

TO BE SUBSTITUTED BEARING SAME NUMBER AND DATE  
No. 62/56/2020-6GS-I  
HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT  
(GENERAL SERVICES-I BRANCH)

Dated Chandigarh the 24<sup>th</sup> December, 2020

To

- 1 Shri T.C. Gupta, IAS  
Addl. Chief Secretary to Government Haryana,  
Power Department.
- 2 Shri Siddhi Nath Roy, IAS  
Addl. Chief Secretary to Government Haryana,  
Urban Local Bodies Department.
- 3 Shri Anurag Rastogi, IAS  
Principal Secretary to Government Haryana,  
Excise & Taxation Department.
- 4 Shri Anand Mohan Sharan, IAS  
Principal Secretary to Government Haryana,  
Welfare of SC BC Department.
- 5 Shri A.K. Singh, IAS  
Principal Secretary to Government Haryana,  
Town & Country Planning Department.
- 6 Shri V. Umashankar, IAS  
Principal Secretary to Chief Minister, Haryana.
- 7 Smt. Deepti Umashankar, IAS  
Principal Secretary to Government Haryana,  
Monitoring & Coordination Department and  
Commissioner, Ambala Division, Ambala.
- 8 Shri Vijayendra Kumar, IAS  
Principal Secretary to Government Haryana,  
General Administration Department.
- 9 Shri Amit Agrawal, IAS  
Deputy Principal Secretary to Chief Minister, Haryana-I,
- 10 Smt. Ashima Brar, IAS  
Deputy Principal Secretary to Chief Minister, Haryana,

**Subject:** Rationalization of the organizational structure and modification of  
Departmental Service Rules

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that the matter regarding improving the productivity and efficiency was under consideration. A decision has been taken by Government to rationalize the organizational structure, examine the present and future adoption of ICT to streamline departmental deliverables and modify the service rules based

on redefined organisational structure. Initially, this exercise shall be undertaken in 39 Departments of the Government. These 39 departments have been allocated to various Administrative Secretaries as detailed at Annexure I.

2. The expected tasks to be performed in this exercise are as follows:

- Identify areas of work of the department, directorate and field offices.
- Identify areas of overlap between departments and suggest modifications.
- Examine existing posts, designations and their charter of duties.
- Examine extent of manpower outsourcing and its efficiency.
- Study present and possible future adoption of ICT to streamline departmental deliverables and its impact on organisational structure and human resource availability.
- Redefine organisational structure based on the requirements and capabilities identified.
- Rewrite Service Rules based on the redefined organisational structure.


3. The Administrative Secretaries shall submit their reports by 31<sup>st</sup> of January 2021.

The report submissions shall include:-

- (i) Present and proposed Organisational Structure with norms if required;
- (ii) Present and proposed areas of responsibility;
- (iii) Present and proposed number of posts with designations and charter of duties and promotion prospects;
- (iv) Outsourcing efficiencies;
- (v) Present and proposed modifications to the Service Rules.

4. The Administrative Secretaries and the Heads of Departments of the concerned departments shall provide all the data and assistance required by the designated officers (as in Annexure-I) for completion of the tasks assigned to them and submission of the report. The designated officers will be expected to consult the Administrative Secretary, Head of the Department and employees before finalizing their submissions.


Yours faithfully,

  
Under Secretary General Administration  
for Chief Secretary to Government Haryana.

Endst. No. 62/56/2020-6GS-I

Dated: Chandigarh, the 24<sup>th</sup> December, 2020

A copy is forwarded to all the Administrative Secretaries and Heads of Departments for information and action where necessary.

  
Under Secretary General Administration  
for Chief Secretary to Government Haryana.

**DESIGNATED OFFICERS & ASSIGNED DEPARTMENTS**

Sr. No.	Department	Designated Officer
		S/Shri/Smt.
1	Irrigation and Water Resources	A.K. Singh
2	Public Health Engineering	A.K. Singh
3	PWD (B&R)	A.K. Singh
4	State Transport	A.K. Singh
5	Transport Commissioner	A.K. Singh
6	General Administration	Amit Aggarwal
7	Local Audit	Amit Aggarwal
8	Agriculture & Farmers Welfare	Anand Mohan Sharan
9	Animal Husbandry & Dairying	Anand Mohan Sharan
10	Fisheries	Anand Mohan Sharan
11	Horticulture	Anand Mohan Sharan
12	New and Renewable Energy	Anand Mohan Sharan
13	Consolidation	Anurag Rastogi
14	Development & Panchayats	Anurag Rastogi
15	Food, Civil Supplies and Consumer Affairs	Anurag Rastogi
16	Land Records	Anurag Rastogi
17	Town & Country Planning	Anurag Rastogi
18	Secretariat Establishment	AshimaBrar
19	Tourism	AshimaBrar
20	Labour	DeeptiUmashankar
21	Social Justice & Empowerment	DeeptiUmashankar
22	Sports & Youth Affairs	DeeptiUmashankar
23	Welfare of S.Cs. & B.Cs.	DeeptiUmashankar
24	Women & Child Development	DeeptiUmashankar
25	Excise & Taxation	Siddhi Nath Roy
26	Forests & Wildlife	Siddhi Nath Roy
27	Industries & Commerce	Siddhi Nath Roy
28	Mines & Geology	Siddhi Nath Roy
29	Supplies & Disposals	Siddhi Nath Roy
30	Elementary Education	T.C. Gupta
31	Higher Education	T.C. Gupta
32	School Education	T.C. Gupta
33	Technical Education	T.C. Gupta
34	Treasuries & Accounts	T.C. Gupta
35	Information, Public Relations & Languages	V. Umashankar
36	Institutional Finance & Credit Control	V. Umashankar
37	Fisheries	Vijayendra Kumar
38	Skill Development & Industrial Training	Vijayendra Kumar
39	Urban Local Bodies	Vijayendra Kumar