

**BUSINESS OF THE HARYANA GOVERNMENT  
(ALLOCATION) RULES, 1974**

As amended up to 28-02-2013 vide following Notifications:

Sr. No.	Notification No.	Dated
1	2	3
1.	Omitted vide order No. 1011-Cabinet-79	14-06-1979
2.	Inserted vide order No. 586-Cabinet-80	23-04-1980
3.	Omitted vide order No. 843-Cabinet-81	29-06-1981
4.	Inserted vide order No. 5/32-1Cabinet-82	07-03-1983
5.	Inserted vide order No. 3/2-Cabinet-83	30-08-1983
6.	Omitted vide order No. 3/2.Cabinet-83	30-08-1983
7.	The Deptt. Of Environment was created vide order No. 5/136(1)-Cabinet-83	30-09-1983
8.	Inserted vide order No. 3/4-Cabinet-83	11-11-1983
9.	Inserted vide order No. 3/5-Cabinet-83	23-11-1983
10.	Substituted vide order No. 3/3-Cabinet-84	22-03-1984
11.	Inserted vide order No. 3/7-Cabinet-84	27-08-1984
12.	Omitted vide order No. 3/7-Cabinet-84	27-08-1984
13.	Inserted vide order No. 3/6-Cabinet-84	30-08-1984
14.	Omitted vide order No. 3/6-Cabinet-84	30-08-1984
15.	Omitted vide order No. 3/6-Cabinet-84	30-08-1984
16.	Omitted vide order No. 3/1-Cabinet-84	05-09-1984
17.	Omitted vide order No. 3/1-Cabinet-84	05-09-1984
18.	Omitted vide order No. 3/1-Cabinet-84	05-09-1984
19.	Inserted vide order No. 3/1-Cabinet-84	05-09-1984
20.	Substituted vide order No. 3/8-Cabinet-84	23-10-1984
21.	New Deptt. Created vide order No. 3/3-Cabinet-86	10-06-1986
22.	Added vide order No. 3/5-Cabinet-86	31-12-1986
23.	Substituted vide order No. 5/64-1Cabinet-87	05-03-1987
24.	Inserted vide order No. 5/64-Cabinet-87	05-03-1987
25.	New Deptt. Created vide order No. 3/1-Cabinet-88	07-03-1988
26.	Substituted vide order No. 3/1-Cabinet-88	07-03-1988
27.	Substituted vide order No. 3/4-Cabinet-88	23-03-1988
28.	Inserted vide order No. 3/1-Cabinet-88	07-03-1988
29.	New Deptt. Created vide order No. 3/1-Cabinet-88	07-03-1988
30.	Substituted vide order No. 3/4-Cabinet-84	05-11-1988
31.	Substituted/Inserted vide order No. 3/4-Cabinet-84	05-11-1988
32.	Inserted vide order No. 3/4-Cabinet-84	05-11-1988
33.	New Deptt. Created vide order No. 3/4-Cabinet-84	05-11-1988
34.	New Deptt. Created vide order No. 3/1-Cabinet-89	22-08-1989
35.	Added vide order No. 6/2-Cabinet-92	05-03-1992
36.	Omitted vide order No. 6/2-Cabinet-92	05-03-1992
37.	Amended vide order No. 6/3-Cabinet-94	31-07-1995
38.	New Deptt. Created vide order No. 6/2-Cabinet-95	26-10-1995
39.	Added vide order No. 6/4-Cabinet-95	10-11-1995
40.	Omitted vide order No. 6/4-Cabinet-95	10-11-1995
41.	Amended & Substituted vide order No. 3/4-Cabinet-84	23-03-1998
42.	Substituted vide order No. 6/1-Cabinet-98	16-04-1998
43.	Substituted vide order No. 6/3-Cabinet-98	11-01-1999
44.	Substituted & bifurcated vide order No. 6/2-Cabinet-98	19-06-2000
45.	Added & bifurcated vide order No. 6/2-Cabinet-98	19-06-2000

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46. Omitted & Added vide order No. 6/3-Cabinet-88	17-08-2001
47. Omitted vide order No. 6/3-Cabinet-88	12-11-2001
48. New Deptt. Created vide order No. 6/3-Cabinet-2001	12-11-2001
49. Substituted vide order No. 6/1-Cabinet-2002	12-02-2002
50. Added vide order No. 6/2-Cabinet-2002	29-05-2002
51. Omitted vide order No. 6/3-Cabinet-2002	31-10-2002
52. Added vide order No. 6/4-1Cabinet-2003	02-01-2003
53. Substituted vide order No. 6/1-1 Cabinet-2003	20-05-2003
54. Added vide order No. 6/1-1 Cabinet-2003	20-05-2003
55. Added vide order No. 6/3-1 Cabinet-2003	05-11-2003
56. Substituted vide order No. 6/3-1 Cabinet-2003	05-11-2003
57. Omitted vide order No. 6/3-1 Cabinet-2003	05-11-2003
58. Added vide order No. 6/3-1 Cabinet-2003	05-11-2003
59. Substituted vide order No. 6/5-1 Cabinet-2003	21-11-2003
60. Substituted vide order No. 6/4-1 Cabinet-2003	21-11-2003
61. Added vide order No. 6/1-1 Cabinet-2004	01-04-2004
62. Omitted vide order No. 6/1-1 Cabinet-2004	01-04-2004
63. Added vide order No. 6/2-1 Cabinet-2004	22-11-2004
64. Substituted vide order No. 6/3-1 Cabinet-2004	27-12-2004
65. Added vide order No. 6/4-1 Cabinet-2004	18-02-2005
66. Substituted vide order No. 6/4-1 Cabinet-2004	18-02-2005
67. Added vide order No. 6/2-1 Cabinet-2005	07-04-2005
68. Omitted vide order No. 6/2-1 Cabinet-2005	07-04-2005
69. Substituted vide order No. 6/5-1 Cabinet-2005	22-11-2005
70. Substituted vide order No. 6/7-1 Cabinet-2006	13-01-2006
71. Omitted vide order No. 6/2-1 Cabinet-2006	09-05-2006
72. Omitted vide order No. 6/2-1 Cabinet-2006	09-05-2006
73. Added vide order No. 6/2-1 Cabinet-2006	06-07-2006
74. Substituted vide order No. 6/9-1 Cabinet-2006	13-11-2006
75. Substituted vide order No. 6/5-1 Cabinet-2007	24-09-2007
76. Substituted vide order No. 6/10-1 Cabinet-2006	17-11-2007
77. Substituted vide order No. 6/2-1 Cabinet-2008	27-03-2008
78. Added vide order No. 6/2/2008-1 Cabinet	30-07-2008
79. Substituted vide order No. 6/1-1 Cabinet-2008	22-08-2008
80. Substituted vide order No. 6/3-1 Cabinet-2008	28-11-2008
81. Substituted vide order No. 6/5-1 Cabinet-2008	22-12-2008
82. Substituted vide order No. 6/1-1 Cabinet-2009	24-02-2009
83. Substituted vide order No. 6/2-1 Cabinet-2009	07-06-2010
84. Substituted vide order No. 6/03-1 Cabinet-2010	27-12-2010
85. Added vide order No. 6/1/2010-1 Cabinet-2010	16-8-2010
86. Substituted vide order No. 6/2-1 Cabinet-2009	15-02-2011
87. Substituted/Added vide order No. 6/2-1 Cabinet-2010	03-08-2011
88. Bifurcated/Created vide order 6/2/2009-1 Cabinet	28.02.2013

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(v)

**GENERAL ADMINISTRATION  
POLITICAL DEPARTMENT**

**Order**

**The 30<sup>th</sup> August, 1974.**

No. 494-Cabinet-74.- In exercise of the powers conferred by clauses (2) and (3) of article 166 of the Constitution of India, and all other powers enabling me in this behalf, and in supersession of the rules published with Haryana Government notification No. 750-P-II(3)-68, dated the 22<sup>nd</sup> May, 1968, I, Birendra Narayana Chakravarty, Governor of Haryana, hereby make the following rules, namely:-

1. These rules may be called the business of the Haryana Government (Allocation) Rules, 1974.
2. The Business of the Government of the State of Haryana shall be transacted in the Departments specified in the Schedule annexed to these rules and shall be classified and distributed among those department as laid down therein.
3. The Governor shall, on the advice of the Chief Minister, allot among the Ministers the business of the Government by assigning one or more Departments to charge of a Minister:  
Provided that nothing in this rule shall prevent the assigning of one Department to the charge of more than one Minister.
4. Each Department of the Secretariat shall consist of the Secretary to the Government, who shall be the official head of that Department and of such other officers and servants subordinate to him as the State Government may determine;

Provided that:-

- (a) more than one Department may be placed in charge of the same Secretary; and
- (b) the work of a Department may be divided between two or more Secretaries.

## THE SCHEDULE

### (Allocation of Business among Departments)

(See Rule 2)

#### ADMINISTRATION OF JUSTICE DEPARTMENT

##### (Through the Secretary to Government, Haryana, Home Department)

1. Administration of criminal and civil justice including constitution, powers, maintenance and organisation of the courts of criminal and civil jurisdiction in the State.
2. Advocate General's office—All references relating to, including preparation of the High Court State Counsel List.
- \*3. Omitted.
4. Appointment of Special Judges under the Criminal law Amendment Act, 1952, for the trial of corruption cases.
5. Appointment, posting, transfer, leave, payment of fees, etc. of Government pleaders, public prosecutors, special public prosecutors and District Attorneys.
6. High Court and courts subordinate to it—All references relating to, except Service Rules and service matters.
7. Acquisition of land for military authorities, and creation of posts in connection; thereto.
- \*\*\*8. Omitted
- \*\*9. Omitted
10. Conduct of particular cases in criminal courts, including the Supreme Court of India.
11. Central Agency Section—References received therefrom, including conduct of cases in the Supreme Court of India through the aforesaid Agency.
12. Collection of information from various Departments regarding action taken in regard to strictures passed by court against public servants.
- \*\*\*13 Omitted
14. Death Cases—Entertainment of petitions for mercy for consideration by the Governor of Haryana President of India -petitions for mercy under section 402 Cr. P. C. and proposals for grant of pardons or commutation of a sentence in pursuance of Article 161 of the Constitution.
15. Deeds and Contracts—Authorising the Departments/Offices for the execution on behalf of the Governor of Haryana on deeds and contracts under Articles 299 of the Constitution of India.
16. Defence of India Act and the rules made there under .
17. Delegation of powers to Judicial Magistrates for the trial of cases under Suppression of Immoral Traffic in Women and Girls Act, 1956 and Rules framed there under.
- \*\*18. Omitted
19. Enforcement of the civil law including laws regarding status, property, civil rights and liabilities and civil procedure, determination of Marriage status under the Indian Christian Marriage Act, 1872.
20. Entertainment of applications for relief under the maintenance Orders Enforcement Act 1921.
21. Enforcement of the Punjab Separation of Judicial and Executive Functions Act, 1964, and Separation of Prosecuting Agency from the Law Department.
22. Entertainment of summons issued by the High Court of Punjab and Haryana, in miscellaneous civil and writ cases against Government.
23. Establishment matters relating to officers and staff under the Administrative control of the Department except matters allotted to the General Administration Department.
24. Establishment of courts for trial of cases under the East Punjab Children Act, 1949.
25. Filing of appeals against orders of acquittal passed by the lower courts /High Court of Punjab and Haryana and of applications in the court of competent jurisdiction for enhancement of sentences.

26. Fixation of contribution to be recovered by different departments of the Central Government for the work done on the behalf of the Law Officers of the State Government.
27. Forwarding of Letters of Probate and Administration and Letters of Request and Interrogatories to the proper quarters for necessary action.
- \*\*28. Omitted.
29. Holding of trials within the jail premises.
- \*\*\*30. Omitted
31. Institution of Honorary Magistrates.
32. Jurors—Appointment and exemption of .
- \*\*\*33. Omitted
34. Management of petty sheriffs Accounts, copying funds and Guardian Ward Accounts.
35. Manoeuvres Field Firing and Artillery Practice Act, 1938 and Air Bombing Ranges.
36. Making a request to the High Court of Punjab and Haryana for issue of Instructions to courts for expediting the disposal of cases, etc.
37. Muslims Evacuee Trust Properties of non-religious nature.
38. Official receivers and Notaries Public-Appointment of.
39. Punjab Registration of Money Lender's Act. 1938.
40. Requisitioning and acquisition of immovable and movable property under the following Acts:—
  - (a) East Punjab Movable Property Act, 1947.
  - (b) Punjab Requisitioning and Acquisition of Immovable property Act, 1953.
  - (c) Requisitioning and Acquisition of Immovable property Act, 1952.
- \*\*\*41. Omitted.
42. Wakf Properties—Administration of.
43. Withdrawal of prosecution cases pending trial in the courts of competent jurisdiction
44. References relating to Commission of Enquiry Act, 1952.

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\* Omitted vide order No. 101/1Cabinet-79 dated 14.06.1979

\*\* Omitted vide order No. 6/4-Cabinet 95. dt. 10-11-95

\*\*\*Omitted vide order No. 6/5/2008-1 Cabinet dt.22-12-2008

**AGRICULTURE DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Agriculture Department)**

1. Administration of the following Acts:—
  - (a) The East Punjab Agricultural Pests, Diseases and Noxious Weeds Act, 1949.
  - (b) The East Punjab Improved Seeds and Seedlings Act, 1949.
  - (c) The Punjab Reclamation of Land Act, 1959.
  - (d) The Punjab Cotton Ginning and Pressing Factories Act, 1953.
  - (e) The Cotton (Statistics) (E.P.) Act, 1948.
  - (f) The Cotton Transport Act, 1923.
  - (g) The Punjab Sugarcane (Regulation of Purchase and Supply) Act, 1953.
  - (h) The Punjab Fruit Nurseries Act, 1961, and the rules framed thereunder.
  - (i) The Punjab Land Improvement Act, 1963.
2. Advance of Loans/Subsidies to cultivators for agricultural purposes.
3. Agricultural Extension-Experimental and Demonstration Farms including Seed Farms; introduction of improved methods of farming; crop competition, supply of seeds, implements and plant protection equipment and insecticides; of protection of crops against insects and pests and prevention of plant diseases, Rabi and Kharif Campaigns; dissemination of agricultural information and publicity; and Crop Insurance.
4. Agricultural Implements.
5. Agricultural Production.
6. Agriculture Refinance Corporation.
7. Agricultural University, Hisar.
8. Agro- Industries Corporation.
9. Boring operations and trial bores for agricultural purposes.
10. Compost Scheme.
11. Cotton Control Order, 1955.
- \*11 A Development of the Mandi portion of townships.
12. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
13. Fertilizers (control) Order, 1957, distribution of fertilizers on subsidized basis and grant of loans for purpose of chemical fertilizers.
14. Grading of agricultural produce under the Grading and Marketing Act and Marketing News Service.
15. Horticulture, Garden Colonies, Landscaping, Garegarbi Memorial Gardens and Nurseries, Fruit and Vegetable Preservation and Demonstration, Fruit, Shows and Bee-keeping.
16. Land Development and Seed Corporation.
17. Locust Control.
18. Minor Irrigation Schemes.
19. Procurement and distribution of iron and steel for agricultural purposes.
20. Survey and reclamation of waste land.
21. Seed Certification, Testing and Inspection.
22. Setting up of Debt Conciliation Boards.
23. Soil Conservation of Agricultural land as distinct from forest areas.
24. Land Reclamation and Thur and Sem Areas Land Reclamation Co-operation.

