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**No. 62/42/2021-3HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
ORDER**

Dated Chandigarh, the 26th August, 2022

Subject:- Re-Allocation of work of Assistants of Human Resources Branches.

Vide order of even number dated 04.04.2022, the staff and work allocation was done among the General Services-I, General Services-II and General Services-III Branches of Human Resources Department which have been renamed as Human Resources-I Branch, Human Resources-II Branch & Human Resources-III Branch vide letter dated 30.06.2022. Upon further consideration, it has been decided that reallocation of the work of these branches and their staff shall be as under:-

Human Resources-I Branch Superintendent: Sh. Tilak Ram Under Secretary, HR-I: Sh. Satbir Singh		
Work allocated to Human Resources-I Branch	Name of Assistant	Work distribution to Assistant
Probation, Confirmation, Department 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, Eradication of Corruption, 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. Bill/Act pertaining to terms and conditions of service. Model Service Rules. Verification of Service Rules of all Department. Service Byelaws of all Boards/Corporations/ Commissions etc. under Haryana Government. Re-employment and Extension beyond the age of Superannuation, Age of Retirement on Superannuation, Regularization Policy.	(1) Rakesh 1HR-I	(i) ACRs (ii) Adverse Remarks (iii) Policy for maintenance of the Integrity matters (iv) Punishment & Appeal Rules (v) Suspension (vi) Moral Turpitude (vii) LTC Policy (viii) Working hours/ Punctuality, (ix) Holidays/ Public Holiday/ Gazetted Holiday (x) Probation Policy (xi) Confirmation/Lien (xii) Court cases on above subjects (xiii) RTI matters on above subject
	(2) Jaiveer 2HR-I	(i) Seniority (ii) Promotion Policy including all matters of Pertaining to promotions (iii) Tenure of Head of Department (iv) Departmental Examinations- reg. grant of increment (v) Departmental Test and SETC (vi) Equivalency of Technical Degrees/ qualification (vii) Court cases on above subjects (viii) RTI matters on above subject
	(3) Sanjeev Kumar 3HR-I	(i) Verification of Service Rules of all Departments. (ii) Bill/Act pertaining to terms and conditions of service. (iii) All Miscellaneous Matters of HR-I, HR-II & HR-III not allocated to any Assistant. (iv) Court cases on above subjects (v) RTI matters on above subject
	(4) Mohit 4HR-I	(i) Transfer Policy/posting in Home District (ii) Conduct Rules and matters pertaining thereto, Bigamous marriage, Sexual Harassment, Property Return etc. etc.

Including RTI cases on above matters.		(iii) Memorial, Petitions, (iv) Eradication of Corruption (v) Permission for higher studies (vi) AD of FD i.e. FA Branch (vii) Court cases on above subjects (viii) RTI matters on above subject
	(5) Chaman 5HR-I (Transferred from HR-III along with subjects)	(i) Re-employment and Extension beyond the age of superannuation, (ii) Premature Retirement, Weeding out employees on grounds of inefficiency and corruption. (iii) Retirement age on superannuation (iv) Regularization Policy, (v) Restructuring/ Retrenchment/ Adjustment of surplus employees (vi) Miscellaneous/common circular pertaining to HRMS or on any subject not allocated to any Assistant. (vii) Court cases on above subjects (viii) RTI matters on above subject
	(6) Amit Kumar 6HR-I (Transferred from Common Cadre-II Br.)	(i) Model Service Rules (ii) Service Byelaws of all Boards/ Corporations/ Commissions etc. under Haryana Government. (iii) Court cases on above subjects (iv) RTI matters on above subject
Human Resources-II Branch Superintendent: Sh. Satpal Under Secretary, HR-II: Sh. Raj Kapoor		
CET, Recruitment Policy, Socio-economic Criteria, Waiting list, Joining time on direct recruitment, Ex-gratia Policy of Employees, Ex-gratia Policy of Martyr military-personnel, All HARIHAR Policy, Appointments of Outstanding Sports Persons, all kinds of compassionate appointments, All matters including sanction of expenditure, Budget, medical reimbursement cases of HPSC/HSSC, Terms and conditions of Members/Chairman of HPSC and of HSSC, Appointment by deputation of the employees of Group A, B, C & D, Recruitment out of the purview of HSSC/HPSC, Annual Administrative Reports of HPSC,	(i) Ravi kant (1HR-II)	(i) Managements of Court cases i.e. issuing of defence sanction of Court cases related to recruitment of Group-C & D posts & transfer the interim order/judgement to HSSC/Concerned Deptt. till smooth functioning of Legal Cell-I & II br. (ii) All matters pertaining to sanction of expenditure of HSSC including sanction of Budget. (iii) Medical reimbursement of Chairman/ Members and staff of HSSC (iv) Taking out of the posts from the purview of the HSSC and inclusion of posts (v) PAC Report of HSSC. (vi) RTI matters
	(2) Susheel Kumar (2HR-II)	(i) Ex-gratia Policy (ii) Martyr Policy (iii) Advice matters/Appointment under Ex-gratia Policy in: Hisar Division (Hisar, Fatehabad, Sirsa, Jind) Rohtak Division (Rohtak, Jhajjar, Sonapat, Charki Dadri, Bhiwani) Karnal Division (Karnal, Panipat, Kaithal) (iv) All kinds of Compassionate Appointments under Martyr Policy and Harihar Policy (v) Appointments to the Outstanding Sports Persons.

