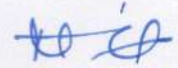


Subject:- Standing Order.

In reference to the subject cited above.

It is intimated that a standing order from ACS of Health, Ayush & Food & Drugs Administration Department (**Copy attached**) is being sent to you for information and necessary action.

Regards



ASMO (PM-2)



To

All the Directors O/o DGHS

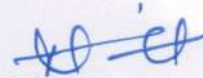
U.O. No.3PM-2-2024/ 30389-90

Dated: 14.6.24

Endst No. 3PM-2-2024/ 30391-422

Dated: 14.6.24

A copy is forwarded to All the Civil Surgeons of the state for information and necessary action.



ASMO (PM-2)

For : Director General Health Services, Haryana



HARYANA GOVERNMENT
HEALTH, AYUSH, FOOD AND DRUGS ADMINISTRATION DEPARTMENTS

STANDING ORDER

In pursuance of the provisions 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 within the Health, AYUSH, Food and Drugs Administration Department under the Administrative control of the Administrative Secretary Health, AYUSH, Food and Drugs Administration Department shall be disposed of as indicated in the Annexure I to VI.

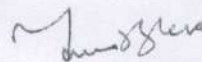
2. All cases in Annexure-I requiring the orders of the Health Minister will be routed through the Administrative Secretary Health, AYUSH, Food and Drugs Administration Department except as otherwise provided in annexures.

3. If the Health Minister is away from Chandigarh, the Administrative Secretary Health, AYUSH, Food and Drugs Administration Department may finally dispose of any case of extreme urgency which is otherwise to be submitted to the Health Minister for orders. Similarly if the Administrative Secretary Health, AYUSH, Food and Drugs Administration Department is also away from Chandigarh, then the Special/Additional/Joint/Deputy Under Secretary Health/ AYUSH/ Food and Drugs Administration Department may finally dispose of any case of urgency which is otherwise to be submitted to the Health, AYUSH, Food and Drugs Administration Department Minister/ Administrative Secretary, Health, AYUSH, Food and Drugs Administration Department. But on the Minister's return to Chandigarh such cases shall be shown to her/him for information and such orders as he/she may deem fit.

4. No order(s) will be opened to question (in representation and enquiries) only on the ground that the said order (s) has not received the approval of the prescribed authority under these delegation orders.

5. Subject to the provisions made in Annexure-I Administrative Secretary, Health, AYUSH, Food and Drugs Administration Department would be free to allocate duties amongst his Superintendents, Under/Deputy/Joint/Special Secretaries.

6. Further the Administrative Secretary, Health, AYUSH, Food and Drugs Administration Department may dispose any case which under these orders is either to be disposed of by the Under/Additional /Deputy/Joint/Special Secretary himself/herself or is to be sent by him/her directly to the Health, AYUSH, Food and Drugs Administration Department Minister and may either forward it to the Minister or dispose it of himself/herself as the case may be



(DR. KAMAL GUPTA)

Dated, Chandigarh. HEALTH, AYUSH & FOOD AND DRUGS ADMINISTRATION DEPARTMENT
the 15 May, 2024
HARYANA

Handwritten signature

DGHS

DHS (PM)
AS (M) (PH)

28/5/24

DGHS 17/36
Dated 28-5-24

Dy Spm
3/6/24
3/10/24

Dated, Chandigarh, the 23rd May, 2024

A copy along with a copy of Annexure I to VI is forwarded to the following for information and necessary action:-

1. Chief Secretary to Government, Haryana.
2. Principal Secretary to the Chief Minister, Haryana.
3. Additional Chief Secretary to Govt. Haryana, Health Department.
4. Secretary to Governor, Haryana, Chandigarh.
5. Commissioner, Food and Drugs Administration Department, SCO No. 94, Sector-5, Panchkula.
6. Director General Health Services, Haryana, Sector-6 Panchkula.
7. Director General AYUSH, Haryana Sector-3 Panchkula.
8. Private Secretary to Health Minister, Haryana.
9. Private Secretary to Special Secretary, Health Haryana.
10. Under Secretary, Health Haryana
11. Superintendents Health Branches I, III & AYUSH.

Amulya
23/5/24
Superintendent Health-II

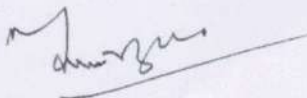
for Additional Chief Secretary to Government Haryana,
Health, AYUSH, Food and Drugs Administration Department.

