

To give publicity and making informations / documents available to the public under 4(b) (I) to (xvii) of Right to Information Act, In this respect, the following officers of the respective district have been designated as Assistant Public Information officer:-

S. No.	District	PO Name S/Shri	Office Tel. No.	Mobile No.
1.	Ambala	Jagir Singh (AC)	0171-2535900, 2530800	09991770376
2.	Bhiwani	M.K.Jain	01664-245061	09416435008
3.	Faridabad	P.C. Sharma	0129-2227922, 2221530, 2227922	09873251388
4.	Fatehabad	R.S. Poonia	01667-230007,	94163-50243
5.	Gurgaon	Rameshwar Singh	0124-2322211,	9416100166
6.	Hisar	Subhash Tanwar	01662-226384	9416577196
7.	Jhajjar	Rameshwar Singh (AC)	01251-252742, 252442	9416100166
8.	Jind	Rajesh Hooda	01681-245320, 249801 246321	9416318402
9.	Kaithal	Vacant	01746-234203,	-
10.	Karnal	Parveen Girdhar	0184-2267351,	9416323134
11.	Kurukshetra	Balwan Singh Golen	01744-226612, F- 220756	9416266257
12.	Mewat	Sombir Singh	01267-274603,	9216748223
13.	M.garh	Sandeep Yadav	01282-251253,	9467538815
14.	Palwal	Ombir Singh	01275-248908, 248909	9971920787
15.	Panchkula	Tajinder Singh	0172-2571771,	9466954074
16.	Panipat	Anant Prakash	0180-2650881,	9467356505
17.	Rewari	Banwari Lal	01274-222444,	9467395240
18.	Rohtak	Subeer Sangwan	01262-247245,	8295045555
19.	Sirsa	Indraj Singh	01666-247235,	9416309467
20.	Sonepat	Varender Singh	0130-2222700,	9560018864
21.	Y.Nagar	Jaqir Singh	01732-237802,	9991770376

State Public Information Officer -

Sh K.S Sandhu, Project officer
Renewable Energy Department,
Haryana, Sector-17, Panchkula

First Appellate Authority -

Sh.O.D Sharma, Project Director
Renewable Energy Department,
Haryana, Sector- 17, Panchkula

4.(a)

All the information about the schemes/programs implemented by the department is Disseminated on the website of the department

www.hareda.gov.in. The department has provided the computer systems & its accessories to all the districts in the State. All the computer systems at the head office are connected through LAN.

4.b(i) & (ii)

ORGANISATION, FUNCTION AND DUTIES STRUCTURE RENEWABLE ENERGY DEPARTMENT, HARYANA

The Govt. of India created a separate Ministry for promoting Non Conventional Sources of Energy in the country in the year 1992 and also urged the State Govts. To consider setting up of a separate department in the States on similar lines to give impetus to technologies relating to the Non Conventional Energy Sources and Energy Conservation. Consequently, the department of Non Conventional Energy Sources was established by the Govt. of Haryana in the year 1995 and thereafter, this department was renamed as Renewable Energy Department in the year 2004. The primary objectives of this department are as under :

- i. All matters relating to the policy formulation, development and promotion of renewable energy in the State.
- ii. To make arrangement for processing the renewable energy sources based technologies in the State.
- iii. To plan and implement the programmes regarding dissemination of new technologies in the area of renewable energy sources.
- iv. All matters relating to liaison with Research Institutions, National Laboratories, Universities, Ministry of Non-conventional Energy Sources (renamed as Ministry of New and Renewable Energy) and Indian Renewable Energy Development Agency Limited both of Government of India, in the area of renewable energy sources.
- v. Implementation of Energy Conservation Act, 2001 (52 of 2001).
- vi. Demand Side Management (DSM).

2. The Department of Renewable Energy has staff strength of 51 posts and during the year 2016-17 has a total budget of Rs.2740 lacs i.e. Rs. 1810 lacs under the State Plan and 930 lacs under the Non Plan. The Department is also implementing various schemes in the field of Renewable Energy. It has also been declared the State Designated Agency by the Govt. for the implementation of the Energy Conservation Act. 2001 in the Haryana State.

