

(1) Organization, Functions & Duties**Himachal Pradesh Secretariat Administration Department****Particulars of Organization, Function and Duties**

Secretariat Administration consists of 33 different categories from Class-IV to Class-I including Personal Staff.

Chief Secretary :

is head of department and discharge the following duties of this Department:-

- Approval of recommendations of the DPC, promotion to the post of Section Officers/Private Secretaries & other Class-I officers.
- Impose Major penalty on Class-I & II Officers (except compulsory retirement, removal and dismissal from Govt. service),
- Appellate authority in the case of Minor penalty on class-I&II officers and against adverse entries in ACR of Class-I & II officers.
- Imposition of major penalty (compulsory retirement, dismissal, removal from Govt. service) in respect of Class-III Officials of Secretariat.
- Sanction for prosecution of Govt. servants in respect of Class I&II Officers.
- All items of new expenditure.

Secretary (SA)

is Head of office and discharge all duties:-

- Relating to policy matters
- Promotion/confirmation of Class I&II Officers.
- Approval of DPC for Class-III Officials
- Imposition of minor penalty on Class-I&II officers.
- Imposition of major penalty(compulsory retirement, dismissal, removal from service) in respect of Class-IV employees.
- Grant of Sanction for prosecution of Govt. servants in respect of Class-III employees.
- Transfer on deputation on foreign service of Class I,II,III Officers/officials.
- Representation of Class-I & II officers against the adverse remarks in the ACRs.
- Posting and transfer of Class I&II officers.
- Annual Budget Estimates in respect of H.P.Sectt.
- Replies to the para of report of Estimate Committee and PAC.
- Such financial powers, matters for which specific powers have been delegated from time to time to the Head of office.
- Appellate authority in the cases of minor/major (other than compulsory retirement, removal from service and dismissal) penalties imposed upon Class-III

employees also in respect of adverse entries in ACRs of Class-III officials.

- Grant of proficiency increment to Class-I and Class-II Officers under Assured Career Progression Scheme.
- Pension/Gratuity sanction in respect of all Class-I Officers.

Additional Secretary (SA):-

In addition to assist the Secretary (SA) on the issues as stated above discharge the following duties:-

- Promotion/Appointment, Imposition of Minor/Major penalties(other than compulsory retirement, removal, dismissal) penalties and sanction for prosecution in respect of Class-III officials.
- Grant of benefits under ACP Scheme, transfer on deputation/secondment as well as consideration of representation against adverse entries and transfer and posting of all Class-III officials.
- All cases concerning references to the HPPSC.
- All permission cases under the conduct Rules in respect of Class-I and II officers.
- Appointment/Promotion and Confirmation of Class –IV employees.
- All miscellaneous service matters of Sectt. employees other than those which are required to be submitted to the higher authorities under specific Rules/orders/ instructions issued from time to time.
- Imposition of Minor/Major penalties excepted those delegated to the higher authorities.

Deputy Secretary(SA): perform the following duties:

- Transfer and postings of Class-IV officials.
- Pension/Gratuity sanction to Class-II, III and IV
- Sanction of loans and advances to Class III &IV.
- Any other subjects/matters that may be assigned by the Secretary (SA).

Section Officers

The Section Officers are the in charge of the Sections for the works relating to establishment, budget, and maintenance of Sectt. Premises, and accounts matter of Secretariat Administration. The duties and function of these each Sections in charge are as under:-

SAD-I Section:

- All service matters i.e. R&P Rules, disciplinary cases, pay fixation, grant of benefits under Assured Career Progression Scheme, maintenance of ACRs of Secretariat employees transfer and postings, confirmation.
- Finalization of seniority of all categories, filing up of posts and prosecution sanctions.
- Replies of Court cases

- Efficiency in administration and imparting of computer training to Secretariat employees.

SAD-II Section:

- Maintenance of service record of the Sectt. Employees and leave cases.
- Budget estimates of Sectt.
- Pension and Gratuity cases
- Loan cases of Sectt. employees
- Annual administration reports and re-appropriation/ diversion of funds etc.

SA.Accounts.I

- Preparation of salary bills
- Deduction of Income tax at source and maintenance of its record.
- Medical reimbursement claims of Class-I officers/ Ministers
- PAC & Audit Paras.
- Calculation of interest on HBA.
- Maintenance of records of nomination of GIS and to deposit GIS cheques.
- Preparation of DCRG, warm clothing and festival advance bills..

SA.Accounts.II

- TA,DA and LTC cases.
- Medical reimbursement claims of Sectt. Employees & retirees (other than Officers and Minister)
- Maintained GPF Accounts of the officers and staff working in the Secretariat

SA R&I-I

- Purchase of all kind of stationery articles and livery articles to Class-IV employees of Secretariat.
- Purchase of furniture/fixture items.
- Purchase of consumables items for computers/ Photostat/electronic/ manual typewriters/ Printers etc.
- Maintenance and condemnation of store
- Purchase and maintenance of all computer items, repairs/AMC of machines.

SA R&I-II

- The sanitation and cleanliness,
- Maintenance of Secretariat premises
- Security arrangement, parking of vehicles and entry of visitors are manned by this section
- To receive and send message through control room during office as well as after office hours.
- Measures against Fire Risks and allotment of accommodation to

Ministers/officers/ Branches for office purpose.

- Maintenance of recreation hall.

SA-Despatch

- To dispatch all outgoing communications from the entire Secretariat including courier etc.
- Photostat & cyclostyle works of all branches and offices located in the Secretariat.

