

NOTIFICATION

In exercise of the powers conferred by Section 2 (h) (d) of the Right to Information Act, 2005 (No. 22 of 2005) and in continuation of this department Notification No. Fin. D(A)5-3/2005 dated: 31.12.2011, the Governor, Himachal Pradesh is pleased to designate the following Officers as Appellate Authority and Public Information Officer at Government level for citizens to secure access to information under the control of Public Authorities for promoting transparency and accountability in the working of every public authority in the Finance Department, Himachal Pradesh in the public interest:-

Designation	Complete Office Address	Office Tel. No.	Jurisdiction/Unit under his control for which he will render information to applicants.
1. <u>Public Information Officer</u>	Armsdale Building, H.P.Sectt.Shimla.		Finance Department at Sectt. Level, as per allocation of work given below.
1) Special Secy.(Fin.Exp.)	Room No. 211	0177-2620757	
2) Joint Secy.(Fin.- Reg./Pay revision & Pension).	Room No. 516	0177-2628506 0177-2622407	
3) Deputy Secy.(Fin.Budget)	Room No. 308		
4) Research Officer(IF)	Room No. 202-B	0177-2880419	
2. <u>Appellate Authority</u> Secretary (Fin.)	Armsdale Building, H.P.Sectt.Shimla. Room No.A- 231	0177-2621859	-do-

The Governor of Himachal Pradesh is further pleased to publish the records and other activities of the department as required under the provisions of sub section (1) (b) of Section 4 of the **Right to Information Act, 2005** as under:-

The Finance Minister is Minister in Charge and the Organization set up of Department of Finance is as under:-

GOVERNMENT/SECRETARIAT LEVEL

1. Pr. Secretary (Finance) to the Government of Himachal Pradesh.
2. Secretary Special Secretary/Joint Secretary/Deputy Secretary/Under Secretary (as the case as the case may be)
3. Section Officer/R.O (IF) as Section Incharge.

Sr. No.	Name of the Branch	Function being Distributed	Branch Officer/Supervisor
1.	Fin. A&G Branches and Finance Commission	<ol style="list-style-type: none"> 1.Preparation of Budget estimate including supplementary grants and budget speech. 2. Delegation of powers of DDO's/HOD's. 3.PAC and Estimate Committees. 4.All meetings relating to Budget. 5.List of Major/Minor Head of Accounts. 6.All work relating to Finance Commission. 7.Taxation / grant proposals. 8. Fiscal reforms. 9. All Lease cases/subjects 10. BBND/Single Window and Export Committee of Industries Department. 	Sh.Maneesh Garg, Secretary (Fin.)/Sh. Krishan Lal Kashyap, Deputy Secretary(Fin.Budget.)
2.	Fin.B Branch	<ol style="list-style-type: none"> 1.Ways and Means/Loans. 2. L.O.C. 3.Reconciliation with G.O.I /A.G. 4.Grant-in-aid to Science & Technology. 5.Waive off revenue losses. Rate of interest (other than loans to Govt. employees) on loans by Govt. 6.Debt Sustainability of all EAPs 7. Loans and Advances by the Govt. 8. Instructions regarding PPP 	Sh.Maneesh Garg, Secretary(Fin.Budget.)/Sh. Krishan Lal Kashyap, Deputy Secretary(Fin.Budget.)
3.	Fin.C Branch	<ol style="list-style-type: none"> 1. Service Rules,FRSR, Leave Rules,HPFR,TA Rules etc. 2. Allowances like CA,HRA,Capital Allowances etc. 3 Ex-gratia grant and other policy matters. 4. All other Policy matters relating to Acts/Rules/Policy of the Govt. 	Sh.Subhashish Panda, Special Secretary(Fin.)/ Sh. Ramesh Chander, Joint Secretary (Fin.Reg.)/Pay Revision/Pension.
4.	Fin.D Branch.	<ol style="list-style-type: none"> 1. HBA (House Building Advance.) 2. Public Account Matters. Policy/instructions and report of CAG. 3. Audit Paras and I Inspection reports. 4. Group Insurance Scheme. 5. Coordination Work. 	Sh.Maneesh Garg, Secretary(Fin.Budget.)/Sh. Krishan Lal Kashyap, Deputy Secretary(Fin.Budget.)

5.	Fin.E&F Branches	<ol style="list-style-type: none"> 1. Creation/Upgradation of Posts. 2. Economy instructions/Policy. 3. Expenditure Sanctions. Meetings regarding expenditure. 4. Matters/meetings of different Societies registered under Societies Registration act. 5. All four Universities inclusive of private universities. 6. Food Subsidy cases inclusive of Cabinet Memos 7. Tender/Pricing/Purchase Committees etc. 	Sh. Amitabh Awasthi, Special Secretary(Finance Exp.)
6.	Fin.Pension Section	<ol style="list-style-type: none"> 1. All Works relating to Pension Rules and Pensionary benefits to State Govt. employees. 2. Grievances of Pensioners. 3. V.R.S for State Govt. Employees 	Sh. Subhashish Panda, Special Secretary(Finance)/.Sh. Ramesh Chander, Joint Secretary (Fin. Reg./Pay Revision/Pension).
7.	Fin.IF Cell.	<ol style="list-style-type: none"> 1. Work relating to all Boards/Corporations/Universities/Banks 2. V.R.S for Boards/Corporations/Universities 3. All Insurance Subjects/cases. 4. Green initiative E-Payment 	Sh. Subhashish Panda, Special Secretary (Fin.)-cum-Dir. (IF)
8.	Fin.Pay Revision.	All Work relating to Pay Revision/Assured Career Progression Scheme etc.	Sh. Subhashish Panda,/.Sh. Ramesh Chander, Joint Secretary (Fin.Reg./Pay Revision/Pension).
9.	Planning & Eco. & Statistics.	All work relating to Planning & Eco. & Statistics.	Sh. Subhashish Panda, Special Secretary(Fin.) /Sh. Krishan Lal Kashyap, Deputy Secretary (Fin.Budget.)

