

## **List of Subjects-Dealt in Various Branches of Chief Secretary Department**

<b>Branch Name</b>	<b>Subject Matter</b>
<b>N.G.I.S</b>  <b><u>Extension Numbers</u></b>  <b>Superintendent-450</b> <b>US(P)-2518</b> <b>SSGA-2441</b>	All policy cases and issue of instructions thereof, All clarifications/advices on account of Policy matters, Amendments and Memorandum of Policy, Framing of Rules/Interpretations thereof / submission of memorandum, Co-Ordination of policy matters, Examination of death/retirement claims, Policy case relating to payment of class IV employees of New GIS contribution by Government, Provision of Budget allotment under the GIS and issue of instructions thereof, Vidhan Sabha matter Assembly questions, Record of sanctions of issued by the various department, Reg. information on the enrolment of the officers/officials in Form No.I under New Group Insurance scheme 1985 in their appointments in Govt. service and Form. II of the officers/officials on getting their regular promotion from one group to other group, Ready-Recknor and preparation of Ready-Recknor based on interest calculations and issued of instructions thereof, Nomination Forms/Allocation of account numbers/information regarding Form-10 and issue of instructions, General instructions Regarding subscribers .statement, Miscellaneous correspondence.

Branch Name	Subject Matters
<p data-bbox="155 330 634 397"><b>Political and Parliamentary Affairs</b></p> <p data-bbox="155 438 427 478"><u>Extension Numbers</u></p> <p data-bbox="155 518 613 585"><b>Under Secretary-(0172)2743492</b></p> <p data-bbox="155 545 613 585"><b>Special Secretary-(0172)-2743506</b></p>	<ol style="list-style-type: none"> <li data-bbox="654 330 1450 370">1. All matter relating to Session of Haryana Vidhan Sabha.</li> <li data-bbox="654 370 1450 411">2. Governor's Address.</li> <li data-bbox="654 411 1450 478">3. All references concerning staff of Haryana Vidhan Sabha Secretariat staff except G.P.F. Advance.</li> <li data-bbox="654 478 1450 545">4. House Building Advance and Motor Car Advance to MLAs/ Ministers/Speaker/ Deputy Speaker.</li> <li data-bbox="654 545 1450 585">5. Medical Re-imbusement to MLAs / Ex-MLAs</li> <li data-bbox="654 585 1450 626">6. All references relating to Leader of Opposition.</li> <li data-bbox="654 626 1450 693">7. Constructions work in Haryana Vidhan Sabha Secretariat.</li> <li data-bbox="654 693 1450 733">8. Cipher Work.</li> <li data-bbox="654 733 1450 881">9. Matters relating to Committee on Govt. Assurances, Haryana Vidhan Sabha and follow-up action thereof and matters relating to Public Accounts Committee of Haryana Vidhan Sabha.</li> <li data-bbox="654 881 1450 921">10. Periodicals Reports from Governor to President.</li> <li data-bbox="654 921 1450 989">11. Ratification of Constitutional Amendments including officia resolutions.</li> <li data-bbox="654 989 1450 1029">12. Death of High Dignitaries.</li> <li data-bbox="654 1029 1450 1069">13. Center-State relations.</li> <li data-bbox="654 1069 1450 1137">14. Foreign Visits of Ministers/Deputy Minister – Political Clearance.</li> <li data-bbox="654 1137 1450 1177">15. All matter relating to State Election Commission.</li> <li data-bbox="654 1177 1450 1217">16. All matters relating to Finance Commission.</li> <li data-bbox="654 1217 1450 1325">17. Acts/Rules relating to Chief Parliamentary Secretary/Parliamentary Secretaries/Speaker/Dy.Speaker/ M.L.A./ Leader of Opposition.</li> <li data-bbox="654 1325 1450 1392">18. All references relating to allotment of accommodation to Ministers.</li> <li data-bbox="654 1392 1450 1459">19. Issue of N.D.C. on Demitting the office by Chief Minister/Ministers/ Chief Parliamentary Secretary etc.</li> <li data-bbox="654 1459 1450 1567">20. Control over touring by Ministers/ Speaker, etc. and in respect of restrictions on use of residential telephones.</li> <li data-bbox="654 1567 1450 1674">21. Extension and providing of telephone of Ministers/Chief Parliamentary Secretary/ Parliamentary Secretary and their staff.</li> <li data-bbox="654 1674 1450 1741">22. Padma Awards, Parman and Parshansa Patras of Government of India.</li> <li data-bbox="654 1741 1450 1809">23. Complaints against MLAs/MPs/ Ministers, Ex-MLAs etc.</li> <li data-bbox="654 1809 1450 1876">24. All references concerning to the staff of Haryana Vidhan Sabha relating to G.P.F. Advance.</li> <li data-bbox="654 1876 1450 1916">25. All references relating to office of Profit.</li> <li data-bbox="654 1916 1450 1997">26. Haryana State Legislature (Prevention of Disqualification) Act, 1974.</li> <li data-bbox="654 1997 1450 2037">27. Committees of State Legislature/Lok Sabha.</li> <li data-bbox="654 2037 1450 2104">28. Setting-up of Advisory Committee etc. in various Departments- Policy matters.</li> <li data-bbox="654 2104 1450 2171">29. Guide-lines about the appointment of non-officials as Chairman/ Advisors of Corporations/ Boards etc.</li> <li data-bbox="654 2171 1450 2212">30. All references concerning Haryana M.L.As Hostel/Flats.</li> <li data-bbox="654 2212 1450 2252">31. Appointment of Lokayukta and Up- Lokayukta.</li> <li data-bbox="654 2252 1450 2319">32. Naming of institutions after private persons during Kargil Operation.</li> <li data-bbox="654 2319 1450 2360">33. Miscellaneous references.</li> <li data-bbox="654 2360 1450 2446">34. Confidential Political Reports from Deputy</li> </ol>

