

Directorate of Development and Panchayats Department, Haryana

ORDER

In supersession of all earlier orders of work distribution/assignment among the officers/officials, the detailed distribution of work and further adjustments among the officials is made as under:-

Sh. Sumit Kumar, HCS, Joint Director, Administration		
Sh. Surya Parkash, Assistant Director, Administration		
Administration-I Branch		
Sr. No.	Name of the officer/official with designation	Nature of duties
1.	Smt. Nirmala Devi, Superintendent	Supervisory duties of Administration Branch-I. It includes all establishment business of Headquarters staff, Junior Engineers, Assistants, Social Education and Panchayats Officers, Patwari, and Gram Sachivs. Supervision of Vidhan Sabha Questions Submission of various reports to the Government being sought from time to time etc.
2.	Sh. Aman Rana, Assistant (contractual)	All establishment matters pertaining to the Junior Engineers including disciplinary proceedings (attempting chargesheets, processing reply to the chargesheets appointment of IO&PO and final orders apart from suspension, dismissal, reinstatement matters), criminal proceedings (issuance of prosecution sanction and final order consequent upon court's order), complaints, Court cases, RTI Cases, Lokayukta cases, CM window, submission of requisition to HSSC, offering of appointments, promotions, seniority, ACP, stepping up of pay, medical reimbursement, higher education matter, passport intimation, leave matter, extension in service, retirement orders etc.
3.	Sh. Vijay Kumar, Assistant	All establishment matters pertaining to the headquarter staff including those of RGSIPR&CD, Nilokheri and RIPR&CD, Bhiwani and Gram Sachivs including disciplinary proceedings (attempting chargesheets, processing reply to the chargesheets appointment of IO&PO and final orders apart from suspension, dismissal, reinstatement matters), criminal proceedings (issuance of prosecution sanction and final order consequent upon court's order), complaints, Court cases,

  
06/12/18

(1/14)

		RTI Cases, Lokayukta cases, CM window, submission of requisition to HSSC, offering of appointments, promotions, seniority, ACP, stepping up of pay, medical reimbursement, higher education matter, passport intimation, leave matter and pay fixation extension in service, retirement orders etc.
4.	Sh. Joginder Kumar, Assistant (additional duty)	All establishment matters pertaining to the Social Education and Panchayat Officers, Assistants and Patwari including disciplinary proceedings (attempting chargesheets, processing reply to the chargesheets appointment of IO&PO and final orders apart from suspension, dismissal, reinstatement matters), criminal proceedings (issuance of prosecution sanction and final order consequent upon court's order), complaints, Court cases, RTI Cases, Lokayukta cases, CM window, submission of requisition to HSSC, offering of appointments, promotions, seniority, ACP, stepping up of pay, medical reimbursement, higher education matter, passport intimation, leave matter extension in service, retirement orders etc.
5.	Sh. Daini Saini, Clerk	Recordkeeping of files pertaining to the establishment of Junior Engineers, Assistants, Patwaris and SEPOs including putting up of PUCs, files and maintenance of files.
6.	Smt. Monica Punia, Clerk-cum-DEO (Contractual)	Recordkeeping of files pertaining to the establishment of headquarters staff including those of RGSIPR&CD, Nilokheri, RIPR&CD, Bhiwani involving putting up of PUCs, files and maintenance of files and typing job of the whole branch.
7.	Sh. Vivek Rana, Steno (Apprentice)	Typing job pertaining to the establishment of Junior Engineers.

Administration-II Branch		
Sr.No.	Name of the officer/official with designation	Nature of duties
1.	Sh. Parkash Chand, Deputy Superintendent	Supervisory duties and all establishment matters pertaining to the Clerks, Junior Scale Stenos, Steno-typist and court cases of Craft Teachers including disciplinary proceedings (attempting chargesheets, processing reply to the chargesheets appointment of IO&PO and final orders apart from suspension, dismissal, reinstatement matters), criminal proceedings (issuance of prosecution sanction