4.b(iii)

The procedure followed in the decision making process, including channels of supervision and accountability.

The decisions are taken strictly in accordance with the policies framed by the government of Haryana and Rules & Regulations on the subject. The dealing hand deals with the case and after scrutinizing the case he/she sends the case to his/her superior who further submits it to the Director/Financial Commissioner, as the case may be, for final approval.

4.b(iv) The norms set by it for discharge of its functions.

As per Standing Orders. (Copy attached).

4.b(v) The rules, regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its functions

The department discharges its various functions and duties by following the below mentioned rules/manuals in addition to instructions issued from time to time by Haryana Government : -

- i. CSR Volume-I, II, III
 - ii. PFR Volume-I, II
 - iii. STR Volume-I, II
 - iv. Manuals/instructions issued by the Haryana Govt. from time to time.
 - v. Haryana Renewable Energy, Group 'A', 'B', 'C' & 'D' Service Rules.
- (Copy attached)

4.b(vi) Statement of the categories of documents that are held by it or under its control

Personal Files, Service Books, Annual Confidential Reports, Cash Books, Stamp Paper Registers. Besides, other records required to be maintained in the department are also kept. Technical branch also maintained the records for its technical matters at its own level.

4.b(vii)

The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or administration thereof

No such arrangement exists.

4.b(viii) Statement of the boards, council, committees and other bodies

The following organizations/set ups are under Administrative Control of the Renewable Energy Department, Haryana : -

Haryana Renewable Energy Development Agency (HAREDA), Chandigarh.

4.b(ix) Directory of its officers and employees

4.b(x) Monthly remuneration received by each of officers and employees

Sr. No.	Name and Designation	Gross Salary for the month
1	Smt. Ashima, IAS	

2	Sh. O.D Sharma	78710
3	Sh. Harnam Singh, Project officer	76325
4.	Sh. K.S.Sandhu, Project Officer	67606
5	Sh.Parmal Singh, Account Officer	67630
6	Sh.Jagdish Sheokand, Superintendent	55130
7	Ms. Vaidehi, Programmer	48707
8	ShSuresh Kumar yadav,APO	56882
9	Sh. Amit kumar Dabla	43783
10	Sh.Hitesh Kapoor, APO	43783
	Sh.Pradeep Kumar,APO	38907
11	Sh. Chander Mohan, Personal	52045
12	Smt.AnjuBala, Sr.Scale Steno	30400
13	Ms. Jyoti, SSS	36874
14	Sh.Subhash Bishnoi, Asstt.	39103
15	Sh. Sudhir, Steno	17200
16	Sh. Azad Singh, clerk	23595
17	Sh. Jaswinder Singh, Clerk	23595
18	Sh. Narender , Clerk	23595
19	Sh. Ramesh Kumar, Driver	28982
20	Sh. Sukhbir Singh, Driver	43360
21	Sh.Samunder Singh, Driver	37238
22	Sh.Ranbir Singh, Peon	27298
23	Sh. Darshan Singh, Peon	26710
24	Sh. Jai Pal Singh, Peon	21625
25	Sh.Ram Kala, Chowkidar	27298
26	Sh. Rakesh Kumar, Sweeper	26710
27	Sh.Tilak Raj, Peon	21625
	HAREDA	
1	Sh.P.K.Yadav, Scientific Engineer (A)	1,00,215
2	Sh.J.S.Kohli, Sr. Technical Manager	82526
3	Sh. P.K.Nautiyal, Sr. Technical Manager	71991
4	Sh.Ravinder Kumar, Personal Assistant	61916
5	Sh.Vishal Bhatnagar, TM	45409
6	Sh.Jagdev Singh, Assistant	43832
7	Ms. Aman ,SSS	35869
8	Sh.Sudhir,SSS	34105
9	Sh. Rakesh , Clerk	22933
10	Sh. Som Nath, Peon	31629
11	Sh. Rajesh Malik	28670