25. Study abroad and within India under various agricultural programmes.
26. *State Agricultural Marketing Board/Market Committees— Constitution of the Board-Declaration of notified market areas, market yards, establishment of Market Committees and exercising control over purchase, sale, storage and processing of agricultural produce in specified areas under the Punjab Agricultural Produce Markets Act, 1961.*
27. Warehousing Corporation.
- \*\*28. Land Use Board.

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\*Inserted *vide* order No. 5/164-Cabinet-83 at. 5-3-1987.

\*\* Added *vide* order No. 6/7/2006-1 Cabinet dt. 6-7-2006

**\*\*\*ANIMAL HUSBANDRY & DAIRYING DEPARTMENT**

**(Through the Secretary to Government, Haryana, Animal Husbandry and Dairying Department)**

1. Administration of the following Acts:—
  - (i) The East Punjab Animal Contagious Diseases Act, 1948.
  - (ii) The Punjab Livestock Improvement Act, 1953.
  - (iii) The Punjab Prohibition of Cow-Slaughter Act, 1956.
  - \*\* (iv) The Haryana Murrah Buffalo and Milch Animal Breed (Preservation and Development of Animal Husbandry and Dairy Development Sector) Act, 2001 (6 of 2001)—All matters concerning.
  - \*\* (v) Milk and Milk Products order, 1992—All matters concerning.
  - \*\* (vi) The India Veterinary Council Act, 1984 (52 of 1984)—All matters concerning.
  - \*\* (vii) Haryana Regulation of Compounded Cattle Feed, Concentrates and Mineral Mixture-Order, 1999 All matters concerning.
2. Animal Husbandry Extension Work.
3. Cattle Export Policy including matters relating to Livestock Fairs, Livestock Markets, etc, to the extent of the Animal Husbandry Department is concerned.
4. Development of Gosadans and Goshalas.
5. Establishment and control of Veterinary Hospitals, Dispensaries and Small Animal's Clinics.
6. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
7. Livestock breeding including determination of breeding policy, Cattle Feed & Fodder Improvement and Research including all matters connected with the Government Livestock Farm, Hissar, Intensive Cattle Development Projects and other Livestock breeding programmes, purchase and sale of Livestock.
8. Livestock Census.
- \*9. Omitted.
10. Poultry Development and matters relating to State Poultry Corporation.
- \*\*\*11. Pig, Sheep and Goat Breeding”.
12. Treatment, control and prevention of diseases amongst the Livestock including production of vaccines and sera.
13. Administration of relief measures for preservation of Livestock during flood, drought and famine.
- \*\*\*14. Anti-Partem examination of animals meant for slaughter i.e. animals/poultry at the slaughter houses.
- \*\*15. All matters concerning development of Dairy Industry in the State.
- \*\*16. The Haryana Livestock Development Board— All matters concerning”.
- \*\*\*17. All matters relating to wool grading and wool development.”.

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Amended order No. 6/3-1 Cabinet-2003, dt. 5-11-2003

\* “Stands for Omit”

\*\* “Stands for “Insert”

\*\*\* “Stands for “Substitution”

Added *vide* order No. 6/4-1 Cabinet-2004, dt. 18-2-2005 (Sr.Nos 14 and 17)

**\* ARCHAEOLOGY & MUSEUMS DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Archaeology and Museums Department)**

1. Administration of the Punjab Ancient and Historical Monuments and Archaeological Sites and Remains Act, 1964, and all matters connected therewith.

**\*\*2. Archaeology**

- (i) Maintenance, Conservation and Preservation of State Protected Monuments/Sites and Remains;
- (ii) Conducting Archaeological explorations. excavations ;
- (iii) Chemical preservation of monuments and antiquarian remains;
- (iv) Archaeological survey of monuments ;
- (v) Development of epigraphically research and publications.

**\*\*3. Museums**

- (i) Setting up re-organisation of Museums;
- (ii) Organisation of exhibition. re-organisation/modernization of galleries;
- (iii) Sale of plaster casts/fiberglass replicas of select museums pieces;
- (iv) Acquisition of Art Objects.

**\*\*4. Establishment matters relating to officers and staff under the administrative control of the department except matters allotted to the General Administration Department.”,**

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\* Amended and substituted vide order No.3/4-Cabinet dt. 23-3-1998

\*\* substituted vide order No.6/5-Cabinet 2003 dt. 21-11-2003

**\* ARCHITECTURE DEPARTMENT**

**(Through the Secretary to Government, Haryana, Architecture Department)**

1. Architectural designs of the buildings/projects, including preparation of master plans, neighborhood schemes, development of open spaces, for,—
  - (a) All Government department of Haryana;
  - (b) Exhibitions and interior designing;
  - (c) Semi-Government/Private Institutions/Universities /Local Bodies/Boards/ Corporations/Emporias, etc.

*Note.* : — This will include issue of completion certificates on the completion of each building/project as per the architectural drawings, and supervision of construction works in respect of architecture work.

2. Climatology in relation to buildings.
3. Co-ordination of all executing and advisory agencies, such as Public Works (Buildings and Roads). Irrigation, Public Health, Electrical Fire Protection and fire fighting, structural designing, Air conditioning, acoustical treatment, interior decorating, land scaping, etc.
4. Establishment matters relating to officers and staff under the administrative control of the Department except the matters allotted to the Personnel, Administrative Reforms and Training Department.
5. Evaluation of buildings and allied infrastructures.
6. Implementation of the Architects Act, 1972 (including the work relating to Council of Architecture) in the State.
7. Preparation of Buildings and Environmental Bye-laws.
8. Promoting Architectural Education.
9. Selection of sites, preparation of requirements, and formulation of project reports.
10. Scope of professional services.
11. Search and research on buildings, which may include materials, traffic problems in cities, space uses, structures, socio-economic pattern, local influences and environmental development in the State.

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\* New Department created vide order No. 3/4 –Cabinet-84 dt. 5-11-1985

**\*ARCHIVES DEPARTMENT**

**\*\*\* (Through the Secretary to Government, Haryana, Archaeology and Museums Department)**

- \*\*1. Survey and acquisition of public and private records of historical, political, administrative, economic, religious, social and cultural value.
2. Maintenance of records of Government Departments and donors.
3. Preservation of old records on the scientific lines for posterity, so that the valuable records may not be destroyed with the passage of time.
4. Holding of archival exhibitions to inculcate the archival consciousness among general public.
5. Tape-recording the memoirs of freedom fighters and eminent personalities of the State to bridge the gap between written and factual history.
6. Providing research facilities to bonafide research scholars.
7. Establishment matters relating to officers and staff under the administrative control of the department except matters allotted to the General Administration Department.”.

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\*Amended and substituted vide order No. 3/4-Cabinet-84, dt. 23.03.1998.

\*\*Substituted vide order No. 6/4-Cabinet-2003, dt. 21.11.2003.

\*\*\* Amended and substituted vide order No.6/3/2010-1Cabinet dt. 27-12-2010.

**ART AND CULTURAL AFFAIRS DEPARTMENT**

(Through the Secretary to Government, Haryana, Art and Cultural Affairs Department)

- \*\*&\*\*\*1.           Compilation of data and dissemination of information pertaining to art and culture.
- \*\*2.                Encouraging promising artistes through a scheme of scholarships for study in India or abroad.
- \*\*3.                Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department
- \*\*4.                Fostering an aesthetic taste in the minds of the people of Haryana.
- \*\*5.                Fostering music, drama, dance, painting, culture etc. amongst all sections of the people and especially among school-going students as well as college and university students by all means including the holding of competitions.
- \*\*&\*\*\*6.           Giving grants-in-aid to institutions devoted to fostering art and culture in Haryana.
- \*\*7.                Giving or sponsoring of cultural performances, (Including the actual performances and music or dance performances.)
- \*\*8.                Organising conferences, seminars etc. on art subjects.
- \*\*9.                Producing or assisting in the production of films.
- \*\*&\*\*\*10.         Setting up or assisting in the setting up of an academy or academies devoted to music, dance, culture etc.
- \*\*11.              Setting up or assisting in the setting up of an art museum.
- \*\*&\*\*\*12.         Setting up or assisting in the setting up of libraries devoted to the collection of books, films, records etc. on art and culture.
- \*\*13.              Undertaking the artistic decoration of all Government buildings.

\* Inserted vide notification No . 3/1-1 Cabinet – 88, dated 7-3-1988

\*\* Substituted vide order No. 6/2-1 Cabinet – 2006, dated 9-5-2006.

\*\*\*New entries made vide order 6/2/2009- 2 Cabinet, dated 7-6-2010.

\*\*\*\*Re change of name of the Deptt Vide order 6/2/2009-1 Cabinet dated 15-2-2011.

\*\*\*\*\*Bifurcated/Created vide order 6/2/2009-1Cabinet dated 28.02.2013.

**CIVIL AVIATION DEPARTMENT**

**(Through the Secretary to Government, Haryana, Civil Aviation Department)**

1. Civil Aviation including construction of Landing grounds and grant of financial aid to the flying and gliding clubs.
2. Agriculture aerial spray operations through State owned helicopters/aircraft

**CONSOLIDATION DEPARTMENT**

**(Through the Secretary to Government, Haryana, Consolidation Department)**

1. All matters relating to consolidation of holdings operations including administration of the East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948.
2. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.

**CO-OPERATION DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Co-operation Department)**

1. Administration of the following Acts and the Rules made there under:—
  - (i) The Haryana Co-operative Societies Act, 1984.
  - (ii) The Punjab Co-operative Land Mortgage Banks Act., 1957.
2. All works relating to Co-operative Societies of all types and at all levels, registered \*under the Haryana Co-operative Societies Act, 1984 except the Haryana State Federation of Consumers Co-operative Wholesale Stores Ltd. (Confed).
3. Procurement and distribution of fertilizers.
4. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
5. Statistical Reports of Co-operative movement.

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\*Amended vide order No.6/3-Cabinet-94 dt. 31-7-1995

**DEVELOPMENT AND PANCHAYATS DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Development and Panchayats Department)**

1. Administration of the following Acts:—
  - (i) The Punjab Gram Panchayats Act, 1952.
  - (ii) The Punjab Village Common Lands (Regulation) Act, 1961, including management and development of Shamlat Lands.
  - (iii) Punjab Panchayat Samities and Zila Parishads Act, 1961.
2. American Peace Corps Volunteers.
3. Apportionment/Allocation of assets and liabilities of District Boards among Zila Parishads and Panchayat Samitis.
4. Budget and allied matters in respect of the Development and Panchayats Department.
5. Buildings and Houses for the office and staff of the Department—Construction of.
6. Cattle Fairs and grounds—All matters relating to, except those concerning the Animal Husbandry Department.
7. Complaints and inquiries against Panches and Sarpanches.
8. Co-ordination between Gramdan and Community Developments Movements -follow up action.
9. Disciplinary action against Panchayats, Panchayat Samitis and Zila Parishads and also against members thereof.
- \*\*10. Discretionary grants by Ministers, Chief Parliamentary Secretaries and Parliamentary Secretaries.
11. Elections of Panchayats, Panchayat Samitis and Zila Prishads.
12. Establishment mattes relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
13. Ferries under the local bodies and proposal for the establishment of ferries intended to be transferred to local bodies.
14. Finances of the Panchayat Samitis and Zila Parishads.
15. Implementation of various Development Schemes in the Community Development Blocks.
16. Institutional and Non-institutional training of Non-officials Members of Panchayats, Panchayat Samitis and Zila Parishads and others.
- \* \*16-A. Integrated Rural Development.
  17. Intensive Agricultural Development Programme.
  18. Local rates and other allied matters.
  19. Location of Block Headquarters and demarcation/re-demarcation of boundaries of Blocks.
  20. Location of Primary Health Centers in Blocks and allied matters.
  21. Minor flood protection works such as bunds, drains, etc.
  22. Minor Irrigation Works e.g. percolation wells, tubewells, tanks, kuhls, etc. so far as the Department is concerned.
- \*22-A. National Rural Employment programme.
  23. National Water Supply Scheme so far as the Department is concerned.
  24. Plan and development schemes—financial assistance to Panchayats— interest free loans to Panchayats for revenue earning schemes.
  25. Rural Housing Schemes—construction of Model Villages.
  26. Statistical evaluation.
  27. Suspension of resolution of Panchayat, Panchayat Samitis and Zila Parishads.
  28. Study tour of non-officials including farmers at All India, State and Block levels.
  29. Seminars and Sammelans in the Department.
  30. Social Service Programmes for A.C.C. and N.C.C.

31. Taxes and fees levied by Panchayats Samitis—All matters concerning.
32. Training of young farmers and village leaders and organisation of young farmer's clubs.
33. Training Institutions of the Department—All matters relating to.
34. Village Housing Projects—State Rural Housing Cell—Policy matters.
35. Village Volunteer Force—All matters relating to.
36. Visits of V.I.Ps. to Community Projects—All matters concerning.
37. Young Farmers Exchange Programme.

