

## **CHAPTER XIII**

# **OTHER DEPARTMENTS**

A brief account of departments of the Government working in the district, their administrative set-up and major functions, etc., which do not find mention elsewhere in this Gazetteer, has been given in this chapter.

### **PUBLIC WORKS DEPARTMENT**

The Public Works Department (PWD) is a premier agency in respect of road development in the State of Haryana. It is responsible for planning, designing, construction and maintenance of roads, bridges, and government buildings in the State. It has a strong reputation for engineering capabilities and quality manpower, and has set up district-wise offices besides the Haryana State Roads and Bridges Development Corporation Limited, Haryana Rural Roads and Infrastructure Development Agency, and Haryana State Building and Roads Academy of research to achieve its objectives. To improve its performance, both in terms of quantity and quality, the department continuously endeavours to complete the projects in time and in phased manner by adopting latest construction techniques and management practices. The Administrative and professional head of the department is the Engineering-in-Chief who is assisted by the Chief Engineer, Superintending Engineer, Executive Engineer, Sub-Divisional Engineers and Junior Engineer at the level of Head Office, Circles, Provincial Division, Sub-Division and Section, respectively. The jurisdiction of the circle or division of this department is not necessarily confined to one district; it may be extended to more districts.

The Building and Roads Wing in Jhajjar was earlier under the charge of Provincial Division at Jhajjar which was formed in 1978. The Jhajjar Circle came into existence in 2006. It has two Provincial Divisions; one each at Jhajjar and Bahadurgarh. A brief description of the provincial divisions is given in the forthcoming paragraphs. The Superintending Engineer is In-charge of the Circle and he is assisted by Executive Engineers, who head the Provincial

Divisions. The Executive Engineers, in turn, are assisted by teams of Sub-Divisional Engineers and other subordinates in different Sub-Divisions and Sections in their work which include carrying out surveys, geotechnical investigations, and preparation of general arrangement drawings, bills of quantities, detailed designing, working drawings, and checking of progress and quality of the work during its execution. As on 31<sup>st</sup> March, 2018, there were 8 officers and 118 officials serving at the Jhajjar Circle of PWD.

**Provincial Division, PWD (B &R), Jhajjar.**— This provincial division of the Public Works Department under the supervision of an Executive Engineer looks after the work of construction and maintenance of building and roads, over road bridges and underpasses at Jhajjar, excluding Bahadurgarh and some part of Badli Tehsil. The work of the division is divided further into three provincial sub-divisions, namely PSD-II, PSD-III and PSD-V, each under the charge of a Sub-Divisional Engineer (SDE). The SDE's are assisted by staff, 17 Junior Engineers and other subordinate in their work. The work of electrical installations and maintenance thereof in government buildings in the division is attended by the electrical division of the department at Rohtak. The operation, maintenance, and repair of the machinery of the division in the district is under the charge of the mechanical division of the department at Rohtak.

**Provincial Division, PWD (B&R), Bahadurgarh.**— This provincial division of the Public Works Department under the supervision of an Executive Engineer looks after the work of construction and maintenance of buildings and roads, over road bridges and underpasses at Bahadurgarh and some part of Badli Tehsil. The work of the division is divided further into two provincial sub-divisions, namely PSD-I, and PSD-II, each under the charge of a Sub-Divisional Engineer. The SDE's are assisted by 12 Junior Engineers and other subordinate staff in their work. The work of electrical installation in government buildings in the division and maintenance thereof; and operation, maintenance, and repair of the machinery of this division is also looked after by the electrical and mechanical divisions, respectively of the department at Rohtak.

## **PUBLIC HEALTH ENGINEERING DEPARTMENT**

The main function of the Public Health Engineering Department is to provide improved and piped drinking water supply in towns of the district. It also extends water supply distribution system in villages and approved colonies, constructions of sewerage treatment plants and sanitary amenities in government buildings, besides the provisions for sewerage facilities in towns, storm water disposal, etc. By March, 1992, the department had provided the facility of at least one safe source of drinking in all villages in the district. Under the Special Component Sub Plan, drinking water facilities are provided/upgraded in the villages/habitations having majority of population of scheduled caste households by drilling additional tube-wells, augmentation of existing canal based schemes, creating new canal based water works, constructing boosting stations, strengthening of existing distribution system, sewerage facility (urban area), etc., as well as the maintenance of infrastructures created under Indira Gandhi Drinking Water Supply Scheme. It is also the implementation agency for the National Rural Drinking Water Programme in the district. The water supply and sanitation works are headed by the Superintending Engineer Public Health, Jhajjar who functions under the overall control of the Engineer-in-Chief of the Department. As on 31<sup>st</sup> March 2018, there were 15 officers and 323 officials serving this department in the district.

