

OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA, PANCHKULA


ORDER

No. 4/22-2014 Ad(3)


Dated, Panchkula the 04-03-2025

A copy of standing orders dated 10.02.2025 (copy enclosed) is forwarded to the following for information and necessary action:-

1. PS/DHE, steno/Joint Director Administration.
2. All officers.
3. All Superintendents/Dy. Superintendents.
4. IT cell for uploading a copy on web portal.


REGISTRAR EDUCATION
O/o Director Higher Education
Haryana, Panchkula




05/03/2025
S. It.

GOVERNMENT OF HARYANA
HIGHER EDUCATION DEPARTMENT

STANDING ORDER

1. 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 classes of cases set out in the sub-joined Annexure A & B shall be brought to the personal notice of the undersigned, while the remaining classes of cases set forth in the sub-joined Annexure C, D, E & F shall be disposed by the Additional Chief Secretary/Principal Secretary/Secretary/Special Secretary to Government of Haryana, Higher Education Department and Joint/Deputy/Under Secretary, Higher Education Department & Superintendent, Higher Education Branch respectively.
2. All cases requiring my orders will be routed through the Additional Chief/Principal Secretary to Government Haryana, Higher Education Department.
3. If the Higher Education Minister is away from Chandigarh, the Additional Chief Secretary/Principal Secretary to Government of Haryana, Higher Education Department may finally dispose of any case of extreme urgency which is otherwise to be submitted to the Higher Education Minister, Haryana for orders. Similarly, if the Additional Chief Secretary/Principal Secretary to Government of Haryana, Higher Education Department, is also away from Chandigarh then the Secretary/Special Secretary, Higher Education Department may finally dispose of any case of extreme urgency which is otherwise to be submitted to the Higher Education Minister/Additional Chief/Principal Secretary, Higher Education Department but on the Minister's return to Chandigarh, such cases 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 relevant file has not received the approval of the prescribed authority under these delegation orders.
5. Subject to the provisions made in Annexure C, D, E & F the Additional Chief Secretary/Principal Secretary to Government of Haryana, Higher Education Department would be free to allocate duties amongst the Secretary/Special Secretary/Joint Secretary/Deputy Secretary/Under Secretary/Superintendent. Further, the Additional Chief Secretary/Principal Secretary to Government of Haryana, Higher Education Department may dispose of any case which under these orders is either to be disposed of by the Secretary/Special/Joint/Under Secretary/Superintendent himself/herself or is to be sent by him/her directly to the Higher Education Minister and may either forward it to the Ministers as the case may be.
6. This order supersedes all previous orders issued from time to time regarding delegation of powers.

Dated, Chandigarh,
the 19.01.2025



(MAHIPAL DHANDA)
HIGHER EDUCATION MINISTER, HARYANA

Endst. No. 1/1-2024-1ED.Cord. Ad(3)

Dated

A copy alongwith with its enclosures is forwarded to the followings for information & necessary action:-

1. Higher Education Minister, Haryana.
2. Chief Secretary to Government Haryana (In Cabinet Branch).
3. Additional Chief Secretary to Govt. Haryana, Higher Education Department.
4. Secretary to Governor of Haryana.
5. Deputy Principal Secretary to CM, Haryana.
6. Director General, Higher Education Haryana, Panchkula.
7. Under Secretary to Govt. Haryana, Higher Education Department.
8. All the Superintendent/Deputy Superintendent in Higher Education AD Branches


Superintendent, Education and Coordination Branch
for Additional Chief Secretary to Government Haryana,
Higher Education Department

ANNEXURE-A

LIST OF CASES TO BE DISPOSED OF BY THE HON'BLE CHIEF MINISTER

LEGISLATIVE MATTERS

1. All Cases referable to the Hon'ble Chief Minister under rule 5, 11 and 28 of the Rules of Business of the Govt. of Haryana.
2. All cases, which are to be submitted to H.E. Governor shall be routed through Hon'ble Chief Minister.
3. Starred Assembly Questions/Resolutions/Motions/Legislative business.
4. Replies to questions tabled in Lok Sabha and Rajya Sabha.
5. Framing of Acts, Rules and amendments thereof and references to the Legal Remembrancer regarding preparation of Draft Bills, issuing and conversion of ordinance into Acts.

ADMINISTRATIVE MATTERS


1. All cases of first-appointment/ promotion/ compulsory retirement/ punishment/ dismissal/ removal/ suspension/ reversion/ re-employment/ cut in pension & gratuity of Group-A officers.
2. Cases of Group-A officers to be sent on deputation within India or abroad and extension thereof.
3. Amendment and framing of Service Rules of Gazetted and Non-Gazetted officers/officials of Higher Education Department.
4. Creation of new posts, abolition and up-gradation of posts of all groups of employees.
5. Annual Confidential Reports of Administrative Secretary, Director General of Higher Education Department and such other Gazetted Officers as necessary in accordance with the Govt. instructions on the subject.
6. Matters pertaining to prosecution sanction of Group A officers.
7. All important cases involving major questions of policy.
8. Appeal cases of Group A officers against adverse remarks recorded in their ACRs.
9. Institution or withdrawal of civil or criminal proceedings against Group A and payment from the State Revenue of damage in suits brought by or against the Group A officers.
10. Exclusion of Gazetted posts from the purview of HPSC in consultation with Chief Secretary.
11. Cases relating to Group A officers which are to be sent to the Vigilance Department for enquiry.
12. Cases relating to transfer of Group A & B officers.
13. Foreign official training/tour of Group A & B officers.

