

**HARYANA GOVERNMENT  
HOME DEPARTMENT**

**STANDING ORDER**

In pursuance of the provisions contained in Rule 18 and 19 of the Rules of Business of Government of Haryana, 1977 framed under Article 166 of the Constitution of India, it is hereby directed that the work being dealt within the Home Department under the Administrative control of the Administrative Secretary to Government, Haryana, Home Department shall be disposed of as indicated in the Annexure I to VI attached to this order.

2. All cases to be disposed off by Hon'ble CM shall be routed through the Minister-in-Charge and the Administrative Secretary to Government of Haryana, Home Department.
3. In case of absence of Hon'ble CM & Minister-in-Charge from the Headquarter, the Administrative Secretary to Government, Haryana may finally dispose of the cases of extreme urgency. Such cases will, however, be placed before Hon'ble CM & Minister-in-Charge, as the case may be, for information and deliberations, if need be, on their return to headquarter.
4. Subject to the provisions made in Annexure I to VI, the Administrative Secretary to Government, Haryana, Home Department would be free to allocate/distribute the work amongst his Secretary/Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary, Home Department.
5. No orders will be open to question in representation, enquiries or courts only because of the relevant file not having received the approval of the prescribed authority under these delegation orders.
6. The exercise of delegated powers shall be subject to the condition that before implementing the decision, the following shall be ensured:-
  - (a) The prior consultation or approval of other departments to be taken as required by the Rules of Business and other relevant rules;
  - (b) Compliance with all rules bearing on the particular subject be made; and
  - (c) Decision shall be strictly in conformity with the Government policy.
7. This order supersedes all previous orders issued from time to time.
8. This order will be effective from the date of issue.

Dated, Chandigarh, the 18.03.2025

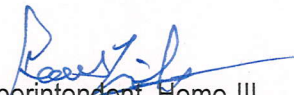
NAYAB SINGH SAINI  
Minister-in-Charge,  
Home Department, Haryana

Endst. No. 3/134/1995-2HGIII

Dated, Chandigarh, the 20.03.2025

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

1. Secretary to Hon'ble Governor, Haryana.
2. Secretary to Chief Secretary to Government, Haryana (In Cabinet Branch).
3. Secretary to Chief Principal Secretary to Chief Minister, Haryana.
4. Additional Chief Secretary to Government, Haryana, Home Department.
5. Secretary/Special Secretary to Govt. Haryana, Home-I & II.
6. Deputy/Under Secretary to Government, Haryana, Home Department.
7. Superintendent Home-I, Home-II, Home-III, Home-IV, Home (C), Passport Branch, Press Branch, Haryana Civil Secretariat, Chandigarh.
8. All Assistants working under the Administrative Control of Additional Chief Secretary to Govt., Haryana, Home Department, Haryana Civil Secretariat, Chandigarh.

  
Superintendent, Home-III  
for Additional Chief Secretary to  
Government, Haryana,  
Home Department



**List of cases of Home Department to be disposed of by Chief Minister, Haryana through Administrative Secretary of Home Department.**

**A. LEGISLATIVE MATTERS**

1. All such cases which are to be submitted to the Council of Ministers and Hon'ble Governor of Haryana under Rule 5 and 11 of the Rules of Business of the Govt. of Haryana, 1977.
2. All legislative matters including framing of Acts and Rules, amendment, resolutions and issuing of ordinances/conversion into Acts.
3. Replies of Haryana Vidhan Sabha's Starred Questions and Notice of Motions.
4. Replies to assurances/promises made by the Chief Minister on the floor of the Vidhan Sabha which are not based on decisions already taken by the Government or which do not give merely any factual position but where the replies require clarification or amendment on matters of policy.

**B. LAW & ORDER**

1. Important matter relating to Constitution of Inquiry Commissions, Judicial inquiries, Fact finding inquiries relating to maintain law & orders situation in the State.
2. DC/SP conference regarding maintain law & orders situation in the State.

