

**STANDING ORDER**

In pursuance of Rules 18 and 19 of the Rules of Business of the Haryana Government, 1977, it is hereby directed that the work being dealt within the Finance Department under the Administrative control of the Additional Chief Secretary/Principal Secretary to Government Haryana, Finance Department shall be disposed off as indicated in the attached Annexures. The exercise of delegated powers shall be subject to the following conditions:-

The concerned authority shall be responsible for:-

- a) the prior consultation with or approval of other Departments as required by the Rules of Business and other relevant rules.
- b) compliance with all rules bearing on the particular subject, and
- c) making a decision strictly in conformity with the Government policy.

2. The cases mentioned in the Annexures will be submitted to the Chief Minister/ Finance Minister/Additional Chief Secretary/ Secretary / Special Secretary /Joint Secretary/Deputy Secretary/ Under Secretary whenever required.

3. Important cases which Finance Minister wishes to show to the authority next above.

4. If the Finance Minister is away from Chandigarh, the Additional Chief Secretary to Government Haryana, Finance Department, or in his absence from Chandigarh the Secretary/Special Secretary/Joint Secretary, Finance may dispose of cases of extreme urgency which otherwise are required to be submitted to the Finance Minister for orders. Such cases will, however, be shown to the Finance Minister on his return to Chandigarh.

5. No order will be open to question in representation or enquiries only because of the relevant file not having received the approval of the prescribed authority under these delegation orders.

6. This order supersedes all previous orders issued from time to time regarding delegation of powers.

Dated Chandigarh, the 2<sup>nd</sup> May,2024

Jai Prakash Dalal  
Finance Minister, Haryana

A copy is forwarded for information to the:-

1. Secretary to Governor, Haryana.
2. Secretary to Chief Minister, Haryana.
3. Secretary to Finance Minister for the information of Hon'ble Finance Minister.
4. Chief Secretary to Government, Haryana (in Cabinet Section and AR Section).
5. Secretary to Additional Chief Secretary to Government, Haryana, Finance Department.
6. All the Officers/Branch In-charges in the Finance Department.
7. In-charge Computer Cell.

*Pawan Kumar*

Superintendent Budget & Committee  
for Additional Chief Secretary to Government, Haryana,  
Finance Department.

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## ANNEXURE-I

### Cases to be disposed of at the level of Chief Minister:-

1. All important policy matters.
2. All cases concerning Council of Ministers.
3. All cases to be submitted to HE the Governor.
4. All cases relating to cut in pension and re-employment of class-I officers.
5. All cases, relating to creation of new posts of class-I / up-gradation of posts from class II to I and continuance of existing temporary class-I posts of all department.
6. All important correspondence on matters relating to the Govt. of India or other State Govt.
7. Establishment cases in respect of class-I posts of the department under administrative control of Finance Department.
8. All cases relating to Training, Seminar, Tours and Conference to be attended by officers/officials outside India.
9. All cases referable to Chief Minister under the rules of business of the Government of Haryana.
10. All cases of deputation of Class-I Officers outside the department.
11. All cases of prosecution, dismissal, removal or compulsory retirement of Class-I Officers of the departments under administrative control of F.D.
12. All cases of appointment, promotion, fixation of seniority, compulsory retirement confirmation, suspension, reversion, , re-employment, extension in service, probation period, cut in pension, gratuity, refusal of LPR and award of commendatory letters, disciplinary action, punishment under rules 7 of HCS (Punishment & Appeal) Rules 2016 of Class-I Officers of the departments under the administrative control of F.D.
13. Representation against adverse remarks of Class-I Officers of the departments under the administrative control of F.D.
14. All complaints against Class-I officer of the departments under administrative control of F.D.
15. Cases of Class-I Officers of the departments under administrative control of FD, which are to be sent to the Vigilance Department for enquiry.
16. Cases affecting the conditions of service of Class-I Officers of department under administrative control of FD.
17. Proposal for the institutions of civil or criminal proceedings against Class-I officers and proposal to make payment of the revenues of the State or damage in Civil and Criminal suits against Class-I Officers under the administrative control of FD.
18. Re-Organization matters where financial implication is involved for final payment to successor States
19. All cases of re-employment of Class-I officers received in FD for concurrence
20. Any other cases which may be specifically called for.

