

Urgent  
RTI ACT, 2005

From

First Appellate Authority-cum-Deputy Secretary, o/o  
Addl. Chief Secretary to Government Haryana, Public  
Health Engineering Department.

To

Engineer-in-Chief,  
Public Health Engineering Department, Haryana,  
Panchkula

Memo No.11/1/2015-PH-4  
Dated Chandigarh, the 27<sup>th</sup> May, 2016

Subject:-

Regarding upload the information of RTI Act, 2005 on the website of Public Health  
Department.

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Reference on the subject noted above.

You are requested to upload the enclosed information of Right to information  
Act, 2005 on the website of the department.

Sd/-

First Appellate Authority-cum-Deputy Secretary, o/o  
Addl. Chief Secretary to Government Haryana, Public  
Health Engineering Department

## **PUBLIC HEALTH ENGINEERING DEPARTMENT**

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As per requirements of circular No. 5/4/2002-1AR dated 30.07.2005 from the Financial Commissioner and Principal Secretary to Govt. of Haryana, Administrative Reforms Department, the following information is furnished under the Right to Information Act, 2005:-

1. The particular functions and duties of the Department are as under:-

Additional Chief Secretary to Govt. Haryana is the Head as well as Administrative Secretary of Public Health Engineering Department for his assistance there is one Special Secretary, One Under Secretary, One Superintendent and other Non-Gazetted staff. There is one Head Office/field Offices are under the control of this department.

### **FUNCTION AND DUTIES**

#### **LIST OF THE TYPE OF CASES WHICH ARE TO BE FINALLY DISPOSED OFF BY THE ADDITIONAL CHIEF SECRETARY TO GOVERNMENT HARYANA, PUBLIC HEALTH ENGINEERING DEPARTMENT.**

1. All appeals by the Non-Gazetted Staff of the Department against the order of the EIC as per rule.
2. Cases relating to the H-Superintending Engineer Class-I in respect of casual leave, earned leave for 30 days or less except that in the case of Engineer-in-Chief, Public Health all concerned leaves, or any other leaves will only be sanctioned by the Minister.
3. Representation against adverse remarks made by Class-II officers.
4. Sanctioning of tour programme /casual leave to Engineer-in-Chief, Public Health Engineering Department.
5. Cases relating to recommendation of estimates committee where the orders of Minister are not required under the rules.
6. Oral examination by the PAC and the estimates committee or any other committee of the legislature except cases where he delegated this work to Deputy Secretary/Joint Secretary.
7. Sanction of Purchase & Scale of immovable property by the Gazetted Officer.
8. Cases regarding budget estimates/supplementary estimates.
9. Matters involving loss of Government Stores of money upto Rs. 5000/-.
10. Sanction to attendance by Class-I officers in conferences seminars, training courses etc. where the same is /are held either in Haryana (or at Chandigarh.) or at Delhi and does not involve absence of more than 10 days from the headquarters and which the Engineer-in-Chief has recommended sanction.
11. Review of the meetings of the department.
12. Waiving of Departmental charges.
13. Initiating confidential reports of Engineer-in-Chief, Public Health Engineering Department and recording of remarks on the ACRs of Chief Engineers and Superintending Engineers.

14. Matters regarding such leave cases of Class-I and Class-II officers which are referred to Government by the Engineer-in-Chief, Public Health Engineering Department.
  15. Cases of TA beyond 30 days to class-II officers.
  16. Cases of Class-I and II officers relating to completion and extension of probationary period.
  17. Cases not involving any major change in policy.
- (c) Sanctioning of reimbursements of Medical and Advances from G.P. Fund and time barred cases of class-I officers.
- (d) Exercising of quasi-judicial powers of appeals and revision vested in the State Government under various Acts / Service Rules.

**NOTE:** Additional Chief Secretary to Government Haryana, Public Health Engineering Department may submit to the Minister any case which he/she considers important enough for submission to him.

