

**GOVERNMENT OF RAJASTHAN**  
**Finance Department**  
(Coordination Division)

No.F.17(11)FD/Coord/2003

Jaipur, dated : 10-06-2014

**STANDING ORDER**

**Sub: Disposal of cases in the Finance Department.**

In accordance with Rule 21 of Rules of Business and in supersession of all previous order in this behalf, I hereby direct that cases and matters relating to the Finance Department (including Taxation and Excise Department) other than matters indicated in Appendix 'B' to the rules of business, shall ordinarily be disposed of in the manner indicated in the schedule annexed hereto.

  
(Vasundhara Raje)

**Chief Minister (Finance Minister)**

**SCHEDULE**

S. No.	Item	To be examined	To be disposed of by	Remarks
1.	2.	3.	4.	5.
1	Proposals involving policy and enunciation of new principles.	SF /PSF	FM	
2.	Major deviations from rules and precedents.	SF/ PSF	FM	
<b>3.</b>	<b>Service &amp; other related matter</b>			
3.1	Transfer/Promotions:			
	(a) Rajasthan Accounts Service	JS/ SF	PSF/FM	
	(b) Rajasthan Excise Service (Except transfers of Asstt. Excise Officers)	JS/ SF	PSF/FM	
	(c) Rajasthan Commercial Taxes Service (except transfers of Aast. Commercial Taxes Officers)	JS/ SF	PSF/FM	
	(d) Rajasthan State Insurance Service	JS/ SF	PSF	
3.2	Appeals under CCA Rules	JS	SF	
3.3	Appeals to Governor under CCA Rules	JS/SF	PSF/FM	
3.4	Matters relating to foreign trips/ visits/training etc			
	(i) Personal visit of leave	JS/SF	SF/PSF	
	(ii) Official visit/training etc.	JS/SF	FM	
3.5	Matters relating to long duration training(more than 30 days) in India(out of State)	JS/ SF	PSF/FM	

S. No.	Item	To be examined	To be disposed of by	Remarks
3.6	Matters relating to short duration training(up to 30 days) in India(out of State and within State)	JS/ SF	PSF	
3.7	Other service related matters	JS	SF	

#### I- AUDIT & INSPECTION DIVISION

4.1	P.A.C. / Legislative Committees in audit matters (General) (of all Government Departments/Undertakings).	JS	SF	Important cases to be brought to the notice of PSF / FM
4.2	C.A.G. Report inspection Reports of A.G. and pursuance of draft paras.	JS	SF	
4.3	Internal Audit, Special Audit and Physical Verification Reports of Director, Inspection.	JS	JS	
4.4	Matters relating to Reports of Director, Local Fund Audit Department.	JS	JS	
4.5	Pursuance of misappropriation / defalcation/ embezzlement cases with the concerned departments.	JS	SF	
4.6	Administration of Directorate of Inspection, and Local Fund Audit Department.	JS	SF	
4.7	Utilization certificates and Recovery of Loans and advances	JS	JS	
4.8	FD comment on inspections reports	JS	JS	Important matters to be brought to notice of SF/PSF

#### II- BUDGET AND WAYS & MEANS

5.1	Budget Circular/ Manual/ Memorandum	Dir (B)	SF	With approval of PSF
5.2	Appropriation Bill	Dir (B)/ SF	PSF /FM	
5.3	Re-appropriation .	JS	Dir.(B)	
5.4	Monitoring of implementation of Budget announcements	Sr. AO/ Dir(B)	SF/ PSF	
5.5	Advance from the Contingency Fund.	JS/Dir (B)	SF	With approval of PSF/FM
5.6	Supplementary / Excess Demands.	Dir (B)	SF/ PSF/ /FM	
5.7	Printing of Budget	JS	Dir (B)	
5.8	<b>Enabling Additional authorisation in IFMS</b>			On approval of the propose by SF/PSF/FM on Expenditure file
	(i) Decretal	JS	Dir(B)	
	(ii) Other cases			
	(a) Upto Rs. 50.00 laes	JS	Dir(B)	
	(b) Cases exceeding Rs. 50.00 laes but upto Rs. 5.00 Cr.	JS/Dir (B)	SF	
	(c) Cases exceeding Rs. 5.00 cr.	JS/Dir (B)/SF	PSF	
5.9	Transfer of funds in PD A/C	JS	Dir(B)	Important matters to be brought to the notice of SF/PSF

