

PERSONNEL DEPARTMENT

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

1. The particulars functions and duties of the department are as under:-

Chief Secretary to Government, Haryana is the Head as well as Administrative Secretary of the Personnel Department. For his assistance there is on Special Secretary, one Under Secretary, two Superintendents and other non-gazetted staff. There is no subordinate office/field office under the control of this department. There is no plan/project/developmental schemes under the control of this department. The control of District Attorney is with the Director of Prosecution, Haryana.

FUNCTIONS AND DUTIES

The main function of this department are:

SERVICES-I BRANCH

1. IAS Rules-amendments etc.
2. Recruitment/promotion/seniority/confirmation in the IAS.
3. Promotion of IAS officers in the higher grades.
4. Grant of increments to the IAS officers on passing the Departmental Examination.
5. Grant of D.A., Personal Pay to the IAS.
6. Writing of ACRs/Assessment Reports of the IAS/HCS officers.
7. Disciplinary matters against IAS/HCS officers.
8. Grant of permission for higher studies to IAS officers.
9. Grant of permission to IAS officers for visiting abroad.
10. Grant of powers of Collector to HCS officers.
11. No Objection Certificate for obtaining Passport by IAS/HCS officers.
12. Promotion of HCS officers in higher grade and confirmation in the HCS.
13. Issue of Identity Cards to the IAS officers for visiting Central Government offices.
14. Policy regarding crossing of Efficiency Bar in the pay scales of employees.
15. Updation of syllabus for departmental examination of IAS and HCS officers.
16. Matter regarding relaxation in the rules of medical reimbursement claims of IAS officers.
17. Retention of IAS officers beyond the age of 50 years.
18. Review of IAS cadre and creation of temporary posts in the IAS.

SERVICES-II BRANCH

1. Review of cadre and strength and creation of posts in the HCS.
2. Appointment of HCS officers.
3. Postings/transfers of IAS/HCS officers
4. IAS Civil List and State Civil List.
5. Matters of IAS officers for Central Deputation/appointment of Election Observers.
6. Policy regarding LTC for State Government employees.
7. Grant of LTC/Leave to IAS/HCS officers.
8. Maintaining of History Sheets of IAS/ HCS officers.

9. Permission for higher studies to HCS officers.
10. Approval of tour programme of Divisional Commissioners and grant of permission of journey beyond jurisdiction by Deputy Commissioners.
11. Issue of retirement orders of HCS officers and sanction of leave encashment to IAS/HCS officers.
12. Fixation of seniority of HCS Officers.
13. Medical reimbursement cases of HCS officers.
14. Retention in service of HCS officers beyond the age of 50/55 years.
15. Grant of honorarium to IAS/HCS officers.
16. Matters regarding foreign assignments under UN and its allied agencies.
17. Grant of advance to IAS/HCS officers.
18. Budget (2053-District Administration-101-Commissioner-Pay of officers-2013-District Administration-093-District Establishment-Pay of officers.
19. HCS(Executive Branch) Rules.
20. Pay scale/special pay of HCS officers.

THE NAME, DESIGNATION AND OTHER PARTICULAR OF THE PUBLIC INFORMATION OFFICER

Sr.No.	Name and Designation of the officer	Designated as	<u>Telephone</u> Office	<u>Numbers</u> Residence
1.	Sh. Dhan Singh, Under Secretary to Government, Haryana, Personnel Department. (Services-I and II Branches)	Public Information Officer	2740743	2712997

APPELLATE AUTHORITY

Sh. P. Raghvendra Rao, IAS, Special Secretary to Government, Haryana, Personnel Department.	First Appellate Authority	2743506	2793193
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