

SECRETARIAT INSTRUCTIONS

CHAPTER I

Organisation of the Secretariat

Introduction

The Haryana Civil Secretariat to which the instructions in this handbook will be applicable is the premier office of the State Government. Most of the Administrative Departments of the Haryana Government are situated in the main Secretariat building in Sector-1, Chandigarh. Organisation of the Secretariat has two wings. The Chief Secretary to Govt., Haryana is the Head of Department as well as Administrative Secretary of the Secretariat wing and the Chief Minister is its Minister-in-charge. The second wing, "Financial Commissioner office is under the Administrative control of Financial Commissioner Revenue and the Revenue Minister is its Minister-in-charge. All I.A.S. and H.C.S. officers are under the Administrative control of the Chief Secretary and Chief Minister. But other officers of the various branches of the F.C.R.'s wing are under Administrative control of the F.C.R. and the Revenue Minister. The Deputy Secretary Secretariat Establishment is the Head of office and assists the Chief Secretary as far as the staff of Secretariat wing is concerned. Deputy Secretary Revenue (Est.) is the Head of office and assists the Financial Commissioner Revenue as far as the staff of the F.C.R.'s wing is concerned. The Departments which are borne on the Secretariat wing are given below :—

1. Archaeology.
2. Architecture.
3. Archives
4. Health.
5. Cultural Affairs.
6. Economic & Statistical Org.
7. Education.
8. Elections.
9. Labour.
10. Employment.
11. Food & Supplies.
12. Home.
13. Civil Aviation.
14. Hospitality.
15. Industries.
16. Industrial Training.
17. Irrigation & Power.
18. Law
19. Lotteries.

20. Local Bodies.
21. Printing & Stationery.
22. Prosecution.
23. P.W.D B.&R.
24. P.W.D. Public Health.
25. Public Relations.
26. Sports.
27. Small Savings.
28. Social Welfare.
29. Welfare of Scheduled Castes & Backward Classes.
30. Finance.
31. Supplies & Disposal.
32. Technical Education.
33. Tourism.
34. Town & Country Planning.
35. Urban Estates.
36. Transport.
37. Vigilance.
38. General Administration.
39. Training.
40. Personnel.
41. Science & Technology.
42. Protocol.
43. Medical Education.
44. Planning.
45. Institutional Finance & Credit Control,
46. Administrative Reforms
47. Housing.
48. Language.

The Departments which are borne on the Financial Commissioners Revenue's Wing are given below :—

1. Revenue.
2. Rehabilitation.
3. Consolidation & Land Records.
4. Agriculture.
5. Co-operation.
6. Excise & Taxation.
7. Forests.
8. Wild Life Preservation.
9. Animal Husbandry.

10. Fisheries.
11. Development & Panchayats.
12. Dairy Development.

Ind Introductory :—The Haryana Civil Secretariat to which the instructions in this handbook pertain is the Premier office of the State Government. The Chief Secretary to Government, Haryana is its Head of Department, as well as Administrative Secretary and the Chief Minister is the Minister-in-charge of the Secretariat. The other Secretaries and Secretariat Officers in-charge of the various branches of the Civil Secretariat work under different Ministers but administratively they and their staff are under the control of the Chief Minister/Chief Secretary. The Under/Deputy Secretary, Secretariat Establishment is the Head of Office and assists the Chief Secretary as far as the staff is concerned.

Para 1 :—Allocation of Business amongst Ministers :—The Governor on the advice of the Chief Minister allots among the Ministers the Business of the Government by assigning one or more departments to the charge of a Minister. One department may be assigned to charge of more than one Minister. Any change in the portfolio of any Minister requires the approval of the Governor, who acts on the advice of the Chief Minister. Ministers will be assisted by Deputy Ministers, if and when appointed, in the discharge of their official duties.

Para 2 :—Arrangement of the Secretariat :—The Civil Secretariat is at present organised into the following departments :—

1. Home Department.
2. Finance Department.
3. Health Department.
4. Local Government Department.
5. Printing & Stationery, Labour, Language and Housing Departments.
6. Planning Department.
7. Food & Supplies and Transport Departments.
8. Irrigation & Industries Departments.
9. Building & Roads and Electricity Departments.
10. General Administration (including re-organisation)
11. Education.
12. Vigilance.
13. Administration of Justice (including Jails)
14. Tourism & Cultural Affairs.
15. Legislative.
16. Elections.
17. Town & Country Planning.
18. Social Welfare (including Welfare of Scheduled Castes & Backward Classes).

Each department consists of a Secretary to Government, who is its Administrative Head and of such gazetted and other staff subordinate to him as the Government may determine from time to time.

Provided that (i) more than one department may be placed in charge of the same secretary and (ii) the work of a department may be divided between two or more Secretaries.

N.B. : The gazetted staff referred to above may include one or more Officers of the status of Additional Secretary, Special Secretary, Joint Secretary, Deputy Secretary, Under Secretary and Special Officers.

Details of the subjects dealt with in the various departments in-charge of the various Ministers and Administrative Secretaries are given in the Rule of Business Part-I. The transfer of subjects from one Administrative Secretary to another must be referred for the concurrence of the Minister concerned and the Chief Minister.

3. The following table shows the branches in each department together with the Secretaries who are in-charge of them :—

GENERAL ADMINISTRATION DEPARTMENT

Sr. No.	Name of Branches	Secretary in-charge
1.	Services Branch I & II	Chief Secretary
2.	General Services Branch I	
3.	General Services Branch II & III	
4.	Establishment Branch-I	
5.	Establishment Branch-II	
6.	Accounts Branch	
7.	Accounts & Partition Branch (to be renamed)	
8.	Issue Branch	
9.	Circulating Branch	
10.	Defence Branch I & II	
11.	Ad. Q Branch	
12.	Political Branch	
13.	Publicity and Protocol Branch	
14.	Administrative Reforms Branch	
15.	Delay Checking Unit & S.I.U.	
16.	Boundry Area Committee Branch	