

POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES :**1. ECONOMIC ADVISER :**

- 2) Economic Adviser, Economics and Statistics Department, Himachal Pradesh, being administrative and professional head of the Economics and Statistics Department, shall exercise all administrative and financial powers as adjoined upon the Heads of the department in the Himachal Pradesh Government.
- 3) He shall act as Economic Adviser to the State Government on all matters relating to growth of Economy, Gross State Domestic Product (GSDP) Per Capita Income, Price collection (inflation), Budget documents i.e. Economic Survey and Budget –in- Brief and other various Economic and Statistical and allied matters.
- 4) He shall control all affairs of the Department in the State and allied activities, for which any special instructions considered necessary for administrative and professional reason, shall be issued from time to time to subordinate staff.
- 5) He shall submit to the Government budget and appropriation proposals in consolidated form for the whole department for consideration and approval.
- 6) All the reports and returns to the Government, monthly, quarterly, yearly, as required by the Government from time to time in respect of the Department shall be submitted by him or under his authority by any officers to whom he shall delegate the powers on his behalf.
- 7) Any major policy matter relating to the professional activities for example different type of Nationwide surveys, studies and reports writing thereof shall be undertaken by the Economic Adviser in consultation with the Govt.
- 8) He shall exercise all the powers delegated to him by the State Government from time to time and shall be directly answerable to the Government.

2. JOINT DIRECTOR :

- 1) The Joint Director, Economics and Statistics Department, Himachal Pradesh, shall assist the Economic Adviser in the performance of his duties and responsibilities.
- 2) He will be responsible for getting finalized all the establishment matters. He will also exercise all the administrative and financial powers in the capacity of being controlling officer.
- 3) He shall be required to inspect all the District offices once in a year under his control and after inspecting the offices will record inspection notes. He will also ensure that instructions/guidelines given by him during the course of his inspection will be complied by the concerned staff.
- 4) Any other job assigned by the Head of Department.

3. DEPUTY DIRECTOR :

- i) To assist the authority's in decision making and formulation of plans, schemes and programmes;
- ii) To present all the cases, matters, surveys and schemes to the Economic Adviser in a precise manner with all possible solutions and suggestions;
- iii) To take effective measures for building up and maintaining all essential records;
- iv) To effectively supervise the work and conduct of all District Offices/Sectional heads and be a source of guidance to lower functionaries in all official matters;
- v) To discharge responsibilities delegated by superior officers so as to leave them free from day to day minor issues in order to devote attention to more important matters.
- vi) To issue orders in accordance with the decisions of the Economic Adviser and under proper authentication.

- vii) To take effective steps for organizing the implementation of Government decisions, policies and programmes and to identify bottlenecks or impediments in their implementation in liaison and coordination with all concerned Department/ corporations/ Board etc.
- viii) To make arrangements to monitor and evaluate the progress of Surveys and Studies and suggest changes, if needed;
- ix) To represent the Department or office concerned and watch Govt. interest/departmental interest in meetings etc. according to directions of the Economic Adviser.

4. RESEARCH OFFICER/STATISTICIAN:

- i) Analysis and interpretation of Statistical data.
- ii) Preparation of reports, reviews memoranda etc.
- iii) Supervision of surveys/studies/price inspections in the fields.
- iv) Participation in the State level, district level meetings/ conferences in and out side the state.
- iv) Coordinating the statistical activities within the department and with outside agencies.
- vi) Preparation of survey schedules/studies.

5. DISTRICT STATISTICAL OFFICER:

- i) Analysis and interpretation of Statistical data.
- ii) Preparation of reports, reviews memoranda etc.
- iii) Supervision of surveys/studies/price inspections in the fields.
- iv) Participation in the State level, district level meetings/ conferences in and out side the state.

- iv) Coordinating the statistical activities within the department and with outside agencies.
- v) Preparation survey schedules/studies.
- vi) District Statistical Officers performs the duties of D.D.O./Head of Office/ Controlling officer in their respective district.
- vii) District Statistical Officer has to make liaison with the Deputy Commissioner in respect of their district with regard to planning and implementation of Schemes.