**LIST OF CASES TO BE DISPOSED OFF BY THE SPECIAL SECRETARY/JOINT SECRETARY TO GOVERNMENT, HARYANA PUBLIC HEALTH ENGINEERING DEPARTMENT.**

1. Sanctioning of remuneration of Group-B officers.
2. Leave cases of Group-B officers.
3. Investigation of time barred claims (gazetted estt.).
4. All cases (Gazetted) relating to GP fund advance covered under rules.
5. All cases (Gazetted) relating to Medical re-imburement covered under Rules.
6. All complaints against all category of officers/officials received through sources other than Ministers/MPs/MLAs.
7. Disposal of individual, representation of Group-C and D employees.
8. Forwarding of applications of non-gazetted officials for various posts outside Haryana State.
9. Approving terms and conditions of deputations which are in accordance with Government Rules and instructions.
10. Pay fixation of officers which is done on the advice of Finance Department
11. Settlement of audit objections
12. POL Coupons cases
13. Hiring of and purchase of furniture and type writers/continuation of hire of office accommodation under the provisions of rules or with the advice of Finance Department
14. All cases of routine nature which require back references seeking clarifications information etc.

15. All cases of routine nature which have not been included in the list of cases to be disposed off by the Chief Minister/Commissioner & Secretary to Government Haryana Public Health Engg. Department
16. All cases relating to grant of LTC to Group A & B Officers.
17. Grant of NOC for preparation of passport to all categories of employees.
18. Tour programme of Branch Members
19. Sanction of casual leave of Under Secretary/Deputy Secretary
20. Permission of Higher Studies to all categories of employees.
21. Financial matters involving relaxation in rule/instructions to be referred to Finance Department/Health Department.

**LIST OF CASES TO BE DISPOSED OFF BY THE DEPUTY SECRETARY/UNDER SECRETARY TO GOVERNMENT HARYANA, PUBLIC HEALTH ENGINEERING DEPARTMENT**

1. Investigation of time barred claims (non-gazetted establishment)
2. Issue of notification/sanctions where the subject matter has been approved.
3. All cases (non-gazetted) relating to medical re-imburement covered under the rules
4. All cases (non-gazetted) relating to GP fund advance covered under the rules.
5. Installation of telephones in case of entitled categories/officers/officials.
6. Sanction of remuneration of Group-C & D employees.
7. Filling of written reply/statement in the Court on behalf of Government.
8. Calling comments on the reply to the charge-sheet/SCN/ representation by Group A & B Officers.
9. Distribution of works amongst the Branch members with the approval of Special Secretary/Joint Secretary Public Health Engineering Department.
10. Defence sanction of Court cases.
11. Sanction of C/L of Deputy Superintendent/Superintendent.

**LIST OF CASES TO BE DISPOSED OFF BY THE SUPERINTENDENT, PUBLIC HEALTH ENGINEERING BRANCH**

1. Issue of reminder
2. Filling of interim reply
3. Sanction of casual leave of Branch members.
4. To mark the case in the absence of dealing assistant to other assistant of the branch.
5. Miscellaneous.

**NAME DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER**

<b>Sr. No.</b>	<b>Name &amp; Designation of the officer</b>	<b>Designation</b>	<b>Telephone No. (Office)</b>	<b>Telephone No. (Residence)</b>
1.	Superintendent, Public Health Engineering	State Public Information Officer	2713772 2713776 Ext. No.410	

**NAME DESIGNATION AND OTHER PARTICULARS OF THE 1<sup>st</sup> APPELLATE AUTHORITY**

<b>Sr. No.</b>	<b>Name &amp; Designation of the officer</b>	<b>Designation</b>	<b>Telephone No. (Office)</b>	<b>Telephone No. (Residence)</b>
1.	Under Secretary/Dy. Secretary, Public Health Engineering Department	First Appellate Authority	2713772 2713776 Ext. No.280,333	

**OFFICIAL OF PUBLIC HEALTH ENGINEERING BRANCH**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Telephone No.</b>
1.	Sh. Mahinder Singh, Assistant	2713772 2713776 Ext. No.410
2.	Sh. Krishan Kumar Gill, Assistant	2713772 2713776 Ext. No.410
3.	Sh. Jai Bhagwan, Assistant	2713772 2713776 Ext. No.410
4.	Sh. Ram Phal, Assistant	2713772 2713776 Ext. No.410
5.	Smt. Mamta Rani, Assistant	2713772 2713776 Ext. No.410

