

Work distribution list of Home Department

ACS (Home)



Dr. Sumita Misra, IAS (From 03 December, 2024 till Present)

Sh. Anurag Rastogi, IAS (From 05.07.2024 till 02.12.2024)
Sh. T.V.S.N. Prasad, IAS (From 04.08.2022 to 04.07.2024)
Sh. Rajeev Arora, IAS (from 01.10.2020 to 31.07.2022)
Sh. Vijai Vardhan, IAS (from 30.12.2019 to 30.09.2020)
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)

[E-mail- acs-home@hry.gov.in](mailto:acs-home@hry.gov.in)

[Phone No. 0172-2740867\(O\)](tel:0172-2740867)

[Ext. No.](#)

Secretary Home-I



Smt. Geeta Bharti, IAS (From 03 December, 2024 till Present)

Renu S. Phulia, IAS (From 24.07.2024 till 02.12.2024)
Sh. Mahavir Kaushik, IAS (From April 17, 2023 till 23.07.2024)
Sh. Vinay Singh, IAS (from August 4, 2022 till 28.02.2023)
Sh. Amarjit Singh Mann, IAS (from 31.01.2022 till 31.07.2022)
Sh. Balkar Singh, IAS (from 04.08.2021 to 13.01.2022)
T.L. Satyaprakash, IAS (from 5.12.2018 to 03.08.2021)
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)

[E-mail- secy-home1@hry.gov.in](mailto:secy-home1@hry.gov.in)

[Phone No. 0172-2740178 \(O\)](tel:0172-2740178)

[Ext. No. 6630](#)

Special Secretary Home-II (JJ)



Sh. Mani Ram Sharma, IAS (from 17.02.2023 to Present)

Dr. Harish Kumar Vashishth, IAS (From Nov 2, 2022 on training)

Sh. Mani Ram Sharma, IAS (from 07.06.2021 to 16.10.2022)

Sh. Pankaj Yadav, IAS (from 28.10.2020 to 04.06.2021)


Sh. Rajesh Jogpal, IAS (from 30.12.2019 to 12.10.2020)



Sh. Rajiv Rattan, IAS (from 25.11.2018 to 29.12.2019)


Sh. Ravi Prakash Gupta, IAS (from 29.8.2017 to 22.10.2018)

Sh. Pankaj Aggarwal, IAS (from July 2017 to 29.8.2017)

[E-mail- specialesecretaryhome2@gmail.com](mailto:specialesecretaryhome2@gmail.com)


<p>September 27, 2022 0172 274 1313</p>	<p>Radhika Singh, HCS Joint Secretary, Administration of Justice</p>  <p>Work through ACS Home</p>
<p>E-mail- deputysecretary74@gmail.com Phone No. 0172-2741313 (O) Ext. No. 7748</p>	
<p>March 31, 2025 9463 200 289</p>	<p>Sanjeet Singh Deputy Secretary, Home IT Cell</p>  <p>Work through Secretary Home-1</p>

<p>January 28, 2025 9417 359 950</p>	<p>Sh. Dinesh Kumar Sharma Deputy Secretary, Home</p>  <p>Work through Secretary Home-1</p>
<p>January 19, 2023 9041 696 871</p>	<p>Sh. Anoop Singh Rathee Under Secretary, Jail & Judicial</p>  <p>Work through Secretary Home-2</p>
<p>January 11, 2024 9815 985 110</p>	<p>Sh. Naresh Kumar Under Secretary, Home Confidential</p> <p>Work through Secretary Home-1</p>
<p>District Attorney</p>	<p>Suman Bansal</p>
<p>Deputy District Attorney</p>	<p>Dinesh Kumar Yadav</p>
<p>Deputy District Attorney</p>	<p>Kapil Gaur</p>
<p>Deputy District Attorney (Home)</p>	<p>Nirmal Singh (September 2016)</p>
<p>Assistant District Attorney</p>	<p>Sandeep Sihag (Addl. Charge)</p>


Home-I Branch	
Link Officer Home-II	
	Sh. Dharmendra Batra
January 01, 2023	Superintendent 9041 672 343
1HG-1	Joginder Singh
1	All matters relating to DSP's (including preparation of "G" list i.e., promotion, posting, transfer and seniority cases).
2	Regarding the re-designation of HPS Officers from DSP to ASP on their pay scale.
3	All matters of deputation and LTC of DSPs.
4	All matters relating to efficiency bar, pay fixation and increments of DSPs.
5	All matters relating to disciplinary action against DSPs.
6	All matters relating to presentation/ appeal/ mercy appeal/ memorial of DSPs against punishment.
7	All matters relating to representation/ appeal/ mercy appeal/ memorial of DSPs against adverse remarks recorded in the ACR of DSPs.
8	All matters of DSPs relating to review/ retention in service/ compulsory retirement/ re-employment.
9	Preparation of Select List for appointment to IPS and other co-related cases.
10	All matters relating to ACRs/PARs of HPS/IPS officers including representation of HPS/IPS officers against the adverse remarks.

