

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 Special Secretary, one Under Secretary, two Superintendents and other Non- gazetted staff.

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. S.K Jain, Under Secretary to Govt. Haryana, General Administration Department.	State Public Information Officer	2740226 Extn 2651	2228319
2	Sh. Ramesh Luthra, Superintendent, General Services-I Branch.	APIO	2743492	2725155
3	Sh. Subhash Ahuja, Superintendent, General Services-III Branch	APIO	2743492	2698419
4	Sh. Parmod Kumar, Asstt. General Services-I Branch.	Nodal Officer General Services-I Branch.	2743492	2556511
5	Smt. Raj Kumari, Asstt. General Services-III Branch	Nodal Officer General Services-III Branch.	2743492	3913454

NAME DESIGNATION AND OTHER PARTICULARS OF THE Ist APPELLATE AUTHORITY

Sr. No.	Name & Designation of the Officer	Designation	Telephone No. (Office)	Telephone No. (Residence)
1.	Shri B.S. Dhillon, IAS, Special Secretary to Government Haryana, General Administration Department.	First Appellate Authority	2741494	2770983