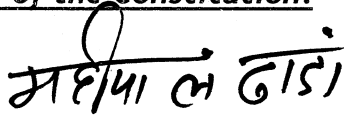


STANDING ORDER

GOVERNMENT OF HARYANA SCHOOL EDUCATION DEPARTMENT

1. In pursuance of Rules 18 and 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 classes of cases set out in the sub joined Annexure A & B shall be brought to the personal notice of the undersigned, while the remaining classes of cases set forth in the sub-joined Annexure C, D & E shall be disposed by the Additional Chief Secretary/Principal Secretary/Secretary/Special Secretary to Government of Haryana of School Education Department and Joint/Deputy/Under Secretary & Superintendent of concerned Department respectively.
2. All cases requiring my orders will be routed through the Additional Chief/Principal Secretary/Commissioner and Secretary to Government Haryana School Education Department.
3. If the School Education Minister is away from Chandigarh, the Additional Chief Secretary/Principal Secretary to Government of Haryana of concerned Department may finally dispose of any case of extreme urgency which is otherwise to be submitted to the School Education Minister, Haryana for orders. Similarly, if the Additional Chief Secretary/Principal Secretary to Government of Haryana, of concerned Department, is also away from Chandigarh, then the Secretary/Special Secretary of concerned Department may finally dispose of any case of extreme urgency which is otherwise to be submitted to the Minister-In-Charge/Additional Chief/Principal Secretary, School Education Department but on the Minister's return to Chandigarh, such cases shall be shown to him for information and orders as he may deem fit.
4. No order(s) will be open to question in representations, enquiries or Court only on the ground that the relevant file has not received the approval of the prescribed authority under these delegation orders.
5. Further, the Additional Chief Secretary/Principal Secretary to Government of Haryana, School Education Department may dispose of any case which under these orders is either to be disposed of by the Secretary/Special/Joint/Under Secretary/Superintendent himself/herself or is to be sent by him/her directly to the concerned Department and may either forward it to the Ministers as the case may be.
6. **This order supersedes all previous orders issued from time to time regarding delegation of powers and any such rules framed shall be overridden by virtue of powers bestowed under Article 166 of the Constitution.**

Dated,
Chandigarh, the 12.08.2026


(MAHIPAL DHANDA) 12/8
SCHOOL EDUCATION MINISTER
HARYANA

ANNEXURE-A

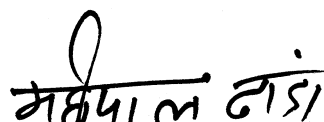
LIST OF CASES TO BE DISPOSED OF BY THE HON'BLE CHIEF MINISTER

LEGISLATIVE MATTERS

1. All Cases referable to the Hon'ble Chief Minister under rule 5, 11 and 28 of the Rules of Business of the Govt. of Haryana.
2. All cases, which are to be submitted to Governor shall be routed through Hon'ble Chief Minister.
3. Starred Assembly Questions/Resolutions/Motions/Legislative business.
4. Replies to questions tabled in Lok Sabha, Rajya Sabha and Parliament of India.
5. Framing of Acts, Rules and amendments thereof and references to the Legal Remembrancer regarding preparation of Draft Bills, issuing and conversion of ordinance into Acts.

ADMINISTRATIVE MATTERS

1. All cases of first-appointment/ promotion/ compulsory retirement/ punishment/ dismissal/ removal/ suspension/reversion/re-employment cut in pension & gratuity of Group-A officers.
2. Cases of Group-A officers to be sent on deputation within India or abroad and extension thereof.
3. Amendment and framing of Service Rules of Gazetted and Non-Gazetted officers/officials.
4. Creation of new posts, abolition and up-gradation of posts of all groups of employees.
5. Annual Confidential Reports of Administrative Secretary, Director General/Director and such other Gazetted Officers as necessary in accordance with the Govt. instructions on the subject.
6. Matters pertaining to prosecution sanction of Group A officers.
7. All important cases involving major questions of policy.
8. Appeal cases of Group A officers against adverse remarks recorded in their ACRs.
9. Institution or withdrawal of civil or criminal proceedings against Group A and payment from the State Revenue of damage in suits brought by or against the Group A officers.
10. Exclusion of Gazetted posts from the purview of HPSC in consultation with Chief Secretary.
11. Cases relating to Group A officers which are to be sent to the Vigilance Department for enquiry.
12. Cases relating to transfer of Group A & B officers (who does not cover under Online Transfer Policy).
13. Cases of posting of Group-A.
14. Foreign official training/tour of Group A & B officers.


