

**No. 62/42/2021-6GS-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
HUMAN RESOURCES-I BRANCH**

Dated Chandigarh, the 30th June, 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments of Haryana,
3. All the Managing Directors/Chief Administrators of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in the State of Haryana.
6. 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 Government letter of even number dated 30th March 2022 on the subject noted above vide which work/subjects were allocated to the Branches of Human Resources Department.

2. The matter has been re-considered by the Government and it has been decided that for proper functioning of the department, the case for advice of Chief Secretary to Government, Haryana, on any issue pertaining to service matters, condition of service, HSSC, etc. which were previously dealt by the 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 instead of General Administration Department.

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

Yours faithfully,

Tilak Ram

Superintendent, Human Resources-I,
for Chief Secretary to Government Haryana.

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

Dated Chandigarh, the 30th June, 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.
3. Additional Secretary to Govt. Haryana, Secretariat Establishment, Haryana Civil Secretariat.

Tilak Ram

Superintendent, Human Resources-I,
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, Re-employment and Extension beyond the age of superannuation, Regularization Policy, Restructuring/Retrenchment/Adjustment of Surplus Staff, 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, All Miscellaneous matters Including RTI cases on above matters.	Human Resources-I Br.
2	CET, Recruitment Policy, Socio Economic Criteria, Waiting list, Joining time on direct recruitment, Ex-gratia Policy, All kinds of Compassionate Appointments, All matters pertaining to HPSC, HSSC Including RTI cases on above matters.	Human Resources-II Br.
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, Up-gradation of Post Outsourcing Policy, 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, Outstanding Sports Persons, etc. Additional increments, incentive, award etc.	Human Resources-III Br.

Tilak Ram

	Special Casual Leave, OutSourcing Policy, Haryana Kaushal Rozgar Nigam, Fixation/Revision of Nigam Wage Rates (DC Rates), Military Service Benefits, 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, HR-I and HR-II Branches. 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 HR-III Branch 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

Tilak Ray
