

CITIZEN CHARTER

The Department of Archaeology and Museums with its Headquarter at Panchkula came into existence since 1972 in the State. The main functions of the Department include Archaeological Excavations, Explorations, Protection and conservation of ancient and historical Monuments/Sites, museums activities, organising Exhibitions, Chemical treatment of antiquities and registration of Antiquities in private possession to stop illegal trade of antiquities.

The Directorate has two sub Offices—one of Registering Officer at Hisar and another of Zonal Museum in the same building of Registering Office. Director is head of the Department at the head-quarter and Registering Officer is head of the Office of Registration Office at Hisar. The activities of the Zonal Museum are also looked after by the Registering Officer.

A list of the senior Officers of the Department along with the designations, addresses & telephone numbers is enclosed at Annexure 'A'.

The department have brought out the following publications :-

1. Heritage of Haryana - I
Sculptures of Hindu Divinities
2. Heritage of Haryana-II
Buddhist Remains
3. Haryana through the ages
4. The Archaeological wealth of Haryana
5. भीमा देवी मंदिर, पिन्जौर एक परिवष
6. Banawali

These publications are supplied to the Scholars and general public for research purpose and to create awareness of the cultural heritage of the State. Picture Post-Cards of 16 important monuments/sculptures have been published by the department for popularising the cultural wealth of the State. These publications and picture Post Cards can be collected on demand from the Office of the Director, Archaeology and Museums, Haryana S.C.O. No. 9, Sector-5, Panchkula.

mention the names here only

There are 23 Nos of State protected monuments/sites. These State protected monuments/Sites are protected, conserved & preserved by the department. These monuments/Sites can be seen by the general public on all working days without any entry fees. The list of these monuments/sites is enclosed at Annexure-B.

With a view to popularise the cultural heritage of the State, the Department prepares plaster Casts of some of the ancient and rare antiquities sculptures discovered/collected from the State for selling it to the general public at very reasonable rates. Price list alongwith the name of the plaster Cast being prepared by the Department is enclosed at Annexure-C. The plaster Casts on sale can be purchased on all working days from the following Offices :-

mention here also

- (a) Directorate of Archaeology & Museums, Haryana
SCO No. 9, Sector-5, Panchkula.
- (b) Assistant Curator, Panipat Museum, Canal Rest House,
Binjhol, Panipat.

Address

In order to check the smuggling of sculptures/antiquities from the State an independent Office of Registration of antiquities is established at Hisar. The main functions of this Office is to register the antiquities in private possession and issue the certificate of Registration. The general public can get their antiquities registered in the above Office on all working days.

Procedure of issuing the certificate

MUSEUMS ACTIVITIES

The Department plays a vital role in the preservation of Cultural heritage with a view to create awareness in the general public. A State Museum is being set up in Sector 5 in Panchkula. The antiquities like sculptures, terracotas, coins and other archaeological material will be displayed in this museum. In addition to the State museum, the department is setting up a site museum at Bhima Devi Mandir, Pinjore. This site museum is situated near the famous Yadvendra Gardens and will add more to the knowledge of the general public. The site of Bhima Devi temple, Pinjore contains the remains of Gurjar Pratihar period (9 to 12th Century). This site is fast developing from tourist point of view being close proximity to the Mughal gardens. Moreover, a Zonal Museum has
(....3....)

Please mention the time

already been set up in Jahaj Kothi at Hisar and remains open for the general public during the working days. → Timings

RESEARCH FACILITIES

if possible contents of training & use of research studies conducted by any

× The department impart practical training to the students of different universities during the course of excavation, and provide photographs free of cost of recent discoveries for pursuing further research. At present the department is engaged in the excavation of proto-historic site of Kunal in district Fatehabad and Sugh district Yamunanagar. The Excavation work is generally carried out from the month of November to March.

All the above mentioned activities of the department are regulated under the following acts :-

1. The Punjab Ancient & Historical Monuments & Archaeological sites and Remains Act, 1964.
2. The Antiquities & Art Treasure Act-1972.
3. The Indian Treasures Trove Act-1878.
4. The Ancient Monuments & Archaeological Sites and Remains Act, 1958.

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ANNEXURE 'A'

<u>Sr.No.</u>	<u>Name & Designation</u>	<u>Address</u>	<u>Phone No.</u>
1.	Smt. Anuradha Gupta, IAS, Director.	H.No. 80 Sector 7, Chandigarh	701354 (O) 721205 549973 (R)
2.	Sh. D.S. Malik, Deputy Director	H.No. 2132 Sector 27, Chandigarh	650360 (R) 572035 (O)
3.	Sh. J.S. Khatri, Assistant Director	H.No- 565 Sector 11, Chandigarh	572037 (O)
4.	Sh. M Acharya, Numismatic Officer	H.No. 2104 Sector 27, Chandigarh	572037 (O) 653541 (R)
5.	Sh. S.K. Arora, Curator	5386/3 Manimajra Complex	672037 (O)
6.	Sh. Dhoop Singh, Registering Officer	Jahaj Kothi, Hisar	-

List of State Protected Monuments in Haryana.Distt. Panchkula

1. Pinjore
2. -do-

Distt. Ambala

1. Ambala Cantt.

Distt. Gurgaon

1. Farrukh Nagar
2. Ferozpur Jhirka.

Distt. Karnal

1. Village Uncha Siwan

Distt. Kurukshetra

1. Kurukshetra
2. Pehowa.
3. -do-

Distt. Kaithal

1. Kaithal

Distt. Mohindergarh.

1. Narnaul
2. -do-
3. -do-
4. -do-
5. -do-
6. -do-
7. -do-

Distt. Hisar.

1. Bhardana
2. Kunal
3. Hisar
4. -do-
5. Hansi

Distt. Yamuna Nagar

1. Chaneti

1. Bhima Devi Temple.
2. Takia Banwa Fakir.
3. European Cemetary.
4. Shish Mahal.
5. Dehra Mandir.
6. Old Badshi Bridge.
7. Budh Stupa.
8. Prachi Shiv Temple .
9. Vishva Mitra Ka Tila.
10. Mosque of Shikh Tayyab.
11. Durgah & Mosque of Pir Turkman.
or Shah Wilyat.
12. Tripoli Gateway .
13. Nizam Shah's Tomb
14. Chor Gumbad
15. Shobha Sarovar
16. Chhatta and Sarai of Rai
Bal Mukand Dass.
17. Mirja Alijan's Court Baali
and Takhata
18. Ancient Mound of Bhardana
19. Pre-Harappan Site, Kunal
20. Ancient Gumbad Govt. Collega
Camps.
21. Jahaj Kothi
22. Tomb Complex of Char Kutab.
23. Budh Stupa.

(Total No. of Protected Monuments = 23)

From

The Commissioner & Secretary to Govt., Haryana
Archaeology & Museums Department

The Director, Archaeology & Museums, Haryana,
Chandigarh.

ANNEXURE 2/C

7/12/95

Memo.No.43/63/95-Edu.III(6)

Dated, Chandigarh, the

Fixation of revised prices of old plaster cast models and prices of new plaster cast models prepared by the Department of Archaeology & Museums Haryana.

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Sanction of the Governor of Haryana is hereby accorded to the fixation of revised sale prices of 11 (Eleven old plaster cast models already put on sale by the Department of Archaeology & Museums as per details give below:-

Sr.No.	Nomenclature of Plaster Casts & Models	Present Sale Price	Revised Sale Price
1.	Indo Greek Bhudha	55/-	200/-
2.	Uma Maheshwar	50/-	180/-
3.	Alsyia Kanya	35/-	120/-
4.	Attendant	35/-	120/-
5.	Jain Attendant	28/-	90/-
6.	Male Head	15/-	50/-
7.	Female Head	15/-	50/-
8.	Musicion(Madalion)	20/-	70/-
9.	Ganesh Shakhi(Madalion) -	10/-	30/-
10.	Brahma	8/-	25/-
11.	Ganesh	30/-	100/-

Sanction is also accorded to the fixation of sale prices of new plaster cast models to be put on sale by the Department of Archaeology and Museums, Haryana, detailed below:-

Sr.No.	Nomenclature of Plaster Casts	Size	Revised Sale price
12.	Vaman		800/-
13.	Vishnu(Berri)		900/-
14.	Vishnu Head		225/-
15.	Surya		70/-
16.	Akansa		50/-
17.	Narasimha		50/-
18.	Ganesh(Kohand)		100/-
19.	Shesh Shayi(Vishnu)		180/-
20.	Parshwanath		250/-
21.	Vishnu(Bust)		500/-
22.	Varah		150/-

The rates of sculptures listed at Serial Number 1 to 22 will come into force from the date of issued of this sanction.

The plaster casts of sculptures listed at Serial No.1 to 11 which have already been supplied on credit basis will be charged for at the old rates and the plaster cast of sculptures listed at Sr.No.12 to 22 which have been supplied on credit basis will be charged for at the rates now fixed and shown against each.

contd.../2

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15-5-01

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क्रमांक 1/15/97-1ए.आर

plus
19/1/2001

Atelle

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार
प्रशासकीय सुधार विभाग ।

सेवा में

1. हरियाणा राज्य के सभी विभागाध्यक्ष
हरियाणा में दिये गये विभागों को छोड़कर
2. हरियाणा राज्य के सभी उपायुक्त ।
3. रजिस्ट्रार, पंजाब एवं हरियाणा हाई कोर्ट, चण्डीगढ़ ।

दिनांक, चण्डीगढ़ 8/5/2001

विषय:- सिटिजन चार्टर बनाने बारे ।

महोदय,

उपरोक्त विषय पर सरकार के पत्रांक-1/15/97-1ए.आर, दिनांक 14.8.97 तथा समसंख्यक स्मरण पत्र, दिनांक 13.10.99, 20.1.2000 तथा 25.2.2000 और संयुक्त साचव, हरियाणा सरकार, प्रशासकीय सुधार विभाग के अर्ध सरकारी पत्र संख्या 1/15/97-1ए.आर, दिनांक 17.1.2000 के संदर्भ में मुझे आपको यह सूचित करने का निर्देश हुआ है कि दिनांक 24.5.97 को नई दिल्ली में मुख्य मंत्रियों का सम्मेलन हुआ था जिसमें विचार विमर्श के बाद निर्णय लिया गया था कि उत्तरदायी व सहानुभूतिपूर्ण प्रशासन के लिये यह आवश्यक है कि सिटिजन चार्टर की व्यवस्था की जाए। 36वीं बैठक को कार्यवाही पहले ही इस विभाग के पत्र दिनांक 14.8.97 के साथ आपको भेजकर अनुरोध किया गया था कि अपने विभाग के लक्ष्यों के अनुसार शीघ्र सिटिजन चार्टर तैयार किया जाये परन्तु कई बार स्मरण कराने तथा व्यक्तिगत तौर पर अध्ययन कराने के बावजूद भी इस मामले में आपके विभागों द्वारा इस दिशा में कोई प्रगति नहीं हुई है।

भारत सरकार इस मामले में बहुत दवाब दे रही है। अतः आपसे अनुरोध है कि इस विषय में विशेष पत्र उठाये जायें और अपने विभाग का शीघ्र सिटिजन चार्टर तैयार करके इसको 10 सुदृढ़ित प्रति इस विभाग को एक मास के अन्दर भेजे। यदि इस बारे में किसी प्रकार की जानकारी की आवश्यकता हो तो इस विभाग के अनुसंधान अधिकारी तथा हरियाणा लोक प्रशासन संस्थान, गुड़गांव से सम्पर्क कर सकते हैं।

भवदीय

अवर सचिव, प्रशासकीय सुधार
वित्तायुक्त एवं सचिव, हरियाणा सरकार
प्रशासकीय सुधार विभाग ।

19/1/2001

एक प्रति सभो वित्तायुक्तों / आयुक्त एवं सचिव, हरियाणा सरकार को इस विभाग के अज्ञात क्र० 1/15/97-1ए.आर., दिनांक 18-7-2000, 20-12-2000 तथा श्री आर.एस.वर्मा .आई.एस.एस तत्कालीन मुख्य सचिव, हरियाणा सरकार के समसंख्यक अर्थात् सरकार पत्र दिनांक 31.8.2000 के संदर्भ में प्रेषित है।

उन्से अनुरोध है कि अपने अधीनस्था विभागों को निर्देश दिये जाये कि अपने विभागों का सिटिजन चार्टर तैयार करके 10 मुद्रित प्रतियां इस विभाग को शोध अति शोध भेजे क्योंकि मामला वर्ष 1997 से लम्बित है और भारत सरकार इस बारे में बार -2 दवाब दे रही है।

मानसिंह

अवर सचिव, प्रशासकीय सुधार
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,
प्रशासकीय सुधार विभाग।

24/11

सेवा में

1. सभो वित्तायुक्त एवं सचिव, हरियाणा सरकार
2. सभो आयुक्त एवं सचिव, हरियाणा सरकार।

अज्ञात क्र० 1/15/97-1ए.आर.

दिनांक, चण्डी गढ़. 8-5-2001

प्रेषक,

निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, पंचकुला ।

सेवा में

वित्तायुक्त एवं सचिव, हरियाणा सरकार,
प्रशासकीय सुधार विभाग ।

यादी क्रमांक 8/028-2KIPun/949 दिनांक 16.6.2000

विषय:- सिटिजन चार्टर बनाने बारे ।

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उपरोक्त विषय पर आपके पत्र क्रमांक 1/15/97-1ए.स.आर, दिनांक

8.5.2000 के सन्दर्भ में ।

निवेदन है कि पत्र क्रमांक 1/15/97-1ए.आर. दिनांक 10.8.97 इस विभाग

में प्राप्त नहीं हुआ है । अतः आपसे अनुरोध है कि उक्त पत्र की एक प्रति भिजवाने का
कष्ट करें ताकि अपेक्षित कार्यवाही की जा सके ।

उपनिदेशक पुरातत्व

कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, पंचकुला ।

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6.6.03

क्रमांक: 8/4/2002-आर.यू.

प्रेषक

वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,
प्रशासकीय कार्यालय विभाग।

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६/६
९/६
१६

सेवा में

- (i) हरियाणा राज्य के सभी विभागाध्यक्ष।
- (ii) आयुक्त, अम्बाला, डितार, रोहतक तथा गुड़गाँव मण्डल।
- (iii) हरियाणा राज्य के सभी उपायुक्त और सभी उप-मण्डल अधिकारी श्रृंखला।
- (iv) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़।

विषय:-

दिनांक चण्डीगढ़ ५ जून, 2003
नागरिक अधिकार-पत्र § Citizen's Charter §-प्रचार,
निर्देशान तथा समीक्षा।

महोदय,

मुझे निर्देश हुआ है कि मैं उपयुक्त विषय पर आपका ध्यान इस

विभाग के पत्र क्रमांक: 8/4/2002-आर.यू. दिनांक 13-4-2003, की ओर दिताते हुए यह सूचित करूँ कि कुछ विभागों/तंगठनों द्वारा नागरिक अधिकार-पत्र § Citizen's Charter § बना लिए गए हैं तथा अधिकतर अन्य विभागों द्वारा उनकी तूना अनुसार यह प्रक्रिया शीघ्र ही पूरी कर ली जाएगी। अतः यदि किसी विभाग द्वारा अभी तक इस सम्बन्ध में कार्यवाही की जानी बांझित है तो वह शीघ्र ही अपना नागरिक अधिकार-पत्र सरकार द्वारा जारी विभाग निर्देशानुसार बना कर लागु करने की कृपा करें, क्योंकि इस मामले में पहले ही बहुत दिलम्ब हो चुका है।

2. नागरिक अधिकार पत्र को लागु करने में एक आवश्यक पग यह है कि लोगों को प्रत्येक विभाग/तंगठन द्वारा बनाए गए अधिकार पत्र के बारे में जागरूक किया जाए। परन्तु अभी तक इस बारे में बांझित ध्यान नहीं दिया जा रहा है। यदि यह कहना भी सचित हो कि भारत सरकार के प्रशासकीय कार्यालय विभाग द्वारा वर्ष 2001 में "उत्तराखण्ड प्रशासन-हरियाणा राज्य" नाम का एक अध्ययन किया गया था, जिसमें यह अंकित किया गया है कि हरियाणा सरकार नागरिक अधिकार पत्रों का पूर्ण प्रचार नहीं कर रही है। अब "प्रोटेम ऑफ इम्प्लीमेंटेशन एक्ट 2002" के 7 जनवरी, 2003 को पास हुए प्रावधानों के तहत निम्नलिखित कार्य का निश्चित प्रचार किया जाए।

3. इस उद्देश्य हेतु विभागीय चार्टरों को सभी विभागों/तंगठनों के कार्यालयों में तूना पटल और महत्वपूर्ण स्थानों पर बांझिया जाए, ताकि लोगों को चार्टर में जारी पैज... 2/-

गत पृष्ठ से आगे:-

लिखित व्यवस्थाओं से अवगत कराया जा सके। जैसे कि:-

- (1) सूचना प्राप्त करने व शिकायतों के निवारण हेतु किस हेतु सम्पर्क किया जाए ;
- (ii) विभाग से क्या सेवाएं प्राप्त की जा सकती है ;
- (iii) सेवाओं का स्तर/स्तर क्या होगी और ;
- (iv) सेवाएं प्राप्त करने हेतु नागरिकों द्वारा क्या प्रक्रियाएं/आपराधिकारें पूरी की जानी है, का विवरण इत्यादि।

4. उपरोक्त के अतिरिक्त नागरिक अधिकार पत्रों को लोगों के ध्यान में लाने हेतु अन्य उचित पत्र जैसे गोपिठना पम्प्लेट आदि बनाने की भी आवश्यकता है। इसके साथ-साथ अधिकारियों के स्तर पर नागरिक अधिकार पत्र को लागू किए जाने का निर्देशन व समीक्षा भी आवश्यक है।

5. इसलिये आपसे अनुरोध है कि अपने विभाग के दूर/नोट/निरिक्षण प्रोफार्मा की संशोधित किया जाए तथा नागरिक अधिकार पत्र के प्रचार एवं सम्प्लीमेंटेशन की एक आवश्यक मद मानते हुए निरीक्षक अधिकारियों पर अपनी टिप्पणी दें। निरीक्षण रिपोर्ट की उच्च स्तर पर समीक्षा की जाए और नागरिक अधिकार पत्र के प्रति जिम्मेवारी को विभाग द्वारा जिम्मेवस्त निवारण और सेवा प्रदान करने का लक्ष्य माना जाए। दूसरे राज्यों में यह अनुभव रहा है कि प्रारम्भ में जैसे ही नागरिक को अपने अधिकारों के बारे में पता चला है, शिकायतों की संख्या बढ़ी है। परन्तु इसके साथ-साथ कार्यवाही की तत्परता में भी सुधार हुआ है और धातु में शिकायतों की संख्या कम हुई है। और इस प्रकार विभाग की छवि भी बढ़ी है। सूचना अधिनियम के तहत अब यह कार्य करना हमारी कानूनी जिम्मेवारी बन गई है। तिस विभाग-स्तरीय एवं विभाग के अन्तर्गत अधिकारी निजी रूप में उत्तरदाई होंगे।

6. जैसा कि तदूर्वीय पत्र द्वारा पहले भी निवेदन किया गया है नागरिक अधिकार पत्रों के लागू किए जाने के फलस्वरूप लोगों को सेवाएं प्राप्त करने में जो लाभ एवं सुविधाएं प्राप्त हुई हैं, वे कानून द्वारा अपनी एक संक्षिप्त रिपोर्ट जैसा कि संविधान के त्व में, अमान्यनीय उच्चर, विभाग की शक्ति के त्व की वृद्धा करें।

कृतिय

कृष्णर तन्वीर सुनावने

कृते: विन्तु सुना के अध्यापक सचिव हरियाणा सरकार प्रशासकीय विभाग।

-12 (945)
7/5/03

From

The Financial Commissioner and principal secretary to
Government, Haryana, Administrative Reforms Department.

To

The Director,
Archaeology & Museums,
SCO No.9, Sector-5,
Panchkula.

20
7/5/03
A. M. D.

Memo No.8/1/2002-RU
Dated Chandigarh, the 30th April, 2003

RUE

Subject:- Citizen's Charter.

Reference this department D.O. No.3/1/2002-RU,
dated 11-02-03 and subsequent reminder of even No. dated
17-04-03, on the subject noted above.

2. The requisite reply/documents have not so far been
received from your department. It is, therefore, requested
that the same may please be sent to this department,
immediately.

J. K. R. S.
30/4/2003

Research Officer (RU),
for Financial Commissioner and Principal secretary to
Government, Haryana, Administrative Reforms Deptt.
30/4/03

1285
25.6.03

Urgent
pls
25/6/03
CM II

From

The Financial Commissioner and principal secretary to Government, Haryana, Administrative Reforms Department.

To

The Director,
Archaeology & Museums,
SOO No.9,
Sector-5,
Panchkula.

Memo No.8/1/2002-RU
Dated Chandigarh, the 13 / 6 May, 2003

Subject:- Citizen's Charter.

Reference this department D.O.No.8/1/2002-RU, dated 11-02-2003, and subsequent reminders of even No. dated 17-03-03 and 1-05-03, on the subject noted above.

2. The requisite reply/documents have not so far been received from your department. It is, therefore, again requested that the same may please be sent to this department. immediately.

J. L. Singh
19/6/03

Research Officer (RU),
for Financial Commissioner and Principal Secretary to
Government, Haryana, Administrative Reforms Deptt.
10/06/03

24/4
-14-
No. 8/4/2002-RU

From

The Financial Commissioner and Principal Secretary to
Government Haryana, Administrative Reforms Department.

To

- i) All Heads of Departments in the State,
- ii) Commissioners of Ambala, Hisar, Rohtak and
Gurgaon Divisions,
- iii) All Deputy Commissioners and all Sub Divisional Officers
(Civil) in Haryana, and
- iv) The Registrar,
Punjab and Haryana High Court,
Chandigarh.

Dated Chandigarh, the 18 th April, 2003

Subject:- Citizen's Charter-Publicity, Monitoring and Review.

Sir,

I am directed to refer to the subject noted above and to state that the formulation of citizen's charter has been completed by some of the departments/organisations and the departments which have not yet finalised their Citizen's Charters are being requested to complete the process urgently.

2. A necessary step in the implementation of the Citizen's Charter is making the public aware of the Charter formulated by the individual department/organisation and this step is not getting the required attention so far. The Administrative Reforms Department, Govt. of India, has undertaken a study intitled 'Responsive Administration: State of Haryana (October-2001)', wherein the Department has pointed out that Haryana Government is not giving adequate publicity to Citizen's Charters. Now, with the passage of the Freedom of Information Act, 2002 published on 7th January, 03, it has become legally imperative that the Citizen's Charters and other people-friendly measures are given wide publicity.

3. For this purpose, the departmental charter's should be displayed on the notice boards/prominent places of all the offices of the departments, organisations at every level, so that the public is made aware of the provisions of the charter, i.e.,

1. Whom to contact for information and redressal of grievances,
2. What services can be expected from the departments,
3. What shall be the time frame/standard of service, and
4. What is the procedure for expectations/requirements from the Citizen's to be concretized,

Contd...P/2...

4. Apart from the above, other suitable measures to bring the Citizen's Charters to the notice of the public are also required to be adopted. Further, the implementation of the Citizen's Charter is required to be monitored and reviewed at all supervisory levels.

5. You are, therefore, requested to modify the Tour Note/ Inspection Proforma of your department and include Citizen's Charter's display and implementation as an essential point on which the Supervisory Officer must give his comments. The inspection report must be reviewed at the higher levels and response to the Citizen's Charters will act as an indicator of the grievance redressal and service delivery by the Department. The experience in other States has been that, initially, as the citizen becomes aware of his rights, the number of grievances goes up, but soon the alertness of the staff also improves and the number of grievances falls and the image of the Department improves.

6. A brief report of the results of the quarterly reviews may kindly be sent to the Administrative Reforms Department, highlighting the benefits of the service accrued to the public by the implementation of the Citizen's Charters.

Yours faithfully,

K. L. Sharma
(K.L. SHARMA)

Research Officer (RU),

for Financial Commissioner and Principal Secretary to
Government Haryana, Administrative Reforms Department.

A copy is forwarded to all the Financial Commissioner and Principal Secretaries and Commissioners and Secretaries to Government, Haryana, for information and necessary action.

K. L. Sharma
Research Officer (RU),

for Financial Commissioner & Principal Secretary to
Government Haryana, Administrative Reforms Department.

To

- i) All the Financial Commissioners and Principal Secretaries to Government Haryana; and
- ii) All the Commissioners and Secretaries to Government, Haryana.

U.O.No. 3/4/2002-RU Dated Chandigarh, the 18 th April, 2003

सेक,

निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, गीता केन्द्र, ब्रह्म सरोवर, कुरुक्षेत्र।

तेजसाहेब

वित्ताशुक्त एवं प्रधान सचिव, हरियाणा सरकार,
प्रशासकीय सुधार विभाग, हरियाणा सचिवालय, चण्डीगढ़।

बादी क्रमांक 8/328-2001-पुरा/1267

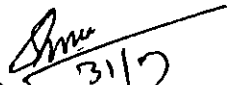
दिनांक 31.7.03

विषय:- सिटीजन चार्टर बारे।

....

उपरोक्त विषय पर आपके बादी क्रमांक 8/1/2002-आर.बू. दिनांक
4.7.03 के सन्दर्भ में।

2. निवेदन है कि यह विभाग चण्डीगढ़ से कुरुक्षेत्र स्थानांतरित हो गया है जिस
कारण सिटीजन चार्टर पुनः नये तिरों से तैयार करना होगा। अभी इस विभाग के
दूरभाष नम्बर एवं अधिकारियों के लिहाजों से आदि बारे निर्णय होना है तथा
विभाग की कुछ आन्तरिक गतिविधियों में भी केरबदल किया जा रहा है। अतः इन सभी
के निर्णय उपरान्त आपको सिटीजन चार्टर तैयार कर उसकी प्रति तुरन्त भेज दी
जाएगी।


31/7
उपनिदेशक पुरातत्व
कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, चण्डीगढ़।

From The Commissioner & Secretary to Govt. Haryana,
Archaeology & Museums Department

To The Director, Archaeology & Museums, Haryana,
Chandigarh

Memo. No. 43/63/95-Edu. III (6).
Dated, Chandigarh the 7/12.

Sub: Fixation of revised prices of old plaster cast models and
prices of new plaster cast models prepared by the Deptt.
of Archaeology & Museums Haryana.

Sanction of the Governor of Haryana is hereby accorded to
the fixation of revised sale prices of 11 (Eleven old plaster casts
models already put on sale by the Department of Archaeology & Museums
as per details give below :-

Sr.No.	Nomenclature of Plaster Casts & Models	Present sale price	Revised Sale price
1.	Indo Greek Bhudha	55/-	200/-
2.	Uma Maheshwar	50/-	180/-
3.	Alsyia Kanya	35/-	120/-
4.	Attendant	35/-	120/-
5.	Jain Attendant	28/-	90/-
6.	Male Head	15/-	50/-
7.	Female Head	15/-	50/-
8.	Musicion (Madalion)	20/-	70/-
9.	Ganesh Shakti (Madalion)	10/-	30/-
10.	Brahma	8/-	25/-
11.	Ganesh	30/-	100/-

Sanction is also accorded to the fixation of sale prices of
new plaster cast models to be put on sale by the Department of
Archaeology and Museums, Haryana detailed below :-

Sr.No.	Nomenclature of plaster Casts	Size	Sale price
12.	Vaman		800/-
13.	Vishnu (Berri)		900/-
14.	Vishnu Head		225/-
15.	Surya		70/-
16.	Akansha		50/-
17.	Narasimha		50/-
18.	Ganesh (Kohand)		100/-
19.	Shesh Shayi (Vishnu)		180/-
20.	Parshwanath		250/-
21.	Vishnu (Bust)		500/-
22.	Varah		150/-

The rates of sculptures listed at Serial Number 1 to 22 will
come into force from the date of issue of this sanction.

The plaster casts of sculptures listed at Serial No. 1 to 11
which have already been supplied on credit basis will be
for at the old rates and the plaster cast of sculptures listed
at Sr. No. 12 to 22 which have been supplied in credit basis
charged for at the rates now fixed and shown against each.

This issues with the concurrence of the Finance Department
vide their U.O. No. 11/106/95-3FD-III/2791, dt. 19.10.95.

Sd/-

Superintendent Education-III
for Commissioner & Secretary to Govt. Haryana,
Archaeology & Museums Department.

From The Commissioner & Secretary to Govt. Haryana,
Archaeology & Museums Department

To The Director, Archaeology & Museums, Haryana,
Chandigarh

Memo. No. 43/63/95-Edu. III (6)
Dated, Chandigarh the 7/12

Sub: Fixation of revised prices of old plaster cast models and
prices of new plaster cast models prepared by the Deptt.
of Archaeology & Museums Haryana.

Sanction of the Governor of Haryana is hereby accorded to
the fixation of revised sale prices of 11 (Eleven old plaster casts
models already put on sale by the Department of Archaeology & Museums
as per attached give below :-

Sr.No.	Nomenclature of Plaster Casts & Models	Present sale price	Revised Sale price
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2.	Uma Maheshwar	50/-	180/-
3.	Alsyia Kanya	35/-	120/-
4.	Attendant	35/-	120/-
5.	Jain Attendant	28/-	90/-
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at Sr. No. 12 to 22 which have been supplied in credit basis
charged for at the rates now fixed and shown against each.
This issues with the concurrence of the Finance Department
& vide their U.O. No. 11/106/95-3FD-III/2791, dt. 19.10.95.

Sd/-
Superintendent Education-III
for Commissioner & Secretary to Govt. Haryana,
Archaeology & Museums Department.

प्रेषक,

- 19 -

निदेशक, पुरातत्व एवं संग्रहालय विभाग, हरियाणा,
गीता केन्द्र, ब्रह्म सरोवर, कुल्षेत्र ।

सेवा में

निदेशक, मुद्रण एवं लेखन सामग्री विभाग,
हरियाणा, चण्डीगढ़ ।

यादी क्रमांक 8/228-2 के अ-पुरा/170970/2006

दिनांक 10/1/03

विषय:-

सिटीजन चार्टर छापने बारे ।

....

उपरोक्त विषय पर निवेदन है कि इस विभाग के सिटीजन चार्टर प्रति
संलग्न की 200 प्रतिमें छापाने का कष्ट करें ।

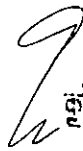


उपनिदेशक पुरातत्व
कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, कुल्षेत्र ।

पु: क्रमांक सम/

दिनांक

इसकी एक एक प्रति वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,
प्रशासकीय/आ सुधार विभाग को इस विभाग के यादी क्रमांक 8/328-2001-पुरा/1267,
दिनांक 31.7.2003 के निरन्तर में सूचनार्थ एवं आशयक कार्यवाही हेतु प्रेषित है ।




उपनिदेशक पुरातत्व
कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, कुल्षेत्र ।

पु: क्रमांक सम/

दिनांक

इसकी एक प्रति श्री राजकिशन, उपाधीक्षक, कैम्प चण्डीगढ़ को इन निर्देशों
के साथ प्रेषित है कि वे सम्बन्धित विभाग, सिटीजन चार्टर की प्रतिमें निजी स्तर पर
छपा कर कार्यालय में भिजवायें ।



उपनिदेशक पुरातत्व
कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, कुल्षेत्र ।

प्रेषक,

निदेशक, पुरातत्व एवं संग्रहालय विभाग, हरियाणा,
गीता केन्द्र, ब्रह्म सरोवर, कुरुक्षेत्र ।

सेवा में

निर्देशक, मुद्रण एवं लेखन सामग्री विभाग,
हरियाणा, चण्डीगढ़ ।

यादी क्रमांक 8/328-2 के अ-पुरा/1704
दिनांक 13/4/03

विषय:- सिटीजन चार्टर धारण के बारे में ।

....

उपरोक्त विषय पर निवेदन है कि इस विभाग के सिटीजन चार्टर प्रति
संग्रह की 200 प्रतिमें उपवाने का कष्ट करें ।

Sharma
6/14/03

उपनिदेशक पुरातत्व
कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, कुरुक्षेत्र ।

धृ: क्रमांक सम/

दिनांक

इसकी एक एक प्रति चित्ताभुक्त एवं प्रधान सचिव, हरियाणा सरकार,
प्रशासकीय सुधार विभाग को इस विभाग के यादी क्रमांक 8/328-2001-पुरा/1267,
दिनांक 31.7.2003 के निरन्तर में सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित है ।

Sel

उपनिदेशक पुरातत्व
कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, कुरुक्षेत्र ।

धृ: क्रमांक सम/

दिनांक

इसकी एक प्रति श्री राजकिशन, उपाधीक्षक, कैम्प चण्डीगढ़ को इन निर्देशों
के साथ प्रेषित है कि वे सम्बन्धित विभाग से सिटीजन चार्टर की प्रतियों निजी स्तर पर
उपवा कर कार्यालय में भिजवायें ।

Sel

उपनिदेशक पुरातत्व
कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, कुरुक्षेत्र ।

कृपया इसकी computer E.D. देने
की कृपा करें ताकि एपडू डीपू
की जा सकें।

com Deptt.
20/10/03
Sharma
21/11/03
20/10/03 Rk

CITIZEN CHARTER
GOVERNMENT OF HARYANA
DEPARTMENT OF ARCHAEOLOGY AND MUSEUMS,
HARYANA
GEETA KENDRA
BRAHM SAROVAR
KURUKSHETERA

PUBLICATION YEAR -2003

CITIZEN CHARTER

The Department of Archaeology and Museums, Haryana with its Headquarter at Kurukshetra came in existence in 1972. Archaeological Excavations, Explorations, Protection & Conservation of Ancient & Historical Monuments/Sites and Museum activities are the main functions of the department. Under the museum activities the department documents, the antiquities and treat them chemically, establishes museums for displaying ancient art objects, provide research facilities and organises exhibition at various places in the state to create general awareness in public. Other activities of the department include the registration of antiquities in private possession to stop illegal trade and publication of popular and research literature on new discoveries.

The Directorate has two sub offices, one office of Registering Officer and another Zonal Museum, both these offices are established in Jahaj Kothi, Jahaj Pull at Hisar. The Registering Officer is head of the office of Registration office at Hisar. He also looks after the Zonal Museum.

~~///~~ The Zonal Museum at Hisar has been set up in Jahaj Kothi a State protected monument. This museum houses sculptures, terracottas and pottery of various periods. The museum remains open for the general public from 9 A.M. to 5 P.M. during all the working days, The departmental publications are also supplied to the researchers and general public at free of cost.

Last page before annexure

The designation , address and telephone number of the senior officers of the Department are given below:-

<u>Sr.No</u>	<u>Name & designation</u>	<u>Address</u>	<u>Phone No.</u>
1.	Sh. Abhilaksh Likhi, I.A.S. Director	D.C.Residence Kurukshetra.	220271 (R) 220270(O)
2.	Sh Surjeet Singh. Administrative Officer	H.No. 3359 Sector- 23, Chandigarh.	715190(R) 714570(O)
3.	Sh D.S. Malik Deputy Director	H.No.898 Sector-5, Kurukshetra.	294644(O)
4.	Sh J.S. Khatri Assistant Director	H.No. 719 Sec. 13, Housing Board, Kurukshetra	294644(O)
5.	Sh M. Acharya Numismatic Officer	H.No. 822, Ward No. 12, Professor Colony, Kurukshetra	294644(O)
6.	Sh. S.K.Arora Curator	H.No. 898 Sector- 5, Kurukshetra.	294644(O)
7.	Sh. Dhoop Singh	C-20 Officers Colony, Hisar	253802(R)

The department have brought out the following publications:-

1. Heritage of Haryana -I
'Sculptures of Hindu Divinities.'
2. Heritage of Haryana - II
'Buddhist Remains.'
3. Haryana through the ages.
4. The Archaeological Wealth of Haryana.
5. भीमा देवी मंदिर, पिन्जौर - एक परिचय 1
6. Banawali.
7. Apart from these, the following 16 picture post cards of ancient monuments and sculptures have been published:-

- (I) Agni ,10th Cent. A.D., Pinjore (Panchkula)
- (II) Ishana ,10th Cent. A.D., Pinjore (Panchkula)
- (III) Vaman ,10th -11th Cent. A.D., Bawal (Rewari)
- (IV) Parshvanath ,12th Cent. A.D., Badhara (Bhiwani)
- (V) Mahavir ,11th-12th Cent. A.D., Badhara (Bhiwani)
- (VI) Vishnu,12th- Cent. A.D., Kosli (Jhajjar)
- (VII) Surya ,10th-11th Cent. A.D., Beri (Rohtak)
- (VIII) Lat ki Masjid ,14th Cent. A.D., Hisar.
- (IX) Mallinath ,11th Cent. A.D., Hansi (Hisar)
- (X) Remains of Buddhist Stupa & Monastery ,8th Cent. A.D.,
Agroha (Hisar)
- (XI) Jal Mahal ,16th Cent. A.D., Narnaul.

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- (XII) Mallinath ,10th Cent. A.D., Narnaul.
(XIII) Tomb of Ibrahim Khan Sur ,16th Cent. A.D., Narnaul .
(XIV) Buddha with Attendant ,1st Cent. A.D., Jhajjar.
(XV) Tomb of Sheikh Chaheli, 17th Cent. A.D., Thanesar
(Kurukshetra)
(XVI) Shiva Temple, 7th Cent. A.D., Kalayat (Kaithal)

These Publications and picture post cards are supplied to the public for creating awareness about their ancient heritage of the State. These can be collected on demand from the office of the Director, Archaeology and Museums , Haryana, Geeta Kendra, Brahm Sarovar, Kurukshetra. *free of costs* .

The Government has declared the following Monuments/sites as State Protected monuments/sites:-

1. Bhima Devi Temple, Pinjore.
2. Takia Banwa Fakir. Pinjore.
3. European Cemetary. Ambala.
4. Shish Mahal, Farukh Nagar, Gurgaon.
5. Dehra Mandir, Ferozpur Jhirka, Gurgaon.
6. Old Badshahi Bridge, Vill. Uchha Siwan, Karnal.
7. Prachi Shiv Temple, Pehowa (Kurukshetra)
8. Vishva Mitra Ka Tila, Pehowa, Kurushetra.
9. Tome of Sheikh Tayyab, Kaithal.
10. Durgah & Mosque of Pir Turkman, Narnaul.
11. Tripolia Gateway, Narnaul.

