

STANDING ORDER

In pursuance of the provisions of rule 18 & 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 Women & Child Development Department, Haryana, Chandigarh under the Administrative Control of the Principal Secretary to Government Haryana, Women & Child Development Department shall be disposed off as indicated in the Annexure to this order.

2. These delegations shall be considered as binding only in the sense that the cases mentioned for each level shall not normally be put up to the higher authorities.

3. In the absence of the Women & Child Development Minister from Chandigarh, Minister of State, Women & Child Development, Principal Secretary to Govt. Haryana, Women & Child Development Department and in his/ her absence Special Secretary, Women & Child Development Department, Haryana, may finally dispose off cases to extreme urgency. Such cases shall, however, be shown to the Women & Child Development Minister on her return to Chandigarh.

4. No orders will be open to question in representations, enquiries or Courts, only because of the relevant file, not having received the approval of the prescribed authority under these delegation orders. These orders shall be effective with immediate effect.

Kamlesh

Kamlesh Dhanda

Minister of State for Women & Child Development
Haryana, Chandigarh.

Chandigarh, Dated
the

EndsL.No.

1766 - SW(3)/2019, Chandigarh, dated the 31.12.2019

A copy alongwith its enclosures is forwarded to the Secretary to Governor, Haryana for necessary action.

24-
Superintendent (SW)

for Principal Secretary to Govt. Haryana,
Women & Child Development Department

EndsL.No.

1766 - SW(3)/2019, Chandigarh, dated the 31.12.2019

A copy alongwith with a copy of delegation orders is forwarded to :-

1. Principal Secretary to Chief Minister, Haryana.
2. Chief Secretary to Government, Haryana (In Political Branch)/GS-I.
3. Chief Secretary to Government Haryana (In Cabinet Section and Administrative Reforms Branch).
4. Special Secretary (WCD), Haryana.
- ✓ 5. Director, Women & Child Development Department, Haryana, Panchkula.
6. Superintendent, Social Welfare (Secretariat Branch)
7. Spl. Sr. Secretary/CM, Secretary/MWCD, PS/PSWCD & PS/DWCD.

Raghu

Superintendent (SW)

for Principal Secretary to Govt. Haryana,
Women & Child Development Department

Annexure -1

List of cases to be disposed of finally by the Minister-in-Charge of the Women & Child Development Department.

I-Legislative Matters

1. Cases which are required to be submitted to Council of Ministers, Governor, CM under the provision of the Rules of Business of the Government of Haryana, shall be routed through Minister-in-Charge.
2. Cases referable to Council of Ministers, under Rule 5 & 11 of the Rules of Business of the Government of Haryana, 1977.
3. Framing of Acts and Rules there under or any amendment therein and reference to L.R. and Secretary to Government Haryana, Legislative Department regarding preparation of Draft Rules.
4. Assembly Question, Resolution, Assurances and promises made by the Minister on the floor of the House.
5. Replies to Question in Lok Sabha and Rajya Sabha except factual information.

II-Administrative Matters

All cases Dealing with :

1. All case of first appointment, extension in service, compulsory/pre mature retirement, confirmation, crossing of efficiency bar, promotion, reversion, suspension, efficiency bar, transfers, temporary cut in pension/ gratuity and award of commendatory letters to Gazetted officers (Group A & B) and transfers of Group A & B.
2. Service Rules of Gazetted (Group A & B) and Non-Gazetted (Group C & D) Establishment and amendment thereof or relaxation of the application of the rules.
3. Legislative matters.
4. Annual Confidential Reports of Administrative Secretary, Director, or whose first report is recorded by the Director.
5. Training of Gazetted (Group A & B) officers abroad and their deputation to Central and other State Governments.
6. Grant of approval to the creating of new Gazetted (Group A & B) as well as non Gazetted (Group C & D) posts.
7. Revision of pay Scales of Gazetted officers (Group A & B)
8. Forwarding of applications of Class-I & Class-II officers for job outside the Department where any relaxation in terms of appointment is required. Kamlesh
9. All references to the Haryana Public Service Commission in respect of Gazetted officers (Group A & B).
10. Institutions or withdrawal of Civil Criminal proceedings against Gazetted Officers (Group A & B) and proposals to pay from the revenue of the State, costs or damages in civil and criminal suits brought by or against Gazetted officers (Group A & B).
11. Reference to the Vigilance Department in respect of Gazetted officers (Group A & B) and enquires against them.
12. Case to be sent to Chief Minister/Governor.
13. All cases of complaints/disciplinary proceedings under rule-7 (Major penalty) in respect of Class-II Officers of the Department.
14. To give the additional charge of vacant posts (Gazetted officers (Group A & B)).

