

Work distribution list of Home Department

ACS (Home)



Now Sh. Vijai Vardhan, IAS (from 30.12.2019 to continue...)
Sh. Rajesh Khullar, IAS (from 1.12.2019 to 29.12.2019)
Smt. Navraj Sandhu, IAS (from 1.8.2019 to 30.11.2019)
Sh. Shyam Sunder Prasad, IAS (from 14.9.2017 to 31.7.2019)
Sh. Ram Niwas, IAS (from 17.5.2016 to 14.9.2017)

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[Ext. No.](#)

Secretary Home-I



Now Sh. T.L. Satyaprakash, IAS (from 5.12.2018 to continue...)
Sh. R.S. Kharab, IAS (from 5.3.2018 to 30.11.2018)
Sh. Chander Shakher, IAS (from 22.2.2018 to 1.3.2018)
Vikas Yadav, IAS (from 20.2.2018 to 21.2.2018)
Sh. Saket Kumar, IAS from 15.11.2017 to 13.2.2018)
Smt. Geeta Bharti, IAS, (from 31.8.2017 to 15.11.2017)
Sh. Nitin Kumar Yadav, IAS (from 22.9.2016 to 31.8.2017 FN)

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Special Secretary Home-II (JJ)



Now Sh. Rajesh Jogpal, IAS (from 30.12.2019 continue...)
Sh. Rajiv Rattan, IAS (from 25.11.2018 to 29.12.2019)
Sh. Ravi Prakesh Gupta, IAS (from 29.8.2017 to 22.10.2018)
Sh. Pankaj Aggarwal, IAS (from July 2017 to 29.8.2017)
Mrs. Suresh Kumar Goyal, IAS (9.8.2016 shortly retired on 31.5.2017)

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Under Secretary, Home



Sh. Suresh Kumar

**Under Secretary, Home
Confidential**



Sh. Maha Singh

**Deputy Secretary, Jail &
Judicial**




**Now Sh. Ravinder Kumar Raghav (from 9.1.2019
to till date)**

Sh. Jagdish Kumar (from 7.3.2018 now on leave)

**Sh. Jagdish Kumar (from 9.10.2016 to December
2017)**

District Attorney	Pawan Kumar (January 2012 till date)
Deputy District Attorney	Dinesh Kumar Yadav (2009 till date)
Assistant District Attorney	Kamaljit Singh (September 2016 till date)


Home-I Branch	
Superintendent	
(September 2015 till date)	Sh. Dinesh Kumar Sharma
Joginder Saini Assistant	1HG-1 (5.1.2015 till date)
1	All matter relating to DSPs (including preparation of "G" list i.e. promotion, posting, transfer and seniority cases).
2	All matters of deputation and LTC of DSPs.
3	All matters relating to efficiency bar, pay fixation and increments of DSPs.
4	All matters relating to disciplinary action against DSPs.
5	All matters relating to presentation/ appeal/ mercy appeal/ memorial of DSPs against punishment.
6	All matters relating to representation/ appeal/ mercy appeal/ memorial of DSPs against adverse remarks recorded in the ACR of DSPs.
7	All matters of DSPs relating to review/ retention in service/ compulsory retirement/ re-employment.
8	Preparation of Select List for appointment to IPS and other co-related cases.

9	All matters relating to ACRs/PARs of HPS/IPS officers including representation of HPS/IPS officers against the adverse remarks.
10	Amendment in Haryana Police Rules, 2002 and Haryana Police Telecommunication Service (Group A&B) Rules, 2003.
11	All matters of DSP only for issuing of NOC for obtaining passport.
Narender Singh Assistant	2HG-1 (5.1.2015 till date)
1	All matters relating to seniority and management of cadre of IPS.
2	All matters relating to posting, transfer, promotion and selection grade/suppertime scale, LTC, leave and permission to visit abroad of IPS officer only.
3	Disciplinary action against IPS officers only.
4	Retention in service beyond 50/55 years of age of IPS officers only.
5	Complaints-enquiries against IPS officers only.
6	Fixation of pay of IPS officers and grant of increments.
7	Issuing of NOC for obtaining passport up to the rank of IPS.
8	Training cases of IPS officers in various courses.
Dharminder Batra Assistant	3HG-1 (27.7.2015 till date)
1	Grant of awards of medals to police personnel
2	Grange of awards Jeevan Raksha Padak for life saving medals to private persons.
3	Grant of gallantry medals to police personnel by the PM and President.
4	Review /retention in service/compulsory retirement/ re-employment (All officers cases except DSP & IPS).
5	All matters relating to deputation of IPS officers.
6	All matters relating to establishment of clerical cadre/ Ministerial Staff of DGP office.
7	Leave/LTC/HRA case of Ministerial Staff.


