

ORDER

Due to the promotion of Sh. Pawan Kumar, Deputy Superintendent to the post of Superintendent; Sh. Satish Kumar, Assistant to the post of Deputy Superintendent; joining of Clerks namely Sh. Rambir Singh, Kartik and Omkar; transfer of clerks namely Sh. Sandeep Kumar, Virender, Gurcharan and Raj Singh; transfer of computer operators namely Sh. Deepanshu, Vikrant and Nirmal Singh; engagement of two junior programmers namely Sh. Gurpreet Singh and Sh. Ajay Kumar; engagement of Steno-typist (Hindi) Sh. Gurmeet Singh and Ms. Vaishali Rani, Steno-typist (English), the re-distribution of work amongst the ministerial staff is made as under:-

Sr. No.	Name & Designation	Work Distributed	Remarks
1.	Sh. Raj Kumar, Senior Accounts Officer	<ol style="list-style-type: none"> 1. Accounts/ Financial matters, pension cases, ACP cases, GIS cases, Audit cases and Medical Bills 2. He will be the Budget controlling authority (BCA). 3. He will put up the cases to HOD and will sign the entire correspondence with the Govt./Accountant General (as PSA). 4. Nodal officers for E-Market Place (GeM), HRMS, Skill development and Industrial Training and for visitor pass in Haryana Civil Sectt. 5. Head of Purchase Committee 	He will put up the cases to the worthy Director Prosecution.
2.	Sh. Sharwan Singh Administrative Officer	<ol style="list-style-type: none"> 1. Supervision of Establishment Branch. 2. Drawing and Disbursement Officer (HQ.). 3. He will put up the cases to HOD which requires approval of Govt. in Financial matters, policy matters, inquiry matters, ACP and leave cases. 4. Other PUCs except above shall be disposed off at the level of Administrative Officer. 5. He will mark the cases directly to Legal Cell (HQ.), in which Legal opinion is required. 6. He will mark the cases directly to the Senior Accounts Officer in which his opinion is required. 7. Technical Nodal officer for HRMS 8. He will sign the entire correspondence with the Govt. with regard to proposal/policy matters. 	He will put up the cases to the worthy Director Prosecution.
3.	Sh. Pawan Kumar, Superintendent	<ol style="list-style-type: none"> 1. Supervision of Establishment Branch. 2. SPIO (HQ) for Class-III & IV employees as well as misc work relating to RTI of department. 3. He will sign entire correspondence/reminders with the respective department/field-offices/ persons including accounts matters. In the absence of Ad.O, he will sign the entire correspondence with the government also. 4. He will attend the personal hearing of ail cases at Govt. level and the concerned Assistant will brief him well in advance prior to the date of 	He will put up the cases to the Sr.A.O/Ad.O.

		hearing. 5. Nodal officer for Biometric Attendance, CFMS, Computerization, Dress and discipline of class III, IV & Drivers and weeding out old record. 6. Member of purchase committee. 7. Nodal officers for further updation of employee data on portal of HRMS.	
4.	Sh. Satish Kumar, Deputy Superintendent	1. Supervision of Establishment Branch and Accounts/Financial work relating to all assistants including CT, Librarian and ACRs. 2. Pension cases, GIS, Medical bills. 3. ASPIO 4. To maintain the ACRs of all Non-Gazetted officials and to convey them. 5. In the absence of Superintendent, he will sign entire correspondence/reminders with the respective department/field-offices/ persons including accounts matters	He will put up the cases relating to sr. no. 2 to Sr. A.O and point no. 1,3 & 4 to the Supdt./Ad.O.
5.	Smt. Mohini Chopra, Personal Assistant	1. Attached with Ld. Director of Prosecution. 2. She will maintain the ACR files on behalf of worthy Director, of all Gazetted Officers, Correspondence regarding finalization of ACRs by Ld. ACS, Home/Minister Incharge received from various competent authorities and to convey the remarks of ACR to all gazetted officer after finalisation. 3. Maintenance of Casual Leave Accounts of Officers/officials posted at Headquarter. 4. Work relating to Fax, Internet and checking/downloading of e-mails daily and sending thereof. 5. All meetings where Head of Department or his representative is to attend. She will brought the matter to the notice of HOD one day prior to date of meeting. 6. To record the proceedings of all meetings held by Head of Department at directorate level.	She will put up the cases to the DSE/Supdt.
6.	Sh. Rohtash, Librarian	1. To maintain the Library Books. 2. To maintain record regarding Gazette/ Circular/Instructions etc.	He will put up the cases to the DSE/Ad.O.
7.	Sh. Dinesh, Assistant (1AP)	1. Establishment and correspondence regarding Director, Additional Directors, District Attorneys, Deputy District Attorneys and promotion cases to the post of Director/Additional Director/ District Attorneys/ Deputy District Attorneys. 2. Maintenance of service book of District Attorneys posted at HQ and field, District Attorney's/ Deputy District Attorney's on deputation.	He will put up the cases to the DSE/Supdt/ Ad.O. (He will provide the brief facts of the court cases to the Legal Cell (HQ) for preparing written statements, affidavit, grounds of appeal and misc application in the case

