

**Government of Himachal Pradesh  
Secretariat Administration Services**

**ANNUAL ADMINISTRATIVE REPORT: 2015-16**

**1. BACKGROUND AND INTRODUCTION**

Secretariat Administration Department meets the staffing and other requirements of the various administrative departments of H. P. Secretariat. For easy of efficiency and effectiveness the Department has been divided into various sections viz. Secretariat Administration Services-I & II, SAR&I-I & II, Sectt. Administration Account-I & II, H.P. Secretariat Library, Telephone Section, SA-Record Section and Cash Section etc. As per allocation in the Rules of Business, this Department deals with appointments, promotions, postings & transfers, pay, leave, retirements, loans & advances, budget & accounts, pension and management of total cadre strength of about 1671 employees of 32 categories from Class-I (Gazetted) to Class IV deployed in the Secretariat.

**2. ORGANISATIONAL SET UP:**

This department is headed by the Secretary (SA) under overall supervision of the Chief Secretary to the Government of Himachal Pradesh. The Additional Secretary, Deputy Secretary & Under Secretary (SA) are also posted to assist him for immediate disposal of the matters. They are the branch officers in respect of various Sections of Secretariat Administration Department.

**CATEGORY-WISE POSITION OF CADRE STRENGTH.**  
**(Class-I Gazetted )**

<b>Sr.No.</b>	<b><u>Category of posts.</u></b>	<b><u>Cadre Strength.</u></b>
1	Section Officers.	101
2	Private Secretaries.	45
3	Sr. Law Officers (Eng)	3
4	Sr. Law Officers (Hindi)	3
5	Chief Librarian	1
	<b>Total:</b>	<b>153</b>
	<b>Class II (Gazetted)</b>	
6.	Law Officers(English)	6
7.	Law Officers(Hindi)	6
8.	Law Officers(Hindi)	2
	<b>Total:</b>	<b>14</b>
	<b><u>Non Gaztted (Class-II &amp;III)</u></b>	
9	Research Officer	1
10.	Supdt. (Grade-II)	128
11	Personal Assistant	43
12	Sr. Assistant	518
13	Sr. Scale Stenographer	23
14	Jr. Scale Stenographer	40
15	Jr. Assistant/Clerk	291
16	Librarian	3
17	Sr. Head Security Guard	1
18	Head Security Guard	02

19	Security Guard	15
20	Furniture Supervisor	1
21	Cash & Bill Messenger	2
22	Book Binder	2
23	Restorer	6
24	Caretaker	4
25	Tailor	1
	<b>Total:</b>	<b>1081</b>
	<u>Class-IV</u>	
26	Gestetner Operator	9
27	Daftry	21
27	Jamadar	35
28	Record Lifter	4
30	Library Attendant	2
31	Peon	222
32	Mali	4
33	Chowkidar	30
34	Sweeper	32
35	Frash	64
	<b>Total:</b>	<b>423</b>
	<b>Grand Total:</b>	<b>1671</b>

### 3. ACTIVITIES UNDERTAKEN DURING THE YEAR

In order to achieve efficiency in Administration and to dispose various issues viz., Vidhan Sabha Committee matters, Court matters, settlement of audit paras & other allied administrative issues pertaining to Secretariat Administration Department, regular meetings were held from time to time for effective implementation of various decisions under the Chairmanship of Secretary (SA) to the Government of Himachal Pradesh. This Department has initiated the process of uploading of all important information on the departmental website regularly to ensure transparency and also to make public as well as the employees aware about the activities of the Department.

#### (i) RECRUITMENTS:

One Hundred & Thirty One posts were filled up by direct recruitment during the year 2015-16.

#### (ii) FRAMING OF RECRUITMENT AND PROMOTION RULES.

Amendment in the Recruitment & Promotion Rules of Section Officers and Private Secretaries was carried out in this year.