## **IRRIGATION AND WATER RESOURCES DEPARTMENT**

The main function of this department is to regulate irrigation and drainage in the district to assist in the growing of agricultural crops, maintenance of landscapes, and re-vegetation of disturbed soils in dry areas during periods of inadequate rainfall, or during floods. This department is represented in the district by its Superintending Engineer W/S Circle, who is assisted by an Executive Engineer, Drainage & Water, and other subordinate staff. The department has following five divisions in the district:-

**Water Service Division, Jhajjar.**— This Division is primarily responsible for regulating canal water supplies in the district. It is also responsible for

draining out the rainy water through the drains in the district and its adjoining areas. It has three sub-divisions.

**Rewari Lift Irrigation Water Services Division, Jhajjar.** — This Division of Jhajjar W/S Circle, is primarily responsible for regulating canal water supplies in Jhajjar and part of districts Rewari and Gurugram. It is also responsible for draining out the rainy water through the drains in the district. It has three sub-divisions in the district.

**Water Services Feeder Division, Rohtak.** — This Division is primarily responsible for regulating Jawaharlal Nehru Feeder canal water supplies in Jhajjar and to parts of district Sonapat, Rohtak and Bhiwani. It is also responsible for draining out the rainy water through the drains in Jhajjar and its adjoining areas. Out of the three sub-divisions of the feeder division, one is in Jhajjar and two are at Rohtak.

**Construction Division No. 19, Rohtak.** — This Division having four sub-divisions is primarily responsible for rehabilitation and remodelling of water courses to irrigate the fields and miscellaneous construction works in Jhajjar and its adjoining areas. It is also responsible for draining out the rainy water during rainy season through the drains in Jhajjar and its adjoining areas.

**Water Services Mechanical Division, Jhajjar.** — This Division is primarily responsible for dewatering of flood water during rainy season by lifting through pumping sets in the drains in district and its adjoining areas. It is also responsible for running and maintenance of pumps of permanent pump houses situated under the jurisdiction of Jhajjar circle. It has three sub-divisions at Jhajjar and one at Bahadurgarh.

As on 31<sup>st</sup> March, 2018, there were 20 officers and 257 officials serving this department in the district.

## **UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED**

The electricity board of erstwhile Punjab was bifurcated on formation of Haryana State in 1966. Haryana State Electricity Board, thereafter, started

functioning with effect from 2<sup>nd</sup> May, 1967. In order to avail institutional loans for increasing power generation and to make the power sector viable, the business of Haryana State Electricity Board was transferred to two wholly state owned corporations namely Haryana Power Generation Corporation Limited (HPGCL) and Haryana Vidyut Parsharan Nigam Limited (HVPNL) with effect from 14<sup>th</sup> August 1998. HVPNL was further reorganized in July, 1999 by carving out two more corporations, namely Uttar Haryana Bijli Vitran Nigam Limited (UHBVNL), and Dakshin Haryana Bijli Vitran Nigam Limited (DHBVNL) with their respective areas of jurisdiction for distribution of power. Jhajjar district falls under the jurisdiction of UHBVNL. Its one operation circle and three operation divisions are functioning in the district, which are described in the following paragraphs:-

**Operation Circle UHBVN, Jhajjar.** — This Operation Circle was carved out from Operation Circle UHBVN, Rohtak in December, 2007. The Superintending Engineer (OP) is the controlling authority for the circle in the district who works under the overall control of the Managing Director, UHBVNL, at the State Headquarter level. He exercises administrative control over the three Operation Divisions working in the district, namely Operation Division, Jhajjar; Operation Division, Bahadurgarh; and Operation Divisions, Beri.