**C. ADMINISTRATIVE MATTERS**

1. Important Policy matters relating to integration of services under the State Reorganization Act, 1966.
2. As per Rules 28(2) of the Rules of Business of the Govt. of Haryana, 1977, the cases shall be submitted to the Hon'ble Governor, before issue of orders.
3. As per Rule 28(1) of the Rules of Business of the Govt. of Haryana, 1977, the classes of cases shall be submitted to the Governor before issue of orders:-
  - I. Cases raising question of policy and cases of administrative importance not already covered by the Schedule.
  - II. Cases which affect or are likely to affect the peace and tranquility of the State.
  - III. Cases which affect or are likely to affect the interest of scheduled castes, scheduled tribes and backward classes.
  - IV. Constitution of an Advisory Board under Article 22(4) (a) for the detention of persons without trial.
  - V. Proposals regarding constitution of Commission(s), Advisory Board(s), and Authorities under the control of Home Department and appointment of Chairman, Member and Secretary.
  - VI. Cases where successor Minister wishes to modify the orders of his predecessor in office.
  - VII. Nomination or appointment of Members or Director of Advisory Committees or Boards & Corporations and other similar institution under the control of Home Department, as the case may be.
  - VIII. Case in which there is difference of opinion between the Minister-in-Charge and Administrative Secretary.
  - IX. Such other cases as the Chief Minister may consider necessary.
4. Formulation and amendments of Service Rules including creation of new posts.
5. Matters regarding creation/abolition of Police Commissionerate, Police Ranges, Police District, Police stations and police posts and re-define of their jurisdiction, Police/Home Guards training schools & Centers.
6. Handing over the investigation of cases to CBI or NIA.
7. Important and sensitive references to be made to the Government of India.
8. Sensitive cases relating to Terrorist & Disruptive Activities (Prevention).
9. Important and sensitive references relating to Punjab Cinema (Regulations) Act, 1952, requiring action at the level of government.
10. Cases where prosecution sanction/withdrawal of sanction or permission to prosecute against any persons is required under any Act.



11. All cases requiring the relaxation of existing policy/rules/general instructions relating to the officers/officials of all departments under administrative control of Home Department and approval thereof.
12. Administrative approval above Rs. Five Crores (Rs. 5.00 Cr.) for new projects/initiatives/ new schemes etc.

**D. SERVICE MATTERS OF THE EMPLOYEES OF HARYANA**

1. Proposals for the prosecution, dismissal, removal or compulsory retirement of any Gazetted Officer.
2. Proposal for the appointment and posting of the following officers:-
  - (a) Head of Departments.
  - (b) All Group A Officer.
  - (c) Proposals for the transfer of any gazetted officer on deputation from or to the Government of India and other State Governments.
3. Suspension of any Group A Officer.
4. Cases regarding representation of Group A officers against adverse remarks in confidential reports.
5. Cases regarding issue of letters of appreciations of Group A officers.
6. All cases of Vigilance Department in which suspension of any gazetted Government employee is proposed.
7. Cases regarding deputation or training of officers of All India Services and other Group 'A' & 'B' officers with the Government of India or other State Government.
8. Matters related to Promotion, VRS, Disciplinary proceeding, appointment of inquiry Officer and, retirement, reversion, compulsory/premature retirement, ACP, Extension in Service beyond the age of 50/55 years, Extension of probation period etc. in case of Group 'A' Officers.
9. Permission for going abroad as well as Ex-India of Group 'A' officers.
10. Sensitive references to Vigilance Department in case of Group 'A' & 'B' Officers.
11. All Cases related to training, seminar, tours and conferences to be attended outside India by all Group employees.

**F. GENERAL/MISCELLANEOUS**

1. Cases related with CM Announcements.
2. Any matter that the Chief Minister may like to see.
3. Holding of Civil Military Liaison Conference (CMLC).

