

**ORDER OF THE GOVERNOR OF HARYANA**

In compliance of the Government Instructions issued vide letter No. 4/2/2003-MC, dated 10-01-2013, Deputy Secretary to Government, Haryana, Secretariat Establishment is hereby appointed as Nodal Officer for updation of important information such as latest instructions/Service Rules and Gradation list etc. on the Website for Secretariat Establishment Organisation.

Dated Chandigarh,  
the 1<sup>st</sup> January, 2013.

RAJBIR SINGH  
Secretary to Government, Haryana,  
Secretariat Establishment.

Endst. No. 22/30/2008-6Estt.-I

Dated Chandigarh, the 7.2.2013

A copy is forwarded to the Deputy Secretary to Government Haryana, Monitoring and Coordination Cell w.r.t. his letter No. 4/2/2003-MC, dated 10.01.2013 for information.

*Dharam Lal Malhotra*  
7/2/2013  
Superintendent Establishment-I,  
for Secretary to Government, Haryana,  
Secretariat Establishment.

Endst. No. 22/30/2008-6Estt.-I

Dated Chandigarh, the

A copy is forwarded to the Deputy Secretary to Government Haryana, Secretariat Establishment for information.

*Dharam Lal Malhotra*  
7/2/2013  
Superintendent Establishment-I,  
for Secretary to Government, Haryana,  
Secretariat Establishment.

Endst. No. 22/30/2008-6Estt.-I

Dated Chandigarh, the 7.2.2013

A copy each is forwarded to the following Superintendents/Deputy Superintendents of Haryana Civil Secretariat for information and necessary action with a request to send the important instructions/information which is of public interest and can be uploaded on [es.coordination@hry.nic.in](mailto:es.coordination@hry.nic.in):-

1. The Superintendent, Establishment-I Branch.
2. The Superintendent, Establishment-II Branch.
3. The Superintendent, Accounts Branch.
4. The Superintendent, Accounts and Partition Branch.
5. The Superintendent, Administrative Officer Branch-I.
6. The Superintendent, Administrative Officer Branch-II.
7. The Superintendent, Seniority fixation Cell.
8. The Deputy Superintendent, Issue Branch.
9. Librarian, Library, Haryana Civil Secretariat.
10. The Deputy Superintendent, Record Branch.
11. Weeding Officer, Weeding Section, Haryana Civil Secretariat.
12. Assistant Research Officer, Monitoring and Co-ordination Branch.
13. Incharge, Circulating Branch.

*Dharam Lal Malhotra*  
7/2/2013  
Superintendent Establishment-I,  
for Secretary to Government, Haryana,  
Secretariat Establishment.

**INTERNAL DISTRIBUTION**

PS/CS, PA/JSSE, PA/DSSE  
1E,2E,3E,4E,5E,6E,7E,8E.

*Dharam Lal Malhotra*  
7/2/2013  
Superintendent Establishment-I

Duplicate

**ORDER OF THE GOVERNOR OF HARYANA**

In compliance of the Government Instructions issued by Administrative Reforms Department vide letter No. 6/12/93-RU, dated 2.11.1993 and in reference to the letter of even No., dated 23.1.2013, the incumbent of the post of Under Secretary/Deputy Secretary/Joint Secretary to Government, Haryana, Secretariat Establishment (H.S.S. Cadre) is hereby deputed as '**Organisation and Methods Officer**' for Haryana Civil Secretariat for performing the following duties:-

1. To work as 'link' between his department and the Administrative Reforms Department.
2. To conduct surprise checking periodically to ensure the punctuality in attendance and to detect delays.
3. To investigate into the causes of deterioration of efficiency in his department, locate the defects, devise remedial measures and to make efforts to awaken the consciousness for efficiency in the office staff.
4. To simplify the procedures and work methods at all levels in the department aiming at increasing efficiency and reducing the costs.
5. To ensure strict compliance of instructions/directives/inspection reports etc. issued by the Administrative Reforms Department from time to time. Also he will make available all types of information requisitioned by Administrative Reforms Department.
6. To guide the staff of his department in the performance of their normal and day to day functions.
7. To have proper and effective co-ordination, they will keep constant contact with the 'Research Unit' of Administrative Reforms Department.
8. To suggest remedies (based on their practical experiences) for improvements in administration.
9. To send report on the department's O & M activities, for every six months periods ending 30<sup>th</sup> June and 31<sup>st</sup> December by 15<sup>th</sup> July and 15<sup>th</sup> January, respectively.

Dated Chandigarh,  
the 22<sup>nd</sup> February, 2013.

RAJBIR SINGH  
Secretary to Government, Haryana.  
Secretariat Establishment.

Endst. No. 22/58/2012-6Estt.-I

Dated Chandigarh, the 26<sup>th</sup> Feb.2013.

A copy is forwarded to the Deputy Secretary to Government Haryana, Secretariat Establishment for information and necessary action.

*Dharam Pal Malhotra*  
26/2/2013  
Superintendent Establishment-I,  
for Secretary to Government, Haryana.  
Secretariat Establishment.

Endst. No. 22/58/2012-6Estt.-I

Dated Chandigarh, the 26<sup>th</sup> Feb.2013.

A copy is forwarded to the Research Officer, Administrative Reforms Department w.r.t. his letter No. 6/12/93-RU, dated 23.1.2013 for information and necessary action.

*Dharam Pal Malhotra*  
26/2/2013  
Superintendent Establishment-I,  
for Secretary to Government, Haryana.  
Secretariat Establishment.

Endst. No. 22/58/2012-6Estt.-I Dated Chandigarh, the 26<sup>th</sup> Feb.2013.

A copy each is forwarded to all the Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/Chief Parliamentary Secretaries/Parliamentary Secretaries/Administrative Secretaries/Special Secretaries/Joint Secretaries and Superintendent/Deputy Superintendent of the Branches/Incharge of Branches of Haryana Civil Secretariat for information.

*Dharam Pal Malhotra*  
26/2/2013  
Superintendent Establishment-I,  
for Secretary to Government, Haryana,  
Secretariat Establishment.

**INTERNAL DISTRIBUTION**

PS/CS, PA/JSSE, PA/DSSE  
1E,2E,3E,4E,5E,6E,7E,8E.

*Dharam Pal Malhotra*  
26/2/2013  
Superintendent Establishment-I