		(vi) Identity cards matter relates to medical & Educational facility admissible under Ex-gratia Policy (vii) Court cases on above subjects (viii) RTI matters on above subject
	(3) Baljeet Singh 3HR-II	(i) Recruitment Policy for Group A & B Posts pertaining to HPSC. (ii) Requisition and allocation of all Group A/B posts recruited by HPSC. (iii) All matters pertaining to Terms & Conditions/Regulations/ appointment of Chairman/Members of HPSC. (iv) Annual Administrative report of HPSC. (v) All matters pertaining to sanction of expenditure of HPSC including sanction of budget. (vi) PAC Report of HPSC (vii) Deputation of Group A & B employees from one department to another. (viii) Court cases on above subjects (ix) RTI matters on above subject
	(4) Devender Saini 4HR-II	(i) All establishment matters pertaining to employees of HPSC including creation of posts. (ii) Framing/Amendment of Service Rules of employees/officers of HPSC. (iii) Pension Cases/Promotion cases pertaining to employees of HPSC (iv) Medical reimbursement of Chairman/Members and staff of HPSC. (v) Advice matters/Appointment under Ex-gratia Policy in: (a) Ambala Division (Ambala, Kurukshetra, Panchkula, Yamuna Nagar) (b) Gurugram (Gurugram, Mahendergarh, Rewari) (c) Faridabad (Faridabad, Palwal, Nuh) (vi) Taking out of the posts from the purview of the HPSC and inclusion of posts. (vii) Court cases on above subjects (viii) RTI matters on above subject
	(5) Narender 5HR-II	(i) Recruitment Policy pertaining to HSSC (ii) CET Policy for direct recruitment of Group-C & D Posts/Socio Economic Criteria pertaining to HSSC (iii) Requisition and allocation of all Group (pertaining to HSSC posts) (iv) Waiting list pertaining to HSSC/Joining time of direct recruitment for Group-A, B, C & D posts. (v) Deputation of Group C & D employees from one department to another. (vi) All matters pertaining to Term & Conditions of Chairman/Members of HSSC. (vii) All Establishment matters pertaining to HSSC including creation of posts (viii) Court cases on above subjects

		(viii) RTI matters on above subject
Human Resources-III Branch Superintendent: Sh. Tilak Ram Under Secretary, HR-I: Sh. Satbir Singh		
Conditions before joining i.e. Character and antecedents Verification and Medical Certificate of fitness, Fixation of Age and for entry into Govt. Service, Minimum Qualification for entry into Govt. Service, Classification of posts, Resignation from service, Through Proper Channel Reservation Policy, Certificates of reserved Categories, Domicile Certificates, All matters pertaining to certain benefits admissible to the reserved categories employees or other employees including PWD, Outstanding Sports Persons etc. Additional Increment, incentive, award etc. Special casual leave to Sports persons or otherwise RTI matters on all above subjects.	(1) Bhupinder Thapa 1HR-III	(i) Reservation in direct recruitment/ Promotion/ admission in Institutes. (ii) Maintenance of Roster of all categories of reservation (iii) Court cases on above subjects (iv) RTI matters on above subject
	(2) Gajraj 2HR-III	(i) Policy reg. Character and antecedents', verification and Medical Certificate of fitness. (ii) Fixation of Age and Qualification for entry into Govt. Service. (iii) Resignation from service (iv) Submission of application Through Proper Channel. (v) Military Service Benefits (vi) All matters other than Reservation pertaining to certain categories of reserved persons, benefits admissible to the reserved categories employees or other employees including PwD, Outstanding Sports Persons etc. (vii) Court cases on above subjects (viii) RTI matters on above subject
	(3) Kuldeep 3HR-III	(i) Minimum Qualification for entry into Govt. Service (ii) Certificates of reserved Categories, including Income certificate, Creamy Layer etc. (iii) Domicile Certificates (iv) Additional increment, incentive, award etc. (v) Special casual leave (vi) Classification of Posts Group A, B, C & D (vi) Court cases on above subjects (viii) RTI matters on above subject
	(4) Sandeep 4HR-III (Transferred from HR-III Branch along with subjects)	(i) Outsourcing Policy (ii) Kaushal Rozgar Nigam (iii) Fixation/Revision of Nigam Wage Rates (DC Rates) (iv) Court cases on above subjects (v) RTI matters on above subject.

Note:- Cases shall be examined by the concerned Assistant of the branches up to the smooth functioning of Legal Cell-I and Legal Cell-II.

2. It may be brought to the notice of all concerned.


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

Endst.No. 62/42/2021-3HR-I

Dated Chandigarh, the 26th August, 2022

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

1. Additional Secretary to Government Haryana, Secretariat Establishment.
2. Secretary, Haryana Public Service Commission, Panchkula.

3. Secretary, Haryana Staff Selection Commission, Panchkula.
4. SIO, NIC for updating/amending CMFS accordingly.

Tilak Ram

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

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USHR-I (SH. SATBIR SINGH)

USHR-II (SH. RAJ KAPOOR)

USHR-III (SH. SATYENDRA PARDEEP)

PS/SSHRD

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