

STANDING ORDER

[Under Rules 18 and 19 of the Rules

Of Business of the Government, 1977]

Pursuant to the provisions as contained in 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 all cases or classes, as the case may be, pertaining to the Archives Department shall be disposed of in the manner and at the level indicated against each category detailed out herein after.

Rule 18 above referred reads as follows:

“Except as otherwise provided by other rule, cases shall ordinary disposed of by or under the authority of the Minister-in-charge who may, by means of standing orders, give such directions as he thinks fit for the disposal of cases in the Department. Copies of such standing orders shall be sent to the Chief Minister and the Governor.”

Rule 19 above referred reads as follows:

“Each Minister shall means of standing orders, arrange with the Secretary what cases or classes of cases are to be brought to his personal notice. Copies of such standing order shall be sent to the Chief Minister and the Governor.

Provided that it shall not be necessary for the Secretary to obtain the concurrence of the Minister-in-Charge for referring a case to the Chief Secretary or to the Legal Remembrancer for advice, but he shall keep the Minister-in-charge informed of the action taken;

Provided further that in case Administrative department propose not to act according to the advice of the Chief Secretary or of the Legal Remebrancer, it shall be necessary to refer the case to the Chief Minister before taking final action in the matter.”

2. The cases mentioned in Annexure A shall be submitted to the Minister-in-Charge for final orders.

3. The cases mentioned in Annexure 'B' and 'C' shall be disposed of by the Administrative Secretary/Secretary to Government, Haryana, Archives Department respectively at their own level.

4. In the event of absence of the Minister-in-charge from State headquarters, the Administrative Secretary to Government, Haryana, Archives Department, and in the event of the absence of the latter from Chandigarh, the Secretary Archives will dispose of such cases of extreme urgency which, in the ordinary course, would have been dealt with by the Minister-in-charge after his return to Chandigarh/Headquarters.

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(Kamlesh Dhanda)
Minister of State for Archives

No. 2/23-92-Abhi/1925-31

Dated Chandigarh the 23-12-19

A copy along with copy of annexure is forwarded to the following for information/necessary actions:

1. Secretary General to Government, Haryana, Chandigarh.
2. Principal Secretary to Chief Minister, Haryana, Chandigarh.
3. Private Secretary to Minister, Archives Department, Haryana, Chandigarh.
4. Chief Secretary to Government Haryana (one copy each in Political Branch and Cabin Section)
5. Additional Chief Secretary to Govt. of Haryana, Finance Department.
6. Principal Secretary to Government Haryana, Archives Department.
7. Special Secretary to Govt. Haryana and Director, Archives Department, Haryana, Panchkula.


Special Secretary to Government
Haryana, Archives Department
for Principal Secretary to Govt.
Haryana, Archives Department.

20/12/2019

ANNEXURE 'A'

List of cases pertaining to the Archives Department to be submitted to the Minister-in-charge

1. Legislative Matters

- 1.1 All Legislative Assembly questions.
- 1.2 Replies to assurances/ premises made by the Minister on the floor of the House which are not based on the decision already taken by Government or which do not give factual information only and which the Administrative Secretary may consider necessary to submit to the Archives Minister.
- 1.3 Replies to Parliament questions where information to be given is not merely and/or wholly factual.
- 1.4 Framing of Acts and/or Rules there under or any amendments therein and references to Legal Remembrancer regarding preparation of Drafts Bills (s).

2. Administrative Matters

Kamlesh

- 2.1 Framing of Service Rules of all categories/groups of employees in the Department and/or any amendments therein.
- 2.2 All matters pertaining to the First appointment/extension of probationary period, confirmation, promotion, reversion, transfer, compulsory retirement, pension, disciplinary action (except minor punishment cases of Group B officers) in respect of employees holding ex-cadre posts in Group A and B in the Department.
- 2.3 Cases sent by or pertaining to Director/Director General, Archives excepting those relating to sanction of casual leave and approval of tour programme etc.

- 2.4 Annual confidential Reports or Administrative Secretary, Secretary, Director/Director General, Archives and all Group A employees in the Department.
- 2.5 Training of Staffers/officers in the Department abroad all matters pertaining to their deputation to the Union of India and/or State Government(s).
- 2.6 Creation of posts in the Department.
- 2.7 Reference to the vigilance Department/Bureau in case of all Groups A and B employees in the Department.
- 2.8 Cases to be sent to the Chief Minister/Governor.
- 2.9 All matters based on a memorials submitted by an employees in the Department unless withheld under Rules by the Administrative Secretary.

