

**HARYANA GOVERNMENT**  
**SCHOOL EDUCATION DEPARTMENT**  
**STANDING ORDERS**

In pursuance of Rules 18 and 19 of the Rules of Business of the Government of Haryana, 1977 framed under Article 166 of the Constitution of India, it is hereby directed that the work being dealt within the School Education Department under the administrative control of the Additional Chief Secretary/Principal Secretary to Government of Haryana, School Education Department shall be disposed of as indicated in the Annexure 'A' to 'E'.

2. All cases in Annexure 'A' requiring the orders of the Education Minister will be routed through the Additional Chief Secretary/Principal Secretary to Government of Haryana, School Education Department except as otherwise provided in Annexures.
3. If the Education Minister is away from Chandigarh, the Additional Chief Secretary/Principal Secretary to Government of Haryana, School Education Department may finally dispose of any case of extreme urgency which is otherwise to be submitted to the Education Minister for orders. Similarly, if the Additional Chief Secretary/Principal Secretary to Government of Haryana, School Education Department, is also away from Chandigarh then the Special Secretary/Joint Secretary/Deputy Secretary, School Education Department may finally dispose of any case of urgency which is otherwise to be submitted to the Education Minister/Additional Chief Secretary/Principal Secretary to Government of Haryana, School Education Department, but on the Minister's return to Chandigarh, such case shall be shown to him for information and orders as he may deem fit.
4. No order(s) will be open to question in representations, enquiries or Court only on the ground that the said order(s) has not received the approval of the prescribed authority under these delegation orders.
5. Save except the provisions made in Annexure 'A' the Additional Chief Secretary/Principal Secretary to Government Haryana, School Education Department would be free to allocate duties amongst his Superintendents, Under Secretary/Deputy Secretary/Joint Secretary/Additional Secretary/Special Secretary.
6. The Additional Chief Secretary/Principal Secretary to Government Haryana School Education Department may dispose of any case which under these orders is either to be disposed of by the Under Secretary/Deputy Secretary/Joint Secretary/Additional Secretary/Special Secretary himself/herself or is to be sent by him/her directly to the Education Minister and may either forward it to the Minister or dispose it of himself/herself as the case may be.

Dated Chandigarh, the

2-4-2015

*(Handwritten Signature)*  
**(RAM BILAS SHARMA)**  
**EDUCATION MINISTER, HARYANA**

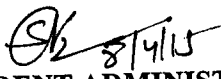
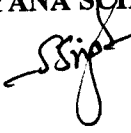
No. 10/19-2014 Admn. (2)

Dated Panchkula, the

8/4/15

A copy, alongwith copies of Annexures, is forwarded for information and action where necessary to the following:-

1. Secretary to Governor, Haryana.
2. Special Senior Secretary to Chief Minister, Haryana.
3. Private Secretary to Education Minister for the information of Hon'ble Education Minister.
4. Chief Secretary to Government, Haryana (in Cabinet Section).
5. Principal Secretary to Government of Haryana, School Education Department.
6. Director General Elementary Education Haryana-cum-Secretary to Government Haryana, School Education Department, Panchkula.
7. Director Secondary Education Haryana-cum-Special Secretary, School Education Department, Panchkula.
8. All the Officers, Special/Additional/Joint/Deputy Secretaries and Superintendents/Branch incharges in the School Education Department.

  
SUPERINTENDENT ADMINISTRATION  
for PRINCIPAL SECRETARY TO GOVERNMENT  
HARYANA SCHOOL EDUCATION DEPARTMENT  
PANCHKULA  


Annexure 'A'

List of cases pertaining to the School Education Department to be disposed of by Education Minister.

I. Legislative Matters

1. All Legislative Assembly Questions.
2. Replies of assurance/promises made by the Minister on the floor of the House.
  - i) Which are not based on the decisions already taken by the Government  
or
  - ii) Which do not give factual information only or
  - iii) Which the Administrative Secretary may consider necessary to submit to the Education Minister.
3. Replies to the questions in Lok Sabha and Rajya Sabha where information to be given is not merely and wholly factual.
4. Framing of Acts and Rules thereunder or any amendments therein and references to Legal Remembrancer regarding preparation of Draft Bills.