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S. No.	Item	To be examined	To be disposed of by	Remarks
5.10	Government Guarantee or extension thereof	JS/Dir (B)	SF	
5.11	Signing of Guarantee Deeds	JS	Dir(B)	
5.12	<b>Opening of Public Deposit account/ Bank Account by a Department/Autonomous Body</b>	DS/Dir (B)	SF	
5.13	Rate of interest on interest bearing deposits	DS/Dir (B)	PSF/FM	
5.14	Matters relating to Banks.	DS/Dir (B)	SF	
5.15	Declaration of Holidays under Negotiable instrument Act, 1881	DS/Dir (B)	SF	
5.16	<b>Matters related to borrowings</b>	DS/Dir(B)	SF	
5.17	<b>Repayment of Loans and payment of interest &amp; service charges</b>	DS	Dir(B)	
5.18	Management of ways & means position including Investment of cash balances & Funds in Public Accounts and monthly accounts	Dir (B)	SF	Important Matters to be brought to the notice of PSF
5.19	Review and Monitoring of receipts of EAP's, union grants under non-plan, plan and CSS	DS	SF	
5.20	Waiving of loan and advances :			
	(i) Upto Rs. 25.00 lacs	DS/Dir. (B)	SF	
	(ii) Above Rs. 25.00 lacs	DS/Dir. (B)/SF	PSF/FM	

### III- EXPENDITURE DIVISION

6.1	Approval of new Expenditure for Non - Plan / Plan/ CSS and Break-up of lump-sum provision. (Over and above Budget provision) <b>(i) Upto Rs. 25.00 lac</b> <b>(ii) Above Rs. 25.00 lac</b>	Sr.A.O./JS JS/SF	SF PSF	
6.2	Loans, grant - in - aid and transfers to PD accounts (i) Upto budget provision (ii) Above budget provision	Sr.A.O./JS JS	JS SF	
6.3	Proposals for making temporary posts permanent	Sr.A.O./JS	SF	
6.4	Extension in the terms of temporary posts	Sr.A.O.	JS	
6.5	Sanction for decretal expenditure	Sr.A.O.	JS	Important cases to be brought to the notice of SF / PSF
6.6	Payment in compliance of court orders			
	(a) upto Rs. 5 lacs	Sr.A.O.	JS	
	(b) above Rs. 5 lacs	JS	SF	Important cases where payment has been ordered by courts beyond that permissible under rules/orders of Govt. to be brought to the notice of PSF

S. No.	Item	To be examined	To be disposed of by	Remarks
6.7	Creation/ upgradation of posts			
	(i) Plan/ CSS posts	JS/SF	PSF	
	(ii) Non Plan posts	JS/SF	PSF/ FM	
	(iii) Corporations / Bodies/ Boards etc.	JS/SF	PSF	
6.8	<b>Additional authorisation over and above the Budgeted provisions</b>			
	(i) Decretal	JS	SF	
	(ii) Other cases			
	(a) Upto Rs. 50.00 lacs	JS	SF	
	(b) Cases exceeding Rs. 50.00 lacs but upto Rs. 5.00 Cr.	JS/SF	PSF	
	(c) Cases exceeding Rs. 5 cr.	JS/PSF	FM	
6.9	Revision of Cadre strength	JS/SSF	PSF/FM	
6.10	Reallocation of Budget within available Budget provision under Plan/Non Plan/CSS	Sr.A.O.	JS	
6.11	Reappropriation of Budget	Sr.A.O.	JS	
6.12	Sanction of contractual services and extension of period of contractual services	JS	SF	