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**List of cases of Home Department to be disposed of by Minister-in-charge of Home Department, Haryana through Administrative Secretary to Govt. Haryana, Home Department.**

**A. LEGISLATIVE MATTERS:-**

1. All important references relating to assurances/promises made by the Home Minister on the floor of the house.
2. Reply of Haryana Vidhan Sabha Un-starred questions.

**B. LAW & ORDER**

1. Sensitive policy matters regarding control of print and electronic media including matters relating to censorship, prohibitory orders, launching prosecution and action regarding objectionable items under the laws relating to the print and electronic media.
2. All references regarding NSA/COFEPOSA/NDPS, POTA Cases and State Security Act, etc.

**C. ADMINISTRATIVE MATTER**

1. All important cases under the various Acts and Rules administered by Home Department including prohibitory orders.
2. Delegation of Administrative/financial power to D.G. Police and other HODs.
3. Important cases relating to losses defalcation and embezzlement in the Departments under the control of Home Department.
4. Policy matters relating to Arms and Ammunitions and Delegation of powers to various authorities of the State Government in accordance with the provision of the Arms Act & Rules including allotment of confiscated arms and policy thereof and policy regarding allotment and auction of arms.
5. Replies to be sent to the Estimate Committee and Assurance Committee of Haryana Vidhan Sabha involving matters of Policy.
6. Long term visa to Pak nationals.
7. Recommendation regarding the purchase period in the P.B /Semi Automatic Arms Licenses and recommendation for grant of P.B Arms Licenses to G.O.I.
8. Cases relating to the press/Media Council of India regarding objectionable writing & Press/Media Act.
9. All administrative approvals above Rs. 1.00 Crore and upto 5.00 Crores for new Project/initiatives/new schemes.

**D. SERVICE MATTERS OF THE EMPLOYEES OF HARYANA**

1. Service Matters including appointment, grant of special/personal pay, deputations, training and Annual confidential report / representation regarding adverse remarks in ACR, posting, suspension and all other cases of Group 'B' officers.
2. All cases of institution or withdrawal of Civil/Criminal/Disciplinary/Departmental action against Group 'B' Officers.
3. Representation against adverse remarks in Annual Confidential Report of Group 'B' Officers.
4. All Cases related to training, seminar, tours and conferences to be attended within India by Group 'B' Officers.
5. All references to HPSC in case of Group-B Officers.
6. Cases where prosecution sanction or permission to prosecute or to Investigate etc. against Group 'C' is required under any Act.
7. Cases regarding issue of letters of appreciations of Group B officers.
8. Matters related to Promotion, VRS, Disciplinary proceeding, appointment of inquiry Officer and, retirement, reversion, ACP, Extension in Service beyond the age of 50/55 years, Extension of probation period etc. in case of Group 'B' Officers.
9. Sensitive references to Vigilance Department in case of Group 'B' Officers.

**E. MATTERS PERTAINING TO BUDGET/FINANCIAL RULES**

1. Annual Administrative Report and review thereon, Audit by Principal Accountant General (Audit), Haryana.

2. Important Court Cases and other cases involving large/financial implications in the State including the matters, involving question of policy or principles not expressly provided for in this list.

**F. GENERAL/MISCELLANEOUS**

1. Forfeiture of Books, Magazines, etc. (published in the State or outside under section 95 Cr. P.C. Punjab Special Powers Press Act, Criminal Law Amendment Act or under any other law.
2. Important matters involving questions of policy or principles not expressly provided for in this list.
3. No objection certificate for re-employment after retirement in respect of Gazetted officers.
4. All remaining matters for which no specific delegation is made through these orders.

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**List of cases of Home Department to be disposed of by Administrative Secretary to Govt. Haryana, Home:-**

**A. LEGISLATIVE MATTER**

1. Reply of query received from Haryana Vidhan Sabha.

**LAW & ORDER**

1. Complaints regarding atrocities on Scheduled Castes and constitution of panel for the welfare of Scheduled Castes.
2. Release of NPB Weapon in favour of legal heir of the deceased.
3. Extension of area validity of N.P.B Arm License to All India.
4. Legal advice in respect of Newspaper and Printing Press.
5. Recommendations regarding the grant of India Citizenship to the foreigners to Government of India.
6. Deportation of foreigners staying unauthorized in Haryana and FIR against foreigners and detention of foreigners in jails.
7. Long Term Visa to Foreigners i.e. Pakistan, Bangladesh, Sri Lanka & China.

