

**THE HARYANA CIVIL SERVICES RULES
VOLUME I
PART – I**

CHAPTER XV --- Authorities which exercise the powers of a competent authority under the various rules.

Existing Rules	Modified Rules	Remarks
CHAPTER XV --- Authorities which exercise the powers of a competent authority under the various rules.	CHAPTER XV --- Authorities which exercise the powers of a competent authority under the various rules.	
15.1. With reference to rule 2.14 the following authorities shall exercise the powers of a competent authority under the various rules.	15.1. With reference to rule 2.14, the authorities mentioned in the table given below this rule, shall exercise the powers of a competent authority under the various rules.	minor change.
Note.1.- The following provisions apply in the matter of the creation of posts :-	Note.1.- The following provisions apply in the matter of the creation of posts :-	No change.
(i) The power to create a permanent post may, unless there exists a specific power in respect of similar temporary post, be held to cover a temporary post within the same limits.	(i) The power to create a permanent post may, unless there exists a specific power in respect of similar temporary post, be held to cover a temporary post within the same limits.	No change.
(ii) The term “pay” does not include “ special pay”.	(ii) The term “pay” does not include “ special pay”.	No change.
(iii) The power to create posts do not refer to Class IV establishment , the pay of which is debitable to “ Contingencies”. These are governed by the rules given in the Punjab Financial Rules , Volume I.	(iii) To allow any person to work on part-time basis, who is paid from the “contingencies” as per provisions contained in rule 19.6 of Haryana Financial Rules. Volume-I, shall not be considered a creation of post.	Language modified for more clarification.
(iv) The powers in regard to the creation of posts are intended to be exercised in individual cases only. Proposals involving a general addition to the establishment of a number of offices should be referred to Finance Department.	(iv) The powers in regard to the creation of posts are intended to be exercised in individual cases only. Proposals involving a general addition to the establishment of a number of offices should be referred to Finance Department.	No change.
(v) In respect of delegations for creation of posts, fees or commission which are the authorized emoluments of the post, should be considered as pay or part of pay of the post for the purposes of determining the authority competent to create the post.	(v) Omitted. .	Deleted as no such post exists in Govt. of Haryana.
	Note 2.- “ controlling authority” wherever mentioned in the table means the intermediate authority between the Head of Office and the Head of Department, by whom some Heads of Offices of the department are controlled.	New insertion

<p>Note 2.- The Administrative Departments and the Heads of the Departments concerned may re-delegate the powers, delegated to them in the table below this rule, to any officer under them at their headquarter offices on their own overall responsibility and subject to such conditions and restrictions as they may like to impose. Copies of such orders should invariably be endorsed to the Finance Department and the Accountant-General, Haryana. They may also re-delegate their powers in respect of the following items in the manner indicated below :-</p>		<p>Note 3.- The Administrative Departments, the Heads of the Departments and Controlling Authorities concerned may re-delegate the powers, delegated to them in the table given below this rule, to any officer under them at their headquarter offices on their own overall responsibility and subject to such conditions and restrictions as they may like to impose. Copies of such orders should invariably be endorsed to the Finance Department and the Accountant-General, Haryana. They may also re-delegate their powers in respect of the following items in the manner indicated below :-</p>	<p>minor changes.</p>
<p>Serial No. of the table below this rule.</p>	<p>Authority to whom power may be re-delegated</p>		<p>No change.</p>
<p>2,4,5,11,34,38,44,45, 49 and 57</p>	<p>To any officer subordinate to them. The powers in respect of item No. 44 and 45 may, however, be re-delegated only in respect of non-gazetted employees.</p>		
<p>9,10,21,23,40, 43,47 and 54</p>	<p>To authorities competent to make appointments.</p>		

