

**Government of Himachal Pradesh.  
Department of Elementary Education**

No.EDN-C-A(2)/2004

Dated: Shimla-2,

30-7-2013

**STANDING ORDER**

In pursuance of Rules 26 & 27 of the Rules of Business of the I.L.P. Govt. 1971 and in super-session of all previous orders in this behalf the Chief Minister, Himachal Pradesh (Minister-in-Charge) is pleased to direct that cases/matters relating to the Department of Elementary Education shall be disposed of in the manner prescribed below:-

<u>Sr. No. &amp; Nature of cases.</u>	<u>Level of Disposal.</u>		
	Spl. Secy./ Addl.Secy./ J.S./D.S./U.S.	Pr. Secy./Secy.	Minister-in-charge.
1.	2.	3.	4.
<b><u>1. Rules of Business.</u></b>			
All cases under rules 14, 15, 16, 35 & 38 of the Rules of Business	---	---	Minister-in-Charge
<b><u>2. Vidhan Sabha Business.</u></b>			
i) Approval of reply to Vidhan Sabha Question/resolution	---	---	-do-
ii) Lok Sabha/Rajya Sabha Question (cases involving Principles/Policies.	---	---	-do-
iii) Final report on the assurances.	---	---	-do-
iv) Reports of PAC & Estimate Committee when ripe for final Decision.	---	---	-do-
v) Lok Sabha/Rajya Sabha Question not involving Principles or Policies.	---	Pr. Secy./ Secy.	---
vi) Cut-Motions	---	---	Minister-in-Charge.
<b><u>3. Legal Matters</u></b>			
i) Framing of rules under various Acts.	---	---	-do-
ii) Acquisition of lands/ Bldg. for public purposes.	---	---	-do-
iii) Bills, Acts, Rules & Regulations, Manuals, Codes, Executive Instructions, assessments & interpretations etc.	---	---	-do-

iv) Writ Petitions	---	Pr.Secy./ Secy.	---
v) Notice under section 80 CPC		Spl. Secy./ Add.Secy.	---
		J.S./D.S./U.S.	---
vi) Appeals against judgment except appeal to Supreme Court which shall require approval of Minister-in-Charge.	---	Pr.Secy./Secy.	---
<b><u>4. Organisation.</u></b>			
i) Creation/abolition of Offices & Institutions	---	---	Minister-in-Charge
ii) Appointment of Committee/Board Commissions of Enquiry and their report.	---	---	--do--
iii) Delegation of International Organisations, Committees & Conferences.	---	---	--do
iv) Re-Organisation and Re-Distribution of functions.	---	Pr. Secy./Secy.	---
v) Administrative Reforms in the Department.	---	--do--	---
<b><u>5. Policy &amp; Programmes.</u></b>			
i) Framing of New Policies & Programmes.	---	---	Minister-in-Charge
ii) Deviation from existing policy	---	---	-do-
iii) Inclusion of New Schemes in the scheduled of New expenditure at the budget stage.	---	---	-do-
iv) Substantial changes in the schemes already approved	--	Pr.Secy./Secy.	---
v) Formulation of new Programme and Institutions.	---	---	-do-
vi) Annual reports on the working of the Department.	---	Pr.Secy./Secy.	---
<b><u>6. Establishment.</u></b>			
1) (a) Creation of New Posts.	---	---	-do-
(b) Conversion of posts into Permanent ones.	---	---	-do-
(c) Fixation of cadre Strength of class I	---	---	-do-

(d) Fixation of cadre Strength of class II, III & IV.	---	Pr.Secy./Secy.	---
ii) Framing of R & P Rules and relaxation of condition of service.	---	---	Minister-in-Charge
iii) Orders for placing requisition for recruitment through P.S.C/SSD.	---	Pr.Secy./ Secy.	---
iv) Annual Statement of appointments made without consulting the Commission	---	---do---	---
v) Appointment, Transfer & re-employment of Class-I & II officers.	---	---	Minister-in-Charge
(vi) Seniority of Class-I & II officers.	---	Secy./Pr. Secy.	---
vii) Confirmation of class-I & II officers.	---	Pr.Secy./ Secy.	---
viii) Sponsoring of inservice candidates for training/higher studies.	---	---	Minister-in-Charge
(a) Abroad			
Class I Officers	---	---	-do-
Class-II,III Officers /Official	---	---	-do-
(b) In India.			
Any class of Officer/officials.	---	Pr.Secy./ Secy.	---
ix) Sponsoring of in service Candidates for Seminars/Workshops/ Study tours/other assignment..			
a) Foreign Country	---	---	Minister-in-Charge
b) In India	---	Pr.Secy./Secy.	---
x) Appeals & Petitions.			
(a) Class-I & II officers	---	---	Minister-in-Charge
(b) Class-III & IV	---	Pr.Secy./Secy.	---
xi) Deputation to and from I.P. Govt. in r/o			
(a) Class-I Officers	---	---	Minister-in-Charge
(b) Class-II & III Officers/Officials	---	Pr.Secy./ Secy.	---
xii). Vigilance cases of Class- I & II Officers.	---	---	Minister-in-Charge

