

SECRETARIAT ESTABLISHMENT ORGANISATION

(Accounts & Maintenance)

As per requirements of circular letter No. 5/4/2002-1AR, dated 30th September, 2005 from the Financial Commissioner & Principal Secretary to Govt. Haryana, Administrative Reforms Department, the following information in respect of the Secretariat Establishment Organization (Accounts & Maintenance Section) is furnished under the Right to information Act, 2005: -

PARTICULARS FUNCTION AND DUTIES OF THE ORGANISATION ARE AS UNDER:-

Secretariat Establishment Organization (Accounts & Maintenance Sections) consist of five branches namely, Accounts, Accounts & Partition, Cash, Ad.O.-I, and Ad.O.-II.

Chief Secretary to Government Haryana is borne on the cadre of IAS is the Administrative Secretary of the Accounts & Maintenance Section. For his assistance, there is one Joint Secretary, One Under Secretary (General), Five Superintendents, his/her personal Staff and other non-gazetted staff.

FUNCTIONS AND DUTIES

The following subject matters are being dealt with by the five branches of the Accounts and Maintenance Section:-

ACCOUNTS BRANCH

1. Pay bills, Arrear bills, leave encashment bill of all gazetted officers, IAS, HCS, HSS and other officers working with Secretariat Establishment and Rajya Sainik Board.
2. Salary of compulsory waiting/Suspension period of IAS and HCS officers.
3. Payment of all contingent/advertisement bills etc.
4. Payment of Telephone bills, Mobile bills, Internet Facility bills
Electricity and water charges bills.
5. Payment of Salary to Contractual Staff of Secretariat Establishment
6. T.A. bills of all gazetted officers, IAS, HCS, HSS cadre and other gazetted officers and all Non-gazetted Staff of Haryana Civil Secretariat.
7. Re-imbusement of medical bills of all categories i.e. IAS/HCS/HSS and other gazetted and non-gazetted staff and pensioners, and defending Medical re-imbusement Court Cases.
8. LTC bills for all gazetted and Non-gazetted staff.
9. Pay bills, T.A. bills, Medical bills of Hon'ble CM, All inisters/Chairman, Non-official Members of HBPE & Planning Board and others misc.
Staff of Planning Board.

10. Bills of HBA/Car/Computer/Scooter/Motor –Cycle GPF Advance i.e. refundable/Non-refundable of IAS, HCS, HSS and other gazetted officers.
11. Record of HBA/Car/Computer/Scooter/Motor-Cycle and long terms advance, of gazetted officers of HSS cadre and correspondence with AG Haryana regarding recovery of loans, interest and issuance of NDC.
12. Deduction of Income Tax and Issuing of Form No. 16 to All IAS/H.C.S./H.S.S. Cadre.
13. Filing of Income Tax returns of gazetted/non-gazetted staff of Haryana Civil Secretariat and Ministers, and also correspondence with Income Tax office of Govt. of India.
14. Installation/Shifting and disconnection of Telephones and EPABX \ system of CM, PSCM, CS,
15. Installation/Shifting of Broadband of Internet system and recovery of excess calls
16. Disposal of Telephone cases earlier referred to the State Telephone Board, as the Board has been wound-up.
17. Purchase of Telephone apparatus and other concerned devices.
18. Maintenance of service books of all HSS Cadre officers and other miscellaneous Gazetted officers.
19. Finalization of Licence fee of all gazetted officers IAS, HCS, HSS Cadre officers and other miscellaneous Gazetted officers.
20. Collection of GPF Statements from AG Haryana and Final payment of GPF to all HSS Cadre officers and other miscellaneous Gazetted officers.
21. Budget of Haryana Civil Secretariat Haryana Bhawan, New Delhi.
22. Audit Paras related to Budget.
23. CAG reports in respect of cases of Haryana Civil Secretariat.
24. Reimbursement of expenditure incurred on Defence Branch, Passport Branch, Election Branch and correspondence regarding.
25. Issuance of consolidated/final NDC in respect of HSS Cadre officer..
26. Maintenance of GIS records of Class I,II,III and IV and Issuance of annual GIS statement.

ACCOUNTS & PARTITION BRANCH

1. Pay bills, Arrear bills, leave encashment bill of all Non-gazetted officials working with Secretariat Establishment and Rajya Sainik Board.
2. Finalization of Licence fee of Class-III and Class-IV employees.