8	All type cases of CBI inquiry (Current CBI inquiry)
Raman Kaushik Assistant	4 HG-1(July 2013 till date)
1	Creation of posts of Police Department.
2	Upgradation/down gradation of cadre posts.
3	Pension cases of gazetted officers including counting of Military service towards pension.
4	Pension cases of non- gazetted officers including counting of Military service towards pension.
5	Representation/appeal against the adverse remarks of NGOs.
Amit Thakur Assistant	5HG-1 (21.9.2016 till date)
1	Conduct Rules/State Service/ All India Services (including permission, intimation of property returns of IPS officers and sale/purchase of property).
2	Change the name.
3	Amendment in PPR 19.34/Act manual of work.
4	Circulars/miscellaneous subjects of the Branch.
5	All matters relating to Haryana Police Act, 2007.
Shashi Kiran Assistant (Retd.)	6HG-1 (12.1.2013 to 31.7.2017)
1	Complaints/ enquiries against NGO's of Police Department.
2	Issuing of NOC for obtaining passport upto the rank of NGO's.
3	Deputation cases of upto the ranks of NGO's.
4	Establishment cases of NGO's of Police Department.
5	All matters relating to appeal/memorials against punishment of Police personnel i.e. NGOs.
Clerk	Diary, attached with two Assistant (1HG-1 & 5 HG-1)
Steno	vacant

Home-II Branch	
Superintendent	
(from 2.7.2018 till date)	Now Smt. Alka Sharma Nafe Singh (from August 2016 to 29.7.2018)
Shailender Kumar Assistant	4 HG-II (2.5.2017 till date)
1	Cinematography, Act/Rules and all Cinema cases.
2	Police Band Rules/Band Establishment.
3	Teleprinters/Telephone Connections at Police Officers/residences of Police Officers/Cable Networking.
4	Finger Print Bureau Establishment cases.
5	All references relating to FSL, Madhuban including establishment matter.
6	Wireless grid stations setting up of.
7	Crime against Women.
Smt. Reena Sulekh Assistant	5HG-II (25.4.2016 till date)
1	All references relating to purchase/procurement of furniture, typewriters, clothing, equipments, vehicles, animals and sports items of the Police Department.
2	Renting and Hiring of Police Buildings.
3	Modernization scheme relates to construction & ordinary purchase.

Smt. Yashika Assistant	1HG-II (2.5.2017 till date)
1	Complaints in respect of Police matters against officials/general public e.g. theft, murder, decoys, accidents, registration, withdrawal of cases etc relating to Karnal, Panipat, Kurukshetra, Kaithal, Fatehabad, Gurgaon, Sonipat, Sirsa, Mewat Distt. and out of State.
2	All reference relating to Railways i.e. ticket less traveling, accidents, murder, thefts etc.
3	Circulars, Coordination of pending cases/Misc. cases relates to Home-II Branch.
4	Audit Paras, Excess local calls except CAG & PAG.
5	Annual Administration Report.
6	Prosecution cases.
7	Miscellaneous.
Mahabir Singh (Retd.) Assistant	3HG-II (2.4.2007 till date)
1	All references relating to Haryana Police Housing Corporation (HPHC) Including fixation share capital, release of funds and approval of Housing Schemes nomination of the board of directors including the appointment of M.D.
2	Construction and repairs of police building etc. and purchase of land for Police Department.
3	Complaint of SC/BC and monthly/Annual Report.
Ramesh Chander Assistant	2HG-II (August 2014 till date)
1	Complaints in respect of Police Matters against people e.g. theft, murder dowry-murder, dacoity and withdrawal of cases from prosecution pertaining to Ambala, Yamuna Nagar, Hisar, Faridabad, Rohtak, Bhiwani, Jind, Rewari, Mahendergarh, Jhajjar, Palwal and Narnaul Distt.
2	Acquisition of land for Police Deptt.
3	Prosecution cases.
4	Newspapers Bills.

