

PERSONNEL DEPARTMENT

As per requirements of circular letter No. 5/4/2002-IAR, dated 30.07.2005 from the Financial Commissioner and Principal Secretary to Government, Haryana Administrative Reforms Department, the following information is furnished under the Right to Information Act, 2005:-

1. The particular functions and duties of the department are as under:-

Chief Secretary to Government, Haryana is the Head as well as Administrative Secretary of the Personnel Department. For his assistance there is one Special Secretary, one Under Secretary, one Superintendent and other Non-gazetted staff. Two Constituted Bodies Haryana Public Service Commission and Punjab & Haryana High Court are under the control of this department. The control of district Attorney is with the Director of Prosecution, Haryana.

FUNCTIONS AND DUTIES

The main functions of this department are:

Services-III Branch

1. Pay fixation of IAS & HCS officers.
2. Releasing of annual increments of IAS & HCS officers.
3. Maintenance of service record of IAS & HCS officers
4. Reimbursement of leave salary of IAS & HCS officers.
5. All entries of posting of IAS & HCS officers in service record.
6. Maintenance of leave accounts/LTC of HCS Officers.
7. Title of leave/LTC of HCS officers.
8. Maintenance of leave accounts /LTC of IAS officers.
9. Title of leave/LTC of IAS officers.
10. Calculation of final rates of leave salary and pension contribution of IAS/HCS officers.
11. Service verification of IAS/HCS officers.
12. Miscellaneous.
13. Appointment to Civil Judges (Junior Division)
14. Appointment of Superior Judicial Service
15. Framing of rules
16. Amendment in rules
17. All court cases relation to judicial matter.
18. Regarding grant of selection grade and other benefits.
19. Regarding disciplinary action.
20. Retirement matters
21. Compulsory retirement of judges (alongwith Court cases related).
22. Appointment of HPSC Members
23. Pay fixation of Members and Pension cases
24. Court cases of Members
25. Requisitions and allocation of HCS (Executive Branch) and other Allied Services.
26. Courts cases of HCS (Executive Branch) and Allied Services.
27. Amendment in Haryana Public Service Commission Regulation and other Amendments.
28. Car loan, House loan and other Misc. matters of HPSC.
29. G.P.F. advance of HPSC staff.
30. Medical reimbursement of Chairman/Members and Staff of HPSC.
31. Promotion cases of class I and II Officers of Haryana Public Service Commission and other matter of HPSC staff including budget, creation of posts.

32. Framing of Service Rules of Haryana Public Service Commission staff Class I, II & III and amendment therein.
33. Advice matter and taking out the post of Government from the purview of HPSC and inclusion of these posts.
34. Medical reimbursement cases of Judges
35. Training Course/seminars/conferences of Judges.
36. Annual Administrative Report of HPSC.

THE NAME, DESIGNATION AND OTHER PARTICULAR OF THE PUBLIC INFORMATION OFFICER

Sr. No.	Name & Designation of the officer	Designated as	Telephone Numbers Officer	Telephone Numbers Residence
1.	Sh. Raj Pal Singh, Under Secretary to Government Haryana, Personnel Department. (Services-III Branch)	Public Information Officer	2743492	2695162
2-	Sh. Jarnail Singh, Superintendent Services-III Branch.	APIO	2743492	2702202
3-	Smt. Rashmi Grover, Nodal Officer, Services-III Branch	APIO	2743492	6533171
	<u>APPELLATE AUTHORITY</u>			
2.	Sh. P. Raghvendra Rao, IAS, Special Secretary to Government Haryana, Personal Department.	First Appellate Authority	2743506	2793193