



# Haryana Government Gazette

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## PART-I

### Notifications, Orders and Declarations by Haryana Government

#### HARYANA GOVERNMENT

#### ADMINISTRATIVE REFORMS DEPARTMENT

#### Notification

The 8th December, 2021

**No. 1/19/2017-2SIU.**— In order to conduct work-studies to examine the requirement of Staff for all Government Offices in the State, which demand additional posts or new posts and Staffing Policy to create new post of Officer(s) and Official(s); to recommendations/ sanction of new posts with Officer(s) and Official(s) for Haryana Government Offices in the State, the Governor of Haryana is pleased to frame Work Assessment Norms for work-study of an Assistant and a Branch and Staffing Policy. The mandate of Work Assessment Norms and Staffing Policy would be:-

#### 1. WORK ASSESSMENT NORMS:-

Formulation of “Work Assessment Norms and proformas” to conduct work-study for all Government Offices in the State by the Staff Inspection Unit of Administrative Reforms Department as per APPENDIX-I, which is as under:-

#### APPENDIX-I

#### I. Work Assessment Norms:-

##### (A) Norms for basis of calculation of annual man hours

Number of days in a year		365 Days
<b>a) Holidays</b>		
1.	Sundays	52
2.	Saturdays	52
3.	Restricted Holidays	3
4.	Other closed holidays	12*
5.	Casual Leave	10**
<b>b) Working days</b>		365 – 129 = 236
<b>c) Working Hours</b>		236 x 8 = 1888 hrs.
		<b>or say 1900 hrs.</b>

*	16 holidays are fixed in a year which are not changed. Out of which on an average, 4 holidays will fall on Sundays or Saturdays. Therefore, only 12 holidays will fall on working days hence, 12 days.
**	It was considered that an employee who is allowed CL should be expected to make up for his absence by a more concentrated effort or by working longer hours on returning to duty and even if it is considered that CL can affect the work to some extent, a margin of 10 days should be sufficient.

**(B) Proformas for Work Assessment:**

- (a) "Categorisation Sheet Proformas for "Receipt Work for Other than Receipt Work" which will be filled by the dealing-hand every day (Form-I & Form-II).
- (b) "Annual Frequency of Work Proforma" which is filled by the dealing assistant and inspected by the assistant of SIU (Form-III).
- (c) "Work Assessment Proforma" which is filled by the Assistant of SIU during the five days work-study period in the Branch (Form-IV).
- (d) "Dealing Assistant work load assessment Proforma", which is filled by assistant of SIU on the basis of receipt work to carry out the workload of each dealing assistant (Form-V).
- (e) "Final Work load assessment Proforma", which is filled by the assistant of SIU to carry out branch workload of all dealing assistant (Form-VI).

**2. STAFFING POLICY**

To create new post(s) of Officer(s) and official(s) for Haryana Government offices in the State as per APPENDIX-II, which is as under:-

**APPENDIX-II****(A) Criteria to create new posts of Officer(s) and official(s) for Haryana Government Offices in the State.**

Sr. No.	Name of post to be recommended or sanctioned with Group	Criteria for recommendation to create a new post(s) of Sr. No. 1 which is mentioned in Column- 2	Nos of Staff may be recommended or Sanctioned with each post, which is specify in Column-2
1.	Joint Secretary/ Additional Director or equivalent post of Group-A	Where two or three posts of Deputy Secretary/ Joint Director or Equivalent posts of Group-A in the Department/ Division/ Wing etc.	Personal Assistant-1 and Peon-1
2.	Deputy Secretary/ Joint Director or equivalent post of Group-A	Where two or three posts of Under Secretary/ Deputy Director or Equivalent posts of Group-A in the Department/ Division/ Wing etc.	Senior Scale Steno-1 and Peon-1
3.	Under Secretary/ Deputy Director or equivalent post of Group-A	Where there are two or three branches of a Department hold	Junior Scale Steno-1 and Peon-1.
4.	Deputy Director/ Assistant Director or equivalent post of Group-B	Where there are two or three branches with in the supervision of Group-B or C officials	Junior Scale Steno-1 and Peon-1.
5.	Superintendent or equivalent post of Group-B	Where there are four or five Assistants or equivalent posts	Stenotypist-1 and Peon-1
6.	Deputy Superintendent or equivalent posts Group-C	On the basis of workload, where three Assistants or equivalent post are required.	Peon-1
7.	Clerk/ receipt Clerk/ Dispatcher/Typist/ Data	i) For one Clerk or equivalent post for each two Assistants.	—