Home-III Branch	
Superintendent	
(from 21.1.2019 to till date)	Now Sh. Mohinder Singh Ranvir Singh (from 27.3.2015 to 3.12.2018) Retd.
Now Sh. Kuljit Singh Assistant	1HG-III (from 4.9.2017 till date)
Smt. Sneh Lata (Retd.)	(August 2012 shortly retired on 31.5.2017)
1	All matters relating to Home Guards Department.
2	Establishment of Class-I & II of Home Guards Department.
3	All matters relating to ex-gratia policy/monthly financial assistance.
Balbir Singh (Redt.)	2HG-III Now Vacant (from 5.5.2010 to 31.8.2017)
1	Extension of Area of Arms licences NPB of Distt. Karnal, Mewat, Mohindergarh, Panipat, Panchkula, rohtak, Rewari, sirsa, Sonipat, Faridabad, Yamuna Nagar.
2	Standing orders.
3	Miscellaneous.
4	NPB arms Act policy matters.
5	Matters related to Database.
6	Right to Service Commission.
7	All matter relating to District Police Complaint Authority.
Jai Bhagwan Assistant	3HG-III (November 2011 till date)
1	Extension of Area of Arms licences NPB of Distt. Ambala, Bhiwani, Fatehabad, Gurgaon, Hisar, Jhajjar, Jind, Kaithal, Kurukshetra, Palwal.


2	Release of Gun.
3	Entry of NPB arms licence.
4	Entry of Register.
5	Verification of licence.
6	Matter/Extension of NPB license.
7	Draft of NPB license
8	All matters relating to medical re-imbursement and medical advance of Police Department.
Ashok Kumar Rathee Assistant	4HG-III (August 2015 till date)
1	Grant of Form XI & XII arms dealer licence.
2	Grant of PB arm licence and other Arms Act policy matters.
3	All cases of Arms & Ammunitions list & fees matter.
4	GPF of IPS Officers/others relating to police Deptt.
5	MACT claims etc.
6	Training cases of NGO's in various courses.
7	All matters relating to shifting of Head Quarters.
<u>Vacant</u> Assistant	5HG-III
1	Sh. Balbir Singh, Assistant will assist sh. Ashok Kumar Rathee and Jai Bhagwan, Assistant and will also do work during the leave period of Assistant in the Branch.
2	PUC's which are not related with Home Deptt. Are wrongly by marked in Home Deptt. Will be sent to concerned deptt. as the Misc subject is attached with this branch.
Clerk	<u>Vacant</u>
Clerk	<u>Vacant</u>
Steno	DEO (Steno vacant)

Home-IV, Branch	
Superintendent	
(From 20.3.2017 till date)	Virender Singh
Darshan Singh Assistant	1HG-IV (22.2.2015 till date)
1	All Court Cases of Non-gazetted staff of Police Department
2	Court Cases which are not covered under the distribution of other branches of Home Department.
3	COCP non-gazetted staff.
Neeraj Chaudhry Assistant	2HG-IV (29.6.2015 till date)
1	All references received from National Human Rights Commission relating to Home Department.
2	All matter related to Haryana Human Rights Commission.
3	Anand Marriage Act. 2008, and Hindu Marriage Act.
4	Technical Officer IT (Home) [relating to IT work. (Separate work)]
Assistant	3HG-IV <u>Vacant</u>
Smt. Kuldeep Kaur Assistant	4HG-IV (2.5.2017 till date)
1	All Criminal High Court Cases related to Police Department.
2	TATA/POTA cases
3	Reference received form Women Commission.
4	Animal Cruelty Act, 1960.


