

**Government of Himachal Pradesh
Home(G) Department.**

No. Home(G) A(3)1/2005-Part Dated Shimla-2,

11.11. 2011

NOTIFICATION

In exercise of the powers conferred by section 2 (h) of the Right to Information Act 2005 (No. 22 of 2005) and in supersession of previous Notification of even No. dated 18.4.2011 the Governor, Himachal Pradesh is pleased to notify the following officers as Appellate Authority, Public Information Officers and Assistant Public Information Officers at Govt. level and other relevant information for citizens to secure access to information under the control of Home Department in the Secretariat for promoting transparency and accountability in the working of the Home 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. Public Information Officer (i)Addl. Secretary(Home) (ii)Deputy Secy.(Home) (iii)Under Secy.(Home)	Armsdale Building H.P.Sectt. Shimla	2622286 2628491 2626450	Home Department at Sectt. level
2. Assistant Public Information Officers Section Officer (Concerned Branches) (i)Section Office (Home-A) (ii)Section Officer (Home-B) (iii)Section Officer (Home-C). (iv)Section Officer, (Home-D) (v)Section Officer, (Home-E).	Armsdale/ Ellerslie Building H.P.Sectt. Shimla	2880431 2880432 2880306 2880433 2880832	-do-

(vi)Section Officer, (Home-F).		2880476	
(vii)Section Officer (Home-G).		2880564	
(viii)Section Officer (Home-Vig)		2880481	
3. Appellate Authority Special Secretary(Home)	Armsdale Building H.P.Sectt. Shimla	2621780 2880649	-do-

The Governor of Himachal Pradesh is further pleased to publish the record 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 Chief Minister is Minister in Charge. The Organization set up of Department of Home is as under:-

GOVERNMENT / SECRETARIAT LEVEL

1. Pr. Secretary (Home) to the Govt. of Himachal Pradesh.
2. Special Secretary (Home)to the Govt. of Himachal Pradesh..
3. Addl Secretary (Home) to the Govt. of Himachal Pradesh.
4. Deputy Secretary(Home) to the Govt. of Himachal Pradesh.
5. Under Secretary (Home) to the Govt. of Himachal Pradesh.
6. Section Officers as Section In-charge.

Works distribution amongst Home branches is as under:-

Sr. No.	Name of the Branch	Subject Dealt (in brief)	Branch officer/ Supervisor
1	Home-A Section Officer. Ph. Number 2880431	All correspondence relating to Police Deptt., Establishment of Police Personnel upto Inspector and all ministerial posts from class-I to class-IV, law & order, Security, Police Medals/ Awards and Police budget including Police modernization & SRE and Central Sponsored Schemes, Misc. complaints, Arms & Ammunition, Police reforms, HP State Security Board, Police training, Acquisition of land for defense purposes, Field firing ranges, Civil	Deputy Secy.(Home) Ph. Number. 2628491

		Suits/ Petitions, Character verification of Army Personnel, Security of VVIPs/ VIPs etc., Enquiry Commission, Prosecution sanction, IRB/ HPAP, Police Act/ Rules etc.	
2	Home-B Section Officer. Ph. Number: 2880432	HP High court, Prison, office of Advocate General, Visa Inner- line permits, NORI, Citizenship Permission for holding rallies in prohibited places Pass- ports	Under Secy.(Home) Ph. Number: 2626450
3	Home-C Section Officer Ph. Number: 2880306	Issuance / renewal of permits for plying vehicles on Sealed/ Restricted routes of Shimla Town, Human Rights Commission, Atrocities on SCs/ STs, Haj Committee, Sikh Jatha, State references viz-a-viz Central Acts of Home Deptt., 15 points programme for welfare of minorities, Communal harmony/ riots, Declaration of prohibited areas under official secret Act, 1923, Cable television Network, 1984 riots and related matters, Forensic science Laboratory.	Under Secretary (Home) Ph. Number: 2626450
4	Home-D Section Officer. Ph. Number: 2880433	Establishment of HPPS and IPS Officers .	Addl. Secy.(Home) Ph. Number: 2622286
5	Home-E Section Officer. Ph. Number: 2880832	Criminal cases, appeals, withdrawal of criminal cases.	Addl. Secretary (Home) Ph. Number: 2622286
6.	Home-F Section Officer Ph. Number: 2880476.	Home Guard & Civil Defense, fire services, Civil cipher documents. Etc.	Under Secy.(Home) Ph. Number: 2626450

7	Home-G Section Officer Ph. Number: 2880564.	Establishment and other miscellaneous matters of Prosecution Department, Coordination and General work of Home Department, issuance of General instructions/ standing orders, Coordination regarding meetings etc. of Home Department.	Deputy Secy.(Home) Ph.Number. 2628491
8	Vigilance Section Officer. Ph. Number: 2880481	Vigilance cases, Issuance of Vigilance Clearance Certificate, Establishment of Lokayukta etc., Cases pertaining to loss of revenue including illicit felling & mining etc.	Principal Secretary (Home/ Vigilance) Ph No.2622269 Director (Vigilance) Ph No.2621005

Deputy Secretary/Under Secretary (Home)

To assist the Principal Secretary (Home)/Secretary Home/ Special Secretary(Home) on the issues as stated above.

Section Officer

The Section officer is the In-charge of the Home Section/ Branches in H.P. Sectt. for the works relating to various matter assigned to respective Sections.

Superintendent Grade-II

Superintendent Grade-II, working in the Secretariat, supervises work of the dealing hands posted in the section. In the absence of Section Officer, the Superintendent Grade-II supervises the work of the Section .

Senior Assistants/ Junior Assistants/Clerks

Senior Assistants/ Junior Assistants deal with receipts and submit cases to the higher authorities. They are also required to maintain record/ register pertaining to their seats. Clerks posted in the section perform duties and function as assigned to them by the Section Officer/Superintendent including the diary/dispatch work.

Personal Staff

The general function of Personal Staff i.e. Private Secretary/ Personal Assistant/ Senior and Junior Scale Stenographer is to assist the Secretaries and other officers in their day to day disposal of work and to carry out such duties assigned to them. They also have to handle files/ records of confidential or secret nature.

Further they have to perform the duties of receipt of dak, attendance of Telephones, Engagements of Officer etc.

By Order
**Pr. Secretary (Home) to the
Government of Himachal Pradesh.**

Endst. No. As above. Dated Shimla-2, 11.11.2011
Copy forwarded to:-

- 1.All Concerned Officers.
- 2.The Controller, H.P. Government Printing Press, Shimla-5 for publication in the Official Gazette.
- 3.Sh Sanjay Sharma ,NIC with soft copy being e-mailed to him.

**Deputy Secretary (Home) to the
Government of Himachal Pradesh.**