

**Government of Rajasthan
Finance (Revenue) Department**

No.F.3 (15) Fin/Rev/2014 Part

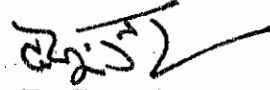
Jaipur, dated: 24/7/2017

CIRCULAR

While referring/submitting the matter/proposal to Finance (Revenue) Department, the following points should be considered/ensured by the major revenue earning departments for timely/speedy disposal:-

- i. Well defined proposal
- ii. Details of facts (including the background history/chronology) and relevance of the proposal
- iii. Details of previous comments/concurrence of Finance Department
- iv. Revenue implication(s), *if any*
- v. Comparative analysis/details of similar provisions in other states (like fees/rates etc.)
- vi. Comments of Financial Adviser/senior most accounts personnel posted in the department
- vii. Comments of legal remembrancer/consultant posted in the department, *if any*
- viii. Competent administrative approval
- ix. Clear recommendations/comments of the Administrative Department *wrt* the matter/proposal
- x. Timely submission of the proposal/matter along with the requisite documents (circulars, notifications, rules, orders etc.) to Finance Department.

All the major revenue earning departments are requested to refer/submit the matter/proposal, accordingly.

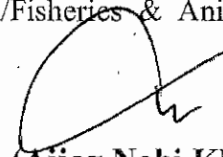


(D. B. Gupta)

Additional Chief Secretary, Finance

Copy forwarded to the following for information and necessary action:-

1. ACS, Forest & Environment/Tourism/GAD/UDH/Industries/Revenue/Higher, Technical & Sanskrit Education Department, Rajasthan, Jaipur.
2. Principal Secretary, Public Works/Home/Transport/Mines & Petroleum/Medical & Health/LSG/Energy/Cooperative/PHED & Ground Water/Water Resources Department, Rajasthan, Jaipur.
3. Secretary/Special Secretary, Medical Education/Tourism/Fisheries & Animal Husbandry Department, Rajasthan, Jaipur.



(Aijaz Nabi Khan)

Joint Secretary, Finance (Revenue)