#### IV- PUBLIC INVESTMENT DIVISION

7.1	Investment in projects, schemes and in Corporations/ Private / Public Sector Undertakings :-			
	(a) Upto Rs. 500 lakhs	JS	SF	New investment to be brought to notice to PSF
	(b) above Rs. 500 lakhs	JS/ SF	PSF/FM	
7.2	To appoint representative of the Governor to attend Annual General Meeting of Companies/ Corporation etc.	JS	SF	
7.3	Financial review of Corporations / Undertakings.	JS	SF	
7.4	Matters relating to Power Companies	JS	SF/PSF	

#### V-PENSION & INSURANCE DIVISION

8.1	Administration of Pension and Pensioners' Welfare Department	JS	SF	
8.2	Policy matters regarding Pension and Pensioners' Welfare (including RPFM).	JS	SF	
8.3	Administration of SIPF Department	JS	SF	
8.4	Administration of Health Insurance Scheme	JS	SF	

#### VI- FINANCE COMMISSION & ECONOMICS AFFAIRS DIVISION

9.1	FRBM Act related matters including FRBM documents, PERC meetings and its recommendations	JS	SF/PSF	Important matters to be brought to the notice of FM
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S. No.	Item	To be examined	To be disposed of by	Remarks
9.2	Matters related to Central Finance Commission and monitoring of release and expenditure of grants recommended by CFC including organizing HLC meeting	JS	SF	Important matters to be brought to the notice of PSF/FM
9.3	Matters related to State Finance Commission and monitoring of grants recommended by SFC.	JS	SF	
9.4	Matters related to Inter State Council and NDC	JS	SF/PSF	Important matter to be brought to the notice of FM
9.5	Pending matters before GOI including submission of proposals to GOI for debt waiver etc.	JS	SF	Important matters to be brought to the notice of PSF/FM
9.6	Macro economic analysis of National and State's finances and Economy	JS	SF	Important matters to be brought to the notice of PSF/FM
9.7	Examination of proposal for Innovative financing / Externally aided projects.	JS	SF	Important matters to be brought to the notice of PSF/FM
9.8	Disinvestments / Privatisation	JS	SF/PSF/FM	
9.9	All Matters relating to Directorate of Treasury and Accounts and Administration of Treasuries	JS	SF	Important matters to be put up to PSF
9.10	Handling of PFM and procurement capacity building project funded by IDP trust fund	JS	SF/PSF	

**VII- PROCURMENT AND GFAR DIVISION**

10.1	Procurement Policy and Administration	JS/SF	PSF	Important matter to be brought to the notice of FM
10.2	Public Private Partnership (PPP) Policy, Programme & structuring of PPP project in the state	JS/SF	PSF	-do-
10.3	Administration of the Rajasthan Transparency in public Procurement Act, rules and GF&AR	JS	SF	-do-
10.4	Matters related Treasury Rules	JS	SF	Amendments with the approval of PSF
10.5	Delegation of FD powers to AD under GF&AR and relaxation in particular cases of GF&AR and Treasury Rules	JS	SF	
10.6	Write - off of losses and Irrecoverable dues, loans and advances.			
	(i) Upto Rs. 25 lakhs	JS	SF	
	(ii) Above Rs. 25 lakhs. Upto 10 Cr.	JS/SF	PSF	
	(iii) Above Rs. 10 Cr.	JS/SF	PSF/FM	

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S. No.	Item	To be examined	To be disposed of by	Remarks
10.7	Matters relating to PWF&AR	JS	SF	Important cases to be brought to the notice of PSF. Amendments with the approval of PSF.
10.8	Matters related to RTPP Act and Rules	JS	SF	Important cases to be brought to the notice of PSF.