Renewable Energy Department, Haryana

Sr. No.	Post	Present incumbent	Residential address H.No. /Sector
1.	Director	Smt.Ashima Brar	
2.	Technical Advisor	Sh.D.K.Chopra	#1327/21, Panchkula
3.	Project Director	Sh. O.D Sharma	
	Project Officer	Sh .R.Birthal	

4.		Sh.K.S.Sandhu	
		Sh. Ajit Kumar	
		Sh.Atul	
5.	Accounts Officer	Sh. Parmal Singh	Panchkula
6.	Superintendent	Sh.Jagdish Sheoka nd	#247/14, Pkl.
7.	Progra mmer	Ms. Vaidehi	# 131 Sector 11, Pkl
8	Asstt.Project Officer	Sh.Pardeep Kumar	Panchkula.
9	Asstt.Project Officer	Sh. Amit Kumar Dabla	Panchkula
10	Asstt.Project Officer	Sh.Hitesh Kapoor	#127/23A, Chandgiarh
11	Personal Assistant	Sh. Chander Mohan	#2236/27-C, Chd
13	Sr.Scale Stenographer	Smt.Anju Bala Ms. Jyoti	#208/16, Pkl
14	Technical Asstt	1.Sh.Pradeep Kumar	#516/25, Chandigarh
		2.Sh.Sumer	#466, VPO Saketri
16	Peon	1. Sh. Ranbir Singh	H.No.11, Kishangarh
		2. Sh. Darshan Singh	H.No.324, Manimajra
		3. Sh. Jai Pal Singh	H.No.50, Manimajra
		5. Sh. Tilak Raj	237,GH-1, Sec-5,
17	Chowkidar	Sh.Ram Kala	2018, Sector-28C,Chd.
18	Sweeper	Sh.Rakesh Kumar	2753/20 C,Chd
19	Driver	1.Sh.Sukhbir Singh	H.No.347/7 A, Chd
		2. Sh Ramesh Kumar	Vill. Raile Distt. Pkl
		3. Shri Samunder Singh	857/7B, Chd.

4.b(xi) Budget allocation-2016-2017 (Rs. in lakhs)

Sr. No.	Major Head/Sub Major Head/ Minor Head/ Sub Head / Scheme		Proposed Budget Estimate 2016-17	Approved Budget Outlay 2016-17
A	P-01-40-2810-02-001-99-51-N-V- Administrative Setup of Non Conventional Source of Energy			
	Admn. Setup of DRE			
	Code	Object		
	01	Salary	43.66	43.00
	02	Wages	0	0

	03	DA	47.38	44.00
	04	Travel Exp.	4.00	1.50
	05	O.E	5.00	1.00
	06	RRT	0	0
	21	Motor Vehicle	3.00	1.00
	34	Other Charges	0	0
	45	POL	5.00	2.00
	67	MR	5.00	3.00
	70	LTC	8.00	3.00
	79	Ex-gratia	3.00	1.00
	Total (A)		124.04	99.50
B	P-01-40-2810-02-101-99-99-N-V-Promotion of Non Conventional Energy Source-State Share			
	-11-Subsidies (Name of the Scheme)			
(i)	CFL based Solar Lantern-10 Watt		0	0
(ii)	LED based SPV Home Lighting		30.00	10.00
(iii)	SPV Street Lighting System for urban area		30.00	0
(iv)	Solar System for IAY households		0	0
(v)	SPV Street Lighting System for rural area		250.00	0
(vi)	Demonstration applications of Solar Thermal Technology for Social Sector		60.00	60.00
(vii)	Promoting Solar Water Heating Systems for general public/ Solar Cities		90.00	20.00
(viii)	Setting up of demonstration project based on waste to energy and industrial wastes		0	0
(ix)	Small Solar Power Pack			
	(i) Solar Charger Inverter		150.00	290.00
	(ii) Off Grid Power Plant		150.00	57.00
	(iii) Grid Connected Power Plant		600.00	100.00
(x)	Publicity & Awareness Programme.		30.00	50.00
(xi)	Shikshadeep Scheme (CFL Solar Lamp)		0	0
(xii)	Scheme on promotion of energy efficiency initiatives (BURM)		10.00	0

