

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-I Br.)

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 by the General Services-I Branch, General Services-II Branch, General Services-III Branch, Protocol Branch, RVA Branch 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 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 can be taken from the precedents.

3. However, in my absence from Chandigarh, the Chief Secretary and in his absence the Principal Secretary/ Secretary/ 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 its issuance.

Date Chandigarh,
The 11th February, 2022

MANOHAR LAL
Chief Minister Haryana

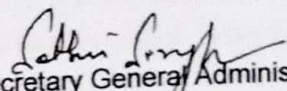
No.13/2/2005-2GS-I

Dated Chandigarh, the 23rd February, 2022

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 Special to Government Haryana (in Political Branch)
5. Senior Private Secretary to the Chief Secretary to Government Haryana.
6. Under Secretary to Government Haryana, (I/II) General Administration Department.
7. Under Secretary to Government Haryana, Protocol Department.
8. Under Secretary to Government Haryana, General Administration Department.
9. Superintendent General Services-I Branch.
10. Superintendent General Services-II Branch.
11. Superintendent General Services-III Branch.

12. Superintendent, RVA Branch/Protocol Branch.
13. Superintendent Group insurance Scheme (with 4 spare copies).
14. 1GS-I, 2GS-I, 3GS-I, 4GS-I, 5GS-I (in General Services-I Branch).
15. 1GS-II, 2GS-II, 3GS-II, 4GS-II, 5GS-II, 6GS-II (in General Services-II Branch).
16. 1GS-III, 2GS-III, 3GS-III (in General Services-III Branch).
17. 1NGIS, 2NGIS, 3NGIS, 4NGIS (in Group Insurance Branch).
18. Senior Accounts Officer, Sector-17, Chandigarh(with 3 spare copies).


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

Cases required to be disposed of at the level of Chief Minister as Minister-in-Charge.

1. All cases which are required to be submitted 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 assurance given on the floor of the Haryana Vidhan Sabha.
4. All important references involving correspondence with the Government of India.
5. All 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 HSSC.
7. All matters pertaining to terms and conditions of the Chairman & Members of the HSSC except their tour program and leave
8. Declaration of Gazetted holidays.
9. Cases relating to creation of new posts in Branches of Finance Department, Treasury & Accounts/Local Audit/Lotteries Department (CS being FD)
10. Approval of Annual Administrative Reports of all Departments.
11. Allotment of Government Houses at Delhi from Haryana quota.
12. Sanction of expenditure of State Functions over and above the rate prescribed by Govt. per member.
13. All disciplinary and promotion matters of Group A & B Officers of Hospitality Department.
14. Constitution of Haryana Swantarta Sainik Samman Samiti.
15. Reception of very high dignitaries (President/Vice-President/ Prime Minister of India)
16. Cases pertaining to any amendment in State Order of Precedence, Flag Code of India and State Emblem.
17. Purchase of New Staff Cars/Vehicles for State Car Pool.
18. Reservation of CM Suite in Haryana Bhawan, New Delhi.
 - (i) Haryana Bhawan, New Delhi.
 - (ii) Haryana State Guest House, Chanakyapuri, New Delhi.
 - (iii) Benmore Circuit House, Shimla
19. All cases in which new Policy decision is to be taken on a subject pertaining to Service Conditions of Govt. employees or otherwise, any amendment or relaxation in rules/instructions/policy already issued by GAD including following subjects:
 - (i) Relaxation/amendment in the HCS (Govt. Employee's Conduct) Rules, 2016 and instructions issued thereunder.
 - (ii) Relaxation/amendment in the HCS (Punishment & Appeal) Rules, 2016 and instructions issued thereunder.
 - (iii) Relaxation/amendment in Punjab Government National Emergency Concession Rules, 1965.
 - (iv) Relaxation/amendment in instructions regarding Probation/Confirmation/ Seniority/ Promotion/Fixation of age for entry into Government service/ Suspension of Government employees/ Character and antecedents verification of employees & condonation of their break in service etc.
 - (v) Amendment/Relaxation in validity of Waiting List of HSSC.

- (vi) Regularization Policy of adhoc/daily-wages/contractual employees.
- (vii) Relaxation/amendment in Reservation Policy for various categories.
- (viii) Relaxation/amendment in Transfer Policy including online Transfer Policy for transfer of Government employees.
- (ix) Absorption of Government employees rendered surplus in the various Government departments
- (x) Memorials to the Governor.
- (xi) Relaxation/amendment in Ex-gratia Policy.
- (xii) Relaxation/amendment in Policy regarding benefit of past Military service towards civil service.
- (xiii) Relaxation/amendment in CET Policy
- (xiv) Relaxation/amendment in Outsourcing Policy.
- (xv) Fixation/revision of Nigam Wage Rates.
- (xvi) Relaxation/amendment in Deployment of Contractual Persons Policy, 2022
- (xvii) Any amendment in Group D Act.
- (xviii) Re-employment of Government employees after retirement.
- (xix) Constitution of Committee(s) in GAD under the chairpersonship of Chief Secretary.
- (xx) Cases involving sanction of expenditure upto any extent subject to the budgetary provision

Annexure-B

Case required to be disposed of at the level of Chief Secretary

1. Approval of the tour programme of the Chairman, Haryana Staff Selection Commission and grant of earned leave to the Chairman/Members of the Commission.
2. All important cases relating to policy decision of Haryana Staff Selection Commission.
3. Cases relating to prevention of sexual harassment of women at work place in any Department of State Government.
4. Budget Estimate cases to be forwarded to Finance Department of Hospitality and Haryana Bhawan, New Delhi and Administrator General and Official Trustee, Haryana
5. Submission of Annual Administrative Reports to Committee of Secretaries.
6. Submission of Annual Administrative Reports to Standing Committee of Council of Ministers.
7. Allotment of Staff Car from State Car Pool to Officers over and above his entitlement.
8. Reservation upto four Rooms/Suites for more than a month in ----
 - (i) Haryana Bhawan, New Delhi
 - (ii) Haryana State Guest House, Chanakyapuri, New Delhi
 - (iii) HUDCO Rest House, New Delhi
 - (iv) Benmore Circuit House, Shimla
 - (v) PWD Rest House Panchkula, Ambala and Rai (Sonepat)
9. Any other case in which Principal Secy. /Spl. Secy. considers it necessary to obtain the order/approval of CS/CM.

