

FINANCIAL COMMISSIONER'S OFFICE HARYANA.
REVENUE AND DISASTER MANAGEMENT DEPARTMENT.

STANDING ORDER.

In pursuance of provisions of Rules 18 and 19 of the Rules of Business of Government of Haryana, 1977 the delegation of powers in the Revenue and Disaster Management Department as indicated in the attached "Annexures" are notified with immediate effect. This order supersedes all earlier orders issued in the past on this subject.

DUSHYANT CHAUTALA,
DEPUTY CHIEF MINISTER, HARYANA

Chandigarh, dated the 16.11.2022

Endst. No. 3204-SR-I-2022/ 12625

A copy, along with its enclosures is forwarded to the followings for information and necessary action:-

1. The Secretary to Governor, Haryana, Chandigarh.
2. CSO/ Chief Minister, Haryana, Chandigarh.
3. Secretary to Dy. Chief Minister Haryana.
4. Secretary to Minister of State Haryana.
5. PS/ Chief Secretary to Govt. of Haryana Chandigarh.
6. PS/ Principal Secretary to Chief Minister, Haryana.
7. PS/Additional Principal Secretary to Chief Minister, Haryana.
8. FCR & ACS to Government of Haryana Revenue & Disaster Management Department, Chandigarh.
9. Legal Remembrancer & Secretary to Govt. of Haryana Chandigarh.
10. Special Secretary-I to Govt. of Haryana Revenue & Disaster Management Department.
11. Special Secretary-II to Govt. of Haryana Revenue & Disaster Management Department.
12. All Deputy Secretaries / Under Secretaries Revenue Department, Haryana.
13. All the Superintendents/Deputy Superintendents (on the Revenue side Branches only) and Web Assistant, Financial Commissioner Revenue's office, Haryana.


Superintendent

for Financial Commissioner Revenue & Addl. Chief Secretary to Govt.,
Haryana, Revenue & Disaster management Department,

A copy, along with its enclosures is forwarded to the Secretary to Council of Ministers Haryana, Chandigarh for information and necessary action.


Superintendent

for Financial Commissioner Revenue & Addl. Chief Secretary to Govt.,
Haryana, Revenue & Disaster management Department,

To

Secretary to the Council of Ministers
Haryana, Chandigarh

U.O. No. 3204- SR-I- 2022/ 1855

Chandigarh, dated 16.11.2022

Standing Order of Revenue & Disaster Management Department.

ANNEXURE-I

CASES WHICH ARE TO BE SUBMITTED TO THE CHIEF MINISTER FOR DISPOSAL

1. All important cases involving question of policy or principles.
2. All Assembly Questions/Resolutions/Motions and legislative matters except un-starred assembly questions.
3. Cases related to policies regarding fixation/revision of norms of relief
4. Cases regarding obtaining of central assistance from the Government of India for expenditure on calamity relief measures.
5. Inclusion of new schemes in Plan and Non- Plan budget.
6. Cases relating to framing / amending the Acts, and statutory Rules and Manuals, including the service Rules framed under proviso to Art.307 of the Constitution of India.
7. Cases relating to establishment of Group-A officers like appointment, voluntary retirement, transfer, punishment, suspension etc (except transfer of Deputy Secretaries and Under Secretaries at HQ).
8. Approval of Gazetteer
9. Cases relating to shifting of abadi sites.
10. Establishment of boards and appointment of members to the boards.
11. Cases regarding acquisition of land.
12. Cases regarding change of names of villages.
13. Re-employment of retired officers on contract basis in Group-A and Group-B category.
14. Inter State disputes including fixation of permanent boundary lines between state under the river action (Section-101-of Land Revenue Act).
15. Recommendation of Tehsildars/Naib Tehsildars for nomination of HCS (Ex Br) (Register A-I).
16. Proposal for the institution of civil or criminal proceedings against Group-A offices.
17. All other cases which are required to be submitted to CM as per instructions of the Govt. issued from time to time.
18. Sale/Lease of govt. Land to private bodies or individuals.
19. Finalization of Annual Administrative Reports of the Department.
20. Correction of date of birth of Group-A & B officers.
21. Cases relating to the exemption from stamp duty and registration fee involving loss of more than Rs. 10,00,000/-.
22. Lease of land of Dharmarth properties owned by religious institutions where value of land/property exceeds Rs. 10,00,000/-.
23. Retention in service beyond 50/55 years of group B officers.

