

**GOVERNMENT OF HARYANA**  
**DEVELOPMENT AND PANCHAYATS DEPARTMENT**  
**STANDING ORDER**

In pursuance of the provision of Rules 18 and 19 of the rules of Business of the Government of Haryana, 1977 framed under reticule 166 of the Constitutions of India, it is hereby directed that the work being dealt with in the ECD-I ECD-II, M.E.C. Audit Section, BAP-I and BAP-II Branches under the administrative control of the Commissioner and Secretary to Govt. Haryana, Development and Panchayats Department, shall be disposed off as indicated in the Annexure I, to VII to the order.

2. These delegations shall be considered as binding only in the sense that the cases mentioned for each level shall not normally go any higher. However, in simple cases stages mentioned in these statements, guidance can be had from precedents.

3. In the absence of D&PM, being Minister-in-Charge of Development and Panchayats Department, Chandigarh, Administrative Secretary to Govt., Haryana Development and Panchayats Department and in his/her absence, Special Secretary/Joint Secretary/Deputy Secretary/Under Secretary, Development Department, as the case may be, finally dispose off cases of extreme urgency. Such cases shall, however be shown to the Development & Panchayats Minister on his return to Chandigarh.

No orders will be open to question in representations/enquiries or courts, only because of the relevant file not having received the approval of the prescribed authority under these delegation orders.

This order supersedes all previous orders issued from time to time regarding the delegation of powers.

  
**KRISHAN LAL PANWAR**  
**MINISTER-IN-CHARGE**

Chandigarh, dated The

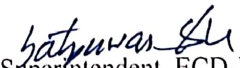
**DEVELOPMENT AND PANCHAYATS DEPARTMENT**

No. 1ECD-1-2025/ 2322

Chandigarh, dated the 22/05/25

A copy along with its enclosures is forwarded to the Secretary to Governor, Haryana for information of His Excellency the Governor of Haryana.

No. 1ECD-1-2025/ 2323

  
Superintendent, ECD-I  
for Commissioner & Secretary to Govt., Haryana  
Development and Panchayats Department  
Chandigarh, dated the 22/05/25

A copy along with its enclosures is forwarded to the Secretary/Development and Panchayats Minister for kind information of Hon'ble D&PM.

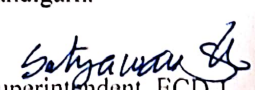
No. 1ECD-1-2025/ 2324

  
Superintendent, ECD-I  
for Commissioner & Secretary to Govt., Haryana  
Development and Panchayats Department  
Chandigarh, dated the 22/05/25

A copy with delegations order is forwarded to the following for information and necessary action:-

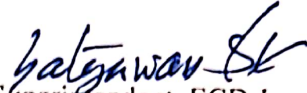
1. The Director General, Development & Panchayats, Haryana, Chandigarh.
2. The Director General, Rural Development, Haryana, Chandigarh.

  
22/5/25

  
Superintendent, ECD-I  
for Commissioner & Secretary to Govt., Haryana  
Development and Panchayats Department



A copy with delegation order is forwarded to Secy./Hon'ble CM, Secy./D&PM, PS/C&S, D&P, PS/Secy. D&P and Steno/USD for kind information of Hon'ble C.M./D&PM/C&S D&P, Secy. D&P and USD.

  
Superintendent, ECD-I

 for Commissioner & Secretary to Govt., Haryana  
Development and Panchayats Department 

To

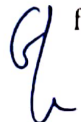
1. Secy./Hon'ble CM.
2. Secy./D&PM.
3. PS/C&S D&P.
4. PS/Secy. D&P.
5. Steno/USD

U.O. No. IECD-I-2025 252

Chandigarh, dated the 22/05/25

A copy along with its enclosures is forwarded to the Chief Secretary to Govt., Haryana for information.

  
Superintendent, ECD-I

 for Commissioner & Secretary to Govt., Haryana  
Development and Panchayats Department 

To

The Chief Secretary to Govt., Haryana  
(Cabinet Branch.)

