

Dissemination of information under section 4 of Right to Information Act, 2005

The State Government has established Haryana Sahitya Academy an autonomous body, registered under the Societies Registration Act, 1860. Following are the objectives and functions of the Academy:

- (a) To promote co-operation among men of letters for the promotion and development languages (Sanskrit, Panjabi, Urdu) and literature with special emphasis on Hindi Sanskrit, Urdu, Punjabi & Haryanvi.
- (b) To encourage propagation and study of the languages and their literature among the people of Haryana.
- (c) To encourage research in the contribution of Haryana to the languages, literatures, history and culture of India.
- (d) To take steps for publication and preservation of manuscripts of literary, artistic and historical value.
- (e) To prepare and publish anthologies of the various genres of literatures produced by the writers of Haryana.
- (f) To encourage translation of works of literary merit from one language to another.
- (g) To bring out research journal, periodicals literary magazine or other literary material both in electronic and print media.
- (h) To celebrate important events connected with languages and eminent men of letters.
- (i) To publish or to assist associations, individuals in publishing literary works including bibliographies, dictionaries, encyclopedias, basic vocabularies etc
- (j) To sponsor or to hold literary conferences, seminars and exhibitions.
- (k) To award prizes and distinctions and to give recognition to individual writers for outstanding works.
- (l) To encourage and foster the revival of folk literature
- (m) To acquire movable or immovable property for the Academy provided that prior approval of the State Government be obtained for acquisition of immovable property and
- (n) To undertake any other work as may be required in furtherance of its objectives.

(II) Powers of its officers and employees :-

1. **Chairman:** He shall exercise full financial and administrative powers. In case the Chairman is other than CM, he shall exercise all financial and administrative powers as are entrusted by the government.
2. **Senior Vice-Chairman I:** He Shall exercise all such financial and administrative powers as are exercised by the Minister of information, Public Relations & Cultural Affairs Department'
3. **Senior Vice-Chairman II:** He shall exercise all financial and administrative powers as are exercised by the Education Minister'
4. **Executive Vice-Chairman :** He shall exercise all such administrative and financial powers as are exercised by the Financial Commissioner & Principal Secretary or Commissioner & Secretary, IPRC to Government of Haryana Department or all such powers as delegated'
5. **Director :** He shall exercise all such administrative and financial powers as are exercised by the Head of Department of Haryana Government.

(III) Duties officers :-

- (i) The Director shall be the Officer of the Academy. He shall possess such qualifications and experience as prescribed by the Govt.
- (ii) The Director so appointed shall be:
 - (a) The Principal Executive Officer of the Academy and shall authenticate all orders and decisions.
 - (b) Entitled to exercise all such administrative and financial powers as are exercised by the Head of Department of Haryana Government ; and
 - (c) responsible for :
 - i) the presentation of annual estimates and statements of accounts to the Academy
 - ii) the custody of the Academy's fund and ensuring that the whole amount of the fund has been spent for the purpose to which that is granted or allotted.
 - iii) preparing agenda and keeping the minutes of the meetings of the Academy and furnishing a copy there of to the concerned quarters; and
 - iv) discharging such other functions as may be prescribed.

(IV) Decision making process and channels of supervision accountability :-

All the administrative and financial matters are submitted by its employees to the officers of the Academy i.e. Director, Executive Vice Chairman, Senior Vice chairman and chairman as per the powers being exercised by these officers and are finalized as per orders/decision taken '.

(V) Norms for the discharge of functions

Normally all the matters are disposed of within the limitations fixed by the Government after final sanction approval of the schemes'

(VI) Rules, regulations, instructions, manuals of records held by the Academy:-

(i) Service Bye-Laws

CHAPTER 1

- 1.1 These Bye-Laws may be called Haryana Sahitya Academy Employees Service Bye-Laws'
- 1.2 These Bye-Laws shall take effect from date of publication'
- 1.3 These Bye-Laws shall apply to every Full-time employee of the Academy.
- 1.4 In these Bye-Laws unless there is anything repugnant in the subject or context'
 - a) 'Academy' means the Haryana Sahitya Academy"
 - b) 'Chairman' means the chairman of the Academy.
 - c) 'Governing Body' means the Governing Body of the Academy comprising the Chairman' Senior Vice-Chairman I & II, Executive Vice-Chairman, Deputy Chairman & other members.
 - d) 'Bye-Laws' means the Haryana Sahitya Academy employees service Bye-laws for the time being in force.
 - e) 'Direct appointment' means an appointment made other-wise than by promotion or transfer of a person already in the service of the Academy or made by taking a person on deputation from the govt. or any other organization'
 - f) 'Duty, means as defined in the rule 2.16 of Punjab Civil Service rules, Vol. 1 part1.
 - g) 'Employee' means a person (whether an officer or any other employee) employed on any post under the Academy but does not include, except for the purpose of disciplinary action, a casual worker or a daily wage earner"
 - h) 'Government' means the Haryana Government.

