

SECRETARIAT ESTABLISHMENT ORGANISATION

As per requirements of circular letter No. 5/4/2002-1AR, dated 30th September, 2005 from the Financial Commissioner & Principal Secretary to Government, Haryana, Administrative Reforms Department, the following information in respect of the Secretariat Establishment Organisation is furnished under the Right to Information Act, 2005:-

1. PARTICULARS, FUNCTION AND DUTIES OF THE ORGANISATION ARE AS UNDER:-

Secretariat Establishment Organisation consists of eight branches namely, Establishment-I & II, Issue, Circulating, Record, Weeding, Re-Organisation Branch and Library.

Chief Secretary to Government, Haryana, who is borne on the cadre of IAS is the Administrative Secretary of the Secretariat Establishment Organisation. For his/her assistance, there is one Joint Secretary, One Deputy Secretary, five Superintendents, his/her personal staff and other non-gazetted staff.

FUNCTIONS AND DUTIES

The following subject matters are being dealt with by the 8 branches of the Secretariat Establishment Organisation :-

ESTABLISHMENT-I

1. Appointment/promotion from Assistant to Dy. Secretaries of H.S.S. cadre.
2. Postings/transfers
3. Grant of selection grade
4. Re-employment/extension in service
5. Reservation in services/maintenance of roster
6. Representation/Appeals/Memorials relating to service matters
7. Seniority/Probation
8. Maintenance of Establishment records
9. Writ/court cases
10. Issuance of Caste certificates to SC & BC employees for their wards
11. Grant of all kinds of leave to Assistants to Dy. Secretaries of H.S.S. cadre (Earned leave, Maternity Leave, Commuted Leave, Half pay leave, Extra-ordinary leave, leave not due, Ex India leave etc.
12. Grant of L.T.C. to Assistants to Dy. Secretaries of H.S.S. cadre.
13. Medical examination of the officials/for the grant of leave or on medical grounds.
14. Taking explanations in the disputed leave/absence cases.
15. Confirmation and Gradation list of Class-I,II & III employees
16. Fixation of pay
17. Maintenance of confidential reports, files, processing of ACR's and conveying of Adverse Remarks.
18. Crossing of Efficiency Bar.
19. Issuing of appreciation letters
20. Change of Permanent Home Addresses and Towns.
21. All kinds of disciplinary actions
22. Standing orders
23. Amendment in the Secretariat instructions.
24. Establishment of ARO/RO/SRO/Deputy Director/Joint Director of ERAMU
25. Right to Information Act-2005

26. Deputation of Muslim employees for HAJ
27. Deputation of officials/other State Govts. and other Bodies/Organisations
28. Taking of persons on deputation from Govt./other State Govts./other Bodies/Organisations
29. Extension in the terms of deputation
30. Training/Course recommending the names of the employees
31. Circulating duty of Assistants
32. Assembly/Parliament business
33. Placing staff on Examination Duty in Hr. Staff Selection Commission & Central Committee of Examination
34. Quarterly report to Employment Exchange
35. Permission for Higher Education.
36. Miscellaneous
37. Grant of permission for the journeys beyond 10 days in a month
38. Issuance of NOC for passport.
39. Issue of domicile and service certificate
40. Re-survey Medical Board
41. Grant of Honorarium/fees.
42. Declaration the posts as Gazetted posts.
43. Creation/up-gradation/abolition of posts of Civil Secretariat Cadre.
44. Budget work of Secretariat Establishment.
45. Work relating to Haryana Civil Secretariat Employees Service Rules (Class-I, II and III).
46. Yearly Report to Economic & Statistical Organisation
47. Conduct Rules/Permission of movable/immovable property.
48. Fortnightly, monthly and quarterly reports
49. Maintenance of property return files
50. Pension/DCRG cases of all employees dealt within Estt.I Branch
51. Revision of pension of retired employees of Haryana Civil Secretariat.
52. Resignation/Retirement
53. Granting permission for private work.

