

Social Justice & Empowerment Department, Haryana.

Clause 4(1)(b)

S#	List of Manuals	Comments of the department
(i)	the particulars of its organization, functions and duties;	<p>(a) The department of Social Justice and Empowerment earlier known as social welfare department is the nodal department of the Government of Haryana and is implementing social welfare schemes for the upliftment, development and rehabilitation of vulnerable groups of the society.</p> <p>(b) The department is headed by the Director General working in the rank of Special/Joint Secretary to Government of Haryana. One Additional Director, one Joint Director, one Chief Accounts Officer, two Deputy Directors, one Assistant District Attorney, one Resident Accounts Officer and two Accounts Officers assist the Director General in day-to-day office work. Besides, 21 District Social Welfare Officers are implementing all the departmental schemes at district level and the Superintendents look after 3 residential institutions functioning at district level.</p> <p>(c) The department focuses on the economic & social security of the senior citizens, widow and destitute women and disabled persons of the State. Financial assistance is given in the shape of Old Age Allowance, Widows & Handicapped Pension.</p> <p>(d) The department is taking care of orphan/destitute children, widows and destitute women, old & aged, disabled persons, mentally retarded children, the visually disabled persons, and deaf & dumb, minority communities, dwarfs & eunuchs by implementing a number of schemes for their betterment, development and rehabilitation. Besides, voluntary organizations are being given financial assistance in the shape of grant-in-aid to help, socially and economically backward persons with disabilities, senior citizens and destitute/orphan.</p>

(ii)	the powers and duties of its officers and employees;	<p>1. Director General is the overall incharge of the department and enjoys the powers vested in all the Heads of the Departments under Civil Service Rules, Financial Rules and other executive instructions issued by the Government from time to time.</p> <p>2. To implement all the Social Welfare schemes of the State Government, different branch Officers like Additional Director, Joint Directors, CAO, Deputy Directors etc. and other employees are working in different capacities having qualifications and experience of the said disciplines. The subordinate officers/employees at H.Q. and field level are implementing and monitoring the Social Welfare Schemes and carry out administrative work, budgeting and accounts jobs as per the directions of the Government issued from time to time and as per the priorities of the Government in specific areas or fields. The officers of different branches have been delegated financial as well as administrative powers to carry out day today work of the department as per the policy of the Government and as per directions of the Head of the Department.</p> <p>3. Branch wise work allocation at HQ is as under:-</p> <p>i) Establishment/Administration Branch:</p> <ul style="list-style-type: none"> • Transfer/Posting/Joining. • ACP/ACR/Promotion/Disciplinary matters. • Pension Revision. • Court cases. • Wages. <p>ii) Pension/Accounts (Pension) Branch:</p> <ul style="list-style-type: none"> • Implementation and monitoring of various Social Security Pension schemes being implemented by the Department. • Policy matters related to schemes. • Reconciliation of pension accounts. • Handling of public grievances. <p>iii) Dairy and Dispatch Branch:</p> <ul style="list-style-type: none"> • Receiving Inward DAK. • Circulation of inward DAK to concerned Officers/branch. • Dispatch of outward DAK. <p>iv) Divyangjan Welfare Branch:</p> <ul style="list-style-type: none"> • Implementation of schemes for upliftment of Divyangjan.
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- Implementation of RPwD Act.
- Grant in Aid to NGOs working for upliftment of Divyangjan.

v) Minority Welfare Branch:

- Pradhan Mantri Jan Vikas Karykram.

vi) Drug De-Addiction Branch:

- Grant in Aid to NGOs working for Drug De-Addiction and Rehabilitation.
- Issuance of licenses to NGOs for Drug De-Addiction and Rehabilitation.
- Formulation of policies and schemes for prevention of Alcoholism and Drug Substance use.

vii) Accounts Branch:

- DDO
- Pay Fixation
- GPF/NPS
- Maintains the Cash Books, Pay Bills, Contingent Bills, TA bills, Medical bills and other accounting register required under the financial rules of the State Government.

viii) Budget Branch:

- Budget Allocation and Monitoring.
- Revised/Supplementary Budget.
- Preparation of Budget estimates.

ix) Audit Branch:

- PAC/CAG Paras, Audit reports.
- Internal Audit of Pay Fixation / Advice Cases.

x) IT Branch:

- Development of software/application for digitization of schemes.
- Implementation e-Governance projects like E-Office, Antyodaya-Saral, CM Window, CPGRAM, National Scholarship Portal, E-Anudaan, e-Post, HSSC portal, DigiLocker, CFM & TIS.
- Implementation of CSS Scholarship Schemes for students belonging Minority communities and Disability through National Scholarship Portal.
- Implementation of PFMS for disbursement of pension.
- Technical assistance in procurement through Government E-Marketplace (GEM).
- Maintenance of LAN at HQ.
- Purchase, maintenance & repair of IT hardware & software products.
- Coordination with various agencies engaged for IT support to the Department.

