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GOVERNMENT OF HARYANA  
TECHNICAL EDUCATION DEPARTMENT  
STANDING ORDER

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1. In pursuance of the provisions of Rules 18 and 19 of the Rules of Business of the Government of Haryana, 1977 framed under Article 166 of the Constitution of India, I hereby order and direct that the work relating to the Department of Technical Education Department under the administrative control of the Additional Chief Secretary/Principal Secretary to the Government of Haryana, Technical Education Department shall be disposed off as indicated in the Annexure I to III with immediate effect. This order supersedes and substitutes all the orders issued so far on the said subject.

2. Unless provided in these orders or their Annexure to be otherwise, all cases in Annexure I requiring my orders/approvals/consideration shall be routed through the Additional Chief Secretary/Principal Secretary to the Government of Haryana, Technical Education Department.

3. In case of my absence from the headquarter, the Additional Chief Secretary/Principal Secretary to the Government of Haryana, Technical Education Department may finally dispose of cases of extreme Urgency. In the event of simultaneous absence both of me and the Additional Chief Secretary/Principal Secretary to the Government of Haryana, Technical Education Department, the Additional Chief Secretary/Principal Secretary to the Government of Haryana, Technical Education Department shall determine how the cases falling in this category shall be finally disposed off in extreme urgency, However, wherever possible to do so without compromising the call of urgency, the Additional Chief Secretary/Principal Secretary to the Government of Haryana, Technical Education Department or as the case may be the authority determined by him under this provision, should feel encouraged to discuss the proposed course of disposal under this category of disposal with me telephonically before effecting the said disposal. All such disposal will, however, be brought to my notice appropriately on my return to Chandigarh.

4. Without limiting the extent and intent of the provisions made under Annexure I appended to these orders, Additional Chief Secretary/Principal Secretary to the Government of Haryana, Technical Education Department shall be at his liberty to allocate /vary/re-allocated duties amongst the Secretary, or as the case may be, Director General/Director Special/Additional/Joint/Deputy/Under Secretary(ies) Superintendent(s), Assistant, etc.

5. The Additional Chief Secretary/Principal Secretary to the Government of Haryana, Technical Education Department, may at any point in time, either on his own motion or after taking into consideration any application made in this behalf, call for the record of any case wherein either any order has been passed or has been disposed off or remains pending for disposal by authorities subordinate to him i.e the disposal made in terms of all Annexure save Annexure I appended to this Standing Order or by the offices/other statutory bodies that are represented in the Government through the Urban Local Body Department such as the Offices of Director General/Director of Technical Education Department or such other officers/officials of the Statutory Bodies/Public Sector Undertaking/Funds, etc. for the purpose of satisfying himself as to the legality or propriety or correctness of any order passed or directions given or any other mode of disposal and may upon his satisfaction so determined, pass such orders or issue such directions in relation thereto, as he may deem fit, including the order/direction to set aside the disposal/order made or substitute them with fresh directions/disposal. However he shall not pass any order under this provision that amounts to adversely affect the interest of any person without affording him a reasonable opportunity of being heard.

6. The Additional Chief Secretary/Principal Secretary to the Government of Haryana, Technical Education Department may, at any point in time, call for any case remaining pending for disposal under these standing orders by authorities subordinate to him i.e the disposal made in terms of all Annexure same Annexure-I or before the officers of offices/other statutory bodies that are represented in the Government through the Technical Education Department such as the offices of Director General/Director of Urban Local Body, such other officers/officials of Haryana Space Applications Centre, Haryana State Council for Science, Innovation and Technology and other Statutory Bodies/Public Sector Undertaking/Funds, etc. On such examination/scrutiny, he may pass appropriate orders

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directing either the case to be disposed by prescribing a time frame for its disposal or may direct transfer of the case to be disposed by prescribing a time frame for its disposal or may direct transfer of the case to some other authority for its disposal either in a time bound manner or otherwise. The Additional Chief Secretary/ Principal Secretary to the Government of Haryana, Technical Education Department shall be barred from acting under this provision to the extent of transferring the case to any other authority in all such cases where the concerned authority has to dispose off the case while exercising statutory powers flowing out of any Act or Rules framed there under or in compliance of the decree or order of any court of law exercising competent jurisdiction over the subject.