Sr No.	Number of rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5	
1.	2.26	To appoint an authority to exercise the powers of a Head of Office.	Departments of Governments	Full powers, A copy of the orders should be simultaneously endorsed to the Finance Department	No change.
2.	2.27 (b)	Power to declare a Government employee's headquarters	Departments of Government	Full powers.	No change.
			Head of Departments	Full powers in case of all Government employees of Group B, C and D and also Group A Officers upto district level.	Changed as per CS letter dated. 24.10. 78.
			Controlling Authority	Full powers in case of Government employees of Group C and D working in his office including sub- ordinate offices	DC/SE/DIG/ DEO/Civil Surgeon etc. to be considered as Controlling Authority for uniformity in exercising of administrative powers.
			Heads of office	Full powers in case of Government employees whom they can appoint	
3.	2.42	Power to appoint a Government employee to officiate in a vacant post.	Department of Government	Full powers	No change

			Heads of Departments	Full powers in case of non-gazetted Government employees and upto four months in case of Group B Officers .	Language changed
			Controlling Authority	Full powers in case of Government employees to whom they can appoint	As mentioned in Sl. No.2
			Heads of office	Full powers in case of Government employees to whom they can appoint	As mentioned in Sl. No.2
4.	2.53.	Powers to define the limits of a Government employee's sphere of duty	Departments of Government	Full powers	No change
			Heads of Departments	Full powers in case of all Government employees of Group B, C and D and also Group A Officers upto district level.	Minor changes.
			Controlling Authority	Full powers in case of Group C and D employees working in his office including sub ordinate offices .	As per provision in serial No. 2.
			Heads of offices	Full powers in case of those Government employees whom they can appoint.	
5	2.16(9)	Power to sanction compulsory waiting period as duty.	Departments of Government	Upto 42 days.	New insertion as per inst. Of FD No 2(70)/85-3FR-I dtd.13.3.1987.
			Heads of Departments	Upto 30 days.	
5 A	2.16(10)	Power to sanction period of enforced halt as duty.	Departments of Government	Full powers	New insertion as per requirement
			Heads of Departments	Upto 30 days	
5 B.	2.16(12)	Power to permit a Government employee to appear for in-service optional examination	Departments of Government	Full powers	No change
			Heads of Departments	Full powers in respect of Group B, C and D employee	Group of service shown

6.	2.16(1)	Power to sanction the absence of a Government employee on duty beyond his sphere of duty i.e. journey beyond jurisdiction	Departments of Government	Full powers	Amended and modified
			Heads of Departments	Full powers upto 60 days.	
			Controlling Authority	Full powers upto 30 days within the state.	
			Heads of Offices	Full powers upto 10 days within the state.	
6-A	Omitted				Covered in sl.no.6
7	Omitted				Being redundant
8	3.2	Power to dispense with the production of a medical certificate of fitness.	Departments of Government	Full powers in individual cases	No change
			Heads of Departments	Full Powers in respect of non-gazetted Government employees in individual cases.	
9.	3.14	Power to suspend a lien.	Departments of Government	Full powers	AD includes Hon'ble High Court Judges
			Heads of Departments	Full powers in respect of non-gazetted Government employees .	No change
			Controlling Authority and Heads of offices	Full powers in respect of Government employees whom they can appoint .	Slightly modified
10	3.16	Power to transfer a lien.	Departments of Government	Full powers.	No change
			Heads of Departments	Full powers in respect of Group C and D Government employees	Group of service shown
11.	3.23 and 3.24	Power to relax the provisions of rule 3.22 and 3.23.	Departments of Government	Full powers	Simplified and modified
			Heads of Departments.	Full powers in case of all Government employees of Group B, C and D and also Group A Officers upto district level	
			Controlling Authority and Heads of offices	Full powers in respect of Government employees whom they can appoint	
12.	Omitted				Incorporated in SL.NO.11
13	3.26 (a)	Powers to retain in exceptional circumstances a non-gazetted	Departments of	Full powers subject to a	The power is restricted to

