

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

SECTION 4 (1) (B) (4)

DISTRIBUTION OF WORKS IN ADMIN/ ACCOUNTS/ TRAINING BRANCH OF HIPA

1. Ms. Ekta Chopra, HCS, Joint Director (J D)

- i. Establishment Matters (Class I, II, III & IV)
- ii. Matters pertaining to Executive Committee.
- iii. Work of construction, Renovation & Maintenance of Buildings.
- iv. Purchase and Finance matters.
- v. First Appellate A Authority (RTI).
- vi. Training
- vii. TOT & Special Training Programmes.

2. Smt. Rekha, Assistant Director (Administration) {AD (A)}

Assistant Director (Administration) is responsible to the Director, Haryana Institute of Public Administration (HIPA) through Executive Director/Additional Director/Joint Director for the maintenance of discipline and smooth running of the Haryana Institute of Public Administration. In brief the duties and Responsibilities of Assistant Director (Administration) include the following: -

- i. Assistant Director (Administration) will be Nodal Officer for E-Tender, Biometric, E-Office Administrator, Online payment and Gem Portal etc.
- ii. Ensuring that support services to faculty members in terms of secretarial support, training assistance during courses and prompt provision of equipment are readily available.
- iii. Proper personnel administration/ Establishment ensuring both motivation and discipline.
- iv. Serving as the Chief Protocol Officer of the HIPA for Seminars/ Workshops, Inaugural & Valedictory functions of Induction Courses and allied functions to be held in the Institute.
- v. Pursuing Administrative matters with the State Government and the Government of India.

- vi. To deal all matters relating to recruitment, promotion, punishment, postings and transfers etc. of the HIPA staff under the orders of Executive Director/ Additional Director/ Joint Director, HIPA.
- vii. To deal with applications for leave of all kinds from the office establishment and to obtain order of the Executive Director/ Director General, HIPA where necessary. Assistant Director (Admn.) will be Sanctioning Authority of earned leave, casual leave, tour programmes, Punishment, TA Claims of Class-IV officials and Compensatory leaves of Class-III & IV officials.
- viii. To bring to the notice of the Director, HIPA any cases of officials of the Haryana Institute of Public Administration who are involved in debt or are insolvent or have stood surety for others.
- ix. To complete and add remarks ACR of employees working in Administration/Establishment Branch within time period as per Govt. Rule.
- x. To issue I-Cards and other certificates to the employees of HIPA.
- xi. Examination conducted by HIPA for various Departments of Haryana Government.
- xii. To inspect at regular intervals the hostel, General Store, Horticulture, Security Services and Mess etc.
- xiii. Provision / Maintaince of Infrastructure/Furniture/Furnishing and fitting according to norms fixed.
- xiv. Provision of Stationary/ Uniform/ Liveries/ Sanitation/ Reservation of Auditorium/ classrooms/ Security and general Maintenance of HIPA.
- xv. To ensure that physical verification of HIPA is carried out every year.
- xvi. To ensure that condemnation of all unserviceable items.

Any other work/duty assigned by the senior officer

3. Sh. Darshan Rajliwal, Sr. Accounts Officer (Sr. A. O.)

- i. All Financial matters
- ii. Supervision and proper function of Accounts Section.

4. Sh. Gulshan Kumar, Accounts Officer (A.O.)

- i. Supervision and dealing with all cases to be put up by the dealing Assistants/ cashier and Clerk of Accounts Section.

Any other task duly assigned by the competent authority.

5. Sh. A.N Dhiman, Section Officer (S.O.)

- i. Supervision and dealing with all cases to be put up by the dealing Assistants/ cashier and Clerk of Accounts Section.
Any other task duly assigned by the competent authority