7. The Additional Chief Secretary/ Principal Secretary to the Government of Haryana, Technical Education Department may at any point of time call for any case remaining pending for disposal under the standing orders by authorities subordinate to him i.e. the disposal made in terms of all Annexure save Annexure I and may dispose it off himself or, as the case may refer it directly to any higher authority/other authority for their consideration/disposal.

8. These delegation orders are subject to the provisions of Rules of Business of the Government of Haryana in general and as contained in clause 28 of the same in particular and, wherever they are inconsistent with the same, the provisions/procedures/requirements as contained in said Rules of Business shall prevail.

9. If any question arise as to whether any disposal or course of disposal were in terms of these delegation order or not or any difficulty is encountered/envisaged in giving effect to the provisions of these delegation orders then the matter shall be referred to me through the Additional Chief Secretary/Principal Secretary to the Government of Haryana, Technical Education Department for final decision and the decision made by me either generally or specific to the said case shall be final and shall be deemed to be a part of these order in so far as it relates to the procedure of delegation.

10. It is further made clear that a superior authority shall always enjoy competence to discharge functions delegated in an authority subordinate to him in terms of these orders.

11. No order(s) shall be open to question by way of representation, enquiries, etc. or its legality shall be challenged solely on the ground that it had failed to receive the approval or consideration of the prescribed authority under these delegation orders.

Chandigarh, dated  
09.12.2019

Anil Vij  
Technical Education Minister  
Government of Haryana

Endst. No. 61/01/2005-5TE

Dated: 16.12.2019

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

1. Secretary to Governor, Haryana, Chandigarh.
2. Chief Secretary to Government of Haryana, Chandigarh.
3. Senior Private Secretary to the Chief Minister, Haryana, Chandigarh.
4. Private Secretary to the Minister, Technical Education Minister, Chandigarh.
5. Principal Secretary to Government of Haryana, Technical Education Department.
6. Legal Remembrancer & Secretary to Government, Law, Haryana, Chandigarh.
7. Additional Principal Secretary-II to Chief Minister, Haryana.
8. Special Secretary/ Additional Secretary/ Joint Secretary/Deputy Secretary to Government of Haryana, Technical Education Department.
- ✓ 9. Director General, Technical Education Department, Haryana.
10. Additional Director (Admn), Technical Education Department/Council, Haryana.
11. Scientific Engineer (A)-cum-Nodal Officer of the Website for updation.
12. Deputy Superintendent, Technical Education Department/Council, Haryana.

Jaspal Singh  
Superintendent, Technical Education  
for Principal Secretary to Government Haryana  
Technical Education Department



List of Cases to be submitted to the Minister In Charge Haryana

1. All cases referable to Tem under Rule 5,11,28 of the Rules of Business of the Government of Haryana Technical Education Department.

LEGISLATIVE MATTERS

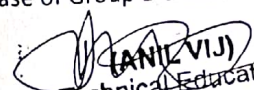
1. All starred/unstarred Assembly Questions/Resolutions/Motions and Legislative Matter.
2. All Lok Sabha and Rajya Sabha Question.
3. All Important references relating to Assurances/Promises made by the minister on the floor of the house.
4. Replies to be sent to the Estimates Committee and Assurance Committee of Haryana Vidhan Sabha, involving matters of policy.

FINANCIAL MATTERS

1. Approval of Annual Plan/Five year plan.
2. Inclusion of New works in the supplementary estimates
3. Administrative Approval for the purchase of tools, Machinery, equipments and plants with cost more than Rs. 5 Lacs.
4. Accord of Administrative Approval for the construction of building lacs.

