

**GOVERNMENT OF PUNJAB
DEPARTMENT OF INFORMATION TECHNOLOGY**

STANDING ORDER

In pursuance of the provisions of Rules 18 and 19 of the Rules of Business of Government of Punjab, 1992, as framed vide Punjab Government Order No. 15/1/92-GC(2)/3214, dated 25th February, 1992 and in suppression of the previous Standing Orders issued by the department vide ID No. 1/9/96-1A/Part-II/DOIT/1229-1232 dated 08-7-2013, it is hereby ordered that in respect of the Department of Information Technology, the cases mentioned in Annexure-I shall be submitted to the Chief Minister, Punjab for his orders, the cases mentioned in Annexure-II shall be submitted to Chief Minister as Minister-in-charge of the Department of Information Technology for passing orders, the cases mentioned in Annexure-III shall be submitted to the Principal Secretary, Department of Information Technology or under his orders to any other officer and the cases mentioned in Annexure-IV shall be submitted to Director, Department of Information Technology who is the Head of Department or under his orders to any other officer.

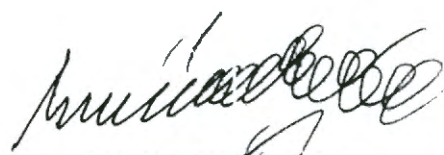
2 It is, however, made clear that when the Department of Information Technology is headed by an officer of the rank of Secretary and not Principal Secretary, the cases mentioned in Annexure-III shall be disposed off at the level of Secretary being the Administrative Secretary of the Department.

3 During my absence from the headquarters, cases of immediate nature, which are required to be disposed off at my level, decisions on which cannot wait for my return or which cannot be sent to me during my tour for timely orders, shall be disposed off by the Principal Secretary, Department of Information Technology or by the Secretary, if there is no Principal Secretary in the department. However, such cases shall be shown to me on my return to headquarters.

4 Cases, which are not covered/mentioned in Annexures, shall be disposed as per the Rules of Business *ibid*.

5 This delegation will be subject to the overall control and directions of the undersigned.

Dated Chandigarh
Aug. ~~July~~ 1st, 2017


AMARINDER SINGH
CHIEF MINISTER, PUNJAB

A copy of above is forwarded to Chief Principal Secretary to Chief Minister, Punjab for information.


Director,
Information Technology, Punjab

To
Chief Principal Secretary to
Chief Minister, Punjab

I. D. No. 1/9/96-1A/ Part-II/DoIT/ 1157

Dated 11-08-2017

A copy of above is forwarded to Principal Secretary to Chief Minister, Punjab for information.


Director,
Information Technology, Punjab.

To
Principal Secretary to
Chief Minister, Punjab

I.D. No. 1/9/96-1A/ Part-II/DoIT/ 1158

Dated 11-08-2017

A copy is forwarded to the Chief Secretary to Govt of Punjab in Department of General Administration (General Coordination Branch) for information.



Director,
Information Technology, Punjab.

To
Chief Secretary to Government, Punjab
(in General Coordination Branch)

I.D. No. 1/9/96-1A/ Part-II/DoIT/ 1159

Dated 11-08-2017

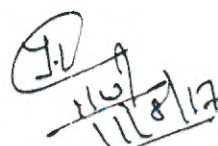
A copy is forwarded to the Secretary to Government of Punjab, Department of Information Technology for information.


Director,
Information Technology,
Punjab

To
Secretary to Government, Punjab
Department of Information Technology

I. D. No. 1/9/96-1A/ Part-II/DoIT/ 1160

Dated 11-08-2017



11/8/17

CASES TO BE SUBMITTED TO THE CHIEF MINISTER, PUNJAB FOR PASSING ORDERS

1. Cases relating to all policy matters including cases in which new policy is to be formulated or the existing policy relating to the functioning of the department is to be changed and cases which are not covered by the Schedule.
2. Cases which affect or are likely to affect the peace and tranquility of the State.
3. Cases which affect or are likely to affect the interest of the Schedule Castes and Backward Classes.
4. Cases which affect the relations of the State Government with the Government of India, any other State Government, the Supreme Court of India or the High Court of Punjab & Haryana.
5. Proposal for prosecution, suspension, dismissal, removal or compulsory retirement of the officers holding the post of Head of Department and the posts equivalent thereto.
6. Proposals for the appointment and posting of Head of Department and or the officers holding posts equivalent thereto.
7. Proposals for the confirmation of the Head of Department.
8. Cases where successor Minister wishes to modify the orders of his predecessor in office.
9. Proposals involving the alienation, either temporary or permanent, of sale, grant or lease of Government property between Rs. 25,000 and Rs. 75,000 in value or the abandonment or reduction of revenues between Rs. 25,000 and Rs. 75,000 except when such alienation, sale, grant or lease of Government property or abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Council of Ministers.
10. Proposals for giving guarantee by the State Government for raising loans by the Corporations.
11. Constitution of State-level Committees and Boards:
 - a) which have non-official members, and consequently where traveling allowance or dearness allowance is to be paid from the State exchequer
or
 - b) where the Committee is a statutory Committee, or where the policy laid down as a result or discussion is binding on the Department or the Organization which constituted the Board or the Committee, as the case may be.
12. Cases relating to appointments of Chairmen, Executive Heads, Managing Directors and Directors of Corporations and Boards.


