

**Training Manual**

**&**

**Training Plan**

**of**

**Secretariat**

**Administration**

**Department**

**2012-2013**

## **Himachal Pradesh Secretariat Administration Department** **Particulars of Organization, Function and Duties**

Secretariat Administration consists of 33 different categories from Class-IV to Class-I including Personal Staff.

**Chief Secretary** is head of department and discharge the following duties of this Department:-

Approval of recommendations of the DPC, promotion to the post of Section Officers/Private Secretaries & other class-I officers.

Impose Major penalty on Class-I & II Officers (except compulsory retirement, removal and dismissal from Govt. service),

Appellate authority in the case of Minor penalty on class-I&II officers and against adverse entries in ACR of Class-I & II officers.

Imposition of major penalty (compulsory retirement, dismissal, removal from Govt. service) in respect of Class-III Officials of Secretariat.

Sanction for prosecution of Govt. servants in respect of Class I&II Officers.

All items of new expenditure.

**Secretary (SA)** is Head of office and discharge all duties:-

Relating to policy matters

Promotion/confirmation of Class I&II Officers.

Approval of DPC for Class-III Officials

Imposition of minor penalty on Class-I&II officers.

Imposition of major penalty( compulsory retirement, dismissal, removal from service) in respect of Class-IV employees.

Grant of Sanction for prosecution of Govt. servants in respect of Class-III employees.

Transfer on deputation on foreign service of Class I,II,III Officers/officials.

Representation of Class-I & II officers against the adverse remarks in the ACRs.

Posting and transfer of Class I&II officers.

Annual Budget Estimates in respect of H.P.Sectt.

Replies to the para of report of Estimate Committee and PAC.

Such financial powers, matters for which specific powers have been delegated from time to time to the Head of office.

Appellate authority in the cases of minor/major (other than compulsory retirement, removal from service and dismissal) penalties imposed upon Class-III employees also in respect of adverse entries in ACRs of Class-III officials.

Grant of proficiency increment to Class-I and Class-II Officers under Assured Career Progression Scheme.

Pension/Gratuity sanction in respect of all Class-I Officers.

**Additional Secretary (SA):-**

In addition to assist the Secretary (SA) on the issues as stated above discharge the

following duties:-

Promotion/Appointment, Imposition of Minor/Major penalties (other than compulsory retirement, removal, dismissal) penalties and sanction for prosecution in respect of Class-III officials.

Grant of benefits under ACP Scheme, transfer on deputation /secondment as well as consideration of representation against adverse entries and transfer and posting of all Class-III officials.

All cases concerning references to the HPPSC.

All permission cases under the conduct Rules in respect of Class-I and II officers.

Appointment/Promotion and Confirmation of Class –IV employees.

All miscellaneous service matters of Sectt. employees other than those which are required to be submitted to the higher authorities under specific Rules/orders/ instructions issued from time to time.

Imposition of Minor/Major penalties excepted those delegated to the higher authorities.

**Under Secretary(SA):** perform the following duties:

Transfer and postings of Class-IV officials.

Pension/Gratuity sanction to Class-II, III and IV

Sanction of loans and advances to Class III &IV.

Any other subjects/matters that may be assigned by the Secretary (SA).

### **Section Officers**

The Section Officers are the in charge of the Sections for the works relating to establishment, budget, and maintenance of Sectt. Premises, and accounts matter of Secretariat Administration. The duties and function of these each Sections in charge are as under:-

#### **SAD-I Section:**

All service matters i.e. R&P Rules, disciplinary cases, pay fixation, grant of benefits under Assured Carrer Progression Scheme, maintenance of ACRs of secretariat employees transfer and postings, confirmation.

Finalization of seniority of all categories, filing up of posts and prosecution sanctions.

Replies of Court cases

Efficiency in administration and imparting of computer training to Secretariat employees.

#### **SAD-II Section:**

Maintenance of service record of the Sectt. employees and leave cases.

Budget estimates of Sectt.

Pension and Gratuity cases

Loan cases of Sectt. employees

Annual administration reports and re-appropriation/ diversion of funds etc.

#### **SA. Accounts.I**

Preparation of salary bills

Deduction of Income tax at source and maintenance of its record.

Medical reimbursement claims of Class-I officers/ Ministers

PAC & Audit Paras.

Calculation of interest on HBA.

Maintenance of records of nomination of GIS and to deposit GIS cheques.

