

**1.PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.**

(i) **ORGANISATION**: The General Administration Department is the nerve centre of the State administration. The Chief Minister is the Minister in-charge of General Administration Department. The General Administration Department functions under the supervision and guidance of the Chief Secretary and the Administrative Secretary. The work in the General Administration Department is organized in 5 sections viz.GAD-A, B, C, D, & E under the supervision of Branch Officers in the rank of Special/Additional/Joint/Deputy/Under Secretary(as the case may be).

(ii) **FUNCTIONS & DUTIES** :

Under the Business of the Government of Himachal Pradesh

( Allocation) Rules, 1971, the following functions have been assigned to the General Administration Department.

(a) **General, Political & Miscellaneous**

1. Annual Administration Report—Instructions regarding.
2. Channel of correspondence between the Government of India, State Governments and abroad.
3. Death of High Dignitaries—Action to be taken on.
4. Discretionary grants—Matters relating to.
5. Move of Offices.
6. National Anthem.
7. National Integration.

8. National Security Rules.
9. Praman and Prashansa Patras.
10. Portraits of National Leaders.
11. Classification and re-classification of offices.
12. Re-organization of District Administration.
13. Security arrangements in offices.
14. Central and State Citizen Councils.
15. Accommodation including accommodation in the Secretariat, office  
and Residential accommodation for Deputy Commissioners and other Offices and all pooled residential accommodations.
16. Estate Office and allotment of Government accommodation.
17. Governor's Secretariat.
18. Governor's Address to Vidhan Sabha.
19. Matters relating to and arising out of Statehood.
20. Matters relating to boundary disputes.
21. Problems arising out of the Re-organization of Punjab in 1966 Including integration and allocation of services and division of assets and liabilities.
22. Development of Inter-State Border Areas – Matters relating to.
23. All matters relating to International Border including development  
of International Border Districts.
24. Indo-Tibetan Trade.
25. Northern Zonal Council Business.
26. Governor's Conference Business.
27. Administrative Officers Conference.
28. Merger of enclaves with Himachal Pradesh.
29. Demands from various organizations including political parties.

30. Secretariat staff and departmental cars.
31. Parliament Questions, Assembly Questions (Affecting more than one department).
32. Matters relating to Political Sufferers.
33. Post-war Services Reconstruction Fund.
34. Rulers, their properties and privy purses.
35. Fortnightly Reports to the Government of India.
36. Postal, Telegraphs, Telephones and Wireless facilities in Himachal Pradesh.
37. Representation from the Public of Himachal Pradesh.
38. Matters affecting more than one Department.
39. Administration of Himachal Pradesh Benevolent Fund.
40. Declaration of Gazetted and Local Holidays.
41. Independence Day, Republic Day, Himachal Day, Martyr's Day, U.N.O. Day and other Religious days—Celebration of.
42. Census.
43. Miscellaneous work.
44. Circuit houses and reservation of accommodation in such circuit houses and rest houses as from time to time by the Government.
45. Re-organization of Districts and Tehsils etc.
46. Rationalization of Committees at State/ District level-- Instructions thereof.
47. District Relief Fund, Chief Minister's Relief Fund and other funds Collection of and other allied matters.
48. Honours and distinctions

(b) **CONFIDENTIAL AND CABINET**

1. Secret matters.
2. Meetings of the Cabinet and its Sub-Committees.
3. Allocation Rules and Rules of Business.
4. Ministers, Chief Parliamentary Secretary, Deputy Ministers, Parliamentary Secretary—All question relating to.

**(c) HOSPITALITY AND PROTOCOL**

1. Hospitality.
2. Protocol Matters.
3. State Guest.
4. Establishment budget and accounts matters.

**(iii) ORGANIZATIONAL STRUCTURE:**

In order to execute the above functions , the work in the General Administration Department is organized in the following sections:

GAD-A  
GAD-B  
GAD-C  
GAD-D  
GAD-E

The allocation of work among these sections is provided as under:

**GAD-A Section**

1. Establishment of Drivers and workshop staff.
2. Declaration of State Guests and framing of State Guest Rules.
3. VVIPs visits.
4. Purchase of Vehicles for the use of Hon'ble Chief Minister/Ministers/Secretaries etc.
5. Arrangement of Helicopter.
6. Declaration of all kinds of holidays.
7. National/Distinctive flags and use of red light.
8. DCs/SPs/Governor's/Chief Minister's conference and Northern Zonal Council Meeting/Inter State Council Meeting.

9. All State level functions (State Hood Day, Republic Day, Himachal Day, Sadbhavna Divas, Anti Terrorism Day, Observance of Silence, working in Hindi).
10. Handling of cash.
11. Preparation of all kinds of bills of Drivers of GAD.
12. Passing of petrol and repair bills of vehicles.
13. Arrangement of lunch/dinner.
14. Passing of Canteen/Cabinet Meetings bill.