3. Record of HBA/Car/Computer/Scooter/Motor-Cycle and long terms advance, of Non-gazetted officials of Haryana Civil Secretariat and correspondence with AG Haryana regarding recovery of loans, interest and issuance of NDC,
4. GPF Advances and Final payment of GPF to all non-gazetted employees & collection of GPF statements of all class-III and Class-IV employees.
5. Realization of leave salary and pension contribution of all non-gazetted employees.
6. Maintenance of Services books of all non-gazetted employees.
7. Preparation of Budget relating to non-gazetted employees.
8. Work relating to Sikh Pilgrims Jatha to Pakistan. (All matter of Jatha take up with Govt. of India).
9. Reconciliation of Budget with A.G. Haryana.

Ad.O. BRANCH (Maintenance Section)

1. Cleanliness, Maintenance of water supply & sanitation.
2. Booking of Committee Room for meeting.
3. Payment of rent of buildings hired by Haryana Civil Secretariat.
4. Payment of electricity/water-charges bills of Camp Office of officers.
5. Payment of entertainment bills.
6. Issue of Car Parking Stickers.
7. To procure and issue office stationery, furniture and computers etc. as per requisition.
8. Allotment of rooms in the Haryana Civil Secretariat main building and New Secretariat building.
9. Maintenance of Secretariat building.
10. Arrangement of flowers.
11. Making Name Plates.
12. Washing of Towels, Bed-sheets, Sofa Covers etc.
13. Issue of Identity cards.
14. Issue of Typewriter, Photostat, Fax, Franking Machines etc. and their maintenance.
15. Correspondence regarding Allotment of Govt. accommodation.
16. Issue of NAC to the Departments for hiring of buildings.
17. Supply of all items to the officers in Secretariat/New Secretariat.

Cash Branch

1. Drawing & Disbursement of all the payments related to pay/TA/Medical/Advances/ Telephone/Rents and other contingent expenses being dealt in the Accounts/Accounts Partition and Ad.O. Branches.
2. Maintenance of record of POL of all the Secretariat Vehicles.
3. Maintenance of record of CTDs / RDs by deducting from the pay of officers / officials of Haryana Civil Secretariat and their deposits.
4. Deposit of fee under RTI act of all the State information officers of the Haryana Civil Secretariat.

FUNCTIONS, POWERS AND DUTIES OF OFFICERS

A) Chief Secretary

1. To sanction new telephone and mobile connections.
2. To sanction journeys beyond the sphere of duty of all Administrative Secretaries, HCS officers and Officers working against HCS posts.
3. Full powers to sanction recurring and non-recurring expenditure.
4. Cases relating to pilgrimage to religious places in Pakistan.
5. All other cases being dealt by this Section.

(B) Joint Secretary to Government Haryana, Secretariat Establishment

1. Full Powers to sanction medical claim/reimbursement of all officers/officials posted in and Pensioners of Haryana Civil Secretariat.
2. Allotment of telephones to the eligible officers.
3. To countersign the T A bills of Secretary Rajaya Sainik Board, Librarian, HSS officers working against HCS posts except Under Secretary Planning, whose bills will be countersigned by the Joint Secretary Planning and to sanction journey beyond the sphere of duty of Under Secretaries of HSS Cadre.
4. To sanction house building loan and marriage-loan to all officers/officials of Haryana Civil Sectt. and to write off the outstanding amounts recoverable on a/c of marriage advance and HBL from the families of deceased class-IV Govt. officials.
5. Cases relating to sanction of advance for the purchase of Car/Scooter/Motor cycle/Moped/Computer and Marriage loan, GPF Advances of to all officers/officials of Haryana Civil Secretariat.
6. Cases relating to the payment of honorarium to officers/officials of Haryana Civil Secretariat after approval form the competent Authority.
7. Cases relating to the budget/revised budget estimate/reappropriation orders under the head of the account, 2052 C.S., 2052 F.D., 2052 Home, 2070 O.A.S., 2052 S.G.S., 2075 Misc, 2251 S.E.S., 3451 S.E.S. 3451 H.Q., and 2013 Council of Ministers.
8. To Sanction non-recurring Contingent expenditure POL/diesel & repair of vehicles upto Rs. 50,000/-.