24. Cases relating to exemption from Stamp duty and registration fee in which financial implications involved is up to Rs. 10 lacs and cases relating to writing off of Stamp duty and Registration fee which involve an unrecoverable amount not exceeding Rs. 1,00,000/-.
25. Transfer of Nazool/Surplus land to another department free of cost/market price.
26. Confirmation of sale of Nazool/Surplus land in open auction.
27. Creation of new estates/allotment of Hadbest Number under section 3 of the Punjab Revenue Act 1887.

LIST OF CASES TO BE DISPOSED OF BY THE MINISTER REVENUE & DISASTER MANAGEMENT AND CONSOLIDATION DEPARTMENT HARYANA

1. All Cases which are required to be submitted to the Governor /Council of Ministers in terms of the provisions of the Rules of Business of the Government of Haryana.
2. All Un-starred Assembly Questions of the department.
3. All important references relating to assurances/promises made by the Minister on the floor of the House.
4. Recruitment, appointment, Promotion, reversion, confirmation, acceptance/refusal of resignation, according or refusing the Sanction of prosecution and cases related to compulsory retirement in case of Group B officers.
5. Deputation of Group-B officers to other Departments /autonomous bodies and public sector undertakings as per the Govt. instructions issued from time to time.
6. Training of officers /officials abroad of Group "B" officers.
7. Cases relating to representation and appeal of all Gazetted officers addressed to Govt. in respect of service matters subject to the provision of relevant service rules.
8. All important references to the HPSC/HSSC in case of Group-B officers.
9. Sanctioning remuneration of Group-A and B officers.
10. Revenue Ministers Conference-Approval of Agenda items/Submission of annotated reply to Agenda items received from Govt. of India in respect of Revenue & Disaster Management Department.
11. Extension in probation period, matters related to seniority and other residual service matters in case of Group B officers.
12. Acceptance of resignation/voluntary retirement of Group-B officers after obtaining statutory clearances, wherever necessary, as per Government instructions.

LIST OF CASES TO BE ROUTED THROUGH THE CHIEF PARLIAMENTARY
SECRETARY REVENUE & DISASTER MANAGEMENT

All cases being sent to the Minister will be routed through Chief Parliamentary Secretary. However, in case Chief Parliamentary Secretary is away on tour or otherwise, the important and urgent cases will be sent to the Minister directly.

LIST OF CASES TO BE ROUTED THROUGH THE MINISTER OF STATE
REVENUE & DISASTER MANAGEMENT

All cases being sent to the Hon'ble Minister-in Charge/Deputy Chief Minister/ Chief Minister will be routed through Minister of State (Attached with Deputy Chief Minister-Cum- Minister-in Charge). However, in case of Minister of State is away on tour otherwise, the important and urgent cases will be sent to the Hon'ble Minister-in Charge/Deputy Chief Minister directly.

ANNEXURE-IV

List of Cases to be Disposed of by the Additional Chief Secretary & the Financial Commissioner to Government Haryana, Revenue & Disaster Management Department.

1. Replies to be sent to the Estimates Committee, Public Accounts Committee and Assurances Committee of Vidhan Sabha, where policy matters are involved.
2. Lease of land of Dharmarth properties owned by religious institutions where value of land/property is up to Rs. 10,00,000/-.
3. Issuance of retirement orders on superannuation of Group-A and Group-B officers and grant/stoppage of retirement benefits.
4. Sanction for the purchase of immovable property by Group-A and Group-B officers.
5. Re-employment of retired officials on contract basis in Group C and Group D category, including for religious institutions.
6. Temporary adjustment/re-adjustment, including assigning additional charge, assigning additional responsibilities/withdrawing responsibilities with reference to Group B and Group C officers.
7. Re-appropriation of allocation amongst the participative departments under the head "4059".
8. Administrative approvals of works/projects under the budget head "4059" pertaining to Revenue Department where the estimated expenditure exceeds Rs. 5.00 Lakh
9. Recruitment/Appointment, promotion, reversion, up-gradation, confirmation in respect of Group C posts i.e. Deputy Superintendent, Personal Assistants/Asstt. Sr. Scale Stenographer, Stamp Auditors/SRA/JRA/Naib Tehsildar (sales/Reh.)/(Peshi), Accountant, Kanungo (sales/Reh.) Section Officers/Out Boat Mechanic and equivalent posts.
10. Grant of pension/family pension/DCRG and commutation of pension to Group-A & B officers.
11. All cases relating to questionnaire framed by PAC on the basis of the Appropriation Accounts and Audit Reports where FCR is called upon to explain the position personally.
12. To sanction (at Head Quarters establishment) non recurring contingent expenditure, including furnishing the newly constructed establishments and replacing/adding new facilities/up-grading existing facilities, including furniture and articles ancillary to furnishing existing office facilities, purchase/replacement of Personal computers, Printers and Gazettes ancillary to it where the value of proposed estimated expense exceeds Rs. 5 lakh.
13. Budget proposals for inclusion of scheme in SNE.