**Operation Division UHBVN, Jhajjar.** — This Division is headed by an Executive Engineer and it provides new industrial, agriculture and domestic connections apart from carrying out, billing and recovery of dues of supply of power. It also attends to public complaints and grievances with regard to power failures, faults, erratic and low voltage supply, overbilling, etc., and also maintains vigil against power thefts. For the above mentioned works, this Division has four sub-divisions namely, City Jhajjar, Sub-Urban Jhajjar, Machhroli and Badli. Works of these sub-divisions are looked after by the Sub-Divisional Officers with the help of Junior Engineers and subordinate staff.

**Operation Division UHBVN, Beri.** — This Division is headed by an

Executive Engineer and it provides new industrial, agriculture and domestic connections apart from carrying out, billing and recovery of dues of supply of power besides attending to public complaints and grievances with regard to power failures, faults, erratic and low voltage supply, overbilling, etc., and also keeps vigil for power thefts in its area of jurisdiction. It has three sub-divisions at Beri, Bahu and Matanhail.

**Operation Division UHBVN, Bahadurgarh.**— This Division has the same functions as are being handled by the other two operations divisions in the district. It has four sub-divisions in its area of jurisdiction out of which three are functioning in Bahadurgarh and one in Bupania.

All requisite electrical items and material for construction, operation and maintenance are supplied by the central store of the UHBVNL to the stores of Divisions/sub-divisions at Jhajjar and Bahadurgarh as per their respective indents.

### **CO-OPERATION DEPARTMENT**

The Co-operation Department is represented in the district by the Assistant Registrar Co-operative Societies. There are two posts of Assistant Registrar Co-operative Societies, one each at Jhajjar and Bahadurgarh. These Assistant Registrars function under the immediate control of Deputy Registrar Co-operative Societies, Rohtak and overall administrative control of the Registrar, Co-operative Societies, Haryana. They are assisted by General Line Inspectors, General Line Sub-Inspectors and other subordinates. There are three sub-divisions of the department in the district functioning at Jhajjar, Bahadurgarh and Beri.

The department is responsible for the promotion and growth of cooperative movement in the district, and it exercises control over the Primary Agricultural Co-operative Societies; Cooperative Fruit and Vegetable Societies; Cooperative Group Housing Societies; the Jhajjar Central Cooperative Bank Limited; the Jhajjar District Primary Cooperative Agriculture and Rural Development Bank Limited; the Cooperative Marketing-cum-Processing Society Limited; Labour and construction

societies; the Cooperative Labour and Construction Federation Limited; and Industrial Societies in the district. As on 31<sup>st</sup> March, 2018, there were 2 officers and 43 officials serving the department in the district.

### **FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS DEPARTMENT**

This department is represented in the district by the District Food and Supplies Controller. He is assisted by a District Food and Supplies Officer, 2 Assistant Food Supplies Officers, 9 Food Supplies Inspectors, 8 Food Supplies Sub-Inspectors, and other subordinate staff. The department is primarily responsible for the procurement and distribution of food grains and other essential commodities through fair price shops, the activities of which are regulated through control licensing orders issued under the Essential Commodities Act, 1955; the Prevention of Black Marketing and Maintenance of supplies of Essential Commodities Act, 1980; the Consumer Protection Act, 1986; National Food Security Act, 2013; and other applicable enactments. These Fair Price Shops distribute the essential commodities like Cereals, pulses, wheat flour, sugar, edible oils, kerosene, etc., to the ration card holders of 'Below Poverty Line', 'Antyodaya Ann Yojana' category, and 'Other Priority Household'. 'Above Poverty Line' category ration card holders also get cereals and pulses at subsidized rates and at quantity fixed by the government. Round the clock online public grievance lodging and monitoring facility has also been provided by the department to public with respect to the Public Distribution System. On 1<sup>st</sup> November, 2016, the district was declared kerosene oil free on and use of 'Point of Sale Terminals' popularly known as POS devices was started for distribution of essential commodities. As in March 2018, a total of 269 (217 rural and 52 urban) fair price shops and 338 POS machines were functioning in the district.

### **INFORMATION, PUBLIC RELATIONS AND LANGUAGES DEPARTMENT**

This department is represented in the district by the District Information and Public Relations Officer who works under the immediate supervision of the Deputy Commissioner and overall administrative control of the Director General of the department. He is assisted by three Assistant

Information and Public Relations Officers posted at Jhajjar, Beri and Bahadurgarh Sub-Divisions, and other subordinate staff. This department has two information centres at Jhajjar and Bahadurgarh which are maintained by Information Centre Assistants.

