

No. 62/42/2021-6GS-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(General Services-I BRANCH)

Dated Chandigarh, the 30th March, 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments
3. All the Managing Directors/Chief Administrators of Boards/Corporations in the State of Haryana.
4. Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Divisional Commissioners of the State.
6. All the Deputy Commissioners in the State of Haryana.
7. The Registrars of all the Universities in the State of Haryana.

Subject: Allocation of work to the Branches of Human Resources Department.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to inform that, as you are aware, State Government vide notification dated 03.11.2021 has created a new department namely, Human Resources Department with the allocation of following work :

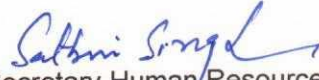
1	Regulation of Service conditions of all Govt. posts
2	HRMS
3	HPSC / HSSC
4	Policy regarding CET
5	Training policies, Training of State level Government employees, Training Institutions
6	Policy regarding temporary & contractual services
7	Online transfer policies
8	Ex-gratia policy
9	Service Rules
10	Policy for the maintenance of the integrity of the public services and eradication of corruption & weeding out of employees on grounds of inefficiency & corruption
11	Restructuring of departments from time to time

2. For proper functioning of the department, it has now been decided that the cases for advice of Chief Secretary to Government, Haryana, on any issue pertaining to above subjects mentioned at Sr. No. 1 to 11 including advice on service matters, conditions of service, HSSC, etc., which were previously dealt by GAD; matters pertaining to HPSC and Training which were previously dealt by Department of Personnel & Training; Staff Inspection Unit previously under Administrative Reforms Department; shall now be sent to Human Resources Department (concerned Branch as per **Annexure-A**).

3. All the Administrative Secretaries are requested that henceforth they shall route cases for advice of Chief Secretary to the Human Resources Department instead of General Administration Department.

4. These instructions may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,



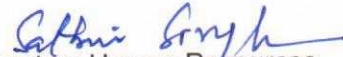
Under Secretary Human Resources,
for Chief Secretary to Government Haryana.

Endst. No. 62/42/2021-6GS-I

Dated: Chandigarh, the 30th March, 2022

A copy is forwarded to the following for information and action where necessary :-

1. Secretary, Haryana Public Service Commission, Panchkula.
2. Secretary, Haryana Staff Selection Commission, Panchkula.



Under Secretary Human Resources,
for Chief Secretary to Government Haryana.

**HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(List of Branches of HR Department)**

1	Probation, Confirmation, Determination of seniority, Departmental Test and SETC, Promotion Policy including all matters pertaining to promotion, Online Transfer Policy, Premature Retirement, Annual Confidential Reports, Adverse Remarks, Conduct Rules, All matters pertaining to Code of Conduct, Moral Turpitude, Sexual Harassment, Suspension etc. All matters pertaining to Punishment & Appeal Rules, Memorials, Petitions, LTC Policy, Gazetted Holidays, Examine the cases of Departments of which FD is AD involving financial liability Including RTI cases on above matters.	General Services-I Br.
2	CET, Recruitment Policy, Socio Economic Criteria, Waiting list, Joining time on direct recruitment, Outsourcing Policy, Restructuring/Retrenchment/Adjustment of Surplus Staff, Regularization Policy, Ex-gratia Policy, All kinds of Compassionate Appointments, All matters pertaining to HPSC, HSSC and Haryana Kaushal Rozgar Nigam, Fixation/Revision of Nigam Wage Rates (DC Rates), Re-employment and Extension beyond the age of superannuation, Including RTI cases on above matters.	General Services-II Branch
3	Conditions before joining i.e. Character and antecedents verification and Medical Certificate of Fitness, Fixation of Age for entry into Govt. service, Minimum qualification for entry into service, Classification of Posts, Resignation from service, Reservation Policy, Certificates of reserved category candidates, Domicile Certificates, All matter pertaining to certain benefits admissible to the reserved categories employees or other employees including PwD,	General Services-III Branch

	Outstanding Sports Persons, etc. Additional increments, incentive, award etc. Special Casual Leave, All Miscellaneous matters Including RTI cases on above matters.	
4	All cases pertaining to establishment of Common Cadre Group D Employees i.e. from joining to retirement. Implementation of and amendment in Group D Act, 2018. Including RTI cases on above matters.	Common Cadre-I Branch (in Apollo Building, Sec. 17, Chandigarh)
5	All cases pertaining to establishment of Common Cadre Group C Employees, i.e. from joining to retirement. Drafting of Group C Bill Including RTI cases on above matters.	Common Cadre-II Branch (in Apollo Building, Sec. 17, Chandigarh)
6	To conduct Work Management studies for assessing staff requirements and staffing policy for recommendation of surplus/ addition/creation of new posts in all the Offices of Haryana Government including Haryana Civil Secretariat.	Staff Inspection Unit
7	All matters pertaining to Training Policy 2020. Training of all employees of Common Cadre including HCS & IAS Officers Including RTI cases on above matters.	Training Branch
8	Preparation and submission of reply of all Court Cases pertaining to Branches under HR including Training Branch Model Service Rules, Verification of Service Rules of all Departments, Bill/Act pertaining to terms and conditions of Service Service Byelaws of all Boards/ Corporations/ Commissions etc. under Haryana Government, Management of Court Cases, Including RTI cases pertaining to above matters.	Legal Cell-I
9	Preparation and submission of reply of all Court Cases Pertaining to Common Cadre Employees of Group C & D employees and HCS Officers. Management of Court Cases, Including RTI cases pertaining to above matters	Legal Cell-II
10	All matters pertaining to HRMS and other e-Governance applications Preparation and handling of all Applications pertaining to HR Department Including RTI cases on above matters.	IT Cell