ADMINISTRATIVE MATTERS

1. Amendments of Rules
2. Formulation of service Rules of Gazetted and non gazette Govt. Employees.
3. Framing of Acts/Amendments of Acts.
4. Cases involving major change of policy.
5. First appointment, extension of probationary period, confirmation, promotion, reversion, transfer, compulsory retirement, pension, disciplinary action of class-II and officers holding ex-cadre posts in Class-II.
6. Disciplinary action against Group B officers, and suspension of Group B officers.
7. Deputation of Group B Officers, and suspension of Group B Officers.
8. Deputation of Group B to Central /other State Government autonomous bodies and public sector undertaking.
9. Training of officers/officials abroad.
10. All cases of representation/expunction of adverse remarks from the confidential reports of Group A & B Officers.
11. Acceptance of resignation/voluntary retirement of Group B officer after obtaining statutory clearance as prescribed by the State Government from time to time.
12. Regularization of adhoc promotion of Group B officers after obtaining statutory clearances as prescribed by the State Government from time to time.
13. Appointment of Inquiry Officer and presenting officer in case of Group B officers.


  
Anil Vij  
Technical Education  
Minister, HARYANA

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14. All policy matters in respect of admission and reservation of seat in the Deenbandhu Chhotu Ram University Science & Technology, Murthanl and YMC Institute of Engg. Faridabad, Ch. Devi Lal Memorial Engg. College, Panniwala Motta, Sirsa, GJUST, Hisar. 273-
15. Policy matters regarding constitution and articles of Association of the Private Technical Education & Pharmacy Institution Affiliated to State Board of Technical Education, Haryana.
16. Cases relating to amemdments to the agreements with the society of the private poly./Institution and other matters where concurrence of the State Government is required.
17. Reservation of seats and policy regarding admission in all private poly./Institute.
18. All remaining cases for which no specific delegation is made.
19. Cases as sought by Minister in Charge.
20. Grant in aid to all Private Polytechnics , Engineering Colleges and Tehnical University including GJUST, Hisar
21. Introduction of whole time or part time new courses in all government and non government polytechnics.
22. Nomination to the board of Governors of the Deenbandhu Chhotu Ram University of Science & Technology, Murthal, YMCA University of Science and technology Faridabad and Ch. Devi Lal Memorial Engg. College, Panniwala Motta, Sirsa & all others Private Institutions Board.
23. Approval of Tour Programme/Leave of the Director General Technical Education Haryana.
24. Cases of forwarding of applicants of Gazetted Officers seeking employment which involve relaxation.
25. Extension of deputation period in accordance with the Government instruction of Group A & B officers.
26. Sanctioning of remuneration of Group A officers.
27. Retirement on superannuation of Group A & B Officers.

  
(ANIL VIJ)  
Technical Education  
Minister, HARYANA

**LIST OF CASES TO BE DISPOSED OF BY THE ADDITIONAL CHIEF SECRETARY TO GOVERNMENT OF HARYANA, TECHNICAL EDUCATION DEPARTMENT**

1. Replies to Public Accounts Committees of Haryana Vidhan Sabha.
2. Purchase of equipment in respect of all Government Polytechnics
3. All cases to be referred to LR/FD/CS.
4. Time Barred claim cases to be referred to FD.
5. Payment of compensation enhanced by courts.
6. Sanction of TA bills of Director General, Technical Education, Haryana
7. Approval of Staff Car/Government vehicle beyond jurisdiction.
8. Sponsoring of Group A & B officers for participations in training courses/conferences/workshops etc within India.
9. Cases of grant of permission of sale/purchase of movable/immovable property in respect of Class I and II Officers.
10. Forwarding of application of Group A & B officers of Department for various posts within or outside Haryana but within India.
11. Pension Gratuity/Leave encashment of Group A & B Officers.
12. Reversion and crossing of or with holding of efficiency Bar of Group A & B Officers.
13. Diversion of funds from one scheme to another scheme.
14. Medical Advance of gazette officers and Non gazette staff.
15. Sanction of Casual leave of Special Secretary/Secretary/Joint Secretary.
16. Appeal against the order passed by DTE in the Disciplinary action against Group A & B officers under the statutory service rules.
17. Cases relating to minor punishment of Group B officer under Rule 8.
18. Personal hearing in all disciplinary cases/ACRs of Group A & B officers.