**B. ADMINISTRATIVE MATTER**

1. Matters relating to movement of HAP Battalion to other State and deployment of Para Military forces in the State.
2. Reference relating to Civil Military Liaison Conference at Chandimandir-Western Command (Army H.Q)
3. Approval of written statements/replies /affidavits etc. in all Civil Writ Petitions/Criminal Writ Petitions/Civil Suits in the Supreme Court/High Court/District Court/Session Court & Subordinate Courts.
4. Establishment matters relating to National Human Right Commission.
5. Cases for reference and seeking advice of C.S, LR & FD etc.
6. Powers of personal hearing in all disciplinary cases/ACRs under Rule-7 and Rule-8 in respect of Group A, B, C & D officers/officials
7. Mercy petition/Revision petition & ACR matters of Group C & D.
8. Setting up of a coordination committee to resolve coordination problems for passport purpose.
9. Sanction of CL and Tour Programme of HOD's.
10. Cases regarding permission under the All India Service (Conduct) Rules of IPS/HPS Officers for the purchase/sale of immovable property, the value of which is above Rs. 5.00 Lakh.
11. Responses to final report of committees of Vidhan Sabha.
12. Administrative approval of new proposed/schemes involving expenditure upto Rs. 1 crore.
13. Preventive detention orders under PITNDPS/COFEDOSA and NSA.

**C. SERVICE MATTERS OF THE EMPLOYEES OF HARYANA**

1. Pension and Gratuity cases of Group 'B' Officers.
2. Writing of ACRs of Head of Departments as reporting officers.
3. Sanction of Earned Leave for officers where powers lie with Government.
4. All Cases relating to training, seminars, tours and conferences to be attended within India of Group 'A' & 'B' officers.
5. Grant of LTC Group 'A' & 'B' officers.
6. No objection Certificate for passport or any other requirement in respect of Group 'A' & 'B' officers.

**D. MATTERS PERTAINING TO BUDGET & FINANCIAL RULES**

1. All cases regarding acquisition of land under the approved schemes within the budget provisions.
2. All Financial sanctions where schemes / projects are already approved by the Competent Authority.
3. Full power for payment of COD (Salary and other expenditure) to CISF for security of Haryana Civil Secretariat, Chandigarh.
4. Full power to make payment of CAPFs for COD on account of maintaining law & order situation in the State.

**E. GENERAL/MISCELLANEOUS**

1. Regarding change of jurisdiction of Regional Passport Offices.
2. Anonymous and vague complaints against Group 'A' & 'B' category.
3. Property returns of IPS/HPS Officers.
4. All cases relating to permission of Higher Education part time study etc. within India.
5. All matter which is not covered by the items mentioned in the standing order other than important policy cases.
6. Matters related to Northern Zonal Council meeting.
7. Matters related to DCs/SPs conference.

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## List of cases of Home Department to be disposed of by Secretary/Special Secretary-I.