		<p>Updation of departmental service rules.</p> <p>3. To prepare seniority list of DAs/DDAs showing their position as on 1st June of every year.</p> <p>4. Trainings of Public Prosecutors/ Assistant Public Prosecutors.</p> <p>5. Maintenance of files/record of civil cases pending in Hon'ble Supreme Court of India, Hon'ble Punjab and Haryana High Court, Hon'ble Session & Subordinate Courts in the State of Haryana pertaining to his seat.</p> <p>6. Establishment of all Class-I & II retired employees pertaining to their service matters.</p>	of serving DAs/DDAs.)
7.	Sh. Baldev Singh, Assistant (2AP)	<p>1. Establishment of all ADAs.</p> <p>2. To maintain upto date posting list of all ADAs.</p> <p>3. To prepare seniority list of ADAs showing their position on every year (He will supply the data of ADAs to 1-AP for promotion to the post of DDAs)</p> <p>4. Maintenance of files/record of civil cases pending in Hon'ble Supreme Court of India, Hon'ble Punjab and Haryana High Court, Hon'ble Session & Subordinate Courts in the State of Haryana pertaining to his seat.</p> <p>5. Establishment of all Class-II retired employees pertaining to their service matters.</p>	<p>He will put up the cases to DSE/Ad.O.</p> <p>(He will provide the brief facts of the court cases to the Legal Cell (HQ) for preparing written statements, affidavit, grounds of appeal and misc application in the case of serving/ retired ADAs.)</p>
8.	Sh. Narender Kumar, Assistant (3AP)	<p>1. Property returns and medical bills of Class-I, II, III and IV employees and retirees.</p> <p>2. All TA/TTA Bills of field officers/ officials, clarification regarding TA etc., correspondence thereof and Service Stamps.</p> <p>3. CM Window and Administrative report of department.</p> <p>4. Maintenance of files/record of civil cases pending in Hon'ble Supreme Court of India, Hon'ble Punjab and Haryana High Court, Hon'ble Session & Subordinate Courts in the State of Haryana pertaining to his seat.</p> <p>5. Pension and GIS cases of all Class-I, II, III, IV employees of the Directorate and matters related to O&M.</p> <p>6. Establishment of all retirees (HQ/Field/Deputationist) pertaining to their retiral benefits including cases with regard to grant of benefits of 4.2 of CSR to all eligible retired law officers.</p> <p>7. Establishment of Naib Courts.</p>	<p>He will put up the cases pertaining to point No. 1,2,5 to DSE/Supdt/Sr.AO, and point no. 3,6,7 to DSE/Supdt/ Ad.O.</p> <p>(He will provide the brief facts of the court cases to the Legal Cell (HQ) for preparing written statements, affidavit, grounds of appeal and misc application relating to his seat.)</p>
9.	Sh. Suman Sood, Assistant (5AP)	<p>1. Establishment and correspondence regarding class III & IV employees posted at HQ and field.</p> <p>2. To prepare seniority list of all class III and IV employees showing their</p>	<p>She will put up the cases to the DSE/Supdt/Ad.O.</p> <p>(She will provide the</p>