Subhash Chand Clerk	Diary (16-9-2014 till date)
DEO	Sujata Bisht
Steno	Vacant

Minority Cell, Home	
Research Officer	
	Now the post is vacant
Suresh Kumar Assistant	MC-I (November 2015 till date)
1	Matters relating to atrocities against minorities i.e. Muslims, Christians, Sikhs, Buddhists, Parsis and Jains.
2	Matters relating to National foundation for Communal Harmony.
3	All Misc. matters relating to Minority Communities/ References of GOI.
4	RTI cases pertaining to minorities.
5	Meetings and follow up action on the recommendations of National Commission for Minorities.
6	Communal Harmony and peace.
7	Matters relating to Linguistic Minorities.
8	Matters of Kashmiri Migrants.
9	Cases related to CM window.
10	Lok Sabha and Rajya Sabha Questions pertaining to atrocities against Minorities and communal Harmony and peace.
11	Monthly report to the GOI, MHA- relating to communal writings, speeches, Slogan etc.
12	Monthly report to the GOI, MHA- relating to various aspects of Communal riots/incidents.
13	Monthly report to the GOI, MHA- relating to prevention and control of communal riots as

	given in point No. 13,14 & 15 of the PMs New 15-point programme.
14	Quarterly progress report reg. prevention and control of "Communal riots 'as given in point no. 13,14 & 15 of the P.M.'s new 15-point programme.
15	Quarterly progress report to the GOI, MHA-on the action taken under the Religious Institutions, (Prevention of Misuse) Act, 1988.
16	Quarterly progress report to the GOI, MHA-regarding the action taken under the places of worship (Special Provision) Act, 1991 (No. 41 of 1991).
17	Quarterly progress report to the GOI, MHA-made in the implementation of revised guidelines on communal harmony (RCH) 2008.
18	Quarterly progress report to the Administrative Reforms Department regarding disposal of pending cases.
19	Half yearly report on implementation of Sachar committee report involving posting of Muslim police personnel in Thanas in the Muslim concentration areas.
Ram Swaroop Assistant	MC-2 (January 2017 till date)
1	All matters i.e. Establishment of Forensic Science Laboratory Haryana Madhuban, Karnal.
2	Court Cases which is relates to FSL.
3	Finance Sanctions of FSL.
4	RTI cases.
5	All matters i.e. Establishment of Forensic Science Laboratory Sunaria, (Rohtak) Bhondsi (Gurugram) Hisar and Moginand (Panchkula).


Home Confidential Branch	
Superintendent	
(7.12.2017 to continue)	Now Naresh Kumar Ajit Singh (from 8.12.2016 to 6.12.2017)
Mahipal Assistant	1HC (20.7.2010 till date)
1	All reference relating to VVIPs/VIPs Security such as President, Vice President, Prime Minister, Governor, Chief Minister, Central Ministers, State ministers, Chief Justice of Supreme Courts, Judges, Chief Justice High Court, High Court Judges etc.
2	All matters pertaining to law and order such as strike of students Bank employees strikes and other matters etc.
3	All matters regarding judicial inquiry/fact finding enquiry due to any law and order problem.
4	Law & order regarding traffic problems on national highways and meeting thereof.
5	All matters regarding security, Power projects, railways, Doordarshan, banks.
6	All matters regarding Interception of telephones, telegraph and postal material hand over with staff of ACS, Home.
7	Rehabilitation of packages in 1984 Anti-Sikh-riots/compensation.
Kidar Singh, Assistant Smt. Rajinder Kaur	2HC (from 5.6.17 till date) (from 3.5.2017 to 4.6.17)
1	Northern Zonal Council meeting.

2	DCs/SPs conference and other meeting concerning Home (Ponee) Department including all references of floods etc.
3	All reference regarding NSA/COFEPOSA/NDPS.
4	Periodical Report.
5	Demands of Chowkidars.
6	Civil Military Liaison Conference.
7	Monthly Fortnightly Reports.
8	All Court cases regarding security.
9	law & Order problem during election of Vidhan Sabha & Parliament.
10	Private security Agencies & Disaster & Crises Management, Center State Relation Commission.
Gurnam Singh Assistant	3HC (20.4.2010 till date)
1	Movement of HAP Battalion to other State and deployment of Para Military Forces in the State of maintaining law & order and reimbursing of expenditure (such as CRPF/BSF/CISF/ITBP) etc.
2	Verification and character and antecedents from the Security point of view.
3	Work relation to acquisition/purchase of equipment/gadgets etc. For the security of VIPs/VVIPs.
4	Lok Sabha/Assembly Business regarding etc.
5	Ex-gratia grant to the family member of CPMF who killed in terrorist activities to Central Para Military Forces.
6	Fire Crackers
7	All matters relating to amendment in IPC & Cr.P.C. and Co-related Rules & Act. As per orders of ACS (Home) vide Endst. 30/30/2015-5HG-I, dated 22.7.2015
discussed with Spl. Secy. Home for gambling & simgling cases also deal in Home C branch.	