  
(ANIL VIJ)  
Technical Education  
Minister, HARYANA




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ANNEXURE-III

LIST OF CASES TO BE DISPOSED OFF BY THE SECRETARY / SPECIAL  
SECRETARY/ JOINT SECRETARY/DEPUTY SECRETARY TO GOVERNMENT OF  
HARYANA, TECHNICAL EDUCATION DEPARTMENT

1. Investigation of time barred claims of gazetted officers/non gazetted staff.
2. Re-imbursement of medical charge of gazetted officers/non Gazetted staff.
3. Cases relating to the budget estimates/supplementary estimates, SNEs of continued schemes.
4. Settlement of audit objections raised by AG.
5. Arbitration cases in which award has been received from the arbitrator.
6. Writing off losses, stores etc. under 19.15 of P.F.R.
7. Taking action on writ petitions and other notices received from courts.
8. Cases to be referred to LR for defending & filling of court matter appeals and advice etc.
9. Cases regarding acceptance of Honorarium of Class-III & IV employees.
10. Sanctioning of remuneration of Group-B officers.
11. Hiring or purchase of furniture and type writers/continuation of hire of office accommodation under the provision of rule or with the advice of Finance Department.
12. Advance from GPF not covered under rules of non gazetted staff to be referred to FD for giving relaxation under the rules.
13. All cases of routine nature which have not been included in the list of cases to be disposed off by the Chief Minister/Financial Commissioner Principal Secretary to Government Haryana.
14. Sanction of casual leave of Superintendent/Deputy Superintendent.
15. Pay fixation of officers which is done on the advice of Finance Department.
16. Grant of NOC for preparation of passport to all categories of Employees.
17. POL coupons cases.
18. Extension of deputation period in accordance with the Government instructions Group-C&D category officials.

  
(ANIL VIJ)  
Technical Education  
Minister, HARYANA

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**DIRECTORATE OF TECHNICAL EDUCATION HARYANA, PANCHKULA.**

Office Order No.E-9(32)18/ 352

/Admn.

dated:- 11/7/18

In continuation to this office order No.E-9(32)131/Admn. dated 21.03.2018 and further exercise of the power under Rule -6 of HCS (TA) Rules, 2016, the following officer is hereby authorised to exercise the power to the extent mentioned against him.

Sr. No.	Rules / Nature of Power	Extent of powers vested in DGTE	Office to whom the powers are delegated	Extent upto which powers are delegated	Remarks
24	Rule 12 of HCS (TA) Rules, 2016	Head Office	Full Power	Principal Govt. Polytechnic	For purpose of training and placement of students.

**Note:-** Principal will sent the detail in advances to the Centralized Training and Placement Cell in Directorate.

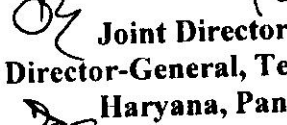
**Dated:- 15.05.2018**

**Dr. R. S. Dhillon, IAS,  
Director General, Technical Education,  
Haryana, Panchkula.**

Endst. No.E-9(32)18/ 4089

/Admn. Date:- 11/7/18


A copy of the above is forwarded to the Principal Accountant General (A &E), Haryana Chandigarh for information.

  
**Joint Director (Admn.),  
for Director-General, Technical Education,  
Haryana, Panchkula.**

Endst. No.E-9(32)18/ 4090-5040 /Admn. Date:- 11/7/18

A copy of the above is forwarded to the following for information & necessary action:

1. PS to ACSTE
2. PS to DGTE
3. Director Technical Education, Haryana,
4. Additional Director (Admn.)
5. Additional Director -I & II
6. Joint Directors/ Sr. Accounts Officer/ Deputy Directors/ Accounts Officers/ Superintendents (Directorate).
7. All Principals of Govt. Polytechnics in the State of Haryana.

  
**Joint Director (Admn.),  
for Director-General, Technical Education,  
Haryana, Panchkula.**

# DIRECTORATE OF TECHNICAL EDUCATION HARYANA PANCHKULA

Office Order No.: 99 (32) / 131

/ Admn.

