

64.b(i) & (ii)

ORGANISATION, FUNCTION AND DUTIES STRUCTURE

DIRECTORATE OF SCIENCE AND TECHNOLOGY HARYANA

4.b(i)

Objectives

1. Promotion of scientific temper among general masses
2. Promotion and improvement in quality of science education in the State.
3. Support and promote innovation in the State.
4. Encourage research in biotechnology

Functions

1. Identification of new technologies for agriculture and industry.
2. All matters relating to arrangements for processing the new technology
3. All matters relating to liaison with Research Institutions, National Laboratories, Universities and Department of Science & Technology, Govt. of India,
4. Dissemination of new technology in the State.

4.b(ii)

Sr. No.	Designation of post	Sanctioned Posts	Basic Pay Level Cell	Status	Duties assigned
1	2	3	4	5	5
1.	Director General	1	---	Filled	Head of the Department
2.	Scientific Engineer (A)-cum-HOO	1	FPL-11	Filled	<ol style="list-style-type: none"> 1. Head of office of Directorate of Science and Technology & HSCSIT Council. 2. Schemes related to Haryana Vigyan Ratna Award 3. Climate Change. 4. Examine all technical matters of S&T Department. 5. Science Conclaves 6. Setting up of Aryabhata vigyan Kendra at Ambala 7. Setting up of Science City in NCR at Gurugram 8. Operation of Telescope installed in the office. 9. All works related to I.T., NIC, HARTRON, office website, AEBAS, CeFMeTIS, Office Autonomation. 10. All works related to C.S. office, DPR, Vidhan Sabha, Lok Sabha etc. 11. Celebration of NMD & NSD 12. Scheme of Honouring meritorious students of Haryana. 13. He will work as 1st Appellate Authority of RTI cases of Directorate of Science and Technology 14. H.O.O. of KCMP & DDO of KCMP <p>12. Nodal Officer of the following works :-</p> <ol style="list-style-type: none"> i) To coordinate with information Public Relations and Cultural Affairs Department, Haryana for time to time changes in telephone directory. ii) To check the information regarding Special Development Initiative taken by this department and ensure that these are sent to the CS (Monitoring & Coordination Cell)

					<ul style="list-style-type: none"> iii) S&T Deptt./HSCSIT for dealing with Statistical matter as Coordinator with DESA. and for compliance of E-Waste (Management & Handling) Rules, 2011 etc. iv) Court Cases and State Litigation Policy, 2010. v) Updation of the websites. vi) To look after the transition of IPv4 to IPv6. vii) Apprenticeship of S&T Deptt./HSCSIT. viii) Information Security Officer. ix) Technical Nodal officer of Human Resource Management System (HRMS) of S&T Deptt and HSCSIT. x) To Monitor and coordinate with Asset Management System. xi) Technical Integration (SARAL). xii) To get prepare and finalizing reply and ensure for sending the reply of question of Haryana Vidhan Sabha Session. xiii) Nodal officer of E-office. xiv) All work related to National Data Sharing and Accessibility Policy (NDSAP). xv) Nodal officer for C.M.Window/announcement, Citizen Charter/Citizen Services, redressal of public Grievances and O&M officer etc. xvi) Nodal officer for State Resident Database (SRDB). xvii) Nodal officer for implementation of Public Financial Management System (PFMS) xviii) Nodal officer for Antodya Saral. xix) Nodal & complain officer for HIV/AIDS (P&C) Act-2017 for Directorate of Science and Technology. xx) Nodal officer for implementation of Transfer orders issued by the Government at the level of Directorate of Science and Technology.
3.	Scientific Engineer(B)	3	FPL-10	Vacant	
4.	Scientific Engineer (C)	1	FPL-7	Vacant	
5	Accounts Officer	1	Level-9 (FPL)	Filled	<ol style="list-style-type: none"> 1. DDO, Directorate of Science and Technology and HSCSIT, 2. BCO, SNE, Audit, PAC, CAG, Annual Plan etc. of Directorate of S&T/Council & other Account related work. 3. All work related to e-procurement/e-tendering in Directorate of Science & Technology, Haryana/HSCSIT. 4. Nodal Officer for monitoring of regular inspection of cleanliness in the office etc. 5. Nodal Officer for cashless payments. 6. Nodal Officer for HRMS Directorate and HSCSIT. 7. Nodal officer for to coordinate with Haryana Staff Selection Commission. 8. To scrutinize and decide the grant of Loan and Advances to the work. 9. Nodal officer of CAG Audit Report/PAC. 10. Member of committee of National Commission