11	Amendment in Haryana Police Rules, 2002 and Haryana Police Telecommunication Service (Group A&B) Rules, 2003.
12	All matters of DSP only for issuing of NOC for obtaining a passport.
2HG-1	Narender Singh
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.
3HG-1	Arun
1	Grant of awards of medals to police personnel
2	Grange of awards Jeevan Raksha Padak for life-saving medals to NGO's.
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 the deputation of IPS officers.
6	All matters relating to the 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)
4 HG-1	Suresh
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.
5HG-1	Amit
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 Home-1 branch.
5	All matters relating to Haryana Police Act, 2007.
6HG-1	Praveen Kumar
1	Complaints/ enquiries against NGOs of the 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 NGOs of the Police Department.
5	All matters relating to appeal/memorials against the punishment of Police personnel i.e., NGOs.
Steno-Typist	1 Post Vacant
DEO	Neeraj Sharma (Attached with 2HG-1)
Clerk	Ayush (Attached with 1HG-1)
Clerk	Kapil Yadav (Attached with 5HG-1)
Clerk	Sandeep Kaur (Attached with 6HG-1)
Head Constable	Sagar
	Maintaining day to day Diary dispatch and Online file movement & attached with 3HG-1 & 4HG-1.

Home-II Branch	
Link Officer Home-I	
	Sh. Sunil Kumar
24 June, 2024	Superintendent 9915 646 559
1HG-II	Yashika
1	All matters related to Forensic Science Laboratory Haryana Police Madhuban, Karnal.
2	Court Cases which are relates to FSL.
3	All matters i.e., Establishment of Forensic Science Laboratory Sunaria, (Rohtak) Bhondsi (Gurugram) Hisar and Moginand (Panchkula).
2HG-II	Ramesh Chandra
1	Complaints in respect of Police Matters against people e.g., Theft, Murder Dowry-Murder, Dacoity of Ambala, Yamuna Nagar, Hisar, Faridabad, Rohtak, Bhiwani, Jind, Rewari, Mahindergarh, Jhajjar, Palwal and Narnaul Distt. and withdrawal of all cases from prosecution.
2	Acquisition of land for Police Deptt.
3	Prosecution cases.
3HG-II	Vijay Veer
1	All references relating to Haryana Police Housing Corporation (HPHC) including fixation share capital, release of funds and approval of housing Scheme 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 Deptt.
3	Complaint of SC/ST/BC and monthly/Annual reports and complaints received from out of state.


4	Circulars, Coordination of pending cases/Miscellaneous cases relate to Home-II Branch.
4HG-II	Shailender Kumar
1	Only General complaints in respect of Police matters against general public e.g., theft, murder, decoys, accidents etc relating to Karnal, Panipat, Kurukshetra, Kaithal, Fatehabad, Gurgaon, Sonipat, Sirsa, Mewat Distt. and out of State and extra addition cases of above districts.
2	Cinematography, Act/Rules and all Cinema cases.
3	Teleprinters/Telephone Connections at Police Officers/residences of Police Officers.
4	Wireless grid stations setting up of.
5	Crime against Women.
6	Project related to CCTNS and Dial 112 (CDAC payments).
7	Creation of new Police Stations.
5HG-II	Reena Sulekh
1	All references relating to purchase/procurement of Furniture, Typewriters, Clothing, Equipment, Vehicles, Animals and Sports items of the Police Department.
2	Renting and Hiring of Police Buildings.
3	Modernization scheme relates to ordinary purchases.
4	All Budgetary matters.
5	Audit Paras, Excess local calls except for CAG, PAG and Govt. assurances.
6	Annual Administration Report.
Steno-Typist	1 Post Vacant
Clerk	Vacant
Clerk	Ms. Pooja
	Maintaining day to day Diary dispatch and Online file movement.
Clerk	Vacant
DEO	Meenakshi (Attached with 4HG-2 & 2HG-2)

