

Government of Himachal Pradesh
Department of Revenue (A)

No. Rev. A (A)2-1/94-I dated Shimla the, 20.08.2020.

Subject:- Standing order for disposal of Government Business in Revenue Department.

OFFICE ORDER

In pursuance of Rules 26 and 27 of the Rules of Business of the Government of Himachal Pradesh as notified in year of 1971, the Minister in-charge, Revenue Department is pleased to direct that the cases and matters relating to the Revenue Department shall ordinarily be disposed off in the manner as indicated in the enclosed Annexure-"A"

In the absence of the Hon'ble Minister-in-Charge, the Pr. Secretary (Rev.) to the Government of H.P and in his absence the Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary to the Govt. of H.P as the case may be, may dispose off cases of extreme urgency. Such cases will however, be shown to the competent authority as soon as he joins/resumes the office.

This supersedes all the previous orders issued in this behalf relating to Department of Revenue.

By order.

(Onkar Chand Sharma).
Pr. Secy (Revenue) to the,
Government of Himachal Pradesh.

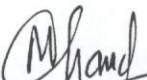
No. Rev. -A (A)2-1/94-I, dated Shimla the, 20.08-2020
Copy forwarded to the following for information and necessary action :-

1. The Pr. Pvt. Secy. to Hon'ble Chief Minister.
2. The Spl. Pvt. Secy. to Hon'ble Revenue Minister.
3. The Sr. Spl. Pvt. Secy. to the Chief Secy. to the Govt. of H.P.
4. The Secretary (A.R) to the Govt. of H.P.
5. The Spl. Pvt. Secretary to the Pr. Secretary (Revenue) to the Govt. of H.P.
6. The Spl/Joint/ Deputy Secretary (Revenue) to the Government of H.P.
7. The Section Officer(Rev.B,C,D, Project Cell and DMC) and IRSA-cum-Tehsildar(Stamp Cell), H.P. Secretariat, Shimla-2
8. All Dealing Assistants of Revenue-A Section.
9. Guard file.

(Milap Chand)

Deputy Secretary (Rev.) to the
Government of Himachal Pradesh
to the Govt. of H.P.
Phone No. 0177-2626359
Shimla-171002

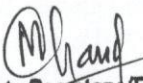
Sr. No.	Nature of cases	Disposal at the level of Chief Minister/Minister-in-Charge/ Secretary Spl.Secy/Addl. Secy/ Jt.Secy./ Dy.Secy./ Under Secretary.
1.	<u>Matter under Rules of Business.</u> All cases under Rule 14,15,16 of the Rules of Business.	Minister-in-Charge
2.	<u>VIDHAN SABHA BUSINESS.</u> (i) Approval of reply to Vidhan Sabha question/Resolution. (ii) Lok Sabha/Rajya Sabha Questions (Cases involving Principles or Policies). (iii) Adjournment & Cut motion. (iv) Report about action taken on the assurance. (v) Reports of PAC/Estimate. (vi) Lok Sabha/ Rajya Sabha Questions not involving principles or policies.	Minister-in-Charge -do- -do- -do- -do- Secretary.
3.	<u>Land matters.</u> (i) Application u/s 118 of the H.P. Tenancy & Land Reforms Act, 1972 for seeking permission for purchase/transfer of land or built up structure. (ii) Applications to sell land/built up structure purchased with prior permission of the State Government u/s 118 to agriculturist. (iii) Application for extension of time for registration of transfer deed or utilization of land purchased with prior permission of the Government. (iv) Change of use//purpose u/s 118. (v) Permission cases under section 6-A and 7-A of HP Ceiling on Land Holdings Act,1972. (vi). Issue of NOC under section-4 of Land Acquisition Act, 1894 for Acquisition of Land / Buildings for public purposes by State Govt., Deptts. (vii). Cases of Industrial project Power Project etc. where policy issues are involved and those other than mentioned at Sr.No.1 above. <u>(viii) Land Lease cases.</u> (a) Land measuring up to 5 hect. or having market value upto Rs.50,00,000/- (b) Land measuring more than 5 hect. or having market value more than Rs.50,00,000/-	Chief Minister -do- -do- -do- Minister-in-charge. Secretary. Minister-in-Charge. -do- Chief Minister.