ESTABLISHMENT-II

1. Honorarium, Pay fixation, Pension cases of all employees concerning Establishment-II Branch, all matters relating to drivers and cleaners.
2. Matters relating to clerks, Junior Translator and Telephone attendants for C.S. Residence except Military service benefit and charge sheet under rules 7 & 8 and Computer and Data Entry Operator.
3. All matters relating to Senior Secretary/ Secretary to Minister, Private Secretary/PA/Senior Scale Stenographers/Junior Scale Stenographers and Steno-typists.
4. All matters relating to peons, senior peons/peon-cum Chowkidars, Head Chowkidar/ Deputy Head Chowkidar.
5.
 - i) Confidential Reports and Property declaration of all employees concerning Establishment-II Branch.
 - ii) Character Verification.
 - iii) Efficiency Bars of all employees concerning Establishment-II.
 - iv) All work relating to Frash/Sweepers.
6.
 - i) All matters relating to restorers, Daftries, Record lifters, Gate Staff, Furniture Supervisor, Library Shelf Supervisor/ Record Supervisor, Telephone Attendants (for C.M.'s Residence) Cycle Mechanic/Lineman (RAX), Carpenter, Plumber, Book Binder, Cane worker, Electricians, Helpers, Telephone Mechanic, Cash & Bill Messenger, Photodar, Gestetnor Operator.
 - ii) Forwarding of applications.
 - iii) Matters relating to permission for Higher studies.
 - iv) Misc. work including circulars.

- v) All matters regarding compilation of statements/Reports etc.
- 7. Leave cases of all employees concerning Establishment-II Branch.
- 8.
 - i) All courts/Writ cases.
 - ii) Military Service Benefit to Clerks.
 - iii) Charge sheet under Rule-7 and 8.

CIRCULATING

1. CA (Incharge) marks the dak related to FD & other branches.
2. Received the dak from Prime Minister office/President office and Govt. of India. Marks these Dak and sent to the concerned officers.
3. All dak related to court cases.
4. Received the dak from Post and Telegraph Department. Marks these and send to concerned officers/branches.
5. Sort out and send all the dak to C.S. and all branches of C.S. office.
6. Sort out and send all the dak and send it to the concerned office.
7. All postal works.

ISSUE

1. To scrutinize the dak, dispatch letters and envelopes and all postal work.

RECORD

1. The recorded files such as A,B and C are retained in Record Section. To stitch the recorded files received from branches. To restore files in their proper bundles by main heads, sub heads etc. when they are recorded. To take out files from the bundles required by record keepers to be put up with fresh receipts. To send the files for review in the branches. After review prepare the files which are to be destroyed or retained.

WEEDING SECTION

1. To destroy the files which are marked to destroy received from branches after a review by the concerned branches.

LIBRARY

1. The Haryana Civil Secretariat Library caters to the needs of all Government Department stationed at Head quarters (except High Court and Vidhan Sabha) in respect of Government, reference books and publication required for office use. Once, in three years in the month of August or whenever otherwise convenient, all books in the Secretariat Library are checked with the shelf, list cards and results reported to the Under Secretary/Deputy Secretary Secretariat Establishment. New books are purchased for the library on the recommendation of Governor, Ministers, Officers and Officials of the Secretariat but the selection of books are finalized by the members of Book Selection Committee appointed by the Chief Secretary for this purpose. Government publication are purchased by the librarian. Before a bill is forwarded for payment to the Accounts Branch. It checks it carefully, accession number are invariably given as a token of the book having been actually entered in the Library Accession Register.

REORGANISATION

1. Convening of meeting of the Northern Zonal Council in consultation with States of Northern Zone and Ministry of Home Affairs.
2. Convening of the meeting of the Standing Committee comprising Chief Secretaries of States of Northern Zone.
3. Apportionment of outstanding dues towards Punjab and Himachal Pradesh consequent upon the division of the composite State of Punjab.
4. Quarterly review of the progress of implementation of recommendations made by the Northern Zonal Council.
5. Follow up action on the items discussed in the meeting of the Northern Zonal Council.