12. Nizam Shah's Tomb, Narnaul.
13. Chor Gumbad, Narnaul.
14. Shobha Sarovar, Narnaul.
15. Chhatta & Sarai of Rai Bal Mukand Dass, Narnaul.
16. Mirza Alijan's Court, Baoli & Takhat, Narnaul.
17. Ancient Mound, Vill. Bhirhana, Fatehabad.
18. Pre-Harappan site, Kunal, Fatehabad.
19. Ancient Gumbad, Govt. College Campus, Hisar.
20. Jahaj Kothi, Hisar.
21. Tomb Complex of Char Kutub, Hansi.
22. Buddhist Stupa, Chaneti, Yamunanagar.

These state protected monuments/sites are conserved and preserved by the department and can be seen by general public on all days without any entry fees.

With a view to popularise the ancient heritage of the state, the department prepares and sells the plaster casts of 22 ancient and rare sculptures to the general public at very reasonable rates. The name of the plaster casts along with their prices are given below:-

<u>Sr. No.</u>	<u>Name of Plaster Casts</u>	<u>Price .Rs.</u>
1.	Indo Greek Budha	200/-
2.	Uma Maheshwar	180/-
3.	Alas Kanya	120/-
4.	Attendant	120/-

5.	Jain Attendant	90/-
6.	Male Head	50/-
7.	Female Head	50/-
8.	Musician (Medallion)	70/-
9.	Ganesh Shakti (Medallion)	30/-
10.	Brahma	25/-
11.	Ganesh	100/-
12.	Vaman	800/-
13.	Vishnu (Beri)	900/-
14.	Vishnu Head	225/-
15.	Surya	70/-
16.	Ekanamsha	50/-
17.	Narasimha	50/-
18.	Ganesh (Kohand)	100/-
19.	Shesh Shayi Vishnu	180/-
20.	Parshwanath	250/-
21.	Vishnu (Bust)	500/-
22.	Varah	150/-

The Plaster Casts can be purchased on all working days from the following offices:-

- (a) Director, Archaeology & Museums Department,
Geeta Kendra, Kurukshetra .
- (b) Assistant Curator, Panipat Museum, Canal Rest
House, Binjhol, Panipat.

(c) Sri Krishna Museum, Kurukshetra.

In order to check illegal trade of sculptures and antiquities from the state an independent office of Registering Officer is established at Jahaj Kothi, Jahajpul , Hisar. The main functions of this office is to register the antiquities in private possession and issue certificate of registration thereof.

The antiquity holder is required to collect application form for registration from the office of the Registering Officer, Hisar and submit after duly filing along with four photographs in the same office to register the antiquity. The Registering Officer will physically check and verify the details of antiquity. After completion of the formalities the Registering Officer will issue the certificate of registration. The antiquity owners can get their antiquities registered in the above office on all working days between 9.00 A.M. to 5 P.M.

MUSEUMS ACTIVITIES

~~deleted~~ The department plays a vital role in the preservation of ancient heritage. A state museum is being set up in Kurukshetra. The antiquities like sculptures, terracottas, coins and other archaeological material will be displayed in this museum. In addition to the state museum, ^{Res set} the department ~~is setting~~ up a site museum at Bhima Devi Temple, Pinjore. This site museum is situated near the Yadvendra Gardens and remains open for general public. The site museum at Bhima Devi Temple, Pinjore will house the ancient temple remains of the site belonging to the c.9-12th Century A.D. of Gurjara Pratihara art.

The site is of great tourist attraction because of close proximity to the Yadvendra Gardens. Zonal Museum has already been set up in Jahaj Kothi at Hisar. These museums remain open for the general public during the working days from 9.00 A.M. to 5.00 P.M.

RESEARCH FACILITIES

Research facilities for imparted
practical base for
The department has imparted practical training of archaeological excavations to the (M.A.) students of M.D. University, Rohtak and Kurukshetra University, Kurukshetra. *are available to the* The report of *research scholars* excavations conducted at Kunal and Sugh will be prepared and made available to the researchers in due course of time.

All the above mentioned activities of the department are regulated under the following acts:-

1. The Punjab Ancient & Historical Monuments & Archaeological Sites and Remains Act, 1964 and Rule, 1965 (State Act).
 2. The Antiquities & Art Treasures Act-1972 and Rule, 1973 (Central Act)
 3. The Indian Treasures Trove Act-1878 (Central Act)
 4. The Ancient Monuments & Archaeological sites and Remains Act, 1958 and Rule, 1959 (Central Act.)
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No.8/4/2002-RU

From

The Financial Commissioner and Principal Secretary to Government, Haryana, Administrative Reforms Department.

To

- i) All Heads of Departments in the State,
- ii) The Registrar, Punjab and Haryana High Court, Chandigarh.
- iii) Commissioners of Ambala, Hisar, Rohtak and Gurgaon Divisions, and
- iv) All Deputy Commissioners and all Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 11th November, 2003.

Subject:- Citizen's Charter-Publicity, Monitoring and Review.

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Sir,

I am directed to refer to this department letter No.8/4/2002-RU, dated 18-04-03 and subsequent letters of even No. dated 04-06-03 and 11-07-03, on the subject noted above and to request you to intimate the measures taken by you to bring the Citizen's Charters to the notice of the public. Besides, a brief report of the results of the quarterly reviews may kindly be sent to the Administrative Reforms Department, highlighting the benefits of the service accrued to the public by the implementation of the Citizen's Charters, immediately.

Yours faithfully,

K.L. Singh
(K.L. Singh)

Research Officer (RU),

for Financial Commissioner & Principal Secretary to Government, Haryana, Administrative Reforms Department.

A copy is forwarded to all the Financial Commissioner and Principal Secretaries and Commissioners and Secretaries to Government, Haryana, for information and necessary action.

K.L. Singh
Research Officer (RU),

for Financial Commissioner and Principal Secretary to Government, Haryana, Administrative Reforms Department.

To

- i) All the Financial Commissioners and principal secretaries to Government Haryana; and
- ii) All the Commissioners and Secretaries to Govt., Haryana.

U.O.No.8/4/2002-RU Dated Chandigarh, the 11th November, 2003.

पुरावशेष तथा बहुमूल्य कलाकृति नियम, 1973

प्ररूप 7

पुरावशेषों के रजिस्ट्रीकरण के लिए आवेदन

(नियम II देखिये)

1. आवेदक (व्यक्ति या फर्म) का नाम
2. आवेदक (व्यक्ति या फर्म) का पता
3. पोस्टकार्ड के आकार में फोटोचिन्ह की चार प्रतियां सहित वस्तु की पहचान और वर्णन।
4. सामग्री
5. आकार
6. लगभग तारीख
7. अर्जन का स्त्रोत
8. जब कि आवेदक ऐसे किसी पुरावशेष का जो पहले से ही अधिनियम के अधीन रजिस्ट्रीकृत है स्वामित्व, निवृत्तण या कब्जा लेता है, तो ऐसे पुरावशेष की रजिस्ट्रीकरण संख्या और रजिस्ट्रीकरण अधिकारी का नाम जिसने उसे रजिस्ट्रीकृत किया है।
9. अर्जन की तारीख
10. अर्जन का ढंग
11. दिया गया मूल्य यदि कोई हो
12. (क) वर्तमान अवस्थान, और
(ख) परिरक्षण और सुरक्षा की शर्त
13. यदि अधिनियम के अधीन पुरावशेष पहले से ही रजिस्ट्रीकृत है तो क्या उसका रजिस्ट्रीकरण प्रमाण पत्र संलग्न है।

मैं घोषणा करता हूँ कि उपरोक्त सूचना मेरे उत्तम ज्ञान और विश्वास के आधार पर सत्य और पूर्ण है। मैं यह भी वचन देता हूँ कि मैं पुरावशेष और बहुमूल्य कलाकृति अधिनियम 1972 के उपबन्धों और तद्धीन बने नियमों का पालन करूँगा।

संगठन की मोहर

स्थान

तारीख

हस्ताक्षर

आवेदक का नाम

1 यदि आवेदन किसी संगठन की ओर से है, तो उसका नाम देना चाहिए।

2 यदि आवेदन किसी संगठन की ओर से है तो उस संगठन के अध्यक्ष के हस्ताक्षर होने चाहिए।

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From

The Financial Commissioner and Principal Secretary
to Government, Haryana,
Administrative Reforms Department.

To

The Director,
Archaeology & Museums, Haryana,
Geeta Kendra, Brahma Sarovar,
Kurukshetra.

Memo No.8/1/2002-RU
Dated Chandigarh, the 16th September, 2004.

Subject:- Formulation of Citizen's Charter.

Reference State Govt. Memo No.8/1/2002-RU, dated
24-6-2004, on the subject noted above.

2. You are requested to supply 10 copies of the
revised Citizen's Charter to the State Govt., immediately.

K.L. Rao
15/9/04
Research Officer (RU),
for Financial Commissioner and Principal Secretary
to Government, Haryana,
Administrative Reforms Department.

15/9/04

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Agent (R&M)

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From

The Financial Commissioner & Principal Secretary to
Govt. Haryana, Administrative Reforms Department.

To

The Director,
Archaeology & Museums, Haryana,
Geeta Kendra, Brahma Sarovar,
Kurukshetra.

7-2-20

Memo No. 8/1/2002-RU

Dated Chandigarh, the 24th June, 2004

Subject: Formulation of Citizen's Charter.

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Reference State Govt. Memo No. 8/1/2002-RU,
dated 4-11-2003, on the subject noted above.

2. It is requested that copies of the Citizen's
Charter, duly modified, as discussed with the Superintendent
of your Department on 15-4-2004, may be supplied to the
State Government, immediately, as the matter has already been
delayed, inordinately.

K. L. Singh
24/6/04

Research Officer (RU),
for Financial Commissioner & Principal Secretary to
Govt. Haryana, Administrative Reforms Deptt.

24/6/04

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From

The Financial Commissioner and principal
Secretary to Government, Haryana,
Administrative Reforms Department.

To

The Director,
Archaeology and Museums, Haryana,
Geeta Kendra Brahm Sarovar, Kurukshetra.

Memo No.8/1/2002-RU
Dated Chandigarh, the 4th November, 2003.

Subject:- Formulation of Citizen's Charter.

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Reference your endorsement No. सख/8/328"2 के I-पुरा /
1705, dated 13-10-2003, on the subject noted above.

2. It is intimated that the Citizen's Charter sent by
you vide letter referred to above needs some modifications.
It is, therefore, requested that the concerned official, who
is also well conversant with the functioning of the department,
may be deputed to discuss this matter with the undersigned,
on any working day, after confirming availability on telephone
No.0172-2713679 Ext. 306.

[Signature]
3/11/03
Research Officer (RU),
for Financial Commissioner & Principal Secretary
to Government, Haryana,
Administrative Reforms Department.
3/11/03

No.8/4/2002-RU

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From

The Financial Commissioner and Principal
Secretary to Government, Haryana,
Administrative Reforms Department.

To

- i) All Heads of Departments in Haryana.
- ii) The Registrar, Punjab & Haryana High Court.
- iii) Commissioner, Ambala/Hisar/Gurgaon/Rohtak Divisions.
- iv) All Deputy Commissioners and Sub Divisional Officers.
- v) Managing Directors of all Corporations/Boards, Haryana (Except CCS HAU, Hisar)

Dated Chandigarh, the 15th June, 2005.

Subject:- Citizen's Charter-Publicity, Monitoring and Review.

Sir,

I am directed to invite your attention to the Administrative Reforms Department letter No.8/4/2004-RU, dated 18-4-2003 and subsequent letters of even No. dated 4-6-2003, 11-7-2003, 3-2-2004, 16-4-2004 and 25-11-2004, on the subject noted above and to state that despite issue of repeated instructions the response regarding intimating feedback on the initiatives taken for the implementation of Citizen's Charter is not encouraging. The effectiveness of the deployment of Citizen's Charters of various government agencies with references to levels of awareness among citizens, clients, publicity, orientation and training of personnel, feedback systems and review of the existing charters has been an area of concern. So, with a view to accelerating the tempo of formulation and effective implementation of Citizen's Charters, the following steps were suggested to be taken immediately:-

- i) To make the Citizen's Charters consumer friendly consumer groups may be consulted at the time of their formulation and review; Review should be undertaken with consumer groups if charters exist.
- ii) Availability of Citizen's Charters at various levels among the staff/officers and representatives of people may be ensured.
- iii) Motivation and orientation of staff at various levels and training to staff/officers for implementation of Citizen's Charters is essential and may be given prime importance.
- iv) Wide publicity to Citizen's Charters may be given through various media of publicity such as annual report, in house journal, press, consumer groups, display boards and website etc.

- v) It would be better if the officer responsible for public grievances redressal is nominated as Nodal Officer to look into cases of non-fulfilment of the charters commitment. He may also act as a Nodal Officer for pro-active action on the Citizen's Charter.
- vi) Annual internal/external review of the Citizen's Charters may be conducted at regular interval and feedback on the initiative may be intimated to the Administrative Reforms Department.

It is, therefore, again requested that an action plan for the publicity, monitoring and review of the Citizen's Charter may be drawn in your department/organisation and a quarterly report indicating the achievements may be sent to the Administrative Reforms Department.

The receipt of this communication may be acknowledged

Yours faithfully,

K.L. Sharma
13/6/05
(K.L. SHARMA)

Research Officer,
for Financial Commissioner and principal
Secretary to Government, Haryana,
Administrative Reforms Department.
13/6/05

A copy is forwarded to all the Financial Commissioner and Principal Secretaries/Commissioner and Secretaries to Govt., Haryana, for information and necessary action.

K.L. Sharma
13/6/05
Research Officer (RU),
for Financial Commissioner and Principal
Secretary to Government, Haryana,
Administrative Reforms Department.
13/6/05

- i) All the Financial Commissioner and Principal Secretaries to Government, Haryana.
- ii) All Commissioner & Secretaries to Government, Haryana.

U.O. No.8/4/2002-RU Dated Chandigarh, the 15th June, 2005.

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From

The Financial Commissioner and Principal Secretary to Government, Haryana, Administrative Reforms Department.

To

- i) All Heads of Departments in Haryana.
- ii) The Registrar, Punjab & Haryana High Court.
- iii) Commissioner, Ambala/Hisar/Gurgaon/Rohtak Divisions.
- iv) All Deputy Commissioners and sub Divisional Officers.
- v) Managing Directors of all Corporations/Boards, Haryana (Except CCS HAU, Hisar)

Dated Chandigarh, the 7th March, 2006

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SSA (Bury)

Subject:- Citizen's Charter-publicity, Monitoring and Review.

sir,

I am directed to invite your attention to the Administrative Reforms Department letter No.8/4/2004-RU, dated 18-4-2003 and subsequent letters of even No. dated 4-6-2003, 11-7-2003, 3-2-2004, 16-4-2004, 25-11-04 and 15-06-05, on the subject noted above and to state that despite issue of repeated instructions the response regarding intimating feedback on the initiatives taken for the implementation of Citizen's Charter is not encouraging. The effectiveness of the deployment of Citizen's Charters of various government agencies with references to levels of awareness among citizens, clients, publicity, orientation and training of personnel, feedback systems and review of the existing charters has been an area of concern. So, with a view to accelerating the tempo of formulation and effective implementation of Citizen's Charters, the following steps were suggested to be taken immediately:-

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- i) To make the Citizen's Charters consumer friendly consumer groups may be consulted at the time of their formulation and review: Review should be undertaken with consumer groups if charters exist.
- ii) Availability of Citizen's Charters at various levels among the staff/officers and representatives of people may be ensured.
- iii) Motivation and orientation of staff at various levels and training to staff/officers for implementation of Citizen's Charters is essential and may be given prime importance.
- iv) Wide publicity to Citizen's Charters may be given through various media of publicity such as annual report, in house journal, press, consumer groups, display boards and website etc.

- v) It would be better if the officer responsible for public grievances redressal is nominated as Nodal Officer to look into cases of non-fulfilment of the charters commitment. He may also act as a Nodal Officer for pro-active action on the Citizen's Charter.
- vi) Annual internal/external review of the Citizen's Charters may be conducted at regular interval and feedback on the initiative may be intimated to the Administrative Reforms Department.

It is, therefore, again requested that an action plan for the publicity, monitoring and review of the Citizen's Charter may be drawn in your department/organisation and a quarterly report indicating the achievements may be sent to the Administrative Reforms Department.

The receipt of this communication may be acknowledge

Yours faithfully,

R.K. Sharma

(R.K. SHARMA)

Assistant Research Officer (RU),
for Financial Commissioner and principal
Secretary to Government, Haryana,
Administrative Reforms Department.

27/02/06

A copy is forwarded to all the Financial Commissioner and principal Secretaries/Commissioner and Secretaries to Govt. Haryana, for information and necessary action.

R.K. Sharma

(R.K. SHARMA)

Assistant Research Officer (RU),
for Financial Commissioner and principal
Secretary to Government, Haryana,
Administrative Reforms Department.

27/02/06

- i) All the Financial Commissioner and Principal Secretaries to Government, Haryana.
- ii) All Commissioner & Secretaries to Government, Haryana.

U.O. No.8/4/2002-RU Dated Chandigarh, the 7th March, 2006

No.8/1/06-RU

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From

The Financial Commissioner & Principal
Secretary to Government, Haryana,
Administrative Reforms Department.

To

- i) All Heads of Departments in Haryana.
- ii) The Registrar, Punjab & Haryana High Court.
- iii) Commissioner, Ambala/Hisar/Gurgaon/Rohtak Divisions.
- iv) All Deputy Commissioners and Sub Divisional Officers (Civil).
- v) Managing Directors of all Corporations/Boards, Haryana.

Dated Chandigarh, the 21st March, 2006.

Subject:- **Citizen's Charter.**

Sir,

I am directed to refer to the subject noted above and to state that Sh. A.Ravindra, Director, Public Affairs Centre, 422, 80 Feet Road, VI Block, Korarmangala, Bangalore has intimated that his organisation is a non-governmental organisation and is dedicated to the cause of good governance. The said organisation has proposed to undertake a national review of Citizen's Charter formulated by the Central and the State Governments. The objective of the review is to analyse and evaluate the charters against internationally recognized decision, criteria and the extent to which they have been implemented in practice. At the end of the review, workshops/seminars will also be held to inform and stimulate political and administrative decision makers to respond to the study findings and their policy implications.

2. According to him the review will be carried out in two phases i.e. a detailed desk review on design efficiency of the charters, followed by a field survey to ascertain the effectiveness of their implementation. In this regard co-operation and help have been asked for by them.

3. You are, therefore, requested to provide necessary co-operation to the Agency as and when a visit is paid for the purpose of review.

Yours faithfully,

R.K. Sharma
(R.K. Sharma)

Assistant Research Officer (RU),
for Financial Commissioner and Principal
Secretary to Government, Haryana,
Administrative Reforms Department.

17/03/06

A copy is forwarded to all the Financial Commissioner and Principal Secretaries/Commissioner and Secretaries to Government, Haryana for information and necessary action.

R.K. Sharma
Assistant Research Officer (RU),
for Financial Commissioner and Principal
Secretary to Government, Haryana,
Administrative Reforms Department

17/03/06

- i) All Financial Commissioner and Principal Secretaries to Govt., Haryana.
- ii) All Commissioner & Secretaries to Government, Haryana.

U.O.No.8/1/06/RU

Dated Chandigarh, the 21st March, 2006

40
From

The Financial Commissioner and principal
Secretary to Government, Haryana,
Administrative Reforms Department.

To

The Director,
Archaeology & Museums, Haryana,
Geeta Kendra, Brahma Sarovar,
Kurukshetra.

Memo No.8/1/2002-RU
Dated Chandigarh, the 24th March, 2006.

Subject:- Formulation of Citizen's Charter.

Reference State Govt. Memo No.8/1/2002-RU,
dated 24-06-04 and subsequent reminder, of even No.
dated 16-09-04, 13-12-04 and 23-06-05, on the subject
noted above.

2. You are again requested to supply 10 copies
of the revised Citizen's Charter to the State Govt.,
immediately.

R.K. Sharma
Assistant Research Officer (RU),
for Financial Commissioner and principal
Secretary to Government, Haryana,
Administrative Reforms Department.

23/03/06

42
1423
27.6.05
AD
ACRIT (E-GH)
27/6/05

From

The Financial Commissioner and Principal Secretary to Government, Haryana, Administrative Reforms Department.

To

The Director,
Archaeology & Museums, Haryana,
Geeta Kendra, Brahma Sarovar,
Kurukshetra.

Memo No.8/1/2002-RU
Dated Chandigarh, the 23rd June, 2005.

Subject:- Formulation of Citizen's Charter.

--

Reference State Govt. Memo No.8/1/2002-RU, dated 24-6-2004 and subsequent reminder of even No. dated 16-9-2004 and 13-12-2004, on the subject noted above.

2. You are requested to supply 10 copies of the revised Citizen's Charter to the State Govt. immediately.

J. D. Singh
21/6/05
Research Officer (RU),
for Financial Commissioner and Principal Secretary to Govt. Haryana,
Administrative Reforms Department.
21/6/05

प्रेषक,

निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, एस.टी.ओ. 9 सेक्टर 5 पंचकुला ।

सेवा में

नियन्त्रक, मुद्रण एवं लेखन सामग्री विभाग,
हरियाणा, चण्डीगढ़ ।

पत्रांक 8/328-2के-पुरा/ 1025

दिनांक 25-5-06

विषय:- सिटीजन चार्टर छावने बारे ।

....

उपरोक्त विषय पर निवेदन है कि इस विभाग के सिटीजन चार्टर
की 200 प्रतिभें छावने का कस्ट करें ।

संलग्न-- सिटीजन चार्टर
का टेक्स्ट एवं सी.डी.

सहायक निदेशक

कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, पंचकुला ।

CITIZEN CHARTER
GOVERNMENT OF HARYANA
DEPARTMENT OF ARCHAEOLOGY AND MUSEUMS
SCO NO. 9, SECTOR-5, PANCHKULA



PUBLICATION YEAR-2006

CITIZEN CHARTER

INTRODUCTION

The Department of Archaeology and Museums, Haryana with its headquarter at Panchkula came into existence in 1972. Archaeological excavations and explorations, protection & conservation of ancient & historical monuments and archaeological sites and museum activities are the main functions of the department. Acquisitions, chemical preservation and documentation of antiquities and art objects, setting up of museums for displaying ancient objects and organizing photo-exhibition of archaeological wealth at various places in the State to create general awareness regarding their heritage in public are the museum activities. The department also provides research facilities to the research scholars of archaeology. Other activities of the department include the registration of antiquities in private possession to stop illegal trade and publication of foulders, booklets and research literature on new discoveries. These departmental publications are also supplied to the researchers and general public free of cost.

The Directorate has two sub offices - office of Registering Officer and Zonal Museum. Both these offices are established in Jahaj Kothi at Hisar. The Registering Officer is head of the office of Registration Office. He also looks after the works of Zonal Museum.

Publication

The department has brought out the following publications:-

1. Heritage of Haryana - I
"Sculptures of Hindu Divinities".
2. Heritage of Haryana - II
"Buddhist Remains".
3. Haryana through the ages
4. The Archaeological Wealth of Haryana
5. भीमा देवी मन्दिर, पिन्जौर - एक परिचय
6. Banawali

Apart from these, the following 16 picture postcards of ancient monuments and sculptures have been published:-

- (I) Agni, 10th Cent. A.D., Pinjore (Panchkula)
- (II) Ishana, 10th Cent. A.D., Pinjore (Panchkula)
- (III) Vaman, 10th-11th Cent. A.D., Bawal (Rewari)
- (IV) Parshvanath, 12th Cent. A.D., Badhara (Bhiwani)
- (V) Mahavir, 11th-12th Cent. A.D., Badhara (Bhiwani)
- (VI) Vishnu, 12th Cent. A.D., Kosli (Jhajjar)
- (VII) Surya, 10th-11th Cent. A.D., Beri (Rohtak)
- (VIII) Lat ki Masjid, 14th Cent. A.D., Hisar

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- (IX) Mallinath, 11th Cent. A.D., Hansi (Hisar)
- (X) Remains of Buddhist Stupa & Monastery,
8th Cent. A.D., Agroha (Hisar)
- (XI) Jal Mahal, 16th Cent. A.D., Narnaul (Mahendragarh)
- (XII) Mallinath, 10th Cent. A.D., Narnaul (Mahendragarh)
- (XIII) Tomb of Ibrahim Khan Sur, 16th Cent. A.D.,
Narnaul (Mahendragarh)
- (XIV) Buddha with Attendant, 1st Cent. A.D., Jhajjar
- (XV) Tomb of Sheikh Chaheli, 17th Cent. A.D.,
Thanesar, (Kurukshetra)
- (XVI) Shiva Temple, 7th Cent. A.D., Kalayat (Kaithal)

These publications and picture postcards are supplied to the public for creating awareness about the ancient heritage of the State. These can be collected on demand from the office of the Director, Archaeology and Museums, Haryana, SCO No. 9, Sector-5, Panchkula.

Protected Monuments

The Government has taken up the following monuments and sites under State protection :-

1. Bhima Devi Temple, Pinjore (Panchkula)
2. Takia Banwa Fakir, Pinjore (Panchkula)
3. European Cemetery, Ambala
4. Shish Mahal, Farukh Nagar (Gurgaon)

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5. Dehra Mandir, Ferozpur Jhirka (Gurgaon)
6. Old Badshahi Bridge, Vill.Ucchha Siwan (Karnal)
7. Prachi Shiv Temple, Pehowa (Kurukshetra)
8. Vishwa Mitra Ka Tilla, Pehowa (Kurukshetra)
9. Tomb of Sheikh Tayyab, Kaithal
10. Durgah & Mosque of Pir Turkman, Narnaul (Mahendragarh)
11. Tripolia Gateway, Narnaul (Mahendragarh)
12. Nizam Shah's Tomb, Narnaul (Mahendragarh)
13. Chor Gumbad, Narnaul (Mahendragarh)
14. Shobha Sarovar, Narnaul (Mahendragarh)
15. Chhatta & Sarai of Rai Bal Mukund Dass, Narnaul (Mahendragarh)
16. Mirza Alijan's Court, Baoli & Takhat, Narnaul (Mahendragarh)
17. Ancient Mound, Vill. Bhirdana (Fatehabad)
18. Pre-Harappan site, Kunal (Fatehabad)
19. Ancient Gumbad, Govt. College Campus, Hisar
20. Jahaj Kothi, Hisar
21. Tomb Complex of Char Qutub, Hansi (Hisar)
22. Buddhist Stupa, Vill. Chaneti (Yamuna Nagar)
23. Ancient Site of Sugh, Vill. Amadalpur (Yamuna Nagar)

These State protected monuments/sites are conserved and preserved by the department and is open for general public on all days without any entry fees. There is no role of citizen in protection of monuments.

Popularisation of Heritage

With a view to popularize the ancient heritage and art objects of the State, the department prepares and sells the plaster cast replicas of 22 ancient and rare sculptures to the general public at the very reasonable rates.

The names of the sculptures and prices of their plaster cast replicas are given below :-

<u>Sr. No.</u>	<u>Name of sculpture</u>	<u>Price in Rs.</u> <u>of plaster cast replicas</u>
1.	Indo Greek Buddha	200/-
2.	Uma Maheshwar	180/-
3.	Alas Kanya	120/-
4.	Attendant	120/-
5.	Jain Attendant	90/-
6.	Male Head	50/-
7.	Female Head	50/-
8.	Musician (Medallion)	70/-
9.	Ganesh with Shakti (Medallion)	30/-
10.	Brahma	25/-
11.	Ganesh	100/-
12.	Vaman	800/-
13.	Vishnu (Beri)	900/-
14.	Vishnu Head	225/-
15.	Surya	70/-
16.	Ekanamsha	50/-

17.	Narasimha	50/-
18.	Ganesh (Kohand)	100/-
19.	Sheshshayi Vishnu	180/-
20.	Parshwanath	250/-
21.	Vishnu Bust	500/-
22.	Varah	150/-

These replicas can be purchased on all working days from the following offices:-

- (a) Director, Archaeology & Museums Department, Haryana,
SCO No. 9, Sector-5, Panchkula.
- (b) Assistant Curator, Panipat Museum,
Canal Rest House, Binjhol, Panipat.

Registration of Antiquities

In order to check illegal trade of antiquities and art objects from the State, an independent office of Registering Officer is established at Jahaj Kothi, Jahajpull, Hisar. The Registering Officer registers the antiquities in private possession and issue certificates of registration thereof. Any person who refuses or does not get the antiquities registered, shall be punishable with imprisonment of six months or fine or both under the Central Act of 1972. The format of application form for registration of antiquities is attached at annexure 'A'.

The antiquity holder is required to collect the application form for registration of the antiquity from the office of the Registering Officer, Hisar and the same is to be submitted in the same office after providing all required information along with four photographs of the antiquity to get the antiquity registered. The Registering Officer will physically check and verify the details of antiquity. After completion of the formalities, the Registering Officer will issue the certificate of registration. The antiquity owners can get their antiquities registered in the above mentioned office at Hisar on all working days between 9.00 A.M. to 5.00 P.M. It is compulsory to every to get the antiquities registered within 15 days of the date on which he comes into its ownership. The owner has to lodge an F.I.R. to the police in case of theft or loss of registered antiquity and also it must be brought to the notice of Registering Officer at Hisar. Definition of antiquity under Act is attached at annexure 'B'.

Museums Activities

The museum plays a vital role in the preservation and education of ancient heritage. A State Museum is being set up in Kurukshetra. The antiquities like ancient sculptures of all materials, terracotta objects, coins and all other archaeological and ethnological material will be displayed in this museum to project the glorious past of the state. In addition to the State Museum, a Site Museum at Bhima Devi Temple, Pinjore is being set up. This museum is situated near Yadvendra Gardens and will remain open for

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general public. The museum at Bhima Devi Temple, Pinjore will house the ancient sculptures of different gods and goddesses and the temple remains of 9-12th Cent. A.D. of Gurjara -Partihar Art recovered from this site. This contemporary art style of Khajuraho and Konark will be the great attraction to the tourist. A close proximity to the Yadvendra Gardens will also lead to tourists to this place. The Zonal Museum at Hisar has already been set up in Jahaj Kothi, a State protected monument. This museum houses stone sculptures, terracotta objects and pottery of various periods. This museum remains open for the general public from 9 A.M to 5 P.M. during all the working days.

Research Facilities

The department imparts practical training of archaeological excavations to the M.A. students of different universities of the State. The report of excavations at Kunal and Sugh will be prepared and made available to the researchers in due course of time. The department also provides research material and library facilities to the research scholars of different branches of Archaeology.

Antiquarian Acts

The activities of the department are regulated under the following Acts:-

1. -The Punjab Ancient and Historical Monuments and Archaeological Sites and Remains Act, 1964

- The Punjab Ancient and Historical Monuments and Archaeological Sites and Remains Rules, 1965 (State Act).
- 2. -The Antiquities and Art Treasures Act- 1972
- The Antiquities and Art Treasures Rules, 1973 (Central Act).
- 3. The Indian Treasures Trove Act- 1878 (Central Act).
- 4. -The Ancient Monuments and Archaeological Sites and Remains Act, 1958
- The Ancient Monuments and Archaeological Sites and Remains Rules, 1959 (Central Act).

Senior officers of the Department

The designation, addresses and telephone numbers of the senior officers of the Department are given below:-

<u>Sr.No.</u>	<u>Name & Designation</u>	<u>Address</u>	<u>Phone No.</u>	
			Office	Residence
1.	Sh. S.N.Roy Director	# 1028/11 Chandigarh	2584563	2749485
2.	Sh. J.S.Khatri Assistant Director	#258,Sec-2, Panchkula (Haryana)	2584563	9888700725
3.	Sh. M. Acharya Numismatic Officer	# 5017/3, MHC Manimajra (Chandigarh)	-do-	2738049

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- | | | | | |
|----|---------------------------------------|---|--------------------|-------------------|
| 4. | Sh.S.K.Arora
Curator | #5386/3,MHC,
Manimajra
(Chandigarh) | -do- | 9417068379 |
| 5. | Sh.Dhoop Singh
Registering Officer | # C-9,Mini
Secretariat
Colony, Hisar
(Haryana) | (01662)
272647 | (01662)
254737 |
| 6. | Sh. Raj Kishan
Superintendant | # 2436 ,
Sec-19-C,
Chandigarh. | 2584563 | 2725487 |

Annexure- 'A'

पुरावशेश तथा बहुमूल्य कलाकृति नियम , 1973

प्ररूप 7

पुरावशेशों के रजिस्ट्रीकरण के लिए आवेदन

(नियम II देखिये)

1. आवेदक (व्यक्ति या फर्म) का नाम
2. आवेदक (व्यक्ति या फर्म) का पता
3. पोस्टकार्ड के आकार में फोटोचिन्ह की चार प्रतियां सहित वस्तु की पहचान और वर्णन !
4. सामग्री
5. आकार
6. लगभग तारीख
7. अर्जन का स्रोत
8. जब कि आवेदक ऐसे किसी पुरावशेश का जो पहले से ही अधिनियम के अधीन रजिस्ट्रीकृत है स्वामित्व नियन्त्रण या कब्जा लेता है, तो ऐसे पुरावशेश की रजिस्ट्रीकरण संख्या और रजिस्ट्रीकरण अधिकारी का नाम जिसने उसे रजिस्ट्रीकृत किया है !
9. अर्जन की तारीख
10. अर्जन का ढंग
11. दिया गया मूल्य यदि कोई हो
12. क. वर्तमान अवस्थान, और
ख. परिरक्षण और सुरक्षा की शर्त
13. यदि अधिनियम के अधीन पुरावशेश पहले से ही रजिस्ट्रीकृत है तो क्या उसका रजिस्ट्रीकरण प्रमाण पत्र संलग्न है !

मैं घोशणा करता हूँ कि उपरोक्त सूचना मेरे उत्तम ज्ञान और विश्वास के आधार पर सत्य और पूर्ण है ! मैं यह भी वचन देता हूँ कि पुरावशेश और बहुमूल्य कलाकृति अधिनियम 1972 के उपबन्धों और तद्धीन बने नियमों का पालन करूंगा !

संगठन की मोहर

स्थान
तारीखहस्ताक्षर
आवेदक का नाम

-
1. यदि आवेदन किसी संगठन की ओर से है, तो उसका नाम देना चाहिए
 2. यदि आवेदन किसी संगठन की ओर से है तो उस संगठन के अध्यक्ष के हस्ताक्षर होने चाहिए !

DEFINITION OF ANTIQUITIES:

- (i) Any coin, sculpture, epigraph or other work of art or craftsmanship;
- (ii) Any article, object or thing detached from a building or cave;
- (iii) Any article, object or thing illustrative of science, art, crafts, literature, religion, custom, morals or politics in bygone ages;
- (iv) Any article, object or thing of historical interest;
- (v) Any article, object or thing declared by the Central Government, by notification in the official gazette to be an antiquity for the purposes of this Act which has been in existence for not less than one hundred years, and
- (vi) Any manuscript, record or other document which is of scientific, historical, literary or aesthetic value and which has been in existence for not less than seventy-five years.

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MUNICIPAL COUNCIL, PANCHKULA

Citizen Charter

Published on : 15-8-2003



सरकार आपके द्वार - प्रगति का आधार

We the Officers, Officials & Members of Municipal Council Panchkula having committed to the development of the town as well as pursuance of higher quality of civil life for the citizens of the towns having set the following objective for the realization of the goals within the framework of the Haryana Municipal Act, 1973 and various bye-laws made thereunder and for Compliance of the Instruction issued by the Govt. of Haryana in this regard within the available means of the municipality :-

1. Transparency in administration and recognition of the rights of the citizens to public information.
2. Public Accountability of the different functionaries of the Municipal Administration.
3. Administrative efficiency through de-centralization and citizen friendly method of working.
4. Citizens participation, as far as possible, in the process of development.
5. Speedy and responsive redressal of public grievances of citizens through existing channels as well as through proposed charter.
6. Special consideration of the weaker sections of the society such as small children, scheduled castes, backward classes, slum dwellers & women.
7. Reviews and reforms in the administrative procedures with a view to making them results oriented.

Proclaim this charter of detailed municipal services, quality of service, access to information, participation in decision making process and time bound schedules of service, sanctions and approvals.

It also indicates that the functionaries and citizens can meet to resolve the respective matters.

The charter may be used by the citizens to deal with the municipal administration. We earnestly seek the cooperation and involvement of citizens in moulding the municipal organisation into a purposeful and efficient instrument of democratic governance.

M.C. Panchkula will spend about Rs. Ten Crores for the services mentioned below for the year 2003-04.

Municipal Councillors

President : Mrs. Seema Chaudhary Ph. : (O) 583695 (R) 578153
 Vice President : Mrs. Kuljeet Waraich Ph. : (O) 583695 (R) 557964

Ward No.	Name & Address	Phone (Resi.)	Ward No.	Name & Address	Phone (Resi.)
1	Kuljeet Kaur Waraich H.No. 9, Bhainsa Tibbaa, Panchkula	557964	11	Rajender Kumar Kakkar H.No. 1110, Sec. 10, Panchkula	569599
2	Renuka Rai Walia H.No. 205, GH-36, M.D.C., Panchkula	556228	12	Naresh Kumar Rawal H.No. 290, Sec. 15, Panchkula	593290
3	Chandarbhan Goyal H.No. 491, Sec. 7, Panchkula	597044	13	Randhir Singh Malik H.No. 1635, Sec. 15, Panchkula	595835
4	Vinod Kumar Sood H.No. 20, Sec. 6, Panchkula	565620	14	Sunil Talwar H.No. 1648, Sec. 15, Panchkula	593648
5	Mrs. Jagdamba Gupta H.No. 859, Sec. 8, Panchkula	560775	15	Mahender Singh H.No. 145, Budhanpur, Panchkula	3101844
6	Vijay Kumar Kapoor H.No. 361, Sec. 17, Panchkula	561368	16	Om Parkash H.No. 716, Sec. 19, Panchkula	577273
7	Dalbir Singh H.No. 224, Rajiv Colony, Panchkula	94170-09293	17	Amoljit Chaudhary H.No. 12, Devinagar, Panchkula	567699
8	Mahender Singh # 944, Indira Colony, Sec. 17, Panchkula	94170-17155	18	Anjala Kataria H.No. 2/42, Sec. 20, Panchkula	570199
9	S.S. Goyal H.No. 151, Sec. 16, Panchkula	564742	19	Balwinder Singh H.No. 60, Sec. 12-A, Raily, Panchkula	583705
10	Jal Megha Dahiya H.No. 450, Sec. 9, Panchkula	565450	20	Randhir Singh Badhran, Advocate H.No. 137A, Sec. 14, Panchkula	582229

STREET LIGHT

Particulars	Work Completion period.	Concerning Officers / Officials
Request for installation (New arrangement)	Within 1 month	Light Inspector/J.E./ Private Contractor
Repair of street light	Within 2 days	Light Inspector / J.E.

