

----

No.Per(AP-B)A(3)-4/2005      Dated: Shimla-171002      5<sup>th</sup> June, 2006.

### **NOTIFICATION**

In continuation of this Department Notification of even number dated 20<sup>th</sup> April, 2006, the Governor of Himachal Pradesh is further pleased to publish the record and other activities of the Department as required under the provision of sub section (1) (b) of Section 4 of the Right to Information Act, 2005 as under:-

The Chief Minister is Minister-in-charge and Chief Secretary is Head of Department of Personnel Department. The Organizational Set-up of Department of Personnel is as under :-

#### **At Government Level**

1. Principal Secretary/Secretary(Personnel) to the Government of Himachal Pradesh(as the case may be).
2. Additional/Joint/Deputy/Under Secretary (Personnel) to the Government of Himachal Pradesh(as the case may be).
3. Section Officer as Section Incharge.

**The Functions of Department of Personnel are as under:-**

### **Personnel-I**

#### **1. Indian Administrative Service.**

1. Posting/Transfer.
2. Release of Pay Scales:
  - i) Sr. Time Scale after 4 years.
  - ii) Jr. administrative Grade after 9 years.
  - iii) Selection Grade after 13 years.

: 2 :

- iv) Selection Grade after 16 years.
  - v) Above Super Time Scase after 25 years.
  - vi) Promotion in Chief Secretary grade.
3. Confirmation.
  4. Leave.
  5. Deputation including Foreign Assignment.
  6. Dicipinary Proceedings/Court Cases.
  7. Trainings.
  8. Loan/Advances.
  9. Issues of retirement Notification including issue of NDC & release of retrial benefits.

## **2. Heads of Departments.**

1. Posting/Transfer.
2. DPCs of HODs of respective Departments.
3. Confirmation.
4. Disciplinary Proceedings/Court Cases.
5. Trainings.
6. Leave.
7. Loan/Advances.
8. Issue of retirement Notifications including issue of NDC & release of retrial benefits.

## **Personnel-II.**

1. Policy regarding Annual Confidential Reports.
2. Policy regarding Transfer of Government Employees.
3. Policy regarding appointment on compassionate grounds.
4. Policy regarding regularization of Part-Time workers.
5. Educational Qualification clarification thereof.
6. Instructions regarding Casual Leave & Compensatory Leave.

...3....

7. Instructions regarding Verification of Character and Antecedents.
8. Instructions regarding Facilities to Sportsman.
9. Instructions regarding Bonafide Himachali Certificate.
10. Clarifications regarding service matters. Conduct Rules, C.C.S(C&A) Rules, Retirement, Pre-mature retirement, Confirmation, Seniority etc.
11. Clarification regarding deputation/Secondment etc.
12. Annual Administrative Report in respect of Department of Personnel.
13. Governor's Address in respect of Department of Personnel.
14. Chief Minister Address in respect of Department of Personnel.
16. Instructions regarding efficiency in Administration.
17. Constitution of Departmental Promotion Committee.
18. All important cases of advices/clarifications with regard to services matters-advisory Department for this purpose.
19. Administrative Department in respect of H.P.Public Service Commission, H.P. Administrative Tribunal and Himachal Pradesh Subordinate Services Selection Board.
20. Appointment of Chairmen/Members in Himachal Pradesh Administrative Tribunal , Himachal Pradesh Public Service Commission & Himachal Pradesh Subordinate Services Selection Board.
21. Appointment of Member(Technical & Civil) in H.P.State Electricity Board.
22. Meeting of Efficiency in administration in respect of Department of Personnel.
23. Replies of Vidhan Sabha Question/Vidhan Sabha Committees.

### **Personnel-III**

1. Recruitment and Promotion.
2. Policy regarding reservation.
3. Prescribing age for entry into service.

4. Regularisation of Daily Wagers/Contigent Paid Workers-Work Charged/Contractual Appointment/ Adhoc/Tenure of any other mode of appointment as may be decided by the Government from time to time.
5. Reservation in service for Ex-serviceman.
6. All important proposals regarding amendment of Recruitment and Promotion Rules.
7. Declaration of Posts as Gazetted.
8. Declaration of Posts as Selection/Non-Selection.
9. Approval for de-reservation of posts.
10. Meeting of Joint Consultative Committee with the representative of the NGO's Federation.
11. Meeting with the SC/ST Government employee Welfare Association.
12. Meeting with H.P.Secretariat Services(Class-III) Association.
13. Meeting with H.P. Secretariat Services(Gazetted Officers) Association.
14. Counting of Military or other service for qualifying service.
15. Replies to observation of Vidhan Sabha Committees.
16. Replies to important letters/communication received from the Government of India with regard to reservation policy in service.
17. All important cases of advice/clarification with regard to reservations in services received from the departments.
18. Clarification/advice with regard to reservation in services for Ex-serviceman.
19. All correspondence on important matters in respect of reservation to Scheduled Castes and Scheduled Tribes in services with the Government of India and Commissioner for SC/ST Government of India and replied to the observations made by the Vidhan Sabha Committee on the welfare of SC and ST.
20. Recruitment and Promotion Rules of all departments, their placement before Rules Sub-Committee/Rules Committee.

