

**GOVERNMENT OF HIMACHAL PRADESH
SECRETARIAT ADMINISTRATION SERVICES**

ANNUAL ADMINISTRATIVE REPORT: 2012-13

I. BACKGROUND AND INTRODUCTION :

The Secretariat Administration Department deals with matters relating to the administration of Himachal Pradesh Secretariat. For effective and efficient functioning the department has been divided into various branches viz. Secretariat Administration Services-I & II, Sectt. Administration Accounts I & II, SAR&I-I & II, SA-Record Section, Telephone Section, Cash Section and H.P. Secretariat Library. As per the work 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 1670 belonging to 34 categories from Class-I (Gazetted) to Class IV deployed in the Himachal Pradesh Secretariat.

2. ORGANISATIONAL SET UP :

This Department is headed by the Secretary (SA) under the overall supervision of the Chief Secretary to the Government of Himachal Pradesh. The Additional Secretary / Joint Secretary (SA) are 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)

Sr. No.	Category of posts	Cadre Strength
1	Section Officers	100
2	Private Secretaries	45
3	Sr. Law Officers (Eng)	3
4	Sr. Law Officers (Hindi)	3
5	Chief Librarian	1
	Total.	152
	Class II (Non Gazetted)	
6.	Law Officers (English)	6
7.	Law Officers(Hindi)	6
8.	Law Officers (Proof reading)	2

Sr. No.	Category of posts	Cadre Strength
9.	Supdt. (Grade-II)	129
10.	Personal Assistants	43
	Total..	186
	Class-III	
11.	Sr. Assistants	518
12.	Sr. Scale Stenographers	23
13.	Jr. Scale Stenographers	40
14.	Jr. Assistants/Clerks	291
15.	Librarians	3
16.	Sr. Head Security Guard	1
17.	Head Security Guard	1
18.	Security Guard	16
19.	Furniture Supervisor	1
20.	Cash & Bill Messengers	2
21.	Book Binders	2
22.	Restorers	6
23.	Caretakers	4
24.	Tailor.	1
	Total..	909
	Class-IV	
25.	Gestetner Operators	9
26.	Daftries	21
27.	Jamadars	35
28.	Record Lifters	4
29.	Library Attendants	2
30.	Peons	222
31.	Malies	4
32.	Chowkidars	30
33.	Sweepers	32
34.	Frashes	64
	Total..	423
	Grand Total..	1670

3. ACTIVITIES UNDERTAKEN DURING THE YEAR :

In order to achieve efficiency in Administration and dispose various issues of organization 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 under the Chairmanship of Secretary (SA) to the Government of Himachal Pradesh. In addition following recruitments, promotion etc were also held.

(i) **RECRUITMENTS:**

Clerks 42

(ii) **FRAMING OF RECRUITMENT AND PROMOTION RULES:**

There are common Recruitment & Promotion Rules for the post of Clerk/ Sr. Assistant. The process to frame R & P rules of other categories are in progress.

(iii) **UPDATING OF RESERVATION ROSTERS:**

Reservation is being given on the basis of Roster Reservation Policy.

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

The following promotions were made during the year 2012-13.

Section Officer	30
Private Secretary	08
Sr. Law Officer	01
Personal Assistant	03
Supdt. Grade-II	40
Senior Assistant	16
Sr. Scale steno	04
Clerk	10
Sr. Head Security Guard	01
Head Security Guard	02
Security Guard	02
Restorer	01
Furniture Supervisor	01
Daftary	03
Jamadar	03

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

The seniority lists of Clerk/ Sr. Assistant is under dispute in the Hon'ble High Court and could not be finalized. The seniority lists of other categories has been finalized.

(vi) **EMPLOYMENT ASSISTANCE:**

Class-III 01

Class-IV 01

4. MAJOR PROGRAMMES / SCHEMES WITH TARGETS BUDGET AND EXPENDITURE :

The following heads of Accounts 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.

Initial budget provision of Rs. 8389.31 lacs was made under the above mentioned heads of accounts 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 Rs. 9028.91 lacs has been incurred by this department during the year, 2012-13.

5. OFFICERS/ OFFICIALS RETIRED DURING 2012-13 :

Category-wise number of officers / officials who retired from Govt. Service after attaining the age of superannuation during the year 2012-13 is as under :—

Class-I	18
Class-II	26
Class-III	13
Class-IV	03

6. WELFARE AND SOCIAL ACTIVITIES :

- (a) House building advances to the tune of ₹100.10 lacs were granted in favour of H.P. Secretariat employees during the year, 2012-13 for the construction / repair of their houses.
- (b) To bring efficiency and to improve the standard of working in the offices, training to 146 Officers/Officials were imparted as per training plan & slots allotted by HIPA on Office procedure, Financial Administration, RTI Act etc
- (c) For the welfare of the Secretariat Employees a Canteen run by HPTDC was started in H.P. Sectt. during the year 1982-83. The Secretariat Administration has taken effective steps to improve the standard of tea, coffee, lunch & other eatable items by convening timely meetings by the Canteen Sub Committee constituted. Regular monitoring too is being done by the Department.