6.	Smt. Asha Rani, JSS	2713772 2713776 Ext. No.410
7.	Clerk	Vacant
8.	Smt. Socha, Peon	2713772 2713776 Ext. No.410

**OFFICERS/OFFICIAL OF PUBLIC HEALTH ENGINEERING BRANCH**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Pay Scale</b>
1.	Sh.Narinder Ahuja, Under Secretary / Dy. Secretary	Rs. 15600+GP 6000
2.	Sh. Randhir Malik, Superintendent	Rs. 9300+ GP 4800
3.	Sh.Mahinder Singh, Assistatn	Rs. 9300+ GP 4000
4.	Sh. Jai Bhagwan, Assistant	Rs. 9300+ GP 4000
5.	Sh. Ram Phal, Assistant	Rs. 9300+ GP 4000
6.	Smt. Mamta Rani, Assistant	Rs. 9300+ GP 4000
7.	Sh.Krishan Kumar Gill, Assistatn	Rs. 9300+ GP 4000
8.	Smt. Asha Rani, JSS	Rs. 5200+GP 2400
9.	Clerk	Vacant
10.	Smt.Socha, Peon	4440+GP 1300

**PUBLIC HEALTH ENGINEERING DEPARTMENT  
(RIGHT TO INFORMATION ACT, 2005 )**

Under the provision of clause 4 (1) (b) (16), the names designation and other particulars of the 1<sup>st</sup> appellate Authority, State Public Information Officers, designated as under:-

1. 1<sup>st</sup> appellate authority at Secretariat level has been appointed vide Government order endst.No.23/21/2005-PH(4) dated 27.2.2009 .

Designated Under Secretary to Government Haryana, Public Health Engineering Department, Chandigarh

Official Address o/o Additional Chief Secretary to Government Haryana, Public Health Engineering Department Mini Secretariat Sector-17, Chandigarh.

Phone No. Office- 0172-2714033-Extn. 280

2. State Public Information Officer at Secretariat level has been appointed vide Government order endst.No.23/21/2005-PH(4) dated 26.2.2009.

Designated Superintendent (Public Health) at Secretariat level Public Health Engineering Department, Chandigarh.

Official Address o/o Additional Chief Secretary to Government Haryana, Public Health Engineering Department Mini Secretariat Sector-17, Chandigarh

Phone No. Office-0172-2714033-Extn. 410

1. 1<sup>st</sup> appellate authority for entire department/Organisation at the Head Quarter only has been appointed vide this office order endst.No.8643-45 dated 30.01.2017.

Designated Chief Engineer (Project)

Official Address o/o Engineer-in-Chief, Haryana, Public Health Engineering Department, Bays No.13-20, Sector-4, Panchkula,.

Phone No. Office-0172-2560270

2. State Public Information Officer for entire department/Organization at the Head Quarter has been appointed vide this office order endst.No.64215-290 dated 12.07.2017.

Designated Superintending Engineer (Mech.), Head Office.

Official Address o/o Engineer-in-Chief, Haryana, Public Health Engineering Department, Bays No.13-18, Sector-4, Panchkula,.

Phone No. Office- 0172-2590582

3. 1<sup>st</sup> appellate authority of entire department/Organisation at the Field Level has been appointed vide this office order endst.No.8643-45 dated 30.01.2017.

Designated: Superintending Engineer (for their respective Circles)

4. Public Information Officer and Assistant Public Information Officers at District level and Sub District level have been appointed vide this office order endst.No.8724-98 dated 30.01.2017.



4.1 b(i) The particulars of the Organization, functions & duties:-

The organization chart is available on the website of department. the functions and duties of department are as under:-

- (i) Drinking Water Supply facilities in rural as well as in urban areas.
- (ii) Water Supply, storm water and Sewerage in Urban areas.
- (iii) Estate water supply and Sewerage facilities in Govt. buildings.

4(1)(b)(ii) The powers and duties of the officers and employees

1. Power of officers as per Finance Department Notification dated 20.02.2008 which is available on the website of department.
2. Duties – as per Haryana PWD Code which is available on the website of department.