LIST OF CASES TO BE DISPOSED OF BY THE HON'BLE CHIEF MINISTER
LEGISLATIVE MATTERS

1. All Cases referable to CM. under rule 5.11 and 2.6 of the Rules of Business of the Govt. of Haryana. ✓
2. All cases, which are to be submitted to H.E. Governor shall be routed through Hon'ble Chief Minister. — N ✓
3. All important references relating to Assurances/promises made by the Minister on the floor of the House. ✓
4. Replies to be sent to the Estimates Committee, Assurance Committee and Public Accounts Committee of the Haryana Vidhan Sabha involving matters of policy.
5. Starred Assembly Questions/Resolutions/motions, Legislative business.
6. Framing of Acts, Rules, amendments, issuing of ordinance and conversion of ordinance into Acts, relaxation in the Acts, Rules including service rules for Gazetted and Non-Gazetted officers/officials.
7. Cases of Class-I & II Officers who are to be sent on deputation within India or abroad.
8. Replies to questions tabled in Lok Sabha and Rajya Sabha and reference received from Lok Sabha/Rajya Sabha/GOI and made to the Govt. of India.
9. Issuing of ordinances and obtaining of Presidential Assent.

ADMINISTRATIVE MATTERS

1. All cases of first- appointment/ promotion/ fixation of seniority/ compulsory retirement/ punishment/ confirmation/ suspension/ reversion/ re-employment/ extension in service/ cut in pension/gratuity/refusal of L.P.R. and of commendatory letters to Gazetted officers except that where a class-I Officers on the recommendation of Director General Health Service, Director General AYUSH and Commissioner Food and Drugs Administration is to be confirmed that Special Secretary/Joint/Deputy Secretary, Health if he/she agrees with the Director may order accordingly.
2. Amendment and framing of Service Rules of Gazetted and Non-Gazetted officers/officials of Health, AYUSH, Food and Drugs Administration Departments.
3. Framing of Acts and amendments therein. ✓
4. Creation of new posts of Group-A to Group-D, abolition of posts and up gradation of posts.
5. Annual Confidential Reports of Administrative Secretary, Director General of Health Service, Haryana, Director General, AY USH, Haryana, Commissioner Food and Drugs Administration Departments and such other Gazetted Officers as necessary in accordance with the Govt. instructions on the subject. ✓
6. Creation of Gazetted and Non-Gazetted posts. ✓
7. Prosecution sanction of Group- A & B.
8. All important cases involving major questions of policy.
9. Appeal cases of Group-A officers (Class-I officers) against adverse remarks recorded in their ACRs.
10. Institution or withdrawal of civil proceedings against Class-I and criminal proceedings against Class-I & II officers.
11. Exclusion of Gazetted posts from the purview of HPSC in consultation with Chief Secretary.

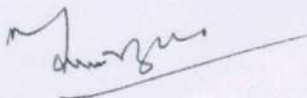


LIST OF CASES TO BE DISPOSED OF BY THE HON'BLE CHIEF MINISTER
LEGISLATIVE MATTERS

1. All Cases referable to CM. under rule 5.11 and 2.6 of the Rules of Business of the Govt. of Haryana. ✓
2. All cases, which are to be submitted to H.E. Governor shall be routed through Hon'ble Chief Minister. — N/
3. All important references relating to Assurances/promises made by the Minister on the floor of the House. ✓
4. Replies to be sent to the Estimates Committee, Assurance Committee and Public Accounts Committee of the Haryana Vidhan Sabha involving matters of policy.
5. Starred Assembly Questions/Resolutions/motions, Legislative business.
6. Framing of Acts, Rules, amendments, issuing of ordinance and conversion of ordinance into Acts, relaxation in the Acts, Rules including service rules for Gazetted and Non-Gazetted officers/officials.
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2. Amendment and framing of Service Rules of Gazetted and Non-Gazetted officers/officials of Health, AYUSH, Food and Drugs Administration Departments.
3. Framing of Acts and amendments therein. ✓
4. Creation of new posts of Group-A to Group-D, abolition of posts and up gradation of posts.
5. Annual Confidential Reports of Administrative Secretary, Director General of Health Service, Haryana, Director General, AY USH, Haryana, Commissioner Food and Drugs Administration Departments and such other Gazetted Officers as necessary in accordance with the Govt. instructions on the subject. ✓
6. Creation of Gazetted and Non-Gazetted posts. ✓
7. Prosecution sanction of Group- A & B.
8. All important cases involving major questions of policy.
9. Appeal cases of Group-A officers (Class-I officers) against adverse remarks recorded in their ACRs.
10. Institution or withdrawal of civil proceedings against Class-I and criminal proceedings against Class-I & II officers.
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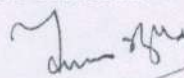
12. Cases relating to Class-I and Class-II officers which are to be sent to the Vigilance Department for enquiry.
13. Foreign training/tours/personal visit of Class-I & II officers.
14. Voluntary retirement of Class - I officers.
15. Proposals to pay from the revenue of the State, costs or damages in civil and criminal suits brought by or against Class-I & II officers.
16. Cases relating to posting/ transfer of Class - I & II officers.
17. All cases related to finalization of Seniority of Group A & B officers.
18. Forwarding of applications of Class-I officers for job outside the department where any relaxation in terms of appointment is required.
19. Cases regarding grant of ex-gratia grant to Government servants (Gazetted officers who die in service).
20. Approving of Terms & Conditions of deputation of Group A & B officers.

