

STANDING ORDERS

In pursuance of rules 18 and 19 of the Rules of Business of the Government of Haryana, framed under Article 160 of the Constitution of India, it is hereby directed that the work being dealt within the Institutional Finance & Credit Control Department, under the administrative control of the Commissioner and Secretary to Govt. Haryana, Institutional Finance & Credit Control, shall be disposed of as indicated in the attached Annexures A, B, C & D.

2. However, in my absence from Chandigarh the Commissioner & Secretary to Govt. Haryana, Institutional Finance & Credit Control Deptt. and in her absence the Special Secretary to Govt. Haryana, Institutional Finance & Credit Control Department may finally dispose off cases of extreme urgency. Such cases will, however, be shown to me on my return to Chandigarh.

3. 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 delegation orders.

Dated, Chandigarh the
22nd APRIL, 2005.

SHRUPINJAN MITTAL MOODA
CHIEF MINISTER, HARYANA.

No. 2573/50/1F(11) 370-93

Dated, Chandigarh the 29-4-05

A copy with a copy of the Annexures is forwarded for information to :-

1. The Secretary to Governor of Haryana.
2. The Principal Secretary to Chief Minister, Haryana.
3. The Commissioner & Secretary to Govt. Haryana, Institutional Finance & Credit Control Department.
4. Director, Institutional Finance & Credit Control, Haryana.

Special Secretary,
for Commissioner & Secretary to Govt. Haryana,
Institutional Finance & Credit Control Deptt.

for internal circulation :

- 1) Superintendent, Institutional Finance & Credit Control, Haryana, Chandigarh.

ANNEXURE-A

List of cases pertaining to Institutional Finance and Credit Control Department, Haryana to be submitted to the Chief Minister, Haryana.

Legislative Business

1. All cases requiring submission to Governor.
2. All cases referable to Council of Ministers under Rule 5 and 11 of the Rules of Business of Govt. of Haryana.
3. All cases referable to Chief Minister, Haryana under Rule 28(1) of the Rules of Business of the Govt. of Haryana.
4. All Vidhan Sabha Questions, Resolutions or Motions.
5. All references relating to Assurances/promises made by the Minister on the floor of the House.
6. Replies to be sent to Public Accounts Committee, Estimates Committee, Assurances Committee.
7. Replies to questions tables in Lok Sabha & Rajya Sabha.
8. Framing of Acts and Rules thereunder and or any amendment thereof.

Administrative Matters

9. Service Rules of Gazetted and Non-Gazetted Govt. Servants and amendments thereof.
10. References to Vigilance Deptt. in cases of inquiry against Gazetted Officers.
11. Cases dealing with anything affecting the conditions of service of Gazetted Officers.
12. References to M.P.S.C and cases dealing with their advice on policy matters.
13. First appointment, extension of probationary period, confirmation, promotion, reversion, transfer/deputation, disciplinary action, prosecution, dismissal, removal or compulsory retirement, representation against adverse remarks, grant of pension, including cut in pension/gratuity, grant of L.P.R. and award of Comendatory letters to Gazetted A & B Officers.

Financial Matters

14. Report of Public Accounts Committee & Estimates Committee received for final decision.
15. Proposals/schemes involving new expenditure of more than Rs. 50,000/- (Rs. Fifty thousand Only) at initial stage before referred to F.D.

16. Financial irregularities committed by Gazetted Officers.
17. Inclusion of new schemes in the Plan & Non Plan Budget.
18. All matters relating to loss of Govt. money/stores of value of Rs. 5,000/- and above.
19. Proposals regarding creation of new posts.

General Matters

20. Important Policy references received from or made to Govt. of India/state Govt./Reserve Bank/NABARD (National Bank for Agriculture & Rural Development).
21. Constitution of State Level Committee.
22. Any other important cases involving questions of policy or principle which Administrative Secretary may like to submit to the Chief Minister.
23. Submission of Annual Administrative Reports of the Department.

ANNEXURE-B

Cases to be disposed of by the Commissioner and Secretary to Govt. Haryana, Institutions: Finance & Credit Control Department.

1. All cases to be submitted to the Chief Minister will be routed through the Commissioner (IF).
2. All cases involving Administrative/Financial sanctions for which powers have been delegated to the Administrative Secretaries under Financial Rules and Civil Service Rules.
3. Other cases which may be called for by the Commissioner IF&CC or Special Secretary, IF&CC may like to sent to him.
4. Grant of C/Leave to Director, Institutional Finance & Credit Control.
5. Important cases where reference to the P.O. & C.S. is required for obtaining their concurrence/advice.
6. Leave/renting of building for official use.
7. Oral examination by the PAC Estimate Committee or any other Committee of Vidhan Sabha except in cases where he delegates this work to the Special Secretary, Institutional Finance & Credit Control Department.
8. Tour Programmes of Director, Institutional Finance & Credit Control Department, Haryana.
9. Annual Confidential Reports of Gazetted Officers whose confidential reports are written by the Head of the Department. (Reviewing/Accept Authority).
10. Cases relating to representations/appeals of non-gazetted Government servants.

ANNEXURE - 10

Cases to be disposed of at the Level of Special Secretary
Institutional Finance & Credit Control Department.

1. All cases going to F.D. except new schemes.
2. Cases relating to arrangement of defence in cases of Civil Writ & Civil Suits at State Expenses.
3. Routine Correspondence with Haryana Public Service Commission.
4. Continued renting of building for office use.
5. Approval of drafts where orders have been passed by Chief Minister or Commissioner and Secretary Institutional Finance.
6. Consideration of an orders on periodic progress reports & activities of the Deptt.
7. Consideration and orders on Audit & Inspection notes.
8. Other cases which may be called by SSIF or the SIF may like to send to him.
9. Grant of casual/earned leave to SIF & members of staff as per prevalent instructions of Govt.
10. All representations or complaints forwarded by the Bahadurpuri & Prime Minister Secy. the Governor of Haryana, Chief Minister, Haryana or any other Minister of Haryana including Commissioner (I.P.).
11. Tour Programme of SIF and other officials.
12. All cases to be sent to C.R.
13. All routine cases not involving question of policy.
14. Various kinds of report of routine nature.
15. Ordinary references below the stage of final proposal.
16. Disposal of complaints/representations.
17. Approval of Drafts where orders have been passed by higher officers.

ANNEXURE-B

List of cases to be discussed at the level of Superintendent, Institutional Finance & Credit Control.

1. Reference for information & those containing interim replies including back references for collection of information.
2. Reference requiring routine clarification.
3. Sanction of casual leave to members of staff upto 4 days as per delegations of Secretariat instructions.
4. Routine replies within the framework of policy and precedents, available with the Department.