(xii)	CDM Project,& R &D and Demonstration Application		0	0
(xiv)	Green Energy & Energy Conservation Fund			
	(a) Energy Audit of Villages		42.00	4.00
	(b) Energy Conservation in Agriculture Sector		150.00	0
	(c) Energy Audit & its implementation		10.00	20.00
	(d) Promotion of EEE devices		50.00	10.00
	(e) SPV Pumps		3960.00	700.00
	(f) EC Awards		30.00	30.00
		Total (B)	5642.00	1351.00
C	P-01-40-2810-02-789-99-51-N-V- Shikshadeep Scheme on LED Based Solar Laterns for Scheduled Caste Students-11-Subsidies			
	Scheme on LED Based Solar Laterns for Scheduled Caste Students		150.00	150.00
	Total (C)		150.00	150.00
D	P-01-40-2810-02-101-99-99-N-V-Promotion of Non Conventional Energy Source-State Share -34-Other charges			
	Energy Efficient Building Programme		21.00	30.00
	Total (D)		21.00	30.00
	Total -I (A+B+C+D)		5937.04	1630.50
II	P-01-40-3425-60-001-87-99-N-V-Rural Energy Programme-State Share			
	Admn. set up of DRE			
	Code	Object		
	01	Salary	94.64	78.00
	02	Wages	0	0
	03	DA	90.52	81.00
	04	Travel Exp.	4.00	2.00
	05	O.E	7.50	5.00
	06	RRT	0	0
	21	Motor Vehicle	5.00	1.00
	34	Other Charges	0	0
	45	POL	5.00	1.00
	67	MR	7.00	3.00

	70	LTC	8.00	5.00
	79	Ex-gratia	3.50	3.50
		Total (II)	225.16	179.50
	Grant total (I+II)		6162.20	1810.00

Haryana Renewable Energy Development Agency (HAREDA)

Sr. No.	Post	Present incumbent	Residential Address
1.	Chief Scientific Engineer	Sh.P.K.Yadav	5011/3, MHC, M.Majra
2.	Scientific	Sh.J.S.Kohli	2410, BSNL Telehos Society,
3.	Sr. Technical Manager	Sh. P.K.Nautiyal	207-II/5, GH-23, MDC, Pkl.
4.	Technical Manager	Vishal Bhatnagar	480, Sec-32 A, Chd.
5.	Sr.Scale	Sh.Ravinder Kumar	855/9 Pkl
6.	Sr.Scale Stenographer	Ms. Aman	
7.	Technician	Vacant	
8.	Assistant	Sh.Jagdev Singh	550, Sec-19, Panchkula
9.	Clerk	Sh. Rakesh Kumar	Mani Majra , Chd.
10.	Driver	1.Sh. Roshan Lal 2. Sh Rakesh Malik	1586/45, Chd.
10.	Helper/Peon	1. Sh. Som Nath	2448, Manimajra

MAJOR BUDGET HEAD 2810 & NEW RENEWABLE ENERGY -2013-14 AND
3425-OTHER SCIENTIFIC RESEARCH NON-PLAN -2013-14

NAME OF DEPARTMENT: RENEWABLE ENERGY DEPARTMENT, HARYANA

ANNUAL NON-PLAN FOR THE YEAR 2016-17 (BUDGET HEAD 2810 & 3425)

Sr. No.	Major Head/Sub Major Head/ Minor Head/ Sub Head / Scheme		Proposed Budget Estimate 2016-17	Approved Budget Outlay 2016-17
I A	N-51-40-2810-02-001-99-51-Administrative Setup of Non Conventional Source of Energy			
	Admn. Set up DRE			
	Code	Object		
	01	Salary	60.00	65.00

