

From

The Financial Commissioner & Secretary to Govt.
Haryana, Printing & Stationery Department.

To

1. All Heads of Departments/ Commissioners of all the Divisions and Deputy Inspectors General of all Ranges in Haryana.
2. All Managing Directors/Chief Administrators of Board and Corporations in Haryana.
3. All Deputy Commissioners and Superintendents of Police and all the Sub Divisional Officers (Civil) in Haryana.
4. Registrar, Punjab and Haryana High Court, Chandigarh and all the District & Session Judges in Haryana.

Dated Chandigarh the; 1st April, 1997.

Subject:- Economy in expenditure- entitlement of telephone and STD facility and fixation of limit of free local calls at the residential telephones-- Clarifications regarding.

Sir,

I am directed to refer to Government Instructions bearing No. 12/31/95-3 PS, dated 2.7.1996 on the above subject and to enclose a revised list regarding entitlement of Telephones, STD Facility/and free local calls to the officers. This list supersedes the previous list appended to the instructions of 2.7.96 as Annexure 'A'.

2. Some of the departments have sought clarification as to whether the entitlement of free local calls mentioned in the last column of Annexure 'A' appended to the instructions referred to above is bi-monthly or quarterly. In this connection, it is clarified that entitlement of free local calls from the residential telephone of the officers as mentioned in the said column of the referred Annexure of instructions is bi-monthly excluding the free local calls allowed by the Posts and Telegraph Department.

deptts

3. It has been observed that some/ are not seriously implementing Govt. instructions dated 20.11.87, 3.3.90 and 2.7.96 on the subject. It is considered necessary to ^{take} ~~reiterate~~ steps for the removal of unauthorised telephone connections, withdrawal of unauthorised STD facility be taken immediately and strict vigilance on the calls made from the residential telephones be kept. Officers who have made calls from their residential telephones over and above their authorised entitlement should be made, to bear the expenditure themselves. It is again clarified that State Telephone Board will not entertain any proposal for waiving the recovery in respect of excess calls from any officer and no retrospective regularisation will be allowed.

4. It has also been noticed that telephone bills was not paid in time but were paid after due date with surcharge. This is an avoidable burden. Such surcharge should be recovered from the defaulting official/officers.

5. It would be incumbent upon all officers entitled to STD facility to take 'Dynamic STD connection' in offices as well as at residences to prevent misuse and maintain a secret code when they wish to make use of STD and lock it after use. Any misuse of STD facility of their telephone whether in office or at residence will be their personal responsibility.

6. It is further requested that these instructions may please be brought to the notice of the officers concerned for strict compliance.

Yours faithfully,

Under Secretary, P&S,
for Financial Commissioner & Secretary to
Govt. Haryana, Printing & Stationery Deptt.

A copy is forwarded to the Chief Secretary/ Additional Chief Secretary/ Financial Commissioner, Revenue and all the Financial Commissioners and Administrative Secretaries to Government, Haryana for information and necessary action.

Under Secretary, P&S
for Financial Commissioner & Secretary to Govt.
Haryana, Printing & Stationery Department.

To

1. The Chief Secretary/Additional Chief Secretary to Govt. Haryana.
2. The Financial Commissioner, Revenue, Haryana.
3. All the Financial Commissioners and Administrative Secretaries to Govt. Haryana.

U.O.No. 12/31/95-3 P&S Dated Chandigarh the; 1.4.1997.

Endst. No. 12/31/95-3 P&S Dated Chandigarh the; 1.4.1997.

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

1. Resident Commissioner, Govt of Haryana, Haryana Bhawan, New Delhi.
2. Director Training Haryana Plot No. 76, Sector 18 Gurgaon.
3. Secretary to Governor, Haryana.
4. Accountant General (A&E/Audit) Haryana.
5. Joint Secretary Secretariat Establishment.
6. Private Secretary to Hon'ble Speaker, Haryana Vidhan Sabha.

Under Secretary, P&S
for Financial Commissioner & Secretary to Govt.
Haryana, Printing & Stationery Department.

A copy each is forwarded to the Principal Secretary/ Deputy Principal Secretary/Secretaries/Private Secretaries to Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary for the information of Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

Under Secretary, P&S
for Financial Commissioner & Secretary to Govt.
Haryana, Printing & Stationery Department.

To

The Principal Secretary/Deputy Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/ Ministers/State Ministers/Chief Parliamentary Secretary

U.O.No. 12/31/95-3 P&S

Dated Chandigarh the; 1.4.1997.

