

PROCEEDINGS OF THE MEETING HELD UNDER THE CHAIRMANSHIP OF SH.P.MITRA, CHIEF SECRETARY, WITH H.P. SECRETARIAT/GOVERNOR'S SECRETARIATE/LOKAYUKTAS OFFICE/HPPSC PRIVATE SECRETARIES/PAS/STENOGRAPHERS ASSOCIATION ON 31/07/2014.

Follwing were present:-

(a) Officers

1. Dr. Shrikant Baldi, IAS, Principal Secretary (Finance)
2. Sh. Bharat Khera, IAS, Secretary (SAD)
3. Dr. Man Singh, HAS, Additional Secretary (Pers.)
4. Dr. Ashwani Kumar Sharma, HAS, Additional Secretary (SAD)
5. Sh. Prem Thakur, HPSS, Deputy Secretary (Pers.)

(b) Office bearers of the Association

1. Sh. Rajesh. K. Bhardwaj, President
2. Smt. Geeta Chandel, Vice President
3. Sh. Tulsi Ram Sharma, General Secretary
4. Ms Tehmeena, Jt.Secretary
5. Sh. B.R Chandel, Treasurer
6. Sh. Gopal Dutt, Executive Member
7. Sh. Umesh Jaswal, Executive Member
8. Sh. Alaudin Mohammad, Executive Member
9. Ms. Sudesh Kaur, Executive Member
10. Sh. Vinod Kumar, Memeber
11. Ms. Neelam, Member

At the very outset, the Secretary (SAD) welcomed the Chief Secretary, officers and office bearers of the Association. The President of the Association Sh. Rajesh Bhardwaj also welcomed the Chief Secretary, Officers **and all** officials. Therefore, with the permission of the chair, the agenda items were discussed and following decisions were taken.

ITEM NO: 1 FILLING UP OF VACANT POSTS OF JUNIOR SCALE STENOGRAPHERS

The Secretary (SAD) informed that the sanctioned cadre strength of Jr. Scale Stenographer consists of 40 posts. Out of these 21 posts are lying vacant. The HP,SSSB Hamirpur has been requested to recommend the names of suitable candidates at the earliest. During discussion, the office bearers of the Association requested to take up with HP,SSSB to sponsor the names of the candidates obtaining higher ranks to the offices of HP Secretariat/ Governors Sectt/HPPSC. After discussion, it was decided to take up the matter with DOP to write to HP,SSSB. Request will also be made to hold the examination for various posts on yearly basis by HP,SSSB. The Association also pointed that newly recruited Junior Scale Stenographers have been given initial start of Rs. 8710/- whereas as per the FD guidelines, it should be of basic plus grade pay of time scale of Jr. Scale Stenographer. The Pr. Secretary (Finance) suggested that the case be referred to F. D.

ITEM NO: 02 UP-GRADATION OF ONE POST OF PA TO THAT OF PS IN HPSSC

DOP informed that matter is being re-examined by the Department of Personnel.

ITEM NO. 03 SITTING ARRANGEMENT FOR MEMBERS OF PERSONAL STAFF

The Secretary (SAD) informed that as a general principle, rooms are allotted to the personal staff on the same floor and as far as possible nearest to the office chambers of their officers. It is not possible to earmark rooms of personal staff as it may create administrative problems.

With regard to installation of modular furniture, it was informed that initially it will be installed in the entire third floor of Armsdale Building. The rooms of personal staff situated on the said floor will be furnished as per the drawing. It has been taken up with the HPPWD for expediting the installation of modular furniture. During discussion, it was also decided that proper name plates of personal staff be put outside the room where they sit.

ITEM NO. 04 POSTING OF PERSONAL STAFF

The Secretary (SAD) informed generally personal staff is posted with the choice of Ministers & officers. However, the seniority of staff is also kept in mind as far as possible.

ITEM NO. 05 Providing of computer with advance technology

It was informed that all personal staff of H.P. Secretariat has been provided with Computer Hardware with internet connection and laser printers. Old PCs are being upgraded/replaced with new ones and process is going on. Survey for assessing requirement for NEW COMPUTER HARDWARE for HP Secretariat as well as personal staff has also been conducted by the "Committee of Officers" constituted by the Department of IT from DIT/SAD/HPSEDC & NIC. Although, it is not possible to replace old PCs in one go, yet efforts are being made to purchase new computers and replace in phased manner. To streamline the maintenance work of computers, Annual Maintenance Contract has been made with HPSEDC, Shimla.

