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Government of Himachal Pradesh
Department of Higher Education
(Education-A Branch)

EDN-A-Ka(2)- 2/2013

Dated Shimla -02,

21st August, 2013

STANDING ORDER

In pursuance of Rules 26 & 27 of the Rules of Business of the H.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 Higher Education shall be disposed of in the manner prescribed below :-

| Ser No | Nature of cases | Level of Disposal | | |
|--------|---|-----------------------------------|----------------|--------------------|
| | | Spl. Secy/Addl. Secy./J.S/D.S/U.S | Pr. Secy/ Secy | Minister-in-charge |
| 1. | <u>Rules of Business</u> | | | |
| | All cases under rules 14,15,16, 56 & 58 of the Rules of Business | -- | -- | Minister-in-charge |
| 2. | <u>Vidhan Sabha Business</u> | | | |
| 3. | i) Approval of reply to Vidhan Sabha Question/resolution | -- | -- | Minister-in-charge |
| | ii) Lok Sabha/Rajya Sabha Question (Cases involving Principles/Policies. | -- | -- | -do- |
| | iii) Final report on the assurances. | -- | -- | -do- |
| | iv) Report 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 |
| | <u>Legal Matters</u> | | | |
| | i) Framing of rules under various Acts. | -- | -- | Minister-in-charge |
| | 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/Addl. 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 | -- |

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| 4. | <u>Organisation</u> | | | |
| | 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- | -- |
| 5. | <u>Policy & Programme</u> | | | |
| | 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. | -- | -- | Minister-in-charge |
| | vi) Annual reports on the working of the Department. | -- | Pr.Secy/ Secy | -- |
| 6. | <u>Establishment</u> | | | |
| | i) (a) <u>Creation of new posts</u> | -- | -- | Minister-in-charge |
| | (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 services. | -- | -- | Minister-in-charge |
| | iii) Orders for placing requisition for recruitment through PSC/SSB. | -- | --- | -- |
| | a) Class-I | ---- | --- | Minister-in-charge |
| | b) Clas II,III & IV | -- | Pr.Secy/ Secy | -- |
| | iv) Annual Statement of appointments made without consulting the Commission | -- | -do- | -- |

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| v) Appointment, Transfer & re-employment of Class-I & II officers. | -- | -- | Minister-in-charge |
| vi) Seniority of Class - I & II officers. | -- | -- | Minister-in-charge |
| vii) Confirmation of class-I & II officers | -- | Pr. Secy/ Secy | -- |
| viii) Sponsoring of in service candidates for training/higher studies. | -- | -- | Minister-in-charge |
| (a) <u>Abroad.</u> | | | |
| Class I officers | - | --- | Minister-in-charge |
| Class-II, III Officers | -- | -- | Minister-in-charge |
| (b) <u>In India</u> | | | |
| 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) <u>Appeals & Petitions.</u> | | | |
| (a) Class- I& II officers | -- | -- | Minister-in-charge |
| (b) Class - III & IV | -- | Pr. Secy/ Secy | -- |
| xi) <u>Deputation to and from HP Govt. in r/o</u> | | | |
| (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) <u>Disciplinary proceedings against</u> | | | |
| (a) Class - I & II officers (Major/Minor penalties) | -- | Pr. Secy/ Secy | -- |
| (b) Institution or withdrawal of civil/Criminals proceedings against G.O's | -- | -- | Minister-in-charge |
| (c) Confidential Report of Class-I officers. | -- | -- | -do- |
| (d) Confidential Reports of Class-II officers | -- | Pr. Secy/ Secy | -- |
| (e) Grant of advance increments with the concurrence of F.D. | -- | -do- | -- |