9. To Sanction expenditure on services stamps up to Rs. 50,000/-.
10. To Sanction contingent expenditure up to Rs.40,000/-.

(C) Under Secretary (General)

The following cases are disposed off at the level of Deputy Secretary/Under Secretary (General) to Govt. Haryana.

1. To Sanction claims of Medical charges up to Rs. 15,000/- of all officers/officials posted in Haryana Civil Secretariat and pensioners.
2. Shifting/Replacement of Telephones and payment of Telephone bills.
3. Cases relating to sanction of GPF advance to all Non-gazetted staff of Haryana Civil Secretariat.
4. Drawing And disbursing of all Salary/TA/ Medical and contingent charges including House building loan, Car, Scooter, Cycle advance Computer advance, Marriage advance, Honorarium, Overtime allowance and GPF advances in respect of all the staff posted in Haryana Civil Secretariat.
5. Payment of Contingent Charges under, the heads 2052 C.S., 2052 F.D., 2052 Home, 2070 O.A.S., 2052 S.G.S., 2075 Misc, 2251 S.E.S., 3451 S.E.S. 3451 H.Q. and 2013 Council of Ministers.
6. To Sanction Non-recurring /Contingent expenditure for the purchase of POL/Diesel and repair of vehicles Up to 10,000/-.
7. To Sanction contingent expenditure up to Rs. 5000/-.
8. Full Powers to make payment of electricity bill of Haryana Civil Sectt. building.
9. Cases relating to the settlement of the Audit Objections.
10. Cases relating to the finalization of house rent and water charges in respect of gazetted officers/non-gazetted officials of Haryana Civil Sectt.
 1. Counter signature in cash books.
 2. Settlement of GPF account of gazetted Non-gazetted staff of Haryana Civil Sectt.
 3. Grant of overtime allowance to Class-IV Servants.

III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY:

On receipt of fresh dak/files, through the officers, Circulating Branch or direct from other Departments, Officers and the general public, in the Secretariat Establishment Organization (In Accounts and Maintenance section) the same are diarised by the Receipt Clerk and sent to the dealing assistants of the Branches. The Record Keepers of the concerned Branches, put up the same to the concerned Assistants and thereafter, the files are routed through the Superintendents of the repective Branches, Under Secretary (General), Joint Secretary (Secretariat Establishment) and finally disposed off by the Chief Secretary or Chief Minister as per the Standing Order of the Department.

DIRECTORY OF ITS OFFICERS ETC.IS AS UNDER:

Designation of the officer	Telephone Numbers	
	Office	Residence
Chief Secretary e-mail cs@hry.nic.in	0172-2740118	0172-2713613
Joint Secretary, Secretariat Establishment e-mail jsse@hry.nic.in	0172-2740870	0172-2726177
Under Secretary (General) e-mail usgen@hry.nic.in	0172-2743485	0172-2721194

**THE MONTHLY REMUNDERATION (AS ON 1.6.2010) RECEIVED
BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE
SYSTEM OF COMPENSATION AS PROVIDED IN ISREGULATIONS:-**

Sr. No	Name of Officer/employee & Designation	Pay Scale (in Rs.)	Remuner ation (in Rs.)
1.	Urvashi Gulati, Chief Secretary	80,000/- (Fixed)	1,08,000/-
2.	Rajbir Singh, IAS, J.S.S.E	37400-67000+8700	84,429/-
3.	Arun Kumar, US (G)	15600-39100+6000	38,615/-
4.	Surinder Singh Superintendent (Accounts Branch)	9300-34800+4800	29,025/-
5.	Saroj Bala, Superintendent (Accounts & Partition Branch)	-do-	29849/-
6.	B.S.Negi, Superintendent (Cash-I Branch)	-do	30,838/-
7.	Roop Lal, Saini Ado-I	-do	29,012/-
8.	Mohinder Dutt Ado-11	-do	31965/-

Accounts Branch

1.	M.C.Gupta, Asstt		31687/-
2.	Smt Jyoti Arora, Asstt		23936/-
3.	Silak Ram, Asstt		25246/-
4.	Dharam Pal, Asstt		21890/-
5.	Mahesh Sharma, Asstt		23136/-