II. FUNCTIONS, POWERS AND DUTIES OF OFFICERS

A) Chief Secretary to Government Haryana approves the work of the officers working under him/her in the following matters:-

- 1 Acceptance of resignation/Voluntary Retirement of Group-A officers.
- 2 Cases relating to the Grant of Leave Ex-India/ Permission
- 3 Appointment of all other employees except Restorer and Group-D employees.
- 4 Proposals for creations of a post for a period of six months or for the abolition of any public office carrying a pay scale of Rs.5450-8000 and above upto Rs. 10000-13500/-.
- 5 Awarding of major punishment to Group-B Officers. (except compulsory retirement, removal from service and dismissal from service).
Awarding of minor punishment to Group-B Officers.
- 6 Awarding of major punishment to Group-C employees.
- 7 Representation from officials and officers except Group-A officers against communication of adverse remarks where the highest reporting authority is above the rank of Deputy Secretary.
- 8 Court Cases relating to Gazetted Officers
- 9 Issue of simple warning to Group-A Officers
- 10 Deputation of Group-B Officers to Government Undertakings, Local Bodies, Autonomous Bodies and Companies Substantially owned or controlled by the Haryana State Government.

B) Joint Secretary to Government Haryana, Secretariat Establishment

The Cases as detailed below are disposed of at the level of Joint Secretary to Government Haryana, Secretariat Establishment.

- 1 Awarding of only minor punishment under Punishment and Appeal Rules, 1987 to Group-C employees except Restorers.
- 2 The following relating to Gazetted personnel :-
a) Confirmation and
b) Pensions
- 3 With-holding/crossing of Efficiency bar of Group-B Officers and Deputy Superintendents/PAs/Assistants/Senior Scale Stenographers.
- 4 Acceptance of resignation/voluntary retirement of Group-B Officers
- 5 Allotment of Office accommodation to IAS/ Ministers.
- 6 Permission for higher studies to Group-A and Group-B Officers.

- 7 Grant of no objection certificate to obtain a passport.
- 8 Issue of appreciation letter to Group-B Officers
- 9 Postings/ transfers of Group-B Officers
- 10 Postings/ transfers of Deputy Superintendent P.As Assistants and Senior Scale Stenographers.
- 11 ii) References to Finance Department where the proposals are according to precedents and policy
- 12 Permission of sale/ purchase of movable/ immovable property, publish books and to broadcast from the A.I.R. to accept private employment and gifts forwarding of applications for outside jobs.
- 13 Ordinary and routine answers to Parliament Questions.
- 14 Implementation of assurance given by the C.M. on the floor of the house with the approval of competent authority.
- 15 Court cases (Non Gazetted)
- 16 Issue of simple warning to Group-B Officers and Deputy Superintendents, Assistants, P.As and Senior Scale Stenographers.
- 17 Deputation to foreign service of Group-B officers of Haryana Civil Secretariat.
- 18 To grant or permit Government employees to receive honorarium upto Rs.500/- to and individual case during the Financial year, if the service rendered does not fall within the course of the ordinary duties of the employees concerned.
- 19 Acceptance of resignation/voluntary retirement of Deputy Superintendents/ P.As/ Assistants/ Senior Scale Stenographers.
- 20 Representation against fixation of seniority of non-gazetted employees.
- 21 Disposal of representations against adverse remarks where the highest reporting authority is below the rank of Deputy Secretary.
- 22 Creation or abolition of any public office the maximum of the pay scale of which is Rs. 2550-3200 to below Rs. 5450-8000/-.
- 23 Cases relating to the grant of
- a) Earned leave/ Maternity Leave to Gazetted Personnel
 - b) LTC/India/Home Town relating to gazetted Personnel
- 24 All other cases, except policy cases relating to gazetted as well as non-gazetted staff (Assistants/Senior scale Stenographer and above) not specifically covered under any item.
- 25 Issue of appreciation letter to Group-C Officials.
- 26 Grant of personal pay for improving qualifications if permitted by Government.
- 27 Permission for higher studies to the entire non-gazetted establishment (except Restorers and Group-D employees) of the Haryana Civil Secretariat.
- 28 Renewal of non-accommodation certificate (other than normal cases)
- 29 Allotment of accommodation in the Haryana Civil Secretariat and other buildings hired by the Civil Secretariat except IAS/Ministers.
- xxiii) Approval of tour programs of Group-A officers
- 30 Pay fixation under normal rules of gazetted personnel, Group-C employees.

C) Deputy Secretary/ Under Secretary to Government Haryana, Secretariat Establishment.

The following cases are disposed of at the level of Deputy Secretary/ Under Secretary to Government Haryana, Secretariat Establishment.

