

**Information under Rule 4(1) of RTI Act 2005 is as under :-**

i. The particulars of organization, functions and duties:

The Haryana Public Service Commission is constituted under article 315 of the Constitution of India. As per article 320, the Commission is mandated to conduct examinations for appointment to the service of the State. It is consulted by the departments of the Government on all matters relating to methods of recruitment to civil services and for civil posts, principles to be followed in making appointments, disciplinary matters etc.

ii. The powers and duties of officers and employees :

Secretary	He acts as the Secretary of the Commission besides acting as the administrative head and has the general administrative control over the employees. He is the competent authority in respect of class-IV employees under the Haryana Public Service Commission (Group-D) Service, Rules 1995.
Deputy Secretary	<b>(Vacant)</b>
Controller of Exams	<b>(Vacant)</b>
Superintendent	He is the incharge of the branch and deals with the matters pertaining to recruitments, disciplinary matters and service rules, establishments etc. as the case may be.
Assistant	He submits the matters on file pertaining to the work allotted to him.
Clerk	He keeps the record pertaining to the work allotted to him.

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

The general matters are examined by the Assistants and submitted to the Superintendent concerned, who then submits the file to the Secretary as the case may be. The matters are submitted to the Members/Chairman wherever required. The matters pertaining to conduct of interviews are handled by the Commission.

- iv. The norms set by it for the discharge of its functions :

The following norms have been fixed for submission/ disposal of references:-

1. Diary and marking of Dak - 1 day.
2. Requisition/recruitment and advertisements - 3 days by Assistants and 2 days by Superintendent.
3. Promotion, Punishment etc. - 5 days Assistant and 4 days Superintendent.
4. Dispatch of letters - same day.

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

The rules, regulations & instructions etc. have been displayed on website <http://hpsc.gov.in/acts.aspx>

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

- a. Memos
- b. Statements
- c. Reports
- d. Answer Sheets
- e. Result Sheets
- f. Advertisements

g. Instructions to candidates.

**Note : The record will be weeded out as per policy of the Commission regarding weeding of records.**

vii. The particulars of any arrangement that exists for consultations with, or representation by, the members of the public in relation to the formulation of its policy or administration, thereof :

The Commission is a Constitutional body and functions as per the provisions of the Constitution of India and the regulations made there under.

viii. A statement of the boards, councils and other bodies-Minutes:

Nil

ix. A directory of officers and employees :

<http://hpsc.gov.in/Downloads/RTI/ListofOfficials.pdf>

x. The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in regulations :

[http://hpsc.gov.in/Downloads/RTI/Remuneration\\_April\\_16.PDF](http://hpsc.gov.in/Downloads/RTI/Remuneration_April_16.PDF)

xi. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

[http://hpsc.gov.in/Downloads/RTI/Budget\\_April-16.PDF](http://hpsc.gov.in/Downloads/RTI/Budget_April-16.PDF)

xii. The manner of execution of subsidy programmes, including amount allocated and the details of beneficiaries of such programmes :

Nil

- xiii. Particulars of receipts of concessions, permits or authorizations granted by it :

Nil

- xiv. Details in respect of the information, available to or held by it, reduced in an electronic form :

- a) Application forms
- b) List of candidates

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

An enquiry counter has been established in the Commission with sufficient sitting arrangements for citizens. The counter works during the office hours i.e. 9.00 a.m. to 5.00 p.m.

- xvi. The names, designations and other particulars of the Public Information Officers:

<b>Designation</b>	<b>Name</b>	<b>Address</b>	<b>Telephone Number</b>
First Appellate Authority	Sh. Mukesh Ahuja	Secretary, HPSC	0172-2560755
State Public Information Officer	Sh. Megh Raj Saini, Supdt.	Superintendent, HPSC	0172-2560755 (Extn. 121)

**Note : The note regarding weeding of records has also been included below point No. (vi) to specify the time limit for retaining the record.**