N.O.C.

Particulars	Work Completion period	Concerning Officers /Officials
NOC for water supply/sewerage connection	Within 2 days	Junior Engineer of the area
NOC for electricity	Within 2 days	Junior Engineer of the area
NOC for registration of sale deeds	Within 15 days	Junior Engineer/ Building Inspector of the area.

MORE PLANTATION - LESS POPULATION**LICENCES**

Particulars	Work Completion period	Concerning Officers/Officials
Supply of Application forms	All working days	Licence Clerk
Acceptance & Acknowledgment of application and receipt of licence fees.	Same day	Licence Inspector
Reporting deficiency in application to the applicant	Within 2 days.	Licence / Sanitary Inspector
Grant of Licence	Within 7 days after Tax deposit of Licence fees and clearance of deficiencies	Superintendent

FIRE SERVICES

Particulars	Work Completion period	Concerning Officers/Officials
Fire Calls	Immediately	Fire Officer
Fire Reports as per occurrence book	Within 2 days	Fire Officer

FOR FIRE CALL 101 / 560926 / 579875

RENTED MUNICIPAL PROPERTY

Particulars	Work Completion period	Concerning Officers /Official
Application for reservation of grounds parks for function	Application alongwith requisite fees submitted/ deposited within 7 days before the function	Rent Inspector/ Clerk
Decision of allotment	Within 2 days after receipt of application	Rent Inspector / Clerk
Confirmation of reservation	Within three days from the receipt of application	Rent Inspector/Clerk
In case of cancellation	Within two days from receipt of application payment of refund	Rent Inspector/Clerk

USE DUSTBINS

BUILDING PERMISSION

Particulars	Work Completion period	Concerning Officers /Officials
Any enquiry regarding submissions of building plan	Every working day	Building Inspector/J.E. of the Area
Submission of Building Plan	Every working day	Building Inspector / J.E. of Area
Decision on building plans	Within 60 days	Municipal Engg/J.E.
Issuance of DPC certification	Within a week	Municipal Engineer/J.E./B.I.
Extension of validity of Building plan.	Within 15 days	Municipal Engineer/J.E./B.I.
Issue of Completion Certificate	Within 30 days	Municipal Engineer/J.E./B.I.
Composition of unauthorised construction if compoundable as per Bye-laws	Within 30 days	Municipal Engineer/J.E./B.I.
Action on complaints regarding unauthorised construction/encroachment	Immediate	Building Inspector/J.E. of the area

AVOID POLYTHENE

SANITATION

Particulars	Work Completion period	Concerning Officers /Officials
Cleaning roads	Every day	Sanitary Inspector of Area / Private Contractor
Removal of Garbage from Municipal Rubbish bins	Everyday	Sanitary Inspector of Area
Removal of Garbage on receipt of complaint	Within 2 days	Sanitary Inspector of Area
Complaints regarding Insanitary conditions	Within 2 days	Chief Sanitary Inspector / Sanitary Inspector of area
Complaints regarding stray dogs/cattles	Every Day	Sanitary Inspector of Area
Complaint regarding dead animals	Immediate	Sanitary Inspector of Area

KEEP PANCHKULA CLEAN & GREEN

ROADS/DRAIN/BUILDING MAINTENANCE

Particulars	Work Completion period	Concerning Officers /Officials
Temporary filling of pot holes/road cuts	Within 3 days	Area J.E.
Patch Repair	Within 5 days	Area J.E.
Removal of rubbish Malba from Public land by owner	Notice to owner within 48 hrs.	Building Inspector of Area
Removal of rubbish (Malba by M.C. if owner fails to comply)	One week after notice (cost recovered from owner)	Building Inspector of Area
Removal of encroachment on road a) Temporary b) Permanent	a) Within 2 days b) Within 15 days	Tehbazari inspector of area Building Inspector of Area
Drain Repairs a) Minor Repair b) Major Repair	One week One month	J.E. of the Area J.E. of the Area
Construction of New Roads/Drains	Two months	M.E./J.E. of the area

REMOVE CONGRESS GRASS

Ward No.	Name & Address	Phone (Resi.)
21	Vikas Chaudhary H.No. 148, Sec. 11, Panchkula	563365
22	Sharda Gupta H.No. 558, Sec. 12, Panchkula	565300
23	Manvir Kaur Gill H.No. 210, Sec. 12, Panchkula	578872
24	Saranjit Kaur H.No. 645/13, Haripur, Panchkula	578650
25	Tarun Bhandari H.No. 534, Sec. 4, Panchkula	573109
26	Seema Chaudhary H.No. 153, Sec. 2, Panchkula	578153
27	Pawan Kumar Mittal H.No. 773, Sec. 2, Panchkula	579773
28	Kasturi Devi H.No. 270, Vill. Kharak Mangoli, Old Panchkula	579179
29	Gomti Parsad H.No. 872, Azad Colony, Panchkula	561559
30	Anita Aggarwal H.No. 1028C, Sec. 21, Panchkula	583454
31	Amar Singh Vill. Bana, P.O. Ramgarh, Panchkula	01733-253391

WHOM TO CONTACT IF THINGS GO WRONG

President	583695	578153
Executive Officer	583794	586515
Secretary	583695	587426



Sh. Abhay Singh Chautala, M.L.A. releasing Citizen Charter alongwith Smt. Seema Chaudhary, Sh. Ashok Arora (Tpt. Minister) & Sh. O.P. Sihag.

From :
Seema Chaudhary
 President
 Municipal Council, Panchkula

Designed & Produced by :
O.P. Sihag,
 Executive Officer
 & Public Information Officer
 Municipal Council, Panchkula

MUNICIPAL TAXES

Particulars	Work Completion period	Concerning Officers/Officials
Enquiry	Every working day	Tax Superintendent
Correction of bills	Within two days	Tax Superintendent
Deposit of Taxes	Every working day	Concerned Clerk
Transfer/addition of property for tax on land and buildings purpose.	Within 4 days	Tax Superintendent
Copies relating to tax on land and building	Within two days	Tax Superintendent
Decision of transfer of tenancy of Municipal Shops /Khokhas receipt of application	Within 3 days of complete application as per rules	Tax Superintendent

SUGGESTIONS ARE ALWAYS WELCOME**MISCELLANEOUS**

Particulars	Work Completion period	Concerning Officers /Officials
Disposal of every type of complaints (Non specific)	Within 3 days	Office Superintendent
All types of copies other than House Tax	Within 3 days	Office Superintendent
Domicile / Resident/ Caste certificate Verification	Same day	Tax Superintendent & Secretary
Enquiries regarding supply of materials/ tender of municipal works	Same day	M.E.

PARKS

Particulars	Work Completion period	Concerning Officers /Officials
Development of New Parks	2 Months	Municipal Engg.
Grass Cutting, Pruning of Hedges etc.	1 Week	J.E. of the area
Watering / Cleaning	2 Days	J.E./ Sanitary Insp

Note : Maintenance of parks with public participation

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28/1/07

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राज्य परिवहन नियंत्रक,
हरियाणा चण्डीगढ़।

सेवा में

1. सभी वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार
2. सभी आयुक्त एवं सचिव, हरियाणा सरकार (Archives, Archaeology & Museums) main sectr.
3. सभी विभागाध्यक्ष, हरियाणा।

क्रमांक 14-153/एटी-3

दिनांक चण्डीगढ़ 2-1-2007

विषय:- नागरिक अधिकार प्रपत्र (परिवहन विभाग- रेगुलेटरी विंग)।

उपरोक्त विषय के संदर्भ में।

सरकार से प्राप्त हिदायतों के अनुसार परिवहन विभाग- (रेगुलेटरी विंग) द्वारा सूचना को दी जा रही सुविधाओं का विस्तृत जानकारी के लिए परिवहन विभाग - (रेगुलेटरी विंग) द्वारा नागरिक अधिकार प्रपत्र (सिटीजन चार्टर) का प्रकाशन किया गया है। इसकी एक प्रति आपको सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

कृते: राज्य परिवहन नियंत्रक
हरियाणा चण्डीगढ़।

पृ0क0

/एटी-3

दिनांक

इसकी एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है:-

1. सभी उप-मण्डल अधिकारी (ना0)-कम-सचिव, आर.टी.ए को 10-10 प्रतियाँ इस अनुरोध के साथ भेजी जाती हैं कि वे कृपया यह सुनिश्चित करें कि यह नागरिक अधिकार प्रपत्र विभाग के प्रत्येक कर्मचारी व जनता के लिए पढने हेतु आसानी से उपलब्ध हो सके।
2. सभी अधिकारी/शाखा प्रभारी, मुख्यालय।
3. ओ.एस.डी, मुख्यमंत्री, हरियाणा।
4. सचिव/परिवहन मन्त्री, हरियाणा।
5. निजी सचिव/वित्तायुक्त एवं प्रधान सचिव हरियाणा सरकार, परिवहन विभाग।
6. कार्यकारी निदेशक, ए.एस.आर.टी.यू 716, इन्डस्ट्रीयल एरिया खेल गांव गार्ग नई दिल्ली।
7. निदेशक, सी.आई.आर.टी, पूना नासिक रोड, भोड़सारी पुना।

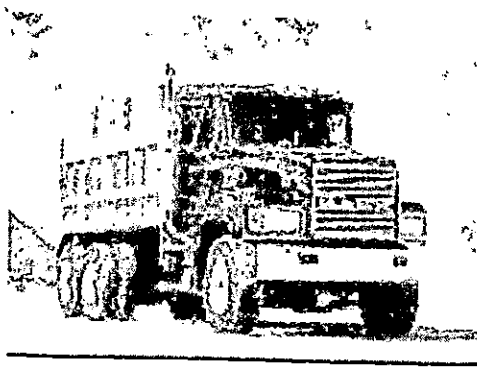
कृते: राज्य परिवहन नियंत्रक
हरियाणा चण्डीगढ़।

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TRANSPORT DEPARTMENT, HARYANA



CITIZEN CHARTER (REGULATORY WING)



OFFICE : STATE TRANSPORT CONTROLLER, HARYANA
30 BAYS BUILDING, SECTOR 17-C,
CHANDIGARH.

TELEPHONE NO.	:	2784359
E-MAIL	:	hry_tpt@hotmail.com
FAX	:	2701451

CITIZENS' CHARTER

OCTOBER – 2006

1. VISION

To bring about transparency and accountability to provide safe, smooth, integrated environment and citizen friendly transport services.

2. RESPONSIBILITES

- Registration of motor vehicles.
- Issue of driver and conductors licenses.
- Issue of permits in respect of transport vehicles.
- Licensing of driving schools.
- Collection of different fees from different transactions under the Motor Vehicles Act.
- Enforcement of provisions of Motor Vehicles Taxation Act and Rules.
- Control of vehicle pollution.
- Providing transport facilities.

3. ACTIVITIES

❖ **Issuance of permits and other related activities** – According to the provisions contained in section 68 of Motor Vehicles Act, 1988, every State Government shall constitute a State Transport Authority/ Regional Transport Authority to exercise and discharge the powers and functions relating to various RTAs and route formulation etc. The Government in Transport Department has, therefore, constituted a State Transport Authority/Regional Transport Authority which is headed by the State Transport Controller with two other members – Additional/Joint State Transport Controller as Member and the concerned Secretary, RTA as Secretary. The STA/RTA on the directions of the State Government also fixes the fares and freights for stage carriage buses, goods vehicles, local taxies and auto-rickshaws. Following functions are also performed by STA/ RTA:-

- Issuance, renewal and transfer of stage carriage, private service vehicle and the contract carriage permits.
- Issuance of national permits goods.
- Issuance of temporary and local goods permits.
- Issuance of All India Permits to the passenger vehicles having seating capacity upto 9 passengers excluding the driver.
- Countersignatures on the permits issued by other states.

Each of the District Transport Officer situated in each district (except Mewat) is functioning as Secretary, Regional Transport Authority in his territorial jurisdiction for grant/renewal/countersignatures of all type of permits in respect of transport vehicles.

- ❖ **Issuance of driving licenses** – Each of the Sub-Divisional Officer(Civil) is functioning as a licensing authority for motorcycles and for all light motor vehicles in respect of non-transport vehicles. Likewise, each of the District Transport Officer has been appointed to act as licensing authority for the issuance of all type of driving licenses in respect of transport vehicles. These licensing authorities issue driving licenses to the persons residing in their territorial jurisdiction.
- ❖ **Registration of motor vehicles** – Each of the Sub-Divisional Officer(Civil) is functioning as a registering authority in respect of all type of non-transport vehicles having seating capacity upto 6 seats excluding the driver. Likewise, each of the District Transport Officer has been appointed to act as registering authority for the issuance of registration certificates in respect of all type of transport vehicles and non-transport vehicles having seating capacity beyond 6 persons excluding the driver. These registering authorities issue registration certificates to the persons residing or doing business in their territorial jurisdiction.

- ❖ **Headquarter office** – For any grievance/guidance, the headquarter office headed by State Transport Controller, Haryana and assisted by Addl.STC and the Jt.STC can be contacted.
- ❖ **Location of Headquarter office/Licensing/Registering Authorities in the State**

Sr. No.	Place	Office telephone Number	Sr. No.	Place	Office telephone Number
Headquarter			Sub-Divisional Officers(Civil)		
1.	STC	2784359	1.	Ambala	0171-2530350,
2.	Addl.STC	2701290	2.	Naraingarh	01734-284008
3.	Jt.STC	2700541	3.	Bhiwani	01664-242101
4.	SAO (Acctts)		4.	Dadri	01250-220053
5.	SAO (Audit)	2700514	5.	Loharu	01252-258227
			6.	Siwani	01255-277222
District Transport Offices			7.	Faridabad	0129-2227868
1.	Ambala	0171-2645051	8.	Ballabgarh	0129-2304500
2.	Bhiwani	01664-254757	9.	Hathin	01275-261480
3.	Faridabad	0129-2300407	10.	Hodal	01275-235834
4.	Fatehabad	01667-226388	11.	Palwal	01275-252700
5.	Gurgaon	0124-2224444	12.	Fatehabad	01667-230011
6.	Hisar	01662-233929	13.	Tohana	01692-230280 01692-230459
7.	Jhajjar	01276-233520	14.	Ratia	01697-251700
8.	Jind	01681-245430	15.	Gurgaon	0124-2321808
9.	Kaithal	01746-227456	16.	Ferozpur Zhirka	01268-277222
10.	Karnal	0184-2251600	17.	Nuh	01267-271201
11.	Kurukshetra	01744-290300	18.	Hisar	01662-232798
12.	Narnaul	01282-255107	19.	Hansi	01663-254074
13.	Panchkula	0172-2586877	20.	Jhajjar	01251-252002
14.	Panipat	0180-2668668	21.	Bahadurgarh	01276-210306
15.	Rewari	01274-225245	22.	Jind	01681-245644
16.	Rohtak	01262-243339	23.	Narwana	01684-240130
17.	Sirsa	01666-244025	24.	Saffidon	01686-262050
18.	Sonepat	0130-2221937	25.	Kaithal	01746-234220
19.	Yamuna Nagar	01732-244980	26.	Guhla	01743-221234
			27.	Karnal	0184-2267701
			28.	Assandh	01749-278334
			29.	Kurukshetra (Thanesar)	01744-220032
			30.	Pehowa	01741-220448
			31.	Narnaul	01282-251153
			32.	Mahindergarh	01285-220228
			33.	Panchkula	0172-2561685
			34.	Kalka	01733-220500
			35.	Panipat	0180-2651303
			36.	Samalkha	0180-2571100
			37.	Rewari	01274-222270
			38.	Kosli	01259-275106
			39.	Rohtak	01262-241068
			40.	Meham	01257-233148
			41.	Sirsa	01666-247345
			42.	Dabwali	01668-222997

43.	Ellnabad	01698-220287
44.	Sonepat	0130-2222100
45.	Gohana	01263-252049
46.	Ganaur	01264-2460810
47.	Yamuna Nagar (Jagadhri)	01732-237805

- ❖ **Enforcement** – For an effective implementation of the objects and to enforce the provisions of the Motor Vehicles Act, 1988 and the rules made thereunder, the following officers of the Motor Vehicle Department have been appointed as enforcement officers :-

(A) Officers of Motor Vehicle Department

- (i) State Transport Controller;
- (ii) Additional/Joint State Transport Controller;
- (iii) Additional/Joint Excise and Taxation Commissioner;
- (iv) Senior Superintendent of Police, Haryana Highway Patrol and Road Safety;
- (v) Secretary, State/Regional Transport Authority;
- (vi) District Transport Officer;
- (vii) Flying Squad Officer;
- (viii) Deputy Superintendent of Police, Haryana Highway Patrol and Road Safety;
- (ix) Assistant District Transport Officer;
- (x) Assistant Excise and Taxation Officer;
- (xi) Incharge, Traffic Aid Centres, Haryana Highway Patrol and Road Safety not below the rank of Sub-Inspector.

(B) Officers other than Motor Vehicle Department

- (i) Deputy Commissioners;
- (ii) Additional Deputy Commissioners;
- (iii) Sub-Divisional Officers (Civil);
- (iv) City Magistrates;
- (v) General Managers, Haryana Roadways; and
- (vi) Traffic Managers, Haryana Roadways.

The aforesaid enforcement officers are maintaining road discipline.

4. INSPECTION AND FITNESS OF VEHICLES

For grant of certificate of fitness to the transport vehicles, a board of inspection consisting of concerned District Transport Officer, concerned

City Magistrate or nominee of District Administration and the Motor Vehicle Inspector concerned has been constituted by the State Transport Authority. All type of transport vehicles are physically inspected at various places in the State as under :-

Sr. No.	Name of District	Days of passing	Place of passing
1.	<u>MVI, Ambala</u>		
a)	Ambala	Every Monday and Friday	Near State Bank of India Opp.SP. Office, Ambala City
b)	Panchkula	Every Tuesday	Shimla Road.Front side of DC.office.
c)	Yamuna Nagar	Every Wednesday and Thursday	Old Court Ground, Jagadhri.
2.	<u>MVI, Karnal</u>		
a)	Karnal	Every Monday and Friday	Near Mini Secretariat.
b)	Kaithal	Every Tuesday	Near Punjabi Dhaba. Bye pass, Kaithal.
c)	Kurukshetra	Every Thursday	Opp. SP. office, Mini Secretariat Ground.
d)	Panipat	Every Wednesday	In front of DTO office and Near Truck Union, Panipat
3.	<u>MVI, Faridabad</u>		
a)	Faridabad	Every Monday, Tuesday, Wednesday & Friday	Sector-12, Near E&T building
b)	Sonepat	Every Thursday	Near Mini Secretariat
4.	<u>MVI, Gurgaon</u>		
a)	Gurgaon	Every Monday, Wednesday and Friday	Sector-32 Near Sohna Chowk
b)	Rewari	Every Tuesday	Opp. Committee Ground, Rewari
c)	Narnaul	Every Thursday	Near M.S.Narnaul
5.	<u>MVI, Rohtak</u>		
a)	Rohtak	Every Monday and Friday	Sector 2 - Part, Housing Board Colony, Rohtak.
b)	Jhajjar	Every Tuesday	Nehru Stadium, Near Jhajjar Bus Stand

- | | | |
|-----------------------------|----------------------------|---------------------------------------|
| c) Bhiwani | Every Wednesday | HUDA Park, Near DTO office, Bhiwani. |
| d) Jind | Every Thursday | HUDA Park, Near DTO Office, Jind |
| 6. <u>MVI, Hisar</u> | | |
| a) Hisar | Every Wednesday and Friday | Gangua, Near Petrol Pump |
| b) Fatehabad | Every Monday | Sabzi Mandi, Hisar Road. |
| c) Sirsa | Every Tuesday and Thursday | Near Beej Bhandar, Hisar Road, Sirsa. |

5. PUBLIC GRIEVANCE REDRESSAL MACHINERY

Addl.STC at the headquarter is the competent authority and has been declared as Public Relation Officer. Similarly at field level, the concerned District Transport Officer and the concerned Sub-Divisional Officer(Civil) have been declared Public Relation Officer in their territorial jurisdiction. Any person can get information regarding Transport Department after submitting application in the prescribed form under the Right to Information Act.

6. REMEMBER THE FOLLOWING IF YOU CAN HAVE WORK IN TRANSPORT DEPARTMENT

- (i) The timings for public dealing of the various field offices under the Transport Department are from 9.30 AM to 12.00 Noon.
- (ii) All the Licensing/Registering Authority offices situated in the State are open on all working days except on Saturdays, Sundays and Gazetted Holidays.
- (iii) The required forms are available in all the field offices.
- (iv) The time frames mentioned are followed in case all the required documents are submitted. One should, therefore, take care that all documents are submitted alongwith the application to avoid any delay.
- (v) One should submit the application at the demarcated counter in the prescribed form alongwith the required documents. The prescribed

fee should also be deposited and receipt produced to the competent authority. Then one may present himself at the given time to collect the document required by him.

Sr. No.	Activity	Documents to be submitted	Fee to be paid	Time taken for activity
1.	New Registration of Vehicles	i) Application in Form 20 (along with pencil impression of the chassis number) ii) Form 21 - Sale Certificate iii) Road worthiness Certificate in Form-22 iv) Invoice from Manufacturer/ Dealer v) Copy of Valid address proof vi) Copy of Valid Insurance vii) Entry Tax and valid Temporary Registration Certificate (if the vehicle is purchased from other State) viii) Certificate of Fitness (in case of commercial vehicle only) ix) Two photos of the owner	Invalid Carriage - Rs.20/- Motor Cycle - Rs.60/- L.M.V. - Rs.200/- Imported Motor Vehicle - Rs.800/-	Three days subject to submission of complete documents
2.	Duplicate Registration Certificate	i) Application in Form 26 (in duplicate - one copy attested) ii) FIR iii) Copy of fee receipt iv) Copy of Valid PUC Certificate v) Copy of Valid Insurance vi) Copy of Valid address proof vii) Affidavit in Rs.10/- Stamp Paper viii) No challan pending report	Half of the fee mentioned at Sr.No.1	Fifteen days subject to submission of complete documents
3.	Transfer of ownership	i) Form 29 in duplicate (one copy attested) ii) Form 30 in duplicate iii) Copy of fees receipts iv) Valid PUC Certificate v) Copy of Valid Insurance vi) Copy of Valid address proof vii) Original Registration Certificate	Half of the fee mentioned at Sr.No.1	Three day subject to submission of complete documents

4.	Transfer of ownership in case of death	<ul style="list-style-type: none"> i) Form 29 & 30 (in duplicate) ii) Form 31 iii) Death Certificate iv) Affidavit/NOC of all the family members/legal heirs on Rs. 10/- non judicial stamp paper duly attested by Notary Public/Oath Commissioner/SDM or Succession Certificate v) Original Registration Certificate vi) Copy of valid PUC Certificate vii) Copy of Valid Insurance. viii) Copy of Valid address proof 	Rs.100/-	Three days subject to submission of complete documents
5.	Hypothecation - Addition	<ul style="list-style-type: none"> i) Application in Form 34 in duplicate ii) Letter of Financier in letter head iii) Original Registration Certificate iv) Copy of fees receipt v) Valid PUC Certificate vi) Copy of Valid Insurance vii) Copy of Valid address proof 	Rs.100/-	Same day subject to submission of complete documents
6.	Hypothecation - Deletion	<ul style="list-style-type: none"> i) Application in Form 35 in duplicate ii) NOC of Financier in letter head iii) Original Registration Certificate iv) Copy of fees receipt. v) Valid PUC Certificate. vi) Copy of Valid Insurance. vii) Copy of Valid address proof 	Rs.100/-	Same day subject to submission of complete documents
7.	Change in Residence	<ul style="list-style-type: none"> i) Form 33 ii) Original RC iii) Valid PUC Certificate iv) Copy of Valid Insurance v) Copy of Valid address proof 	Rs.20/-	Two days subject to submission of complete documents
8.	Alteration in R.C.	<ul style="list-style-type: none"> i) Application in plain paper ii) Original R.C. 	Rs.50/-	Two days subject to submission of complete documents

9.	NOC for Vehicles	i) Form 28 (in quadruplicate) with pencil print of chassis number ii) Photocopy of RC along with original RC iii) Valid PUC Certificate iv) Copy of Valid Insurance NB : Issuance of NOC subject to NCRB Clearance Report.	No fee applicable	Three days subject to submission of complete documents
10.	Re-Registration (after 15 years) for private vehicles	i) Form-25 along with pencil impression of chassis number ii) Original Registration Certificate iii) Copy of Valid PUC Certificate iv) Copy of Valid Insurance v) Copy of Valid address proof	Same as mentioned at Sr.No.1	Two days subject to submission of complete documents
11.	Learner's License	i) Forms 1,1A, 2 and 3 ii) Proof of Date of Birth iii) Proof of Address iv) Declaration of physical fitness in Form 1 v) Medical Certificate from MBBS doctor in Form 1A (for applicant of commercial vehicle and applicant of the age of 50 years & above for private vehicle license	Rs.30/- for each class of vehicle.	Same day subject to submission of complete documents
12.	Permanent Driving License	i) Original Learner License (Form 3) with composite fee receipt ii) Form 4 iii) Form 5 issued from Approved Driving School (mandatory only for commercial licenses) iv) Form 4 in case of Commercial license only.	a) License fees in Form 7 - Rs.200/- b) Competency test - Rs.50/- for each class of vehicle c) License fees in Form 6 - Rs.40/- d) Competency test - Rs.50/- for each class of vehicle	Three days subject to submission of complete documents
13.	Renewal of Driving License	i) Form 9, 1 & 1A ii) Original Driving License iii) Certificate of refresher course issued by ITDR/AAUI in case of renewal of HMV category only iv) Driving License	a) Renewal fees in Form 7 - Rs.200/- b) Renewal fees in Form 6 - Rs.50/-	Same day subject to submission of complete documents

2) Document(s) accepted as a proof of date of birth :

- i) School Certificate
- ii) Passport
- iii) Birth Certificate issued by Municipal Corporation
- iv) PAN Card
- v) LIC Policy
- vi) CGHS Card
- vii) Affidavit issued by an Executive Magistrate or a First Class Magistrate.

3) All photocopies should be duly attested by a Gazetted Officer or a Notary Public.

4) In case of any Grievance, please contact Licensing/Registering Authority of the relevant functional area.

		<ul style="list-style-type: none"> v) Proof of Date of Birth vi) Proof of Address vii) Medical Certificate in Form 1 and in case of Commercial category in Form 1A also 		
14.	Duplicate Driving License	<ul style="list-style-type: none"> i) LLD Form, Form 1 & 1A ii) NCR/FIR iii) Challan Clearance in case of commercial category of driving license (from Traffic Police) – Teen Murti Lines) iv) Proof of date of birth v) Proof of Address 	Rs.25/-	Fifteen days subject to submission of complete documents
15.	International Driving Permit	<ul style="list-style-type: none"> i) Certified copy of valid visa Form 6 A ii) Form 1 & 1A iii) Certified copy of valid pass port iv) Certified copy of valid driving license v) Certified copy of valid address proof other than passport 	Rs.500/-	Three days subject to submission of complete documents
16.	Temporary Permit	<ul style="list-style-type: none"> i) Application in prescribed form ii) Fees iii) Copy of R.C. iv) Copy of permit. 	<ul style="list-style-type: none"> a) Upto 2 days - Rs.50/- b) Above 2 to 7 days - Rs.100/- c) For every additional week - Rs.75/- 	Same day subject to submission of complete documents
17.	All type of permits	<ul style="list-style-type: none"> i) Application in prescribed form ii) Original Permit iii) Copy of valid Fitness Certificate iv) Clearance report regarding payment of all taxes/fees v) Affidavit on Rs.10/- Non-Judicial Stamp Paper duly attested 	Keeping in view the operational area on the basis of maximum upto 6 regions.	Three days subject to submission of complete documents
18.	Counter signatures of goods vehicles (other state)	<ul style="list-style-type: none"> i) Application in form of prescribed affidavit. ii) Letter from concerned authority iii) Original R.C. iv) Permit part 'A' and part 'B' 	Keeping in view the operational area on the basis of maximum upto 6 regions.	Same day subject to submission of complete documents

9.	NOC for Vehicles	<ul style="list-style-type: none"> i) Form 28 (in quadruplicate) with pencil print of chassis number ii) Photocopy of RC along with original RC iii) Valid PUC Certificate iv) Copy of Valid Insurance <p>NB : Issuance of NOC subject to NCRB Clearance Report.</p>	No fee applicable	Three days subject to submission of complete documents
10.	Re-Registration (after 15 years) for private vehicles	<ul style="list-style-type: none"> i) Form-25 along with pencil impression of chassis number ii) Original Registration Certificate iii) Copy of Valid PUC Certificate iv) Copy of Valid Insurance v) Copy of Valid address proof 	Same as mentioned at Sr.No.1	Two days subject to submission of complete documents
11.	Learner's License	<ul style="list-style-type: none"> i) Forms 1,1A, 2 and 3 ii) Proof of Date of Birth iii) Proof of Address iv) Declaration of physical fitness in Form1 v) Medical Certificate from MBBS doctor in Form 1A (for applicant of commercial vehicle and applicant of the age of 50 years & above for private vehicle license 	Rs.30/- for each class of vehicle.	Same day subject to submission of complete documents
12.	Permanent Driving License	<ul style="list-style-type: none"> i) Original Learner License (Form 3) with composite fee receipt ii) Form 4 iii) Form 5 issued from Approved Driving School (mandatory only for commercial licenses) iv) Form 4 in case of Commercial license only. 	<ul style="list-style-type: none"> a) License fees in Form 7 - Rs.200/- b) Competency test - Rs.50/- for each class of vehicle c) License fees in Form 6 - Rs.40/- d) Competency test - Rs.50/- for each class of vehicle 	Three days subject to submission of complete documents
13.	Renewal of Driving License	<ul style="list-style-type: none"> i) Form 9, 1 & 1A ii) Original Driving License iii) Certificate of refresher course issued by ITDR/AAUI in case of renewal of HMV category only iv) Driving License 	<ul style="list-style-type: none"> a) Renewal fees in Form 7 - Rs.200/- b) Renewal fees in Form 6 - Rs.50/- 	Same day subject to submission of complete documents

19.	Duplicate permit for all type of vehicles	i) Application ii) Original FIR iii) Affidavit on Rs.10/- Non-Judicial Stamp . Paper duly attested iv) Photocopy of permit v) Fee receipt vi) No challan pending report	a) Rs.50/- for defaced permit. b) Rs.500/- for last/destroyed permit.	fifteen days subject to submission of complete documents
20.	Grant or renewal of National Permit	i) Application in Form No.46 ii) Affidavit on Rs.10/- Stamp Paper duly attested iii) Photocopy of the Registration Certificate iv) Deposit Slip of old Permit (in case vehicle already having Permit)	Rs.500/- for one year	Same day subject to submission of complete documents

1) **Document(s) accepted as address proof**

In case of individual	In case of firms
i) Passport ii) Election I-Card iii) Ration Card iv) Water Bill v) Electricity Bill vi) Telephone bill vii) Driving license viii) Rent receipt accompanied by property ownership proof of the landlord ix) Pay-Slip (in the case of Govt. servant) x) Pay slip accompanied by a Provident Fund Receipt (in the case of Private Sector employees) xi) Property ownership like Registry, Power of Attorney etc. xii) Post office or Bank Passbook/document, indicating residential address xiii) House Tax Receipt xiv) House Allotment letter issued by the Estate Office or by any authority xv) Certificate from the Employer (in case of Govt. servants only)	i) Letter of incorporation with address duly certified by registrar of companies ii) Registration certificate issued by Sales Tax Department iii) Income Tax Clearance Certificate iv) Registered lease deed with rent receipt v) Telephone Bill vi) Electricity Bill vii) Water connection bill viii) House allotment letter issued by State office/DDA

2) Document(s) accepted as a proof of date of birth :

- i) School Certificate
- ii) Passport
- iii) Birth Certificate issued by Municipal Corporation
- iv) PAN Card
- v) LIC Policy
- vi) CGHS Card
- vii) Affidavit issued by an Executive Magistrate or a First Class Magistrate.

3) All photocopies should be duly attested by a Gazetted Officer or a Notary Public.

4) In case of any Grievance, please contact Licensing/Registering Authority of the relevant functional area.

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**CITIZEN CHARTER
GOVERNMENT OF HARYANA
DEPARTMENT OF ARCHAEOLOGY AND MUSEUMS
HARYANA
GEETA KENDRA
BRAHAM SAROVAR
KURUKSHETRA**

PUBLICATION YEAR-2004

Last page

The designation , address and telephone number of the senior officers of the Department are given below:-

<u>Sr.No</u>	<u>Name & designation</u>	<u>Address</u>	<u>Phone No.</u>
1.	Sh. Abhilaksh Likhri, I.A.S. <i>Subhash Chander hoel</i> Director	D.C.Residence Kurukshetra.	220271 (R) 220270(O)
2.	Sh Surjeet Singh. Administrative Officer	H.No. 3359 Sector- 23, Chandigarh.	715190(R) 714570(O)
2.	Sh D.S. Malik Deputy Director	H.No.898 Sector-5, Kurukshetra.	294644(O)
3.	Sh J.S. Khatri Assistant Director	H.No. 719 Sec. 13, Housing Board, Kurukshetra	294644(O)
4.	Sh M. Acharya Numismatic Officer	H.No. 822, Ward No. 12, Professor Colony, Kurukshetra	294644(O)
5.	Sh. S.K.Arora Curator	H.No. 898 Sector- 5, Kurukshetra.	294644(O)
6.	Sh. Dhoop Singh	C-20 Officers Colony, Hisar	253802(R)

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CITIZEN CHARTER

The Department of Archaeology and Museums, Haryana with its Headquarter at Kurukshetra came in existence in 1972. Archaeological Excavations, Explorations, Protection & Conservation of Ancient & Historical Monuments/Sites and Museum activities are the main functions of the department. Under the museum activities the department documents, the antiquities and treat them chemically, establishes museums for displaying ancient art objects, provide research facilities and organizes exhibition at various places in the state to create general awareness in public. Other activities of the department include the registration of antiquities in private possession to stop illegal trade and publication of popular and research literature on new discoveries.

The Directorate has two sub offices, one office of Registering Officer and another Zonal Museum, both these offices are established in Jahaj Kothi, Jahaj Pull at Hisar. The registering Officer is head of the office of Registration office at Hisar. He also looks after the Zonal Museum.

- 1. The Zonal Museum at Hisar has been set up in Jahaj Kothi a State protected monument. This museum houses sculptures, terracottas and pottery of various periods. The museum remains open for the general public from 9 A.M to 5 P.M. during all the working days, the departmental publications are also supplied to the researchers and general public ~~at~~ free of cost.

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The site is of great tourist attraction because of close proximity to the Yadvendra Gardens. Zonal Museum has already been set up in Jahaj Kohi at Hisar. These museums remain open for the general public during the working days from 9.00 A.M. to 5.00 P.M.

RESEARCH FACILITIES

The department has imparted practical training of archaeological excavations to the (M.A.) students of M.D. University, Rohtak and Kurukshetra University, Kurukshetra. The report of excavations conducted at Kunal and Sugh will be prepared and made available to the researchers in due course of time.

All the above mentioned activities of the department are regulated under the following acts:-

1. The Punjab Ancient & Historical Monuments & Archaeological Sites and Remains Act, 1964 and Rule, 1965 (State Act).
2. The Antiquities & Art Treasures Act-1972 and Rule, 1973 (Central Act)
3. The Indian Treasures Trove Act-1878 (Central Act)
4. The Ancient Monuments & Archaeological sites and Remains Act, 1958 and Rule, 1959 (Central Act)

The department has brought out the following publications:-

1. Heritage of Haryana - 1
"Sculptures of Hindu Divinities".
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"Buddhist Remains".
3. Haryana through the ages
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5. *अमर देव मन्दिर, मन्दाकिनी रोड, पानीपत*
6. Banawali

7. Apart from these, the following 16 pictures post cards of ancient monuments and sculptures have been published:-

- (I) Agni, 10th Cent. A.D., Pinjore (Panchkula)
- (II) Ishana, 10th Cent. A.D., Pinjore (Panchkula)
- (III) Vaman, 10th-11th Cent. A.D., Bawal (Rewari)
- (IV) Parshvanath, 12th Cent. A.D., Badhara (Bhiwani)
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- (XIV) Buddha with Attendant, 1st Cent. A.D., Jhajjar

(c) Sri Krishna Museum, Kurukshetra

In order to check illegal trade of sculptures and antiquities from the state an independent office of Registering Officer is established at Jahaj Kothi, Jahajpul, Hisar. The main functions of this Office is to register the antiquities in private possession and issue certificate of registration thereof. Any person who refused to register the antiquities shall be punishable with imprisonment of six month or with fine or with both.

The antiquities holder is required to collect application form for registration from the Office of the Registering Officer, Hisar and submit after duly filing alongwith four photographs in the same office to register the antiquity. The Registering Officer will physically check and verify the details of antiquity. After completion of the formalities the Registering Officer will issue the certificate of registration. The antiquity owners can get their antiquities registered in the above office on all working days between 9.00 to 5.P.M. Any person shall register the antiquities within 15 days of the date on which he comes into ownership. the owner have to lodge an F.I.R. to the police and if register it must be bring into the notice of concerned R.O. Defination of antiquity is attached at annexure 'B'.

MUSEUMS ACTIVITIES.

The department plays a vital role in the preservation of ancient heritage. A state museum is being set up in Kurukshetra. The antiquities like sculptures, terracottas, coins and other archaeological material will be displayed in this museum. In addition to the state museum, the department is setting up a site museum at Bhima Devi Temple, Pinjore. This site museum is situated near the Yadvendra Gardens and remains open for general public. The site museum at Bhima Devi Temple, Pinjore will house the ancient temple remains of the site belonging to the c.9-12th of Century A.D. of Gurjara Pratihara Art. ~~The site is of great tourist attraction because of close proximity to the Yadvendra~~

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(XV) Tomb of Sheikh Chaheli, 17th Cent. A.D., Thanesar
(Kurukshetra)

(XVI) Shiva Temple, 7th Cent. A.D., Kalayat (Kaithal)

These publications and pictures post cards supplied to the public for creating awareness about their ancient heritage of the State. These can be colleted on demand from the office of the Director, Archaeology and Museums, Haryana, Geeta Kendra, Brahm Sarovar, Kurukshetra.