14. Administrative Approvals/other approvals for works/projects related to the Revenue Department, etc. expense exceeds Rs.10 lakh.
15. Grant of leave of any kind above two months to Group-A officers.
16. Retention in Service beyond 50 and 55 years of Group-C [Naib Tehsildar (Sales/Reh.) Naib Tehsildar (Peshi) Acctt. Kanungo (Sales/Rehabilitation) Section Officer Dy. Supdt., P.A, Asstt. Sr. Scale Steno, Stamp Auditors] and equivalent post.
17. Time barred claim cases to be referred to Finance Department.
18. All cases to be referred to LR and FD.
19. Approval of written statement in Writ petitions and notices under section 80 CPC/Court Cases to be filed in the Hon'ble High Court/Supreme Court.
20. Approval of payment of compensation enhanced by Courts.
21. Waiving off the limitation in refund of Stamp Duty paid pertaining to stamp purchased but not used/utilized.
22. Hearing of appeal/revision in exercise of the quasi judicial powers vested in the State/government under various Act/Rules.
23. Posting/Transfer of Deputy Secretary/Under Secretary and Superintendents at Head Quarters.
24. Appeals reviews, revisions which lie to the government under various Acts & Rules against the order of the Divisional commissioners and Deputy commissioners.
25. Disciplinary action under Rule 7 & 8 of Punishment & Appeal Rules including suspension of Dy. Supdt, P.A, Assistant, Senior Scale Stenographer, Stamp Auditor and equivalent posts of Group C officials.
26. Revenue Secretaries Conference – Approval of Agenda items/Submission of annotated reply to Agenda items received from GOI in respect of Revenue & Disaster Management Department.
27. Cases relating to Personal Ledger Account of the Financial Commissioner Revenue relating to Emergency Relief organization.
28. To declare the results of Departmental Examination of Tehsildars/Naib Tehsildars and other employee, etc.
29. Conferment/withdrawal of functions of Sub Registrar/Joint Registrar to Tehsildars & Naib Tehsildars.
30. Full powers to sanction non recurring contingent expenditure, including establishments in field formations, where the estimated expenditure exceeds Rs. 5.00 lakh.
31. Representation/appeals in service matters against the orders of JSR/SSR in respect of Group C post.
32. Cases pertaining to the approval of Emergency Relief Organization Scheme & Calamity Relief Fund and writing of the loss of stores of flood relief organization.

33. Preparation/approval of activities & achievements note, material for Governor Address & Finance Minister speech at the time of Budget Session.
34. Sanctioning of LTC to group A Officers.
35. Office establishment & Budget relating to Computerization of Revenue Department.
36. Declaration of candidates as qualified for appointment as Tehsildar.
37. Personal Ledger Account in respect of 10% share of collected service charges due to Registration of documents.
38. Powers to invest an Asstt. Collector of first grade with powers of Collector for the purpose of Punjab Restitute of Mortgage land Act 1938.
39. Executive instructions of various Standing Orders of Financial Commissioner.
40. Nodal Officer of the Budget head "4059-Capital Outlay on Public Works".
41. Transfer of Government land from one department to other department free of cost after the approval of Hon'ble Chief Minister and with the concurrence of Finance Department.
42. Work distribution amongst SSR/JSR, Dy. Secretary/USRs.
43. Forwarding of application of Gazetted Officers outside the Department.
44. Other cases considered important by the Special Secretary/Joint Secretary Revenue.
45. Administrative Approval of Rough Cost estimates received from EIC, PWD (B&R Br.) or any other competent authority in the PWD & (B&R Br.) under major head 4059-C (Plan), 4216-C.O (Plan), and other Plan/Non Plan heads of account where the budgetary provisions are reflected in the Revenue and ancillary department budget and delegation of such power conditionally or unconditionally to the Secretary in Charge of PWD (B&R) Department or, as the case may be, in any officer of the Revenue Department not below the rank of Divisional commissioner/ Joint Secretary Revenue.
46. Disciplinary action under Rule 8 of Punishment and Appeal Rules against Group-B officers.
47. All residuary matters.
48. All such cases/exercise of powers which the Minister in Charge assigns/delegates either generally of specific order either explicitly or by implication.
49. Sanction of Marriage Advance/Computer Advance to Gazetted Officers.
50. Approval of quantum of punishment in cases of proposed punishment under Rule 7 of Punishment and Appeal Rules (major penalties cases) Group 'B' officers.

