

Urgent
RTI ACT, 2005

From

First Appellate Authority-cum-Under Secretary,
to Government Haryana, Public Health Engineering Department.

To

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

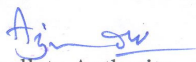
Memo No.11/1/2015-PH-4
Dated Chandigarh, the 11-3-15

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,

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


First Appellate Authority
O/o Principal Secretary to Government Haryana,
Public Health Engineering Department.

PUBLIC HEALTH ENGINEERING DEPARTMENT

Information for the Public under Section 4(1) (b) (i) to (xvii) of the Right to Information Act, 2005

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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:-

Principal 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 PRINCIPAL 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 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.
18. Sanctioning of reimbursements of Medical and Advances from G.P. Fund and time barred cases of class-I officers.
19. Exercising of quasi-judicial powers of appeals and revision vested in the State Government under various Acts / Service Rules.

NOTE: Principal Secretary, 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 Engineering 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 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 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

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

NAME DESIGNATION AND OTHER PARTICULARS OF THE 1st APPELLATE AUTHORITY

Sr. No.	Name & Designation of the officer	Designation	Telephone No. (Office)	Telephone No. (Residence)
1.	Under Secretary, Public Health Engineering Department	First Appellate Authority	2713772 2713776 Ext. No.280	

OFFICIAL OF PUBLIC HEALTH ENGINEERING BRANCH

Sr. No.	Name & Designation	Telephone No.
1.	Sh. Sadhu Ram, Assistant	2713772 2713776 Ext. No.410
2.	Sh. Jai Bhagwan, Assistant	2713772 2713776 Ext. No.410
3.	Sh. Ram Phal, Assistant	2713772 2713776 Ext. No.410
4.	Smt. Mamta Rani, Assistant	2713772 2713776 Ext. No.410
5.	Smt. Asha Rani, JSS	2713772 2713776 Ext. No.410
6.	Gurmeet Singh, Clerk	2713772 2713776 Ext. No.410

OFFICERS/OFFICIAL OF PUBLIC HEALTH ENGINEERING BRANCH

Sr. No.	Name & Designation	Pay Scale
1.	Sh. Arjun Dev, Under Secretary	Rs. 15600+G.P 6000
2.	Sh. Randhir Malik, Superintendent	Rs. 9300+ G.P 4200
3.	Sh. Sadhu Ram, Assistant	Rs. 9300+ G.P 4000
4.	Sh. Jai Bhagwan, Assistant	Rs. 9300+ G.P 4000
5.	Sh. Ram Phal, Assistant	Rs. 9300+ G.P 4000
6.	Smt. Mamta Rani, Assistant	Rs. 9300+ G.P 4000
7.	Smt. Asha Rani, JSS	Rs. 5200+G.P 2400
8.	Gurmeet Singh, Clerk	Rs. 5200+G.P 1900