3. **Financial Matters**

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- 3.1 Grant or withdrawal of special/personal pay to all or any Group A or B employees in the Department.
 - 3.2 Reports of the Public Accounts and Estimates Committees of the State Legislature when ripe for a final view/decision thereon.
 - 3.3 Proposals/Schemes involving new expenditure of Rs. One lakh or above.
 - 3.4 Matters involving substantial loss of Government Stores and public money.
 - 3.5 Cases/reports relating to financial irregularities in the Department
 - 3.6 Cases regarding the purchase and permission to sell property to Group A employees in the Department.
 - 3.7 Waiving off any claim upon or recovery of amounts from any Group A or B employees in the Department.
4. **General/Miscellaneous Matters.**
- 4.1 Any case relating to Group A and B employee(s) or of a non-gazette employees which the Administrative Secretary may like

to submit to the Chief Minister or which the Chief Minister may requisition.

- 4.2 New plan/ non-plan schemes.
- 4.3 Important policy references received from or made to Government of India.
- 4.4 Grants other than normal and general grants to non-government institutions.
- 4.5 Matters relating to appointment of Advisor(s) or the constitution of any Advisory Committee(s) or Board(s), as the case may be.
- 4.6 All policy matters, such as those relating to (1) major building works; (2) any other important case involving major question of policy or principle;(3) any other cases which the Administrative Secretary may like to submit to the Minister-in-charge, or which the Minister-in-charge may requisition;(4) institution or withdrawal of civil or criminal proceedings in respect of Group A or B employees, and according of approval to any payment from the State revenues of damages in suits brought by or against such employees
- 4.7 All cases concerning acquisition of land.
- 4.8 Withholding of memoirs of employees other than Group A and B employees.

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Annexure 'B'

List of cases which are to be disposed off at the level of the Administrative Secretary, to Government, Haryana, Archives Department.

1. All appeals and revisions under various Acts and Rules of the Department.
2. Appeals under the relevant Service Rules by all Group A and B employees of the Department and only of those Group C employee against whom final orders have been passed by the Director/Director General.
3. Tour Programme of the Director/Director General.
4. Cases regarding the purchase and permission to sell property to Group B employees in the Department.
5. Cases regarding the submission of factual information sought by the Public Accounts Committee, Estimate Committee and other Committee of the Vidhan Sabha.
6. Cases regarding furnishing of factual information called by the Government of India in respect of Parliament Questions. Kamlesh
7. Cases of expenditure in connection with repairs, new works contingencies, installation of Machinery, telephones, purchase etc. in consultation with Finance Department or where provision already exists in the budget, ranging from Rs. One lakh and above.
8. Cases involving substantial loss of Government money stores, write off of losses as per instruction by the Government from time to time.
9. Hiring of accommodation in case of first approval.
10. Cases not involving change in Government policy.
11. Cases to be referred to Finance Department/Legal Remembrancer/Chief Secretary about which Minister-in-charge has to be kept informed.
12. Grant of casual leave to the Head of Department.
13. Referencing relating to reimbursement of Medical charges and time barred claims in respect of Director/Director General, Archives.

14. Referencing relating to various advances e.g. G.P. Fund advance, car scooter advance, house building Advance etc. where the relaxation of any rule of standing Govt. Instruction is involved.
15. Reference relating study leaves cases of Group A and B employees.
16. Proposals/Schemes involving new expenditure as per instructions issued by the Government time to time.
17. Power to decide various types of cases of Group A employees under the TA Rules for which the Department of Government have full powers.
18. Any cases considered important for submission by Secretary to Government Archives.

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ANNEXURE 'C'

List of cases which are to be disposed off by the Secretary to Government, Archives) Haryana Archives Department and Director/Director General, Archives, Haryana.

1. Matters relating to appeals of Group C and Group D employees of Directorate against the order inflicting minor punishment under Punishment and Appeal rules, 2016 where final order were not passed by him/her.
2. Appeals of Group C and D employees of the Department against the order inflicting minor punishment under Punishment and Appeal rules, 2016 where final order were not passed by him/her.
3. Reference relating to re-imbusement of medical charges, TA bill(s), and time barred claims of all kinds of all employees including their payment as per instructions issued in the Government time to time.
4. Reference(s) relating to various advances, i.e. General Provident Fund advance, car/scooter/motor cycle advance, house building advance, etc. by or to the employees of the Department, provided no relaxation in the provisions under rules or standing instructions is involved.
5. Cases relating to fixation of pay, increments and allowances of all Group A and B employees.
6. References relating to leave excepting study leave from or to all Group A and B employees in the Department.
7. Grant of fee/honorarium to all Group A and B employees in the Department, and other employees in the Department.
8. Administrative Sanctions.
9. Cases regarding the purchase and permission to sell property to Group C and D employees in the Department.
10. Issue of financial sanctions after obtaining clearance from the Finance Department.
11. Cases regarding Audit objections/reports.
12. Sanctions of recurring financial assistance/grant-in-aid in privately-managed institutions within the amount already provided in the budget of the Department.
13. Permission to employees for publishing a book or article of a purely literacy or scientific character as per the approved policy of the Government.
14. Disposal of cases relating to sanctioning of house rent allowance to all employees in the Department.

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