

Powers and duties of Public Authority and its officers and employees.	
A	Principal Secretary/Secretary.
1	Legal matters relating to writ petitions before the Hon'ble Supreme Court of India/Hon'ble High Court/Central Administrative Tribunal.
2	To accord permission for the purchase/sale of immovable property by all IAS/HAS/HPSS officers.
3	Sanctions of GPF withdrawals/advances/House building advance/Motor Car advance of IAS/HODs/HAS officers.
4	Sanction of leave encashment of IAS/HODs/HAS/HPSS officers.
5	Continuations of temporary posts under the control of Department of Personnel.
6	All matter/cases allotted to the Spl./Addl./Joint/Deputy/Under Secretary(Personnel) may submit or that the Secretary may call for.
7	Declaration of equivalency of ex-cadre posts of IAS with the Cadre posts of IAS.
8	Deployment of IAS officers as Election Observer for Parliamentary and State Assembly Elections.
9	Any urgent matter requiring the approval of the Chief Secretary in the absence of the Chief Secretary.
10	Replies to important letters/communication received from the Government of India.
11	Replies to observations of Vidhan Sabha Committee.
12	All important cases of advice/clarification with regard service matter to be tendered to Administrative Departments.
13	Clarification/advice with regard to Policies dealt in the Department of Personnel.
B	Special/Additional/Joint Secretary

	<p>Audit Matters, All matters required to be submitted for orders of the higher authorities, Maintenance and Printing of Civil List of IAS/HoDs/HAS/HPSS officers, Release of installments of HBA in such cases where loan has already been sanctioned, Circulations/communication of all decisions/orders of the Government and disposal of all cases covered under the existing rules/orders/instructions, All correspondence with the Government of India and other State Government/Department/Public Sector Undertaking and Agencies for carrying out the orders of the Government, Cases of urgent nature normally requiring approval of Secretary(Personnel) in his absence, All routine matters, All matters required to be submitted for orders of the higher authorities or as may be called for by the higher authorities. Functions as Branch Officers for the Sections under his/her control.</p>
C	Deputy/Under Secretary.
	<p>Constitution of Departmental Recruitment Committees/ Departmental Promotion Committees for various posts/services under the Government in different Departments, Verification of Character and Antecedents, Implementation of the decisions arrived at the J.C.C. and other meetings, All other cases of advice to be tendered to the Administrative Department, All other cases of advice/clarification with regard to reservation to be tendered to Administrative Departments, Representations received from various SC/ST Associations, individuals representation and communication received from the official/non-officials with regard to reservation policy, All other routine correspondence with Government Departments/Other State Government/Government of India, Continuation of temporary posts under the control of Department of Personnel (Excluding IAS), Release of installments of House Building Advance in such cases where sanction has already been accorded (Excluding IAS). Also functions as Branch Officer for the Sections under his/her control.</p>
D	CONTROLLER(F&A) DEPARTMENT OF PERSONNEL

	Pay fixation cases of HPAS/HPSS Officer except cases of step-up of pay under FR-27, Fixation of pay of ex-servicemen Officers appointed to HPAS after determining date of notional appointment by giving benefit of approved military service by Department of Personnel, Release of retirement/death gratuity in respect of HPAS/HPSS Officers, after No Demand Certificate/ Vigilance Clearance Certificate has been issued, All cases relating allowing of HPAS/HPSS Officers & other officers referred to controller, Maintenance of service books of HPAS/HPSS Officers & other officers, Issuance of salary slips of HPAS/HPSS Officer/Chairman & Members of Himachal Pradesh Public Service Commission & Himachal Pradesh Subordinate Services Selection Board, Processing of pension cases of IAS/HODs/IPS/HAS/ HPSS Officers etc. Functions as Branch Officer in respect of Personnel Accounts Section.
E	Section Officers
	The Section Officers are the in charge of the Section concerned. All files are submitted to the higher authorities through Section Officer who is overall in charge of the Section.
F	Superintendents Grade-II
	Superintendents Grade-II working in the Sections supervise work of the dealing hands posted in the Section and submit their cases to the Section Officer. When Section Officer is on leave, they supervise the entire working of the Section and submit cases direct to the Branch Officer.
G	Sr. Assistants/ Jr. Assistants.
	Sr. Assistants/Jr. Assistants deals with the receipts and submit cases to the Section Officers through Superintendents. They are required to compile data, statistics or information and deal matters including Cabinet Memorandum/Court Cases/Replies of Vidhan Sabha Question so as to present complete cases with all relevant data and also information with past precedents and viable/feasible solutions to facilitate the authorities to arrive at a definite decision.
H	Clerks
	Clerks posted in Sections perform duties and functions as assigned to them by the

	Section Officer including the diary/dispatch work, maintain casual leave account, type work of the Section, maintain attendance register, distribute dak after diarizing to dealing assistants in the Section, to open files and maintain reminder register.
I	Peons
	They perform the duties to carry and deliver dak within and outside the office.