

**RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES ON PREPARATION OF MANUALS
IN RESPECT OF H.P.PUBLIC SERVICE COMMISSION****(Manual No. I of the Act)****I. The particulars of its organization , functions and duties:**

The particular of the organization:

The Himachal Pradesh Public Service Commission**Functions and Duties:-**

Functions and duties of the Union Public Service Commission and State Public Service Commissions are mentioned in Article 320 of the Constitution of India which reads as under:-

FUNCTIONS OF PUBLIC SERVICE COMMISSION:- - (1) It shall be the duty of the Union and the State Public Service Commissions to conduct examinations for appointments to the services of the Union and the services of the State respectively.

(2) It shall also be the duty of the Union Public Service Commission, if requested by any two or more States so to do, to assist those States in framing and operating schemes of joint recruitment for any services for which candidates possessing special qualifications are required.

(3) The Union Public Service Commission or the State Public Service Commission, as the case may be, shall be consulted

- (a) on all matters relating to methods of recruitment to civil services and for civil posts;
- (b) on the principles to be followed in making appointments to civil services and posts and in making promotions and transfers from one service to another and on the suitability of candidates for such appointments, promotions or transfers;
- (c) on all disciplinary matters affecting a person serving under the Government of India or the Government of a State in a civil capacity, including memorials or petitions relating to such matters;
- (d) on any claim by or in respect of a person who is serving or has served under the Government of India or the Government of a State or under the Crown in India or under the Government of an Indian State, in a Civil capacity, that any cost incurred by him in defending legal proceedings instituted against him in respect of acts done or purporting to be done in the execution of his duty should be paid out of the Consolidated Fund of India, or as the case may be, out of the Consolidated Fund of the State;
- (e) on any claim for the award of a pension in respect of injuries sustained by a person while serving under the Government of India or the Government of a State or under the Crown in India or under the Government of an Indian State, in a civil capacity, and any question as to the amount of any such award,

and it shall be the duty of a Public Service Commission to advise on any matter so referred to them and on any other matter which the President, or, as the case may be, the Governor of the State, may refer to them;

Provided that the President as respects the all-India Services and also as respects other services and posts in connection with the affairs of the Union, and the Governor, as respects other services and posts in connection with the affairs of the State, may make regulations specifying the matters in which either generally, or in any particular class of a case or in any particular circumstances, it shall not be necessary for a Public Service Commission to be consulted.

(4) Nothing in clause (3) shall require a Public service commission to be consulted as respects the manner in which any provision referred to in clause (4) of article 16 may be made or as respects the manner in which effect may be given to the provisions of Article 335.