Dated: 21-03-18

In supersession of all previous orders in the matter of administrative and financial powers and provision in note-5 of 19.1 of FR Rules Volume-1, the following officers are hereby authorized to exercise the powers to the extent mentioned against each:

## FINANCIAL POWERS (Rule 19.6 of Punjab Financial Rules, Vol. - I)

Sr. No.	Rule/Nature of Power	Extent of powers vested in DGTE	Officers to whom the powers are delegated	Extent upto which powers are re-delegated
1	Sr. No. 1 of Rule 19.6 PFR Vol.- I, To sanction non-recurring expenditure, not otherwise provided for in this rule	Upto Rs. 1,00,000/- in each case	i) Additional Director (Admn.) ii) Director (In case of Directorate Office) iii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 5,000/- in each case Upto Rs. 50,000/- in each case Upto Rs. 1,00,000/- in each case
2	Sr. No. 2 of Rule 19.6 PFR Vol.- I, To sanction recurring expenditure, not otherwise provided for in this rule	Upto Rs. 50,000/- in each case	i) Additional Director (Admin.) ii) Director (In case of Directorate Office) iii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 5,000/- in each case Upto Rs. 30,000/- in each case Upto Rs. 50,000/- in each case
3	Sr. No. 5 of Rule 19.6 PFR Vol.- I, To sanction purchase and repairs of fixtures and furniture	Full powers	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 5,000/- in each case Upto Rs. 1,00,000/- in each case
4	Sr. No. 6 of Rule 19.6 PFR Vol.- I, To sanction payment of Freight, demurrage and wharfage charges	Upto Rs. 5,000/- in each case	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 5,000/- in each case Upto Rs. 5,000/- in each case
5	Sr. No. 9 of Rule 19.6 PFR Vol.- I, To sanction the Legal Charges for defence of Government employees in criminal proceedings instituted against them while discharging their official duties	Full powers subject to the condition that the actual cost of the defence shall be reimbursed with the concurrence of Law and Legislative Department (for employees of Group 'C' and 'D' service)	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Full powers subject to the condition that the actual cost of the defence shall be reimbursed with the concurrence of Law and Legislative Department (for employees of Group 'C' and 'D' service)
6	Sr. No. 12 of Rule 19.6 PFR Vol.- I, To grant Compensation to Government employees under Workmen's Compensation Act	Full powers subject to the advice of Legal Remembrance being obtained first	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Full powers subject to the advice of Legal Remembrance being obtained first Full powers subject to the advice of Legal Remembrance being obtained first being obtained first
7	Sr. No. 17 of Rule 19.6 PFR Vol.- I, To sanction expenditure for: Purchase of books, periodicals and newspapers (only three in numbers) required for official use only.	Full powers	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Full powers subject to ceiling of Rs. 5,000/- per title Full powers subject to ceiling of Rs. 5000/- per title subject to a ceiling of Rs. 2 lakhs in one year
8	Sr. No. 19 of Rule 19.6 PFR Vol.- I, To sanction expenditure on direct purchase of stores from the local market after exhausting all the approved sources of supply mentioned in Appendix 17	Upto Rs. 75,000/- for any one item during a financial year in respect of each Head of offices under his control	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 10,000/- for any one item Upto Rs. 75,000/- for any one item during a financial year in respect of institute



Sr. No.	Rule/Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are re-delegated
	of the Punjab Financial rules, Volume II and the rate contract arranged by the Director, Supplies and Disposals, Haryana, if available			
9	Sr. No. 20 of Rule 19.6 PFR Vol.- I, To sanction expenditure on direct purchases of stores from the local market in emergent circumstances, when it is not possible to exhaust the approved sources of supply	Upto Rs. 20,000/- in each case	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 10,000/- in each case Upto Rs. 20,000/- in each case
10	Sr. No. 21 of Rule 19.6 PFR Vol.- I, To sanction expenditure on purchase of typewriters, fax machine, dedicated intercom equipments, electronics stencil cutter, Dictaphones, copying machine, duplicator, duplicating machine, franking machine, addressographs, filing and indexing system, etc. for themselves and offices subordinate to them	Full powers subject to the scale fixed by the Government and conditions in the Printing and Stationery Manual and to the provisions that replacement of machines is done after consideration by the Board and that condemnation process is completed within 60 days of the receipt the request for condemnation otherwise the department will presume that the request has been accepted by the Board. After the rate contract has been finalized and circulated by the Controller, Printing and Stationery, the purchases will be effected direct by the department itself.	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 10,000/- in each case Full powers
11	Sr. No. 22 of Rule 19.6 PFR Vol.- I, To sanction expenditure on repairs of Government vehicle(s)	Full powers	i) Additional Director (Admin.) ii) Director (In case of Directorate Office) iii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 5000/- in each case Upto Rs. 30,000/- in each case Upto Rs. 30,000/- in each case