FINANCIAL MATTERS

1. Reports of Public Accounts and Estimates Committees for final decision.
2. Grants other than normal and general grants to Non Govt. Education Institutions.
3. Inclusion of New Plan and Non-Plan Schemes.
4. Matters pertaining to financial irregularities of a serious nature.

GENERAL MATTERS

1. All cases/classes of cases which CM may require or on which a report is called for.
2. Any other cases which the Administrative Secretary may like to submit to the Chief Minister.
3. Cases in which there is difference of opinion between the Minister-in-Charge and the Administrative Secretary.
4. Important policy references received from or made to Govt. of India.
5. Opening and Closing of Government Colleges or Government Training Institutions or Government Public Libraries.
6. Matter relating to Higher Education Policy.
7. Taking over of privately managed educational institutions.
8. Cases regarding relaxation in norms of recognition of privately managed Colleges.
9. Naming of Govt./Aided Educational Institutions after Martyrs of Defense and Para-Military Forces, Freedom Fighters or Eminent Personalities as per Govt. Policy.



ANNEXURE-B

LIST OF CASES TO BE DISPOSED OF BY HIGHER EDUCATION MINISTER

LEGISLATIVE MATTERS

1. All Unstarred Assembly Questions/Resolutions/Motions and Legislative matter.
2. All important references relating to Assurances/promises made by the Minister on the floor of the house.
3. Replies to be sent to the Estimates Committee, Assurance Committee and Public Accounts Committee of the Haryana Vidhan Sabha.

FINANCIAL MATTERS

1. Inclusion of New works in the supplementary estimates.
2. Administrative approval for purchase of tools, machinery, equipments and plants as per powers delegated under the Financial Rules/Govt. instructions.
3. Administrative Approval for major building works.

ADMINISTRATIVE MATTERS

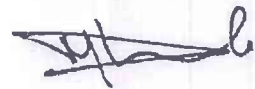
1. First appointment and posting, promotion, suspension, reversion, compulsory retirement, punishment, dismissal, removal and prosecution sanction in respect of Group-B officers.
2. Deputation of Group-B officers within India or Abroad and extension thereof.
3. References to Vigilance Department in cases of Group B officers.
4. Institution or withdrawal of civil or criminal proceedings against Group B and payment from the State Revenue of damage in suits brought by or against the Group B officers.
5. Opening and Closing of Private Colleges and other Educational Institutes as prescribed under the Scheme/Policy/Guidelines/Govt./Instructions.
6. Minor Punishment to Group-A officers.
7. Cases relating to permission to undertake personal visit to abroad by Gazetted officers.
8. Cases involving amendments in Education Code as per Rules/Instructions.
9. Declaration of any Government Women's Colleges as Co-educational Institution as per Govt. Policy/instructions.
10. Grant-in-aid to all Privately Managed Colleges/Institutions in exercise of powers delegated.
11. Permission for new facilities/courses/subjects in Govt./Aided/Self Finance Colleges and Private Universities as per Rules/Regulations/Policy/Guidelines and Govt. Instructions.
12. Appeal and Revision cases of gazetted and non-gazetted staff as per provisions of Statutory Rules/Govt. Instructions including adverse remarks recorded in ACRs.
13. Any other cases which the Administrative Secretary may like to submit to the Higher Education Minister or which the Minister may requisition.



ANNEXURE-C

LIST OF CASES TO BE DISPOSED OFF BY THE ADDITIONAL CHIEF SECRETARY /
PRINCIPAL SECRETARY TO GOVERNMENT OF HARYANA, HIGHER EDUCATION
DEPARTMENT