51. All cases of representation/expunction of adverse remarks from the Confidential reports of officers in whose case the FCR is the accepting authority.
52. Appointment of inquiry officer and presenting officer B officer/official in disciplinary proceedings.

LIST OF CASES TO BE DISPOSED OF BY THE SR/SSR/JSR/ASR

1. Recruitment /Appointment, promotion, confirmation, Disciplinary action etc. in respect of group "C" posts i.e.(Clerk, Steno typist, Junior Scale Stenographer, Drivers, Electrician and equivalent posts.
2. Grant of leave encashment in respect of Group 'A' & 'B' officers.
3. Sanctioning of remuneration of Group B and C officers /officials.
4. Grant of pension/ family pension/DCRG and commutation of pension in respect of Group 'C' officials.
5. Grant of leave upto two months duration to Class-I officers and Grant of all kind of leave to Class-II officers.
6. All cases of Gazetted Officers relating to GPF advance covered under Rules.
7. Reimbursement of medical bills of Gazetted / Non-Gazetted staff of Headquarter & Field above Rs. 50,000/- in each individual case.
8. All routine complaints against all category of officers/officials.
9. Disposal of representation of Group-C and D employees.
10. Approving terms and conditions of deputations which are in accordance with Government rules and instructions.
11. Investigation of time barred claims of group B & C officers/officials.
12. Settlement of audit objections.
13. POL coupons cases.
14. Hiring of and purchase of furniture and type writers/continuation of hire of office Accommodation under the provisions of rules or with the advice of FD.
15. Cases of routine nature which require back references seeking Cases clarifications, Information's etc.
16. All cases of important nature which have not been included in the list of cases to be disposed off by the Chief Minister / Revenue Minister / Financial Commissioner Revenue Haryana .
17. All cases relating to grant of LTC to Group "B & C" officers/officials.
18. Signature on NOC for preparation of passport of Group A & B officers after the approval from competent authority.
19. Tour programme of Under Secy Supdt., Tehsildar (Sales)/Assistant Registrar/D.A ,D.D.A and A.D.A.
20. Financial matters involving relaxation in rule/instructions to be referred to Finance Department/Health Deptt.
21. Appeal preferred by the employee of Revenue Deptt. for whom Under Secy. is the appointing authority against disciplinary action taken against them or against adverse remarks in ACRs.

22. Posting /Transfer of Personal Assistant, Assistants, Sr. Scale stenographers and equivalent Posts.
23. To sanction upto Rs. 5.00 lakh as non recurring contingent expenditure and recurring expenditure.
24. Permission for higher studies to A,B &C categories of employees.
25. Conveying of adverse remarks in ACR of all Officers/Officials at H.Q.
26. Approval of affidavit and written statement to be filed in lower courts.
27. Maintenance of Record Rooms in the office of Revenue Department.
28. Approval of Printing of gradation list of Group –A & B officers.
29. Issuance of retirement order on superannuation of Group –C officials.
30. Deputation of Group –C official to another Department /Bodies and Public Sectors in accordance with the govt. instructions and extension of deputation period there of.
31. General supervision and inspection work at the Headquarters/field office.
32. To conduct the departmental type test of Clerks and their approval etc.
33. Initiation of Annual Confidential Reports of Under Secretary/Deputy Secretary/Editor/Tehsildar/Naib Tehsildar working at headquarters.
34. Acceptance of ACR in respect of Non Gazetted staff other than class IV working in the field officers/Headquarters and recording of remarks on the ACRs of Tehsildar (sales) and other Gazetted staff posted at Headquarters.
35. Cases regarding grant of permission for purchase/sale of moveable/immoveable property to non Gazetted staff.
36. Cases for grant of honorarium to non Gazetted Staff where sanction of Government is required under the relevant rules.
37. Correction in the date of birth of non Gazetted staff.
38. Reference to the HSSC in the case of Non Gazetted staff.
39. Initiation of ACRs in respect of Gazetted Staff Working at headquarters. (in Rehabilitation Branch).
40. Acceptance of ACRs of non gazetted staff except Class IV.
41. Sanction of Marriage Advance/Computer Advance to Non-gazetted staff.
42. Administrative approvals of works/projects under the budget head "4059" pertaining to Revenue Department where the estimated expenditure below Rs. 5.00 lakh.
43. To sanction (at Head Quarters establishment) non recurring contingent expenditure, including furnishing the newly constructed establishments and replacing/ adding new facilities/up-grading existing facilities, including furniture and articles ancillary to furnishing existing office facilities, purchase/replacement of Personal computers, Printers and Gazettes ancillary to it where the value of proposed estimated expense below Rs. 5.00 lakh.
44. Administrative Approvals/other approvals for works/projects related to the Revenue Department, etc expense below Rs. 10.00 lakh.

