

List of subjects-Dealt with by various Branches of FD

Branch & Name of Supdts./AO/SAO	Subject Matter	USF/DSF/JSF/ Jt. Dir.	JSF/SSF
Budget & Committee Sh. Naveen, Supdt. Ext.7744	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(SK) (Sh.Sunil Kumar)	SFA(SS) (Sh. Sunil Saran, IES)
Ways & Means Sh. Krishan Kumar, Supdt. Ext.7735	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.	JSF(VPS) (Sh. Vivek Padam Singh, HCS)	SFA (SS) (Sh. Sunil Saran, IES)
F.G.I Sh.Raj Kumar Supdt. Ext. 8863	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(PS) (Smt. Manjit Kaur)	SFA (SS) (Sh. Sunil Saran, IES)
Finance Irrigation & Civil Works (FICW) Smt. Santosh Sharma Supdt., Ext.7736	Budget Control of the Deptt. of Irrigation, PWD (B&R), PWD (Public Health), Power Corporations, Architecture & LOC.	USF(MK) (Smt. Manjit Kaur)	SSF (Sh.Wazeer Singh Goyat, IAS)

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Economic Research, Analysis & Monitoring Unit (ERAMU) Sh. Prabhu Dayal R.O. Ext. 7729	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.	Dy. Director Sh. Raj Kumar Ext. 2745	SFA (SS) (Sh. Sunil Saran, IES)
FR Sh. Rozy Gandhi Supdt. Ext. 7733	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(OW) (Smt.Om Wati)	ASF(S) (Sh. Shaleen, IAS)
Pay Revision Sh.Pawan Goyal, CAO Ext. 7742	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.	CAO (Sh.Pawam Goyal)	SSF (WSG) (Smt. Wazeer Sing Goyat, IAS)
FG II Supdt. Ext. 8864	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.	DSF(SKS) (Sh. Santosh Kumari Sharma)	SF (RP) (Smt. Ranju Prasad, IPoS)
FD-III Smt. Deepali Malik, Supdt. EXT. 8867	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(MK) (Smt. Manjit Kaur)	SF (RP) (Smt. Ranju Prasad, IPoS)

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FD-I Smt. Charnjeet Kaur Ext. 8865	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.	DSF(NA) (Sh. Narinder Ahuja)	SSF (Sh. Kulwant Kalson, HCS)
FD-II Sh. Bharat Bhushan Ext. 8866	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 Re-imbursement of Medical Expenses.	DSF(NA) (Sh. Narinder Ahuja)	ASF (S) (Sh.Shaleen, IAS)
Finance Accounts Sh.Kishan Singh, Supdt. Ext. 8868	A.D. of the T&A, Local Audit, Lotteries & Small Savings Departments.	USF(SK)	JSF(VPS) (Sh. Vivek Padam Singh, HCS)
Pension Sh. Rajesh Miglani, AO Pension Ext.7743	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(OW) (Smt.Omwati)	SF (APK) (Smt. Amneet Kumar, IAS)
Legal Cell Sh.,Rakesh Bahadur Ext.8860	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.	DA(FD)	JSF(VPS) (Sh. Vivek Padam Singh, HCS)
Computer Cell Sh. Virender Trivedi, ICC, FD Ext.7734	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. 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.	USF(SK) (Sh.Sunil Kumar)	ASF (S) (Sh.Shaleen, IAS)

Branch & Name of Supdts./AO/SAO	Subject Matter	USF/DSF/JSF/ Jt. Dir.	JSF/SSF
<p>Haryana Bureau of Public Enterprises (HBPE) Sh. Rajesh Bansal, Management Consultant Ph.2702355</p>	<p>Cases of Apptts. 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>Consultant/ Financial Advisor</p>	<p>SFA (SS) (Sh. Sunil Saran, IES) Member Secretary, HBPE</p>
<p>Record</p>		<p>USF(SK) (Sh. Sunil Kumar)</p>	<p>JSF(VPS) (Sh. Vivek Padam Singh, HCS)</p>