The Governor has declared the following Monuments/sites as State Protected monuments/sites:-

1. Bhima Devi Temple, Pinjore
2. Takia Banwa Fakir, PInjore
3. European Cemetery, Ambala
4. Shish Mahal, Farukh Nagar, Gurgaon
5. Dehra Mandir, Ferozpur Jhirka, Gurgaon
6. Old Badshahi Bridge, Vill.Ucchha Siwan, Karnal
7. Prachi Shiv Temple, Pehowa (Kurukshetra)
8. Vishwa Mitra Ka Tilla, Pehowa (Kurukshetra)
9. Tomb of Sheikh Tayyab, Kaithal
10. Durgah & Mosque of Pir Turkman, Narnaul
11. Tripolia Gateway, Narnaul
12. Nizam Shah's Tomb, Narnaul
13. Chor Gumbad, Narnaul
14. Shobha Sarovar, Narnaul
15. Chhatta & Sarai of Rai Bal Mukund Dass, Narnaul

5.	Jain Attendant	90/-
6.	Male Head	50/-
7.	Female Head	50/-
8.	Musician (Medallion)	70/-
9.	Ganesh Shakti (Medallion)	30/-
10.	Brahma	25/-
11.	Ganesh	100/-
12.	Vaman	800/-
13.	Vishnu (Beri)	900/-
14.	Vishnu Head	225/-
15.	Surya	70/-
16.	Ekanamsha	50/-
17.	Narasimha	50/-
18.	Ganesh (Kohand)	100/-
19.	Shesh Shayi Vishnu	180/-
20.	Parshwanath	250/-
21.	Vishnu (Bust)	500/-
22.	Varah	150/-

The Plaster Casts can be purchased on all working days
from the following offices:-

- (a) Director, Archaeology & Museums Department, Haryana,
Geeta Kendra, Kurukshetra .
- (b) Assistant Curator, Panipat Museum, Canal Rest
House, Binjhol, Panipat.

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- 16. Mirza Alijan's Court, Baoli & Takhat, Narnaul
- 17. Ancient Mound, Vill. Bhirdana, Fatehabad
- 18. Pre-Harappan site, Kunal, Fatehabad
- 19. Ancient Gumbad, Govt. College Campus, Hisar
- 20. Jahaj Kothi, Hisar
- 21. Tomb Complex of Char Kutub, Hansi
- 22. Buddhist Stupa, Chaneti, Yamuna Nagar

These state protected monuments/sites are conserved and preserved by the department and can be seen by general public on all days without any entry fees. There is no roll of a citizen in protection of monuments.

With a view to popularize the ancient heritage of the State, the department prepares and sells the plaster cast of 22 ancient and rare sculptures to the general public at very reasonable rates. The name of the plaster casts along with their prices is given below:-

<u>Sr. No.</u>	<u>Name of Plaster Casts</u>	<u>Price Rs.</u>
1.	Indo Greek Budha	200/-
2.	Uma Maheswar	180/-
3.	Alas Kanya	120/-
4.	Attendant	120/-
5.	Jain Attendant	90/-
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पुरावशेष तथा बहुमूल्य कलाकृति नियम, 1973

प्ररूप 7

पुरावशेषों के रजिस्ट्रीकरण के लिए आवेदन

(नियम II देखिये)

1. आवेदक (व्यक्ति या फर्म) का नाम
2. आवेदक (व्यक्ति या फर्म) का पता
3. पोस्टकार्ड के आकार में फोटोचिन्ह की चार प्रतियां सहित वस्तु की पहचान और वर्णन।
4. सामग्री
5. आकार
6. लगभग तारीख
7. अर्जन का स्त्रोत
8. जब कि आवेदक ऐसे किसी पुरावशेष का जो पहले से ही अधिनियम के अधीन रजिस्ट्रीकृत है स्वामित्व, निष्पन्नण या कब्जा लेता है, तो ऐसे पुरावशेष की रजिस्ट्रीकरण संख्या और रजिस्ट्रीकरण अधिकारी का नाम जिसने उसे रजिस्ट्रीकृत किया है।
9. अर्जन की तारीख
10. अर्जन का ढंग
11. दिया गया मूल्य यदि कोई हो
12. (क) वर्तमान अवस्थान, और
(ख) परिरक्षण और सुरक्षा की शर्त
13. यदि अधिनियम के अधीन पुरावशेष पहले से ही रजिस्ट्रीकृत है तो क्या उसका रजिस्ट्रीकरण प्रमाण पत्र संलग्न है।

मैं घोषणा करता हूं कि उपरोक्ता सूचना मेरे उत्तम ज्ञान और विश्वास के आधार पर सत्य और पूर्ण है। मैं यह भी वचन देता हूं कि मैं पुरावशेष और बहुमूल्य कलाकृति अधिनियम 1972 के उपबन्धों और तद्धीन बने नियमों का पालन करूंगा।

संगठन की मोहर

स्थान

तारीख

हस्ताक्षर

आवेदक का नाम

- 1 यदि आवेदन किसी संगठन की ओर से है, तो उसका नाम देना चाहिए।
- 2 यदि आवेदन किसी संगठन की ओर से है तो उस संगठन के अध्यक्ष के हस्ताक्षर होने चाहिए।

DEFINITION OF ANTIQUITIES:

- (i) Any coin, sculpture, epigraph or other work of art or craftsmanship;
- (ii) Any article, object or thing detached from a building or cave;
- (iii) Any article, object or thing illustrative of Science, art, crafts, literature, religion, custom, morals or politics in bygone ages;
- (iv) Any article, object or thing of historical interest;
- (v) Any article, object or thing declared by the Central Government, by notification ~~made~~ in the official Gazette, to be an antiquity for the purposes of this Act, which has been in existence for not less than one hundred years, and
- (vi) Any manuscript, record or other document which is of Scientific, historical, literary or aesthetic value and which has been in existence for not less than seventy-five years;

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8. Vishwa Mitra Ka Tilla, Pehowa (Kurukshetra)
9. Tomb of Sheikh Tayyab, Kaithal
10. Durgah & Mosque of Pir Turkman, Narnaul
11. Tripolia Gateway, Narnaul
12. Nizam Shah's Tomb, Narnaul
13. Chor Gumbad, Narnaul
14. Shobha Sarovar, Narnaul
15. Chhatta & Sarai of Rai Bal Mukund Dass, Narnaul
16. Mirza Alijan's Court, Baoli & Takhat, Narnaul
17. Ancient Mound, Vill. Bhirdana, Fatehabad
18. Pre-Harappan site, Kunal, Fatehabad
19. Ancient Gumbad, Govt. College Campus, Hisar
20. Jahaj Kothi, Hisar
21. Tomb Complex of Char Kutub, Hansi
22. Buddhist Stupa, Chaneti, Yamuna Nagar

These state protected monuments/sites are conserved and preserved by the department and can be seen by general public on all days without any entry fees. There is no role of a citizen in protection of monuments.

With a view to popularize the ancient heritage of the State, the department prepares and sells the plaster cast of 22 ancient and rare sculptures to the general public at very reasonable rates. The name of the plaster casts along with their prices is given below:-

<u>Sr. No.</u>	<u>Name of Plaster Casts</u>	<u>Price Rs.</u>
1.	Indo Greek Budha	200/-
2.	Uma Maheswar	180/-
3.	Alas Kanya	120/-
4.	Attendant	120/-
5.	Jain Attendant	90/-
6.	Male Head	50/-
7.	Female Head	50/-
8.	Musician (Medallion)	70/-

9.	Ganesh Shakti (Medallion)	30/-
10.	Brahma	25/-
11.	Ganesh	100/-
12.	Vaman	800/-
13.	Vishnu (Beri)	900/-
14.	Vishnu Head	225/-
15.	Surya	70/-
16.	Ekanamsha	50/-
17.	Narasimha	50/-
18.	Ganesh (Kohand)	100/-
19.	Shesh Shayi Vishnu	180/-
20.	Parshwanath	250/-
21.	Vishnu (Bust)	500/-
22.	Varah	150/-

The Plaster Casts can be purchased on all working days from the following offices:-

- (a) Director, Archaeology & Museums Department, Haryana, Geeta Kendra, Kurukshetra.
- (b) Assistant Curator, Panipat Museum, Canal Rest House, Binjhol, Panipat.
- (c) Sri Krishna Museum, Kurukshetra.

In order to check trade of sculptures and antiquities from the state an independent office of Registering Officer is established at Jahaj Kothi, Jahajpull, Hisar. The main function of this office is to register the antiquities in private possession and issue certificate of registration thereof. Any person who refuses to register the antiquities shall be punishable with imprisonment of six month or with fine or both.

The antiquity holder is required to collect application form for registration from the Registering Officer, Hisar and submit after duly filing along with four photographs in the same office to register the antiquity. The registering officer will physically check and verify the details of antiquity. After completion of the formalities the registering officer will issue the

certificate of registration. The antiquity owners can get their antiquities registered in the above office on all working days between 9.00 to 5.00. Any person shall register the antiquities within 15 days of the date on which he comes into ownership. The owner ^{of any antiquity} has to lodge an F.I.R. to the police ^{if it is kept or lost} and if ^{it is registered,} ~~register~~ it must be bring into the notice of ~~concerned~~ Registering Officer. Definition of antiquity is attached at annexure 'B'.

MUSEUMS ACTIVITIES

The department plays a vital role in the preservation of ancient heritage. A state Museum is being set up in Kurukshetra. The antiquities like sculptures, terracottas, coins and other archaeological material will be displayed in this museum. In addition to the state museum, the department is setting up a site museum at Bhima Devi Temple, Pinjore. This site museum is situated near Yadvendra Gardens and remains open for general public. The site museum at Bhima Devi Temple, Pinjore will house the ancient temple remains of the site belonging to the c. 9-12th Cent. A.D. of Gurjara Pratihara Art. This art is of great tourist attraction because of close proximity to the Yadvendra Gardens. Zonal Museum has already been set up in Jahaj Kothi at Hisar. These museums remain open for the general public during the working days from 9-00 A.M. to 5-00 P.M.

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3. The Indian Treasures Trove Act- 1878 (Central Act).
4. The Ancient Monuments & Archaeological sites and Remains Act, 1958 and Rule, 1959 (Central Act).

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The designation, address and telephone number of the senior offices of the Department are given below:-

Sr.No.	Name & designation	Address	Phone No.
1.	Sh. Subhash Chander Goel Sh. ^{S. T. Shrivastava} Director	D.C. Residence Kurukshetra	220271 (R) 220270 (O)
2.	Sh. D.S. Malik Deputy Director	H.No. 898 Sec. 5, Kurukshetra	294644 (O)
3.	Sh. J.S.Khatri Assistant Director	H.No. 719 Sec. 13, Housing Board, Kurukshetra	294644 (O)
4.	Sh. M. Acharya Numismatic Officer	H.No. 822, Ward No.12, Professor Colony, Kurukshetra	294644 (O)
5.	Sh.S.K.Arora Curator	H.No. 898 Sec. 5, Kurukshetra	294644 (O)
6.	Sh.Dhoop Singh Registering Officer	C-20 Officers Colony, Hisar	253802 (R)

पुरावशेश तथा बहुमूल्य कलाकृति नियम , 1973

प्ररूप 7

पुरावशेशों के रजिस्ट्रीकरण के लिए आवेदन

(नियम II देखिये)

1. ओवेदक (व्यक्ति या फर्म) का नाम
2. आवेदक (व्यक्ति या फर्म) का पता
3. पोस्टकार्ड के आकार में फोटोचिन्ह की चार प्रतियां सहित वस्तु की पहचान और वर्णन !
4. सामग्री
5. आकार
6. लगभग तारीख
7. अर्जन का स्रोत
8. जब कि आवेदक ऐसे किसी पुरावशेश का जो पहले से ही अधिनियम के अधीन रजिस्ट्रीकृत है स्वामित्व नियन्त्रण या कब्जा लेता है, तो ऐसे पुरावशेश की रजिस्ट्रीकरण संख्या और रजिस्ट्रीकरण अधिकारी का नाम जिसने उसे रजिस्ट्रीकृत किया है !
9. अर्जन की तारीख
10. अर्जन का ढंग
11. दिया गया मूल्य यदि कोई हो
12. क. वर्तमान अवस्थान, और
ख. परिरक्षण और सुरक्षा की शर्त
13. यदि अधिनियम के अधीन पुरावशेश पहले से ही रजिस्ट्रीकृत है तो क्या उसका रजिस्ट्रीकरण प्रमाण पत्र संलग्न है !

मैं घोशणा करता हूँ कि उपरोक्त सूचना मेरे उत्तम ज्ञान और विश्वास के आधार पर सत्य और पूर्ण है ! मैं यह भी वचन देता हूँ कि पुरावशेश और बहुमूल्य कलाकृति अधिनियम 1972 के उपबन्धों और तद्धीन बने नियमों का पालन करूंगा !

संगठन की मोहर

स्थान
तारीख

हस्ताक्षर
आवेदक का नाम

-
1. यदि आवेदन किसी संगठन की ओर से है, तो उसका नाम देना चाहिए
 2. यदि आवेदन किसी संगठन की ओर से है तो उस संगठन के अध्यक्ष के हस्ताक्षर होने चाहिए !

DEFINITION OF ANTIQUITIES:

- (i) Any coin, sculpture, epigraph or other work of art or craftsmanship;
- (ii) Any article, object or thing detached from a building or cave;
- (iii) Any article, object or thing illustrative of science, art. Crafts, literature, religion, custom, morals or politic in bygone ages;
- (iv) Any article, object or thing of historical interest;
- (v) Any article, object or thing declared by the Central Government, by notification in the official Gazette, to be an antiquity for the purposes of this Act, which has been inexistence for not-less than one hundred years, and
- (vi) Any manuscript, record or other document which is of scientific, historical, literary or aesthetic value and which has been in existence for not less than seventy-five years;

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15/5/07

FROM

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The Chief Secretary to Government, Haryana,
Administrative Reforms Department.

To

- i) All Heads of Departments in Haryana.
- ii) The Registrar, Punjab & Haryana High Court.
- iii) The Commissioner, Ambala, Hisar, Gurgaon and Rohtak Division.
- iv) All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
- v) Managing Directors of all Corporations/Boards, Haryana.

Dated Chandigarh, the 2nd May, 2007.

Subject:- Citizens' Charter- Publicity, Monitoring and Review.

Sir/Madam,

I am directed to invite your attention to the Administrative Reforms Department letter No.8/4/2002-RU, dated 18-04-2003 and subsequent letters of even No. dated 04-06-2003, 11-07-2003, 03-02-2004, 16-04-2004, 25-11-2004, 15-06-2005 and 07-03-2006 on the subject noted above and to state that despite issue of repeated instructions the response regarding intimating feedback on the initiatives taken for the implementation of Citizens' Charter is not encouraging. The effectiveness of the deployment of Citizens' Charters of various Government Agencies with references to levels of awareness among citizens, clients, publicity, orientation and training of personnel, feedback systems and review of the existing charters has been an area of concern. So, with a view to accelerating the tempo of formulation and effective implementation of Citizens' Charters, the following steps were suggested to be taken immediately:-

- i) To make the Citizens' Charters consumer friendly consumer groups may be consulted at the time of their formulation and review; Review should be undertaken with consumer groups if charters exist.
- ii) Availability of Citizens' Charters at various levels among the staff/officers and representatives of people may be ensured.

15/5/07
CP (L)

CP 35
CP 37

CP/9
CP/14

iii) Motivation and orientation of staff at various levels and training to staff/officers for implementation of Citizens' Charters is essential and may be given prime importance.

iv) Wide publicity to Citizens' Charters may be given through various media of publicity such as annual report, in house journal, press, consumer groups, display boards and website etc.

v) It would be better if the officer responsible for public grievances redressal is nominated as Nodal Officer to look into cases of non-fulfilment of the charters commitment. He may also act as a Nodal Officer for pro-active action on the Citizens' Charter.

vi) Annual internal/external review of the Citizens' Charters may be conducted at regular interval and feedback on the initiative may be intimated to the Administrative Reforms Department.

It is, therefore, again requested that an action plan for the publicity, monitoring and review of the Citizens' Charter may be drawn in your department/organisation and a quarterly report indicating the achievements particularly giving information regarding display and utilisation of Citizens' Charter by the public may be sent to the Administrative Reforms Department.

The receipt of this communication may be acknowledged.

Yours faithfully,

R.K. Sharma

(R.K. SHARMA)

Research Officer (RU),

for Chief Secretary to Government, Haryana,
Administrative Reforms Department.

Min
01-05-2007

A copy is forwarded to all the Financial Commissioner and principal Secretaries/Commissioner and Secretaries to Govt., Haryana, for information and necessary action.

R.K. Sharma

Research Officer (RU),

for Chief Secretary to Government, Haryana,
Administrative Reforms Department.

Min
01-05-2007

To

i) All the Financial Commissioner and
Principal Secretaries to Government, Haryana.

ii) All Commissioner & Secretaries to Government, Haryana.

U.O.No.8/4/2002-RU

Dated Chandigarh, the 2nd May, 2007.

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प्रेषक,

निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, पंचकूला ।

सेवा में

नियंत्रक, मुद्रण एवं लेखन सामग्री विभाग
हरियाणा, चण्डीगढ़ ।

यादी क्रमांक 8/232-2001-पुरा/ 1545

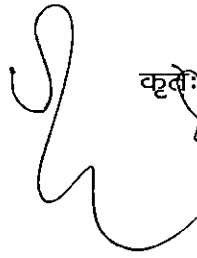
दिनांक 20-7-07

विषय:- सिटीजन चार्टर छापने बारे ।

.....

उपरोक्त विषय पर इस विभाग के पत्र क्रमांक
8/232-2000-पुरा/1075 दिनांक 25.5.06 के सन्दर्भ में

सन्दर्भाधीन पत्र द्वारा सिटीजन चार्टर का टैक्सट एवं सी.डी
भेजते हुए 200 प्रतियां छापने हेतु अनुरोध किया गया था जो कि अब
तक प्राप्त नहीं हुई है । अतः विभाग का सिटीजन चार्टर का टैक्सट एवं
सी.डी. पुनः भेजते हुए अनुरोध है कि 200 प्रतियां शीघ्र छापने का कष्ट
करें ।



18/7/07
अतिरिक्त निदेशक, पुरातत्व
कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग
Department of Archaeology & Museums
हरियाणा, पंचकूला
Haryana, Panchkula

CITIZEN CHARTER
GOVERNMENT OF HARYANA
DEPARTMENT OF ARCHAEOLOGY AND MUSEUMS
HARYANA
GEETA KENDRA
BRAHAM SAROVAR
KURUKSHETRA



CITIZEN CHARTER

The Department of Archaeology and Museums, Haryana with its Headquarter at Kurukshetra came in existence in 1972. Archaeological excavations, explorations, protection & conservation of ancient & historical monuments/sites and museum activities are the main functions of the department. Under the museum activities the department documents, the antiquities and treat them chemically, establishes museums for displaying ancient art objects, provide research facilities and organizes exhibition at various places in the state to create general awareness in public. Other activities of the department include the registration of antiquities in private possession to stop illegal trade and publication of popular and research literature on new discoveries.

The Directorate has two sub offices, one office of Registering Officer and another Zonal Museum, both these offices are established in Jahaj Kothi, Jahaj Pull at Hisar. The registering Officer is head of the office of Registration office at Hisar. He also looks after the Zonal Museum.

1. The Zonal Museum at Hisar has been set up in Jahaj Kothi a State protected monument. This museum houses sculptures, terracottas and pottery of various periods. The museum remains open for the general public from 9 A.M to 5 P.M. during all the working days, the departmental publications are also supplied to the researchers and general public free of cost.

The department has brought out the following publications:-

1. Heritage of Haryana - 1
"Sculptures of Hindu Divinities".
2. Heritage of Haryana - 11
"Buddhist Remains".
3. Haryana through the ages

7. Apart from these, the following 16 picture post cards of ancient monuments and sculptures have been published:-

- (I) Agni, 10th Cent. A.D., Pinjore (Panchkula)
- (II) Ishana, 10th Cent. A.D., Pinjore (Panchkula)
- (III) Vaman, 10th-11th Cent. A.D., Bawal (Rewari)
- (IV) Parshvanath, 12th Cent. A.D., Badhara (Bhiwani)
- (V) Mahavir, 11th-12th Cent. A.D., Badhara (Bhiwani)
- (VI) Vishnu, 12th Cent. A.D., Kosli (Jhajjar)
- (VII) Surya, 10th-11th Cent. A.D., Beri (Rohtak)
- (VIII) Lat ki Masjid, 14th Cent. A.D., Hisar
- (IX) Mallinath, 11th Cent. A.D., Hansi (Hisar)
- (X) Remains of Buddhist Stupa & Monastery, 8th Cent. A.D.,
Agroha (Hisar)
- (XI) Jal Mahal, 16th Cent. A.D., Narnaul
- (XII) Mallinath, 10th Cent. A.D., Narnaul
- (XIII) Tomb of Ibrehim Khan Sur, 16th Cent. A.D., Narnaul
- (XIV) Buddha with Attendant, 1st Cent. A.D., Jhajjar
- (XV) Tomb of Sheikh Chaheli, 17th Cent. A.D., Thanesar
(Kurukshetra)
- (XVI) Shiva Temple, 7th Cent. A.D., Kalayat (Kaithal)

These publications and pictures post cards supplied to the public for creating awareness about their ancient heritage of the State. These can be collected on demand from the office of the Director, Archaeology and Museums, Haryana, S.C.O. No 9, Sector 5, Panchkula.

The Governor has declared the following Monuments/sites as State Protected monuments/sites:-

1. Bhima Devi Temple, Pinjore
2. Takia Banwa Fakir, Pinjore
3. European Cemetery, Ambala
4. Shish Mahal, Farukh Nagar, Gurgaon

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9. Tomb of Sheikh Tayyab, Kaithal
10. Durgah & Mosque of Pir Turkman, Narnaul
11. Tripolia Gateway, Narnaul
12. Nizam Shah's Tomb, Narnaul
13. Chor Gumbad, Narnaul
14. Shobha Sarovar, Narnaul
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99/12
50/
50/

-100-

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3. The Indian Treasures Trove Act- 1878 (Central Act).
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The designation, address and telephone number of the senior offices of the Department are given below:-

<u>Sr.No.</u>	<u>Name & designation</u>	<u>Address</u>	<u>Phone No.</u>
1.	Sh. S.N.Rai Director	#1028, Sec.-11, Chandigarh	2749485 (R) 2741247 (O)
2.	Sh. M. Acharya Numismatic Officer	# 5017/3, Modern Complex, Manimajra Chandigarh	2584563 (O)
3.	Sh.S.K.Arora Curator	# 5386/3, Modern Complex, Manimajra Chandigarh	2584563 (O)
4.	Sh. Dhoop Singh Registering Officer	C-20 Officers 01662- Colony, Hisar -do-	253802 (R) 254737 (O)

पुरावशेष तथा बहुमूल्य कलाकृति नियम , 1973

प्ररूप 7

पुरावशेषों के रजिस्ट्रीकरण के लिए आवेदन
(नियम II देखिये)

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4. सामग्री
5. आकार
6. लगभग तारीख
7. अर्जन का स्रोत
8. जब कि आवेदक ऐसे किसी पुरावशेष का जो पहले से ही अधिनियम के अधीन रजिस्ट्रीकृत है स्वामित्व नियन्त्रण या कब्जा लेता है, तो ऐसे पुरावशेष की रजिस्ट्रीकरण संख्या और रजिस्ट्रीकरण अधिकारी का नाम जिसने उसे रजिस्ट्रीकृत किया है !
9. अर्जन की तारीख
10. अर्जन का ढंग
11. दिया गया मूल्य यदि कोई हो
12. क. वर्तमान अवस्थान, और
ख. परिरक्षण और सुरक्षा की शर्त
13. यदि अधिनियम के अधीन पुरावशेष पहले से ही रजिस्ट्रीकृत है तो क्या उसका रजिस्ट्रीकरण प्रमाण पत्र संलग्न है !

मैं घोशणा करता हूँ कि उपरोक्त सूचना मेरे उत्तम ज्ञान और विश्वास के आधार पर सत्य और पूर्ण है ! मैं यह भी वचन देता हूँ कि पुरावशेष और बहुमूल्य कलाकृति अधिनियम 1972 के उपबन्धों और तद्धीन बने नियमों का पालन करूंगा !

संगठन की मोहर

स्थान
तारीख

हस्ताक्षर
आवेदक का नाम

1. यदि आवेदन किसी संगठन की ओर से है, तो उसका नाम देना चाहिए
2. यदि आवेदन किसी संगठन की ओर से है तो उस संगठन के अध्यक्ष के हस्ताक्षर होने चाहिए !

DEFINITION OF ANTIQUITIES:

- (i) Any coin, sculpture, epigraph or other work of art or craftsmanship;
- (ii) Any article, object or thing detached from a building or cave;
- (iii) Any article, object or thing illustrative of science, art. Crafts, literature, religion, custom, morals or politic in bygone ages;
- (iv) Any article, object or thing of historical interest;
- (v) Any article, object or thing declared by the Central Government, by notification in the official Gazette, to be an antiquity for the purposes of this Act, which has been inexistence for not-less than one hundred years, and
- (vi) Any manuscript, record or other document which is of scientific, historical, literary or aesthetic value and which has been in existence for not less than seventy-five years;

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39454—C.P. & S.—H.G.P., Chandigarh

HARYANA GOVERNMENT PRESS, CHANDIGARH
Advice Note of Despatch of Copies and Acknowledgement Voucher

18893

Date of Supply... 26-7-07

Please receive the following relating to your requisition/forwarding letter

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Dated.....

Job No. 41111

Arch. & Hist. Museum Chart 2006
= 202 copies

Subject :

Om Parkash
Despatcher

I hereby certify that I have received the articles entered in this voucher. The packages were opened in the presence of responsible official and checked against the voucher, and provided under rule 7.18(2) (3) Chapter 7 of Punjab Printing and Stationery Manual (First Edition 1968). One copy of the voucher is returned duly acknowledged.

Received by..... *T. S. Verma*
Designation..... *Asst. Secy.*

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प्रेषक,

निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, पंचकूला । S.C.O. 9 Sector 5 Panchkula

सेवा में

नियंत्रक, मुद्रण एवं लेखन सामग्री विभाग
हरियाणा, चण्डीगढ़ ।

यादी क्रमांक 8/232-2001-पुरा/ 1545
दिनांक 25-7-07

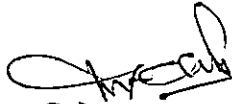
विषय:- सिटीजन चार्टर छापने बारे ।

.....

उपरोक्त विषय पर इस विभाग के पत्र क्रमांक
8/232-2000-पुरा/1075 दिनांक 25.5.06 के सन्दर्भ में


सन्दर्भाधीन पत्र द्वारा सिटीजन चार्टर का टैक्सट एवं सी.डी
भेजते हुए 200 प्रतियां छापने हेतु अनुरोध किया गया था जो कि अब
तक प्राप्त नहीं हुई है । अतः विभाग का सिटीजन चार्टर का टैक्सट एवं
सी.डी. पुनः भेजते हुए अनुरोध है कि 200 प्रतियां शीघ्र छापने का कष्ट
करें ।

411147
Archaeology


उपनिदेशक, पुरातत्व
Numismatic Officer
कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग
Department of Archaeology & Museums
हरियाणा, पंचकूला
(Hariana, Panchkula)

कृपया उपरोक्त पत्र के 41111/Archaeology दिनांक

11/12/06 का मुद्रण हेतु कृपया कार्य करें


26/7/07

LF

107

प्रेषक,

निदेशक, पुरातत्व एवं संग्रहालय विभाग,
हरियाणा, एस.सी.ओ.9 सैक्टर 5, पंचकूला ।

सेवा में

- सभी वितायुक्त एवं प्रधान सचिव, हरियाणा सरकार
 - सभी आयुक्त एवं सचिव, हरियाणा सरकार
 - सभी विभागाध्यक्ष, हरियाणा
 - अतिरिक्त प्रधान सचिव, मुख्य मंत्री, हरियाणा ।
- यादी क्रमांक 8/328-2001-पुरा/ 1876-1976
दिनांक

विषय:-

नागरिक अधिकार प्रपत्र , सिटीजन चार्टर ।

.....

सरकार से प्राप्त हिदायतों अनुसार विभाग की विस्तृत जानकारी के लिए पुरातत्व विभाग, हरियाणा द्वारा नागरिक अधिकार प्रपत्र का प्रकाशन किया गया है । इसकी एक प्रति आपको सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है ।

न्युमिस्मैटिक अधिकारी

कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग
हरियाणा, पंचकूला
दिनांक

पृ: क्रमांक सम/

उपरोक्त की एक निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. पंजीकरण अधिकारी, पुरातत्व एवं संग्रहालय हरियाणा, हिसार
2. सहायक संग्रहपाल, पानीपत संग्रहालय, पानीपत

न्युमिस्मैटिक अधिकारी

कृते: निदेशक, पुरातत्व एवं संग्रहालय विभाग
हरियाणा, पंचकूला

/

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2

CITIZEN CHARTER

GOVERNMENT OF HARYANA



DEPARTMENT OF ARCHAEOLOGY AND MUSEUMS

SCO NO. 9, SECTOR-5, PANCHKULA

PUBLICATION YEAR-2006

CITIZEN CHARTER

INTRODUCTION

The Department of Archaeology and Museums, Haryana with its headquarter at Panchkula came into existence in 1972. Archaeological excavations and explorations, protection & conservation of ancient & historical monuments and archaeological sites and museum activities are the main functions of the department. Acquisitions, chemical preservation and documentation of antiquities and art objects, setting up of museums for displaying ancient objects and organizing photo-exhibition of archaeological wealth at various places in the State to create general awareness regarding their heritage in public are the museum activities. The department also provides research facilities to the research scholars of archaeology. Other activities of the department include the registration of antiquities in private possession to stop illegal trade and publication of foulders, booklets and research literature on new discoveries. These departmental publications are also supplied to the researchers and general public free of cost.

The Directorate has two sub offices - office of Registering Officer and Zonal Museum. Both these offices are established in Jahaj Kothi at Hisar. The Registering Officer is head of the office of Registration Office. He also looks after the works of Zonal Museum.

Publication

The department has brought out the following publications:-

1. Heritage of Haryana - I
"Sculptures of Hindu Divinities".
2. Heritage of Haryana - II
"Buddhist Remains".
3. Haryana through the ages
4. The Archaeological Wealth of Haryana
5. भीमा देवी मन्दिर, पिन्जौर - एक परिचय
6. Banawali

Apart from these, the following 16 picture postcards of ancient monuments and sculptures have been published:-

- (I) Agni, 10th Cent. A.D., Pinjore (Panchkula)
- (II) Ishana, 10th Cent. A.D., Pinjore (Panchkula)
- (III) Yaman, 10th-11th Cent. A.D., Bawal (Rewari)
- (IV) Parshvanath, 12th Cent. A.D., Badhara (Bhiwani)
- (V) Mahavir, 11th-12th Cent. A.D., Badhara (Bhiwani)
- (VI) Vishnu, 12th Cent. A.D., Kosli (Jhajjar)
- (VII) Surya, 10th-11th Cent. A.D., Beri (Rohtak)
- (VIII) Lat ki Masjid, 14th Cent. A.D., Hisar
- (IX) Mallinath, 11th Cent. A.D., Hansi (Hisar)
- (X) Remains of Buddhist Stupa & Monastery,
8th Cent. A.D., Agroha (Hisar)
- (XI) Jal Mahal, 16th Cent. A.D., Narnaul (Mahendragarh)
- (XII) Mallinath, 10th Cent. A.D., Narnaul (Mahendragarh)
- (XIII) Tomb of Ibrahim Khan Sur, 16th Cent. A.D.,
Narnaul (Mahendragarh)
- (XIV) Buddha with Attendant, 1st Cent. A.D., Jhajjar
- (XV) Tomb of Sheikh Chaheli, 17th Cent. A.D.,
Thanesar, (Kurukshetra)
- (XVI) Shiva Temple, 7th Cent. A.D., Kalayat (Kaithal)

These publications and picture postcards are supplied to the public for creating awareness about the ancient heritage of the State. These can be collected on demand from the office of the Director, Archaeology and Museums, Haryana, SCO No. 9, Sector-5, Panchkula.

Protected Monuments

The Government has taken up the following monuments and sites under State protection :-

1. Bhima Devi Temple, Pinjore (Panchkula)

29. Takia Banwa Fakir, Pinjore (Panchkula)
3. European Cemetery, Ambala
4. Shish Mahal, Farukh Nagar (Gurgaon)
5. Dehra Mandir, Ferozpur Jhirka (Gurgaon)
6. Old Badshahi Bridge, Vill. Uchha Siwan (Karnal)
7. Prachi Shiv Temple, Pehowa (Kurukshetra)
8. Vishwa Mitra Ka Tilla, Pehowa (Kurukshetra)
9. Tomb of Sheikh Tayyab, Kaithal
10. Durgah & Mosque of Pir Turkman, Narnaul (Mahendragarh)
11. Tripolia Gateway, Narnaul (Mahendragarh)
12. Nizam Shah's Tomb, Narnaul (Mahendragarh)
13. Chor Gumbad, Narnaul (Mahendragarh)
14. Shobha Sarovar, Narnaul (Mahendragarh)
15. Chhatta & Sarai of Rai Bal Mukund Dass, Narnaul (Mahendragarh)
16. Mirza Alijan's Court, Baoli & Takhat, Narnaul (Mahendragarh)
17. Ancient Mound, Vill. Bhirdana (Fatehabad)
18. Pre-Harappan site, Kunal (Fatehabad)
19. Ancient Gumbad, Govt. College Campus, Hisar
20. Jahaj Kothi, Hisar
21. Tomb Complex of Char Qutub, Hansi (Hisar)
22. Buddhist Stupa, Vill. Chaneti (Yamuna Nagar)
23. Ancient Site of Sugh, Vill. Amadapur (Yamuna Nagar)

These State protected monuments/sites are conserved and preserved by the department and is open for general public on all days without any entry fees. There is no role of citizen in protection of monuments.

Popularisation of Heritage

With a view to popularize the ancient heritage and art objects of the State, the department prepares and sells the plaster cast replicas of 22 ancient and rare sculptures to the general public at the very reasonable rates.

The names of the sculptures and prices of their plaster cast replicas are given below :-

Sr. No.	Name of sculpture	Price in Rs. of plaster cast replicas
X1.	— Indo Greek Buddha	200/-
X2.	—Uma Maheshwar	180/-
X3.	—Alas Kanya	120/-
X4.	Attendant	120/-
X5.	—Jain Attendant	90/-
X6.	— Male Head	50/-
X7.	— Female Head	50/-
X8.	— Musician (Medallion).	70/-
X9.	Ganesh with Shakti (Medallion)	30/-
10.	Brahma	25/-
X11.	—Ganesh	100/-
X12.	Vaman	800/-
X13.	Vishnu (Beri)	900/-
X14.	—Vishnu Head	225/-
X15.	—Surya	70/-
16.	Ekanamsha	50/-
17.	Narasimha	50/-
18.	Ganesh (Kohand)	100/-
19.	Sheshshayi Vishnu	180/-
X20.	—Parshwanath	250/-
21.	Vishnu Bust.	500/-
22.	Varah	150/-

These replicas can be purchased on all working days from the following offices :-

- (a) Director, Archaeology & Museums Department, Haryana, SCO No. 9, Sector-5, Panchkula.
- (b) Assistant Curator, Panipat Museum, Canal Rest House, Binjhol, Panipat.

Registration of Antiquities

In order to check illegal trade of antiquities and art objects from the State, an independent office of Registering Officer is established at Jahaj Kothi, Jahajpull, Hisar. The Registering Officer registers the antiquities in private possession and issue certificates of registration thereof. Any person who refuses or does not get the antiquities registered, shall be punishable with imprisonment of six months or fine or both under the Central Act of 1972. The format of application form for registration of antiquities is attached at annexure 'A'.

The antiquity holder is required to collect the application form for registration of the antiquity from the office of the Registering Officer, Hisar and the same is to be submitted in the same office after providing all required information along with four photographs of the antiquity to get the antiquity registered. The Registering Officer will physically check and verify the details of antiquity. After completion of the formalities, the Registering Officer will issue the certificate of registration. The antiquity owners can get their antiquities registered in the above mentioned office at Hisar on all working days between 9.00 a.m. to 5.00 p.m. It is compulsory to every to get the antiquities registered within 15 days of the date on which he comes into its ownership. The owner has to lodge an F.I.R. to the police in case of theft or loss of registered antiquity and also it must be brought to the notice of Registering Officer at Hisar. Definition of antiquity under Act is attached at annexure 'B'.

Museums Activities

The museum plays a vital role in the preservation and education of ancient heritage. A State Museum is being set up in ^{Panchkula} Kurukshetra. The antiquities like ancient sculptures of all materials, terracotta objects, coins and all other archaeological and ethnological material will be displayed in this museum to project the glorious past of the State. [In addition to the State Museum, a Site Museum at Bhima Devi Temple, Pinjore is being set up.] This museum is situated near Yadvendra Gardens and will remain open for general

public. The museum at Bhima Devi Temple, Pinjore will house the ancient sculptures of different gods and goddesses and the temple remains of 9-12th Cent. A.D. of Gurjara -Partihar Art recovered from this site. This contemporary art style of Khajuraho and Konark will be the great attraction to the tourist. A close proximity to the Yadvendra Gardens ^{has} will also lead to tourists to this place. The Zonal Museum at Hisar has already been set up in Jahaj Kothi, a State protected monument. This museum houses stone sculptures, terracotta objects and pottery of various periods. [This museum remains open for the general public from 9 a.m. to 5 p.m. during all the working days.]

Research Facilities

The department imparts practical training of archaeological excavations to the M.A. students of different universities of the State. The report of excavations at Kunal and Sugh will be prepared and made available to the researchers in due course of time. The department also provides research material and library facilities to the research scholars of different branches of Archaeology.

Antiquarian Acts

The activities of the department are regulated under the following Acts:-

1. The Punjab Ancient and Historical Monuments and Archaeological Sites and Remains Act, 1964

The Punjab Ancient and Historical Monuments and Archaeological Sites and Remains Rules, 1965 (State Act).