## ANNEXURE-II

### Cases to be disposed of at the level of Finance Minister:-

1. i) All cases involving relaxation of rules, existing policy or general instructions not covered by precedents. ✓  
ii) All cases involving relaxation of rules in amended rule 6.24 (4) and old rule 6.24 (7) of CSR Vol. II for calculation of pension on notional Pay.
2. All cases relating to cut in pension and re-employment of class-II officers.
3. All cases, relating to creation of new posts of class II / up gradation of posts from class III to II and continuance of existing temporary class II posts of all departments.
4. All Establishment cases in respect of class- II officers of the department under administrative control of Finance Department.
5. All cases relating to Training, Seminar, Tours and Conference to be attended by Class II officers outside India.
6. All cases referable to Chief Minister under the rules of business of the Government of Haryana.
7. All cases of deputation of Class-II Officers outside the department.
8. All cases of prosecution, dismissal, removal or compulsory retirement of Class-II Officers of the departments under administrative control of F.D.
9. All cases regarding disbursement of Loans, subsidies & LOCs.
10. All Budget proposals, documents and other material to be presented to the Legislature..
11. Contingency fund advances involving amounts of more than Rs.2.50 lakh.
12. Establishment cases of Class-II officers of departments under the administrative control of F.D in terms of service rules and general instructions of Govt.
13. All reports of the Public Accounts Committee, Estimates Committee, Assurance Committee and Committee on Public Undertakings.
14. All policy cases regarding Loans.
15. All cases regarding general revision of grades, advance increment, special pay and allowances of all Government employees.
16. Remission of revenue/ writing off of irrecoverable losses, loans and advances where the amount involved is above Rs. 2.50 lakh.
17. Cases for presentation of Appropriation Accounts/ Finance Accounts/ Audit Report/ Supplementary Estimates/ Regularization of Excess Demands Over Voted grants and Appropriation etc. in Vidhan Sabha when ever required.
18. Delegation of Power in F.D. (Standing Orders).
19. Policy matters regarding economy expenditure.
20. All cases relating to amendments in Punjab Financial Rules Volume-I and II , State Treasury Rules Volumes-I and II, Punjab Civil Services Rules Volumes- II, Punjab Civil Service Rules Vol. Part-I & II and C.S.R. Vol.-III , Haryana Civil Service Rules 2016.

22. Nomination of officers of Finance Department as Director/ Member of State Undertakings / Boards & Corporations/Universities etc.
23. All cases relating to investment proposals for comment/ approval relating to share Capital/ State Guarantee/ Subsidy/ Dividend and Budgetary releases etc
24. All cases relating to conversion of Loan/ preferential shares held by State Govt. Agencies into equity.
25. All cases of revision of pay scales to bring out parity with the grades in Govt. Departments. and inter-se-uniformity in the grades of various Public Sector Undertakings.
26. All cases for purchase of new vehicles.
27. Annual Confidential Reports of Administrative Secretary, Directors and such other Gazetted officers under Finance Minister as is necessary in accordance with the Govt. instructions on the subject.
28. Representation against adverse remarks of Class-II Officers of the Directorates of F.D.
29. All complaints against Gazetted officer of the departments under administrative control of F.D.
30. Cases of Class-II Officers of the departments under administrative control of FD, which are to be sent to the Vigilance Department for enquiry.
31. Cases affecting the conditions of service of Gazetted Officers of department under administrative control of FD.
32. Proposal for the institutions of civil or criminal proceedings against the Class-II officers and proposal to make payment of the revenues of the State or damage in Civil and Criminal suits against Class-II Officers under the administrative control of FD.
33. Cases for sending replies of department under FD to Vidhan Sabha Questions / Parliament Questions /Call attention motions /Assurance /PAC/ Estimates Committee / COPU.
34. Cases for framing of Service Rule /amendments in Service Rules, draft bill and notification for final approval and relaxation there-of the departments under the administrative control of FD.
35. Proposal for the creation of Class II posts in the departments under the administrative control of FD.
36. House Building Loan/Conveyance Loans to Ministers/MLAs.
37. All cases of re-employment of Class II officers received in FD for concurrence.
38. All cases approved by CM from A.D. side and proposed to be regretted by FD.
39. Any other cases which the Administrative Secretary feels important enough to be shown to Finance Minister and all such cases which Finance Minister may ask to see.
40. All cases relating to appointment/extension/terms & conditions of officers/ officials other than regular Govt. employees.
41. Recommendations for honorarium to officers/ officials working in FD of various departments as well as officers/ officials of departments under the administrative control of FD as AD.

