

ORGANISATION, FUNCTION AND DUTIES STRUCTURE  
HARYANA STATE COUNCIL FOR SCIENCE, INNOVATION AND TECHNOLOGY

4.b(i) **Objectives**

- **To prepare Science and Technology plans relevant to the developmental needs of the state; and to establish effective communication and other links between and to facilitate greater coordination in the activities of, Centre of Scientific and Technological Research, including Universities, Engineering Colleges, Polytechnics, State Undertakings, industries and local artisans in order to promote the generation and application of Science and Technology.**
- **To identify, generate, utilize and promote new technologies relevant to the development needs of the State in the light of Socio-economic developmental objectives.**
- **To advise the State Government in the formulation of policies and measures necessary to promote science and technology; and to initiate, support, promote and coordinate such research design and development projects as are likely to be relevant to the specific problems and technological requirements of the State in keeping with its perspective of Socio-Economic development and its particular resource and skill endowments.**
- **To promote the popularization of science and the spread of a scientific temper and attitude among the people of the State.**
- **To advice the State Government on policies and measures relating to the development and deployment of S&T manpower resources;**
- **To popularize application of tissue culture technology & related production activities in the State.**
- **To create awareness about astronomy among general public and students of the State.**
- **Imparting non-formal education by showing various films on astronomy/astrophysics.**

**Functions**

- **To identify areas for the applications of Science & Technology to the developmental needs, objectives and goals of Haryana.**
- **To advise State Government on the formulation of policies and measures for promoting Science & Technology in the State.**
- **To promote effective co-ordination and to develop faster communication and other links between centres of scientific and technological research, Government agencies, industries so that promising research and development work is initiated promoted and effectively deployed in various identified areas.**
- **To initiate support and co-ordinate applied research programmes in universities and other institutions in identified area.**
- **To prepare Science & Technology plans relevant to the developmental needs of the State.**
- **To consider and advise Government on such other matters as are relevant to the applications of Science & Technology.**
- **To promote and establish pilot-plans and programmes including demonstration units based on technology generated through indigenous S &T users/entrepreneurs and to establish units for commercial exploitation of Science and Technology for priority developmental needs of the State.**
- **If considered essential, to establish, or assist in the establishment of, the infrastructure, institutions, organizations etc. necessary to achieve the aforesaid objective.**

b(ii)

Sr. No	Designation Of Post	Sanct- ioned Posts	Correspond ing pay level in Pay Matrix.	Status S/Sh./Smt./Dr.	Duties Assigned
1	2	3	4	5	5
1.	Chief Scientific Engineer	1	FPLI-13	Deepak Gupta	<p>1. Preparation of Road Map document for restructuring/expansion of Science &amp; Technology Department and its implementation.</p> <p>2. Skill Vigyan State Partnership Programme in Life Science and Biotechnology of DBT, GOI. .</p> <p>3. Setting up of HSCSIT Science Clubs in Government Senior Secondary Schools of State.</p> <p>4. HSCSIT fellowship scheme for doing Ph.D.</p> <p>5. Principal Investigator of Patent Information Centre (PIC).</p> <p>6. He will act first Appellate Authority of S&amp;T Council and Department under RTI Act.</p> <p>7. Examine all technical matters of Council/KCMP.</p> <p><b>Nodal officer</b></p> <p>i) For HIPA Training activities</p> <p>ii) Nodal officer for payment of bills of advertisement</p> <p>iii) For getting conduct executive committee meeting.</p> <p>iv) Nodal Officer to coordinate and oversee the compliance of section 4 of RTI Act, 2005.</p> <p>v) Nodal officer for all post to be filled up at the Council level for final selection in time bound manner.</p> <p>vi) Nodal Officer for Science Technology and Innovation Policy (STIP 2020).</p> <p>vii) Nodal Officer for Coordination of Exhibitions/workshop/Seminars Conferences/ Trade Fairs etc.</p> <p>viii) Nodal Officer to Coordinate and Implementation the Plan.</p> <p>ix) First Grievance Redressal Authority of RTS Act-2014.</p>
2.*	Joint Director (Technical)	1	Level-11	Vacant since 09.06.2015	---
3.	Additional Director Administration	1	---	Vacant from 16.09.2019	---