					for scheduled castes (NCSC). 11. Nodal officer for output outcome Frame work for outcome led growth monitoring and reporting. 12. Nodal officer for weeding out the old unwanted record. 13. Nodal Officer for implementation of Reservation Policy. 14. Nodal officer for HKRNL for Directorate of S&T and HSCSIT. 15. Nodal officer for GeM Portal. Any other work assigned by Scientific Engineer (A)-cum-HOO from time to time.
6	Private Secretary	1	Level-11 (ACPL)	Filled	1. Attached with Director General 2. Presiding Officer of Internal Complaint Committee of the Science & Technology Deptt./Council under Section 4(2) of Chapter-II of the Sexual Harassment of Women at workplace(Prevention, Prohibition & Redresses), Act, 2013. 3. SPIO of RTI cases of S&T Department/council.
7.	Librarian	1	Level-6	Vacant	
8.	Deputy Superintendent	1	Level-6 (FPL)	Vacant	
9.	Assistant	2	Level-6 (FPL)	Filled	Budget, SNE & Audit (including PAC, CAG etc.) of Directorate of S&T and Council and Accounts of Directorate of Science and Technology
10.	Assistant		Level-6 (FPL)	Filled	To look after all administrative work including RTI, Court case etc.
11.	Steno-typist	1	FPL-2	Filled	Attached with Care Taker
12.	Clerk	2	Level-2 (FPL)	Vacant	
13.	Driver	2	Level-2 (FPL)	Vacant	
14	Peon	3	FUN-DL-0	Filled	Chowkidar duty
			FUN-DL-0	Filled	Attached with Care Taker
				Vacant	
15.	Sweeper-cum-Chowkidar	1	DL** (Level-2) ACP	Vacant	

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 submits. After scrutinizing the case he/she sends the case to his/her superior who further submits it to the Director/ Additional Chief Secretary / Principal Secretary 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 (attached below)

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. Haryana Civil Services (General) Rules, 2016
- ii. Haryana Civil Services (Pay) Rules, 2016

- iii. Haryana Civil Services (TA) Rules, 2016
- iv. Haryana Civil Services (Allowances) Rules, 2016
- v. Haryana Civil Services (Leave) Rules, 2016
- vi. Haryana Civil Services (GPF) Rules, 2016
- vii. Haryana Civil Services (Pension) Rules, 2016
- viii. Haryana Civil Services (Government Employees Conduct) Rules, 2016
- ix. Haryana Civil Services (Punishment and Appeal) Rules, 2016
- x. The Punjab financial Rules, Volume I & II
- xi. Manuals/instructions issued by the Haryana Govt. From time to time.

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, bills/vouchers, Stamp Paper Registers. Besides, other records required to be maintained in the department is also maintained accurately. 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 Directorate of Science and Technology :-

- (1) Haryana State Council for Science, Innovation and Technology (HSCSIT), Panchkula .

4.b(ix) **Budget allocation**
Budget Recurring and non-recurring schemes for the year 2024-25

Sr. No.	Name of Scheme/Head	Approved Outlay 2024-25
A) "3425-OTHER SCIENTIFIC RESEARCH		
1	99-S&T Programme (Recurring)	
a)	01-Salary	104.00
b)	02- Wages	1.50
c)	03-Dearness Allowances	45.00
d)	04-Travel Expenses	1.50
e)	05-Office Expenses	2.00
f)	09-Grant-in-Aid-General	218.00
g)	12-Scholarships and Stipends	1.50
h)	45-P.O.L	1.00
i)	67-Medical Reimbursement	5.00
j)	70-Leave Travel Concession	7.00
k)	79-Ex-Gratia	5.00
l)	86- Training	1.00
m)	88-Computerization IT	5.00
n)	94) Fellowship	3.00
	99-Irrecoverable loans written off (31-Write off loans/Losses	2.00
	Total	402.50
2.	97- Grant-in-Aid to S&T Council (Non-Recurring)	3100.00
	Sub Total 1 to 2	3502.5
B) 5425-Capital Outlay on other Scientific & Environment Research 16-Major Works		
3.	98- Setting up of Arya Bhatta Vigyan Kendra at Ambala (Non- Recurring)	2500.00
4.	99- Setting up of National Science City at Haryana (Non-	7000.00

	Recurring)	
		Sub Total
		9500.00
		Grand Total
		13002.5

- 4.b(x) The manner of execution of subsidy programmes
No subsidy
- 4.b(xi) Particulars of recipients of the concession, permits or authorisation granted
Not applicable
- 4.b(xii) 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 <https://dst.highereduhry.ac.in>
- 4.b(xiii) 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(xiv) The names, designation and other particulars of Public Information Officers

Name of Organization	1 st Appellate Authority	SPIO	ASPIO
Directorate of Science and Technology	Scientific Engineer (A)	Private Secretary to Director General, Directorate of Science and Technology	Deputy Superintendent (D)
Haryana State Council for Science, Innovation and Technology (HSCSIT) Panchkula	Chief Scientific Engineer (HSCSIT)	Private Secretary to Director General-cum-Secretary, EC Directorate of Science and Technology	Deputy Superintendent (C)

- 4.b(xv) Services of Science and Technology Department identified under Right to Services Act-2014

Sr. No.	Name of Service	Service No.	Given Time Limit	Designated Officers & Email ID	First Grievance Redressal Authority & Email	Second Grievance Redressal Authority & Email
1.	Application form for HSCST Fellowship for doing Ph.D	187	120 Days	Chief Scientific Engineer, HSCST, deepakgupta.dstech@hry.nic.in	Secretary, EC HSCST sciencetech@hry.nic.in	Chairman, EC HSCST, pssnthry@gmail.com
2.	Application form for Promotion of Science Education (POSE) Scholarship for B.Sc. & M.Sc. students	188	120 Days after closing date of submission of application	Curator sumit.dstech@hry.gov.in	Chief Scientific Engineer, HSCST, deepakgupta.dstech@hry.nic.in	Director, S&T Department, sciencetech@hry.nic.in