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\*Inserted vide order No.3/5-Cabinet-83 dt. 23-11-1983

\*\*Amendment vide No.6/3 Cabinet-94 dt. 31.07.1995

**\*&\*\*\*\*EDUCATION DEPARTMENT**

**\*&\*\*\*\*(Through the Secretary to Government, Haryana, Education Department)**

1. Books-Nationalisation of.
2. Development of Hindi, Punjabi and other languages, including Sanskrit in Educational Institutions.
3. Education-All matters relating to and including :—
  - (a) Administration of Educational Institutions.
  - (b) Basic and Elementary Education (including administration and working of the Punjab Primary Education Act, 1960).
  - (c) Board of School Education.
  - (d) Buildings Fund.
  - (e) Campus Projects.
  - (t) Department Examinations.
  - (g) Education Abroad.
  - (h) Educational and Vocational Guidance.
  - (i) Extension of educational facilities at all stages of education (including opening of Branch Primary Schools and up-grading of Schools).
  - (j) Extension Service Projects.
  - (k) Free Education Scheme.
  - (l) Grants to non-Government Educational Institutions and Voluntary Organisations situated within and outside the State.
  - (m) Physical Education, Sports, Tournaments etc.
  - (n) Provincialisation and taking over of Schools.
  - (o) Report of Education Commission-Implementation of recommendations made therein.
  - (p) Scholarships, stipends and financial assistance to students including those belonging to Scheduled Castes, Vimukat Jatis, Scheduled Areas and Political Sufferers.
  - (q) School Feeding Programme.
  - (r) School Pupils Funds.
  - (s) Secondary and Higher Secondary Education and Multipurpose Schools and Schemes relating thereto.
  - (t) Social Education and Audio-visual Education.
  - (u) State Institute of Education.
  - (v) Teachers Training Institutions-Government and Private.
  - (w) Women Education.
4. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
- \*\*5. Fine Arts, literary discussions, seminars, workshop etc.
- \*\*\*\*6. Omitted
- \*\*\*7. Libraries of educational institutions.”
8. Loans to and acquisition of land for private Educational Institutions for constructions of buildings, etc.
9. National Cadet Corps Auxiliary, Cadet Corps, Bharat Sewak Samaj and Scouts and Guides Organisations and National Discipline Scheme.
10. National Foundation for Teachers' Welfare.
11. National and State Awards to Teachers.
12. National Integration including safeguards for linguistic minorities so far the educational sphere is concerned and co-ordination of all work relating to this subject both in the educational and administrative sphere.

13. Recognition of Degrees and Diplomas, etc.
14. Universities and their administration.
15. Welfare of Youth, Study Tour, etc.
- \*\*\*16. State Council for Vocational Education.
- \*\*\*17. Vocational Education Institutes under 10+2 System.

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\*Inserted vide order No.3/4-Cabinet dt. 23-3-1988

\*\*Omitted vide order No.6/2-2005 Cabinet dt. 7-4-2005

\*\*\*Inserted vide order No. 6/1/2008-1 Cabinet, dated 22.08.2008

\*\*\*\*Omitted vide order No.6/2-2 Cabinet-2009 dt. 07.06.2010.

**ELECTIONS DEPARTMENT**

**\*(Through the Secretary to Government, Haryana and Elections Department)**

- \*\*1. All matters concerning preparation, revision and periodical up gradation of electoral roll,
- \*\*2. Preparation of Electors Photo Identity Card (EPIC)
- \*\*3. To undertake printing of electoral rolls along with the photograph of electors.
- \*\*4. Conduct of general elections/bye-elections to the Lok Sabha and State Legislative Assembly.
- \*\*5. Election to the office of President and Vice President.
- \*\*6. Biennial bye-elections to the, Council of States.
- \*\*7. Work of delimitation commission.
- \*\*8. Administration of the following Acts and rules made thereunder :
  - I. Representation of People Act, 1950 (43 of 1950).
  - II. Representation of People Act, 1951 (43 of 1951).
- \*\*9. Establishment matters relating to officers and staff under the administrative control of the department except matters allotted to the General Administration Department.

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\*Substituted vide Notification No.3/3-Cabinet -84 dt. 22-3-1984

\*\*Substituted vide order No.6/6-2005 Cabinet dt. 20-1-2006

**\*ELECTRONICS AND INFORMATION TECHNOLOGY DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Electronics and Information Technology Department)**

- \*\*1. All matters concerning computer based information, technology and processing including hardware and software and standardization of procedures”; and
2. All technology pertaining to silicon, other than metallurgical grade silicon.
3. Co-ordination of requirements relating to electronics processing equipments (computers).
4. Development of electronics and co-ordination amongst its various users.
5. Establishment matters relating to officers and staff under the administrative control of the department except matters allotted to the General Administration Department.
- \*\*6. To develop and promote, Information Technology based system in the State.
- \*\*7. To create infrastructure facilities for rapid growth of Information Technology and equipment.
- \*\*8. To develop data base Information Technology system and to provide facilities of data base to the manufacturing units and promoters/entrepreneurs.
- \*\*9. To provide technology service and congenial atmosphere for manufacturing units and promoters/entrepreneurs.
- \*\*10. To inter-link various departments and agencies of the State and to create a common information base network.
- \*\*11. To create infrastructure facilities for training and manpower development in the field of Information Technology.

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\* New Department Created vide order No.3/3-Cabinet -86 dt. 10-6-1986

\*Substituted vide order No.6/3-Cabinet -98 dt. 11-1-1999

**\* ENVIRONMENT DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Environment Department)**

1. Administration of the following Acts and the Rules made thereunder:—
  - (i) The Water (Prevention and Control of Pollution) Act, 1974.
  - (ii) The Air (Prevention and Control of Pollution) Act, 1981.
2. Committee of Administrative Secretaries regarding policies to preserve and improve the environment.
3. Creation of environmental awareness and inducing public support for environmental management.
4. Ensuring adequate manpower and institutional support to environmental management.
5. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
6. Haryana State Board for the Prevention and Control of Water and Air Pollution.
- \*\*7. Omitted
8. Monitoring function to assess trends in the quality of physical environment to oversee the implementation of environment protection measures.
9. Promotion of environmental management through co-ordination and catalysis of the activities of the relevant departments/agencies.
10. Scrutiny, assessment and follow-up of environmental appraisal exercise done by various development agencies.
11. 'Think-tank' function-policy planning and preparation of guidelines for environmental management in all sectors.
- \*\*\*12. "Climate Change"

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\*The Deptt. Of Environment was created vide order No. 5/36-(1)-Cabinet-83, dated 30<sup>th</sup> August 1983 and the above entries were substituted vide order No. 3/8-Cabinet-84, 23<sup>rd</sup> October, 1984, published in Haryana Govt. Gaz. (Extra) on 5<sup>th</sup> November 1984.

\*\*omitted vide order No.6/7-2006-1 Cabinet dt. 6-7-2006.

\*\*\* New entry at serial No. 12 vide No. 6/1/2009-1 Cabinet dt. 16.08.2010.

**\*EXCISE AND TAXATION DEPARTMENT****\*\* (Through the Secretary to Government, Haryana, Excise and Taxation Department)**

1. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
2. Excise Measures-Excise, that is to say, the control over production, manufacture, possession, transport, purchase and sale of alcoholic liquor and intoxicating drugs and levy of excise duties and license fees on or in relation to such articles including opium, control of cultivation, manufacture and sale for export. The various Acts administered are given below
  - (i) The Punjab Excise Act, 1914, and rules framed thereunder.
  - (ii) The Punjab Local Option Act, 1928.
  - (iii) The Punjab Molasses (Control) Act, 1948, and rules framed thereunder.
  - (iv) The Punjab Opium Smoking Act, 1948, and rules framed thereunder.
  - (v) The Indian Power Alcohol Act, 1948, and rules framed thereunder.
  - (vi) Medicinal and Toilet Preparations (Excise Duties) Act, 1955, and rules, framed thereunder.
  - (vii) The Narcotic Drugs and Psychotropic Substances Act, 1985.
3. Taxation—Administration of the following Acts and rules framed thereunder :—
  - (i) The Central Sales Tax Act, 1956.
  - (ii) The Punjab Entertainments Duty Act, 1955.
  - (iii) The Punjab Entertainments (Cinematography Shows) Act, 1954.
  - (i v) The Punjab Passengers and Goods Taxation Act, 1952.
  - (v) The Haryana General Sales Tax Act, 1973.
  - (vi) The Prize Competition Act, 1955.

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\*6/1-Cabinet-98dt. 16.04.1998 (Omitted serial No. 3 & 5).

\*\*Substituted vide Notification order No.6/1-2002-1 Cabinet dt. 12-2-2002

**\*\*FINANCE AND INSTITUTIONAL FINANCE AND CREDIT CONTROL DEPARTMENT**  
**(Through the Secretary to Government, Haryana,**  
**Finance and Institutional Finance and Credit Control Department)**

1. Administration of State Loan Account.
2. Advice cases involving financial implications etc., relating to all departments.
3. Appropriation Accounts and Reports of the Audit Officer thereon; and Public Accounts Committee.
4. Banking Act.
5. Borrowings by the State Government from the market and giving guarantees on loans raised by statutory autonomous bodies.  
 \*[5-A. Chit Fund Companies.]
6. Currency and Finance Reports-Examinations of.
7. Compulsory Life Insurance Scheme for Government employees.
8. Decimal Coinage (General).
9. Economy and Retrenchment (General).
10. Estimates Committee.
11. Examination of proposals for increase—or decrease in the rates of existing taxes or levy of fresh taxes.
12. Examination of Schemes of New Expenditure.
13. Foreign Exchange -Consolidation or the six monthly estimates received from the Department for transmission to the Government of India, Ministry of Finance.
14. Finance Commission.
15. Framing of Financial Rules for guidance of Departments.
16. General Financial Administration including—
  - (a) authority to decide the extent to which the audit of receipts and stores and stock accounts should be enforced;
  - (b) framing of Rules regulating the conditions of service of Government employees including revision and relaxation thereof;
  - (c) State's share of Income Tax;
  - (d) State's share of Union Excise Duties;
  - (e) State's share of Estate Duty; and
  - (f) Grant in lieu of the State's share of Taxes on Railway fares.
17. Management of Public Funds including—
  - (a) Investment of Surplus cash balances.
  - (b) Contingency Fund.
  - (c) Watching progress of receipts;
  - (d) Recovery of Government of India's share in plan expenditure and resources for plan expenditure.
  - (e) Assessment of resources plan expenditure.
18. Pay fixation, pension and old adjustments relating to erstwhile Pepsu State including cases prior to the formation of Pepsu.
19. Preparation of Supplementary Estimates and Excess Demands over Grants and Appropriations.
20. Preparation of State Budget and Watching of State Finances.
21. Prescribing the units of appropriations.
22. Public Accounts Deposits and Advances, etc.
23. Haryana Accounts and Finance Service.  
 \*[23-A. Regulation of raffles and lotteries.]
24. Revision of Scales of pay (General).
25. All Financial matters relating to River Valley Projects.
26. Tendering of advice on matters affecting directly the finances of the State, that is to say.
  - (i) Grants, contributions, supplies and services contingencies, recoveries from the payments to other Government Departments, etc., State Loans and advances and cases relating to money matters generally, defalcations, embezzlements and losses occurring in grants made for Contingencies and "Supplies and Services."
  - (ii) Emoluments, Pensions and allowances including Traveling Allowance of Officers and Establishment.
  - (iii) General loans and advances, such as, car advances, house building advances, passage advances and G.P. Fund advances, etc.
  - (iv) Defalcations, embezzlements and losses occurring in treasuries.

**ADMINISTRATIVE BRANCH**

27. All matters relating to:—

- (i) Haryana State Lotteries.
- (ii) Local Fund Accounts .
- (iii) Professional Tax.
- (iv) Small Saving Organisation.
- (v) State Subordinate Accounts Service.
- (vi) Treasuries.

\*\*28. Arrangement for and promotion of flow of institutional credit from banking and credit institution including international credit organizations for Government / Semi-Government agencies, Public-Sector Undertakings and Co-operative agencies; and its monitoring.

\*\*29. Introduction of control mechanisms for better utilization of funds available with Government/Semi-Government agencies, Public Sector Undertakings and other Co-operative agencies.

\*\*30. Aid and advice to Government Departments and Government/Semi -Government agencies, Public Sector Undertakings and other Co-operative agencies in finalisation of bankable schemes.

\*\*31. Provision of consultancy facilities to the Government departments and the aforesaid Agencies.

\*\*32. Coordination of banking activities and sectoral allocation of credit in the State for implementation of developmental projects.

\*\*33. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.

\*\*34. Any other matter connected with institutional finance and credit control.

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\*Inserted vide Notification No.3/6-Cabinet -84 dt. 30-8-1984

\*\*Substituted vide order No.6/5-1 Cabinet-2007 dt. 24-9-2007

**FISHERIES DEPARTMENT**

**(Through the Secretary to Government, Haryana, Fisheries Department)**

1. Administration of the Punjab Fisheries Act, 1914, and the rules framed thereunder.
2. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
3. Fisheries Department, Conservation and Research Programme.
4. Improvement of village Pond and Pisciculture.

**FOOD AND SUPPLIES DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Food and Supplies Department)**

1. Anti-Smuggling measures relating to food grains and other Essential Commodities.
2. Brick Kilns-All matters concerning the supply, manufacture, movement, price fixation, distribution and sale of bricks and licensing of brick kilns, including enforcement of the Punjab Control of Brick Supplies Order, 1956.
3. Cement-Procurement, Distribution and Price Fixation of Cement including enforcement of the Punjab Cement Price & Stock Display Order. 1966.
4. Coal-Procurement, Distribution and Price Fixation of slack coal and soft coke, including allotment of Coal Depots.
5. Cotton-Enforcement of Cotton Control Order, 1955.
6. Defence of India Rules-Exercising of powers thereunder relating to Essential Commodities.
7. Essential Commodities Act, 1955-Administration of.
8. Essential Articles (Price Control) Order, 1963-Enforcement of.
9. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
10. Firewood-Distribution, Price Fixation, Conservation, Transportation and export of Firewood, including administration of the East Punjab Conservation of Firewood (Restriction on Transportation) Order, 1949.
11. Food grains and their products-Procurement, inspection, storage, distribution, movement and export of on State Government Account -including enforcement of the Control Order connected therewith.
12. Punjab Food grains Dealers Licensing Order, 1964-Enforcement of.
13. Forward trading in food grains.
14. Holding of price-line and opening of Fair Price Shops.
15. Procurement, Storage and movement of Rice, Wheat and other coarse grains on behalf of the Government of India, including enforcement of connected legal orders.
16. Roller Flour Mills-Matters connected therewith including enforcement of connected Control Orders etc.
17. Salt-Procurement, distribution, processing and fixation of price of all kinds of salts including enforcement of the Haryana Salt Control Order, 1969.
18. Kerosene Oil-Procurement, distribution and fixation of price of Kerosene Oil
19. Sugar-Controlled distribution of including Licensing of Wholesale Sugar Dealers and administration of Control Orders connected therewith.
20. Construction of Government Godowns so far as the Department is concerned.
21. Subsidized distribution of Essential commodities.
22. Settlement of Pre-partition claims concerning Food and Supplies Department.
23. Skimmed Milk Powder-Distribution of.
24. Maintenance of Accounts and internal audit of transactions relating to procurement, storage and sale of Food grains, both on State account and on behalf of the Government of India.
25. Price Line-Enforcement of Haryana Commodities Price Marking and Display Order, 1971.
26. Tyres & Tubes-Production, distribution, supply and fixation of price of all kinds of tyres and tubes and licensing of Producers Dealers in these items, including enforcement of all Control Orders for Tyres/Tubes.
27. Vegetable Ghee-Production, distribution, supply and Price Fixation of vegetable Ghee including enforcement of the Haryana Hydro generated Vegetable Oil Dealers Licensing Orders. 1967.
- \*28. Weight and Measures Organisation.
- \*\*29. All work relating to the Haryana State Federation of consumers Co-operative Wholesale Stores Ltd. (Confed).”