		Government employees in service after the age of 58.	Government	maximum of two years	Govt. only. For Gazetted the power will be with FD.
14	Omitted			.	2.16(b) changed to main rule 2.16 hence deleted
15	Omitted				Deleted being redundant
16	omitted				Already deleted
17	Note 6 below rule 4.4	Power to issue a declaration as to the relative degree of responsibility attaching to two posts in case of doubt.	Departments of Government and Heads of Departments.	The certificate will be issued by the Administrative Department concerned in respect of the new post, in cases where the two posts are in different Departments and by the Head of Department concerned where the two posts are in the same Department.	No change
18	4.7	Powers to withhold increment(s)	(i) Authorities specified in the service rules	To the extent specified in the Service Rules.	No change
			(ii) Appointing Authorities in cases where no service rules have been issued	Full powers.	Simplified. Omitted iii & iv. Stands covered in i & ii above
18-A	4.8	Power to sanction the crossing of efficiency bar.	Heads of Departments	Full powers.	Changed as per requirement
19	4.10	Power to grant premature increments to a Govt, employee in a time-scale of pay in order to fix initial pay in excess of the amount permissible under rules 4.4 and 4.14	Departments of Government	Full powers in the following cases and subject to the following conditions- (a) In cases where the individual concerned does not apply for benefit under rule 4.10 for fixation of his pay within two months of the date on which the occasion for re-fixation of his pay arises, no arrears shall be allowed in respect of the period prior to the date of application or, if there is no such application, the date of first reference by the Head of Office. (b) In cases other than cases of re-	No change

				<p>employment after resignation, removal or dismissal from the public service where a Government employee has previously rendered service in a post in higher time scale including service rendered on work-charged post, his service in the higher post may be allowed to count for purposes of increments in the lower post.</p> <p>(c)Where the public service /Subordinate Services Selection Board recommends a higher start in fixing the initial pay by allowing not more than five advance increments the Administrative Department may sanction the pay so recommended for a period upto six months, with a stipulation to the effect that the pay would be finally fixed by the Finance Deptt. And if pay finally fixed is less , no recovery would be effected in respect of the initial period upto six months. In cases where more than five advance increments are recommended, prior approval of Finance Department should be sought.</p>	
20	Omitted				Deleted being redundant
21	4.16	Power to reduce the pay of officiating Government employees.	Heads of Departments.	Full powers	No change in 1 st part.2 nd part deleted being redundant
22	omitted				Pay of a Govt. employee is to be fixed by

					HOO as per Note 2 of rule 4.1, hence deleted
23	4.22	Power to appoint a Government employee to hold temporarily or to officiate in more than one post.	Departments of Government	Full powers.	Speaker of Assembly is also AD, hence deleted .
			Heads of Departments	Full powers in respect of non-gazetted Government employees and Group B Officers	No change . DC word deleted as power is restricted to HOD
24	4.22	Power to fix the initial pay of a Government employee appointed to hold temporarily or to officiate in more than one post.	Departments of Government.	Full powers subject to the limits and principles laid down in rule 4.22.	Proviso deleted as rule 4.22 (iii) stands deleted vide notification dtd. 3.9.2003
			Heads of Departments	Full powers up to Group B Officers.	DC word deleted as power is restricted upto HOD
25	Omitted				
26	omitted				
27	Omitted				
28	Omitted				
29	Omitted				Deleted as being redundant
30	Omitted				As above
31	Omitted.				Already deleted
32	Omitted				Deleted being redundant
33	5.35 (b)	Powers to waive or reduce the amount of rent to be recovered from any Government employee or class of Government employees.	Departments of Government.	Full powers in types of cases enumerated in Note 1 below rule 5.35	Modified as the clause(C) below rule 5.35 stands deleted
34	5.38	Power to sanction remission of rent when a building is under extensive repair.	Ditto	Ditto.	Minor changes in col.3.
35	Omitted				Deleted as rule 5.47 stands deleted
36	Omitted				Rule 5.51 stands already deleted
37	Omitted				Rule 5.54 stands already deleted
38	5.55	Power to sanction the payment of honorarium	Department of Government.	(i) Upto Rs 1500 in each individual case during a financial year .	
			Heads of Departments	Upto Rs. 500 in each individual case during a financial year.	Power restricted to HOD and other authorities deleted
39	Omitted				Covered in S.No.38
40	5.57	Power to sanction taking of work and acceptance of fee.	Department of Government.	Full powers.	Limit increased & proviso deleted as the same exists in main rule