*[Signature]*  
06/12/2018

		and final order consequent upon court's order), complaints, Court cases, RTI Cases, Lokayukta cases, CM window, submission of requisition to HSSC, offering of appointments, promotions, seniority, ACP, stepping up of pay, medical reimbursement, higher education matter, passport intimation, leave matter extension in service, retirement orders etc.
1.(a)	Smt. Yashwanti, Deputy Superintendent	Supervisory duties of Administration Branch-II. It includes all establishment business of Deputy Superintendents, Accountants, Accounts Clerks, Drivers, Group D employees e.g. Peons, Mali-cum-Chowkidar etc. and Zila Parishad staff. Submission of various reports to the Government being sought from time to time etc.
2.	Smt. Poonam Devi, Clerk	All establishment matters pertaining to the Deputy Superintendents, Accounts Clerks, Zila Parishads Staff, Drivers and Group D employees including disciplinary proceedings (attempting chargesheets, processing reply to the chargesheets appointment of IO&PO and final orders apart from suspension, dismissal, reinstatement matters), criminal proceedings (issuance of prosecution sanction and final order consequent upon court's order), complaints, Court cases, RTI Cases, Lokayukta cases, CM window, submission of requisition to HSSC, offering of appointments, promotions, seniority, ACP, stepping up of pay, medical reimbursement, higher education matter, passport intimation, leave matter extension in service, retirement orders etc.
3.	Smt. Shobha Bharti, Clerk	All establishment matters pertaining to the Accountants, including disciplinary proceedings (attempting chargesheets, processing reply to the chargesheets appointment of IO&PO and final orders apart from suspension, dismissal, reinstatement matters), criminal proceedings (issuance of prosecution sanction and final order consequent upon court's order), complaints, Court cases, RTI Cases, Lokayukta cases, CM window, submission of requisition to HSSC, offering of appointments, promotions, seniority, ACP, stepping up of pay, medical reimbursement, higher education matter, passport intimation, leave matter extension in service, retirement orders etc.

  
06/12/2018

(3/14)

4.	Ms. Nishu Rani, Clerk-cum-DEO (Contractual)	Recordkeeping of files pertaining to the establishment of Deputy Superintendents, Accountants, Accounts Clerks, Zila Parishads Staff, Drivers and Group D employees including putting up of PUCs, files and maintenance of files and typing work etc.
5.	Sh.Gaurav, Clerk	Recordkeeping of files pertaining to the establishment of Clerks, Junior Scale Stenos, Steno-typist and court cases of Craft Teachers employees including putting up of PUCs, files and maintenance of files and typing work etc.
6.	Sh.Satish Kumar, Clerk (contractual)	RTI Assistance is being provided by him to the SPIO. Typing job of Administration-II branch

Dr. Jitender Ahlawat, Deputy Director, Panchayat Election Branch		
Sr.No.	Name of the officer/official with designation	Nature of duties
1.	Smt. Kulbir Kaur, Superintendent	Supervisory duties of Election Branch-II. It includes election business and other works of PRIs etc.
2.	Sh.Umed Singh Clerk	Election business of PRIs, Constitution of New Gram Panchayat, Resignation of PRIs Members, Reservation of seats in Zila Parishad and Panchayat Samiti, other works of PRIs, Establishment of employees of Panchayat Bhawans in the State, Court cases, RTI matters and Lokayukta Matters pertaining to ibid works. All indicated works pertaining to the Revenue Divisions of Ambala, Gurugram and Faridabad
3.	Sh. Rattan Lal, Clerk	Legislation work including publication of rules & Acts, Creation of new blocks, Matters pertaining to Mobile Network Towers in rural areas, election business of PRIs, Constitution of New Gram Panchayat, Resignation of PRIs Members, Reservation of seats in Zila Parishad and Panchayat Samiti, other works of PRIs; Establishment of employees of Panchayat Bhawans in the State, Court cases, RTI matters and Lokayukta Matters pertaining to ibid works. All indicated works pertaining to the Revenue Divisions of Hisar, Rohtak and Karnal
4.	Sh. Anil Kumar Clerk	Recordkeeping of files pertaining to the assignments of Sh.Rattan Lal, Clerk including putting up of PUCs, files and maintenance of files etc.