U.O. No. IECD-I-2025/ 253

Chandigarh, dated the 22/05/25

  
22/5/25

## ANNEXURE-I

### LIST OF CASES TO BE DISPOSED BY THE CHIEF MINISTER, HARYANA

1. All cases which are to be submitted to His Excellency the Governor, Haryana to be routed through C.M.
2. Cases to be referred to Council of Minister under Rule 5 and 11 of the Rules of Business of the Govt. of Haryana, 1977
3. Replies to Questions tabled in the Lok Sabha/Rajya Sabha for final approval and reference received from and made to the Government of India (except factual information).
4. Replies of Vidhan Sabha Resolutions/Motions and Starred questions.
5. Framing of Service Rules and amendment therein.
6. All cases of appointment, suspension, re-employment, promotion, reversion, disciplinary action under Rule-7, Compulsory/premature retirement, Voluntary Retirement from Service of Group -A Officers.
7. Proposal for amendment of Central Act, State Acts and unification of the laws.
8. Creation of New posts of Group-A, abolition of posts and up-gradation of post.
9. Deputation to Central or other State Government or other Department/Corporation /Boards of the State Government and extension of deputation of Group-A officers.
10. Annual Confidential Reports of Administrative Secretary/Special Secretary/Joint Secretary and Head of Departments.
11. Appeal cases against adverse remarks recorded in ACR's of Group-A Officers as per Govt. instructions.
12. Retention in Service after 50/ 55 years to Group-A Officers.
13. Regarding permission for going abroad for Group-A Officers.
14. Institution/withdrawn of Criminal proceedings and payments of damages against Group-A Officers on suits sought by Gazetted Officers.
15. Reference to the Vigilance Department in case of Gazetted Officers and enquiries against them.
16. Grant of sanction to the instructions of civil or criminal proceedings against the Gazetted Officers and proposals to pay from the revenue of the state, costs or damages in civil and criminal suits brought against Gazetted Officers.
17. Case of the Service Rules and amendment therein.
18. Grant of approval to schedule of New Expenditure and technical new schemes.
19. Issuing of ordinance, conversion or ordinance and President's Acts into Acts of the State.
20. Exclusion of Gazetted Posts from the purview of HPSC in consultation with Chief Secretary.
21. Waving of any claims/recovery of substantial amount against Group-A Officers.
22. Other matters:-
  - (a) All cases or clauses of cases which CM may require submission or on which a report is called for.
  - (b) Any other case which the Administrative Secretary may like to submit to the CM.
23. Any other item which is not covered in Standing Orders.

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**ANNEXURE-II**

**LIST OF CASES TO BE DISPOSED AT THE LEVEL OF THE MINISTER IN CHARGE**

1. All cases of appointment, suspension, re-employment, promotion, reversion, disciplinary action (except under Rule-8), compulsory/premature retirement, Voluntary Retirement from Service of Group -B Officers.
2. Replies of Vidhan Sabha unstarred questions.
3. Retention in Service after 50/ 55 years to Group-B Officers.
4. Representation against communication of adverse remarks to Group-B Officers as per Govt. instructions.
5. Case relating to representation and appeals of all Gazetted officers addressed to govt. in service matters, if lies under rules.
6. Deputation to Central or other State Government or other Department/Corporation /Boards of the State Government and extension of deputation of Group-B officers.
7. Inclusion of new schemes in plan and non-plan budget.
8. Annual Administrative Report of the Budget.
9. Re-Administrative of Blocks.
10. Cases relating to the formation of various Committees.
11. Various periodical reports regarding working of the Department.
12. Contributions to the various institutions.
13. Crash schemes for rural employment.
14. Matter regarding UNICEF and other Scheme of Development Department regarding.
  - i) Applied Nutrition Programme.
  - ii) Rural Works Programme.
  - iii) Drinking Water Scheme.
  - iv) Development and Shamlat land.
  - v) Prize competitions.
15. Administrative approval for the constructions of Block, Panchayat Samiti, Gram Sachivalya and Zila Parishad Buildings.
16. Works relating to the re-organization of Community Development and Panchayat Raj set up.
17. Important cases involving question of policies or principles not expressly provided for in this column or other column.
18. Cases considered appropriate by the Secretary to Government Haryana, Development & Panchayats Department.
19. Grant of exemption from passing departmental examination in whole or part thereof to the BDPO's/SDEs.
20. Regarding permission for going abroad for Group-B Officers.
21. Requisition to be sent to the HPSC/HSSC in respect of Group-A & Group B Officers.
22. To give Current Duty Charge to the post of Block Development & Panchayats Officers/ Sub Divisional Officers (Panchayati Raj).

23. Suspension and removal of President, Vice- President and members of a Zila Parishad under section 160 of the Haryana Panchayati Raj Act, 1994.
24. Disciplinary action under-8 against Group-A&B Officers.
25. Additional charge to the Group-A&B posts.