2. The Antiquities and Art Treasures Act-1972

The Antiquities and Art Treasures Rules, 1973 (Central Act).

3. The Indian Treasures Trove Act- 1878 (Central Act).

4. The Ancient Monuments and Archaeological Sites and Remains Act, 1958

The Ancient Monuments and Archaeological Sites and Remains Rules, 1959 (Central Act).

Senior officers of the Department

The designation, addresses and telephone numbers of the senior officers of the Department are given below:-

Sr. No.	Name & Designation	Address	Phone No.	
			Office	Residence
1.	Sh. S. N. Roy Director	# 1028/11 Chandigarh	2584563	2749485
2.	Sh. J. S. Khatri Assistant Director	# 258, Sec-2, Panchkula (Haryana)	2584563	9888700725
3.	Sh. M. Acharya Numismatic Officer	# 5017/3, MHC Manimajra (Chandigarh)	-do-	2738049
4.	Sh. S. K. Arora Curator	# 5386/3, MHC, Manimajra (Chandigarh)	-do-	9417068379
5.	Sh. Dhoop Singh Registering Officer	# C-9, Mini Secretariat Colony, Hisar (Haryana)	(01662) 272647	(01662) 254737
6.	Sh. Raj Kishan Superintendent	# 2436 , Sec-19-C, Chandigarh.	2584563	2725487

पुरावशेष तथा बहुमूल्य कलाकृति नियम , 1973

प्ररूप 7

पुरावशेषों के रजिस्ट्रीकरण के लिए आवेदन
(नियम II देखिये)

1. आवेदक (व्यक्ति या फर्म) का नाम : _____
2. आवेदक (व्यक्ति या फर्म) का पता : _____
3. पोस्टकार्ड के आकार में फोटोचिन्ह की चार प्रतियाँ
सहित वस्तु की पहचान और वर्णन : _____
4. सामग्री : _____
5. आकार : _____
6. लगभग तारीख : _____
7. अर्जन का स्रोत : _____
8. जब कि आवेदक ऐसे किसी पुरावशेष का जो पहले
से ही अधिनियम के अधीन रजिस्ट्रीकृत है स्वामित्व
नियन्त्रण या कब्जा लेता है, तो ऐसे पुरावशेष की
रजिस्ट्रीकरण संख्या और रजिस्ट्रीकरण अधिकारी का
नाम जिसने उसे रजिस्ट्रीकृत किया है : _____
9. अर्जन की तारीख : _____
10. अर्जन का ढंग : _____
11. दिया गया मूल्य यदि कोई हो : _____
12. क. वर्तमान अवस्थान, और : _____
ख. परिरक्षण और सुरक्षा की शर्त : _____
13. यदि अधिनियम के अधीन पुरावशेष पहले से ही रजिस्ट्रीकृत
है तो क्या उसका रजिस्ट्रीकरण प्रमाण पत्र संलग्न है : _____

मैं घोषणा करता हूँ कि उपरोक्त सूचना मेरे उत्तम ज्ञान और विश्वास के आधार पर सत्य और पूर्ण है। मैं यह भी वचन देता हूँ कि पुरावशेष और बहुमूल्य कलाकृति अधिनियम, 1972 के उपबन्धों और तद्धीन बने नियमों का पालन करूँगा।

संगठन की मोहर

स्थान
तारीखहस्ताक्षर
आवेदक का नाम

1. यदि आवेदन किसी संगठन की ओर से है, तो उसका नाम देना चाहिए।
2. यदि आवेदन किसी संगठन की ओर से है तो उस संगठन के अध्यक्ष के हस्ताक्षर होने चाहिए।

DEFINITION OF ANTIQUITIES

- (i) Any coin, sculpture, epigraph or other work of art or craftsmanship;
- (ii) Any article, object or thing detached from a building or cave;
- (iii) Any article, object or thing illustrative of science, art, crafts, literature, religion, custom, morals or politic in bygone ages;
- (iv) Any article, object or thing of historical interest;
- (v) Any article, object or thing declared by the Central Government, by notification in the official gazette to be an antiquity for the purposes of this Act which has been in existence for not less than one hundred years, and
- (vi) Any manuscript, record or other document which is of scientific, historical, literary or aesthetic value and which has been in existence for not less than seventy-five years.

2298

27/11/07

क्रमांक: एच0एस0एस0सी0-ई/2007/3280-3389

प्रेषक

सचिव,
हरियाणा कर्मचारी चयन आयोग,
पंचकुला।

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सेवा में

1. मुख्य सचिव, हरियाणा सरकार।
2. सभी विभागाध्यक्ष, हरियाणा।
3. सभी जिला उपायुक्त, हरियाणा।

दिनांक पंचकुला 5 अक्टूबर, 2007

विषय:- हरियाणा कर्मचारी चयन आयोग-नागरिक अधिकार पत्र

महोदय,

उपरोक्त विषय पर आपका ध्यान आकर्षित कराते हुए मुझे यह निर्देश हुआ है कि हरियाणा कर्मचारी चयन आयोग के नागरिक अधिकार पत्र की प्रति आपको सूचनार्थ एवं आवश्यक कार्यावाही हेतू भेजूं।

भवदीय

अधीक्षक स्थापना/लेखा,
कृते: सचिव, हरियाणा कर्मचारी चयन आयोग,
पंचकुला।

पृष्ठांकन क्रमांक: एच0एस0एस0सी0-ई/2007/3390 दिनांक 5-10-2007

इसकी एक प्रति वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार, प्रशासकीय सुधार विभाग को उनके पत्र क्रमांक 8/3/2006-आर0यू0 दिनांक 24.09.2007 के सन्दर्भ में सूचनार्थ एवं आवश्यक कार्यावाही हेतू भेजी जाती है।

भवदीय

अधीक्षक स्थापना/लेखा,
कृते: सचिव, हरियाणा कर्मचारी चयन आयोग,
पंचकुला।

नागरिक अधिकार पत्र



हरियाणा कर्मचारी चयन आयोग
बेज नं० 67-70, सैक्टर-2, पंचकूला

नागरिक अधिकार पत्र

हरियाणा कर्मचारी चयन आयोग कार्यालय,

बेज नं० 67-70, सैक्टर-2, पंचकूला

अधीनस्थ सेवाएं प्रवरण मण्डल (अब हरियाणा कर्मचारी चयन आयोग) की स्थापना हरियाणा सरकार की अधिसूचना क्रमांक 523-3 जी०एस० 70/2068, दिनांक 28 जनवरी, 1970 द्वारा की गई थी। इसे हरियाणा राज्य में सभी राजपत्रित श्रेणी-II व अराजपत्रित श्रेणी-III के पदों (पंजाब तथा हरियाणा उच्च न्यायालय तथा विधान सभा के पदों को छोड़कर) तथा सभी स्थानीय निकायों के उन पदों की जिनका प्रारम्भिक वेतन 3050 रुपये प्रतिमास से अधिक 8000 रुपये प्रतिमास से कम, पर भर्ती करने का कार्य सौंपा गया है।

आयोग द्वारा उपलब्ध करवाई जाने वाली सेवाएं

दिनांक 28-1-1970 से यह आयोग अस्तित्व में आया था। अधीनस्थ सेवाएं प्रवरण मण्डल हरियाणा (अब हरियाणा कर्मचारी चयन आयोग) एक सरकारी भर्ती एजेंसी है और इसका मुख्य कार्य राज्य सरकार के विभिन्न विभागों में श्रेणी-II, श्रेणी-III के खाली पदों को भरने के लिए उपयुक्त उम्मीदवार का चयन करना व उम्मीदवारों को साक्षात्कार के लिए बुलाना और इन पदों के विरुद्ध चयन करके सम्बन्धित विभागों को सिफारिश करना, आयोग द्वारा विभागों के सेवा नियमों तथा संशोधनों का अनुमोदन प्रदान करना तथा विभागों के श्रेणी-4 के कर्मचारियों को श्रेणी-III में लिपिकों तथा चालकों के पदों पर पदोन्नति का अनुमोदन भी प्रदान करना, कर्मचारियों के विरुद्ध अनुशासनिक मामलों में आयोग द्वारा परामर्श दिया जाना।

आयोग की कार्य प्रणाली

इस कार्यालय में कर्मचारियों व उम्मीदवारों के कार्य करना व उनकी कठिनाईयां दूर करने हेतु भिन्न-भिन्न शाखायें कार्यरत हैं जो प्रत्येक शाखा अलग से भिन्न-भिन्न प्रकार के मामले निपटाती हैं जिसका पूर्ण विवरण निम्न प्रकार से दिया जाता है।

किससे परामर्श करे यदि गलत कार्य हो जाता है

शिकायतों को दूर करने के लिए सर्वोत्तम महत्त्व दिया जाता है। आयोग सुनिश्चित करेगा कि प्रत्येक लिखित शिकायत इसकी प्राप्ति के 15 दिन के अन्दर-अन्दर अभिस्वीकृत की गई है। किसी कठिनाई की दशा में विभाग के निम्नलिखित

हरियाणा कर्मचारी चयन आयोग के कार्यालय में कार्य वितरण

भर्ती -I तथा II शाखाएं

1. आयोग में प्राप्त सम्बन्धित विभागों की सभी अपेक्षाओं तथा राज्य सरकार के विभागों के अधिन सभी श्रेणी-III पदों की भर्ती के लिए विज्ञापन का प्रकाशन की प्रक्रिया।
2. श्रेणी-III तथा IV पदों के सम्बन्ध में सेवा नियम बनाने तथा संशोधन सम्बन्धी अनुमोदन 15 दिन में कर दिया जाता है।
3. श्रेणी-IV से श्रेणी -III व III से II पदों से पदोन्नति मामलों का अनुमोदन 15 दिन में कर दिया जाता है।
4. श्रेणी-III पदों के अनुशासनिक मामलों पर मंत्रणा 15 दिन तक दे दी जाती है।

जांच-पड़ताल शाखा

1. आयोग द्वारा जारी विज्ञापनों के विरुद्ध पदों के विभिन्न पदों के लिए आवेदन करने वाले उम्मीदवारों के सभी आवेदन पत्रों की समीक्षा।
2. विज्ञापित पदों के विरुद्ध साक्षात्कार/लिखित परीक्षा का आयोजन।
3. पदों के विभिन्न वर्गों के लिए उम्मीदवारों के साक्षात्कार का आयोजन करने सम्बन्धी माननीय न्यायालयों के आदेशों को लागू करना।

पोस्टल आर्डर अनुभाग

1. विभिन्न विज्ञापनों के विरुद्ध प्राप्त की गई आवेदन फीसों का नगदीकरण।

डिसपैच अनुभाग

1. डायरी तथा डिसपैच।

गोपनीय शाखा

1. पदों के विभिन्न वर्गों के लिए चयन प्रक्रिया तथा परिणामों को अंतिम रूप देने के उपाय करने सम्बन्धी सभी गोपनीय मामले।
2. सम्बन्धित विभागों के चयनित उम्मीदवारों की सिफारिशें।
3. उन वर्गों से सम्बन्धित चयनित उम्मीदवारों के लम्बित दावों का अंतिमकरण।
4. पदों के विभिन्न संवर्गों के लिए चयन, अंतिमकरण तथा परिणामों की घोषणा के लिए माननीय न्यायालयों के आदेशों को लागू करना।

11. Higher educational qualification : _____

12. Experience : Years Months Days

Name of Organization : _____ Total Salary : Rs. _____

13. Visible identification mark on the body of the candidate _____

14. Declaration : I hereby declare that :—

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/appointment/selection, my candidature may be cancelled and action can be taken against me.
2. I have read the provisions in advertisement of the Commission carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
3. I have never been convicted by Criminal Court.

PLACE : _____

DATE : _____

SIGNATURE OF THE CANDIDATE
(unsigned application will be rejected)

अधिकारियों से सम्पर्क किया जा सकता है :-

क्रम संख्या	अधिकारी का नाम	कार्यालय का पता व दूरभाष नं०
1.	सचिव, हरियाणा कर्मचारी चयन आयोग	बेज नं० 67-70, सेक्टर-2, पंचकुला। दूरभाष नं० 0172-2586501
2.	अधीक्षक, गोपनीय शाखा	बेज नं० 67-70, सेक्टर-2, पंचकुला। दूरभाष नं० 0172-2566597

उम्मीदवार से प्रभारित की जाने वाली फीस का नियतन

क्रम संख्या	पदों का वर्णन	सामान्य उम्मीदवार	अनुसूचित जाति/ पिछड़ा वर्ग
1.	प्रतिमाह 4000/- रुपये से कम प्रारम्भिक वेतनमान के पदों के लिए	100 रुपये	25 रुपये
2.	4000/- रुपये या अधिक प्रारम्भिक के वेतनमान के पदों के लिए	150 रुपये	50 रुपये
3.	राजपत्रित अधिकारी (ग्रुप-बी)	500 रुपये	125 रुपये
4.	हरियाणा राज्य के भूतपूर्व सैनिकों को आवेदन की फीस में छूट हैं। दूसरे राज्यों के उम्मीदवारों से फीस भारतीय पोस्टल आर्डर द्वारा स्वीकार्य है।		

अपेक्षित दस्तावेज

1. दसवीं तक हिन्दी
2. विभागीय सेवा नियमों के अनुसार
नमूना प्रारूप (अनुबन्ध-क)
चालान प्रारूप (अनुबन्ध-ख)

FORM STR 4
 (See Rule S.T.R. 2.7 & 2.20)
CHALLAN
 (FOR USE IN TREASURY OFFICE)

Challan No. _____ Challan Date _____

(TO BE FILLED BY THE TENDERER)

Tendered By _____

Particulars _____

Amount (Rs.) _____ Rupees _____

Advt. No. _____ Category No. _____ (Signature of Tenderer)

(TO BE FILLED IN BY THE DEPARTMENTAL OFFICER OR THE TREASURY)

Treasury Code :

D.D.O. Code : 0522 (On whose behalf if th money is tendered)

Major Head	Sub-Major Head	Minor Head	Sub Head	Amount
0051	0051	103	99 0051	

Rs.

(HEAD OF ACCOUNT) 0051 HPSC(103) S.S.C. HARYANA Application Fee and other Receipt
--

Signature of the Officer
 (ordering the money to be paid in)

5: जो उम्मीदवार परिणाम की अधिक जानकारी चाहता है उसके लिए 100/- रुपये फीस है जिसको एक महीने का समय दिया जाता है व राज्य लोक सूचना अधिकारी जो कि गोपनीय शाखा के अधीक्षक है तथा सचिव, हरियाणा कर्मचारी चयन आयोग प्रथम अपीलेट अथोरिटी नियुक्त किए गए हैं, वह नियमानुसार उम्मीदवारों को पूर्ण जानकारी देते हैं।

स्थापना तथा लेखा शाखा

1. आयोग के कर्मचारियों से सम्बन्धित सभी स्थापना मामले।
2. आयोग की वार्षिक प्रशासकीय रिपोर्टों को तैयार करना।
3. आयोग के अधिकारियों/कर्मचारियों की सभी सेवा पुस्तकों का रख-रखाव।
4. बजट को तैयार करना।
5. सभी लेखा मामले तथा सभी प्रकार के बिलों का भुगतान।
6. आडिट पैरों से सम्बन्धित मामले लेखों का समाधान।
7. आयकर सेवा: संगणना/जी०पी०एफ० विवरणियां।
8. अध्यक्ष/सदस्यों के लिए वेतन तथा भत्तों से सम्बन्धित मामले।

विधि सैल

आयोग द्वारा जारी की गई पात्रता/चयन/प्रक्रिया के विरुद्ध निचले न्यायालय/ उच्च न्यायालय/सर्वोच्च न्यायालय में सभी कोर्ट मामलों के लिखित कथनों का प्रतिरक्षण करना/दायर करना।

अधिकारियों के दूरभाष

अध्यक्ष, हरियाणा कर्मचारी चयन आयोग, चण्डीगढ़	0172-2567058 (कार्यालय)
	0172-2597778 (निवास)
सचिव, हरियाणा कर्मचारी चयन आयोग, चण्डीगढ़	0172-2586501 (कार्यालय)
	0172-2540545 (निवास)

(अनुबन्ध - "क")

BY REGISTERED POST ONLY

HARYANA STAFF SELECTION COMMISSION

Bays No. 67-70, Sector-2, Panchkula

CONTROL NO.

FOR OFFICE USE ONLY

ROLL NO.

SCRUTINY BY

APPLICATION FORM

Treasury/Post office Name Try. Ch./I.P.O. No. Date Amount

IMPORTANT INSTRUCTIONS

4. Please read instructions given in advertisement carefully before filling in each column.
5. Use only Black/Blue ball pen to write or tick the box
6. Please tick 'Yes' as and 'Not' as

Paste here
your
stamp size
latest
photograph

Advertisement No.

Category No.

Name of the post

1. CANDIDATE'S NAME in capital letters as given in class X Certificate (in English)

2. Father's Name in capital letters as given in class X Certificate (in English)

3. Date of Birth : Date Month Year

4. Age as on eligibility date : Years Months Days

5. Sex : Male Female

6. Category : Gen. SC BC-A BC-B ESM DESM DFF Sports Per.

7. Are you domicile of Haryana : Yes No 8. Nationality : Indian Other

9. Write Name and complete mailing address, in block letters, with black sketch pen only :—

Name :

Address :

With Telephone No., if any

Pin Code

10. Educational qualifications :—

Educational Qualifications	Year of Passing	Marks Obtained	Total Marks	% age	Division	Name of Board/ University	Subjects
10th							
10+2							

2284
9/9/09

2284
3-9-09

Subject
10/7/9

2284

MOST-URGENT

From

The Chief Secretary to Govt. Haryana,
Administrative Reforms Departments,

To

Director
Archaeology & Museums,
Haryana, Panchkula.

Memo No.8/4/2002-RU

Dated, Chandigarh the 25-8-09

Subject:-

Formulation and Implementation of Citizen's Charter.

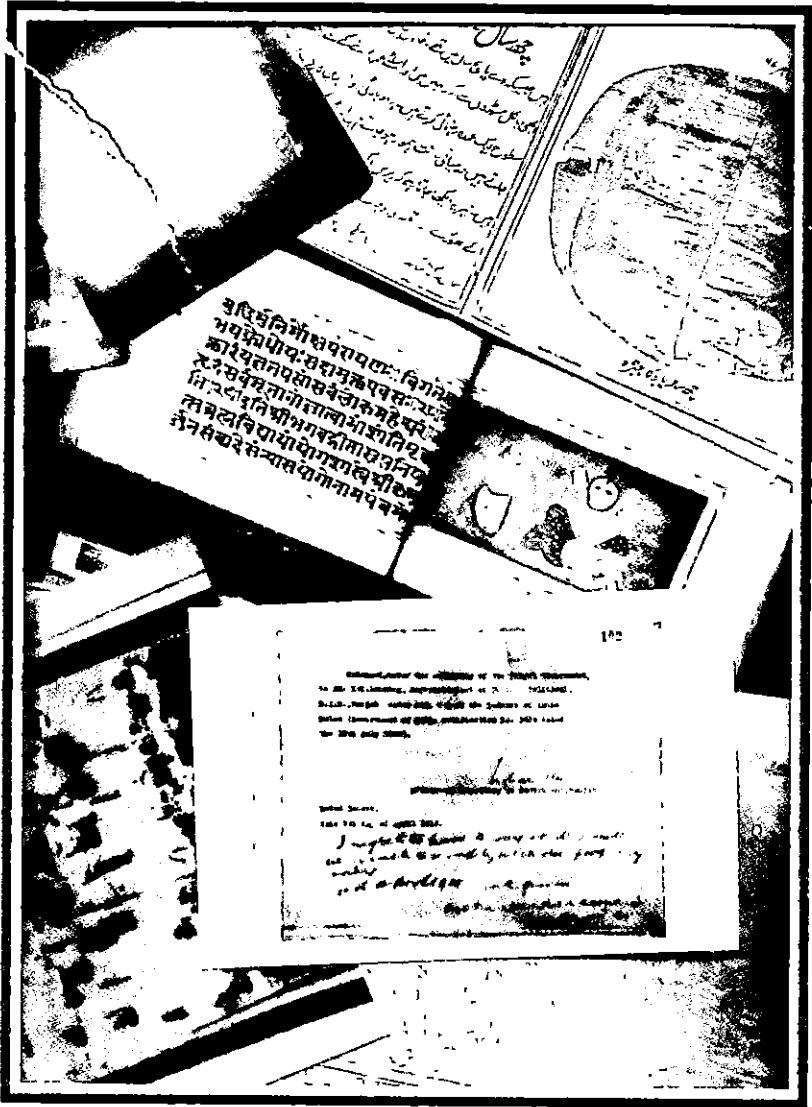
One of the issues, which came up for discussion in the conference of Chief Ministers held on 24-5-1997 was the drawing up and adoption of Citizen's Charter to specify the standards of service and time limits for action by public dealing department/organizations. Accordingly, all Heads of Departments, Boards and Corporations and all subordinate offices there to were asked to formulate their own Citizen's Charter and submit the same to the Administrative Reforms Department. It is a matter of grave concern that in spite of issue of numerous reminders no progress seems to have been made by your Department in this regard.

2. The Govt. of India is keenly pursuing the matter and the Parliamentary Standing Committee of Department of Personnel and Training has been urging that concrete steps should be taken up urgently.

3. You are, therefore, requested to take necessary steps for an early submission of Citizen's Charter complete in all respect, to the Administrative Reforms Department within a fortnight, positively. In case any difficulty is faced in the formulation of Citizen's Charter the matter may be discussed by the concerned official of your organization with the undersigned (5th Floor, New Civil Secretariat Sector-17) so that this long pending issue could be finalized without any further delay.

Rishma
Research officer (RU)
for chief Secretary to Govt., Haryana
Administrative Reforms Department

नागरिक अधिकार पत्र



अभिलेखागार विभाग, हरियाणा
 सिंचाई भवन, बी ब्लॉक, चौथी मंजिल,
 सेक्टर - 5, पंचकुला

अभिलेखागार विभाग, हरियाणा

अभिलेखागार क्या है ?

अभिलेखागार एक भण्डार गृह है और अभिलेख वह स्थायी अप्रचलित सरकारी व गैर सरकारी रिकार्ड हैं जो इतिहास बनाने वाले लोगों के अनुभवों का साकार रूप हैं। यह राज्य की ऐतिहासिक और सांस्कृतिक सम्पदा है। अभिलेखागार विभाग, इतिहास लिखने हेतु सामग्री उपलब्ध कराता है एवं लिखित इतिहास की सच्चाई आंकता है। अभिलेखागार विभाग हरियाणा वर्ष 1975 में अस्तित्व में आया। राज्य अभिलेखागार विभाग पंचकूला में स्थित है एवं इसके 4 क्षेत्रीय कार्यालय अम्बाला, गुडगांव, हिसार एवं रोहतक में स्थित हैं।

मुख्य कार्य :-

- ऐतिहासिक, राजनैतिक, प्रशासनिक, आर्थिक, धार्मिक, सामाजिक एवं सांस्कृतिक महत्व के सरकारी एवं निजी अभिलेखों का सर्वेक्षण कर उन्हें अवाप्त करना।
- गुणात्मक ढंग से बढ़ रहे सरकारी अभिलेखों का प्रबन्धन एवं मार्गदर्शन करना, और सभी सरकारी कार्यालयों को उनके रिकार्ड को कम करने एवं महत्वहीन अभिलेखों को नष्ट करने बारे सुझाव देना।
- विभिन्न सरकारी विभागों को उनकी मांग पर अभिलेख उपलब्ध कराना।
- पुराने अभिलेखों को भविष्य के लिए वैज्ञानिक पद्धति से संरक्षित करना ताकि समय के साथ बहुमूल्य अभिलेख नष्ट न हो जायें
- लिखित एवं वास्तविक इतिहास के अन्तर को पाटने हेतु स्वतन्त्रता

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,
अभिलेखागार विभाग।

सेवा में

निदेशक,
अभिलेखागार विभाग हरियाणा,
पंचकुला।

यादी क्रमांक 2/27-2001-अभि./-
दिनांक 18-4-02

विषय : जिरोक्सिंग के दर निर्धारित करने बारे।

उपरोक्त विषय पर आपके पत्र क्रमांक 9/10/98-अभि./1447 दिनांक 5-10-2001 के सन्दर्भ में।

2. जिरोक्स प्रतियां सप्लाय करने के लिए भारत सरकार के निर्धारित दरों के अनुरूप निम्नानुसार दर निर्धारित/संशोधित करने के लिए हरियाणा के राज्यपाल की स्वीकृति प्रदान की जाती है :-

	भारतीय शोधकर्ता	विदेशी शोधकर्ता
1. निगेटिव माइक्रोफिल्मस क. दर प्रति एक्सपोजर ख. कम से कम चार्जिज	रु० 6.00 रु० 100.00	रु० 40.00 रु० 450.00
2. पोजिटिव माइक्रोफिल्मिंग क. दर प्रति एक्सपोजर ख. कम से कम चार्जिज	रु० 46.00 रु० 100.00	रु० 300.00 रु० 450.00
3. फोटो प्रतियां क. दर प्रति 600 वर्गसेंटी मीटर ख. कम से कम चार्जिज	रु० 46.00** रु० 100.00	रु० 500.00** रु० 500.00
4. 35 एम एम माइक्रोफिल्म की प्रोसेसिंग	रु० 145.00	रु० 400.00
5. विशेष प्रतियां : प्रत्येक केस में श्रम तथा सामग्री की कीमत के आंकलन अनुसार।		
6. जिरोक्स प्रतियां	रु० 3.00* प्रति कापी	रु० 6.00 प्रति कापी
7. 35x30 मीटर माइक्रोफिल्म के स्पूल तथा कैम की लागत के चार्जिज	रु० 30.00	रु० 30.00
8. रीडर प्रिंटर प्रति	रु० 7.00 प्रति कापी	रु० 30.00 प्रति कापी

* रु० 1.50 प्रति कापी व्यक्तिगत भारतीय स्कूलर

** आवश्यक नेगेटिव तैयार करने की लागत अलग होगी

अन्य प्रभार-100 प्रतियां तक की डिलीगिंग की लागत रुपये 25/- डाक खर्च व पैकिंग चार्जिज प्रत्येक केस के अनुसार अलग होंगे।

3. जिरोक्सिंग के उपरोक्त दर इस पत्र के जारी होने की तिथि से लागू होंगे।

4. यह पत्र वित्त विभाग द्वारा उनके अ.शा. पत्र क्रमांक 1/48/2002-03 वि.वि.-III/440 दिनांक 21-3-2002 के अन्तर्गत दी गई सहमति से जारी किया गया है।

हस्ता/-

अवर सचिव अभिलेख

कृते: आयुक्त एवं सचिव, हरियाणा सरकार
अभिलेखागार विभाग।

सैनानियों एवं महत्वपूर्ण हस्तियों के संस्मरण टेप रिकार्ड करना।

- शोध छात्रों को शोध सुविधाएं प्रदान करना।
- शोध छात्रों की सुविधा हेतु विभाग में उपलब्ध अभिलेखों के सन्दर्भ माध्यम तैयार करना।
- आम जनता में अभिलेखों के बारे में जागरूकता उत्पन्न करने हेतु अभिलेख प्रदर्शनियों का आयोजन करना।

अभिलेखों के अध्ययन की प्रक्रिया :-

अभिलेखों को देखने के इच्छुक शोधकर्ताओं द्वारा निदेशक, अभिलेखागार विभाग को किसी कार्य दिवस में निर्धारित प्रपत्र (अनुलग्नक 'क') में आवेदन करना वांछित होता है। अनुमति प्राप्त होने के पश्चात्, शोध कर्ता अभिलेखों को देख सकते हैं। शोधकर्ता को अभिलेख कक्ष के अमले को हस्ताक्षरयुक्त मांग पत्र देना होता है। वांछित सामग्री के प्रत्येक मद की मांग के लिए पृथक मांग पत्र की आवश्यकता होती है। मांग पत्र सभी कार्य दिवसों में दिन में दो बार प्रातः 11.00 बजे एवं दोपहर 2.30 बजे दिया जा सकता है। वांछित शोध सामग्री की माइक्रोफिल्म/फोटो प्रतियां प्राप्त करने के लिए शोध कर्ता को अपनी मांग, निर्धारित प्रपत्र में, वांछित अभिलेखों की सूची की दोहरी प्रति के साथ देनी होती है। निर्धारित दर अनुसार (अनुलग्नक ख), राशि की अदायगी करके वह वांछित अभिलेखों की माइक्रोफिल्म/फोटोप्रति प्राप्त कर सकता है। इस कार्य के लिए शोधकर्ता को अनुमानित राशि का 80 प्रतिशत अग्रिम राशि के रूप में जमा करवाना अपेक्षित होता है।

मांगे गए अभिलेखों की माइक्रोफिल्म/फोटो प्रतियों की सप्लाई करने के लिए कोई समय सीमा निर्धारित नहीं की जा सकती क्योंकि यह पूर्णतया शोध कर्ता द्वारा मांगे गए अभिलेखों की संख्या, उनकी उपलब्धता तथा उपकरणों की कार्य दशा पर निर्भर करती है। फिर भी इन सेवाओं के लिए 15 दिन की अधिकतम समय सीमा निर्धारित है।

असुविधा के लिए किससे सम्पर्क करें :

शिकायतों के निवारण को सर्वोच्च महत्त्व दिया जाता है। विभाग प्रत्येक लिखित शिकायत पर उसकी प्राप्ति के 15 दिनों के भीतर कार्यवाही करने हेतु कटिबद्ध है। किसी भी कठिनाई की अवस्था में विभाग के

निम्न अधिकारियों से सम्पर्क किया जा सकता है :

क्र० अधिकारी का नाम
सं०

कार्यालय का पता
एवं फोन नं०

मुख्यालय

1. श्री एस.एन. राय, भा.प्र.से.
निदेशक एवं विशेष सचिव,
हरियाणा सरकार,
अभिलेखागार विभाग।
हरियाणा सिविल सचिवालय,
कमरा नं. 44, छठा तल,
चण्डीगढ़
फोन नं. 0172-2740133
2. डा. राजवन्ती मान,
उप निदेशक अभिलेख।
सिचाई भवन, - बी ब्लॉक,
चौथी मंजिल, सेक्टर-5,
पंचकुला
फोन नं. 0172-2568509

क्षेत्रीय अभिलेखागार

3. श्री महावीर सिंह मान,
सहायक निदेशक अभिलेख,
क्षेत्रीय कार्यालय,
अम्बाला मण्डल, अम्बाला।
कोठी नं. 65/583,
पुरानी ट्रेजरी रोड,
अम्बाला शहर
4. डॉ. राजेश कुमार श्रीवास्तव,
सहायक निदेशक अभिलेख,
क्षेत्रीय कार्यालय,
हिसार मण्डल, हिसार।
कमरा नं० 245-46,
द्वितीय तल, लघु सचिवालय,
हिसार
5. श्री ज्ञान चन्द अरोड़ा,
सहायक निदेशक अभिलेख,
क्षेत्रीय कार्यालय,
गुडगांव मण्डल, गुडगांव।
कोठी नं. 6-सी,
सेक्टर-14,
गुडगांव
6. श्री अनुराग श्रीवास्तव,
सहायक निदेशक अभिलेख,
क्षेत्रीय कार्यालय,
रोहतक मण्डल, रोहतक।
कोठी नं० 1296,
सेक्टर-1,
रोहतक

अभिलेखों को देखने की अनुमति लेने के लिए आवेदन-पत्र

सेवा में ✓

निदेशक,
अभिलेखागार विभाग हरियाणा,
चण्डीगढ़।

श्रीमान/श्रीमति,

मैं हरियाणा राज्य अभिलेखागार के शोध कक्ष में अभिलेखों को देखने के लिए बतौर शोधकर्ता आपके कार्यालय में नाम दर्ज कराने के लिए आवेदन करता/करती हूँ। मैं इस सम्बन्ध में समय-समय पर लागू नियमों तथा शर्तों की पालना करने के लिए सहमत हूँ तथा देखे गये प्रत्येक अभिलेख की एक-एक प्रति उनके प्रकाशन के तुरन्त बाद हरियाणा राज्य अभिलेखागार में जमा कराने का वचन देता/देती हूँ।

1. नाम-उपनाम सहित :
2. पिता/पति का नाम :
3. जन्म तिथि :
4. योग्यता :
5. राष्ट्रीयता :
6. व्यवसाय :
7. शोध का विषय :
8. *विश्वविद्यालय/संस्थान जहां पंजीकृत है :
9. प्रवेश कितनी अवधि के लिए लेना है:
10. हस्ताक्षर व तिथि :
11. पता :
स्थानीय :
स्थाई :

देखे जाने वाले अभिलेखों का विवरण

विभाग	अवधि	विशेष कथन
1		
2		
3		
4		

* शोधकर्ताओं से अनुरोध है कि वे उनके विश्वविद्यालय, संस्थान/विभाग से प्राप्त संस्तुति पत्र संलग्न करें।

परन्तु विदेशी शोधकर्ताओं से अनुरोध है कि वे भारत में उनके राजनैतिक प्रतिनिधि से प्रमाणित पत्र भी प्राप्त करके संलग्न करें।

Archaeology & Museum

113

1355
25/5/08

No. 8/4/2002-RU

From

The Chief Secretary to Government, Haryana,
Administrative Reforms Department.

To

1. All Heads of Departments in Haryana.
2. The Registrar, Punjab & Haryana High Court.
3. The Commissioner, Ambala, Hisar, Gurgaon and Rohtak Division.
4. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
5. Managing Directors of all Corporations/Boards, Haryana.

Dated Chandigarh, the 16th May, 2008

Subject: - **Citizens' Charter- Formulation, Implementation, Publicity, Monitoring and Review.**

Sir,

I am directed to invite your attention to the Administrative Reforms Department letter No.8/4/2002-RU, dated 18-04-2003 and subsequent letters of even No. dated 04-06-2003, 11-07-2003, 03-02-2004, 16-04-2004, 25-11-2004, 15-06-2005, 07-03-2006 and 02-05-2007, on the subject noted above and to state that despite issue of repeated instructions the response regarding intimating feedback on the initiatives taken for the formulation and implementation of Citizens' Charter is not encouraging. So, with a view to accelerating the tempo of formulation and effective implementation of Citizens' Charters, the following steps were suggested to be taken immediately: -

- (i) To make the Citizens' Charters consumer friendly consumer groups may be consulted at the time of their formulation and review: Review should be undertaken with consumer groups if charters exist.
- (ii) Availability of Citizens' Charters at various levels among the staff/officers and representatives of people may be ensured.
- (iii) Motivation and orientation of staff at various levels and training to staff/officers for implementation of Citizens' Charters is essential and may be given prime importance.
- (iv) Wide publicity to Citizens' Charters may be given through various media of publicity such as annual report, in house journal, press, consumer groups, display boards and website etc.

29/5/08

29/5/08

29/5/08

RK

CP/19
CP/14
CP/35

- (v) It would be better if the officer responsible for public grievances redressal is nominated as Nodal Officer to look into cases of non-fulfillment of the charters' commitment. He may also act as a Nodal Officer for pro-active action on Citizens' Charter.
- (vi) Annual internal/external review of the Citizens' Charters may be conducted at regular interval and feed back on the initiative may be intimated to the Administrative Reforms Department.

2. It is, therefore, again requested that an action plan for the formulation, implementation, publicity, monitoring and review of the Citizens' Charter may be drawn in your department/organization and a report indicating the achievements particularly giving information regarding display boards and website may be sent to the Administrative Reforms Department.

Yours faithfully,

R.K. Sharma

(R.K. SHARMA)

Research Officer

for Chief Secretary to Government, Haryana,
Administrative Reforms Department.

A copy is forwarded to all Administrative Secretaries to Government, Haryana, for information and necessary action.

R.K. Sharma

Research Officer (RU)

for Chief Secretary to Government, Haryana,
Administrative Reforms Department.

To

All the Administrative Secretaries to
Government, Haryana.

U.O. No. 8/4/2002-RU

Dated Chandigarh, the 16th May, 2008.

MOST-URGENT

114
No. 8/4/2002-RU

From

The Chief Secretary to Government, Haryana,
Administrative Reforms Department.

To

The Director,
Archaeology & Museums,
Haryana, Panchkula

Dated Chandigarh, the 27-5-02

Subject: - **Formulation and Implementation of Citizens' Charter.**

One of the issues, which came up for discussion in the conference of Chief Ministers held on 24-05-1997 was the drawing up and adoption of Citizens' Charter to specify the standards of service and time limits for action by public dealing departments/organizations. Accordingly, all Heads of Departments, Boards and Corporations and all subordinate offices thereto were asked to formulate their own Citizen's Charter and submit the same to the Administrative Reforms Department. It is a matter of grave concern that in spite of issue of numerous reminders no progress seems to have been made by your Department in this regard.

2 The Govt. of India is keenly pursuing the matter and the Parliamentary Standing Committee of Department of Personnel and Training has been urging that concrete steps should be taken up urgently.

3 You are, therefore, requested to take necessary steps for an early submission of Citizens' Charter complete in all respect, to the Administrative Reforms Department, within a fortnight, positively. The subordinate field offices under your command may also be directed to do likewise in a time bound period. In case any difficulty is faced in the formulation of Citizens' Charter the matter may be discussed by the concerned official of your organization with the undersigned so that this long pending issue could be finalized without any further delay.

Yours faithfully,

R.K. Sharma

(R.K. SHARMA)
Research Officer

for Chief Secretary to Government, Haryana
Administrative Reforms Department

20/5/02
29/5/02
29/5/02
R.K.

115

From

The Director
Department of Archaeology & Museums,
Haryana, Panchkula.

To

The Chief Secretary to Govt., Haryana
Administrative reforms Department.


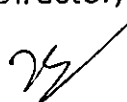

Memo No. 8/328-2001-pura/36

Dated: 7/11/10

Subject: Formulation and Implementation of Citizen's Charter.

Kindly refer to your memo No. 8/4/2002-RU, dated 28.8.09 on the subject cited above.

2. It is intimated that the Citizen Charter of this Department has already been got printed. 10 copies of the same are enclosed for your record and perusal.

  
Superintendant
for Director, Archaeology & Museums Deptt.
Haryana, Panchkula

2590
1-9-11

All part of the language
Citizen charter

116

2/19

RDSH

DATE BOUND

TIME BOUND

01.09.2011

Exec. Spl. I

**FROM ADDL. PRINCIPAL SECRETARY TO CHIEF MINISTER AND
DIRECTOR, INFORMATION & PUBLIC RELATIONS AND CULTURAL
AFFAIRS, HARYANA**

TO

ALL HEADS OF THE DEPARTMENTS

You are requested to send Citizen Charter of your Department in English positively by either at e-mail haryanaharyana@gmail.com or on fax No. 2743720 or 2741487 or by hand in Media Centre, 8th floor, Haryana Civil Secretariat, Chandigarh by 4:00 p.m. on September 2, 2011.

