

Monitoring and Coordination Cell

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

- Convening of the Conference of Deputy Commissioners and Superintendents of Police.
- Convening of the Meeting of Administrative Secretaries
- Matters regarding the meeting of Restructuring and right sizing of Govt. departments.
- Work relating to Committee of Secretaries on Urban Development, Rural Development, Social Sector and Administrative Issues and Governance.
- Convening of Divisional Development Review Sessions of all the Divisions in the State.
- Review of development works by the Commissioners in the Divisions- reports thereof.
- Collection of Reports regarding Special Development Initiatives.
- Matters regarding meeting of CS Haryana with CS NCT, Delhi and with CS Punjab.
- Priority areas of the State and pending issues of the State with Govt. of India.
- Redressal of Grievances of Employees to claim the benefit of Govt. Policy-Meeting of the Forum.
- Reg. Inspection by Administrative Secretaries/Head of Departments in the head offices/field offices to Monitor their functioning, maintaining punctuality and redressal if grievance of the public at large.
- Preparation of Comments on the report of Commission on Centre State Relations.
- Action Taken Report of the communications received from Government of India/Other Quarters sent to the concerned Department.
- Miscellaneous meetings/work assigned to Monitoring and Coordination Cell.

The Organization Branch has been merged with this Cell. Work assigned is as under:-

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

II. 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 Monitoring and Coordination

Cell, the same are diarised by the Receipt clerk and sent to the dealing assistants of the branches. Thereafter the files are routed through the Assistant Research Officer, Under Secretary, Monitoring and Coordination Cell Special Secretary, Monitoring and Coordination Cell and FC. Coordination. Routine matters are disposed off at the level of Under Secretary and Special Secretary, Coordination. The approval of Hon'ble CM, CS, FC. Coordination is sought in the case where there is a need for such approval.

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

Sr. No.	Designation of the officer	Designated as	Telephone number Office	Residence
1.	Under Secretary to Govt. Haryana, Monitoring and Coordination Cell.	Public Information Officer	2743485 Rax-2550	

APPELLATE AUTHORITY

	Sh. Rajbir Singh, IAS Special Secretary to Govt. Haryana, Monitoring & Coordination Cell.	Appellate Authority	2740870 Rax-2549	2726177
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III. 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.