	02	Wages	0	0
	03	DA	62.73	78.00
	04	Travel Exp.	3.00	0.85
	05	O.E	3.00	1.00
	06	RRT	0	0
	21	Motor Vehicle	3.00	1.00
	34	Other Charges	0	0
	45	POL	3.00	1.00
	67	MR	5.00	3.00
	70	LTC	4.00	2.00
	79	Ex-gratia	1.00	1.00
		Total A)	144.73	152.85
B	N-51-40-2810-02-101-99-51- Promotion of Non Conventional Energy Source			
	-11-Subsidies (Name of the Scheme)			
(i)	Solar Cooker		8.00	25.00
(ii)	Solar Lantern Programme		0	0
(iii)	Solar PV Domestic Light (CFL)		250.00	138.00
(iv)	CBP/IBP/NSBP		25.00	25.00
(v)	SPV Street Lighting System		0	0
(vi)	Bio-oil Promotion Programme		0	0
(vii)	Energy Conservation		0	0
	TOTAL		283.00	188.00
	09-Grant in Aid			
(i)	Energy Efficient Building		0	0
(ii)	Energy Park		0	0
(iii)	Incentives to Panchayats		25.00	0
(iv)	I.T. Plan		20.00	30.00
(v)	Admn. Set up of HAREDA		208.97	126.00
	TOTAL (C)		253.97	156.00
	TOTAL A+B+C)		681.70	496.85

II	N-51-40-3425-60-001-87-99-87-Rural Energy Programme (State Share)			
	Admn. set up of DRE			
	Code	Object		
	01	Salary	179.30	200.00
	02	Wages	0	0
	03	DA	183.47	216.00
	04	Travel Exp.	4.50	2.00
	05	O.E	6.50	1.00
	06	RRT	0	0
	21	Motor Vehicle	4.50	1.00
	34	Other Charges	0	0
	45	POL	5.50	3.00
	67	MR	5.00	2.00
	70	LTC	10.00	8.00
	79	Ex-gratia	3.23	1.00
		Total (II)	402.00	434.00
	Grant total (I+II):-		1083.70	930.85

4.b(xii) The manner of execution of subsidy programmes

Sr. No.	Item	Appox. cost per	Central subsidy per item	State subsidy per item
On Going Programmes of the Ministry				
1	Grid connected rooftop solar power plants.		Rs. 20000/- or 30% of the project whichever is less.	
For Extension				
1	SPV Water Pumping System 2HP	Rs.184000/-	30%	On 30% of the Cost on demonstration basis.
2	SPV Water Pumping System 2HP submersible	Rs. 2,35,000/-	30%	
3	SPV Water Pumping System 5.00HP (4800 watt)AC Submersible	Rs.4,38,000/-	30%	
New Renewable energy Technologies based devices				
1	Solar Cooker			
	1. Box Type			

	2. Dish Type			
2	Solar Water Heating System	Flat Plate Collector (FPC) Rs.22500/- for 100ltr.	Nil	For domestic sector only Rs. 6000/- for 100Lpd for EPC based system Rs. 1500/-for 100lpd ETC based system

4.b(xiii) Particulars of recipients of concessions, permits or authorisation granted. Not applicable

4.b(xiv) Details in respect of the information available to or held by reduced in an electronic form. The detailed information regarding objectives, organization structure, functions, schemes, etc. are available on the website : www.hareda.gov.in

4.b(xv) The particulars of facilities available to the citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

As per RTI Act, 2005 during the working days and office hours.

Library is not open for public use.