		<ul style="list-style-type: none"> • Maintenance of official websites/applications of the department. • Technical assistance in e-Tendering. xi) C&R branch: <ul style="list-style-type: none"> • Dealing miscellaneous cases. • Collecting reports/information from various branches at HQ and preparation of consolidated information. • Preparation of Activity Note of the Department.
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	The channel to supervise the work of the department starts from the post of Superintendents, Branch Officers, Deputy Directors, Joint Director and thereafter the cases are submitted to Director General for taking a decision. Targets have been fixed to complete the given task and in case there is any laxity on the part of any officer/employee, suitable action is taken against the concerned. The main function of the department is to implement a number of schemes for the welfare of orphan/destitute children, widows and destitute women, old aged, persons with disabilities, mentally retarded, deaf and dumb, minority communities, dwarfs and eunuchs undertaken by the State Government.
(iv)	the norms set by it for the discharge of its functions;	The State Government has fixed specific periods / duration for the disposal of the different matters which are being followed by the department. The department is implementing old and new Social Welfare Schemes in a time bound manner and all the time bound jobs are being carried out within the time limits. Social Security Pension schemes are notified under Right to Service Act (RTS Act) and application under these schemes are being dealt as per timeline fixed under RTS act..
(v)	the rules, regulations, instructions, manuals and records, held by it or under its control	The department has no separate instructions, regulations, and manuals of its own. The department is working as per the Civil Service Rules, Financial Rules, Budgetary Rules, and Treasury Rules as are applicable to all the departments of the State. There are different rules and instructions for implementation of various schemes being

	or used by its employees for discharging its functions;	implemented by the department. The departmental services have been classified into 4 different disciplines having different service rules to regulate the terms, conditions of appointment of its employees and all the employees are governed by these departmental service rules. Necessary details regarding service rules are available at www.socialjusticehry.gov.in . Apart from executive instructions issued by the Government from time to time. For disciplinary matters the employees are governed by the HCS (P&A) Rule, 1987.
(vi)	a statement of the categories of documents that are held by it or under its control;	The following record is maintained by the department:- <ul style="list-style-type: none"> i) Appointment, Loans, Pension, Instructions, Rules, ACR Files by the Administration section. ii) The Accounts Section maintains the Cash Books, Pay Bills, Contingent Bills, TA bills, Medical bills and other accounting register required under the financial rules of the State Government. Each Section maintains its own record regarding their decisions and functions. Registers regarding maintenance of vehicles, Log Books, POL expenditure and other record concerning the duties and functions of the particular section is being maintained by each Section.
(vii)	the particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or administration thereof.	No such formal arrangement exists in the department. However, If any suggestions for implementation of any scheme of the Government are received from the public these are considered by the department. The main representations relate to the service matters of the employees which are considered and disposed of within the frame work of rules by its Administrative Section.

(viii)	a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	No such Boards etc. have been constituted.
(ix)	a directory of its officers and employees;	The directory of the department's officers and employees is available at www.socialjusticehry.gov.in
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	The officers and employees of the department are governed by different pay scales and are allowed annual increments and other allowances such as TA, HRA, CCA, Basic pay + D.P. as are allowed/sanctioned by the Government from time to time. List of pay scales of officers and employees is available at www.socialjusticehry.gov.in
(xi)	the budget allocated to each of its agency, indicating the	URL of Budget Allocation and Monitoring System regarding budget allocation is available at www.socialjusticehry.gov.in

	particulars of all plans, proposed expenditures and reports on disbursements made;	
(xii)	the manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;	Not applicable.
(xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	Licenses are being issued by the Department jointly along with Health Department to NGOs working for prevention of Alcoholism and Drug Substances use. Cases pertaining to above are being dealt by Drug De-Addiction branch at HQ. List of licenses available at departmental website: www.socialjusticehry.gov.in .
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	All the relevant information pertaining to this department is available on the electronic form on departmental website: www.socialjusticehry.gov.in
(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;	The information being sought by the citizens is available on the departmental website: www.socialjusticehry.gov.in . In addition to it, The citizen can obtain information from 9.00 a.m. to 5.00 p.m. on all working days by calling at Department Helpline No. 0172-2715090. No library is currently being maintained by the Department.

(xvi)	the names, designations and other particulars of the Public Information Officers;	The details regarding names, designations etc. is available at www.socialjusticehry.gov.in
(xvii)	such other information as may be prescribed;	Nil

RIGHT TO INFORMATION ACT, 2005.

APPLICATION FORM

- 1 Full name of the applicant
- 2 Address
- 3 Particulars of the information required :-
 - i) Subject matter of the information
 - ii) The period to which the information relates
 - iii) Description of the information
 - iv) Whether information required by post or in person
 - v) In case by post (ordinary or Regd.)

(Actual postal charges shall be in addition to the fee)

Place: Signature of the applicant

Date:

Fees : Rs. 50/- (application money) + Rs. 10/- for each page A4 size

(Postal charges extra).