

ORDER

The Governor of Haryana is pleased to depute the following IAS Officers/Administrative Secretaries as in-charges of the districts mentioned below (in addition to their present duties). The duties they shall perform are mentioned at Annexure 'A'.

Sr. No.	Name & designation S/Sh./Smt.	District Allotted
1.	Sanjeev Kaushal, IAS (HY:1986), Additional Chief Secretary to Govt. Haryana and Financial Commissioner, Revenue and Disaster Management and Consolidation Departments and Additional Chief Secretary to Govt. Haryana, Cooperation Department.	Faridabad
2.	Varinder Singh Kundu, IAS (HY:1986), Additional Chief Secretary to Govt. Haryana, Fisheries Department, Chief Executive Officer, Gurugram Metropolitan Development Authority, Gurugram and Chief Executive Officer, Faridabad Metropolitan Development Authority, Faridabad.	Rewari
3.	Pranab Kishore Das, IAS (HY:1986), Additional Chief Secretary to Govt., Haryana, Food, Civil Supplies and Consumer Affairs Department.	Kaithal
4.	Alok Nigam, IAS (HY:1986), Additional Chief Secretary to Government, Haryana, PW (B&R) and Architecture Department and Additional Chief Secretary to Government, Haryana, Medical Education and Research Department.	Bhiwani
5.	Dheera Khandelwal, IAS (HY:1986), Additional Chief Secretary to Government, Haryana, Information, Public Relations and Languages Department and Additional Chief Secretary to Govt. Haryana, Environment and Climate Change Department.	Jind
6.	Devender Singh, IAS (HY:1987), Additional Chief Secretary to Govt., Haryana, Public Health Engineering Department, Additional Chief Secretary to Government, Haryana, Agriculture & Farmers Welfare Department and Additional Chief Secretary to Government, Haryana, Irrigation and Water Resources Department.	Karnal
7.	Trilok Chand Gupta, IAS (HY:1987), Additional Chief Secretary to Govt., Haryana, Power Department, Additional Chief Secretary to Govt., Haryana, Employment Department, Works related to implementation of C.M. announcements, Additional Chief Secretary to Govt., Haryana, New and Renewable Energy Department, Member Secretary, Haryana Governance Reforms Authority and Additional Chief Secretary to Govt., Haryana, Housing Department.	Yamunanagar
8.	Amit Jha, IAS (HY:1987), Additional Chief Secretary to Govt., Haryana, Science and Technology Department, Advisor, Haryana Saraswati Heritage Board and Additional Chief Secretary to Govt., Haryana, Women & Child Development Department.	Sonepat
9.	Siddhi Nath Roy, IAS (HY:1987), Additional Chief Secretary to Govt., Haryana, Urban Local Bodies Department.	Hisar
10.	Mahavir Singh, IAS (HY:1989), Additional Chief Secretary to Government, Haryana, School Education Department and Additional Chief Secretary to Govt., Haryana, Labour Department.	Jhajjar
11.	Sudhir Rajpal, IAS (HY:1990), Principal Secretary to Govt. Haryana, Development and Panchayats Department.	Palwal
12.	Ankur Gupta, IAS (HY:1990), Principal Secretary to Government, Haryana, Higher Education Department and Principal Secretary to Government, Haryana, Technical Education Department.	Charkhi Dadri

13.	Anurag Rastogi, IAS (HY:1990), Principal Secretary to Government Haryana, Excise and Taxation Department.	Gurugram
14.	Anand Mohan Sharan, IAS (HY:1990), Principal Secretary to Government, Haryana, Mines & Geology Department, Principal Secretary to Govt., Haryana, Social Justice & Empowerment Department and Principal Secretary to Govt., Haryana, Welfare of Scheduled Castes and Backward Classes Department.	Panchkula
15.	Raja Sekhar Vundru, IAS (HY:1990), Principal Secretary to Govt. Haryana, Animal Husbandry and Dairying Department.	Mahendragarh
16.	Ashok Khemka, IAS (HY:1991), Principal Secretary to Govt., Haryana, Archives, Archaeology & Museums Departments.	Nuh
17.	Vineet Garg, IAS (HY:1991), Principal Secretary to Government, Haryana, Skill Development & Industrial Training Department.	Fatehabad
18.	G. Anupama, IAS (HY:1991), Secretary to Governor, Haryana, Chief Administrator, Trade Fair Authority of Haryana, New Delhi, Principal Secretary to Government, Haryana, Forests and Wildlife Department and Nodal Officer, International Gita Mahotsav, 2020.	Kurukshetra
19.	Apoorva Kumar Singh, IAS (HY:1991), Principal Secretary to Govt., Haryana, Town & Country Planning and Urban Estates Department, Principal Secretary to Government, Haryana, Industries & Commerce Department and Principal Secretary to Government, Haryana, Civil Aviation Department.	Panipat
20.	Deepti Umashankar, IAS (HY:1993), Principal Secretary to Government, Haryana, Monitoring and Coordination Department and Commissioner, Ambala Division, Ambala	Ambala
21.	Vijayendra Kumar, IAS (HY:1995), Principal Secretary to Govt., Haryana, General Administration Department, Chief Executive Officer, Haryana Saraswati Heritage Board, Principal Secretary to Govt., Haryana, Sainik & Ardh Sainik Welfare Department and Principal Secretary to Government, Haryana, Administrative Reforms Department.	Sirsa
22.	Rakesh Gupta, IAS (HY:1997), Project Director, Chief Minister's Good Governance Associates Programme, Nodal Officer, Beti Bachao Beti Padhao, Director General, Skill Development & Industrial Training and Employment, Haryana and Secretary to Government, Haryana, Skill Development & Industrial Training and Employment Department.	Rohtak


Dated Chandigarh
the 21st December, 2020

No. 1/170/2020-ISII

A copy, each, is forwarded to the officers concerned for information and necessary action.