All the matters relating to the Restorers and Class-IV

1. Employees other than Class-III (Excluding Clerks and above)
2. The following matter relating to non- gazetted personnel:-
 - a. Postings/transfers of the employees other than Deputy Superintendent/PAs/Assistants/Senior Scales Stenographers.
 - b. Permission to undertake private work
 - c. Drawl of increment
 - d. Acceptance of resignation/voluntary retirement of the Class-III & IV employees.

3. Issue of domicile certificate
4. Sanction for the grant of Ex-gratia payment to the dependents of deceased employees and issue of certificates under Group Insurance scheme.
5. Furnishing of Establishment data
6. Issue of simple warning to non-gazetted staff (except Deputy Superintendent PAs/Assistants/Senior Scale Stenographers.
7. All other cases except policy cases relating to non-gazetted staff (excluding Assistants and Senior Scale Stenographers and above) non specifically covered under any item.
8. Acceptance of resignation/voluntary retirement of non-gazetted employees other than Deputy Superintendents/Assistants/P.As./Senior Scale Stenographers.
9. The following matters relating to non-gazetted personnel:-
 - a. Withholding/crossing of efficiency bar of non-gazetted staff (excluding Deputy Superintendents/PAs/Assistants/Senior Scale Stenographers.
 - b. Leave Cases other than leave Ex-India.
 - c. Permission for acquisition of property movable or immovable.
10. Authorization of pay and allowances of officers on initial appointment at the minimum of the scale or on grant of increment or on receipt of specific orders passed by the competent authority.
11. Disposal of Pension cases, calculation of pension and DCRG of gazetted officers of Haryana Civil Secretariat.
12. Release of last claim of officers after issue of 'No Demand Certificate' by the respective authority.
13. Maintenance of service record of the entire establishment of the Haryana Civil Secretariat.
14. Sending of medical claim.
15. Verification of character and antecedents and medical examination of entire establishment of Haryana Civil Secretariat.
16. To exercise all powers of Head of office for Haryana Civil Secretariat.
17. Renewal of non-accommodation certificate (Normal cases).
18. Appointment of work charge staff/contingency paid staff/staff on daily wages.
19. Forwarding of application for the allotment of Government accommodation.
20. Retention of record of historical interest for the scrutiny of the Department of Archives.
21. Purchase of Books, Newspapers periodicals & Maps.
22. Writing of Books, Newspapers periodicals and Maps.
23. Approval of tour programs of entire Secretariat staff except Group-A Officers.
24. To attend to and impart instructions to trainees visiting Haryana Civil Secretariat from various States, when so requested.
25. Permission to Research Scholars and outsiders to consult the books available in the Library.
26. Issue of Identity Cards to Group-A Officers working in the Secretariat.
27. Pay fixation under normal rules of Restorers and Class-IV employees.
28. Issue of temporary Identity Cards to Group-A Gazetted Officers not working in the Secretariat and private persons.
 - a. Cases relating to the grant of Earned leave/Medical leave/Non –Gazetted staff
 - b. LTC/India/Home Town.
29. To grant or permit Government employees to receive honorarium upto a maximum of Rs.50/- in each individual case during a financial year, if the service rendered falls within the course of the ordinary duties of the employees concerned

D) Superintendents/ Ad.O.-I&II

The following cases are disposed of at the level of Superintendents/ Ad.O.-I&II.

1	Provision/maintenance of furniture furnishing and fitting according to the norms fixed.	Ad.O
2	Provisions of Stationery /Type-writers/ uniforms/ liveries/ sanitation/reception/public address/system/reservation of Committee Room/Watch & Ward and Security and general Maintenance of Haryana portion of the Secretariat Building and any other building hired by Haryana Civil Secretariat.	Ad.O
3	All matters relating to the serving of refreshments canteens and staff welfare measures (not specified elsewhere).	Ad.O
4	Issue of Identity Cards to the Gazetted /non-Gazetted employees of the Secretariat Establishment (excluding Group-A Officers).	Ad.O
5	Weeding out of record other than record of historical interest for the scrutiny of the Department of Archives.	Weeding Officer
6	Back reference eliciting wanting information and date verifications etc.	Superintendent

III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNT ABILITY:

On receipt of fresh dak/files, through the officers, circulating branch or direct from the other Departments, Officers in the Secretariat Establishment Organisation and the general public, the same are diarised by the Receipt clerk and sent to the dealing assistants of the branches. The record keepers of the concerned branches, put up the same to the concerned Assistants and thereafter the files are routed through the Superintendents of the respective branches, Deputy Secretary, Secretariat Establishment, Joint Secretary, Secretariat Establishment and finally disposed of by the Chief Secretary or Chief Minister as per the Standing Order of the department.

