visit their districts whether their tours should be cancelled. In the case of emergent visits, it is possible that some of the officers whose presence is required under these instructions at the place visited may be on tour. In such a case, they need not cancel their tours.

VIII-Inauguration of functions and laying of foundation stones of buildings.

271. The following instructions to Government Officers are laid down regarding inauguration of functions and laying of foundation stones of buildings :-

- (1) No officer should inaugurate any function or lay a foundation stone of any public building without the permission of the competent authority.
- (2) In the case of small public buildings built from donations or contributions, formal ceremonies may occasionally be presided over by Collectors if it is necessary to do so. In such cases however, prior permission should be taken by Collectors from the Chief Secretary to the Government in the General Administration Department.

IX-Punctuality in attending Courts & Offices.

272. All magisterial and revenue courts and all public offices should be opened for the dispatch of business punctually at the prescribed hour and the presiding officers of courts should be present in their seats at the appointed hour. Every effort should be made to push through the work of the office promptly and diligently so that members of the public who have come from distant places may be able to return to their houses in good time before night fall. All judicial work must be taken up and disposed of in open court; and though judgments may, if necessary, be written out of court, they must be delivered in court at a time fixed for the information of the parties. Similarly, other cases concerning matters in which any party is entitled to a hearing should be heard and disposed of in office. Judicial work and cases of the nature indicated above should not be dealt with at the officer's bungalow and no one should be called upon to attend their residence in connection with such work.

273. The collector and other district officers have no doubt, also duties of a non-judicial character which may sometimes be more conveniently disposed of elsewhere than in office. But regular attendance of office should be rule to set an example to their subordinates, to supervise effectively the work of the office, to prevent the public from suffering, from avoidable inconvenience and to do all the work described in the previous paragraph in open court. Officers should receive applications and petitions and go through them in the presence of the petitioners so that the latter may feel that their matters will receive attention. The practice by which a petition is received by a clerk and submitted leisurely to the Head of the Office is in every way unsatisfactory and lead to discontentment.

X Periodical Returns.

274. The following returns will be sent from this section :-

1. Progress Report-Low Income Group Housing Quarterly Scheme.
2. Return of receipts-Repayment of loans under the L.I.G.H. Scheme (principal) under the Head "P-Loans & Advances" by the State Government A-Loans to Local Funds, Private Parties etc. Miscellaneous loans and Advances under the low Income Group Housing Scheme. Monthly
3. Return of receipts-Repayment of loans under the L.I.G.H. Scheme (Interest) under the Head "XX" interest- (a) Interest on loans and advances by state Government-I-Loans to Local Funds. Private Parties etc.-Misc-Loans & Advances-Loans under the low Income Group Housing Scheme. Monthly
4. Statement showing sale proceeds of application Forms L.I.G.H. -I-under the Low Income Group Housing Scheme. Annual
5. Report of repayment of Loans (in Form No. L.I.G. H.18). Monthly
6. Report of disposal of applications, Loans Sanctioned and disbursed under the L.I.G.H. Scheme (in Form No. 19). Monthly
7. Expenditure statement under head "P-Loans & Advances-A-Loans to Municipalities etc. Misc Loans and Advances-Low Income Group Housing Scheme. Monthly

8. Expenditure Statement under head "57 Misc (M) Misc. Expenses & Unforeseen Charges-6- Other Misc. Expenditure Low Income Group Housing Scheme. Monthly
9. Annual Administration Report. Annual
10. Return reg. Collections, Authorised Agents and Commission paid etc. under all types of agency system of National Savings Scheme. Monthly
11. Half Yearly Inspection Reports of S.D. Os. & Magistrates. Half-yearly
12. Recommendations for conferment of awards "Bharat Ratan" and Padam Vibhusan" Annual
13. Statement of Inspections made by the Officers. Annual
14. Quarterly return of estates of deceased persons who have left immovable properties of Rs. 50,000/- and over. Quarterly
15. Confidential Fortnightly Reports. Fortnightly
16. Daily wholesale rates of Food Grains. Daily
17. Weekly Sugar Report on Sugar Position (on every Saturday) Weekly
18. Friday wholesale prices of agricultural commodities such as wool, Banda & Moth etc. Weekly
19. Fortnightly report of food positions. Fortnightly
20. Report on the distribution of imported wheat in Various Districts of Rajasthan. Monthly
21. Statement showing progress of recovery of rehabilitation loans to displaced persons including recovery of rent & hire purchase/shops allotted to displaced persons. Quarterly
22. Remission of loans advanced to non-claimants displaced persons from West Pakistan for Trade, Business, Industries and Education. Monthly
23. Write off irrecoverable loans advanced to displaced persons. Quarterly
24. Monthly progress report regarding grant of cash doles of Rs. 15/- p.m. to displaced persons outside Homes. Monthly
25. Receipts of Relief Rehabilitation Department under various heads of accounts. Monthly