FINANCIAL MATTERS

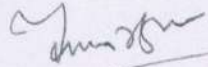
1. Inclusion of new schemes in Plan and Non-Plan Budget.
2. Grant of approval of Schedule of new expenditure of technically new schemes.
3. Financial irregularities of a serious nature.
4. Matters involving substantial loss of Government stores of money.
5. Such cases of grants of withdrawal of special/personal pay to Gazetted officers generally or to any one of them particularly as are not otherwise covered by the Rules or Govt. instructions.
6. Reports of Public Accounts Committee/Assurance Committee and Estimates Committee.
7. Financial irregularities of serious nature.
8. Grants other than normal maintenance i.e. grants to non-medical institutions/voluntary organizations dealing with Health and Family Welfare Programme.

GENERAL MATTERS

1. All cases or clauses of cases which CM may require submission or on which a report is called for.
2. Any other cases which the Administrative Secretary may like to submit to the Chief Minister.
3. Any other matter which is not covered under these Standing Orders.
4. All cases involving an amendment of the Medical Manual.
5. Important policy references received from or made to Govt. of India.
6. All Policy matters including cases where exemption is required from Govt. order/Rules relating to:-
 - I. Major building works,
 - II. Staff of the provincial hospitals,
 - III. Fees in Govt. hospitals and dispensaries; fees in Ayurveda (AYUSH) College, hospitals, dispensaries,
 - IV. Reimbursement of Medical Claims Policy matters.
7. Settings up and acquisition of land for construction of Hospitals/ Dispensaries/ Primary Health Centers/ Subsidiary Health Centers.
8. Materials for Chief Minister's press conference.



9. Important Cases involving question of policy or principle not expressly provided for anywhere also in this Annexure.



(DR. KAMAL GUPTA)

HEALTH, AYUSH & FOOD AND DRUGS ADMINISTRATION DEPARTMENT
HARYANA

ANNEXURE-II

LIST OF CASES TO BE DISPOSED OF BY THE HON'BLE HEALTH MINISTER

I. LEGISLATIVE MATTERS

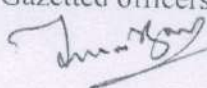
1. All un-starred Assembly Questions.
2. All important references relating to Assurances/ promises made by the Minister on the floor of the House.
3. Replies to be sent to the Estimates Committee, Petition Committee Assurances Committee and Public Accounts Committee of the Haryana Vidhan Sabha involving matters of policy.

II. FINANCIAL MATTERS

1. Approval of Annual Plan/Five year plan.
2. Sanctioning of remuneration to Class-I officers.
3. All Govt. loss involving loss to Govt. stores of value of money exceeding Rs.50,000/-.

