

Political & Parliamentary Affairs Department

Functions and duties of the Department:-

The Chief Secretary to Government, Haryana is the Administrative Secretary of the Department assisted by a Special/Joint Secretary, one Deputy/Under Secretary, One Superintendent and other non-gazetted staff. The work pertaining to the Haryana Vidhan Sabha, State Election Commission, 3rd State Finance Commission, Lokayukta, some work of Haryana Raj Bhavan and Ministers' Car Section is dealt in this department as under:-

Haryana Vidhan Sabha

1. All matter relating to Session of Haryana Vidhan Sabha.
2. Governor's Address.
3. All references concerning Haryana Vidhan Sabha Secretariat relating to staff except G.P.F. Advance.
4. House Building Advance and Motor Car Advance to MLAs/ Ministers/ Speaker/Deputy Speaker.
5. Medical Re-imbusement to MLAs/Ex-MLAs
6. All references relating to Leader of Opposition.
7. Constructions work in Haryana Vidhan Sabha Secretariat.
8. Matters relating to Committee on Govt. Assurances, Haryana Vidhan Sabha and follow-up action thereof and matters relating to Public Accounts Committee of Haryana Vidhan Sabha.
9. Acts/Rules relating to Chief Parliamentary Secretary/ Parliamentary Secretaries /Speaker/Dy. Speaker/M.L.As /Leader of Opposition.
10. Complaints against MLAs/MPs/ Ministers, Ex-MLAs etc.
11. All references concerning to the staff of Haryana Vidhan Sabha relating to G.P.F. Advance.
12. Haryana State Legislature (Prevention of Disqualification) Act,1974.
13. Committees of State Legislature/Lok Sabha.

14. All references concerning Haryana M.L.As Hostel/Flats.
15. All India Whips Conference.

State Election Commission

16. All matter relating to State Election Commission.

State Finance Commission

17. All matters relating to Finance Commission.

Lokayukta

18. Appointment of Lokayukta and Up Lokayukta.
19. All matter relating to Lokayukta.

Haryana Raj Bhavan

20. All policy/instructions matters relating to Haryana Raj Bhawan.
21. Periodicals Reports from Governor to President.

Ministers' Car Section

22. All matters relating to allotment of cars to Ministers.

Miscellaneous

23. Political Clearance regarding Foreign visits of Chief Ministers/Ministers State Ministers.
24. All references relating to allotment of accommodation to Ministers.
25. Issue of N.D.C. on Demitting the office by Chief Minister/Ministers/ Chief Parliamentary Secretary etc.
26. Control over touring by Ministers/Speaker, etc. and in respect of restrictions on use of residential telephones.
27. Extension and providing of telephone of Ministers/Chief Parliamentary Secretary/ Parliamentary Secretary and their staff.
28. Ratification of Constitutional Amendments including official resolutions.
29. Death of High Dignitaries.

30. Centre-State relations.
31. Cipher Work.
32. Padma Awards, Parman and Parshansa Patras.
33. All references relating to office of Profit.
34. Setting-up of Advisory Committee etc. in various Departments- Policy matters.
35. Guide-lines about the appointment of non-officials as Chairman/ Advisors of Corporations/ Boards etc.
36. Confidential Political Reports from Deputy Commissioners/ Commissioners.
37. National Integration and National Integration Council- All references relating thereto.
38. Haryana Essential services Maintenance Act, 1974.
39. Re-Publication of Central Acts/Ordinances.
40. Demands by Political Parties.
41. New Capital of Haryana.
42. Celebration of Independence Day/UNODay/Republic Day/ Martyrs Day.

THE NAMES, DESIGNATION AND OTHER PARTICULAR OF THE PUBLIC INFORMATION OFFICER

Sr. No.	Name and Designation of the Officer	Designation	Telephone Numbers	
			Office	Residence
1.	Shri Raj Pal Singh, Under Secretary to Government, Haryana, Political and Parliamentary Affairs Department	State Public Information Officer	2743492	2695162

Superintendent, Political and Parliamentary Affairs Branch is APIO.

APPELLATE AUTHORITY

2743506 2793193

**Special Secretary to Government, Haryana,
Political and Parliamentary Affairs Department.**