

HARYANA GOVERNMENT
NEW AND RENEWABLE ENERGY DEPARTMENT

STANDING ORDER



DCNRE
1.6.2020

PP

01/06/2020

In pursuance of the provisions of Rules-18 & 19 of the Rules of Business of the Government of Haryana, 1977, framed under Article-166 of the Constitution of India, I hereby order that the classes of cases set out in the sub-joined Schedule-A shall be brought to the personal notice of the undersigned, while the remaining classes of the cases set forth in the sub-joined Schedules-B, C, D & E shall be disposed of the Additional Chief/ Principal Secretary to Government Haryana, New & Renewable Energy Department (NRE), Secretary/Special Secretary, NRE Department, Joint/Deputy/Under Secretary, NRE Department & Superintendent, NRE Branch, respectively.

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01/06/2020

2. All cases requiring my orders will be routed through the Additional Chief Secretary/ Principal Secretary, NRE Department, Haryana.

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3. If I am away from Chandigarh, the Additional Chief/ Principal Secretary to Government of Haryana, NRE Department, may finally dispose of any case of extreme urgency which is otherwise to be submitted to the NRE Minister, Haryana for orders. Similarly, if the Additional Chief/ Principal Secretary to Government of Haryana, NRE Department is also away from Chandigarh, then the Secretary/ Special Secretary, NRE Department may finally dispose of any case of extreme urgency which is otherwise to be submitted to the Additional Chief/ Principal Secretary, NRE Department, for orders as per competency. However, on return to Chandigarh, such cases must be submitted to me for information and orders.

4. No order will be open to question in representation, enquiry or court only on the ground that the relevant file has not received the approval of the prescribed authority under these delegation orders.

5. Subject to the provisions made in Schedules-B, C, D & E, the Additional Chief/ Principal Secretary to Government of Haryana, NRE Department would be free to allocated duties amongst his Secretary / Special Secretary / Joint Secretary / Deputy Secretary / Under Secretary / Superintendent. Further, the Additional Chief / Principal Secretary to Government of Haryana, NRE Department may send for any case which under these orders is required to be disposed of by the Secretary / Special / Joint / Under Secretary / Superintendent himself or is to be sent by him directly to the NRE Minister.

6. This order supersedes all previous orders issued from time to time regarding delegation of powers.
7. This order will be effective from the date of issue.

Dated, Chandigarh
The 20th May, 2020

RANJIT SINGH
New & Renewable Energy Minister, Haryana

Endst. No. 22/14/2006-5P

Dated, Chandigarh the 01st June, 2020

A copy with a copy of schedules is forwarded to the following:-

1. The Secretary to Governor, Haryana.
2. The Principal Secretary to Chief Minister, Haryana.
3. Private Secretary to N.R.E. Minister, Haryana.
4. The Chief Secretary to Government Haryana (in Cabinet Branch).
5. The Additional Chief Secretary to Govt. Haryana, New & Renewable Energy Department.
6. The Secretary to Govt. Haryana, New & Renewable Energy Department.
- ✓ 7. The Director General, New & Renewable Energy Department, Haryana.
8. Under Secretary to Govt. Haryana, New & Renewable Energy Department.
9. Superintendent, New & Renewable Energy Branch.
10. All Assistants in N.R.E. Branch.

Suresh Chandel

Superintendent NRE,
for Additional Chief Secretary to Govt., Haryana,
New & Renewable Energy Department.

Schedule- 'A'

LIST OF CASES PERTAINING TO THE N.R.E. DEPARTMENT, HARYANA TO BE DISPOSED OF AT THE LEVEL OF NEW & RENEWABLE ENERGY MINISTER.

Legislative Matters:

1.	All legislative measures including framing of Acts and Rules there under or any amendment therein and also preparation of draft bills, issuing of Ordinances and conversion of Ordinances into Acts.
2.	All matters pertaining to Vidhan Sabha, Lok Sabha and Rajya Sabha including starred or unstarred questions, resolutions and motions.
3.	Important references relating to assurances/promises made by the NRE Minister on the floor of the House.
4.	Replies to assurances/promises made by the NRE Minister on the floor of the Vidhan Sabha which are not based on decisions already taken by the Government or which do not give merely any factual position but where the replies require clarification or amendment on matters of policy.
5.	Approval of cases involving formation of policy or major change in policy on all matters.