42. Grant of exemptions/relaxation from economy instructions in respect of Class-I & II posts.
43. Granting of Additional Charge of any post to the Group-A & B subject to the Govt. instructions applicable from time to time.

### ANNEXURE-III

#### Cases to be disposed of at the level of Additional Chief Secretary/Principal Secretary Finance:-

1. All cases relating to resources and financial forecast for annual and five year plan.
2. All cases requiring relaxation for journeys beyond 15 days in a month in respect of officers above the level of Head of Departments.
3. Contingency fund advances involving amounts upto Rs. 2.50 lakh.
4. Establishment cases in respect of class-III & IV employees of the departments for which Finance Department is Administrative Department (A.D.).
5. Nomination of F.D. officers for various seminars/ courses/ trainings etc.
6. Distribution of work in the Finance Department amongst officers.
7. Posting/ Transfers of Officers/Officials and other Establishment matters with-in FD.
8. All cases regarding allotment of vehicle from the surplus pool.
9. Weekly statement regarding important cases disposed of by Finance Minister/ Finance Secretary/ Special Secretary/ Secretary/ Joint Secretary/ Dy. Secretary/ Under Secretary and cases regarding difference of opinion between the Finance Secretary and Finance Minister.
10. Nomination of FD's officers for attending PAC/COPU/Estimates Committee Meeting in Haryana Vidhan Sabha or elsewhere.
11. Grant of exemption/relaxation from economy instructions except relating to Class I and II posts.
12. All cases relating to Budget Procedure, Budget Documents, Finance Accounts, Monthly Accounts of receipts and expenditure.
13. All cases including AIS relating to relaxation in rules of Class-I officers covered under precedents.
14. Cases for comments relating to division of assets and liabilities pertaining to pre-reorganization period of Punjab State in respect of Public Enterprises which are being pursued by CS/concerned Administrative Department.
15. Underwriting of preference shares of Public/Private companies through HSIIDC.
16. The amount of dividend/ interest warrants & cheques received from private firms where the amount was invested during Joint Punjab and is to be deposited in the Treasury under proper head and its reconciliation with PAG, Haryana.
17. Representation/ court cases dealing with revision of pay scales etc.

18. Disciplinary action against employees of Department under Administrative control of FD under Rule 8 of Haryana Civil Services, Punishment & Appeal Rules, 2016.
19. Promotion/ postings/ appointment of non-gazetted officers of Departments under Administrative control of FD.
20. Crossing of efficiency bar/ probation period of non gazetted officers of Departments under Administrative control of FD.
21. Medical reimbursement matters of Gazetted Officers and above Rupees five hundred in case of non-gazetted officials.
22. Cases for replacement of old condemned vehicles.
23. Cases for No Objection Certificate for passport of employees of Departments under Administrative control of FD.
24. Cases for representation against the order of Director General / Director of Departments under Administrative control of FD.
25. Cases for hiring of building for the use of official purposes.
26. All references to HPSC in case of Gazetted Officers.
27. Cases for approval of purchase/sale of immovable property of Gazetted Officers of the Departments under Administrative control of FD.
28. All cases for seeking advice from L.R.
29. Extension of deputation period of Gazetted Officers/ Non-Gazetted officers of Departments under Administrative control of FD.
30. Appeal cases of non-gazetted staff of Departments against the orders of Director General/ Director of Departments under Administrative control of FD.
31. Sanction of tour programme of Director General/ Director of Departments under Administrative control of FD.
32. Sanction of LTC of Gazetted Officers of Departments under Administrative control of FD.
33. Cases of sanction of earned leave of Gazetted Officers of Departments under Administrative control of FD.
34. Cases relating to the recommendations of the Public Accounts Committee/ Estimates Committee/ COPU in respect of the departments under Administrative control of FD where the orders of the Minister in charge are not required under rules.
35. Cases of leave encashment of Gazetted Officers of the Departments under the Administrative control of Finance Department.