4.b(xvi) The names, designation and other particulars of Public Information Officers

Sr. No.	Designation of the Officer	Authority
1.	Project Director	First Appellate Authority
2.	Project Officer	State Public Information Officer

FIELD STAFF

S. No	District	PO Name S/Shri	Office No.	Tel.	Mobile No.	Designated as
1.	Ambala	Jagir Singh (AC)	0171-2535900, 2530800		09991770376	State Asstt. Public Information Officer
2.	Bhiwani	M.K.Jain	01664-245061 F-242172		09416435008 0903429-321	State Asstt. Public Information Officer

3.	Faridabad	P.C. Sharma	0129-2227922, 2221530.	09873251388	State Asstt. Public Information Officer
4.	Fatehabad	R.S. Poonia	01667-230007,	94163-50243	State Asstt. Public Information Officer
5.	Gurgaon	Rameshwar	0124-	9416100166	State Asstt. Public
6.	Hisar	Subhash Tanwar	01662-226384	9416577196	State Asstt. Public Information Officer
7.	Jhajjar	Rameshwar Singh (AC)	01251-252742, 252442	9416100166	State Asstt. Public Information Officer
8.	Jind	Rajesh Hooda	01681-245320	9416318402	State Asstt. Public Information Officer
9.	Kaithal	Vacant	01746-	-	State Asstt. Public
10.	Karnal	Parveen	0184-	9416323134	State Asstt. Public
11.	Kurukshetra	Balwan Singh Golen	01744-226612, F-226756	9416266257 8295910132	State Asstt. Public Information Officer
12.	Mewat	Sombir Singh	01267-274603	9216748223	State Asstt. Public Information Officer
13.	M.garh	Sandeep Yadav	01282-251253.	9467538815	State Asstt. Public Information Officer
14.	Palwal	Ombir Singh	01275-248908,	9971920787	State Asstt. Public Information Officer
15.	Panchkula	Tajinder Singh	0172-2571771.	9466954074	State Asstt. Public Information Officer
16.	Panipat	Anant Prakash	0180-2650881.	9467356505	State Asstt. Public Information Officer
17.	Rewari	Banwari Lal	01274-222444.	9467395240	State Asstt. Public Information Officer
18.	Rohtak	Subeer Sangwan	01262-247245,	8295045555	State Asstt. Public Information Officer
19.	Sirsa	Indraj Singh	01666-247225	9416309467	State Asstt. Public Information Officer
20.	Sonepat	Varender Singh	0130-2222700,	9560018864	State Asstt. Public Information Officer
21.	Y.Nagar	Jagir Singh	01732-237802, 225000	9991770376	State Asstt. Public Information Officer

4(C) All the notifications issued are published on the website.

4.(2-4) All the information about the schemes/programs implemented by the department is Disseminated one the website of the department www.hareda.gov.in

STANDING ORDER

In pursuance of the provisions of rule 18 & 19 of Rules of Business of Govt. of Haryana, 1977 framed under article 166 of Constitution of India, it is hereby directed that the work being dealt in the Renewable Energy Department under the administrative control of the Financial Commissioner & Principal Secretary/ Commissioner & Secretary to Govt. Haryana, Renewable Energy Department shall be disposed off as indicated in the Annexure-I, II, III, IV & V to this order. The exercise of delegated powers shall be subject to the following conditions:

1. The concerned authority shall be responsible for:
 - a) Prior consultation with or approval of other Departments as required by the Rules of Business and other relevant rules;
 - b) Compliance with all rules bearing on the particular subject; and
 - c) Making a decision strictly in conformity with the Government Policy
2. Cases on items mentioned in the lists will be submitted to Deputy Chief Minister incharge whenever required.
3. Important cases shall be shown to the officer next above
4. These delegation shall be considered as binding only in the sense that the cases mentioned against each level should not normally go any higher. However, simple cases and simple stages of difficult cases should be disposed off at levels lower than these mentioned in the list. Guidance for this should be had from precedents.
5. In the absence of the Minister from Chandigarh, the Financial Commissioner & Principal Secretary/ Commissioner & Secretary to Govt. Haryana, Renewable Energy Department and in her/ his absence, the Special Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary/ Superintendent to Govt. Haryana, Renewable Energy Department will finally dispose off cases of extreme urgency. Such cases will, however, be shown to the Minister on his return to Chandigarh.

