



STANDING ORDER

In pursuance of the provisions of rule 18 & 19 of the Rules of Business of the Government of Haryana, 1977, I hereby order that the classes of cases set out in the sub-joined Schedule "A" shall be brought to the personal notice of the undersigned, while the remaining classes of cases set forth in the sub-joined schedules "B" and 'c" shall be disposed of by the Financial Commissioner & Principal Secretary to Govt. Haryana, Electronics & Information Technology Department, Special Secretary/Joint Secretary, Electronics & IT Department, respectively.

2. All cases requiring my orders will be routed through the Financial Commissioner & Principal Secretary to Govt. Haryana, Electronics & Information Technology Department, except such cases as have been listed in Schedule 'B' and 'C' respectively.
3. If I am away from Chandigarh, the Principal Secretary to Govt. Haryana, Electronics & Information Technology Department, may finally dispose of any case of extreme urgency, which is otherwise to be submitted to the undersigned for orders, being the Minister-in-charge of Electronics & Information Technology Department. Similarly, if the Financial Commissioner & Principal Secretary Electronics & Information Technology is also away from Chandigarh, the Special/Joint Secretary, Electronics & IT Department may finally dispose of any case of extreme urgency, which is otherwise to be submitted to the undersigned /Financial Commissioner & Principal Secretary Electronics & IT for orders. However, such cases must be submitted to me for my information and orders, if any, on my return to Chandigarh.
4. No orders shall be open to question in any representations, enquiries or courts only because the relevant file has not received the approval of the prescribed authority under these delegation orders.
5. Subject to the provisions made in Schedule "A", "B" and "C", the Financial Commissioner & Principal Secretary, Electronics & IT Department, would be



Government of Haryana
Electronics and Information Technology Department
Secretariat for Information Technology
9th floor, Haryana Civil Secretariat, Chandigarh.

competent to allocate duties amongst his subordinate officer such as the Administrative Officer /Joint Secretary /Special Secretary of Electronics & Information Technology Department. Further, the Financial Commissioner & Principal Secretary may send for any case which under these orders is either to be disposed of by the Special Secretary/Joint Secretary himself or is to be sent by him directly to the undersigned. These orders supersede all the earlier orders on the subject and come into force with immediate effect.

Dated Chandigarh
the 16.3.2011

Bhupinder Singh Hooda
Chief Minister, Haryana.

A copy is forwarded to the following:-

- 800
29.3.11
29/3
29/3
- 1) The Secretary to Governor, Haryana.
 - 2) The Principal Secretary to Chief Minister, Haryana.
 - 3) The Secretary to Chief Minister, Haryana.
 - 4) The Chief Secretary to Govt. Haryana.
 - 5) The Private Secretary to Chief Minister, Haryana.

Administrative Officer
for Financial Commissioner & Principal Secretary to Govt. Haryana,
Electronics & Information Technology Department.

To

1. The Secretary to Governor Haryana.
2. The Principal Secretary to Chief Minister, Haryana.
3. The Secretary to Chief Minister, Haryana.
4. The Chief Secretary to Govt. Haryana.
5. The Private Secretary to Chief Minister, Haryana.

U.O.No. 1/52/2001/1SIT/2185

U.O.No. 1/52/2001/1SIT/2186

Dated Chandigarh, the 29.03.2011

Dated Chandigarh, the 29.03.2011

A copy is forwarded for information to the following:-

1. The Private Secretary to the Financial Commissioner & Principal Secretary to Government Haryana, Electronics & Information Technology Department.
2. Special Secretary to Government Haryana, Electronics & Information Technology Department.

30/3/2011

Administrative Officer
for Financial Commissioner & Principal Secretary to Govt. Haryana,
Electronics & Information Technology Department.



Government of Haryana
Electronics and Information Technology Department
Secretariat for Information Technology
9th floor, Haryana Civil Secretariat, Chandigarh.

Schedule 'A'

List of classes of cases pertaining to the Electronics & IT Department, to be submitted to the Chief Minister (Reference Rule 18 & 19 of the rules of Business of the Government, Haryana, 1977) through Financial Commissioner & Principal Secretary to Government of Haryana, Electronics & IT Department.

A. Legislative Matters

1. All matters pertaining to Vidhan Sabha Questions/Resolutions/ Motions/Lok Sabha/Rajya Sabha questions.
2. All legislative measures concerning the Electronics & IT Department including framing of Acts, rules, regulations or any amendments therein and also preparation of drafts Bills, issuing of ordinances and conversion of an Ordinance into an Act.

