

HARYANA GOVERNMENT
HOME DEPARTMENT
ORDERS

Consequent upon the Joining of Radhika Singh HCS as Deputy Secretary Home; the work of following Branches is assigned to her as under with immediate effect.

1.	Subject matter(s) related to Home –II Branch	(i) All matters related to Forensic Science Laboratory Hayrana Police Madhuban, Karnal. (ii) Court Cases which are relates to FSL. (iii) All matters i.e., Establishment of Forensic Science Laboratory Sunaria (Rohtak) Bhondsi (Gurugram) Hisar and Moginand (Panchkula)
2.	Subject matter(s) related to Home-III Branch	(i) All matter related to the Arms Licenses.
3.	Subject matter(s) related to Home –IV Branch	(i) All references received from National Human Rights Commission relating to Home Department. (ii) All matters related to Haryana Human Rights Commission. (iii) Anand Marriage Act. 2008, and Hindu Marriage Act. (iv) Reference received from Women Commission. (v) Animal Cruelty Act, 1960.

Further re-distribution of work qua Smt. Rajni Bala Sharma, Joint Secretary, IT Cell, Home is assigned with her present work as under with immediate effect:-

Sr. No.	Present IT Cell Home Branch allotted	Work-allotted in addition with present work
1.	(i) Writing of PARs of IPS Officers through online sparrow portal. (ii) Fill the PAR's/ACR's of IPS officers online on the SPARROW portal. (iii) Manage all data of posting /transfer and IPS/HPS/ADA, DA, DDA, Jail Dy. Superintendent & Superintendent Jail Department and the leave account, posting & Transfer of IPS officers. (iv) Launched and maintained the Home Deptt. Web portal with the coordination of State Data Centre, Haryana, Chandigarh. (v) Scan All the ACR files of the IPS officer for keeping the digitalization of the records. (vi) Deal all the works, which is related to Information & Technology of Home Deptt. (vii) Make the software for Digitalization of the records of officers/officials, which is related to Home & Administration of Justice Department. (viii) Manage the Data of employees (i.e. officers/officials) in the software, who is working in the Home & Administration of Justice Department.	(i) Nodal Officer CM Window. (ii) CP Gram Portal. (iii) CM Announcements. Subject matter(s) related to Home –IV Branch (i) All Court Cases of Non-gazetted staff of Police Department. (ii) Court Cases that are not covered under the distribution of other branches of the Home Department. COCP non- gazetted Staff.

	<p>(ix) Manage the Network/Internet connectivity of the Home & Administration of Justice Department with the coordination of National Informatics Centre, Haryana.</p> <p>(x) Other works related to IT (Information Technology)</p>	
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Note: Concerned Superintendent shall be putting up the files to the concerned officer who further will submit it to the ACS (Home) for appropriate decision.

Dated : Chandigarh
13.10.2022

T.V.S.N. Prasad, IAS
Additional Chief Secretary to Government Haryana
Home Department, Haryana.

U.O. No. 5/23/2022-2H(C)

Dated Chandigarh 14.10.2022

A copy is forwarded to the following officers/officials for information and necessary action:-

1. Secretary Home I.
2. Deputy Secretary, Home (Radhika Singh, HCS)
3. Joint Secretary, IT Cell, Home (Smt. Rajni Bala Sharma, HSS-I)
4. Joint Secretary, Home Confidential (D.K)
5. Under Secretary, Home (D.K.S)
- ✓ 6. Superintendents Home I, Home II, Home III, Home IV, Home IT Cell and Home Confidential.

CC:

1. PS/ACS, Home
2. PS/Secretary, Home I
3. DA/Home


 Superintendent Home (C) 14/10/2022
 for Additional Chief Secretary to Government Haryana
 Home Department, Haryana