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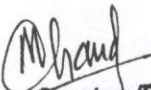
	<p><u>(ix) Land transfer cases.</u></p> <p>(a) Govt. Land more than five bighas from one Govt. Deptt. of the State to another Govt. Deptt. of the State.</p> <p>(b) Land from State Govt. to Central Govt. or its institutions OR to any other State Govt. or its institutions.</p>	<p>Minister-in-Charge</p> <p>Chief Minister</p>
4.	<p><u>Legal Matters.</u></p> <p>(i) Framing of Rules under various Acts and Recruitment and Promotion Rules of all categories of posts.</p> <p>(ii) Bills, Acts, Rules Regulations, Manuals, codes, executive instructions, (Evolution, assessment and interpretation etc.)</p> <p>(iii) Appeals against judgments</p> <p>(iv) Writ Petitions.</p> <p>(v) Reply to be filed in the SC/HC and on behalf of Govt.</p> <p>(vi) Appeals in Supreme Court.</p> <p>(vii) Institution or withdrawal of civil or criminal prosecution sanction against Gazetted Officers.</p>	<p>Chief Minister</p> <p>Minister-in-Charge</p> <p>Secretary. US/DS/JS/AS/SS. Minister-in-Charge</p> <p>-do-</p> <p>-do-</p> <p>.</p>
5.	<p><u>ORAGANIZATION</u></p> <p>(i) Creation/abolition of offices and institutions.</p> <p>(ii) Appointments of Committees /Boards.</p> <p>(iii) Delegation of international organizations, Committees and Conferences.</p> <p>(iv) Re-Organization and re-distribution of functions.</p> <p>(v) Administrative Reforms in the Department.</p>	<p>Minister-in-Charge</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>
6.	<p><u>POLICIES AND PROGRAMMES.</u></p> <p>(i) Deviation from the existing policy.</p> <p>(ii) Formulation of new programmes.</p> <p>(iii) Substantial changes in the scheme already approved.</p> <p>(iv) Annual reports on the working of the Department.</p>	<p>Minister-in-Charge</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>
	<p><u>ESTABLISHMENT.</u></p> <p>(i) Creation of new posts, conversion of posts into permanent ones, fixation of cadre strength.</p> <p>(a) Creation of new posts and fixation of cadre Class-I,II, III and IV).</p> <p>(b) Conversion of posts into permanent ones.</p>	<p>Minister-in-Charge</p> <p>-do-</p>

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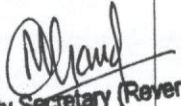
(ii) Framing of R&P Rules Relaxation of conditions of service rules.	Minister-in-Charge
(iii) Orders for placing requisitions for recruitment through H.P.P.S.C.	Secretary.
(iv) Annual statements of appointment made without consulting the Commission.	-do-
(v) Sponsoring the in-service candidates for training.	-do-
(vi) Retention of Class-I,II & III officers/officials in service after superannuation.	Chief Minister
(vii) Vigilance cases for Class-I and II officers.	-do-
(viii) Extension of temporary posts.	Secretary.
(ix) Sanction of Spl. pay/ HBA/Motor Cycle/Scooter Advances with prior concurrence of Finance Department.	SS/AS/JS/DS/US
(x) Sanction of GPF Advances / withdrawal.	-do-
(xi) Disciplinary proceedings against:- Class-I and II Officers.	Minister-in-Charge
(xii) Major and Minor penalties.	Secretary
(xiii) Permission for personal visit.	Secretary
(a) <u>ABROAD.</u> Class-I,II officers. Class-III officials.	Minister-in-Charge
(b) <u>IN INDIA.</u> Class-I,II officers and Class-III officials.	Secretary.
(xiv) <u>APPEALS/PETITIONS OF:</u>	
(e) Class-I officers.	Minister-in-Charge
(f) Class-II and III	Secretary.
(xv) Crossing of efficiency Bar/ Proficiency step-up. Class-I & II Officers.	Secretary.
(xvi) Appointment and confirmation, transfer, seniority and re-employment of: (e) Class-I and II Officers. (f) Class-III officers.	Minister-in-Charge Secretary.
(xvii) Deputation to and from H.P. Govt. in respect of (j) Class-I Class-II officers (k) Class-III officers.	-do- -do-
(xviii) <u>Annual confidential Reports.</u>	
(e) Expulsion of adverse remarks recorded in confidential reports of Class-I officers.	Secretary
(f) Expulsion of adverse remarks recorded in confidential reports of Class-II officers.	-do-


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	(xix) Reference to Vigilance Deptt. in case of Gazetted officers and enquiries against them. (xx) Memoria submitted by employees that require Ministers orders under the rules.	Minister-in-Charge. -do-
	(xxi) Institutions or withdrawal of Civil or Criminal proceedings against Gazetted officers and payment for the State Revenue of damages in suits brought by or against Gazetted officers.	Minister-in-Charge.
	(xxii) Confidential reports of Class-I officers & Class-II officers. (xxiii) Advance increments granting with the concurrence of F.D. (xxiv) Accepting proceedings of DPC Class-I and II Officers.	Minister in-Charge. Secretary Minister-in-Charge
8.	BUDGET ACCOUNTS AND FINANCIAL MATTERS. (i) Really new scheme. (ii) Budget estimates (iii) Administrative approval and technical sanction of new Scheme. (iv) Expenditure sanction cases standard Object of Expenditure (SOE) wise: 5-Officer Expenses (a) Full powers (b) Above Rs. 5-00 to 50.00 Lakh A Rent Rate and Taxes (a) Full powers (b) Above Rs. 5-00 to 50.00 Lakh b Publication (a) Full powers (b) Above Rs. 2-00 to 10.00 Lakh c Advertising & Publicity (a) Full powers (b) Above Rs. 5.00 to 50.00 Lakh d Hospitality & Entertainment (a) Full powers (b) Above Rs. 1.00 to 5.00 Lakh. e Furnishings (a) Full powers (b) Above Rs. 0.50 lakh to 10.00 Lakh f Professional & Special Service (a) Full powers (b) Above Rs. 0.50 lakh to 10.00 Lakh. g Other Charges (a) Full powers (b) Above Rs. 2.00 lakh to 10.00 Lakh	Minister-in-Charge. Secretary Minister-in-Charge. Minister-in-Charge Secretary. Minister-in-Charge Secretary. Minister-in-Charge Secretary. Minister-in-Charge Secretary. Minister-in-Charge Secretary. Minister-in-Charge Secretary. Minister-in-Charge Secretary.