45. Full powers to sanction non recurring contingent expenditure, including establishments in field formations, where the estimated expenditure exceeds Rs. 05.00 lakh.

**LIST OF CASES TO BE DISPOSED OF BY THE DEPUTY SECRETARY /
UNDER SECRETARY REVENUE.**

1. Recruitment, Appointment, promotion, reversion, confirmation and pension/ family pension and other retiral benefit etc. in respect of group "D" posts.
2. Posting and transfer of Clerks and Steno-Typists/JSS .
3. Periodical reports and cases where factual information is supplied to various quarters.
4. Grant of all kinds of leave to Class -III officials.
5. Permission to allow to cross the efficiency bar up to Junior Scale stenographers and Drivers except where there is something very Special or important who may require the orders of Special secretary /Joint Secretary Revenue.
6. Allowing of normal annual increments to Gazetted staff where no orders of stopping them have been passed.
7. Investigation of time barred claims (non-gazetted establishment).
8. Issue of notification /sanctions where the subject matter has been approved.
9. All cases relating to grant of LTC to Group "D" officials.
10. All cases(non-gazetted) relating to G.P. Fund advance covered under the rules.
11. To sanction up to 10,000 as non recurring contingent expenditure and Rs 5000/- recurring expenditure.
12. Installation of telephones in case of entitled categories/officers/officials.
13. Sanction of remuneration of Group -C (below Clerks) & D employees.
14. Calling comments on the replies to the charge-sheets- /representations by Group B & C Official.
15. Distribution of works amongst the Branch Members with the approval of Special/Joint Secretary to Government, Haryana Revenue & Disaster Management Department.
16. Defence sanction of court cases /issue of sanction regarding filing/defence of judicial cases in all courts at State expenses.
17. Sanction of C/L of Deputy Supdt. / Superintendent.
18. To obtain report /comments from the Department except important cases, which would be submitted to Special Secretaries/ Joint Secretaries.
19. Signature of NOC for preparation of passport to group "C" & group "D" employees after the approval of competent authority.
20. To send Branch official on tour.
21. Pay fixation cases of Group 'A', 'B', 'C' ,&'D' covered under the rules.
22. Approval for printing of gradation list of Group C and D employees.

23. To sanction War Jagirs under section 3(1) of the East Punjab War Jagir Act., 1948 and signing of War Jagir Sanads.
24. To sanction upto Rs. 10,000/- as non recurring contingent expenditure and upto Rs. 5,000/- as recurring contingent expenditure.
25. All cases (Gazetted/ non Gazetted) relating to medical reimbursement covered under Rules upto Rs, 50,000/-in each individual case.
26. Grant of leave encashment in respect of Group 'C' & 'D' officials.
27. Sanction of journey Beyond Jurisdiction of all gazetted officers and non gazetted staff.
28. Signature on pension paper of gazetted/non gazetted staff after approval of competent authority.
29. Acceptance of Annual Confidential Reports in respect of class IV staff working in the field offices/headquarter.
30. Approval of tour programme of Non-Gazetted staff.
31. All cases of routine nature.
32. Issuance of retirement order of Group-D employees and grant/stoppage of retirement benefits to them.
33. Sanction of Marriage Advance/Computer Advance to Class-IV employees.

ANNEXURE- VII

CASES TO BE DISPOSED OF BY THE SUPERINTENDENTS/ Deputy
SUPERINTENDENTS/Tehsildar (sales).

1. Issue of reminders other than D.O. reminders.
2. To issue interim reply in routine matters.
3. Sanction of casual leave to branch members.
4. To mark the case in the absence of dealing Assistant to other Assistant of the Branch for disposal of important matters.
5. Attestation of entries in service books of all categories employees.
6. Allowing of normal increments to non-gazetted staff, Where no orders of stopping them have been passed.
7. Embossing documents- signature thereof.
8. Supply of copies of references demanded by the Branches/Offices and calling for copies of references wherever necessary.
9. Issue of stationary to the officers/branches.
