

GOVERNMENT OF PUNJAB

**DEPARTMENT OF LOCAL GOVERNMENT
(LOCAL GOVERNMENT-4 BRANCH)**

STANDING ORDER

In pursuance of the provisions of Rules 18 & 19 of the Rules of Business of the Government of Punjab 1992, and in supersession of previous standing order, issued vide No. 8/16095-31, GIV/10424-31, dated 15.7.2005, it is hereby ordered that in respect of the Department of Local Government, the cases mentioned in Annexure-1 shall be submitted to the Chief Minister, Punjab, for his orders, the cases mentioned in Annexure-II shall be submitted to me for passing orders and cases mentioned in Annexure-III shall be submitted to the Administrative Secretary or under his orders to any other officer.

2. During my absence from the headquarters, cases of immediate nature, which are rerequired to be disposed of at my level and decisions on which cannot wait for my return or which cannot be sent to me during my tour for timely orders, shall after discussing with me on my mobile phone, if possible, be disposed of by the Administrative Secretary of the Department of Local government. However, such cases shall be put up to my return to headquarter, for ex-post facto approval.

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

Dated Chandigarh

ANIL JOSHI

The 16th January, 2015.

LOCAL GOVERNMENT MINISTER PUNJAB.

Endst No.8/169/95-3LG4/400514/1 Dated Chandigarh the, 25th January, 2015

A copy each, along with copy of enclosures, is forwarded to the following for information and necessary action:-

1. Principal Secretary to Governor, Punjab.
2. Principal Secretary to Chief Minister, Punjab.
3. Private Secretary to Local Government Minister, Punjab.
4. Private Secretary to chief Parliamentary Secretary (Lcal Govt.) Punjab.
5. Director, Local Government Punjab.
6. All Officers in the Department of Local Government.
7. Superintendent General Co-ordination Branch, Department of General Administration, Punjab Civil Secretariat (With two spare copies).
8. All Superintendents/Incharges of Branches in Department/Directorate of Local Government.

Superintendent

ANNEXURE-I

CASES TO BE SUBMITTED TO CHIEF MINISTER PUNJAB FOR PASSING ORDERS AS PER PROVISIONS OF RULES 28 (1) OF THE RULES OF BUSINESS OF THE GOVERNMENT OF PUNJAN, 1922.

Sr. No.	Subject
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1. Constitution of State Level Committees/ Boards.
2. Cases relation to appointment of Chairman/Managing/Director/Directors of Punjab Water Supply and Sewerage Board.
3. Appointment and removal of Chairmen of the Improvement Trusts.
4. Consultation with P.M. or any other senior central Ministers.
5. Major policy decision having larger implications.

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ANNEXURE-II

CASES TO BE SUBMITTED TO LOCAL GOVERNMENT MINISTER PUNJAB FOR PASSING ORDERS

1. All cases pertaining to the suspension, supersession, removal, disciplinary action, prosecution etc. of Mayors/Councilors of Municipal Corporation and Presidents as well as Members of Municipal Councils/ Nagar Panchayats & Trustees of Improvement Trusts.
2. Appointment of President and final decision regarding Vice Presidents of Members of the Municipal Councils and Nagar Panchayat as well as trustees for the Improvement Trust.
3. Removal of Mayors/Senior Deputy Mayors/Deputy Mayors of Municipal Corporations.
4. All files relating to establishments matters in respect of all additional Directors (Departmental), Joint Directors (Departmental), Deputy Directors (Departmental), Assistant Directors (Departmental), Chief Town Planner, Chief Vigilance Officers and other having the pay scale of 'A' category at the directorated level.
5. All files relating to establishment matters such as appointment, confirmation, posting, transfer, promotion, selection for training abroad, deputation to Central Govt. and other States and Foreign service, resignation, pre-mature retirement, suspension, punishment, dismissal in respect of all joint Commissioners (IT Local Body employee), Assistant Commissioners, Secretaries, Medical Officer of Health, Executive Officers, Chief Engineers, Superintending Engineers, Corporation Engineers, Assistant Corporation Engineers, Assistant Municipal Engineers, Trust Engineers, Assistant Trust Engineers and others having the pay scales of 'A' and 'B' category of Municipal Corporation/Municipal Councils/Improvement Trusts.
6. Cases relating to re-appointment/extension of gazetted Officers and officers in Sl. No. 5 above.
7. All matters pertaining to the appointment of the Presidents and Assessors of the Land Acquisition Tribunals under section 60 of the Punjab Town Improvement Act, 1922.
8. Approval of allotment of all plots/tenements in the Improvement Trust Schemes under Rule-4 of the Punjab Town Improvement (Utilization of Land and Allotment of Plots) Rules, 1983 and cases in which relaxation is to be given under rule ibid.
9. All matters relating to sale and lease of nazul lands under the charge of Urban Local Bodies.
10. Re-employment cases of Municipal Corporations, Trust Municipal Councils and Nagar Panchayats
11. All matters in relation to proceedings in the Parliament including its various committees pertaining to the working of the Department.
12. Cases pertaining to budget estimates, schedule of new expenditure when the provision is being made for new scheme for the first time.
13. Formulation of five Year Plan and Annual Plans.