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\*Added *vide* Notification No. 6/2 Cabinet 92, dt. 05-03-92.

\*\*Added *vide* Notification No. 6/3 Cabinet 94, dt. 31-7-95.

**FORESTS DEPARTMENT**

**(Through the Secretary to Government, Haryana, Forests Department)**

1. All matters relating to Forests Department including forests settlements, afforestation, erosion, soil conservation and denudation, forest working plans, forest contracts, sale of timber, bamboos, Bhabbar Grass, Resin and Turpentine and other forest produce and allied matters.
2. All matters relating to the administration of the following Acts;-
  - (i) The Indian Forest Act, 1927.
  - (ii) The Punjab Land Preservation Act. 1990.
  - (iii) The Patiala Forests Act, 1999 B.K.
  - (iv) The Punjab Forest (Sale of Timber) Act, 1913.
  - \* (v) The Wild Life (Protection) Act, 1972 (53 of 1972) and the rules made thereunder.
3. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
4. Newsprint and other forest based industries.
5. Indian Forest Service.
- \*6. Protection of Flora and Fauna.
- \*7. Protection of birds and wild animals (this includes Preservation of life in forests)
- \*8. Management of National Parks and Birds Sanctuaries in the State and also the management of zoo, deer parks, wild life breeding centers and wild life sanctuaries.

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\*Added vide orders No. 6/2-Cabinet, 2002, dt. 29-5-2002.

**GENERAL ADMINISTRATION DEPARTMENT**

**(Through the Chief Secretary )**

**\*(A ) Political**

1. Boundary disputes.
2. Business of the Haryana Government (Allocation) Rules 1974.
3. Channel of correspondence between the Government of India and the State Governments.
4. Commission of Enquiry-Appointment of.
5. Constitution of India-References relating thereto.
6. Council of Ministers and its committees.
7. Cypher Codes.
8. Death of high dignitaries-Matters regarding.
9. Deputy Commissioners Conference.
10. Independence Day, Republic Day, Martyrs Day, other National Days and U.N.Day-Celebration of.
11. Index to Haryana Government Gazette.
12. Matters arising out of the re-organisation or Punjab State and formation of the State of Haryana.
13. Ministers, Ministers of State Deputy Ministers and Parliamentary Secretaries-All questions concerning.
14. National Integration.
15. National Security Rules.
16. Northern Zonal Council and its Standing Committee.
17. Padma Awards.
18. Praman and Prashansa Patras.
19. Proposals of the Finance Department which involve financial implications and which that Department is competent to initiate as Administrative Department.
- \*\*20. Omitted.
21. Relations with other States in India including territorial adjustments.  
Note:-Matters relating to Medical and Health, Post and Telegraph, Irrigation and Power, Railways and Roads come to the Chief Secretary through the Administrative Secretary concerned.
22. Reorganisation of the District Administration.
23. Rules of Business of the Government of Haryana 1977.
24. Security arrangements in offices.
25. State Advisory Committee.
26. War Service Concessions and Inams.

**(Through the Chief Secretary)**

**(B) General**

1. Annual Administration Report-Instructions regarding.
2. Circuit Houses.
3. Civil List employees of the erstwhile Princely States comprised in Pepsu-Pension cases etc. of.
4. Compensation to the descendents of sufferers of 1857 mutiny.
5. Custom facilities to officers.
6. Directories and Year Books.
7. District Relief Fund, Chief Minister's Relief Fund and other Funds Collection of and other allied matters.
8. Documents, attestation of- Relating to Indians living abroad.
9. Discretionary grant by Commissioners and Deputy Commissioners.
10. Extradition of offenders.
11. Hospitality Organisation-All matters including reception of foreigners and V.I.Ps. etc
12. Inner Line Restrictions.
13. Lucky Bags by Red Cross etc.
14. Maps and other publications indicating international boundaries.
15. Memorials in the memory of 1857 Martyrs and others-Erection of.
16. Move or shifting of offices.
17. National Anthem.

18. Nominal roll of Missionaries.
19. Partition-All cases concerning.
20. Political Sufferers.
21. Portraits of National leaders.
22. Princes and Rulers.
23. Public Grievances.
24. Purchase of property by foreigners.
25. Re-organisation of States -All matters concerning.
26. State National Workers Rehabilitation & Relief Fund.
- \*\*\*27. Omitted.
28. Visit to Muslim Parties from Pakistan to the shrines in India and vice versa.

**(Through the Chief Secretary)**

\*\*\*\*Omitted

**(Through the Chief Secretary)**

***(D) Defence and Defence Services Welfare***

**1. Armed Forces**—All questions relating to -under the following heads.

- (a) Verification of antecedents of Armed Forces Personnel.
- (b) Territorial Army, Lok Sahayak Sena and Auxiliary Air Force.
- (c) Rashtriya Indian Military College, Dehradun.
- (d) Recruitment for the Defence Services (General).
- (e) Military Buildings—disposal of.
- (f) Gallantry Awards/War Jagirs.
- (g) Forfeiture and restoration of military pensions.
- (h) Membership of the Board of Governors Sainik Schools Society, Sainik School Kunjpura.
- (i) Temporary Emergency, Commissions-Appointment of Recruiting personnel for.

**2. Board and Committees.**

- (a) District Soldiers 'Sailor's & Airmen's Boards and their staff.
- (b) Haryana State Soldiers', Sailors' & Airmen's Boards.
- (c) State Citizen's Council.
- (d) State Defence Committee.

**3. Funds.**

- (a) Flag Day Fund.
- (b) Haryana Defence & Security Relief Fund.
- (c) National Defence Fund.
- (d) Post War Services Reconstruction Fund.
- (e) PEPSU Forces Rehabilitation Fund.
- (f) Special Fund for the Reconstruction and Rehabilitation of ex-servicemen of the State of Haryana.

**4. Welfare of serving military personnel/ex-servicemen and their dependents including killed and disabled.**

- (a) Resettlement of and other concessions to ex-servicemen including Indian National Army Personnel.
- (b) Retired military Personnel -Absorption pre-employment of.
- (c) Allotment of land/vehicles, tractors etc. to ex-servicemen.
- (d) Collection/Disposal of amenity articles for the Jawans.
- (e) Award of ex-gratia grants and other benefits to Armed Forces Personnel killed/disabled during various operations.

**5. State War Book****6. General**

- (a) Emergency concerning Defence.
- (b) Use of military ranks by ex-servicemen.
- (c) Civil Defence training to Government Employees at the State Headquarters.
- (d) Medals/ Stars and Recruiting Badges-Grant of.
- (e) Reports and Returns about Army Personnel.
- (f) Liaison with army.

**(Through the Secretary to Government, Haryana, Home Department)**

**(E) Vigilance**

1. All Policy matters relating to anti-corruption.
2. All Matters relating to cases of bribery, corruption, personnel immorality, misuse of public funds, loss caused to Government, Departmental or procedural irregularities and the like on the part of Government Employees dealt with or otherwise taken cognizance of by the Vigilance Department . This includes cases of appeal against acquittal in cases relating to the Vigilance Department.
3. Establishment matters relating 'to officers and staff under the administrative control of the Vigilance Department.
4. Special Inquiry Agency.
5. Vigilance Commission.

**\*\*\*\*\* (F) Administrative Reforms**

1. All matters concerning Administrative Reforms in the departments of the Government and introduction of Organization and Methods work.
2. All matters relating to Administrative Reforms Commission and follow up action on its reports.
3. Associations of Government employees-Policy regarding.
4. Classification of Offices.
5. Inspection for delay checking and other administrative lapses in various departments.
6. Joint Consultative Machinery for Government employees.
7. Policy regarding Records Management in Government departments.
8. Revision and updating of Secretariat instructions and Office Manuals.
9. Work study of various departments of Government for assessing staff requirements.
10. Right to Information Act,2005(Act 22 of 2005).
11. All matters relating to the State Information Commission.
12. Preparation and implementation of Citizen's charters of departments

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\*Substituted vide orders No. 3/1-Cabinet, 88, dt. 7-3-88.

\*\*Omitted vide orders No. 6/3-Cabinet-88 dt. 12-11-2001

\*\*\* Omitted vide orders No. 6/4-Cabinet-95 dt. 10-11-95.

\*\*\*\*Omitted vide orders No. 6/3-1Cabinet-2002 dt. 31-10-2002

\*\*\*\*\*Added vide orders No. 6/5-1Cabinet-2006 dt. 27-03-2008

**HEALTH DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Health Department)**

1. Adulteration of foodstuffs and other goods.
2. Blood Transfusion Service and Blood Transfusion Centers in the State.
3. Chemical Laboratory, Karnal.
4. Drugs and poisons and objectionable advertisements relating to drugs and medicines.
5. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
- \*6. Omitted.
7. Family Planning.
8. Grant-in-aid to local bodies (or hospitals and dispensaries, Ayurvedic Aushdhaliyas and other institutions.
9. Hospitals, Dispensaries, Primary and Rural Health Centers.
10. Infectious diseases, hospitals for their treatment and other measures for their suppression.
11. Lunacy and mental deficiency including places for the reception or treatment of lunatics and mental deficient's.
12. Medical attendance on Government servants and their families.
13. Maternity and child welfare.
14. Medical inspection of school children.
15. Prohibition of inoculation and making the Primary vaccination and revaccination of children compulsory.
16. Prohibition of smoking in Cinema Halls.
17. Public Health, Epidemic Diseases and Sanitation.
18. Registration of births and deaths.
19. State Health Council, Central Health Council and Indian Council of Medical Research.
20. S1. John Ambulance Association and Red Cross Society.
21. Supply of unclaimed bodies of deceased persons to hospitals and medical and teaching institutions for therapeutic purposes or for the purpose of anatomical operation and research work.
22. The dental profession and dental education.
23. The Homoeopathic system of medicine.
24. The Indigenous systems of medicine.
25. The medical profession and medical education.
26. The nursing profession and nursing education.
- \*\*27. The Pharmaceutical profession.
28. The Pharmaceutical profession and Pharmaceutical education.
29. Use of eyes of deceased persons for therapeutic purposes.
30. Venereal diseases.

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\*Entry "Fairs and pilgrimages within India Omitted vide order No. 843-Cabinet-81, dated the 29<sup>th</sup> June, 1981.

\*\*Amendment vide Notification No. 6/3-Cabinet-95, dt. 23-12-96.

**HOME**  
**(Through the Secretary to Government, Haryana, Home Department)**  
*A-General*

1. Administration of—
  - (a) Indian Arms Act and rules made thereunder.
  - (b) Dramatic Performances Act, 1870.
  - (c) The Punjab Cinemas (Regulation) Act, 1952.
  - (d) The Punjab Instruments (Control of Noises) Act, 1956.
  - (e) The Punjab Gambling Act, 1867.
2. Awards and rewards for rescuing from drowning and un-natural upheavals.
3. Border Security Force—Liaison.
4. Cantonments and subjects under the Cantonment Act, 1924—Co-ordination regarding.
5. C.LD. (Important cases through Chief Secretary).
6. Change of names by Government servants.
7. Check posts,
8. Civil Defence measures and all matters connected therewith.
9. Civil Defence training at Central Emergency Relief Training institute at Nagpur etc.
- \*10. Omitted
11. Compensation for loss of property and life—
  - (a) by riots.
  - (b) on duty, etc.
12. Deserters from Military.
13. European Vagrancy.
14. Integration work.
15. Home Guards.
16. Law and Order (Important cases through Chief Secretary)—questions relating to—under the following heads:—
  - (a) Ban under Section I 44Cr. P.C. —Imposition of .
  - (b) Calling of troops in aid of Civil Power and clashes between civil and military.
  - (c) Communalism.
  - (d) Conferences between Civil and Military Officers and border raids.
  - (e) Enemy—Schedule of Persons and firms specified.
  - (f) Processions and fairs.
  - (g) Tranquility of the State.
  - (h) Strikes.
  - (i) Monthly Crime statements—All matters connected therewith, including means to control crime.
  - (j) Railway accidents.
  - (k) Political bodies and politics in general.
  - (l) Security and Intelligence, including espionage and counter-espionage.
17. Police, Railway Police and P.A.P.—all matters connected therewith including—
  - (a) Collective Fines and Punitive Police Posts.
  - (b) President's Police and Fire Service Medals and Police Medals.
  - (c) Village Chowkidars—Administration of the Punjab Chowkidars Rules.
18. Preventive detention, including detention under the Preventive Detention Act, 1950, the Punjab Security of the State Act, 1951, the Defence of India Rules, 1962, or any law for the time being in force; and advisory Boards-References relating to.
19. Prosecution of offenders under the Explosive Substances Act, 1908—Sanction thereof.
20. Prevention of Cruelty to Animals Act. 1960.
21. Restricted maps.
- \*22. Omitted.
23. Thaggi and Dacoity cases.
24. Un-lawful Activities (prevention) Act, 1967.
25. War
- \*\*26. Administration of the Sikh Gurdwaras Act, 1925 (8 of 1925) and the rules made thereunder; including constitution, powers, maintenance and organization of the Tribunal(s) established under section 12 of the Act and of the Judicial Commission established under section 70 thereof.”.