Sr. No.	Name of post to be recommended or sanctioned with Group	Criteria for recommendation to create a new post(s) of Sr. No. 1 which is mentioned in Column- 2	Nos of Staff may be recommended or Sanctioned with each post, which is specify in Column-2
	Entry Operator or Equivalent post	ii) For Typist or Data Entry Operator will be recommended where typing work is average of 25 pages. iii) For one receipt Clerk or Dispatcher will be recommended on the basis of 100 to 150 receipt/issues per day.	
8.	Peon	One for each gazetted officer other than Superintendent or Branch-In-Charge of a Branch.	—
9.	Chowkidar or Peon—cum- Chowkidar	One post of Peon-cum-Chowkidar will be recommended to create for each Govt. office/ Institution/ Block level office, Distt. level office.	—
10.	Sweeper	i) One post of Sweeper will be recommended to create for each Govt. office/ Institution/ Block level office, Distt. level office. ii) Two posts will be recommended to create for head office of Department. iii) One post for each Minister and Secretary of the Department under outsources policy of Haryana Govt.	—

- (B) Criteria to recommendation/sanction of new posts with Officer(s) and official(s) for Haryana Government Offices in the state.

Sr. No.	Rank	Name and No's. of Staff may be recommended with each ranking Officer
1.	Cabinet rank Minister or its equivalent	a) Special Senior Secretary -1 b) Private Secretary -1 c) Personal Assistant -2 d) Steno typist/JSS-1 e) Clerks/D.E.O.-2 f) Peons -3
2.	State Minister or its equivalent	a) Senior Secretary -1 b) Private Secretary -1 c) Personal Assistants -2 d) Steno typist/JSS-1 e) Clerks/D.E.O.-2 f) Peons -2
3.	Chief Secretary to Government Haryana or its equivalent	a) Secretary -1 b) Private Secretary -1 c) Personal Assistant – 2 d) Clerks/D.E.O.-2 e) Peons – 3
4.	FCR/Additional Chief Secretary or its equivalent	a) Secretary -1 b) Private Secretary -1 c) Personal Assistant – 2

Sr. No.	Rank	Name and No's. of Staff may be recommended with each ranking Officer
		d) Clerks/D.E.O.-2 e) Peons -2
5.	Principal Secretary or its equivalent	a) Secretary -1 b) Private Secretary -1 c) Personal Assistant -2 d) Clerk/D.E.O. -2 e) Peon -2
6.	Commissioner & Secretary or its equivalent	a) Private Secretary-1 b) Personal Assistant -1 c) Clerks/D.E.O.-2 d) Peons -2
7.	Secretary/ Special Secretary/ Divisional Commissioner/ HOD or its equivalent	a) Private Secretary-1 b) Personal Assistant -1 c) Clerks/D.E.O.-1 d) Peons -2
8.	Additional Secretary / Joint Secretary or its equivalent	a) Personal Assistant -1 b) Peon -1
9.	Deputy Secretary or its equivalent	a) Senior Scale Steno-1 b) Peon -1
10.	Under Secretary or its equivalent	a) Junior Scale Steno-1 b) Peon -1
11.	Superintendent or its equivalent	a) Steno typist-1 b) Peon -1
12.	Deputy Superintendent or its equivalent	Peon -1

**3. Criteria for a newly created Branch/ Department at initial stage as per APPENDIX-III, which is as under:-**

**APPENDIX-III**

- (A) When creating a new Branch in a Department or new Department following points are applicable for recommendation of post(s) of the Officer(s) and Official(s) at initial stage: -

As per Appendix II (A) 5 and 7(i) of Staffing Policy, one post of Superintendent along with four/five posts of Assistant, one post of Steno typist, two post of Clerk and one post of Peon may be provided for the establishment of new Branch in a Department or for newly created Department at the initial stage.

*Note: Work study of such Branch will be conducted after one year of its existence and the staff as per Appendix I (A) & (B) of Work Assessment Norms will be provided.*

- (B) When creating a new Department following points are applicable for recommendation of post(s) of the Officer(s) and Official(s) at initial stage: -

As per Appendix II (B) 7 of Staffing Policy, one post of Secretary/ Special Secretary/ Divisional Commissioner/ HOD or its equivalent with one post of Private Secretary, one post of Personal Assistant, one post of Clerk/ Data Entry Operator and two posts of Peon may be provided in a newly created Department at the initial stage.

