

STANDING ORDER

In pursuance of rules 18 and 19 of the Rules of Business of the Government of Haryana, 1977, I hereby direct that all cases pertaining to the Archaeology and Museums Department under the Administrative Control of the Principal Secretary to Government Haryana, Archaeology and Museums Department, mentioned in Annexure 'A' shall be submitted to me for final orders.

2. The cases mentioned in Annexure 'B' and 'C' shall be disposed of by the Additional Chief Secretary/Special/Deputy Secretaries respectively at their own level.

3. In my absence from Chandigarh, the Additional Chief Secretary / Principal Secretary, Archaeology and Museums or in his/her absence from Chandigarh, the Special/Joint/Deputy Secretary, Archaeology and Museums will dispose of such cases of extreme urgency which, in the ordinary course would have been dealt with me. But such cases will be shown to me after my return to Chandigarh.

4. While complying with these orders, the instructions issued by the Chief Secretary from time to time shall be kept in view.

Dated, Chandigarh,

Anoop Dhanak
Archaeology and Museums Minister,
Haryana, Chandigarh

Endst.No. 8/195-87-Annex/9210-16

Dated, Chandigarh, the 18 Dec 2019.

A copy along with copies of Annexure is forwarded to the following for information:-

1. Secretary to Governor, Haryana
2. Principal Secretary to Chief Minister, Haryana, Chandigarh
3. Private Secretary to Archaeology and Museums Minister, Haryana, Chandigarh.
4. Chief Secretary to Govt. Haryana (One copy each in Political Branch and Cabinet Section).
5. Principal Secretary to Govt. Haryana, Archaeology and Museums Department.
6. Principal Secretary to Govt. Haryana, Finance Department.
7. Special Secretary Archaeology and Museums.

Raghavendra K B
19.12.2019
Assistant Director

o/c for Principal Secretary to Govt., Haryana
Archaeology and Museums Deptt

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ANNEXURE 'A'

List of cases pertaining to the Archaeology and Museums Department to be submitted to the Archaeology and Museums Minister (Reference Rule 18 & 19 of the Rules of Business of the Government of Haryana, 1977)

1. Cases which are required to be submitted to Council of Ministers, Governor, CM under the provision of the Rules of Business to Government of Haryana, shall be routed through Minister-in-charge.

2. Legislative Matters

- (i) All Legislative Assembly questions.
- (ii) Replies to assurances/promises made the Minister on the floor of the House which are not based on the decision already taken by Government or which do not give factual information only and which the Administrative Secretary may consider necessary to submit to the Archaeology and Museums Minister.
- (iii) Replies to the questions in Lok Sabha and Rajya Sabha where information to be given is not merely and wholly factual.
- (iv) Framing of Acts and Rules there under or any amendments therein and references to Legal Remembrancer regarding preparation of drafts Bills.

3. Administrative Matters

- (i) Service Rules of Gazetted and Non-gazetted Officers.
- (ii) First appointment/extension of probationary period, confirmation, promotion, reservation, transfer, compulsory retirement, pension, disciplinary action (except minor punishment cases of class-II officers) and officers holding ex-cadre posts in class I & II.
- (iii) Cases pertaining to Director, Archaeology and Museums excepting those relating to routine matters like sanction of leave and approval of tour programmes etc.
- (iv) Annual confidential reports of Administrative Secretary, Special/Joint/Deputy Secretary, Director, Archaeology and Museums, Haryana.
- (v) Training of Gazetted/Non-gazetted officers abroad and their deputation to Central and other State Governments.
- (vi) Creation of Gazetted posts.
- (vii) Reference to Vigilance Department in cases of officers referred to at (ii) and (iii) above.
- (viii) Cases to be sent to the Chief Minister/Governor.
- (ix) Memorials submitted by the employees which are not withheld by the Administrative Secretary under the rules.

3. Financial Matters

- (i) Grant of or withdrawal of special/personal pay to gazette officers generally or to any of them particularly which do not conform to the normal pattern.
- (ii) Report of public Accounts and Estimates Committees when ripe for final decision.
- (iii) Proposals/Schemes involving new expenditure of Rs. One lakh or above.
- (iv) Matters involving substantial; loss of Government stores and money.
- (v) Important Financial irregularities.
- (vi) Waiving off any claim or recovery of substantial amount against an officer of category mentioned at No. I(ii) and (iii) under the head Administrative matters.

