

**STANDING ORDER**  
**(ADMINISTRATION OF FOOD AND SUPPLIES DEPARTMENT)**

In pursuance of rules 18 and 19 of the Rules of Business of the Government of Haryana, 1977, it is hereby directed that the work being dealt within the Food & Supplies under the administrative control of the Additional Chief Secretary to Government Haryana, Food & Supplies Department shall be disposed of as indicated in the attached Annexure-I to V. It is further directed that all the cases to be disposed of at my level will be put up to me.

2. All the cases being dealt within the Food & Supplies Department under the Administrative control of the Additional Chief Secretary to Govt. Haryana, Food & Supplies Department and requiring orders of the Minister, Minister in charge of Food Civil Supplies & Consumer Affairs Department.

3. If the Minister in charge, Food, Civil Supplies & Consumer Affairs Department is away from Chandigarh, the Additional Chief Secretary/Special/Joint/Deputy Secretary, food Civil Supplies & Consumer Affairs Department may finally dispose of any case of extreme urgency which is otherwise to be submitted to the Minister, Minister in charge of Food, Civil Supplies & Consumer Affairs Department for orders, on their return to Chandigarh.

4. No orders will be open to question in representations, inquiries or courts only because of the relevant file not having received the approval of the prescribed authority under these delegated orders.

5. While complying with these orders, the instructions issued by the Chief Secretary/Finance Secretary from time to time shall be kept in view.

6. This order supersedes all previous orders issued from time to time regarding delegation of powers.

Dated Chandigarh  
the, 11.12.2024


  
**(RAJESH NAGAR)**  
**Minister-in-Charge**  
**Food Civil Supplies and Consumer Affairs**

Endst No. 2/10/87-2FS

Dated Chandigarh the 11th December, 2024

A copy with a copy of the Annexure-1 to V is forwarded to the:-

1. Secretary to the Governor of Haryana
2. CPS to the Chief Minister, Haryana.
2. Principal Secretary to the Chief Minister, Haryana.
4. Chief Secretary to Govt, Haryana (in Cabinet Br.)
5. Private Secretary to APSCM-I&II.
6. PS to Minister of State, Food, Civil Supplies and Consumer Affairs Department.
7. Private Secretary to Additional Chief Secretary to Govt. Haryana, Food Civil Supplies & Consumer Affairs Department.
8. Personal Assistant to the Special/Joint/Deputy Secretary to Govt. Haryana, Food and Supplies Department.
9. All Assistants in the Branch (Secretariat Br.) for information and necessary action

  
Under Secretary  
for Additional Chief Secretary to Govt. Haryana,  
Food Civil Supplies and Consumer Affairs Department.

Endst.No. 2/10/87-2FS

Dated Chandigarh the 11<sup>th</sup> December, 87

A copy with a copy of the Annexure-I to V is also forwarded to the:-

1. The Director General, Food Civil Supplies & Consumer Affairs Department.
2. All officers at the Headquarter of Food Civil Supplies & Consumer Affairs Department, Haryana, Chandigarh.
3. All Heads of Branches of Food Civil Supplies & Consumer Affairs Department, Haryana, Chandigarh.

*Rajinder*

*Jaspal Singh*  
Under Secretary

for Additional Chief Secretary to Govt. Haryana,  
Food Civil Supplies and Consumer Affairs Department.