IV. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:-

- i) The officials working in Secretariat Establishment Organisation use general instructions issued by General Services Branches from time to time on the subjects being dealt by them which have been compiled in Manual of instructions on service matters (I to IV parts), Punjab Civil Services Rules, Vol. I, II, III, PFR, Volume-I & II, Government Employees (Conduct) Rules, 1966, Haryana Civil Services (Punishment & Appeal) Rules, 1987 and instructions issued by the Finance Department from time to time.

- a. Haryana Secretariat Service (State Service Group-A) Rules, 1979 at Annexure-‘A’
- b. Haryana Secretariat Service (State Service Group-B) Rules (under process).
- c. Haryana Civil Secretariat (Group-C) Service Rules (under process).
- d. Haryana Secretariat (State Service Group-D) Service Rule 1996 at Annexure -B.

V. DIRECTORY OF ITS OFFICERS ETC. IS AS UNDER:

Designation of the officer	Telephone Numbers	
	Office	Residence
Chief Secretary to Govt. Haryana	2740118	2713613
Joint Secretary, Secretariat Establishment	2740870	2726177
Deputy Secretary Secretariat Establishment	2740258	2567900

VI. THE MONTHLY REMUNERATION (AS ON 1.4. 2008) RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:-

Sr.No.	Name of Officer/employee & Designation Sarv Sh./Smt.	Remuneration (in Rupees)
1.	Dharamvir, IAS, Chief Secretary	92800/-
2.	Rajbir Singh, IAS, Joint Secretary	68370/-
3.	Ved Pal Kakran, HSS-I, Deputy Secretary	43292/-
4.	Madan Lal, Supdt. Estt.I	20671/-
5.	Bhim Singh Negi, Supdt. Estt.II	23076/-
6.	Ashwani Narang, Dy. Supdt. Re-Organization	26068/-
7.	Supdt. Issue	
8.	Sunita Duggal, Supdt. Weeding & Records	28716/-
9.	Aarti Chadda, Librarian	16090/-
10.	Anita, Asstt. Librarian	12354/-
11.	Dharam Pal Malra, Asstt. Estt. I	16524/-
12.	Basti Ram Bhardwaj, Asstt. Estt.I	16524/-
13.	Dilbag Singh, Asstt. Estt.I	14983/-
14.	Jagbir Singh Yadav, Asstt. Estt.I	16524/-
15.	Kamlesh Rawat, Asstt. Estt.I	15784/-
16.	Saroj Bala, Asstt. Estt.I	16524/-
17.	Ravita Ahalawat, Asstt. Estt.I	16524/-
18.	Manjit Kaur, Asstt. Estt.I	15905/-