14. Imposition of new taxes, reision/modification of existing taxes and exemption there from
15. Fixing of date of elections to the Urban Local Bodies.
16. Any cases specifically required to be submitted to the Chief Minister.
17. Framing and amendment of the Acts, the promulgation of ordinances as well as cases to be submitted to the Council of Ministers.
18. Replies to Lok Sabha questionns other than those where non controversial and purely factual information is to be supplied.
19. All Legislative Assembly questions including Assurance made by the Ministers. matter relating to Vidhan Sabha and its Committees.
20. Framing of rules under various Acts.
21. Financial matters like inclusion of schemes in plans, delegations of financial powers, final decisions on loans and grant-in-aid to the Municipal Councils, Nagar Panchayats, Improvement Trusts and Municipal Corporations and approval of budget of Punjab Water Supply and Sewerage Boards.
22. Powers to give relaxation under Punjab Municipal (Recruitment & Conditions of Services) Rules, 1975, Punjab Trust Services (Recruitment & Conditions of Serviced) Rules, 1975, and Punjab Municipal Corporation (Recruitment & Condition of service) Rules, 1978, any other Act relating to ULBs and Rules framed there under.
23. Cases of exemption from the scheme of Improvement Trust under section 56 of the Punjab Town Improvement Act, 1922.
24. Cases under section 43 of the Punjab Town Improvement Act, 1922.
25. Cases of waiving of non-construction fee.
26. All matters, which concern or involve policy and not specifies elsewhere.
27. Requisition to be made to the Punjab Public Service Commission in respect of category of officers stated at S.No. 4 & 5 above.
28. All matters under Punjab Water Supplu and sewerage Board Act and Rules passes there under where decision is to be taken at Govt. level, except those mantioned in Annexure III.
29. Approval of Annual Administrative Reports.
30. Constitution of Advisory Committee and Departmental Committees.
31. Important cases pertaining to polcy matters to be submitted to personnel Department, Finance Departmet, Legal Remembrancer, and Advocate Genereal etc. for advice.
32. Policy decision relating to National Commission on Urbanization (NCU), State Urbanization, Environment and Physical Planning, Including Location and the Human settlements State Structure Plan for orderly growth and development of Human Settlement i.e. cities, towns and villages in Punjab.
33. Policy decision in respect of Community Development Block Planning.

34. Policy decision and approval in respect of plan and non plan budget.
35. All cases in which Govt. sanction is necessary under the Improvement Trusts under Section 73 of the Punjab Town Improvement Act,1922.
36. Cases relating to Master Plans, Settlement structure plans for Human Settlement including approval for change of layout plan, change of land use in the existing settlement and change of land use of any kind, as well as the approval for the technical sanction of the plans. (Separately action is being initiated for moving to the concerned department for amending the law)
37. Administrative approval of technical layout plans of Town Planning and Development schemes of Municipal Councils/Municipal Corporation/Nagar Panchayats/Improvement Trusts including rendering technical advice to the Urban Local Bodies.
38. Declaration of un-built area and according sanction of Town Planning and Building Schemes relating to Municipal Councils/Corporations.
39. Approval of general bye-laws/Building bye-laws, Resolutions etc. of Municipal Corporation/Municipal Councils and Improvement Trusts in accordance with the model bye-laws formulated by the Government.
40. All policy matters relating to the departments as well as relaxation/amendment of acts/rules of the department.
41. Approval for institution or withdrawal of Civil or Criminal processings against gazetted officers.
42. Approval in respect of all town planning and Technical matters relating to the following Acts and rendering technical advice to the Urban Development Departments:-
 - i. The Punjab new Capital peripheral Control Act, 1952, as applicable to the Chandigarh periphery areas falling within the territory of Punjab.
 - ii. The Punjab Scheduled Roads and Controlled Areas (Restriction of Unregulated Development) Act, 1963.
 - iii. The Punjab Regulation of Colonies Act, 1975 and all other Acts, wherever such action may be required.
43. Policy decision on landscape planning of planschemes and development activities of Local self Govt. including Punjab Water Supply and Sewerage Board.
44. Emplanelling of Advocates for defending court cases.
45. Filing of appeals in the Punjab & Haryana High Court or Supreme Court against the advice of Director Prosecution or Advocate General.
46. Expunction of adverse remarks in the ACRs for employees whose reports have been accepted by Principal Secretary/Secretary.
47. Any case can be called for by the Minister in charge for decision thereon irrespective of the fact that authority to dispose it has been given to any officer.
48. Cases, except the cases mentioned in Rule 28(1) of the Rules of Business, which are not mentioned in the above Standing order.