6. Superintendent (Admn.):

- i. Assistants ,Clerks fully employed through out the day and none of them leaves his seat frequently or is absent from his seat for a long time or purposelessly roams about in the office or gossips away his time;
- ii. All work allotted to them by AD (Admin.) is performed diligently and thoroughly.
- iii. No delay is allowed to occur in the submission of cases.
- iv. The records are maintained in proper orders and that the rooms occupied are kept neat and tidy.
- v. Work is not allowed to fall into arrears.
- vi. To inspect the tables of Assistants ,Clerks and see that fresh receipts and cases are properly and punctually submitted and that at the close of the day cases are not left lying about on tables or side-racks but should be kept at proper place.
- vii. It is their duty to guide and instruct record keepers as to the papers to be put up with fresh receipts and they should keep in touch with them so that references are not delayed. For this purpose the Superintendents should also maintain a personal diary of all important papers marked to him by ADO/AD (Admin.) marked by him to Assistants or Clerks from which he can keep a watch on the references until those are disposed off. Same may put up to ADO/AD (Admin.).
- viii. To maintain a note-book of important cases and rulings in the Branch under him. Entries of all important decisions or points that may have been discussed in the notes of a case out of the subject matter of the papers on which the notes were written should be made in these-note-books. The Superintendents should also instruct the Recorder of the Branch to bring

these important matters in to the index when the file is recorded. In a separate part of the Note-Book should also be entered such points as may have been ordered to be noticed during the course of revision of the various annual reports. This Note-Book is independent of the Note-Book required to be maintained by the Record Department.

- ix. To maintain, subject-wise, collection of all important decisions and circulars/other communications, relating to various subjects dealt within the Branch alongwith standard drafts, if any.

Any other work/duty assigned by the AD (Admin.).

7. Smt. Aruna Bhardwaj, Deputy Supdt. {Establishment –II (E-II)}

- i. All matter of establishment pertaining to recruitment/ appointments and other services relating to Class-III employees of HIPA.
 - ii. Grant of Loan and Advances to all categories of HIPA staff.
 - iii. Maintenance of records of staff working under Outsourcing policy and other issues.
 - iv. Grant of LTC of all categories of HIPA staff.
 - v. Screening Committee, Meetings for grants of service benefits to Class III officials.
 - vi. Other Misc. Matters
 - vii. RTI matter related to Class III employees of HIPA
- Any other work allocated/assigned by AD (Admn.)

8. Sh. Aditya Suhag, Assistant (E-I)

- i. All matters relating to recruitments/appointments and service matters of officers/ Faculty Members of Class I & II Officers.
- ii. Arrangement for Holding of Executive Council Meetings
- iii. Screening Committee Meeting relating to ACP etc. of Class I & II faculties/officer.
- iv. Vidhan Sabha Questions/ and other Assembly Business

- v. Election Duty of Staff
- vi. Allotment of Houses to HIPA Staff in the HIPA Complex.
- vii. All appointments in various projects under HIPA
- viii. Maintenance of CPF/EPF accounts and other related issues of HIPA Staff.
- ix. Matters pertaining to HIPA Service Bye-Laws.
- x. Misc. matters (Coordination & Policy)
- xi. RTI matter related to officers/faculty members of Class I and II Officers
Any other work allocated/assigned by AD (Admn.)

9. Sh. Harish Kumar, Assistant {Establishment –III (E-III)} (SK)

- i. All cases of recruitments/appointments and other service matters relating to Class-IV employees.
- ii. Other Misc. Matters
- iii. Attendance of all contractual/outsource employees
- iv. RTI matters related to Class IV employees.
- v. Store Keeper
- vi. Issue materials to officers, faculty members and Staff of HIPA
- vii. Maintenance of store
- viii. Entry of Bills in Stock Register
- ix. Ensure all materials required for office use/training/course must be available in store.
- x. Condemnation
- xi. Stock Verification
Any other work allocated/assigned by AD(Admn.).

10. Sh. Vinod Kumar {General –I (G-I)}

- i. All matters related to G-I, Horticulture, Security and Vehicle.
- ii. POL/repair/maintenance/Insurance files of HIPA vehicles.
- iii. Purchase/Auctions of HIPA Vehicles.
- iv. Purchase of liveries for HIPA drivers.
- v. Misc. cases relating of HIPA.

- vi. Alternate of Vehicles
 - vii. RTI matter related to HIPA Vehicles
 - viii. Maintenance of Security files
- Any other work allocated/assigned by AD (Admn.)

