

Particular of organization, functions and duties.	
1	All India Services-advice matters.
2	Establishment and all allied matters in respect of Indian Administrative Service Officers.
3	Cases of Supersession of IAS Officers.
4	Establishment and all allied matters in respect Heads of Departments.
5	Appointment of Managing Directors of the Corporations set up under an Act/Statue.
1	Matters relating to Service Rules of H.P. Government employees and instructions there under.
2	Policy regarding Compassionate Appointments, Transfer Policy and Regularization of part time workers.
3	Advice/clarifications sought for by various departments on these issues.
4	Administrative Department in respect of H.P. Public Service Commission and Himachal Pradesh Subordinate Services Selection Board.
5	Appointment of Chairman and Members in H.P. Public Service Commission and Himachal Pradesh Subordinate Services Selection Board.
1	Recruitment and Promotion Rules, amendment of Recruitment and Promotion Rules.
2	Policy regarding Reservation in Services, Regularization of daily wagers, Counting of adhoc service, Contractual appointment.
3	Meetings of Joint Consultative Committee of NGOs Federation, SC/ST Government Employees Welfare Association and Himachal Pradesh Sectt. (Gazetted Officers)Association.
4	Meeting of Rules Committee.
5	Reservation in service for Ex-servicemen.
6	Declaration of Posts as Selection/Non-Selection.
7	Counting of Military or other service for qualifying service.
8	Advice/clarifications sought for by various departments on these issues.
1	Establishment and all allied matters in respect of Himachal Pradesh Administrative service.

**HIMACHAL PRADESH****PERSONNEL DEPARTMENT**

2	Establishment and all allied matters in respect of Himachal Pradesh Secretariat Service.
1	Annual Confidential Reports of Indian Administrative Service/ Heads of Departments/ Himachal Pradesh Administrative Service /Himachal Pradesh Secretariat Service officers.
2	Correspondence related to these matters.
Maintenance of service record, Fixation/Revision of Pay, Salary authorization of all Officers belonging to Indian Administrative Service/Heads of Departments/Indian Police Service/Himachal Pradesh Administrative Service / Himachal Pradesh Secretariat Service Officers, Chairman & Members of H.P. Public Service Commission and H.P. Subordinate Services Selection Board, Hamirpur etc. Also Handles pension cases of all the above categories of officers.	