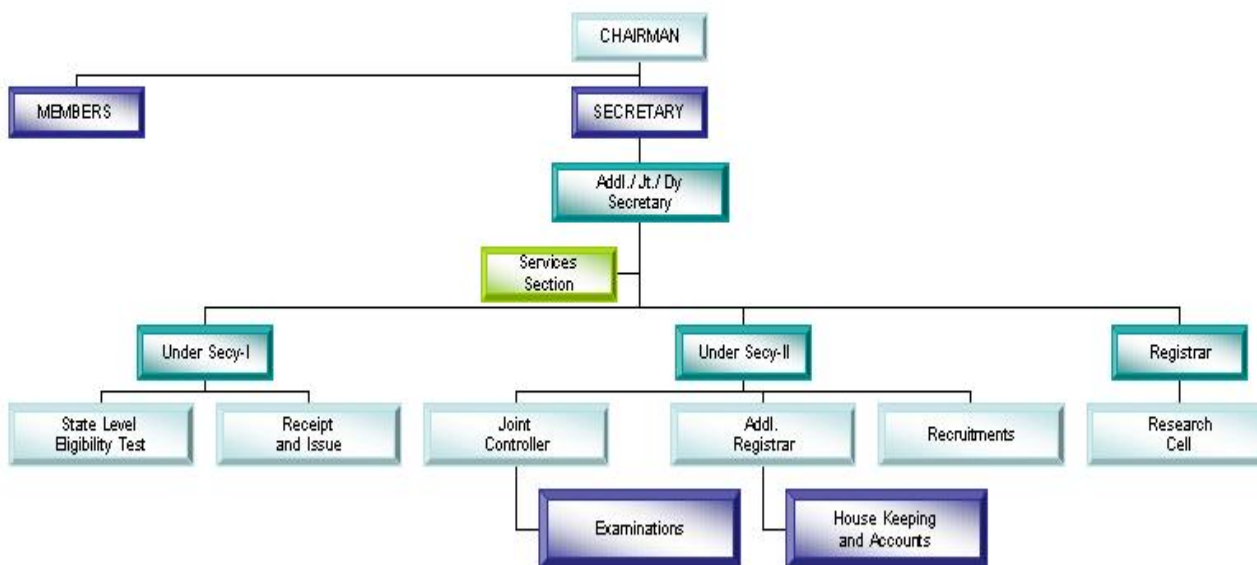
(5) All regulations made under the proviso to clause (3) by the President or the Governor of a State shall be laid for not less than fourteen days before each House of Parliament or the House or each House of the Legislature of the State, as the case may be, as soon as possible after they are made, and shall be subject to such modifications, whether by way of repeal or amendment, as both Houses of Parliament or the House or both Houses of the Legislature of the State may make during the session in which they are so laid.

(Manual No.II of the Act)

II. The powers and duties of its officers and employees:-

The functions and duties of the Union and State Public Service Commissions have been defined under Article 320 of the Constitution of India. The Secretary is the Head of the office and therefore controlling officer as per H.P.F.R.. The Chairman is the Head of the Deptt.. The Organisational Chart of this Commission is as under:-

ORGANISATIONAL CHART OF H.P. PUBLIC SERVICE COMMISSION



The Commission consists of nine branches:

1. House keeping & Establishment Section 2. Recruitment-I 3. Recruitment-II 4. Service Section 5. Examination-I Section 6. Examination-II Section 7. S.E.T. Section 8. Research Cell 9. Computer Cell. The detail of work allotted to each Section and the detail of officer/ officials posted in each Section is mentioned below:-

- I. House Keeping & Establishment Section:
 - i) Branch Officer=Additional Registrar
 - ii) Section Officer=One
 - iii) Supdts=One

- iv) Sr.Assistants/Supdts=Five
- v) Junior Assistant= Two
- vi) Clerk=One
- vii) Jr. Librarian=One

Work allotted to this Section

Establishment, Accounts, Store, Budget, Vehicles, Cash, All kinds of bills and advances, Library, Maintenance of building

II.Recruitment-I Section

- i) Branch Officer=Under Secretary
- ii) Section Officer=One
- iii) Supdts= Two
- iv) Sr. Asstt./ Supdts=Three
- v) Clerk= One

Work allotted to this Section

Health, Education, Forest,Ayurveda, Prosecution,Horticulture, Agriculture, Youth Services and Sports, Law, Planning, Language Art & Culture.

III Recruitment-II Section

- i) Branch Officer=Under Secretary
- ii) Section Officer= One
- iii) Supdts= One
- iv) Sr. Assistants/ Supdts=Three
- v) Clerk= One

Work allotted to this Section

Technical Education, Public Relation, Industries, P.W.D., I.P.H., Fire Services, Fisheries, MPP& Power, Animal Husbandry, Economics & Statistics, GAD, H.P Secretariat, Home, Town & Country Planning, Housing Board, Food and Supplies, Welfare, Tourism, Tribal Development, Printing & Stationery.