## VIII- RULES DIVISION

11.1	(a) Interpretation /Relaxation of Service Rules (RSR) and other Rules.	JS	SF	Important cases of Interpretation and relaxation to be brought to the notice of PSF/FM
	(b) Amendments of Service Rules (RSR) and other Rules.	JS/SF	PSF/FM	
11.2	State Govt. Employees' Demands.	JS	SF	Important matters to be approved by PSF/CS/ FM.
11.3	Concurrence of FD to amendments in All India Services Rules.	JS	SF/PSF	Important amendments to be submitted to FM.
11.4	Litigation : (including cases relating to consequential benefits.)	JS	SF	All cases involving deviation from state rules / orders to be submitted to PSF. Important cases to be brought to the notice of FM
11.5	Waiving of recovery from Govt. employees.	JS	SF	
11.6	Advances / Sanctions for medical treatment of Government employees, Public representatives and other entitled persons.	JS	SF	Cases of Public Representatives and other entitled persons will be put up before PSF/ FM
11.7	Matter relating to work charge employees	JS	SF	

## IX - REVENUE DIVISION

12.1	All matters relating to Rajasthan Accounts Service & Rajasthan Subordinate Accounts Service.			
	(a) Matters related to adverse entries in APARs of Rajasthan Accounts Service	JS/ SF	PSF/FM	
	(b) Prescribing officers to write APARs of Rajasthan Accounts Officers	SF/PSF	FM	
	(c) All other matters relating to Rajasthan Accounts Service & Rajasthan Subordinate Accounts Service	JS	SF	Important matters to be brought to the notice of PSF/FM

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S. No.	Item	To be examined	To be disposed of by	Remarks
12.2	(a) <b>Monitoring of recovery of Revenue (including arrears) in major Revenue earning departments and other departments.</b> (b) <b>Monitoring of Recovery of non tax revenue including arrears in major revenue earning Departments/Other Departments.</b>	DS /JS	SF/ PSF	
12.3	Write-off of Revenue	DS	SF	
12.4	Administration of the P.D.R. Act and the Rules there under	DS	SF	
12.5	Conversion of Agricultural land for Non - agricultural Purposes and other uses and fixation of price for sale	DS	SF	
12.6	Allotment of land free of cost or at concessional rates	DS/ SF	PSF/FM	
12.7	Confirmation of sales of Government property :-			
	(i) Upto Rs 20 lakhs	DS / SF	PSF	
	(ii) Above Rs. 20 lakhs	DS/ SF	PSF / FM	

**X- TAXATION DIVISION**  
(Commercial Taxes and Registration & Stamps)

13.1	Revision of rates of stamps duties and fees, including registration and court fees	DS/SF /PSF	FM	
13.2	Revision of rates of Commercial Taxes and other Taxes	JS/SF /PSF	FM	
13.3	Grant of exemption from Taxes :-			
	(a) When the case is covered by a precedent	JS	SF /PSF	
	(b) Other cases	JS/SF	PSF / FM	
13.4	Statutory Appeal and Revisions	JS/SF	PSF/ FM	
13.5	Reduction in demand :-			
	(i) Upto Rs. 50 lakhs	JS	SF	
	(ii) Upto Rs. 500 lakhs	JS	PSF	
	(iii) Beyond Rs. 500 lakhs	JS/SF	PSF/ FM	
13.6	Review of recovery of Commercial Taxes and Registration & Stamps	DS/JS/SF	PSF	
13.7	Review of working and Administration of Commercial Taxes, Land & Building Tax and Registration and Stamps Departments and Rajasthan Tax Board, Ajmer	DS/JS	SF	

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S. No.	Item	To be examined	To be disposed of by	Remarks
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**XI - EXCISE DIVISION**

14.1	Revision of Excise Duties and Taxes on Excise Commodities including Remission / Waiver	JS /SF	PSF /FM	
14.2	Fixation of license fees and sale price of Excise goods.	JS / SF	PSF /FM	
14.3	Import/ export of Excise articles in the state	JS	SF/ PSF	
14.4	Policy decisions relating to manufacture, storage, bottling, blending etc. of Excise Articles.	JS	SF/ PSF/ FM	
14.5	Matters regarding sales / disposal of Excise goods.	JS	SF	
14.6	Reduction in Excise demand.			
	(i) Upto Rs. 50 lakhs	JS	SF	
	(ii) Upto Rs. 50 lakhs	JS	PSF	
	(iii) Above Rs. 50 lacs	JS/ SF	PSF /FM	
14.7	Review and Administration of Excise Department.	JS	SF / PSF	
14.8	Statutory Appeals and Revisions	JS	SF	

