

## PERSONNEL AND TRAINING DEPARTMENT

As per requirements of circular letter No. 5/4/2002-1AR, dated 30.7.2005 from the Financial Commissioner an Principal Secretary to Government, Haryana, Administrative Reforms Department, the following information is furnished under the Right to Information Act, 2005:-

### **1. The particulars functions and duties of the department are as under:-**

Chief Secretary to Government, Haryana is the Head as well as Administrative Secretary of the Personnel Department. For his assistance there is on Special Secretary, Two Deputy Secretary, Two Superintendents, One Deputy Superintendent and other non-gazetted staff. There is no subordinate office/field office under the control of this department. There is no plan/project/developmental schemes under the control of this department. The control of District Attorney is with the Director of Prosecution, Haryana.

### FUNCTIONS AND DUTIES

The main function of this department are:

### SERVICES-I BRANCH

1. IAS Rules-amendments etc.
2. Recruitment/promotion/seniority/confirmation in the IAS.
3. Promotion of IAS officers in the higher grades.
4. Grant of increments to the IAS officers on passing the Departmental Examination.
5. Grant of D.A., Personal Pay to the IAS.
6. Writing of ACRs/Assessment Reports of the IAS/HCS officers.
7. Disciplinary matters against IAS/HCS officers.
8. Grant of permission for higher studies to IAS officers.
9. Grant of permission to IAS officers for visiting abroad.
10. Grant of powers of Collector to HCS officers.
11. No Objection Certificate for obtaining Passport by IAS/HCS officers.
12. Promotion of HCS officers in higher grade and confirmation in the HCS.
13. Issue of Identity Cards to the IAS officers for visiting Central Government offices.
14. Policy regarding crossing of Efficiency Bar in the pay scales of employees.
15. Updation of syllabus for departmental examination of IAS and HCS officers.
16. Matter regarding relaxation in the rules of medical reimbursement claims of IAS officers.
17. Retention of IAS officers beyond the age of 50 years.
18. Review of IAS cadre and creation of temporary posts in the IAS.

## SERVICES-II BRANCH

1. Review of cadre and strength and creation of posts in the HCS.
2. Appointment of HCS officers.
3. Postings/transfers of IAS/HCS officers
4. IAS Civil List and State Civil List.
5. Matters of IAS officers for Central Deputation/appointment of Election Observers.
6. Policy regarding LTC for State Government employees.
7. Grant of LTC/Leave to IAS/HCS officers.
8. Maintaining of History Sheets of IAS/ HCS officers.
9. Permission for higher studies to HCS officers.
10. Approval of tour programme of Divisional Commissioners and grant of permission of journey beyond jurisdiction by Deputy Commissioners.
11. Issue of retirement orders of HCS officers and sanction of leave encashment to IAS/HCS officers.
12. Fixation of seniority of HCS Officers.
13. Medical reimbursement cases of HCS officers.
14. Retention in service of HCS officers beyond the age of 50/55 years.
15. Grant of honorarium to IAS/HCS officers.
16. Matters regarding foreign assignments under UN and its allied agencies.
17. Grant of advance to IAS/HCS officers.
18. Budget (2053-District Administration-101-Commissioner-Pay of officers-2013-District Administration-093-District Establishment-Pay of officers.
19. HCS(Executive Branch) Rules.
20. Pay scale/special pay of HCS officers.

## TRAINING BRANCH

1. All policy matters relating to training of Government Employees.
2. All matters relating to Haryana Institute of Public Administration- Organisation of Training courses to be conducted by the institute.
3. Training of Government employees excluding IAS and HCS officers.
4. Training of IAS/HCS probationers.

Under the Training Branch, there is an institute namely Haryana Institute of Public Administration (HIPA) which is an apex State Training Institute funded by the Govt. of Haryana with the objective of providing training, research and consultancy to improve efficiency and effectiveness in administration. The Institute endeavors to realize its objectives by enhancing professional knowledge, skills and inculcating attitude necessary for better performance of an individual and also of an organisation. The governing body is headed by the Chief Minister. The managing committee called the Executive Council, is headed by the Chief Secretary of the State, looks after the functioning of the Institute. The Director who is a senior IAS officer normally in the rank of Financial Commissioner & Principal Secretary to the State Government is the Principal Executive Officer of the Institute.

### The Name, Designation and other particulars of the Public Information Officer

Sr.No	Name & Designation of the officer	Designation	Telephone Number
1.	Sh.Dhan Singh,HSS-I Deputy Secretary to Government Haryana, Personnel Department (Services-I & II Branches)	State Public Information Officer	Office 2740743  Residence 2712997
2.	Sh.Puran Mal,HSS-I Deputy Secretary to Govt. Haryana, Training Department.	State Public Information Officer	Office 2743492  Residence 2720901

### APPELLATE AUTHORITY

1.	Sh. P. Raghvendra Rao, IAS, Special Secretary to Government, Haryana, Personnel and Training Department.	First Appellate Authority	Office 2743506  Residence 2793193
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