

ORDER

In continuation of State Government's order No.1/170/2020-ISII dated 21.12.2020 and 1.4.2021, the Governor of Haryana is pleased to depute Shri D.Suresh, IAS (HY:1995), Principal Secretary to Government, Haryana, Art & Cultural Affairs Department as in-charge of District Charkhi Dadri in place of Dr. Sumita Misra, IAS (HY:1990), in addition to his present duties, with immediate effect.

2. He will perform the duties of in-charge as prescribed at Annexure-'A'.

Dated Chandigarh
the 16th April, 2021

VIJAI VARDHAN
Chief Secretary to Government, Haryana.

No. 1/170/2020-ISII

Dated Chandigarh, the 16th April, 2021

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



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

No. 1/170/2020-ISII

Dated Chandigarh, the 16th April, 2021

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, Govt. 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. Special Secretary to Govt., Haryana, Secretariat Establishment Department.
9. All the Deputy Commissioners in Haryana
10. Secretary to Govt., Haryana, Electronics and Information Technology Deptt.
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 16th April, 2021

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

3. Deputy Secretary to Govt. of India, Department of Personnel & Administrative Reforms, New Delhi.
4. Documentation Officer, National Institute of Educational Planning Administration, 17-B, Sri Aurobindo Marg, New Delhi.
5. Research Officer, Career Management Division, Department of Personnel and Training, R.No.215, North Block, New Delhi.
6. Establishment Officer, C.M. Division, Department of Personnel and Training, R.No.215, North Block, New Delhi.



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

No. 1/170/2020-ISII

Dated Chandigarh, the 16th April, 2021

A copy, each, is forwarded to the Chief Principal Secretary/Principal Secretary/Additional Principal Secretary/Deputy Principal Secretary/Principal OSD/OSD(SK)/OSD(BD)/OSD(SG)/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. |



Annexture-A

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