			Heads of Departments	Upto Rs. 1500/- in each individual case during a financial year	Power restricted to HOD, hence other authorities deleted
41	Omitted				Deleted since included under S.No.40
42	omitted				Deleted as period is to be considered as per orders of the reinstating authority.
43	8.18	Powers to grant leave to a Government employee in respect of whom a medical board has reported that there is no reasonable prospect that he will ever be fit to return to duty.	Departments of Government	Full powers in respect of gazetted officers	Minor changes in col.3.
			Heads of Departments	Full powers in respect of non-gazetted Government employees and Group B Officers.	
44	8.23	Power to grant leave.	Departments of Government	Full powers	No change
45	8.27 and 8.28	Power to direct in any case otherwise than as laid down in rules 8.27 and 8.28.	Departments of Governments	Full powers	No change
			Heads of Departments/ Controlling authority/ Heads of offices.	In respect of Government employees to whom they are competent to grant leave.	Slightly modified
46.	8.29	Omitted			Power to grant extra expenditure is in the purview of FD so delegation becomes redundant, hence deleted
47	8.33	Powers to decide in doubtful or inequitable cases which Government employee shall be held to have been in-charge and to whom the pay of the post for Sunday or holidays shall be paid.	Departments of Government.	Full powers.	No change
			Heads of Departments/ Controlling Authority/ Head of Office	Full powers in respect of Government employees to whom they are competent to grant leave	Slightly modified
48	Omitted				Deleted being redundant
49	8.47	Power to extend leave overstayed.	Departments of Government.	Full powers	No change

			Heads of Departments / Controlling Authority/Heads of Offices	Up to 15 days in India in respect of government employees to whom they can grant leave.	Modified as per requirement
50	Paragraph 2(ii) annexure I to Rule 8.59.	Power to decide in case of doubt whether a particular Government employee is serving in a Vacation Department.	Departments of Government	Full powers	No change
51	Omitted				Already omitted
52	Omitted				Due to deletion of rule 8.137
53	9.7	Power to permit the calculation of joining time by a route other than that which travelers habitually use.	Heads of Departments	Full powers.	No change
54	9.19 (a)	Power to grant extension of joining time.	Departments of Government	Full powers	No change
			Heads of Departments	Upto 30 days.	As per provision of rule 9.19(b).
55	10.2 (b) and 10.8	Power to transfer a Government employee to foreign service in India ; and power to allow pay in foreign service	Departments of Government Heads of Departments	Full powers in respect of Group A and B employee. Full powers in respect of Group C and D employee; subject to the conditions in annexure A to Chapter X.	Modified as per requirement.
56	Omitted.				Incorporated against S. No. 55
57	Rule 10.18.	Power to decide the date of reversion of a Government employee returning after leave from foreign service.	Heads of Departments	Full powers.	No change
58	Rule 14.4	Creation or abolition of permanent/temporary posts.	All Departments of Government with concurrence of Finance Department	Full powers.	Presently all posts in all Deptts. are being created by AD in consultation with FD ,hence all other authorities deleted
59	Omitted				Covered in S. No.58
60	Rule 14.4	Creation of posts in connection with plan schemes, as provided in the State Five Year plans.	All Departments of Government with concurrence of Finance Department	Full powers for creating posts : provided that (i) these are on the same scale of pay as for similar existing posts; (ii) the concurrence of the Planning Department is obtained before	As above

				<p>creating such posts(in the event of difference of opinion between the Administrative Department and the Planning Department , the matter shall be referred to Finance Department);</p> <p>(iii) the creation of posts is in accordance with the norms regarding work load, if already prescribed</p>	
61	omitted				The pay scales of all posts are increased/ decreased by FD, hence deleted
62 to 73	omitted				<p>Presently all posts in all Deptts. are being created by AD in consultation with FD and the Deptts.</p> <p>Mentioned from S.No.62 to 73 are not an exception to the rule, hence deleted</p>