III. ADMINISTRATIVE MATTERS

1. All cases of first-appointment, promotion, suspension, reversion, extension in service, special pay and allowances, transfer, temporary cut in pension/gratuity and award of commendatory letters, re-employment, deputation, revision of pay scales, compulsory retirement/ Pre-mature retirement, resignation/ voluntary retirement of Class-II officers.
2. Personal visit of Class-II officers in abroad.
3. Forwarding of application of Group-B officers of Department for various posts within or outside Haryana but within India.
4. Appeal cases of Class-II officers against adverse remarks recorded in their ACRs.
5. Appointment of Inquiry Officer and Presenting Officer in case of Group A & B officers.
6. Cases of Class-I and II Officers relating to confirmation, pay fixation and leave where the Special Secretary/ Joint/ Deputy Secretary, Health does not agree with the recommendations of Director General Health, Haryana, Director General AYUSH and Commissioner Food and Drugs Administration.
7. Initiation of disciplinary proceedings under Rule 7 of Punishment & Appeal Rules against Class-II Officers, their suspension and grounds of prosecution sanction including appointment of Inquiry Officers.
8. Initiation of disciplinary proceedings under Rule 8 of Punishment & Appeal Rules against Class-I Officers, their suspension and grounds of prosecution sanction including appointment of Inquiry Officers.
9. All cases of first- appointment/ promotion/ fixation of seniority/compulsory retirement/ punishment/ confirmation/ suspension/ reversion/ re-employment/ extension in service/ cut in pension/gratuity/refusal of L.P.R. and of commendatory letters to Gazetted officers except that where a class-II Officers



ANNEXURE-II

LIST OF CASES TO BE DISPOSED OF BY THE HON'BLE HEALTH MINISTER

I. LEGISLATIVE MATTERS

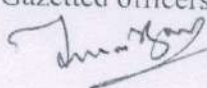
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2. Personal visit of Class-II officers in abroad.
3. Forwarding of application of Group-B officers of Department for various posts within or outside Haryana but within India.
4. Appeal cases of Class-II officers against adverse remarks recorded in their ACRs.
5. Appointment of Inquiry Officer and Presenting Officer in case of Group A & B officers.
6. Cases of Class-I and II Officers relating to confirmation, pay fixation and leave where the Special Secretary/ Joint/ Deputy Secretary, Health does not agree with the recommendations of Director General Health, Haryana, Director General AYUSH and Commissioner Food and Drugs Administration.
7. Initiation of disciplinary proceedings under Rule 7 of Punishment & Appeal Rules against Class-II Officers, their suspension and grounds of prosecution sanction including appointment of Inquiry Officers.
8. Initiation of disciplinary proceedings under Rule 8 of Punishment & Appeal Rules against Class-I Officers, their suspension and grounds of prosecution sanction including appointment of Inquiry Officers.
9. All cases of first- appointment/ promotion/ fixation of seniority/compulsory retirement/ punishment/ confirmation/ suspension/ reversion/ re-employment/ extension in service/ cut in pension/gratuity/refusal of L.P.R. and of commendatory letters to Gazetted officers except that where a class-II Officers

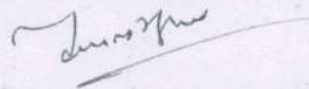


on the recommendation of Director General Health Service, Director General AYUSH and Commissioner Food and Drugs Administration is to be confirmed that SSH/Joint/Deputy Secretary if he/she agrees with the Director may order accordingly.

10. Posting of officers at the time of initial appointments and after P.G Course on the recommendations of HPSC/Staff Selection Commission Haryana/Selection Committee or on- return from deputation, after reinstatement and absence, on completion of MD/PG Course.
11. Abroad permission (below the rank of Civil Surgeon) to be submitted to Hon'ble Health Minister.

IV. GENERAL MATTERS

1. Any other important or policy matter which the Administrative Secretary may like to bring to the notice of Minister-in-charge/ Chief Minister.
2. Any case not mentioned in this Annexure which the Administrative Secretary Health may consider important enough for submission to the Health Minister or which the Health Minister may himself/herself requisites.
3. Constitution of Advisory Committees/boards concerning Health, AYUSH, Food and Drugs Administration Departments.

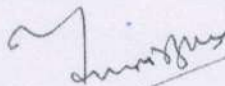


(DR. KAMAL GUPTA)
HEALTH, AYUSH & FOOD AND DRUGS ADMINISTRATION DEPARTMENT
HARYANA

LIST OF CASES TO BE DISPOSED OF BY ADMINISTRATIVE SECRETARY TO GOVERNMENT, HARYANA, HEALTH DEPARTMENT.

