

Government of Himachal Pradesh
Department of Personnel
Secretariat Administration Service-I

No. Per (SAS-I) A (1)-1/98 Dated: Shimla-2, the

30th
July 2014

ORDER

In pursuance of the provisions of Rules 26 & 27 of Rules of Business of the Government of Himachal Pradesh, 1971 and as amended upto March, 2010, the Chief Minister of Himachal Pradesh is pleased to order that the cases and matters in the Department of Secretariat Administration shall be disposed by the authorities in the manner as indicated in schedule-"A" & "B" enclosed.

2. This supersedes all previous orders issued in this behalf relating to the Department of Secretariat Administration.

By Order

Chief Secretary

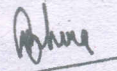
Government of Himachal Pradesh

Dated: Shimla-2, the 30th July 2014

Endst.No.Per(SAS-I)A(1)-1/98

Copy for information to:-

1. The Secretary to the Governor, Raj Bhawan, Shimla-2.
2. The Principal Secretary to the Chief Minister, HP
3. Principal Private Secretary to the Chief Minister, HP Shimla-2.
4. The Controller, Printing & Stationary, HP Shimla-5.
5. All the Officers, Secretariat Administration Department.
6. All the Sections in the Secretariat Administration Department.
7. Guard file.



Secretary (SA) to the
Government of Himachal Pradesh

SCHEDULE
SCHEDULE-"A"

MATTERS TO BE DISPOSED OF AT THE LEVEL OF CHIEF MINISTER
UNDER RULE 26 & 27 OF RULES OF BUSINESS OF THE GOVERNMENT
OF HIMACHAL PRADESH

AT CHIEF MINISTER LEVEL

1. All Vidhan Sabha Questions and reply to Assurances and Budget Cut Motions.
2. All Parliament questions involving policy.
3. Annual Administrative Report in respect of Secretariat Administration Department.
4. Finalization of the Recruitment and Promotion Rules of all the categories of the Secretariat employees.
5. Deviation from existing policies.
6. Re-employment/ Extension in service in respect of all categories.
7. Memorials submitted by the officers/officials.
8. Schemes which involve expenditure above one Crore or as per orders by the Finance Department.
9. Appointment/engagement of non-panel Advocates in Supreme Court/High Court cases.
10. Ban on filling up of posts.
11. Extension/Re-employment cases of Class-IV to Class-I of H.P.Secretariat employees.
12. Any case in which there is difference of opinion with Finance Department.
13. Any proposal for the institution of prosecution by Government against the advice tendered by the Law Department.
14. Any proposal for the prosecution, dismissal, removal or compulsory retirement of Gazetted Officers.
15. Appellate Authority in cases, wherein the penalty under the CCS (CCA) Rules, 1965 has been imposed by the Chief Secretary.
16. Appellate Authority in cases where the order has been passed by the Chief Secretary on the representations including the representations against the adverse entries in the ACRs/APARs.
17. Major penalty of dismissal/compulsory retirement of Class-I & II officers.

18. SLP in Hon'ble Supreme Court.
19. Employment assistance to the dependents of those Government servants who die in harness.
20. Approval for de-reservation of posts.
21. Any other cases that the Chief Minister may like to see.

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SCHEDULE
~~SCHEDULE~~ - "B"

STANDING ORDERS UNDER RULE-27 OF RULES OF BUSINESS OF THE
GOVERNMENT OF HIMACHAL PRADESH, 1971 REGARDING DISPOSAL OF
WORK AT VARIOUS LEVELS IN SECRETARIAT ADMINISTRATION
DEPARTMENT

AT THE CHIEF SECRETARY LEVEL

1. Approval of recommendations of the DPC regarding promotion/Review DPC to the post of Section Officers, Private Secretaries, other Class-I, II Officers of Himachal Pradesh Secretariat.
2. Appointment on all the posts except Class-IV categories.
3. Appellate Authority in cases, wherein the penalty under CCS (CCA) Rules, 1965 has been imposed by the Principal Secretary/Secretary (SA).
4. Appellate Authority in cases where the order has been passed by the Principal Secretary/Secretary (SA) on the representations including the representations against the adverse entries in the ACRs/APARs.
5. Approval of the recommendations of the Department Promotion Committees in respect of all categories except Class-III & Class-IV.
6. Representations of Class-I & II Officers against the adverse remarks in the ACRs/APARs.
7. Review of all ACRs/APARs of Class-I & II officers.
8. Transfer or deputation or secondment of Class-I, II & III categories.
9. Confirmation of Class-I & II posts.
10. Addition & deletion in norms for newspapers, magazines, journals and law reports.
11. Fixation of cadre strength of Class-I & II.
12. Major penalty (except dismissal/compulsory retirement) on Class-I & II officers.
13. Major penalty (dismissal/compulsory retirement) on Class-III.
14. No Objection Certificate for obtaining Passports.
15. All important proposals regarding amendment in R & P Rules.