#### ADMINISTRATIVE & SERVICE MATTERS

Sr. No.	Rule / Instruction	Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are delegated	Remarks
1	Health Deptt. letter No. 2/24/13-1HB-III dt 19.09.2016	Sanction of Medical Reimbursement / Medical Advance upto the extent HOD is competent and also forwarding of such cases to Administrative Department where Administrative Departments sanction is required.	Above Rs. 3,00,000/- to Rs. 7,00,000/-	Director	Above Rs. 3,00,000/- to Rs. 7,00,000/- Class I, II, III & IV employees of Department.	After Verification from Account Officer subject to availability of funds
2	Health Deptt. Letter No.2/307/2005-1HB-III dt 31.1.2006	For chronic diseases, change of option from fixed Medical Allowance to Medical Reimbursement.	Full powers	i) Director ii) Principal of Govt. Polytechnic - in case of Class II & III staff of Polytechnics	Full powers in case of Class I, II, III & IV employees of Directorate.	Subject to conditions laid down in Health Deptt. Letter No.2/307/2005-1HB-III dt 31.1.2006
3	CS Letter No. 22/28/2003-3G.S.III dt 30.1.2004	Caste Certificate, Income Certificate, Haryana Resident Certificate / Domicile	Full powers	Director	Full powers	
4	Rule 29 HCS	To grant annual	Full powers	Director	Full powers	After Verification

Sl. No.	Rule / Instruction	Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are delegated	Remarks
	(pay) Rules, 2016	increment to the Principals of Govt. Polytechnics				from Account Officer (AO)
5	Rule 46 (12) HCS Leave Rules, 2016	Grant of child Care leave to the employee of Technical Education Department.	Full powers (Class II & III) of field staff and (Class II, III & IV) of Directorate	Additional Director (Admn.)- in case of Class II field & Directorate Staff, Principal of Govt. Polytechnic - in case of Class II & III staff of Polytechnics	Upto 120 days i) Upto 120 days in case of Class III ii) Upto 60 days in case of Class II	
	Rule 45 HCS Leave Rules, 2016	Child Adoption Leave	Full powers	i) Director- in case of Class I, II of field Staff and Class I, II, III & IV of Directorate Staff ii) Principal- in case of Class I, II, III & IV staff of Polytechnic	i) Full powers ii) Full powers	
7	Not 38/22/08 4TE 24.4.2008	Grant of Pension to retirees of Aided Polytechnics	Full powers	Director	Full powers	
8		Forwarding of Application of House Allotment / Change of house of Govt. employees/- for short term training	Full powers	Additional Director (Admn.)	Full powers	After verification from DDO
9		Payment of POL Bills	Full powers	Director	Full powers	After verification from Account Officer of the Department and availability of funds.
	HCS ACP, Rules, 2016	To grant ACPs to the Class III & IV employees	Full powers	Additional Director (Admn.) - In case of Class III & IV employees of Directorate office and Govt. Polytechnics	i) Full powers	
11	HCS (Pay) Rules, 2016	Fixation of Pay on promotion / ACP / selection grade. of Class-I, II, III and IV employees of the Department	Full powers	Additional Director (Admn.) - In case of Class I, II & III of Polytechnics & Class I, II, III & IV of Directorate office.	Full powers	After Verification from Account Officer.
12	HCS Leave Rules, 2016	To sanction leave encashment in case of retirees Govt. employees	Full powers	Additional Director (Admn.). In case of Class I & II employees of Department	Full powers	-
13		To issue No Due Certificate to retiring employees	Full powers	Additional Director (Admn.)	Full powers	
14	Chapter VIII HCS (GPF) Rules, 2016	To sanction withdrawals out of GPF Account (under chapter VIII of HCS (GPF)) Rules, 2016	Full powers	i) Additional Director (Admn.) - in case of Directorate ii) Principal- in case of Class I, II, III & IV staff of Polytechnic.	i) Full powers ii) Full powers	



