

University Employment Information & Guidance Bureau, HAU, Hisar

RIGHT TO INFORMATION ACT, 2005 (Information required to be published under Section 4(1)(b) of Right to Information Act, 2005)

(i) Particulars of organizations, functions and duties:

University Employment Information & Guidance Bureau, HAU, Hisar

The department administers the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959, which is a Central statute and the Rules framed there under. As per this Act, the basic functions of the department are:

(1) **Registration of job seekers:** Any person who is a job seeker can get his / her name registered in the Employment Exchange under whose jurisdiction he/she usually resides.

(2) **Vocational / Career Guidance:** Employment Exchanges also provide Vocational Guidance / Career Information to the applicants under jurisdiction.

(3) **Distribution of Unemployment Allowance:** The Employment Department gives Unemployment Allowance to the educated unemployed youth as per Government policy of the time.

(4) To Assist applicants in securing admission to various courses of studies offered by University in India.

(5) To render vocational guidance to students individually and in groups.

(6) To give information & competitive examinations conducted by the various Public Service Commissions.

(7) To acquaint the unemployed youth with the facilities & incentives available with the various departments under Self-employment promotion programme.

(8) To give employment information & advice to the university alumni.

(ii) The powers and duties of its officers and employees: The Director of Employment is the supervisory head of the department and is responsible for the control and overall functioning of the Directorate and other subordinate offices. The Divisional Employment Officers are responsible for supervision and control of the Divisional Employment Exchange and other Employment Exchanges located within their respective jurisdiction.

ORDER

In supersession of this office order No.B-6/12308-446 dated 22-6-2007 and all other previous orders issued in this behalf, Financial powers of the Director of Employment, Haryana in respect of Gazetted / Non-Gazetted staff of the Department of Employment, Haryana have been delegated to the various officers of the department as per details given below:-

Sr. No	Reference to rule number	Nature of power	To whom delegated	Extent upto which the power can be exercised
1	Sr.No.1 of Chapter-3 of PCSR Vol.-III (TA Rules) read with Sr.No.6 of Rule 15.1 of PCSR Vol-I Part-I.	To sanction the performance of journey outside the sphere of duty, will also act as controlling officer for the purposes of countersigning T.A. Bills.	<p>(a) Deputy Director (Budget) in respect of all Gazetted Officer upto the rank of Asst. Director/ Divisional Employment Officer and non-gazetted staff at the Directorate except approval of tour programmes of all Gazetted Officers posted at Directorate.</p> <p>(b) Dy Director, State Employment Exchange, Haryana Chandigarh in respect of all Gazetted and non-gazetted staff in his/her office except approval of tour programmes of all Gazetted Officers posted at State Employment Exchange, Haryana, Chandigarh.</p> <p>(c) All Divisional Employment Officers in respect of all District Employment Officers in their respective Division and Gazetted and non-Gazetted staff in their own office.</p> <p>(d) All Divisional Employment Officers, UEIGBs in respect of Staff in their own office.</p> <p>(e) All District Employment officer at the District Head quarter in respect of All Assistant Employment Officers working in their respective District and Gazetted and non gazetted staff in their own office.</p> <p>(f) District Employment Officers at Town Employment Exchanges</p>	Full powers to the extent the Director of Employment, Haryana is competent.

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			in respect of their staff in their own office. Assistant Employment Officers in Rural Employment Office in respect of staff in own their office.	
2	Rule 10.25 below notes 2(d) of PFR Vol-1	To sanction T.A. Advance on tour.	-do-	Full powers to the extent the Director of Employment, Haryana is competent.
3	Rule 15.1 to 15.6 vide F.D. letter No. 4/4(2)-2003-2FR Dated 09.05.2006	To sanction temporary advance out of G.P.F.	-do-	Full powers to the extent the Director of Employment, Haryana is competent.
4	Rule 18.1 to 18.13 vide F.D. letter No. 4/4(2)-2003-2FR Dated 09.05.2006	To sanction withdrawal out of G.P. Fund.	-do-	Full powers to the extent the Director of Employment, Haryana is competent.
5	Sr.No.44 of Rule 15.1 of PCSR Vol-I Part-I	Power to Grant Leave.	(a) i) Dy. Director (Admn.) in respect of all Class-II Officer at the Dte. and non-gazetted staff at the Directorate ii) Deputy Director (Admn.) in respect of all Divisional Employment Officers of the field. (b) Dy. Director, State Employment Exchange, Haryana Chandigarh in respect of Class-II Officer and non-gazetted staff in his / her office. (c) All Divisional Employment Officers in respect of all District Employment Officers in their respective Division and Gazetted and non-Gazetted staff	Full powers to the extent the Director of Employment, Haryana is competent.

