

Government of Himachal Pradesh
Department of Revenue (A)

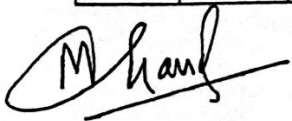
No. Rev.A(A)2-1/94-IDated Shimla the,

08-12-2021

STANDING ORDER

In pursuance of Rules 26 & 27 of the Rules of Business of the Government of Himachal Pradesh, 1971 and in supersession of all previous orders issued in this behalf, the Hon'ble Revenue Minister (Minister-in-Charge of Revenue Department) hereby order that the following matters/cases pertaining to the Revenue Department shall be disposed off in the manner as detailed below:-

Sr. No.	Nature of Cases	Disposal at the level of			
		Spl./Addl./ Joint/ Dy./ Under Secretary of the Department	Addl. Chief Secretary/Pr Secretary of the Department	Minister-in-charge	
1	2	3	4	5	6
1.	Rules of Business				
	i)	All cases under Rule 14,15,16 of the Rules of Business.	--	--	Minister-in-charge.
2.	Vidhan Sabha Business/Lok Sabha/ Rajya Sabha Matters.				
	i)	Approval of reply to Vidhan Sabha Question/resolution	--	--	Minister-in-charge.
	ii)	Lok Sabha/Rajya Sabha Questions (cases involving Principles/Policies).	--	--	Minister-in-charge.
	iii)	Final report on the assurances.	--	--	Minister-in-charge.
	iv)	Reports of PAC & Estimate Committee when ripe for final Decision.	--	--	Minister-in-charge.
	v)	Lok Sabha/Rajya Sabha Question not involving Principles or Policies.	--	ACS/Pr.Secy / Secy.	--
	vi)	Adjournment & Cut-Motions.	--	--	Minister-in-charge.



3.	LAND MATTERS			Chief Minister.
	(i)	Application u/s 118 of the H.P. Tenancy & Land Reforms Act, 1972 for seeking permission for purchase/transfer of land or built up structure.		Chief Minister.
	(ii)	Applications to sell land/built up structure purchased with prior permission of the State Government u/s 118 to agriculturist.		Chief Minister.
	(iii)	Application for extension of time for registration of transfer deed or utilization of land purchased with prior permission of the Government.		Chief Minister.
	(iv)	Change of use//purpose u/s 118.		Chief Minister.
	(v)	Permission cases under section 6-A and 7-A of HP Ceiling on Land Holdings Act, 1972.		Chief Minister
	(vi).	Issue of NOC under section-4 of Land Acquisition Act, 1894 for Acquisition of Land / Buildings for public purposes by State Govt., Deptts.		Additional Chief Secretary.
	(vii).	Cases of Industrial project Power Project etc. where policy issues are involved and those other than mentioned at Sr.No.1 above.		Chief Minister
	(viii) Land Lease cases.			
	(a)	Framing of HP Lease Rules including amendments.		Secretary with the approval of Cabinet..
	(b)	Sanction of new lease matters in respect of Govt. land.		Secretary with the approval of Cabinet.
	(c)	Renewal of old lease cases		Minister-in-Charge.
	(ix) Land transfer cases.			
(a)	Govt. land more than 1.5 Hect. from one Govt. Deptt. to another Govt. Deptt. in the State.		Minister- in- Charge	
(b)	Land transfer from State Govt. to Central Govt. Deptts./Board/corporation etc. with possession only.		Chief Minister.	
(c)	Land transfer on sale from State Govt. to Central Govt. Deptts./Board/Corporation etc. with ownership and possession.		Secretary with approval of Cabinet.	
4.	LEGAL MATTERS			
(i)	Framing of Rules under various Act.	--	--	Minister- in-charge.

