

No. Rev.-A(B) 1-4/2011-I
Government of Himachal Pradesh
Department of Revenue

From

Principal Secretary-cum-F.C. (Revenue) to the
Government of Himachal Pradesh

To

1. The Divisional Commissioner,
Shimla, Mandi and Kangra at Dharamshala in H.P.
2. All the Deputy Commissioners in H.P.
3. The Settlement Officers,
Shimla and Kangra at Dharamshala (H.P.)
4. The Director,
Land Records/Consolidation of Holdings, H.P. Shimla-09

Dated : Shimla-171002, the 07.12.2021

Subject :- Staffing Norms for Sub-Divisions, Tehsils & Sub-Tehsils and creation/filling up of posts accordingly.

Sir,

In supersession of this Deptt.'s letter No. Rev-A(B) 1-4/2011-I dated 07.01.2016, I am directed to say that due to creation of post of Office Kanungo in 'C' category Sub-Division, the Staffing Norms for Sub-Division, Tehsils and Sub-Tehsils in the Rev. Deptt. are now fixed as under :-

Categorization and Staffing pattern for the Sub-Divisions :-

All 74 Sub-Divisions are categorized into A, B and C category and all newly created Sub-Divisions will be placed as 'C' category Sub-Division :-

'A' category Sub-Division

- | | | | |
|-------------|---------------|--------------|--------------------|
| 1. Kangra | 6. Hamirpur | 11. Mandi | 16. Theog |
| 2. Nurpur | 7. Una | 12. Paonta | 17. Rampur |
| 3. Palampur | 8. Amb | 13. Nahan | 18. Shimla (Rural) |
| 4. Dehra | 9. Bilaspur | 14. Nalagarh | 19. Kullu |
| 5. Chamba | 10. Ghumarwin | 15. Solan | 20. Sundernagar |

'B' category Sub-Division

- | | | |
|---------------|------------------|--------------------|
| 1. Dharmshala | 5. Jogindernagar | 9. Arki |
| 2. Churah | 6. Karsog | 10. Anni |
| 3. Dalhousie | 7. Sarkaghat | 11. Chopal |
| 4. Barsar | 8. Rajgarh | 12. Rohroo |
| | | 13. Shimla (Urban) |

'C' category Sub-Division

- | | | | |
|--------------|----------------|-------------------|--------------------|
| 1. Bharmaur | 11. Nichar | 21. Jawali | 31. Jhanduta |
| 2. Pangi | 12. Dodra-Kwar | 22. Bhatiyat | 32. Nagrota Bagwan |
| 3. Gohar | 13. Bhoranj | 23. Dhampur | 33. Dheera |
| 4. Kandaghat | 14. Padhar | 24. Shillai | 34. Indora |
| 5. Lahaul | 15. Bangana | 25. Haroli | 35. Fatehpur |
| 6. Spiti | 16. Sangrah | 26. Mandi (Rural) | 36. Balh |
| 7. Udaipur | 17. Manali | 27. Sujanpur | 37. Thunag |
| 8. Banjar | 18. Nadaun | 28. Salooni | 38. Pachhad |
| 9. Pooh | 19. Baijnath | 29. Jawalamukhi | 39. Kasauli |
| 10. Kapla | 20. Jaisingpur | 30. Swarghat | 40. Gagrēt |
| | | | 41. Kumarsain |

'A' category Sub-Divisions :-

Sr. No.	Name of post	Number of posts
1.	Superintendent Gr.II	01
2.	Sr. Assistant	03
3.	Sr. Scale Steno	01
4.	Clerk	04
5.	Junior Office Assistant (IT)	01
6.	Sub-Divisional Kanungo	01
7.	Daftari	01
8.	Peon	02
9.	Chowkidar	01
10.	Sweeper (Part Time)	01
11.	Driver	01
Total		17 Posts

'B' category Sub-Divisions :-

Sr. No.	Name of post	Number of posts
1.	Superintendent Gr.II	01
2.	Sr. Assistant	02
3.	Steno-Typist	01. In future, the post of Junior office Assistant (IT) will be recruited against the post of Steno Typist, whenever/wherever required.
4.	Clerk	03
5.	Junior Office Assistant (IT)	01
6.	Sub-Divisional Kanungo	01
7.	Daftari	01
8.	Peon	02
9.	Chowkidar	01
10.	Sweeper (Part Time)	01
11.	Driver	01
Total		15 Posts

'C' category Sub-Divisions :-

Sr. No.	Name of post	Number of posts
1.	Superintendent Gr.II	01
2.	Sr. Assistant	02
3.	Steno-Typist	01. In future, the post of Junior office Assistant (IT) will be recruited against the post of Steno Typist, whenever/wherever required.
4.	Clerk	02
5.	Junior Office Assistant (IT)	01