6. SUPDT. GRADE-I:**The Supdt. Grade-I has to take the following measures to discharge his duties efficiently.**

- i) The dealing assistant has taken all preliminary steps on the receipt completed the short-comings and placed the receipt(s) in the correct and relevant file and extracts of relevant paras required action by other section/dealing hand have been given to the concerned section/dealing hand for further action;
- ii) The receipt has been duly diarized, placed at proper place, duly serial numbered and page numbered and all communications referred to in the receipt have been referenced and flagged and the other relevant files, if any, have been linked in the right manner. All data information required for proper submission of the case has been collected;
- iii) In cases where lengthy back-history/facts of the facts of the case are required to be submitted, the same has been prepared as an "Appendix to Notes" and placed in a separate cover. Lengthy enclosures to a receipt which are likely to make the correspondence portion of the file unwieldy have been kept in an "Index to Correspondence" and placed in a separate cover;

- iv) The file (correspondence portion or the noting portion) has not become unwieldy i.e., exceeded 200 pages and it so next volume is started;
- v) Relevant Acts/Rules/Manuals/Regulations or instructions have been added with the case or relevant extracts of the same are added duly flagged;
- vi) The note prepared by the dealing hand is in accordance with instructions as in para 12.4 of Chapter XII in office manual; the draft has been added in fair or in draft for wherever considered proper; the note contains all essential features of the i.e. the issues involved, factual position supported with essential data/information, provisions of Acts/ Rules/ Regulation/ Manuals/ instructions, all viable solution/suggestions practicable and the best possible course of action/solution with reasons and procedure for adoption of the same;
- vii) Superintendent, Grade-I has to inspect the administrative/Accounts work in all District Offices.

7. PRIVATE SECRETARY:

The Private Secretary has to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in him by maintaining secrecy. The confidential reports, in majority of cases are processed and retained in the custody of the Private Secretary and he has to properly maintain. He is also supposed to be fully equipped with knowledge of both Hindi and English shorthand and type-writing to assist the Economic Adviser in quick decision making through dictation and typing. Being a Private Secretary of Economic Adviser, he can be asked to attend to any appropriate official work on the behalf of Economic Adviser. The main duties, functions and responsibilities of the Private Secretary are, in brief, as under:-

1. Receipt of all dak including files meant for the Economic Adviser.
2. To diarize the personal dak to be maintained for the purpose.
3. Preparation of notes or drafts.
4. To take dictation in both English and Hindi Stenography, to transcribe the same on English/Hindi typewriters.

5. To ensure that the telephones installed in the office/residence of Economic Adviser is in order and to lodge complaint and to pursue the same if there is any defect in any telephone.
6. To attend to the office telephones courteously and politely and to connect the outside calls with the Economic Adviser keeping in view the engagement of the Economic Adviser.
7. Maintenance of engagement diary.
8. Legislative matter i.e. before the commencement and during the Assembly session to collect copies of:-
 1. Starred/un-starred/Postponed Assembly Questions.
 2. Short-notice questions or other material as fixed for the day.
 3. Daily list of business of the house.
 4. He has to maintain Register of Assembly Questions etc. for monitoring the submission of required data/information to the Govt.
 5. Arrangements for tours/pay etc.
 6. Maintenance of data/information/Statistics.
 7. Stationary articles, heating, lighting and cooling arrangement.

8. **SUPDT. GRADE-II:**

The post of Supdt. Grade-II has to initiate the following measures to discharge his duty:

- 1 Opening and maintenance of files, referencing, dealing cases including noting and drafting, recording of files, maintenance and updating of various types of data, statistics and information and maintenance of various registers.
- 2 Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers;

- 3 Personnel/service/establishment matters, including recruitment and promotion rules, conditions of service, posting, maintenance of service books, index cards, service records, preparation of leave accounts, pension papers, disciplinary matters, personal files etc. etc.;
- 4 Budget preparation including appropriation, re-appropriation, supplementary demands for grants, addition grants, contingency fund, all matters relating to Public Accounts Committee Estimates Committee, Audit paras, Economy in expenditure, etc. etc.;

9. ASSISTANT RESEARCH OFFICER:

1. Scrutiny, reconciliation, tabulation, analysis and interpretation of statistical data.
2. Preparation of technical reports, reviews, memoranda, etc.
3. Conduct of Surveys/ studies and supervision of collection of data in the field.
4. Supply of data to various Govt., semi Govt., Universities, Research organizations and scholars.
5. Preparation of manuscripts of various statistical publications.
6. Any other assignment as may be given from time to time.

10. STATISTICAL ASSISTANT

1. To assist the Assistant Research Officer in the collection, scrutiny, tabulation and analysis of Data.
2. On the spot inspections of data, surveys/ studies etc. and collection of data.
3. Proof reading of various statistical publications.
4. Any other assignment as may be given from time to time.

11. **INVESTIGATOR :**

1. Conduct of socio-economic studies/surveys.
2. Collection of data from the various government and semi-Govt. departments.
3. Preparation of tabulation sheets and proformae for posting of data.
4. Computation of statistical data manually and with the help of calculating machines and computer.
5. Typing work.
6. Any other assignment/job as may be given by the concerned Divisional Head.

