

Department Information Technology.
Government of Himachal Pradesh.

No. DIT-C (7)-1/2008

Dated: Shimla-2, 15th September, 2009.

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 Minister-in-Charge Information Technology Department, Himachal Pradesh is pleased to direct that cases and matters relating to the Information Technology Department shall be disposed off in the manner prescribed below:-

<u>Sr. No. & Nature of cases.</u>		<u>Level of Disposal.</u>		
		Spl. Secy./Addl.Secy./ J.S./D.S./U.S.	Pr. Secy./ Secy.	Minister-in-charge.
1.	2.	3.	4.	5.
<u>1. Rules of Business.</u>				
	All cases under rules 14,15,16,55,57-A, 58,59 & 60 of the Rules of Business	---	---	Minister-in-Charge
<u>2. Vidhan Sabha Business.</u>				
	i) Approval of reply to Vidhan Sabha Question/resolution, Cut motions & notices	---	---	-do-
	ii) Reply to Lok Sabha/Rajya Sabha Question and notices involving Principles/Policies.	---	--	-do-
	iii) Reply to Vidhan Sabha assurances. --		--	-do-
	iv) Action taken reports to Vidhan Sabha Committees	---	--	-do-
	v) Lok Sabha and Rajya Sabha Question not involving Principles or Policies.	---	Pr. Secy./Secy.	---
<u>3. Legal Matters</u>				
	i) Acquisition of lands/ Bldg. for public purpose	---	---	-do-
	ii)(a) Matters relating to Bills, Acts, Rules & Regulations, Manuals & codes	---	---	-do-
	(b) Notifications	---	---	-do-

iv) Writs /O.A.s	---	Pr. Secy. /Secy.	---
v) Notice under section 80 CPC	Spl. Secy./Add.Secy. J.S./D.S./U.S.	---	---
vi) Appeals (Civil & Criminal)			
a(i) All cases upto High Court	---	Pr. Secy. /Secy.	---
ii) in case of difference of opinion between deptt., Law Deptt. and AG	---	---	Minister-in-Charge
b. In Supreme Court.	---	---	Minister-in-Charge
vii) Withdrawal of criminal cases from Courts.	---	Pr. Secy. /Secy.	---
viii) Grant of Govt. sanction for the prosecution under section 196 & 197 of Cr.P.C.	---	---	Minister-in-Charge
4. Organisation.			
i) Creation/abolition of Offices & Institutions	---	---	Minister-in-Charge
ii) Appointment of Committee/ Board/Commission Of Enquiry	---	---	--do--
iii) Sending delegation to conference within India	---	Pr. Secy./Secy.	---
5. Policy & Programmes.			
i) Framing of New Programmes & Policies.	---	---	Minister-in-Charge
ii) Deviation from existing policy	---	---	-do-
iii) Substantial changes in the schemes already approved.	---	---	-do-
iv) Annual Reports on the working of the Deptt.	---	---	-do-
6. Establishment.			
i) (a) Creation of New Posts.	---	---	-do-
(b) Conversion of posts into Permanent ones.	---	Pr. Secy. /Secy.	---
(c) Fixation of cadre Strength of class I & II.	---	---	Minister-in-Charge
(d) Fixation of cadre Strength of class III & IV.	---	Pr. Secy. /Secy.	---
ii) Framing of R & P Rules and relaxation of condition of service.	---	---	Minister-in-Charge
iii) Orders for placing requisition for recruitment through P.S.C./Staff Selection Board	---	---	Minister-in-Charge
iv) Annual Statement of			

appointments made without consulting the Commission
 v) Sponsoring the in service candidates for training/higher studies.

-do-

(a) Abroad class-I,II,III officers/official. ---

Pr. Secy. /Secy.

Minister-in-Charge

(b) In India. Class-I,II,III. ---

Pr. Secy. /Secy.

Minister-in-Charge

vi. Appeal & Petitions.

(a) Class-I officers ---

Pr. Secy. /Secy.

(b) Class -II officers ---

Pr. Secy. /Secy.

(c) Class-III officials ---

vii). Appointment, Transfer & Re-Employment of Class-I & II officers.

(a) Seniority of Class-I & II officers. ---

Pr. Secy. /Secy.

Minister-in-Charge

viii). Confirmation of class-I & II officers. ---

Minister-in-Charge

ix) Deputation to and from H.P. Govt. in r/o

(a) class-I officers ---

Pr. Secy. /Secy.

Minister-in-Charge

(b) class-II & III officers/officials ---

x.) All vigilance/Enforcement cases in r/o

(a) Gazetted Officers

i) preliminary Inquiry ---

Pr. Secy. /Secy.

ii) Prosecution Sanction/ Departmental Inquiry. ---

iii) Imposition of penalty ---

(b) Differences of opinion between the A.D. & Vig. Department.

i) Gazetted officers ---

Pr. Secy. /Secy.

ii) Non-Gazetted officers ---

-do-

(c) All Cases of Vigilance.

i) Enforcement against G. Os. Other than AIS/NGOs in which Advice has been sought by different Ad's. ---

Minister-in-Charge

ii) All cases of vigilance and enforcement against AIS in which advice has been sought by different AD's ---

Minister-in-Charge

xi) Disciplinary proceedings against.