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06/12/2018

(4/14)

5.	Smt. Meena Kumar Clerk-cum-DEO	Recordkeeping of files pertaining to the assignments of Sh.Umed Singh, Clerk including putting up of PUCs, files and maintenance of files and typing work etc.
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Sh.M.L.Garg, Deputy Director, Panchayat		
Sh.Rakesh Sandhu, Deputy Director, Panchayat		
Panchayati Raj Branch		
Sr.No.	Name of the officer/official with designation	Nature of duties
1.	Sh. Mahender Kumar, Superintendent	Supervisory duties Panchayati Raj Branch. It includes distribution of funds under various schemes of GOI and the State Government.
2.	Smt. Saroj Devi, Assistant	Administrative approval and Distribution of funds under schemes, Matching Grants, Revenue Earn Scheme, Court Cases, RTI and meetings pertaining to these schemes. Collection of UCs of all the schemes and reconciliation of funds with PAG. Complaints pertaining to Mahatama Gandhi Gramin Basti Yojna and reports regarding house-tax and liquor share.
3.	Sh. Joginder Dass, Assistant	Administrative approval and Distribution of funds under schemes, 14 <sup>th</sup> Finance Commission of GOI, 5 <sup>th</sup> Finance Commission of the State, Surcharge on Vat Scheme, Swam Jyanti Block Development Scheme, Special Development Scheme, Gram Panchayat Development Plan (GPD) Mahatama Gandhi Gramin Basti Yojna Court Cases, RTI and meetings and budget business pertaining to these schemes, Haryana Gramin Vikas Yojna, Deenbandhu Haryana Gram Yojana, Haryana Swaran Jyanti Mahagram Yojna. Court Cases, RTI and meetings pertaining to these schemes.
4.	Smt. Kanwaljeet Kaur, Clerk	Recordkeeping of files pertaining to the Scheme Branch including putting up of PUCs, files and maintenance of files and English typing etc.
4.	Sh. Naresh Kumar, Clerk	Recordkeeping of files pertaining to the Scheme Branch including putting up of PUCs, files and maintenance of files etc.
5.	Sh. Virender Kumar, Clerk-cum-DEO	Recordkeeping of files pertaining to the Scheme Branch including putting up of PUCs, files and maintenance of files and Hindi typing etc.

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06/12/18

(5/14)

Sh.M.L.Garg, Deputy Director, Panchayat		
Shamilat Branch		
Sr.No.	Name of the officer/official with designation	Nature of duties
1.	Sh. Surender Kumar, Superintendent	Supervisory duties Shamilat Branch. It includes Shamlat land matters.
2.	Sh. Madan Lal, Assistant	Policy matter of Shamilat land & Lease Money Report in the State, Audit Paras and meetings pertaining to the Shamlat Land, Matters regarding sale, exchange and gift of Shamilat Land pertaining to the revenue division of Gurugram and Faridabad. Court Case, RTI, Vidhan Sabha and Lokayukta matters pertaining to the ibid work.
3.	Sh.Brij Mohan, Assistant	Matters regarding sale, exchange and gift of Shamilat Land pertaining to the revenue division of Ambala Court Case, RTI and Lokayukta matters pertaining to the ibid work
4.	Sh. Kuldeep Kumar, Assistant	Matters regarding sale, exchange and gift of Shamilat Land pertaining to the revenue division of Rohtak, Karnal and Hisar. Court Case, RTI and Lokayukta matters pertaining to the ibid work
4.	Sh. Jasvir Singh Clerk	Recordkeeping of files pertaining to the Shamilat Branch including putting up of PUCs, files and maintenance of files etc.
5.	Sh. Amit Kumar, Clerk-cum-DEO	English and Hindi typing work of the Shamilat land

Sh. Sumit Kumar, HCS, Joint Director, Administration		
Sh. Ram Kumar, Chief Accounts Officer		
Sh. M.L.Garg, Deputy Director		
Dr. Jitender Ahlawat, Deputy Director		
Budget & Cash and General Branch		
Sr.No.	Name of the officer/official with designation	Nature of duties
1.	Sh.Rishipal Superintendent	Supervisory duties Budget & Cash Branch. It includes Budget & Cash matters.
2.	Sh. Naresh Kumar, Deputy Superintendent	Supervisory duties of General Branch.