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Sr. No.	Rule / Instruction	Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are delegated	Remarks
15	HCS Leave Rules, 2016	Grant of Earned Leave/ Commuted Leave/ Extra Ordinary Leave for staff of Directorate and Field Offices	Full powers (240 days)	i) Director - In case of Class II of Directorate and Class I & II of Govt. Polytechnics ii) Additional Director (Admn.) in case of Class III and IV of Directorate & Class III employees of Govt. Polytechnics iii) Principals of Govt. Polytechnics in case of Class I & II	i) Full powers ii) Upto 30 days iii) Beyond 120 days to 240 days iv) Upto 60 days	
16		Counter signature of TA bills of Gazetted staff of the Directorate and Principals of Govt. Polytechnics.	Full powers	Accounts Officer (DDO) of Directorate	Class I & II of Directorate Office and Principals of Govt. Polytechnics.	
17	State Govt. Memo No. 44/79/2005-STE, dated 28.12.2005	Forwarding of applications for seeking employment to other Departments/ Government by the employees of the Department.	Full powers	Additional Director (Admn.)	Full powers	
18	State Govt. Memo No. 44/79/2005-STE, dated 28.12.2005	Issue of NOC for grant of Passport	Full powers	i) Additional Director (Admn.) in case of Directorate ii) Principals of Govt. Polytechnics in case of field staff.	i) Full powers ii) Full powers	
19	Rule 26 of HCS (TA) Rules, 2016	To approve tour programme / journeys of Directorate Staff and Principals of Govt. Polytechnic	Full powers	Director	Full powers	
20	Rule 75 of HCS (Leave) Rules, 2016	Sanction of Casual Leave to the Principals and Class II employee of Directorate	Full powers	Director	i) Full powers	
21		Forwarding of proposals to Govt. for extension in service beyond 50/55 years of age in case of Class I & II officers of the Department	Full powers	Director	Full powers	
22		Extension in service beyond 50/55 years of age in case of Class III employees	Full powers	Director	Full powers	
23	FD notification No 2/2/2004-WM(3) Dated 4-11-2016	Sanction of House Building Loan, Vehicle Loan, Computer Loan and Marriage Loan	Full Powers	i) Accounts Officer (DDO) in case of Directorate office. ii) Principals of Govt. Polytechnics in case of field staff.	Full Powers	
24		Permission for acquiring Higher Education through part time/ modular/ weekend mode	Full powers	Director	Full powers	Subject to fulfillment of conditions concerning grant of permission

Sr. No.	Rule / Instruction	Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are delegated	Remarks
25	FD, Notification Dated 18-10-2011	Grant of two advance increments in lieu of Higher Qualifications	Full powers	Director	Full powers	52-

The powers of Drawing & Disbursing Officer shall remain vested in Accounts Officer (Budget Accounts)

Dated: 21-03-18

Dr. R.S. Bhillon, IAS  
Director General, Technical Education  
Haryana, Panchkula

Dated: 21-03-18

Endst. No. 1835 /Admn.

A copy of the above is forwarded to the Principal Accountant General (A&E), Haryana, Chandigarh for information.

Joint Director (Admin.)  
Director General, Technical Education  
Haryana, Panchkula

Dated: 21-03-18

Endst. No. 1836 /Admn.

A copy of the above is forwarded to the Treasury Officer, Panchkula, Haryana for information.

Joint Director (Admin.)  
Director General, Technical Education  
Haryana, Panchkula

Dated: 21-03-18

Endst. No. 1837-60 /Admn.

A copy of the above is forwarded to the following for information & necessary action:

1. PS to PSTE
2. PS to DGTE
3. Director Technical Education, Haryana
4. Additional Director - I & II
5. Joint Directors / Sr. Account Officer / Deputy Directors / Accounts Officers / Superintendents / Section Officer the Directorate Office
6. All Principals of Govt. Polytechnics in the State of Haryana

Joint Director (Admin.)  
Director General, Technical Education  
Haryana, Panchkula

Endst. No. 1861 /Admn.

Dated: 21-03-18

A copy of above is forwarded to following for information and necessary action:

1. Additional Director (Admn.)

Joint Director (Admn.)  
for Director General, Technical Education  
Department, Haryana



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**DIRECTORATE OF TECHNICAL EDUCATION HARYANA PANCHKULA**

Office Order No.: 42

/ Admn.