The District Information and Public Relations Officer maintains constant liaison with the local administration, press and the public in general for putting across the point of view of Government with respect to its policies and programmes. He undertakes publicity campaigns through meetings, cinema shows, drama performances, and personal contacts with a view to inform and educate the people about various programmes and policies formulated, and the developments made in different fields. Besides this, the other tools of public relations being effectively used include printing of publicity material, telecasting documentaries, and issuing advertisements aimed at informing the public. He also organises programmes to highlight the cultural heritage of the State and of the Country through cultural activities or slide shows by video-van. He also informs the Government about the public reactions on its policies and programmes, and also conveys public grievances to the district and state authorities.

## **PLANNING DEPARTMENT**

In the district, the planning department is represented by its two wings i.e. the planning wing; and the statistical wing which are headed by the District Planning Officer and the District Statistical Officer, respectively. These officers work under the supervision of the Additional Deputy Commissioner-cum-Chief Planning and Development Officer, Jhajjar and under the overall administrative control of the Director, Department of Economic and Statistical Analysis, Haryana.

The District Planning Officer formulates district development plans, on basis of financial resources available/received from the State Government, under the guidance and direction of the District Development and Monitoring Committee, and is also responsible for drawing up schemes of local importance; collection of basic data and prepare a status report about the



position with regard to various development parameters; and identification of problems of different areas and steps required for tackling such problems keeping in view the potential for the development.

The District Statistical Officer is responsible for the statistical activities of the various departments at the district level. He collects, compiles, analyses, and maintains statistics concerning to various socio-economic aspects of the district. He checks and scrutinizes the periodical progress reports prepared by the Block Development and Panchayats Officers and other district officers. He is also committed to provide statistical information such as socio-economic statistical data related to income, capital formation, public finance, index of industrial production, wholesale and retail price index and developmental activities occurring in the district.

The data and information provided by these wings serve as source material for bringing out many publications including the yearly Statistical Abstracts, and the Economic Surveys, besides serving for reviews of the progress and implementation of plans, schemes, etc.

As on 31st March, 2018, there were 1 officer and 8 officials serving the planning department in Jhajjar district.

## **FINANCE DEPARTMENT**

There is a District Treasury at Jhajjar which is headed by the District Treasury Officer, and under his control are three Sub-treasuries at Bahadurgarh, Beri and Matanhail, which are manned by one Assistant Treasury Officer each. Earlier, there used to be a sub-treasury at Jhajjar, which was upgraded as District Treasury in 1997 with the formation of the new district Jhajjar. Sub-treasuries at Bahadurgarh, Beri, and Matanhail were established in 1974, 1985 and 1986 respectively.

The District Treasury and the Sub-Treasuries function under the control of Director General, Treasuries and Accounts Department, and under the overall control of the Finance Department, Haryana. The treasuries play a vital role in the management of district finance by exercising control over

expenditure and proper accounting for receipts and expenditure in Government Accounts. The treasuries and sub-treasuries in the district are fully computerized and connected with online system through internet with District Treasury and State Headquarter, and function according to the provisions contained in the Codes, Manuals and administrative procedures devised for them by the Government.

The Treasury Officer and the Assistant Treasury Officers perform three fold functions comprising of receipt of revenue including sale of stamps on behalf of central and state Governments; disbursement of bills of pay and allowances of the government employees, bill of the contingencies, grants-in-aids, scholarships and pensions; and maintenance of accounts pertaining to the subject matters specified in the aforesaid functions. The cash transactions pertaining to the treasury and sub-treasury are conducted through the State Bank of India. As in March, 2018, there were 2 officers and 17 officials serving in the treasuries of the district.

### **SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT**

The Social Justice and Empowerment Department is represented at the district level by the District Social Welfare Officer (DSWO), who is assisted by 6 officials comprising Social Welfare Officers and other subordinate staff. The DSWO works under the overall control of the Director General of the Department at the State Level and is responsible for implementing welfare schemes of the department in the district. He is entrusted with implementation, for resident of the district belonging to various sections of society, of schemes of social welfare including social security pension schemes, welfare schemes for physically challenged, widows, destitute and orphaned children, old and infirm citizens, and minority communities.

