

OFFICE ORDER

The following norms of various store articles in respect of officers/officials of Haryana Civil Secretariat are fixed as under:-

Sr. No.	Name of the store article	FC & PS	Com. & Spl. Secy.	Joint Secy.	Deputy Secy. or equivalent rank/grade officers	Under Secy. or equivalent rank/grade officers.	Remarks.
1.	Air Conditioner	2	1	1	---	---	Depend on the area of room. Upto 200 sq. ft. one AC and above two AC.
2.	Computer/Printer	1	1	1	1	---	With printer.
3.	Desert Cooler	--	--	--	1	1	
4.	Heat Convector	1	1	1	1	1	Above 200 Sq.ft. tv
5.	Room Heater	--	--	--	--	--	
6.	Visitor Chair	10	10	8	5	4	
7.	Sofa Set (5 Seater) with Center Table.	1	1	1	2 easy chairs.	--	
8.	Carpet (Acrylic)	Yes	Yes	No	No	No	Replacement after 6 years. Tiles can be given.
9.	Carpet (Non-woven)	No	No	Yes	No	No	Replacement after 4 years. Tiles can be given.
10.	Almirah (Steel/wooden)	1	1	1	1	1	
11.	Wooden File Rack	1	1	1	1	1	Quantity can be increased in view of the charges held by the officer.
12.	Looking Mirror	1	1	1	1	1	
13.	Wooden Foot rest.	1	1	1	1	1	
14.	Wall Clock	1	1	1	1	1	
15.	Wooden Book-self	1	1	--	--	--	On demand.
16.	Engagement stand	1	1	1	1	1	
17.	Calender frame.	1	1	1	1	1	
18.	Seat Cushion	1	1	1	1	1	
19.	Curtains	Yes	Yes	Yes	Yes	Yes	Depend on the area of room.

23.	Table Diary with stand.	1	1	1	1	1	
24.	Water Camper	1	1	1	1	1	
25.	Thermus	1	1	1	1	1	Once a year.
26.	Glass	12	12	6	6	6	
27.	Dak Bag (Leather)	1	1	--	--	--	On demand
28.	Towel	2	2	1	1	1	Once a year.
29.	Room Freshner	1	1	1	--	--	Once a month.
30.	Emergency Light	1	--	--	--	--	
31.	Visiting cards.	Yes	Yes	Yes	--	--	
32.	Scissor	1	1	1	1	1	Once in 5 years.
33.	Stapler	1	1	1	1	1	Once in 5 years.
34.	Fluid/Marker/Highlighter.	1	1	1	1	1	Once a month.
35.	Transparent folder	6	6	6	6	6	Once in year.

**NORM OF OTHER MISCELLANEOUS STORE ARTICLES
FOR CLASS-II, CLASS-III AND CLASS-IV**

Sr.No.	Name of store articles.	Class-II	Class-III	Class-IV	Remarks.
1.	Nib pen	1	1	--	Once a year.
		1	--	--	Once a month.
		--	1	--	Once in two month.
		--	--	1	Once a quarter.
5.	Re-fill	1	1	--	Once a month+ 50% extra to Branch/personal staff on sanctioned strength.
6.	Pencil	1	1	--	Once a month+50% extra.
7.	Rubber	1	1	--	Once a month+50% extra.
8.	Shorthand note book.	1	1	--	PS/PA/Steno's with two shorthand pencils.
9.	White fluid	2	2	--	Once a month. Only to Branch Incharge/personal Staff of officers.
10.	Stapler	1	1	--	Once in 5 year to Branch Incharge/personal staff of officers.
11.	Scissor	1	1	--	-do-
12.	Paper punch.	1	1	--	-do-
13.	Marker/Highlighter	1	1	--	Once a month to Branch Incharge/personal staff of Officers.
14.	Computer	1 (PS)	--	--	Only to the personal staff of FC/Com./Spl. Secy without printer.
15.	Glass	6	4	--	Branch/personal staff.

NORM OF STORE ARTICLES FOR DRIVERS

Sr.No.	Name of article	Quantity	Rate fixed by P&S Deptt	Remarks.
1.	Summer Uniform	3 Pents/3 Shirts	600/-	After 2 years.
2.	Stitching	--	400/-	-do-
3.	Winter Uniform	1 Pent/1 Coat	400/-	After 3 years.
4.	Stitching	--	570/-	-do-
5.	Umbrella	1	--	After 3 years.
6.	Raincoat	1	--	-do-
7.	Water Camper	1	--	After one year
8.	Thermus	1	--	After 1 year
9.	Shoes.	Single pair	160/-	After 1 year.
10.	Torch	1	--	After 1 year
11.	Alarm Clock	1	--	After 1 year.

- Note:-
- Any item not mentioned in the above list can be procured with the approval of USG/JSSE. Item upto Rs. 500/- at the level of USG and upto Rs. 2000/- at the level of JSSE.
 - One extra item can be given per month by USG and more than one extra item can be given by JSSE.
 - Chief Minister/Ministers offices are not included in the list.

Dated, Chandigarh
The 2nd December, 2003.

A.N. Mathur
Chief Secretary to Govt. Haryana.

Endst. No. 10/33/03-3Ado

Dated 9.3.2004

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

- All the Financial Commissioners & Principal Secretaries,
- All the Commissioners & Secretaries,
- All the Special Secretaries, and
- All the Joint Secretaries to Govt Haryana.

[Signature]
Under Secretary (General)
for Chief Secretary to Govt. Haryana.

Endst.No. 10/33/03-3Ado

Dated 9.3.2004

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

- All the Deputy Secretaries, Senior Secretaries/Secretaries, to Ministers/Officers and Under Secretaries in Haryana Civil Secretariat.
- All the Superintendents, Private Secretaries and Deputy Superintendents in Haryana Civil Sectt.