**ANNEXURE-III**  
**LIST OF CASES TO BE DISPOSED AT THE LEVEL OF**  
**ADMINISTRATIVE SECRETARY DEVELOPMENT AND PANCHAYATS**  
**DEPARTMENT, HARYANA.**

1. Lok Sabha and Rajya Sabha questions and reference received from and made to the Government of India involving factual information.
2. Appointment of Examiners and declaration of results of the departmental examination of BDPOs/SDOs.
3. All complaints against Group –A & B Officers (except those complaints on which the report is called for by the Hon'ble CM/D&PM).
4. Grant of casual leave to Joint/Special/Additional Secretary, Development, Director, Panchayats.
5. Representation against the adverse remarks conveyed to the non-gazetted staff.
6. Cases relating to first appeal & revisions, representations of non-Gazetted staff.
7. Annual Confidential Reports of Gazetted officers, which are written by DCs/SSD/DP.
8. Approval of tour programme of SSD/DP/DRD.
9. Replies to be sent to the Public Accounts Committee, PRI Committee, Estimate Committee, ATIR and Assurances Committee.
10. Financial irregularities committed by the Gazetted Officers.
11. Matters involving heavy losses to govt. store or money in accordance with the rules/instructions.
12. Cases dealing with anything affecting the conditions of service of non gazetted staff.
13. Cases of grant of honorarium to Gazetted Officers.
14. Correction of date of birth in respect of Gazetted officers.
15. Grant of special pay and allowances (including advance increments) to Gazetted Officers.
16. Regularization of audit objections above Rs.200/- under Section 89 of Punjab Samiti and Zila Parishad Act.
17. Retirement of Class I-II Officers on superannuation i.e. at the age of 58 years of age.
18. Cases referred to LR for advice.
19. Sanction of purchase and sale of movable and immovable property by Class-I & II officers.
20. For permission of granting higher education for Class-I and II Officers.
21. For permission of granting NOC for Indian Passport for Class-I and II officers.
22. Forwarding of application of Gazetted officers for deputation outside the department.
23. Approval of Terms & Conditions of deputation in respect of Group-A & B officers in consultation with Finance Department.
24. Decision on the Appeals filed under section 47 of the Haryana Panchayati Raj Act, 1994.

25. Suspension and removal of Chairman/vice Chairman and member of a Panchayat Samiti under section 64 and 109 of the Haryana Panchayati raj Act, 1994.
26. Power to cancel or suspend resolution (s) of Panchayat Samiti under section 108 of Haryana Panchayati Raj Act, 1994.



**ANNEXURE-IV**

**LIST OF CASES TO BE DISPOSED AT THE LEVEL OF SPECIAL  
SECRETARY/JOINT SECRETARY/ADDITIONAL SECRETARY TO GOVT.,  
HARYANA DEVELOPMENT & PANCHAYATS DEPARTMENT.**

1. Interpretations of the provisions of various Acts (only important cases to be brought to the notice of the Administrative Secretary.
2. Grant of Honorarium to non gazetted staff where sanction of govt., is required under the relevant/
3. Writ petitions provided that important cases will be submitted to the Secretary/Minister in charge as he may consider necessary.
4. Cases regarding disposal/writing off/unserviceable/sum plus stock.
5. Condemnation of vehicles and purchase thereof.
6. Cases involving loss to govt., store or money up to Rs.500/-.
7. Information of cases being contested in High Court.
8. Exercise of the power of Administrative Secretary in cases of approval of beyond jurisdiction journeys by XENs (Panchayati Raj) DDPOs/BDPOs.
9. In the absence of Administrative Secretary, Special/Additional/Joint Secretary Development & Panchayat shall put up the case direct to the Ministers where these are to be disposed of by the Minister in terms of these standing orders and in other cases of urgent nature falling normally within the power of Administrative Secretary for disposal, he shall dispose off these cases himself and inform the Administrative Secretary of the action taken on his/her arrival.
10. Sanction of LTC to Class-I and Class-II Officers.
11. Delegation of powers of Drawing and Disbursing Officers to the senior most extension officer when the post BDPO is vacant.
12. Allocation/maintenance of vehicles.
13. Issuing of domicile and experience certificates in respect of Gazetted Officers.
14. Hiring of buildings for office use.
15. Sanction for production of documents in court.
16. Regularization of audit objections up to Rs.200/- under section 80 of the Punjab Panchayati Samiti & Zila Parishad Act, 1987.
17. Purchase repair and hiring of fans typewriters, furniture, bicycles and duplicators.
18. Grant of loan for purchase of wheat, marriage of children, House Building, motor car motorcycle/ scooters Gazetted Officers.
19. Notice under Section 80 CPC (important cases to be brought to the notice of Administrative Secretary).
20. Grant of non-refundable advance to Gazetted Officers from their GPF Account according to the relevant rules and where the govt. sanction is required.
21. Grant of reimbursement of medical charges to Gazetted Officers provided the conditions laid down in the relevant rules (Medical Attendance Rules) are fulfilled.

