

Function & Duties	District Gazetteers Organisation
	The Organisation has been set up in Himachal Pradesh in order to prepare of District Gazetteers of every district of the Pradesh on the pattern and scheme of contents evolved by the Govt. of India to bring out District Gazetteer all over the country simultaneously
Financial Commissioner (Rev.)	(i) Highest Appellate Authority in the hierarchy of Revenue Department. (ii) Secretary and Administrative Department of Revenue in Himachal Pradesh.
Editor-in-Chief	(i) Head of Department (ii) Supervises and monitors the working of writing of District Gazetteers.
Senior Editor	To assist the Editor-in-Chief in preparation / writing of District Gazetteers of the Pradesh.
Editor	(i) D.D.O. (ii) To look after and supervise the disposal of day to day work of the office, and (iii) Helps in preparation of District Gazetteers.
Compiler-cum-Assistant	To collect information from various field agencies and type out Chapters of the Gazetteers and assist the editorial staff.
Senior/Junior Assistants/Clerks	(i) Opening and maintenance of files, references, deal the cases including noting and drafting, recording of fields, maintenance and updating of various registers. (ii) Establishment matters including recruitment and promotion rules, maintenance of service books, service record preparation of leave account, pension papers, disciplinary matter and personal files etc. (iii) Fixation of pay of all categories in the office. (iv) Computer work. (v) Reconciliation work, and (vi) Diary, dispatch and type work.
Senior/Junior Stenographer	To assist the officer on the following works: (i) Maintenance of day-to-day meeting index. (ii) To attend the telephone calls of office incharge. (iii) Dictation and typing work. (iv) Other duties assigned by the office incharge. (v) Other typing work of the Department.