Preparation of DCRG, warm clothing and festival advance bills.

#### **SA. Accounts. II**

TA,DA and LTC cases.

Medical reimbursement claims of Sectt. Employees& retirees (other than Officers and Minister)

Maintained GPF Accounts of the officers and staff working in the Secretariat

### **SA R&I-I**

Purchase of all kind of stationery articles and livery articles to Class-IV employees of Secretariat.  
Purchase of furniture/fixture items.  
Purchase of consumables items for computers/ Photostat/electronic/ manual typewriters/ Printers etc.  
Maintenance and condemnation of store  
Purchase and maintenance of all computer items, repairs/AMC of machines.

### **SA R&I-II**

The sanitation and cleanliness,  
Maintenance of Secretariat premises  
Security arrangement, parking of vehicles and entry of visitors are manned by this section  
To receive and send message through control room during office as well as after office hours.  
Measures against Fire Risks and allotment of accommodation to Ministers/officers/ Branches for office purpose.  
Maintenance of recreation hall.

### **SA-Despatch**

To dispatch all outgoing communications from the entire Secretariat including courier etc.  
Photostat & cyclostyle works of all branches and offices located in the Secretariat.

### **SA-Central Registry**

To diaries all communications received from other Departments as well as from other State Govt. and Central Govt.  
To deliver/distribute letters in different offices/ Sections located in the Secretariat.

### **SA-Record Section**

To keep up and maintain record of old files consigned to Record by different Offices/Sections located in the Secretariat.  
Weeding out of the records as per classification.

### **SA. Cash Section**

Deals with entire monetary transaction of Cash regarding disbursement of salary, TA, Medical/DCRG/Leavencahsment reimbursement etc.  
Contingent bills..  
To effect recovery from Officers/Officials of Loans taken from different banking agencies..  
Maintenance of RD in the Post Office  
Preparation of Telephone/Electricity/Water supply bills and its disbursement.  
Maintenance of cashbook of all type of transactions.

### **SA. Telephone Section**

To look after PBX of the Sectt.  
Preparation of official Telephone directory of the entire State.  
Maintained the accounts of Telephone Bills of Telephones installed at Residence/ offices of Minister/Officers

## **Sectt. Library**

### **Chief Librarian**

The Chief Librarian is the Incharge of the Secretariat Library who maintained record of all kind of books, magazines, periodical, newspapers etc. available in the Secretariat. Also purchase new edition of books etc. other functions of Secretariat Library are as under:-

Maintained the Library where about 50 thousand classified books including reference Books are available.

Record of issue and receipt of Books.

To classify catalogued and computerized the Books.

The timings of Library is from 10.30 AM to 4.30 PM on all working days.

Purchase of Books, Newspaper, periodical and magazines etc.

**Post wise/category wise total no of employees.**

Sr. No.	Name & Categort(I/II/II I/IV)	Number of Sanctioned Post(s)	Number of vacant Post(s)	Number of filled-up post(s)
<b>Class-I</b>				
1.	S.O.	100	01	100
2.	PS	45	01	44
3.	Sr. Law Officer(Eng.)	03	--	03
4.	Sr. Law Officer (Hindi)	03	--	03
5.	Chief Lib.	01	--	01
<b>Class-II</b>				
6.	Supdt.-II	124	--	124
7.	PA	41	02	39
8.	Law Officer(Eng.)	06	--	06
9.	Law Officer (Hindi)	06	02	04
10.	Law officer (Hindi) (Proof reading)	02	01	01
<b>Class-III</b>				
11.	Sr. Asstt.	518	70	448
12.	Jr. Asst./ Clerks	291	103	188
13.	Librarian	03	01	02
14.				
15.	Sr. S.S.	23	01	22
16.	Jr. S. S.	40	31	09
17.	Head Gate Keeper	02	-	02
18.	Gate Keeper	14	--	14
19.	Restorer	06	--	06
20.	Book Binder	02	--	02
21.	Care Taker	04	--	04
22.	Bill Messenger	02	--	02
23.	Furniture Supervisor	01	--	01
24.	Tailor	01	--	01

<b>Class-IV</b>				
25.	Peon	222	--	222
26.	Jamadar	35	--	35
27.	Librarian Attendant	02	--	02
28.	Daftri	21	--	21
29.	Frash	64	56	08
30.	Chowkidar	30	21	09
31.	Mali	04	03	01
32.	Record Lifter	04	--	04
33.	Sweeper	32	31	01
34.	G.O.	09	--	09

## **DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE SECRETARIAT ADMINISTRATION DEPARTMENT HIMACHAL PRADESHI**

### **Superintendent Grade-II**

Superintendent Grade-II working in the Secretariat supervise work of some of the dealing hands posted in a Section and submit their cases through the Section Officer, but while posted in an independent Cell, they supervise the working of the entire Cell and submit cases direct to the Branch officer.