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06/12/18

(6/14)

3.	Sh. Krishan Kumar, Deputy Superintendent	Administrative approval and allocation work in respect of Zila Parishad Bhawans/Zila Parishad Rest Houses/Zila Parishad office buildings/staff quarters of CEOs and Presidents ZP including repair and maintenance work of these buildings. According of approval in respect of purchase of furniture, computers etc. for ZPs. Sales, exchange or gift of ZP/Panchayat Samiti land. Sanction of journey beyond jurisdiction in all respects. Auction of trees grown on the land of ZP/PSs. All miscellaneous work of ZP/PSs. Court cases, RTI and Lokayukta matter pertaining to these assigned duties.
4.	Sh. Bishan Kumar, Assistant	Arrangement of stationery/office use items, Submission of various bills including pay bill, contingency bill, grant-in-aid bill, POL and e-panchayat project to the treasury/banks. Up-keeping of ledger and cashbook, Reply and settlement of all audit paras pertaining to the headquarters, Encashment of RTI fee, Revalidation of RTGS, if any, etc.
5.	Sh. Jai Kumar, Assistant	Arrangement and allocation of budget including revised budget and reconciliation of expenditure in respect of DDPOs offices, CEOs, ZP offices and headquarters. Honorarium of PRIs and wages of Gramin Chowkidars. Budget of Aganwari Centres, Reports of PAC and CAG, all GPF/Advance/loan cases
6.	Sh. Jitender Joshi, Assistant (Additional)	Preparation of bills pertaining to pay, medical reimbursement, GPF, TA and contingencies, Maintaining of vouchers pertaining to pay and contingencies, Maintaining service books of headquarters staff, GIS and Income Tax statement, NPS work
7.	Sh. Lichhman Singh Assistant (contractual)	Submissions of files pertaining to the various meetings of the different departments and inter-district meetings, Cattle Fair work, Preparation of administrative reports of the department, work pertaining to official vehicles, work relating to HRDF work Permission to encash FDs of Gram Panchayat, Kamla Nehru Fund, miscellaneous work of Civil Aviation Hub, Hisar, Yamuna River, Shaheed Monuments, Panchayat liberty, Poshan Abhiyan and electricity bills matters, Irregularity in purchasing coolers and fans, complaints from citizens and assets and liabilities work. Any other work not relating to anyone.

06/12/2018

(7/14)

8.	Sh. Suresh Kumar, Clerk	Recordkeeping of files pertaining to the Budget & Cash Branch including putting up of PUCs, files and maintenance of files etc.
9.	Sh. Vijaypal, Clerk	Recordkeeping of files pertaining to the General Branch including putting up of PUCs, files and maintenance of files etc
10.	Ms. Sunita Kumari, Clerk-cum-DEO	Recordkeeping of files pertaining to the Loan and advance cases including putting up of PUCs, files and maintenance of files and Hindi and English typing work etc

Sh. Sumit Kumar, Joint Director Administration		
Sh. Rakesh Kumar Sandhu, Deputy Director		
Sh. Ranvir Singh Sodhi, Deputy Director (Legal)		
Complaint and Vigilance Branch		
Sr.No.	Name of the officer/official with designation	Nature of duties
1.	Smt. Veena Rani, Deputy Superintendent	Supervisory duties of Complaint and Vigilance Branch. It includes complaint matters of PRIs, Vigilance Department inquiry reports.
2.	Sh. Prince Sharma, Assistant	Dealing vigilance inquiries of State regarding Sarpanch and all Elective representatives and all staff working in field offices/DDPO offices/XEN (PR) offices and BDPO offices received from Chief Minister office, Central Ministers/PMO office, ACS (Vigilance), I.G. (CID) office, PSDP (Dev. & Panchayats)/Director (Dev. & Panchayats), Director General, SVB and directly marked to CVO by General public.
3.	Smt. Rajnish Chhabra, Sr. Scale Stenographer	Steno to JDA (CFMS diary, Emails, typing vigilance inquiry reports only)
2.	Sh. Ram Swarup Assistant (contractual)	Complaints of PRIs, Vigilance Inquiry Reports, Lokayukta matters, RTI, Court Cases, CM window etc.
3.	Ms. Kheema, Clerk-cum-DEO	Recordkeeping of files pertaining to the Complaint and Vigilance Branch including putting up of PUCs, record keeping and maintenance of files and Typing work and additional work to JDA etc.