		<p>position every year.</p> <p>3. Establishment of computer operators.</p> <p>4. Maintenance of files/record of civil cases pending in Hon'ble Supreme Court of India, Hon'ble Punjab and Haryana High Court, Hon'ble Session & Subordinate Courts in the State of Haryana pertaining to his seat.</p> <p>5. Establishment of all Class-III & IV retired employees pertaining to their service matters.</p>	<p>brief facts of the court cases to the Legal Cell (HQ) for preparing written statements, affidavit, grounds of appeal and misc application in the case of serving class- III & IV employees.)</p>
10	Smt. Suman Katyal, Assistant (7AP)	<p>1. All Criminal Litigation of state including cases pertaining to criminal matters of Haryana Legal Cell, New Delhi.</p> <p>2. Matters pertaining to Haryana State Litigation Policy.</p> <p>3. All Monthly Criminal Diaries including corruption and SC/ST Act cases.</p> <p>4. Matters regarding holding of monthly meetings of grievance Redressal Committee at HQ and Govt. level.</p> <p>5. Opining work received from Government/any other department and all correspondence with Government in criminal matter.</p>	<p>She will submit the cases to ADA/DA as per allotment of districts.</p>
11.	Sh. Sohan Singh, Assistant (4AP)	<p>1. Audit report of H.Q./Fields and to issue Identity cards to the pensioners and various employees posted in the various departments/Districts.</p> <p>2. Maintenance of record regarding leave salary and pension contribution of employee posted in various boards/corporation etc.</p> <p>3. Disbursement of cash/ maintenance of cash book.</p> <p>4. He will submit and collect bills from treasury.</p>	<p>He will put up the cases to DSE/Ad.O.</p>
12.	Sh. Sunil Kumar, Steno-Typist	<p>He is attached with Additional Director (HQ) for all official dictation and typing work</p>	
13.	Sh. Gurmeet Singh, Steno-typist (Hindi)	<p>He is deputed with DA(HQ), DDA(HQ), ADA (HQ) and Legal Assistants for all official dictation and typing work.</p>	
14.	Ms. Vaishali Rani Steno-typist (English)	<p>She is deputed with DA(HQ), DDA(HQ), ADA (HQ) and Legal Assistants for all official dictation and typing work.</p>	
15.	Sh. Kartik, Clerk (Caretaker)	<p>1. Care Taker</p> <p>2. Maintenance of office building at H.Q. and correspondence pertaining to office building at field level.</p> <p>3. Purchase of furniture at headquarter and district level.</p> <p>4. Purchase of Computer /Laptops</p>	<p>He will put up the cases to the DSE/Supdt/ Ad.O/ Sr. AO.</p>
5	Ms. Amrita Mehra, Clerk (Bill/Budget Clerk)	<p>1. To prepare all types of bills including salary bills pertaining to headquarters.</p> <p>2. Budget/Reconciliation.</p>	<p>She will put up the cases to the DSE/Supdt/Ad.O/ Sr. A.O.</p>
	Sh. Vikash, Clerk. (CP-III)	<p>1. He will do the entire work of Annual confidential reports relating to Class I, II, III and IV employees.</p>	<p>He will put up the cases to the DSE/Supdt/ Ad.O</p>