6.	Jot Ram, Asstt		27905/-
7.	Randhir, Asstt		27749/-
8.	Raghubir, Asstt		27905/-
9.	Smt Nirmal Kumari, Asstt		20318/-
10.	Balwan Singh, Asstt		20490/-
11.	Dhan Singh, Asstt		26959/-
12.	Sunder Lal Grover, Clerk		8550/-
13.	Bajrang Partap, Clerk		9770/-
14.	Naresh Sharma, Clerk		9130/-
15.	Jai Parkash, Clerk		9130/-
16.	Ashok Kumar, Clerk		10580/-
17.	Jagan Nath, Peon		14309/-

Account & Partition Branch

1.	Smt Geeta, Asstt		21100/-
2.	Smt Anita, Asstt		23254/-
3.	Dipali, Asstt		28912/-
4.	Ashwani Sharma, Asstt		31361/-
5.	Rajinder, Asstt		17915/-
6.	Krishan, Asstt		29485/-
7.	Ramesh, Asstt		17915/-
8.	Sumer, Asstt		25378/-
9.	Reswinder, Asstt		24649/-
10.	Raj Pal Singh		27379/-
11.	Smt Indu Sharma, Clerk		8980/-
12.	Mani Ram, Peon		11457/-
	ADO Branch		
1.	Madan Bakshi, Asstt		25246/-
2.	Rohtash, Asstt		25245/-
3.	Virender Kumar, Asstt		21613/-
4.	Karamvir, Asstt		24233/-
5.	Vivek Svami, Asstt		28912/-
6.	Rajbir Singh, Asstt		23254/-
7.	Tokh Raj, Asstt		26258/-
8.	Jagat Ram, Asstt		25378/-
9.	Bijender Sigh, Asstt		29485/-
10.	Avtar Singh, Asstt Plumber		15843/-
11.	Varinder Peon		12139/-

Cash Branch

1.	Ashok Nag, Asstt		20495/-
2.	Jag Bhadhur, Asstt		20912/-
3.	Diwan Peon		14526/-
4.	Vishal Mani, Clerk		11140/-
5.	Smt Rita Rani, Clerk		9460/-

**THE PARTICULARS OF FACILITIES TO CITIZENS FOR OBTAINING
INFORMAITON, INCLUDING THE WORKING HOURS OF LIBRARY
OR READING ROOM, MAINTAINED, FOR PUBLIC USE:-**

The citizens can obtain information from 9.00 A.M. to 5.00 P.M. on all working days from the respective branchies, viz, Accounts, Accounts & Partition, Cash, Ad.O.-I and Ad.O-II in Haryana Civil Secretariat, Chandigarh as under:-

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| 1. | Accounts Branch | 5 th Floor |
| 2. | Accounts & Partition Branch | 5 th Floor |
| 3. | Cash Branch | 6 th Floor |
| 4. | Ad.O-I Branch | 5 th Floor |
| 5. | Ad.O-II Branch | 5 th Floor |

**THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICER:-**

Sr. No	Name & Designation	Telephone Number office/Residence	Email-address
1.	Sh. Arun Kumar Under Secretary (General)	0172-2743485 Rax. 2550	Usgen @ hry. nic.in

APPELLATE AUTHORITY

1.	Sh Rajbir Singh, IAS Joint Secretary to Govt. Haryana Secretariat Establishment	Appellate Authority	0172-2740870 Rax-2549 0172-2726177	jsse@ hry. nic.in
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Rest of the information can be had from the Haryana Right to information Rules, 2005 published in Haryana Government Gazette (Extraordinary), dated the 28th October, 2005 vide Haryana Government, Administrative reforms Department Notification No. 5/4/2002-IAR. Dated 30th September, 2005.

21.	Krishan Kumar, Asstt	9300-37400+300	
22.	Rohtash, Asstt		
23.	Jang Bhadhur, Asstt		
24.	Ashok Kumar, Asstt		
25.	Anita Asstt		
26.	Ashwani Kumar, Asstt	-do-	18,218
27.	Rasvinder Singh, Asstt		
28.	Deepali, Asstt		
29.	Ramesh Kumar, Asstt		
30.	Geeta Rani, Asstt		
31.	Virender Kumar, R.A		
32.	Vivek Swami, CT		
33.	Madan Bakshi, CT-II		
34.	Rohtash Singh, CT-III		
35.	Karam Vir, SK		
36.	1 Ad.O		
37.	Ravi Dutt. C.T.		
40.			
41.			
42.			