

**WOMEN & CHILD DEVELOPMENT DEPARTMENT, HARYANA**

**ORDER**

In continuation of this office orders Endst. No. 2034-52/EA-I/WCD/2018, dated the 16.04.2018 vide which powers of DWCD were delegated to other officers, I, Hema Sharma, hereby re-delegate the powers to the officers as mentioned in Col. 4,5,6 and 7 to the extent given in Column. 3 of the following table.

This supersedes previous delegation made in this behalf vide this office Endst. No. 2034-52/EA-I/WCD/2018, dated the 16.04.2018.

Sr. No.	Nature of power	Extent of powers vested with Director	Additional Director (Admn.)	Chief Accounts officer (Audit)	Accounts officer (Budget)	All District Programme Officers (WCD)
1	2	3	4	5	6	7
•	Issue of experience certificate on the basis of record in respect of class II, III&IV officers/officials	Full powers	Full powers in respect of class II ,III IV& officers/officials	---	---	--
•	Powers to forward applications for employment in other departments to class II officer, III and IV officials only	Full powers	Full powers in respect of class II ,III IV& officers/officials	---	---	---
•	Powers to grant permission for higher education to class II officer, III and IV officials	Full powers	Full powers in respect of class II ,III IV& officers/officials	---	---	--
•	Sanction of encashment of unutilized EL (300 days) to retired class II officer, III and IV officials	Full powers	Full powers in respect of class II ,III IV& officers/officials	---	---	--
•	To grant of Earned/Half pay/ Commuted/ maternity leave/Child care leave to class II officer, III and IV officials	Full powers	Full powers in respect of class II ,III IV& officers/officials	---	---	--
•	Grant of additional increment/higher standard pay scales/ ACPs to class III and IV officials	Full powers	Full powers in respect of class III & IV officers/officials	--	---	--
•	Release of security pledged of security to class II officers, III and IV officials	Full powers	-	--	Full powers in respect of class II	--
•	Sanction of ex-gratia amount, 1 year HBA and financial assistance on death to the deceased families of class II officers, III and IV officials	Full powers	--	--	Full power in respect of class II,III &IV officials	--
•	Sanction of leave travel concession to Group 'B', 'C' and 'D' employees of Hqr and DPOs working in field	Full powers	--	---	Full powers in respect of group-B,C and D employees of Hqr. and DPOs working in field	--
•	Sanction of Handicapped allowances for class II officer, III and IV officials only	Full powers	--	---	Full power in respect of class II,III &IV officials	--
•	Reimbursement of medical claims up-to Rs.7,00,000/-	Full powers	---	--	Up-to Rs. 3,50,000/- to class II officer and III &IV officials at Hqr.	--
•	To sanction the rent of field office accommodation (Sr.No.8 of rule 19.6 of PFR Vol.I Part-I) up-to Rs.10,000/-	up-to Rs.10,000/-per month	---	--	Full powers	Rs. 8,000/-
•	Repair of car/jeeps and etc. under Sr.No.1 of rule 19.6 of PFR	up-to Rs.50,000/	---	---	Full powers	

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1	2	3	4	5	6	7
		- in each case				
•	To countersigned the TA bills of class I & II officers Rule 15.1 of TA Rules CSR Vol-III	Full powers	Full powers in respect of class I and II officers	---	--	
•	Clearance of probation period of Group "C" & "D" employee	Full powers	Full powers in respect of class III and IV officers	---	--	
•	Issue of employer certificate in respect of class II officer, III and IV officials	Full powers	--	Full powers in respect of class II officers, III and IV officials	---	
•	To sanction GPF refundance Refundable/ Non-refundable under Rule 15 & 18 to Group 'B', 'C' and 'D' employees of Hqr and DPOs working in field	Full powers	--	Full powers in respect of group-B, C and D employees of Hqr. and DPOs working in field	----	
•	Permission to purchase of plot in respect of Group 'B', 'C' and 'D' employees of Hqr and DPOs working in field.	Full powers	--	Full powers in respect of group-B, C and D employees of Hqr. and DPOs working in field	---	
•	Sanction regarding purchase of cycles in the field offices to class IV officials	Full powers	--	Full powers in respect of group-B, C and D employees of Hqr. and DPOs working in field	--	
•	Issue of caste/ Residence certificate in respect of Class-II, III & IV officers and officials	Full powers	--	Full powers in respect of class II, III & IV officers/ officials.	---	
•	Marriage Advance, Computer Advance, House Building Advance & Conveyance advance	Full powers	---	Full powers in respect of class II, III & IV officers/ officials.	----	
•	Accepting Authority of ACRs of Group "C" & "D" employee of field staff.	Full powers	Full powers	--	--	
•	Internal adjustment by shifting of seat of Group 'C' & 'D' employees working at Hqr.	Full powers	Full powers	--	--	

Panchkula, dated  
The 03.05.2018


Hema Sharma  
Director, Women & Child Development Department,  
Haryana, Panchkula.

Endst. No. 5118 - 37

/EA-1/WCD/2018, dated the 07/05/18

A copy of above is forwarded to the following for information and necessary action :-

1. Additional Director-I & II.
2. Deputy Director-I, II & III.
3. Chief Account Officer, Hqr.
4. Account officer (Audit/Budget).
5. Programme Officer-II, Hqr.
6. PS/DWCD, Hqr.
7. All dealing assistant, SE-I & SE-II, Hqr.
8. Office order file.

  
 Superintendent (Estt-II),  
 for Director, Women & Child Development Department,  
 Haryana, Panchkula. NK