### **Sr. Assistants/Jr. Assistants**

Jr. Assistants/Sr. Assistants deals with receipts and submit cases to the Section Officers or Superintendents. They are required to compile data, statistics or information and deal matters including Cabinet Memorandums/Court Cases/ Replies of Vidhan Sabha Question so as to present complete cases with all relevant data and also information with past precedents and viable/feasible solutions to facilitate the authorities to arrive at a definite decision. They are also required to maintain record/ registers.

### **Clerks**

Clerks posted in different Offices/Sections perform duties and functions as assigned to them by the Section Officer/ Superintendent including the diary/dispatch work, maintain casual leave account, type work of the Section, maintain attendance register, distribute dak after dairising to dealing assistants in the Section, to open files and maintain reminder register

### **Personal staff**

The general function of Personal staff i.e. Private Secretary/ Personal Assistants/ Senior and Junior Scale Stenographers is to aid and assist the Ministers, Secretaries and other Middle level Officers in their day to day disposal of work and carry out such duties are officially assigned to them. They have to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. They are also supposed to be fully equipped with knowledge of both Hind and English shorthand and typewriting to assist the authorities in quick decision making through dictation and typing. Further they have to perform the duties of Receipt and Despatch of Dak, Preparation of notes and drafts, Attendance of



Telephones, Maintenance of Engagement Diary, Furnishing of Offices/Residences of Ministers/Officers, Control over Vehicle/ Driver, Arrangements for tours/pay etc., and also maintenance of records.

### **Sr.Law Officers/Law Officers (Hindi and English).**

To give Legal opinion, vet R&P Rules and other Notifications etc.

### **Librarian**

The Librarians in the Secretariat are required to maintain and record of issue and receipt of books. And also keep books in proper order and to catalogue the books.

### **Book Binders**

The employees of this category perform the duties of binding of Books in Library as well as of Service Books etc.

### **Cash and Bill Messenger**

They perform the duties in Cash Section to take and receive Bills from Treasury and assist the Cashier to receive payments from Banks. They also perform allied duties of Cash Section relating of Bank

### **Tailor Master**

He performs the duties of stitching of curtains and covers of chair-cushions etc. for office use.

### **Furniture Supervisor**

He performs the duties of supervising all kind of furniture in the entire Secretariat.

### **Head Gate Keeper/Gatekeepers**

To maintain Security in the Secretariat during office hours. They have to check entry of individuals into the Sectt. at the gate and allow entrance of visitors on the basis of gate-pass issued by the Reception. To check the belongings/ material of officials/visitors at the time entry point as well as at the time of they exist from the office.

### **Restorer**

To maintain the record of old files which consigned to Record Room by different offices/Sections

### **Caretakers**

They supervise the work of sanitation and cleanliness in the Secretariat and distribute work amongst the Frashes, Malis, Sweepers and Chowkidars with the approval of the Branch Officer.

## **Gestetner /Photostat Machine Operators**

To operate the Gestetner/ Photostat Machines and make out desired number of copies and also are required to maintain proper account in a register with requisition slips paper used and consumption of ink/tonner etc.

## **Daftri**

To mend, trim, stitch, bind old records etc. in Record Room as well as in the Sections and also to sort-out and properly keep the record in the record section.

## **Jamadar**

To attend the calls of Minister/Officers with whom posted, ensure the cleanliness and general up-keep of the room, furniture, fixture, and equipment and also to carry and distribute the office files/dak.

## **Peons**

They perform the duties to carry and deliver dak within and outside the office, ensure the cleanliness, general up-keep of the office/Section where posted and of the furniture, fixture and equipment, perform miscellaneous and odd jobs for officers/officials, attend to any other work they may be assigned and attend to officers at headquarters and while on tour.

