

STANDING ORDER

In pursuance of Rules 18 and 19 of the Rules of Business of the Government of Haryana, 1977 framed under article 166 of the Constitution of India, it is hereby directed that the work being dealt with the General Services-1, General Services-II, General Services-III and Group Insurance Scheme Branches of the Haryana Civil Secretariat under the administrative control of the Chief Secretary to Government Haryana, shall be disposed of as indicated in the Annexures.

2. These delegations shall be considered as binding only in the sense that the cases mentioned against each level should not normally go any higher. However, simple cases and simple stages of difficult cases and also such cases as are covered by the government policy/ rules/ govt. instructions can and should be disposed of at levels lower than those mentioned in this list. Guidance for this should be had from the precedents.

3. However, in my absence from Chandigarh, the Chief Secretary and in his absence the Special Secretary/ Joint Secretary, General Administration Department, Deputy/ Under Secretary Protocol may finally dispose of cases of extreme urgency. Such cases will, however, be shown to me on my return to Chandigarh.

4. No order will be open to question in representation, enquiries or courts only because of the relevant file having not received the approval of the prescribed authority under these delegation orders. This order shall be effective from the date of issue.

Dated Chandigarh,
the 06.04.2015

MANOHAR LAL
Chief Minister Haryana.

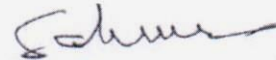
No.13/2/2005-2GS1

Dated Chandigarh, the 8th April, 2015

A copy, with a copy of the Annexures, is forwarded to the:-

1. Secretary to Governor of Haryana, Chandigarh.
2. Principal Secretary to the Chief Minister, Haryana.
3. Senior Special Private Secretary to the Chief Minister, Haryana for information of the Chief Minister.
4. Chief Secretary to Government, Haryana (in Political Branch).
5. Under Secretary to the Chief Secretary to Government, Haryana.
6. Joint Secretary to Government, Haryana, General Administration Deptt.
7. Under Secretary to Government, Haryana, Protocol Department.
8. Under Secretary to Government, Haryana, General Administration Deptt.
9. Superintendent, General Services-1 Branch.
10. Superintendent, General Services-II Branch.
11. Superintendent, General Services-III Branch.

12. Superintendent, New Group Insurance Scheme (with 4 spare copies).
13. 1GS1, 2GS1, 4GS1, 5GS1 and 6GS1 (in General Services-1 Branch).
14. 1GSII, 2GSII, 3GSII, 4GSII, 5GSII and 6GSII (in General Services-II Branch).
15. IGSIII, 2GSIII and 3GSIII (in General Services-III Branch).
16. 1NGIS, 2NGIS and 3NGIS, 4NGIS, 5NGIS (in Group Insurance Branch).
17. Senior Accounts Officer, Sector-17, Chandigarh (with 3 spare copies).



Under Secretary General Administration,
for Chief Secretary to Government of Haryana.

ANNEXURE- A

Cases to be disposed of at the level of Chief Minister.

1. Cases required to be put up to the Chief Minister under the Rules of Business of the Government of Haryana, 1977.
2. All Assembly Questions/ Resolutions/ Parliament Questions.
3. All important references relating to assurances given on the floor of the Haryana Vidhan Sabha.
4. Important references involving correspondence with the Government of India.
5. Important cases of advice to various departments where Chief Secretary considers it necessary to obtain the orders from C.M.
6. Matters relating to constitution and functions of the Haryana Staff Selection Commission and exclusion of certain posts from the purview of Haryana Staff Selection Commission.
7. All matters concerning the Chairman & Members of the Haryana Staff Selection Commission except their tour programme and leave.
8. Compulsory/premature retirement of Group A and Group B government servants on attaining the age of 50/ 55 years.
9. Re-employment of government servants after retirement.
10. Declaration of gazetted holidays.
11. Policy matters relating to New Group Insurance Scheme.
12. Cases relating to creation of new posts in Treasury & Accounts/ Local Audit/Lotteries Department (C.S. being F.D.).
13. Policy regarding Annual Confidential Reports.
14. Policy regarding character verification.
15. Relaxation in character and antecedents verification of employees.
16. **All cases relating to the following subjects wherein policy decision is involved :-**
 - (i) Amendment to the Government Employees (Conduct) Rules, 1966.
 - (ii) Amendment in the Haryana (Punishment & Appeal) Rules, 1987.
 - (iii) Punjab Government National Emergency Concession Rules, 1965
 - (iv) Probation/ Confirmation/ Seniority/ Promotion /Fixation of age for entry into government service/Suspension of government employees & condonation of their break in service etc.
 - (v) Regularization of services of adhoc /daily-wagers.
 - (vi) Reservation of services/ posts for various categories.
 - (vii) Transfer of government employees.
 - (viii) Absorption of government servants rendered surplus in the various government departments
 - (ix) Memorials to the Governor.
 - (x) Policy regarding compassionate assistance to the dependents of the deceased Government employees.
 - (xi) Policy regarding Military Service benefits to the Ex servicemen.