SA-Central Registry

- To diaries all communications received from other Departments as well as from other State Govt. and Central Govt.
- To deliver/distribute letters in different offices/ Sections located in the Secretariat.

SA-Record Section

- To keep up and maintain record of old files consigned to Record by different Offices/Sections located in the Secretariat.
- Weeding out of the records as per classification.

SA.Cash Section

- Deals with entire monetary transaction of Cash regarding disbursement of salary, TA, Medical/DCRG/Leavhttp://rebeccamarina.com/hpt/hpt-certified-coaches/hpt-certified-manifesting-coach/encasment reimbursement etc.
- Contingent bills..
- To effect recovery from Officers/Officials of Loans taken from different banking agencies..
- Maintenance of RD in the Post Office
- Preparation of Telephone/Electricity/Water supply bills and its disbursement.
- Maintenance of cashbook of all type of transactions.

SA.Telephone Section

- To look after PBX of the Sectt.
- Preparation of official Telephone directory of the entire State.
- Maintained the accounts of Telephone Bills of Telephones installed at Residence/offices of Minister/Officers

Sectt.Library**Chief Librarian**

The Chief Librarian is the Incharge of the Secretariat Library who maintained record of all kind of books, magazines, periodical, newspapers etc. available in the Secretariat. Also purchase new edition of books etc. other functions of Secretariat Library are as under:-

- Maintained the Library where about 50 thousand classified books including reference Books are available.

- Record of issue and receipt of Books.
- To classify catalogued and computerized the Books.
- The timings of Library is from 10.30 AM to 4.30 PM on all working days.
- Purchase of Books, Newspaper, periodical and magazines etc.

Superintendent Grade-II

Superintendent Grade-II working in the Secretariat supervise work of some of the dealing hands posted in a Section and submit their cases through the Section Officer, but while posted in an independent Cell, they supervise the working of the entire Cell and submit cases direct to the Branch officer.

Sr.Assistants/Jr.Assistants

Jr.Assistants/Sr.Assistants deals with receipts and submit cases to the Section Officers or Superintendents. They are required to compile data, statistics or information and deal matters including Cabinet Memorandums/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. They are also required to maintain record/ registers.

Clerks

Clerks posted in different Offices/Sections perform duties and functions as assigned to them by the Section Officer/ Superintendent including the diary/dispatch work, maintain casual leave account, type work of the Section, maintain attendance register, distribute dak after dairising to dealing assistants in the Section, to open files and maintain reminder register

Personal staff

The general function of Personal staff i.e. Private Secretary/ Personal Assistants/ Senior and Junior Scale Stenographers is to aid and assist the Ministers, Secretaries and other Middle level Officers in their day to day disposal of work and carry out such duties are officially assigned to them. They have to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. They are also supposed to be fully equipped with knowledge of both Hind and English shorthand and typewriting to assist the authorities in quick decision making through dictation and typing. Further they have to perform the duties of Receipt and Despatch of Dak, Preparation of notes and drafts, Attendance of Telephones, Maintenance of Engagement Diary, Furnishing of Offices/Residences of Ministers/Officers, Control over Vehicle/ Driver, Arrangements for tours/pay etc., and also maintenance of records.

Sr.Law Officers/Law Officers (Hindi and English).

To give Legal opinion, vet R&P Rules and other Notifications etc.

Librarian

The Librarians in the Secretariat are required to maintain and record of issue and receipt of books. And also keep books in proper order and to catalogue the books.

Book Binders

The employees of this category perform the duties of binding of Books in Library as well as of Service Books etc.

Cash and Bill Messenger

They perform the duties in Cash Section to take and receive Bills from Treasury and assist the Cashier to receive payments from Banks. They also perform allied duties of Cash Section relating of Bank

Tailor Master

He performs the duties of stitching of curtains and covers of chair-cushions etc. for office use.

Furniture Supervisor

He performs the duties of supervising all kind of furniture in the entire Secretariat.

Head Gate Keeper/Gatekeepers

To maintain Security in the Secretariat during office hours. They have to check entry of individuals into the Sectt. at the gate and allow entrance of visitors on the basis of gate-pass issued by the Reception. To check the belongings/ material of officials/visitors at the time entry point as well as at the time of they exist from the office.

Restorer

To maintain the record of old files which consigned to Record Room by different offices/Sections.

Caretakers

They supervise the work of sanitation and cleanliness in the Secretariat and distribute work amongst the Frashes, Malis, Sweepers and Chowkidars with the approval of the Branch Officer.

Gestetner /Photostat Machine Operators

To operate the Gestetner/ Photostat Machines and make out desired number of copies and also are required to maintain proper account in a register with requisition slips paper used and consumption of ink/tonner etc.

Daftri

To mend, trim, stich, bind old records etc. in Record Room as well as in the Sections and also to sort-out and properly keep the record in the record section.

Jamadar

To attend the calls of Minister/Officers with whom posted, ensure the cleanliness and general up-keep of the room, furniture, fixture, and equipment and also to carry and distribute the office files/dak.

Peons

They perform the duties to carry and deliver dak within and outside the office, ensure the cleanliness, general up-keep of the office/Section where posted and of the furniture, fixture and equipment, perform miscellaneous and odd jobs for officers/officials, attend to any other work they may be assigned and attend to officers at headquarters and while on tour.

Frash/Chowkidar/Mali and Sweepers

These are Class-IV posts. In Secretariat they perform the duties of

- dusting,
- to keep watch and ward during and after office hours,
- preparation and maintenance of flower beds and flower pots and
- to sweep, mop the rooms, corridors, lavatories, urinals, baths, wash basins and to collect and dispose of all waste in the office.
