

MANUAL -2  
Powers & Duties of Officers & Employees  
[Section - 4 (1) (b) (ii)]

Standing order for Disposal of Business in The Textiles & Handloom  
Department.

The following cases shall be submitted by Secretary/Addl. Secretary to Minister, Textiles and Handlooms for disposal.

1. Cases to be submitted to the Governor in accordance with the provisions of the Rules of Business including detail Instructions Issued there under.
2. Cases to be placed before the Cabinet.
3. Petitions and memorials addressed to the Governor/Chief Minister.
4. Promulgation, modification, relaxation and repeal of statutory (non-statutory) rules.
5. Cases involving change or modification of existing policies or enunciation of new policies or involving exemption from acts, statutory rules and orders (and instructions).
6. Matter relating to Governor and Chief Ministers Conference and Conferences of national character.
7. Deputation and appointment of Class-I and Class-II Officers.
8. Sanction of study leave to Class-I Officers and below (For class-I, Officers the cases are to be placed before the Chief Minister.)
9. Posting and transfer of Class-I Officer (both Junior and Senior).
10. Creation of posts in Government Undertaking, carrying the pay of Rs. 4500/- and above or if the pay is in the time scale, then the maximum of which is Rs. 4500/-and above.
11. Nomination of official Directors on the Boards of different companies/corporations / Apex organizations including Spinfed.
12. Communication of views of the State Government on policy matters to the Government of India or other State Government.
13. Reorganization of Department/Heads of Department and Sub-ordinate officers,

change of headquarters of Heads of Department, Head Offices, Zonal or District Offices/Posts.

14. Policy matters relating to establishment of Industries in the Textiles/spinning /Power loom Sectors besides Handloom and Sericulture.
15. All cases which the Chief Ministers directs to be submitted to him.
16. Finalization of Five Year Plan and Annual Plans.
17. Issue of directives to Government Undertaking organizations.
18. Closure liquidation revival, transfer, sale and lease of different types of units.
19. Matter relating to licensing committees, issue of licenses, letter of intent etc.'
20. Constitution/ reconstitution of committees for review/ evaluation of schemes and Programmes in Textiles Spinning Handloom and Sericulture Sectors and to recommend revision of policy, measures for improvement, revitalization etc.
21. Replies to Assembly Question/Assurances.
22. Replies to Parliament Questions involving new policy matters.
23. Sanction of Gazetted posts and conversion of non-gazetted posts in to gazetted ones.
24. Court cases file against or cases to be filled/ appealed by the State Government.
25. Annual reports of the Corporations under the administrative Control of the Textiles and Handloom Department.
26. New and Supplementary Demand Schedules.
27. All cases directed by the Minister, Textiles and Handlooms to be submitted to him.

**The Following class of cases shall be Submitted to the Secretary for Final Disposal**

1. Matters relating to posting and transfer of Class-II Officers unless otherwise directed by Government.
2. Replies to Parliament question which do not involve any new policy.
3. Sanction of extension of deputation of gazetted Class-I Officers (Senior Grade) and

crossing of E.B. of Class-I (SR) Officers.

4. Appeal petitions and representations addressed to the Secretary.
5. Forwarding of applications of Gazetted Officers (Class-Ii and above) for posts elsewhere.
6. Appeals and representations against the orders of Heads of Departments working under the administrative control of Textiles and Handlooms Department by any subordinate officers working under such Heads of Department against the orders of other officers working under the Textiles & Handlooms Department.
7. Any other matters which under this standing order can be disposed of by Additional Secretary/ Deputy Secretary / Under Secretary but which the Secretary directs to be submitted to him/her.
8. Matters relating to public service Commission.
9. Sanction of leave to Heads of Department.
10. Sanction of Journey of officers outside the State.
11. Sanction of Journey by air by non-entitles officers.
12. Budget Estimate including revised estimate compilation of estimates of controlling Officers.
13. Appointment of Class-III officers other than Section Officers and all disciplinary matters relating to such Class-III Officers.
14. Permission for acquisition/ sale of movable /immovable property by Heads of Department.
15. Review of performance of different companies/ Corporation, Apex societies, Mills and Units.
16. Review of implementation of various schemes and Programmes in the Textile Spinning, Powerloom, Handlooms and Sericulture Sectors.
17. Reviews of progress of sanction and recovery of loan.
18. Share capital investments and sanction of loans and subsidies.
19. Action plan for Handloom Sericulture, Powerloom and Textiles (Spinning/Weaving) Ginning and baling Units.