**B—Passport**

Passports, all matters connected therewith under the following heads—

- (a) Administration of Indian Citizenship Act, 1955.
- (b) Black-listing of foreigners.
- (c) Emigration from and immigration into India.
- (d) Emergency certificates to persons of Indian origin who are ordinarily residing outside India to enable them to come back to India.
- (e) Entry of foreigners into Restricted areas.
- (f) Grant of India-Pakistan Passports.
- (g) Grant of Visas for India to foreigners (including return Visas and No Objection Endorsement to return to India)
- (h) No Objection Certificate to Indians who want to settle in Canada/USA.
- (i) Registration of foreigners.

**C-Press**

Press—All matters connected therewith under the following heads—

- (a) Control including censorship.
- (b) Publications (newspapers, books, posters, pamphlets etc. and Printing Presses—control of).
- (c) Prosecution in respect of newspapers and other publications.

**\*\*\*D-Welfare of Minorities**

1. Atrocities against minorities i.e. Muslims, Chirstains, Sikh, Budhists, Parsis.
2. Communal harmony and peace.
3. Submission of monthly report to the Government of India, Ministry of Home Affairs-relating to Communal writings, speeches, slogans etc.
4. Submission of monthly report to the Government of India, Ministry of Home Affairs-relating to Various aspects of Communal riots/Incidents.
5. Submission of monthly report to the Government of India, Ministry of Home Affairs-relating to Prevention and control of communal riots (Place of incident and date, numbers of persons injured, numbers of persons arrested and prosecuted and steps taken for relief and rehabilitation).
6. Submission of monthly report to the Government of India, Ministry of Home Affairs-on the action taken under the Religious Institutions (Prevention of Misuse) Act, 1988 (Act 41 of 1988).
7. Submission of monthly report to the Government of India, Ministry of Home Affairs-regarding the action taken under the Places of Worship (Special Provisions) Act, 1991 (Act42 of 1991).
8. Submission of quarterly report to the Administrative Reforms Department regarding disposal of pending cases.
9. Regarding Lok Sabha and Rajya Sabha Questions pertaining to atrocities against minorities and communal harmony and peace.

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\*Omitted vide Notification No.3/6-Cabinet -84 dt. 30-8-1984

\*\*Added vide order No. 6/6/2005-1 Cabinet, dated 20-1-2006

\*\*\*Added vide order No.6/3-1 Cabinet-2008 dated 28-11-2008

**HOUSING DEPARTMENT**

**\*( Through the Secretary to Government, Haryana, Housing Department)**

1. Administration of the Punjab Industrial Housing Act, 1956.
2. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the personnel, Administrative Reforms and Training Department.
3. Housing Board.
4. Housing Schemes e.g.,
  - (i) Land Acquisition and Development Scheme.
  - (ii) Low Income Group Housing Scheme.
  - (iii) Middle Income Group Housing Schemes.
  - (iv) Rental Housing Scheme.
  - (v) Rural Housing Scheme.
  - (vi) Subsidized Industrial Housing Scheme.
5. State Advisory Committee in respect of Housing Schemes.

**\*INDUSTRIES AND COMMERCE DEPARTMENT**  
**(Through the Secretary to Government, Haryana, industries and Commerce Department)**

1. Administration of the following Acts and the Rules made thereunder—
  - (i) Boilers Act.
  - (ii) Companies Act, 1956.
  - (iii) East Punjab factories (Control of Dismantling) Act, 1948.
  - (iv) Explosives Act 1884.
  - (v) Forward Trading Act.
  - (vi) Industrial (Development and Regulation) Act, 1951.
  - (vii) Merchandise Act (including Banking insurance)
  - (viii) Mines and Minerals (Regulation and Development) Act, 1957.
  - (ix) Partnership Act, 1932.
  - (x) Petroleum Act., 1934.
  - (xi) Punjab Khadi and Village Industries Board Act, 1955.
  - (xii) Punjab State Aid to Industries, Act, 1935.
2. Black listing of Suppliers.
3. Common Facilities Centers.
4. Cottage Industries.
5. Control of production, supply and distribution of goods.
- \*6. Omitted.
7. Credit Guarantee.
8. Demonstration parties.
9. Development of Industries.
- \*\*9A. Directorate of Supplies and Disposals.
10. Establishment matters relating to the officer administrative control of the Department except matters allotted to the General Administration Department.
11. Excise Duty imposed by the Government on large-scale industry-matters relating to.
12. Export Promotion.
13. Geological surveys.
14. Government Footwear Institute, Rewari.
15. Rural Industrial Development Centers.
16. Handicrafts.
17. Handlooms & Powerlooms.
18. Haryana Financial Corporation.
19. Haryana State Industrial Development Corporation.
20. Haryana State Small Scale Industries and Export Corporation.
21. Hide Flaying and Carcass Utilization Centers.
22. Imports and exports relating to Industrial Products.
23. Industrial Estates, Colonies and Areas.
24. Industrial Exhibitions.
25. Industrial Intelligence Bureau.
26. Industrial Rehabilitation Loan Scheme.
- \*\*\*27. Omitted.
28. Industrial Supplies including Iron, Steel and Coal.
29. Inventions and Designs (Scientific Research).
30. Large—scale Industries-all matters relating to.
31. Marketing Organisation (Textiles)
32. Mineral resources including Mineral Concession Rules, 1949 and Petroleum Concession Rules, 1949.
33. Mulberry Plantations.
34. Quality Marketing Centers.

- 35. Railway Users Consultative Committee.
- 36. Rural Industrialization.
- 37. Sericulture and Central Silk Board.
- 38. Small Scale Industries.
- \*\*\*\*39. Omitted.
- 40. Surgical Instruments Centre, Sonapat.
- \*\*\*\*\*41. Omitted.
- \*\*\*\*\*42. Omitted.
- 43. Wool and Spinning Centers.
- 44. Work Centers.

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\*The words Industrial Training appearing twice in the heading and brackets thereunder were omitted vide Notification No. 3/1 Cabinet – 84 dt. 5<sup>th</sup> Sept. 1984

\*\* Omitted vide Notification order No.3/1-Cabinet-84 dt. 5<sup>th</sup> Sept. 1984.

\*\*\*Inserted vide Notification number 3/7-Cabinet-84 dt 27-8-1984.

\*\*\*\*Omitted vide Notification order No.3/7Cabinet-84 dt. 27-8-1984

\*\*\*\*\*3& 5.Omitted vide Notification No.3/1-Cabinet-84, dt.5<sup>th</sup> Sept., 1984

\*\*\*\*\*Omitted vide order No. 6/2-Cabinet -92 dated 5-3-1992.

**INFORMATION, PUBLIC RELATIONS AND LANGUAGES DEPARTMENT**

(Through the Secretary to Government, Haryana Information, Public Relations and Language Department)

- \*\*1 Ceremonials, precedence and Civil Uniforms—Cases relating to.
- \*\*&\*\*\*2 Information, Public Relations and Languages Department –All references relating thereto.
- \*\*3 State Broadcasting including Rural Broadcasting—Policy regarding.
- \*\*4 State Emblem and Crest.
- \*\*5 Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department
- \*\*\*6 Languages-All matters relating to and including:-
- (i) Administration of Haryana Official Language Act, 1969, except in so far as it relates to matters mentioned in Item No. 5 under the heading “Law and Legislative Department” translation in Hindi of Manuals, Codes, Orders, forms and other documents which are of non-statutory character.
  - (ii) Development and enrichment of languages.
  - (iii) Grant-in-aid to organizations engaged in the development and enrichment of languages and financial assistance to indigent writers, artists etc.
  - (iv) Haryana Sahitya Akademi.
  - (v) Linguistic and Cultural Survey of Haryana.
  - (vi) Official Languages Commission – All matters relating to.
- \*\*\*7. Taking up research in various facets of languages
- \*\*\*8. Libraries (except libraries of educational institutions).
- \*\*\*\*\*9. Compilation of data and dissemination of information pertaining to languages.
- \*\*\*\*\*10. Giving grant-in-aid to institution devoted to fostering languages in Haryana.
- \*\*\*\*\*11. Setting up or assisting in the setting up of libraries devoted to the collection of books, films, records etc. on language.

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\* Inserted vide notification No . 3/1-1 Cabinet – 88, dated 7-3-1988

\*\* Substituted vide order No. 6/2-1 Cabinet – 2006, dated 9-5-2006.

\*\*\*New entries made vide order 6/2/2009- 2 Cabinet, dated 7-6-2010.

\*\*\*\*Re change of name of the Deptt Vide order 6/2/2009-1 Cabinet dated 15-2-2011.

\*\*\*\*\*Bifurcated/Created vide order 6/2/2009-1Cabinet dated 28.02.2013.

**\*&\*\*IRRIGATION AND WATER RESOURCES DEPARTMENT**

**(Through the Secretary to Government, Haryana, Irrigation and Water Resources Department)**

1. Establishment matters relating to class-I and II officers of Irrigation Department and the staff under the administrative control of the Department, except matters allotted to the General Administration Department.
2. Flood Protection, Drainage and Anti Water logging works—construction and maintenance thereof.
3. Irrigation Schemes for Five Year Plans and future Plans investigation and formulation of.
4. Irrigation Revenue-All matters relating to including Betterment levy.
5. Irrigation Schemes and Projects in the State, including Multipurpose River Schemes, Major and Medium Irrigation Schemes and Minor Irrigation Schemes.
6. Running Canal System in the State Maintenance and Operation thereof.
7. Shipping and Navigation of canals excluding matters arising out of the Inland Vessels Act, 1917 (Act I of 1917).
8. State owned irrigation tube-wells in the State - All matters relating to.
9. Survey of India Co-ordination of work relating to.
10. Inter-State matters SYL Canal, Upper Yamuna Board, Inter-State Water Disputes, Delhi Water Supply etc.
11. Haryana State Minor Irrigation and Tube-well Corporation Ltd—All matters relating to.
12. Haryana Irrigation Research and Management Institute—All matters relating to.
13. Command Area Development Authority —All matters relating to.
14. Land acquisition and payment of land compensation for the purpose of Irrigation Projects.” ;
- \*\*15. Water Resources Management in coordination with other departments.”.

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\*Substituted vide order No. 6/2-Cabinet -98 dated 19/6/2000

\*\* Substituted /Inserted vide order No. 6/2-Cabinet -2010 dated 3/8/2011

**JAILS DEPARTMENT****(Through the Secretary to Government, Haryana, Jails Department)**

1. Administration of the following Acts,—
  - (i) Probation of Offenders Act, 1958.
  - (ii) Punjab Habitual Offenders (Control and Reforms) Act, 1952.
  - (iii) Reformatory Schools Act, 1897.
2. Criminal Lunatics—Release of—including their removal to the places for the reception or treatment of lunatics.
3. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
4. Jails Industries.
5. Jails Manual.
6. Judicial Lock-ups—All matters including supply of diet to under trials lodged therein.
7. Non-official visitors to Jails and judicial lock-ups, Appointment of including action on their Inspection Notes.
8. Prisons, Reformatories, Borstal institutions and institution of a like nature and persons detained therein.
9. Prisoners Aid Society.
10. Removal from one State to another of prisoners, accused persons and persons subjected to preventive detention.

**\*LABOUR AND EMPLOYMENT DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Labour and Employment Department)**  
**(A) LABOUR**

1. Administration of the following Acts and the rules made thereunder :—
  - (a) The Workmen's Compensation Act, 1923 (8 of 1923).
  - (b) The Trade Unions Act, 1926 (16 of 1926).
  - (c) The Children (Pledging of Labour) Act, 1933 (2 of 1933).
  - (d) The Payment of Wages Act, 1936 (4 of 1936).
  - (e) The Industrial Employment (Standing Orders) Act, 1946 (20 of 1946).
  - (f) The Industrial Disputes Act, 1947 (14 of 1947).
  - (g) The Minimum Wages Act, 1948 (11 of 1948).
  - (h) The Employees' State Insurance Act, 1948 (34 of 1948).
  - (i) The Factories Act, 1948 (63 of 1948).
  - (j) The Plantations Labour Act, 1951 (69 of 1951).
  - (k) The Employees Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952).
  - (l) The Collection of Statistics Act, 1953 (32 of 1953).
  - (m) The Working Journalists and other Newspaper Employees (Condition of Service) and Miscellaneous Provisions Act, 1955 (45 of 1955).
  - (n) The Motor Transport Workers Act, 1961 (27 of 1961).
  - (o) The Maternity Benefit Act, 1961 (53 of 1961).
  - (p) The Payment of Bonus Act, 1965 (21 of 1965).
  - (q) The Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970).
  - (r) The Payment of Gratuity Act, 1972 (39 of 1972).
  - (s) The Sale Promotion Employees (Conditions of Service) Act, 1976 (11 of 1976).
  - (t) The Bonded Labour System (Abolition) Act, 1976 (19 of 1976).
  - (u) The Equal Remuneration Act, 1976 (25 of 1976).
  - (v) The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 (30 of 1979).
  - (w) The Child Labour (Prohibition and Regulation) Act, 1986 (61 of 1986).
  - (x) The Labour Laws (Exemption from Furnishing Returns and Maintaining Registers by Certain Establishment) Act, 1988 (51 of 1988).
  - (y) The Buildings and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 (27 of 1996).
  - (z) The Building and other Construction Workers' Welfare Cess Act, 1996 (28 of 1996).
  - (za) The Punjab Shops and Commercial Establishments Act, 1958 (15 of 1958).
  - (zb) The Punjab Industrial Establishments (National and Festival Holidays and Casual and Sick Leave) Act, 1965 (14 of 1965).
  - (zc) The Punjab Labour Welfare Fund Act, 1965 (17 of 1965).
2. Code of Discipline and Workers Participation in Managements.
3. International Labour Organisation.
4. Indian Year Book.
5. Labour Advisory Boards/Committees.
6. Tripartite Boards / Committees—All reference relating thereto.
7. Works Committees including appointment of assessor/arbitrators.
8. Workers' Education Schemes.
9. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
10. Labour Problems

**\*\* (B) Employment**

1. Administration of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959, (31 of 1959) and rules made thereunder.
2. Committees on Employment.
3. Establishment matters relating to officers and staff under the administrative control of the Department except matters allocated to the General Administration Department.
4. National Employment Service—Employment Exchanges.
5. Unemployment Allowance to some categories of unemployed youth as per the Government policy laid down from time to time.
6. One Family one job Scheme.
7. Facilitating the placing of candidates in the private sector as well as in the overseas sector.