- i) 'Honorarium' means the recurring or non-recurring payment granted to any person from the funds of the Academy as remuneration for special work of an occasional or intermittent character.
- j) 'Director' means the Director of the Haryana Sahitya Academy.
- k) Probationer means an employee appointed on probation in or against the regular vacancy in the cadre of the Academy"
- l) 'Posts means the posts sanctioned/to be sanctioned by the Academy from time to time.
- m) 'Appointing authority' means the authority competent to make appointments.

CHAPTER II

Number and character of posts under the Academy

- 2.1 The Governing Body shall have power to make from time to time such additions, deletions, alterations or amendments in these Bye-laws as it may deem fit and relax any of the provisions contained there in with the approval of the Govt.
- 2.2 No person shall be appointed to any post under the Academy unless he/she is a citizen of India.
- 2.3 The Power to interpret these Bye-laws shall vest in the Governing Body who shall also be empowered to issue administrative instructions to the Director to enforce these Bye-laws and to secure effective control by devising subsidiary rules, delegation of powers, procedure of norms subject to revision by the Academy at any time suo moto or on representation by any employee.

Chapter III

Recruitment and Retirement

3.1 Recruitment

- a) Recruitment to the various posts under the Academy shall be made by any one of the following methods:
 - i) by direct appointment
 - ii) by deputation from Govt. or any other organization or
 - iii) by promotion or selection from amongst the Academy staff.
- b) Appointment to all posts under the Academy shall be made by the Governing Body subject to delegation of powers to the Director or any other subordinate authority i.e. Executive Council-cum Standing Committee.

- c) The Appointing authority may prescribe for various posts under the Academy the qualifications and experience whether academic, technical or otherwise, that it may consider necessary and expedient for the efficient discharge of duties or conditions for confirmation, promotion or continuance in service.
- d) The age of person" at the time of direct appointment to a post under the Academy shall not be less than 18 years and not more than 40 years (for Director above 40 years). Provided that the Academy may in any case relax this condition having regard to the qualifications and experience of the candidate.
- e) No person who has been dismissed from any public or private employment shall be employed by the Academy.
- f) The person taken on deputation or seeking reemployment shall possess a good record of service throughout.
- g) The direct appointment of every person to any post under the Academy shall be subject to production by such person of a medical officer or Civil Medical Officer, as the case may be, and if required, produce a certificate acceptable to the appointing authority that he bears a good moral character.
- h) All appointments shall in the first instance, be on probation. The period of probation shall be one year subject to extension for another one year at the discretion of the appointing authority in case the work or conduct of the probationer is not found to be satisfactory during the first one year.
- i) If at the expiry of the period of probation, the work or conduct of the probationer is found to be satisfactory, the appointing authority may at its discretion regularize his services.
- j) If in the opinion of the appointing authority the work or conduct of probationer during the period of probation is not satisfactory, it may :-
 - a) If such person is appointed by direct recruitment, discontinue his services and
 - b) If such person is appointed otherwise than by direct recruitment
 - i) revert him to his former posts or
 - ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

3.2 Termination of Service

The service of an employee of the Academy unless otherwise specifically agreed may be terminated by the appointing authority by giving one month's notice on either side or in lieu thereof the pay for the period the notice falls short of one month. In the case of an employee on deputation from the Govt. or any other corporation by reverting him to his parent Deptt. at any movement.

3.3 Record of Service

The following record of service of every employee shall be maintained:

- i) Personal file
- ii) Service book and
- iii) C.R. file.

Note: Files at Nos.(i) and (ii) shall be maintained by the office and the file at no. (iii) shall remain in the custody of the Director or an officer authorized by him.