No order will be open to question in representations, queries of Courts, only because of relevant file not having received the approval of prescribed authority under these delegation orders. This order shall be effective from the date of issue.

Dated Chandigarh the
Charge

Minister-in-

Renewable Energy Department
Haryana

A copy with a copy of the Annexure, is forwarded for information to :

1. The Secretary to the Governor of Haryana, for information of the Governor

Under Secretary, Renewable Energy

for Financial Commissioner &
Principal Secretary to Govt. Haryana,
Renewable Energy Deptt.,
Chandigarh.

To

- (i) The Secretary to Governor, Haryana, Chandigarh.

U.O.No.22/14/2006-5

Power Dated:

A copy is forwarded to the Chief Secretary to Govt. Haryana, for information.

Under Secretary, Renewable Energy

for Financial Commissioner & Principal Secretary to Govt.
Haryana, Renewable Energy Deptt., Chandigarh

To

The Chief Secretary to Govt. Haryana
(in Cabinet Section)

U.O.No.22/14/2006-5 Power

Dated:

A copy with a copy of Annexure, is forwarded for the information to:

- (i) Private Secretary to Deputy Chief Minister/ Minister-in-Charge, Renewable Energy Department, Haryana, for the information of Minister.
- (ii) Private Secretary to Financial Commissioner & Principal Secretary to Govt. Haryana, Renewable Energy Department for his information.

Under Secretary, Renewable Energy

for Financial Commissioner & Principal Secretary to Govt.
Haryana, Renewable Energy Deptt., Chandigarh.

To

- (i) Private Secretary to Deputy Chief Minister/ Minister-in-Charge, Renewable Energy Department, Haryana
- (ii) Private Secretary to Financial Commissioner & Principal Secretary to Govt. Haryana, Renewable Energy Department , Haryana

U.O.No.22/14/2006-5 Power

Dated:

ANNEXURE-I

STATEMENTS TO STANDING ORDERS

List showing the various items of work to be disposed off by various officers of Renewable Energy Department at the Secretariat level:

DEPUTY CHIEF MINISTER/ MINISTER-IN-CHARGE, RENEWABLE ENERGY DEPARTMENT

1. Cases which are required to be submitted to Council of Ministers, Governor, CM under the provision of the Rules of Business of the Government of Haryana, shall be routed through Minister-in-Charge.

2. Legislative

- (i) All matters pertaining to Vidhan Sabha questions/ resolutions and motions.
- (ii) Such replies to Assurances, promises made by the Minister on the floor of the House which are not based on decision already taken by the Govt. or which do not give merely factual position.
- (iii) Replies to such questions tabled in the Lok Sabha and Rajya Sabha where information to be given is not merely and wholly factual position.
- (iv) All legislation measures including framing of Acts and Rules thereunder or any amendment therein and also preparation of draft bills, issuing of Ordinances and Conversion of Ordinances and President's Acts into Acts of the State.
- (v) All cases relating to Public Accounts Committee.

3. Administrative matters

- (i) Annual Confidential Reports of Administrative Secretaries and such other gazetted officers as is necessary in accordance with the Govt. instructions on the subject.
- (ii) Training of Gazetted Officers in India and abroad and deputation of gazetted officers to Centre and other State Governments.
- (iii) Reference to Vigilance Departments and all cases pertaining to gazetted Officers.
- (iv) Annual Administrative Report of Renewable Energy Department and HAREDA.
- (v) Service Rules of Gazetted and Non-gazetted Government servants.
- (vi) First appointment/ extension of probationary period, confirmation, promotion, reversion, transfer, disciplinary action, compulsory retirement and pension of Gazetted Officers.
- (vii) Institution or withdrawal of Civil or Criminal proceedings, against gazetted officers and payment from the State Revenues of damages in suits brought by or against the gazetted officers.