Home-III Branch	
Link Officer Home-IV	
	Sh. Raman Kaushik
June 24, 2024	Superintendent 9876 036 929
1HG-III	Virender Kumar
1	Extension of Area of Arms licences NPB Arm License of Distt. namely: Mahindergarh, Gurugram, Nuh (Mewat), Rewari, Jhajjar, Palwal, Jind, Karnal, Ambala, Kurukshetra, Yamuna Nagar, Sirsa, Hisar, Fatehabad, Bhiwani, Charkhidadri (16).
2	Working of Arms License through Saral Portal
3	Entry of NPB license in register.
4	NPB Arm Act policy matters.
5	Matters related to Database.
6	Court cases related to Arm License of concerned districts.
7	Right to service.
8	Miscellaneous
2HG-III	Nikita Yadav
1	All matters relate to Home Guards Department including establishment of Class-I & II officer of Home Guards Department State/District Police Complaint Authority.
2	Standing orders of Department.
3	All matter related to State/District Police Complaint Authority.
3HG-III	Sandeep Kumar


1	Extension of areas of NPB Arm Licence of Distt. Namely: Rohtak, Panipat, Panchkula Sonipat, Faridabad and Kaithal.
2	All matters relating of medical reimbursement and medical advance of the Police Department.
4HG-III	Kuljeet Singh
1	Grant of Form VIII, VIII-A, IX, IX-A, XI & XII to arms dealer and renewal.
2	All matter related to shifting of Headquarters.
3	All matter relating to PB Arms License including policy matters of PB Arms.
4	All cases of Arms & Ammunitions list & fees matter.
5	GPF of IPS Officers
6	MACT claims etc.
7	All matters relating to Ex-Gratia policy/monthly financial assistance.
8	Conversion of License No. 11, 12, 13 and 14 in composite dealer license under Arms Rules, 2016.
Clerk	1 Post Vacant
Steno-Typist	1 Post Vacant
Clerk	Aman Sharma
1	Maintaining daily Diary dispatch through CFMS.
DEO	Reena
1	Type work of Branch

Home-IV, Branch	
Link Officer Home-III	
	Sh. Dilbag Singh
January 16, 2023	Superintendent 9878 735 376
1HG-IV	Amit Kumar
1	All Court Cases of Non-gazetted staff of Police Department
2	Court Cases that are not covered under the distribution of other branches of the Home Department.
3	COCP non-gazetted staff.
2HG-IV	Sandeep Kumar
1	All references received from National Human Rights Commission relating to Home Department.
2	All matters related to Haryana Human Rights Commission.
3HG-IV	Vacant
4HG-IV	Kuldeep Kaur
1	All Criminal High Court Cases related to Police Department.
2	TATA/POTA cases
3	Reference received from Women Commission.
4	Animal Cruelty Act, 1960.
5	POSCO Act
Clerk	Sonia Devi
	Maintaining day to day Diary dispatch and Online file movement.
DEO	Vacant
Steno-Typist	1 Post Vacant
Clerk	Beena Devi


Minority Cell, Home

	Sh. Gopi Singh Negi
December 3, 2024	Research Officer 9815 402 555
MC-I	Davinder Kumar
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 on minorities.
5	Meetings and follow up action on the recommendations of the 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 Questions on atrocities against Minorities and communal Harmony and peace.
MC-2	Vinay Sharma
1	Monthly report to the GOI, MHA- relating to communal writings, speeches, Slogan etc.
2	Monthly report to the GOI, MHA- relating to various aspects of Communal riots/incidents.
3	Monthly report to the GOI, MHA- relating to prevention and control of communal riots as given in points No. 13,14 & 15 of the PMs New 15-point programme.
4	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.
5	Quarterly progress report to the GOI, MHA-on the action taken under the Religious Institutions, (Prevention of Misuse) Act, 1988.
6	Quarterly progress report to the GOI, MHA- regarding the action taken under the places of

	worship (Special Provision) Act, 1991 (No. 41 of 1991).
7	Quarterly progress report to the GOI, MHA-made in the implementation of revised guidelines on communal harmony (RCH) 2008.
8	Quarterly progress report to the Administrative Reforms Department regarding disposal of pending cases.
9	Half-yearly report on the implementation of Sachar committee report involving the posting of Muslim police personnel in Thanas in the Muslim concentration areas.
10	Rajya Sabha Questions on atrocities against Minorities and communal Harmony and peace.
Steno-Typist	1 Post Vacant
Clerk	1 Post Vacant

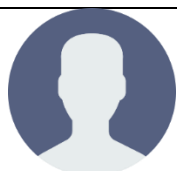
Home Confidential Branch	
Link Officer Passport Branch	
	Sh. Ajay Kumar
January 15, 2024	Superintendent 9888 174 675
1HC	Rajesh Kumar
1	All references relating to VVIPs/VIPs Security such as President. Vice President, Prime Minister, Governor, Chief Minister, Central Ministers, State ministers, Chief Justice of Supreme Courts, Judges, Chief Justice High Court, High Court Judges etc.
2	All matters on law and order such as a 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.
8	All Court cases regarding security.
2HC	Kedar Singh
1	Northern Zonal Council meeting.
2	DC's/SP's conference and other meetings concerning Home Department including all references of floods etc.
3	All references regarding NSA/COFEPOSA/NDPS.
4	Periodical Report.
5	Civil-Military Liaison Conference.
6	Monthly Fortnightly Reports.
7	Law & Order problem during the election of Vidhan Sabha & Parliament.