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\*Inserted vide order No. 3/2-Cabinet -83 dated 30-8-1983

\*\*Substituted vide order No. 6/9-1Cabinet -2006 dated 13-11-2006

**LAW AND LEGISLATIVE DEPARTMENT**

**(Through the Legal Remembrancer and Secretary to Government, Haryana, Law and Legislative Department)**

1. Legislative drafting, conveyancing and codification of laws and publication of the Legislative Supplement of the Haryana Government Gazette.
2. Litigation affecting the State and Public Officers.
3. Official Language (Legislative) Commission.
4. Opinion on Legal Affairs.
5. (a) Preparation of authoritative Hindi text of Acts, Ordinances, Orders, Rules, Regulations or Bye-laws.  
(b) Authorised Hindi, Translation of the Bills prepared in English for introduction in the State Legislature.
- \*6. Amendment of the Law Department Manual.
- \*7. Indian Law Reports - Questions connected with the printing, distribution, supply, audit etc.
- \*8. Legal Remembrance's office- All references relating to.
- \*9. State Law Reports.
- \*10. Copies of Judgment received from the Punjab and Haryana Court.
- \*11. Establishment matters relating to officers and staff under the administrative control of the Department."

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\*Substituted vide order No. 6/5-1Cabinet -2008 dated 22-12-2008

**\*MINES AND GEOLOGY DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Mines and Geology Department)**

1. Administration of the following Acts and the Rules made thereunder :-
  - (i) Explosives Act, 1884
  - (ii) Mines and Minerals (Regulation and Development) Act, 1957.
2. Establishment matters relating to the officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
3. Excise Duty imposed by the Government on Mines and Minerals matters relating to.
4. Export Promotion.
5. Geological surveys
6. Imports and exports relating to Minerals and Geological Products.
7. Mineral resources including Mineral Concession Rules, 1949, and Petroleum Concession Rules, 1949.

**\*PARLIAMENTARY AFFAIRS DEPARTMENT**  
**(Through the Chief Secretary to Government, Haryana, Parliamentary Affairs Department)**

1. Assurances given by Ministers on the Floor of the House-Policy regarding.
2. Committee of Subordinate Legislation.
3. Legislature of Haryana State-All matters relating thereto including establishment.
4. Republication of Central Acts in the State Gazette including the work of their translation into Hindi if the Government of India so desire.
5. The Parliament (Prevention of Disqualification) Act, 1959 (10 of 1959).
6. Governor's Address to the Haryana Vidhan Sabha.
7. Obituary references.
8. Matters connected with powers, privileges and amenities of member of the Haryana Vidhan Sabha.
9. Issuance of the instructions regarding sessions of the Haryana Vidhan Sabha.
10. Dates of summoning and prorogation of the Haryana Vidhan Sabha.
11. Grants to the Commonwealth Parliamentary Association and the Indian Parliamentary Association.
12. Policy relating to Whip's conferences and implementation of the recommendations thereof.
13. Coordination with Departments for sending replies of the Lok Sabha, Rajya Sabha and Haryana Vidhan Sabha Assembly questions."
- \*\*14. Organisation of Mock Parliament Competitions in schools/colleges and public places to make students and general public aware regarding functioning of parliamentary system."

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\*New Department created vide order No. 6/3-1 Cabinet-2002, dated 31-10-2002.

\*\* Added vide order No. 6/2-1Cabinet -2005 dated 7-4-2005

**PLANNING DEPARTMENT****(Through the Secretary to Government, Haryana Planning Department)****1. Planning—**

(1) All matters relating to Five- Year Plans and planning generally.

\* (2) 20-Point Programme.

(3) Statistical Work relating to Planning.

(4) Ail work relating to evaluation of Plan activities.

**2. Economic and Statistical Organisation—**

(1) Advice to Government on Economic matters.

(2) Co-ordination of the Statistical activities of the various Departments.

(3) Economic and Statistics-Collection, Compilation and Analysis of such Data.

(4) Matters relating to the Advisory Board of Economic Enquiry.

(5) Sample Survey and Studies.

3. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.

4. State Planning Board.

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\*Entry "(2) Man Power Problems" omitted vide order No. 3/2-Cabinet-83, dated the 30<sup>th</sup> August, 1983; and

\*Entry "20 Point Programme" inserted vide order No. 3/4-Cabinet -83 , dated the 11<sup>th</sup> November 1983.

**POWER DEPARTMENT**

**\*(Through the Secretary to Government, Haryana, Power Department)**

1. Bhakra-Nangal Project including agreement between Punjab, Haryana and Rajasthan Governments.
2. Bhakra-Nangal High Powered committee-Report of and its follow-up action.
3. Electrical Inspectorate—All matters relating to.
4. Electricity Duty—All matters relating to.
5. Establishment matters relating to officers and the staff under the administrative control of the Department, except matters allotted to the General Administration Department.
6. Indian Electricity Act, 1910 (9 of 1910) and Electricity (Supply) Act, 1948 (54 of 1948)- Administration and enforcement of .
7. Irrigation and Power Research Institute—All matters relating to Power Department only.
8. Power Schemes for Five Year Plans and future Plans—Investigation and formulation of.
9. Multipurpose River Schemes—Matters relating to Power only.
10. Land Acquisition for works of Haryana Vidyut Prasaran Nigam, Haryana Power Generation Corporation Limited, Uttari Haryana Bijli Vitran Nigam and Dakshini Haryana Bijli Vitran Nigam—All matters relating to.
11. Haryana Electricity Reform, Act, 1997 (Act No. 10 of 1998)-Administration and enforcement of.
12. Haryana Electricity Regulatory Commission—All matters relating to.
13. Haryana Vidhut Prasaran Nigam Limited—All matters relating to.
14. Haryana Power Generation Corporation Limited—All matters relating to.
15. Haryana Power Distribution Companies i.e. Uttari Haryana Bijli Vitran Nigam and Dakshini Haryana Bijli Vitran Nigam—All matters relating to.
16. Director Power Reforms—All matters relating to.”

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\*Added bifurcated vide order No. 6/2-1Cabinet -98 dated 19-06-2000

**PRINTING AND STATIONERY DEPARTMENT**

**(Through the Secretary to Government, Haryana, Printing and Stationery Department)**

1. Copyright.
2. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General administration Department.
3. Government Printing.
4. Government Publications including Government Gazette free supply and sale of.
5. Liveries for Class IV employees of the Government and Uniforms for Drivers.
6. Nationalized Text-Books Printing and Sale.
7. Posts and Telegraph including Telephone facilities.
8. Stationery—Procurement and supply.
9. Typewriters and Duplicators.

**PUBLIC WORKS (BUILDING AND ROADS) DEPARTMENT**  
**\*[Through the Secretary to Government, Haryana, Public Works**  
**(Building and Roads) Department].**

1. (a) Construction and maintenance of State Buildings and their transfer from one department to another department; Construction of building on behalf of other department; Acquisition of land for construction of building and settlement of claims of contractors.

Note :- Other than residences of Governor of the State and care historical monuments as defined in section 2(i) of the Ancient Monument Preservation Act, 1904, which are for the time being declared to be protected monuments under section 3 (i) of the Act.

**COMMUNICATION**

(b) Communication Board.

(c) Construction of National Highways on behalf of the Government of India.

(d) Government roads, bridges, ferries, tunnels, ropeways, causeways, Military roads, Border Area roads and means of communication.

Note :- Subject to such conditions as regards control over maintenance of means of communication, declared by the President to be of Military importance and as regards incidence of special expenditure connected therewith as the President may prescribe.

(e) Road Development Board.

(f) Shipping and Navigation, including inland Waterways and Traffic thereon, except Navigation and Traffic on canals.

(g) Tolls levied by the State Government, in connection with State Subjects (Tolls levied by Local Bodies are dealt with by the Secretary, Local Government Department).

(h) Follow –up with the Central Ministry for Railways in regard to development of Railways other facilities provided by the Central Railways Ministry and Railway suits against the Government of India.

2. Establishment matters relating to offices and staff under the administrative control of the Department, except matters allotted to the Personnel, Administrative Reforms and Training Department.

**\* & \*\* PUBLIC HEALTH ENGINEERING DEPARTMENT****(Through the Secretary to Government, Haryana, Public Health Engineering Department)**

1. Deposit works in respect of Public Health amenities of various bodies, such as Roadways, Tourism Corporation, Mandies etc.
2. Establishment matter relating to officers and staff under the administrative control of the Department, except the matters allotted to the Personnel, Administrative Reforms and Training Department.
3. Maintenance of Rural Water Supply Schemes on behalf of the Panchayats Department.
4. Maintenance of Urban Water Supply and Sewerage Schemes on behalf of the Local Bodies.
5. Providing Water Supply and Sewerage and Sanitary installations in buildings of various departments of Government.
6. Water supply and drainage, which includes execution of Water Supply (Urban and Rural ) and towns drainage schemes including acquisition of land and settlement of claims of contractors, State Sanitation Board.

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\* Inserted vide notification No . 3/4-1 Cabinet – 84, dated 5-11-1988

\*\* Substituted vide order No. 6/1-1 Cabinet – 2009, dated 24-2-2009 (\* & \*\*, Nomenclature Change)

**\*&\*\*PERSONNEL, AND TRAINING DEPARTMENT  
(Through the Chief Secretary to Government, Haryana)**

**(A) PERSONNEL:**

1. Advances and allowances to Government employees..
2. Age and fee concessions for entry into Government Service—Policy regarding.
3. All India Civil List and State Civil List.
4. All India Services—ICS/IAS—All matters concerning.
5. Allocation of subjects among Administrative Secretaries.
6. Appeals, memorials, petitions and representations—Instructions regarding submission, receipt and disposal of
7. Bigamous marriages.
8. Casuals Leave and Special Leave—Instructions regarding.
9. Character and antecedents—Verification of Policy and co-ordination regarding.
10. Civil secretariat Establishment and Administration.
11. Conduct Rules of Government Employees.
12. Confidential Reports—Policy regarding.
13. Conversion of temporary posts and departments into permanent ones—Policy regarding.
14. Couples in Government Service—Policy to keep at one station.
15. Date of Birth—All matters connected therewith.
16. Declaration of posts as Gazetted and classification thereof.
17. Deputation of Government Employees.
18. Efficiency Bars—Policy regarding.
19. Ex-gratia and other facilities for families of Government employees who die while in service.
20. Haryana Civil Services (Executive and Judicial)—All matters concerning.
21. Haryana Civil Services (Promotion of Stenographers and Steno-typists) Rules.
22. Haryana State Service (Group D) Rules.
23. History of Service of Gazetted Officers.
24. Joining time—Policy regarding.
25. Judges of the High Court and Officers of the Superior Judicial Service.
26. Leave Preparatory to Retirement—Policy regarding.
27. Leave Travel Concession to Government Employees—Policy regarding.
28. Measures to check truancy from amongst the Government employees.
29. Medical Certificate of Fitness—Policy regarding.
30. Office hour and holidays.
31. Panel of officers in cases of misconduct of Government employees—Appointment of.
32. peons—Duties and Scales etc.
33. Policy matters regarding reservations in services for the members of Scheduled Castes and Backward Classes.
34. Policy regarding grant of permission to Government employees for the acquisition of higher qualifications and incentive as a result thereof.
35. Postings and Transfers—General Policy regarding.
36. Probationary Period—Policy regarding.
37. Promotions of Government employees— General Policy regarding.
38. Public services—Cases in High Court and Supreme Court raising important points of principle and interpretation of the provisions of the Constitution.
39. Public Service Commission.
40. Punishment and Appeals Rules 1987.

41. Re-employment of retired Government employees.
42. Retirement policy—Policy regarding retention in service of the Government employees on attaining the age of 50/55 years—Advice on cases referred.
43. Retrenchment of staff.
44. Seniority and Confirmations—Principles to be followed in determining.
45. Service conditions—General instructions relating to.
46. Service Rules and Service matters relating to High Court and Subordinate Courts.
47. Subordinate Services Selection Board.
48. Surplus staff of various Departments—Absorption of.
49. Training of IAS/HCS officers within India and abroad.

Note:— Matters involving formulation of policy on the training of IAS/HCS officers will be routed to the Chief Secretary through Secretary, Training.

(Through the Secretary to Government, Haryana, Training Department).

**(B) Training :**

1. All policy matters relating to Training of Government employees.
2. All matters relating to Haryana Institute of Public Administration—Organisation of Training courses to be conducted by the Institute.
3. Departmental Examination of IAS/HCS and other services.
4. Training of Government employee excluding IAS and HCS Officers.
5. Training of IAS/HCS probationers.”.

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\*New Department created vide order No. 3/1 Cabinet – 88, dated 7-3-1988.

\*\*Added/Substituted vide order 6/5-1 cabinet dated 27/3/2008.

**RAJ BHAWAN AFFAIRS DEPARTMENT**

**\*(Through the Secretary to Government, Haryana, Haryana Raj Bhawan Affairs Department)**

1. All establishment matters relating to officers and staff under the administrative control of the department, except matter allotted to the General Administration Department.
2. Budget, revised budget estimates statement of excesses and surrenders, supplementary grants, preparation of accounts, economy in expenditure, reconciliation of departmental figures of Accountant General, Haryana etc.
3. Meeting of Public Accounts Committee, Committee on Public Undertaking etc. and audit objections.
4. Sanctioning of non-refundable advances from General Provident Fund up to the power delegated to Administrative Department.
5. Reimbursement of medical charges up to the limit delegated by the Health Department/Finance Department.

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\* New Department created vide order No. 6/3-1 Cabinet – 2001, dated 12-11-2001

**\*&\*\*\*\*RENEWABLE ENERGY DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Renewable Energy Department)**

1. All matters relating to the policy formulation, development and promotion of renewable energy in the State.
2. To make arrangement for processing the renewable energy sources based technologies in the State.
3. To plan and implement the programmes regarding dissemination of new technologies in the area of renewable energy sources.
4. All matters relating to liaison with Research Institutions, National Laboratories, Universities, Ministry of Non-conventional Energy Sources and Indian Renewable Energy Development Agency Limited both of Government of India, in the area of renewable energy sources.
- \*\*5. Implementation of the Energy Conservation Act, 2001 (52 of 2001).
- \*\*6. Demand Side Management (DSM).
- \*\*\*7. Development and utilization of renewable sources of energy, and
- \*\*\*\*\*8. To implement various relevant clauses concerning promotion and generation of power from new and renewable sources of energy of the Electricity Act, 2003 (No. 36 of 2003).
9. All establishment matters relating to officers and staff under the administrative control of the department, except matter allotted to the General Administration Department.

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\* New Department created vide order No. 6/2 Cabinet – 95, dated 26-10-95

\*\* Added vide order No. 6/4-1 Cabinet – 2002, dated 2-1-2003.

