

(iii) **Procedure followed in the decision making process, including channels of supervisions and accountability**

**1. At Secretariat level:-**

a) Procedure of decision making process:

All the officers/staff contribute in the decision making process. Decisions are made where ever required on receipt of references from any quarter. At times matters are taken up *suo moto* as per requirements or in the public interest. The matter is discussed in written form and action considered appropriate proposed by each level and submitted to the next higher level. The final decision is taken at the level which has been delegated as per Annexure-A

The main task of the Sections is to assist in decision making at Government level. The Sections firstly anticipate the various kinds of information required and then procure from the Director of Industries and Managing Directors of Boards and Corporations, which are under its administrative control or from any other source and maintain it in compiled form which is made available to the authorities for facilitating in decision making process.

b) Channels/ levels of supervision in the Industries Department (AD level) is as under:-

1. Addl. Chief secretary (Industries)/Principal Secretary (Industries) to the Govt. of HP
2. Special Secretary (Industries) to the Govt. of HP
3. Deputy Secretary (Industries) to the Govt. of HP
4. Section Officers

c) Accountability:

Each levels are accountable to the next higher level.

**2. At Commissionerate level**

There is a hierarchy of officers and officials to accomplish the activities. In the field, Department has a functionary at the lowest level in each Development Blocks, namely Extension Officer and Mining guard for mining activities and Sericulture Inspectors at Sericulture Centre level. They are responsible to get the policies implemented at the grass root level. They work under the overall control of General Managers, District Industries Centres/Dy. Director (Sericulture)/Silk Seed Production Officers /Mining Officers. There is a hierarchy of Officers which is shown in the Organisational Structure.

Periodic inspections are conducted by the Supervisory Officers to have effective control on the Field Offices.

As regards the decision making process, and conduct of Govt. business, procedure laid down under the Office Manual for Govt. Offices is followed.

## III) Field Offices:

- i) SWCA Parwanoo:-

As regards the decision making process, procedure laid down under the Office Manual for Govt. Offices is followed.

Annexure "A"

Government of Himachal Pradesh  
Department of Industries

No. Ind-A(A)3-2/94

Dated: Shimla-2, the 30/1/2004.

Standing Order

In pursuance of Rules 26 and 27 of the Rules of Business of the H.P. Govt., 1971 and in supersession of all previous orders in this behalf, the Minister-in-Charge Industries Department Himachal Pradesh is pleased to direct that cases and matters relating to the Industries Department shall be disposed off in the manner as detailed below:-

Sr. No.	Nature of cases.	<u>Level of disposal</u>		
		U.S./D.S./J.S./.	Addl. Secy./ Spl. Secy. Pr. Secretary Addl Chief Secratery	
<b>1.</b>	<b><u>Rules of Business</u></b>			
	All cases under rules 14,15,16, 55,57-A, 58, 59 and 60 of the Rules of Business.	--	--	I.M.
<b>2.</b>	<b><u>Vidhan Sabha Business</u></b>			
i)	Approval of reply to Vidhan Sabha Question/ Resolution.	--	--	I.M.
ii)	Lok Sabha/ Rajya Sabha Questions (cases involving principles or policies.	--	--	I.M.

iii)	Final report on the Assurances.	--	--	I.M.
iv)	Reports of PAC and Estimate Committee when ripe for final decision.	--	--	I.M.
v)	Lok Sabha/ Rajya Sabha Questions not involving principles or policies.	--	ACS/Secy.	--
vi)	Cut- Motions.	--	--	I.M.
<b>3.</b>	<b><u>Legal Matters.</u></b>			
i)	Framing of Rules under various Acts.	--	--	I.M.
ii)	Acquisition of lands/buildings for public purpose.	--	--	I.M.
iii)a	Bills, Acts, Rules and Regulations, Manual and Codes.	--	--	I.M.
b	Executive instructions, assessments and interpretations etc.	--	ACS/Secy.	--
iv)	Writ Petitions/O.A.s	--	ACS/Secy.	--
v)	Notice under Section 80 C.P.C.	US/DS/JS/Addl. Secy./Spl.Secy.	--	--
vi	Appeals (Civil & Criminal)			
a)(i)	All cases up to High Court.	--	--	I.M.
(ii)	In case of difference of opinion.	--	--	I.M.
b)	In supreme Court			
(i)	Withdrawal of criminal cases from courts.	--	--	I.M.
(ii)	Grant of Govt. sanction for	--	--	I.M.