6.	Office Kanungo	01
7.	Daftari	01
8.	Peon	02
9.	Chowkidar	01
10.	Sweeper (Part Time)	01
11.	Driver	01
Total		14 Posts

Categorization and Staffing pattern for the Tehsils :-

Tehsils having 30 or more Patwar circles will be placed in 'A' category Tehsils. The Tehsils having 15 to 29 Patwar circles will be placed in 'B' category and Tehsils having less than 15 Patwar circles will be categorized as 'C' category Tehsils. Similarly, independent Sub-Tehsils will be categorized in 2 categories. Sub-Tehsils having 10 or more Patwar circle will be placed in 'A' category and Sub-Tehsils having less than 10 Patwar circle will be categorized as 'B' category Sub-Tehsils.

Category 'A' Tehsil :-

Sr. No.	Name of post	Number of posts
1.	Tehsildar	01
2.	Naib-Tehsildar	01
3.	Superintendent Gr.-II	01
4.	Office Kanungo	01
5.	Assistant Office Kanungo	01
6.	Sr. Assistant	01
7.	Clerk	03
8.	Junior Office Assistant (IT)	02
9.	Jamadar	01
10.	Process Server	03
11.	Peon	03
12.	Chowkidar	01
13.	Sweeper (Part Time)	01
Total		20 Posts

Category 'B' Tehsil :-

Sr. No.	Name of post	Number of posts
1.	Tehsildar	01
2.	Naib-Tehsildar	01
3.	Superintendent Gr.-II	01
4.	Office Kanungo	01
5.	Assistant Office Kanungo	01
6.	Sr. Assistant	01
7.	Clerk	02
8.	Junior Office Assistant (IT)	01
9.	Jamadar	01
10.	Process Server	03
11.	Peon	02
12.	Sweeper (Part Time)	01
Total		16 Posts

Category 'C' Tehsil :-

Sr. No.	Name of post	Number of posts
1.	Tehsildar	01
2.	Naib-Tehsildar	01
3.	Superintendent Gr.-II	01
4.	Office Kanungo	01
5.	Sr. Assistant	01
6.	Clerk	02
7.	Junior Office Assistant (IT)	01
8.	Jamadar	01
9.	Process Server	03
10.	Peon	02
11.	Sweeper (Part Time)	01
Total		15 Posts

'A' Category Sub Tehsil :-

Sr. No.	Name of post	Number of posts
1.	Naib-Tehsildar	01
2.	Sr. Assistant	01
3.	Office Kanungo	01
4.	Clerk	02
5.	Junior Office Assistant (IT)	01
6.	Jamadar	01
7.	Process Server	02
8.	Peon	02
9.	Sweeper (Part Time)	01
Total		12 Posts

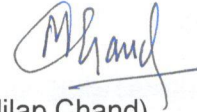
'B' Category Sub Tehsil :-

Sr. No.	Name of post	Number of posts
1.	Naib-Tehsildar	01
2.	Sr. Assistant	01
3.	Office Kanungo	01
4.	Clerk	02
5.	Junior Office Assistant (IT)	01
6.	Jamadar	01
7.	Process Server	02
8.	Peon	02
9.	Sweeper (Part Time)	01
Total		12 Posts

These norms will lead to the automatic creation/filling up of the prescribed posts in all administrative units and no separate reference for creation or filling up of the posts shall required to be made to the Government.

It is therefore requested that all matters pertaining to the creation/filling up of the posts in all Sub-Division, Tehsils and Sub-Tehsils may be considered/decided in the light of the staffing norms as prescribed above and compliance report may be sent to this Department accordingly.

Yours faithfully,



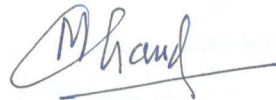
(Milap Chand)

Deputy Secretary (Revenue) to the
Government of Himachal Pradesh
Tele.No. 0177-2626359.

Endst. No. As above, Dated : Shimla- 171002, the 07.12.2021

Copy forwarded to the following for information and necessary action :-

1. The Accountant General (Audit), H.P. Shimla-03.
2. The Dy Accountant General (A&E), Himachal Pradesh, Shimla-03.
3. The Additional Secretary (GAD) with reference to the item No. 15 dated 30.11.2021.
4. The Director RTI Joginder Nagar, district Mandi, H.P.
5. The Joint Secretary (Rev.-B, C and D) to the Government of Himachal Pradesh, Shimla-2.
6. Guard file.



(Milap Chand)

Deputy Secretary (Revenue) to the
Government of Himachal Pradesh
Tele.No. 0177-2626359.