

**No.12/1/2025-2B&C**  
**GOVERNMENT OF HARYANA**  
**FINANCE DEPARTMENT**

**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 Administrative Secretary to Government Haryana. Finance Department shall be disposed off as indicated in the attached Annexures. The powers are delegated to the authorities of Finance Department subject to the condition that they shall be responsible for:-

- a) the prior consultation with or approval of other Departments where necessary as per provision in the Rules of Business or other relevant rules.
  - b) compliance with all rules /instructions pertaining to the 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 as Finance Minister/Administrative Secretary, Finance Department/ Secretary Finance/ Special Secretary Finance whenever required.
3. Disposal of cases of Finance Department:-
- (a) If the Chief Minister (as Finance Minister) is away from Chandigarh, then Administrative Secretary to Government Haryana, Finance Department may dispose off cases.
  - (b) If the Administrative Secretary to Government Haryana, Finance Department is away from Chandigarh, then Link Officer of Administrative Secretary, Finance may dispose off cases.
  - (c) If the Administrative Secretary to Government Haryana, Finance Department and his Link Officer are away from Chandigarh, then Secretary/Special Secretary/Joint Secretary, Finance may dispose off cases.

Such cases will, however, be shown to the Chief Minister (as Finance Minister) or Administrative Secretary, Finance Department, as the case may be, on his return to Chandigarh.

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

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

Dated Chandigarh, the 16<sup>th</sup> January, 2025

**Nayab Singh**  
**Chief Minister, Haryana**

Ensdt.No.12/1/2025-2B&C

Dated Chandigarh ,the 15<sup>th</sup> February,2025

the

A copy is forwarded for information to the:-

1. Secretary to Governor, Haryana.
2. Secretary to Chief Minister, Haryana.
3. Chief Secretary to Government, Haryana (in Cabinet Section and AR Section).
4. Senior Secretary to Additional Chief Secretary to Government, Haryana, Finance Department.
5. All the Officers/Branch In-charges in the Finance Department.
- ✓ 6. In- charge, Computer Cell to upload on the website of Finance Department.

*Pawan Kumar*

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

## ANNEXURE-I

### **Cases to be disposed off at the level of Chief Minister as Finance Minister**

1. All policy matters including economy measures.
2. All cases concerning Council of Ministers.
3. All cases to be submitted to the Hon'ble Governor, Haryana.
4. All cases/papers to be forwarded to Haryana Vidhan Sabha such as:-
  - (i) All Budget documents and other material.
  - (ii) Presentation of Appropriation Accounts/ Finance Accounts/ Audit Report/ Supplementary Estimates/ Regularization of Excess Demands Over Voted grant and Appropriation etc.
  - (iii) All Reports of the Public Accounts Committee, Estimates Committee, Assurance Committee and Committee on Public Undertakings.
  - (iv) Replies of the Parliament/Legislative Questions /Call attention motions /Assurance / Public Accounts Committee / Estimates Committee /Committee on Public Undertakings.
5. All Service & Establishment matter relating to Group A & B Officers of the Departments under the administrative control of Finance Department which, inter alia, includes:-
  - (i) Appointment, promotion, fixation of seniority, suspension, reversion, re-employment, extension in service, probation period, cut in pension, gratuity, refusal of Leave Preparatory to Retirement and award of commendatory letters, disciplinary action, punishment under Rules 7 of HCS (Punishment & Appeal) Rules 2016, extension beyond the age of 50/55 years.
  - (ii) Prosecution, dismissal, removal or compulsory retirement.
  - (iii) Representation against adverse remarks.
  - (iv) Complaints against officers.
  - (v) Cases which are to be sent to the Vigilance Department for enquiry.
  - (vi) Cases affecting the condition of service.
  - (vii) Proposal for the initiation of civil or criminal proceedings and proposal to make payment of the revenues of the State or damage in Civil and Criminal suits.
  - (viii) Cases for framing of Service Rule /amendments in Service Rules, draft bill and notification for final approval and relaxation therein of the departments under the administrative control of Finance Department.
  - (ix) Re-employment/extension of service.
  - (x) Any other matter not covered in above points.
6. All correspondence on matter relating to the Union Cabinet Minister, Government of India or Other State Governments.
7. All cases relating to Training, Seminar, Tour and Conference to be attended by officers/ officials outside India.
8. All cases referable to Chief Minister under the Rules of Business of the Government of Haryana.
9. (a) All cases of deputation of Group A & B Officers outside the Department and outside State.  
(b) Extension of deputation period beyond 5 years of Group A & B Officers.