Administrative Matters:

1.	Appointments of Chairman, HAREDA and Members in General Body.
2.	Service matters of Group 'A' Officers drawing pay scale with Functional Pay Level of 11 or above including posting, transfers, appointment, extension of probation period, reversion, confirmation, promotion, deputation, compulsory retirement, pension and gratuity cases, if any cut is to be imposed, grant of special/personal pay.
3.	Matters relating to extension in Service beyond 50/55 years in respect of Gazetted Officers drawing pay in functional pay scale FPL 11 or above & re-employment of Government Servants both Gazetted & Non-Gazetted after the age of superannuation on the recommendations of Committee of Secretaries.
4.	Formulation of Service Rules of all Groups of employees.
5.	Terms of Service of posts meant for direct recruitment/appointment under Group-'A' & Group-'B' falling in Functional Pay Level 11 or above.
6.	Memorial submitted by any employee which is required to be forwarded to the Governor for consideration.
7.	Foreign Training / Visit of employees in their official capacity of Group-'A' or 'B' drawing pay in functional pay scale FPL 11 or above.
8.	Annual Confidential Report of Heads of Department and Group 'A' Officers drawing pay scale with Functional Pay Level of 15 or above.
9.	Reference to Vigilance Department in cases of Group 'A' Officers and inquiries against them.
10.	Creation of Gazetted & Non-Gazetted posts.
11.	Matters relating to Renewable Energy Policy.
12.	Institution or withdrawal of Civil or Criminal Proceedings against Gazetted Officers

	(Group 'A' and 'B') and payment from the State Revenue of damage in suits brought by or against Gazetted Officers.
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Financial Matters:

1.	Approval of any new Plan or Non-Plan Scheme
2.	Financial irregularities of a serious nature that come to the notice of the Administrative Secretary.
3.	Matters involving loss of Government Stores or money exceeding Rupees five lac.
4.	Waiving of any claim or recovery against any employee as per instructions of Finance Department.

General Matters:

1.	All cases required to be submitted to the NRE Minister or Council of Ministers or Governor in pursuance to provisions of Rule-28 of the Rules of Business of Haryana Government.
2.	Important matters involving question of policy or principles not expressly provided for in this list.
3.	Sanction/approval of cases relating to Land Acquisition.
4.	Cases for prior approval for pilot projects above Rs. 1 Crore.
5.	Any matter that the NRE Minister may like to see or the Administrative Secretary may like to submit to the NRE Minister.
6.	Matters pertaining regarding procurement of material, procurement of vehicle as per the plan scheme of Centre & State Government.
7.	Approval of specifications of tenders valuing more than Rs. 50.00 Crore on the recommendations of Committee of Officers from the Public Health Engineering Department, PWD (B&R), Power Utilities and New & Renewable Energy Department not below the rank of Chief Engineer/Secretary. The Committee will be constituted by the Minister Incharge.
8.	All matters relating to constitution of Advisory Committee in the Department.

Schedule- 'B'

CASES TO BE DISPOSED OFF AT THE LEVEL OF ADDITIONAL CHIEF / PRINCIPAL SECRETARY TO GOVERNMENT HARYANA, N.R.E. DEPARTMENT.

Administrative Matters:

1.	Approval of cases involving minor change in policy on the matters where policy has already been approved by the Government.
2.	Approval of written statements/affidavits or implementation of orders of Courts where State Government has been arrayed as Party to any Litigation in any Court of Law in matters related to HAREDA and NRE Department.
3.	Sanctioning of pension to Group 'A' Officers for whom State Government, Haryana is Appointing Authority.
4.	Sanction of Casual/Earned leaves to Director/Director General, HAREDA/NRE.
5.	Accepting Authority of Annual Confidential Reports of HAREDA/NRE Department and Officers appointed by State Government other than IAS/HCS Officers for which instructions of Chief Secretary will be applicable.
6.	Sanction/permission for taking of staff Car/Govt. Vehicles beyond prescribed jurisdiction.
7.	Sanction of Leave Travelling Concession (LTC) of Group 'A' and 'B' Officers.
8.	Issuing of Sanction of appointments, suspension, promotion, transfer, confirmation, extension in probationary period, efficiency bar, defamation, extension in service beyond 50/55 years. Reversion, compulsory retirement, resignation order and sanction for purchase of immovable property over Rs. Ten Lacs upto Fifty Lacs by Group 'B' Gazetted Officers drawing pay in functional pay scale below FPL 11.
9.	Sanctioning of official tour programme of Group 'A' and 'B' Officers including involving absence of more than 10 days from headquarters.
10.	Terms of Service of posts meant for direct recruitment/appointment under Group-'B', 'C' & Group-'D' falling in Functional Pay scale below FPL 11.
11.	Foreign Training/ Visit of employees of Group-'B' drawing pay in functional pay scale below FPL 11 in their official capacity with prior concurrence of Finance Department, Government of Haryana within sanctioned budget.
12.	Prior approval on any arbitration matter / commercial dispute in respect of material purchase or award of contract, if required to be closed on mutual basis.
13.	Approval of private foreign visits of all Group 'A' Officers subject to the condition that they have filed their up-to-date property returns.
14.	All appeals and revisions under various Acts and Rules of the Renewable Energy Department not specifically assigned to any other officer.
15.	(i) Minor punishment to Group 'A' and 'B' Officers. (ii) Appeal cases of Non-Gazetted Staff of the New & Renewable Energy Department against the orders of the Director/ Director General.
16.	All cases relating to the Public Accounts Committee, submission of factual information sought by the Public Accounts Committee, Estimates Committee and other Committees of the Vidhan Sabha and reports of these committees for final decision.

17.	Withholding of memorial of Group-'B' employees.
18.	Cases regarding grant/acceptance of fees/honorarium by the Gazetted Officers.
19.	Reviewing the Annual Confidential Report of all Group-'A' Gazetted Officers including the Head of the Department.
20.	References relating to study leave cases for all Gazetted Officers.
21.	Cases relating to permission to undertake foreign journeys to Group 'C' and Group 'D' employees more than one month.

Financial Matters:

1.	Project Estimates and Proposals of New Technical Scheme involving estimate of more than Rs.1 crore.
2.	Budget Estimates and Supplementary Budget Estimates.
3.	Comfort letter for loan HAREDA as provided in the Budget Estimates.
4.	Matters involving loss of Government stores or money from Rs. One lac upto Rupees 5 lacs.

General Matters:

1.	Enforcement of provisions relating to New & Renewable Energy contained in the Electricity Act, 2003 and Energy Conservation Act, 2001.
2.	Matters to be referred to Finance Department, Legal Remembrancer, Haryana and Advocate General, Haryana.
3.	Sanctioning or reimbursement of Medical and advance from GP Fund and time-barred cases of Group 'A' and 'B' Officers.
4.	To decide grievance falling under Litigation Policy of the State in respect of Gazetted and Non-Gazetted employees.
5.	Any other matter referred by Secretary / Special Secretary / Under Secretary, NRE.

Schedule-'C'

CASES TO BE DISPOSED OFF AT THE LEVEL OF SECRETARY/ SPECIAL SECRETARY,
N.R.E. DEPARTMENT.

Administrative Matters:

1.	Sanction of pension to Group 'B' Officers for whom State Government is the appointing authority.
2.	Final disposal of representation of Group 'C' and 'D' employees and other officials of the equal status.
3.	Case relating to non-gazetted establishment.
4.	Disposal of Arbitration cases in which award has been received from the arbitrator.
5.	Dealing of representations.
6.	Approval of the tour programme of Director/ Director General, NRE/ HAREDA.
7.	Approval of written statements/affidavits or implementation of orders of Hon'ble Courts where State Government has been arrayed as Party to any Litigation in any Court of Law in matters related to NRE Department.
8.	Appellate Authority for Power Department under Right to Information Act, 2005.
9.	Foreign Training of employees of Group-'C' & 'D' in their official capacity with prior concurrence of Finance Department, Government of Haryana within sanctioned budget.
10.	Cases relating to write-off of unserviceable / surplus stock upto limits prescribed by Finance Department for Administrative Department.
11.	Approval of private foreign visits of all Group 'B' Officers subject to condition the they have filed their up-to-date property returns.
12.	References relating to study leave cases for all non-Gazetted employees.
13.	Grant of casual leave to the Deputy Secretary / Under Secretary, NRE and forwarding of his/her application for the sanction of earned leaves.
14.	Forwarding of application of all categories of Officers/officials to Government of India/ other State Government etc.
15.	Matters relating to work, contract of various categories where manpower is being kept on contract basis.
16.	Change of options in respect of all categories of employees.
17.	Cases relating to permission to undertake foreign journeys to Group 'C' and Group 'D' employee's upto one month.