## Part-I

## A. LAW &amp; ORDER

1. Providing relief and other welfare measures.
2. No objection to return to India to the foreigners.

## B. ADMINISTRATIVE MATTERS

1. Important matters relating to the recovery of cost of police guards etc. supplied to all departments of Government of India, other State Governments and official organizations.
2. Signing replies/affidavits etc. in all Civil Writ Petitions/Criminal Writ Petitions/Civil Suits in the Supreme Court/High Court/District Court/Session Court & subordinate Courts.
3. Reference regarding wireless grid stations, explosive substances Act, sports, cycle meets and finger print bureau.
4. Reference relating to the National Foundation for Communal Harmony, New Delhi, (set up the Govt. of India) and Parliamentary Questions relating to Minority Communities, which are to be submitted to Home Secretary/CM.
5. Cinema Appeal cases against the orders of the licensing authority and notification of news reels produced by DCR.
6. Extension of area validity of N.P.B. Arm License to other States.
7. Journey beyond jurisdictions of the officers/officials of the Department, where Home Department is A.D and power lies with the Government.
8. Time barred claims of officers/officials where sanction of Government is required.
9. Issue of No Objection Certificate for export/import/transport for weapons.
10. Hiring and purchase of buildings and vehicles. Purchase/Fresh Hiring and reassessment of Hiring of building for Police and Home Guards Department and repair of vehicles as per the procedure laid down in F.D. Notification No. 2/1(4)-87-4FR. dated 12.03.2006(Sr. No. 8 & 23).
11. Important reference/complaints against police officials received from GOI/CM etc.
12. Grant of arms dealer licenses in Form VIII and IX under the Arms Act/Rules and renewal thereof and cancellation of Form VIII and IX for.
13. Changes in process for obtaining passport.
14. Finalization of counsels and sanction of their fee.
15. To sanction expenditure upto Rs. 30,000/- in each case on direct purchase of stores from the local market in emergent circumstances when it is not possible to exhaust the approved source of supply.
16. Installation of new telephones in police establishment.
17. Permission to Non-IPS officers to purchase sale movable or immovable property under the Government employees Conduct Rules and accept the property returns of all officers/officials of the department for which the Home Department acts as A.D. and power vests with Government.
18. No objection to return to India to the foreigners.
19. All reference received from National Commission for Women in the Home Department regarding police cases, etc.

## C. SERVICE MATTERS OF THE EMPLOYEES OF HARYANA

1. Cases relating to fixation of pay Gazetted officers of Police.
2. Finalization of further action after the proposal for the compulsory retirement of police officials and Home Guard and Civil Defence officials has been approved by the standing committee for compulsory retirement.
3. All other cases relating to integration of services including implementation of the decision received from the Government of India.
4. Cases relating to grant of pension to Gazetted officers when no cut in pension are proposed including commutation of pension.
5. NOC for issue of passport to Police, Home Guards and Civil Defence personnel.



6. Cases of leave encashment of Gazetted officers of all departments for which Home Department acts as A.D. and the power rests in Government.
7. Cases regarding permission under the All India Services (Conduct) Rules to IPS/HPS officers for the purchase/sale of movable/immovable property the value of which does not exceed Rs. Five lakh.

**D. MATTERS PERTAINING TO BUDGET/FINANCIAL RULES**

1. Settlement of Audit Objections.
2. All schemes of Police Department and Home Guards Haryana for inclusion in the Schedule of new expenditure.
3. Budget estimates under Head 2070-Other Administrative Services etc.
4. All cases of HBL/withdrawal of GPF advance/ conveyance, computer, car and other loans to Group 'A' & 'B'.

**E. GENERAL/MISCELLANEOUS**

1. Disposals of petitions/complaints of routine nature.
2. Submission of monthly reports to the Govt. of India (MHA) on various aspects of communal riots.
- 8 3. Furnishing of monthly reports to the Govt. of India (MHA) relating to communal writings speeches, slogans, etc.
4. To issue (No Objection/No Obligation) to return India certification to the Indian Nationals residing abroad.
5. Bring back the Mortal/Dead Body from Foreign.

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**Part-II**  
**Only for Press Branch**

1. Grant of permission to install printing presses in the State.
2. Complaints against editors printers publishers of newspapers etc. and keepers of printing presses in the State.
3. Action U/s 5(6), 5(7), 5(5) (a) and 5(5) (b) of the Press Media Act and action against irregular and unauthorized publications.
4. Warning to printers of books or newspapers for commission of technical offences under the Press/Media Act, 1867.