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From

The Director
Archaeology and Museums Department,
Haryana, Panchkula

To

The Additional Principal Secretary to Chief Minister and
Director, Information & Public Relations and Cultural
Affairs, Haryana


Memo No. 8/328-2001 pura/ 2655

Dated : 2/9/11

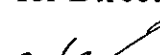
Subject: Supply of Citizen Charter

Kindly refer to your Fax Message dated 1.9.11 on the subject cited above..

Please find enclosed herewith, a copy of Citizen Charter of this Department
as desired.



Registering Officer
for Director Archaeology & Museums,
Haryana, Panchkula



118

From

The Director General
Archaeology and Museums Department,
Haryana, Panchkula

To

The Chief Secretary to Govt. Haryana,
Administrative Reforms Department

Memo No. 8/328-2001 pura/ 4139

Dated : 3/9/12

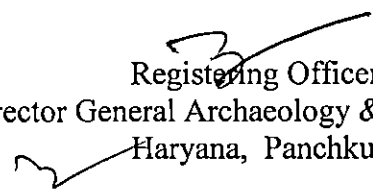
Subject: Formulation and implementation of Citizen Charter

Kindly refer to your letter No.8/4/2002-RO, dated 22.5.12 on the subject noted above.

It is intimated that Citizen Charter of this Department has already been got printed and copies of the same have already been sent to you vide this office memo No. 8/328-2001-pura/36, dated 7.1.2010 (copy enclosed).



Registering Officer
for Director General Archaeology & Museums,
Haryana, Panchkula



119



MOST-URGENT

No.8/4/2002-RU

From

The Chief Secretary to Government, Haryana,
Administrative Reforms Department.

To

*The Director,
Archaeology & Museums, Haryana,*

Dated Chandigarh, the 22 May, 2012.

Subject:- Formulation and Implementation of Citizens' Charter.

.....

Sir/Madam,

*2002
8/6/12
21.10.11*

One of the issues, which came up for discussion in the conference of Chief Ministers held on 24.5.1997 was the drawing up and adoption of Citizens' Charter to specify the standards of service and time limits for action by public dealing departments/organizations. Accordingly, all Heads of Departments, Boards and Corporations and all subordinates offices thereto were asked to formulate their own Citizen's Charter and submit the same to the Administrative Reforms Department. It is a matter of grave concern that in spite of issue of numerous reminders no progress have been made by your Department in this regard.

The Govt., of India is keenly pursuing the matter and the Parliamentary Standing Committee of Department of Personnel and Training has been urging that concrete steps should be taken up urgently.

You are, therefore, requested to take necessary steps for an early submission of Citizens' Charter complete in all respect, to the Administrative Reforms Department within a fortnight, positively. The subordinate field offices under your command may also be directed to do likewise in a time bound period. In case any difficulty is faced in the formulation of Citizens' Charter the matter may be discussed by the concerned official of your organization with the undersigned so that this long pending issue could be finalized without any further delay.

Your faithfully,

R.K. Sharma

(R.K. Sharma),
Research Officer,

for Chief Secretary to Govt., Haryana,
Administrative Reforms Department.

28
6-1-04

परिवहन आयुक्त, हरियाणा।

1. सभी विस्तारयुक्त एवं प्रधान सचिव, हरियाणा सरकार।
2. सभी आयुक्त एवं सचिव, हरियाणा सरकार।
3. सभी विभागाध्यक्ष, हरियाणा।

क्रमांक 1585-724/एसटीए-3
दिनांक 18-12-03

यु.पी. तत्व संव. सं. 3/13/1/1/1/1
पत्र सं. 8/1 3/5 पं. सं. 1/1

विषय:- नागरिक अधिकार प्रपत्र (हरियाणा राज्य परिवहन)

उपरोक्त विषय के संदर्भ में।

सरकार से प्राप्त हिदायतों के अनुसार हरियाणा राज्य परिवहन द्वारा जनता का ठी जा रही सुविधाओं को विस्तृत जानकारी के लिये परिवहन विभाग द्वारा नागरिक अधिकार प्रपत्र (सिटीजन चार्टर) का प्रकाशन किया गया है। इसकी एक प्रति आपको सूचनाार्थ एवं आवश्यक पर्यावाही हेतु भेजी जाती है।

कृते: परिवहन आयुक्त, हरियाणा।

90 क्रमांक 1585-724/एसटीए-3

दिनांक 18-12-03

इसकी एक प्रति निम्नलिखित को सूचनाार्थ एवं आवश्यक कार्यावाही हेतु भेजी जाती है:

1. सभी महाप्रबन्धक, हरियाणा राज्य परिवहन 30-30 प्रतियां इस अनुरोध के साथ भेजी जाती हैं कि वे कृपया यह सुनिश्चित करें कि यह नागरिक अधिकार प्रपत्र विभाग के प्रत्येक कर्मचारी व जनता के लिये पढ़ने हेतु आसानी से उपलब्ध हो सके।
2. सभी अधिकारी/शाख प्रभारी मुख्यालय।
3. ओ.एस.डी. मुख्य मन्त्री हरियाणा।
4. सचिव/परिवहन मन्त्री हरियाणा।
5. निजी सचिव/विस्तारयुक्त एवं प्रधान सचिव हरियाणा सरकार, परिवहन विभाग।
6. कार्यकारी निदेशक, ए.एस.आर.टी.सू. 718 इन्डस्ट्रीयल ऐरिसा खेल गांव मार्ग नई दिल्ली।
7. निदेशक, सी.आई.आर.टी. पुना नागरिक रोड भोडरारी पुना।

कृते: परिवहन आयुक्त, हरियाणा।

परिवहन विभाग हरियाणा



नागरिक अधिकार प्रपत्र हरियाणा राज्य परिवहन



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हरियाणा राज्य परिवहन नागरिक अधिकार प्रपत्र

पर्याप्त परिवहन व्यवस्था राज्य के चंद्रमुखी विकास के लिये अत्यन्त आवश्यक हैं। हरियाणा राज्य परिवहन जो कि एक विभागीय यात्री परिवहन संस्था है, राज्य के लोगों को पर्याप्त, सुव्यवस्थित, आरामदायक, सुरक्षित, सस्ती एवं कुशल बस सेवा प्रदान करने के लिये कृतसंकल्प है। हरियाणा राज्य परिवहन को गत वर्षों में कुशल परिचालन के आधार पर देश की सर्वोत्तम राज्य परिवहन संस्था माने जाने का गौरव प्राप्त है। यह जनता को और बेहतर बस सेवा तथा सुविधायें उपलब्ध कराने के लिये सदैव प्रयत्नशील है।

नवम्बर, 1966 में हरियाणा प्रदेश बनने के समय हरियाणा राज्य परिवहन को केवल 475 बसें मिली थीं जो कि 3 मुख्य डिपो अम्बाला, गुडगांव व चण्डीगढ़ द्वारा लगभग 200 मार्गों पर चलाई जाती थी। यह बसें प्रतिदिन लगभग 1 लाख किलोमीटर की दूरी तय करती थी और इनमें लगभग 1 लाख यात्री प्रतिदिन यात्रा करते थे। नवम्बर, 1972 से फरवरी, 1994 तक राज्य में यात्री परिवहन का पूर्ण राष्ट्रीयकरण था। अब हरियाणा राज्य परिवहन के पास लगभग 3500 बसें हैं जो कि 20 मुख्य डिपो व 17 उप डिपुओं से प्रतिदिन लगभग 11 लाख किलोमीटर की दूरी तय करती हैं तथा इनमें लगभग 12 लाख यात्री प्रतिदिन यात्रा करते हैं।

1. उद्देश्य

हरियाणा परिवहन विभाग का उद्देश्य राज्य की जनता को उचित दर पर पर्याप्त, कुशल, सुव्यवस्थित, सुरक्षित और आरामदायक यात्री परिवहन सेवा उपलब्ध करवाना है।

हरियाणा राज्य परिवहन से नागरिकों को प्राप्त अन्य अधिकारों के साथ-2 निम्नलिखित अधिकार भी प्राप्त हैं :-

1. सुरक्षित व आरामदायक यात्रा करने का अधिकार।
2. परिवहन के अमले से शिष्टाचार व विनमता का व्यवहार।
3. निश्चित स्थानों से बस सेवा लेना तथा छोड़ना।
4. किराये के लिये दी गई राशि के बराबर टिकट प्राप्त करना।

5. हरियाणा राज्य परिवहन, की बसों से यह भी आशा रखना, कि हरियाणा राज्य परिवहन, की बसें पैदल यात्रियों व अन्य यातायात के साधनों को भी मार्ग पर उचित सम्मान देंगी।
6. यात्री का यह भी अधिकार है कि उसकी शिकायतों को उचित स्तर पर सुनते हुये उन पर अमल किया जाये तथा इसी प्रकार की कार्यवाही यात्रियों द्वारा दिये गये सुझावों पर भी की जाये।

2. परिचालन क्षेत्र

हरियाणा राज्य परिवहन, राज्य के सभी शहरों, कस्बों तथा गांवों के लोगों को राज्य में एक स्थान से दूसरे स्थान तक जाने के लिये तथा राज्य के मुख्य शहरों को पड़ोसी राज्यों के मुख्य शहरों से मिलाने के लिये सुव्यवस्थित बस सेवायें प्रदान करने हेतु कृतसंकल्प है। हरियाणा राज्य परिवहन की बसें राज्य के कोने - 2 में बस सेवायें उपलब्ध करवा रही है। राज्य के सभी शहरों व गांवों को जहां पर सड़के उपलब्ध हैं बस सेवायें उपलब्ध करवाई जा रही हैं। कुछ मार्गों पर निजि क्षेत्र की बस सेवायें चलाने के लिये प्राईवेट आपरेटरों को परमिट दिये गये हैं। इसके अतिरिक्त हरियाणा के पड़ोसी राज्यों के साथ हुये परिवहन समझौतों के अनुसार इन राज्यों के मुख्य स्थानों को हरियाणा के विभिन्न स्थानों से जोड़ने के लिये भी हरियाणा राज्य परिवहन द्वारा बस सेवायें उपलब्ध करवाई जा रही हैं। पड़ोसी राज्यों के विभिन्न स्थानों जैसा कि पंजाब में भटिंडा, लुधियाना, जालन्धर, कपूरथला, पटियाला, फिरोजपुर, नाभा, राजपुरा, अमृतसर और पठानकोट इत्यादि, हिमाचल में शिमला, रामपुर, कुल्लु, सुन्दरनगर, बैजनाथ, कांगड़ा, ज्वालाजी, चिंतपूर्णा, चामुण्डा देवी व नैणा देवी इत्यादि, राजस्थान में जयपुर, अजमेर, जोधपुर, सीकर, गंगानगर, सूरतगढ़, अनूपगढ़, कर्णपुर, कोटा, राजगढ़, अलवर और भिवाड़ी इत्यादि उत्तर प्रदेश में लखनऊ, बरेली, सहारनपुर, मेरठ, अलीगढ़, मथुरा, आगरा और गाजियाबाद इत्यादि, उत्तरांचल में हरिद्वार, देहरादून और ऋषिकेश इत्यादि, मध्य प्रदेश में ग्वालियर, जम्मू काश्मीर में जम्मू व कटड़ा तथा चण्डीगढ़ व दिल्ली के लिये हरियाणा राज्य परिवहन की बस सेवायें चलाई जा रही हैं।

3. हरियाणा राज्य परिवहन के बस स्टैण्ड

हरियाणा राज्य परिवहन राज्य के लोगों को यातायात की दृष्टि से सभी महत्वपूर्ण स्थानों पर आवश्यक यात्रा सुविधायें उपलब्ध कराने हेतु पर्याप्त, साफ-सुथरे तथा सभी सुविधाओं से युक्त बस स्टैण्ड तथा छोटे बस स्टापों पर बस क्यू शैल्टर उपलब्ध कराने हेतु कृतसंकल्प है। विभाग द्वारा राज्य में यातायात की दृष्टि से 82 महत्वपूर्ण स्थानों पर बस स्टैण्डों का निर्माण किया गया है जहां पर यात्रियों की सुविधा के लिये आवश्यक सुविधायें उपलब्ध कराई गई हैं। इन 82 बस स्टैण्डों के नाम, पूछताछ, टेलीफोन नं० और इन बस स्टैण्डों से जिन-2 मुख्य स्थानों के लिये बस सेवार्यें उपलब्ध हैं उनका विवरण अनुबन्ध 'क'-'ख' पर दर्शाया गया है। इसके अतिरिक्त छोटे बस स्टापों पर बस क्यू शैल्टर उपलब्ध करवाये गये हैं। कुछ अन्य स्थानों पर बस स्टैण्डों/क्यू शैल्टर उपलब्ध कराने हेतु कार्यवाही चल रही है।

3.1 मुख्य बस स्टैण्डों पर उपलब्ध सुविधायें:-

जैसा कि ऊपर कहा गया है कि हरियाणा राज्य परिवहन, यात्रियों को बस स्टैण्डों पर सभी आवश्यक सुविधायें, जैसे कि पूछताछ केन्द्र, अग्रिम बुकिंग, बसों की समय सारणी, स्त्री तथा पुरुष शौचालय, लाईटें व पंखों से युक्त-प्रतिकालय, साफ पीने के पानी की व्यवस्था, आवश्यक खाने पीने की वस्तुओं की उचित दरों की दुकानें, साईकल/स्कूटर स्टैण्ड इत्यादि उपलब्ध करवाने के लिये कृतसंकल्प है। इस समय बस स्टैण्डों पर आवश्यकता अनुसार निम्नलिखित सुविधायें उपलब्ध करवाई जा रही हैं:-

(क) अग्रिम बुकिंग व आरक्षण की सुविधा :- हरियाणा राज्य परिवहन द्वारा सभी बस स्टैण्डों पर अग्रिम बुकिंग सुविधा उपलब्ध करवाई जा रही है इसके अतिरिक्त जयपुर - चण्डीगढ़, दिल्ली व कटड़ा जैसे बड़े शहरों में लगभग 7 दिन पहले आरक्षण की सुविधा भी उपलब्ध करवाई गई है। इस सुविधा के लिये साधारण बसों में एक रुपया व डीलक्स बसों में 2 रुपये प्रति यात्री फीस वसूल की जाती है। कटरा बस स्टैण्ड पर यह फीस 5/रुपये प्रति यात्री वसूल की जाती है।

(ख) पीने के पानी की व्यवस्था :- मुख्य बस स्टैण्डों पर पीने के पानी के लिये वाटर कूलर्स व वाटर फिल्टर लगाये गये हैं तथा पीने के पानी को स्टोर करने का भी उचित प्रबन्ध किया गया है।

(ग) शौचालयों का प्रबन्ध:- प्रत्येक बस स्टैण्ड पर महिलाओं व पुरुषों के लिये अलग-2 साफ सुथरे शौचालयों का प्रबन्ध किया गया है। इन शौचालयों की सफाई व रखरखाव को सुनिश्चित करने के लिये अधिकतर डिपुओं में शौचालयों का ठेका मैसर्स सुलभ, श्रीगंगानगर को दिया गया है जोकि यात्रियों से शौचालय के प्रयोग के लिये नाममात्र शुल्क ले रही है।

(घ) प्रतिक्षालय का प्रबन्ध :- प्रत्येक मुख्य बस स्टैण्ड पर यात्रियों की सुविधा के लिये साफ-सुथरा प्रतिक्षालय कक्ष उपलब्ध कराया गया है जिसमें बिजली व पंखों का उचित प्रबन्ध किया गया है।

(ङ) दुकानों का प्रबंध :- हरियाणा राज्य परिवहन के प्रत्येक बस स्टैण्ड पर यात्रियों की सुविधा के लिये आवश्यक वस्तुओं की दुकानों का प्रबंध किया गया है। इन दुकानों पर बेची जाने वाली चीजों के दाम सम्बन्धित महाप्रबन्धक के तहत अधिकारियों की एक कमेटी द्वारा क्वालिटी के हिसाब से निर्धारित किये जाते हैं तथा उन की सूची दुकानदारों द्वारा दुकान के बाहर दर्शायी जाती है।

हरियाणा राज्य परिवहन के सभी बस स्टैण्डों पर बीड़ी, सिगरेट व अन्य तम्बाकू उत्पादों के बेचने पर प्रतिबन्ध है।

(च) साइकिल/स्कूटर स्टैण्ड :- हरियाणा राज्य परिवहन के मुख्य बस स्टैण्डों पर यात्रियों की सुविधा के लिये साइकिल/स्कूटर स्टैण्ड का प्रबंध किया गया है जहां पर यात्री उचित शुल्क देकर अपना स्कूटर/साइकिल खड़ी कर सकते हैं।

(छ) बसों की समय सारणी :- हरियाणा राज्य परिवहन के बस स्टैण्डों पर यात्रियों की सुविधा के लिये हरियाणा राज्य परिवहन की डीलक्स व साधारण बसों की समय सारणी के साथ-2 निजी परिवहन समितियों द्वारा चलाई जा रही बसों की समय सारणी भी दर्शायी जाती है।

(ज) शिकायत / सुझाव पुस्तिका :- हरियाणा राज्य परिवहन के प्रत्येक बस स्टैण्ड पर यात्रियों की सुविधा के लिये एक शिकायत पुस्तिका उपलब्ध करवाई गई है जिसमें कोई भी यात्री अपनी शिकायत अथवा सुझाव दर्ज कर सकता है।

4. कर्मशालायें

लोगों को अच्छी बस सेवा उपलब्ध कराने के लिये आधुनिक मशीनरी / सुविधायों व कुशल कारीगरों से युक्त कर्मशालाओं का होना अति आवश्यक है जिसके लिये राज्य परिवहन कृतसंकल्प है ताकि कुशल व ब्रेक डाऊन रहित बस सेवा प्रदान की जा सके।

राज्य परिवहन द्वारा बसों के उत्तम रख-रखाव व सफाई के लिये आधुनिक कर्मशालायें स्थापित की गई हैं, जहां पर सभी आवश्यक मशीनरी व कलपुर्जें उपलब्ध करवाये गये हैं।

हरियाणा राज्य परिवहन के कुल 20 डिपो हैं जिनमें से 10 डिपोओं में टाटा बसें हैं और बाकी 10 डिपो में लेलैण्ड बसें हैं। सभी डिपोओं में बसों की पूर्णतया मुरम्मत व रख-रखाव के लिये बड़ी कर्मशालायें हैं तथा उप डिपो में दिन प्रतिदिन की छोटी मोटी मुरम्मत व सफाई के लिये छोटी कर्मशालायें हैं। इसके अतिरिक्त हिसार व करनाल में 2 केन्द्रीय कर्मशालायें भी स्थापित की गई हैं, जिनमें इंजन व दूसरी मुख्य असेम्बलीज की ओवरहालिंग तथा टायर रिट्रेडिंग इत्यादि का कार्य किया जाता है। टाटा डिपोओं के लिये केन्द्रीय कर्मशाला करनाल में तथा लेलैण्ड डिपोओं के लिये हिसार में स्थापित की गई है।

विभाग द्वारा पहले से चलाई जा रही योजनाओं के तहत सभी कर्मशालाओं में आधुनिक मशीनरी उपलब्ध करवाई जाती है जैसे कि सभी बड़ी कर्मशालाओं में दस धोने की स्वचालित मशीनें, टायर रिट्रेडिंग प्लांट, प्रदूषण चैक करने की मशीनें आदि।

5. हरियाणा रोडवेज इन्जीनियरिंग कारपोरेशन

राज्य परिवहन लोगों को आधुनिक तकनीक से बनी सुरक्षित व आरामदायक बसें उपलब्ध कराने हेतु कृतसंकल्प है। हरियाणा राज्य परिवहन की बसों पर बॉडी बनाने के लिये गुडगांव में हरियाणा रोडवेज इन्जीनियरिंग कारपोरेशन के तहत एक आधुनिक कर्मशाला स्थापित की गई है। इस कर्मशाला द्वारा हाल ही में बसों के डिजाईन में सुधार करके उन्हें पहले से कहीं ज्यादा मजबूत, सुरक्षित, आरामदायक तथा आकर्षक

बनाया गया है। इन बसों में प्री-फेबरीकेटिड आरामदायक सीटें लगाई गई हैं तथा उनमें बेहतर लेग स्पेसिंग रखी गई है। पुरानी बसों की बॉडी की बड़ी मुरम्मत इत्यादि का कार्य भी इस कर्मशाला में किया जाता है। इस कर्मशाला द्वारा बनाई गई बसें निजि क्षेत्र की कम्पनियों की अपेक्षा काफी कम लागत से तैयार की जा रही हैं।

6. चालक प्रशिक्षण केन्द्र

विभाग द्वारा नये भारी वाहन चालकों को प्रशिक्षण उपरान्त प्रमाणित करने हेतु निम्नलिखित 5 स्थानों पर चालक प्रशिक्षण केन्द्र स्थापित किये गये हैं :-

1. चालक प्रशिक्षण संस्थान, मुरथल
2. केन्द्रीय कर्मशाला हिसार
3. केन्द्रीय कर्मशाला करनाल
4. हरि0 राज्य परिवहन कर्मशाला गुडगांव
5. हरि0 राज्य परिवहन कर्मशाला रोहतक

इन केन्द्रों पर नये भारी वाहन चालकों व स्कूल बसों के चालकों/परिचालकों को प्रशिक्षण देने से सम्बन्धित जानकारी अनुबन्ध 'ग' पर देख ली जाये।

चालक प्रशिक्षण संस्थान मुरथल में निम्नलिखित प्रशिक्षण दिये जाते हैं :-

1. हरियाणा राज्य परिवहन के चालकों को रिफ्रेशर कोर्स ।
2. हरियाणा राज्य परिवहन के परिचालकों को रिफ्रेशर कोर्स ।
3. हरियाणा राज्य परिवहन के नये नियुक्त वाहन चालकों को बेसिक प्रशिक्षण ।
4. नये भारी वाहन चालकों को प्रशिक्षण व रिफ्रेशर प्रशिक्षण ।
5. ~~प्रकार के वाहनों के चालकों के लिये प्रशिक्षण ।~~ ^{मिडियम कैबल वाहन} के चालकों के लिये प्रशिक्षण ।
6. स्कूल बस चालकों व परिचालकों को रिफ्रेशर प्रशिक्षण आदि ।

7. हरियाणा राज्य में बस किराया

हरियाणा राज्य परिवहन द्वारा मुख्यतः साधारण बस सेवायें सभी डिपुओं द्वारा चलाई जा रही हैं। मुख्य शहरों में लोकल बस सेवायें भी उपलब्ध कराई जा रही हैं। चण्डीगढ़ व दिल्ली डिपुओं के महत्वपूर्ण मार्गों पर सेमी डीलक्स व डीलक्स बसें उपलब्ध करवाई जा रही हैं। सेमी डीलक्स बस का किराया सामान्य किराये से 50 प्रतिशत अधिक होता है तथा डीलक्स बस का किराया सामान्य किराये से दो गुना होता है।

हरियाणा राज्य में यात्री कर मूल किराये का 60 प्रतिशत के बराबर है। हरियाणा में बस किराया जो 19.8.2003 से सरकार की अधिसूचना क्रमांक 22/76/2003-2

परि० (I) दिनांक 18.8.2003 द्वारा निर्धारित किया गया है, वह निम्नलिखित प्रकार से है:-

क्र० सं०	सेवा की किस्म	कुल किराया (पैसे/प्रति यात्री/प्रति कि.मी.) (60 प्रतिशत यात्री कर सहित)	व्यक्तिगत सामान का भाडा (प्रति-कि०मी० प्रति 40 कि०ग्रा० के लिये आधा किराया)
1.	सामान्य बस किराया	45.00	(प्रति-कि०मी० प्रति 40 कि०ग्रा० के लिये आधा किराया)
2.	सेमी डीलक्स बस किराया	67.50	-सम-
3.	डीलक्स बस किराया	90.00	-सम
4.	वातानुकूलित बस किराया	157.50	-सम-

नोट-1 यात्री कर सम्मिलित करने के पश्चात कम से कम किराया 2 रूपये चार्ज किया जायेगा।

2 मार्गों के विभिन्न प्रकारों के लिये (यात्री कर सम्मिलित करने के पश्चात) संगणित किराये को अगले एक रूपये तक पूरा कर दिया जायेगा।

3 आधे किलोमीटर से कम के भाग को नहीं गिना जायेगा।

4 दिनांक 11.12.2002 से प्रभावित टोल टैक्स की वसूली

हरियाणा सरकार की अधिसूचना 13/44/2002-6 टी (II) दिनांक 4.12.2002 के अनुसार राष्ट्रीय राजमार्ग नं० 1,2 व 8 के यात्रियों से यह वसूली निम्न तालिका अनुसार की जाती है।

16 से 25 कि.मी.	1 रूपया ,	26 से 75 कि.मी.	2 रूपया
76 से 125 कि.मी.	3 रूपया ,	126 से 175 कि.मी.	4 रूपया
176 और इससे अधिक	5 रूपया		

उपरोक्त दर के अनुसार ही हरियाणा राज्य में विभिन्न राज्तीय राजमार्गों पर (जिन पर सरकार द्वारा टोल टैक्स लगा दिया गया है), टोल टैक्स चार्ज किया जा रहा है।

5. तीन साल तक की आयु के बच्चे से कोई किराया नहीं लिया जायेगा। तीन साल से 12 साल तक के बच्चे से आधा किराया लिया जायेगा।

8. स्पेशल बुकिंग/अनुबन्ध पर बसें उपलब्ध करवाना

हरियाणा राज्य परिवहन द्वारा शादियों, पर्यटक व धार्मिक स्थलों तथा एलटीसी आदि पर एक ग्रुप में जाने के लिये अनुबन्ध पर बसें उपलब्ध कराई जाती हैं। अनुबन्ध पर बसें उपलब्ध करवाने के लिये हरियाणा राज्य परिवहन के सम्बन्धित महाप्रबन्धक से सम्पर्क किया जा सकता है।

9. मुफ्त/रियायती यात्रा सुविधा

हरियाणा राज्य परिवहन एक सामाजिक दायित्व निभाते हुये विभिन्न वर्ग के लोगों को मुफ्त/रियायती बस यात्रा सुविधा उपलब्ध करवाता है।

मुफ्त यात्रा सुविधा :- हरियाणा राज्य परिवहन ने निम्नलिखित श्रेणियों के यात्रियों को अपनी बसों में मुफ्त यात्रा सुविधा प्रदान की हुई है।

क. संसद एवं विधान सभा के सदस्य व भूतपूर्व सदस्य।

भूतपूर्व विधायकों को पहचान -पत्र सचिव, हरियाणा विधान सभा द्वारा जारी किया गया होना चाहिये। इन पहचान पत्रों पर प्रतिहस्ताक्षर सम्बन्धित महाप्रबन्धक, हरियाणा राज्य परिवहन द्वारा किये होने चाहिये।

ख. विधान सभा सदस्य को एक मुफ्त पास हरियाणा, यूटी. चण्डीगढ़ तथा देहली आने-जाने के लिये पैप्सू पथ परिवहन की बसों में यात्रा के लिये भी दिया जाता है

ग. 100 प्रतिशत अन्धे व्यक्ति।

घ. 100 प्रतिशत शारीरिक तौर पर विकलांग व्यक्ति को केवल हरियाणा क्षेत्र में।

ङ. किपल्ड/शारीरिक तौर पर विकलांग व्यक्तियों को एक सहायक सहित अपने घर से साकेत हस्पताल, पंचकुला, में इलाज हेतु आने जाने के लिये।

शारीरिक तौर पर अपंग व्यक्तियों को मुफ्त यात्रा सुविधा के लिये सम्बन्धित जिला के मुख्य चिकित्सा अधिकारी से चिकित्सा प्रमाण पत्र प्राप्त करके प्रस्तुत करना होगा।

नेत्रहीन व्यक्तियों को हरियाणा राज्य परिवहन की बसों में मुफ्त यात्रा सुविधा के लिये सम्बन्धित उपायुक्त द्वारा जारी प्रमाण पत्र दिखाना होगा। इस प्रमाण पत्र पर उपायुक्त की मोहर लगी होना आवश्यक है।

च. मान्यता प्राप्त पत्रकारों को एक वर्ष में 2500 कि.मी. तक मुफ्त यात्रा सुविधा प्रदान की गई है।

मान्यता प्राप्त पत्रकार को हरियाणा राज्य परिवहन की बसों में मुफ्त यात्रा के लिये महाप्रबन्धक हरियाणा राज्य परिवहन द्वारा जारी बस पास दिखाना होगा।

छ. हरियाणा के बेरोजगार युवकों को रोजगार के लिये अपने घर से साक्षात्कार के स्थान तक हरियाणा राज्य, दिल्ली व चण्डीगढ़ आने जाने की मुफ्त यात्रा सुविधा।

यह सुविधा कर्मचारी चयन आयोग, हरियाणा लोक सेवा आयोग तथा हरियाणा राज्य में स्थित विभिन्न रोजगार कार्यालयों व बोर्ड निगमों में हरियाणा राज्य के बेरोजगार युवाओं को साक्षात्कार हेतु दी जाती है।

- ज. चण्डीगढ़ तथा जालन्धर के समाचार पत्रों में कार्यरत 285 डैस्क जर्नलिस्टों व प्रैस शाखा में कार्यरत 30 कर्मचारियों को प्रति वर्ष 1500 कि.मी. तक निशुल्क यात्रा सुविधा।
- झ. हरियाणा राज्य के स्वतन्त्रता सेनानियों को अपनी पत्नी या एक सहायक सहित हरियाणा, चण्डीगढ़ तथा दिल्ली में मुफ्त यात्रा सुविधा। यह सुविधा हरियाणा राज्य परिवहन की डीलक्स बसों में भी उपलब्ध है। स्वतन्त्रता सेनानियों की विधवायें भी इस सुविधा का लाभ उठा सकती हैं।
- य. थेलेसेमिया बीमारी से ग्रस्त बच्चों को एक सहायक सहित मुफ्त यात्रा सुविधा।
- ट. युद्ध में मारे गये सैनिकों के आश्रितों को पेंशन लेने हेतु बसों में आने जाने के लिये मास में दो मुफ्त पास दिये जाते हैं।
- ड. राष्ट्रीय पुरस्कार विजेता कलाकार
- ड. अर्जुन अवार्ड विजेता, ओलम्पिक व राज्य पुरस्कार विजेता खिलाड़ियों को मुफ्त यात्रा सुविधा।

रियायती यात्रा सुविधा

- क. विद्यार्थी पास :-हरियाणा राज्य परिवहन मान्यता प्राप्त स्कूल/कालेज तथा ऐसे स्कूल/कालेज व अन्य संस्थाएँ, जो राज्य में किसी विश्व विद्यालय से जुड़े हों के विद्यार्थियों को अपनी सामान्य बसों में 60 किलोमीटर तक यात्रा करने के लिये त्रैमासिक पास जारी करती है। उन्हें उनके घर से शिक्षा संस्थान (हरियाणा क्षेत्र) तक आने-जाने के लिये हिदायतें क्रमांक 10551-71/ए2/एसीसी दिनांक 22.8.2003 के अनुसार निम्नलिखित दर से किराया देना पड़ता है।

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इसके अतिरिक्त चण्डीगढ़ व देहली जाने वाले विद्यार्थी से एक माह के लिये केवल 10 एक तरफा किराया लिया जाता है। (पत्र क्रमांक 524-41/सीएआई0 दिनांक 27.1.92) यह पास रविवार के दिन मान्य नहीं होता।

ख. सरकारी कर्मचारी :-सरकारी कर्मचारियों से एक मास में 35 एक तरफा किराया लेकर हरियाणा राज्य परिवहन की सामान्य बसों में यात्रा के लिये मासिक पास प्रदान किया जाता है।

ग. हरियाणा पुलिस के तृतीय एवं चतुर्थ श्रेणी के निरीक्षक तक कार्यरत कर्मचारियों को हरियाणा राज्य परिवहन की बसों में रियायती यात्रा सुविधा प्रदान करवाई जा रही है। इसके लिये इनके वेतन से 70/-रुपये प्रतिमाह की कटौती की जाती है।

10. बसों की साफ-सफाई

हरियाणा राज्य परिवहन का भरसक प्रयत्न है कि यात्रियों को साफ सुथरी बस सेवायें उपलब्ध करवाई जाये। इसके लिये हरियाणा राज्य परिवहन के सभी 20 डिपुओं में बस धुलाई की स्वचालित-मशीनें उपलब्ध करवाई गई है।

11. डीलक्स बस सेवाओं की समय सारणी

डीलक्स व सेमी डीलक्स बसों की समय सारणी अनुबन्ध 'घ' पर दी गई है। इसमें समय-2 पर बदलाव किया जा सकता है। सभी बसों की समय सारणी बस स्टैण्डो पर उपलब्ध करवाई जाती है। हरियाणा राज्य परिवहन चण्डीगढ़-दिल्ली, चण्डीगढ़-जयपुर व चण्डीगढ़-शिमला मार्गों पर डीलक्स बसों का संचालन कर रहा है। इन सभी बसों में यात्रियों के मनोरंजन के लिये वीडियो सुविधा व पानी की बोतल आदि मुफ्त उपलब्ध करवाई जाती हैं।

12. कम्प्यूटराईजेशन

हरियाणा राज्य परिवहन के कुछ महत्वपूर्ण कार्य-कलापों का कम्प्यूटरीकरण किया जा रहा है। राज्य की नई सूचना प्रौद्योगिकी नीति के अनुसार सभी स्तरों पर कार्य कलापों को पूर्णतयः कम्प्यूटरीकृत करने का निर्णय लिया गया है। नई नीति के तहत हरियाणा राज्य परिवहन के सभी डिपुओं के विभिन्न कार्य कलापों का ऑन लाईन कम्प्यूटरीकरण व विभिन्न कार्यालयों को कम्प्यूटर के माध्यम से जोड़ने का प्रस्ताव है। लोगों को आवश्यक जानकारी देने के लिये राज्य परिवहन द्वारा इंटरनेट पर अपनी वेब साईट लांच करने का भी प्रस्ताव है।

यह सुविधा कर्मचारी चयन आयोग, हरियाणा लोक सेवा आयोग तथा हरियाणा राज्य में स्थित विभिन्न रोजगार कार्यालयों व बोर्ड निगमों में हरियाणा राज्य के बेरोजगार युवाओं को साक्षात्कार हेतु दी जाती है।

- ज. चण्डीगढ़ तथा जालन्धर के समाचार पत्रों में कार्यरत 285 डैस्क जर्नलिस्टों व प्रैस शाखा में कार्यरत 30 कर्मचारियों को प्रति वर्ष 1500 कि.मी. तक निशुल्क यात्रा सुविधा।
- झ. हरियाणा राज्य के स्वतन्त्रता सेनानियों को अपनी पत्नी या एक सहायक सहित हरियाणा, चण्डीगढ़ तथा दिल्ली में मुफ्त यात्रा सुविधा। यह सुविधा हरियाणा राज्य परिवहन की डीलक्स बसों में भी उपलब्ध है। स्वतन्त्रता सेनानियों की विधवायें भी इस सुविधा का लाभ उठा सकती हैं।
- य. थेलेसेमिया बीमारी से ग्रस्त बच्चों को एक सहायक सहित मुफ्त यात्रा सुविधा।
- ट. युद्ध में मारे गये सैनिकों के आश्रितों को पेंशन लेने हेतु बसों में आने जाने के लिये मास में दो मुफ्त पास दिये जाते हैं।
- ड. राष्ट्रीय पुरस्कार विजेता कलाकार
- ड अर्जुन अवार्ड विजेता, ओलम्पिक व राज्य पुरस्कार विजेता खिलाड़ियों को मुफ्त यात्रा सुविधा।

रियायती यात्रा सुविधा

- क. विद्यार्थी पास :-हरियाणा राज्य परिवहन मान्यता प्राप्त स्कूल/कालेज तथा ऐसे स्कूल/कालेज व अन्य संस्थायें, जो राज्य में किसी विश्व विद्यालय से जुड़े हो के विद्यार्थियों को अपनी सामान्य बसों में 60 किलोमीटर तक यात्रा करने के लिये त्रैमासिक पास जारी करती है। उन्हें उनके घर से शिक्षा संस्थान (हरियाणा क्षेत्र) तक आने-जाने के लिये हिदायतें क्रमांक 10551-71/ए2/एसीसी दिनांक 22.8.2003 के अनुसार निम्नलिखित दर से किराया देना पड़ता है।

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इसके अतिरिक्त चण्डीगढ़ व देहली जाने वाले विद्यार्थी से एक माह के लिये केवल 10 एक तरफा किराया लिया जाता है। (पत्र क्रमांक 524-41/सीएआई0 दिनांक 27.1.92) यह पास रविवार के दिन मान्य नहीं होता।

ख. सरकारी कर्मचारी :-सरकारी कर्मचारियों से एक मास में 35 एक तरफा किराया लेकर हरियाणा राज्य परिवहन की सामान्य बसों में यात्रा के लिये मासिक पास प्रदान किया जाता है।

ग. हरियाणा पुलिस के तृतीय एवं चतुर्थ श्रेणी के निरीक्षक तक कार्यरत कर्मचारियों को हरियाणा राज्य परिवहन की बसों में रियायती यात्रा सुविधा प्रदान करवाई जा रही है। इसके लिये इनके वेतन से 70/-रुपये प्रतिमाह की कटौती की जाती है।

10. बसों की साफ-सफाई

हरियाणा राज्य परिवहन का भरसक प्रयत्न है कि यात्रियों को साफ सुथरी बस सेवायें उपलब्ध करवाई जाये। इसके लिये हरियाणा राज्य परिवहन के सभी 20 डिपुओं में बस धुलाई की स्वचालित मशीनें उपलब्ध करवाई गई है।

11. डीलक्स बस सेवाओं की समय सारणी

डीलक्स व सेमी डीलक्स बसों की समय सारणी अनुबन्ध 'घ' पर दी गई है। इसमें समय-2 पर बदलाव किया जा सकता है। सभी बसों की समय सारणी बस स्टैण्डो पर उपलब्ध करवाई जाती है। हरियाणा राज्य परिवहन, चण्डीगढ़- दिल्ली, चण्डीगढ़-जयपुर व चण्डीगढ़- शिमला मार्गों पर डीलक्स बसों का संचालन कर रहा है। इन सभी बसों में यात्रियों के मनोरंजन के लिये वीडियो सुविधा व पानी की बोतल आदि मुफ्त उपलब्ध करवाई जाती हैं।