  
06/12/2018

(8/14)



3.	Sh. Joginder Kumar, Clerk-cum-DEO	Recordkeeping of files pertaining to the Complaint and Vigilance Branch including putting up of PUCs, files and maintenance of files and Typing work etc.
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Sh. Ram Kumar Dhundhara, Chief Accounts Officer		
Pension Branch		
Sr.No.	Name of the officer/official with designation	Nature of duties
1.	Smt. Rajbala, Assistant (now Deputy Superintendent)	Pension (post service benefits such as ex-gratia and financial assistance etc.) in respect of headquarters staff and Assistants, Accounts Clerk, Steno-typist, Gram Sachivs, SEPOs and Patwaris etc. and pension (post service benefits such as ex-gratia and financial assistance etc.) matters of Group C&D employees
2.	Smt. Rita Bakshi, Assistant (contractual)	Pension (post service benefits such as ex-gratia and financial assistance etc.) in respect of Junior Engineers, Accountants, Clerks, Drivers and Group D employees. Policy matters and court cases, RTI, CM windows and other miscellaneous work etc.
3.	Sh. Sanjeev Kumar, Clerk	Recordkeeping of files pertaining to the Pension branch including putting up of PUCs, files and maintenance of files, etc.
4.	Mrs. Mithlesh Kumari, Clerk-cum- DEO	Recordkeeping of files pertaining to the Pension branch including putting up of PUCs, files and maintenance of files and Hindi and English typing work etc.

Smt. Nirmala Devi, Superintendent		
Diary/Dispatch Branch		
Sr. No.	Name of the officer/official with designation	Nature of duties
1	Sh. Vijay Kumar, Assistant (Additional Duty)	Marking all the PUCs to the officers
2	Sh. Kaptan Singh, Assistant	Entry of all the PUCs in CFMS
3	Sh. Kamal Chand, Clerk	Dispatch work
4	Sh. Dhani Ram, Daftri	Dispatch work

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06/22/2018

(9/14)

5	Sh. Jodha Singh, Peon	Distribution of Local posts
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Personal staff of DP		
Sr.No.	Name of the officer/official with designation	Nature of duties
1	Smt. Sushila Rani, Personal Assistant	Working as Personal Assistant to DP
2	Smt. Asha Sharma, DEO	Duty of dispatch/Diary
3	Sh. Krishan Singh, Peon	Duty with personal staff of DP
4	Sh. Jagdish, Peon	Duty with personal staff of DP

Staff placed at the disposal of DPM/ACS/CPS Office		
1	Sh. Satinder Sharma, Assistant	PSDP staff
2	Sh. Neeraj Khatri, Clerk	PSDP staff
3	Sh. Tej Raj, Peon	PSDP staff
4	Sh. Shiv Kumar, Peon	PSDP staff
5	Sh. Satish Kumar, Peon	PSDP staff
6	Sh. Rulda Ram, Peon	DPM Office

Sh. Veenus Nathalia, Assistant Engineer (IT)		
Computer Cell		
Sr. No.	Name of the officer/official with designation	Nature of duties
1	Sh. Bhupinder Singh, System Analyst	<ul style="list-style-type: none"> <li>Overall monitoring and supervision of work of IT Staff i.e Programmers and N/H Engg.</li> <li>To troubleshoot, support, monitor and analyze the existing applications and applications under development.</li> <li>Monitoring and implementation of Panchayat and other Govt. Instruction/policies/guidelines related to IT.</li> <li>To process files related to e-Panchayat and other Govt. Instructions/policies/guidelines related to IT.</li> </ul>

  
 06/12/2018

(10/14)