ANNEXURE 'A'
ENTITLEMENT OF TELEPHONE

No.	Designation	Office	Residence	Entitlement of free local calls at residence (Excluding free calls allowed by P&T Deptt.) (Bi-monthly)
1	2	3	4	5
	<u>Raj Bhawan</u>			
1.	H.E. the Governor	Yes (STD)	Yes (STD)	Without Limit
2.	Secretary to Governor	Yes (STD)	Yes (STD)	3000
3.	A.D.C. (P&M)	Yes (STD)	Yes (STD)	1500
4.	Comptroller/PRO/ OSD/Under Secretary/ Superintendent.	Yes	Yes	750
5.	Senior Secretary/ Special Secretary/ Private Secretary to Governor.	-	Yes	750
	<u>MARYANA VIDHAN SABHA</u>			
1.	Speaker/Deputy Speaker	Yes (STD)	Yes (STD)	10000
2.	Secretary	Yes (STD)	Yes (STD)	2000
3.	Joint Secretary	PBX	Yes	1500
4.	Deputy Secretary	PBX	Yes	1050
5.	Private Secretary to Speaker & Deputy Speaker.	PBX	Yes	750
	<u>COUNCIL OF MINISTERS</u>			
1.	Chief Minister	Yes (STD)	Yes (STD)	Without limit
2.	Ministers/State Ministers/Deputy Ministers/Chief Parliamentary Secretary/ Parliamentary Secretary/ Leader of Opposition.	Yes (STD)	Yes (STD)	10000
3.	PSCM	Yes (STD)	Yes (STD)	5400
4.	SPSCM/Addl. PSCM/ DPSCM/OSD to CM	Yes (STD)	Yes (STD)	4000

5.	Political Secretary/ Addl. Political Secretary to Chief Minister.	Yes	Yes	1050
<u>HARYANA CIVIL SECRETARIAT</u>				
1.	Chief Secretary	Yes(STD)	Yes(STD)	without Limit
2.	Addl. Chief Secretary/ Financial Commissioners	Yes(STD)	Yes(STD)	4000
3.	Administrative Secretary/ Special Secretary (in the rank of Commissioner)	Yes(STD)	Yes(STD)	3000
✓ 4.	Joint Secretary	Yes(STD)	Yes	1500
5.	JSPs/Deputy Secretary Protocol or Under Secretary Protocol	Yes(STD)	Yes(STD)	1500
6. i)	Deputy Secretary in the main Sectt. Building.	EPABX	Yes	1050
ii)	Deputy Secretary outside the main Sectt. Building.	Yes	Yes	1050
7(i)	Under Secretary in the main Sectt. Building.	EPABX	N.E.	-
(ii)	Only Under Secretary Political, Administration, General, C.M. Cell, Revenue Admn., Revenue General, Emergency Relief Fund.	EPABX	Yes	750
(iii)	Other Under Secretaries out side the main Sectt. Building.	Yes	N.E.	-
8.	Senior Secretary/ Secretary/Private Secretary to Ministers/ C.S./F.C.'s	-	Yes	750
9.	Superintendent C.M. Sectt.	Yes	Yes	750

10.	Resident Asstt.	-	Yes (STD)	1500
11.	Prptocol Officer Private Secy. to C.M./ P.A. to C.M./ P.A. to C.S.	-	Yes	750
12.	Control Room	Yes (STD) on FAX	-	-

H.P.S.C./S.S.S.Board

1.	Chairman, HPSC	Yes (STD)	Yes (STD)	2000
2.	Member, HPSC	Yes	Yes	1050
3.	Secretary/OSD, H.P.S.C.	Yes	Yes	1050
4.	Chairman, S.S.S.Board	Yes (STD)	Yes (STD)	2000
5.	Secretary, S.S.S.Board.	Yes	Yes	750

HEAD OF DEPARTMENT

1.	Head of Deptt.	Yes (STD)	Yes (STD)	2000
2.	DIG (CID) as Head of Deptt. of CID	Yes (STD)	Yes (STD)	Without limit
3.	Addl. Head of Deptt. & equivalent.	Yes	Yes	1050
4.	Joint Head of Deptt. and equivalent.	Yes (*)	Yes	1050
5.	Deputy Head of Deptt. and equivalent.	Yes (*)	N.E.	-
6.	Senior Administrative Officer (Health)	Yes	Yes	750
7.	Administrative Officer in various deptts.	Yes	NE	-

BOARDS AND CORPORATIONS

1.	Chairman	Yes (STD)	Yes	2000 from 2500
2.	M.D./Chief Administrator.	Yes (STD)	Yes (STD)	2000
3.	Divisional Heads in the Board/Corporation.	Yes (*)	Yes	2000