ANNEXURE-I

**CASES TO BE DISPOSED OF AT THE LEVEL OF MINISTER IN CHARGE**

ADMINISTRATIVE MATTERS

1. All cases referable to the Chief Minister under Rule 5.11 and 28(1) of the Rules of Business of the Government of Haryana.  
(Cases which are required to be submitted to council of Ministers, Governor, under the provision of the Rules of Business of the Government of Haryana, shall be routed through Minister, Minister in charge of Food Civil Supplies & Consumer Affairs Department.
2. All cases requiring submission to the Governor.
3. Training of officers/officials abroad.
4. Framing of Acts, Service Rules of Gazetted and Non-Gazetted employees and Amendment there of or relaxation of the application of Rules.
5. Deputation of Class-I and II officers outside the Department.
6. All cases of Class-1 and II officers relating to appointments, promotions, fixation of seniority, compulsory retirement, confirmation, suspension, prosecution, reversion, dismissal, removal from service, re-employment, extension in service, extension of probationary period, gratuity, refusal to LPR and award of commendatory letters and minor and major punishment to Class-I officers and minor/major punishment to Class-II officers subject to the provisions of Service Rules.
7. Annual confidential reports of Administrative Secretary/Director and such other IAS officers under him as is necessary in accordance with the Government instructions on the subject.
8. Establishment of Board/Committee and appointment of Members thereto etc.
9. Representations against communication of adverse remarks to Class-1 and II officers.
10. Cases relating to transfers of Gazetted officers.
11. Cases relating to Class-1 and II officers which are to be sent to the Vigilance Department for enquiry/investigation.
12. All references to the HPSC in case of recruitment Class I and II officers and exclusion of posts from the purview of the HPSC.
13. Sanction of remuneration to Class-I officers.
14. Award of commendatory letters to Class-I Officers with the approval of Chief Minister.
15. Acceptance of resignation and voluntary retirement of Class-I Officers.
16. Posting of Class-II Officers on promotion, first appointment, after reinstatement on return from long leave and absence.
17. Retention/Extension of Class-A&B Officers beyond the age of 50/55 years where nothing is adverse against the Officer.
18. All other cases relating to Class-1 and II officers not already covered which the Secretary to the Department considers fit for submission to the Minister/Minister in charge of Food, Civil Supplies & Consumer Affairs Department.
19. Appointment of Inquiry Officer/Presenting Officer in disciplinary proceeding of Group-A&B Officers.
20. Additional charge of any vacant post w.r.t. Group-A&B Officers.

FINANCIAL MATTERS

1. Cases of special pay to Class-I and II officers.
2. Proposal for the institution of Civil Criminal proceedings against Gazetted Officers and proposal to pay from the revenues of the State costs and damages in Civil or Criminal suits brought against the Class-I & II officers.

3. Financial irregularities committed by the Class-I & II officers.
4. Proposal regarding creation of new Gazetted posts and continuation of existing posts in respect of Gazetted Establishment.
5. Inclusion of new schemes in plan and non-plan budget.
6. Proposal relating the schedule of New Expenditure and technical new schemes.
7. Matters involving loss of Govt. store or money exceeding Rs. 2000/- in any individual case.
8. Waiving off and claim or recovery of any amount exceeding Rs. 2000/- against an officer of District level or above where serious negligence is involved.

### LEGISLATIVE MATTERS

1. Replies to Vidhan Sabha question/Resolutions/Motions.
2. Legislative measures and assurances.
3. Draft Bills, Notification, Rules and amendment thereof.
4. Replies to questions tabled in Lok-Sabha/Rajya Sabha.
5. Submission of Annual reports of the Department.
6. Issuing of ordinances, conversion of ordinances and President's Acts into Acts of the State.

### GENERAL MATTERS

1. Submission of Annual Reports of the Department.
2. Various periodical reports regarding working of the Department.
3. All important references received from and proposed to be sent to Government of India and other State Govts.
4. Important cases involving questions of policy or principle not expressly provided for in this column or other column.
5. All cases or classes of cases which the Chief Minister may require submission or on which a report is called for.
6. Policy regarding procurement of food grains and agricultural produce.
7. Imposition or abolition of Zonal restriction, imposition or abolition of inter-district restrictions and supplies of other State whether out of provincial Reserve or direct from procurement centres.
8. Policy matters pertaining to change in the Agency of distribution of foodgrains and sugar in urban and rural areas.
9. Policy cases regarding Public Distribution System.
10. Issue of control orders under Central /State Acts.
11. Policy matters relating to Brick kilns.
12. Policy matters regarding distribution, control or price-fixation of any commodity or regarding any restrictions to be imposed on products or consumers or dealers in respect of any commodities.
13. Revision of retailer's margin for distribution of controlled commodities.
14. Cases of any person or class of persons for the exemption from the operation of all or any of the provision of various control orders in force and for suspending or receding such exemptions.
15. Any other case which the Administrative Secretary may like to submit to the Chief Minister.

-5-  
ANNEXURE-II

CASES TO BE DISPOSED OF AT THE LEVEL OF THE ADDITIONAL CHIEF SECRETARY  
TO GOVERNMENT HARYANA FOOD AND SUPPLIES DEPARTMENT  
-----

