

Powers and duties:

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.

- Sending requisition to Haryana Staff Selection Commission for selecting/ recommending candidates for filling vacant posts.
- Appointment
- Promotions
- 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 as and when required.
- Circulation of instructions/ guidelines/ circulars received from various quarters.
- Miscellaneous