\*\*\* Added vide order No. 6/1-1 Cabinet – 2004, dated 1-4-2004.

\*\*\*\* Substituted vide order No. 6/3-1 Cabinet – 2004, dated 27-12-2004

\*\*\*\*\* Added vide order No. 6/1-1 Cabinet – 2005, dated 2-3-2005.

**\*\*\*\*REVENUE AND DISASTER MANAGEMENT DEPARTMENT**  
**(Through the Secretary to Government, Haryana Revenue and Disaster Management Department)**

1. Administration of the following Acts and the Rules made thereunder—
  - (i) Abolition of village Cess (Kuri Kamini ) Act, 1950.
  - (ii) Agriculturists Loans Act. 1884.
  - (iii) East Punjab Utilization of Lands Act. 1949.
  - (iv) Indian Stamp Act, 1899.
  - (v) Indian Registration Act, 1908.
  - (vi) Land Acquisition Act, 1894.
  - (vii) Land Improvement Loans Act, 1883.
  - (viii) Patiala Recovery of State Dues Act, 2002 B.K.
  - (ix) Pepsu Abolition of Ala Malkiyat Rights Act, 1954.
  - (x) Pepsu Occupancy Tenants (Vesting of Proprietary Rights) Act, 1954.
  - (xi) Pepsu Tenancy and Agricultural Lands Act, 1955.
  - (xii) Punjab Abolition of Ala Malkiyat and Talukdari Right Act, 1952.
  - (xiii) Punjab Bhudan Yojna Act, 1955.
  - (xiv) Punjab Commercial Crops Cess Act, 1963.
  - (xv) Punjab Land Revenue Act, 1887.
  - (xvi) Punjab Land Revenue Appeals and Proceedings (Disposal and Restoration) Act, 1956.
  - (xvii) Punjab Land Revenue (Special Charges) Act, 1958.
  - (xviii) Punjab Land Revenue (Surcharge) Act, 1954.
  - (xix) Punjab Minor Canals Act, 1905.
  - (xx) Punjab Occupancy Tenants (Vesting of Proprietary Rights) Act, 1952.
  - (xxi) Punjab Pre-emption Act, 1913.
  - (xxii) Punjab Redemption of Mortgages Act, 1913.
  - (xxiii) Punjab Restitution of Mortgaged Lands Act, 1938.
  - (xxiv) Punjab Security of Land Tenures act, 1953.
  - (xxv) Punjab Tenancy Act, 1887.
  - (xxvi) Revenue Recovery Act, 1890.
2. Agricultural Income Tax.
3. Agricultural Wages Survey Report.
4. Valuation Devaluation Rules.
5. Audit of Land Revenue and Taccavi Accounts.
6. Boundaries.
7. Budget under the following heads of Accounts etc.—
  - (i) IX-Land Revenue and 9-Land Revenue.
  - (ii) XIV-Stamp and 14-Stamps.
  - (iii) XV-Registration and 15-Registration.
  - (iv) 19-General Administration (As much as it concerns the Revenue Department).
  - (v) XIIX-A Stationery and Printing—Sale of Plain paper used with stamps.
  - (vi) 64-Famine Relief.
  - (vii) 68-Stationery and Printing-C-Discount on plain paper used with Stamps and D-purchase of plain paper used with stamps.
  - (viii) Payment of interest on debt and other obligations in regard to religious and charitable institutions.
8. Change of names of villages.
9. Copying Department.
10. Court of Wards.
11. Court Fees- All matters regarding.
12. Customary Law (Riwaj-i-Aam)
13. Civil Rest Houses
14. Dharmarth.

15. Encamping Grounds.
16. Encroachment on Government lands and village roads.
17. Escheats.
18. Establishment matters relating to officers and staff under the administrative control of the Department, except matters allotted to the General Administration Department.
19. District and Divisional Establishment including establishment of Patwaris and Kanungos and staff in the Sub-Divisional and Tahsil Offices, in the Director of Land Records Office and in the Inspector General of Registration Office.
20. District Village Directories.
21. Government Estates.
22. Gazetteers.
23. Hall Tauzi (Demand, Collection and Balance of Land Revenue).
24. Kutchery Compounds.
25. Land Holdings—Census and fragmentation of.
26. Land Revenue Administration as described under the following heads namely:—
  - (a) Assessment and collection of Land Revenue.
  - (b) Assessment and settlement including forecast reports and settlement staff.
  - (c) Collection of rents, special remission of land revenue and remission under sliding scale.
  - (d) Jagirs and Muafis.
  - (e) Maintenance of Land Records, survey for revenue purposes, records of rights.
  - (f) Supplies and Transport of Touring Officers.
  - (g) Suspensions and remissions of land revenue due to ordinary and extraordinary Calamities.
  - (h) Annual Fixed Land Revenue Rolls and Balance Statement of Fixed Land Revenue.
  - (i) Compiling of Revenue Calendar under Standing Order No. 54.
27. Lambardars.
28. Leases and sales etc., of Government Land.
29. Libraries so far as the Revenue Department is concerned.
30. Maps.
31. Metrology.
32. Nazarats.
33. Non-Agricultural Land Taxation Committee Report.
34. Patwar Khanas -Construction and repair of.
35. Patwar Schools.
36. Relief measures in case of floods, famine, hailstorms and other natural calamities.
37. Record Rooms.
38. Registration of deeds and documents including appointment of Sub-Registrars, and application of certain sections of Transfer of Property Act.
39. Re-organisation of District Administration.
40. Re-organisation of Tehsils and Districts of the State and adjustment of their boundaries.
41. Revenue Buildings.
42. Revenue Training School.
43. Revenue Surveys.
44. Recovery of Betterment Charges.
45. Revision of Codes, Manuals, F.C's Standing Orders, and Consolidated Circulars etc.
46. Serais.
47. Season and Crop Report.
48. Special assessment of land directed to non-agricultural purposes.
49. Sub rectangulation and Killabandi in canal areas.
50. Supervision of revenue work of all categories of the officers.
51. Tahsil Inspections.
52. Territorial Charges other than inter-State.
53. Taccavi loans—grant and recovery.
54. Transfer of land from one department to another.

- 55. Waste lands and their leases etc.
- 56. Water-logging, Thor and Sem-All reference relating to.
- 57. Ceiling on Land Holding Act.
- 58. All matters relating to Tahsildari Rules.
- \*59. Fairs and pilgrimages within India.
- \*\*60. Upkeep of Muslim Shrines.
- 61. Administrator General and Official Trustee and Treasurer, Charitable Endowments—All references relating to.
- 62. Ecclesiastical Administration including European's Cemeteries and Ecclesiastical Budget.
- \*\*\*63. Hindu Dharamsthan (excepting Shri Mata Mansa Devi Shrine, Shri Mata Sheetla Devi Shrine and historical ancient Hindu Religious places within the radius of 48 Kos of Kurukshetra).

**\*\*\*\*\*a)REHABILITATION**

1. The Haryana Evacuee Properties (management and Disposal) Act, 2008 (7 of 2008).
2. Establishment matters relating to officers and staff of erstwhile Rehabilitation Department except the matter allotted to the General Administration Department.
3. Management and disposal of evacuee land and properties including the residuary assets of Nilokheri township and Faridabad New Industrial township transferred by the Government of India to the State Government.

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\* Inserted vide order No. 843/ Cabinet – 81, dated 29<sup>th</sup> June, 1981.

\*\* Added vide order No. 6/4-1 Cabinet – 95, dated 10-11-1995.

\*\*\* Substituted vide order No. 6/1-1 Cabinet – 2003, dated 20-5-2003

\*\*\*\* Substituted vide order No. 6/7-1 Cabinet – 2005, dated 13-1-2006.

\*\*\*\*\* added vide order No . 6/2-1 Cabinet – 2008, dated 30-7-2008

**\*SCIENCE AND TECHNOLOGY**

**(Through the Secretary to Government, Haryana, Science and Technology Department)**

- I. Identification of new technology for agriculture and industry.
2. All matters relating to arrangements for processing the new technology.
3. All matters relating to liaison with Research Institutions, National Laboratories, Universities and Department of Science & Technology of the Government of India.
4. Dissemination of new technology in the State.
- \*\*5. *Omitted.*

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\* Inserted vide order No. 5/32-1 Cabinet – 82, dated 7<sup>th</sup> March, 1983.

\*\* Omitted vide order No. 6/1-1 Cabinet – 2004, dated 1-4-2004.

**\*\*SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT**  
**(Through the Secretary to Government Haryana, Social Justice and Empowerment Department)**

1. Child Welfare—
  - (a) Institutional and non-institutional services for the orphaned, illegitimate unclaimed and destitute children through orphanages, Foster Care and Adoption service.
  - (b) Nutrition Programme for pre-school children.
  - (c) Recreational facilities through Holiday Homes, Day Camps, Teen Tour Programmes, and Children Clubs.
2. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration-Department.
3. Financial Assistance and Field Counseling to Voluntary Welfare Organisations—
  - (a) Field counseling for the improvement and expansion of programmes run by the Voluntary Welfare Organisations.
  - (b) Grant-in-aid to Voluntary Welfare Organisations.
4. Relief Measures—
  - (a) Care and maintenance of inmates in various Homes/Infirmaries and privately -managed relief institutions located in the State.
  - (b) Financial assistance to sons/wards of destitute displaced widows living outside Homes /Infirmaries for educational purposes.
  - (c) Payment of cash allowance to displaced persons living outside Homes/ Infirmaries.
  - (d) Payment of stipends to trainers and outside doles.
  - (e) Settlement of old outstanding claims, etc. in respect of defunct relief institutions.
  - (f) Training of inmates of Homes/Infirmaries in different vocational and professional courses.
5. Social Defence—
  - (a) After-Care Services for the discharge of correctional and non-correctional institutions.
  - (b) Eradications of Beggary.
  - (c) Implementation of Punjab Children Act, 1949.
  - (d) Setting up of Protective Homes under the Suppression of Immoral Traffic in Women and Girls Act, 1956, and matters connected thereto.
  - (e) Welfare Measures for the woman rescued from moral danger.
6. Social Research and Training—
  - (a) Research-cum-Information Centre for conducting social surveys and disseminating information.
  - (b) Training programmes for social workers.
7. Social Security Measures—
  - (a) Financial assistance to dependent children.
  - (b) Financial assistance to widows and destitute women.
  - (c) Institutional services for the aged.
  - (d) Pension to aged and infirm.

\*7-A. Urban poor including employment schemes.

8. Welfare of Physically Handicapped persons—

- (a) Institutional services for the blind, deaf and dumb or orthopaedically handicapped.
- (b) Scholarships to the handicapped students.
- (c) Sheltered Workshop.

9. Women's Welfare:—

- (a) Financial assistance to widows and destitute women.
- (b) Homes for widows and destitute women.
- (c) Hostels for working girls.
- (d) Welfare Extension Projects for women in rural areas.

\*\*\*10. Welfare of Minorities:-

- 1. Merit-cum-means scholarship scheme for minority communities students.
- 2. Pre-matric scholarship scheme for minority communities students.
- 3. Post-matric scholarship scheme for minority communities students.
- 4. Free coaching and allied scheme for minority communities students.
- 5. Implementation of the Prime Minister's New 15-Point Programme for the welfare of minorities.
- 6. Follow up action on the recommendations of the Sachar Committee Report.
- 7. Multi-Sectoral District Development Plans for minority concentration districts.
- 8. Information regarding migrants from Punjab, Jammu and Kashmir and Afghanistan (who have come to Haryana)-providing relief and other welfare measures.
- 9. Information relating to the Right to Information Act, 2005 (Act 22 of 2005) pertaining to welfare of minorities.
- 10. Submission of quarterly report to the Administrative Reforms Department regarding disposal of pending cases pertaining to welfare of minorities.
- 11. Lok Sabha and Rajya Sabha Questions pertaining to welfare of minorities".

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\*Added vide order No.3/5-1Cabinet-86, dt.31.12.1986

\*\*791-SW-(2)99 dated 7 September,1999

\*\*\* Added vide order No.6/3-1Cabinet-2008, dt.28.11.2008

**\*SPORTS AND YOUTH AFFAIRS DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Sports and Youth Affairs Department)”**

1. Awarding of scholarships to outstanding players/students of colleges and Schools.
2. Construction of Stadium.
3. Coaching Scheme.
4. Establishment matters relating to officers and staff under the administrative control of the Department, except matters allotted to the General Administration Department.
5. Establishment of State Sports Councils-Grant-in-aid to the various Sports Associations Federations.
6. Grant-in-aid for the construction of village/block playground to various Panchayats/Block Samitis and Educational Institutions.
7. Issuance of sportsmen certificates for admission to technical colleges and for services.
8. Mountaineering.
9. Organisation of Sports Clubs.
10. Panchayat Tournaments.
11. Promotion of Physical Culture and Yoga.
12. Promotion of Youth Programme Activities.
13. Sports School.

**\*&\*\*\*TECHNICAL EDUCATION AND INDUSTRIAL TRAINING DEPARTMENT  
(Through the Secretary to Government, Haryana, Technical Education and industrial training  
Department)**

1. Establishment matters relating to officers and staff under the administrative control of the Department, except matters allotted to the Personnel, Administrative Reforms and Training Department.
2. To accord affiliations to the Diploma level institutions.,
3. To conduct examinations, frame rules thereof and to award certificates/diplomas.
4. To deal Academic, Administrative and financial matters.
5. To inspect and audit income-expenditure accounts of all Government Polytechnics/institutions.
6. To Inspect and Audit income-expenditure accounts of Government Aided Technical institutions.
7. To prepare the Plan and Non-Plan Budgets of the Department and monitor the implementation of various schemes (Plan and Non-Plan).
8. To prepare project reports of various schemes for the expansion, improvement and Development of Technical Education.
9. To arrange scholarships/stipend and other facilities to the students.
10. To develop and promote Technical Education both at post-Diploma, Diploma and Degree level Courses.
- \*\* 11. The Pharmaceutical Education.
- \*\*\*12. Advanced Vocational Training Institutions.
- \*\*\*13. Apprenticeship Training.
- \*\*\*14. Establishment matters relating to the officers and staff under the Administrative Control of the Department except matters allotted to the General Administration Department.
- \*\*\*15. Government School of Arts, Rohtak.
- \*\*\*16. Industrial Training Institutes, Mini Industrial Training Institutes and Craftsmen Training Scheme.
- \*\*\*17. Private Institutions imparting Industrial Training and affiliated to State Council for Vocational Training and National Council for Vocational Training.
- \*\*\*18. State Council for Apprenticeship Training.
- \*\*\*19. State Council for Vocational Training.
- \*\*\*20. Teachers Training Centers.
- \*\*\*21. Government Footwear Institute, Rewari.

