

GENERAL ADMINISTRATION DEPARTMENT

As per requirements of circular letter No. 5/4/2002-1AR dated 30.7.2005 from the Financial Commissioner and Principal Secretary to Government of Haryana, Administrative Reforms Department, the following information is furnished under the Right to Information Act, 2005:-

1. The particular functions and duties of the Department are as under:-

Chief Secretary to Government, Haryana is the Head as well as Administration Secretary of the General Administration Department. For his assistance there is one Joint Secretary, one Under Secretary, two Superintendents and other Non-gazetted staff. There is no subordinate office/field office under the control of this department.

FUNCTIONS AND DUTIES

The main functions of this Department are:-

General Services-1 Branch

1. Extension in joining time/overstay in service.
2. Conversion of temporary posts into permanent.
3. Classification/re-classification of department/posts.
4. Advice cases regarding type test.
5. Policy of regularization of work charged/daily wagers/causal workers etc. Advice cases.
6. Declaration/Fixation of tenure of Heads of Departments.
7. Promotion policy.
8. Promotion of Group-C and D employees to the posts of Clerks.
9. Selection grade.
10. Probation/Confirmation/Seniority/conduct Rules.
11. All references for advice on service matters including interpretation of service rules.
12. Department examinations regarding grant of increments.
13. Extension in service of Class-I and II Officers beyond the age of 50/55 years.
14. Re-employment/Extension in service after attaining the age of superannuation.
15. Pay fixation-Advice matters.
16. Change of Cadre.
17. Reference pertaining to HSSC.
18. Preference to apprentices in adhoc/regular appointments.
19. Production of documents to audit departments relating to HSSC.
20. Transfer policy and relaxation in posting of Gazetted Officers in home Districts.
21. To take various posts out of the purview of HSSC.
22. Punishment and appeal rules.
23. Arrears of pay/Lien.
24. Demands of employees.
25. List of Heads of Departments.

26. Statements regarding dismissed Government servants.
27. Change of the Name/Date of birth of the Govt. employees.
28. Out-Sourcing of Services/activities Advice cases.

General Services-III Branch

1. Matters relating to age Fixation for entry into Govt. service.
2. Circulars and miscellaneous matters relating to GS-III Branch.
3. All references relating to advice cases of reservation policy in Govt. Jobs except representations.
4. Compilation of instructions (Codification).
5. Speedy disposal of Suspension cases.
6. Creation/continuation of staff of FD.
7. Condonation of break in Service due to resignation by the Govt. employees.
8. Policy regarding absorption of surplus and retrenched staff.
9. Demands of retrenched employees of various Boards/Corporations.
10. All reference relating to advice cases of reservation in admission in Educational Institutions as well as in Technical and Professional Colleges etc.
11. Regarding recommendations for issue/renewal of identity cards to be issued by the Ministry of Home Affairs, GOI, New Delhi.
12. Constitution of Sexual Harassment Complaints Committee.
13. Complaints reg. prevention of Sexual harassment to the women at work place.
14. Memorial Policy regarding.
15. Constitution of Committee of Secretaries on Administrative issues and Governance.
16. Matters/Cases to be placed before the Committee of Secretaries on Administrative issues and Governance.

NAME DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER.

Sr.No.	Name & Designation of the Officer	Designation	Telephone No. (Office)	Telephone No. (Residence)
1.	Sh. Subhash Ahuja, Under Secretary to Govt. Haryana, General Administration Department.	State Public Information Officer	9417767791	9417767791
2	Sh. Madan Lal, Superintendent, General Services-I Branch.	APIO	9876605267	9876605267
3	Sh. Om Parkash, Dy. Superintendent, General Services-III Branch	APIO	9463221416	9463221416
4	Sh. Parmod Kumar, Asstt. General Services-I Branch.	Nodal Officer General Services-I Branch.	9478798989	9478798989
5	Smt. Raj Kumari, Asstt. General Services-III Branch	Nodal Officer General Services-III Branch.	2474	9815148700