19.	Naresh Kumar, Asstt. Estt.II	14383/-
20.	Vijay Kumar, Asstt. Estt.II	16524/-
21.	Mohinder Dutt, Asstt. Estt.II	17534/-
22.	Gori Shankar, Asstt. Estt.II	15414/-
23.	Roop Lal Saini, Asstt. Estt.II	16524/-
24.	Nidhi Vats, Asstt. Estt.II	12778/-
25.	Saroj Rani, Asstt. Estt.II	16299/-
26.	Satya Narian Verma, Asstt. Estt.II	16553/-
27.	Bhagwanti, Asstt. Circulating	16524/-
28.	Jai Goptal, Asstt. Re-Organisation	12453/-
29.	Nirmal Kapoor, Asstt. Record Section	17534/-
30.	Ram Dai, Asstt. Record Section	15414/-
31.	Raghubir Singh, Asstt. Weeding Section	16524/-
32.	Diwakar Nath, Asstt. Issue	15044/-
33.	Om Parkash Sharma, Issue	12823/-
34.	Manu Kapur, Sr. Scale Stenographer/JSSE	13643/-
35.	Savita Gupta, Sr. Scale Stenographer/ DSSE	15188/-
36.	Mamta Verma, Stenotypist, Estt.I	10120/-
37.	Ranjana Gupta, Stenotypist, Estt. II	10120/-
38.	Maha Singh Rathi, Clerk, Estt.I	8014/-
39.	Suresh Kumar S/o Devi Singh, Clerk, Estt.I	9843/-
40.	Gian Singh, Clerk, Estt.I	7552/-
41.	Phool Dass, Clerk, Estt.I	6879/-
42.	Archna, Clerk, Estt.II	8931/-
43.	Madhu Lata, Clerk, Estt,II	8908/-
44.	Rajinder Kumar, Clerk, Estt.II	9501/-
45.	Kirpal Kaur, Clerk, Estt.II	6879/-
46.	Rajesh Kumar, Clerk, Estt.II	9501/-
47.	Gurnam Singh, Clerk, Estt.II	9148/-
48.	Jai Bhagwan Sharma, Clerk, Circulating	8338/-
49.	Balwan Singh, Clerk, Circulating	8338/-
50.	Raj Kumar Sharma, Clerk, Circulating	8540/-
51.	Meenu Das, Clerk, Circulating	7552/-
52.	Roshan Lal, Clerk, Issue	7389/-
53.	Hakam Singh, Clerk, Issue	8554/-
54.	Surinder Kaur, Clerk, Issue	9148/-
55.	Vijay Kumar, Clerk, Issue	7990/-
56.	Chandgi Ram, Clerk, New Sectt.	7389/-
57.	Phool Dass, Clerk, New Sectt.	9148/-
58.	Asha Sharma, Clerk, Library	9148/-
59.	Sukhvinder Singh, Clerk, Library	8097/-

60.	Vishal Kumar, Clerk, Store Section	9148/-
61.	Rita, Clerk, Store Section	8584/-
62.	Susheel Kumar, Peon, Estt.I	6523/-
63.	Pirthu Ram, Peon, Estt.II	8149/-
64.	Nar Bahadur, Peon, Estt. II	8184/-
65.	Ratan, Peon, Issue	6523/-
66.	Dhalu Ram, Peon, Issue	8149/-
67.	Vinod Kumar, Peon, Issue, Sec. 17	6771/-
68.	Hardeep Singh, Peon, Issue, Sec. 17	6326/-
69.	Om Pati, Peon, Re-Organisation	6844/-
70.	Iswar Singh, Peon, Re-Organisation	8149/-
71.	Naresh Kumar, Peon, Library	7419/-

VII. THE BUDGET ALLOCATED TO DEPARTMENT INDICATING THE PARTICULARS ON ALL PLANS, PROPOSED EXPENDITURES ON ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE:-

Since the employees working in this department are borne on the cadre of the Haryana Civil Secretariat, no separate budget is allotted to this department.

VIII. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED, FOR PUBLIC USE:-

The citizens can obtain information from 9.00 A.M. to 5.00 P.M. on all working days from the respective branches, viz. Establishment-I&II, Circulating, Issue, Record, Weeding, Library, Re-Organisation in Haryana Civil Secretariat, Chandigarh as under:-

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|----|-----------------|-----------------------|
| 1. | Estt. I | 5 th Floor |
| 2. | Estt.II | 5 th Floor |
| 3. | Issue | 5 th Floor |
| 4. | Circulating | 6 th Floor |
| 5. | Re-Organisation | 7 th Floor |
| 6. | Record | 9 th Floor |
| 7. | Weeding | 9 th Floor |
| 8. | Library | Ground Floor |

IX. THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER:-

Sr.No.	Name & Designation of the officer	Designated as	Telephone number Office	Residence
1.	Sh. Ved Pal Kakran, Deputy secretary to Govt. Haryana, Secretariat Establishment.	Public Information Officer	2740258 Rax-2544	2567900

APPELLATE AUTHORITY

1.	Sh. Rajbir Singh, IAS Joint Secretary to Govt. Haryana, Secretariat Establishment.	Appellate Authority	2740870 Rax-2549	2726177
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X. Rest of the information can be had from the Haryana Right to Information Rules, 2005 published in Haryana Government Gazette (Extra-ordinary), dated the 28th October, 2005 vide Haryana Government, Administrative Reforms Department Notification No. 5/4/2002-1AR, dated 30th September, 2005.