

अति आवश्यक  
ई-मेल

प्रेषक

श्रम आयुक्त, हरियाणा,  
चण्डीगढ़।

सेवा में

सभी क्षेत्रीय कार्यालयाध्यक्ष, (डी0डी0ओ0)  
श्रम विभाग, हरियाणा।

क्रमांक: स्था0/04/2023/28975- दिनांक: 17/10/23

विषय:-

Constitution of a Committee to review the Duties and Responsibilities, Promotions, Cadre structure and pay structure of the Clerical Cadre in view of their present and emerging context – providing of information therefore.

उपरोक्त विषय पर चेयरमैन, हरियाणा राज्य प्रदूषण नियंत्रण बोर्ड-कम-चेयरमैन, कमेटी लिपिकीय कैडर, सैक्टर-6, पंचकुला से प्राप्त पत्र मैमो न0 HPSN/2023/386-389 दिनांक 12.10.2023 के संदर्भ में।

विषय सम्बंध में आपको उक्त सन्दर्भित पत्र की प्रति भेजते हुये सूचित किया जाता है कि आपके कार्यालय में लिपिक को सौंपे गये कर्तव्यों और जिम्मेदारियों बारे विवरण दिनांक 17.10.2023 को दोपहर 3.00 बजे तक ई-मेल [establishment456@gmail.com](mailto:establishment456@gmail.com) मुख्यालय को भेजें।

कृपया इसे परम अग्रता दें।

कृते: श्रम आयुक्त, हरियाणा।



From,

The Chairman,  
Haryana State Pollution Control Board-cum-  
Chairman, Committee for the issues of Clerical Cadre.  
C-11, Sector-6, Panchkula.

To,

1. All the Administrative Secretaries to Govt. of Haryana.
2. All the Head of Departments, Haryana.
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Deputy Commissioners in Haryana.

Memo no/HPSN/2023/386-389

Dated: 12<sup>th</sup> October, 2023.

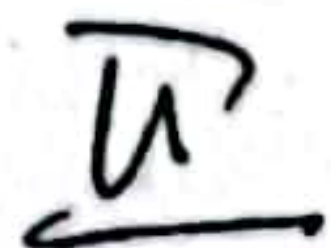
**Subject:-** Constitution of a Committee to review the Duties and Responsibilities, Promotions, Cadre structure and Pay Structure of the Clerical Cadre in view of their present and emerging context- providing of information therefore.

I am directed to invite your kind attention to the subject cited above and to say that the Government of Haryana vide notification No. 4/2/2023-5PR dated 18.09.2023 has constituted a Committee to be chaired by Sh. P. Raghavendra Rao, IAS (Retd.) Chairman, Haryana State Pollution Control Board, Panchkula comprising of Sh. P.K. Das, IAS (Retd.) Chairperson, Haryana Power Utilities, Panchkula and Sh. Pankaj, IAS Special Secretary, Finance Department with following Terms of Reference (ToR):-

- (a) To review the duties and responsibilities, both in present and in the emerging context, of the clerical cadre in the different offices in the field and headquarter.
- (b) To submit its recommendations on the cadre structure and pay structure of the clerical cadre in view of their present and emerging duties and responsibilities performed by cadre.
- (c) To review the delay in promotions in some Clerical Cadres in the Govt.

To enable this Committee to take a view and submit its report timely, it is requested to provide the following information of your department within a week's time positively.

1. Number of sanctioned, filled and vacant posts of Clerks in the Department/Organization. In case the department has separate cadre for Field/Subordinate Offices and Head Quarter, the details of posts may be provided separately, for Field and for Head Quarter.
2. Hierarchical Structure in Ministerial Cadre i.e. Clerk, Assistant, Dy. Superintendent etc. and other line of promotion for Clerk as per departmental Service Rules, if any, may be specified, along with number of such promotional posts and their pay scale.
3. Duties and responsibilities assigned to the Clerks posted at Head Quarter and Field Offices may be detailed separately.

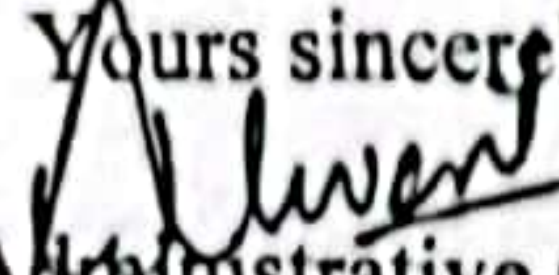




4. Experience required for promotion to the next higher post as per departmental Service Rules. The date of joining of the incumbent Clerks last promoted (Field & HQ. Cadre separately) may be provided.
5. Suggestions, if any, for Cadre structure and pay structure and timely promotions of the clerical cadre in view of their present and emerging duties and responsibilities may be sent alongwith justification thereof.
6. A copy of Service Rules may also be provided to the Committee.

The information may be sent to the Committee at following address in the format attached (Annexure-A).