4(1)(b)(iii) The procedure following in the decision making process including channels of supervision and accountability

The decisions are taken strictly in accordance with the policies framed by the Government of Haryana and Rules & Regulations on the subject. The dealing hand deals the case and submits to the Dy. Superintendent/Superintendent/Registrar. After scrutiny, he sends the case to his superior i.e. SDE/EE/SE/CE and after examining the case is sent to Engineer-in-Chief for final approval.

4(1)(b)(iv) The norms set by the Department for the discharge of its functions

The cases are dealt within the prescribed period and according to the rules, regulations, and instructions of the Haryana Government issued from time to time.

4(1)(b)(v) The rules, regulations, instructions, manuals & Records held by the department or under its control or used by its employees for discharging its functions:-

(i).The functions of the department are discharged keeping in view the following rules, regulations and instructions are available on the website of department:-

- i. Service Rules of Class-I Engineer.
- ii. Service Rules of Class-II Engineer.
- iii. Service Rules of Chemist (Group-B).
- iv. Service Rules of Superintendent (Group-B) Head Office.
- v. Service Rules of Superintendent (Group-B) Field Office.
- vi. Service Rules of Hydrologist and Geophysist (Group-B)
- vii. Service Rules of Group-C (Ministerial) Head Office.
- viii. Service Rules of Group-C (Ministerial) Field Office.
- ix. Service Rules of Group-C (Stenographer) Head Office.
- x. Service Rules of Group-C (Stenographer) Field Office.
- xi. Service Rules of Group-C (Drawing).

- xii. Service Rules of Group-C (Junior Engineer).
- xiii. Service Rules of Group-C (Regular Mech. Estt.).
- xiv. Circle Cadre Mechanical 1995 (Group-D) Service Rules, 1995
- xv. PWD Code.
- xvi. Manual of Orders.
- xvii. Compendium of instructions.

4(1)(b)(vi) A statement of the categories of documents that are held by it or under its control:-

- i. Personal files
- ii. Service Books
- iii. Annual Confidential Reports.
- iv. Cash Book/ledger Books

Besides, other records required to be maintained in the department are also maintained accordingly.

4(1) (b) (vii) The particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or administration thereof.

Since Public Health Engineering Department Haryana is basically a service department which caters to the needs of all public of rural/urban and Government building works regarding drinking water supply, sewerage facilities and no members of public have been appointed as consultant in relation to the formulation of its policy or administration thereof. However officers of the other departments are consulted when and where required.

4(1)(b)(viii) A statement of the Boards, councils, committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committee and other bodies are open to the public, or the minutes such meeting are accessible for public.

No such Committee / Board exists in the department.

4(1)(b)(ix) The directory of its officers and employees

Address and telephone number of the officers of the department is available on the website of department.

4(1)(b)(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:-

The officer/officials of the Administrative department are paid as per pay scales mentioned below:-

1.	Additional Chief Secretary to Govt. Haryana Public Health Engineering department	1	Rs.67000-79000
2.	Under Secretary to Government Haryana Public Health Engineering Department	1	Rs.15600-39100+6000
3.	Superintendent (Public Health)	1	Rs.9300-34800+4800
4.	Secretary	1	Rs.15600-39100+6000
5.	Personal Assistant	2	Rs.9300-34800+4200
6.	Assistant	5	Rs.9300-34800+3600
7.	Clerks	3	Rs.5200-20200+1900
8.	Peon	1	Rs.4440-7440+1300

The officers of the Public Health Engineering Department Haryana (Directorate) are paid as per pay scales mentioned below:-

1.	Engineer-in-Chief.	1	Rs.67000-79000
2.	Chief Engineer.	3	Rs.37400-67000+10000
3.	Superintending Engineer	5	Rs.37400-67000+8700
4.	Executive Engineer	10	Rs.15600-39100+6000
5.	Assistant Engineer	6	Rs.15600-39100+5400
6.	C.A.O.	1	Rs.15600-39100+6000
7.	Registrar	1	Rs.9300-34800+4200
8.	Superintendent	5	Rs.9300-34800+4200
9.	Pvt. Secretary	1	Rs.9300-34800+4200 (Spl.pay 200)
10.	A.D.A.	1	Rs.9300-34800+4200 (Spl.pay 200)

The officials of Public Health Engineering Department Haryana are paid as per pay scales mentioned below:-