*Note: Work study of such Department will be conducted after one year of its existence and the staff as per Appendix I (A) & (B) of Work Assessment Norms will be provided.*

4. Constitution of an Empowered Committee under the Chairmanship of Chief Secretary, by the Government of Haryana to ensure implementation of recommendations of SIU and to monitor and review the working of Government Department in the State by arranging periodical assessment of the working of all of the Departments in State, with a view to ensure, their most economical and effective functioning.

5. To give suitable directions and advice to the Departments for the implementation of the recommendations of the Committee.
6. To create an effective Branch/Cadre of specialists for providing proper guidance and assistance to the Departments in the concerned matter.
7. To give advice to State Government regarding any other aspect of the functioning of the Departments in the State.

The 8th December, 2021.

SANJEEV KAUSHAL,  
Chief Secretary to Government Haryana.

### Form- I

**LIST OF RECEIPTS/PUC/FILE EXAMINED**  
**(TO BE FILLED BY THE DEALING HAND, EXCEPT OTHER THAN CIRCULARS,**  
**INSTRUCTIONS, LETTERS FOR INFORMATION ONLY)**

**DATE:**

Name of dealing hand ..... Branch/Section/Unit.....

Designation ..... Office of .....

[illegible]

**Form- II**

**LIST OF PUC/LETTER/FILE OTHER THAN RECEIPT WORK**  
**(TO BE FILLED BY THE DEALING HAND)**

**DATE:**

Name of dealing hand ..... Branch/Section/Unit.....

Designation ..... Office of .....

[illegible]

**Form-III****OTHER WORKS/ ANNUAL FREQUENCY OF WORK OF LAST YEAR****(On account of original item of Work, which is filled by dealing hand)**

Name of dealing hand: \_\_\_\_\_

Office: \_\_\_\_\_

Designation: \_\_\_\_\_

Branch/Section/Unit: \_\_\_\_\_

Sr. No.	Description of work	Annual Frequency	Average time per unit	Annual-man Hours	Hours	Required Minutes
1	Lok Sabha/Rajya Sabha					
2	Assembly Questions					
3	Court Cases					
4	Meetings					
5	Reports					
6	P.A.C. Paras					
7	Budget/SNE					
8	Agenda/Proceeding					
9	PPT					
10	Any other item					
	<b>Total</b>					

\* Annual Frequency work/other works hours for which time spent actually by the employee, subject to maximum 150 hours during a year.



**Form-IV**

### WORK ASSESMENT PROFORMA OF A BRANCH/UNIT/SECTION

(FOR FIVE DAYS WORK ASSESMENT WHICH IS TO BE FILLED BY THE SIU OF A.R. DEPARTMENT)

Name of Branch/Section						Department						
Sr. No.	Name of Employee and Designation (S/Shri/ Smt.)	PART-A					PART-B		PART-C			
		1	2	3	4	5	6	7	8			
		Date of Assessment	Number of PUC/ files examined during a day	Time spent on PUCs/ Files or other works if any	Time spent on unofficial Activities i.e. personal work	Total working hours in a day	Total No. of PUCs/ Files/ Receipts examined during the Previous Year i.e. from 01/01/ ____ to 31/12/ ____	Average of the Current year PUCs/ Files/ Receipts to be examined on the basis of work study period of 5 days	Other works / Annual Frequency of work of last year (Maximum 150 hours or less which ever less) as per Annexure-III			
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
		Total				37:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
		Total				37:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
		Total				37:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
						7:30 Hours						
		Total				37:30 Hours						
		Grand Total										

**Form-V**

**WORK ASSESSMENT REPORT OF AN EMPLOYEE**  
**(TO BE FILLED BY STAFF INSPECTION UNIT OF AR**  
**DEPARTMENT)**

NAME OF EMPLOYEE :

BRANCH / SECTION/ UNIT:

DESIGNATION:

DEPARTMENT :

Statement showing the work load of the above said official on the basis of receipt work and other work  
 \_\_\_\_\_ as per work  
 study conducted by SIU of AR Department. \_\_\_\_\_