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

1. All Cases pertaining to clarification/ advice on any policy decision/ rules/ instructions/Act issued by GAD.
2. Approval of cases relating to framing/ amendments in service rules of various government departments/Boards/ Corporations.
3. Cases regarding extension in tenure of outsourcing policy.
4. Medical Reimbursement claims of the gazetted staff of HSSC where relaxation in rules is involved.
5. T.A. bills of gazetted staff of HSSC for journeys beyond 10 days.
6. Approval of drafts in cases where the decision has been taken at the level of CS/CM.
7. Cases involving advice to various departments based on precedents.
8. Handling of HRMS
9. Conversion of temporary posts into permanent posts in various Departments.
10. Change of Name/ Change of date of birth of the Government employees.
11. Fixation of working hours in Government offices.
12. Case involving sanction of expenditure upto Rs.03.00 crores subject to the budgetary provision.
13. Issuance of Table of benefits of the Saving Funds under New Group Insurance Scheme.
14. Periodical review of pending references/ cases after every three months and submit the file to CS.
15. Payment of TA/DA bills of the members of National Work Relief Fund Board.
16. Payment of TA/D.A. bills of the Chairman/Members of Haryana Swantarta Sainik Samman Samiti.
17. Grant of benefit admissible under Haryana State Subhra Jyotsna Pension Scheme.
18. Sanction of pension of Freedom Fighters, transfer of pension to eligible family member.
19. Grant of Financial Assistance and all other benefits to Freedom Fighters and their dependents, medical bills of freedom fighters, etc.
20. All other cases pertaining to Haryana Bhawan, New Delhi.
21. Sanction of expenditure of State Functions within the limit of rate prescribed by Govt. per member.
22. Reservation upto four Rooms/Suites upto a month in ----
 - (i) Haryana Bhawan, New Delhi
 - (ii) Haryana State Guest House, Chanakyapuri, New Delhi
 - (iii) HUDCO Rest House, New Delhi
 - (iv) Benmore Circuit House, Shimla
 - (v) PWD Rest House Panchkula, Ambala and Rai (Sonapat)
23. Reservation of room in Haryana Niwas, Chandigarh upto seven days.
24. Sanction of funds for payment of charges of Boarding Lodging including Taxi Bill etc. of State Guests during the period of stay in Haryana Bhawan New Delhi.
25. Allotment of Staff Car from State Car Pool as per his/her entitlement to All Administrative Secretaries and other eligible officers posted in Haryana Civil Secretariat.
26. Maintenance/ Repair/ Insurance etc. of Staff Cars/Vehicles above Rs.20,000/-.
27. MoU with Oil Companies for Cashless Policy of Petrol/Diesel in Staff Cars by way of Petro Card.
28. Transfer/posting and disciplinary action against Drivers of State Car Pool.

Annexure-D**Cases to be disposed of at the level of Deputy/Under Secretary, Protocol.**

1. Payment of premium under Insurance and Savings Fund to State Government employees or their family members under New Group Insurance Scheme.
2. Budget provision of premium under New Group Insurance Scheme.
3. Reservation upto two Rooms/Suites upto 7 days in—
 - i. Haryana Bhawan, New Delhi.
 - ii. Haryana State Guest House, Chanakyapuri, New Delhi.
 - iii. HUDCO Rest House, New Delhi.
 - iv. Benmore Circuit House, Shimla.
 - v. PWD Rest House Panchkula, Ambala and Rai (Sonapat).
4. Reservation of room in Haryana Niwas upto four days.
5. To declare State Guest to the dignitaries of entitled category visiting Haryana/ Chandigarh.
6. Maintenance/ Repair/ Insurance etc. of Staff Cars/Vehicles ^{upto} ~~above~~ Rs.20,000/-
7. Periodical review of pending references/ cases after every two months and submit the file to next higher authority.

Annexure-E**Cases to be disposed of at the level of Deputy/Under Secretary, General Administration.**

1. Periodical review of pending cases.
2. Back references to the departments where ever necessary.
3. Cases regarding waiving of principle/ interest on loans/ advances in respect of deceased government employees where no relaxation in rules/ instructions is involved.
4. Statements of Government employees dismissed/removed from Government services- 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
8. Periodical review of pending references/ cases after every two months and submit the file to next higher authority.

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 departments of the deceased Government employees for free medical and education.
5. Reservation upto two Rooms/ Suites upto 4 days in—
Haryana Bhawan, New Delhi/ Haryana State Guest House, Chanakyapuri, New Delhi/
HUDCO Rest House, New Delhi/ Benmore Circuit House, Shimla/ PWD Rest House
Panchkula, Ambala and Rai (Sonapat)
6. Periodical review of pending references/ cases after every two months and submit the file to next higher authority.