1.	Dy. Superintendent	5	Rs.9300-34800+4000
2.	Assistant	38	Rs.9300-34800+3600
3.	Stenographer	2	Rs.9300-34800+3600
4.	P.As.	3	Rs.9300-34800+4000 (Spl.pay 150)
5.	Junior Engineer	2	Rs.9300-34800+4000

6.	Steno Typist	5	Rs.5200-20200+1900 (Spl.pay 100)
7.	Clerk	41	Rs.5200-20200+1900
8.	Driver	9	Rs.5200-20200+2400
9.	Peon	28	Rs.4440-7440+1300
10.	J/Peon	3	Rs.4440-7440+1650
11.	Daftri	1	Rs.4440-7440+1650
12.	Statistical Assistant	1	Rs.9300-34800+3200
13.	Ferro Printer.	2	Rs.5200-20200+1900
14.	Circle Head Draftsman	4	Rs.9300-34800+4000
15.	Head Draftsman	12	Rs.9300-34800+4000
16.	Assistant Draftsman	10	Rs.9300-34800+3600

4(1)(b)(xi) The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports on disbursements made:-

The department is dealing in development works of Public Health Engineering. However, budgets provisions for various works are available on the website of the department.

4(1)(b) (xii) The manner or execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

In the department there is no such programmes for subsidy

4(1)(b) (xiii) Particulars of recipients of concessions, permits or authorization granted by it.

No concessions and permits granted by the Department.

4(1)(b) (xiv) Details in respect of the information, available to or held by it reduced in an electronic form.

Information is available on the website of department.

4(1) (b) (xv) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

No facility of library or reading room is available in the department to the citizens for obtaining information. However any citizen may obtain the requisite information from the State Public Information Officer/Public Information Officers/Assistant Public Information Officers appointed in the department as the case may be during the working hours.

4(1)(b) (xvi) Designations and other particulars of the Public Information Officers.

The designation and other particulars of State Public Information Officers/Public Information Officers/Assistant Public Information Officers of this department are available on the website of department.

4(1)(b)(xvii) Such other information as may be prescribed and thereafter update these publications every year.

The prescribed information will be updated from time to time.

4(1)(c) Public all relevant facts while formulating important policies or announcing the decision which affect public;

All the policies announced by the Govt. are available on the website of department.

4(1)(d) Provide reasons for its administrative or quasi-judicial decisions to affected persons.  
Exercising of quasi-judicial powers of appeals and revision vested in the State Government under various Acts/ Service Rules.

HARYANA GOVERNMENT  
PUBLIC HEALTH ENGINEERING DEPARTMENT

ORDER

In supersession of this office order dated 24.10.2005 issued vide endorsement No. 23/21/2005-PH-4 dated 28.10.2005. the Superintendent, Public Health Engineering Branch of the Haryana Civil a Secretariat is hereby designated as the State Public Information Officer (SPIO) under Section 5(1) of the Right To Information Act, 2005 (Act No. 22 of 2005) to provide information to persons requesting for the information under this Act pertaining to the Public Health Engineering Department at the Secretariat level.

Place: Chandigarh  
Dated: 26.2.2009

**(Roshan Lal)**  
Commissioner & Secretary to Govt. Haryana  
Public Health Engineering Department

Endst No. 23/21/2005-PH-4

Dated 26.2.2009

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

1. Chief Information Commissioner, State Information Commission Haryana, S.C.O. 70-71, Sector 8-C, Chandigarh.
2. Chief Secretary to Govt. Haryana, Chandigarh.
3. Financial Commissioner and Principal Secretary to Govt., Haryana, Administrative Reforms Department, Chandigarh
4. Engineer-in-Chief, Public Health Engineering Department Haryana, Panchkula.

Sd/-  
**Under Secretary (PHE)**  
Commissioner & Secretary to Govt. Haryana  
Public Health Engineering Department

HARYANA GOVERNMENT  
PUBLIC HEALTH ENGINEERING DEPARTMENT

ORDER

In supersession of this office order dated 20.3.2006 issued vide endorsement No. 23/21/2005-PH-4 dated 24/27.3.2006. the Under Secretary to Govt. Haryana, Public Health Engineering Department is hereby designated as the First Appellate Authority in terms of Section 19(1) of the Right To Information Act, 2005 (Act No. 22 of 2005) for the purpose of appeal if any person does not receive a decision within the time specified in Sub-Section (1) or clause (a) of Sub-Section (3) of Section 7 or is aggrieved by a decision of the State Public Information Officer (SPIO) under this Act.