Sr. No.	Particulars	Items	
1	Total number of receipts disposed off during the work study week i.e 5 days from _____ to _____ (Source: Annexure-IV Part-A)		PUCs
2	Total time spent to dispose off these receipts by the dealing hand (time in hours), (Source: Annexure-IV Part-A)		Hrs.
3	Average time spent to dispose off each receipt in minutes (Col. No. 2 X 60 minutes divided by col.1 = per PUCs/files minutes taken)		Min.
4	Total number of actual PUCs/receipts examined by dealing hand in the previous year (Annexure-IV, Part-B)		PUCs
5	Estimated PUCs/files/Receipts for the Current Assessment year w.e.f ..... to ..... up to starting date of work study (actual receipts/PUCs) + Col. 1 above X days/months/year (Source: Annexure-IV, Part-B)		PUCs
6	Average of total numbers of PUCs/receipts received by the dealing hand of previous year and current year (as per Col. 4 + 5 -- 2)		PUCs
7	Total estimated time spent for average above work load in the year (Total average of PUCs as per Col. No. 6 X Col. No. 3 -- 60 min. (time in hrs.))		Hrs.
8	Other work/Frequency of work hours spent by dealing hand (Hours actual spent, subject to maximum 150 hours during the year (Source: Annexure-IV, Part-C)		Hrs.
9	Total hours spent by the dealing hand during on other work (Col. No. 7 + 8)		Hrs.
10	At the rate of 1900 hours per year for a person the justification marks and to (i.e. <u>2100</u> hours divided by 1900 hrs. as per norms of GOI). (as per standard norms i.e. total hours spent on work divided by Standard Works hours).		Work Load
11	Says, 1 workload is equal to 1 Assistant workload of a year. If workload is more than 1 then additional work may be transferred /distributed to another Assistant. (i.e. if there is 1.4 workload of an Assistant, 0.4 work is additional work may be transferred/ distributed to another Assistant).		extra work load

## Form-VI

## FINAL REPORT OF A BRANCH/SECTION/UNIT

NAME OF BRANCH :

DEPARTMENT :

Statement showing the workload on the basis of receipt work and other work in the office of \_\_\_\_\_ in \_\_\_\_\_ during the work study from \_\_\_\_\_ to \_\_\_\_\_ (all Assistants) of the Branch.

Sr. No.	Particulars	Items	
1	Total number of receipts disposed off all the dealing hands of the Branch/Unit/Section during the work study week i.e. 5 days (Source: Annexure-IV Part-A)		PUCs/ Files
2	Total time spent to disposed off these receipts of all dealing hands (time in hours) (Source: Annexure-IV Part-A)		Hrs.
3	Average time spent to disposed off each receipt in minutes (Col. No. 2 X 60 minutes divided by col.1 = per PUCs/ files minutes taken)		Min.
4	Total number of Actual PUCs/Files/receipts examined in the Branch during the period of Previous year. (Source: Annexure-IV, Part-B)		PUCs
5	Estimated PUCs/Receipts for the Current Assessment year w.e.f. .... to ..... up to (actual receipts/PUCs) + Col. 1 above X days/months/years (Source: Annexure-III, Part-B)		PUCs
6	Annual average of total numbers of PUCs/receipts of the Branch (as per Col. 4 + 5 /2)		PUCs
7	Total estimated time required for average work load in the year (Total PUC as per Col. 8 X Col. 3 /60Minutes)		Hrs.
8	Total other work /Frequency of work hours spent by all dealing hands of the Branch during the assessment years (Annexure-IV, Part-C)		Hrs.
9	Total hours spent by the all dealing hands of the Branch during the year (Col. No. 7 + 8) (time in hours)		Hrs.
10	Add 10% unaccountable Time/PUCs/files of Col.9 (e.g. PUCs / files discussions with officers, court hearings, Training period etc.)		Hrs.
11	Total average work estimated of the Assessment Year of the Branch (Col. 9 + Col. 10)		Hrs.
12	At the rate of 1900 hours per year for a person of Branch the justification marks and to ( i.e. _____ hours divided by 1900 hrs. as per norms of GOI). (as per standard norms i.e. total hours spent on work divided by Standard Works hours)		Work Load
13	Says, the work load 1 is equal to 1 Assistant work load (e.g. if there is 4.4 work load of 4 Assistants then work load 0.4 is extra, which may be Transferred/ distributed to among Assistants, if excess work load is 0.5 or above then one Assistant/dealing hand post may be created).		Nos. of Asstt.(s) required

In this Branch \_\_\_\_\_ Assistant have been sanctioned whereas on the basis of work study \_\_\_\_\_ Assistant have been found justified.

Concealed/Justified for the number of posts surplus/Additional posts \_\_\_\_\_.