

**Government of Himachal Pradesh
Department of Personnel
Secretariat Administration Services-I**

No. Per(SAS-I)A(1)-1/2019 Dated: Shimla-2, the 26th June, 2019

ORDER

In pursuance of the provisions of Rule 26 & 27 of Rules of Business of the Government of Himachal Pradesh, 1971 and as amended upto 30th July, 2014, the Chief Minister of Himachal Pradesh is pleased to order that the case and matters in the Department of Secretariat Administration shall be disposed by the authorities in the manner as indicated in schedule-"A" enclosed.

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

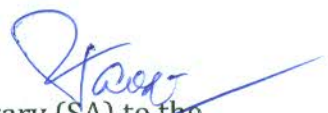
By Order

Chief Secretary
Government of Himachal Pradesh

Endst. No. Per(SAS-I)A(1)-1/2019
Copy for information to:-

Dated: Shimla-2, the 26th June, 2019

1. The Secretary to the Governor, Raj Bhawan, Shimla-2
2. The Addl. Chief Secretary-cum-Pr. Secy. to Chief Minister, HP.
3. The Pr. PS-cum-Spl. Secretary to Chief Minister, HP.
4. The SPS. to the Chief Secretary to the Govt. of HP.
5. The PS to Secretary (SA) to the Govt. of HP.
6. All the Branch Officers, Secretariat Administration Department.
7. All the Section Officers, Secretariat Administration Department.
8. Guard file.


Secretary (SA) to the
Government of Himachal Pradesh

SCHEDULE "A"

Standing Orders in r/o Secretariat Administration Department

Sr. No.	Nature of Cases	Level of Disposal
1.	Establishment	
	i) Finalization of R&P Rules and relaxation in conditions thereof	Chief Minister (Relaxation with prior approval of Cabinet)
	ii) Orders for placing requisition to recruiting Agencies	Admn. Secretary
	iii) Appointment: a) Class-I officers b) Class-II Officers c) Class-III Officials d) Class-IV Officials	Admn. Secretary for Class I & II. Branch Officer for Class III & IV
	iv) Posting/ Transfer: a) Class-I officers b) Class-II Officers c) Class-III Officials d) Class-IV Officials	Admn. Secretary for Class I & II. Branch Officer for Class III & IV
	v) Disciplinary Authority a) Class-I officers b) Class-II Officers c) Class-III Officials d) Class-IV Officials	Admn. Secretary for Class I & II. Branch Officer for Class III & IV
	vi) Appellant Authority a) Class-I officers b) Class-II Officers c) Class-III Officials d) Class-IV Officials	Chief Secretary for Class I & II. Admn. Secretary for Class III & IV
	vii) Prosecution Sanctions a) Class-I officers b) Class-II Officers c) Class-III Officials d) Class-IV Officials	Admn. Secretary for Class I & II. Branch Officer for Class III & IV
	viii) Imposition of Penalties under CCS(CCA) Rules a) Class-I officers b) Class-II Officers c) Class-III Officials d) Class-IV Officials	Admn. Secretary for Class I & II. Branch Officer for Class III & IV

Stacey

XI) Grant of all kinds of Leave: a) Class-I officers b) Class-II Officers c) Class-III Officials d) Class-IV Officials	Admn. Secretary for Study leave and EOL Branch Officer for all other kinds of leave.
XII) Sponsoring officers/officials for training: a) Foreign Trainings b) Out- side State c) HIPA	a) Chief Secretary b) Admin Secretary c) Branch Officer
XIII) Permissions/NOCs under CCS(CCA) Conduct Rules, 1964	Branch Officer (Except Official Foreign Tour in that case only with prior permission of Chief Secretary)
XIV) Memorials submitted by the employees in r/o service matters & disciplinary matters.	Chief Minister
XV) Acceptance of Confidential Reports of Gazetted Officers	Chief Secretary
XVI) Acceptance of DPC Proceedings: a) Class-I officers (Non-Selection Posts) b) Class-II Officers c) Class-III Officials d) Class-IV Officials	Admn. Secretary
XVII) Premature Retirement a) Class-I officers b) Class-II Officers c) Class-III Officials d) Class-IV Officials	Admn. Secretary for Class I & II Branch Officer for Class III & IV
XVIII) Extension/ Re-employment in Service in r/o all categories of employees	Chief Minister
XIX) Ban on filling up of posts	Chief Minister
XX) De-reservation of reserved Posts	Chief Minister
XXI) Employment Assistance under Kith & Kin Policy on Compassionate grounds	Chief Minister
XXII) Approval for Deputation/ Secondment of employees	Admin. Secretary
XXIII) Issue of identity Cards to: a) Ministers b) Class-I Officers c) other officials	For a & b -Branch Officer Others -Section Officer
XXIV) Decisions on cases relating to change of date of birth	Administrative Secretary

Handwritten signature

	XXV) Confirmation of Attendance in case of non-marking of attendance on Biometric Machines	Section Officer
	XXVI) Attestation/ Verification of all kinds of entries in Service Books of all Categories	Section Officer
2.	Financial Matters: i) New Schemes ii) Budget Estimates iii) Administrative Approval and Expenditure Sanctions of approved Schemes .	i) Chief Minister. ii) Admn. Secretary iii) A/A and E/S: As per delegations of Finance Department . AD to be read as Admn. Secretary and HOD as Branch Officer
	iv) Approval of Matters related to purchase/ disposal of Books, Periodicals, Journals and advance subscription of magazines/ law reports	Admn. Secretary
	v) Permission for auction of unserviceable store items	Admin. Secretary
	vi) Finalization of quotations for purchase of all items	Admn. Secretary.
	vii) Write off/ remission of irrecoverable loans and advances with prior concurrence of FD	Branch Officer
	viii) Write off losses , Stores etc. with prior concurrence of FD	Branch Officer
	ix) Pay fixation matters	Branch Officer
	x) Sanction of Gratuity/ Leave Encashment to employees	Branch Officer
	XI) Sanction of GPF Advance/ Withdrawal	Branch Officer
	XII) Time barred Claims in respect of pay, TA/DA, Medical Re-imbursment etc.	Admn. Secretary
3.	Parliament / Assembly Matters:	
	i) Reply to Parliament Questions	Chief Minister
	ii) Reply to Vidhan Sabha Questions, Assurances, Call Attention Notices etc. etc.	Chief Minister
	iii) Reply to Reports of various Vidhan Sabha Committees	Chief Minister for ATRs Admn. Secretary fo FATRs
	iv) Routine matters	Admin. Secretary
	Legal Matters:	
4.	i.) Reply Writ Petitions/ OAs	Branch Officer with prior

Handwritten signature

		approval of CS/Secy.
	ii) Appeals a) Supreme Court b) High Court	Admn. Secretary (with prior consultation of Advocate General and Law Deptt.)
	iii) Appointment /engagement of non-panelled Advocates in Supreme Court/ High Court	Chief Secretary
5.	Miscellaneous: Distribution of Job amongst Dealing Hands, Collection of information from other Department/ Section , Reminders in all cases etc.	Section Officer