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			<p>in their own office.</p> <p>(d) All Divisional Employment Officers, UEIGBs in respect of Staff in their own office.</p> <p>(e) All District Employment officer at the District Head quarter in respect of All Assistant Employment Officers working in their respective District and Gazetted and non gazetted staff in their own office.</p> <p>(f) District Employment Officers at Town Employment Exchanges in respect of their staff in their own office.</p> <p>(g) Assistant Employment Officers in Rural Employment Office in respect of staff in own their office.</p>	
6	Rule 2.25 of PFR Vol-I	To accord sanction for the investigation of old claims.	<p>(a) Deputy Director (Budget) in respect of all Gazetted officer upto the rank of Assistant Director/ Divisional Employment Officer and non-gazetted staff at the Directorate.</p> <p>(b) Dy. Director, State Employment Exchange, Haryana Chandigarh in respect of all Gazetted and non-gazetted staff in his office</p> <p>(c) All Divisional Employment Officers in respect of all District Employment Officers in their respective Division and Gazetted and non-Gazetted staff in their own office.</p> <p>(d) All Divisional Employment Officers, UEIGBs in respect of Staff in their own office.</p> <p>(e) All District Employment officer at the District Head quarter in respect of All Assistant Employment Officers working in their respective District and Gazetted and non gazetted staff in their own office.</p>	Full powers to the extent the Director of Employment, Haryann is competent.

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			(f) District Employment Officers at Town Employment Exchanges in respect of their staff in their own office. (g) Assistant Employment Officers in Rural Employment Office in respect of staff in own their office.	
7	Sr.No. 24 (ii) of Rule 19.6 of PFR Vol.-I	To sanction purchase of periodicals and News Papers for official use.	-do-	Full powers to the extent the Director of Employment, Haryana is competent.
8	Sr.No.9 of Rule 19.6 of PFR Vol.-I	To sanction the payment of rent for house or for other residential purposes etc.	-do-	Provided the initial sanction is issued by the Director of Employment.
9	Administrative Powers	Powers given to Head of Office as indicated in the PFR & PCSR	(a) Dy. Director (Admn.) in respect of Directorate of Employment, Haryana, Chandigarh (b) Dy. Director, State Employment Exchange, Haryana Chandigarh in respect of his own office. (c) All Divisional Employment Officers in respect of their own office. (d) All Divisional Employment Officers, UEIGBs in respect of their own office. (e) All District Employment officer at the District Head quarter in respect of their own office. (f) District Employment Officers at Town Employment Exchanges in respect of their own office. (g) Assistant Employment Officers in Rural Employment Office in respect of staff in own their office.	Full powers to the extent prescribed in PFR & PCSR.
10.	Financial Powers	-do-	(a) Deputy Director (Budget) in respect of all Gazetted officer upto the rank of Assistant Director/ Divisional Employment Officer and non-gazetted staff at the Directorate.	-do-

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			<p>(b) Dy. Director, State Employment Exchange, Haryana Chandigarh in respect of all Gazetted and non-gazetted staff in his office</p> <p>(c) All Divisional Employment Officers in respect of all District Employment Officers in their respective Division and Gazetted and non-Gazetted staff in their own office.</p> <p>(d) All Divisional Employment Officers, UEIGBs in respect of Staff in their own office.</p> <p>(e) All District Employment officer at the District Head quarter in respect of All Assistant Employment Officers working in their respective District and Gazetted and non gazetted staff in their own office.</p> <p>(f) District Employment Officers at Town Employment Exchanges in respect of their staff in their own office.</p> <p>(g) Assistant Employment Officers in Rural Employment Office in respect of staff in own their office.</p>	
11	Rule 10.21 to 10.23 of PFR Vol-I	To sanction advances for purchase of car, scooter, motorcycle, bicycle and computer	Deputy Director (Budget)	Full powers to the extent the Director of Employment, Haryana is competent.
12	Govt. letter No.38/110/99-WM(S), dated 6.5.2005	To sanction for marriage advance	Deputy Director (Budget)	Full powers to the extent the Director of Employment, Haryana is competent.

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13	Sr.No.) of Rule 19.10 of PFR Vol-I read with Rule 10.16 to 10.19	To grant house building advance for the repairs/extension of house	Deputy Director (Budget)	Full powers to the extent the Director of Employment, Haryana is competent.
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(Krishan Kumar)
Director of Employment
Haryana, Chandigarh

Endst.No.B-6/ 614-17

Dated: 17-8-07

A copy is forwarded to the following for information and necessary action:-

1. Financial Commissioner & Principal Secy. to Govt. Haryana, Finance Department.
2. Financial Commissioner & Principal Secy. to Govt. Haryana, Employment Department.
3. Accountant General (A&E), Haryana, Chandigarh.
4. Accountant General (Audit), Haryana, Chandigarh.