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22. Grant of honorarium to the Inquiry Officer for the regular departmental enquiry.
23. Grant of earned leave/leave encashment in lieu of unutilized leave to Gazetted officers.
24. To release funds after administrative approval/sanctions of works.
25. To release budget in all schemes to field offices.
26. Allocation of Discretionary Grants of Hon'ble C.M., Deputy C.M., Speaker and Deputy Speaker, Haryana Vidhan Sabha, Cabinet Ministers, Minister of State and others within the State of Haryana and Chandigarh.

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ANNEXURE-V

**LIST OF CASES TO BE DISPOSED AT THE LEVEL OF DEPUTY  
SECRETARIES/UNDER SECRETARY TO GOVT. HARYANA, DEVELOPMENT &  
PANCHAYATS DEPARTMENT.**

1. All cases to be referred to LR for vetting of drafts and to defend the cases pending in the courts.
2. Forwarding of applications of Non-Gazetted staff outside the department.
3. Issue of orders regarding appointment, retirement etc. of gazetted officers, when the cases have been approved by competent authority.
4. Issue sanction to the continuance of existing post in respect of Non-Gazetted staff.
5. Grant of leave, other than casual leave, to non-gazetted staff where not prescribed especially.
6. Issue notification under various enactment and rules framed there-under.
7. Defence of Govt. servants in civil/criminal cases brought against them by parties arising out of their official duties.
8. Grant of casual leave to gazetted staff headquarters (leave to Superintendents of Branches under the control of SSD will be sanctioned by him).
9. Sanction to the investigation by the Accountant General, Haryana of claims to pay TA etc. over three years old under paragraph 2.25 of PFR Volume-I.
10. Issuing of formal orders in respect of recurring Gazetted and non Gazetted staff at the filed/headquarter level.
11. Conveying of adverse remarks in respect of Gazetted/Non-Gazetted staff at the filed/headquarter level.
12. Permission to sale/purchase of moveable and immovable property of non-Gazetted staff (important charges to be brought to the notice of SSD).
13. Issue of all types of sanctions after these have been approved by the SSD/ACSDP.
14. Pay fixation in respect of Gazetted Officers after CAO has verified.
15. Filing of written statement on behalf of Government in Civil Writ Petition/Civil Suits after approval of competent authority.
16. Grants of R.M.C. to Non-Gazetted staff subject to the conditions that conditions laid down in the relevant rule are fulfilled.

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**ANNEXURE-VI****LIST OF CASES TO BE DISPOSED AT THE LEVEL OF CHIEF ACCOUNTS  
OFFICER, DEVELOPMENT & PANCHAYATS DEPARTMENT.**

1. After administrative approval/sanctions of works funds will be released by CAO (Dev.).
2. Budget in all schemes will be released to field office by CAO (Dev.).
3. Approval of grant of ACP to the Junior Engineers of Panchayati Raj Public Works Circle Haryana.

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**ANNEXURE-VII****LIST OF CASES TO BE DISPOSED AT THE LEVEL OF SUPERINTENDENT/DY.  
SUPERINTENDENT OF DEVELOPMENT & PANCHAYATS DEPARTMENT.**

1. Issuance of Draft, Reminders other than Demi-Official reminders after approval of Under Secretary/Deputy Secretary.
2. Disposal of requisition for supply of copies to other departments/Government.
3. Cases in which officers require immediate action.
4. Giving interim replies in cases which are under consideration of Government.
5. Back references for additional information including requisition of copies of documents except in cases of important nature.
6. Disposal of reminders in cases which replies are under issue or have been issued.
7. To issue drafts in which orders have already been passed by the competent authority.
8. Supplies of copies of various Acts and Rules to other Departments and State Government.
9. Requisition for supply of copies of Service Rules and executive instructions to other department and State Govt.
10. Attestation of entries regarding increments and leave, etc. in the Service Books/Service rolls of Gazetted Officers.



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