

**HARYANA GOVERNMENT**  
**Administrative Reforms Department**  
**Haryana Civil Secretariat,**  
**New Secretariat Building**  
**Sector-17, Chandigarh**

As on 09-04-2012

**(Information for the Public under Section 4 (1)(b)**  
**(i) to (xvii) of the Right to Information Act, 2005)**

In pursuance of State Government's circular letter No.5/4/2002-1AR, dated 30.9.2005 issued by the Financial Commissioner & Principal Secretary to Government, Haryana, Administrative Reforms Department, with a view to promote openness, transparency and accountability in the working of public offices and as per the requirements of the provisions 4(b) (i) to (xvii) of the "Right to Information Act, 2005" as notified and published in the Gazette of Government of India on 21st June, 2005, the following information pertaining to the Administrative Reforms Department, Government of Haryana is made available for information of the general public. In case any person wishes to obtain any further information relating to the functioning of this office, he/she may contact the Public Information Officer of this department. The work being dealt within the Administrative Reforms Department by Administrative Reforms Branch, Delay Checking Unit, Staff Inspection Unit, Research Unit and RTI Cell under Administrative Control of Chief Secretary.

**THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES – SECTION 4 (1) (b)(i)**

Chief Secretary to Government, Haryana is the Head as well as the Administrative Secretary to the Administrative Reforms Department. For her assistance there is one Special Secretary, one Under Secretary, three Superintendents, one Research Officer and other non-gazetted staff. There is no subordinate office/field office under the control of this department.

**FUNCTIONS AND DUTIES:**

**Administrative Reforms Branch :**

17. Right to Information Act, 2005 and reference there-under.
18. Framing of rules/regulations/instructions under RTI Act.
19. Appointment of CIC/SICs & their terms & conditions.
20. Administrative Department for SIC
21. Court cases relating RTI.
22. Laying Annual Reports of SIC in Haryana Vidhan Sabha.
23. Vidhan Sabha Question on RTI.
24. Inspection of Govt. offices.
25. Quarterly progress report of pending cases more than 6 months.
26. All kinds of Reports to GOI.
27. Eradication of corruption in Government officers.
28. Opening/keeping of movements of files and other records.
29. Destroy of old records/Elimination of delay.
30. Training programmes.

31. Standing Orders.
32. Applications/appeals/petitions received for seeking information under RTI Act.
17. Updating of lists of SPIO/SAPIO/1<sup>st</sup> Appellate Authority.
18. reference received from GOI relating RTI Act, 2005.
19. Implementation of suggestion given in Annual Report of SIC.
20. Recognition of Association/Union.
21. Northern Zonal Council/National Productivity Council/High Powered Committee.
22. Cutting edge of Administration and Good Governance.
23. Appointment of Chairman/Members in HSARC and their terms & conditions.
24. Administrative Department for HSARC.
25. All references relating to Assembly business/assurance.
26. Arrangement for the disposal of very important/immediate reference during holidays.
27. References received from Personnel & Administrative Reforms Deptt. Of GOI.
28. CM/CS/DCs conferences.

**Delay Checking Unit :**

Surprise checking of attendance and delay detection in the disposal of cases of all the offices of Haryana Government.

**Staff Inspection Unit :**

Work study of the staff for recommend the surplus/addition/creation the various posts in all the offices of Haryana Government.

**Research Unit :**

1. Formulation and implementation of Citizens' Charter of various departments.
2. Conducting studies for elimination of un-necessary statements and forms and devise functional forms in various departments of the State Government.
3. To conduct work management studies of various departments to bring about improvement in their working.
4. O & M activities.
5. Opening of files and maintenance of records in the field offices.
6. Issuing instructions on various crucial subjects of administrative reforms.
7. Preparation/updation of manual of Instructions of Administrative Reforms Department.

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**RTI Cell :**

To coordinate RTI work with Government Departments.

**THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES: SECTION 4 (1) (b) (ii)**

Every officer/official has to work as per provisions made under the relevant manuals of the State Government and standing orders of this department.