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	<p>h Maintenance (a) Full powers (b) Above Rs. 2.00 lakh to 10.00 Lakh</p> <p>i Refunds (a) Full powers (b) up to Rs. 5.00 lakh</p> <p>j Machinery & Equipments (a) Full powers (b) Above Rs. 50.00 lakh to 100.00 Lakh.</p> <p>k Material, Supply Store (a) Full powers (b) Above Rs. 50.00 lakh to 100.00 Lakh.</p> <p>l Honorarium (a) Full powers (b) Above Rs. 5.00 lakh to 10.00 Lakh.</p> <p>Note: This delegation is subject to budget availability and other definition/ explanation prescribed by FD in the delegation of powers vide letter dated 3rd June, 2014</p>	<p>Minister-in-Charge Secretary.</p> <p>Minister-in-Charge Secretary</p> <p>Minister-in-Charge Secretary.</p> <p>Minister-in-Charge Secretary.</p> <p>Minister-in-Charge Secretary.</p>
	<p>(v) Administrative approval and expenditure sanction of works other than functional works. a) Works above Rs. 2.50 Lakh b) Works upto 2.50 Lakh</p>	<p>Minister-in-Charge Secretary</p>
	<p>(vi) Proposals involving the alienation either temporary or permanent or of sale, grant, or lease of Govt. property less than Rs. 25000/- in value or the abandonment or reduction of revenue exceeding that amount except when such alienation; sale, grant or lease of Govt. property abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Cabinet</p>	<p>Minister-in-Charge</p>
<p>9.</p>	<p><u>(vii) Grant in aid</u> (a) <u>Where the rules have been approved by FD:</u></p> <p>(i) Full powers (ii) Above Rs. 10.00 lakh</p> <p>(b) Other cases: (a) Full powers (b) From Rs. 50000/- to 5.00 lakh (c) Upto Rs. 50000/-</p>	<p>Minister-in-Charge Secretary.</p> <p>Minister-in-Charge Secretary. SS/AS/JS/DS/US</p>


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	<p>(viii) Evolution of pattern of delegation of financial powers to subordinate authorities.</p> <p>(ix) Write off of irrecoverable loans and advances and remission of loans and advances.</p> <p>(a) Full powers</p> <p>(b) From 1.00 to 5.00 lakh/-</p> <p>(x) Write of losses stores etc.</p> <p>(a) Full powers</p> <p>(b) From 1.00 to 4.00 Lakh</p>	<p>Minister-in-Charge.</p> <p>Minister-in-Charge. Secretary</p> <p>Minister-in-Charge. Secretary</p>
10	<p><u>MISCELLANEOUS</u></p> <p>(i) Any other cases /matter that the Minister may like to call or see.</p> <p>(ii) In addition to the above, such other cases/matters of administrative important or policy as the Secretary may consider necessary or the Minister may like to see, would also be submitted to the Secretary/ Minister.</p> <p>(iii) All cases /matters which do not involve policy and any important matter not specified in this Order will be disposed of at the level of the Secretary and below.</p> <hr/> <p><u>Type of cases to be disposed of at the level of Section Officer of Revenue A,B,C,D,Project Cell and DMC and IRSA-cum-Stamp Auditor, Stamp Cell.</u></p> <p>(i) Issue of reminders.</p> <p>(ii) Making of back reference(s) to the Heads of Departments and other offices in order to collect information relevant to a particular case.</p> <p>(iii) Other routine and un-important cases which do not require officers attention and can be disposed of at the level of Section Officer.</p> <p>(iv) Various kinds of reports of routine nature.</p> <p>(v) References to be kept pending for want of relevant file /full particulars.</p> <p>(vi) Grant of Casual Leave /short leave to the staff posted in the respective Section.</p> <p>(vii) Application to be recommended for the grant of earned leave in respect of staff posted in the respective Section to the SAD.</p> <p>(viii) Disposal of all routine and general nature cases.</p>	



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