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(ii)	Acquisition of lands/Buildings for Public purposes.	--	--	Minister- in-charge.
iii)	Bills, Acts, Rules, Regulations, Manual Codes/Executive Assessment and Interpretation)etc.	--	--	Minister-in-charge.
iv	Reply to Writ Petitions.	Spl./Addl./Joint/ Dy./ Under Secretary of the Department (After obtaining prior approval of ACS/Pr. Secy./Secretary.)	--	--
v)	Institution of Writ Petitions/Appeals against Judgments.	--	ACS/Pr. Secretary/ Secretary (in Consultation with Law Deptt.)	--
vi	Reply to Notices u/s 80 CPC.	Spl./Addl./Joint/ Dy./ Under Secretary of the Department (After obtaining prior approval of ACS/Pr. Secy./Secretary.)	--	--
5.	Organization			
i)	Creation/abolition of Offices/Institutions in the Department	--	--	Minister in-charge.(After approval from CMM)
ii	Constitution of Departmental Committees/Boards/ Commissions of Enquiries and action on their reports.	--	--	Minister- in-charge.
iii)	Delegations of International Organizations, Committees and Conferences to be held in HP.	--	--	Minister- in-charge.

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	iv	Re-organization and Re-Distribution of functions.	--		Minister-in-charge
	v)	Administrative Reforms in the Department.			Minister-in-charge
6.	Policies and Programmes of Revenue Department:				
	i)	Deviation from the existing policy.	--	--	Minister - in-charge.
	ii	Formulation of new programmes.	--	--	Minister - in-charge.
	iii)	Substantial changes in the scheme already approved.	--	--	Minister - in-charge.
	iv	Annual reports on the working of the Department.	--	--	Minister- in-charge.
7.	Establishment				
	i)	Creation/upgradation/abolition/conversion of posts & fixation of cadre strength.	--	--	Minster-in-charge (After approval from CMM)
	ii	Continuation of temporary posts.	--	ACS/Pr. Secretary/ Secretary (with the prior approval of FD)	--
	iii	Framing of R&P Rules and relaxation in rules in respect of Class-I and Class-II category.	--	--	Chief Minister through Minister In-charge (after the approval from CMM, wherever required).
	iv)	Framing of R&P Rules and relaxation of conditions of R&P rules in respect of Class-III categories.	--	--	Minister-in-charge (after approval from CMM).
	v)	Framing of R&P Rules and relaxation of conditions of R&P Rules in respect of Class-IV categories.	--	--	Minister- in-charge.
	vi)	a) Permission for recruitment/filling up of Class-I, II & III posts through HPPSC/HPSSSC/ Department level.	--	--	Minister-in-charge (after approval of CMM).

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		b) For Class-IV posts.	--	--	Minister-in-charge (after approval from F.D.)
	vii	After approval of CMM as above, the matter for placing requisitions for recruitment/filling up of Class-I, II & III posts through HPPSC/HPSSSC/Department level.	--	ACS/Pr. Secretary/ Secretary	--
	viii)	Annual Statements of appointments made without consulting the Commission.	--	ACS/Pr. Secretary/ Secretary	--
	ix)	Visits/ Sponsorship of in service candidates for Training/Workshops/Seminars etc. either on Govt. expenses or own expenses (including private visits).	--	--	--
		[1] Abroad: a) Class-I & II Officers.	--	--	Chief Minister through Minister-in-charge (with prior concurrence of Finance Department)
		b) Class-III	--	--	Minister-in-charge (with prior concurrence of Finance Department)
		c) Class-IV	--	ACS/Pr. Secretary/ Secretary	--
		[II] In India d) Trainings/ seminars/ workshop of Class-I, II & III officials on State Govt. expenses.	--	ACS/Pr. Secretary/ Secretary (with prior concurrence of FD).	--
		e) Trainings/ seminars/ workshop of Class-I, II & III officials without	--	ACS/Pr. Secretary/ Secretary	--

