

# State Cabinet Secretariat

S.K.Kataria

# Background

- ▶ Cabinet secretariat is a part (as a Dept.) in the State secretariat.
- ▶ It was established in 1960 in Rajasthan.
- ▶ It is influenced mainly by the Cabinet Secretariat of Union Govt. which was established in British period as 'Governor -General-in- Council'.( later converted in to Executive Council ).
- ▶ It is headed by the Chief Minister, however administrative directions are given by the Chief Secretary of the state who also acts as the Cabinet secretary of the state.
- ▶ This is a small administrative organization with few officers and sub-ordinate staff.

# Functions

▶ 'The Rajasthan Rules of Business' hands over the following functions to this organization-

- 1.Meetings and proceedings of state council of ministers.
2. Constitutional matters.
- 3.Relations with union government.
- 4.All matters related to the Governor and Raj bhawan.
- 5.Governor's speech.
- 6.Matters about appointment of ministers, rules and regulations.
7. Lunch and dinner by ministers.

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8. All matters related to the Zonal Council.
9. Quarterly report of secretariat depts.
10. Quarterly statements from union govt.
11. Quarterly statement of important recommendations or decisions of various conferences attended by representatives of the state govt.
12. Quarterly statement of Gazetted posts created without approval of cabinet.
13. Fortnightly confidential reports.
14. Weekly report to the Secretary of Governor and Chief minister.

# Contd.-

15. Examination of cabinet memo.
16. Submission of informal notes to cabinet on economic or other policy issue.
17. Information on any issue required by the Chief minister or any minister from the chief secretary.
18. Census work.
19. Grant of merit/cash award and merit certificate to the govt. servants.
20. Rules of Business.

# Contd.-

21.Quaries raised by the chief secretary.

22.Senior officers conference/regional meetings of collectors and S.Ps, and implementation of the reports.

23.Establishment matters of the personnel working in this organization ( other than D.o.P.T. ).

This administrative agency is located in the main building of *Sachivaalay* at Jaipur.