36. Submission of Annual Administrative Reports of the departments under Administrative control of FD.
37. All important references received from/ to be sent to Government of India and other State Government.
38. All cases/ reports which the Finance Minister may require submission.
39. Cases relating to issue of instructions for expeditious disposal of cases.
40. All cases regarding re-employment to Class-III & IV employees received in FD for concurrence.
41. All cases otherwise considered important enough to be submitted to Additional Chief Secretary/Principal Secretary and all cases that Additional Chief Secretary/ Principal Secretary asks for.
42. Remission of revenue/writing off of recoverable losses, loans and advances and exemption from remission/ reduction of PWD charges where the amount involved is Rs. One lakh or more but less than Rs. 2.50 lakh.
43. All grant-in-aid cases where the grants to be continued at the existing scale or in accordance with the approved policy.
44. All cases regarding acquisition of land under the approved schemes and within the budget provisions.
45. Approval of written statement on behalf of the Government in Finance Department in Civil writ petition filed against the Government in Finance Department.
46. Cases relating to the declaration of Government Officers as drawing and disbursing officers, Controlling officers and Head of Departments for budgetary purposes.
47. Important new demands and new Schemes
48. All cases relating to permission for Higher education with in India

## ANNEXURE-IV

### Cases to be disposed of at the level of Secretary/Additional Secretary/Special Secretary/Joint Secretary(HCS)/Deputy Secretary(HCS) in the Finance Department:-

1. All cases of Technically New Schemes which are proposed to be continued and where there is an excess amount of above Rs.10,000/- and Rs.15,000/- in travel expenses and Offices Expenses respectively,
2. Remission of revenue /writing off of irrecoverable losses, loans and advance and exemption from or remission/reduction of PWD charges where the amount involved is above Rs.5000/- and less than Rupees One lakh.
3. All cases relating to the Revised Estimates where savings are proposed to be utilized from expanding the scope of existing or New Scheme excluding cases where excess over budget estimates is proposed to be allowed.
4. All cases involving relaxation of rules, existing policy or general instructions well covered by precedents.
5. Proposals including additional expenditure over and above the budget provisions other than those in respect of travel expenses and office expenses if the expenditure is to be met within the grant.
6. Disposal of Nazul land cases where no relaxation of Govt. policy is involved.
7. Cases regarding departmental Service rules of class III and class IV employees.
8. All receipt budget cases involving no abnormal variations.
9. All cases requiring relaxation for journeys beyond 10 days in a month in respect of the officers /officials up to the level of Heads of Departments.
10. Preparation of receipts budget in respect of interest and dividend on account of pre-reorganization investment made in Joint Stock companies i.e. 6 companies only (old cases).
11. Cases relating to reconciliation of expenditure figures.
12. All cases relating to grant of Extra Ordinary Leave beyond 180 days.
13. All individual cases for relaxation in T.A. rules (bases on precedents).
14. Clarification in respect of Pension Rules/ Instructions.
15. Cases relating to relaxation in period prescribed for commutation of pension (based on precedents).
16. Clarification in respect of Pension/T.A. Rules/Instructions.
17. Clarification in respect of instructions for grant of Allowances to the pensioners and Govt. Employees.