(MAHIPAL DHANDA)

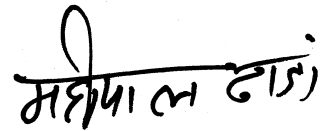
SCHOOL EDUCATION MINISTER
HARYANA

FINANCIAL MATTERS

1. Reports of Public Accounts and Estimates Committees for final decision.
2. Grants other than normal and general grants to Non Govt. Education Institutions.
3. Inclusion of New Plan and Non-Plan Schemes.
4. Matters pertaining to financial irregularities of a serious nature.

GENERAL MATTERS

1. All cases/classes of cases which CM may require or on which a report is called for.
2. Any other cases which the Administrative Secretary may like to submit to the Chief Minister.
3. Cases in which there is difference of opinion between the Minister-in-Charge and the Administrative Secretary.
4. Important policy references received from or made to Govt. of India.
5. Opening and Closing of Government Schools/Government Training Institutions/ Government Public Libraries.
6. Matter relating to departmental Policy.
7. Taking over of privately managed educational institutions.
8. Naming of Govt./Aided Educational Institutions after Martyrs of Defence and Para-Military Forces, Freedom Fighters or Eminent Personalities as per Govt. Policy.



(MAHIPAL DHANDA)
SCHOOL EDUCATION MINISTER
HARYANA

Annexure-B

LIST OF CASES TO BE DISPOSED OF BY MINISTER IN-CHARGE

LEGISLATIVE MATTERS

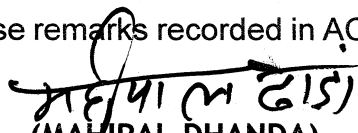
1. All Unstarred Assembly Questions/Resolutions/Motions and Legislative matter.
2. All important references relating to Assurances/promises made by the Minister on the floor of the House.
3. Replies to be sent to the Estimates Committee, Assurance Committee and Public Accounts Committee of the Haryana Vidhan Sabha.

FINANCIAL MATTERS

1. Inclusion of New works in the supplementary estimates.
2. Administrative approval for purchase of tools, machinery, equipments, plants, other goods, procurement, minor and major works of more than 10 Lacs.
3. Administrative Approval for building works in all educational institutes.
4. Diversion of funds from one scheme to another scheme.

ADMINISTRATIVE MATTERS

1. First appointment and posting, promotion, suspension, reversion, compulsory retirement, punishment, dismissal, removal and prosecution sanction in respect of Group-B, C & D employees.
2. Deputation of Group-B officers within India or Abroad and extension thereof.
3. Extension of deputation period of group C & D category officials.
4. Additional Charge to Group A & B Officers.
5. Cases of posting of Group-B.
6. Work distribution among the officers at Directorate/HSSPP of Gazetted Officers.
7. Finalization of Seniority of Gazetted Officers.
8. References to Vigilance Department in cases of Group B officers.
9. Initiation or withdrawal of civil or criminal proceedings against Group B and payment from the State Revenue of damage in suits brought by or against the Group B officers.
10. Sponsoring of Group A & B officers for participations in training courses/ conference/workshops etc. within or outside India.
11. Minor Punishment to Group-A officers.
12. Forwarding of applications of Group A & B officers for job outside the department where any relaxation in terms of appointment is required.
13. Sanctioning of remuneration of Group-A officers.
14. Cases involving amendments in Education Code as per Rules/Instructions.
15. Grant of permission to write Book in case of Group A & B officer.
16. Appeal and Revision cases of Gazetted and Non-Gazetted staff as per provisions of Statutory Rules/Govt. Instructions including adverse remarks recorded in ACRs.


(MAHIPAL DHANDA)
SCHOOL EDUCATION MINISTER
HARYANA

17. Cases relating to transfer of Group C & D (who does not cover under Online Transfer Policy).
18. Cases of forwarding of applications of Class-II officers seeking employment which involve relaxation.
19. Appeal case of Group-A officers against adverse remarks recorded in their ACRs.
20. Personal hearing in all disciplinary and adverse remarks in ACRs of Group-A officers
21. Appointment of Inquiry officer and presenting officer in case of Group-A officers.
22. All Financial/Administrative Matters pertains to Haryana State Board of School Education (HSBSE) EOA/Renewal of Affiliation/Opening & closing of admission/ counselling portal/Increase of fees in Govt./Non Govt./Pvt. Institutions i.e. all educational institutes etc.
23. Declaration of any Government Girls Schools/Institutes as Co-educational Institution as per Govt. Policy/instructions.
24. Grant-in-aid to all Privately Managed Schools.
25. Cases regarding relaxation in norms of recognition of privately managed Schools/Institutions.
26. Opening and Closing of Government Schools or Government Training Institutions or Government Public Libraries.
27. Any other cases which the Administrative Secretary may like to submit to the Minister-In-Charge or which the Minister may requisition.
28. Generally, all matters related to educational institutions of the Government will be submitted to the Minister-In-Charge.