VIJAI VARDHAN
Chief Secretary to Government, Haryana

Dated Chandigarh, the 21st December, 2020


Superintendent Services-II,
for Chief Secretary to Government, Haryana

No. 1/170/2020-ISII

Dated Chandigarh, the 21st December, 2020

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

1. Secretary to Governor, Haryana.
2. All the Additional Chief Secretaries and Principal Secretaries to Government, Haryana.

3. Director General, Haryana Institute of Public Administration, HIPA Complex, Sector 18, Gurugram.
4. Chief Resident Commissioner, Government of Haryana, Haryana Bhawan, New Delhi.
5. All concerned Heads of Departments./MDs of Boards/ Corporations.
6. Commissioner, Ambala/Faridabad/Gurugram/Hisar/Karnal/Rohtak Division.
7. Director General, Information, Public Relations & Languages, Haryana.
8. Secretary to Government, Haryana, Information Technology, Electronics & Communication Department.
9. Special Secretary to Government, Haryana, Secretariat Establishment Department.
10. All the Deputy Commissioners in Haryana.
11. Principal Accountant General (A & E and Audit), Haryana, Chandigarh
12. Secretary, Lokayukta, Haryana.
13. Secretary, Haryana Public Service Commission.
14. Secretary, Haryana Vidhan Sabha, Chandigarh.
15. Secretary, House Allotment Committee (U.T.), Chandigarh.
16. SIO, NIC, Haryana Civil Secretariat, Chandigarh.



Superintendent Services-II,
for Chief Secretary to Government, Haryana

No. 1/170/2020-ISII

Dated Chandigarh, the 21st December, 2020

A copy, each, is forwarded to the Chief Principal Secretary/Principal Secretary/ Deputy Principal Secretary-I/ Deputy Principal Secretary/ Principal OSD/ OSD(SK)/ OSD(BD)/ Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/ Deputy Chief Minister/ Ministers/ Speaker for the information of Chief Minister/ Deputy Chief Minister/ Ministers/ Speaker.



Superintendent Services-II,
for Chief Secretary to Government, Haryana

INTERNAL DISTRIBUTION

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|--------------------------------|---|
| 1. Pvt. Secy./CS. | 2. Supdt., Services-I & III/ GS I, II & III Branch. |
| 3. Sr. A.O., AIS (GIS). | 4. Supdt., Training /Accounts/ Estt.-I/Estt-II. Br. |
| 5. RA at RA's Residence. | 6. Secy./SPS. |
| 7. I/C, Computer Section. | 8. Lib. Haryana Civil Secretariat. |
| 9. Liaison Officer, Telephones | 10. 2SII, 3SII, 4SII, 5SII, 6SII & 7SII. |

Duties of Administrative Secretaries-in-Charge:-

(I) **Shall preside over Public Grievances meeting when Minister-in-charge is not able to do so:** The Administrative Secretary shall chair the District Public Grievances Committee whenever the nominated Chairperson cannot attend due to administrative or other reasons.

Shall also monitor the progress of disposal of complaints under CM Window which is a Grievances Redressal and Monitoring system of the State Government. Public grievances are registered at the CM Window counters online and the citizens get the SMS on their mobile phones with the grievance redressal online. CM Window is implemented at all Districts at e-Disha Kendras & Sub-Division Offices to redress the grievances of the common citizen. The Administrative Secretary shall monitor the overall progress of disposal of the same with special attention to instances of delay including the pinpointing of officers who exhibit delay in disposal.

(II) **Infrastructure projects:** Shall monitor progress of all infrastructure projects of a value greater than Rs. 50 crores.

(III) **Follow up all important pending matters at State Head Quarter.**

(IV) **E-Governance:** Shall monitor flagship e-Governance projects of various departments i.e. Agriculture (MFMB, e-Kharid & PMFBY), Revenue (e-Girdawri, Web HALRIS & Drone based survey), Citizen Resources Information Department (Parivar Pehchan Patra), Administrative Reforms, Information Technology (Antyodaya SARAL & Parivartan), Health (Aadhar linked Birth & Death registration), Public Grievances (CM Window), Social Justice and Empowerment (Disbursal of pensions/benefits through DBT), Large Infrastructure projects (E-PMS), Litigation Management System.

(V) **Review progress of important Central and State Schemes:** Shall monitor the implementation of projects/schemes which have substantial financial allocation involving a large number of beneficiaries in the districts allocated to them. If required, they may follow-up important issues/bottlenecks with the concerned Administrative Secretary/Head of Department at the State Head Quarter.

(VI) **Covid-19:** Shall monitor efforts to contain Covid-19 situation in the district with special attention to hot-spots/containment zones.

(VII) **Law & Order:** Shall also review and monitor the Law and Order situation of the district, with special emphasis on cases registered under POSCO Act, Cases referred to by NHRC/SHRC and Heinous Crimes (like murder, dacoity, rape etc.), crime against the vulnerable sections of the society i.e. Women and Scheduled Castes.