#### (iii) RESERVATION :

Reservation is being provided as per the instruction of Department of Personnel.

#### (iv) PROMOTIONS/ HOLDING DPCs:

The following promotions were made during the year 2015-16.

Section Officer	36	
Private Secretary		15
Supdt. Grade-II	42	
Senior Assistant		42
Clerk		19

Restorer		01
Security Guard	02	
Daftri		03
Jamadar		06

(v) **PREPARATION OF SENIORITY LISTS:**

The seniority lists of all categories of employees except Clerks & Sr. Assistants have been finalized.

(vi) **EMPLOYMENT ASSISTANCE**

One post of Frash-Chowkidar-Mali have been given employment on compassionate ground during the year 2015-16.

**4. BUDGET AND EXPENDITURE.**

The following Heads of Account under demand No.2 & 4 are being operated by the Secretariat Administration Department:-

- i. 2013- Council of Ministers.
- ii. 2052- Secretariat General Services.
- iii. 2251- Secretariat Social Services.
- iv. 3451- Secretariat Economic Services.

The budget provision of `10696.79 lacs was made under the above mentioned heads of account for meeting the expenditure on Salaries, Wages, Travel Expenses, Livery, Office Expenses, Medical Reimbursement, Hospitality & Entertainment, Professional and Special Services, Other Charges, Motor Vehicles and Grant-in-aid etc. in respect of the establishment of Secretariat Administration and Council of Ministers against which expenditure to the tune of `9364.21 lacs has been incurred by this department during the year, 2015-16.

**5. OFFICERS/ OFFICIALS RETIRED DURING 2015-16**

Category-wise number of officers / officials who retired from Govt. Service after attaining the age of superannuation during the year 2015-16 is as under :-

Class-I	25
Class-II	04
Class-III	03
Class-IV	05

**6. WELFARE AND SOCIAL ACTIVITIES :**

- (a) House building advances to the tune of `46.39 lacs were sanctioned in favour of H.P. Secretariat employees during the year, 2015-16 for the construction / repair of their houses.
- (b) For the welfare of Secretariat Employees a Canteen run by HPTDC was started during the year 1982-83 on "No Profit No Loss basis". The Grant-in-aid is being released by Secretariat Administration to meet out the salary & allowances of staff deployed by HPTDC. Secretariat Canteen provides breakfast, lunch, tea, coffee & other eatables to the

staff of H.P. Secretariat and visitors. A Canteen Sub-Committee has been constituted to run the Canteen efficiently. The Canteen Sub-Committee conducts periodical meeting in order to keep check on working and food quality of eatables sold in Canteen. In addition, funds to the tune of `5.68 lacs has been allocated to the PWD for renovation of Canteen.

**7 SECURITY, VIGILANCE AND DISCIPLINE :**

For the security of the Secretariat buildings, metal detectors have been installed through the Police Department and Security Guards have been provided training to use the detectors. Armed Police personnel have been deployed on Gate No.1 & 5 of the H.P. Secretariat buildings. Besides this, Home Guards have been deployed on all gates of Eilerslie & Armsdale buildings. After 7.00 PM Chowkidars take over the charge to avoid any mishap. The Control Room of H.P. Sectt. is providing 24 hours service for which following staff has been provided:-

1. Resident Assistant	01
2. Sr. Assistant	01
3. Junior Assistant	01
4. Clerk	02
5. Frash-Chowkidar-Peon	18
6. Sweeper	33
7. Chowkidar	09
8. Driver	01

Fax messages are sent and received from Govt. offices throughout India from H.P. Sectt. Control Room. About 35,300 fax messages were conveyed & received during the year 2015-16. Besides, courier dak is delivered and received daily. After 5.00 PM important dak is delivered to Hon'ble Chief Minister / Ministers and Senior Officers at their residences. The meetings of the Cabinet, different Departments, Corporations and Boards were successfully conducted in the Summit Halls, Conference Hall & Committee Halls of the HP Secretariat.