(MAHIPAL DHANDA)

SCHOOL EDUCATION MINISTER
HARYANA

ANNEXURE - C

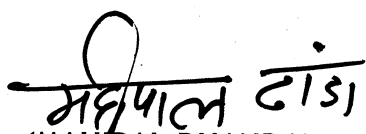
LIST OF CASES TO BE DISPOSED OFF BY THE ADDITIONAL CHIEF SECRETARY/PRINCIPAL SECRETARY/COMMISSIONER AND SECRETARY TO GOVERNMENT OF HARYANA, SCHOOL EDUCATION DEPARTMENT.

1. All appeals and revisions under various Acts and Rules of the Department and not specifically assigned to any other officer.
2. Extension of probationary period, confirmation, Probation and extension of thereof and confirmation of Gazetted officer.
3. Grant of ACP to Group-A officer.
4. Cases of minor punishment to Group-B officers.
5. Appeal cases of Non-Gazetted staff preferred against the orders of the Director General/Director of Department.
6. Cases regarding submission of factual information sought by the Public Accounts Committees, Estimates Committee and other committees of Haryana Vidhan Sabha.
7. Cases relating to extension in service beyond 50 to 55 years of age of Gazetted officers.
8. Withholding of memorials of Gazetted Officers.
9. Cases not involving any major change in Policy.
10. Any case considered important for submission by the Secretary/Special Secretary/ Joint Secretary.
11. Constitution of Statutory Advisory Committees/Boards of Education Department.
12. Tour programme and grant of casual leave of Secretary/Director/Director General.
13. Cases regarding permission to purchase and sale of movable and immovable property by Group A officers.
14. Forwarding of matters relating to NGOs to Government of India.
15. Cases to be referred to Finance Department/Legal Remembrancer/Chief Secretary & Advocate General, Haryana.
16. All references to HPSC in case of Gazetted Officers.
17. References regarding audit objections/reports.
18. Important policy references received from or made to Govt. of India.
19. References relating to study leave cases of Group A & B officers with the approval of FD.
20. Sanctioning of remuneration, grant/acceptance of fees/honorarium to Group-A.
21. Appointment of Inquiry officer and Presenting Officer in case of Group-B officers.
22. Appeal case of Group-A officers against adverse remarks recorded in their ACRs.
23. Personal hearing in all disciplinary and adverse remarks in ACRs of Group-B officers.


(MAHIPAL DHANDA)

SCHOOL EDUCATION MINISTER
HARYANA

24. Approval of Standard Terms & Conditions of Gazetted officers sent on Foreign Service/deputation basis in consultation with FD.
25. Matter involving loss of government stores or money from Rs. One lacs upto five lacs.
26. Matter related to financial irregularities upto ten lacs
27. Sanctioning of remuneration of Group-B officers.
28. Investigation of time barred claim of all the employees.
29. Time barred claim to be referred to FD.
30. Forwarding of application of Group A & B Officers of Department for various post with in India.
31. Grant of permission for higher education to Group A & B officers.
32. Cases regarding granting of Honorarium to Group A & B officers.
33. Cases relating to permission to undertake foreign journeys by Class-I/Class-II and HES-I Officers.
34. Cases of relating to extension in service beyond 55 years of age of Class-I/Class-II and HES-I Officers.


