राजस्थान सरकार
वित्त (समन्वय) विभाग

क्रमांकः प.7(1)वित्त/समन्वय/2017 जयपुर, दिनांक 12/08/2025

"संशोधित स्थाई-आदेश"

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

वित्त (कराधान व आबकारी) विभाग के समसंख्यक स्थाई आदेश दिनांक 10.02.2024 में **नया बिन्दु सं. 3.7 निम्नानुसार जोड़ते हुए** संशोधित किया जाता है:-

S.No.	Item	To be examined	To be disposed of by	Remarks
3.7	Other service related matters	JS	SF	

यह प्रस्ताव माननीय मुख्यमंत्री महोदय से अनुमोदित है।

Note :- Wherever ACS (F) head the department, PSF means ACS (F)
ACS(F) : Addl. Chief Secretary to Government, Finance Department.
PSF: Principal Secretary to Government, Finance Department.
SF: Secretary to Government, Finance Department.
JSF : Joint Secretary to Government, Finance Department.

(मनीष माथुर)
संयुक्त शासन सचिव

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

1. सचिव, राज्यपाल महोदय राजस्थान।
2. अतिरिक्त मुख्य सचिव, मुख्यमंत्री महोदय, राजस्थान।
3. विशिष्ट सहायक, उप मुख्यमंत्री महोदया (वित्त मंत्री) राजस्थान।
4. समस्त विशिष्ठ सहायक/निजी सचिव, माननीय मंत्रीगण/राज्य मंत्रीगण, राजस्थान।
5. उप सचिव, मुख्य सचिव महोदय।
6. समस्त अति. मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव/विशिष्ठ शासन सचिव।
7. निजी सचिव, अतिरिक्त मुख्य सचिव, वित्त विभाग।
8. निजी सचिव, शासन सचिव, वित्त (बजट/व्यय/राजस्व) विभाग।
9. निदेशक, वित्त (बजट) विभाग।
10. शासन सचिवालय के समस्त अनुभाग।
11. तकनीकी निदेशक, वित्त (कम्प्यूटर सेल) को भेजकर लेख है कि उक्त संशोधित आदेश विभाग की वेबसाईट पर अपलोड करावें।

संयुक्त शासन सचिव

GOVERNMENT OF RAJASTHAN
Finance Department
(Coordination Division)

No. F. 7 (1)FD/Coord/2017 Jaipur, dated : 10-02-2024

STANDING ORDER

Subject: Disposal of cases in the Taxation and Excise 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 Taxation and Excise Departments other than matters indicated in Appendix 'B' to the rules of business, shall ordinarily be disposed ofin the manner indicated in the schedule annexed hereto.

(Bhajan Lal Sharma)
Chief Minister (Taxation &Excise)

SCHEDULE

S. No.	Item	To be examined	To be disposed of by	Remarks
1	2	3	4	5
1.	Proposals involving policy and enunciation ofnew principles.	SF/PSF	CM(Taxation &Excise)	
1.2	Revision of Excise Duties and Taxes on Excise Commodities including Remission/Waiver	JS/SF	PSF/CM (Taxation &Excise)	
1.3	Fixation of License fees and sale price of Excise goods.	JS/SF	PSF/CM (Taxation &Excise)	
1.4	Import/export of Excise articles in the state	JS	SF/PSF	
1.5	Policy decisions relating to manufacture, storage, bottling, blending etc. of Excise Articles.	JS	SF/PSF/CM (Taxation &Excise)	
1.6	Reduction in Excise demand.	JS/SF	PSF/CM (Taxation &Excise)	
	(i) Up to Rs. 50 Lakhs	JS	SF	
	(ii) Above Rs. 50 Lakhs and up to Rs. 5 Crore	JS	SF/PSF	
	(iii) Above Rs. 5 Crore	JS/SF	PSF/CM (Taxation &Excise)	

2	Major deviations from rules and precedents.	SF/PSF	CM (Taxation &Excise)	
3	**Service related matter**			
3.1	**Transfer/Promotions:** Rajasthan Excise Service	JS/SF	PSF/CM (Taxation &Excise)	
	Rajasthan Commercial Taxes Service (except transfers of Astt. Commercial Taxes Officers)			
3.2	Appeals under CCA Rules	JS	SF	
3.3	Appeals to Governor under CCA Rules	JS/SF	PSF/CM (Taxation &Excise)	
3.4	Matters relation to foreign trips/visits/training etc.			
	(i) Personal visit of leave	JS	SF/PSF	
	(ii) Official visit/training etc.	JS/SF	PSF/CM (Taxation & Excise)	
3.5	Matters relating to long duration training (more than 30 days) in India (out of State)	JS/SF	PSF/CM (Taxation &Excise)	
3.6	Matters relating to short duration training (up to 30 days) in India (out of state and within State)	JS	SF/PSF	