10	Private security Agencies & Disaster & Crises Management, Centre-State Relation Commission.
3HC	Vikas Kumar
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	Fire Crackers
5	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. Dealing of Gambling & Smuggling cases also deal.
4HC	Arjun
	Maintaining day to day Diary dispatch and Online file movement.
Steno-Typist	2 Post Vacant
Clerk	Reenu

Passport Branch	
Link Officer Home C Branch	
	Sh. Shiv Darshan
April 20, 2022	Superintendent 9780 616 195
1-PE	Mainpal
1	Extension/re-extension or visa to the foreigner.
2	Deal with the matters relating to visas for fixed by the Govt. of India from time to time.
3	Departing 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).
10	Replying to Lok Sabha, Rajya Sabha Starred, Unstarred question on the matter relating to the Foreign Nationals.
2-PE	Raj Kumar
1	The 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 another 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 passports have been impounded/revoked/ lost.
8	Work relating to verification of National status and other particulars of the persons going abroad entrusted by India Embassy in abroad.
9	Work relating to making payments to the heirs in India of deceased Indian Nationals settled/working in foreign countries.
10	RTI matters regarding Non-Resident Indians (NRIs) & Verification of Identity and National Status.
3-PE	Nishant Jain
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 nationals staying in the State of Haryana.
Clerk	Reeta Rani
Daftri	Vacant
Steno-Typist	1 Post Vacant
Clerk	Pritam
	Maintaining day to day Diary dispatch and Online file movement.

IT Cell Home Department




Ms. Ravita Ahlawat

June 24, 2024

**Superintendent
8699 821 830**

1	Writing of PARs of IPS Officers through online sparrow portal.
2	Fill the PAR's/ACR's of IPS officers online on the SPARROW portal.
3	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/HPS officers.
4	Management and maintain the Home Deptt. Web portal and upload all the Orders, Notifications, Policies, Acts which relates to Home Deptt.
5	Scan All the ACR files of the IPS officer for keeping the digitalization of the records.
6	Deal all the works, which is related to Information & Technology of Home Deptt.
7	Develop the software for Digitalization of the records of officer officers/officials, which is related to Home & Administration of Justice Department.
8	Manage the Data of employees (i.e., officers/officials) in the software, who is working in the Home & Administration of Justice Department.
9	Manage the Network/Internet connectivity of the Home & Administration of Justice Department with the coordination of National Informatics Centre, Haryana.
10	Matters related to Cyber Crime/Cyber Security.
11	Haryana Vidhan Sabha Starred /Un-Starred Questions, Petitions queries and Calling Attention Motion related to Home Deptt (Police/CID).

13	Lok Sabha/Rajya Sabha Starred /Un-Starred Questions, Petitions queries and Calling Attention Motion related to Home Deptt (Police/CID).
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Add. Secretary Home-II (Sh. Mani Ram Sharma, IAS)	
Jail & Judicial- I Branch	
	Sh. Surender Kumar
January 16, 2023	Superintendent 9876 226 274
1 JJ-I	Surender Kumar
1	All works of ADA establishment.
2	Budget & Purchase and other works related to the budget of the Prosecution Department
2 JJ-I	Yogender Singh
1	All works of DA's or DDA's establishment
2	Establishment of D.P. office
3	Administrative Report of D.P.
3 JJ-I	Mangal Singh
1	All matters of religious places (WAKF)
2	SLP in Supreme Court related to JJ-1 branch.
3	The sanction for the defence of the cases related to JJ-1 branch.
4	Amendment of moveable, immovable property Act.
5	Issuance of notification regarding delegation of powers of Duty Magistrate.
6	Appointment of Notary Public in the State.
7	Notifications of field firing Ranges/Acquiring land for field firing ranges/defence.

