

STANDING ORDER: CABINET BRANCH

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, I hereby order and direct that the work being dealt with the Cabinet Branch of Haryana Civil Secretariat under the Administrative control of the Secretary, Council of Ministers Haryana shall be disposed off as indicated in the Annexure 'A'.

2. Disposal of cases of Cabinet Branch:-

- (a) If the Chief Minister (as Minister-in-charge) is away from Chandigarh, then Secretary to Council of Minister may dispose off cases of extreme urgency.
- (b) If the Administrative Secretary to Council of Minister away from Chandigarh, then Secretary/Special Secretary Personnel may dispose off cases of extreme urgency.

Such cases will, however, be shown to the Chief Minister (as Minister-in-Charge) or Secretary, Council of Minister, as the case may be, on his return to Chandigarh.

3. 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 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.

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

Dated Chandigarh
the 02 April, 2025


NAYAB SINGH
Chief Minister, Haryana

No. 7/2/2015-1Cabinet

Dated Chandigarh, the 04 April, 2025

A copy is forwarded for information to the:-

1. The Secretary to the Governor, Haryana.
2. The Chief Staff Officer to the Chief Minister Haryana.
3. The PS to the Chief Secretary to Government Haryana.
4. The Special Secretary Personnel and Services to Government Haryana.
5. The Secretary/Joint Secretary to Government Haryana, General Administration Department.
6. Under Secretary/Superintendent, Cabinet Branch.


Under Secretary, Cabinet
for Chief Secretary to the Government of Haryana,

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

1. Appointment/removal/dismissal of Ministers/ State Ministers with the approval of the Governor of Haryana.
2. Allocation of Portfolios of Ministers/State Ministers with the approval of the Governor of Haryana.
3. To call meeting of Council of Ministers.
4. Issue of Short Names/Designations of Ministers/State Ministers.
5. Approval of all cases related with Council of Ministers.
6. To sign proceeding of Council of Ministers submitted by the Chief Secretary Haryana.
7. To send letter to the Ministers/State Ministers regarding submission of property returns/any other subject.
8. To approve Memorandum by circulation.
9. Constitute Cabinet Sub-Committees for a specified purpose.
10. Any other case as the authorities order.

Cases to be disposed off at the level of the Chief Secretary being Secretary, Council of Ministers.

1. To approve Memorandums for placing before Council of Ministers.
2. To prepare/sign the proceedings of Council of Ministers Meeting.
3. To issue any important instructions regarding Cabinet Branch after approval of the Chief Minister.

Cases to be disposed off at the level of Secretary/Special Secretary Personnel.

1. To put up proceedings of Council of Ministers to the Chief Secretary and the Chief Minister for signature.
2. To issue necessary instructions regarding Cabinet Branch after approval of the Chief Secretary and the Chief Minister.
3. To write D.O. etc. to Administrative Secretaries, regarding implementation of decisions of Council of Ministers, as necessary.
4. Forwarding/Recommendations of Earned leave of Branch Officers/Members to competent authority.

Cases to be disposed off at the level of Under Secretary.

1. To write letter to Government of India, after approval of drafts by competent authority.
2. To sanction leave of Branch Officer/Members as per rule.
3. To check the work of Branch Assistants and approved the reallocate of works between Assistants.
4. To approve the cases to be marked as implemented after receipt of implementation report from Administrative Departments.
5. Routine case of the various subjects including reference seeking clarification.
6. Other cases where specific delegation is made from time to time.
7. Issue order and sanctions approved on file by the competent authority.
8. Back references to Head of Departments in cases where additional information is required.
9. Writing of ACR's of Subordinate.

Cases to be disposed off at the level of Superintendent.

1. Issue letter to Administrative Departments on Proceedings/decision of Council of Ministers.
2. To approve reminders on implementation of decision of Council of Ministers.
3. Sanction casual Leave of Branch employees as per rules/instruction.
4. Issue/circulate notice of CMM after approval of competent authority.
5. Issue/circulate agenda of CMM after approval of competent authority.
6. Requisition for supply of copies.
7. Disposal of letters containing interim information.
8. Acknowledgement/receipt of important communications from other States/ Government of India.
9. Sign the letters /other orders wherein Administrative Secretary has passed the orders and approved the draft.
10. Writing of ACR's of Subordinate.