10. All cases, relating to creation of new posts of Group A & B, up-gradation of posts from Group B to Group A, Group C to Group B and continuance of existing temporary Group A and Group B posts of all Departments.
11. Re-Organization matters where financial implication is involved for final payment to successor States.
12. Cases for permission of foreign visits to all categories of dignitaries and all employees involving financial expenses to be borne by the State Government.
13. All cases involving relaxation of Rules, existing policy or general instructions of Finance Department or State Government.
14. All cases relating to appointment/extension/terms & conditions of officers/ officials other than regular Government employees.
15. All cases regarding general revision of grades, advance increment, special pay and allowances of all Government employees.
16. Remission of revenue/ writing of irrecoverable losses, loans and advances.
17. All cases relating to amendments in Punjab Financial Rules Volume-I and II, Departmental Financial Rules, State Treasury Rules Volumes-I and II, Haryana Civil Services Rules 2016.
18. All cases of various kinds of leave outside India of all Departments.
19. Nomination of officers of Finance Department as Director/ Member of State Undertakings / Boards & Corporations/ Universities etc.
20. All Contingency Fund advance.
21. All cases relating to State Government Guarantee.
22. All cases relating to conversion of loan/ preferential shares held by State Government Agencies into equity.
23. All cases of revision of pension and revision of Dearness Allowance for Haryana Government Employees and Dearness Relief for pensioners/family pensioners.
24. All cases for purchase of new vehicles of all Departments.
25. Annual Confidential Reports of Administrative Secretary, Directors and such other Gazetted officers under Finance Minister as is necessary in accordance with the Government instructions.
26. Sanction of House Building Loan/ Conveyance Loans to Ministers/ MLAs.
27. Recommendations for honorarium to officers/ officials working in Finance Department, Grant of honorarium to the officers/ officials working in the Directorates under the administrative control of Finance Department as Administrative Department.
28. Grant of exemptions from relaxation in economy instructions in respect of Group A & B posts.
29. All the cases of extension of Government accommodations.
30. All cases approved by Hon'ble Chief Minister from Administrative Department side and proposed to be regretted by Finance Department.
31. Delegation of powers in Finance Department.
32. 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.
33. Any other cases which may be specifically called for by the Finance Minister.