1. All appeals and revisions under various Acts and Rules of the Higher Education Department and not specifically assigned to any other officer.
2. Extension of probationary period, confirmation, grants of ACP to Group-A officer including finalization of seniority of Gazetted Officers.
3. Cases of minor punishment to Group-B officers.
4. Appeal cases of Non-Gazetted staff preferred against the orders of the Director General, Higher Education Department.
5. Cases regarding submission of factual information sought by the Public Accounts Committees, Estimates Committee and other Committees of Haryana Vidhan Sabha.
6. Cases relating to extension in service beyond 50/55 years of age of Gazetted officers.
7. Withholding of memorials of Gazetted Officers.
8. Cases not involving any major change in Policy.
9. Any case considered important for submission by the Secretary/Special Secretary/Joint Secretary Higher Education.
10. Constitution of Statutory Advisory Committees/Boards of Education Department.
11. Tour programme and grant of casual leave of HEC.
12. Cases regarding permission to purchase and sale of movable and immovable property by Group A officers.
13. Forwarding of matters relating to NGOs to Government of India.
14. Removal of difficulties in implementation of IT Plan/Programme of the Department.
15. Grant of casual leave to Director/Director General, Higher Education Department.
16. Cases to be referred to Finance Department/Legal Remembrancer/Chief Secretary & Advocate General, Haryana.
17. All references to HPSC in case of Gazetted Officers.
18. Cases furnishing of factual information called by the Govt. of India in Parliament Questions.
19. Grant of Senior Scale/Selection Grade/Pay Band-IV.
20. References regarding audit objections/reports.
21. Important policy references received from or made to Govt. of India.
22. References relating to study leave cases of Group A & B officers with the approval of FD.
23. Sanctioning of remuneration, grant/acceptance of fees/honorarium to Group-A.
24. Appointment of Inquiry officer and Presenting Officer in case of Gazetted officers.
25. Sponsoring of Group A&B officers for participations in training courses/conference/workshops etc. within India.
26. Diversion of funds from one scheme to another scheme.
27. Personal hearing in all disciplinary and adverse remarks in ACRs of Gazetted officers.
28. Approval of Standard Terms & Conditions of Gazetted officers sent on Foreign Service/deputation basis in consultation with FD.



ANNEXURE-D

LIST OF CASES TO BE DISPOSED OFF BY THE SECRETARY/SPECIAL
SECRETARY/ADDITIONAL SECRETARY, HIGHER EDUCATION DEPARTMENT

1. Replies to the question in Lok Sabha and Rajya Sabha where information to be given in merely and wholly factual.
2. Extension of probationary period, confirmation, grant of ACP to Group B officers.
3. References relating to study leave cases for all Gazetted officers.
4. Matter relating to grant of casual leave to the Under Secretary Higher Education and forwarding of his/her application for sanction of earned leaves.
5. Grant of NOC for passport to Group A & B officers.
6. Cases regarding grant/acceptance of fees/honorarium/remuneration to the Group-B officers.
7. Cases regarding permission to purchase and sell of movable and immovable property by Group B officers.
8. Forwarding of application of all categories of officers/officials to Govt. of India/Other State Governments etc.
9. References relating to various advances of Group A & B e.g. G.P. Fund Advance, Vehicle advance, House Building Advance etc. irrespective of where the relaxation of any rule of standing instructions of Govt. are involved or not.
10. References relating to the recognition of privately managed colleges except representation against the order of HEC.
11. Permission to Group A & B Officers for writing books and research work under the provisions of Conduct Rules.
12. Departmental Examinations.
12. All types of complaints against the managements and staff of Private Institutes and Colleges where no report has been sought by higher authority.
13. Sanction of LTC to Group A & B Officers.
14. Issue of sanction of defence in court cases in respect of Group A & B Officers.
15. References relating to reimbursement of medical charges/TA bill of Group A & B officers of Higher Education Department.
16. Powers to decide various types of cases of Group A & B officers under TA Rules (except Journey beyond Jurisdiction).
17. Matters relating to Group A & B officers of Higher Education Department regarding change of name/date of birth covered under instructions issued by Govt. from time to time.



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ANNEXURE-E

LIST OF CASES TO BE DISPOSED OFF BY THE DEPUTY SECRETARY/UNDER SECRETARY IN HIGHER EDUCATION DEPARTMENT

1. Issue of financial/administrative sanctions and notifications where the subject matter has been approved.
2. Approval of drafts where order have been passed by higher officers.
3. Calling comments on the replies to the charge-sheets/SCNs/Representations by Group A & B Officers.
4. To write to DG, Higher Education in respect of observations made by the FD/CS/Vig./LR etc., if any.
5. Matters relating to grant of casual leave to the Superintendents, Higher Education Department.
6. Forwarding of applications for the sanction of earned leave of Superintendents & Branch officials.
7. All complaints which are below the stage of final decision and which are required to be sent to Director General, Higher Education for enquiry report and all anonymous or pseudonymous complaints which are without verifiable fact are to be filed.
8. To obtain report/comments from the Department except important cases which would be submitted to Special/Joint Secretaries.
9. Grant approval for issuance of substitute letter bearing same number and date.

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ANNEXURE-F

LIST OF CASES TO BE DISPOSED OFF BY THE SUPERINTENDENT/DEPUTY SUPERINTENDENT, HIGHER EDUCATION BRANCH

1. Processing of all routine matters between Government and Director/Director General, Higher Education.
2. To issue the letters and orders after same has been approved by the Competent Authority.
3. To issue reminders.
4. Various kind of reports of routine nature.
5. Miscellaneous matters.
6. Sanction of Casual Leave of the branch officials.

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