NAME DESIGNATION AND OTHER PARTICULARS OF THE 1st APPELLATE AUTHORITY

Sr.No.	Name & Designation of the Officer	Designation	Telephone No. (Office)	Telephone No. (Residence)
1.	Shri M.L.Koushik, IAS, Joint Secretary to Government Haryana, General Administration Department.	First Appellate Authority	2741494	2641522

STAFF GENERAL SERVICES-I BRANCH

Sr. No.	Name & Designation	Pay Scale (in Rs.)	Remueration (in Rs.)
1.	Sh. Madan Lal, Superintendent		
2.	Sh. Roop Singh, Assistant		19910/-
3.	Sh. Omparkash, Assistant		19450/-
4.	Sh. Parmod Kumar, assistant		19450/-
5.	Sh. Satbir jangra, Assistant		15580/-
6.	Sh. Dharampal, Assistant		17580/-
7.	Smt. Minu Dass, Clerk		8300/-
8.	Sh. Partap Singh, peon		8550/-

STAFF GENERAL SERVICES-III BRANCH

Sr. No.	Name & Designation	Pay Scale (in Rs.)	Remueration (in Rs.)
1.	Sh. Om Parkash, Dy.Superintendent		
2.	Smt. Raj Kumari, Assistant		18700/-
3.	Sh. Naresh Kumar Rohilla, Assistant		18700/-
4.	Sh. Sadhu Ram, Clerk		8300/-
5.	Sh. Saneh lata, Clerk		8550/-

FUNCTION,POWER AND DUTEIS OF OFFICERS**A) Chief Secretary**

1. All cases relaxation in policy/rules/instructions issued by the CS is concerned.
2. Approval of the tour programme of the Chairman, Haryana Staff Selection Commission and grant of earned leave to the Chairman/Members of the Commission.
3. Relaxation in out sourcing policy.
4. Compulsory/premature retirement of Group B Government servants on attaining the age of 50/55 years.
5. Fixation of working hours in Government Offices.
6. Conversion of temporary posts into permanent posts in various departments.
7. Budget proposals of the Haryana Staff Selection Commission.
8. Matters relating to extension in joining time on fresh appointment.
9. Change of Name/Change of date of birth of the Government employees.
10. Cases relating to prevention of sexual harassment to women at work place.
11. Advice cases regarding ACRs Gazetted/Non-Gazetted Officers (other than IAS Officers) of other departments.
12. Advice cases regarding E.B. cases of Gazetted, Non-Gazetted officers of other departments.
13. Circulation of vacancies.

B) Joint Secretary

1. Simple cases of advice to various departments.
2. Approval of cases relating to framing/amendments in service rules of various government departments.
3. Approval to the list of Administrative Secretaries and Heads of Departments of the Haryana Government.
4. Grant of permission for higher studies to Government servants.
5. Grant of Special Casual leave (i.e. Sports leave) to the Government servants.
6. Military Service benefit to the ex-servicemen.
7. Cases of compassionate assistance to the dependents of deceased Government employees.
8. Medical Reimbursement claims of the gazetted staff of HSSC where relaxation in rules is involved.
9. T.A. Bills of gazetted staff of HSSC for journeys beyond 10 days.
10. Cases involving sanction of expenditure up to Rs 1.00 lac.
11. Approval of drafts in cases where the decision has been taken at the level of CS/CM.

C) Under Secretary

1. Cases involving advice to various departments based on precedents.
2. Periodical review of pending cases.
3. Back reference to the departments where ever necessary.
4. Statements of Government servants dismissed/debarred from Government service Compilation and circulation of information.
5. Approval of reminders.
6. Medical Reimbursement claims of Non-gazetted staff of HSSC where relaxation in rules is involved.
7. T.A. Bills of Non-gazetted staff of HSSC for journeys beyond 10 days.