ANNEXURE-III

CASES TO BE SUBMITTED TO THE PRINCIPAL SECRETARY INCHARGE OR SECRETARY INCHARGE, DEPARTMENT OF LOCAL GOVERNMENT, PUNJAB.

Sr.No.	Subject
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- 1.** Misc. establishment matters of the Officials below the rank of S.D.O.s having the pay scales under the 'B' category except that of Executive Officers and other matters mentioned at S.No. 5 in Annexure II.
- 2.** Appointment of Screening Authority under the provisions of sub section (6) of section 8,17 and 71 of the Punjab Municipal Act, 1911, Punjab Town Improvement Act, 1922 and Punjab Municipal corporation Act, 1976 respectively.
- 3.** Constitution of screening committee under sub-rule (4) of rule 5 of the Punjab Municipal Services (Recruitments and Condition of Services) Rules, 1975, Punjab Trust Srevices (Recruitment and Conditions of Punjab Trust Services (Recruitment and condition of Services) Rules, 1975 and Punjab Municipal Corporation Services (Recruitment and Conditions of Services) Rules, 1978.
- 4.** Cases under Section 237 of the Punjab Municipal Act, 1911 in which orders have been passed by the Director, Local Govt. in exercise of the powers conferred upon him under Section 232 ibid.
- 5.** Cases under policies and decisions elating to national Commission on Urbanization (NCU), State Urbanization, Environment and Physical Planning Industrila Growth and Development of Human Settlement i.e. cities, town and villages in Pujab and Inter-departmental co-ordination.
- 6.** Formulation and implementation of the Human Settlements State Structure Plan including formulation policies and strategies for housing urabn and regional planning, location and setting of Industries, State Urbanization, NCU, Programming/Monitoring of projects and schemes in the urban and rural sectors and ensuring co-ordination with the concerned state Central Govt. Department/Agencies.
- 7.** All matters connected with formulation, monitoring of all the plan schemes namely Town and regional Planning and EIUS, IDSMT, NCR Counter-222 NRY, UBSP, LCS, PMIUPER of Local Govt. Department including PWSSB and co-ordination with the Local Govt. Department, PWSSB and the Distt. Planning and development Boards for implementation of Plan Schemes, also to co-ordinate with the concerned GOI Departments/agencies for ensuring Central assistance.
- 8.** To clear probation peiod of Class-I Officers.
- 9.** Sanction of Leave other than casual leave of the Officers at the level of Local Govt. Secretary.

10. Approval of tour programme and TA Bills of the Officers at the level of Local Govt. Secretary.
11. Waiving of any claim or recovery of amount against gazetted Officers.
12. Appeals/Review against orders of the Commissioners of the Municipal Corporation passed under the provisions of Punjab Municipal Corporation Services (Recruitment and Condition of Service) Rules, 1978-whenever it lies.
13. Preparation, Formulation and approval of integrated Community Development Block Plans, Distt. Plans and Co-ordination with the District Planning and Development Boards for channelizing public and private sector investments as per District and block plans.
14. Co-ordination with the State Home Department and Military authorities for Planning and establishment of cantonment in the State.
15. Appointment/Deputation and allied matters of the Officers of the Directorate of Local Government below the rank of Assistant Director.
16. Approach of plan schemes.
17. Grant of pension and extra ordinary leave to gazetted Officers.
18. Fixation of payment of honorarium in respect of gazetted officers.
19. Vigilance cases/inquiries of the Officers/employees below the rank of SDO of the urban local bodies where D.L.G. is not the appointing authority.
20. Fixation of number of members of urban local bodies according to formula laid down by Govt.
21. Relaxation of Municipal and Improvement Trust Account report of the Election Commissioners.
22. Selection for training in India, grant of extra-ordinary leave and pension to non-gazetted staff of the establishment of Director, Local Govt. and deputation thereof to other State and Govt. of India.
23. All cases relating to settlement of claims of displaced local bodies employees from Pakistan and pre-partition claims of avenues contractors and other cases dealt within local bodies/partition Branch except the cases which raise a question of policy of principle.
24. Ordinary reminders, interim refernec, acknowledgement, routine draft where orders have been passed supply of copies of circulars, sanctioning of casual leave to officials working under them up to four years.
25. Cases of payment from the State revenues of damages in suits brought by or against gazetted Officers.
26. Declaring of Officers as Drawing and Disbursing Officers.
27. Appeals in all matters under the Punjab Municipal Act, Punjab Town Improvement Act, Punjab Municipal Corporation Act, Punjab Water Supply and Sewerage Board Act, East Punjab Urban Rent Restriction Act, Trasure Trove Act, Cattle Treasury

Act, Punjab Slums (Improvement and Clearance) Act and any other Act exists or to exaltes, and motion under Rules made there under not specified above.