- (d) A paper recycling unit has been installed in H.P. Secretariat. Files covers are prepared from the destroyed papers through recycling on this machine.
- (e) The Education Loan amounting to ₹17.29 lacs were granted to Sectt. employees for studying their children in professional courses.
- (f) Modular furniture has already installed in Room No. A303,304, 309 & 325. Now it has been decided to install the modular furniture in entire third floor of Armsdale building which is in progress.
- (g) Keeping in view of increasing inflow of traffic in H.P. Secretariat, construction of Parking is underway behind the Armsdale building and near Majitha House.
- (h) A multistoried building with parking and auditorium has been proposed adjoining to the Yojna Bhawan. Chief Architect of PWD has been requested to submit the drawing /layout of proposed building. This will not only solve the problem of paucity of space in H.P. Secretariat, but also settle the parking issue to great extent.
- (i) The Days observed during the year 2012-13 in Secretariat complex are 21st May 2013 as Anti Terrorism day, 17th August as Sadbhavana Diwas, 19 November 2012 as National Integration day & 30th January 2013 as Shahidi Diwas.

7 SECURITY, VIGILANCE AND DISCIPLINE:

For the security of the Secretariat buildings, Police personnel with arms 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. CCTV Camera has been installed at Gate No.1. Metal detectors have been installed through the Police Department and Security Guards have been provided training to use the detectors. After 7.00 PM Chowkidars take over the charge to avoid any mishap. To maintain the security arrangements in the complex at night, the following staff has been provided in the Control room:—

1. Resident Supdt.	01
2. Sr. Assistant/ Jr. Asstt.	01
3. Peon	01
4. Chowkidar	10

The control room of H.P. Sectt. is providing 24 hours service. During night hours 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 and the amount on account of reservation of the Conference Hall & Committee rooms as received is being regularly deposited in the Government Account.

8. CLEANLINESS AND BEAUTIFICATION :

Efforts are being made to improve the standard of cleanliness and beautification of the H.P. Sectt. buildings.

9. FIRE PROTECTION :

Effective steps are being taken by the Secretariat Administration Department to avoid fire hazards in the Secretariat buildings. Public Works Department (Electrical wing) with the Officers of Fire Services Department inspect the fire instruments installed in HP Secretariat and thereafter submit the reports to Sectt. Administration. The Additional Secretary (SA) is nominated as Chief Fire Officer for this purpose. Besides, Fire Duty Officers, Addl. Fire Duty Officers are appointed in the Sectt. for each floor who perform their duties alternately on roster basis for six months during winter. In order to avoid any mishap in the Secretariat building the Administration has installed smoke heat fire detectors to give alarms in case of fire incident. Mock drill was conducted in HP Secretariat complex in 2012 to have awareness among employees during fire & natural calamities.

10. WEEDING OUT OF OLD RECORDS :

During the year 2012-13 about 14,775 files pertaining to various branches of the HP Secretariat were received in the Record Section. These files were arranged for preparing their lists properly. About 1041 files were issued from the Record Room to various branches after obtaining their requisitions. In addition to this, 9824 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 Government. Now the Library has been extended and specializes in rare and out of print books on Himachal Pradesh and caters the needs of the Scholars and Research Scholars who take research projects in 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 on Borrower cards and Law & reference books are issued on requisition slips.

(III) Clientele :

The daily number of regular users is about two hundred. Research scholars from Universities and other states also use the Library.

(IV) Acquisition of Books :

During the year, 2012-13 about 342 English books, 252 Hindi books, 45 Law & reference books and 138 Government publications/ periodicals/ Law reports were purchased and added to the H.P. Secretariat Library.

(V) Technical Work:

During the year, 2012-13 following technical assignments were done in the H.P. Secretariat Library :—

(i)	Classification & cataloguing of books.	660
(ii)	Number of book cards.	660
(iii)	Preparation of borrower cards.	35
(iv)	Lebal writing / number of books.	740
(v)	Binding of gazettes/ books.	110
(vi)	Computerization / data feeding of books.	660

(VI) Circulation Work:

(i)	No. of issue /receipt of books.	3500
(ii)	Books consulted in the Library.	2900
(iii)	Periodicals.	80

Besides these books, the books on Himachal Pradesh, Public Administration, Fiction, Management, 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 basic necessity of good and transparent governance in a democratic society. In order to ensure the effective implementation of various sections of RTI Act, 2005, necessary Notification declaring Public Information Officer / Assistant Public Information Officers has already been issued by Secretariat Administration Department. However, 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 except on holidays. To visit the offices of Ministers /Officers and branches, the gate entry passes are issued to general public from 1 PM to 5 PM on every working day. There also exists a Control Room in the H.P. Secretariat from where the General Public can have information in case of any natural calamities either in person or on telephone No. 2622204 and 2880459.