11. Sh. Vishnu Bhagwan, Assistant

- i. Job of A-1 seat in Account Section

12. Sh. Lipsa, Clerk

- i. Job of Cashier

13. Sh. Amar Singh, J.E (Elect.)

- i. Checking of all electrical items in Administration Block and Hostel
 - ii. Repair and Maintenance of Electrical equipment of Administrative Block and Hostel Block.
 - iii. To solve any complain from Residential Block.
 - iv. Installation/Purchase/Arrangement of Electrical Equipment for Administration and Hostel Block.
 - v. Preparation of Classroom regarding electrical equipment
 - vi. Electrical Bills
 - vii. Tender related to electrical equipment
 - viii. RTI related to seat
 - ix. Condemnation
 - x. Stock Verification
 - xi. Water Supply in HIPA
- Any other work allocated/assigned by AD(Admn.)

14. Sh. Ashok Kumar, JE (Civil)

- i. Constructions/repairs/maintenance of HIPA/DTC buildings.
- ii. Constructions/repairs/maintenance of Residential blocks

- iii. Arrangement of Tent etc.
- iv. RTI matter related to seat
- v. Misc. work
- vi. Tender work related to seat
- vii. Water and Sewerage Bill
- viii. Sale of Old Newspapers
- ix. Compost Plant
- Any other work allocated/assigned by AD (Admn.)

15. Sh. Amit Kumar, JE (Tech.)

- i. Checking of all electronic items in Administration Block and Hostel
- ii. Repair and Maintenance of electronic equipments of Administrative Block and Hostel Block.
- iii. Installation/Purchase/Arrangement of Electronic Equipment for Administration and Hostel Block.
- iv. Preparation of Classroom regarding electronic equipment
- v. Tender related to electronic equipment
- vi. RTI related to seat
- vii. Any other work allocated/assigned by AD(Admn.)
- viii. Condemnation
- ix. Ensure all materials required for office use/training/course must be available
- x. Stock Verification

16. Sh. Jawala Singh, T.O

- i. E-Office Dairy – Dak Received from HIPA, DTCs as well as other Departments/Offices.
- ii. Scanning of file - related to Administration Branch
- Any other work allocated/assigned by AD(Admn.)

17. Dispatcher

- i. Dispatch work (Manual)
- ii. Diary all letters received in HIPA
- iii. Dispatch all orders to HIPA staff and DTCs

- iv. Dispatch all letters etc. to other departments
- v. Dispatch letters to all DTCs, Field Offices and DC Office etc.
Any other work allocated, assigned by AD (Admn.)

18. Canteen In-charge, G-2

- i. Maintenance of Accounts of HIPA canteen
- ii. Arrangement of Tea/refreshment for the officers/Faculty members/Trainees
- iii. Arrangement of Tea/refreshment etc. for HIPA staff and office meetings/functions.
- iv. RTI matter related to seat
- v. Tender
- vi. Misc. work related to seat
Any other work allocated/assigned by AD(Admn.)

19. Caretaker Building

- i. Cleanliness of HIPA
- ii. Preparing of Classroom/Auditorium/Conference Room for Training, Courses, Workshops and Seminars.
- iii. Booking of Conference/Classrooms/Auditorium
- iv. Arrangement for Athletic Meet like Tent and other materials required.
- v. Tender related to stationery and related items.
- vi. Purchase of items and other misc. items/ refreshment/ entertainment arrangement for officers.
- vii. RTI Matters related to his/her seat
- viii. Misc. work
- ix. Condemnation of general items
Any other work allocated/assigned by AD (Admn.)

20. Record Keeper

- i. Maintenance of all record and files
- ii. Issues of files after approval of AD(Admn.) as and when required.
Any other work allocated/assigned by AD(admn.)

21. Legal Assistant (LA)

- i. Dealing of all Court Cases of HIPA staff under the supervision of AD (A).
- ii. Maintenance of Record of all court cases.
Any other work allocated/assigned by AD (Admn.)

22. Photostat Section (TO)

- i. Photocopy of documents/papers
- ii. Scanning of documents/papers/files