B. General Matters

3. All cases required to be submitted to the Governor of Haryana;
4. All cases referable to Chief Minister under Rule 5 & 11 of the rules of Business of the Government of Haryana.
5. All cases referable to Chief Minister under Rule 28(1) of the Rules of Business ;
6. All cases which the Chief Minister may require to be submitted to him or which the Principal Secretary Electronics & Information Technology Department, may consider important enough for submission to the Chief Minister for his orders;
7. Acquisition of land under the Land acquisition Act, 1894, if any, for the growth of Electronics & IT Industry;
8. Formulation of IT Policy /ROW Policy of the state and any amendments therein;
9. Issues pertaining to any interpretation of rules/policies.

C. Administrative Matters

10. Services Rules of Gazetted officers/Non-Gazetted Officials and any amendments therein;
11. Annual Confidential Report of the officers under him as per the Government instructions on the subject.
12. Policy matters on restructuring of the Department/Seretariat of Electronics and Information Technology including creation/abolition of Class I & II posts;
13. Deputation of class 1 & 11 officers and extension of deputation.
14. Reference to Vigilance department of all case pertaining to Gazetted officers except the cases where vigilance clearance is needed in respect of retiring officers.
15. Nomination of Class 1 & 11 officers for participation in various programmes sponsored by Government of India/States and other institutions and training of class I & II officers in India involving payment of fees/charges exceeding Rs. 25,000/- in each case. In addition, training, seminars, study tours etc abroad of all officers/ officials;



Government of Haryana
Electronics and Information Technology Department
Secretariat for Information Technology
9th floor, Haryana Civil Secretariat, Chandigarh.

16. All cases relating to class 1 & 11 officers Viz, appointment, promotion, transfers and postings, fixation of seniority complaints/disciplinary proceedings, suspension, reversion, confirmation, compulsory retirement, re-employment, extension in service, probation, confirmation of probation, issue of commendatory letter etc.
17. Representations against adverse remarks to Gazetted Officers;
18. All cases relating to the Constitution of committees/Advisory Committees Nomination/removal of members in Boards/Committees/Advisory Committees;
19. Grant of any kind of leaves for over 90 days to class 1 & 11 officers.
20. All cases pertaining to pay and allowance and other terms and conditions of services where relaxation in rules/instructions is required;
21. All policy matters/important cases relating to various schemes implemented by the Electronics & IT Department including such cases where exemption is required from Govt. orders;
22. Purchase of any new vehicles and other items in relaxation of any restrictions imposed by the Government;
23. Requisitions to be sent to the HPSC relating to Class-I & II officers;
24. Any other residual administrative matter which the Administrative Secretary considers important enough to be brought to the notice of the Minister-in-Charge;
25. Cases involving grant of ACP Scales to the Class -1 officers;
26. Permission for seeking private employment within 2 years of retirement of class I & II officers.
27. Appointment, removal of the Chairman/Directors on the Board of Directors of Haryana State Electronics Development Corporation and fixation of terms and conditions in case of non-official Chairman and managing Directors;
- D. Financial Matters**
28. Cases relating to the increase of authorized share capital of Haryana State Electronics Development Corporation;
29. Budget proposals for new plan and non-plan schemes to be submitted to the Finance Department;
30. All important references relating to assurances/promises made by the Chief Minister on the floor of the House and reference from PAC, Estimate Committee, CoPU involving matter of policy;
31. Matters involving loss of Govt. stores of money above Rs. 50,000/- and grant of honorarium to Class 1 & 11 officers exceeding Rs. 5000/- per annum;
32. Transfer of shares of corporation i.e. Hartron.
33. Hiring of buildings;



Government of Haryana
Electronics and Information Technology Department
Secretariat for Information Technology
9th floor, Haryana Civil Secretariat, Chandigarh.

Schedule "B"

List of classes of cases to be disposed of at the level of Financial Commissioner & Principal Secretary to Government of Haryana, Electronics & Information Technology Department.

-
- A. General Matters:**
1. All cases referred to the IT PRISM, Chief Secretary, L.R. and other Departments for their consultation/concurrence, as also the Finance Department;
 2. Exercise of quasi-judicial powers of appeal and revisions vested in the State Government under various Act/ Rules;
 3. Replies to be sent to the PAC/ COPU/ Estimate Committee/ Assurance Committee excepting those involving matter of policy;
 4. Orders/ decisions regarding Implementation of Policies/ initiatives.
- B. Administrative Matters:**
5. Cases relating to the appointment of Arbitrators;
 6. Approval of Tour Programmes of HODs and leave matters of HODs;
 7. Cases of relaxation for journeys in excess of 15 days in a month and sanction of journey beyond jurisdiction in respect of Class-I officers.
 8. Annual Confidential Report of Gazetted Officers where Administrative Secretary is the accepting authority as per the prescribed rules;
 9. Grant of L.T.C. to Class I & II officers;
 10. Grant of Earned Leave to Class-I & II Officers;
 11. Forwarding of applications in respect of Class - I & II officers to the HPSC/ UPSC;
 12. No Objection Certificates for obtaining Passports for Class I & II officers;
 13. Permission of sale/ purchase of movable and immovable property;
 14. Re-imbursement of medical claims of Class-I-II Officers;
 15. Efficiency bar cases of Class II officers;
 16. Grant of commendation letters to Class-III employees;
 17. All other residual matters of routine nature, which are important enough to merit a decision at the level of the Administrative Secretary;
 18. Engagement of Consultants for any specific assignments/studies /report etc.
 19. Cases involving grant of ACP Scales to the Class-II officers.
 20. Nomination of class I&II officers for participation in various programmes sponsored by Government of India/States and other institutions and training of Class I & II officers in India involving payment of fees/charges up to Rs. 25,000/-;