**ADMINISTRATIVE MATTERS**

1. All appeals by the non-Gazetted staff of the Department against the orders of the Director, Food and Supplies as per Rules.
2. Grant of casual leave to the Director Food & Supplies
3. Sanction of tour programme of Director Food & Supplies.
4. Sanction of earned leave to Class-I Gazetted officers.
5. Sanction of earned leave for more than three months to Class-II Gazetted officers of the Department.
6. Sanction of purchase/sale of immoveable property by gazetted officers.
7. Recording of remarks in the ACR's of Class-1 & II Officers of the deptt. as Reviewing/Accepting authority.
8. Cases regarding acceptance of resignation and voluntary retirement of class-II officers.
9. Expunging of adverse remarks in the ACR's of Class-II Officers.
10. Disposal of revision petitions/Appeals and 80 CPC notices of Class-I and Class-II Officers.
11. Release of Pension and other retiral benefits of Class-I and Class-II Officers.
12. Retirement on superannuation of gazetted officers.
13. Refusal of LPR to gazetted officers.
14. Award of commendatory letters to Class-II Officers
15. Grant of extension in deputation period in case gazetted officers in accordance with Government Rules/Instructions.
16. Forwarding of applications of gazetted officers to others Departments/State Government/Central Government and recruitment agencies.
17. Approval of terms and conditions of deputation of gazetted officer.
18. Cases of gazetted officers regarding completion and extension of probationary period.
19. Sponsoring of gazetted officers for conferences/courses/workshops/training/seminars within the country.
20. All cases referred to the Finance Department/LR/CS.
21. Exercising of statutory powers of appeal and revision under various Acts/Service Rules.
22. Other cases not covered in the list and not involving change in any policy.
23. Grant of remuneration/honorarium to class-I and II officers.
24. Confirmation of Class-II officers.

**FINANCIAL MATTERS**

1. Approval of Annual summarized profit and loss Account of P.R.C Food scheme.
2. Cases relating to the recommendations of the Public Accounts Committee and the Estimates Committee where the orders of the Ministers are not required under the Rules
3. Acquisition of land for the construction of Godowns.
4. Accord of Administrative approval.
5. Budget proposals for inclusion of schemes in plan and non-plan.
6. Cases of special pay, removal of anomalies, grant of pay scales, ACP to Class-I and II officers to be referred to the Finance Department.
7. Matter involving loss of Govt. store or money and Write-off of upto Rs.50,000/- in an individual case.
8. Waving of any claims or recovery against class-II officers.
9. Material for Governor/Finance Minister Speech.
10. Investigation of time barred claims of gazetted officers.

## GENERAL MATTERS

-6-

1. Oral examination by the Public Accounts Committee and the Estimates Committee or any other committee of the Legislature except in cases where he delegates this work to the Special/Joint/Deputy Secretary.
2. Final disposal of all cases where under any control, order, Government Rule, or contract of the Department decision lies with the Secretary either as an Appellate Authority or as an Arbitrator.
3. Disposal of appeals preferable to the State Govt. under section 6 and 6A of the Essential Commodities Act, 1955 (Act No. 10 of 1955)
4. Replies to be sent to the Public Accounts Committee/Estimates Committee/other Committee of the Vidhan Sabha.
5. Approval of Court replies/affidavits.
6. Grant of advance and additional increment to gazetted officers.
7. Installments of telephone in case of entitled category/officers/official.
8. Delegation of powers to HOD and other officers permissible under Rules.
9. Constitution of Department committees.
10. Payment of compensation/fee/fine/interest to gazetted and non-gazetted staff.

8

ANNEXURE-III

CASES TO BE DISPOSED OF AT THE LEVEL OF SPECIAL/JOINT SECRETARY TO GOVERNMENT, HARYANA, FOOD AND SUPPLIES DEPARTMENT

ADMINISTRATIVE MATTERS

1. Grant of TA beyond thirty days.
2. Grant of Earned leaves to Class-II Gazetted Officers upto 3 months.
3. Grant of loan and advances to gazetted officers etc.
4. Pay fixation cases of officers/officials in the Deptt.
5. Training of Non-gazetted/ gazetted officers.
6. Permission to cross efficiency bar of gazetted officers.
7. Sanction of LTC to gazetted officers.

ADMINISTRATIVE POWER UNDER VARIOUS CONTROL, ORDERS

1. Regularization and renewal of brick kiln licences in disputed cases.
2. Issue of notification under various control orders regarding delegation of powers etc.

ADMINISTRATIVE POWER UNDER THE P.R. ACCOUNTS MANUAL

1. Opening and closing of Provincial Reserve Centre.
2. Selection of sites for the construction of new godowis.
3. Fixation of issue rate of gunny bags.
4. Opening of mandis for the purchase of wheat.
5. Levy or penalty on unlifted stocks of wheat against tenders.
6. Entertainment of wheat tenders and acceptance thereof.