20. Matters relating to Special Projects implemented in the State.

**The following class of cases shall be submitted by the Additional Secretary for final disposal.**

1. Sanction of leave to Gazetted Officers.
2. Cases involving crossing of efficiency Bar Class (Jr.) and Class-I Officers and confirmation of a Gazetted Officers.
3. Conversion of temporary gazetted posts into permanent ones.
4. According permission for purchase/ sale of movable and immovable property by gazetted officers in Textile and Handlooms Department under Government servant conduct Rules.
5. Sanction of honorarium as admissible under rules.
6. Sanction of rents for private buildings taken by Government on hire.
7. Reimbursement of cost of medicines to gazetted officers.
8. Sanction of house building/Motor Cycle advance to Gazetted Officers and Class-II staff.
9. Creation and continuance of non-gazetted staff (Plan) Non-Plan Scheme.
10. Sanction of pension and D.C.R.G. to the Class-III staff of Textiles and Handlooms Department and to the Gazetted Officers of the Heads of Department.
11. Routine communications received from Government of India.
12. Administrative approval of plans and estimates with concurrence of F.a./Finance Department and concerned Departments.
13. Quarterly tour review of Heads of Department.
14. Quarterly review of plan Scheme.
15. Monthly review of sanction position in respect of plan schemes.
16. Central Assistance (Loans and grants).
17. Inspection notes of Under Secretary's.
18. Confirmation of Section Officers and Class -III staff as per normal rules.

19. Review of performances of Handloom and Sericulture Cooperatives.
20. Matters arising out of schemes/demand schedules.
21. Maintenance of Accounts of Assistance and review of sanction of expenditure.
22. Matters relating to P.A.C. and Audit objections.
23. Appropriation Accounts.
24. Review of Tour Diaries and Tour Programmes of Divisional Officers.
25. Deputation extension in respect of Class-I (Jr.) and Class-II Officers.
26. Sanction of increment, leave to Section Officers.

**The following class of cases shall be submitted to Joint Secretary /Deputy Secretary for Final Disposal.**

1. Sanction of G.P.F. Advance including non-refundable advance to Gazetted/Non-Gazetted Officers under normal Rules.
  2. Sanction of increment, leave other advances and loans to Class-III Officers.
  3. Extension of the terms of temporary posts with concurrence of Finance Department/ Financial Adviser.
  4. Pay fixation of all Gazetted Officers.
  5. Inspection note of Section Officers.
  6. Correspondence with other Departments, Heads of Departments and other State Governments except where matters of policy are involved.
  7. Recommendation for sanction of various concessions and incentives under the current State Industrial policy.
  8. Verification of cash of the Accounts Section periodically.
  9. Forwarding application of Class-III staff for posts elsewhere.
  10. Sanction of journey in respect of study tours arising out of undergoing training course in Handloom/ Sericulture.
1. Sanction of leave, G.P.F. Advance, Annual increments and other advances and loans of Class-IV employees according to normal rules.

2. Appointment /Disciplinary matters relating to Class-IV staff.
3. Sanction of medical reimbursement of Class-III and Class-IV staffs.
4. Forwarding of applications of Class-IV employees for posts elsewhere.
5. Sanction of contingent expenditure according to prescribed scales and rates, in conformity with financial norms and guidelines within the budget provision.
6. Issue of notice for meeting.
7. Correspondence with sub-ordinate offices and other Departments.
8. Audit objections.
9. Maintenance of Service Books.
10. Sanction of pre-audit cases with the concurrence of Finance Department/Financial Adviser.

**Government of Orissa  
Textiles & Handloom Department.**

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**OFFICE ORDER**

**Bhubaneswar, the dated 18th August'95.**

No.I-O.E.-126/95 5474 T&H. In Supersession of this Department Officer Order No. 469/T&H, dt.26.02.91 and in accordance with paragraph 3(2) and 4 of the Instructions regarding the Business of the Government Issued under Rule-14 of the Rules of Business made under Article 166 of the constitution of India, the Minister Textiles and Handlooms had been pleased to direct that arrangements as per the details shown in statement annexed here to be made for disposal of business of this Department.

This will be give effect to from the date of issue of this order.

(R.K. Mishra)  
Addl. Secretary to  
Government.

Memo No.5475/T&H, Dated, the 18th August,95

Copy along with copy of enclosures forwarded to the Secretary to

Governor/Special Secretary to Chief Minister/Private Secretary to Minister, Industries, Textiles & Handloom & Handicrafts and Cottage Industries, Orissa for information.

Sd/-  
Under Secretary to  
Government.

Memo No.5476/T&H, Dated, the 18th August,95

Copy with copy of enclosures forwarded to the P.S. to Chief Secretary/P.S. to Addl. Chief Secretary for information of Chief Secretary and Addl. Chief Secretary.

Sd/-  
Under Secretary to  
Government.

Memo No.5477/T&H, Dated, the 18th August,95

Copy with copy of enclosures forwarded to All Officers/ All Section Officer/All Assistants for information and guidance.

Sd/-  
Under Secretary to  
Government.

Memo No.5478/T&H, Dated, the 18th August,95

Copy with copy of enclosures forwarded to G.A. Department/G.F. for information

Sd/-  
Under Secretary to  
Government.