		<ul style="list-style-type: none"> <li>• Putting up weekly reports of all the applications.</li> <li>• Implementation of Human Resource Management System (HRMS)</li> <li>• Centralized Public Grievance Redress and Monitoring System (CPGRAM)</li> <li>• Budget Allocation and Monitoring System.</li> </ul>
2	Ms. Pooja Sharma, Sr. Programmer	<ul style="list-style-type: none"> <li>• Monitoring, updation and file processing;</li> <li>• Training Management System</li> <li>• Court Case Monitoring System.</li> <li>• Disciplinary Cases Monitoring System.</li> <li>• CM Window</li> <li>• Engineering Works Reporting System</li> <li>• Election Data</li> <li>• Social Media Grievance Redressal</li> <li>• Mahatma Gandhi Gramin basti Yojna (MGGBY)</li> </ul>
3	Sh. Ranveer Singh, Senior Network & Hardware Engineer	<ul style="list-style-type: none"> <li>• Installing maintaining and supporting ICT infrastructure (i.e. computers, printers, UPSs, servers, switches in the department.</li> <li>• Network engineers are responsible for installing, maintaining and supporting computer communication networks within an organization or between organizations</li> <li>• Maintenance and management of Network.</li> <li>• Monitoring system performance tuning, manage user accounts, permissions, passwords, email, anti-virus, anti-spam.</li> <li>• Undertaking routine preventative measures and implementing, maintaining and monitoring network security.</li> <li>• Management of all system back-up and restoring</li> <li>• To examine and process Govt. instructions/policies/guidelines etc related to ICT infrastructure.</li> <li>• Implementation of Aadhar Based Biometric System in the Department (AEBAS).</li> <li>• Implementation of Hardware Monitoring System in Department.</li> <li>• Implementation of Govt. E Marketing Portal (Gem)</li> </ul>
4	Smt. Monika Malik, Programmer-I	<ul style="list-style-type: none"> <li>• Monitoring, updation and file processing;</li> <li>• Websites of the department</li> <li>• National Panchayat Portal</li> <li>• Centralised File Tracking and Movement System</li> <li>• Development of Youth for Rural Development (GRAVIT) and Hardware Monitoring System.</li> </ul>

06/12/2018

(11/14)

5	Smt. Ankita Kanwar, Programmer-II	<ul style="list-style-type: none"> <li>Monitoring, updation and file processing:</li> <li>PRIASoft</li> <li>National Asset Directory</li> <li>Development of Gram Sachivalayas Monitoring System.</li> </ul>
6	Sh. Govind Singh, Programmer-III	<ul style="list-style-type: none"> <li>Monitoring, updation and file processing:</li> <li>Plan Plus</li> <li>Development of Gram Panchayat Development Plan Software (GPDP)</li> <li>Local Government Directory (LGD)</li> <li>E-Billing</li> <li>E-Salary</li> <li>E-Gras</li> <li>E-TDS</li> <li>E-Post Sanctioning</li> </ul>
7	Smt. Harpal Kaur, Office Assistant (e-Panchayat & IT Cell)	<ul style="list-style-type: none"> <li>To deal all the establishment related matters of computer professionals at head office and field.</li> <li>To deal with all the files of RGSA, e-Panchayat and IT</li> <li>To prepare replies of RTI applications.</li> <li>Record Management of IT and e-Panchayat files.</li> <li>To put up all the matters related to procurement of hardware and software.</li> </ul>
8	Sh. Mukesh Kumar, DTP Operator	<ul style="list-style-type: none"> <li>Work with SPMU team and DDP-II</li> </ul>
9	Sh. Nidhi Sharma, Data Entry Operator	<ul style="list-style-type: none"> <li>Data Entry work of CM Window.</li> <li>Data Entry of the Software applications</li> </ul>
10	Smt. Renu, Data Entry Operator	<ul style="list-style-type: none"> <li>Data Entry work of HRMS (Sitting in ECD 2 Branch)</li> </ul>
11	Sh. Sandeep, Data Entry Operator	<ul style="list-style-type: none"> <li>Typing work of IT and e-Panchayat</li> <li>Work with Ranveer Singh and Harpal Kaur</li> <li>Diary and Dispatch all letters and e-mail to all concerned</li> <li>Data Entry of the Software applications</li> </ul>
12	Sh. Pritam, Data Entry Operator	<ul style="list-style-type: none"> <li>Work with Ankita and Govind</li> <li>Data Entry work of AEBAS</li> </ul>
13	Sh. Prikshit, Data Entry Operator	<ul style="list-style-type: none"> <li>Work with Pooja and Monika</li> <li>Data Entry work of CM Window</li> </ul>