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		State/Central Govt. expenses or own expenses.			
		f) Study leave of Class I&II Officers and Class-III officials.	--	ACS/Pr. Secretary/ Secretary	
	x)	Reply to Petitions of: a) Class-I Officers b) Class-II Officers c) Class-III Officials (in specific cases) d) Class-IV (in specific cases)	--	ACS/Pr. Secretary/ Secretary	--
	xi	Appeals of:- a) Class-I b) Class-II c) Class-III (in specific cases) d) Class-IV (in specific cases)	--	ACS/Pr. Secretary/ Secretary	--
	xii	Appointment, confirmation, transfer:- a) Class-I & II officers	--	--	Minister-in-charge
		b) Re-employment cases of:- All Class-I to IV officer/ officials	--	--	Chief Minister through Minister-in-charge (with prior concurrence of Finance Department).
	xiii)	Pension & Seniority.	--	ACS/Pr. Secretary/ Secretary	--
	xiv)	Grant of next higher pay scale of Class-I Officers.	--	ACS/Pr. Secretary/ Secretary	
	xv)	Deputation to and from HP Government in r/o: a) Class-I & II officers.	--	--	Minister-in-charge
		b) Class-III/IV officials.	--	ACS/Pr. Secretary/ Secretary	--
	xvi)	Disposal of Memorandum/ representations submitted by employees/ Emp. Associations on their problems/demands.	--	ACS/Pr. Secretary/ Secretary	--

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xvii)	Institution or withdrawal of Civil or Criminal proceedings against Gazetted Officers and payment from State Revenue of damages in suits brought by or against Gazetted Officers.	--	--	Minister-in-charge
xviii)	Sanction of Spl. Allowance/Advance increments and grants to the employees with the concurrence of F.D.	--	ACS/Pr. Secretary/ Secretary (After approval from CMM).	--
xix)	Constitution of Departmental Promotion Committee/Selection Committee in respect of Class-I & II posts.	--	ACS/Pr. Secretary/ Secretary	--
xx)	Reference to & from Vigilance Department including permission for filing of FIR in r/o Class-I & II officers	--	ACS/Pr. Secretary/ Secretary	--
xxi)	Prosecution Sanction u/s 19 of PC Act, 1988 & u/s 197 Cr.P.C in r/o Class-I & II	--	ACS/Pr. Secretary/ Secretary	--
xxii)	Initiation/Disposal of Disciplinary Proceedings in r/o of Class-I & II officers	--	ACS/Pr. Secretary/ Secretary	--
xxiii)	Appellate authority in respect of Class-I & II officers	--	--	Minister-in-charge
xxiv)	Appellate authority in respect of Class-III officials	--	ACS/Pr. Secretary/ Secretary	--
xxv)	Permission for availing LTC in respect of Class-I & II officers.	--	ACS/Pr. Secretary/ Secretary	--
xxvi)	Sanction of leaves in r/o of Class-I officers (above-90 days)	--	ACS/Pr. Secretary/ Secretary	--
8.	Financial matters (Budget & Accounts):			
(i)	New schemes. (Administrative and financial sanctions) (Full Power)	--	--	Minister- in-charge

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	(ii)	Budget Estimates	--	ACS/Pr. Secretary/ Secretary	--
	(iii)	Administrative approval and technical sanction of new Scheme.	--	--	Minister- in-charge
	(iv)	Expenditure sanction cases standard Object of Expenditure (SOE) wise: 5-Officer Expenses			
	(a)	Full powers	--	--	Minister- in-charge
	(b)	Above Rs. 5-00 to 50.00 Lakh	--	ACS/Pr. Secretary/ Secretary	--
	A	Rent Rate and Taxes			
	(a)	Full powers	--	--	Minister- in-charge
	(b)	Above Rs. 5-00 to 50.00 Lakh	--	ACS/Pr. Secretary/ Secretary	--
	b)	Publication	--	--	--
	(a)	Full powers	--	--	Minister- in-charge
	(b)	Above Rs. 2-00 to 10.00 Lakh	--	ACS/Pr. Secretary/ Secretary	--
	c)	Advertising & Publicity			
	(a)	Full powers	--	--	Minister- in-charge
	(b)	Above Rs. 5.00 to 50.00 Lakh	--	ACS/Pr. Secretary/ Secretary	--
	d)	Hospitality & Entertainment			
	(a)	Full powers	--	--	Minister- in-charge
	(b)	Above Rs. 1.00 to 5.00 Lakh.	--	ACS/Pr. Secretary/ Secretary	--
	e)	Furnishings			
	(a)	Full powers	--	--	Minister- in-charge