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| (f) Departmental Promotion Committee/ Selection Committee and Proceedings in respect of | | | |
| Class- I officers | -- | -- | Minister-in-charge |
| Class – II officers | -- | Pr. Secy/ Secy | -- |
| xiv) <u>Retention in service after superannuation.</u> | | | |
| (a) Class- I officers | -- | -- | Minister-in-charge |
| (b) Class – II officers | -- | Pr. Secy/ Secy | -- |
| xv) Grant of Higher pay scale under Assured Career Progression Scheme for Class-I Officers. | -- | Pr. Secy/ Secy | -- |
| xvi) Time barred claims in r/o pay, Med, Reimb, etc. | Spl. Secy/Addl. Secy/ J.S./D.S/U.S. | -- | -- |
| xvii) Grant of Special pay honorarium/fees etc. with prior concurrence of F.D. | -- | Pr. Secy/ Secy | -- |
| xviii) <u>Premature retirement</u> | | | |
| (a) Class- I | -- | -- | Minister-in-charge |
| (b) Class-II | -- | -- | -do- |
| 7. Budget Accounts and Financial Matters | | | |
| 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) Sanction of Contingencies subject to availability of funds. | -- | Pr. Secy/ Secy | -- |
| v) <u>Administrative approval & expenditure sanction.</u> | | | |
| (a) Works above Rs. 1,00,00,000/- | -- | -- | Minister-in-charge |
| (b) Works above Rs. 1,00,000/- to 1,00,00,000/- | -- | Pr. Secy/ Secy | -- |
| (c) Works upto Rs. 1,00,000/- | Spl. Secy/Addl. Secy/ J.S./D.S/U.S. | -- | -- |

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| vi) Proposal involving the alienation either temporary or permanent or of sale/grant on lease of Govt. property less than Rs. 1.00 lac 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 | -- |
| xi) Grant in Aid. | | | |
| (a) Full powers in cases where rules have been framed. | -- | Pr. Secy/ Secy | -- |
| (b) In other cases. | | | |
| Above Rs. 10,00,000/- | -- | -- | Minister-in-charge |
| Above Rs. 1,00,000/- to 10,00,000/- | -- | Pr. Secy/ Secy | -- |
| (c) 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. | -- | -- | Minister-in-charge |
| ii) Approving of Memorandum for Council of Ministers. | -- | -- | --do-- |
| iii) Audit and Inspection notes received from F.D./AGHP | -- | Pr. Secy/ Secy | -- |
| iv) Hiring of building for Officers | -- | -do- | -- |

OTHER MATTERS

- i) All the cases to be submitted to then Hon'ble Chief Minister will be routed through the Minister-in-Charge except in case of very important/urgent/papers, if the Minister is out of state.
- ii) All other cases which have not been included in the above list will be disposed off at the level of Branch Officer(s).
- iii) In the absence of Minister-in-charge the Pr. Secretary/ Secy., the Spl. Secy/ A.S./J.S./D.S./U.S. will dispose off the important cases. If the above mentioned officers not present then the Section Officer/Superintendent may deal as required by the exigencies of the matter and obtain ex-post facto approval of the concerned authority.
- iv) In absence of Minister-in-Charge, the Pr. Secretary/Secretary will dispose off the case of extreme urgency.
- v) Any matter which any one of the officers feels should be brought to the notice of higher level officers.

vi) Type of cases to be disposed off at the level of the Section Officer/Superintendent.

- a) Issue of reminders.
- b) Making of back reference to the Heads of Departments and other offices in order to collect information relevant to particular case.
- c) Various kinds of report of routine nature.
- d) References to be kept pending for want of relevant files/full particulars.
- e) Other routine and unimportant cases which do not require officers attention and can be disposed off at the level of Section Officer/Superintendent.
- f) Grant of casual leave to the staff posted in Education – A Sections.
- g) Application to be recommended for earned leave in respect of staff posted in the Sections concerned to the Spl. Secy./A.S./J.S./D.S./U.S. for onward transmission to the SAD.
- h) Maintenance/checking of attendance of on e-attendance in computer of staff posted in the concerned section.
- i) Disposal of all routine and general nature cases.

By Order,

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

Endst. No EDN-A-Ka(2)- 2/2013

Dated Shimla -02, 21st August, 2013

Copy forwarded to the following for information and further necessary action to :-

1. The Secretary to the Governor, H.P. Shimla-02.
2. The Private Secretary to the Hon'ble Chief Minister, H.P. Shimla-2.
3. The Private Secretary to the Hon'ble Education Minister, Shim-2.
4. All the Administrative Secretaries to the Govt. of H.P.
5. All the Heads of the Department in H.P.
6. The Director Higher Education, Himachal Pradesh, Shimla – 01
7. Guard File.

Under Secretary (Hr.Edu-A) to the Government of Himachal Pradesh.