IV S.E.T. Section

- i) Branch Officer=Under Secretary
- ii) Section Officer= One
- iii) Supdt= One
- iv) Sr. Assistant=One

Work allotted to this Section

Conduct of Examination of State Eligibility Test for the posts of College lecturership

V Service Section

Files routed directly through Deputy Secretary,HAS

- i) Section Officer= One
- ii) Supdts=Two
- iii) Sr. Asstt= Three
- iv) Clerk= One

Work allotted to this Section

Recruitment & Promotion Rules, Amendment to R & P Rules, Relaxation in R&P RulesPromotion Cases, Disciplinary Cases, Different kind of advice sought by the Government from the Commission.

VI Examination –I Section

- i) Branch Officer= Joint Controller
- ii) Section Officer=One
- iii) Supdt=One
- iv) Sr. Asstts/ Supdt=Four
- v) Clerk= One

Work allotted to this Section

H.A.S. Examination, H.J.S. Examination, U.P.S.C. / S.S.C. Examinations, other Class-I and II posts where Graduation is minimum qualification.

VII Examination-II Section

- i) Branch Officer=Under Secretary
- ii) Section Officer= One
- iii) Supdts= Two
- iv) Sr. Asstts= One
- v) Jr. Asstt/Clerks, Restorer=Four

Work allotted to this Section

Receipt & Issue, Reception Counter, Security, S.A.S. Examination

VIII Research Cell

- i) Branch Officer=Registrar
- ii) Research Officer=One
- iii) Stat. Asstt.=One

Work allotted to this Section

Preparation of Annual Report, Correspondence with other Commissions, Assembly Business, Information Act etc.

IX Computer Cell

- i) Branch Officer=Under Secretary
- ii) P.P.O.=One
- iii) Computer Operator=One

Work allotted to this Section

Software Development Work, Processing of application of candidates, scanning/ compilation of results, updating of Office Website and Computer networking of office.

Financial powers of the Secretary and Chairman as per H.P.F.R. and different instructions issued by the Govt. from time to time is mentioned below:-

Sl. No.	Nature of power	Authority to whom powers are delegated	Extent of powers delegated
1.	To sanction expenditure payable to Experts/ Examiners/ Invigilation staff on approved rates and other contingent expenditure in connection with examination/ screening test/ interviews of the Commission	i)Chairman ii)Secretary iii)Dy Secretary	Full powers (subject to budget provision) Rs.10,000 in each case Rs.5,000 in each case
2.	To sanction expenditure on printing work relating to the conduct of Examinations/ Screening test/ interviews of the Commission	i) Chairman ii) Secretary iii)Dy Secretary	Full powers Rs.5,000 in each case Rs.2,500 in each case
3.	To approve the printing work of urgent or secret nature done from private presses within or outside H.P.	Chairman	Full powers

4.	To authorise purchase of stationery and other material from local market required in connection with examinations /tests/interviews conducted by H.P. PWC after obtaining NOC from the H.P. Govt. Press.	i) Chairman ii) Secretary iii) Dy Secretary	Full powers Rs.10,000 in each case Rs.5,000 in each case
5.	To sanction expenditure on refreshment charges in connection with interviews/ meetings of the Commission	i)Secretary ii) Dy Secretary	Full powers Rs.10,000 in each case
6.	To sanction expenditure on Advertisement of posts/ examination to be conducted by the Commission	i)Chairman ii)Secretary iii)Dy Secretary	Full powers Rs.10,000 in each case Rs.5,000 in each case

(Manual No. III of the Act)**III. The procedure followed in the decision making process including channels of supervision and accountability.**

There are three levels at which decision(s) on different matters are taken i.e. Secretary, the Chairman and the Commission.

Proposals or any references/ representations etc. received from different quarters are put up by concerned Assistants and submitted to the Section Officer which is the first channel of supervision. After examination at the level of Section Officer the matter is again submitted to the Branch/ Branch Officer i.e. Additional Registrar, Registrar, Under Secretary who submits all matters through Deputy Secretary/ Joint Secretary/ Additional Secretary of H.A.S. cadre as the case may be. The Deputy Secretary/ Joint Secretary/ Additional Secretary of H.A.S. cadre (as the case may be) submits the case to the Secretary of I.A.S. cadre. If the Secretary is competent to dispose of the matter then it is not sent to the further channel i.e. the Chairman. The Chairman is the last channel of supervision.

