

प्रेषक

महानिदेशक राज्य परिवहन,
हरियाणा चण्डीगढ़।

सेवा में,

सभी महाप्रबन्धक (नाम से),
हरियाणा राज्य परिवहन।

क्रमांक 7859-83 ईए3/ई1
दिनांक 09-7-2014

विषय:- अतिरिक्त कार्यभार बारे दिशा-निर्देश।

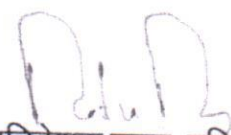
उपरोक्त विषय के संदर्भ में।

सरकार/मुख्यालय द्वारा समय-समय पर विभिन्न आगारों में रिक्त पदों का दूसरे आगारों के अधिकारियों को अतिरिक्त कार्यभार दिया जाता रहा है। कार्यालय के नोटिस में आया है कि अतिरिक्त कार्यभार वाले आगार में संबंधित अधिकारी सप्ताह में केवल एक दिन ही जाते हैं जो पर्याप्त नहीं है। इससे संबंधित आगार में कार्य प्रभावित होता है।

मामले में विचारोपरांत यह निर्णय लिया गया है कि अतिरिक्त कार्यभार वाले आगार में संबंधित अधिकारी सप्ताह में दो दिन यानि बृहस्पतिवार व शुक्रवार को कार्य देखेंगे। विशेष परिस्थितियों में अन्य दिनों में कार्य देखने के लिये दोनों महाप्रबन्धक आपस में विचार-विमर्श करके संबंधित अधिकारी की लिखित में ड्यूटी लगाएंगे जिससे संबंधित अधिकारी की ड्यूटी व जिम्मेदारी निर्धारित करने में आसानी हो और कार्यालय के कार्य में बाधा न आये।

इसके अतिरिक्त पद रिक्त होने की अवस्था में मुख्यालय की हिदायतों क्रमांक 4070-90/ईए3/ई1, दिनांक 30.03.2009, क्रमांक 10528-47/ईए3/ई1, दिनांक 20.10.2009 तथा पृ0 क्रमांक 6765-85/ईए3/ई1, दिनांक 07.06.2010 की पालना दृढ़ता से की जाये।

उपरोक्त सभी संबंधित के नोटिस में भी ला दिया जाये।


कृते: महानिदेशक, राज्य परिवहन
हरियाणा, चण्डीगढ़।

Director General State Transport,
Haryana, Chandigarh.

General Manager,
Haryana Roadways,
Fatehabad.

Memo No. 6764 /EA3/E1
Dated 07-06-10

Subject :- Additional charge to the post of Superintendent/SPO and others.


Reference your D.O. No.30/ECM dated 3.5.2010 on the subject cited

above.

As you are already aware that a large number of posts of Superintendents/SPOs/WMs/TMs are lying vacant in different depots. Accordingly, in order to cope up with the smooth functioning additional charge of various categories of employees had been given from time to time to the different officers/officials by the competent authorities.

Now, it has been decided that where the posts of Superintendent are lying vacant, the work of those posts will be looked after by the Statistical Assistant/senior most Assistant/Accountant/Junior Auditor in addition to their own duties till a regular incumbent is posted. It is also made clear that any other cadre officer/official may not be given additional charge to the post of Superintendent.


It is also mentioned that that in the event of vacancy of SPO and similarly in the absence/vacancy of TM/WM the senior most SPA/CSK, Station Supervisor, CI and Foreman/SSI respectively can be assigned the work of respective post in public interest in addition to their own duties till a regular incumbent is posted. Further, it is also clarified that no one would stake any claim of working on higher post as this arrangement will be to look after the day to day work only.


for Director General State Transport,
Haryana, Chandigarh. 2

Endst.No. 6765-25/EA3/E1

Dated Chandigarh, the 07-06-10

A copy is forwarded to all General Managers, Haryana Roadways with the request that not to approach to the Headquarter in the matter in future and you are supposed to take necessary action in accordance to the instructions vide memo No.10528-47/EA3/E1 dated 25.10.2009 and 4070-90/EA3/E1 dated 30.3.2009 accordingly.


for Director General State Transport,
Haryana, Chandigarh. 2

From

Transport Commissioner,
Haryana, Chandigarh.

To

All General Managers,
Haryana Roadways.

Memo No. 4070-90 /EA3/E1


Dated 30/3/09

Subject :- Additional charge of Store Purchase Officer/WMs/TMs.

Reference on the subject cited above.

As you are already aware that a large number of posts of WM/SPO/TM are lying vacant in different depots. Accordingly, in order to cope up with the smooth functioning additional charge of various category of employees had been given from time to time to the different officers/officials. As a result of which, the work of officer/official having additional charge suffered a lot.

It has therefore been decided in principle that in the event of vacancy of SPO and similarly in the absence/vacancy of TM/WM the senior most SPA/CSK, Station Supervisor, CI and Foreman/SSI respectively can be assigned the work of respective post in public interest in addition to their own duties till a regular incumbent is posted. Further, it is also clarified that no one would stake any claim of working on higher post as this arrangement will be to look after the day to day work only.


for Transport Commissioner,
Haryana, Chandigarh.

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From Transport Commissioner,
Haryana, Chandigarh.

To All General Managers,
Haryana Roadways,

Memo No. 10528-47 /EA3/E1

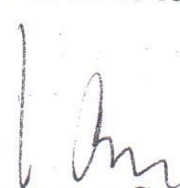
Dated: 20/10/89

Subject: Additional Charge to the post of Superintendent.

Reference on the subject cited above.

As you are already aware that a large number of posts of Superintendents are lying vacant in different depots. Accordingly, in order to cope up with the smooth functioning of the depot, additional charge of various categories of employees had been given from time to time by different officers/officials by the competent authorities.

Now, it has been decided that where the posts of Superintendent are lying vacant, the work of those vacant posts will be looked after by the Statistical Assistant/senior most Assistant/Accountant/ Junior Auditor in addition to their own duties till a regular incumbent is posted. It is also made clear that any other cadre officer/official may not be given additional charge to the post of Superintendent. Further, it clarified that no one would stake any claim of working on higher post as this arrangement will be to look after the day to day work.


Addl. Transport Commissioner,
Haryana, Chandigarh.