**8. CLEANLINESS AND BEAUTIFICATION :**

Efforts are being made to improve the standard of cleanliness and beautification of the H.P. Sectt. buildings. However on holiday special cleanliness drive is carried out to improve cleanliness & sanitation etc.

**9. FIRE PROTECTION :**

Public Works Department (Electrical wing) is entrusted to look after the fire safety measures of H.P. Secretariat. Joint inspection by the PWD (Electrical wing) and Fire Department are done periodically to assess the arrangements for fire safety. The Addl. Secretary (SA) is appointed as Chief Fire Officer for this purpose, who intern appoint Fire Officers for each floor of Secretariat building. In order to avoid any mishap in the Secretariat building the Administration has installed smoke heat detectors for sounding alarm in case of fire incident. Periodical training is imparted to Chowkidars & Gatekeepers by the Fire Department to avoid any fire incidents.

**10. WEEDING OUT OF OLD RECORDS :**

During the year 2015-16 about 16357 files pertaining to various branches of the HP Secretariat were sent to Record Section. These files were arranged for preparing their lists properly. About 391 files were issued from the Record Room to various branches after obtaining their requisitions. In addition, 13056 files were sorted out for destruction after preparing their lists afresh.

11. HIMACHAL PRADESH SECRETARIAT LIBRARY:

(I) General:

The function of the Himachal Pradesh Secretariat Library is to provide Law, reference & other books to the Officers/Officials of the H.P. Secretariat and to provide reading material & other information to the employees of the State Government. Now the Library has been extended and specializes in rare & out of print books on Himachal Pradesh which caters to needs of the Research Scholars who takes research project on this region. The Secretariat Library has two extension libraries. These are Financial Commissioner (Appeal's) Library and Secretary (Law's) library maintained in their Departments.

(II) Access:

The Library has open access and general books are issued to the members on membership cards and reference books are issued on requisition slips.

(III). Clientele :

The daily number of regular users are about two hundred & fifty. Besides, Research scholars from Universities and other states also use the Library.

(IV) Acquisition of Books :

During the year, 2015-16 about 292 English books, 25 Hindi books, 95 Law & reference books and 514 Government publications/ periodicals/ Law reports were purchased and added to the H.P. Secretariat Library.

(V) Technical Work:

During the year, 2015-16 following technical assignments were done in the H.P. Secretariat Library :-


i)	Classification & cataloguing of books.	416	
ii)	Number of book cards.	416	416
iii)	Membership cards.	365	365
iv)	Label writing / number of books.	580	580
v)	Binding of gazettes/ books.	295	295
vi)	Computerization / cataloguing of books.	426	426
<u>(VI) . Circulation Work:</u>			
i)	No. of issue /receipt of books.	13000	
ii)	Books consulted in the Library.		9900
iii)	Periodicals.		1450

Besides, the books on Himachal Pradesh, Public Administration, Fiction, self help books and books of rare nature are in great demand by the readers. The Secretariat Library has been fully computerized and books can be searched on Secretariat Library website on internet as well.

12- INFORMATION IN RESPECT OF RTI ACT, 2005.

Right to information is a basic necessity of good and transparent governance in a democratic society. The provisions of the RTI Act and Rules are being implemented to disseminate the information to the applicants within prescribed time limit. The office of the Secretary (SA) and all other offices/branches of this Department remain open for general public for collection of any type of information relating to programmes / activities from 10 AM to 5 PM on all working days. To visit the offices of Ministers /Officers, the gate entry passes are issued to general public from 1 PM to 5 PM on all working days. A Control Room in the H.P. Secretariat also provides information to General Public in case of any natural calamities either in person or on telephone No. 2622204 and 2880459.

*Authenticated*

  
साँचेस (साँचेस प्रशास/साँचेस प्रशास)  
हिमाचल प्रदेश सरकार,  
शिमला-171001