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**STANDING ORDER**

In partial Modification of standing order bearing No. 17/24/89-5AP dated 12.7.2007 and in pursuance of Rule 18 & 19 of the Rules of business of the Government of Haryana framed under article 166 of the Constitution of India, it is hereby directed that the work being dealt within the Accounts and Accounts & Partition Branch of the Haryana Civil Secretariat under the Administrative Control of the Chief Secretary to Government Haryana, shall be disposed off as per amendment at Sr.No. 13(11) as indicated in the enclosed Annexure. All other delegations shall remain the same.

2. The delegation 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 or difficult cases can and should be disposed off at levels lower than these mentioned in this list. Guidance for this should be had for precedents.

3. In my absence from Chandigarh, the Chief Secretary to Government, Haryana and in his absence, the Special Secretary/Joint Secretary to Government Haryana, Secretariat Establishment may finally dispose off cases of extreme urgency. Such cases will, however be shown to me on my return to Chandigarh.

4. No order will be opened to question in representation enquiries of Courts only because of relevant file not having received the approval of the prescribed authority, under these delegations orders. This order shall be effective with immediate effect.

**BHUPINDER SINGH HOODA**  
Chief Minister, Haryana.

Dated, Chandigarh  
the, 3<sup>rd</sup> November, 2008  
No. 17/24/89-5AP

Dated, Chandigarh, the 10.11.2008

A Copy with a copy of the Annexure is forwarded for information to:-

1. The Secretary to Governor of Haryana.
2. All the Administrative Secretaries to Government Haryana.

*Tara chand*  
Under Secretary (General)  
for Chief Secretary to Government Haryana.

A Copy with a copy of the Annexure is forwarded to the Principal Secretary/ Additional Principal Secretary-I/ Additional Principal Secretary/ OSD/OSD-I/OSD-II/Senior Secretaries/ Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/Ministers for information.

*Tara chand*  
Under Secretary (General)  
for Chief Secretary to Government Haryana.

To

The Principal Secretary/Additional Principal Secretary-I/Additional Principal Secretary/OSD/OSD-I/OSD-II/Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/Ministers.

U.O.No. 17/24/89-5AP  
Endst.No. 17/24/89-5AP

Dated, Chandigarh, the 10.11.2008  
Dated, Chandigarh, the 10.11.2008

A Copy with a copy of Annexure is forwarded to All the Superintendents/Deputy Superintendent/Branch In-Charges in Haryana Civil Secretariat for:

**LIST OF CASES BEING DEALT WITHIN THE ACCOUNTS AND ACCOUNTS & PARTITION BRANCHES OF HARYANA CIVIL SECT**  
Cases which are required to be submitted to dispose off by:-

1	2	3	4	5	6	7	8
Sr.No.	Item of work being deal within these branches.	C.S.	Administrative Secy. Concerned	SSSE/JSSE/DSSE	SSPS/JSPS/DSPS	DSG/USG	DSSE/USSE
1	Medical charges reimbursement braches.	-----	-----	To sanction claim exceeding Rs. 10,000/- of all Officers/Officials posted in Haryana Civil Sectt.	-----	To sanction claims to Rs. 10,000/- of all officers/officials posted in Haryana Civil Sectt.	-----
2	Telephone connections for Officers etc.Haryana Civil Sectt.	Sanction of new telephone connection	-----	Allotment of telephones	-----	a) Shifting of telephones b) Replacement of broken parts of telephones. c) Payment of bills/ telephones.	-----
3	Cases relating to TA bills	-----	TA bills of Under Secretary working against HSS cadre post except in CS organization will be countersigned by the Administrative Secretaries concerned.	To countersign the TA bills of Secy. Rajaya Sainik Board Librarian HCS Officers working against HCS posts except Under Secy. Planning & Protocol whose bills will be countersigned by the Joint Secy. Planning & JSSE/DSSE respectively.	-----	Bills of the Officers in the rank of Dy. Secy. And above working in the Haryana Civil Secretariat will be counter signed by the DDO himself instead of themselves as controlling officers. To counter sign the bills of Under Secy. OSD (in the scale of Under Secretariat) of HSS cadre working in C.S. organization & Secy. To Minister.	-----