**List of cases to be disposed off by the Administrative Secretary Finance**

1. All cases relating to resources and financial forecast for Annual Budget.
2. All cases relating to Budget procedure, Budget Documents, Finance Accounts, Monthly Accounts of receipts and expenditure.
3. Distribution of work in the Finance Department amongst officers:-
  - (i) Posting/Transfers of Assistants/ Deputy Superintendents/ Superintendents/ Under Secretary/ Deputy Secretary/ Joint Secretary and other Establishment Matters within Finance Department.
  - (ii) Nomination of Finance Department officers for various seminars/ courses/ trainings/meetings.
  - (iii) Nomination of Finance Department's officers for attending Public Accounts Committee/ Committee on Public Undertakings /Estimates Committee Meeting in Haryana Vidhan Sabha or elsewhere.
4. Cases relating to diversion of funds involving more than Rs. 5.00 crore and relaxation in quarterly ceiling on expenditure upto 4<sup>th</sup> quarter.
5. Cases relating to issue of instructions for expeditious disposal of cases.
6. New demands and new schemes.
7. All cases regarding acquisition of land under the approved schemes and within the budget provisions.
8. Following cases of the Departments under administrative control of the Finance Department:-
  - (i) Disciplinary action against employees under Rule 8 of Haryana Civil Services (Punishment & Appeal) Rules, 2016 for whom Administrative Secretary Finance is appointing authority.
  - (ii) Completion of probation period of non gazetted officers/officials for whom Administrative Secretary Finance is appointing authority.
  - (iii) Cases for No Objection Certificate for issue of passport to gazetted officers and non-gazetted staff.
  - (iv) Extension of deputation period of officers / officials for whom Administrative Secretary Finance is appointing authority.
  - (v) Extension of deputation period beyond 5 years of Group C & D employees.
  - (vi) Sanction of tour programme of Head of Departments.
  - (vii) Sanction of Earned Leave as per relevant rules.
  - (viii) Cases of retiral benefits as per relevant rules.
  - (ix) Submission of Annual Administrative Reports.
  - (x) Appeal against the orders of Head of Department in respect of Group C & D employees of the Departments under the Administrative control of Finance Department.
9. Cases relating to the recommendations of the Public Accounts Committee/ Estimates Committee/ Committee on Public Undertakings in respect of the departments where the orders of the Minister are not required under rules.
10. Clarification in respect of following points:-
  - (i) Pension Rules/ Travel Allowance Rules/Instructions.
  - (ii) Grant of Allowances to the pensioners and Government employees.
  - (iii) All cases of pensionary benefits based on precedents.
  - (iv) Matters pertaining to revision of pay scales.
  - (v) Any Rule/Instructions/Policy of Finance Department.

11. All cases which have been sent to Finance Department by the Administrative Secretary of the Department concerned on which Finance Department proposes to express regret.
12. Grant of exemption from relaxation in economy instructions in respect of Group C & D posts.
13. Granting of additional charge of any post to the Group-A & B Officers subject to the Government instructions applicable from time to time.
14. All cases including the case of All India Services (AIS) relating to relaxation in rules of Group A Officers covered under precedents.
15. All cases requiring relaxation for journeys beyond 10 days in a month in respect of Officers above the level of Heads of Departments.
16. All important references received from/ to be sent to Government of India and other State Governments.
17. 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.
18. Cases regarding grant of benefit of past adhoc service for pay fixation in respect of the employees of all the departments.
19. Grant of personal pay on acquiring higher educational qualifications cases based on precedents.
20. Terms and conditions of re-employed Military & Civil Pensioners.
21. Clarification on Pay fixation cases within rule of officers/ officials in the department where it is essential to have the specific approval of the Finance Secretary/ Finance Department.
22. Disposal of Audit and Inspection Reports.
23. 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 Principal Accountant General (PAG), Haryana.
24. Representation/ Court cases dealing with revision of pay scales, pension and other matter
25. Cases for hiring of building for the use of official purposes.
26. All references to Haryana Public Service Commission in case of Gazetted Officers.
27. All cases for seeking advice from Legal Remembrancer (LR).
28. Remission of revenue/writing of recoverable losses, loans and advances and exemption from remission/ reduction of PWD charges where the amount involved is Rs. 01 lakh or more but less than Rs. 2.50 lakh.
29. All grant-in-aid cases where the grants to be continued at the existing scale or in accordance with the approved policy.
30. Approval of written statement on behalf of the Government in Finance Department in all Court Cases (Civil Suits/CWP/LPA/RA/RSA/COCP/SLP etc.) in Hon'ble Court.
31. Cases relating to the declaration of Government Officers as drawing and disbursing officers, Controlling officers and Head of Departments for budget purposes.
32. All cases relating to permission for higher studies within rules/instruction under competency of the Finance Department.
33. All cases otherwise considered important enough to be submitted to the Administrative Secretary and all cases that Administrative Secretary asks for.
34. All cases/ reports which the Chief Minister/Finance Minister may require submission.