## **Frash/Chowkidar/Mali and Sweepers**

These are Class-IV posts. In Secretariat they perform the duties of dusting, to keep watch and ward during and after office hours, preparation and maintenance of flower beds and flower pots and to sweep, mop the rooms, corridors, lavatories, urinals, baths, wash basins and to collect and dispose of all waste in the office.

## **Training needs to staff of H.P. Secretariat**

**There is a need for training to staff of H.P. Secretariat not only at the time of induction in Govt. Service but also at the regular intervals to improve the administrative effectiveness, capacity building and acquisition of requisite skills, knowledge and attitude.**

**The objective of the training to staff can best be described in terms of capacity-building and enhancement of human capital through and on integrated framework of knowledge, skill and attitude.**

Following are the filed where the training to staff is required:-

1. **Diary & Despatch work**
2. & **Dealing of**
3. **receipts, Noting & Drafting and Record Management**
  - i) Preliminary action on receipt
  - ii) Compilation of data for dealing a receipt
  - iii) General instructions regarding noting.
  - iv) Drafting
  - v) Types of Communications.
  - vi) Consultation with other departments.
  - vii) Record management.
  - viii) Recording
  - ix) Retention period recommended.
  - x) Preparing a file for record
  - xi) Procedure for consigning of file to Record Room.
  - xii) Requisition of Records.
4. **Filing System**
  - i) Introduction
  - ii) Constituents of a file.
  - iii) Filing of papers.
  - iv) Arrangement of papers.
  - v) Paging and Referencing
  - vi) Linking of files.
  - vii) Use of urgency levels.
  - viii) Title of the file.
  - ix) Separate file for each distinct subject.
  - x) Opening of a new file.
  - xi) Standard "Heads" and "Sub-Heads".
  - xii) Method of opening file.
  - xiii) Wording and articulation of title.
  - xiv) Part file.
  - xv) File opening register.
  - xvi) Movement of files
  - xvii) Files received and sent unofficially.
  - xviii) Removal of a paper from a file.
5. **Vidhan Sabha Business**
  - i) Procedure for the introduction of bills.
  - ii) Rules of procedure and conduct of Business of the Legislative Assembly.
  - iii) Processing of Assembly Questions.
  - iv) Replies to questions.
  - v) Assurances.
  - vi) Various committees and procedure to dispose of the work relating to them.
6. **Work of Establishment Section**
7. **C.C.S. (CCA) Rules, 1965**
8. **CCS (Conduct) Rules, 1964**
9. **Duties & Responsibilities**
  - i) Court cases-Institution and defence.
  - ii) Disposal of notices received under S.80 CPC.
  - iii) Treatment of secret and confidential documents.
  - iv) Do's and Don'ts.
  - v) Duties of various categories of staff.
  - vi) Time limit for disposal of reference.
10. **E-Governance**
  - i) Refnic.
  - ii) E-Gazette.

- iii) E-mail.
  - iv) Sms Gateway
  - v) Submission of drafts electronically for approval.
  - vi) Switching over to paperless administration.
  - vii) Legal aspects of e-Governance.
  - viii) E-salary.
  - ix) Searching and downloading of information from internet.
  - x) Others uses of Computers.
- 11. The Right to Information**
- i) The Right to Information Act, 2005.
    - a. Broad Scope of the Act.
    - b. Obligations of the Public Authorities.
    - c. Procedural aspects of obtaining information.
    - d. Information Commissions: Constitution, Power and functions.
    - e. Working of the Act
  - ii) The H.P. Right to Information Rules, 2006.
  - iii) The Right to Information viz-a-viz Official Secrets.
  - iv) The need of Right to Information.
- 12. Rules of business and preparation of Cabinet Memorandum**
- i) Standing orders.
  - ii) Consultation of various advisory departments.
  - iii) Council of Ministers.
  - iv) Preparation of Cabinet Memorandum
- 13. The functions of the State Government and organizational set up.**
- i) Organizational set up of Govt. and its working
  - ii) The Secretariat: Brief details about its organization
  - iii) The Chief Secretary
  - iv) Working of a Department
  - v) Basic functions at the Section level

### **Training Plan: -**

Training Plan on the basis of training need analysis focusing on separate needs for different categories of employees is enclosed herewith at Annexure-“A”.