Passport Branch	
Superintendent	
(from 15.5.2017 till date)	Rashvinder Singh
Rajbeer Singh Assistant	1-PE (2012 till date)
1	Extension/re-extension or visa to foreigner.
2	Deal with the matters relating to vise for fixed by the Govt. of India from time to time.
3	Deporting of foreign nationals found overstaying in India without any valid passport/visa documents.
4	Extension/re-extension of Pak Nationals (except Distt. Faridabad).
5	Court Cases.
6	Meetings.
7	RTI Matters.
8	Circulation of Instructions Reg. Foreign nationals received from Govt of India.
9	No objection to Return to India (Foreign Nationals).
Shiv Darshan Assistant	2-PE (July 2014 till date)
1	Arrest of Foreigners involved in the illegal activities and necessarily follow up action and human trafficking.
2	Apprehending the foreigner found travelling in the state without any valid passport documents and follow up action.
3	Attestation of marriage/divorce, Birth and Death and other kind of certificate.

4	Verification of character and antecedents of Indian Nationals before issuance of passports to them.
5	To effect recovery of repatriation charges from the Indian Nationals re-patriated to India at Govt. expenses.
6	To issue (NOC) No obligation to return to India certificate to the India Nationals.
7	Checking of persons whose passport have been impounded/revoked/ lost.
8	Replying Lok Sabha, Rajya Sabha Starred, Unstarred question on matter relating to the Foreign Nationals.
9	Work relating to verification of National status and other particulars of the persons going abroad entrusted by India Embassy in abroad.
10	Work relating making payments to the heirs in India of deceased Indian Nationals settled/working in foreign countries.
11	RTI matters regarding Non-Resident Indians (NRIs) & Verification of Identity and National Status.
Faqir Chand Assistant	3-PE re-instate (July 2016 till date)
1	Meeting of Nodal Authority to review the progress of detection and deportation of illegal Bangladeshi Nationals staying in the State of Haryana.
2	Extension of Visa to foreigners (National of Pakistan).
3	Circulation of Instructions Reg. Foreign nationals received from Govt of India.
4	Citizenship to foreigners.
5	No objection to Return to India (Pak Nationals).
6	Complaints of NRIs.
7	RTI matters.
8	Detention and deportation of illegal Pakistan National staying in the State of Haryana.

Clerk	Rajesh
Daftri	Lajja Ram
Steno	Vacant


Jail & Judicial- I Branch	
Superintendent	
(From 10.3.2018 to till date)	Now Krishan Kumar Sangwan Ajit Singh (from January 2018 to 9.3.2018) Satbir Singh (from 25.9.2017 to December 2017)
Mangal Singh Assistant	1 JJ-I (January 2016 till date)
1	All works of ADA establishment.
2	Budget & Purchase and other works related to budget of Prosecution Department
3	Fee Bill of Advocates
Yoginder Singh Assistant	2 JJ-I (December 2015 till date)
1	All works of DA's or DDA's establishment
2	Establishment of D.P. office
3	Administrative Report of D.P.
Puran Chand Assistant	3 JJ-I
1	All matters of religious places (WAKF)
2	SLP in supreme Court.
3	withdrawal of cases pending in the courts.
4	sanction for defence of the cases.
5	Appointment of official receivers in the State.
6	Amendment of moveable, immovable property Act.