	the prosecution under Sections 196 & 197 of Cr.P.C.			
<b>4.</b>	<b><u>Organisation.</u></b>			
i)	Creation/ abolition of offices/ institutions.	--	--	I.M.
ii)	Appointment of Committee/ Board.	--	--	I.M.
iii)	Delegation of International Organisations, Committees & Conferences.	--	--	I.M.
iv)	Re-organisation & re-distribution of functions.	--	ACS/Secy.	--
v)	Administrative Reforms in the Department.	--	--	I.M.
<b>5.</b>	<b><u>Policy &amp; Programmes.</u></b>			
i)	Formation of New programmes and policies.	--	--	I.M.
ii)	Deviation from existing policies.	--	--	I.M.
iii)	Substantial changes in the schemes already approved.	--	--	I.M.
iv)	Annual Reports on the working of the Department.	--	--	I.M.
<b>6.</b>	<b><u>Establishment.</u></b>			
i)(a)	Creation of new posts.	--	--	I.M.
(b)	Conversion of posts into permanent ones.	--	ACS/Secy.	--
(c)	Fixation of cadre strength of Class-I and II.	--	--	I.M.
(d)	Fixation of cadre strength of	--	ACS/Secy.	

	Class- III & IV.			
ii)	Framing of Recruitments & Promotion Rules and Relaxation of condition of service.	--	--	I.M.
iii)	Orders for placing requisitions for recruitment through Public Service Commission.	--	ACS/Secy.	--
iv)	Annual statements of appointments made without consulting the Commission.	--	ACS/Secy.	--
v)	Sponsoring the inservice candidates for training/ higher studies.			
a)	Abroad Class-I, II and III officers/ officials.	--	--	I.M.
b)	In India. Class-I Officers. Class-II Officers. Class-III officers.	-- -- --	-- ACS/Secy. ACS/Secy.	I.M. -- --
vi)	Appeals/ Petitions of:			
a)	Class-I Officers.	--	--	I.M.
b)	Class-II officers.	--	ACS/Secy.	--
c)	Class-III officials.	--	ACS/Secy.	--
vii)	Appointment, transfer, seniority & re-employment of Class-I and II officers.	--	--	I.M.
viii)	Confirmation of Class-I and II officers.	--	--	I.M.
ix)	Deputation to & from H.P. Govt. in r/o:			
a)	Class-I Officers.	--	--	I.M.

b)	Class-II Officers.	--	ACS/Secy.	--
c)	Class-III Officials.	--	ACS/Secy.	--
x)	All vigilance/ enforcement cases in respect of:			
a)	Gazetted Officers.			
i)	Preliminary Enquiry	--	ACS/Secy.	--
ii)	Prosecution sanction of Departmental Enquiry.	--	--	C.M.
iii)	Imposition of penalty.	--	--	I.M.
b)	Difference of opinion between the A.D. & Vigilance Deptt.			
i)	Gazetted Officers.	--	ACS/Secy.	--
ii)	Non-Gazetted Officers.	--	ACS/Secy.	--
c)	All cases of Vigilance & Enforcement against G.O.s (other than AIS)/NGOs. In which advice has been sought by different A.D.s.	--	--	I.M.
ii)	All cases of vigilance & Enforcement against AIS in which advice has been sought by different A.D.s.	--	--	I.M.
xi)	Disciplinary proceedings against:			
a)	Class-I Officers.	--	--	I.M.
b)	Class-II officers (major/minor penalties.	--	ACS/Secy.	--
xii)	Institution or withdrawal of Civil/Criminal Proceedings against G.O.s & payment for the State Revenue for damages in Suits brought by or against Gazetted Officers.	--	ACS/Secy.	--
xiii)	Confidential Reports of Class-I Officers.	--	--	I.M.
xiv)	Confidential Reports of	--	ACS/Secy.	--