26. Statement of relief Military Misc- Monthly
 27. State Armaries training sals and re- Monthly
 28. S ad "19 General.
 - (1) Preparation of ctrol Rolls.
 - (2) Expenditure of Election.
 - (3) By election to :- Monthly
 29. Statement of Receipt under head LII-Misc-I Receipt in connection with Election. Monthly
- VIII-Court Section (Case Work)**
275. The following heads will be allotted to his section with their subjects as given in Appendix I of Chapter III :-
- 7-Stamps
 - 12-Revenue Administration.
 - 16-Judicial.
 - 24-Panchayati Raj
 - 34-Local Self Government.
 - 40-General Administration.

Revenue Case Work

276. The following number of days and cases have been fixed for the Collectors and Additional Collectors :-

Name of the Offices	No. of days in a month	No. of cases (Appeals)
1. Collector where no Addl. Collector is provided	3	12
2. Collector where Addl. Collector is provided	2	6
3. Additional Collector	20	80

277. Collectors, even if, they are assisted by Additional Collectors, should attend to judicial work. It will not only keep them well apprised of the latest trends and developments in the interpretation of law, but also give them a clear insight in the capability and efficiency of subordinate officers whom they have to control and assess.

278. The appeal work with the Collectors and Additional Collectors will consist mostly of examining the propriety, legality of orders passed by the subordinate Court and hence a minimum of four contested appeals per day can be easily disposed of by them.

279. The procedure for Revenue Judicial case work laid down in the Revenue Courts Manual should be followed and all the register and forms prescribed in it be maintained.

280. Besides the appeals filed under the Rajasthan Land Revenue Act, 1956 and the Rajasthan Tenancy Act, 1955, in the Court of the Collectors and Additional Collectors, the following appellate work is also received :-

- (1) Appeals under Rajasthan Panchayat Act, 1953.
- (2) Appeals under the Rajasthan Municipalities Act, 1959.
- (3) Appeals under the Rajasthan Premises (Control of Rent and Eviction) Act, 1951.
- (4) Appeals under Forest Act.
- (5) Appeals under Sales Tax Act.

(ii) Distribution of work amongst Magistrates.

281. One of the most important function of the District Magistrate is to ensure that work is distributed among all the subordinate Magistrates so as to secure the following objects :-

- (a) The work should be so distributed that no Magistrate is over-worked or under-worked.
- (b) The arrangement provides the maximum public convenience.

282. Reports under Security Sections of the criminal Procedure Code should be dealt with by the Sub-Divisional Magistrate.

283. The minimum standard for case work for magisterial courts is given below :-

1. Sub-Divisional Magistrates. 15 cases per month. (by full trial)
2. Extra Magistrates. 30 cases per month. (by full trial)

284. A monthly criminal case work statement should be obtained in the prescribed form all the Magisterial Courts

in the District and a monthly review should be drawn clearly specifying the presiding officer decided the cases in accordance with the above scales. Reasons for the pendency of the cases over one year, two years and three years should be enquired into and necessary instructions issued for their early disposal.

(iii) Instructions for expeditious disposal of case work.

285. The following instructions should be followed for expeditious disposal of case work -

- (i) In case where the accused is on bail, the Investigating Officer should be responsible to direct them to attend the court on due date.
- (ii) In riot cases the absence of some of the accused persons should not be considered a sufficient reason for not proceeding with the trial against the rest, provided the attendance of the accused is not likely to be secured and delayed.
- (iii) The court should fix dates for hearing of criminal cases permitting sufficient time for process serving on the parties and the witnesses.
- (iv) Delays in issuing processes from courts should be minimised. The court should issue summons either on the same date the request is made by any party or on the next day at the most.
- (v) Delays should be minimised in forwarding processes, received from courts, in the offices of the Police Prosecutors. They should mention the name of the Police Station clearly on the summons, required to effect service. The Police Prosecutor should forward summons for witnesses residing outside the jurisdiction of the court, directly to the Police Station concerned to reduce delay in sending such processes through the Superintendent of Police concerned.
- (vi) The witnesses should be paid adequate expenses for attending courts for all the days they are required to so attend irrespective of the fact whether they are examined by the court on a particular date or not.
- (vii) General apathy on the part of public servants to avoid their appearance in court to give evidence on required dates should be removed. Serious notice should be

taken by courts of continued defaults made by public servants in this respect. Very often Police Officers themselves do not appear as witnesses in challans put by the Police. The courts should also ensure that they do not frequently call the investigation officer to attend courts for otherwise the investigation work will suffer. In case of non-gazetted officers showing their inability to attend courts on due dates, it would be proper if their report is forwarded through their immediate superior gazetted officer who will ensure that there is no malingering on the part of any witness.