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06/12/2018

(12/14)

Engineering Wing of the department		
Sh. Suresh Chander, Assistant Director		
Administrative and Works Branch		
1	Sh. Ravi Parkash, Assistant	Enquiry/Complaints/RTI/CourtCase/Stationery work/Arbitration case/Lokayukta cases/Assembly Questions and other work br. Issue.
2-	Smt. Bindu Rani, Assistant	ACR / S.Book /Record/Pensionary benefits/HRMS related work/ Med. Reimbursement and all other establishment issues.
3-	Smt. Gurpreet, Steno-typist (Contractual)	Record/Typing work.
4-	Smt. Baljeet Kaur, Steno-typist	Attached with CE PR, SE PR, and XEN PR, Urgent meeting work/E-mail/Telephone records.
5-	Smt. Chandni, Steno-typist (Contractual)	Diary Dispatch/ Franklyien machine record, CM Window and help in Typing work.
6	Sh. Sukhbir Singh, Ferro Printer	Photocopy and help in Try. / Bank work/ Daak work.

Sh. Lalit Chopra, Accounts Officer		
Sh. Amit Malik, Section Officer		
Accounts Branch		
1-	Sh. Jitender Joshi, Assistant	Budget/Paybills/Other Misc. bills/Cash book/ Cheque book / I-Tax /Try. Work /Bank work/Schemes Budget and payments related to work Cont.
2	Sh. Balwan Singh, Clerk (Contractual)	UC's/Audit Paras/Expenditure and funds demands of HBH, AWC and BOB Scheme etc.
3-	Smt. Chetna, DEO (Contractual)	Typing Work/E-mail & CFMS Work related to A.O. Branch

Sh. Vikus Rana and Sh. Rehmat Ali, Sub Divisional Engineer		
Progress of Works Branch		
1.	Sh. Kuldeep Singh, Junior Engineer	Compiling and maintaining progress reports of Development works being executed by the Department
2.	Sh. Naveen Cherwal, Junior Engineer	Compiling and maintaining progress reports of Development works being executed by the Department


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06/12/2018

(13/14)

3.	Sh. Ashok Gupta, Junior Engineer	Compiling and maintaining progress reports of Development works being executed by the Department
4.	Sh. Rajat Kaushik, Junior Engineer	Compiling and maintaining progress reports of Development works being executed by the Department
5.	Sh. Sandeep Kumar, Clerk	Typing work/E-mail work related to Progress Section.
6.	Sh. Neeraj Phogat, DEO (Contractual)	Progress Report Typing work/Email work.

Sh. Satish Kumar, Circle Head Draftsman		
Drawing Branch		
1.	Sh. Mukesh Kumar, Head Draftsman	Checking of estimates, DNIT and Tenders, etc.
2.	Sh. Sanjeev Kumar, Head Draftsman	Checking of estimates, DNIT and Tenders, etc.
3.	Sh. Rajesh Kumar, Head Draftsman	Checking of estimates, DNIT and Tenders, etc.
4.	Smt. Sonia, DEO	Typing Work for Drawing Branch.

Chandigarh, dated the  
06.12.2018


  
 06/12/2018  
 Vijay Kumar SB, IAS  
 Director, Development and Panchayats Department  
 Haryana, Chandigarh.

Endst. No. AA4-2018/ 107071-120

Dated: 06.12.18

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

1. All the Officers and Branch In-charges.
2. All the concerned officers/officials.
3. I.T. cell.

  
 Naveen Kumar  
 Superintendent (Admn.-I)  
 for Director, Development and Panchayats Department  
 Haryana, Chandigarh.

(14/14)