Dated: 11/2/19

In continuation to office order issued vide- E9 (32)/131/ Admn. dated 21.03.2018 orders the following officers are hereby authorized to exercise the powers to the extent mentioned against each:

**ADMINISTRATIVE & SERVICE MATTERS**

Sr. No	Rule Instruction /	Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are delegated	Remarks
1	Rule 29 HCS (pay) Rules, 2016	To grant annual increment to the Principals of Govt. Polytechnics/Govt. society Polytechnics	Full powers	Director	Full powers	After Verification from Account Officer (AO)
2	Rule 46 (12) HCS Leave Rules, 2016	Grant of child Care leave to the employee of Technical Education Department.	Full powers (Class II & III) of field staff and (Class II, III & IV) of Directorate	Director in case of Class II field & Directorate Staff,	Upto 120 days	
3		Forwarding of Application of House Allotment / Change of house of Govt. employees/ for short term training	Full powers	Director	Full powers	After verification from DDO
4	HCS ACP, Rules, 2016	To grant ACP's to the Class III & IV employees	Full powers	Director in case of Class III & IV employees of Directorate office, Govt. Polytechnics/Govt. Society Polytechnics	Full powers	After Verification from Account Officer.
5	HCS (Pay) Rules, 2016	Fixation of Pay on promotion / ACP / selection grade. of Class-I, II, III and IV employees of the Department	Full powers	Director in case of employees of Directorate office, Govt. Polytechnics/Govt. Society Polytechnics	Full powers	After Verification from Account Officer.
6	HCS Leave Rules, 2016	To sanction leave encashment in case of retirees Govt. employees	Full powers	Director in case of employees of Directorate, and Principals.	Full powers	
7		To issue No Due Certificate to retiring employees	Full powers	Director	Full powers	
8	Chapter VIII HCS (GPF) Rules, 2016	To sanction withdrawals out of GPF Account (under chapter VIII of HCS (GPF) Rules, 2016	Full powers	Director	Full powers	
9	HCS Leave Rules, 2016	Grant of Earned Leave/ Commuted Leave/ Extra Ordinary Leave for staff of Directorate and Field Offices	Full powers (240 days)	Director in case of Class II, III and IV of Directorate and Class I & II of Govt. Polytechnics	Upto 30 days	
10	State Govt. Memo No. 44/79/2005-5TE, dated 28.12.2005	Forwarding of applications for seeking employment to other Departments/ Government by the employees of the Department.	Full powers	Director in case of employees of Directorate/ Govt. Polytechnic/ Govt. Society Polytechnic	Full powers	

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Sr. No	Rule Instruction /	Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are delegated	Remarks
11	State Govt. Memo No. 44/79/2005-5TE, dated 28.12.2005	Issue of NOC for grant of Passport	Full powers	Director in case of Directorate/ Principals	Full powers	
12	Rule 26 of HCS (TA) Rules, 2016	To approve tour programme / journeys of Directorate Staff (II, III and IV) and Principals of Govt. Polytechnic	Full powers	Director	Full powers	
13	Rule 75 of HCS (Leave) Rules, 2016	Sanction of Casual Leave to the Principals of Govt./Society Polytechnic and Class II employee of Directorate	Full powers	Director	Full powers	

Dated:

A. Sreenivas, IAS  
Director General, Technical Education  
Haryana, Panchkula

Endst. No.

766

/Admn.

Dated: 11/2/19

A copy of the above is forwarded to the Principal Accountant General (A&E), Haryana, Chandigarh for information.

Joint Director (Admin.)  
Director General, Technical Education  
Haryana, Panchkula

Endst. No.

768

/Admn.

Dated: 11/2/19

A copy of the above is forwarded to the Treasury Officer, Panchkula, Haryana for information.

Joint Director (Admin.)  
Director General, Technical Education  
Haryana, Panchkula

Endst. No.

768-802

/Admn.

Dated: 11/2/19

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1. PS to PSTE
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Joint Director (Admin.)  
Director General, Technical Education  
Haryana, Panchkula