

## Organisation, functions and duties

The Governor of Himachal Pradesh is further pleased to publish the record and other activities of the department as required under the provisions of sub section (1) (b) of section 4 of the Right to Information Act, 2005 as under :-

The Chief Minister is Minister in Charge and the Organization set up of Department of Home is as under :-

### GOVERNMENT / SECRETARIAT LEVEL

1. Pr. Secretary (Home) to the Govt. of Himachal Pradesh.
2. Special Secretary (Home-I)-cum-Director (Vigilance) to the Govt. of Himachal Pradesh.
3. Special Secretary (Home-II) to the Govt. of Himachal Pradesh.
4. Deputy Secretary (Home) to the Govt. of Himachal Pradesh.
5. Under Secretary (Home-I) to the Govt. of Himachal Pradesh.
6. Under Secretary(Home-II) to the Govt. of Himachal Pradesh.
7. Section Officer as Section In-charge.

Sr. No.	Name of the Branch Home- A, B, C, D, E, F, G & Vigilance Section	Subject Dealt (in brief)	Branch officer/ Supervisor
1	<b>Home-A</b>  Sh. Virender Verma. Section Officer. Ph. Number 2880431	All correspondence relating to Police Deptt., Establishment of Police Personnel upto Inspector and all ministerial posts from class-I to class-IV, law & order, Security, Police Medals/ Awards and Police budget including Police modernization & SRE and Central Sponsored Schemes, Misc. complaints, Arms & Ammunition, Police reforms, HP State Security Board, Police training, Acquisition of land for defence purposes, Field firing ranges, Civil Suits/ Petitions, Character verification of Army Personnel, Security of VVIPs/ VIPs etc., Enquiry Commission, Prosecution sanction, IRB/ HPAP, Police Act/ Rules etc.	<b>Sh.Vijay Kumar Sharma</b> <b>Under Secy.(Home)</b> Ph. Number. 2628491
2	<b>Home-B</b>  Sh.Gurdev Kaushal , Section Officer.  Ph. Number:	HP High court, office of Advocate General, Visa Inner- line permits, NORI, Citizenship, Permission for	<b>Sh. Devinder Saraswati,</b> <b>Under Secy.(Home)</b> Ph. Number: 2626450

	2880432	holding rallies in prohibited places. Pass- ports	
3	<b>Home-C</b> <b>Sh. Ram Singh</b> <b>Pardesi,</b> <b>Section Officer</b>  Ph. Number: 2880306	Issuance / renewal of permits for plying vehicles on Sealed/ Restricted routes of Shimla Town, Human Rights Commission, Atrocities on SCs/ STs, Haj Committee, Sikh Jatha, State references viz-a-viz Central Acts of Home Deptt., 15 points programme for welfare of minorities, Communal harmony/ riots, Declaration of prohibited areas under official secret Act, 1923, Cable television Network, 1984 riots and related matters, Forensic science Laboratory.	<b>Shri Devinder Saraswati,</b> <b>Under Secretary</b> <b>(Home)</b>  Ph. Number: 2626450
4	<b>Home-D</b> <b>Sh. Budhi Singh</b> <b>Verma,</b> <b>Section Officer.</b> Ph. Number: 2880433	Establishment of HPPS and IPS Officers .	<b>Sh. Guru Lal Negi,</b> <b>Dy. Secy.(Home)</b>  Ph. Number: 2628486
5	<b>Home-E</b> <b>Sh. Med Ram</b> <b>Sharma,</b> <b>Section Officer.</b>  Ph. Number: 2880832	Criminal cases, appeals, withdrawal of criminal cases.	<b>Shri Guru Lal Negi,</b> <b>Deputy Seretary</b> <b>(Home)</b> Ph. Number: 2628486
6.	<b>Home-F</b> <b>Sh. Chander Sain</b> <b>Negi,</b> <b>Section Officer</b>  Ph. Number: 2880476.	Prison, Home Guard & Civil Defence, fire services, Civil cipher documents. Etc.	<b>Sh. Devinder</b> <b>Saraswati,</b> <b>Under Secy.(Home)</b>  Ph. Number: 2626450
7	<b>Home-G</b> <b>Smt Meera</b> <b>Mahajan</b> Ph. Number: 2880564.	Establishment and other miscellaneous matters of Prosecution Department, Coordination and General work of Home Department, issuance of General instructions/ standing	<b>Sh.Vijay Kumar</b> <b>Sharma</b> <b>Under Secy.(Home)</b>  Ph.Number. 2628491

		orders, Coordination regarding meetings etc. of Home Department.	
8	<b>Vigilance</b> <b>Sh. N.S. Bhandari,</b> <b>Section Officer.</b>  Ph. Number: 2880564.	Vigilance cases, Issuance of Vigilance Clearance Certificate, Establishment of Lokayukta etc., Cases pertaining to loss of revenue including illicit felling & mining etc.	<b>Shri Guru Lal Negi,</b> <b>Dy. Secretary (Home)</b> Ph. Number: 2628486

### **Deputy Secretary/Under Secretary (Home)**

To assist the Principal Secretary (Home)/Secretary Home/ Special Secretary(Home-I) & Special Secretary(Home-II) on the issues as stated above.

### **Section Officer**

The Section officer is the In-charge of the Home Section/ Branches in H.P. Sectt. for the works relating to various matter assigned to respective Sections.

### **Superintendent Grade-II**

Superintendent Grade-II, working in the Secretariat, supervises work of the dealing hands posted in the section. In the absence of Section Officer, the Superintendent Grade-II also supervise the work of the Section .

### **Senior Assistants/ Junior Assistants/Clerks**

Senior Assistants/ Junior Assistants deal with receipts and submit cases to the higher authorities pertains to Cabinet/Court Cases/ Replies of Vidhan Sabha Questions etc. They are also required to maintain record/ register. Clerks posted in the section perform duties and function as assigned to them by the Section Officer/Superintendent including the diary/dispatch work.

### **Personal Staff**

The general function of Personal Staff i.e. Private Secretary/ Personal Assistant/ Senior and Junior Scale Stenographer is to assist the Secretaries and other officers in their day to day disposal of work and to carry out such duties assigned to them. They also have to handle files/ records of confidential or secret nature. Further they have to perform the duties of receipt of dak, attendance of Telephones, Engagements of Officer etc.

By Order

**Pr. Secretary (Home) to the  
Government of Himachal Pradesh.**

Dated Shimla-2, 30-12-2010

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Copy forwarded to :-

1. All Concerned Officers.
2. The Controller, H.P. Government Printing Press, Shimla-5 for publication in the Official Gazette.
3. Sh Sanjay Sharma ,NIC with soft copy being e-mailed to him.

**Under Secretary (Home) to the  
Government of Himachal Pradesh.**