Financial Matters:

1.	Settlement of audit objections raised by Accountant General, Haryana.
2.	Reimbursement of Medical claims and sanction of time barred claims of Gazetted and Non-Gazetted officials where no relaxation is involved.
3.	Cases regarding permission to purchase and sale of property to Group-'B' officers provided they have filed up-to-date property returns.
4.	Cases of expenditures in connection with repairs, contingencies, installation of

	machinery, telephone etc.
5.	Cases involving loss of Government money, stores and write off losses upto Rupees one lac as per instructions of FD.
6.	Hiring of office accommodation.
7.	Powers to decide various types of cases of Group 'A' Officers under the TA Rules for which the Administrative Department of the Government have full powers.

Schedule-'D'

CASES TO BE DISPOSED OFF AT THE LEVEL OF JOINT/DEPUTY/ UNDER SECRETARY,
N.R.E. DEPARTMENT.

Administrative Matters:

1.	Dealing with Court cases of service matters of Group 'C' and Group 'D' officials.
2.	Processing to all complaints relating to HAREDA/NRE.
3.	To prepare and put up the status of pending State Vigilance complaints/cases in respect of HAREDA/ NRE for the appraisal of Secretary/ PS/ ACS,NRE.
4.	To deal with complaints on CM Window portal and CPGRAMS.
5.	To prepare data for NRE Ministers' Conference.
6.	Liaisoning with Ministry of Power, NRE, Government of India, Haryana Electricity Regulatory Commission, Haryana power Utilities and Chief Electrical Inspector.
7.	Dealing with time-barred claims of Group 'C' and 'D' officials upto limit prescribed by FD for AD.
8.	Signing the replies, affidavit in case of court cases after getting its approval from competent authority.
9.	Implementation of the various scheme of the New & Renewable Energy Department.
10.	Installation of Telephone, Computers and other office requirement within financial competency.
11.	Writ-Petitions and other notices received from the Court including signing of court replies after approval of the competent authority.
12.	Arranging meeting of the Committee of Administrative Secretaries of New & Renewable Energy Department.
13.	Declaration of Drawing and disbursing Officers consultation with the Finance Department.
14.	Granting permission to perform journey beyond jurisdiction.
15.	To make back reference in order to collect essential information if any, from the Department.
16.	All matters as SPIO under R.T.I. act.
17.	Other Misc. Work as directed by Senior Officers.
18.	Matters relating to grant of casual leave to the Under Secretary.

Financial Matters:

1.	Reimbursement of Medical Bills of Group 'C' and 'D' officials upto limit prescribed by Finance Department for Administrative Department.
2.	Advance from G.P. Fund covered under the rule of Group 'C' and 'D' officials.
3.	Cases relating to write-off of unserviceable / surplus stock upto Rs. Fifty Thousand as per instruction of FD.

Schedule- 'E'

LIST OF CASES TO BE DISPOSED OF BY SUPERINTENDENT, NRE BRANCH.

General Matters:

1.	To approve the drafts and issue the letters and orders after same have been approved by the Competent Authority.
2.	All matters as SPIO under RTI Act, 2005.
3.	To make back reference in order to collect essential information if any from the Department, Issue of reminders and to deal with courts cases.
4.	Issue of reminders
5.	To attest documents in/for Court Cases etc.
6.	Any matter referred to by Competent Authority.
7.	Assisting Joint Secretary/ Deputy Secretary/ Under Secretary in disposal of routine work.
8.	Miscellaneous matters.