EXCISE DIVISION

4.1	Review and Administration of Excise Department.	JS	SF/PSF	
4.2	Statutory Appeals and Revisions	JS	SF	
4.3	To declare dry day for election period	JS	SF/PSF	
4.4	(A) To appoint IAS officials as Director in Ex-officio capacity (except chairman and Managing Director in RSGSM /RSBCL) and to accord permission for transfer of the shares holding by them in cases of transfer of official concerned.	JS	SF/PSF	
	(B) Disposal of Ex-cadre post creation file(s) where appointment/transfer of IAS/ IPS/IFS officers is approved by Hon'ble Chief Minister and DOP.	JS	SF/PSF	

TAXATION DIVISION

(Commercial Taxes and Registration & Stamps)

5.	Revision of rates of stamps duties and fees, including registration and court fees	DS/SF/ PSF	CM (Taxation &Excise)	
5.1	(A) Notification/Order/Circular/ Revision of GST rate etc. (on recommendation of GST Council)	JS/SF	ACS (F)	
	(B) Substantial Changes in RGST Act and RGST Rules, 2017 and RGST (Amendment) Bill	JS/SF/ PSF	CM (Taxation &Excise)	
5.2	Grant of exemption from Taxes :-			
	(a) When the case is covered by a precedent	JS	SF/ PSF	
	(b) other cases	JS/SF	PSF/CM (Taxation &Excise)	
5.3	Statutory Appeal and Revisions	JS/SF	PSF/CM (Taxation &Excise)	
5.4	Reduction in demand :-			
	(i) Up to Rs. 50 Lakhs	JS	SF	
	(ii) Up to Rs. 500 Lakhs	JS	PSF	
	(iii) Beyond Rs. 500 Lakhs	JS/SF	PSF/CM (Taxation &Excise)	
5.6	Review of recovery of Commercial Taxes and Registration & Stamp	DS/JS/SF	PSF	
5.7	Review of working and Administration of Commercial Taxes, Land Building Tax and Registration and stamps Departments and Rajasthan Tax Board, Ajmer	DS/JS	SF	

LEGAL DIVISION

6.1	Vetting of Reply in Court of Civil Judge (Jr. Div/ Sr.Div.)/ District Judge/M.A.C.T./R.C.S.A.T./ Writ petitions	Sr.JLR	SF	
6.2	Appointment of			
	(i) Advocate General (A.G.), Addl. Advocate General (A.A.G.), ADVOCATE ON Record	Sr.JLR	SF/PSF	

	(A.O.R.), Senior Counsel (S.C.) CONTEMPT cases, National consumer Forum.			
	(ii) Panel Lawyers for High Court, Rajasthan Taxation Tribunal (R.T.T) Deputy Govt. Advocate (Dy. G.A.) for Taxation Board	Sr.JLR	SF	
	(iii) Dy. G.A for Tax Board	Sr.JLR	SF	
	(iv) Standing counsel for high court	Sr.JLR	SF	
6.3	Sanction for:		SF	
	SLP	Sr.JLR	SF	Important cases to be brought to the notice of PSF
	No SLP	Sr.JLR	SF	-do-
	No appeal (in all matters up to High Court)	Sr.JLR	SF	-do-
6.4	Prosecution Sanction for challenging Excise cases after one year.	Sr.JLR	SF	
6.5	Notice for Demand of justice and U/s 80 CPC	Sr.JLR	SF	
6.6	Implementation of orders of courts	Sr.JLR	SF	Important cases to be brought to the notice of PSF/CM (Taxation &Excise)

GENERAL DIRECTIONS:

1. All Important matters requiring policy decision may be brought to the notice of Chief Minister (Taxation &Excise)
2. All files related to policy and Cabinet decisions Taxation and Excise will be directly submitted to Chief Minister (Taxation &Excise).
3. 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
4. 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.
5. Transfer/Postings of Asstt. Commercial Taxes Officers will be finalized at the level of Commissioner, Commercial Taxes.
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 Additional Chief Secretary, Finance when he is on tour or on leave Finance Secretary(Revenue) will, in addition to his 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. Whenever ACS head the department, PSF means ACS

Note : ACS(F) : Addl. Chief Secretary Finance.

PSF: Principal Secretary to Government, Finance Department.

SF: Secretary to Government, Finance Department.

JS : Joint Secretary to Government, Finance Department.

DS : Deputy Secretary to Government, Finance Department.

Copy Forwarded to :-
1. Principal Secretary to the Governor.
2. Principal Secretary to Chief Minister
3. Special Assistants/Private Secretaries to the Ministers/State Ministers.
4. Deputy Secretary to the Chief Secretary.
5. All Additional Chief Secretaries/Principal Secretaries/Secretaries/ Special Secretaries to the Government.
6. Finance Secretary (Budget)/ (Revenue)/ (Expenditure)
7. Department of Personal.
8. Department of Administrative Reforms.
9. All Joint Secretaries of Finance Department
10. Registrar, Government Secretariat, Jaipur.
11. Financial Advisor, Government Secretariat, Jaipur.
12. General Administration Department.

(Manish Mathur)
Joint Secretary to the Government