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Information Technology (Pb.)
Chandigarh

13. Cases relating to the re-employment of the Gazetted Officers or extension in their terms of employment.
14. Cases in which there is a difference of opinion between the Secretary and the Minister-in-charge.
15. Proposal for creation and abolition of Class IV posts.
16. Such other cases or classes of cases as the Chief Minister may consider necessary.
17. Any departure from these rules which comes to the notice of the Chief Secretary or any Secretary.


Director
Information Technology (Pb.)
Chandigarh

**CASES TO BE DISPOSED OFF AT THE LEVEL OF INFORMATION TECHNOLOGY
MINISTER AS MINISTER-IN-CHARGE OF THE DEPARTMENT**

1. LEGISLATIVE AND LEGAL MATTERS :


- a. Proposals relating to Ordinances, Acts, Rules and Regulations including amendments of Acts, Rules & Regulations.
- b. Assembly/Parliamentary business i.e. Questions, Call Attention Motions, Resolutions, Assurances etc.
- c. Other information required by the Vidhan Sabha/Lok Sabha/ Rajya Sabha which involves policy matters.
- d. Annual Reports of Government Companies required to be laid on the table of the House of Punjab Vidhan Sabha.

2. ADMINISTRATIVE MATTERS:

- a. Appointments, extension of probation period, confirmation, promotion, transfer, postings, seniority cases, Ex-India leave and all disciplinary cases involving penalty, suspension & revocations and acceptance of resignation of regular Group A Officers.
- b. Training or deputation abroad for Group A officers.
- c. Entrusting cases to Department of Vigilance, Police, Courts and allowing expenses thereof and ordering departmental enquiries for Group-A officers.
- d. Appeals filed by Group-A & B officers.
- e. Framing /amendment of service rules of Group-A & B Officers.
- f. Gratuity, pension and completion of probation period of Group-A officers where there are adverse recommendations and cases are not clear.
- g. Requisition to be placed with the PPSC for Group-A&B posts.
- h. Extension in service beyond 55 years where no adverse entries or refusal to extend are involved for Group-A officers.
- i. Revision of pay scale, grant of special pay and personal pay for Group A & B officers.
- j. Purchase of staff cars.

3. FINANCIAL MATTERS:

- a. Advance from the State Contingency Fund.
- b. Major Policy cases.
- c. Disposal of Government shares in private companies.
- d. Cases involving writing-off losses to Government for Rs. 50,000/- and above.


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Information Technology (PD)
Chandigarh

- e. Cases involving relaxation of rules.
- f. Cases relating to the recommendations of PAC/Estimates Committee when ripe for final decision.
- g. Schemes and projects involving investment above Rs 5 crore.

4. GENERAL:

- a. Formulation of Annual Five Year Plan - Final Stage.
- b. Reference required to be sent to Government of India, Governor, Council of Ministers etc. involving policy matters or important issues.
- c. Annual Administrative Reports.
- d. Proposals regarding formation of Corporations/ Companies/ Boards/ Committees/ Societies.
- e. Policy cases regarding constitution of special purchase committee.
- f. Cases for disinvestments of Government shares in Corporations/ Companies.

CASES TO BE DISPOSED OFF AT THE LEVEL OF PRINCIPAL SECRETARY OR UNDER HIS ORDER BY ANY OTHER OFFICER

1. LEGISLATIVE AND LEGAL MATTERS:

- a. Sanction to file appeals, applications and Legal Defense in Court Cases.
- b. Filing of written statements on behalf of Government in Court Cases.
- c. Sending of periodical reports to Vidhan Sabha Committees.