	<p>Commissioners/Commissioners.</p> <p>35. National Integration and National Integration Council- All references relating thereto.</p> <p>36. Haryana Essential services Maintenance Act, 1974.</p> <p>37. Re-Publication of Central Acts/ Ordinances.</p> <p>38. Demands by Political Parties.</p> <p>39. New Capital of Haryana.</p> <p>40. Setting up Commission of Enquiry except follow up action on the Report of the Commission.</p> <p>41. Celebration of Independence Day/ UNODay/Republic Day/Martyrs Day.</p> <p>42. All India Whips Conference.</p>
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<b>Name of Branch</b>	<b>Subject Matter</b>
<b>Re-organization Branch</b>  <u>Extension Numbers-</u>  <b>Deputy Secretary-2544</b> <b>Joint Secretary-2549</b> <b>Superintendent- 2446</b>	<ol style="list-style-type: none"><li>1. Convening of meeting of the Northern Zonal Council in consultation with States of Northern Zone and Ministry of Home Affairs, Govt. of India.</li><li>2. Convening of the meeting of the Standing Committee comprising Chief Secretaries of States of Northern Zone.</li><li>3. Apportionment of outstanding dues towards Punjab and Himachal Pradesh consequent upon the division of the composite State of Punjab.</li><li>4. Quarterly review of the progress of implementation of recommendations made by the Northern Zonal Council.</li><li>5. Follow up action on the items discussed in the meeting of the Northern Zonal Council.</li></ol>