### ANNEXURE-III

#### **List of cases to be disposed off by the Secretary/ /Special Secretary /Additional Secretary/ Joint Secretary (HCS) / Deputy Secretary (HCS) in Finance Department**

1. All cases of New Schemes which are proposed to be continued.
2. 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.
3. All receipt budget cases involving no abnormal variations.
4. Preparation of receipts budget in respect of interest and dividend on account of pre-reorganization investment made in Joint Stock companies (6 companies only (old cases)).
5. Cases relating to reconciliation of expenditure figures, review monthly/quarterly reports of pending pension cases received from the Principal Accountant General (PAG), Haryana.
6. All cases where relaxation is required:-
  - (i) Journeys beyond 10 days in a month in respect of the officials / officers upto the level of Heads of Departments.
  - (ii) T.A. rules (bases on precedents).
  - (iii) Period prescribed for commutation of pension (based on precedents).
7. Diversion of funds upto Rs. 5.00 crore and relaxation in quarterly ceiling on expenditure upto 3<sup>rd</sup> quarter.
8. Disposal of Nazul land cases where no relaxation of Government policy is involved.
9. Cases of approval /amendment/ relaxation Departmental Service Rule of Group C & D employees.
10. All cases relating to grant of Extra Ordinary Leave beyond 180 days, time barred claim, grant of special disability Loans & Study loans, change of option under Revised Pay Scale Rules if based on precedents, fixation of pay under the normal rules, review of progress of disposal of pension cases relating to all Head of Departments of Haryana.
11. All cases relating to Training, Seminar, Tours, Fellowships and Conferences to be attended by officers within India.
12. 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.
13. Extension of deputation period beyond 5 Years.
14. Regularization of compulsory waiting period and Leave Preparatory to Retirement cases based on precedents of Group C & D employees under rule 43 of Haryana Civil Services (Leave) Rules 2016.
15. Disposal of miscellaneous references which does not relate to policy matters and demands received direct from Associations / Unions /Individuals in regard revision of to pay scales revision, pension etc.

16. Joining time extension beyond 30 days of Government employees under control of Finance Department (other than the members of All India Services), etc.
17. 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 15/7/2010.
18. All Cases of Leave Travel Concession of Gazetted / non gazetted staff of department under administrative control of Finance Department in case block year has been lapsed.
19. Back reference below the stage of final order.
20. Allocation of disputed receipts.
21. Payment of rent for the hiring of building on usual terms and conditions.
22. To review the Inspection Note issued by the Audit Party of Principal Accountant General (PAG) Office.
23. Disposal of miscellaneous references which do not relate to policy matters.
24. To convey observations, if any, to concerned Administrative Department.
25. To approve reminders in cases, wherever required.
26. Approval of draft advice of the cases approved by Hon'ble Chief Minister/Finance Minister.
27. All cases covered within Rules/Policy/Instructions under competency of the Finance Department.
28. All cases considered important enough to be shown to Secretary / Special Secretary / Additional Secretary / Joint Secretary (HCS) / Deputy Secretary (HCS) and all cases which Secretary / Special Secretary / Additional Secretary / Joint Secretary (HCS) / Deputy Secretary (HCS) may ask to see.



**List of cases to be disposed off by the Joint Secretary/ Deputy Secretary/Under Secretary (Non- IAS) in the Finance Department**

1. Explanation of variations between grants and actual to the Principal Accountant General (A&E), Haryana.
2. Cases relating to sub-heads of grant or appropriations opening of sub- heads.
3. All cases of Revised Estimates where no additional expenditure is involved.
4. Forwarding of Routine Quarterly Progress Reports of Public Accounts Committee/ Committee on Public Undertakings/Estimates Committee etc. to Haryana Vidhan Sabha furnished by the Departments.
5. Cases relating to draft paras, audit objections/ inspection reports.
6. Reference to other department of routine matters which do not require approval of higher authorities.
7. Routine cases on the various subjects including references seeking clarification.
8. Other cases where specific delegation is made from time to time.
9. Approval of draft advice of cases approved by Administrative Secretary/Secretary of Finance Department.