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	(b)	Above Rs. 0.50 lakh to 10.00 Lakh	--	ACS/Pr. Secretary/ Secretary	--
	f)	Professional & Special Service			
	(a)	Full powers	--	--	Minister- in-charge
	(b)	Above Rs. 0.50 lakh to 10.00 Lakh.	--	ACS/Pr. Secretary/ Secretary	--
	g)	Other Charges	It includes payment out of discretionary grants, expenditure on organizing as well as paying delegate fee for conference, Seminars, works shop, short term farmers training/Youth/ NCC and other camps, gratuitous relief and compensation for loss caused by wildlife. And other expenditure which cannot be classified under any of the specified object heads will be debited to this head.	<p>1. Discretionary grants expenditure shall be regulated as per the rule/instructions on instructions issued from time to time.</p> <p>2. For delegate fees for participation in conference/Seminars/Works hops within the country, cases-</p> <p style="text-align: center;"><u>Full power to the A.D</u></p> <p>3 .For participation in Conference, Seminar, Workshops, Trainings of the cadre controlling Authority and F.D shall be necessary.</p> <p>4 .For organizing Semilnar/Conference/works hop by various Departments within Himachal Pradesh.</p> <p style="text-align: center;"><u>Full Power to the H.O.D/District level Officer.</u></p> <p>5.Short term training/camps such as Farmers/youth/NCC camps etc.</p> <p style="text-align: center;"><u>Full power to the H.O.D.</u></p> <p>6.For expenditure on gratuitous relief/compensation.</p> <p style="text-align: center;"><u>Full power to the Controlling Officer as per Norms notified/approved.</u></p> <p>7. For all other expenditure not classified under any of the SOEs. The Financial power will be as under:-</p> <p>a) Adm. Secy-Full Power.</p> <p>b) HOD-Upto Rs. 200,000.</p>	

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	h)	Maintenance			
	(a)	Full powers	--	--	Minister- in-charge
	(b)	Above Rs. 2.00 lakh to 10.00 Lakh	--	ACS/Pr. Secretary/ Secretary	--
	i)	Refunds			
	(a)	Full powers	--	--	Minister- in-charge
	(b)	up to Rs. 5.00 lakh	--	ACS/Pr. Secretary/ Secretary	--
	j)	Machinery & Equipments			
	(a)	Full powers	--	--	Minister -in-charge
	(b)	Up to 100.00 Lakh.	--	ACS/Pr. Secretary/ Secretary	
	k)	Material, Supply Store			
	(a)	Full powers	--	--	Minister-in-charge
	(b)	Up to 100.00 Lakh.	--	ACS/Pr. Secretary/ Secretary	--
	l)	Capital Works (Administrative & Financial Sanction) Major Works. HOA 4216-01-106-17(Soon NP) HOA 4059-01-051-30(Soon NP) HOA 4059-01-051-33(Soon NP)			
	a)	Full powers			Minister- in-charge
	b)	Up to 350.00 lacs		ACS/Pr. Secretary/ Secretary	

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m)	Minor works/Maintenance HOA 2059-01-53-02(Soon NP) HOA 2216-05-053-01(Soon NP)			
a)	Full powers			Minister- in-charge
b)	Up to 50.00 lacs		ACS/Pr. Secretary/ Secretary	
n	Salary, Wages, T.E, Liveries, O.E., M.R., R.R.T, Publication, H.E.E., P&Ss., Training, SSE., MV (repair and petrol), T.T.E, Outsource, Honorarium			
a)	Full Power		ACS/Pr. Secretary/ Secretary	
o)	Other HOA/SOE/cases not covered above			
a)	Full powers			Minister- in-charge
b)	Up to 50.00 lacs		ACS/Pr. Secretary/ Secretary	
p)	Honorarium			
(a)	Full powers	--	--	Minister- in-charge
(b)	Above Rs. 5.00 lakh to 10.00 Lakh. <u>Note: This delegation is subject to budget availability and other definition/ explanation prescribed by FD in the delegation of powers vide letter dated 3rd June, 2014</u>	--	ACS/Pr. Secretary/ Secretary	--