Special /Deputy/Under Secretary(Finance).

To assist the Pr. Secretary (Fin.) on the respective issues as stated above.

Section Officer

The Section Officer is the Incharge of the respective Finance Section/Branches in H.P Secretariat for the works relating to establishment, Budget and accounts Matter and all service matter R&P Rules disciplinary cases, Pay Fixation, Grant of benefits under ACPS & transfer cases of Class-I&II Officers of Finance Department and other Branch-wise allocation of work as given above.

Superintendent Grade-II

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Superintendent Grade-II working in the Secretariat supervises work of some of the dealing hands posted in the Section and submits their cases through the Section Officer. In the absence of Section Officer, the Superintendent Grade-II supervises the work of entire Section.

Senior Assistants/Junior Assistants

Senior Assistants/Junior Assistants deal 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 Memorandum/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 the section 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 dairying 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 stenographer is to assist the Ministers, Secretaries and other middle level Officers in their day to day disposal of work and carry out such duties 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 Hindi 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 of dak, preparation of notes and drafts, Attendance of Telephones, Maintenance of Engagement Diary, Control over Vehicle/Driver, Arrangements for tours/pay etc. and also maintenance of records.

*** HIMACHAL PRADESH GOVERNMENT FINANCE DEPARTMENT WEBSITE ***

[WWW.himachal.gov.in/Finance.](http://WWW.himachal.gov.in/Finance)

<p>The Acts , Rules Regulations, Instructions Manuals & Records held by it or under its control or used by its employees for discharging its functions.</p>	<p>The following rules Regulations, Instructions are followed while deciding different issues:-</p> <ol style="list-style-type: none"> 1. CCS(Leave) Rules,1972. 2. CCS & CCA Rules. 3. CCS(Conduct) Rules. 4. H.P.Financial Rules 5. F.R.S.R. 6. Delegation of Financial Power Rules. 7 .Budget Manual. 8. Office Manual. 9. Pension Rules. 10.Handbook Volume-1,11&111 issued by
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	<p>The Department of personnel.</p> <p>11. Instructions regarding maintenance of ACRs</p> <p>12..Instructions regarding Pay Fixation , stepping up of Pay, Granting of ACP benefits and removal of anomaly in pay of senior and junior officers.</p> <p>13.F.R.B.M Act & Rules.</p>
The Particulars of facilities available to the citizens for obtaining information.	<p>The Office of Pr.Secretary (Fin.) and all other officers of this department are open for general public for collection any type of information relating to programmes and allocation of funds under various Heads of Accounts from 10 AM to 5 PM except on holidays. To visit the offices of Officers as well as Branches, the gate entry pass is issued from 3 PM to 5 PM on every working day.</p>
The Monthly remuneration received by each	<p>1) Pr. Secretary PB-4 Rs. 67000 -79000</p> <p>2) Secretary (Finance) PB-4 Rs. 37400-67000 +10000 Grade Pay.</p> <p>3) Special Secretary PB-4 Rs.37400-67000+ 8700 Grade Pay.</p> <p>4) Joint Secretary PB-4 Rs. 15600- 39100 + Grade Pay 8400</p> <p>5) Deputy Secretary PB-4 Rs. 15600- 39100 + Grade Pay 7600</p> <p>6) Under Secretary PB-4 Rs. 15600-39100+ Grade Pay 6600</p> <p>7) Section Officer/ Private Secretary PB-3 Rs. 10300-34800+ Grade Pay 5000</p> <p>8) Supdt./P.A PB-3 Rs. 10300-34800+ Grade Pay 4200</p> <p>9) Sr. Asstt. PB-3 Rs. 10300-34800+ Grade Pay 3800</p> <p>10) Jr. Asstt. PB-2 Rs. 5910-20200+ Grade Pay 2800</p> <p>11)Clerk PB-2 Rs. 5910-20200+ Grade Pay 1900</p> <p>12)Peon Frash PB-1 Rs. 4900-10680+ Grade Pay 1300</p>

By Order

Principal Secretary (Fin.) to the
Government of Himachal Pradesh.

Endst No. as above.

Dated, Shimla: 23-1-2012

Copy forwarded for information and necessary action to:-

1. The Director, Treasuries Accounts & Lotteries, H.P. Shimla-9.
2. The Director, Small Savings, H.P. Shimla-2.
3. The Examiner, Local Audit Department, H.P. Shimla-9.
4. The Controller, Printing & stationery, H.P. Shimla-5 for publication in the Rajpatra extraordinary.
- 5 .All Section Officers/(Finance)RO(I&F) HP Sectt. Shimla-2
6. Private Secretary to Pr. Secy(Finance) /Secretary (Finance) HP Sectt. Shimla-2

Sd/-

Special Secretary (Fin.) to the
Government of Himachal Pradesh.