4. **Financial Matters**

- (i) Reports of PAC and Estimates Committee when ripe for the final decision. (ii) Financial irregularities of serious nature.
- (iii) Annual Audit Report of Renewable Energy Department, Haryana & HAREDA.

5. **General Matters**

- (i) Any other case which may be specially called for by the Minister.
- (ii) Any case which the Secretary may consider important enough for submission to the Minister.
- (iii) All cases to be submitted to the Cabinet or Chief Minister or Governor.
- (iv) Matters relating to plan/ non-plan scheme (initial stage)
- (v) Important and policy references received from or made to the Government of India.
- (vi) All matters relating to constitution of High Powered Committee and Advisory Committee of HAREDA.
- (vii) Important cases involving question of Policy or principle not expressly provided for anywhere else in this statement.
- (viii) Communications from the Minister of the Government of India and other important cases involving inter-state disputes.

ANNEXURE-II

FINANCIAL COMMISSIONER & PRINCIPAL SECRETARY/ COMMISSIONER & SECRETARY TO GOVERNMENT HARYANA, RENEWABLE ENERGY DEPARTMENT

- 1. Annual Confidential Reports of all Class-I gazetted officers whose confidential reports are initiated by the Head of the Department.
- 2. Approval of the tour programme of Special Secretary/ Director/Joint Secretary/ Deputy Secretary, Renewable Energy Department
- 3. Grant of casual leave to Special Secretary/ Director/Joint Secretary/ Deputy Secretary.
- 4. Cases relating to Estimates Committee where the orders of the Minister are not required under the Rules.
- 5. Cases regarding Budget Estimates/ Supplementary Estimates.
- 6. Review of the activities of the Department.
- 7. Exercise of quasi-judicial processes of appeals and revision vested in the State Govt. under various Acts/ Service Rules.
- 8. Exercising of all powers under the Financial Rules to the extent power have been vested.
- 9. Overseeing of the work of all other Departments and agencies which affects the development of Renewable Energy Department in the State.
- 10. Renting of building for official use.
- 11. All cases to be sent to the Legal Remembrancer for Legal Advice, vetting of drafts of charge- sheets, Service Rules and defence of litigation cases.

ANNEXURE-III

SPECIAL / JOINT SECRETARY TO GOVERNMENT HARYANA RENEWABLE ENERGY DEPARTMENT

1. Implementation of the various schemes of the Renewable Energy Department.
2. Installation of telephone.
3. Writ-petitions and other notices received from the Court.
4. Approval for deputing non-gazetted staff for training in India.
5. Arranging meeting of the Committee of Administrative Secretaries on Renewable Energy Department.
6. Declaration of Drawing & Disbursing Officers in consultation with the Finance Department.
7. Exercising of all powers under the Financial Rules to the extent powers have been vested.
8. Permission to perform journey beyond jurisdiction.
9. Cases relating to write-off unserviceable/ surplus stock.
10. Back reference of routine nature.

ANNEXURE-IV

CASES TO DISPOSED OFF AT THE LEVEL OF UNDER SECRETARY TO GOVERNMENT HARYANA

RENEWABLE ENERGY DEPARTMENT

1. Notice from the contractor.
2. Civil Suits.
3. Investigation of time-barred claims of class III & IV employees.
4. Reimbursement of Medical Charges to Class III & IV Bills.
5. Advance from GPFund covered under the Rule Class III & IV.
6. Court cases of class III and Class IV officials.

ANNEXURE-V

CASES TO BE DISPOSED OFF AT THE LEVEL OF SUPERINTENDENT/DEPUTY SUPERINTENDENT IN RENEWABLE ENERGY DEPARTMENT

Issue of reminders in general and routine cases.
Requisition of supply of copies. Disposal of letters containing interim information.
Back reference to collect certain essential/wanting information.
Issue of letters of routine nature. Queries advice received from FD/LR to conveyed to Department.
Acknowledgement/receipts of important state/G.O.I, Communications after these have been seen by FC (RE) Disposal of Fortnightly/monthly/quarterly return.