1	2	3	4	5	6	7	8	
Sr. No.	Item of work being deal within these branches.	C.S	Administrative Secy. Concerned	SSSE/JSSE/DSSE	SSPS/JSPP/DSPS	DSG/USG	DSSE/USSE	SA
4	Sanction of journey beyond the sphere of duty.	To sanction journeys beyond the sphere of duty of all Administrative Secretaries.	To sanction journeys beyond the sphere of duty to Secretaries & HCS officers/ officers working against HCS posts.	To sanction journey beyond the sphere of duty of Under Secretaries of HSS cadre & Assistant Secretaries.	-----	To sanction journeys beyond the sphere of duty of OSD/Supdt./Pvt. Secy. Attached to Minister/Administrative Secys./Accounts Officers/Budget Officers/Non-Gazetted staff of Haryana Civil Sectt.	-----	
5	House Building advance & Marriage advance.	General Policy cases relating to distributions of funds to individual application.	-----	To sanction house building loan and marriage/loan to all Officers/Officers of Haryana Civil Sectt. And to write off the outstanding amounts recoverable on A/c of marriage advance and HBL from the families of deceased Govt. Officials class-IV only.	-----	-----	-----	

1	2	3	4	5	6	7	8
Sr.No.	Item of work being deal within these branches.	C.S.	Administrative Secy. Concerned	SSSE/JSSE/DSSE	SSPS/JSPS/DSPS	DSG/USG	DSSE/USSE
6	Final payment of general provident fund.	-----	-----	Cases relating to Under Secretariat officers on special duty/Private Secretaries attached to Ministers from HSS cadre/Superintendent of Haryana Civil Sectt.	-----	Cases relates of non-gazetted staff of Haryana Civil Sectt.	-----
7	Car/Motor Cycle/Scooter/Moped/ Computer advance	-----	-----	Cases relating to sanction of advance for the purchase of car/scooter/motor cycle/moped/computer etc.to officers/officials of Haryana Civil Sectt.	-----	-----	-----
8	General provident fund advance refundable & non refundable.	-----	-----	Cases relating to sanction of GPF advance to gazetted officers of HSS cadre.	-----	Cases relating to sanction of GPF advance to non-gazetted staff of Haryana Civil Sectt.	-----
9	Marriage loan	-----	-----	Cases relating of marriage loan to gazetted and non gazetted staff borne on Haryana Civil Sectt. Cadre.	-----	-----	-----
10	Grant of Honorarium to officers/officials.	-----	-----	Cases relating to the payment of honorarium to officers/officials of Haryana Civil Sectt.	-----	-----	-----

1	2	3	4	5	6	7	8
Sr.No.	Item of work being deal within these branches.	C.S.	Administrative Secy. Concerned	SSSE/JSSE/DSSE	SSPS/JSPS/DSPS	DSG/USG	DSSE/US
11	Budget.	-----	-----	<p>Cases relating to the budget/revised budget estimate / reappropriation orders under the following head of the account:-</p> <ol style="list-style-type: none"> <li>1. "2052-Secretariat General Services (090) Secretariat." (i)- Chief Secretariat."</li> <li>2. "2052-Secretariat General Services (090) Secretariat (ii)- Finance Deptt."</li> <li>3. 2052-Secretariat General services (90) Secretariat (iii) Home Deptt."</li> <li>4. "2070-Other Administrative Services Expenditure on various committee meetings."</li> <li>5. "2052-Secretariat General Services (090)- Secretariat (iv) conduct of examination for various departments"</li> <li>6. "2075-Misc. General Services other expenditure/cost of book periodicals."</li> <li>7. "2251-Secretariat Social Services (090)- Civil Secretariat."</li> <li>8. "3451-Secretariat Economic Services (101) Planning Commission, Planning Board (i) Head Quarter Staff."</li> <li>9. "3451-Secretariat Economic Services (090) Civil Secretariat."</li> <li>10. "2013-Council of Minister-(800) Other Expenditure (i) Maintenance of Ministers Residence/offices(Minister Telephone)".</li> </ol>	-----	-----	-----

