

Particulars of organisation, functions and duties:

(a) organisation

- Name of the office/Branch : Establishment – III Branch
- Complete address of the office : Directorate of Agriculture, Haryana, Krishi Bhawan, Sector-21, Panchkula.
- Contact number(s) : 0172-2571544, 2571553, 2568914, Extn. 156
- Website address : www.agriharyana.nic.in
- E-mail address : agriharyana2009@gmail.com,
agriadmin2009@gmail.com
- Names, Designation and contact numbers of the staff:

Name (Shri)	Designation	Mob. No.
Manjit Kumar	Dy. Supdt.	9464837331
Om Parkash	Assistant	9416282645
Madan Gopal	Assistant	8054630205
Hayat Ram	Assistant	9464259252
Gurdeep Singh	Clerk	9417552204
Pushpa Rani	Clerk	9468358745
Balraj Singh	Clerk	9468117418

The Branch deals with all Ministerial Staff (i.e. Deputy Superintendents, Assistants, Junior Auditors, Clerks, Sr.Scale Stenographers, Junior Scale Stenographers, Steno-Typists, Accountants, Peons and other class-IV staff at headquarters and field offices throughout the State of Haryana.

(b) Functions and duties:

- Sending requisition to Haryana Staff Selection Commission for selecting/recommending candidates for filling vacant posts of abovementioned categories.
- Appointment of abovementioned categories.
- Promotions to the posts of abovementioned categories.
- Maintenance of personal record.
- Posting, transfer and promotion.
- Processing of cases for annual increment.
- Sanction of leaves.
- Processing of ACP cases.
- Pay fixation and stepping up.
- Processing of cases for extension beyond the age of 55 years.
- Finalization and issue of seniority lists.
- Departmental promotion test for Junior/Senior Scale Stenographers
- Type test for Clerks
- Processing of complaints received against employees.
- Taking disciplinary action, as the case may be.
- Filing of replies to court cases.
- Processing of applications for purchase/sale of moveable/immoveable property.
- Processing of applications for obtaining passport.
- Forwarding of applications of in-service candidates to the concerned.

- Issue of residence certificate.
- Processing of cases of ex-gratia.
- Deployment of contractual staff i.e. Data Entry Operators (Clerks) and Helpers as and when required.
- Circulation of instructions/ guidelines/ circulars received from various quarters.
- Miscellaneous