II. Administrative Matters.

Cases pertaining to

- i) Service Rules of Gazetted and Non-Gazetted officers.
- ii) a) First appointment / extension of probationary period, confirmation, promotion, reversion, transfer, compulsory retirement, pension, disciplinary action of HES-I & II and officers holding ex-cadre posts in HES Class I & II.
- b) Appeal against the orders of administrative secretary awarding minor punishment for Group 'A' officers and major penalty imposed on Group 'B' officers other than punishment of dismissal, removal or compulsory retirement.
- c) Major punishment to Class I Officer.
- d) Proposal for prosecution/removal/dismissal or compulsory retirement of any Gazetted Officer to be submitted to Chief Minister before the issuance of orders.
- iii) Annual Confidential Reports of Administrative Secretary, Directors and such other Gazetted Officers under him as is necessary in accordance with the Government instructions on the subject.
- iv) Deputation of Gazetted Officers outside the Department.
- v) Cases regarding adjustment of all class-II officers on their promotion/recruitment through recruiting agency and on upgradation of schools.
- vi) Creation of Gazetted posts.
- vii) Matter relating to procurement/contract/ job assignment as per I.T. Plan in the Department and Matters relating to implementation of I.T. Plan.
- viii) References to Vigilance Department in cases of officers referred to at (ii) and (iii) above.
- ix) Cases to be sent to the Chief Minister/Governor.
- x) Withholding of memorials of Class-I Officers.
- xi) Introduction of new courses.
- xii) Matters relating to Education Policy.

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- xiii) Cases regarding need based adjustment/posting against vacant post in respect of Class-I Officers.
- xiv) Cases relating to extension in service beyond 50/55 years of age of HES- I & II.
- xv) Cases relating to permission to undertake foreign journey to HES Class-I & II Officers except during vacations for more than 10 days.
- xvi) Cases regarding relaxation in norms of recognition of privately managed schools.
- xvii) All cases referable to Chief Minister under the rules of business of the Government of Haryana.

### III. Financial Matters.

- i) Grant of or withdrawal of Special / personal pay to Gazetted officers generally or to any of them particularly which do not conform to the normal pattern.
- ii) Report of Public Accounts and Estimates Committees for final decision.
- iii) Grants other than normal and general grants – to non-government educational institutions.
- iv) Matters involving loss of Government stores or money exceeding Rs. five lacs.
- v) Matters relating to financial irregularities exceeding Rs. Ten lacs.
- vi) Waiving of any claim or recovery against an officer of category mentioned at No. II (ii) and (iii) under the head, 'Administrative Matters'.

### IV. General Matters:-

- i) Any case relating to Gazetted employees not covered by II (ii) and (iii) under the head 'Administrative Matters' or of a non-Gazetted employee which the Administrative Secretary may like to submit to the Chief Minister or which the Chief Minister may requisition.
- ii) Matters pertaining to SCERT regarding procurement of material, procurement of vehicle as per the plan scheme of Centre & State Government.
- iii) New Plan/Non-Plan schemes.
- iv) Important policy references received from or made to Government of India.
- v) All cases involving amendments of the Education Code.
- vi) Declaration of any Government High/Secondary School as a co-educational Institution.
- vii) Upgradation of Schools.
- viii) Constitutions of Statutory Advisory Committees/Boards relating to School Education Department.

### V. All policy matters relating to:-

- a) Major Building work
- b) Introduction of new Text Books.
- c) Fees in Government Educational Institutions.
- d) Free Education.
- e) Departmental Examination.
- f) Harijan Welfare Scheme/Vimuki Jati Schemes and various scholarship schemes.
- g) Taking over of privately managed Educational institutions.
- h) Any other important case involving major question of policy or principles.
- i) Any other cases which the Administrative Secretary may like to submit to, the Education Minister or which the Minister may requisition.
- j) Institution or withdrawal of Civil or Criminal proceedings against Gazetted officers and payment from the State Revenue of damages in suits brought by or against the Gazetted officers.

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Annexure – B

List of cases which are to be disposed of at the level of Additional Chief Secretary/  
Principal Secretary to Government Haryana, School Education Department.