Cases to be disposed of at the level of Chief Secretary.

1. All advice matters including the subjects shown at Sr.No.11 in the list of cases disposed of at the level of C.M. where any relaxation in policy/ rules/ instructions issued by the C.S. in this concern.
2. Approval of the tour programme of the Chairman, Haryana Staff Selection Commission and grant of earned leave to the Chairman/ Members of the Commission.
3. Relaxation in Out sourcing Policy.
4. Compulsory/ premature retirement of Group B Government servants on attaining the age of 50/ 55 years.
5. Fixation of working hours in Government Offices.
6. Conversion of temporary posts into permanent posts in various departments.
7. Budget proposals of the Haryana Staff Selection Commission.
8. Matters relating to extension in joining time on fresh appointment.
9. Change of Name / Change of date of birth of the Government employees.
10. Cases relating to prevention of sexual harassment to women at work place.
11. Advice cases regarding ACRs Gazetted/Non-Gazetted Officers (other than IAS officers) of other departments.
12. Advice cases regarding E.B. cases of Gazetted, Non-Gazetted officers of other departments.
13. Circulation of vacancies.

ANNEXURE-C

Cases to be disposed of at the level of Secretary/ Special Secretary/ Joint Secretary, General Administration.

1. Simple cases of advice to various departments.
2. Approval of cases relating to framing/ amendments in service rules of various government departments.
3. Approval to the list of Administrative Secretaries and Heads of Departments of the Haryana Government.
4. Advice matters regarding permission for higher studies to Government servants.
5. Grant of Special Casual leave (i.e. Sports leave) to the Government servants.
6. Military service benefit to the ex-servicemen.
7. Cases of compassionate assistance to the dependents of deceased Government employees.
8. Medical Reimbursement claims of the gazetted staff of HSSC where relaxation in rules is involved.
9. T.A. Bills of gazetted staff of HSSC for journeys beyond 10 days.
10. Cases involving sanction of expenditure up to Rs. 1.00 lac.
11. Approval of drafts in cases where the decision has been taken at the level of CS/ CM.

ANNEXURE-D

Cases to be disposed of at the level of Deputy/ Under Secretary Protocol

1. Payment of premium to the L.I.C. in respect of Group Insurance Scheme.
2. Individual cases regarding payment of insurance money to members of family of the deceased.
3. Payment of premium under Insurance and Savings Fund to State Government employees covered under New Group Insurance Scheme.
4. Budget provision of premium under New Group Insurance Scheme.
5. Cases regarding waiving of principle/ interest on loans/ advances in respect of deceased government employees where no relaxation in rules/instructions is involved.

ANNEXURE-E

Cases to be disposed of at the level of Deputy/ Under Secretary General Administration

1. Cases involving advice to various departments based on precedents.
2. Periodical review of pending cases.
3. Back references to the departments where ever necessary.
4. Statements of Government servants dismissed/ debarred from Government service- compilation and circulation of information.
5. Approval of reminders.
6. Medical Reimbursement claims of non-gazetted staff of HSSC where relaxation in rules is involved.
7. T.A. Bills of non-gazetted staff of HSSC for journeys beyond 10 days.

ANNEXURE-F

Cases to be disposed of at the level of Superintendents.

1. Forwarding of copies of references where departments have called for the same.
2. Issuance of reminders.
3. Back reference in routine cases.
4. Issuance/ renewal of identity cards to the dependents of the deceased Government employees for free medical and education.