16. Training & Visits in foreign country on official tours by all categories.
17. Pre-mature retirement of Class-1 & II officers.
18. Meeting with H.P.Sectt. Services Class I & II (Gazetted Officers) & Class-III Associations.
19. Counting of military or other services for qualifying service.
20. All matters that are not required to be disposed of finally by the Chief Minister or by the Principal Secretary/Secretary (SA) or Special/Additional/Joint/Deputy/Under Secretary(SA).
21. Permission to take Government vehicle outside the State.
22. Prosecution sanctions in respect of all Non-Gazetted Officials except Class-IV Officials.
23. Grant of Study leave to Class-I to Class-III officials.
24. Approval for filling of SLP in the Apex Court.
25. Appointment of Advocates in urgent situation other than the panel Advocates both for Hon'ble Supreme Court/High Court.

AT THE PRINCIPAL SECRETARY/SECRETARY /Special Secretary(if Secretary's level officer is not posted)LEVEL:

1. Approval of recommendations of the DPC for confirmation/promotion/ACPS etc. in the cadre of Class-III & IV Officials.
2. Representations of Class-III officials against the adverse remarks in the ACRs/APARs.
3. Appointments on all the posts of Class-IV category.
4. Imposition of all minor penalties under the CCS (CCA) Rules, 1965 in respect of Class-I, II & III Officers/Officials.
5. Imposition of major penalty (reduction in rank, compulsory retirement, dismissal, removal from service) in respect of Class-IV employees.
6. Appellate Authority in the cases of penalties imposed by the Additional/Joint/Deputy/Under Secretary under the CCS (CCA) Rules, 1965.
7. Prosecution sanction in respect of Class-IV Officials of the H.P. Secretariat.
8. Transfer or deputation or secondment of Class-IV categories.
9. All other matters concerning service of Himachal Pradesh Secretariats employees other than which are required to be submitted to higher authorities under rules/orders/instructions issued in this behalf from time to time.
10. Annual budget estimates in respect of Himachal Pradesh Secretariat and Council of Ministers.
11. Replies to the reports of Comptroller & Auditor General of India, Estimates Committees, Public Accounts Committees, General Administration Committees, PAC etc.
12. Posting and transfers of all categories of Staff of H.P. Secretariat except Class-IV employees.
13. Such financial power matters for which specific powers have been delegated from time to time to Secretary(s) and Head of Department(s).
14. All cases/matters relating to purchase of books, periodicals, journals and advance subscription of magazines and Law reports.

15. All Financial sanction cases/matters for the purchase of newspapers, periodicals, journals and books as per power delegated by the Finance Department from time to time.
16. Financial powers as delegated by the Finance Department from time to time under various SOEs to the Principal Secretary/Secretary.
17. To give permission to auction all unserviceable store items of HP Sectt..
18. Finalization of quotations of all the items purchased in HP Secretariat.
19. Approval of agreements with various firms undertaking Warranty/AMC and other related jobs as per instructions issued by the Finance Department.
20. Issuance of Identity Cards to Hon'ble Ministers/CPSs
21. Instructions in respect of maintenance of record and to destroy the files on receipt of certificates from concerned branches.
22. Expenditure sanction and Administrative approval(full power) as powers delegated by the Finance Department.
23. Advices on cases relating to the change of date of birth.
24. Replies to observations of Vidhan Sabha Committees.
25. All major cases of advice to be tendered to the other departments which involve important implications.
26. Cases of urgent nature, normally requiring approval of Chief Secretary in his absence.
27. Training of officers at HIPA.
28. Sanction of leave encashment/Gratuity in respect of Class-I & II officers.
29. Constitution of Departmental Promotion Committee/Review DPCs/Screening Committee.
30. To accord permission for the sale of immovable or moveable property in respect of Class-I & II officers.
31. Permission/sanction of LTC to Class-I & II officers.
32. Issuing charge sheet to Class-II & III officials.

33. Permission to create second charge for obtaining Public Sector/Cooperative Banks etc. for meeting balance cost of House/Flat.
34. Approval of replies/rejoinder/Affidavits to be filed in various courts/Tribunal.