**GAD-B**

1. Reorganization of administrative areas of Districts/ Divisions/ Sub Divisions/ Tehsils/ Sub Tehsils and creation/ upgradation of Tehsils and Sub Tehsils.
2. Boundary disputes.
3. Pension and other related matters of Ex-Rulers
4. Co-ordination with regard to Census work.
5. High Official Railway Reservation.
6. Correspondence relating to postal facilities in Himachal Pradesh.
7. Correspondence relating to Establishment and other matters of Governor Secretariat.
8. Correspondence relating to matters of Resident Commissioner's office, New Delhi.
9. Chief Minister Relief Fund.
10. Work relating to Honours and distinctions with regard to conferment of the following:  
**State Awards**
  - (a) Himachal Gaurav Puraskar.
  - (b) Prerna Srot Samman Puraskar and

Correspondence relating to following awards of Government of India:-

- (c) Series of Padama Awards
- (d) Jeevan Raksha Padak series of awards.
- (e) Ashok Chakra series of Gallantry awards.

This Section makes liaison with Postal Department/Tele communications department for opening of new Sub-Post Offices and Public Call Offices on the demands of public.

**GAD-C**

1. Meetings of the Cabinet.
2. Constitution of Cabinet Sub-Committee(s)
3. Implementation of Cabinet decisions.
4. Appointment of Ministers and Foreign tours by Ministers.
5. Rules of Business of the Government of Himachal Pradesh.
6. Business of the Government of Himachal Pradesh (Allocation) Rules.
7. Acts and Rules concerning to Ministers/Speaker and Deputy Speaker, Chief Parliamentary Secretary/Parliamentary Secretary and MLAs.
8. Summoning and prorogation of Himachal Pradesh Vidhan Sabha Sessions.
9. Governor's Address during the first day of the first session of the calendar year.
10. Implementation of Election Manifesto.
11. National Integration/Quami Ekta Week.

12. Annual Administrative Report of General Administration Department.
13. To take permission from Hon'ble Speaker, Lok Sabha/Chairman, Rajya Sabha and Speaker, H.P. Vidhan Sabha for nomination of MPs/MLAs in various committees/Boards.
14. Visits of various Committees of Parliament/State Legislatures.
15. Establishment and other matters of H.P. Vidhan Sabha.
16. Ratification of Bills.
17. Chief Whips Conference.

**GAD-D**

1. Allotment/Change/retention of General Pool accommodation.
2. Framing of House Allotment Rules and amendment thereof.
3. Reservation of suits in Himachal Bhawan/Sadan, New Delhi/Chandigarh/PWD Rest House Shimla and other related matters.
4. Matters relating to Establishment and Budget of Directorate of Estates.
5. Accommodation for Government offices in Shimla and Issuance of NOC.
6. Repair, addition/alteration etc. in General Pool residential accommodation.
7. Construction of new residential units of General Pool.
8. Allotment of servant quarters/garages.

**GAD-E**

The General Administration Department "E" Section deals with the cases relating to the welfare activities of the Freedom Fighters of the State and their dependents. The Government has formulated a scheme namely, "Himachal Pradesh Swatantra Sainani Samman Yojana-1985" under which the persons who had undergone the imprisonment for a

cummulative period of not less than two months and/or were exterred or remained underground for a cummulative period of not less than two months for participation in the National Movements for Freedom before independence and/or in the movements for merger of the erstwhile princely states within the Indian Union after 15<sup>th</sup> August, 1947 till the date of accession of the State with Indian Union, are eligible for Samman Rashi, which is transferable to their legally wedded wives after their death. This Rashi is also transferable to their unmarried daughters in case of death of Freedom Fighters and their spouses. Facilities being provided to the freedom fighters are as under:-

- (i) The Samman Rashi is being paid @ Rs.4000/-P.M. to living Freedom Fighters & Rs.3000/- P.M. to their widows & unmarried daughters.
- (ii) Compensation of confiscated property of Freedom Fighters is provided to them on the recommendations of the Himachal Pradesh Freedom Fighters Welfare Board in shape of grant-in-aid.
- (iii) Rs.10,000/- is being provided as Grant-in-aid on the marriage of daughters/grand daughters of Freedom Fighters.
- (iv) Rs.5000/- is being provided Grant-in-aid on the death of Freedom Fighters.
- (v) Medical reimbursement facility is being provided through Chief Medical Officers of concerned districts.
- (vi) 2% reservation is being provided to the wards of freedom fighters in the jobs in Govt./semi Government departments of the State.
- (vii) One-one seat is being provided in Technical and Medical Institutions.
- (viii) Free traveling facility has been provided to the freedom fighters and their spouses for which passes/Identity Cards are issued.

All other grievances pertaining to Freedom Fighters and their dependents are taken up with concerned departments for implementation.