### **WOMEN AND CHILD DEVELOPMENT DEPARTMENT**

Women and Child Development Department performs the functions relating to the development, advancement, welfare, and empowerment of

women and children in different walks of life. This department has threefold vision for economic and social empowerment of women; making women partner in social development in an environment free from violence and discrimination; and provision of opportunities to children and adolescent girls for growth and development to the fullest in safe and protected environment. The department also implements various schemes for the welfare of the women and children like the Beti Bachao Beti Padhao, Integrated Child Development Service Scheme, Improving Infant and Young Child Feeding Scheme, Apki Beti Hamari Beti, Integrated Child Protection Scheme, Kishori Shakti Yojna, Kanya Kosh, Gender Sensitization Programme, scheme to curb anaemia and supplementary nutrition, etc. The department undertakes the activities for awareness generation against social evils like dowry, female foeticide, and child marriage. It also undertakes the new initiatives like sports meet for women, conversion of Mahila-Mandals into self-help groups, etc. Besides these, the department grants the awards for rural adolescent girls, best mother award, nutrition award, state level awards for improvement in sex ratio, etc., in the district.

The department at the district level is represented by the District Programme Officer who functions under the overall control of the Director General, Women and Child Development Department, Haryana. As on 31<sup>st</sup> March, 2018, the District Programme Officer was assisted by 7 Women and Child Development Project Officers at block level, 44 Supervisors at the circle level, and 1,130 *Anganwari* workers at the village level besides helpers and other supporting staff.

### **WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT**

The Welfare of Scheduled Castes and Backward Classes Department is represented at the district level by the District Welfare Officer. He functions under the administrative control of the Director of the department at the state headquarter. The major functions of the District Welfare Officer include the adoption of measures for the welfare, advancement, and upliftment of the

members of Scheduled Castes, *Vimukat Jatis*, and Backward Classes and implementation of various schemes formulated by the Government in this regard. He provides legal assistance and guidance as required, and looks after the interest of the members of the said communities against victimization, exploitation, ejection, etc. With the help of lady social workers, he arranges classes in the *Balwadis*, lectures to the Scheduled Castes and Backward Classes women for the care of their children, general cleanliness, etc. The work of sewing, cutting, tailoring and embroidery are also taught in the community centres under the aegis of this department.

As on 31<sup>st</sup> March, 2018, there were 3 Tehsil Welfare Officers, 3 Lady Social Workers and 3 Lady Attendants to assist the District Welfare Officer in his work.

### **FIRE BRIGADE SERVICE**

Fire Services in the district are headed by the Fire Brigade Officer, Jhajjar. The first (main) fire station at Bahadurgarh was established in 1972. The Fire Brigade service in Jhajjar town was started by the Municipal Committee in 2004 by establishing a Fire Station Centre on Kaccha Babra Road, Jhajjar. The Fire Services are governed by the Haryana Fire Act, 2009. Its statutory duty is to save lives and property in the case of fire/disaster and to help those in distress. Nevertheless, in the interest of public welfare, special services, which involve lifesaving or rescue operations, humanitarian services, and services urgently necessary in the public interest are rendered in collaboration with the police department. These services cover a wide range of incidents such as collapsing of house/industrial shed, train and motor accidents, drowning accidents, oil, acid and chemical spillages, tree collapses, earth quack, etc. In order to render these services effectively and efficiently, the fire brigade personnel require proper training and re-orientations. The training of officers is conducted at National Fire Service College, Nagpur which was stated in 1956, and the training of the firemen is conducted at the State Fire Training Centre, Gurugram.

In March 2018, the Fire Brigade had 5 fire stations manned round the

clock. Three fire stations were functional in Bahadurgarh tehsil which were situated in Indira Market Railway Road, MIE Part-A Industrial Area, and HSIIDC Area. The staff strength at these fire stations was 12 officials with 4 Fire-tenders; 13 officials with 2 Fire-tenders; and 08 officials with 1 Fire-tender, respectively. In Jhajjar, one Fire Officer In-Charge, 3 Drivers, 3 Firemen, and 6 other contractual firemen stand deputed with 5 fire vehicles to attend the fire-calls. The fire brigade service wing continues to make earnest endeavour by responding to nearly 380 fire and rescue calls per annum on an average to serve the people of the district with the sole motto 'WE SERVE TO SAVE'.

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