VISION/DISTRICT/SUB-DIVISION

1.	Divisional Commissioners	Yes (STD)	Yes (STD)	2000
2.	D.I.G.	Yes (STD)	Yes (STD)	2000
3.	Deputy Commissioner	Yes (STD)	Yes (STD)	2000
4.	Distt. & Session Judges & in Designated Courts (Addl. Distt. & Session Judges.)	Yes (STD)	Yes (STD)	2000
5.	Addl. Deputy Commissioner	Yes (STD)	Yes (STD)	1050
6.	Addl. Distt. & Session Judges/Chief Judicial Magistrate/Senior Sub-Judge	Yes	Yes	-
7.	Addl. Senior Sub Judges	Yes	N.E.	2000
8.	Superintendent of Police	Yes (STD)	Yes (STD)	1050
9.	Addl. Superintendent of Police	Yes	Yes	750
10.	Superintendent of Jails	Yes	Yes	1050
11.	Civil Surgeon	Yes (STD in F.X only)	Yes	1050
12.	Superintending Engineer PW Branches	Yes	Yes	750
13.	Executive Engineer (XEN) PW Branches.	Yes	Yes	-
14.	SDE in case of XEN does not exist in the same building.	Yes	N.E.	1050
15.	Sub Divisional Officer (Civil).	Yes	Yes	750
16.	Deputy Controller Civil Defence.	Yes	Yes	750
17.	Addl. Collectors/Special Collectors/City Magistrate/DDPO's/DPO's/DPR's/Tensildars/SDEs	Yes	Yes	-
18.	L.A.O.	Yes	N.E.	-
19.	C.D.P.O.	Yes	N.E.	-
20.	Distt. Attorney	Yes	N.E.	-
21.	Deputy Superintendent of Police.	Yes	Yes	1050
22.	CID Inspector/Sub Inspector who head the CID Unit.	Yes (STD)	Yes (STD)	2000
23.	Police Station and Police Post.	Yes	N.E.	-

Contd.

24.	Deputy Labour Commissioner (Field)	Yes	Yes	750
25.	Labour Officer	Yes	N.E.	-
26.	Deputy Excise & Taxation Commissioner (Distt. Level)	Yes	Yes	1050
27.	Distt. Food & Supplies Controller (Distt. Level)	Yes	Yes	750
28.	Distt. Town Planner (Distt. Level)	Yes	Yes	750
29.	Distt. Dairy Development Officers (formerly known as Asstt. Director Animal production/Distt. Dairy officer)	Yes	N.E.	-
30.	Distt. Animal Husbandry Officer	Yes	N.E.	-
31.	Deputy Registrar Coop. Societies.	Yes	N.E.	-
32.	Distt. Education Officer	Yes	N.E.	-
33.	Distt. Statistical Officer	Yes	N.E.	-
34.	Distt. Welfare Officer	Yes	N.E.	-
35.	Distt. Level Programme Officer Social Welfare Deptt.	Yes	N.E.	-
36.	Conservator of Forests, (Field)	Yes	Yes	750
37.	Divisional Forest Officer/Deputy Conservator of Forest.	Yes	N.E.	-
38.	M.D. Sugar Mills	Yes	Yes	750
39.	M.D. Central Coop. Bank (Distt. Level)	Yes	N.E.	-
40.	Asstt. Registrar, Co-operative Societies.	Yes	N.E.	-
41.	G.M. Roadways	Yes	Yes	750
42.	Secretary, R.T.A.	Yes	N.E.	-
43.	Traffic Manager	Yes	Yes	750
44.	Duty Inspector/Works Manager of Maryana Roadways.	Yes	N.E.	-
45.	Bus Stand of Maryana Roadways	Yes	N.E.	-
46.	Treasury Officer	Yes	N.E.	-
47.	G.M. D.I.C.	Yes	N.E.	-
48.	President/Chief Executive Officer/Secretary, M.C.'s	Yes	Yes	750
49.	Deputy Director Agriculture (Distt. Head-quarter)	Yes	Yes	750

50.	Hydrologists Agriculture Deptt.	Yes	NE	-
51.	D.M.Hafed	Yes	NE	-
52.	D.M.Confed	Yes	NE	-
53.	D.M.Kalyan Nigam	Yes	NE-	-
54.	Principal of Govt.Colleges Polytechnic and ITIs	Yes	NE	-
55.	Zonal Malaria Officer/ Distt.Ayurvedic Officer.	Yes	NE	-
56.	Project Officer Tourism	Yes	NE	-
57.	Technical Experts Electronics Deptt.	Yes	NE	-
58.	Quality Marketing Centre Eng.& Rubber Goods Gurgaon.	Yes	NE	-
59.	Electrical Inspectors	Yes	NE	-
60.	Employment Exchanges	Yes	NE	-
61.	O.C.,N.C.C.	Yes	NE	-
62.	Hospital/Dispensary/ESI Dispensary.	Yes	NE	-
63.	PwD Rest Houses/Canal Rest Houses (At Distt.Head Quarters).	Yes	NE	-

Note: 1) * Joint Heads and Deputy Heads of Deptt. and equivalent officers and Divisional Heads in the Board/Corporation will be provided office telephone if PBX facility is not available.

is) * Deputy Secretaries/Under Secretaries will not be entitled to office telephone, in case they are posted in the main Sectt.Buulding and EPABX facility is available.

Not Entitled.

Not

Not Entitled.