8	Appointments of the arbitrator in land acquisition of land for military purposes.
4 JJ-I	Satyawan
1	Legal Aid to poor, scheme and all references from Member Secretary, HSLSA/Society.
2	Conferment of powers of Executives Magistrates.
3	Miscellaneous.
5 JJ-I	Amit Kumar
1	Engagement of Law Officer i.e., Sr. Additional Advocate General, Additional Advocate General, Sr. DAG, DAG, AAG.
2	The 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.
6	Fee Bill of empanelled Advocates.
Clerk	Jaspreet Singh
	Maintaining day to day Diary dispatch and Online file movement.
DEO	Kiran Saini (Attached with Superintendent)
Steno-Typist	1 Post Vacant
Clerk	2 Post Vacant

Jail & Judicial- II Branch Link Officer



Sh. Trilok Chand

January 09, 2024

**Superintendent
6283 088 890**

1 JJ-II

Rekha Rani

1

Premature release cases of convicts and all references relating thereto.

2

Mercy petitions, pardon cases under article 161 of the Constitution of India and all references relating to thereto.

3

Cases relating to the State Level Committee for premature release of the lifter.

4

Conditions of detention under all preventing detention Act (Misc. of APOs-Black marketing, MSA etc.) and all references.

5

All references 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

The matter relating to the Detenues.

12

Escape/hunger strike of prisoners in Jails Amendment in Act/ Rules in Jails Department/ Jails Manual.

2 JJ-II

Inderjeet Kumar

1

Opening of new court and references thereto.

2

All references of Govt. of India relating to the 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	The matter relating to the facilities to Judicial Officers including allotment of private accommodation and vehicles.
7	Matters relating to the non-gazetted employees of subordinate Courts.
3 JJ-II	Amit
1	All matters relating to the establishment of the entire Jails Department.
2	Assembly/ Lok Sabha/ Rajya Sabha Question relating to his seat only.
3	Matters relating to the non-official visitors.
4	Amendment in Acts. Service Rules in Jails Department/ Jails Manual regarding all establishment.
4 JJ-II	Ram Kumar
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 changes.
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 the Jails Department.
9	Up-gradation of jails.
5 JJ-II	Vacant
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	1 Post Vacant


DEO	1 Post Vacant
Steno-Typist	1 Post Vacant
Clerk	Sangita
	Maintaining day to day Diary dispatch and Online file movement.

Press Branch	
	Vacant
	Superintendent
1T	Vacant
1	Preparation of annual list of Newspapers.
3	Preparation of FIR report and information regarding tone Policy to DPR.
4	Preparation of defective in print reports.
5	Examination of objectionable material.
3T	Vacant
1	Examination of Newspapers and periodicals Published from Haryana starting with alphabets from A to L.
2	Maintenance of Newspapers registers (alphabets from A to Z).
3	Issuing of reminders for the 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 Z.
4	Preparation of FIR of Newspapers (alphabets from A to L)
5	Preparation of defective in print reports (alphabets from A to Z).
6	Newspaper information i.e., tone policy and regularity for supplying to other departments and DPR for advertisement (alphabets from A to Z).
7	Preparation of quarterly statement regarding starting & ceasing of publications of

	newspapers/periodicals from Haryana (alphabets from to A to Z).
8	Examination of Amar Ujala, Times of India, Dainik Bhaskar, Indian Express.
4T	Vacant
1	Examination of Newspapers 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 the 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	Newspaper information i.e., Tone Policy and regularity for supplying to other departments 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 to M to Z).
8	Examination of Hindustan Times, Hari Bhoomi, The Tribune, and Punjab Kesari.
1 PB	Harnek Singh
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.

2 PB	Vacant
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 months 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 purposes.
7	printing of Performa/registers etc. From the printing press.
8	Disposal of old newspapers and periodicals through storekeeper.
Steno-Typist	1 Post Vacant
	All types of work of Press branch in Hindi & English.
Clerk	Sarojini Devi
1	Diary.
2	Dispatch of the branch & Misc. work
DEO	Vacant

Gurudwara Election Branch Link Officer

	Sh. Ajay Kumar
March 29, 2023	Superintendent 9306 028 144
1-GE	Suresh Kumar
1	Election work, purchase/procurement of Election material, Stationery etc. and general type of work of the Commission, Printing/supply of constituencies.
2	all types of Court cases of Gurudwara Election.
3	All types of RTI cases.
2-GE	Siya Ram
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.
3-GE	Vinod Kumar
1	All matters regarding Haryana Sikh Gurdwara (Management) Committee and all court cases Haryana Sikh Gurdwara (Management) committee.
2	All matters of Gathas for visiting Gurdwaras in Pakistan.
3	All matters of Government of India.
Clerk	1 Post Vacant
DEO	Daya Chand Sharma
DEO	Laxmi Sharma