18. Disposal of miscellaneous reference which do not relate to policy matters
19. Clarification in respect of all pensionary benefits (bases on precedent)
20. All cases relating to time barred claim.
21. All cases relating to Training, Seminar, Tours, Fellowships and conferences to be attended by officers within India.
22. All cases relating to grant of special disability Loans & Study loans.
23. All cases which have been seen by the Administrative Secretary of the Department concerned on which FD proposes to express regret.
24. Preparation of Statement of investment of Haryana relating to Joint Stock Companies (Located outside Haryana) which is to be supplied to A.G. Haryana each Year when required by A.G. Haryana.
25. All cases relating to grant of Earned Leave of non gazetted employees.
26. Cases regarding payment of decretal amount from Haryana Contingency Fund, subject to availability of funds.
27. All cases relating to fixation of pay under the normal rules.
28. Cases regarding grant of benefit of post adhoc service for pay fixation in respect of the employees of all the departments..
29. All cases relating to change of option under revised pay Scale Rules based on precedents.
30. Grant of personal pay on acquiring higher educational qualifications based on precedents.
31. Extension of deputation period up to 5 Years, based on precedent.
32. Regularization of compulsory waiting period of Class-I, II, III,& IV employees based on precedent.
33. Dual charge cases based on precedents.
34. Refused LPR cases based on precedents, in regard to Class- I, II, III, IV employees.
35. Joining time extension etc.
36. Pay fixation of re-employed Military & Civil Pensioners.
37. Disposal of miscellaneous references which does not relate to policy matters.
38. All cases of grant of advance increments for meritorious work on the recommendations of Officers Committee constituted vide Chief Secretary Haryana Letter No. 2211-4GS-II-71/13813, dated 11.06.1971.
39. Clarification in respect of pay scales, revision matters.

40. Disposal of demands received direct from Associations / Unions /Individuals in regard to pay Scales revision etc.
41. Pay fixation cases of officers/ officials in the department where it is essential to have the specific approval of the Finance Secretary/ Finance Department.
42. Training of non gazetted staff of department under administrative Control of FD.
43. Sanction of LTC to non gazetted staff of department under administrative Control of FD.
44. Civil Suits and Civil Writ cases.
45. Regularization of compulsory waiting period.
46. Payment of rent for the hiring of building on usual terms and conditions.
47. Sanction of non refundable advance from GPF (except AIS Officer) of employees of department under administrative Control of FD.
48. Journey beyond jurisdiction of the officers/ officials.
49. Time barred claims cases of officers/ officials where sanction of Government is required.
50. Proposals relating to SNEs and Technically New Schemes.
51. Cases relating to review of progress of disposal of pension cases relating to all Head of Departments of Haryana.
52. Cases relating to review monthly / quarterly reports of pending pension cases received from the PAG, Haryana.
53. To review the Inspection Note issued by the pension Party of the Finance Department as a result of pension cases.
54. All cases considered important enough to be shown to Secretary/Additional Secretary/Special Secretary/Joint Secretary(HCS)/Deputy Secretary(HCS) and all cases which Secretary/Additional Secretary/Special Secretary/Joint Secretary(HCS)/Deputy Secretary(HCS) may ask to see.

## ANNEXURE-V

### Cases to be disposed of at the level of Under Secretary/ Deputy Secretary/Joint Secretary ( Non- IAS) in the Finance Department:-

1. All cases of financial sanctions to the Technically New Schemes relating only to the continuance of staff included in the Budget without any additional staff and where there is excess of amount upto Rs.2000/- and Rs.5000/- in "Travel Expenses" and "Office Expenses" respectively.
2. Cases for the supply of explanation of variations between grants and actual to the Principal Accountant General.
3. Disposal of Audit and Inspection Reports except those involving important irregularities and other questions.
4. Cases relating to sub-heads of grant or appropriations opening of sub- heads..
5. All cases of Revised Estimates where no additional expenditure is involved.
6. Allocation of disputed receipts.
7. Submission of quarterly Progress Reports of PAC/COPU/ Estimates Committee etc. to Haryana Vidhan Sabha.
8. Cases relating to draft paras, audit objections/ inspection reports.
9. Back reference below the stage of final order.
10. Reference to other department of routine matters which do not require approval of higher authorities.
11. Routine cases on the various subjects including references seeking clarification.
12. Other cases where specific delegation is made from time to time.