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\* New Department created vide order No. 3/4-1 Cabinet – 84, dated 5-11-1988

\*\* Added vide notification No. 6/3-1 Cabinet – 95, dated 23-12-1996

\*\*\* Added vide notification No. 6/1-1 Cabinet-2008, dated 22.08.2008.

**\*TOWN AND COUNTRY PLANNING AND URBAN ESTATES DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Town & Country Planning and Urban Estates Department)**

1. Acquisition of land for setting up of urban estates by the Haryana, Urban Development Authority.
2. Administration of the following Acts and rules made there under:—
  - (i) The Haryana Development and Regulation of Urban Areas Act, 1975.
  - (ii) The Haryana Urban Development Authority Act, 1977.
  - (iii) The Punjab New Capital (Periphery) Control Act, 1952.
  - (iv) The Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.
  - (v) The Haryana Apartment Ownership Act, 1983.
  - (vi) The Colonization of Government Lands (Punjab) Act, 1912.
  - (vii) The Punjab New Mandi Townships (Development and Regulation) Act, 1960.
3. Control of ribbon development along scheduled roads.
4. Delhi master plan-All references relating thereto.
5. Development of hill areas.
6. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
7. Policy matters regarding National Capital Region.
8. Selection of sites for the setting up of urban estates.
9. Town planning and development-All matters relating thereto including technical advice to municipal committees and improvement trusts in their town planning schemes.
10. Development of mandi Township (except mandi portion of township)

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\* Substituted vide order No. 5/164-1 Cabinet – 83, dated 5-3-1987

**TOURISM DEPARTMENT**

**(Through the Secretary to Government, Haryana, Tourism Department)**

1. Construction/Maintenance of Tourist Bungalows.
2. Development of Tourism including development and publicity of Tourist Centers.
3. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
4. Local Tourist Advisory Committees.
5. State Tourism Development Board.
6. Transport facilities for tourists.

**TRANSPORT DEPARTMENT**  
**(Through the Secretary to Government, Haryana, Transport Department)**

1. Booking Agency Scheme in respect of Public Carriers.
2. Control of Motor Vehicles subject to legislation by the Indian Parliament as regards licences valid throughout India.
3. Establishment matters relating to officers and staff under the administrative control of the Department, except matters allotted to the General Administration Department.
4. Government Motor Vehicles Board and allotment of Cars and Scooters from the State Priority Quota.
5. Motor Transport including Petrol and Diesel rationing.
6. Maintenance of Ministers' Cars.
7. Maintenance of Road Transport, including all cases relating to Government Transport Services.
8. Motor Accident Claims Tribunal.
9. Motor Vehicles Act, 1939, and the Rules made thereunder including the Punjab Motor Vehicles Rules, 1940, and the Motor Vehicles Third Party Insurance Rules, 1946.
10. Punjab Motor Vehicles Taxation Act, 1924.
11. Rail Transport-Follow-up with the Central Ministry for Railways in regard to Goods and Passenger transport by rail including facilities provided in connection therewith and the suits in that regard against the Government of India.
12. Road Transport Board.
13. Road Transport Corporation Act, 1950.

**\*&\*\*\*URBAN LOCAL BODIES DEPARTMENT**

**\*\* (Through the Secretary to Government, Haryana, Urban Local Bodies Department) \*\***

1. Acquisition of land by local bodies.
2. Administration of the following Acts—
  - (i) The East Punjab Urban Rent Restriction Act, 1949;
  - (ii) The Indian Christian Marriages Act, 1872;
  - (iii) The Stage Carriages Act, 1861;
  - (iv) The Punjab Slum Areas (Improvement and Clearance) Act, 1961;
  - (v) The Haryana Shri Mata Mansa Devi Shrine Act, 1991;
  - (vi) The Haryana Shri Mata Sheetla Devi Shrine Act, 1991;
  - (vii) The Haryana Municipal Act, 1973;
  - (viii) The Haryana Municipal Corporation Act, 1994;
  - (ix) The Punjab Town Improvement Act, 1922.
3. All matters regarding 74th Amendment of Constitution/12th Schedule of the Constitution of India and Swarna Jayanti Shahara Rojgar Yojna meant for urban poor.
4. Ceiling on Urban Property.
5. Census.
6. Central Library Committee.
7. Construction of Memorial at Kurukshetra in the memory of Late Shri Gulzari Lal Nanda Ji, Founder Chairman, Kurukshetra Development Board, Kurukshetra.
8. Deputation of Government employees to foreign service under Local Bodies.
9. Establishment matters relating to officers and staff under administrative control of the Department except matters allotted to the General Administration Department.
10. Fire Office and the office of the Assistant Director of Elections (Local Bodies).
11. Integrated development of small and medium towns.
12. Kurukshetra Development Board-All matters regarding.
13. Local Fund Audit, that is to say, the audit by Government for Income and Expenditure controlled by Local bodies.
14. Local Government(Urban ), that is to say, the constitution, elections, powers, functions, finances, supervision, control, inspection and all other matters relating to Municipal Corporation, Municipal Committees, Notified Area Committees and Improvement Trusts.
15. Municipal Account Code.
16. Nazul Lands under the charge of local bodies-sale and transfer.
17. Pounds and Prevention of Cattle trespass.
18. Slum Clearance and Development Schemes.
19. Tolls levied by local bodies.
20. Treasure Trove.
- \*21. Administration and Management of the historical ancient Hindu Religious places within the radius of 48 Kos of Kurukshetra.

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\*Inserted vide order no.6/1-1 Cabinet-2001, dt. 28.05.2001.

\*\*Added vide order no. 6/1-1 Cabinet-2003, dt, 20.05.2003.

\*\*\*Substituted vide order no. 6/10/2006-1 Cabinet, dt 17.01.2007.

**\*WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT  
(Through the Secretary to Government, Haryana, Welfare of Scheduled Castes and Backward Classes Department)**

1. Co-ordination, supervision and direction of the activities of other Departments in the matter of implementation of schemes designed for welfare of Scheduled Castes and Backward Classes and Vimukta Jatis, e.g. Education Department for Harijan Educational Concession Scheme, Industries and Industrial Training Department for Industrial Training Schools, Local Government Department for improvement in living and working conditions of Sweepers, and Scavengers, etc. etc.
2. Eradication of untouchability including administration of the untouchability (Offences ) Act, 1955.
3. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.
4. Harijan Kalyan Nigam –All matters relating to.
5. Matters connected with the welfare of Scheduled Castes, Backward Classes and Vimukta Jatis including.
  - (a) Consideration and implementation of the report of the Commissioner for Scheduled Castes and Scheduled Tribes, Government of India;
  - (b) Consideration of the deliberations of the Central Advisory Board in the Department of Social Security Government of India;
  - (c) Revision of lists of Scheduled Castes and Backward Classes;
  - (d) State Advisory Committee on Welfare, and Adhoc Committees on Welfare; and
  - (e) Redressal of grievances of all members of Scheduled Castes/Tribes, and Backward Classes in services.
- \*6. Policy regarding reservations for the members of Scheduled Castes, Scheduled Tribes, Backward Classes and Vimukta Jatis for admission to the Technical Training Institutions.
7. Schemes designed for the welfare of the Scheduled Castes/Backward Classes and Vimukta Jatis including:-
  - (a) Establishment of Community Centers.
  - (b) Grant of subsidy for construction of houses / wells, drinking water facilities, purchase of piggery agricultural, implements and inputs.
  - (c) Pre-examination Training Centers.
  - (d) Provision of legal aid.
- \*\*8. Kanyadaan Scheme to all the sections of the society living below the poverty line for the marriage of their daughters.

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42739-C.S-Item No. 1-H.G.P., Chd.

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\* Substituted vide order No. 3/4-Cabinet – 87. dated 15-9-1987.

\*\* Added vide order No. 6/2-1 Cabinet-2004, dt. 22-11-2004.

**HARYANA GOVERNMENT****GENERAL ADMINISTRATION DEPARTMENT  
CABINET SECRETARIAT****Notification**

The 28th May, 2014

**No. 6/1/2014-1Cabinet.**—In exercise of the powers conferred by clauses (2) and (3) of article 166 of the Constitution of India, I, Jagannath Pahadia, Governor of Haryana, hereby make the following rules to further amend the Business of the Haryana Government (Allocation) rules, 1974, namely :—

1. These rules may be called the Business of the Haryana Government (Allocation) Amendment Rules, 2014.
2. In the Business of the Haryana Government (Allocation) Rules, 1974 (hereinafter called the said Rules) in the schedule, under heading "SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT,—
  - (i) entries against serial number 1 shall be omitted;
  - (ii) in serial number 5, under sub-heading "Social Defence", clause (c) and entry thereagainst shall be omitted;
  - (iii) entries against serial number 9 shall be omitted.
3. In the said rules, in the Schedule, after heading "Welfare of Scheduled Castes and Backward Classes Department (through the Secretary to Government, Haryana, Welfare of Schedules Castes and Backward Classes Department)" and entries thereunder, the following heading and entries thereunder shall be added, at the end, namely :—

**"WOMEN AND CHILD DEVELOPMENT DEPARTMENT**

(Through the Secretary to Government, Haryana, Women and Child Development Department)

1. **Child Welfare :**
  - (a) Institutional and non-institutional services for the orphaned, illegitimate unclaimed and destitute children through orphanages, foster care and adoption service.
  - (b) Nutrition programme for pre-school children.
  - (c) Recreational facilities through holiday homes, day camps, teen tour programmes and children clubs.
  - (d) Grant-in-aid to voluntary organizations working in the field of child welfare for children village, state orphanage, holiday home, welfare of destitute children services in need of care and protection and street children.
  - (e) Integrated child protection scheme and running of various institutions, observation homes, state after care homes, special homes, under Juvenile Justice (Care and Protection of Children) Act, 2000.
  - (f) State after care homes for girls.
  - (g) Grant-in-aid to voluntary organizations for setting up of shelter/children homes, setting up of juvenile welfare boards, juvenile justice fund, skill building and rehabilitation of juveniles.
2. **Social Security and Welfare :**

State Commission for protection of child rights (SCPCR).
3. **Child Development :**
  - (a) Delivery of integrated child development services scheme to children up-to 6 years of age and empowerment of adolescent girls including supplementary nutrition for them and for pregnant and lactating mothers.
  - (b) Training of ICDS functionaries.

- (c) Awareness and involvement of community in ICDS activities with the help of Sakshar Mahila Smooh and village level committees.
- (d) Holding competitions and awarding prizes and incentives for sports meet, best mother, nutrition and education of rural adolescent girls.
- (e) Construction of anganwari buildings.
- (f) Insurance policy scheme for anganwari workers and helpers.
- (g) Anganwari worker awards.
- (h) Financial assistance to girls under LADLI with the objective of saving girl child and improving sex ratio.
- (i) Awarding panchayats for achieving improvement in sex ratio.

**4. Relief Measures :**

- (a) Care and maintainance of inmates in various homes/infirmaries and privately-managed relief institution located in the State.
- (b) Financial assistance to sons/wards of destitute displaced widows living outside homes/infirmaries for educational purposes.
- (c) Payment of cash allowance to displaced persons living outside homes/infirmaries.
- (d) Payment of stipends to trainers and outside doles.
- (e) Settlement of old outstanding claims etc. in respect of defunct relief institutions.
- (f) Training of inmates of homes/infirmaries in different vocational and professional courses.
- (g) Relief and rehabilitation of women acid victims.
- (h) Scheme for financial assistance and support services to the victims of rape under central sector.

**5. Social Defence :**

- (a) Afer-Care Services for the discharge of correctional and non-correctional institutions.
- (b) Setting up of protective homes under the immoral Traffic (Prevention) Act, 1956.
- (c) Welfare measures for the women rescued from moral danger.

**6. Women Welfare :**

- (a) Financial assistance to widows and destitute women.
- (b) Homes for widows and destitute women.
- (c) Hostels for working girls.
- (d) Welfare Extension Projects for women in rural areas.
- (e) Women Training-cum-Production Centre and Stipendiary Scheme (now strengthening of voluntary sector).
- (f) Grant-in-aid to Haryana State Social Welfare Board.
- (g) Financial assistance to voluntary organizations.
- (h) Haryana State Commission for Women.
- (i) Home-cum-Training Centres for Destitute Women and Widows.
- (j) Setting up of Vocational Training Centres for Women.
- (k) Cash grant to destitute/displaced women lodged in Homes and outside doles Homes/Infirmaries.

**7. Development and Empowerment of Women through :**

- (a) Gender Sensitization.
- (b) Swavlamban (NORAD), Support to Training and Employment Programme (STEP), Swayamsidha, Swadhar Greh and Ujjawala etc.
- (c) Incentives awards to mahila smooch.
- (d) Haryana Women Development Corporation.
- (e) Financial assistance to women awareness and management academy (WAMA).
- (f) Grant-in-aid to Haryana State Council for Child Welfare.
- (g) State Level Women Achiever Awards.
- (h) State Women Empowerment Mission under National Mission for Empowerment of Women (under this, State Resource Centre for Women has been constituted).

**8. Implementation and matters connected to the following Acts :**

- (a) Dowry Prohibition Act, 1961 (28 of 1961).
- (b) The Immoral Traffic (Prevention) Act, 1956 (104 of 1956).
- (c) Protection of Women from Domestic Violence Act, 2005 (43 of 2005).
- (d) Protection of Children from Sexual Offences Act, 2012 (POSCO) (32 of 2012).
- (e) The Haryana Children Act, 1974.
- (f) Hindu Adoption and Maintenance Act, 1956 (78 of 1956).
- (g) Orphanages and other Charitable Home (Supervision and Control) Act, 1960 (10 of 1960).
- (h) Haryana State Commission for Women Act, 2012 (27 of 2012).
- (i) Prohibition of Child Marriage Act, 2006 (6 of 2006).
- (j) Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013).
- (k) Juvenile Justice (Care and Protection of Children) Act, 2000 (further amended 33 of 2006) (56 of 2000).

**9. Establishment matters relating to officers and staff under the administrative control of the Department except matters allotted to the General Administration Department.**

Chandigarh :  
The 19th May, 2014.

JAGANNATH PAHADIA,  
Governor of Haryana.

Chandigarh :  
The 27th May, 2014.

S. C. CHOUDHARY,  
Chief Secretary to Government, Haryana.