

STANDING ORDER

In supersession of standing order bearing No.22/125/89-Estt.I, dated 4.5.2005 and in pursuance of the provisions of rules 18 & 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 within the Establishment-I,II, Ad.O., Weeding Branches and Library of the Haryana Civil Secretariat, under the Administrative control of the Chief Secretary to Government, Haryana, shall be disposed of as indicated in the 5 Annexures (A to E) attached to this order.

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

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

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

Dated Chandigarh
the 13th March, 2007.

BHUPINDER SINGH HOODA
Chief Minister, Haryana.

No. 22/125/89-Estt.I

Dated Chandigarh, the
A copy with a copy of Annexure is forwarded for information to:-

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

Deputy Secretary Secretariat Estt.,
for Chief Secretary to Govt., Haryana.

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

Deputy Secretary Secretariat Estt.,
for Chief Secretary to Govt., Haryana.

To

The Principal Secretary/Addl. Principal Secretary-I/
Addl. Principal Secretary-II/OSD-I/OSD-II/Senior Spl.
Private Secretaries/Senior Private Secretaries/Private
Secretaries to Chief Minister/Deputy Chief Minister/
Minister/State Ministers/Chief Parliamentary Secretary/
Parliamentary Secretaries/Deputy Chairman, Planning Board.

U.O.No.22/125/89-Estt.I

Dated Chandigarh, the 30th March, 2007

Endst.No.22/125/89-Estt.I

Dated Chandigarh,30.3.2007

A copy with a copy of Annexure is forwarded to all the Superintendents/Deputy Superintendents/Branch-in-Charge in Haryana Civil Secretariat for information and necessary action.

[Signature]
Deputy Secretary Secretariat Estt.,
for Chief Secretary to Govt., Haryana.

INTERNAL DISTRIBUTION

1. PS to C.S.
2. PA to JSSE
3. Superintendent Estt.-II Br.(3 copies)
4. Ad.O.(6 copies)
5. Weeding Officer (2 copies)
6. Librarian (2 copies)
7. Superintendent, Accounts Branch(2 copies)
8. Superintendent, Accounts & Partition Branch(2 copies)
9. 1E/2E/3E/4E/5E/6E/7E/8E (in Establishment-I Branch).

[Signature] 30³ 2007
Superintendent Establishment-I.

LIST OF CASES TO BE DISPOSED OF AT THE LEVEL OF MINISTER INCHARGE (CM)

ANNEXURE-A

Sr.No.	Items of work
1.	Proposal for the creation of a post for a period exceeding six months or for the abolition of any public office, carrying pay scale of more than Rs.10000-13500/-.
2.	a) Awarding of punishment to Group-A Officers. b) Awarding of punishment to Group-B Officers such as compulsory retirement, removal from service and dismissal from service.
3.	policy cases regarding appointment to the Haryana Civil Secretariat Services (Group A&B).
4.	Recruitment to Gazetted posts.
5.	Representations of Group-A Officers against communication of adverse remarks.
6.	With-holding/crossing of efficiency bar of Group-A Officers.
7.	Crossing of efficiency bar of Group-A Officers.
8.	Promotion to Gazetted posts (Group-A&B Officers).
9.	The following matters relating to Gazetted personnel:- a) Extension in service, and b) Re-employment.
10.	Transfer of any Gazetted Officer on deputation from or to the Government of India and other State Government.
11.	Issue of appreciation letter to Group-A Officers.
12.	Postings/transfers of Group-A Officers.
13.	Deputation of Group-A Officers to Government Undertakings, Local Bodies, Autonomous Bodies and Companies Substantially owned or controlled by the Haryana State Government.
14.	Cases regarding deputation or training of Group-A Officers with Government of India or other State Government.
15.	Any other cases which may be required to be submitted to the Chief Minister as per rules of Business.

LIST OF CASES TO BE DISPOSED OF AT THE LEVEL OF CHIEF SECRETARY, H.R.