12. कम्प्यूटराईजेशन

हरियाणा राज्य परिवहन के कुछ महत्वपूर्ण कार्य-कलापों का कम्प्यूटरीकरण किया जा रहा है। राज्य की नई सूचना प्रौद्योगिकी नीति के अनुसार सभी स्तरों पर कार्य कलापों को पूर्णतयः कम्प्यूटरीकृत करने का निर्णय लिया गया है। नई नीति के तहत हरियाणा राज्य परिवहन के सभी डिपुओं के विभिन्न कार्य कलापों का ऑन लाईन कम्प्यूटरीकरण व विभिन्न कार्यालयों को कम्प्यूटर के माध्यम से जोड़ने का प्रस्ताव है। लोगों को आवश्यक जानकारी देने के लिये राज्य परिवहन द्वारा इंटरनेट पर अपनी वेब साईट लांच करने का भी प्रस्ताव है।

13. सुरक्षा उपाय

हरियाणा राज्य परिवहन द्वारा यात्रियों की सुरक्षा को सुनिश्चित करने, सड़क दुर्घटनाओं में कमी लाने तथा मुख्य मार्गों पर यातायात को आधुनिक ढंग से प्रबन्धित करने के विचार से निम्नलिखित अभियान चलाये जा रहे हैं:-

1. चालकों को समय-2 पर रिफ्रेशर कोर्स के लिये भेजना।
2. चालकों का समय-2 पर मैडीकल व आंखों का टैस्ट किया जाना।
3. चालकों को साप्ताहिक रैस्ट दिया जाना आवश्यक करना।
4. बसों का वर्कशाप में उचित रख-रखाव करना तथा सुनिश्चित करना कि बसों को सड़क पर भेजने से पहले जॉब कार्ड में दिखाई गई त्रुटियों को दूर कर दिया गया है, तथा यह भी सुनिश्चित करना कि मार्ग पर जाने से पहले बस पूर्णतया फिट है और बस में सड़क सुरक्षा से सम्बन्धी उपकरण ठीक प्रकार से कार्य कर रहे हैं।
5. एक वरिष्ठ अधिकारी द्वारा प्रातः काल कर्मशाला से बस की आऊटशैडिंग के समय निरीक्षण किया जाता है।
6. चालकों को सड़क सुरक्षा सम्बन्धी जानकारी देने के लिये समय-2 पर खुले दरबार लगाये जाते हैं।
7. लापरवाही से बस चलाने की शिकायत मिलने पर दोषी चालक के विरुद्ध सख्त कार्यवाही की जाती है।
8. बसों का तीसरी पार्टी इन्शोरेंस किया जाता है।
9. अनाधिकृत ढाबों पर बसों को रोकने पर प्रतिबन्ध लगाया गया है।

उपरोक्त उपायों द्वारा हरियाणा राज्य परिवहन में पिछले कुछ सालों से सड़क दुर्घटनाओं में कमी आई है। दुर्घटनाओं की दर 0.11 प्रति एक लाख किलोमीटर रह गई है, जो कि देश की अन्य राज्य परिवहन संस्थाओं की औसत दर से आधी है। इसे और कम करने के लिये सतत प्रयास किये जा रहे हैं।

मुख्य राष्ट्रीय राजमार्गों पर यात्रियों की सुरक्षा को सुनिश्चित करने तथा दुर्घटनाग्रस्त व्यक्तियों को दुर्घटना स्थल पर ही तुरन्त प्राथमिक चिकित्सा सुविधा उपलब्ध करवाकर उसे शीघ्र नजदीकी हस्पताल में भिजवाने के लिये हरियाणा हाईवे पेट्रोल व सड़क सुरक्षा का गठन किया गया था। इस इकाई के तहत राज्य से गुजरने वाले मुख्य राष्ट्रीय राजमार्गों 1,2,8 व 10 पर लगभग प्रत्येक 30 कि०मी० की दूरी पर 19 यातायात सहायता केन्द्र स्थापित किये गये हैं। स्थापित किये गये यातायात सहायता केन्द्रों का व्यौरा अनुबन्ध 'ड' पर दिया गया है।

प्रत्येक यातायात सहायता केन्द्र पर वायरलेस यन्त्रों सहित जिप्सी, मोटर साइकिल, रिकवरी केन और पैरा मैडीकल अमले सहित एम्बुलेंस उपलब्ध कराई गई हैं।

सभी यात्रियों/सर्वसाधारण से अनुरोध है कि वे दुर्घटना से सम्बन्धित आपात स्थिति में उपरोक्त यातायात सहायता केन्द्रों से दूरभाष पर अथवा संबंधित अधिकारियों से सम्पर्क कर सकते हैं, जिनकी सूची अनुबन्ध 'ड' पर रखी है।

14. शिकायत एवं सुझाव:-

हरियाणा राज्य परिवहन, यात्रियों से प्राप्त शिकायतों व सुझावों पर तुरन्त कार्यवाही तथा इन शिकायतों को जल्द से जल्द निपटाने हेतु प्रयासरत रहता है। यह शिकायत कई प्रकार की हो सकती हैं जैसे कि परिचालक द्वारा किराया लेकर टिकट जारी न करना, बेची गई टिकटों का पुनः प्रयोग करना, बसों को अनाधिकृत स्थानों/ढाबों पर खड़ा करना, बस में ड्यूटी पर तैनात अमले का यात्रियों के साथ मधुर व्यवहार न रहना, तीव्र गति से बस चलाना और शराब के नशे में बस चलाना आदि। इन सभी शिकायतों पर विभाग द्वारा की गई कार्यवाही से यात्रियों को भी अवगत करवाने के प्रयास किये जाते हैं। यात्री कृपया शिकायत करते समय डिपू का नाम, बस का रजिस्ट्रेशन नं०, रूट, तिथि, समय, स्थान व टिकट नम्बर इत्यादि अवश्य लिखें।

सभी बस स्टैण्डों पर स्टैण्ड पर्यवेक्षक के पास शिकायत पुस्तिका रखी जाती है तथा प्रत्येक बस स्टैण्ड पर शिकायत पेटी भी रखी जाती है। जिसमें यात्री अपनी शिकायत या सुझाव डाल सकता है।

यात्री सम्बन्धित अधिकारियों को दूरभाष पर तथा डाक द्वारा लिखित रूप में भी शिकायत भेज सकता है। सम्बन्धित अधिकारियों के दूरभाष नं० अनुबन्ध 'च' पर दिये गये हैं।

आप हमें किस प्रकार से सहयोग दे सकते हैं-

1. हरियाणा राज्य परिवहन की बसें जनता की सम्पत्ति हैं तथा इनका संरक्षण करना व साफ सुथरा रखना हम सबका कर्तव्य है।
2. यात्रा हेतू टिकट खरीदें और यात्रा समाप्ति पर इसे फाड़ दें।

3. परिचालक द्वारा आपसे लिये गये पैसे के बराबर ही टिकट लें तथा निरीक्षण के समय निरीक्षक को टिकट अवश्य दिखायें।
4. बसों एवम् बस स्टैण्ड को साफ-सुथरा रखने में सहयोग दें।
5. बसों में नशील पदार्थों का सेवन करके यात्रा न करें।
6. बसों में धूम्रपान न करें।
7. बसों के अन्दर ज्वलनशील पदार्थ (गैस सिलेण्डर व केरोसीन ऑयल आदि) को न ले जायें।
8. बसों को अनाधिकृत स्थानों पर रोकने के लिये चालक को विवश न करें।
9. बस चलाते समय चालक से बातचीत करके उसका ध्यान भंग न करें।
10. बस में यात्रा करते समय शरीर का कोई भी अंग बाहर न निकालें।
11. चालक को तेज गति से बस चलाने के लिये न कहें।

यदि हरियाणा राज्य परिवहन की कार्य कुशलता में सुधार लाने हेतू आपके पास कोई सुझाव है, तो विभाग सर्वदा उनका स्वागत करता है। आपके सुझाव निम्न पते पर सहर्ष स्वीकार्य हैं।

हरियाणा राज्य परिवहन के सभी महाप्रबन्धक या मुख्यालय में

उप परिवहन नियंत्रक (ट्रैफिक),

कार्यालय परिवहन आयुक्त, हरियाणा

चण्डीगढ़ (30 बेज भवन, सैक्टर-17 सी, चण्डीगढ़)

दूरभाष नं० 0172-2713196 फैक्स नं० 0172-2701451

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महा प्रबन्धकों के दूरभाष नम्बर अनुबन्ध 'च' पर दिये गये हैं।

अनुबन्ध 'क'

हरियाणा राज्य परिवहन के बस स्टैण्डों की सूची

क्र. सं.	जिले का नाम	बस स्टैण्ड का नाम	बस स्टैण्ड के बेज	दूरमाप नं० (पूछताछ)	क्र. सं.	जिले का नाम	बस स्टैण्ड का नाम	बस स्टैण्ड के बेज	दूरमाप नं० (पूछताछ)
1.	अम्बाला	1. अम्बाला कैंट	18	2640821		कैथल	43. कौल	2	—
		2. अम्बाला शहर	6	2556388	10	करनाल	44. करनाल	14	2251158
		3. बराड़ा	3	—			45. घरोडा	ए टाईप	—
		4. दो सड़का	ए टाईप	—			46. इन्द्री	3	—
		5. नारायणगढ़	6	284038			47. नीलोखेड़ी	ए टाईप	—
		6. साहा	ए टाईप	—			48. तरावड़ी	ए टाईप	—
2.	भिवानी	7. भिवानी	18	242230			49. असन्ध	3	—
		8. च०दादरी	6	221338	11.	कुरुक्षेत्र	50. कुरुक्षेत्र	6	220468
		9. बवानी खेड़ा	3	—			51. पेहवा	6	220102
		10. सिवानी	3	—			52. पिपली	3	231752
		11. तोशाम	3	258256			53. लाडवा	6	—
3.	फरीदाबाद	12. फरीदाबाद	6	2242239			54. शाहबाद	3	—
		13. बल्लभगढ़	12	—			55. स्थानेश्वर	ए टाईप	—
		14. होडल	3	—	12.	महेन्द्रगढ़	56. महेन्द्रगढ़	6	—
		15. पलवल	8	252103			57. कनीना	3	—
4.	फतेहाबाद	16. फतेहाबाद	6	220617			58. नारनौल	6	251947
		17. भट्टुकला	3	—			59. अटेली	3	—
		18. टोहाना	3	220036	13.	पानीपत	60. पानीपत	11	2646544
		19. रतिया	3	—			61. इसराना	3	—
		20. जाखल	3	—			62. समालखा	3	—
5.	गुडगांव	21. गुडगांव		2320222	14.	पंचकूला	63. पंचकूला	12	562200
		22. फिरोजपुरझिरका	3	—	15	रोहतक	64. रोहतक	12	276641
		23. नूंह	3	—			65. महम	6	—
		24. सोहना	3	—			66. कलानौर	3	—
6.	हिसार	25. हिसार	18	233485	16	रिवाड़ी	67. रिवाड़ी	6	256751
		26. बरवाला	3	—			68. बावल	3	—
		27. हांसी	13	254081			69. धारुहेड़ा	3	—
		28. उकलाना	3	—			70. कोसली	3	—
		29. आदमपुर	6	—	17	सोनीपत	71. सोनीपत	10	2201101
7.	जीन्द	30. जीन्द	13	245370			72. मुरथल	ए टाईप	2482563
		31. नरवाना	6	240104			73. गोहाना	6	252140
		32. उघाना	3	—			74. गन्नौर	3	—
		33. जुलाना	3	—	18.	सिरसा	75. सिरसा	6	220866
		34. सफीदों	3	265135			76. चौटाला	3	—
8.	झज्जर	35. झज्जर	3	256397			77. डबवाली	6	226015
		36. बेरी	3	—			78. ऐलानबाद	3	—
		37. बहादुरगढ़	6	210801			79. रानिया	3	—
9.	कैथल	38. कैथल	8	224214	19	यमुनानगर	80. यमुनानगर	6	227717
		39. पुण्डरी	6	—			81. जगाधरी	6	241185
		40. चौका	3	—			82. रादौर	3	—
		41. पाई	3	—					
		42. राजौद	3	—					

अनुबन्ध 'ख'

मुख्य बस स्टैण्डों का नाम तथा वहां से कौन-2 से मुख्य स्थानों के लिये बस सेवायें उपलब्ध हैं, का विवरण

क्र० सं	मुख्य बस अड्डे का नाम	जिन-जिन मुख्य स्थानों के लिये बस सेवायें उपलब्ध हैं।
1.	कालका	शिमला, रामपुर, चायल, हरिद्वार, देहरादून, ऋषिकेश, नालागढ़ रोपड़, लुधियाना, अमृतसर, पटियाला, चण्डीगढ़, दिल्ली, जयपुर, अम्बाला, पौंटासाहिब।
2.	पंचकूला	उपरोक्त सभी स्थानों के लिये।
3.	अम्बाला शहर	पेहवा, कैथल, जीन्द, भिवानी, नरवाना, फतेहबाद, सिरसा, डबवाली, पटियाला, लुधियाना, चण्डीगढ़, कालका, नारायणगढ़, रेणुका, यमुनानगर, हरिद्वार, मेरठ, दिल्ली, जयपुर, रोहतक।
4.	अम्बाला छावनी	यमुनानगर, सहारनपुर, हरिद्वार, ऋषिकेश, मेरठ, आगरा, अलीगढ़, चंडीगढ़, शिमला, रामपुर, बैजनाथ, धर्मशाला, हमीरपुर, सुजानपुर, डलहौजी, कुल्लू, मनाली, पटियाला, मलेरकोटला, लुधियाना, कुरुक्षेत्र, अमृतसर, फिरोजपुर, पठानकोट, कटडा, चण्डीगढ़, रोपड़, करनाल, नंगल, होशियार, कपूरथला, दिल्ली, गुडगांव, रिवाड़ी, पानीपत, जयपुर, फरीदाबाद, रोहतक, भिवानी, नारनौल, दिल्ली।
5.	नारायणगढ़	नाहन, रेणुका, पौंटासाहिब, चण्डीगढ़, शिमला, अम्बाला, पटियाला, लुधियाना, यमुनानगर, सहारनपुर, हरिद्वार, करनाल, दिल्ली।
6.	यमुनानगर	यमुनानगर, सहारनपुर, हरिद्वार, ऋषिकेश, देहरादून, पौंटासाहिब, चण्डीगढ़, शिमला, डलहौजी, कुल्लू, मनाली, लुधियाना, जालन्धर, ब्यास, अमृतसर, कटडा, पटियाला, मलेरकोटला, करनाल, पानीपत, दिल्ली, गुडगांवा, फरीदाबाद, रोहतक, भिवानी, कुरुक्षेत्र, पेहवा, कैथल, हिसार, सिरसा, गंगानगर
7.	कुरुक्षेत्र	करनाल, पानीपत, दिल्ली, मथुरा, जयपुर, अजमेर, रोहतक, भिवानी, यमुनानगर, हरिद्वार, सहारनपुर, अम्बाला, लुधियाना, जालन्धर, जम्मू, कटडा, पटियाला, चंडीगढ़, शिमला, बैजनाथ, मनाली, कैथल, हिसार, सिरसा, चीका, जीन्द, नारायणगढ़
8.	पेहवा	देवीगढ़, पटियाला, अम्बाला, चण्डीगढ़, शिमला, यमुनानगर, हरिद्वार, दिल्ली, गुडगांवा, जयपुर, जीन्द, हिसार, सिरसा, भिवानी,
9.	पिपली	पिपली, यमुनानगर, सहारनपुर, हरिद्वार, मेरठ, करनाल, पानीपत, सोनीपत, रोहतक, भिवानी, दिल्ली, जयपुर, अजमेर, मथुरा, आगरा, गुडगांवा, रिवाड़ी, झज्जर, नारनौल, कैथल, हिसार, सिरसा, डबवाली, जीन्द, अम्बाला, पटियाला, लुधियाना, जालन्धर, अमृतसर, फिरोजपुर, मोगा, भटिंडा, पठानकोट, चण्डीगढ़, शिमला, होशियारपुर, सुजानपुर, ऊना, नंगल, ज्वालाजी, धर्मशाला, बैजनाथ, कुल्लू, मनाली।
10.	करनाल	पानीपत, शामली, मुज्जफरनगर, मेरठ, दिल्ली, रोहतक, दादरी, सोनीपत, फरीदाबाद, ग्वालियर, जयपुर, बालाजी, भरतपुर, मथुरा, यमुनानगर, सहारनपुर, देहरादून, हरिद्वार, पौंटासाहिब, अम्बाला, चण्डीगढ़, शिमला, धर्मशाला, बैजनाथ, सुजानपुर, हमीरपुर, लुधियाना, जम्मू, कटडा, जालन्धर, अमृतसर, कुरुक्षेत्र, कैथल।
11.	पानीपत	शामली, मुज्जफरनगर, हरिद्वार, देहरादून, ऋषिकेश, मेरठ, च०दादरी, नारनौल, बरेली, दिल्ली, गुडगांवा, फरीदाबाद, रिवाड़ी, रोहतक, भिवानी, सोनीपत, दिल्ली, मथुरा, आगरा, ग्वालियर, जयपुर, अजमेर, जीन्द, हिसार, सिरसा, डबवाली, गंगानगर, कैथल, करनाल, अम्बाला, पटियाला, भटिंडा, फिरोजपुर, लुधियाना, जालन्धर, अमृतसर, कपूरथला, होशियारपुर, जम्मू, कटडा, रोपड़, नंगल, ज्वालाजी, धर्मशाला, बैजनाथ, चण्डीगढ़, शिमला, रामपुर, हमीरपुर, सुजानपुर, मनाली।
12.	कैथल	नरवाना, जीन्द, भिवानी, च०दादरी, रोहतक, फतियाबाद, सिरसा, डबवाली, गंगानगर, पानीपत, करनाल, दिल्ली, जयपुर, अलवर, शामली, देहरादून, कुरुक्षेत्र, यमुनानगर, सहारनपुर, हरिद्वार, ऋषिकेश, खनौरी, संगरूर, पटियाला, जम्मू, कटडा।
13.	जीन्द	करनाल, यमुनानगर, पौंटासाहिब, पानीपत, हरिद्वार, कैथल, कुरुक्षेत्र, पिहोवा, अम्बाला, चण्डीगढ़, संगरूर, पटियाला, लुधियाना, अमृतसर, कटडा, रोहतक, दिल्ली, जयपुर बाया रोहतक, झज्जर, गुडगांवा, भिवानी, हिसार, सिरसा, गंगानगर, गोहाना, सोनीपत, च०दादरी
14.	नरवाना	कैथल, अम्बाला, चण्डीगढ़, कुरुक्षेत्र, यमुनानगर, हरिद्वार, करनाल, जीन्द, दिल्ली, संगरूर, पटियाला, लुधियाना, अमृतसर, कटडा, खनौरी, हिसार, फतेहबाद, सिरसा, गंगानगर, रोहतक, भिवानी,

15.	सोनीपत	दिल्ली, मथुरा, आगरा, ग्वालियर, शिवपुरी, भरतपुर, अलीगढ़, मेरठ, बृजघाट, अलवर, महाबीरजी, बालाजी, तिजारा, जयपुर, पुष्कर, पानीपत, हरिद्वार, देहरादून, चण्डीगढ़, हमीरपुर, सुजीनपुर, शिमला, जालन्धर, ब्यास, अमृतसर, पठानकोट, जम्मू कटड़ा, होशियारपुर।
16.	भिवानी	पिलानी, जयपुर, चुरू, झुन्झनू, अजमेर, दिल्ली, मथुरा, अलीगढ़, हरिद्वार, देहरादून, पौटा, रोहतक, हिसार, सिरसा, अम्बाला, पटियाला, चण्डीगढ़।
17.	च०दादरी	रोहतक, पानीपत, अम्बाला, चण्डीगढ़, नारनौल, दिल्ली, हिसार, सिरसा, पिलानी, जयपुर, अजमेर, जीन्द, पटियाला
18.	बल्लबगढ़	मथुरा, आगरा, ग्वालियर, भरतपुर, बालाजी, अलवर, जयपुर, अलीगढ़, नैनीताल, ऋषिकेश, दिल्ली, पानीपत, सोनीपत, रोहतक, हिसार, सिरसा, गुडगाँवा, यमुनानगर, कैथल, कुरुक्षेत्र, अम्बाला, चण्डीगढ़, शिमला, हमीरपुर, पटियाला, जालन्धर, अमृतसर, पठानकोट, कटड़ा।
19.	पलवल	दिल्ली, अम्बाला, चण्डीगढ़, कुरुक्षेत्र, यमुनानगर, गुडगाँवा, रिवाड़ी, रोहतक, हिसार, सिरसा, आगरा, मथुरा, गोवर्धन, अलीगढ़, भरतपुर।
20.	फतेहाबाद	सिरसा, डबवाली, यमुनानगर, अनूपगढ़, बीकानेर, हिसार, भिवानी, च०दादरी, नारनौल, रोहतक, दिल्ली, मथुरा, जीन्द, पानीपत, पटियाला, संगरूर, लुधियाना, अमृतसर, कटड़ा, शाहतलाई, कैथल, कुरुक्षेत्र, करनाल, अम्बाला, चण्डीगढ़, यमुनानगर, सहारनपुर, हरिद्वार
21.	हिसार	जयपुर, अजमेर, नौहर, भादरा, बीकानेर, हनुमानगढ़, सुरतगढ़, अनूपगढ़, गंगानगर, जोधपुर, दिल्ली, मथुरा, हरिद्वार, कटड़ा, अमृतसर, अबहोर, फाजिल्का, भटिन्डा, पटियाला, चण्डीगढ़ और हरियाणा के सभी जिला शहर (जिला मुख्यालय)
22.	हांसी	उपरोक्त सभी स्थानों पर
23.	झज्जर	दिल्ली, जयपुर, पिलानी, अजमेर, कोटा, अलवर, महाबीर जी, रोहतक, रिवाड़ी, पानीपत, करनाल, चण्डीगढ़, शिमला, रामपुर, धर्मशाला, ऋषिकेश, अलीगढ़, मुरादाबाद, हिसार, फतेहाबाद, सिरसा, डबवाली, जीन्द, नरवाना, संगरूर, लुधियाना, फाजिल्का, जालन्धर, पठानकोट
24.	बहादुरगढ़	रोहतक, हिसार, फतेहाबाद, सिरसा, अबहोर, फाजिल्का, अमृतसर, पटियाला, कटड़ा च०दादरी, भिवानी, पिलानी, झुन्झनू, सिरसा, राजगढ़, हनुमानगढ़, गंगानगर, अनूपगढ़, दिल्ली, नैनीताल, लखनऊ, मथुरा, आगरा, ग्वालियर, अलीगढ़, महाबीरजी, जयपुर।
25.	रोहतक	दिल्ली, नैनीताल, लखनऊ, मथुरा, आगरा, ग्वालियर, हरिद्वार, महाबीरजी, जयपुर, अजमेर, कोटा, बीकानेर, पिलानी, झुन्झनू, राजगढ़, हनुमानगढ़, गंगानगर, अनूपगढ़, करणपुर, लुधियाना, जालन्धर, अमृतसर, कटड़ा, पटियाला, संगरूर, पाँटासाहिब, फाजिल्का, अबहोर, भटिन्डा, च०दादरी, फिरोजपुर, हरियाणा के सभी जिला मुख्यालय (शहर)
26.	गुडगाँवा	दिल्ली, अम्बाला, चण्डीगढ़, शिमला, बैजनाथ, कटड़ा, कपूरथला, अमृतसर, लुधियाना, मोगा, भटिन्डा, ऋषिकेश, हरिद्वार, मथुरा, आगरा, ग्वालियर, अलीगढ़, भरतपुर, अलवर, बाला जी, महाबीरजी, जयपुर, अजमेर, पुष्कर, उदयपुर, जोधपुर, खेतड़ी, एवं हरियाणा के सभी जिला मुख्यालय शहर।
27.	सिरसा	संगरिया, हनुमानगढ़, गंगानगर, सुरतगढ़, अनूपगढ़, करणपुर, नौहर, भादरा, चुरू, जयपुर, हरिद्वार, ऋषिकेश, भटिन्डा, अबहोर, फिरोजपुर, फाजिल्का, अमृतसर, तरनतारन, मानसा, संगरूर, पटियाला, चण्डीगढ़, दिल्ली, कटड़ा, लुधियाना एवं हरियाणा के सभी जिला मुख्यालय शहर
28.	रिवाड़ी	तिजारा, अलवर, जयपुर, अजमेर, पुष्कर, जोधपुर, झुन्झनू, बीकानेर, खेतड़ी, कोटकासिम, मथुरा, मेरठ, हरिद्वार, ऋषिकेश, दिल्ली, चण्डीगढ़, शिमला, लुधियाना, जालन्धर, अमृतसर, जम्मू, कटड़ा, झज्जर, रोहतक, जीन्द, हिसार, सिरसा, करनाल, पानीपत, अम्बाला, यमुनानगर, गुडगाँव, नारनौल, फरीदाबाद।
29.	नरनौल	तिजारा, अलवर, जयपुर, अजमेर, खेतड़ी, झुन्झनू, बीकानेर, नागौर, सिकर, पाटन, मथुरा, अमृतसर, दिल्ली, चण्डीगढ़, शिमला, रिवाड़ी, गुडगाँव, फरीदाबाद, झज्जर, रोहतक, पानीपत, अम्बाला, करनाल, भिवानी, च०दादरी, जीन्द, हिसार, फतेहाबाद, सिरसा।
30.	होडल	दिल्ली, अम्बाला, चण्डीगढ़, कुरुक्षेत्र, यमुनानगर, गुडगाँवा, रिवाड़ी, रोहतक, हिसार, सिरसा, आगरा, गोवर्धन, अलीगढ़, भरतपुर
31.	भवानी खेड़ा	हांसी, जीन्द, कैथल, चण्डीगढ़, भिवानी, तोशाम, पिलानी, हिसार, सिरसा, रोहतक, दिल्ली।
32.	सिवानी	राजगढ़, चुरू, सीकर, जोधपुर, जयपुर, भिवानी, लोहारू, रोहतक, दिल्ली, जीन्द, कैथल, अम्बाला, चण्डीगढ़।
33.	लोहारू	च०दादरी, दिल्ली, रोहतक, हिसार, पिलानी, झुन्झनू, चुरू, जयपुर, महेन्द्रगढ़, नारनौल, भिवानी, रोहतक।
34.	तोशाम	हांसी, हिसार, सिवानी, जीन्द, कैथल, अम्बाला, चण्डीगढ़, भिवानी, रोहतक, दिल्ली।

35	उकलाना	नरवाना, कैथल, अम्बाला, चण्डीगढ़, कुरुक्षेत्र, यमुनानगर, हरिद्वार, हिसार, हांसी, रोहतक, दिल्ली, भिवानी, फतेहबाद, सिरसा, डबवाली, गंगानगर, ऐहलनाबाद, पटियाला, लुधियाना, अमृतसर।
36	जुलाना	रोहतक, भिवानी, दिल्ली, जीन्द, नरवाना, पटियाला, टोहाना।
37	सफीदों	पानीपत, मुजफ्फरनगर, हरिद्वार, देहरादून, दिल्ली, रोहतक, जीन्द, कैथल, हिसार, सिरसा, गंगानगर, करनाल, अम्बाला, चण्डीगढ़, यमुनानगर।
38	वेरी	रोहतक, सांपला, दिल्ली, कोसली, च0दादरी, भिवानी
39	गूण्डरी	करनाल, पानीपत, दिल्ली, जयपुर, अलीगढ़, पेहवा, अम्बाला, चण्डीगढ़, कुरुक्षेत्र, यमुनानगर, जीन्द, हिसार।
40	राजौन्द	असन्ध, पानीपत, दिल्ली, शामली, कैथल, अम्बाला, चंडीगढ़, जीन्द, नरवाना, कुरुक्षेत्र, यमुनानगर।
41	घरोण्डा	पानीपत, दिल्ली, जयपुर, मथुरा, आगरा, शामली, मेरठ, रोहतक, भिवानी, गुडगांवा, फरीदाबाद, गुडगांवा, नारनौल, महेन्द्रगढ़, करनाल, अम्बाला, चण्डीगढ़, शिमला, पटियाला, जालन्धर, अमृतसर, रोपड़, नंगल, कांगड़ा, धर्मशाला, पठानकोट, यमुनानगर, कुरुक्षेत्र।
42	इन्द्री	करनाल, पानीपत, दिल्ली, गुडगांवा, फरीदाबाद, रोहतक, भिवानी, जीन्द, कुरुक्षेत्र, अम्बाला, चण्डीगढ़, यमुनानगर, हरिद्वार।
43	नीलोखेड़ी	करनाल, पानीपत, दिल्ली, फरीदाबाद, मथुरा, आगरा, जयपुर, कुरुक्षेत्र, यमुनानगर, सहारनपुर, हरिद्वार, चण्डीगढ़, शिमला, पटियाला, लुधियाना, जालन्धर, अमृतसर, पठानकोट, रोहतक, नंगल, होशियारपुर, जम्मू, कटडा।
44	तरावडी	करनाल, पानीपत, दिल्ली, मथुरा, आगरा, जयपुर, रोहतक, भिवानी, नारनौल, रिवाड़ी, गुडगांवा, असन्ध, जीन्द, कुरुक्षेत्र, यमुनानगर, हरिद्वार, देहरादून, अम्बाला, चण्डीगढ़, शिमला, पटियाला, जालन्धर, पठानकोट जम्मू, कटडा, अमृतसर, रोपड़ नंगल, कांगड़ा, धर्मशाला।
45	सदौरा	यमुनानगर, चण्डीगढ़, अम्बाला, कुरुक्षेत्र, करनाल, पानीपत, रोहतक, दिल्ली।
46	बराड़ा	यमुनानगर, अम्बाला, चण्डीगढ़, शाहबाद।
47	महेन्द्रगढ़	दिल्ली, खेतड़ी, जयपुर, खादूरयाम, अजमेर, जोधपुर, रोहतक, भिवानी, हिसार, सिरसा, फाजिल्का, पिलानी, झुन्झनू, पानीपत, करनाल, अम्बाला, चण्डीगढ़।
48	चण्डीगढ़	कालका, शिमला, रामपुर, रोपड़, नंगल, डलहौजी, होशियारपुर, कांगड़ा, धर्मशाला, बैजनाथ, जम्मू, कटरा, शाहतलाई, सुजानपुर, तलवाडा, पटियाला, संगरूर, फिरोजपुर, जालन्धर, अमृतसर, अम्बाला, करनाल, पानीपत, यमुनानगर, रोहतक, हरिद्वार, ऋषिकेश, मेरठ, देहरादून, दिल्ली, मथुरा, आगरा, जयपुर, सोनीपत, रोहतक, गुडगांवा, भिवानी, च0दादरी, महेन्द्रगढ़, कैथल, जीन्द, सिरसा, कुरुक्षेत्र एवं हरियाणा के सभी जिला मुख्यालय शहर।
49	गन्नौर	सोनीपत, दिल्ली, पानीपत, करनाल, गोहाना, रोहतक।
50	बरवाला	नरवाना, कैथल, अम्बाला, चंडीगढ़, कैथल, कुरुक्षेत्र, यमुनानगर, जीन्द, हिसार, फतेहबाद।
51	आदमपुर	भादरा, बालसम्बन्ध, हिसार, फतेहबाद, भट्टू।
52	भट्टू	चौपटा, सिरसा, हिसार, कैथल, अम्बाला, चण्डीगढ़, आदमपुर।
53	रतिया	बुडलाडा, फतेहाबाद, हिसार, पटियाला, चंडीगढ़, कालावाली, सिरसा।
54	नूह	रिवाड़ी अलवर, सोहना, पलवल, गुडगांवा, दिल्ली, फरीदाबाद
55	टोहाना	नरवाना, जीन्द, रोहतक, दिल्ली, जयपुर, पातडा, संगरूर, लुधियाना, पटियाला, जम्मू, कटरा, चण्डीगढ़, शाहतलाई, सिरसा, गंगानगर, हिसार, हांसी, भिवानी, अम्बाला।
56	फरीदाबाद	मथुरा, आगरा, ग्वालियर, भरतपुर, बालाजी, अलवर, जयपुर, अलीगढ़, नैनीताल, ऋषिकेश, दिल्ली, सोनीपत, पानीपत, रोहतक, हिसार, सिरसा, गुडगांवा, यमुनानगर, कैथल, कुरुक्षेत्र, अम्बाला, चण्डीगढ़, शिमला, हमीरपुर, पटियाला, जालन्धर, अमृतसर, पठानकोट, कटरा।
57	फिरोजपुर झिरका	फिरोजपुर झिरका गुडगांवा, दिल्ली, चण्डीगढ़, अलवर, बालाजी, जयपुर, होडल, पलवल, नूह, फरीदाबाद।
58	सोहना	रिवाड़ी, नारनौल, खेतड़ी, नूह, फिरोजपुर झिरका, अलवर, बालाजी, जयपुर, पलवल, होडल, मथुरा, आगरा, ग्वालियर, गुडगांवा, दिल्ली, अम्बाला, चण्डीगढ़, बल्लभगढ़।
59	जाखल	भुना, रतिया, टोहाना, फतेहाबाद, बुडलाडा, मुनक, पातडा, संगरूर, मलेरकोटला, लुधियाना।
60	असन्ध	जीन्द, हिसार, सिरसा, कैथल, नरवाना, अम्बाला, करनाल, चण्डीगढ़, पानीपत, शामली, दिल्ली।
61	कौल	कैथल, कुरुक्षेत्र, करनाल, अम्बाला, पेहवा।

62	शाहबाद	करनाल, पानीपत, दिल्ली, मथुरा, आगरा, जयपुर, रोहतक, भिवानी, रिवाड़ी, नारनौल, गुडगाँवा, अम्बाला, चण्डीगढ़, शिमला, रोपड़, कांगड़ा, धर्मशाला, पटियाला, लुधियाना, जालन्धर, अमृतसर, पठानकोट, जम्मू, कटड़ा।
63	लाडवा	यमुनानगर, सहारनपुर, देहरादून, हरिद्वार, करनाल, पानीपत, दिल्ली, रोहतक, कुरुक्षेत्र, पहेवा, कैथल, हिसार, सिरसा, अम्बाला, चण्डीगढ़।
64	इसराना	पानीपत, करनाल, अम्बाला, चण्डीगढ़, शामली, मुज्जफरनगर, हरिद्वार, देहरादून, रोहतक, भिवानी, रिवाड़ी, नारनौल, जीन्द।
65	समालखां	दिल्ली, मथुरा, आगरा, जयपुर, गुडगाँवा, दिल्ली, रिवाड़ी, पानीपत, करनाल, चण्डीगढ़, शिमला, पटियाला, लुधियाना, अमृतसर, जम्मू, कटड़ा, रोपड़, धर्मशाला, यमुनानगर।
66	कनीना	चाँदादरी, भिवानी, गहेन्द्रगढ़, नारनौल, कोसली, झज्जर, रिवाड़ी, गुडगाँवा, दिल्ली।
67	डववाली	हिसार, रोहतक, दिल्ली, फतेहाबाद, कैथल, नरवाना, अम्बाला, चण्डीगढ़, कुरुक्षेत्र, यमुनानगर, हरिद्वार, करनाल, पानीपत, हनुमानगढ़, गंगानगर, सूरतगढ़, अनूपगढ़, कर्णपुर, जयपुर, मटीन्डा, अबोहर, फाजिल्का।
68	अटेली	बहरोड, बीकानेर, खेतड़ी, झुन्झनू, सीकर, रिवाड़ी, दिल्ली, जालन्धर, पठानकोट, अमृतसर, लुधियाना, गुडगाँवा, पानीपत, अम्बाला, चण्डीगढ़, सोनीपत, हरिद्वार।
69	गोहाना	पानीपत, सोनीपत, दिल्ली, रोहतक, भिवानी, जीन्द, कैथल, अम्बाला, करनाल, चण्डीगढ़, शामली, हरिद्वार।
70	बावल	कोटपुतली, जयपुर, अजमेर, उदयपुर, अलवर, गुडगाँवा, दिल्ली, रिवाड़ी, रोहतक।
71	धारुहेड़ा	कोटपुतली, जयपुर, अजमेर, उदयपुर, अलवर, भरतपुर, मथुरा, बान्दीकुई, दिल्ली, अम्बाला, चण्डीगढ़, करनाल, पानीपत, रोहतक, बालाजी।
72	कलानौर	चौटाला, सिरसा, हिसार, रोहतक, दिल्ली, फतेहाबाद, पटियाला, हनुमानगढ़, संगरियां, गंगानगर, मटिन्डा।
73	एलनाबाद	सिरसा, कैथल, अम्बाला, चण्डीगढ़, हिसार, रोहतक, दिल्ली, गंगानगर, हनुमानगढ़।
74	जगाधरी	नाहन, पौंटासाहिब, सहारनपुर, देहरादून, मेरठ, हरिद्वार, ऋषिकेश, करनाल, पानीपत, दिल्ली, रोहतक, अम्बाला, चण्डीगढ़, शिमला, पटियाला, लुधियाना, दिल्ली, अमृतसर, नंगल, रोपड़, कांगड़ा।
75	रादौर	यमुनानगर, सहारनपुर, देहरादून, हरिद्वार, ऋषिकेश, मेरठ, मुज्जफरनगर, शाहबाद, कुरुक्षेत्र, पहेवा, कैथल, हिसार, सिरसा, करनाल, पानीपत, रोहतक, भिवानी, दिल्ली, जयपुर, दादरी।
76	चीका	कैथल, करनाल, पानीपत, दिल्ली, पहेवा, कुरुक्षेत्र, यमुनानगर, पटियाला, चण्डीगढ़, लुधियाना, जालन्धर, जम्मू, कटड़ा, समाना।
77	स्थानेश्वर	करनाल, पानीपत, दिल्ली, मथुरा, जयपुर, अजमेर, यमुनानगर, सहारनपुर, हरिद्वार, ऋषिकेश, अम्बाला, चण्डीगढ़, शिमला, लुधियाना, जालन्धर, कटड़ा, पहेवा, पटियाला, अम्बाला, कैथल, जीन्द, हिसार, सिरसा।
78	कोसली	झज्जर, रोहतक, दिल्ली, दादरी, कनीना, रिवाड़ी।
79	महम	रोहतक, दिल्ली, हांसी, हिसार, सिरसा, गंगानगर, फाजिल्का, भिवानी, जीन्द, कैथल, अम्बाला, चण्डीगढ़, गोहाना, पानीपत, चण्डीगढ़।
80	रा.नियां	सिरसा, फतेहाबाद, कैथल, अम्बाला, चण्डीगढ़, हिसार, रोहतक, दिल्ली, हनुमानगढ़।
81	उचाना	नरवाना, कैथल, जीन्द, रोहतक, दिल्ली, भिवानी, हांसी, पटियाला, संगरूर, बरवाला, उकलाना।
82	चौटाला	सिरसा, हिसार, रोहतक, दिल्ली, फतेहाबाद, पटियाला, हनुमानगढ़, संगरिया, गंगानगर व मटिन्डा।

अनुबन्ध 'ग'

चालक प्रशिक्षण हेतु शर्तें/नियम

1. आवेदक की न्यूनतम शैक्षणिक योग्यता मिडल पास हो।
2. आवेदक के पास हल्के वाहन परिचालन का दो वर्ष पुराना या मध्यम वाहन चलाने का एक वर्ष पुराना अनुज्ञापति पत्र हो।
3. आयु सम्बन्धी शर्त मोटर वाहन नियमों के अनुसार होगी।
4. प्रशिक्षण की अवधि 30 दिन की होगी जिसमें प्रशिक्षणार्थियों को अपने रहने तथा भोजन की व्यवस्था स्वयं करनी होगी।
5. प्रशिक्षणार्थियों को शुल्क के रूप में 1,000/रूपये मासिक, प्रशिक्षण के लिये अदा करने होंगे यदि प्रशिक्षणार्थी एक मास के प्रशिक्षण में असफल होता है तो एक मास की प्रशिक्षण अवधि और बढ़ाई जायेगी और 1500/ रूपये फीस भी पुनः जमा करवानी होगी।
6. अनुसूचित जाति एवं जन जाति के आवेदकों से यह फीस 500/रूपये ली जाती है।
7. अगर प्रशिक्षणार्थियों के साथ प्रशिक्षण अवधि के दौरान कोई दुर्घटना इत्यादि घट जाती है तो वह स्वयं उसका जिम्मेवार होगा। सरकार पर किसी भी प्रकार का क्लेम आदि नहीं होगा।
8. इसके अतिरिक्त अन्य शर्तें तथा नियम मोटर वाहन अधिनियम 1998 तथा मोटर वाहन नियम- 1989 के अधीन होंगे।

अनुबन्ध 'घ'

चण्डीगढ़ से दिल्ली, दिल्ली से चण्डीगढ़, चण्डीगढ़ से शिमला, चण्डीगढ़ से जयपुर व जयपुर से चण्डीगढ़ डीलक्स/सेमी० डीलक्स बसों की समय सारणी :-

चण्डीगढ़ से दिल्ली	दूरी कि०मी०	रूपये किराया टोल टैक्स सहित
7-00 बजे	261 कि.मी.	किराया 246
8:30 सम	261 कि.मी.	किराया 246
11.00 सम	261 कि.मी.	किराया 246
12.15 सम	261 कि.मी.	किराया 246
13.15 सम	261 कि.मी.	किराया 246
14.50 सम	261 कि.मी.	किराया 246
16.00 सम	जयपुर 547 कि.मी.	किराया 476
17.10 सम	गुडगांवा 300 कि.मी.	किराया 281
21.05 सम	261 कि.मी.	किराया 246
22.15 सम	261 कि.मी.	किराया 246
23.00 सम	261 कि.मी.	किराया 246
शिमला से 18.30 23.45 सम	384 कि.मी.	किराया 417

दिल्ली से चण्डीगढ़

गुडगांवा से 4.30 6.50 बजे	300 कि.मी.	किराया 281
9.05 सम	261 कि.मी.	किराया 246
10.50 सम	261 कि.मी.	किराया 246
12.05 सम	261 कि.मी.	किराया 246
13.30 सम	261 कि.मी.	किराया 246
14.45 बजे	चण्डीगढ़ 261 कि.मी.	किराया 246
17.30 सम	261 कि.मी.	किराया 246
19.30 सम	261 कि.मी.	किराया 246
21.30 सम	261 कि.मी.	किराया 246
22.30 सम	261 कि.मी.	किराया 246
23.00 सम	261 कि.मी.	किराया 246
जयपुर से 18.00 24.00 सम	547 कि.मी.	किराया 476

चण्डीगढ़ से शिमला:-

9.30 बजे	डीलक्स 123 कि.मी.	किराया 171
11.30 सम	123 कि.मी.	किराया 171

शिमला से चण्डीगढ़

15.25 सम	डीलक्स 123 कि.मी.	किराया 171
18.30 सम	123 कि.मी.	किराया 171

अनुबन्ध 'ड.'