	Class-II Officers.			
xv)	Grant of advance increments with the concurrence of F.D.	--	ACS/Secy.	--
xvi)i	Departmental Promotion Committee/ Selection constitution thereof.	--	ACS/Secy.	--
ii)	Accepting proceedings of Class-I officers DPC.	--	--	I.M.
iii)	Accepting proceedings of Class-II officers DPC.	--	--	I.M.
xvii)	Retention in service after superannuation.	--	--	I.M.
xviii)	Grant of Higher pay scale/ additional increment etc. under Assured Career Progression Scheme.	--	ACS/Secy.	--
xix)	Time Barred claims in r/o pay, D.A., Med.Reimb.etc.	US/DS/JS/Addl. Secy./Spl. Secy.	--	--
xx)	Grant of special pay/ honorarium/ fees etc. with prior concurrence of F.D.	--	ACS/Secy.	--
xxi)	Pre-mature retirement:			
a)	Class-I	--	--	I.M.
b)	Class-II	--	ACS/Secy.	--
<b>7.</b>	<b><u>Other matters.</u></b>			
i)	All cases of Mining leases including renewal thereof.	--	--	I.M.
ii)	Lease out Industrial plots/sets to the lessee.	--	--	I.M.
<b>8.</b>	<b><u>Budget Accouts &amp; Financial Matters.</u></b>			
i)	Budget Estimate.	--	ACS/Secy.	--
ii)	Really new schemes.	--	--	I.M.

iii)	Administrative approval and Tech. sanction of New Scheme.	--	--	I.M.
iv)	Expenditure sanction.			
a)	above Rs. 1 crore.	--	--	I.M.
b)	upto Rs. 1 crore.	--	ACS/Secy.	--
c)	upto Rs. 50,00,000	US/DS/JS/Addl. Secy./Spl.Secy.	--	--
v)	Administrative approval and expenditure sanction.			
a)	Works above Rs. 1 crore.	--	--	I.M.
b)	Works above Rs. 50,00,000 and less than Rs. 1 crore.	--	ACS/Secy.	--
c)	Works upto Rs. 50,00,000	US/DS/JS/Addl. Secy./Spl. Secy.	--	--
vi)	Proposals involving alienation either temporary or permanent or of sale/ grant on lease of Govt. property less than Rs. 50,000 in value or the abandonment or reduction of revenue exceeding that amount except when such alienation, sale, grant of lease of Govt. property or abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Cabinet.	--	ACS/Secy.	--
vii)	Delegation of financial powers to subordinate authorities.	--	ACS/Secy.	--
viii)	Write off/ remission of			

	irrecoverable loans and advances and write off losses, Store etc. All cases to be referred to F.D.:-			
a)	Above Rs. 2,00,000	--	--	I.M.
b)	Less than Rs. 2,00,000	--	ACS/Secy.	--
<b>9.</b>	<b><u>Grant-in-Aid.</u></b>			
a)	Full powers in cases where Rule have been framed.	--	ACS/Secy.	--
b)	In other cases			
i)	Above Rs. 1,00,000	--	--	I.M.
ii)	Upto Rs. 1,00,000	--	ACS/Secy.	--
<b>10.</b>	All the cases to be submitted to the Chief Minister will be routed through the Industries Minister. Except in case of very important/urgent files/ papers if the latter is out of station.			
<b>11.</b>	All other cases which have not been included in the above list will be disposed off at the level of Branch Officer(s).			
<b>12.</b>	In the absence of Additional Chief Secretary/Secretary, the Special Secretary will dispose off important cases. If the Special Secretary is not present then the Addl.Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary may deal as required by the exigencies of the matter and obtain ex-post facto approval of the concerned authority.			
<b>13.</b>	In the absence of the Industry Minister, the Additional Chief Secretary/ Secretary will dispose of cases of extreme urgency.			
<b>14.</b>	Any matter which anyone of the officers feels should be brought to the higher level officers.			

By Order

ACS-cum-Secretary (Inds.) to the  
Government of Himachal Pradesh.