

List of subjects-Dealt with by various Branches of FD

Branch & Name of Supdts./AO/SAO	Subject Matter	USF/DSF /Jt. Dir.	JSF/SSF /CSSF
Budget & Committee Sh. Jagdish Chander Sharma, Supdt. Ext.2749	Compilation of Plan & Non Plan Budget, Supplementary Estimates, Advance from Contingency Fund, Presentation of Audit Reports/ Finance Accounts/Appropriation Accounts/ PAC/ CPU/Estimates Committees Reports, Meetings of PAC/ CPU/ Estimates Committee, Issue of POL Coupons, Regularisation of excess over voted grants, Coordination work of FD, Distribution of work amongst the Officers, Economy in exp., Audit Objections, Approval of Journey beyond 10 days, nomination of officers to various courses, monthly/ quarterly reports to Government of India, Officers Committee, Cabinet/ Admn. Secys. Meetings and DCs/ SPs Conference. Reforms in structure of Budget Amendments in the list of Major & Minor Heads of Accounts, Performance Budgeting, Zero Base Budgeting and Computerisation of Budget/ Providing assistance to NIC, Haryana State Unit, Chandigarh. Right to information Act,2005.	USF(AK) (Sh.Arun Kumar) Ext.2711	SSF (Sh.Mahavir Singh,IAS Ext. 2716
Ways & Means Sh.Jai Naryan Yadav, Supdt. Ext.2713	Loans & Advances (HBL, Marriage, Conveyance & Wheat Loans etc.), interest payment and receipts, fixation of rate of interest on loans, RBI Market loans, Waiving of interest, Public Accounts Section (Provident Fund, Small Savings, Group Insurance, Reserve Funds Suspense, remittance etc.) Guarantees, Securities, LG & SD supply information and W&M position.	USF(DP) (Sh.Dharam Pal) Ext.2711	-do-
Finance Irrigation & Civil Works (FICW) Faquir Chand, Supdt. Ext.2710	Budget Control of the Deptt. of Irrigation, PWD (B&R), PWD (Public Health), Power Corporations, Architecture & LOC.	USF(PS) (Smt. Prem Setia) Ext.2719	-do-
Economic Research, Analysis & Monitoring Unit (ERAMU) Sh. Vacant, Joint Director Ext. 2745	Formulation of resources, Plan financing, assessment of receipts and non-plan expenditure-all matter relating to Plg. Commission and NDC including monitoring of central assistance, works relating to resources and Economy Committee etc. Work relating to Finance Commission and other allied matters in connection with center state financial relation. Monitoring of Externally Aided Projects and formulation of project proposals for posing the sponsoring agencies & Monthly and Quarterly review of EAPs at state level and also at Central Govt. Level.	JD/FD Sh. Ext. 2745	Director, ERAMU (Sh. Yash Pal, IES) Ext.2746

Branch & Name of Supdts./AO/SAO	Subject Matter	USF/DSF /Jt. Dir.	JSF/SSF /CSSF
F.G.I Sh. Surinder Kumar, Supdt. Ext. 2865	Budget Control of the Police, Jails and Home Guards & Civil Defence Departments. Budget control of the office of Governor, High Court, Vidhan Sabha, Advocate General, A.G.O.T., Council of Ministers, L.R., Sectt., FCs Office, Elections, Revenue, Excise & Taxation, Chief Electrical Inspector, Public Service Commission, SSS Commission, P&S (except Test Books), Fire Department, Vigilance, Hospitality, Tourism, Public Relations, Planning, Rehabilitation, Prosecution, CID & Cultural Affairs Departments.	USF(DP) (Sh. Dharam Pal) Ext. 2860	Director, ERAMU (Sh. Yash Pal, IES) Ext.2746
FGII Smt. Santosh Kumari Supdt. Ext. 2714	Budget control of the Deptts. Of Social Welfare, Welfare of SCs & BCs, ESA, T&A, Local Audit, Instt. Finance & Credit Control, Food & Supplies, Rajya Sainik Board, Civil Aviation, Housing, Transport, Group Insurance Scheme, Ex-Gratia Grant, Pension and Retirement, Revenue Deptt.. (land Record / Cons. Of Holdings / Reh.) Weights & Measures, Women & Child Dev. Deptts.	USF(PK) (Smt.Pushpinder Kaur Ext. 2815	Director, ERAMU (Sh. Yash Pal, IES) Ext.2746
FD-I Sh. Shri Niwas Supdt. Ext. 2715	Budget Control of the Deptt. of Cooperation, Agriculture, Soil & Conservation, Area Dev., Animal Husbandry, Dairy Dev., Panchayats & Dev., Fisheries, Crop Husbandry Deptt. and Haryana Agri. University.	USF(DP) (Sh.Dharam Pal) Ext.	JSF (Ms. Kusum ,IRS Ext.2862
FD-II Smt. Poonam Sood, Supdt. Ext. 2718	Budget control of the Deptt. of Health, Education, Family Welfare, Technical Edu., P & S (Text Books), Ayurveda, Sports, ESI, Archives, Archeology and Library Deptts. And cases of Reimbursement of Medical Expenses.	USF(AK) (Sh.Arun Kumar) Ext.2711	JSF (Ms. Kusum ,IRS Ext.2862
FD-III Sh. Ranbir Singh, Supdt. EXT. 2870	Budget Control of the Deptt. of Supplies & Disposals, Forests, Industries, Town and Country Plg., HUDA, Labour, Employment, Local Bodies, Indl. Trg., Science & Technology, Environment, Mines & Geology, Wild Life Preservation, Electronics & Non-Conventional Sources of Energy.	USF(PK) (Smt.Pushpinder Kaur Ext. 2815	Director, ERAMU (Sh. Yash Pal, IES) Ext.2746
FR Sh.Sunil Kumar Supdt. Ext. 2735	Advance increment, Amendment in CSR, PFR, Deputation, GPF/CPF including amendment/ Interpretation of Rules/ Instructions, Compulsory waiting period. Dual Charges, Honorarium. FA Rules (all matters including Daily Allowance, Conveyance Allowance, Fixed TA etc.) Leave (all matters including Maternity leave disability leave, study leave, earned leave, extra-ordinary leave, half pay leave), Dearness Allowance, DA to Pensioners. Foreign Training, Journey beyond Jurisdiction, Compulsory Deposit Scheme. All allowances (including CCA, Hill Areas, Sweeping allowance etc), Foreign Travel (all matters), Leave-encashment (all matters), Bonus, Time Barred Claim, TA/DA to retired Government employees, all matters relating to STR.	USF(OP) (Sh. Om Prakash Ext.)	JSF (Ms. Kusum ,IRS Ext. 2862