- (viii) The presiding Magistrate should take the trouble of fixing cause list for each day by himself and not to leave this work to his Reader. He should so arrange the work in his daily cause list that some time is invariably left to entertain fresh challans.
 - (ix) Material witnesses should be produced alongwith the challans to avoid delay in framing of charges against the accused. The investigating officers and the prosecuting agency should be made responsible for this purpose.
 - (x) The court should ensure that the trial of criminal cases is not delayed purposely by the tactics of the parties or their counsels. All objections and applications put up before the courts should be decided promptly and all types of delays should be checked, irrelevant cross should not be allowed.
 - (xi) Delays caused in the trial of cases due to inability of lawyers to attend courts should be finally dealt with by the courts.
286. *All the register and forms prescribed in the Genral Rules (Criminal) will be maintained in the Section.*
- (iv) *Consignment of case work files to District :
Record Room, their inspection and copying work.*
287. A reference should be made to District Manual (part II) which contains detailed instructions in this behalf.
- (v) *Control of Government Civil Litigation*

288. Collectors, as Heads of the District administration, should also keep supervision in respect of Govt. litigation in their Districts. They should be able to keep watch that the Government pleaders are properly briefed by the officer-in-charge of the cases.

289. The sub-Divisional Officers at Headquarters should be particularly put in charge of Government litigation in the District so that he may keep the Collector informed and obtain directions from him where necessary. Where the Collector is too busy to devote any fruitful attention to this work, he can take the assistance of the Additional Collector, the task mainly would be to guide the officer-in-charge of the case into action, to point out to the Head of Department any short comings of that officer and to have things expedited at various levels.

290. Top priority should be given to matters relating to Govt. litigation.

291. Detailed instruction for the control of Govt. litigation are contained in the Rajasthan Law & Judicial Department Manual. All concerned should fully acquaint themselves with the provisions of this manual and any subsequent directions issued in relation to Government civil litigation.

292. Certain essential features call for particular attention in relation to this matter.

293. When a notice under Section 80 C.P.C. is received by the Collector, a copy thereof is forwarded to the officer in-charge to examine the claim. This officer prepares a factual report and forwards the same to the Govt. in Administrative Department through the Collector or Head of Department concerned.

294. When a suit is filed, the summon is served on the Collector who informs the officer-in-charge. The Govt. Pleader is engaged by the officer in-charge through the Collector. The officer-in-charge draws up a supplementary factual report, and furnishes the necessary material to the Government Pleader who casts the draft of the written statements. The report, alongwith a copy of the plaint, draft of the written statements. The report, alongwith a copy of the plaint, draft written statement as also a list of documentary evidence and other papers needed for the elucidation of the case are forwarded by the officer-in-charge to the Legal Remembrancer who gives advice in respect of the claim and vests the draft written statement and obtains the orders of the Govt.

Necessary orders are then issued by the Law Department to the Officer-in-charge through the Head of the Department with any instructions that may be necessary. Once such orders are issued, it should not be necessary to refer again to the Government or the legal Remembrancer unless :-

- (a) special instruction are required on some unusual point ;
- (b) proposals are made for reference to arbitration ; or
- (c) proposals are made to compromise the suit.

295. During the trial of the suit, the officer-in-charge assisted by the Government Pleader is responsible for its proper conduct. It falls on the officer-in-charge to adequately brief the counsel in respect of factual questions that may arise from time to time in the course of the proceedings in court.

296. The Head of Department concerned is required to keep sufficient supervision over the Officer-in-charge and to give him any reasonable help that he may require in the discharge of his duties in relation to the case.

297. Delays take place in the appointment of an officer-in-charge of a case, and due case is not taken in the selection of such officer.

298. The results to be achieved would very much depend on the officer who is placed as officer-in-charge of a case.

299. The officer-in-charge of a case should be the Executive officer (Refer Law and Judicial Department Manual) who is primarily concerned with the case and is conversant with the facts of the case.

300. There is nothing to debar the officer-in-charge of a case from taking assistance from any subordinate officer in the discharge of his duties; but the main responsibility is of the officer-in-charge.

301. The Head of Department concerned is also required to be careful and vigilant so as to ensure that the officer-in-charge is not handicapped in any manner and that he is being properly assisted.

302. The narrative (factual report) answering paperwise all the points raised in the notice or the plaint, as the case may

be and giving any additional information, to be prepared by the Officer-in-charge of a case for the guidance of law officer should not be sketchy, but must be complete and self contained in every detail. It should be linked with clear copies (carefully compared) of all relevant papers including any agreements, orders correspondence and notes of any recorded opinions of law Department. The idea is that a reference to any notes and flagged papers in the main record is avoided. The law officers have need of copies of relevant document to be placed on their files for facility of reference while arguing the case in court. The original documents should also be made available to the law officers when asked for.

