

(ii) Powers & duties of the officers and employees

1. At Secretariat level:-

Addl. Chief Secretary (Industries)/ Pr. Secy (Inds.) to the Govt. of HP.

Overall administrative in-charge of the Department who decides all matters except policy matters which are decided by the Minister or the Council of Ministers as per standing order issued under Rules 26 & 27 of the Rules of Business of the Govt. of HP dated 30/1/2004

Special Secretary (Inds.) Govt. of HP

Deputy Secretary (Inds.) Govt. of HP

He acts as a intermediate authority between the Sections and the Principal Secretary/ Secretary (Inds.). He also acts as Branch Officer in respect of both Sections. He submits the matters/ files to Addl. Chief Secretary (Industries)/Pr.Secy(Inds.) unless disposed of at his level.

Section Officers :- They are Incharge of their respective sections and are responsible for disposal of work of their respective sections.

Superintendents :- All the work of the Assistants/ Clerks of the Section is submitted to the Section Officer through them.

Sr/Jr. Assistant :- They are allotted specific work by the Section Officer and are responsible for the same.

Personal Staff :- The general function/ duty of personal staff i.e. Sr. Private Secretary/ Private Secretary/ Personal Assistant/ Sr. &Jr. Steno is to assist the Minister/ Officer in their day to day disposal of work and carry out such duties assigned to them and take dictation and do typing work.

Clerks :- In addition to dispose of the specific work assign to them by the Section Officer/ Superintendent, they attend to the work of diary and dispatch, sending report/returns and other work as per the Office Manual.

Peons:- Distribution of dak/files of their respective sections.

The delegation of level of disposal are given in the Annexure-A.

2. At Commissionerate level

All the officers and employees perform their duties and exercise powers in accordance with the delegation made by the Government in general with regard to duties and responsibilities common in nature and being performed in all the Departments. For the purpose, delegation of power as made under different set of rules viz. H.P.F.R., F.R., S.R., CCS(CCA) Rules and Conduct Rules can be referred to.

As regards specific activities of Industries Department, duties and powers of the officers and employees have been prescribed in the rules and regulations in vogue for regulating the activities.

III) Field Offices:-

i) SWCA Parwanoo :-

2. The powers and duties of its officers and employees: Presently, there are 7 employees working in the above organisation which is headed by the Member Secretary. There is one post each held by Economic Investigator, Manager (I.A), Senior Astd. besides one Peon, and one Part-timer Mali & Sweeper each.

S.N.	Name of Post	Duties & Responsibilities
1	Member Secretary	Acts as overall Office Incharge. Main duty is to guide the Investors regarding setting up of their Industrial Units, apart from issuing of necessary certificates to the Industries like acknowledgement of Entrepreneurs Memorandum, Part-I & II, Commencement of production certificates, recommendation of Essentiality certificates of land, rent permissions and transfer of leasehold rights of the Industrial Plots etc. besides various Monthly Progress Reports to The Director of Industries, H.P.
2.	Economic Investigator	It involves office as well as field duty i.e. to verify the status of the Industries under various purposes. To conduct survey work as assigned by the Govt. from time to time.
3	Manager (I.A.)	It involves office as well as field duty i.e. to verify the status of the Industries under various purposes.
4	Sr. Astd.	It involves office work only. To prepare cases for EM Part-II, Subsidy, Typing work, to attend telephone etc.

All the officers and employees perform their duties and exercise powers in accordance with the delegation made by the Government in general with regard to duties and responsibilities common in nature and being performed in all the Departments. For the purpose, delegation of power as made under different set of rules viz. H.P.F.R., F.R., S.R., CCS(CCA) Rules and Conduct Rules can be referred to.