7	Issuance of notification regarding delegation of powers for signing of contracts and deals on behalf of the Governor.
8	complaints against oath Commissioners in the State.
9	Appointment of Notary Public in the State.
10	Notifications of field firing Ranges/Acquiring of land for filed firing ranges/defence.
11	Appointments of arbitrator in land acquisition of land for military purposes.
Pardeep Kumar Assistant	4 JJ-I (September 2016 till date)
1	Legal Aid to poor, scheme and all references from Member Secretary, HSLSA/Society.
2	Conferment of powers of Executives Magistrates.
3	Miscellaneous.
Rajesh Kumar Assistant	5 JJ-I
1	Engagement of Law Officer i.e. Sr. Additional Advocate General, Additional Advocate General, Sr. DAG, DAG, AAG.
2	Panel of Advocates for Supreme Courts/ Standing Counsel/ Legal Advisors for autonomous bodies/ Boards/ Corporations.
3	All references relating to Establishment, Budget, case of telephones, Typewriters etc. of Advocate General, Haryana office.
4	Amendment in Criminal Procedure Code.
5	Declaration of sensitive installations falling within the area of Haryana State as prohibited places under the India official secret Act, 1923.
Clerk	Bhupinder Thapa
DEO	Kiran Saini
Steno	Vacant

Jail & Judicial- II Branch	
Superintendent	
(from 10.3.2018 to till date)	Now Ajit Singh Krishan Kumar Sangwan (from 15.3.2017 to 9.3.2018)
Satbir Singh Assistant	1 JJ-II (26.7.2016 till date)
1	Premature release cases of convicts and all reference relating thereto.
2	Mercy petitions, pardon cases under article 161 of the Constitution of India and all reference relating to thereto.
3	Cases relating to the State Level Committee for premature release of lifter.
4	Conditions of detention under all preventing detention Act (Misc. of APOs-Black marketing, MSA etc.) and all references.
5	All reference relating to the prisoners/ Under-trials and prisons statistics.
6	Death sentence cases including custodial death.
7	Annual Administrative Reports of Jails Department.
8	Quarterly report sent to the Government of India and quarterly progress report of Jails.
9	Special remission/ Parole of furlough of prisoners.
10	Assembly/ Lok Sabha/ Rajya Sabha Question relating to his seat only.
11	Matter relating to the detenues.
Amit Kumar Assistant	2 JJ-II (2014 till date)
1	Opening of new court and references thereto.

2	All references of Govt. of India relating to High Court.
3	Setting up of special Courts for disposal of.
4	High Courts Rules/ Orders.
5	Assembly/ Lok Sabha/ Rajya Sabha Question relating to his seat only.
6	Matter relating to the facilities to Judicial Officers including allotment of accommodation etc.
7	Matters relating to non-gazetted establishment of subordinate Courts.
Ramesh Kumar Tihal Assistant	3 JJ-II (2.1.2016 till date)
1	All matters relating to the establishment of entire Jails Department.
2	Amendment in Acts. Service Rules in Jails Department/ Jails Manual regarding all establishment.
3	Assembly/ Lok Sabha/ Rajya Sabha Question relating to his seat only.
4	up-gradation of Jails/ Staff.
5	Matters relating to the non-official visitors.
6	Escape/hunger strike of prisoners in Jails Amendment in Act/ Rules in Jails Department/ Jails Manual.
Ram Kumar Assistant	4 JJ-II
1	All audit/inspection (including Ministers and VIPs) notes of jails Department.
2	Land acquisition case of Jails etc.
3	Construction of Jails/ Residential building including additional and alteration and administrative approval.
4	Opening of new Jail/ Judicial lock-up/dietary charges.
5	Recommendation of Haryana Reforms commission/All India Committee to any other assistant.
6	Assembly/ Lok Sabha/ Rajya Sabha Question relating to his seat only.

7	Misc. subjects not allocated to any other assistant.
8	Budget and all purchases of Jails Department.
Vacant Assistant	5 JJ-II
1	Budget and purchase of Distt. Courts/ High Court and administrative approval.
2	Assembly/ Lok Sabha/ Rajya Sabha Question relating to his seat only.
3	Monitoring of the Committee under the Central Sponsored Schemes.
4	Construction of Court building.
5	Matters regarding construction of residential/ Non-residential/ Judicial complexes etc.
Clerk	Vacant
DEO	Monia Kumari
Steno	Vacant

Press Branch	
Superintendent	
(September 2014 till date)	Sangeeta Dua
Satbir Singh (One Assistant)	1T (29.7.2015 till date)
1	Preparation of annual list of Newspapers.
2	Disposal of newspaper bill and maintenance of its attendance register.
3	Preparation of FIR report and information regarding tone Policy to DPR.
4	Preparation of defective in print reports.
5	Examination of objectionable material.
Jr. Translator	3T (Post abolished)