303. The preparation of narrative (factual report) is an essential preliminary to the institution or defence of a suit by the Government.

304. The narrative (factual report) shall be prepared by the officer-in-charge in the Department concerned with the dispute. The plaints and written statements will ordinarily be drafted by the Govt. Pleader, it is no part of his duty to prepare the narrative but his opinion on any legal questions arising in connection it may be obtained.

305. The narrative (factual report) should be based on a full and careful enquiry into the facts, except where these are undisputed. It should set forth, step by step in numbered paragraphs, the facts out of which the dispute has arisen, each essential fact being supported by a reference to the documents or witnesses who prove it. It should be accompanied by copies of documents, if any, in support of the prosecution or defence of the suit and the depositions of any witnesses whose statements have been recorded. The value of the stamp of each document relied upon and the fact whether it has been registered or not should inevitably be noted. In the case of a proposed suit the narrative should inevitably be noted. In the case of a proposed suit the narrative should be accompanied by a certificate that the officer responsible for its preparation has satisfied himself, that the person to be sued is possessed of sufficient means to ensure the recovery of the amount claimed or a substantial portion if decreed, or by a memorandum showing why he considers that action should be taken irrespective of any hope of recovery of the amount sued for.

306. Statement of facts should be set out fully and accurately in the narrative (factual report).

307. When orders have been passed for institution or defence of a suit, the draft plaint or written statement as corrected and approved by the Legal Remembrancer, and all the papers thereof, together with the narrative and other connected papers, numbered and fastened together along with a list thereof, shall be transmitted by the officer-in-charge to the Govt. Pleader and these shall constitute his brief. Copies of subsequent pleadings and of instructions issued by the Legal Remembrancer from time to time regarding the conduct of the case shall be fastened to the brief and shall form part thereof.

308. The Govt. Pleader is responsible for the safe custody of the brief while it is his possession and he should attach to it from time to time as the case proceeds all papers he receives in connection with it.

309. When the issue have been framed and recorded by the Court, the Govt. Pleader shall attach a copy of the same to the brief and return it to the officer-in-charge together with a short memorandum stating the documents to be proved and the facts to be established, and asking for the issue of the necessary orders.

310. The Govt. Pleader's report on the issue should specify as to each separate issue -

- (a) What documents he intends to reply on,
- (b) What witnesses he intends to produce, with a brief abstract of the evidence to be given by each, and
- (c) What line of argument he proposes to take

The Govt. Pleader should also say whether he requires instructions on any particular point.

311. Unless otherwise provided in the rules, the Govt. Pleader is directly responsible for the prosecution of a case in Court, and it is his duty personally to attend when it comes on and to make all necessary applications to the Court in connection with it. He is also bound to keep the officer-in-charge or the Collector, as the case may be, informed of all matters in which his cooperation is required and to report with the least possible delay, if any further evidence or information is required, moving the court, if necessary, to postpone the case.

312. The Govt. Pleader shall take out summons for witness he proposes to call and the Collector shall advance him

a sum sufficient to cover the expenses of such witness and other incidental expenses which it should be necessary to. At the end of the trial, the Govt. Pleader shall submit an account of the expenditure which shall then be entered as costs in the suit.

313. When the opposite party files his list of witnesses, the Govt. Pleader shall send a copy of it to the officer-in-charge who shall cause enquiries to be made about these witnesses and furnish the Government Pleader with material for their cross examination.

314. As soon as a case is decided, whether in Court in first instance or in an appellate court, the Govt. Pleader shall report the result to the officer-in-charge who shall inform the Legal Remembrancer. The Govt. Pleader shall, without waiting for orders, lose no time in procuring copies of the Judgement and the decree, and shall send them without any delay to the Legal Remembrancer through the officer-in-charge with such recommendations as to appeal or other further action as may appear to him to be necessary.

315. As soon as suit is decreed against the Govt. the officer-in-charge of the case should draw up a Memorandum giving the following information and send a copy thereof to the Law and Judicial Deptt. (C) through the Head of the Department concerned.

- (1) Title of the suit in full.
- (2) Court No. of the suit
- (3) Name of the Court.
- (4) Date of institution.
- (5) Date of decree.
- (6) Name of the Govt. Pleader conducting the case.
- (7) Name of the Administrative Deptt. concerned.
- (8) Name and designation of the officer-in-charge
- (9) Nature of the claim in brief.
- (10) Defence raised in brief.
- (11) Conclusion of the court in brief.
- (12) Operative part of the order or decree passed by the Court.
- (13) Whether appeal is recommended or not and reasons for not going in appeal.

Note-The matter about appeal should be dealt with separately without loss of time in accordance with the rules, regarding control of Govt. civil litigation, so that limitation may not be lost.

- (14) Whether factual report had been received in the Law Department at the stage when notice under section 80