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Pay Revision Sh. Dharambir Sharma,SAO Ext. 2752	Verification of pay (Sectt. Employees), Revision of books & Manuals of the Finance Department, pay fixation General advice, Fixation of Pay of employees of all departments, Change of the options of the employee, Benefit of adhoc service, Revision of UGC scale, Special Pay, Selection Grade and cases relating to pay revision/anomalies of all categories.	USF(PK) (Smt.Pushpinder Kaur Ext. 2815	JSF (Ms. Kusum ,IRS Ext. 2862
Finance Accounts Attar Singh Yadav, Supdt. Ext. 2747	A.D. of the T&A, Local Audit, Lotteries & Small Savings Departments.	USF(OP) (Sh. Om Prakash Ext.	JSF (Ms. Kusum ,IRS Ext. 2862
Pension Smt. Vijay Kumar Singla, AO Pension Ext.2828	Policy cases relating to expeditious disposal of pension cases, Co-ordination / Monitoring the progress of pension cases with all Heads of Deptts./ A.Ds. Policy regarding grant of Pension, CSR Vol.II (all matters including amendments/interpretation/relaxation), pay fixation of re-employed Civil/Military pensioners, Adhoc Relief and other relief to pensioners, Gratuity.	USF(BK) (Smt. Baljit Kaur) Ext.	SSF (Sh. Harinder Kumar,IRS) Ext.
Legal Cell Rakesh Kumar, Law Officer Ext.2801	Preparation and Vetting of replies of court cases and also briefing the case to concerned law officers at the time of hearing in the court.	Sh. S.C.Kamboj, DA Legal Cell Ext.2874	JSF (Ms. Kusum ,IRS Ext. 2862
PPP Cell	To manage PPP related activities	PPP Expert	SSF (Sh.Mahavir Singh,IAS Ext. 2716
Computer Cell Sh. Virender Trivedi, ICC, FD	Computerisation of Annual State Budget which include entry and printing of all documents Nonplan, Plan, Receipt, SNE, PlanMemo, FS Memo, Budget-at-a –Glance, Supplementary Estimates, Excess over voted grants and generation of all supporting statements, Importing of Acutals from AG office, Preparation of Budget CDs for distribution in HVS, Hosting of Budget , Entry of HBL and Conveyance Loan cases and generation of seniority cum earmarking registers, notings and sanctions etc. Issue of POL coupon letters and maintaining of day to day entry of POL coupon numbers and their denominations, Daily entry of Ways & Means position received from RBI Nagpur and generation of reports, Computerisation of Forecast, Running of Central Diary system in the Finance Department, Preparing presentations for planning commission and routine meetings, Hosting of FD instructions and forms on website, Technical support to all the Branches of Finance Department.	Incharge Computer Cell Ext.2709	SSF (Sh.Mahavir Singh,IAS Ext. 2716

Branch & Name of Supdts./AO/SAO	Subject Matter	USF/DSF /Jt. Dir.	JSF/SSF /CSSF
<p>Haryana Bureau of Public Enterprises (HBPE) Sh. Rajesh Bansal, Management Consultant Ph.2702355</p>	<p>Cases of Appts. of FDs nominees on Board of Director of PEs, Framing of policy regarding Economy in Expenditure for PEs, Grant of permission to engage person on contact basis PEs, purchase of vehicles, pensionary benefit to employees of various Boards / Corporations, court cases of PEs, grant of bonus / Ex-Gratia to employees of Boards / Corporation, Guidelines regarding apptt. of SAS personnel on PEs, Clarification in services matters like ACP scheme, pay scales, add. increment, change of option etc. permission for hiring of Buildings, journey beyond 10 days, constitution of HBPE and case of appointment of Chairman / members, share investment. Appointment of arbitrator in disputed cases of PEs, creation of posts and revision of pay scales of employees of Boards/ Corporation through HBPE</p>	<p>Room No.613, New Sectt., Sector-17, Chandigarh.</p>	<p>SSF (Sh.Mahavir Singh,IAS Ext. 2716</p>