**XII- LEGAL DIVISION**

15.1	Vetting of Reply in	Sr.JLR	SF	
	Court of Civil Judge (Jr. Div/ Sr. Div. )/ District Judge/ M.A.C.T./ R.C.S.A.T./ Writ petitions			
15.2	Appointment of			
	(i) Advocate General (A.G.), Addl. Advocate General (A.A.G.), Advocate On Record (A.O.R.), Senior Counsel (S.C.) contempt cases, National consumer Forum.	Sr.JLR	SF/PSF	
	(ii) Panel Lawyers for High Court, Rajasthan Taxation Tribunal (R.T.T.) Deputy Govt. Advocate (Dy. G.A.) for Taxation Board,	Sr.JLR	SF	
	- Dy. G.A. for Div. Commissioner	Sr.JLR	SF	
	- Dy. G.A. / perokar for Revenue Board	Sr.JLR	SF	
15.3	Sanction for :			
	SLP	Sr.JLR	SF	<b>Important cases to be brought to the notice of PSF</b>
	No SLP	Sr.JLR	SF	-do-
	No appeal (in all matters up to High Court)	Sr.JLR	SF	-do-
15.4	Prosecution Sanction for challenging Excise cases after one year.	Sr.JLR	SF	
15.5	Sanction of decretal amount.	Sr.JLR	JS Exp. Concerned	through Budget Division

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S. No.	Item	To be examined	To be disposed of by	Remarks
15.6	Notice for Demand of justice and U/s 80 CPC	Sr.JLR	SF	
15.7	Implementation of orders of courts	Sr.JLR	SF	Important cases to be brought to the notice of PSF/FM

**GENERAL DIRECTIONS:**

1. All Important matters requiring policy decision may be brought to the notice of C.M. (FM)
2. In case a matter involves an issue of policy or creates a precedent which may have repercussions in other services or departments or it is of sufficient importance that it should be seen at higher levels, the case will be submitted to Principal Secretary, Finance even though according to standing orders it is to be disposed of at lower levels.
3. Where a proposal has the support of the Minister of an Administrative Department and it is not considered proper to accord concurrence to the proposal, the case should be submitted through Principal Secretary, Finance to the Finance Minister.
4. Transfers/ postings of Asstt. Commercial Taxes Officers and Asstt. Excise Officers will be finalized at the level of Commissioner, Commercial Taxes and Excise Commissioner respectively.
5. Licensing for manufacture, storage, bottling and blending etc. of Excise articles will be done at the level of Excise Commissioner as per the provisions of the Act and the rules. Matters involving policy decisions or relaxation in rules shall be referred to the State Government.
6. When an officer is on leave or absent otherwise, the officer entrusted with his work shall exercise the powers delegated to him except in the case of purely statutory powers attached to a specified post.
7. During the absence of Principal Secretary, Finance when he is on tour or on leave concerned Finance Secretaries will, in addition to their own duties, attend to the duties of urgent nature of PSF.
8. Gazette notification / orders are to be signed ordinarily by Joint Secretary.
9. Joint Secretary includes Dy. Secretary.
10. Secretary Finance includes Spl. Secretary Finance, wherever SSF reports directly to PSF.
11. Wherever ACS (F) head the department, PSF means ACS(F).

Note: - ACS(F) Addl: Chief Secretary Finance  
 PSF: Principal Secretary to Government, Finance Department.  
 SF: Secretary to Government, Finance Department  
 SSF: Special Secretary to Government, Finance Department  
 JS: Joint Secretary to Government, Finance Department  
 DS: Deputy Secretary to Government, Finance Department

**Copy Forwarded to: -**

1. Additional Chief Secretary to the Governor.
2. Secretary to Chief Minister
3. Special Assistants / Private Secretaries to the Ministers / State Ministers.
4. Private Secretary to the Chief Secretary.
5. All Additional Chief Secretaries / Principal Secretaries / Secretaries / Special Secretaries to the Government.
6. Department of Personnel.
7. Department of Administrative Reforms.
8. Registrar, Government Secretariat, Jaipur.
9. Financial Advisor, Government Secretariat, Jaipur.
10. General Administration Department.
11. All Sections of the Secretariat.