ANNEXURE-B

Sr.No.	Items of work
1.	Acceptance of resignation/Voluntary Retirement of Group-A Officers.
2.	Cases relating to the Grant of Leave Ex-India/permission.
3.	Appointment of all other employees except Restorer and Group-D employees.
4.	Proposals for creations of a post for a period of six months or for the abolition of any public office carrying a pay scale of Rs.5450-8000 and above upto Rs.10000-13500.
5.	Awarding of major punishment to Group-B Officers. (Except compulsory retirement, removal from service and dismissal from service).
	Awarding of minor punishment to Group-B Officers.
6.	Awarding of major punishment to Group-C employees.
7.	Representation from officials and officers except Group-A officers against communication of adverse remarks where the highest reporting authority is above the rank of Deputy Secretary.
8.	Court cases relating to Gazetted Officers.
9.	Issue of simple warning to Group-A Officers.
10.	Deputation of Group-B officers to Government Undertakings, Local Bodies, Autonomous Bodies and Companies Substantially owned or controlled by the Haryana State Government.

LIST OF CASES TO BE DISPOSED OF AT THE LEVEL OF SSSE/JSSE

ANNEXURE-C

Sr.No.	Items of work
1.	Awarding of only minor punishment under Punishment and Appeal Rules, 1987 to Group-C employees except Restorers.
2.	The following relating to Gazetted personnel:- a) Confirmation ; and b) Pensions
3.	With-holding/crossing of efficiency bar of Group-B Officers and Deputy Superintendents/PAs/Assistants/Sr.Scale Stenographer
4.	Acceptance of resignation/voluntary retirement of Group-B Officers.
5.	Allotment of office accommodation to IAS/Ministers.
6.	Permission for higher studies to Group-A and Group-B Officers.
7.	Grant of no objection certificate to obtain a passport.
8.	Issue of appreciation letter to Group-B Officers.
9.	Postings/transfers of Group-B Officers.
10.	Postings/transfers of Deputy Superintendent, PAs, Assistants and Senior Scale Stenographers.
11.	References to Finance Department where the proposals are according to precedents and policy.
12.	permission of sale/purchase of movable/immovable property, publish books and to broadcast from the A.I.R. to accept private employment and gifts forwarding of applications for outside jobs.
13.	Ordinary and routing answers to Parliament Questions.
14.	Implementation of assurance given by the C.M. on the floor of the house with the approval of competent authority.
15.	Court cases (Non Gazetted).
16.	Issue of simple warning to Group-B officers and Deputy Superintendents, Assistants, PAs and Senior Scale Stenographers.
17.	Deputation to foreign service of Group-B Officers of Haryana Civil Secretariat.
18.	To grant or permit Government employees to receive honorarium upto Rs.500/- to and individual case during the financial year , if the service rendered does not fall within the course of the ordinary duties of the employees concerned.
19.	Acceptance of resignation/voluntary retirement of Deputy Superintendents/PAs/Assistants/Senior Scale Stenographers.
20.	Representation against fixation of seniority of non-gazetted employees.
21.	Disposal of representations against adverse remarks where the highest reporting authority is below the rank of Deputy Secretary.
22.	Creation or abolition of any public office the maximum of the pay scale of which is Rs.2550-3200 to below Rs.5450-8000/-.

23. Cases relating to the grant of
 - a) Earned leave/Maternity leave to Gazetted Personnel
 - b) LTC/India/Home Town relating to Gazetted Personnel.
 24. All other cases, except policy cases relating to gazetted as well as non-gazetted staff (Assistants/Senior Scale Stenographers and above) not specifically covered under any item.
 25. Issue of appreciation letter to Group-C Officials.
 26. Grant of personal pay for improving qualifications if permitted by Government.
 27. Permission for higher studies to the entire non-gazetted establishment (except Restorers and Group-D employees) of the Haryana Civil Secretariat.
 28. Renewal of non-accommodation certificates (other than normal cases).
 29. Allotment of accommodation in the Haryana Civil Secretariat and other buildings hired by the Civil Secretariat except IAS/Ministers.
Approval of tour programmes of Group-A Officers.
 30. Pay fixation under normal rules of gazetted personnel, Group-C employees.
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LIST OF CASES TO BE DISPOSED OF AT THE LEVEL OF DSSE/USSE