Place: Chandigarh  
Dated: 27.2.2009

**(Roshan Lal)**  
Commissioner & Secretary to Govt. Haryana  
Public Health Engineering Department

Endst No. 23/21/2005-PH-4

Dated 27.2.2009

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

1. Chief Information Commissioner, State Information Commission Haryana, S.C.O. 70-71, Sector 8-C, Chandigarh.
2. Chief Secretary to Govt. Haryana, Chandigarh.
3. Financial Commissioner and Principal Secretary to Govt., Haryana, Administrative Reforms Department, Chandigarh
4. Engineer-in-Chief, Public Health Engineering Department Haryana, Panchkula.

Sd/-  
**Superintendent (PHE)**  
Commissioner & Secretary to Govt. Haryana  
Public Health Engineering Department



**PUBLIC HEALTH DEPARTMENT**

**STANDING ORDER**

In pursuance of rule 18 and 19 of the Rules of Business of the Governor of Haryana, 1977, it is hereby directed that work relating to Public Health department in Public Health Branch under the Administrative Control of the Commissioner & Secretary to Government, Haryana, PWD Public Health Department shall be disposed off as indicated in the attached annexure 1 to V.

In case of my absence from Chandigarh, the Commissioner & Secretary to Government, Haryana, PWD Public Health Department, in the absence from Chandigarh of the Commissioner & Secretary to Government, Haryana, PWD Public Health Department, the Joint Secretary, Public Health may dispose case of extreme urgency, which is otherwise to be submitted to me for information and such orders as may be deemed fit.

No order will be open to question in representations, enquiries of courts, only because of the relevant file not having received the approval of the prescribed authority under these delegation orders.

Dated Chandigarh  
30th May 2005

RANDEEP SINGH SURJEWALA  
PUBLIC HEALTH MINISTER, HARYANA

Endst. No. 22/23/2005-PH-4 dated Chandigarh the 30-5-2005

A copy alongwith a copy of Annexure 1 to V is forwarded to the: -

1. Secretary to Governor Haryana
2. Chief Secretary to Government, Haryana (in Cabinet Branch)
3. Principal Secretary to the Chief Minister Haryana
4. OSD-I/CM Haryana Chandigarh
5. Secy./Chief Minister Haryana Chandigarh.
6. PS/CPH.
7. P.A/Joint Secretary Public Health
8. P.A/Deputy Secretary Public Health.

Sd/-  
Deputy Secretary Public Health  
For Commissioner & Secretary Government  
Haryana Public Health Department

## ANNEXURE-1

### LIST OF THE TYPE OF THE CASES PERTAINING TO THE PUBLIC HEALTH ENGG. DEPARTMENT WHICH ARE TO BE SUBMITTED FOR ORDER TO THE MINISTER-IN-CHARGE

#### 1. LEGISLATIVE MATTERS

- I) All matters pertaining to Vidhan Sabha questions, resolutions and motions.
- II) Such replies of assurances, promises made by the Minister on the floor of the House which are not based on decision already taken by government or which do not give merely factual information.
- III) Replies of such questions tabled in Lok Sabha and Rajya Sabha, where information is to be given is not merely and wholly factual.
- IV) All legislative measures including framing of Acts, Rules there under or any amendment therein and all preparation of draft bills, issuing of ordinance and conversion of ordinances and President Acts into the State.
- V) All cases relating to PAC.