III-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. Crèche scheme for Rural Employment.
4. Matters involving substantial loss of Government stores of money.
5. Financial irregularities of a serious nature.
6. Grant of Honorarium to gazetted (Group A & B) & non gazetted (Group C & D) staff as per rules.

IV-General Matters

1. Important Policy references received from or made to the Government of India.
2. Any cases the Minister desires to see specially or any other case which the Administrative Secretary may like to submit to the Minister.
3. All cases of sanction of grant-in-aid to NGOs/voluntary welfare organizations.
4. Administrative approval for construction of office buildings.
5. Important cases involving questions of policies or Principals not expressly provided for in this column or other column.

Annexure-II

List of cases to be disposed of finally by the Administrative Secretary in respect of Women & Child Development Department, Haryana.

I-Administrative Matters

1. Recording of Annual Confidential Report of Director, WCD and review the ACRs of officers whose first report recorded by the Director.
2. All appeal cases against the decision of Director where the punishment awarded by the Director to Gazetted (Group A & B) & non Gazetted (Group C & D) Staff.
3. Cases relating to crossing of Efficiency Bar by the Gazetted (Group A & B) including Class-I officer.
4. Important cases to be referred to CS/LR/FD.
5. Representations from staff about conditions of service.
6. Revision of pay scales of non-gazetted (Group C & D) staff.
7. Training abroad of non-gazetted (Group C & D) officials and their deputation to central and other State Govts.
8. All cases concerning acquisition of land.
9. Case regarding furnishing of factual information called by the Govt. of India in respect of Parliament questions.
10. References relating to study leave cases of Class-I & II officers to the Finance Deptt.
11. Straight cases regarding forwarding of applications of Class-I & II officers for job outside the Deptt.
12. All complaints regarding gazetted officers (Group A & B) where enquiry has to be ordered.
13. Institution or withdrawal of Civil/ Criminal proceedings against non-gazetted officials (Group C & D) and payment from the State revenue of damages/ suits brought by or against the non gazette (Group C & D) officials.
14. Cases not involving any major change in policy.
15. Grant of extra ordinary leave upto 6 months to all gazette (Group A & B) and non-gazetted (Group C & D) officers/officials.
16. Representation against the adverse remarks conveyed to gazetted officers Group A & B)
17. Replies to be sent to the Public Accounts Committee/ Estimate/ Assurance Committee.
18. All complaints against gazetted officers (Group A & B), if a report is called for by the Minister Incharge.
19. To sanction the LTC facility to Class-I Officers.
20. To issue the domicile certificate to the dependent of Class-I officer.
21. Cases to be sent to CS/FD/LR.
22. Sanction of the purchase/ sale of immoveable/ moveable property by Class-I officers.

II-Financial Matters

1. Tour Programme of Director, WCD.
2. Medical re-imbursement of Director, WCD.
3. Non-refundable GPF advance cases requiring sanction of the Administrative Secretary of all category of employees and refundable GPF advance case of gazetted officers (Group A & B) as per rules, if the post of Deputy Secy./Joint Secretary/ Special Secretary is lying vacant.
4. Important Budget case and new scheme involving expenditure of less than five lakh of rupees.
5. Matter involving of any claim/ recovery against non -gazetted officials (Group C & D).
6. Matters involving loss to Government stores/ money and their writing off where Administrative Secretary's sanction as Financial rules required.
7. Cases relating to the creation of non gazetted (Group C & D) posts which required a reference to Finance Department.
8. Hiring of accommodation as per financial rules.
9. Purchase/ disposal off Govt. vehicles, equipment and machinery as per requirement of Financial rules.
10. Property returns of Class-I officers.

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11. Grant of pension/ counting of Military service towards pension and civil employment in respect of gazetted (Group A & b) establishment for whom the Govt. is the appointing authority.
12. Regularisation of audit objections.

III-General Matters.

1. Departmental Meeting Advisory Committee and such other meetings in the benefit of the Department.
2. Important references to be made to the Government of India.
3. Grant of permission to Govt. servants having one spouse to re-marry with the approval of Chief Secretary to Govt. Haryana.
4. Any other case considered important by the Director, Women & Child Development Department, Haryana.
5. Various periodical reports regarding working of the Department Annual Administrative Report and review thereon/ Annual review report of Audit both departmental and Accountant General.
6. Meeting of the working group of Annual/ five year plan.
7. Forwarding cases of NGO's/ Voluntary organizations to Govt. of India/ other organizations for financial assistance.

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Annexure-IV

List of cases to be disposed of finally by the Director, Women & Child Development Department, Haryana.