Government of Haryana
Electronics and Information Technology Department
Secretariat for Information Technology
9th floor, Haryana Civil Secretariat, Chandigarh.

21. All cases relating to class I & II officers pertaining to pension and gratuity and other matters not covered under Sr. No. 16 of Schedule 'A'.
- C. **Financial Matters:**
22. Submission of Annual and Revised budget proposals (Plan & Non-plan) to the Finance Department;
23. Grant of approvals/ sanctions of Budget Provisions as per delegations by the Finance Department;
24. Grant of approvals for replacement of government vehicles (cars/ jeeps);
25. Cases relating to installation of telephones/ broadband internet connections in subordinate offices as per limits prescribed by competent authorities.
26. Grant of honorarium to Class-II officers up to Rs. 5,000/- per annum.
27. Issuance of show cause notice for debarring the firms from Government business.
28. Matter involving loss of Government Store or money ranging between Rs. 15001 - to Rs. 50,000.



Government of Haryana
Electronics and Information Technology Department
Secretariat for Information Technology
9th floor, Haryana Civil Secretariat, Chandigarh.

Schedule 'C'

List of classes to be disposed of at the level of Special Secretary/ Joint Secretary, Electronics & Information Technology.

1. Cases relating to grant of GPF advance (both refundable and non-refundable) and other loans and advances of officers/ officials for which Government sanction is required;
2. Sanction of journey beyond jurisdiction in respect of Class II officers;
3. Property returns of Class II officers. Where an officer's property returns show an appreciable increase over the previous years and not accounted for by his own sources of income, then orders of the Administrative Secretary for Electronics & IT shall be obtained;
4. Grant of daily allowance beyond 15 days to class II officers and other officials;
5. Issue of necessary instructions to Advocate General, Haryana/ Distt. Attorney for defending the cases at public expenses on behalf of the Government;
6. Cases relating to instructions received from Govt. of India;
7. Cases of relaxation for journey in excess of 10 days in a month for class II officers and class III and IV officials;
8. Cases relating to sanction of adhoc payment of arrears claims in respect of pay and allowances without reference to old records as per delegations/orders of the Finance Department;
9. Cases relating to disposal/writing off of unserviceable/surplus stocks and cases involving loss of Govt. stores or money up to Rs. 15000/-
10. Cases relating to issue of approval of plan/Non-Plan schemes to be referred to Finance Department;
11. Disposal of appeal/revision petitions of Class III and IV officials and their representations against communication of adverse remarks;
12. Sanctions required under PFR Rules for which Govt. sanction is required;
13. Sanction for purchase of moveable and immovable property from sources other than a regular dealer by officers/officials in case of Class-II and lower officers/officials;
14. Final payment of GPF advances for which Govt. approval is required;
15. Regularization of expenditure objected to by the audit in consultation with Finance Department;
16. Reimbursement of medical charges up to Rs. 50,000/- in respect of gazetted/ non-gazetted staff;



Government of Haryana
Electronics and Information Technology Department
Secretariat for Information Technology
9th floor, Haryana Civil Secretariat, Chandigarh.

17. Signing of affidavits of behalf of the Govt. in Court cases filed in the Supreme Court/ High Court;
18. Deputing non-gazetted staff for training/ seminars/ workshops within the State/ Delhi;
19. Cases relating to pay and allowances and other services conditions of Class III & IV employees in which Govt. approval is required;
20. Grant of honorarium to non-gazetted officials up to Rs. 500/-;
21. Complaints/enquiries against non-gazetted employees of the Electronics & IT Department;
22. All cases of routine nature, which either require a back reference or are for information;
23. Deputation cases of non gazetted officials.
24. Investigation and sanction of the time barred claims of gazetted officers/Non Gazetted officials.
25. Conveying of all communications in respect of which decision has been taken by the Principal Secretary/ Minister-in Charge for Electronics & Information Technology Department;
26. Issue of sanctions relating to plan/non-plan schemes according to budget provisions after approval at the appropriate level.
27. All other residual matters of routine nature, which have not been included in the list of cases to be disposed off by Minister-in-Charge and the Principal Secretary, Electronics & IT Department, and which the Special/ Joint Secretary think are not important enough to be put up to the higher levels.