AT THE LEVEL OF BRANCH OFFICER (SPECIAL/ADDITIONAL/JOINT/DEPUTY/UNDER SECRETARY):

1. Imposition of all the penalties under the CCS (CCA) Rules, 1965, except those to be imposed at the level of the Principal Secretary/Secretary in respect of Class-IV officials.
2. All cases concerning reference to the Himachal Pradesh Public Service Commission/SSB Hamirpur & other referral departments.
3. All permission cases under the conduct rules in respect of all the categories from Class-I to IV.
4. All miscellaneous service matters concerning Himachal Pradesh Secretariat employees other than those which are required to be submitted to higher authorities under any rules/orders/instructions issued in this behalf from time to time.
5. All miscellaneous matters relating to Secretariat Library, control Room, Building Repairs, maintenance work, fire fighting, Security, cleanliness and conservancy staff, SA Accounts-I & II, Dispatch, Central Registry.
6. Sanction of Govt. loans and advances like HBA/Flat/Car/Education etc. to all the categories in the H.P. Secretariat.
7. Work distribution amongst the staff posted in the branches of Secretariat Administration Department.
8. Any other subject/matters which may be assigned by the Secretary (SA).
9. All financial sanction cases/matters for the purchase of newspapers, magazines, journals, law reports and books as delegated by the Finance Department from time to time.
10. To sanction expenditure under various SOEs below Secretary as per power delegated by the Finance Department from time to time.
11. Approval for weeding/destruction of files.
12. To conduct auction of unserviceable articles.

13. Opening of quotations/tenders by various firms/organizations and negotiation in rates/quality/warranty etc. with the firms/organizations to be carried out in each financial year.
14. Periodic inspection of Telephone Exchange./ Biometric Machines.
15. Grant of proficiency increment to the employees of all the categories under ACPS.
16. Sanction of leave encashment/gratuity in respect of Class-III & IV officials.
17. Sign agreements on various issues i.e. warranty/AMC on behalf of Govt.
18. Half yearly inspection of store/paper recycling unit etc.
19. Pension/Gratuity/Leave encashment sanction/Ex-gratia of Section Officer, Private Secretary/Personal Assistant, Superintendent, Class-III and Class-IV employees.
20. Sanction of Earned Leave/Commuted Medical Leave of SOs/PSs/Sr. Law Officers/ Law Officers/Supdt. Gr.-II/PAs HP Secretariat.
21. Permission/sanction of LTC to Class-III & IV employees.
22. Correspondence regarding reconciliation of expenditure with AG Office.
23. Sanction regarding TA, Medical reimbursement and GPF withdrawal of all categories.
24. Issuance of Identity Cards to serving/retirees Officers/Officials.
25. Issuance of Charge sheet to Class-II & Class-III.
26. Pay fixation matter in respect of all categories.
27. To accord Administrative sanction/ approval of HBA/ conveyance advance and sale of movable and immovable property in respect of Class_III & IV officials.
28. All matters allotted to the Special/Addl./Joint/Deputy/Under Secretary(SA) may submit or that the Principal Secretary/Secretary may call for.
29. All other matters concerning the ACR's as required to be submitted to higher authorities under rules/orders/instructions issued in this behalf.
30. Filing of replies /Affidavits/rejoinder in various Courts/Tribunal.

Deputy Secretary(Library)/ OSD(Library)/Chief Librarian level

1. Sanction of casual leave/RH/Compensatory/station leave to the library staff..
2. Acknowledgement of letters and issue reminders of outstanding books to the borrowers.
3. Correspondence and reply of letters received from the various departments/sections.
4. Other matters/subjects as may be assigned by the Secretary (SA) from time to time.
5. Countersigning of entry of books, periodicals and journals purchased for the Secretariat Library.
6. Conveying financial sanctions approved by the Secretary for the purchase of newspapers, periodicals, Law reports and books.

AT THE LEVEL OF SECTION OFFICERS

1. Attestation/verification of all kind of entries in service books of all categories from Class-I to Class-IV.
2. Acknowledgment of letters, issuance of reminders to various Officers/communications.
3. Routine informatory paper not involving any policy decision/fresh orders/instructions.
4. Casual /Restricted/ Station Leave to the staff posted in the Section.
5. Authentication of letter which do not involve any major policy decision or important orders, provided the draft thereof have been approved by the higher authorities.
6. Routine correspondence with various Section Officers calling for information/date etc.
7. Classification of record/file.
8. Requisition of old files already consigned to record section from all branches of Secretariat and supply the same to the concerned Branch Officer/Section Officer.

9. Awarding of certificate w.r.t. auctioned items to be taken out from the premises of HP Secretariat.
10. Issuing of No Demand Certificate in r/o retired Officers/Officials.
11. Forwarding of bills of various firms to cash section for making payments.
12. Maintenance of record in racks as per classification.
13. Weeding out of old record/files as per classification.
14. Verification of entries in the record register.
15. Issuance of Identity Cards to serving/retiree Officers/Officials of HP Secretariat.
16. All parking stickers of Government/Private vehicles.
17. Forwarding of leave applications to the sanctioning authority/branch.
18. Confirmation of attendance in case of non-marking through Bio-Metric machines due to technical fault.
19. Sanction of Earned leave/commuted leave of Sr. Asstt./Sr. Scale Steno/Jr.Scale Steno/Jr. Asstt./Clerk/Caretaker/Security Guard etc. and all Class-IV categories by the Section Officer(SAD-II)..