Applications received from candidates for different posts are admitted at the office/ Secretary level as per Rules and conditions put in the Advertisement. Only those applications are put up to the Commission for orders where specific need for such orders is felt by the Secretary. The Chairman may direct any matter to be placed before the Commission. Any advice on service matter sought by the Government is placed before the Commission and communicated accordingly. The interviews are taken by the Chairman himself or any other Member or Members assigned by him. The meeting of D.P.C. is presided over by the Chairman or any other Member as assigned by him.

(Manual No. IV of the Act)**IV The norms set by it for the discharge of its functions.**

Functions and duties of the Union and State Public Service Commissions have been defined in Article 320 of the Constitution of India.

Duties and functions of supervisory officers and other staff is well defined in the Office Manual which is ipso facto applicable on the employees and supervisory officers of the Commission, however, for the discharge of its functions relating to recruitment/ examinations etc, required norms are fixed by the Secretary in consultation with Commission. Such norms etc. are also reflected in the Rules of Business, instructions issued from time to time and different decisions taken by the Commission in this direction.

(Manual No. V of the Act)**V . The Rules, Regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.**

The Rules of Business, the H.P.P.S.C. Hand Book, decisions of the Commissions, instructions issued by the Commission and the Govt. from time to time are used for discharging different duties by the employees/ Officers

of the Commission. For dealing with establishment, Budget/ Travelling Allowance/ L.T.C./ G.P.F./ M.R. claims, store & Stationery, following Rules / Manuals etc. are also followed :-

H.P.F.R. ,Budget Manuals, T.A. Rules, L.T.C. Rules, Medical Attendance Rules, CCS (GPF Rules), CCS (CCA) Rules, 1965, CCS (Conduct)Rules 1961, CCS (Temp.) Rules, CCS (Leave) Rules, 1972, CCS (Pension) Rules, Office Manual

(Manual No. VI of the Act)

VI. A statement of the categories of documents that are held by it or under its control

Present Position with regard to retention of record etc.

Sl.No.	Category of record	Existing retention period
1.	<p>Clerks Grade /Graduate Level Examination</p> <p>(a) Answer Books</p> <p>(b) Application Forms</p> <p>(c) List of candidates received from Employment Exchanges</p> <p>(d) Award List</p> <p>(e) Computerised Award Lists</p> <p>(f) Computerised merit list</p>	After the expiry of the validity of Panel
2.	<p>Written Examination/ Screening of other Tests</p> <p>(a) All Answer Books</p> <p>(b) All answer sheets</p> <p>(c) Short hand typed paper</p> <p>(d) Lists of candidates sponsored by Employment Exchanges in response to requisitions</p> <p>(e) Applications received from in-service/ other candidates</p> <p>(f) Records pertaining to recruitment of Class-III posts/ services whether on the basis of competitive examination or screening/ written test followed by interviews.</p> <p>i) Result sheets approved by the Commission</p> <p>ii) Recommendations made to Government</p> <p>iii) Rest of the file</p>	<p>After the commencement of 3rd succeeding examination.</p> <p>After notification of 3rd succeeding examination.</p> <p>-do-</p> <p>-do-</p>
3.	Files containing approval of results and merit lists in respect of recruitment to Class-III services/ posts	Three years

4.	Interview sheets of Class-III services/ posts	Five years
5.	Waiting list	One year after declaration of final result
6.	Records pertaining to recruitment of post other than Class-III posts/ services whether on the basis of competitive tests followed by interviews: i) Result sheets approved by the Commission ii) Recommendation made to Govt.	Six months after declaration of final result of selection. 10 years 5 years
7.	Answer books in respect of all competitive or other examinations/ tests other than those relating to recruitment to Class-III posts/ services	Six months after declaration of the final result of selection.
8.	Copies of Advertisements	Only three sets to be retained in guard file.