ITEM NO: 06 ALLOTMENT OF ACCOMMODATION AT HIMACHAL BHAWANS

It was informed that generally, reservation is made on the basis of availability and protocol.

In the context of Himachal Bhawan Chandigarh, there are only 16 suites, which mostly remain occupied because of rush of VIPs. However, it was decided to write to the Manager of H.P Sarai at Chandigarh to accommodate the personal staff of

Ministers while on tour, in case of non-availability of room in Himachal Bhawan at Chandigarh.

ITEM NO. 07 GRANT OF SUMPTUARY ALLOANCE TO SR.PS/SPL. PS/SR.SPL PS/PPS.

The Principal Secretary (Finance) informed that since it has wider implications through out the State, hence, it is not possible to accede to the demand of the Association. However, even in the absence of Hon'ble Ministers, the personal staff has the liberty to requisition tea for the guests of the Hon'ble Minister from H.P. Secretariat Canteen.

ITEM NO. 08 CONVEYANCE ALLOWACE @Rs. 800/-P.M TO PERSONAL STAFF.

This issue was considered by FD and after careful consideration; FD is of the view that present system may be continued.

ITEM NO. 09 PROVISION FOR PAYMENT OF TELEPHONE/MOBILE BILLS TO PS/SSS/JSS OF HP SECRETARIAT.

It was informed that the matter was taken up with the Finance Department which has expressed its inability to concur in the proposal. However, after detailed discussion, it was decided that FD will re-examine this issue particularly in context of personal staff attached with Hon'ble Ministers.

ITEM NO. 10 CHANGE OF DESIGNATION

The Additional Secretary (Pers.) informed that with regard to the change of designation as Under Secy-cum-PS, Dy. Secy-cum-PS etc, there are two

distinct cadres in Secretariat viz Clerical & PA/PS cadre. The designations of these cadres have been assigned on Punjab Pattern after having approval of Finance Department. However, Matter/proposal was sent for concurrence of the Finance Department during the year, 2010 but the same could not find favour. Moreover, this proposal has again been examined in consultation with the Law Department and after due consideration, the same has been rejected. Hence, this demand of Association is not feasible to be accepted as proposed designations may result in administrative problems.

ITEM NO. 11 PROVIDING OF QUOTA FOR PROMOTION OF HPAS

ITEM WITHDRAWN.

ITEM NO. 12 AMMENDMENT IN R & P RULES OF PERSONAL STAFF

The Secretary (SAD) informed that this issue consists of two points, as under:-

- A. Provision of Educational qualification i.e. Graduation be deleted from the R&P Rules of SSS & same should be inserted in the R&P Rules of JSS.
- B. Provision of Secondment may be deleted from the R&P Rules of PA & same should be inserted in the R&P Rules of JSS.

The Common R&P Rules for the post of PA/SSS/JSS are notified by the Personnel Department, wherein following provisions exist:-

Post	Mode of recruitment	Educational qualification
PA	100% by promotion failing with on secondment basis.	-----
SSS	100% by promotion failing which by direct recruitment/contract basis.	Graduation
JSS	100% by promotion or direct recruitment/ contract basis.	10+2 pass

(A) On the said issue FD has instructed to make common R&P Rules for common categories. After discussion, it was decided that this matter be re-examined in consultation with Finance Department for addition of "Graduation" at entry level and further deletion of basic qualification of "Graduation" for promotions, as is being done in case of recruitment and promotion rules of "Clerks".

(B) Apropos of deletion of provision of secondment basis from the R&P Rules of PA, it has also not found favour. However, it was decided to re-examine this issue.

At the end, Shri Rajesh Bhardwaj, President of the Association thanked the Chief Secretary, Secretaries, officers and staff members present in the meeting.

Additional

ITEM NO. 13 TRAINING OF STAFF

The Association raised the issue of imparting befitting training to the personal staff. After detailed discussion, it was decided that SAD would write to HIPA to make suitable module to impart training to the personal staff.

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