Acceptance of the tender for a smaller Quantity than the full tendered quantity. Rejection of the tender without assigning any reason thereof. Demand of special securities from the tenderer in the form of Call Deposits of cheques certified 'Good for payment' instead of crossed security cheques. Allocation of tendered wheat to the Roller Flour Mills regarding opening of letter of credit with scheduled Banks for supply of tendered wheat. Allowing change of station of dispatch of district from which wheat is to be supplied against tendered and extension of the period of delivery provided in the contractors, with or without penalty. Imposition of penalty for non-fulfillment of wheat contracts, and recovery thereof from tenderers/clearing agents concerned rival of the cancelled contracts if considered, necessary debarring the tenderers/clearing agents from doing any further wheat business in case of their failure to pay prescribed penalties. Deputing of any person to carry out super-inspection or re-inspection of tendered wheat at destination, or in the course of transit, powers to exercise the discretion, whether the result of such super-inspection or re-inspection shall be enforced. Fixation of rate of inspection fee to the Inspecting agents and of Commission to the clearing of Agents.

FINANCIAL MATTERS

1. Cases regarding budget Estimates/supplementary Estimates.
2. Sanction of refunds.
3. Financial powers of Government as per Punjab Financial Rules and PR. Accounts Manual as amended from time to time.
4. House Building Advance of Officers/Officials.
5. Grant of Temporary Advance out of G.P.Fund to gazetted officers.
6. Grant of loans and advances to gazetted officers.
7. Sanction of medical reimbursement to gazetted officers.

GENERAL MATTERS

1. Civil suits and Civil writ cases.
2. Correspondence with Govt. of India/Regional Director Food and Regarding matters not requiring the notice of Administrative Secretary/Minister.
3. Purchase and disposal of Government Vehicles.
4. Approval of programme for planned movement of coal/coke under the phased programme.
5. Fortnightly material for the Press Conferences of Chief Minister.
6. Journey beyond jurisdiction of gazetted officers except Distt. Food and Supplies Officers and Superintendents.
7. Policy directions, regulating sale of bricks and functioning of the kilns.
8. Cases regarding installation of Shellers and Hullers in the State.
9. Monthly allocation of Food-grains and sugar for distribution within the State including the individual quota in urban and rural areas.
10. Back references in order to collect certain essential information will be made at the level of Joint/Special Secretary only.  
**Note:-**Deputy Secretary/Under Secretary/Superintendent/ Deputy Superintendent will not be competent to make such references.
11. Grant of causal leave to Under Secretary.
12. Investigation of time barred claims to not gazetted employees.
13. Waving of revising or any claims against non-gazetted employees.
14. Grant of honorarium to non-gazetted officers.
15. Sanction of LTC to non-gazetted Officers.
16. Grant of advance and additional increments to non gazetted officers.
17. Training of non gazette officials and sanction of Tour Programme.
18. Settlement of Audit objections.
19. Grant of approval beyond jurisdiction by Class-I Officers and Staff car.




ANNEXURE-IV

CASES TO BE DISPOSED OF AT THE LEVEL OF DEPUTY SECRETARY/ UNDER SECRETARY FOOD AND SUPPLIES DEPARTMENT.

1. Routine case on the various subjects including reference seeking clarifications.
2. Reference below the stage of final order.
3. Reference to Finance Deptt. or other Deptt. unless the subject matters important, or it does not require reference to higher authorities.
4. Cases relating to pay fixation, compensatory and other allowance to non-gazetted officials.
5. Advance from General Provident Fund for the purpose of conveyance where no relaxation of rules is involved.
6. Journey beyond jurisdiction of District Food and Supplies Officers, Superintendents approval thereof.
7. Investigation and sanction of time barred claims of pay and allowances of gazetted as well as non-gazetted officials.
8. Casual leave/earned leave of Non-gazetted staff when Director, Food and Supplies is not available.
9. Casual leave of gazetted officers when Director, Food and Supplies is not available.
10. Other cases where specific delegation is made from time to time.
11. Medical Reimbursement to non-gazetted officials above Rs. 5,00,000/- and G.P. funds cases.
12. Casual leave to Superintendent of FS Branch.
13. Disposal of Representations of routine nature of non-gazetted employees.
14. Distribution of work amongst Assistants of FS Branch.
15. Back references of routine nature.
16. Issue of order and sanctions approved on file by the competent authority.

ANNEXURE-V

SUPERINTENDENT FOOD AND SUPPLIES DEPARTMENT

- 
1. Issue of reminders.
  2. Requisition for supply of copies.
  3. Disposal of letters containing interim information.
  4. Disposal of reminders in cases in which replies are under issue.
  5. Issue of letters of routine nature.
  6. Acknowledgement/receipt of important communications from other States Government of India.