<b>Branch Name.</b>	<b>Subject matter</b>
<p data-bbox="180 290 602 327"><b>General Services-I, Br.</b></p> <p data-bbox="180 365 602 403"><u>Extension Numbers</u></p> <p data-bbox="180 440 602 478"><b>Under Secretary-2555</b></p> <p data-bbox="180 478 602 516"><b>Special Secretary-2741494</b></p> <p data-bbox="180 516 602 553"><b>Superintendent- 2476</b></p>	<ol style="list-style-type: none"> <li data-bbox="602 290 1515 327">1. Extension in joining time/ Overstay in service.</li> <li data-bbox="602 327 1515 403">2. Conversion of temporary posts into Permanent.</li> <li data-bbox="602 403 1515 440">3. Classification/re-classification of departments /posts.</li> <li data-bbox="602 440 1515 478">4. Advice cases regarding type test.</li> <li data-bbox="602 478 1515 553">5. Policy of regularization of Work charged/Daily wagers/Causal workers etc. advice cases.</li> <li data-bbox="602 553 1515 591">6. Declaration /Fixation of tenure of Heads of Departments.</li> <li data-bbox="602 591 1515 628">7. Promotion Policy.</li> <li data-bbox="602 628 1515 666">8. Promotion of Group C &amp; D employees to the posts of clerks.</li> <li data-bbox="602 666 1515 704">9. Probation/Confirmation/ Seniority/ Conduct Rules</li> <li data-bbox="602 704 1515 741">10. Selection grade</li> <li data-bbox="602 741 1515 817">11. All references for advice on service matters including interpretation of service rules.</li> <li data-bbox="602 817 1515 854">12. Departmental examinations regarding grant of increments.</li> <li data-bbox="602 854 1515 930">13. Extension in service of Class-I and II officers beyond the age of 50/55 years.</li> <li data-bbox="602 930 1515 1005">14. Re-employment /Extension in service after attaining the age of superannuation.</li> <li data-bbox="602 1005 1515 1042">15. Pay fixation-Advice matters.</li> <li data-bbox="602 1042 1515 1080">16. Change of Cadre.</li> <li data-bbox="602 1080 1515 1118">17. References pertaining to HSSC.</li> <li data-bbox="602 1118 1515 1155">18. Preference to apprentices in adhoc / regular appointments.</li> <li data-bbox="602 1155 1515 1231">19. Production of documents to audit departments relating to HSSC.</li> <li data-bbox="602 1231 1515 1306">20. Transfer policy and relaxation in posting of Gazetted Officers in Home Districts.</li> <li data-bbox="602 1306 1515 1344">21. To take various posts out of the purview of HSSC.</li> <li data-bbox="602 1344 1515 1381">22. Punishment and appeal rules.</li> <li data-bbox="602 1381 1515 1419">23. Arrears of pay/ Lien</li> <li data-bbox="602 1419 1515 1456">24. Demands of employees.</li> <li data-bbox="602 1456 1515 1494">25. List of Heads of departments</li> <li data-bbox="602 1494 1515 1532">26. Statements regarding dismissed Government servants.</li> <li data-bbox="602 1532 1515 1569">27. Change of the name / Date of birth of the Govt. Employees</li> <li data-bbox="602 1569 1515 1607">28. Out-sourcing of services/ activities.</li> </ol>

Branch Name	Subject Matters
<p><b>SERVICES – I</b></p> <p><b><u>Extension Numbers</u></b></p> <p><b>USA-(0172)2740743</b>  <b>SSPS/C.S-(0172)2743506</b></p>	<ol style="list-style-type: none"> <li>1. IAS Rules-amendments etc.</li> <li>2. Recruitment/promotion/seniority/confirmation in the IAS</li> <li>3. Promotion of IAS officers in the higher grades.</li> <li>4. Grant of increments to the IAS officers on passing the Departmental Examination.</li> <li>5. Grant of D.A., Personal Pay to the IAS.</li> <li>6. Writing of ACRs/Assessment Reports of the IAS/HCS officers.</li> <li>7. Disciplinary matters against IAS/HCS officers.</li> <li>8. Grant of permission for higher studies to IAS officers.</li> <li>9. Grant of permission to IAS officers for visiting abroad.</li> <li>10 Grant of powers of Collector to HCS officers.</li> <li>11. No Objection Certificate for obtaining Passport by IAS/HCS officers.</li> <li>12. Promotion of HCS officers in higher grade and confirmation in the HCS.</li> <li>13 Issue of Identity Cards to the IAS officers for visiting Central Government offices.</li> <li>14. Policy regarding crossing of Efficiency Bar in the pay scales of employees.</li> <li>15. Updation of syllabus for departmental examination of IAS and HCS officers.</li> <li>16. Matter regarding relaxation in the rules of medical reimbursement claims of IAS officers.</li> <li>17. Retention of IAS officers beyond the age of 50 years.</li> <li>18. Review of IAS cadre and creation of temporary posts in the IAS.</li> </ol>