(Krishan Kumar)
Director of Employment
Haryana, Chandigarh

Endst.No.B-6/ 1665-745

Dated: 13/8/07

A copy is forwarded to :-

1. All Treasury Officers in the State and Haryana Treasury at Chandigarh.
2. All Assistant Treasury Officers in the State.
3. All Employment Officers in the State.
4. All Officers at the Headquarters except Director of Employment.
5. All Branches of the Directorate.

(Krishan Kumar)
Director of Employment
Haryana, Chandigarh

(iii) The procedure followed in the decision making process, including channels of supervision and accountability:

(a) Decision Making: Divisional Employment Officer, UEI&GB, HAU, Hisar

(b) Channels of supervision and accountability:

Channels of supervision and accountability are as follows: -

1. The functioning of the branch headed by Divisional Employment Officer, UEI&GB, HAU, Hisar is controlled by the Director, Employment Haryana, under the overall supervision and control of the Financial Commissioner & Principal Secretary, Labour & Employment of the department and carries out these duties under the direction of Labour and Employment Minister and Chief Minister of the State.

2. Director of Employment is the supervisory Head of the Department and is being assisted by Joint Director, Deputy Directors, Assistant Directors and other officers and he is accountable for the functioning of the department as a whole.
3. The Divisional Employment Officers are the supervisory heads of the Employment Exchanges functioning in their division comprising three to four districts of the State and they are accountable for the smooth functioning of the Employment Exchanges under their control in their division.

(iv) The norms set for the discharge of duties:

All the functions of the department are carried out in the Directorate as well as in the field offices during the office hours on all working days.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

1. Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules framed there under
2. National Employment Service Manual;
3. Procedure Circulars of the department &
4. Other statutory rules, regulations and executive instructions issued / laid down by the Government from time to time.

The department also consults the Punjab Civil Services Rules, Volume- I, Part I, II & III and Punjab Financial Rules Volume - I & II for the functioning of the Department as and when required.

(vi) A statement of the categories of documents that are held by it or under its control:

1. Registration record of applicants..
2. Financial Records.
3. Administrative / personal record of all the employees working in the office.
4. Record relating to Stock and Stores.
5. Records pertaining to disbursement of Unemployment Allowance.

(vii) The particulars of any arrangements that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof:

No such arrangements exist in the department.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils and other bodies are open to the public, or the minutes of such meetings are accessible for public:

No committee has been constituted under this office.

(ix) A directory of its officers:

UNIVERSITY EMPLOYMENT INFORMATION & GUIDANCE BUREAU, HAU, HISAR

OFFICERS / OFFICIALS

UEI & GB , Hisar	Surender Singh Mor	DLO	01662-237803	uebhisar@yahoo.com
	Sarjit Singh	Assistant		
	Pushpa Rani	Steno-typist		
	Madan Lal	Clerk		
	Manoj Kumar	Peon		

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations: Posts and Scales:

Sr.No.	Designation	Pay Scale
1.	Divisional Employment Officer	9300-34800+5400
2.	Assistants	9300-34800+3600
3.	Steno Typist	5200-20200+2400+100 S.P.
4.	Clerks	5200-20200+3200
5.	Peon	4440-7440+1300

(xi) **The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports on disbursement made:** Budget Position

NON-PLAN SCHEMES:

S.No	Name of Scheme	Budget Outlay 2014-2015
(i)	101-Employment Services (92) Staff for Employment exchanges.	18,50,000
(ii)	101 Unemployment Allowance to Educated Youth	5,00,000
	Total	23,50,000

PLAN SCHEMES:

S. No.	Name of Scheme	Budget Outlay 2014-2015
1	Computerization of Employment Exchange Operations	30,000
	Grand Total	30,000

(xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:** The department does not implement any scheme with a provision for subsidy.

(xiii) **Particulars of recipients of concessions, payments or authorizations granted by it:** The department does not implement any such scheme.

(xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form:** Nil

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

No library or reading room is available in the department, therefore, a citizen can obtain information directly from the officers / employees of the department.

(xvi) **The names, designation and other particulars of the Public Information Officers:**

State Public Information Officer:

Name	Designation	Office Address	Telephone Number (Office)
Sh. A.K.Yadav	Divisional Employment Officer	Divi. Employment Exchange, Mini Secty. , Hisar	01662-237031,237054

Appellate Authority:

Name	Designation	Office Address	Telephone Number (Office)
Smt. Manpreet Kaur Randhawa	Joint Director	Directorate of Employment, Haryana baize No. 55-58, Sector-2, Panchkula.	0172-2570053

(xvii) **Such other information as may be prescribed:**