1	2	3	4	5	6	7	8
Sr.No.	Item of work being deal within these branches.	C.S.	Administrative Secy. Concerned	SSSE/JSSE/DSSE	SSPS/JSPS/DSPS	DSG/USG	DSSE/U
12	Payment of contingencies	-----	-----	-----	-----	Payment of contingent charges out of the Following heads of accounts:- <ol style="list-style-type: none"> <li>1. "2052-Secretariat General Services (090) Sectt." (i)- Chief Sectt."</li> <li>2. "2052-Secretariat General Services (090) Secretariat (ii)- Finance Deptt."</li> <li>3. 2052-Secretariat General services (090) Sectt (iii) Home Deptt".</li> <li>4. "2070-Other Administrative Services expenditure on various committee meetings."</li> <li>5. "2052-Secretariat General Services (090)- Secretariat (vi) conduct of examination for various departments"</li> <li>6. "2075-Misc. General Services other expenditure/cost of books and periodicals."</li> <li>7. "2251-Secretariat Social Services (090)-Civil Secretariat."</li> <li>8. "3451-Secretariat Economic Services (101) Planning Commission, Planning Board (i) Head Quarter Staff."</li> <li>9. "3451-Secretariat Economic Services (090) Civil Secretariat.</li> <li>10. "2013-Council of Ministers-(800) Other Expenditure (i) Maintenance of Ministers Residence/offices (Minister Telephones)".</li> </ol>	-----

1	2	3	4	5	6	7	8
Sr.No.	Item of work being deal within these branches.	C.S.	Administrative Secy. Concerned	SSSE/JSSE/DSSE	SSPS/JSPS/DSPS	DSG/USG	DSSE/USSI
13.	To Sanction non-recurring (i) Contingent expenditure Except POL/Diesel & repair of vehicle.	Full Powers	-----	Up to Rs. 40,000/-	-----	Up to Rs. 5,000/-	-----
	(ii) To Sanction non-recurring contingent powers expenditure for the purchase of POL/Diesel repair of vehicle.	Full Powers	-----	Up to Rs. 70,000/-	-----	Up to Rs. 10,000/-	-----
	(iii) To sanction expenditure on service stamps.	Full Powers	-----	Up to Rs. 50,000	-----	Up to Rs. 5,000/-	-----
	(iv) Payment of electricity bill of Haryana Civil Sectt. building	Full Powers	-----	-----	-----	Full Powers	-----
14.	To sanction recurring contingent expenditure	Up to Rs. 60,000/- p.a.	-----	Up to Rs. 1800/- p.m.	-----	Up to Rs. 450/-	-----
15.	Settlement of audit objections.	-----	-----	-----	-----	Cases relating to the Audit Objections to be settle	-----
16.	Pay bills of officers of Haryana Civil Sectt.	-----	-----	-----	-----	Preparation of the pay bills of all the gazetted officers working in the Haryana Civil Sectt.	-----
17.	Income Tax statement of Gazetted Officers/Non Gazetted Officers/Officials of Haryana Civil Sectt.	-----	-----	-----	-----	Cases relating to the Income Tax statement of gazetted/Non gazetted Officers/Officials of Haryana Civil Sectt.	-----

1	2	3	4	5	6	7	8
Sr.No.	Item of work being deal within these branches.	C.S.	Administrative Secy. Concerned	SSSE/JSSE/DS SE	SSPS/JSPS/D SPS	DSG/USG	DSSE/USSE
18.	Preparation of bills amounting to house building loan car, scooter, cycle advance, computer advance, marriage advance, honorarium, overtime allowance and GPF advances in respect of gazetted/non gazetted staff.	-----	-----	-----	-----	Preparation of bills and connected correspondence thereof.	-----
19.	Preparation of Pay bills/arrear of pay bills and LPC etc. in respect of Gazetted/non gazetted staff of Haryana Civil Secretariat.	-----	-----	-----	-----	<p>Cases relating to pay bills of gazetted/non gazetted staff of Haryana Civil Sectt. and connected correspondence there with under the following head of Accounts:-</p> <ol style="list-style-type: none"> <li>1. "2052-Secretariat General Services (090) Sectt. (i)- Chief Sectt."</li> <li>2. 2052-Secretariat General services (090) Sectt. (ii) Finance Deptt."</li> <li>3. 2052-Secretariat General services (090) Sectt. (iii) Home Deptt."</li> <li>4. "2251-Secretariat Social Services (090)-Civil Sectt."</li> <li>5. "3451-Secretariat Economic (090)-Civil Sectt."</li> <li>6. "3451-Secretariat Economic Services (101) Planning Commission/Planning Board"</li> <li>7. "3451-Secretariat Economic Services (101) Planning Commission/Planning Board (i) Head Quarter Staff."</li> </ol>	-----