		2. Maintenance and circulation of miscellaneous circulars and instructions etc.	
18.	Sh. Nirmal Singh, Clerk, (CP-I)	He will act as a record keeper with 1AP (Sh. Dinesh Saini, Assistant)	
19.	Sh. Kuldeep Singh, Clerk (CP-II)	He will act as a record keeper with 2AP (Sh. Baldev Singh, Assistant)	
20.	Sh. Omkar, Clerk	He will do the work of Receipt and as Dispatch and will maintain the record of service stamps.	
21.	Sh. Rambir, Clerk (CP-III)	He will act as a record keeper with 3AP (Sh. Narender Singh, Assistant)	
22.	Sh. Gurpreet Singh, Junior Programmer	He will do the entire work related to IT such as Maintenance and updation of department website, implementation of Online Transfer Policy.	
23.	Sh. Ajay Kumar Junior Programmer	1. He will do the entire work related to IT such as Maintenance and updation of department website, implementation of Online Transfer Policy. 2. He will also assist Smt. Suman Katyal, Assistant (7AP) in her official work	
24.	Sh. Hawa Singh, Restorer	Record keeper of record room (criminal cases)	He will maintain the record of criminal cases as per order dated 4.08.17 issued under endst no. AP(5)-2017/11116-11122 dated 9.08.17
25.	Sh. Pardeep, Computer Operator	He will assist to Sh. Dinesh Kumar, Assistant (1AP).	
26.	Sh. Krishna, Computer Operator	He will assist to Ad.O and Sh. Narender (3AP).	
27.	Sh. Ashok, Computer Operator	He will assist to Sh. Suman Sood, Assistant (5AP)	
28.	Sh. Naveen, Computer Operator	1. He will assist to Smt. Mohini Chopra, PA for Work relating to Fax, Internet and checking/downloading of e-mails daily and sending thereof. 2. He will also do the complete work pertaining to HRMS under the supervision/guidance of concerned Assistants (1AP/2AP/3AP/5AP/6AP) as the case may be. 3. He will submit the daily attendance report to the nodal officer pertaining to entire department i.e Directorate and field offices.	

Note

1. The branch shall put up their file for preparing written statement, affidavit, ground of Appeal and misc. applications alongwith self speaking note/para wise comments denoting complete factual position of the case with well arranged record to the Senior Account Officer/SAS Officer, who shall provide his detailed comments alongwith relevant provision of service rules, government instructions/ policy applicable in that case with regard to claim of petitioner, as per notification issued by the Finance Department vide memo no. 14/69/2015-

5FA dated 26.05.2016 and send the file for preparation of written statement, affidavit, grounds and misc. applications to the concerned Legal Assistant/Law Officer.

2. That after preparation of written statement, affidavit, grounds of appeal and misc. applications by the concerned Law Officer, the same shall be submitted for vetting to the District Attorney (HQ).
3. In urgent, time bound & complicated matters, the concerned officer will prepare the written statement and got it vet at his own level from the concerned authority.
4. The opinion work in criminal case with reference to decision of District Magistrate in which appeal is not recommended shall be decided at the level of Additional Director Prosecution. However, in the cases in which appeal is recommended the matter may be put up to the worthy Director of Prosecution alongwith proposed grounds of appeal. No law officer and Additional Director of Prosecution shall communicate with the concerned District Attorney or District Magistrate without the approval of Worthy DP in the matter of reference received from the District Magistrates.
5. All Monthly Diaries of criminal cases complete in all aspect will be sent to the Government/ concerned departments before 7th of every month. It shall be joint responsibility of 7AP, ADA-II, DA(HQ) and Additional Director (HQ) that all Monthly Diaries of criminal cases with accurate figures and complete in all aspects must be sent to the Government/concerned departments before 7th of every month.
6. Smt. Suman Katyal, Assistant (7AP) shall keep the scanned copy in soft form on her computer system of opinions of District Magistrates/ District Attorneys/ Superintendents of Police received from the O/o the District Attorneys/ District Magistrates with regard to fitness of filing further appeal for record. This will be done w.e.f. 01.01.2018.

Dated, Panchkula, the
9th October 2018


NARSHER SINGH
DIRECTOR OF PROSECUTION, HARYANA

Endst. No. AP(5)-2017/ 20822-20852

Dated: 09-10-2018

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

1. The Additional Director (HQ)/ District Attorney/Deputy District Attorney/Assistant District Attorneys/Ad.O/Supdt./Sr.AO/S.O and Dy. Supdt. At H.Q.
- ✓ 2. All officials at H.Qs.
3. PA to Director


Superintendent
for Director of Prosecution, Haryana
9/10/18