4.	Section Officer	1	As per F.D. Scale	Sh. Rajnesh Batra (Addl. Charge)	All accounts related work of S&T Council
5.	Deputy Superintendent	1	ACPL-10	Dinesh Kumar	To look after administrative work of Council including KCMP reporting through A.O.-cum-H.O.O. ASPIO of HSCST under RTI Act.
6.	Personal Assistant	1.	FPL-6	Veena	Attached with Chief Scientific Engineer & Scientist-B (PIC)
7.	Assistant	2	ACPL-10  FPL-6	i) Rakesh Mohan  ii) Hari Parkash	1. To deal all the administrative work of HSCSIT and KCMP. 2. Any work assigned by H.O.O. He will report Dy. Supdt.  1. Budget, Audit (S&T Deptt & Council, PAC CAG, SNE etc Any other work assigned by HOO
8.	Accounts Assistant	1	FPL-6	Chanchal Bhan	To deal all the Accounts related work and report to DDO HSCSIT through Section Officer HSCSIT.
9.	Data Entry Operator (Nomenclature Clerk)	1	ACPL-6	Rajender Kumar	Attached with Private Secretary to DST-cum-Secy., EC
10	Accounts Clerk	1	FPL-2	Goverdhan	Cashier/ Accounts branch, HSCSIT. He will prepare the pay bill of regular employees of HSCSIT and contractual employees. He will report through Accounts Assistant.
11.	Clerk-cum-Typist	2	FPL-2	i) Prem Lata  ii) Vacant	Attached with Accounts branch, S&T Department.  Vacant Since 18.03.2021
12.	Helpers	5	ACPL-4  ACPL-6	Shankar Lal  Sher Singh  Vacant-3	Dak Messenger Report to DSE  Deputed on 1 <sup>st</sup> Floor.
	Total	18	-	Filled-12 Vacant-6	

- **The post of Joint Director (Technical) has been re-structured by the Executive Committee subject to the approval of the HBPE (FD).**

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, Rules & Regulations of Haryana Government and decision taken by the Executive Committee of HSCSIT. The dealing hand deals with the case and submits. After scrutiny the case he/she sends the case to his/her superior who further submits it to the Secretary, EC/Chairman, EC, as the case may be, for final approval.

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

As per Memorandum of Association (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 (Government Employees Conduct) Rules, 2016
- vii. Haryana Civil Services (Punishment and Appeal) Rules, 2016
- viii. Manuals/instructions issued by the Haryana Govt. From time to time.
- ix. Decisions of Executive Committees
- x. The Punjab Financial Rules, Volume-I (As applicable to Haryana State)
- xi. Employees Provident Fund and Miscellaneous Provision Act-1952
- xii. Payment of Gratuity Act, 1972 (as amended in 1994).

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 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 arrangements.

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

The following organizations/set ups are under Administrative Control of the Haryana State Council for Science, Innovation and Technology: -

- (1) Kalpana Chawla Memorial Planetarium, Pehowa Road, Kurukshetra.

4.b(ix) Directory of its officers and employees  
EPBX No.2560339

Sr.No.	Name & Designation S/Sh./Smt./Dr./Er.	Addresses	Phone No.
1.	Chief Scientific Engineer	---	Off: 0172-2570030 Extn- 101
2.	Section Officer	---	---
3.	Dy. Supdt.	---	Ext. 402

4.	Personal Assistant	---	Ext. 102
5.	Assistant-I	---	--
6.	Assistant-II	---	Ext.
7.	Accounts Assistant	---	Ext.
8.	Data Entry Operator	---	---
9.	Clerk-cum-Typist	---	---
10.	Accounts Clerk	---	Extn.-406
11.	Helper-I	---	---
12.	Helper-II	---	---

**Note-** Name and Address of employees owing to personal information could not be disclosed in pursuance of letter no. 5/52/2016-1AR dated 05.01.2022 issued by Administrative Reforms Department Haryana.

4.b(x) Budget allocation

Budget for the year 2022-2023 under sub-head "97-GIA to S&T Council" is as under:-

Sr. No.	Name of the scheme 3425-other scientific research	Allotment for 2022-23 (Internal allotment) (Rs. in lac)
1.	<b>97-GIA to S&amp;T Council</b>	5000.00 lacs

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

No subsidy.

4.b(xii) Particulars of recipients of concessions, permits or authorisation granted

Not applicable

4.b(xiii) 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 w.w.w.dstharyana.gov.in.

4.b(xiv) 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.

During the working days and office hours.

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

Sr. No.	Designation of the Officer	Authority
1.	Chief Scientific Engineer	First Appellate Authority

2.	Scientific Engineer-B	State Public Information Officer
3.	Deputy Superintendent	State Assistant Public Information Officer