#### 2. ADMINISTRATIVE MATTERS

- I) Framing of Acts, Amendments and service rules of gazetted and non-gazetted officials.
- II) All matters pertaining to Engineer-in-Chief, Public Health Engineering excepting those relating to routine matters like approval of four programme casual leave etc.
- III) All cases relating to HSE Class-I Officers.
- IV) Annual confidential reports of Administrative Secretary, Engineer-in-Chief, PH/Chief Engineer PH and such other gazetted officers as is necessary in accordance with the Government instructions on the subjects.
- V) Creation of posts.
- VI) Institution or withdrawal of Civil or Criminal proceedings against gazetted officers and payment from the State revenue of damages in suits brought by or against gazetted officers.
- VII) References to Vigilance Department of all cases pertaining to gazetted officer.
- VIII) Representations against adverse remarks made by class-I and cases of pay fixation of class-I & Class-II officers.
- IX) All cases pertaining to disciplinary proceedings against class-I and class-II officers.

- X) Memorials submitted by the employees that are not withheld by the Administrative Secretary in case of Class-I and Class-II officers and in the case of class-III and IV staff by Engineer-in-Chief, PWD Public Health.
- XI) All cases of appointment / promotion, fixation of seniority, compulsory retirement, confirmation, suspension, reservation, disciplinary action, punishment, re-employment, extension in service, extensions of probationary period, cut in pension gratuity, refusal of LPR and award of commendatory letters of Gazetted officers.
- XII) Cases relating to postings and transfers of Gazetted Officers.
- XIII) All case required to be submitted to the Chief Minister vide rule 28 of the rules of Business of Haryana Government.
- XIV) Acquisition of land.
- XV) Claims of contractors.
- XVI) Purchase of tools and plants.
- XVII) Schedule of rates and contractor's tender.
- XVIII) Important cases to be referred to Finance Department and Legal Remembrancer.

### **3. FINANCIAL MATTER**

- i) Such cases of grant or withdrawal of special / personal pay to Gazetted Officers generally or to anyone particularly as are not otherwise covered by the Rules or Govt. instructions.
- ii) Reports of Public Accounts and Estimates Committee when ripe for final decision.
- iii) Proposals / Schemes involving new expenditure of Rs. 5.00 lacs (Rs. Five lacs) or above.
- iv) Matters involving loss of Govt. stores or money exceeding Rs. 5,000/- (Rs. Five Thousands).
- v) Financial Irregularities of serious nature.
- vi) Waving off any claim or recovery of substantial amount against an officer of Class-I or II.

### **4. GENERAL MATTERS**

- i). Any case not mentioned in this annexure which the Secretary may consider important enough for submission to the Minister or which the Minister may himself like to see.
- ii) All cases to be submitted to the Cabinet or to Chief Minister or to the Governor.
- iii) Important Plan Scheme.

- iv) Important and policy reference received from or made to the Government of India.
- v) Constitution of Advisory Committees / Boards.
- vi) Important cases involving question of policy or principle not expressly provided for anywhere in this annexure.
- vii) Communications from the Ministers of the Govt. of India and other important cases involving inter State Disputes.
- viii) Annual Administration Reports.
- ix) Delegation of powers to Engineer-in-Chief, Superintending Engineers and Executive Engineer.
- x) Cases regarding Private water connection from the water Supply Scheme.
- xi) Water supply schemes and Drainage and sewerage schemes.
- xii) Training of Gazetted Officers in India and Abroad as also deputation of Gazetted Officers to Central and other State Governments etc. except such training courses where necessary powers have been delegated to the Secretary and the Joint Secretary / Deputy Secretary vide Annexure-II and III respectively.

## ANNEXURE-II

### **LIST OF THE TYPE OF CASES WHICH ARE TO BE FINALLY DISPOSED OFF BY THE ADDITIONAL CHIEF SECRETARY TO GOVERNMENT HARYANA, PUBLIC HEALTH ENGG.DEPARTMENT.**