राष्ट्रीय राजमार्गों पर स्थापित किये गये यातायात सहायता केन्द्रों का ब्यौरा

1.	यातायात सहायता केन्द्र का स्थान	हरियाणा में दूरी	यातायात सहायता केन्द्र का दूरभाष नम्बर
1. नैशनल हाईवे-1			
1.	मोहरा (अम्बाला)	192 कि०मी०	0171-2871999
2.	समानी (कुरुक्षेत्र)	152 कि.मी.	
3.	करनाल	123 कि.मी.	0184-278566
4.	बबारपुर (पानीपत)	94 कि.मी.	0184-2284199
5.	समालखा (पानीपत)	73 कि.मी.	0180-2576999
6.	मुरथल (सोनीपत)	45 कि.मी.	0180-2573999
			0130-2482999
2. नैशनल हाईवे-2			
1.	फरीदाबाद	31.5 कि.मी.	0129 -2225999
2.	पलवल (फरीदाबाद)	55. कि.मी.	01275-253060
3.	होडल (फरीदाबाद)	81 कि.मी.	—
3. नैशनल हाईवे -8			
1.	गुडगाँवा	37 कि.मी.	0124 -2210600
2.	धारुहेड़ा (रिवाड़ी)	72 कि.मी.	01274-243099
3.	बावल(रिवाड़ी)	97 कि.मी.	01284-260999
4. नैशनल हाईवे-10			
1.	सांपला (रोहतक)	50 कि.मी.	01262-264099
2.	मदीना (रोहतक)	104.5 कि.मी.	01257-234299
3.	सोरखी (हिसार)	125(पी) 135(टी)	01663-235949
4.	हिसार	173 टी	01662-277999
5.	धांगड (फतेहाबाद)	208(पी)	01667-226466
6.	मोरीवाला (सिरसा)	219(टी)	0166 -221299
7.	ओढा (सिरसा)		

दूरभाष नम्बरों की सूची

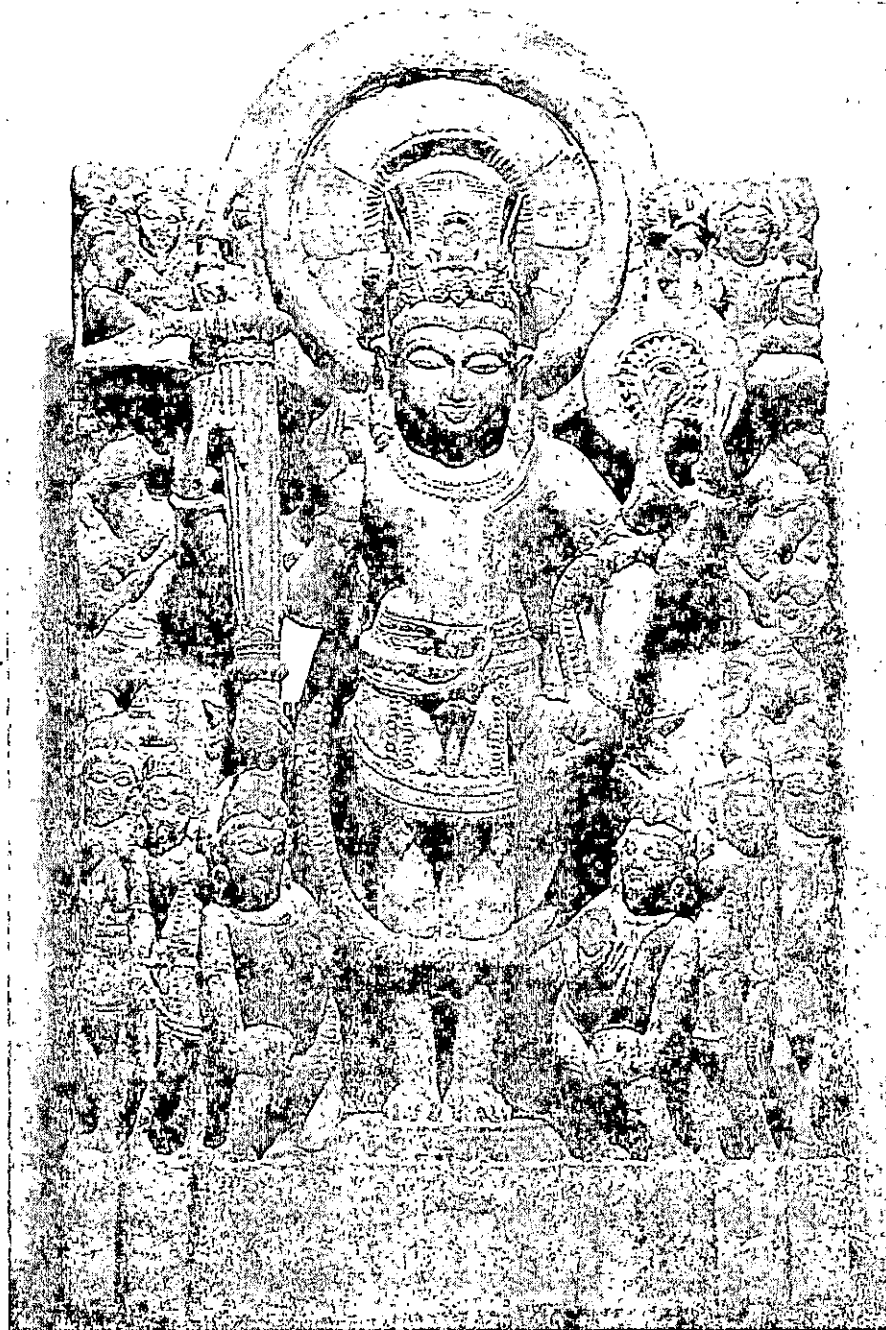
मुख्यालय स्तर पर

1. परिवहन आयुक्त, हरियाणा चण्डीगढ़	0172-2701364
2. उड़न दस्ता अधिकारी (यातायात)	0172-2701290
3. संयुक्त राज्य परिवहन नियंत्रक(वाणिज्य) हरियाणा चण्डीगढ़	0172-2701164
4. संयुक्त राज्य परिवहन नियंत्रक(प्रशासन) हरियाणा चण्डीगढ़	0172-2701257
5. उप परिवहन नियंत्रक (तकनीकी)चण्डीगढ़	0172-2713196

डिपू स्तर पर

1. महाप्रबन्धक, हरियाणा राज्य परिवहन	अम्बाला	0171-2550801
2. महाप्रबन्धक, हरियाणा राज्य परिवहन	भिवानी	01664-242134
3. महाप्रबन्धक, हरियाणा राज्य परिवहन	चण्डीगढ़	0172 -2655412
4. महाप्रबन्धक, हरियाणा राज्य परिवहन	दिल्ली	011-27659152
5. महाप्रबन्धक, हरियाणा राज्य परिवहन	फरीदाबाद	0129 -5241464
6. महाप्रबन्धक, हरियाणा राज्य परिवहन	फतेहाबाद	01667-220317
7. महाप्रबन्धक, हरियाणा राज्य परिवहन	गुडगाँवा	0124 -6322391
8. महाप्रबन्धक, हरियाणा राज्य परिवहन	हिसार	01662-231028
9. महाप्रबन्धक, हरियाणा राज्य परिवहन	जीन्द	01681-245431
10. महाप्रबन्धक, हरियाणा राज्य परिवहन	झज्जर	01251-256190
11. महाप्रबन्धक, हरियाणा राज्य परिवहन	कुरुक्षेत्र	01744-221921
12. महाप्रबन्धक, हरियाणा राज्य परिवहन	करनाल	0184 -2254290
13. महाप्रबन्धक, हरियाणा राज्य परिवहन	कैथल	01746-222415
14. महाप्रबन्धक, हरियाणा राज्य परिवहन	नारनौल	01282-250803
15. महाप्रबन्धक, हरियाणा राज्य परिवहन	पानीपत	01742-2630204
16. महाप्रबन्धक, हरियाणा राज्य परिवहन	रोहतक	01262-276640
17. महाप्रबन्धक, हरियाणा राज्य परिवहन	रिवाड़ी	01274-253788
18. महाप्रबन्धक, हरियाणा राज्य परिवहन	सोनीपत	01264-242226
19. महाप्रबन्धक, हरियाणा राज्य परिवहन	सिरसा	01666-221274
20. महाप्रबन्धक, हरियाणा राज्य परिवहन	यमुनानगर	0171 -3760505
21. उड़न दस्ता अधिकारी , अ०रा० बस अड्डा दिल्ली		011- 38682271

CITIZEN CHARTER
GOVERNMENT OF HARYANA
DEPARTMENT OF ARCHAEOLOGY AND MUSEUMS
HARYANA
ART & DESIGN BUILDING
SECTOR 10,
CHANDIGARH



PUBLICATION YEAR-2018

CITIZEN CHARTER

The Department of Archaeology and Museums, Haryana with its Headquarter at Chandigarh came in existence in 1972. Archaeological excavations, explorations, protection & conservation of ancient & historical monuments/sites and museum activities are the main functions of the department. Under the museum activities the department documents, the antiquities and treat them chemically, establishes museums for displaying ancient art objects, provide research facilities and organizes exhibition at various places in the state making replicas of sculptures to create general awareness in public. Other activities of the department include the publication of popular and research literature on new discoveries.

There are a total of 32 State protected monuments and sites, 5 Zonal Museums (Jahaj Kothi at Hisar, Jayanti Devi Temple at Jind, Barh Khalsa at Rai, Martial Art Museum at Kapalmochan, Chhotu Ram Samarak at Garhi Sampla) and 1 Site Museum (Bhima Devi at Pinjore).

1. The above mentioned museums houses sculptures, terracottas and pottery of various periods. The museum remains open for the general public from 9 A.M to 5 P.M. during all the working days. The departmental publications are also supplied to the researchers and general public free of cost.

The department has brought out the following publications:-

<u>S.No.</u>	<u>Title of the publication</u>	<u>Category of publication</u>
1.	Banawali	Booklet
2.	Banawali (A look back into the pre-Indus and Indus Civilization)	Booklet
3.	Haryana through the ages	Booklet
4.	A special exhibition on Krishna-Vishnu themes Exhibition	Guide book
5.	Sculptures of Hindu Divinities	Booklet
6.	Buddhist Remains	Booklet
7.	The Archaeological Wealth of Haryana	Booklet
8.	Bhima Devi Mandir, Pinjore- Ek Parichaya (Hindi)	Folder

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| 9. | Battles of Panipat | Folder |
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| 17. | Buddha's Trail in Haryana | Booklet |
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| 20. | Apart from these, the following 16 picture post cards of ancient monuments and sculptures have been published:- | |

- (I) Agni, 10th Cent. A.D., Pinjore (Panchkula)
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- (IV) Parshvanath, 12th Cent. A.D., Badhara (Bhiwani)
- (V) Mahavir, 11th-12th Cent. A.D., Badhara (Bhiwani)
- (VI) Vishnu, 12th Cent. A.D., Kosli (Jhajjar)
- (VII) Surya, 10th-11th Cent. A.D., Beri (Rohtak)
- (VIII) Lat ki Masjid, 14th Cent. A.D., Hisar
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Agroha (Hisar)
- (XI) Jal Mahal, 16th Cent. A.D., Narnaul
- (XII) Mallinath, 10th Cent. A.D., Narnaul
- (XIII) Tomb of Ibrehim Khan Sur, 16th Cent. A.D., Narnaul
- (XIV) Buddha with Attendant, 1st Cent. A.D., Jhajjar
- (XV) Tomb of Sheikh Chaheli, 17th Cent. A.D., Thanesar
(Kurukshetra)
- (XVI) Shiva Temple, 7th Cent. A.D., Kalayat (Kaithal)

These publications and pictures post cards supplied to the public for creating awareness about their ancient heritage of the State. These can be collected on demand from the office of the Director, Archaeology and Museums, Haryana, Art & Design Building, Sector 10, Chandigarh.

The Governor has declared the following Monuments/sites as State Protected monuments/sites under The Punjab Ancient & Historical Monuments and Archaeological sites and Remains Act, 1964 (Punjab Act, 20):-

1. European Cemetery, Ambala
2. Ancient Mound Bhirarana, Fatehabad
3. Ancient Mound, Kunal, Fatehabad
4. Shish Mahal, Farukhnagar, Gurgaon
5. Dargah Char Kutub, Hansi, Hisar
6. Jahaj Kothi, Hisar
7. Ancient Mound, Karsola, Jind
8. Old Fort, Safidon, Jind
9. Ancient Mound, Balu, Kaithal
10. Tomb of Sheikh Tayyab , Kaithal
11. Brick Baoli, Kaithal
12. Old Badshahi Bridge, Vill.Ucchha Siwan, Karnal
13. Vitoria Hall, Karnal.
14. Prachin Shiv Mandir, Salwan, Karnal
15. Prachin Shiva Temple, Pehowa (Kurukshetra)
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22. Shoba Srovar, Narnaul.
23. Chhatta Rai Bal Mukund Dass, Narnaul
24. Mirza Ali Jaan's Takhat and Baoli, Narnaul
25. Dehra Mandir, Firojpur Jhirkha, Nuh
26. Sheikh Mussa Ki Dargah & Jhulti Minar, Nuh
27. Ancient Gumbad (Tomb of Sheikh Shah Baz) Maqbara, Palwal
28. Ancient Mound Kachhi Khera, Garhi Patti, Hodal, Palwal
29. Bhima Devi Temple, Pinjore
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31. Ancient Mound, Village Amadalpur, Yamunanagar
32. Brick Stupa , Chaneti, Yamunanagar.

These state protected monuments/sites are conserved and preserved by the department and can be seen by general public on all days without any entry fees. There is no role of a citizen in protection of monuments.

With a view to popularize the ancient heritage of the State, the department prepares and sells the plaster cast of 11 ancient and rare sculptures to the general public at very reasonable rates. The name of the plaster casts along with their prices is given below:-

<u>Sr. No.</u>	<u>Name of Plaster Casts</u>	<u>Price Rs.</u>
1.	Indo Greek Budha	200/-
2.	Uma Maheswar	180/-
3.	Jain Attendant	90/-
4.	Male Head	50/-
5.	Female Head	50/-
6.	Musician (Medallion)	70/-
7.	Ganesh Shakti (Medallion)	30/-
8.	Brahma	25/-
9.	Ganesh	100/-
10.	Vishnu Head	225/-
11.	Surya	70/-

The Plaster Casts can be purchased on all working days from the following offices:-

- (a) Director, Archaeology & Museums Department, Haryana, Art & Design Building, Sector-10, Chandigarh.
- (b) Panipat Museum, Canal Rest House, Binjhol, Panipat.
- (c) State Protected Monument- Nahan Kothi, Sector 12, Panchkula.
- (d) State Protected Monument, Jahaj Kothi, Hisar

MUSEUMS ACTIVITIES

The department plays a vital role in the preservation of ancient heritage. A state Museum is being set up in Panchkula. The antiquities like sculptures, terracottas, coins and other archaeological material will be

displayed in this museum. In addition to the state museum, the department has been set up a site museum at Bhima Devi Temple, Pinjore. This site museum is situated near Yadvendra Gardens and remains open for general public. The site museum at Bhima Devi Temple, Pinjore will house the ancient temple remains of the site belonging to the c. 9-12th Cent. A.D. of Gurjara Pratihara Art. This art is of great tourist attraction because of close proximity to the Yadvendra Gardens. Five Zonal Museums have already been set up in Jahaj Kothi at Hisar, Jayanti Devi Temple at Jind, Barh Khalsa at Rai, Martial Art Museum at Kapalmochan, Chhotu Ram Samarak at Garhi Sampla. All the museums remain open for the general public during the working days from 9-00 A.M. to 5-00 P.M.

RESEARCH FACILITIES:-

The department has imparted practical training of archaeological excavations to the (M.A.) students of M.D. University, Kurukshetra. The Brief reports of excavations collected at Kunal, (Fatehabad) Jogna Khera, (Kurukshetra), Banawali (Hisar) and Sugh (Yamunanagar) is ready and made available to the researches in due course of time.

All the above mentioned activities of the department are regulated under the following acts:-

1. The Punjab Ancient & Historical Monuments & Archaeological Sites and Remains Act, 1964 and Rule, 1965 (state Act).
3. The Indian Treasures Trove Act- 1878 (Central Act).
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.....

The designation, address and telephone number of the senior offices of the Department are given below:-

<u>Sr.No.</u>	<u>Name & designation</u>	<u>Address</u>	<u>Phone No.</u>
1.	Smt. Dheera Khandelwal Additional Chief Secretary	# 519 Sec-16, Chandigarh	2740128(O) 9803123456
1.	Director General	----- -----	--- 2740560 (O)
2.	Smt. Banani Bhattacharyya Deputy Director	#1557, Sector 18 Chandigarh	9876242271 2740559 (O)

3. Sh. Prem Chand Sharma # 948, Saini Vihar . 2740560 (O)
Ph-3, Baltana Zirakpur 9464097908
3. Sh. Satish Kumar # 251, Sector14, 2740559 (O)
Accounts officer Panchkula 9463961504

DEFINITION OF ANTIQUITIES:

- (i) Any coin, sculpture, epigraph or other work of art or craftsmanship;
- (ii) Any article, object or thing detached from a building or cave;
- (iii) Any article, object or thing illustrative of science, art. Crafts, literature, religion, custom, morals or politic in bygone ages;
- (iv) Any article, object or thing of historical interest;
- (v) Any article, object or thing declared by the Central Government, by notification in the official Gazette, to be an antiquity for the purposes of this Act, which has been inexistence for not-less than one hundred years, and
- (vi) Any manuscript, record or other document which is of scientific, historical, literary or aesthetic value and which has been in existence for not less than seventy-five years;

Dairy No:- 6098

CFMS No:-

No. 4/19/2019-RH
Government of Haryana
Date:- 10-6-19

Chief Secretary's Office

Administrative Reforms Department

Dated, Chandigarh the 07.06.2019

ACS, Env. & APM, Ar., ACA
7.6.19

DG, Siv.

DACA

Ch. HSPCB

D. APM

B. Ar.

To

All Administrative Secretaries to Govt. Haryana.

Madam/Sir,

It has been decided by the Government to compile the initiatives undertaken by all the Departments since 26th October, 2014 for citizen friendly governance. Same shall be analyzed for further improving the quality of interaction with the citizens. You are requested to list citizen friendly initiatives (not more than 5) with a brief description of the scheme/programme including how far it has reduced corruption, harassment of the citizens, improved efficiency, transparency and accountability. It will be useful if these outcomes are presented in a quantifiable manner.

You may also like to send your suggestions and recommendations (not more than 3) on any important issue, programme or scheme of any Department of the Government.

It is requested that above information may please be sent within a week to Administrative Reforms Department through e.mail at admnreformshry@gmail.com. It is further requested that each Administrative Secretary may send consolidated information of all Boards/Corporations/ Directorates under her/his administrative control and no piecemeal information sent by different Boards/Corporations/Directorates will be entertained.

Yours sincerely,

Santosh 7/6/19

(Santosh Kumari)

Under Secretary (AR)
for Chief Secretary to Govt. Haryana
Administrative Reforms Department

CC:

1. Chief Secretary to Govt. Haryana for information.
2. Chairman, HGRA for information.
3. PSCM for information.
4. Special Sr. Secretary to CM for kind information of Hon'ble CM.

07.06.19

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ACS, Emv. 9 APM, Ar., ACA
7.6.19

Dairy No:- 7018

No. 4/19/2019-RU
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

CFMS No:-
Date:- 11/06/2019

OG, Siv.

DACA

Ch. MS PCB To

D-APM (Cunning)

D-AREMS

P.S

10/6/19

11/6/19

11/6/19

11/6/19

AIC

Dated, Chandigarh the 07.06.2019

CFMS-392
7.06.19

All Administrative Secretaries to Govt. Haryana.

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1. Chief Secretary to Govt. Haryana for information.
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4. Special Sr. Secretary to CM for kind information of Hon'ble CM.

From

The Director
Archaeology & Museums Department, Haryana
Sector-10, Chandigarh

To

The Administrative Reforms Department
Chief Secretary's Office

Memo no.8/328/2001/pura/ 8668

Dated: 16/10/2019

Subject: Regarding Citizen Charter

Kindly refer to your letter no. 4/19/2019/RU dated 07.06.19 on the subject cited above.

The citizen charter related to this department is attached herewith for your information please.

B. Bhattacharyya

Deputy Director
for Director Archaeology & Museums Deptt.
Haryana, Chandigarh

de

Md

CITIZEN CHARTER

The Department of Archaeology and Museums Haryana with its Headquarter at Chandigarh came in existence in 1972. Archaeological excavations, explorations, protection & conservation of ancient & historical monuments/sites and museum activities are the main functions of the department. Under the museum activities the department documents, the antiquities and treat them chemically, establishes museums for displaying ancient art objects, provide research facilities and organizes workshops, seminars and exhibition at various places in the state making replicas of sculptures to create general awareness in public . Other activities of the department include the publication of popular research literature on new discoveries. The departmental publications are also supplied to the researchers and general public free of cost.

There are total 34 protected monuments and sites, 06 Zonal Museums i.e Jahaj Kothi at Hisar, Jayanti Devi Museum at Jind, Barh Khalsa at Rai, Martial Art Museum at Kapalmochan, Chhotu Ram Museum Samarak at Garhi Sampla, Rohtak, Panipat Museum, Panipat and 01 Site Museum at Bhima Devi Temple, Pinjore.

The Governor has declared the following Monuments/sites as State Protected Monuments/sites under The Punjab Ancient & Historical Monuments and Archaeological Sites and Remains Act, 1964 (Punjab Act, 20):-

1. European Cemetry, Ambala.
2. Ancient Mound Bhirana, Fatehabad.
3. Ancient Mound, Kunal, Fatehabad.
4. Shish Mahal, Farrukhnagar, Gurgram.
5. Dargah Char Qutab Hansi, Hisar.
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11. Brick Baoli, Kaithal.
12. Old Badshahi Bridge, Village- Ucchha Siwan, Karnal.
13. Victoria Memorial Hall, Karnal.
14. Prachin Shiva Mandir, Salwan, Karnal.
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20. Tomb of Shah Nizam, Narnaul.
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These state protected monuments/sites are conserved and preserved by the department and can be seen by general public on all days without any entry fees except at Bhima Devi Temple (Pinjore), Panipat Museum (Panipat), Jahaj Kothi (Hisar), Shish Mahal (Farrukhnagar, Gurugram), . There is no role of a citizen in protection of monuments.

The department has brought out the following publications:-

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8.	Brahma	80/-
9.	Ganesh	250/-
10.	Vishnu Head	600/-
11.	Surya	150/-

The Plaster casts can be purchased on all working days from the following offices:-

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- (b) Panipat Museum, Canal Rest House, Bijhol, Panipat.
- (c) State Protected Monument, Nahan Kothi, Sector-12, Panchkula.
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MUSEUMS ACTIVITIES

The department plays a vital role in the preservation of ancient heritage. A State Museum is being set up in Panchkula. The antiquities like sculptures, terracotta, coins and other archaeological material will be displayed in the museum. In addition to the state museum, the department has been set up a site museum at Bhima Devi Temple, Pinjore. This Site Museum is situated near Yadvendra Gardens and remains open for general public. The Site Museum at Bhima Devi Temple, Pinjore will house the ancient temple remains of the site belonging to the 9-12th Century A.D. of Gurjar Pratihara Art. This art is of great tourist attraction because of close proximity to the Yadvendra Gardens, Six Zonal Museums have already been set up in Jahaj Kothi at Hisar, Jayanti Devi Museum at Jind, Barh Khalsa at Rai, Martial Art Museum at Kapalmochan, Chhotu Ram Museum Samarak at Garhi Sampla, Rohtak. All the museums remain open for the general public during the working days from 9:00 AM to 5:00 PM (**Closed on Monday**).

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The department has imparted practical training of archaeological excavations to the M.A., students of M.D. University, Kurukshetra. The brief reports of excavations collected at Kunal (Fatehabad), Jogna Khera (Kurukshetra), Banwali (Hisar) and Sugh (Yamunanagar) is ready and made available to the researches in due course of time.

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.....

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Sr.No.	Name and Designation	Address	Phone No.
1.	Smt. Dheera Khandelwal, IAS Additional Chief Secretary	#519, Sec-16, Chd	2740128(O)
2.	Sh. Ravi Prakash Gupta, IAS Director	Sector-24, Chd	2740560 (O)
3.	Dr. Banani Bhattacharyya Deputy Director (On contractual basis)	#1557, Sec-18, Chd	2740559(O)
4.	Dr. Raghavendra Kumar Rai Assistant Director	#693, Sector-10, Panchkula	2740559(O)

From

The Director
Archaeology & Museums Department, Haryana
Sector-10, Chandigarh

To

The Administrative Reforms Department
Chief Secretary's Office

Memo no.8/328/2001/pura/ 8668

Dated: 16/10/2019

Subject: Regarding Citizen Charter

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B. Bhattacharya
Deputy Director
for Director Archaeology & Museums Deptt.
Haryana, Chandigarh



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These publications and pictures post cards supplied to the public for creating awareness about the ancient heritage of the State. These can be collected on demand from the office of the Director, Archaeology and Museums Department Haryana, Art & Design Building, Sector-10, Chandigarh.

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MUSEUMS ACTIVITIES

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RESEARCH FACILITIES

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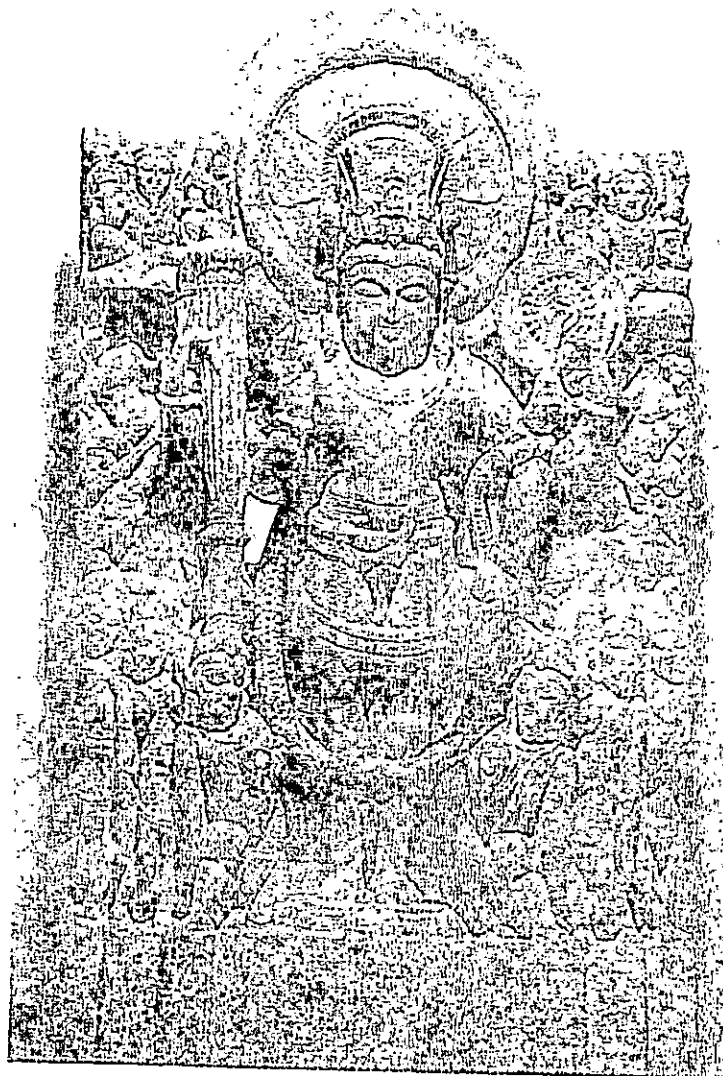
1. The Punjab Ancient and Historical Monuments and Archaeological Sites and Remains Act, 1964 (State Act and Rules 1965).
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Sr.No.	Name and Designation	Address	Phone No.
1.	Smt. Dheera Khandelwal, IAS Additional Chief Secretary	#519, Sec-16, Chd	2740128(O)
2.	Sh. Ravi Prakash Gupta, IAS Director	Sector-24, Chd	2740560 (O)
3.	Dr. Banani Bhattacharyya Deputy Director (On contractual basis)	#1557, Sec-18, Chd	2740559(O)
4.	Dr. Raghavendra Kumar Rai Assistant Director	#693, Sector-10, Panchkula	2740559(O)

CITIZEN CHARTER
GOVERNMENT OF HARYANA
DEPARTMENT OF ARCHAEOLOGY AND MUSEUMS
HARYANA
ART & DESIGN BUILDING
SECTOR 10,
CHANDIGARH



PUBLICATION YEAR-2018

CITIZEN CHARTER

The Department of Archaeology and Museums, Haryana with its Headquarter at Chandigarh came in existence in 1972. Archaeological excavations, explorations, protection & conservation of ancient & historical monuments/sites and museum activities are the main functions of the department. Under the museum activities, the department ^{antiquities} documents, the antiquities and treat them chemically, establishes museums for displaying ancient art objects, provide research facilities, ^{publication} and organizes ^{workshop/seminar} and exhibition at various places in the state, making replicas of sculptures to create general awareness in public. Other activities of the department include the publication of popular research literature on new discoveries.

There are total 34 protected monuments and sites, 06 Zonal Museums i.e Jahaj Kothi at Hisar, Jayanti Devi Museum at Jind, Barh Khalsa at Raj, Martial Art Museum at Kapalmochan, Chhotu Ram Museum Samarak at Garhi Sampla, Rohtak and 01 Site Museum at Bhima Devi Temple, Pinjore.

1. The above mentioned museums houses sculptures, terracotta and pottery of various periods. The museum remains open for the general public from 9:00 AM to 5:00 PM during all the working days. (The departmental publications are also supplied to the researchers and general public free of cost.)

The department has brought out the following publications:-

Sr.No.	Title of the publication	Category of publication
1.	Banawali	Booklet
2.	Banawali (A look back into the pre-Indus and Indus Civilization)	Booklet
3.	Haryana through the ages	Booklet
4.	A special exhibition on Krishna-Vishnu Themes Exhibition	Guide Book
5.	Sculptures of Hindu Divinities	Booklet
6.	Buddhist Remains	Booklet
7.	The Archaeological Wealth of Haryana	Booklet
8.	Bhima Devi temple, Pinjore-Ek Parichaya (Hindi)	Folder
9.	Battles of Panipat	Folder
10.	Guide to Panipat Museum(Hindi)	Folder
11.	Guide to Panipat Museum(English)	Folder
12.	Kunal Excavations	Booklet
13.	JoganKhera Excavations	Booklet
14.	Panipat (History & Monuments) Hindi	Book
15.	Protected Monuments & Sites in Haryana	Book

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| 16. Three Battles of Panipat | Book |
| 17. Buddha's Trail in Haryana | Booklet |
| 18. Rakhigarhi's Rediscovered | Booklet |
| 19. The Magnificent Monuments of Narnaul | Booklet |
20. Apart from these, the following 16 picture post cards of ancient monuments and sculptures have been published:-
- i. Agni, 10th Cent, A.D. Pinjore (Panchkula).
 - ii. Ishana, 10th Cent, A.D. Pinjore (Panchkula).
 - iii. Vamari, 10th- 11th Cent, A.D., Bawal (Rewari).
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The Governor has declared the following Monuments/sites as State Protected Monuments/sites under The Punjab Ancient & Historical Monuments and Archaeological Sites and Remains Act, 1964 (Punjab Act, 20):-

1. European Cemetery, Ambala.
2. Ancient Mound Bhirana, Fatehabad.
3. Ancient Mound, Kunal, Fatehabad.
4. Shish Mahal, Farrukhnagar, Gurgram.
5. Dargah Char Qutab Hansi, Hisar.
6. Jahaj Kothi, Hisar.
7. Ancient Mound, Karsola, Jind.
8. Old Fort, Safidon, Jind.
9. Ancient Mound, Balu, Kaithal.
10. Tomb of Sheikh Tayyab, Kaithal.
11. Brick Baoli, Kaithal.

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12. Old Badshahi Bridge, Vill^g Ucchha Siwan, Karnal.
 13. Victoria Memorial Hall, Karnal.
 14. Prachin Shiva Mandir, Salwan, Karnal.
 15. Prachin Shiva Temple, Pehowa (Kurukshe^tra).
 16. Buddhist Stupa, Kurukshe^tra.
 17. Vishwa Mitra ka Tila, Pehowa (Kurukshe^tra).
 18. Mosque of Pir Turk^haman and Tomb, Narnaul.
 19. Tripolia Gateway, Narnaul.
 20. Tomb of Shah Nizam, Narnaul.
 21. Chor Gumbad, Narnaul.
 22. Shoba Sarover, Narnaul.
 23. Chhatta Rai Bal Mukund Dass, Narnaul.
 24. Mirza Ali Jaan's Takhat ⁿad Baoli, Narnaul.
 25. Dehra Mandir , Ferojpur Jhirka, Nuh.
 26. Sheikh Mussa ki Dargah and Jhulti Minar, Nuh.
 27. Ancient Gumbad (Tomb of Sheikh Shah Baz) Maqbara, Palwal.
 28. Ancient Mound Kachhi Khera, Garhi Patti, Hodal, Palwal.
 29. Bhima Devi Temple, Pinjore .
 30. Nahan Kothi, Panchkula.
 31. Ancient Mound, Village Amadalpur, Yamunanagar.
 32. Brick Stupa, Chaneti, Yamunanagar.
 33. Qutab Khan Ki Masjid, Sohna, Gurguram.
 34. Lal Gumbad, Sohna, Gurugram.

These state protected monuments/sites are conserved and preserved by the department and can be seen by general public on all days without any entry fees. *except*
There is no role of a citizen in protection of monuments.

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