

**Particulars of Organization function and Duties.****Functions:-**

1. Himachal Pradesh Panchayati Raj Act and Rules made there under.
2. Establishment & Constitution of Gram Panchayats, Panchayat Samiti and Zila Parishads.
3. Re-organization and bifurcation of Panchayats.
4. Control, Inspection & supervision of Panchayati Raj Institutions.
5. Scrutiny, approval of Budget and accounts and expenditure of Panchayati Raj bodies.
6. Complaints and enquiries against the office bearers of the Panchayati Raj bodies.
7. Audit of Accounts of Panchayati Raj Bodies.
8. Training of Officers/Officials of Panchayati Raj & office bearers of Panchayati Raj Institutions.
9. Publication of journals and other periodicals connected with Panchayati Raj.
10. Budget, Accounts and Establishment matters of the Department.
11. Grant-in-aid to Panchayati Raj Bodies.
12. Elections:-
  - Elections to Panchayati Raj Institutions
  - Elections to Gurudwaras ( SGPC)
13. Delimitation and reservation of constituency of PRIs.
14. Delegations of power to PRIs in spirit of 73<sup>rd</sup> constitutional amendments.
15. Creation of posts, framing & Amendment in Recruitment and Promotion Rules.
16. Administrative/ Establishment matters relating to appointment, re-employment, deputation, leaves, fixation of pay-scales, stepping up, conducting of DPC, finalization of seniority lists, disciplinary proceedings and imposition of major and minor penalties against delinquent officers/officials of the Department, issuance of order under Vigilance/disciplinary cases against them, issue of sanction in which competent authority has concurred under financial delegation under HPFR 19.6..
17. Appointment of Committees, preparation of Cabinet Memorandum, filing reply to writ petition, CWP/Original Applications, Appeal against the judgments of lower Court to be filed in High Court/Supreme Courts, notice U/S/ 80 CPC, Institution/withdrawal of Civil or Criminal proceedings.

18. Preparation of annual plan and budget estimates, write of irrecoverable loans advances and loss of store, approval of work-plan, administrative approval and expenditure sanction.
19. Preparation and enforcement of Rules for engagement of contractual employees of the Panchayats at different levels.
20. Matter relating Vidhan Sabha Business and Assurances.
21. To perform the Secretariat functions of the Department.

**Duties:-**

To perform all the functions of the Department as mentioned above.