1. Cases relating to the H-SE Class-I in respect of casual leave, earned leave for 30 days or less except that in the case of Engineer-in-Chief, Public Health all concerned leaves, or any other leaves will only be sanctioned by the Minister.
2. Representation against adverse remarks made by class-II Officers.
3. Sanctioning of tour programme / casual leave to Engineer-in-Chief, Public Health.
4. cases relating to recommendation of estimates committee where the orders of the Minister are not required under the rules.
5. Oral examination by the PAC and the estimates committee or any other committee of the Legislatures except cases where he delegated this work to deputy Secretary / Joint Secretary.
6. Cases regarding budget estimates / supplementary estimates.
7. Matters involving loss of Government Stores of money upto Rs. 5000/-
8. Sanction to attendance by Class-I officers in conferences seminars, training courses etc. where the same is / are held either in Haryana (or at Chandigarh) or at Delhi and does not involve absence of more than 10 days from the head quarters and which the Engineer-in-Chief, has recommended sanction.
9. Review of the meetings of the department.
10. Waiving of Departmental charges.
11. Initiating confidential reports of EIC, Public Health and recording of remarks on the ACRs of Chief Engineers and Superintending Engineers.
12. Matters regarding such leave cases of Class-I and Class-II officers which are referred to Government by the Engineer-in-Chief, Public Health.
13. Cases of TA beyond 30 days to class-II officers.
14. Cases of Class-I and II Officers relating to completion and extension of probationary period.
15. Cases not involving any major change in policy.
16. Sanctioning of reimbursements of Medical and Advances from G.P Fund and time barred cases of class-I officers.

17. Exercising of quasi-judicial powers of appeals and revision vested in the State Government under various Acts / Service rules.

NOTE: The Secretary, Public Health Engineering Department may submit to the Minister any case which he / she considers important enough for submission to him.

### ANNEXURE-III

#### **LIST OF CASES TO BE DISPOSED OFF BY THE SPECIAL SECRETARY / JOINT SECRETARY TO GOVERNMENT, HARYANA, PUBLIC HEALTH DEPARTMENT.**

1. Sanctioning of remuneration of Group-B officers.
2. Leave cases of group-B officers.
3. Investigation of time barred claims (gazetted estt.)
4. All cases (Gazetted) relating to G.P fund advance covered under rules.
5. All cases (Gazetted) relating to Medical re-imburement covered under Rules.
6. All complaints against all category of officers / officials, received through sources other than Ministers / M.P.s/ M.L.As.
7. Disposal of individual, representation of Group-C and D employees.
8. Forwarding of applications of non-gazetted officials for various posts outside Haryana State.
  
9. Approving terms and conditions of deputations which are in accordance with Government Rules and instructions.
10. Pay fixation of officers which is done on the advice of Finance Department.
11. Settlement of audit objections.
12. P.O.L Coupons cases.
13. Hiring of and purchase of furniture and type writers / continuation of hire of office accommodation under the provision of rules or with the advice of Finance department.
14. All cases of routine nature which require back references seeking clarifications information etc.
15. All cases of routine nature which have not been included in the list of cases to be disposed off by the Chief Minister / Commissioner &
  
16. All cases relating to grant of LTC to Group A & B Officers.
17. Cases of N.O.C for preparation of passport to all categories of employees.
18. Tour programme of Branch Members.
19. Sanction of casual leave of Under Secretary / Deputy Secretary.
20. Permission of Higher studies to all categories of employees.
21. Financial matters involving relaxation in rules / instructions to be referred to Finance Department / Health Department.

**ANNEXURE-IV****LIST OF CASES TO BE DISPOSED OFF BY THE DEPEUTY SECRETARY  
/ UNDER SECRETARY TO GOVERNMENT HARYANA, PUBLIC  
HEALTH DEPARTMENT.**

1. Investigation of time barred claims (non-gazetted establishment).
2. Issue of notifications / sanctions where the subject matter has been approved.
3. All cases (non-gazetted) relating to medical re-imburement covered under the rules.
4. All cases (non-gazetted) relating to G.P fund advance covered under the rules.
5. Installation of telephones in case of entitled categories / officers / officials.
6. Sanction of remuneration of Group-C & D employees.
7. Filling of written reply / statement in the Court on behalf of Government.
8. Calling comments on the reply to the charge sheet/SCN/representation by Group A&B Officers.
  
9. Distribution of works amongst the Branch members with the approval of  
Special Secretary / Joint Secretary Public Health Department.
10. Defence sanction of Court cases.
11. Sanction of C/L of deputy Supdt. / Superintendent.



**ANNEXURE-V****LIST OF CASES TO BE DISPOSED OFF BY THE SUPERINTENDENT,  
PUBLIC HEALTH BRANCH.**

1. Issue of reminder.
2. Filling of interim reply.
3. Sanction of casual leave of Branch members.
4. To mark of casual leave of Branch members.
5. Miscellaneous.