12. **SENIOR ASSISTANT :**

Receipt, diary-despatch, typing, records maintenance.

1. Opening and maintenance of files, referencing, dealing cases including noting and drafting, recording of files, maintenance and updating of various types of data, statistics and information and maintenance of various registers.
2. Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers;
3. Preparation of all types of bills such as pay, traveling allowance, medical re-imburement, contingencies, contractors, suppliers and advances etc. etc. and handling of cash, maintenance of cash books and connected accounts/bills registers etc.;
4. Personnel/service/establishment matters, including recruitment and promotion rules, conditions of service, posting, maintenance of service books, index cards, service records, preparation of leave accounts, pension papers, disciplinary matters, personal files etc. etc.;

5. Budget preparation including appropriation, re-appropriation, supplementary demands for grants, addition grants, contingency fund, all matters relating to Public Accounts Committee, Estimates, Committee, Audit paras, Economy in expenditure, etc. etc.;
6. Assisting in planning and monitoring of developmental social and welfare schemes;

13. SR. SCALE STENOGRAPHER :

The main duties, functions and responsibilities of the Sr. Scale Stenographer are, in brief, as under:-

1. Receipt of all dak including files meant for the Joint Director.
2. To diarise the personal dak to be maintained for the purpose.
3. Preparation of notes or drafts.
4. To take dictation in both English and Hindi Stenography from the Joint Director, to transcribe the same on English/Hindi typewriters.
5. To ensure that the telephones installed in the office/residence of Joint Director is in order and to lodge complaint and to pursue the same if there is any defect in any telephone.
6. To attend to the office telephones courteously and politely and to connect the outside calls with the Joint Director keeping in view the engagement of the Joint Director.
7. Maintenance of engagement diary.
8. Legislative matter i.e. Collection of information before the commencement and during the Assembly session.
9. Arrangements for tours/pay etc.
10. Maintenance of data/information/Statistics.

11. Stationary articles, heating, lighting and cooling arrangement .

14. **JR.SCALE STENOGRAPHER :**

The main duties, functions and responsibilities of the Jr. Scale Stenographer are, in brief, as under:-

1. Receipt of all dak including files meant for the Deputy Director.
2. To diarise the personal dak to be maintained for the purpose.
3. Preparation of notes or drafts.
4. To take dictation in both English and Hindi Stenography from the Deputy Director, to transcribe the same on English/Hindi typewriters.
5. To ensure that the telephones installed in the office/ residence of Deputy Director is in order and to lodge complaint and to pursue the same if there is any defect in any telephone.
6. To attend to the office telephones courteously and politely and to connect the outside calls with the Deputy Director keeping in view the engagement of the Deputy Director.
7. Maintenance of engagement diary.
8. Arrangements for tours/pay etc.
9. Maintenance of data/information/Statistics.
10. Stationary articles, heating, lighting and cooling arrangement.

15. CLERK:**1. Receipt and miscellaneous work in such section**

- i) to receive the dak from the Central Registry, other sources, give acknowledgement for the same and submit the entire dak to the Section Officer/Superintendent for making;
- ii) to diarise all dak in the diary register of the Section. The Branch's diary number and date is to be indicated in the provided for the purpose in the rubber stamp affixed on the receipt in the Central Registry. Separate rubber stamps to be used for the communications of the types/categories as mentioned in Para 11.4 (h) of Chapter XI are not to be diarised;
- iii) To see that Inter-Departmental notes, telegrams, saving grams, Telex messages sought to be distinguished from the other category of receipts are entered in the red ink and the communications from V.I.Ps, Assembly/Parliament Questions are entered in separate registers as well;
- iv) To distribute all dak after diarizing to the dealing hands as per marking by the Section Officer/ Superintendent against proper receipts of the dealing hands;
- (v) To circle in red ink, diary numbers of communications bearing dispatch more than 15 days earlier than date of receipt;
- vi) To see that papers referred to another department are diarised each time they are received back. Those communications, papers which are diarised twice or more, will, however, be properly referenced by linking the previous and later entries in the diary register by giving the earlier and the later diary number against each entry;
- vii) To maintain attendance register;
- viii) To produce stationary articles for the sections and to distribute the same;