(Urmila Joshi)  
 Joint Secretary to Govt.

राजस्थान सरकार  
वित्त विभाग,  
(समन्वय अनुभाग)

क्रमांक प.7(1)वित्त/समन्वय/2017

जयपुर, दिनांक 4 जुलाई, 2017

"संशोधित स्थाई आदेश"

विषय :- वित्त विभाग में प्रकरणों के निस्तारण करने के संबंध में।

संदर्भ :- इस विभाग के स्थाई आदेश संख्या F.17(11)FD/Coord/2003 date 10.06.2014

इस विभाग के संदर्भित स्थाई आदेश में वित्त (बजट) विभाग से संबंधित बिन्दु संख्या 5.8 वर्तमान में इस प्रकार अंकित है:-

S. No.	Item	To be examined	To be disposed of by	Remarks
5.8	Enabling Additional authorization in IFMS			On approval of the proposal by SF/PSF/FM on Expenditure file
	(I) Decretal	JS	Dir.(B)	
	(II) Other cases			
	(a) Upto Rs. 50.00 Lacs	JS	Dir.(B)	
	(b) Cases exceeding Rs. 50.00 Lacs but upto Rs.5.00 Cr	JS/ Dir.(B)	SF	
	(c) Cases exceeding Rs. 5.00 Cr	JS/ Dir.(B)/ SF	PSF	

वित्त विभाग के उक्त स्थाई आदेश दिनांक 10.06.2014 के बिन्दु संख्या 5.8 को निम्न प्रकार से संशोधित किया जाता है:-

S. No.	Item	To be examined	To be disposed of by	Remarks
5.8	Enabling Additional authorization in IFMS			On approval of the proposal by SF/PSF/FM on Expenditure file
	(I) Decretal	JS	Dir.(B)	
	(II) Other cases			
	(a) Upto Rs. 1.00 Cr.	JS	Dir.(B)	
	(b) Cases exceeding Rs. 1.00 Cr.	JS/ Dir.(B)	SF	

यह प्रस्ताव माननीय मुख्यमंत्री (वित्त) महोदया से अनुमोदित है।

**Note 1:** PSF - Principal Secretary to the Government, Finance Department  
SF - Secretary to the Government, Finance Department.  
Dir.(B) - Director, Finance (Budget) Department  
JS - Joint Secretary to the Government, Finance Department

**Note 2:** whenever ACS (F) heads the department, PSF means ACS(F).

(उषस्पति त्रिपाठी)  
संयुक्त शासन सचिव

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:--

1. सचिव, राज्यपाल महोदय, राजस्थान।
2. प्रमुख सचिव, मुख्यमंत्री महोदय, राजस्थान।
3. समस्त विशिष्ट सहायक/निजी सचिव, माननीय मंत्रीगण/राज्य मंत्रीगण।
4. निजी सचिव, मुख्य सचिव महोदय।
5. समस्त अतिरिक्त मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव/विशिष्ट शासन सचिव।
6. निजी सचिव, अतिरिक्त मुख्य सचिव, वित्त विभाग।
7. निजी सचिव, शासन सचिव, वित्त (बजट) विभाग।
8. निजी सचिव, शासन सचिव, वित्त (व्यय) विभाग।
9. निदेशक, वित्त (बजट) विभाग।
10. कार्गिक विभाग।
11. प्रशासनिक सुधार विभाग।
12. पंजीयक, शासन सचिवालय।
13. वित्तीय सलाहकार, शासन सचिवालय।
14. सामान्य प्रशासन विभाग।
15. शासन सचिवालय के समस्त अनुभाग।



(उषस्पति त्रिपाठी)  
संयुक्त शासन सचिव