1. Replies to Public Accounts Committee etc. of Haryana Vidhan Sabha.
2. Sanction of Earned Leave of Director General Health Service, Director General AYUSH, or any other leave. ✓
3. Recommendation of Earned Leave of Commissioner, Food and Drugs Administration Department to Chief Secretary to Government Haryana. ✓
4. Sanction of tour programme of Director General Health Service, Director General AYUSH and Commissioner Food and Drugs Administration.
5. Re-imburement of Medical Bill involving relaxation of rules (exceeding 1 lakh).
6. ✓ Cases relating to recommendations of the PAC, the Estimates Committee where the orders of the Health Minister are not required under the rules.
7. Oral examination by the PAC and the Estimates Committee or any other committee of the Legislature except in cases where the Secretary Health Delegates his/her work to special secy./Joint Secretary/Deputy Secretary Health.
8. Sanction of refunds. ✓
9. Training of Gazetted Officers in India covered by Policy instruction of Health, Food and Drugs Administration and AYUSH Department. Matters regarding such leave-cases of Class-II officers which are referred to Govt. by HOD's.
10. ✓ Probation cases of Class-I & II Officers where record is good and it is proposed to clear the probation period. Only those cases may be submitted to Health Minister where probation case is proposed to be extended or proposal to be extended or proposal for termination of service during probation period is contemplated.
11. Diversion of funds from one scheme to another scheme.
12. All cases to be submitted to HM/CM. ✓
13. Cases pertaining to superannuation retirement of all gazetted officers.
14. Cases regarding budget estimates/supplementary estimates in respect of any project and other schemes with external assistance.
15. All cases in respect of IPP VII/Project and Other Schemes with External Assistance.
16. ✓ All cases to be sent to LR/CS and Finance Department for advice and approval.
17. Approval of written statement, affidavit to be filed in any CWP/ RSA/ LPA/ SLP/COCP etc.
18. ✓ Retention in service beyond the age of 50/55 years for Class I & II Officers (As per orders issued by the then Hon'ble Health Minister on dated 06.01.2022).
19. Issuance of notifications under the Act. ✓
20. Time Barred claims cases to be referred to the Finance Department. ✓
21. Budget proposal for inclusion in scheme in SNE. ✓
22. Approvals of tour programme and casual leave(s) of Heads of Departments.
23. Forwarding of application of Group A & B Officers for various posts within India.

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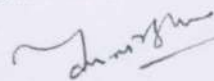
24. All statutory appeals/revision which lie to Govt. under Drugs and Cosmetics Act and under similar Acts. All appeal cases in respect of Class-II Officers against the punishment given under the Haryana Civil Services (Punishment & Appeal) Rules, 1987 by Director General Health Service, Director General AYUSH and Commissioner Food and Drugs Administration Department.
25. Transfer of building from the Department to other Government Departments.
26. Budget proposals for inclusion scheme in S.N.E.
27. Important Plan Schemes.
28. Administrative approval for the purchase of tools machinery, equipments and plants with cost above Rs. 35 lakh to Rs. 1 crore (As per orders issued by Industries and Commerce vide their U.O. No. 02/02/2016-4IB-II dated 21.06.2021).
29. Matters relating to Class – I & II like leave, advances.
30. Sanction of Grants-in-aid to Health Department, AYUSH Department, Food and Drugs Administration Deptt. Haryana.
31. Writing off losses stores etc. under Rule 19.15 of PFR.
32. Matter involving loss of Govt. stores or money exceeding Rs. 5000 (Rs five thousand only).
33. All cases to be referred to LR, FD, HPSC/HSSC and Advocate General, Haryana, HKRNL etc. for advice.
34. Writ petitions and notices under Section 80 CPC / Court cases.
35. Payment of compensation enhanced by Courts.
36. Complaints against all officers / officials received through Ministers/MPs/MLAs and public.
37. Sponsoring of Group A & B officers for participation in training courses/conference/workshop, etc. within in India.
38. Cases additional charge of (Class-I & II) Officers.
39. Cases of Class – I & II officers' training of more than 60 days within India which are referable to Finance Department in terms of F.D's Circular No. 5/6(11)85-3FR-II dated 22.08.2012, as amended from time to time, for training Seminars/ Conference etc.
40. Initiation of disciplinary proceedings under Rule 8 of Punishment & Appeal Rules against Class-II Officers.
41. Waiving of any claims/ recovery of substantial amount against officers.
42. Retirement on superannuation of Group A & B officers.
43. Sanction of casual leave of Special Secretary/ Joint Secretary/ Deputy Secretary, Health Department.
44. Inclusion of New works in the Supplementary Estimates.
45. All matters to be submitted to the Minister-in-Charge and Chief Minister to be routed through the Administrative Secretary.
46. Permission for purchase of immovable/ moveable property by Group A & B officers and acceptance of APR of Group A & B.
47. Various reports regarding working of the department, Annual Administrative Report and Review thereon/Annual Review Report of Audit both departmental and Accountant General.
48. All ACP cases of Class I & II.
49. Time barred claim cases.
50. Reversion and crossing or withholding of efficiency bar of Class I & II.