3.4. Seniority and Promotion

a) Seniority

The seniority-inter-se of persons appointed to the posts carrying the same scale of pay shall be determined by the date of appointment to such posts. Provided that in the case of persons appointed directly, the order of merit determined by the appointing authority shall not be disturbed. Provided further that if two or more persons are appointed to such posts on the same date, their seniority shall be determined as under:

- i) A person recruited by promotion from the service of the Academy shall be senior to a person recruited otherwise, provided that in the case of promotion for two or more persons, their seniority inter-se shall be determined according to their seniority in the post from which they have been promoted.
- ii) A person on deputation shall be senior to a person recruited by direct appointment provided that in case of two or more persons on deputation their seniority-inter –se shall be determined according to their seniority in the parent service.
- iii) In the case of persons recruited by direct appointment the older in age shall rank senior to younger.
- iv) In any other case the person in the higher scale of pay shall be considered to be senior to a person in the lower scale of pay and where the scales of pay are identical, the person drawing higher salary shall rank senior.

b) Promotion

All promotions to posts under the Academy shall be made on the basis of merit-cum-seniority and no person shall have a right to be promoted to any post on the basis of a seniority alone.

3.5. Superannuation and Retirement

In matters of superannuation and retirement every employee of the Academy shall be governed by the Haryana Govt. Rules.

3.6 Gratuity

Every employee of the Academy shall be entitled to the payment of gratuity as per Haryana Govt. Rules.

3.7 Compulsory Contributory Provident Fund

Every employee of the Academy shall be entitled to a membership of the scheme of Contributory Provident Fund under and in accordance with any law for the time being in force.

3.8 General

- a) The full time employee shall be at the disposal of the Academy. The Academy shall adopt the same working hours and Gazetted holidays as fixed by the Haryana Govt. for its offices.
- b) No employee shall directly or indirectly engage in any other business, occupation or employment nor shall he enter into any partnership, accept any fees, endowment or commission what-so-ever from any party other than the Academy except with the previous permission of the Appointing Authority.
- c) Every employee shall be liable to be transferred by the appointing authority from one post to another at any place which it may consider necessary in the interest of the Academy.
- d) No employee of the Academy shall take part in politics in any political demonstration or stand for election as member of any house of the State Legislature or any Local Authority or indulge in such activities as may cause embarrassment to the Academy.
- e) The Academy shall in respect of acts done in good faith and in the interest of the Academy extend protection to an employee of the Academy in Court or elsewhere.
- f) All employees shall obtain the prior permission of the competent authority before applying for jobs in outside organizations. Failure to do so will render them liable for disciplinary action.

CHAPTER IV

Pay and Allowances

- 4.1 For the purpose of this Chapter the terms 'Pay' and 'Allowances' means the same as defined by the Govt. in its Civil Service Rules.
- 4.2 An employee of the Academy shall on appointment be eligible to the minimum of the scale of the post to which he is appointed provided that the appointing authority may in consideration of special knowledge, training or experience allow a higher initial start to any person.
- 4.3 Pay scales of different categories of the employees of the Academy shall be the same as fixed for similar categories of Govt. employees and shall stand revised along with the revision of pay scales of Govt. employees.
- 4.4 Dearness and other allowances will be admissible to all the employees of the Academy at Haryana Govt. rates fixed from time to time.

- 4.5 a) Government servants on deputation to the Academy may either:
- i) accepts the pay scale of the post under the Academy subject to the fixation of their pay in such pay scale by the appointing authority
 - or
 - ii) continue to enjoy their pay scale in their parent service plus deputation pay as approved by the Government and other allowances as admissible to them in Govt. service.
- b) Where an employee of any other organization is appointed to any post under the Academy; his conditions of service shall be such as may be decided by the appointing authority.
- 4.6 The Academy shall pay to the Government leave salary and pension contributions or any other liability in respect of all its employees taken on deputation from Govt. in accordance with the rules of Govt. in-force from time to time in this behalf.
- 4.7 An increment in a time scale may be drawn as a matter of course by an employee of the Academy unless it is withheld or deferred by the appointing authority on the ground of disciplinary action, suspension, grant of extra-ordinary leave without pay or punishment.
- 4.8 Specific sanction of the appointing authority shall be required to cross an efficiency bar in any time scale.
- 4.9 Special pay at a rate not exceeding 20% of basic pay to be determined by the appointing authority may be allowed to a person holding charge of an independent post in addition to his own duties for a period exceeding one month.
- 4.10 For fixation of pay the employee of the Academy shall be governed by the provision of C.S.R. Vol 1, Part 1 as amended by the Govt. of Haryana.
- 4.11 Any sum of money or pay or allowance due to any employee of the Academy that may have remained unclaimed may be transferred to and held in the suspense account for a period of three years from the date on which the payment is normally due and will there after be treated as lapsed to the Academy.