(MAHIPAL DHANDA)
SCHOOL EDUCATION MINISTER
HARYANA

ANNEXURE- D

LIST OF CASES TO BE DISPOSED OFF BY THE SECRETARY/SPECIAL SECRETARY TO GOVERNMENT OF HARYANA, SCHOOL EDUCATION DEPARTMENT

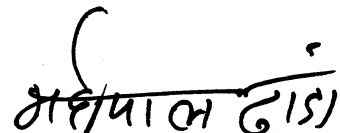
1. Appeal against the major penalties imposed by the field officers of the School Education Department. However, if any appeal/representation by the non-Gazetted employee involves allegations of personal nature against Director, Secondary/Elementary Education Departments, it will be disposed of at the level of other Special Secretary/Secretary available in the School Education Department.
2. Appeal against the penalty imposed by the Additional Director/Joint Director.
3. Conveying the enquiry report to the delinquent.
4. Replies to the questions in Lok Sabha and Rajya Sabha where information to be given is merely and wholly factual.
5. Cases of minor punishment to Class-II/HES-II employees of School Education Department.
6. Extension of probationary period, confirmation of Class-II/HES-II employees.
7. Cases of expenditures in connection with repairs, contingencies, installation of machinery, telephone etc.
8. Cases involving loss of Government money, stores and write off losses upto Rs. one lac.
9. Hiring of office accommodation.
10. Powers to decide various types of cases of Class-I officers under TA Rules.
11. Disposal of references relating to scholarships and stipends.
12. Cases regarding grant acceptance of fees/Honorarium to Non Gazetted Officers.
13. Cases regarding furnishing of information called by the Government of India in respect of Parliament Questions.
14. Grant of casual leave to the Under Secretary, Education and forwarding of his application for the sanction of earned leave.
15. Cases regarding permission to purchase and sell of moveable and immovable property by Class-I and Class-II Officers of School Education Department.
16. Change of options in respect of all categories of employees.
17. Sanction of medical reimbursement bills upto 3 lakh in which treatment is taken from any reputed Hospital outside the approved list at their own level on the conditions specified in the above mentioned letter dated 20.12.2012 of Finance Department.
18. Cases relating to permission to undertake personal visit to abroad by Non-Gazetted officers.
19. Grant of NOC for passport to Group A & B officers.


(MAHIPAL DHANDA)
SCHOOL EDUCATION MINISTER
HARYANA

ANNEXURE - E

LIST OF CASES TO BE DISPOSED OFF BY THE JOINT SECRETARY/ADDITIONAL SECRETARY.

1. Matters relating to grant of casual leave to the Under Secretary Education & forwarding of his/her application for the sanction of earned leave.
2. Cases involving loss of government money/ store and write off losses upto Rs. Twenty five thousand.
3. Matter relating to non-Gazetted employees of Department regarding change of name/date of birth.
4. Appeals of the non-Gazetted employees of Directorates Education Haryana and field staff and teachers against the punishment orders passed by the subordinate authority to the Director, Secondary/Elementary Education Departments, Under the Haryana Civil Services (Punishment and Appeal) Rules, 2016.
5. References regarding audit objections/reports.
6. All type of complaints against the managements and staff of Private Schools/ Institutions and non -Gazetted employees of Department where no report has been sought by higher authority.


(MAHIPAL DHANDA)

SCHOOL EDUCATION MINISTER
HARYANA

A copy is forwarded to the following for information/further necessary action:-

1. W/Secretary to Governor, Haryana.
2. W/Chief Secretary to Government, Haryana (Cabinet Section).
3. W/Deputy Principal Secretary to Chief Minister, Haryana.
4. W/Additional Chief Secretary/Principal Secretary/Commissioner & Secretary to Government Haryana, School Education Department.
5. W/Director General Secondary Education Haryana-cum-Secretary, School Education Department, Panchkula.
6. W/Director Elementary Education Haryana-cum-Additional Secretary to Government Haryana, School Education Department, Panchkula.
7. All Special Secretaries/Joint Secretaries/Deputy Secretaries/Additional Director/Joint Director.
8. Private Secretary to School Education Minister for the information of Hon'ble School Education Minister.
9. PS/Additional Chief Secretary/Principal Secretary/Commissioner & Secretary to Government Haryana School Education Department.
10. PA/Director General Secondary Education Haryana, Panchkula.
11. PA/Director Elementary Education Haryana, Panchkula.
12. PA/Special Secretaries/Joint Secretaries/Deputy Secretaries/Additional Director/Joint Director.
13. All the Branch Officers/Incharges/Superintendents of the Directorate (Secondary and Elementary Education).
14. Superintendent Admn. (Elementary Education).
15. IT Cell (HQ) (for uploading on departmental website).


19/8/26
SUPERINTENDENT ADMINISTRATION
for PRINCIPAL SECRETARY TO GOVT. HARYANA
SCHOOL EDUCATION DEPARTMENT
CHANDIGARH
A