1	Examination of Newspaper and periodicals Published from Haryana starting with alphabets from A to L.
2	Maintenance of Newspapers registers (alphabets from A to L).
3	Issuing of reminders for supply of Newspaper U/s 11-A preparation of report U/s 5 (5a) 5 (5b), 5 (6) and 5 (7) of press Act (alphabets from A to L.
4	Preparation of FIR of Newspapers (alphabets from A to L)
5	Preparation of defective in print reports (alphabets from A to L).
6	Information regarding newspaper i.e. tone policy and regularity for supplying to other department and DPR for advertisement (alphabets from A to L).
7	Preparation of quarterly statement regarding starting & ceasing of publications of newspapers/periodicals from Haryana (alphabets from to A to L).
8	Examination of Amar Ujala, Times of India, Dainik Bhaskar, Indian Express.
Jr. Translator	4 T (Abolish)
1	Examination of Newspaper and periodicals Published from Haryana starting with alphabets from M to Z.
2	Maintenance of Newspapers registers (alphabets from M to Z).
3	Issuing of reminders for supply of Newspaper U/s 11-A preparation of report U/s 5 (5a) 5 (5b), 5 (6) and 5 (7) of press Act (alphabets from M to Z.
4	Preparation of FIR of Newspapers (alphabets from M to Z)
5	Preparation of defective in print reports (alphabets from M to Z).
6	Information regarding newspaper i.e. tone policy and regularity for supplying to other department and DPR for advertisement (alphabets from M to Z).

7	Preparation of quarterly statement regarding starting & ceasing of publications of newspapers/periodicals from Haryana (alphabets from M to Z).
8	Examination of Hindustan Times, Hari Bhoomi, The Tribune, and Punjab Kesari.
Harnek Singh Assistant	1 PB (July 2013 till date)
1	Installation of printing presses U/s 4 of press Act.
2	Proscription of objectionable material.
3	Preparation of quarterly statement regarding objectionable material/writing to G.O.I. and Minority cell of Home Department (Govt. of Haryana).
4	Preparation of Annual statement of presses.
5	Furnishing of information of P.M.-15-point programme (regarding Point 7) Replies of Lok Sabha, Rajya Sabha and Haryana Vidhan Sabha questions.
6	Misc. work (Leave account).
7	Prosecution of Editors and Printer/publishers of Newspapers and Books under press Act of IPC.
8	Forfeiture of Books & Newspapers.
Vacant Assistant	2 PB
1	Regulating the supply of newspapers and Periodicals Published from Haryana.
2	Correspondence with DC/SDM regarding declaration of Newspaper.
3	Correspondence with Registrar of Newspapers for India New Delhi.
4	Preparation of list of pending cases more than six month and its supply to A.r. Branch.
5	Press council Act and Complaints received from press Council under Press Council act and Complaints received from press Council under Press Act and Publications.
6	Supply of Information to DPR for advertisement purpose.

7	printing of Performa/registers etc. From printing press.
8	Disposal of old newspapers and periodicals through store keeper
Steno	Vacant
	All type works of Press branch in Hindi & English.
Clerk	Deep Shikha Negi
1	Diary.
2	Dispatch of the branch & Misc. work
Restorer	Vacant
1	Preparation of press cuttings of the daily press.
2	Maintenance of record of press Branch.

Gurudwara Election Branch	
Superintendent	
	Vijay Kumar
Assistant	1-GE
1	Election work, purchase/procurement of Election material, Stationery etc. and general type of work of the Commission, Printing/supply of constituencies.
2	all type of Court cases of Gurudwara Election.
3	All type of RTI cases.
Assistant	2-GE
1	All accounts work of the Commission, handling of case and maintenance of cash Book etc.
2	Budget of the Commission, including sanction of posts and all type of purchase of articles, maintenance of vehicle and all matters relating to Establishment.
3	All Misc. work of Gurudwara Election Commission.

Assistant	3-GE
1	All matters of regarding Haryana Sikh Gurdwara (Management) Committee and all court cases Haryana Sikh Gurudwara (Management) committee.
2	All matters of Gathas for visiting Gurdwaras in Pakistan.
3	all matters of Government of India.
Clerk	Diary & record of the Branch and also assist all Assistants in type matter
Steno	Vacant