4. General Matters

- (i) Any case relating to a gazetted employees not covered by No. I (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) New plan/Non-plan schemes.
- (iii) Important policy references received from or made to Government of India.
- (iv) Grants other than normal and general grants to non-government institutions.
- (vi) Constitution of Advisory Committees/Boards.
- (vii) All policy matter relating to :-
 1. Major building works.
 2. Any other important case involving major question of policy or principle.
 3. Any other cases which the Administrative Secretary may like to submit to the Minister or which the Minister may requisition.
 4. Institution or withdrawal or 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 off at the level of the Administrative Secretary to Govt., Haryana, Archaeology and Museums Department.

Appeals/Representations of all the Gazetted Officers of the Archaeology and Museums Department and only of those non-gazetted employees against whom final orders have been passed by the Director. If however any appeal/representation by the non-gazetted employee involves allegations of personal nature against Director, Archaeology Department, it will be disposed off at the level of Administrative Secretary to Govt., Haryana.

1. All appeals & revisions under various Acts & Rules of the Archaeology and Museums Department.
2. Matters relating to minor punishment to be given to Class II officers.
3. Tour programme of the Director, Archaeology and Museums Department.
4. Cases regarding purchase and permission to sell property to Class-II officers.
5. Cases regarding the submission of factual information sought by the Public Accounts Committee, Estimate Committee and other Committee of the Vidhan Sabha.
6. Cases regarding furnishing of factual information called by the Government of India in respect of Parliament Questions.
7. Cases of expenditure in connection with repairs, new works contingencies, installation of Machinery, telephones, purchase etc. in consultation with Finance Department or where provision already exists in the budget, ranging from Rs. One Lakh & above.
8. Cases involving substantial loss of Government money stores, write off of losses as per instructions issued by the Govt. time to time.
9. Hiring of accommodation an major change in policy.
10. All cases concerning acquisition of land.
11. Withholding of memorials of employees other than Class-I and Class-II officers.
12. Cases not involving any major change in policy.
13. Cases not involving any Finance Department/Legal Remembrancer/ Chief Secretary about which Minister for Archaeology and Museums may be kept informed.

14. Grant of causal leave to the Head of Department.
15. Referencing relating to the reimbursement of Medical changes and time barred claims in respect of Director, Archaeology and Museums Deptt.
16. References relating to various advances e.g. G.P.Fund advance, car/scooter advance, house building advance etc. where the relaxation of any rule of standing as per instructions issued by the Govt. time to time.
17. References relating study leave case of Cass-I and Class-II officers.
18. Proposals / schemes involving new expenditure as per instructions issued by the Govt. time to time.
19. Power to decide various types of cases of Class-I officers under the T.A. rules for which the department of government have full powers.
20. Any case considered important for submission by Deputy/ Joint/ Special Secretary Archaeology and Museums.

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ANNEXURE 'C'

List of cases, which are to be disposed off by the Special/ Joint/ Deputy Secretary Archaeology and Museums and Director of Archaeology and Museums as Special Secretary to Govt. Haryana pertaining to the Archaeology and Museums Department.

1. (a) Appeals of non-gazetted employees of Directorate of Archaeology and Museums against the order inflicting minor punishment under punishment and Appeal Rules 2016 where final orders were not passed by the Director, Archaeology and Museums, Haryana.
- (b) Appeals of non-gazetted employees of Directorate and field staff of Archaeology and Museums, Haryana against the order inflicting minor punishment under punishment and Appeal Rules 2016 where final orders were not passed by the Director, Archaeology and Museums, Haryana.
2. Reference relating to re-imburement of medical charges, TA bill and time barred claims of all kinds of employees including their payment as per instructions issued by the Govt. time to time.
3. Reference relating to various advances i.e. G.P.Fund advances, car/scooter/motor cycle advances, house building advances etc. employees of Archaeology provided it does not involve relaxation of any rule or standing instructions as per instructions issued by the Govt. time to time.
4. Cases relating to fixation of pay, increments and allowances of gazetted officers.
5. References relating to various leave cases excepting study leave, cases of all Class-Class-II officers and I.
6. Grant of fee/honorarium to all gazetted employees Class-I and Class-II & non-gazetted employees of Directorate.
7. Administrative Sanctions.
8. Issue of financial sanctions after obtaining clearance from the Finance Department.
9. Cases regarding Audit objections/reports.
10. Sanctions of recurring financial assistance/grant-in-aid to privately managed institutions within the amount already provided in the budget.
11. Permission to Government employees for writing books and research work under the approved policy of the Government.
12. Disposal of cases relating to sanctioning of house rent allowance at gazetted officers.

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