## **Monitoring: -**

To review the implementation of this Training Manual, following empowered committee is constituted:-

- |    |  |                  |
|----|--|------------------|
| 1. | Secretary(to)to the<br>Govt. of Himachal Pradesh                         | Chairman         |
| 2. | Additional Secretary(SA)to the<br>Govt. of Himachal Pradesh              | Member           |
| 3. | One Officer of HIPA,Fairlaws,Shimla<br>to be nominated by Director(HIPA) | Member           |
| 4. | Section Officer(SAD-I)   | Member Secretary |

The above committee shall meet at least once in every quarter and shall monitor the review of work of training of employees of the Secretariat as per the guidelines of Himachal Pradesh State Training Policy,2009.

The Additional Secretary(SA) shall also be the Nodel Officer who will monitor and coordinate the human resource development issue and he will be responsible for review and monitoring of the Training Plan of Secretariat and Supply relevant information on all matters pertaining to the training policy to the quarter concerned.

## Annexure-“A”.

Training Schedule for the staff of Himachal Pradesh Secretariat for the year 2012-2013.

Sr. No.	Class of Officials	Subject on which Training required	Training Institute	Participant	Duration	Objective
	<b>I &amp; II III</b>	Office procedure and Financial Administration/Financial Management	HIPA		As fix by the HIPA	To make aware of financial administration
		Disciplinary proceedings/conduct Rules/Enquiry	HIPA			To apprise with CCS/CCA Rule
		Right to Information Act,2005	HIPA			Sensitize with concept, rationale and importance of information etc.
		Basic Computer programme				To apprise with basics of computers
		Noting & Drafting		Class-III official of the department		To impart detail knowledge of Noting & Drafting ,record keeping and managing files.
		Right to Information Act,2005				
		Basic Computer Programme				
		Leave Rules & maintenance service Book				
	<b>IV</b>	Duties & Responsibility while working in Govt. service on particular post				

Annexure-A

Sr. No.	Name of the post	Provision for recruitment as per R & P Rules		Nature of duties	Training Proposed				Duration	Training Institution
		For Direct Recruitment	For promotion		Initial Level	After 5 years/before Promotion as Jr. Asstt./ Sr.Asstt.	After 5 year s/before Promotion as Sudpt. Gr.-II	After 5 year/before Promotion as Sudpt.Gr.-II		
	Clerk/Jr.Asstt,				Basic Computer course on M.S.Word, office procedure & Service/Account matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rules	Office Procedure & Financial Administration Basic computer course on M.S. Excel & Internet	Office Procedure & Financial Admn.		HIPA  HIPA  HIPA  HIPA

Sr. No.	Name of the post	Provision for recruitment as per R & P Rules		Nature of duties	Training Proposed				Duration	Training Institution
		For Direct Recruitment	For promotion		Initial Level	After 5 years/before Promotion as Jr. Asstt./ Sr.Asstt.	After 5 years/before Promotion as Sudpt. Gr.-II	After 5 year/before Promotion as Sudpt.Gr.-II		
					Basic Computer course on M.S.Word, office procedure & Service/Account matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rules	Office Procedure & Financial Administration Basic computer course on M.S. Excel & Internet	Office Procedure & Financial Admn.		HIPA  HIPA  HIPA  HIPA



Sr. No.	Name of the post	Provision for recruitment as per R & P Rules		Nature of duties	Training Proposed				Duration	Training Institution
		For Direct Recruitment	For promotion		Initial Level	After 5 years/before Promotion as Jr. Asstt./ Sr.Asstt.	After 5 year s/before Promotion as Sudpt. Gr.-II	After 5 year/before Promotion as Sudpt. Gr.-II		
					Basic Computer course on M.S.Word, office procedure & Service/Account matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rules	Office Procedure & Financial Administration Basic computer course on M.S. Excel & Internet	Office Procedure & Financial Admn.		HIPA  HIPA  HIPA  HIPA

Sr. No.	Name of the post	Provision for recruitment as per R & P Rules		Nature of duties	Training Proposed				Duration	Training Institution
		For Direct Recruitment	For promotion		Initial Level	After 5 years/before Promotion as Jr. Asstt./ Sr.Asstt.	After 5 year s/before Promotion as Sudpt. Gr.-II	After 5 year/before Promotion as Sudpt. Gr.-II		
	Supdt.				Basic Computer course on M.S.Word, office procedure & Service/Account matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rules	Office Procedure & Financial Administration Basic computer course on M.S. Excel & Internet	Office Procedure & Financial Admn.		HIPA  HIPA  HIPA  HIPA