ANNEXURE-D

Sr.No. Items of work

All the matters relating to the Restorers and Class-IV

1. Employees other than Class-III (Excluding Clerks & above)
2. The following matters relating to non-gazetted personnel:-
 - a) Postings/transfers of the employees other than Deputy Superintendents/PAs/Assistants/Sr. Scale Stenographers.
 - b) Permission to undertake private work.
 - c) Drawal of increment.
 - d) Acceptance of resignation/voluntary retirement of the Class-III & IV employees.
3. Issue of domicile certificate.
4. Sanction for the grant of ex-gratia payment to the dependent of deceased employees and issue of certificates under Group Insurance Scheme.
5. Furnishing of Establishment data.
6. Issue of simple warning to non-gazetted staff (except Deputy Superintendents/ PAs/Assistants/Sr. Scale Stenographers).
7. All other cases except policy cases relating to non-gazetted staff (excluding Assistants and Sr. Scale Stenographers & above) non specifically covered under any item.
8. Acceptance of resignation/voluntary retirement of non-gazetted employees other than Deputy Superintendents/ Assistants/PAs/Sr. Scale Stenographers.
9. The following matters relating to non-gazetted personnel:-
 - a) Withholding/crossing of efficiency bar by non-gazetted staff (excluding Deputy Superintendents/PAs/Assistants/ Sr. Scale Stenographers.).
 - b) Leave cases other than leave Ex-India.
 - c) permission for acquisition of property movable or immovable.
10. Authorization of pay and allowances of officers on initial appointment at the minimum of the scale or on grant of increment or on receipt of specific orders passed by the competent authority.
11. Disposal of pension cases, calculation of pension and DCRG of gazetted officers of Haryana Civil Secretariat.
12. Release of last claim of officers after issue of 'No Demand Certificate' by the respective authority.
13. Maintenance of service record of the entire establishment of the Haryana Civil Secretariat.
14. Sending of medical claim.
15. Verification of character and antecedents and medical examination of entire establishment of Haryana Civil Sectt.
16. To exercise all powers of Head of office for Haryana Civil Secretariat.
17. Renewal of non-accommodation certificate (normal cases).
18. Appointment of work charge staff/contingency paid staff/ staff on daily wages.
19. Retention of record of historical interest for the scrutiny of the Deptt. of Archives.

20. Forwarding of application for the allotment of Government Accommodation.
21. Purchase of books, Newspapers periodicals & Maps.
22. Writing of books, newspapers periodicals and maps.
23. Withholding/crossing of efficiency bar of non-gazetted employees other than Deputy Superintendents/PAs/Assistants/Sr. Scale stenographers.
24. Approval of tour programmes of entire Secretariat Staff except Group-A Officers.
25. To attend to and impart instructions to trainees visiting Haryana Civil Secretariat from various states, when so requested.
26. Permission to Research Scholars and outsiders to consult the Books available in the Library.
27. Issue of Identity Cards to Group-A Officers working in the Secretariat.
28. Pay fixation under normal rules of Restorers and Class-IV employees.
29. Issue of temporary Identity Cards to Group-A Gazetted Officers not working in the Secretariat and private persons.
 - a) Cases relating to the grant of earned leave/medical leave/Non Gazetted staff.
 - b) LTC/India/Home Town.
30. To grant or permit Government employees to receive honorarium upto a maximum of Rs.50/- in each individual case during a financial year, if the service rendered falls within the course of the ordinary duties of the employees concerned.

LIST OF CASES TO BE DISPOSED OF AT THE LEVEL OF ADO/SUPDT. ETC.

ANNEXURE-E

Sr.No.	Items of work	
1.	Provision/maintenance of furniture furnishing & fitting according to the norms fixed.	Ad.O.
2.	Provisions of Stationery/Type writers/Uniforms Liveries/Sanitation/Reception/Public Address/ System/Reservation of Committee Room/Watch & Ward and Security and General Maintenance of Haryana portion of the Secretariat Building and any other Building hired by Haryana Civil Sectt.	Ad.O.
3.	All matters relating to the serving of refreshments canteens and Staff Welfare Measures (not specified elsewhere).	Ad.O.
4.	Issue of Identity Cards to the Gazetted/Non-gazetted employees of the Sectt. Establishment (excluding Group-A Officers).	Ad.O.
5.	Weeding out of record other than 4 (record of historical interest for the scrutiny of the Department of Archives).	Weeding Officer
6.	Back reference eliciting wanting information and date verifications etc.	Supdt.