1. e-mail: - [clericalcadrecommittee@gmail.com](mailto:clericalcadrecommittee@gmail.com)
2. By Post/By Hand (Haryana State Pollution Control Board, C-11, Sector-6, Panchkula).

Yours sincerely,  
  
Administrative Officer  
Committee  
12/10/23





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No. 39-2023] CHANDIGARH, TUESDAY, SEPTEMBER 26, 2023 (ASVINA 4, 1945 SAKA)

## PART-I

### Notifications, Orders and Declarations by Haryana Government

#### HARYANA GOVERNMENT

#### FINANCE DEPARTMENT

#### Order

The 18th September, 2023

**No. 4/2/2023-5PR(FD)/19878.**— In partial modification of Notification No. 4/2/2023-5PR(FD)/19878 dated 23.08.2023, a committee comprising of Sh. P. Raghavendra Rao, IAS (Retd.) Chairman, Haryana Pollution Control Board, Panchkula, Sh. P. K. Das, IAS (Retd.) Chairperson, Haryana Power Utilities, Panchkula and Sh. Pankaj, IAS Special Secretary, Finance Department to be chaired by Sh. P. Raghavendra Rao, IAS (Retd.) is constituted to review the duties and responsibilities, both in present and in the emerging context of the clerical cadre in the different offices in the field and headquarter, to submit its recommendations on the cadre structure and pay structure of the clerical cadre in view of their present and emerging duties and responsibilities performed by cadre and to review the delay in promotions in some clerical cadres in the Government. Sh. Vikas Singh Chhokar and Sh. Pankaj Kumar, representatives of the CAWS shall present their case before the Committee.

The Committee shall submit its report within 3 months from the date of its notification.

Chandigarh:  
The 15th September, 2023.

ANURAG RASTOGI,  
Additional Chief Secretary to Government Haryana,  
Finance Department.

10584—C.S.—H.G.P., Pkl.

(861)



## FINANCE DEPARTMENT

### ORDER

A Committee consisting of following members is hereby constituted:-

- (i) **Sh. P. Raghavendra Rao, IAS (Retd.)**  
Chairman, Haryana Pollution Control Board, Panchkula.
- (ii) **Sh. P. K. Das, IAS (Retd.)**  
Chairperson, Haryana Power Utilities, Panchkula
- (iii) **Sh. Pankaj, IAS**  
Special Secretary, Finance Department
- (iv) **Two Representatives of Clerical Association Welfare Society (CAWS)**

2. The Committee shall review the duties and responsibilities, both in present and in the emerging context, of the clerical cadre in the different offices in the field and headquarter. The Committee will submit its recommendations on the cadre and the pay structure of the clerical cadre in view of their present and emerging duties and responsibilities. The Committee shall submit its report within 3 months from the date of its notification.

Dated Chandigarh, the  
23<sup>rd</sup> August, 2023


Anurag Rastogi, IAS,  
Additional Chief Secretary to Government Haryana,  
Finance Department

Endst. No. 4/2/2023-5PR(FD)/19878

Dated: 23.08.2023

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

1. Sh. P. Raghavendra Rao, IAS (Retd.), Chairman, Haryana Pollution Control Board, Panchkula
2. Sh. P. K. Das, IAS (Retd.), Chairperson, Haryana Power Utilities, Panchkula.
3. Sh. Pankaj, IAS, Special Secretary, Finance Department.
4. The President, Clerical Association Welfare Society (CAWS) with the request to send names and address of two representatives of the Association within 2 days positively.
5. The Controller, Printing & Stationery Department, Haryana, Panchkula with the request to notify this order in the ordinary gazette notification and send 10 copies thereof to this office immediately.

  
**Joint Secretary Finance**  
for Additional Chief Secretary to Government Haryana,  
Finance Department

### INTERNAL DISTRIBUTION:-

1. CPSCM and PSCM.
2. Chief Secretary to Government Haryana.
- ✓ 3. In-charge Computer Cell (FD) for uploading this order on the website of Finance Department.



### Annexure-A

**Information to review the Duties & Responsibilities, Promotions, Cadre structure, Pay Structure of Clerical Cadre in view of their present and emerging context.**

(i)

Sr. No.	Name of Post	Qualification/Experience required for direct recruitment & by promotion	Pay Scale	Sanctioned Post	Filled Post	Vacant Post	Name of Promotional Post & DOJ of senior most person awaiting promotion (average time taken in promotion from clerk to next posts)
1	CLERK						
2	Asstt. Or any other promotional post as per rules.						
3	Next promotional post in hierarchy						

If, Head Quarter & Field Offices/Subordinate offices cadre & Service Rules are separate the information may be sent separately for Field and for Head Quarter.

- (ii) List of duties/responsibilities assigned to the ministerial cadre i.e. Clerk, UDC/SDC and Assistant may be sent post wise separately.
- (iii) Suggestions, if any, for cadre structure, pay structure and timely promotions of the clerical cadre in view of their present and emerging duties and responsibilities.