CHAPTER-V

Leave

- 5.1 The admissibility of leave of all kinds to any employee of the Academy shall be governed by the Haryana Civil Services Rules as applicable to the Employees of the State of Haryana and as amended from time to time.

CHAPTER -VI

6.1 Penalties:

In matters of penalties the Haryana Civil Services (Punishment and appeal) Rules, 1987 (as adopted for the State of Haryana) as amended from time to time shall be applicable to the employees of the Academy, provided that the nature of penalties which may be imposed, the authorities competent to impose such penalties and the appellat authority shall be as specifred in schedule 'A'to these Bye-laws"

6.2 Appeal :

An appeal against an order passed by the appointing authority imposing any penalty shall lie to the Academy within 30 days from the date of serving of the orders of punishment and the Academy's decision on such appeal shall be final. Provided that a joint appeal shall not be entertained, Provided further that where a penalty has been imposed by the appointing authority with the approval of the Academy the person on whom the penalty has been imposed may apply to the Academy for revision of its decision within one month of the date of serving of the order imposing the penalty.

CHAPTER VII

Medical Attendance

- 7.1 Every employee of the Academy shall be governed by Medical Attendance Rules of the Haryana Govt.

CHAPTER VIII

Travelling allowance

- 8.1 Employees of the Academy shall be governed by the Travelling Allowance Rules of the Haryana Govt. as amended from time to time.

CHAPTER IX

General

The AcademY may confer on the Director or any other officer of the Academy any of its power in these Bye-laws by resolution" The Director may with approval of the Academy confer on any officer of the Academy any of his powers including his delegated powers by written authorization. Delegated powers shall be exercised subject to such conditions and limits as may be prescribed in the resolution or authorization by the Academy.

9.2 Powers of Relaxation

Where the Academy is satisfied that the operation of any of these Bye-laws caused undue hardship in any particular case, it may by order dispense with or relax the requirements of that Bye-laws to such an extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner"

9.3 Other general conditions of service which do not find mention in these Service Bye-laws shall be the same as applicable to Haryana Govt. Employees.

- (ii) Personal files, service books etc. of the employees
- (iii) Record related of different schemes for the promotion and propagation of Hindi and Haryanavi languages.
- (iv) Records related to the accounts such as bills, vouchers, pay bills, cash book etc.
- (v) "Suchna Patra" related to annual schemes implemented by the Academy for promotion and propagation of Hindi and Haryanvi languages.
- (vi) Statement of boards, council, committee and other :
- (vii) Directory of officers, employees, monthly remuneration and system of compensation.

(A) Salarised

S. No.	Name	Designation
1	Dr. Kumud Bansal	Director
2	Dr. Vijender Kumar	Publication Supervisor
3.	Smt. Neelam Singla	Language Editor
4.	Smt. Manisha Nandal	Assistant
5.	Smt. Mukesh Lata	Development Assistant
6.	Smt. Murti Khatra	Assistant
7.	Sh. Mahinder Kumar	Clerk
8.	Smt. Kiran Khera	Clerk
9.	Sh. Didar Singh	Driver
10.	Sh. Umed Ram	Sweeper

(B) Contractual and daily wages staff

S. No.	Name	Designation
1	Sh. Dinesh Kumar	D.T.P. Operator (Hindi)
2	Smt. Sanjeeta Kumari	Clerk
3.	Sh. Pradeep Kumar	Typist

(VIII) Compensations are given in the case of death or mispraced employeess as per the ex-gratia scheme rules of the Haryana Govt.

(IX) Budget

The academy is run by the amount of grant in aid given by the Haryana Government on year to year basis.

(X) Facilities available to obtain information

The applicants desirous to obtain information may send applications to the SPIO on the following address:

State Public information Officer-cum-
Publication Supervisor
Haryana Sahitya Academy,
IP No. 16, Sector - 14, Panchkula- 134113
Telephone No. 0172- 256552 1

Applicants may also prefer appear to the First Appellate Authority on the following address:

First Appellate Authority-cum-
Director,
Haryana Sahitya Academy,
IP No. 16, Sector- 14, Panchkula - 134113
Telephone no. 0172 - 2581807