1	2	3	4	5	6	7	8
Sr.No.	Item of work being deal within these branches.	C.S.	Administrative Secy. Concerned	SSSE/JSSE/DSSE	SSPS/JSPP/DSPS	DSG/USG	DSSE/USG
20.	Any other important case which the lower officers may like to be dispose off by higher officer.	-----	-----	Case of important nature.	-----	-----	---
21.	One month's advance of pay to gazetted staff on account of leave salary.	-----	-----	Cases relating to the grant of one month's advance of pay on account of leave salary to gazetted staff.	-----	-----	---
22.	One month's advance of pay on account of leave salary to non gazetted staff.	-----	-----	-----	-----	-----	Cases relating to the grant of one month's advance of pay on account of leave salary to the non gazetted staff.
23.	Preparation claims	-----	-----	-----	-----	Cases relating to preparation claims through SSPS/JSPP/DSPS.	---
24.	Pilgrimage to religious places in Pakistan.	Cases relating to pilgrimage to religious places in Pakistan.	-----	-----	-----	-----	---
25.	Onward transmission of the information instructions regarding opening of Indian consults missions in foreign countries and the channel of correspondence between the foreign Indian High Commissions and the State Government etc. as received from the Government of Indian Ministry of External Affairs to all Administrative Secretaries Heads of Departments etc. in Haryana State.	-----	-----	-----	-----	Cases disposed of up to level of US(G).	---



1	2	3	4	5	6	7	8	
Sr.No.	Item of work being deal within these branches.	C.S.	Administrative Secy. Concerned	SSSE/JSSE/DSSE	SSPS/JSPS/DSPS	DSG/USG	DSSE/USSE	SA
33.	Discrepancies in GPF account of employees of Haryana Civil Sectt.	-----	-----	-----	-----	Settlement of dis. in GPF account of gazetted staff of Haryana Civil Sectt.	-----	Se di Gl ga Hi Se
34.	Opening of new GPF accounts of employee of Haryana Civil Sectt.	-----	-----	-----	-----	-----	-----	Ca op ac en Hi Se
35.	Attestation of entries of receipts/payments in the cash book.	-----	-----	-----	-----	-----	-----	At en re th
36.	Attestation of payments in the acquaintance rolls.	-----	-----	-----	-----	-----	-----	At pa Ac
37.	Recoveries of loans and advances.	-----	-----	-----	-----	-----	-----	Re an re ga
38.	Preparation of ledgers.	-----	-----	-----	-----	-----	-----	To le th ad
39.	Increments to the non gazetted employees of Haryana Civil Sectt.	-----	-----	-----	-----	-----	-----	Ca in nc of Se

1	2	3	4	5	6	7	8
Sr.No.	Item of work being deal within these branches.	C.S.	Administrative Secy. Concerned	SSSE/JSSE/DSSE	SSPS/JSPPS/DSPS	DSG/USG	DSSE/USSE
40.	Maintenance of service record of gazetted officers (HSS cadre) Haryana Civil Sectt.	-----	-----	-----	-----	-----	Cases regarding maintenance of service record of gazetted officers (HSS cadre).
41.	Increments to the Gazetted officers (HSS cadre) Haryana Civil Sectt.	-----	-----	-----	-----	-----	Cases regarding increments to the gazetted officers (HSS cadre) of Haryana Civil Sectt.