21. Implementation of the decision arrived at the J.C.C. and other meetings.
22. Representations received from various SC/ST Associations, individuals representation and communication received from the official/non-officials with regard to reservation policy.

## **Personnel-IV**

1. Establishment matters in respect of HPAS/HPSS Officers.
2. Transfers & Postings of HPAS/HPSS Officers.
3. Promotions of HPAS/HPSS Officers.
4. Fixation of Seniority-HPAS/HPSS Officers.
5. Disciplinary Proceedings against HPAS/HPSS Officers.
6. Action on CDE Reports.
7. All type of Court Cases of HPAS/HPSS Officers.
8. Continuation/creation of posts of HPAS/HPSS Officers.
9. Time Scales of HPAS Officers.
10. Verification of character/antecedents of HPAS Officers.
11. Permission for purchase of land/construction of house in respect of HPAS/HPSS Officers.
12. Grant of Permission for engaging Private Counsels.
13. Foundational/Professional Training of HPAS(Direct/Promotee) Officers at HIPA.
14. Training within State or outside State of HPAS/HPSS Officers.
15. Foreign Training of HPAS Officers.
16. Counting of Military or other service for qualifying service in respect of HPAS Officers.
17. Amendment in R&P Rules/HPAS Rules, 1973, in respect of HPSS/HPAS.
18. Retirement orders in respect of HPAS/HPSS Officers.
19. Vidhan Sabha Matters i.e. A.Q. etc. in respect of HPAS/HPSS Officers.
20. Index Cards/Civil List of HPAS/HPSS Officers.
21. GPF of HPAS/HPSS Officers.

22. All kinds of leave of HPAS/HPSS Officers.
23. Determination of terms and conditions of deputation of HPAS Officers.
24. HBA/Car/Other advances of HPAS/HPSS Officers.
25. Pension Cases of HPAS/HPSS Officers.
26. Movable/Immovable property returns/information of HPAS/HPSS Officers.
27. Medical Advances/Claims of HPAS/HPSS Officers.
28. Audit Objections of HPAS/HPSS Officers.
29. Permission under Conduct Rules of HPAS/HPSS Officers.
30. NOC for acquiring Passport etc. of HPAS/HPSS Officers.
31. Other Misc. Correspondence of HPAS/HPSS Officers.

### **Confidential Cell**

1. To maintain the Annual Confidential Reports of Indian Administrative Service/ Heads of Departments / Himachal Pradesh Administrative Service /Himachal Pradesh Secretariat Service/H.P.Higher Judicial Service/H.P.Judicial Service Officers.
2. Correspondence relating to these matters is being done.

### **Controller(Finance & Accounts)** **Department of Personnel**

1. Matters relating to maintenance of service books, pay fixation, sanction of C.G.E.G.I.S. & H.P.G.I.S., issuance of salary slips and pension cases in respect of Indian Administrative Service/Himachal Pradesh Administrative Service / Himachal Pradesh Police Service/Heads of Departments/Himachal Pradesh Secretariat Service Officers.
2. Matters relating to pay fixation, issuance of salary slips and pension cases in respect of Chairman/Members of certain other institutions viz Himachal Pradesh Public Service Commission, Himachal Pradesh

: 7 :

Administrative Tribunal & Himachal Pradesh Subordinate Services Selection Board etc.

By Order

Chief Secretary to the  
Government of Himachal Pradesh

No.Per(AP-B)A(3)-4/2005      Dated: Shimla-171002      5<sup>th</sup> June, 2006.

Copy to:

1. Principal Secretary(AR)to the Government of Himachal Pradesh for information and necessary action.
2. The Controller Printing and Stationery Department, Himachal Pradesh, Shimla-5, with the request that the above notification be published in the Government Gazette and one copy thereof be supplied to this Department.
3. All Section Officers of Department of Personnel, H.P.Sectt. Shimla-2 for information and necessary action.

Sd/-

Under Secretary(Personnel)to the  
Government of Himachal Pradesh.

\*\*\*\*\*