**List of cases of Home Department to be disposed of by Joint Secretary /Deputy Secretary / Under Secretary (Home).**

**Part-I**

1. All back references to Department where necessary essential information is to be sought for disposal of any case.
2. All routine reference.
3. Eliciting in formation of factual nature from the departments for which Home Department acts as A.D.
4. All cases where sanctions for defence at public expenses are to be issued.
5. Medical advance and Reimbursements of medical expenses which are covered under the rules.
6. Filling of affidavits in courts after approval by the competent authority.
7. Issuance of sanction after F.D. concurrence.
8. Grant of normal annual increment to IPS officers.
9. Cases involving simple references to be decided on the basis of precedents.
10. Periodically review of pending cases.
11. Statement of Government employees dismissed/debarred from Govt. service, compilation and circulation of information.
12. Reference regarding village patrolling, supply of police guards to private persons and recovery of their costs.
13. Ordinary reference/complaints against police officials.
14. Cases relating to passport, emigration expect visa.
15. Verification of character and antecedents from the security points of view.
16. Short term VISA to foreigners for stay up to 6 months in India.
17. Counter signatures of documents/marriage certificates, divorce papers/birth and death certificates, affidavits and all other important documents, etc., required by general public of Haryana.
18. Verification of identity and national status of Haryana People residing abroad.
19. Recovery of repatriation charges from India National repatriated of India at Government expenses.
20. Check list of persons whose passport have been impounded/revoked/lost.
21. Work relating to payments of persons/schools expenses of the children/heirs in India of the deceased Indian Nationals settled/working in foreign countries.
22. Repatriation of Indian Nationals staying abroad.
23. Instructions received from Government of India to send these instructions to DIG/ CID, Commissioner, DCs and SPs Haryana and quarter concerned.
24. Allocation of disputed references.
25. Cases relating to Draft Paras, Audit Objections/Inspection Reports.
26. Reference to other departments of routine matter which do not require approval of higher authority.
27. Routine cases on the various subjects including reference seeking clarification.
28. Other cases where specific delegation is made from time to time.
29. Information regarding foreigners, who expired due to illness, suicide, murder, old age, etc. (except Pakistan).
30. Disposal of miscellaneous references which do not relate to policy matter.
31. To seek report/comments from the departments for which Home Department is A.D. on any issue.



**Part-II**  
**Only for Press Branch**

1. Dealing with the declaration.
2. Calling for reports from departments in respect of item appearing to be objectionable. Disposal of reports not recommending action.
3. Preparation & Publication in Official Gazette of quarterly memoranda of books and periodicals published in Haryana.
4. Custody of newspapers and books received under the Press/Media Act.
5. Quarterly statement of newspaper ceased starting publication in the State.
6. Forwarding of newspaper item to departmental Heads etc. for motion considered necessary.
7. All other miscellaneous work.



## ANNEXURE-VI

### List of cases of Home Department to be disposed of by the Superintendents of Home Branches, Passport Branch.

1. Forwarding of copies of reference where departments have called for the same.
2. Expediting, Interim reply, collection of any information or correspondence which is not available on record or not received from the department despite repeated reminders.
3. Issuing of reminders in pending cases.

### List of cases of Home Department to be disposed of by Joint Secretary/ Deputy Secretary / Under Secretary (Home), Research Officer (Minority Cell).

1. All matters relating to Prime Minister's 15 points programme of minorities welfare, quarterly progress reports, required by Govt. of India in the Ministry of Welfare; MHA and National Commission for Minority which are to be submitted to the Joint Secretary/SSH.
2. Routine and interim reference/reminders.
3. All cases relating to migrants who have come from Punjab, J&K and Afghanistan to Haryana which are required to be submitted to the JSH/SSH/FCH/CM.
4. Matter concerning the National Foundation for Communal Harmony, New Delhi (required to be submitted to JSH/SSH/FCH).
5. Parliament question relating to points No. 1, 3 & 4 mentioned above which are to be submitted to JSH/SSH/FCH.