1. All appeals and revisions under various Acts and Rules of the Education Department not specifically assigned to any other officer.
2. (i) Minor punishment to Group 'A' officers.  
(ii) Major punishment to Group 'B' officer, other than dismissal/removal or compulsory retirement.  
(iii) Appeal cases of Non-Gazetted Staff of the School Education Department against the orders of the Director, Secondary/Elementary Education Departments.
3. Cases regarding submission of factual information sought by the Public Accounts Committee, Estimates Committee and other Committees of the Vidhan Sabha.
4. Cases regarding relaxation in norms of recognition of privately managed schools.
5. All cases concerning acquisition of land.
6. Extension of deputation period of Gazetted Officers and deputation/extension of Non-Gazetted staff of the Department.
7. Withholding of memorial of Class – II employees.
8. Cases not involving any major change in policy.
9. Any case considered important for submission by the Special Secretary/Joint Secretary Education.
10. Tour Programme and Grant of casual leave to Director, Secondary/Elementary Education Departments.
11. Cases regarding need based adjustment/posting against vacant post in respect of Class – II Officers.
12. Cases regarding permission to purchase and sell of movable and Immovable property by Class-I Officers.
13. Matters pertaining to SSA/RMSA and forwarding of the plan schemes to Government of India.
14. Forwarding of matters relating to NGOs to Government of India.
15. Removal of difficulties in implementation of IT Plan/Programme of the Department.
16. Cases to be referred to Finance Department/Legal Remembrance/Chief Secretary.
17. References relating to various advances e.g. G.P. Fund Advance/Car/Scooter Advance, House Building Advance etc. where the relaxation of any rule or standing government instructions is involved.
18. Cases regarding grant/acceptance of fees/honorarium by the Gazetted Officers.
19. Cases regarding furnishing of information called by the Government of India in respect of Parliament Questions.
20. All references to HPSC in case of Gazetted Officers.
21. Representation against the order of Director Secondary/Elementary Education Departments.
22. Matters involving loss of Government stores or money from Rs. one lac upto Rs. 5 lacs.
23. Matter relating to financial irregularities upto Rs. 10 lacs.
24. Cases relating to permission to undertake foreign journeys to HES-I and HES-II officers during summer vacation upto 10 days.
25. Cases relating to permission to undertake foreign journeys to Class-III and Class-IV employees for more than one month.

1/11/2019  
19/11/2019

Annexure- C

List of cases which are to be disposed of at the level of the Special Secretary/Secretary in School Education Department:-

1. Appeal against the major penalties imposed by the field officers of the School Education Department. However, if any appeal/representation by the non-Gazetted employee involves allegations of personal nature against Director, Secondary/Elementary Education Departments, it will be disposed of at the level of other Special Secretary/Secretary available in the School Education Department.
2. Cases regarding permission to purchase and sell property to Class-II officers.
3. Cases of expenditures in connection with repairs, contingencies, installation of machinery, telephone etc.
4. Cases involving loss of Government money, stores and write off losses upto Rs. one lac.
5. Hiring of office accommodation.
6. References relating to study leave cases for all Gazetted and non-Gazetted employees.
7. Powers to decide various types of cases of Class-I officers under the TA Rules for which the Departments of the Government have full powers.
8. Disposal of references relating to scholarships and stipends.
9. Grant of casual leave to the Under Secretary, Education and forwarding of his application for the sanction of earned leave.
10. Forwarding of application of all categories of officers/officials to Government of India/ other State Governments etc.
11. Matters relating to work, contract of various categories where manpower is being kept on contract basis.
12. Change of options in respect of all categories of employees.
13. Cases relating to permission to undertake foreign journeys to Class-III and Class-IV employees upto one month.

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**Annexure - D**

List of cases which are to be disposed of by the Joint Secretary/Additional Secretary to Govt. Haryana School Education Department:-

1. Matters relating to grant of casual leave to the Under Secretary Education & forwarding of his/her application for the sanction of earned leave.
2. Cases involving loss of government money/store and write off losses upto Rs. Twenty five thousand.
3. Matters relating to non-Gazetted employees of Education Department regarding change of name/date of birth.
4. Appeals of the non-Gazetted employees of Directorates of Education Haryana and field staff and teachers against the punishment orders passed by the subordinate authority to the Director, Secondary/Elementary Education Departments, under the Haryana Civil Services (Punishment and Appeal) Rules, 1987.
5. Grant of fee/honorarium to the employees other than category "A" & "B" or equivalent.
6. References regarding audit objections/reports.
7. All type of complaints against the managements and staff of Private Schools and non-Gazetted employees of Education Department where no report has been sought by higher authority.

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Annexure - E

List of cases which are to be disposed of by the Deputy Secretary/Under Secretary in School Education Department:-

1. References relating to reimbursement of medical charges/TA bills of all employees of schools including their payment on adhoc basis.
2. Issue of financial/administrative sanction after obtaining clearance/approval from the Finance Department (School Cadre/Private Educational Institutions).
3. Permission to Government employees for writing books and research work under the approved policy of the Government (School Cadre).
4. Grant of NOC for passport.

*Mr. P. S. S. S.*