Branch Name	Subject Matters
<p><b>SERVICES –I I</b></p> <p><b><u>Extension Numbers</u></b></p> <p><b>USA-(0172)2740743</b>  <b>SSPS/C.S-(0172)2743506</b></p>	<ol style="list-style-type: none"> <li>1. Review of cadre and strength and creation of posts in the HCS.</li> <li>2. Appointment of HCS officers.</li> <li>3. Postings/transfers of IAS/HCS officers</li> <li>4. IAS Civil List and State Civil List.</li> <li>5. Matters of IAS officers for Central Deputation/appointment of Election Observers.</li> <li>6. Policy regarding LTC for State Government employees.</li> <li>7. Grant of LTC/Leave to IAS/HCS officers.</li> <li>8. Maintaining of History Sheets of IAS/ HCS officers.</li> <li>9. Permission for higher studies to HCS officers.</li> <li>10. Approval of tour programme of Divisional Commissioners and grant of permission of journey beyond jurisdiction by Deputy Commissioners.</li> <li>11. Issue of retirement orders of HCS officers and sanction of leave encashment to IAS/HCS officers.</li> <li>12. Fixation of seniority of HCS Officers.</li> <li>13. Medical reimbursement cases of HCS officers.</li> <li>14. Retention in service of HCS officers beyond the age of 50/55 years.</li> <li>15. Grant of honorarium to IAS/HCS officers.</li> <li>16. Matters regarding foreign assignments under UN and its allied agencies.</li> <li>17. Grant of advance to IAS/HCS officers.</li> <li>18. Budget (2053-District Administration-101-Commissioner-Pay of officers-2013-District Administration-093-District Establishment-Pay of officers.</li> <li>19. HCS(Executive Branch) Rules.</li> <li>20. Pay scale/special pay of HCS officers.</li> </ol>

**(Note:- Vigilance-I and Vigilance-II Branches mainly deal with the Enquiries/Complaints against the officials/officers of Govt. Departments/Boards/Corporations and also private persons for which departments have been distributed amongst both the branches)**

<b>Branch Name</b>	<b>Subject Matter</b>
<p><b>Vigilance-I</b></p> <p><u><b>Extension Numbers</b></u></p> <p><b>Under Secretary/Deputy Secretary- Extn. 2837,(PBX No. 2740226, 2740326 )</b></p> <p><b>Joint Secretary/Special Secretary-2743506</b></p>	<ol style="list-style-type: none"> <li>1. Stock, Store, other related items, Telephone &amp; Accommodations of DGSVB</li> <li>2. Policy Cases</li> <li>3. Appointment of departmental Vigilance Officers.</li> <li>4. Legislative Department (LRs Officers).</li> <li>5. IAS/IPS/HCS Officers.</li> <li>6. Prosecution</li> <li>7. Budget of the office of I.O. Vig. and DGSVB</li> <li>8. Establishment matters relating to the office of I.O. Vig. &amp; DGSVB including creation of posts of Tech. Officer to be posted in their office.</li> <li>9. Enquiries/Complaints against the officials/officers of Govt. Departments/ Boards/Corporations and also private persons</li> <li>10. Vigilance Clearance Certificate in respect of Gazetted Officers regarding pension cases etc.</li> <li>11. Annual Administrative Report of Vigilance Department</li> </ol>



<b>Branch Name</b>	<b>Subject Matter</b>
<p data-bbox="224 331 380 363"><b>Vigilance-II</b></p> <p data-bbox="224 401 477 432"><u><b>Extension Numbers</b></u></p> <p data-bbox="224 470 732 533"><b>Under Secretary/Deputy Secretary- Extn. 2837,(PBX No. 2740226, 2740326 )</b></p> <p data-bbox="224 571 760 602"><b>Joint Secretary/Special Secretary-2743506</b></p>	<ol data-bbox="797 331 1393 533" style="list-style-type: none"><li data-bbox="797 331 1393 464">1. Enquiries/Complaints against the officials/officers of Govt. Departments/Boards/Corporations and also private persons</li><li data-bbox="797 464 1393 533">2. Vigilance Clearance Certificate in respect of Gazetted Officers regarding pension cases etc.</li></ol>