2. ADMINISTRATIVE MATTERS:

- a. Appointment, extension of Probation period, Confirmation, Promotion, Transfer, Postings, Seniority cases and all disciplinary cases involving penalty, suspension & revocations and acceptance of resignation of regular Group B officers.
- b. Proficiency Step-up/Assured Career Progression Scheme, gratuity, pension and completion of probation period of Group A & B officers where there are no adverse recommendations and cases are clear.
- c. Entrusting cases to the Department of Vigilance, Police, Courts and allowing expenses thereof and ordering departmental enquiries for Group-B officers.
- d. Appeals filed by officers of Group C & D officials.
- e. Revision of pay, grant of special pay and personal pay as per notifications issued by Finance Department from time to time for Group A & B officers.
- f. Extension in adhoc promotions for Group A & B officers.
- g. Extension in service beyond 55 years where adverse entries or refusal to extend are involved for Group B officers.
- h. New expenditure/supplementary demands.
- i. Cases to be submitted to LR/Personnel Department/Finance Department/Vigilance Department.
- j. Approval for forwarding of applications for appointment/ deputation and training within the state for Group A & B officers.
- k. Approval for forwarding of applications for appointment or for deputation to Central/other States within India with the approval of Deptt of Personnel & Finance and training of Group A & B officers.
- l. Approval of Tour Programmes and journeys beyond jurisdiction for Group A & B officers.
- m. Continuation of temporary posts in consultation with Finance Department.
- n. All miscellaneous matters not specified otherwise in respect of Group A & B officers.


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Information Technology (Pb.)
Chandigarh

3. FINANCIAL MATTERS:

- a. Clarifications or small modifications of schemes including the revision of the scope of a scheme after funds have been earmarked.
- b. Full powers of administrative approval and technical/financial sanctions.
- c. Final authority in respect of all tenders.
- d. Sanction of time barred claims in respect of pay, TA and medical charges etc. of Group A & B officers.
- e. Schemes and projects involving investment upto Rs 5 crore.

4. GENERAL:

- a. Tour programme of Head of the Department.
- b. Preparation of Governor's Address/ FM's speech.
- c. Proposals regarding new schemes.

Information Technology (Fb.)
Chandigarh


CASES TO BE DISPOSED OFF AT THE LEVEL OF HEAD OF DEPARTMENT OR UNDER HIS ORDER BY ANY OTHER OFFICER

1. ADMINISTRATIVE MATTERS:

- a. Appointments, extension of probation period, confirmation, promotion, transfer, postings, seniority cases and all disciplinary cases involving penalty, suspension & revocations and acceptance of resignation of regular Group C & D officials .
- b. Proficiency Step-up/Assured Career Progression Scheme, gratuity, pension and completion of probation period of Group C & D officials where there are no adverse recommendations and cases are clear.
- c. Entrusting cases to the Department of Vigilance, Police, Courts and allowing expenses thereof and ordering departmental enquires for Group C & D officials.
- d. Framing/amendment of service rules for all categories.
- e. Appointment on deputation to Central/State Government and Corporations, Training of officials within India for Group-C officials.
- f. Requisition to be placed with the PSSSB for Group C posts.
- g. Revision of pay, grant of special pay and personal pay, fixation of pay as per notifications issued by Finance Department from time to time for Group C & D officials.
- h. Extension in adhoc promotions of Group C & D employees.
- i. Extensions in service beyond 55 years, where no adverse entries or refusal to extend are involved for Group C & D officials.
- j. Approval for forwarding of applications for appointment/ deputation and training within the state for Group C & D officials.
- k. Forwarding of applications for appointment or for deputation to Central/other State Governments and Corporations with approval of Deptt of Personnel & Finance and training of Group C & D officials within India.
- l. Approval of Tour Programmes and travel beyond jurisdiction within India for Group C & D officials.
- m. All other matters not specified otherwise in respect of Group C & D officials.

2. FINANCIAL MATTERS:

- a. Sanction of time barred claims in respect of Pay, Travelling Allowance and Medical Claims for Group C & D.
- b. Cases to be referred to Finance Department for individual schemes and posts approved as part of the plan.


Director
Information Technology (P&T)
Chandigarh

Administrative approval and technical/financial sanctions up to Rs.20 lacs


per case.

- d. Issue of sanction after budget has been passed and concurrence of Finance Department has been obtained.
- e. Disposal of stores by public auction in accordance with the Rules.
- f. Final authority in respect of tenders upto Rs. 20 lacs.
- g. Submission of Plan documents & data to the Department of Planning after the Plan has been formulated in consultation with the Administrative Secretary.

3. GENERAL:

- a. Tour programme of the Staff
- b. Other routine cases.

4. All matters not involving policy and not specified in Annexure I,II,III & IV


Director,
Information Technology (IT)
Chandigarh