(a) class-I officers ---

Minister-in-Charge

(b) class-II officers (Major/Minor penalties) ---	Pr. Secy. /Secy.	---
xii) Institution of withdrawal of civil/Criminals proceedings against G.O's and payment for the State Revenues for damages in suits brought by or against Gazetted officers. ---	Pr. Secy. /Secy.	---
xiii) Confidential Reports of class -I officers. ---	---	Minister-in-Charge
xiv) Confidential Reports of class-II officers. ---	Pr. Secy. /Secy.	---
xv) Grant of advance increments with the concurrence of F.D. ---	Pr. Secy. /Secy.	---
xvi) (i) D.P.C./Selection Committee Constitution thereof. ---	-do-	---
ii) Accepting proceedings of Class-I officers, DPC. ---	---	Minister-in-Charge
iii) Accepting proceedings of class-II Officers DPC ---	Pr. Secy.	---
xvii) Retention in service after superannuation ---	---	Minister-in-Charge
xviii) Grant of Higher pay scale/ Addl. Increment etc. under Assured Career Progression Scheme ---	Pr. Secy. /Secy.	---
xix) Time Barred claims in r/o pay O.E., Med. Reimb. ect. Spl. Secy./Addl.Secy./ ---	J.S./D.S./U.S.	---
xx) Grant of special pay honorarium /fees etc. with prior concurrence of F.D ---	Pr. Secy. /Secy.	---
xxi) Premature retirement Class-I ---	---	Minister-in-Charge
Class-II ---	Pr. Secy. /Secy.	---
<u>7. Budget Accounts and Financial Matters.</u>		
i) Budget Estimates ---	Pr. Secy. /Secy.	---
ii) Real New schemes ---	---	Minister-in-Charge
iii) Administrative approval and Tech. Sanction of new Scheme. ---	---	Minister-in- Charge
<u>iv) Expenditure Sanction</u>		
a) above Rs. 10, 00,000/- ---	---	Minister-in-Charge
b) Upto Rs. 10,00,000/- ---	Pr. Secy. /Secy.	---
c) Upto 1,00,000/- U.S./D.S./J.S/Addl. Secy./Spl. Secy. ---	---	---

y) Administrative approval & Expenditure Sanction.

- | | | | |
|--------------------------------|--------------------|------------------|--------------------|
| a) Works above Rs. 10,00,000/- | --- | --- | Minister-in-Charge |
| b) Works upto Rs. 10,00,000/- | --- | Pr. Secy. /Secy. | --- |
| c) Works upto Rs. 1,00,000/- | U.S./D.S./J.S/Addl | --- | --- |
| | Secy./Spl. Secy. | | |

vi) Proposal involving the alienation either temporary or permanent. or of sale /grant on lease of Govt. Property less than Rs. 50,000/- in value or the abandonment or reduction of Revenue exceeding that amount except then 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.

Pr. Secy. /Secy. ---

vii) Delegation of Financial powers to sub-ordinate Authorities. ---

Pr. Secy. /Secy. ---

viii) Write off /remission of irrecoverable loans & advances & write off losses store etc. all cases 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. | --- |

Grant -in-Aid.

a) Full powers in cases where rules have been framed. ---

Pr. Secy. /Secy. ---

b) in other cases

- | | | | |
|--------------------------|-----|------------------|--------------------|
| i) Above Rs. 10,00,000/- | --- | --- | Minister-in-Charge |
| ii) Upto Rs. 10,00,000/- | --- | Pr. Secy. /Secy. | --- |

Minister-in-Charge

8. All the cases to be submitted to the Chief Minister will be routed through the Minister -in-Charge except in case of very important /urgent / papers, if the Minister is out of station.

9. All other cases which have not been included in the above list will be disposed off at the level of Secretary.

10. In the absence of the Pr. Secretary/Secretary, 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.

11. In absence of Minister-in-Charge, the Pr. Secretary/Secretary will dispose off the cases of extreme urgency.

12. Any matter which any one of the officers feels should be brought to the notice of higher level officers.

13. Type of cases to be disposed off at the level of the Section officer/Superintendent.

- i) Issue of reminders.
- ii) Making of back reference to the Heads of Departments and other offices in order to collect information relevant to particular case.
- iii) Various kinds of reports of routine nature.
- iv) References to be kept pending for want of relevant files/full particulars.
- v) Other routine and unimportant cases which do not require officers attention and can be disposed off at the level of Section Officer/Superintendent.
- vi) Grant of casual leave to the staff posted in IT, Section.
- vii) Application to be recommended for earned leave in respect of staff posted in the Section to the Spl. Secy./ A.S./J.S./D.S./U.S. for onward transmission to the SAD.
- viii) Maintenance /checking of attendance register of staff posted in IT Section.
- ix) Disposal of all routine and general nature cases.

By Order,

Principal Secretary (IT) to the
Government of Himachal Pradesh.

Endst. No. DIT-C(7)-1/2008

Dated: Shimla-2, 15th September, 2009.

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

1. The Secretary to the Governor, H.P. Shimla-2.
2. The Private Secretary to the Hon'ble Chief Minister, H.P. Shimla-2.
3. All the Administrative Secretaries to the Govt. of H.P.
4. All the Heads of the Department in H.P.
5. The Director, Department of Information Technology, Block NO. 24, SDA Complex, Kasumpti, Shimla - 171009.
6. Guard file.


Joint Secretary (IT) to the
Government of Himachal Pradesh.