xiii) Disciplinary proceedings against,			
(a) class-I officers			
(b) class-II officers			
(Major/Minor penalties)	---	Pr.Secy./ Secy.	---
(c) Institution or withdrawal of civil/Criminals proceedings against G.O's.	---	---	Minister-in- Charge
(d) Confidential Reports of class - I officers.	---	---	-do-
(e) Confidential Reports of class-II officers.	---	Pr. Secy./ Secy.	---
(f) Grant of advance increments with the concurrence of F.D.	---	--do--	---
(g) Accepting proceedings of Departmental Promotion Committee/Selection Committee and proceedings In respect of ---			
(a) Class-I Officers	---	---	Minister-in-Charge
(b) Class-II Officers	---	Pr.Secy./Secy.	---
iv) Retention in service after superannuation.			
(a) Class-I Officers	---	---	Minister-in-Charge
(b) Class-II Officers	---	Pr. Secy./Secy.	---
v) Grant of Higher pay scale under Assured Career Progression Scheme For class-I officers.			
	---	Pr. Secy./Secy.	---
vi) Time barred claims in r/o pay, Mcd. Rcimb. etc.			
	Spl. Secy./		
	Addl.Secy./	---	---
	J.S./D.S./U.S.		
vii) Grant of special pay honorarium /fcs etc. with prior concurrence of F.D.			
	--	Pr. Secy./Secy.	---
viii) Premature retirement			
Class-I	---	---	Minister-in-Charge
Class-II	---	---	-do-
<b><u>7. Budget Accounts and Financial Matters.</u></b>			
i) Budget Estimates	---	Pr. Secy./Secy.	---
ii) Really New schemes	---	---	Minister-in-Charge
iii) Administrative approval and Tech. Sanction of new Scheme.			
	---	---	Minister-in- Charge

iv) Sanctions of Contingencies subject to availability of funds.	---	Pr. Secy./Secy.	---
v) Administrative approval & Expenditure Sanction.			
a) Above Rs. 1,00,00,000/-	---	---	Minister-in-Charge
b) Above Rs. 1,00,000/- to Rs. 1,00,00,000/-	---	Pr. Secy./Secy.	---
c) Upto Rs. 1,00,000/-	Spl. Secy./ Addl. Secy./ S./D.S./U.S.	---	---
vi) Proposal involving the alienation either temporary or permanent or of sale /grant on lease of Govt. property less than Rs. 1.00 lacs in value or the abandonment or reduction of Revenue exceeding that amount except when such alienation, sale, grant of lease of Govt. property or abandonment or reduction or revenue is in accordance with the rules or with a general scheme already approved by the Cabinet.	---	---	Minister-in-Charge
vii) Delegation of financial powers to subordinate authorities.	---	Pr. Secy./Secy.	---
viii) Write off /remission of irrecoverable loans & advances & write off losses store etc. cases required to be referred to F.D.			
a) Above Rs. 10,00,000/-	---	---	Minister-in-Charge
b) less than Rs. 10,00,000/-	---	Pr. Secy./Secy.	---
<b><u>ix) Grant-in-Aid.</u></b>			
i) Full powers in cases where rules have been framed.	---	Pr. Secy./Secy.	---
<b><u>ii) in other cases</u></b>			
i) Above Rs. 10,00,000/-	---	---	Minister-in-Charge
ii) Above Rs. 1,00,000/- to Rs. 10,00,000/-	---	Pr. Secy./Secy.	---
iii) Upto Rs. 1,00,000/-	Spl. Secy./ Addl. Secy./ J.S./D.S./U.S.	---	---

**8. MISCELLANEOUS:**

- |  |     |                |      |
|--|-----|----------------|------|
| i) Conversion of Ordinance & Bills into Acts of the State. | --- | ---            | -do- |
| ii) Approving of Memorandum for Council of Ministers.      | --- | ---            | -do- |
| iii) Audit and Inspection notes received from F.D./AGIIP.  | --- | Pr.Secy./Secy. | ---  |
| iv) Hiring of building for Offices.                        | --- | -do-           | ---  |

**9. OTHER MATTERS**

i) All the cases to be submitted to the Chief Minister will be routed through the Minister in-charge except in case of urgent cases, if the Minister-in-charge is out of station.

ii). All other cases which have not been included in the above list will be disposed of at the level of Branch Officer(s).

iii). In the absence of Minister-in-charge, the Pr. Secretary/Secretary will dispose of the cases of extreme urgency.

v). Any matter which any one of the officers feels should be brought to the notice of higher level officers.

**10. Type of cases to be disposed of at the level of the Section Officer/Superintendent.**

- i) Issue of reminders.
- ii) Various kinds of reports of routine nature.
- iii) References to be kept pending for want of relevant files/full particulars.
- iv) Other routine and unimportant cases which do not require officers attention and can be disposed of at the level of Section Officer/Superintendent.
- v) Grant of casual leave to the staff posted in Education-C Section.
- vi) Application to be recommended for earned leave in respect of staff posted in the Education-C Section to the Spl. Secy./ A.S./J.S./D.S./U.S. for onward transmission to the SAD.
- vii) Disposal of all routine and general nature cases.

By Order,

Pr. Secretary (Ele.Education) to the  
Government of Himachal Pradesh.

Endst. No. EDN-C-A(2)/2004

Dated: Shimla-2,

30-7-2013

Copy forwarded to the following for information:-

1. The Secretary to the Governor, H.P. Shimla-2.
2. The Private Secretary to the Hon'ble Chief Minister, I.P. Shimla-2.
3. The Additional Secretary (GAD) to the Govt. of H.P. Shimla-2.
4. The Special Secretary (AR) to the Govt. of H.P. with reference to his letter No.PER(AR)B(15)-1/2008 dated 21.3.2013 and dated 12.6.2013.

5. The Sr. Special Private Secretary to the Pr. Secretary (Education) to the Govt. of H.P., Shimla-2.
6. The Special Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2.
7. The Deputy Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2.
8. The Under Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2.
9. All the Dealing Assistants in the Education-C Section, H.P. Sectt. Shimla-2.
10. Guard file.



Under Secretary (Ele. Education) to the  
Government of Himachal Pradesh.