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY; SECTION 4 (1) (b) (iii)**

As contained in the Standing Orders of this department.

**THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS; SECTION 4 (1) (b) (iv)**

As stated in the information for SECTION 4 (1) (b) (ii) and SECTION 4 (1) (b) (iii)

**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS; SECTION 4 (1) (b) (v)**

Staff posted in this department belongs to IAS and Secretariat Services Cadre. Therefore, they are governed by the procedure, rules, regulations, instructions and manuals of their respective cadre/department. All employees follow rules, regulations, instructions and manuals of Haryana Government in discharging their official functions.

**A STATEMENTS OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL; SECTION 4 (1) (b) (vi)**

Files related to the work as stated in the para of Functions and Duties.

**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF; SECTION 4 (1) (b) (vii)**

nil

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12/4/12



**A STATEMENT OF THE BOARD, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC; SECTION 4 (1) (b) (viii)**

State Information Commission and Administrative Reforms Commission has been constituted by this department. At present only State Information Commission is in existence. Administrative Reforms Commission had submitted its reports and their term had been expired in March, 2011.

**A DIRECTORY OF OFFICERS AND EMPLOYEES OF ADMINISTRATIVE REFORMS DEPARTMENT IS AS UNDER ; SECTION 4 (1) (b) (ix) Sr. No.**

Sr. NO.	Name S/Shri/ Smt.	Designation	Telephone No.	
			Office	Residence
1	P.K. Chaudhary, IAS	Chief Secretary	0172-2740118	0172-2748345
2.	S.N. Roy, IAS	Special Secretary		0172-2540176
3.	K.R. Sharma	Under Secretary	0172-2713758 Ext.-272	--
4.	Rajinder Kumar Sharma	Research Officer	0172-2713758 Ext.-226 & 306	--
5.	Jagdish Kumar	Superintendent	0172-2713758 Ext.-305	--
6.	Dharamvir	Superintendent	0172-2713758 Ext.-344	--
7.	Shri Krishan	Superintendent	0172-2713758 Ext.-305	--

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS; SECTION 4 (1) (b) (x)**

As the salary is paid by the Secretariat Establishment/Accounts Department, this column relates to them.

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULAR OF ALL PLANS, PURPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE; SECTION 4 (1) (b) (xi)**

Nil in view of information for SECTION 4 (1) (b) (x)

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNT ALLOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES; SECTION 4 (1) (b) (xii)**

No subsidy programme is being carried out by this Department.

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS  
OF AUTHORIZATIONS GRANTED BY IT; SECTION 4 (1) (b) (xiii)**

Nil.

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO  
OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;  
SECTION 4 (1) (b) (xiv)**

Not applicable.

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS  
FOR OBTAINING INFORMATION, INCLUDING THE WORKING  
HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED  
FOR PUBLIC USE; SECTION 4 (1) (b) (xv)**

Though members of the public are free to meet the officers with prior appointment, yet the office does not deal directly with the public. The public can, however, make complaints in respect of their grievances to the officers and obtain information by contacting the Public Information Officer.

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF  
THE PUBLIC INFORMATION OFFICERS; SECTION 4 (1) (b) (xvi)**

Name & designation of the officer	Designated as	Telephone numbers	
		Office	Residence
12/4/12 S/Shri/Smt. K.R. Sharma, Under Secretary	First Appellate Authority, Administrative Reforms Department.	0172-2713758 Ext. 272	--
Rajinder Kumar Sharma, Research Officer	Public Information Officer, Research Unit of A.R. Deptt. & Examination Cell	0172-2713758 Ext.-226 & 306	--
Jagdish Kumar, Superintendent	Public Information Officer, Administrative Reforms Department.	0172-2713758 Ext. 305	--
Dharamvir, Superintendent	Public Information Officer, Staff Inspection Unit of A. R. Deptt.	0172-2713758 Ext. 344	--
Shri Krishan, Superintendent	Public Information Officer, Delay Checking Unit of A. R. Deptt.	0172-2713758 Ext. 305	--

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;  
SECTION 4 (1) (b) (xvii)**

Nil.

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