I- Administrative Matters

1. Appointment/ posting/ Transfer/ leave cases/ Disciplinary Action (both under rule-7 and 8)/ Extension in service/ extension of probation period/ grant of LPR award of Commendatory letters/ removal/ dismissal/ seniority/ confirmation/ Suspension/ promotion/ Reversion in respect of non-gazetted officials of the Director, WCD, Haryana.
2. Annual Confidential Reports of Gazetted (Group A & B) and Non-Gazetted (Group C & D) Staff/ working under him/ her.
3. Tour Programme/ TA Bill/ Medical/ Re-imbursement bills of Gazetted (Group A & B) and Non-Gazetted (Group C & D) staff.
4. Crossing of Efficiency Bar/ Grant of Pension/ Gratuity to Non-Gazetted (Group C & D) and Class-II officers.
5. Grant of Extra Ordinary leave upto 3 months to all Gazetted (Group A & B) or Non-Gazetted (Group C & D) staff.
6. Grant of Earned leave/ commuted leave/ half pay leave/ Maternity Leave etc. as per rules and un-utilized 300 days leave to gazetted (Group A & B) and non gazetted (Group C & D) officials.
7. Grant of sanction to the Institution of Civil/ Criminal proceedings against non-gazetted (Group C & D) staff/ and to pay from the revenues of the State. Costs or damages in civil/ criminal suits.
8. To file the written statements in the courts/information of cases being contested in courts/ sanctions to production of documents in different courts.
9. Supervision of all Women & Child Development Department Activities/ Schemes irrespective of the department in which they are dealt with and guidance to the voluntary organizations and liaison between voluntary organizations and State Government.
10. Forwarding of applications of Non-Gazetted (Group C & D) staff for jobs outside the department.
11. Maintenance of property returns of Class-II and other Non-Gazetted (Group C & D) Staff.
12. Disciplinary cases under rule -8 in respect of class-II officers as per rules.
13. To issue the domicile certificates to the dependents of Class-III & IV employees as per Govt. instructions.
14. To sanction the LTC to class-II Gazetted (Group A & B) officers also.

II-Financial Matters

1. Financial irregularities committed by the non-gazetted officials.
2. Grant of Honorarium to Non-Gazetted staff as per rules.
3. Cases regarding disposal/ writing off unserviceable/ surplus stock.
4. Purchase and condemnation of vehicles as per financial rules.
5. Sanction to the purchase/ sale of moveable/ Immoveable property by gazetted (Group A & B) class-II & non-gazetted (Group C & D) staff.
6. Sanction of LTC to Class-III & IV employees.
7. Sanction of journey beyond the jurisdiction to gazetted (Group A & B) and Non-gazetted (Group C & D) officials.
8. Delegation of powers of DDO to other suitable officers in case of vacancy.
9. Grant of loans for purchase of wheat/marriage of children/house building/ motor car motor cycle/scooter and cycle to Gazette (Group A & B) and non Gazetted (Group C & D) officers/officials as per rules.
10. Notice under section 80 CPC/ Important cases to be brought to the notice of Secretary.
11. Sanction to investigation by Accountant General, Haryana to claims to pay T.A. and other arrears over 3 years old under paragraphs 2.25 of PFR, Volume-I.

III-General Matters

1. Interpretations of the provisions of various Acts only important cases to be brought to the notice of the Secretary.
2. Settlement of dispute outside the courts important cases to be brought to the notice of the Secretary.

- Annexure-V

List of cases to be disposed off finally by the Additional Secretary/ Joint Secretary or Deputy Secretary as the case may be in respect of Women & Child Development Department, Haryana.

1. To issue drafts in which orders have already been passed by the Administrative Secretary Minister-in-charge.
2. To file the written statement in Courts on behalf of Administrative Secretary after obtaining his/her approval.
3. To sanction the refundable and Non-refundable GPF Advance to Gazetted (Group A & b) and Non gazetted(Group C & D) staff.
4. Investigation of time barred claims (non-gazetted (Group C & D) establishment).
5. Issue of Notification/ Sanction where the subject matter has been approved.
6. All cases (non gazetted(Group C & D) relating to Medical re-imbursement covered under the rules.
7. Installation of telephones in case of entitled categories/ officers/ officials.
8. Sanction of remuneration of Group C & D employees.
9. Distribution of works amongst the Branch Members with the approval of Special Secretary to Govt. Haryana.
10. Cases of Relaxation for journey in excess of 10 days in a month for Class-III & IV officials.
11. Signing of Agreement Bonds on behalf of Govt. of Haryana.
12. Defense Sanction of Court cases.
13. Sanction of Casual leave to Gazetted (Group A & B) staff.

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