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	q)	Administrative approval and expenditure sanction of works other than functional works.			
	a)	Works above Rs. 2.50 Lakh	--	--	Minister- in-charge
	b)	Works upto 2.50 Lakh	--	ACS/Pr. Secretary/ Secretary	--
	(iv)	Proposals involving the alienation either temporary or permanent or of sale, grant, or lease of Govt. property less than Rs. 25000/- in value or the abandonment or reduction of revenue exceeding that amount except when such alienation; sale, grant or lease of Govt. property abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Cabinet	--	--	Minister- in-charge
9.	(vii)	<u>Grant in aid</u>			
	(a)	<u>Where the rules have been approved by FD:</u>			
	(i)	Full powers	--	--	Minister-in-charge
	(ii)	Up to 50.00 lakh	--	ACS/Pr. Secretary/ Secretary	--
	(b)	Other cases:			
	(a)	Full powers	--	--	Minister- in-charge
	(b)	Up to 50.00 lakh	--	ACS/Pr. Secretary/ Secretary	--
	(viii)	Evolution of pattern of delegation of financial powers to subordinate authorities.	--	--	Minister- in-charge

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(ix)	Write off of irrecoverable loans and advances and remission of loans and advances.				Minister- in-charge
(a)	Full powers	--	--		
(b)	From 1.00 to 5.00 lakh/-	--	ACS/Pr. Secretary/ Secretary	--	
(x)	Write of losses stores etc.				Minister- in-charge
(a)	Full powers	--	--		
(b)	From 1.00 to 4.00 Lakh	--	ACS/Pr. Secretary/ Secretary	--	
10.	MISCELLANEOUS				
(i)	Any other cases /matter that the Minister may like to call or see or the Secretary may like to bring to his notice.				
(ii)	In addition to the above, such other cases/matters of administrative important or policy as the Secretary may consider necessary or the Minister may like to see, would also be submitted to the Secretary/ Minister.				
(iii)	All cases /matters which do not involve policy and any important matter not specified in this Order will be disposed of at the level of the Secretary and below.				
11.	<u>Type of cases to be disposed of at the level of Section Officer of Revenue A.B.C.D.Project Cell and DMC and IRSA-cum-Stamp Auditor, Stamp Cell.</u>				
(i)	Issue of reminders. Disposal of all routine and general nature cases.				
(ii)	Making of back reference(s) to the Heads of Departments and other offices in order to collect information relevant to a particular case.				
(iii)	Various kinds of reports of routine nature.				
(iv)	References to be kept pending for want of relevant file /full particulars.				
(v)	Grant of Casual Leave /short leave to the staff posted in the respective Section.				
(vi)	Application to be recommended for the grant of earned leave in respect of staff posted in the respective Section to the SAD.				
(vii)	Other routine and un-important cases which do not require officers attention and can be disposed of at the level of Section Officer.				

By order,

Onkar Chand Sharma
Pr. Secy. cum-FC- (Rev) to the,
Government of Himachal Pradesh.

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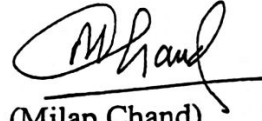
Endst.No. Rev.-A (A)2-1/94-I,

dated, Shimla-2,the

08-12-2021

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

1. The Pr. Pvt. Secy. to Hon'ble Chief Minister.
2. The Spl. Pvt. Secy. to Hon'ble Revenue Minister.
3. The Sr. Spl. Pvt. Secy. to the Chief Secy. to the Govt. of H.P.
4. The Secretary (A.R) to the Govt. of H.P.
5. The Pvt. Secretary to the Addl. Chief Secy cum-FC (Rev.) to the Govt. of H.P.
6. The Spl/Joint/ Deputy Secretary (Revenue) to the Government of H.P.
7. The Section Officer(Rev.B,C,D, Project Cell and DMC) and IRSA-cum-Tehsildar(Stamp Cell),
H.P. Secretariat, Shimla-2
8. All Dealing Assistants of Revenue-A Section.
9. Guard file.



(Milap Chand)

Deputy Secretary (Rev.) to the
Government of Himachal Pradesh
Phone No. 0177-2626359