51. All cases related to finalization of seniority of Class II officers.
52. Settlement of Audit objection.
53. Administrative approval of Arbitration awards.
54. Important references to be made to the GOI.
55. Study leave of Class I & II.
56. CCL as per Rule 46 of HCS Leave Rules 2016 to all Gazetted officers (Class I & II) & Grant of EOL as per Rule Rule 42 upto 365 Days to all Gazetted officers (Class I & II) and Non-Gazetted (Class III & IV) as amended from time to time.
57. Any other case considered important by Administrative Secretary.
58. Revision of pay scales of Non-Gazetted (Class III & IV) officials and their deputation to central and other State Governments.
59. Institution or withdrawal of civil, criminal proceedings against Class-III & IV officials and proposals to pay from the revenue of the State, costs or damages in civil and criminal suits brought by or against Class-III & IV officials.
60. Grant of pension/counting of Military Service towards pension and civil employment in respect of Gazetted (Class I & II) establishment for whom the Government is the Appointing Authority.
61. All cases regarding DPC Gazetted (Class I & II) of Health, AYUSH and Food and Drugs Department as per order issued by the then Commission & Secretary to Govt. Haryana, Health & AYUSH Department vide Govt. Letter No. 52/58/2007-4HBII Dated 19.02.2008.
62. Case of CCL upto 60 days in second time.
63. Grant of NOC to doctors for doing PG Course under PG Policy.
64. Re-imburement of Medical Charges involving relaxation of rules more than the amount of Rs. 1.00 lac.
65. Proposals regarding attending Seminars, Conference, Refresher Courses with in India by Gazetted officers for periods not exceeding 30 days not exceeding 30 days.

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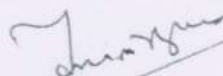
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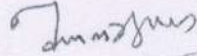
(DR. KAMAL GUPTA)
HEALTH, AYUSH & FOOD AND DRUGS ADMINISTRATION DEPARTMENT
HARYANA

LIST OF CASES TO BE DISPOSED OF FINALLY BY SECRETARY/SPECIAL SECRETARY/ADDITIONAL SECRETARY, HEALTH DEPARTMENT.

1. Sanction of Journey beyond jurisdiction in respect of Medical Officers and other Class-II Officers. Property returns in respect of Class-II except where an officer's property return shows such as appreciable increase over the previous years as is not accounted for by his known sources of income, then the orders of the Secretary/Chief Minister must be obtained.
2. Grant of Daily Allowance beyond 30 days class-II and Medical Officers and also in case of Class-III and Class-IV officials where such cases have for some reasons to be referred to Govt.
3. Cases where Class-II Officers on the recommendation of Director General Health Services, Director General AYUSH and Commissioner Food and Drugs Administration Departments are to be confirmed.
4. Matter involving loss of the Govt. Stores or write off the money up to Rs.5,000/-.
5. Reimbursement of Medical charges to Class - I and II Officers, if the claims are in order.
6. Sanction of Leave Travel Concession (LTC) to all Class I and II Officers.
7. Cases which are referred to Govt. relating to pay fixation, compensatory and other allowances of non-gazetted officials.
8. Renewal of N.A.C. for taking private building on rent.
9. Issue of sanction of defence in court cases in respect of all Class-I and II Officers.
10. Sanction for the purchase/sale of immovable property by Class I & II Officers, where the purchase/sale price is up to Rs. 50,000/-
11. Grant of advance increments to Class I and II doctors who enter HCMS-II service after passing post graduate diploma/degree in terms of policy on the subject
12. Grant of leave encashment to Class -I and II Officers.
13. Sanction of special incentive/honorarium up to Rs.100/- annually to Assistants/ Superintendents out of projects fund for attending these works after office times on holidays.
14. Grant of NOC for passport Class I and II Officers.
15. Civil suits and civil writs not important enough to be routed through the Administrative Secretary, Health.
16. Sanction of leave of Under Secretary Health.
17. Appeal and representations by Class III and IV employees against the orders of Head of Deptt. including appeals against dismissal /reversion or against the orders of any officer subordinate to the Head of the Department.
18. Training of non gazetted staff.
19. All cases of routine nature which require back reference to collect some essential information/ clarification from the Director General Health Services Haryana/ Commissioner, Director General AYUSH and Commissioner Food and Drugs Administration Department, Haryana.
20. Cases of CCL upto 60 days 1st time.
21. Forwarding of application of Group B officers for various posts within India.