- ix) To do type work of the section, neatly, cleanly and accurately. In many offices now, computers are being introduced. Clerks should learn Word Processing work as it saves a lot of time especially in column work or in retyping fair drafts or making corrections and additions to drafts;
- x) Comparison of letters and other communications typed in the Section;
- xi) To maintain casual leave account of the entire staff posted in the section in the form given in para 13.1.9 of Chapter XIII and to forward applications for other type of leave to the administrative section of the Department/Office;
- xii) To open files in the manner stated in Chapter IX and do page numbering of the papers to be placed in correspondence part and noting portion and adding extra blank note sheets etc, at the end of notes;
- i) Referencing and flagging of Papers Under Consideration (P.U.C.) and Fresh Receipts (F.Rs.) with reference to all the communications referred to in the P.U.C or F.R. and the Serial No. and Page No. thereof in the current or closed files(s); locating and adding files, papers, reference books and their extracts to files to enable the dealing hand to process cases in the manner prescribed in Chapter IX;
- (xiii) Maintain reminder register and to put reminders on due dates; and
- xiv) Properly maintain record and files as required, in the Section/Office of posting and to maintain all registers, prepare returns as stated in Chapter XIII

2. Type Section and Comparison Section:

- i) to type neatly and systematic manner, leaving appropriate margins;
- ii) to compare all typed, material with the original and remove mistakes;
- iii) to maintain proper record of the files received for typing in a register indicating file No. and number of pages to be typed and marking to concerned clerks for typing ;

- iv) to maintain a register showing individual-wise daily output;
- v) to return all typed drafts with files to the Deptt./Section expeditiously; and

- v) to take proper care and arrange, repair and maintenance of type-writing machines,

3. Record Section:-

- i) to receive files from the sections/departments for preservation in record room and issue receipts thereof;
- ii) to properly classify the files according to classification of periodicity for retention;
- iii) to issue files from the record section when requisitioned for reference by the section/department against proper receipt and to ensure return thereof to record section from the section/department;
- iv) to make proper arrangements for the up-keep of the files/ other record received in the record room;
- vi) to properly preserve the files/records required to be retained form long periods or permanently; and
- v) to weed out/destroy the files/records after the expiry of the period of preservation in accordance with prescribed guide-lines.

4. Control Room/Emergency Service

- i) to receive all messages and give proper receipt;
- ii) to enter the messages in the registers as maintained;
- iii) to communicate the messages of priority basis to the concerned officers;
- iv) to receive and communicate messages of Telex, Fax and E-mail;

- vii) to compile information and submit the same of priority basis to the concerned authorities.

5. Despatch Section

- i) to receive letters/other communications for dispatch to various destinations, including local dak;
- ii) to enter the letters/other communications in the dispatch register and place the same in the respective Department-wise/ address-wise compartments;
- iii) to prepare envelopes, write neat, clean and legible addresses thereon or in case standard mailing lists are prepared, to keep updated lists and stick the labels on the envelopes;
- iv) to place the letters/communications in the envelopes ensuring that the correct papers with all enclosures are placed, close the envelopes and affix stamps thereon of proper value after weighment, if required;
- v) to ensure that, as far as possible, all communications, excepting secret/confidential or Demi-official letters meant for one office/ officers/addressee are placed in one envelope to economise the use of envelopes and stamps;
- vi) to procure stamps of required denominations and to see that proper account of stamps is maintained in the stamps register, working out daily expenses and striking balances ;
- vii) to see that all communications received in the sections are dispatched daily; and
- viii) to see that secret/confidential communications are dispatched in sealed covers.

16. PHOTOSTAT MACHINE OPERATOR

Photostat Machine Operator has to work on the machine to get the photocopy of all documents/publications, surveys report, etc. as assigned to him by the Economic Adviser.

17. DAFTRI

- i) to mend, trim, stitch, bind etc, old records, files etc. in Record Room and in the sections;
- ii) to paste correction slips in the official reference books of various officers and those of the branches/sections;
- iii) to affix service postage stamps on envelopes, maintain their accounts, prepare envelopes/packets and parcels, dispatch dak and telegrams and help the dispatchers in the circulation of all printed matter etc. and
- iv) to sort-out and properly keep the record section.

18. PEON:

- i) to carry and deliver dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 kg,);
- ii) to ensure the cleanliness and general up-keep of the section/ office wherein posted and of the furniture, fixture and equipment;
- iii) to perform miscellaneous and odd jobs for officers/officials;
- iv) to attend to any other work that may be assigned; and
- v) to attend the officers/officials at headquarters.

19. CHOWKIDAR

- i) to keep watch and ward during and after the office hours; and
- ii) to take precautionary measures relating to prevention of the fire and damage to Government property.

20. SWEEPER:

- i) To sweep, clean and mop the rooms, corridors, verandahs and compound.
- ii) to clean the lavatories, urinals, baths, wash basins etc. daily and properly.
- iii) to light the stoves/angithies and to perform the allied work relating to this job.
- iv) to collect and dispose of all waste in the office.