22. Re-imburement of Medical charges involving relaxation of rules upto the amount of Rs. 1.00 lac.
23. Cases pertaining to superannuation retirement of all gazette officers.

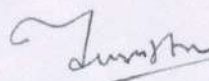


(DR. KAMAL GUPTA)
HEALTH, AYUSH & FOOD AND DRUGS ADMINISTRATION DEPARTMENT
HARYANA

LIST OF CASES TO BE DISPOSED OF BY THE DEPUTY SECRETARY/UNDER SECRETARY, HEALTH DEPARTMENT.

1. Miscellaneous Govt. and Other Departments Circulars.
2. Settlement of Audit objections.
3. References below the stage of final orders.
4. References to Finance Department or other Departments in cases which are not important and do not require references to higher authorities.
5. Approval of journey beyond jurisdiction by non gazetted staff, where no relaxation of rules is involved.
6. Investigation and sanction of time barred claims of pay and allowances of Class-1/II Officers and non gazetted staff.
7. Casual leave of Director General Health Services, Director General AYUSH and Commissioner Food and Drugs Administration Department and when Administrative Secretary Health/Special Secretary/Joint Secretary/Deputy Secretary Health is not available and the casual leave is for less than 4 days.
8. Other cases where specific delegation is made from time to time.
9. Training of non gazetted staff beyond 6 weeks
10. Case relating to pay fixation and other allowances of non-gazetted staff and casual/earned leave of non-gazetted staff
11. To sanction LTC to all and non gazetted employees.
12. Grant approval for issuance of substitute letter bearing same number and date.
13. All complaints which are below the stage of final decision and which are required to be sent to Director General Health Services, Director General AYUSH and Commissioner Food and Drugs Administration Departments for enquiry report and all anonymous or pseudonymous complaints which are without verifiable fact and are to be filed.
14. Sanction for defense of court cases at public expenses.
15. All cases pertaining to confirmations of Class-II officers where the intention is that the officers should not cross efficiency bar or should not be confirmed.
16. The Deputy Secretary Health/Joint Secretary Health/Special Secretary Health may call for any case which is to be finally disposed of by the Under Secretary and may either dispose it himself or forwarded it for disposal to the Administrative Secretary or to Health Minister, Haryana.
17. Issue of notifications/sanctions where the subject matter has been approved.
18. Filing of written replies/statements in court on behalf of Government.
19. Sanction of Casual Leave of the Superintendents.
20. All cases where the old schemes are to be continued shall be sent by the Under Secretary to Finance Department at his/her own level.

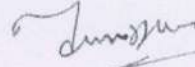
Note: If no Under Secretary Health is posted in that case, this delegation will be exercised by the Deputy Secretary, Joint Secretary, Special Secretary Health.




(DR. KAMAL GUPTA)
HEALTH, AYUSH & FOOD AND DRUGS ADMINISTRATION DEPARTMENT
HARYANA

CASES TO BE DISPOSED OF BY THE SUPERINTENDENT/ DEPUTY SUPERINTENDENT, HEALTH DEPARTMENT.

1. Issue of reminders.
2. Issue of orders when the subject matter has been approved on file.
3. Filing of interim replies and references which are only for information.
4. After orders, the cases to the Finance Department may be marked by the Superintendent.



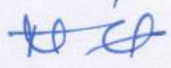
(DR. KAMAL GUPTA)
HEALTH, AYUSH & FOOD AND DRUGS ADMINISTRATION DEPARTMENT
HARYANA



Subject:- Standing Order.

In reference to the subject cited above.

It is intimated that a standing order from ACS of Health, Ayush & Food & Drugs Administration Department (**Copy attached**) is being sent to you for information and necessary action.

Regards

ASMO (PM-2)
R

To

All the Directors O/o DGHS

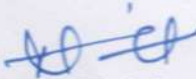
U.O. No.3PM-2-2024/ 30389-90

Dated: 14.8.24

Endst No. 3PM-2-2024/ 30391-422

Dated: 14.8.24

A copy is forwarded to All the Civil Surgeons of the state for information and necessary action.


ASMO (PM-2)

For : Director General Health Services, Haryana

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