Note:- i) The records of cases in Courts will be retained till the disposal of cases.

ii) The Commission is making recruitment to Class-I & II posts only and the recruitment in respect of Class-III posts have been handed over to Subordinate Service Selection Board at Hamirpur.

(Manual No.VII of the Act)

VII. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

There is Reception Counter in the office of the Commission. Every information which can be given to the candidates/public is available. However, if any candidate wishes to discuss a matter or seeks further clarification, he/ she can meet higher authorities. Further if a candidate wants reply of any information in writing, the reply can be given to him on his/ her representation. Candidates/ public has no direct say in the formulation of policy or implementation thereof but the suggestions of public on different issues are always taken into consideration.

The following procedure of dealing with such applications (applications received under the Right to Information Act, 2005) will be adopted in the Commission Office:-

1. Like other application, such type of applications will be received by the receptionist whether received by post or by hand. Receipt of by hand application will be given by the receptionist to the information seeker as usual.
2. After receipt of application(s) by the receptionist, the application will be given immediately to the cashier who will remove the copy of challan attached and keep it on his record properly (from audit point of view also) and append a note of such entry to this effect on the application itself. The cashier will hand over the application promptly and personally to the APIO.
3. The APIO will give the application to the D.A. who will immediately put up it after making necessary entries in register number-I to the APIO who will further submit it to the PIO.
4. The PIO will take decision on every such application as per Rules/ Act and decision etc. of the Commission.
5. Where the PIO will think proper that some clarification/ orders of appellate authority (Secretary) is necessary, the matter will be put up for his orders.

6. Where the appellate authority(Secretary) feels that the matter requires to be placed for orders before the Chairman/ Commission, the matter will be put up accordingly and orders so implemented.
7. Every type of record will be made available by the Section Officers and Branch Officers to the APIO/ PIO pertaining to selections etc. as and when required so that exact information is conveyed to the information seeker or record got inspected as the case may be immediately and without delay.
8. When the desired information is ready and some deficiency of fees etc. is noticed the APIO/ PIO will write to the information seeker accordingly pointing out such deficiencies specifically and if no deficiency is noticed the information seeker will be asked either to collect the information personally or send a self addressed envelope duly stamped so that required information is supplied immediately.
9. Inspection of all type of record permissible to be inspected by the information seeker may be done in the presence and room of the APIO/ PIO.

Manual No. VIII of the Act)

- VIII) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

No such Board, Council, Committee or any other body has been constituted for the purpose but the information which can be passed to candidates/ public is always available.

(Manual No.IX of the Act)

- IX. A directory of its officers and employees.**

Sr. No.	Name	Designation	Telephone	
			Office	Residence
1.	Shri Arvind Kaul, I.A.S.(Retd.)	Chairman	2623793	2626503
2.	Sh. P.C.Katoch, I.A.S.(Retd.)	Member	2623785	2808861
3.	Sh. Shailendra Nigam, I.A.S.(Retd.)	Member	2623783	---
4.	Brig. L.S.Thakur	Member	2623796	2657818
5.	Sh. J.P.Singh, I.A.S.	Secretary	2623786	2628701
6.	Sh. Ashwini Ramesh, H.A.S.	Deputy Secretary	2623857	98160-72426
7.	Sh.R.S.Verma	Under Secretary	2623784	2620799
8.	Sh. B.C.Verma	Under Secretary	2623784	2643226
9.	Sh. Kuldip Sharma	Registrar	2624313	2640119
10.	Sh.Surinder Sharma	Joint Controller	2623784	2645751
11.	Sh. Rakesh Bhardwaj	Additional Registrar	2622015	2625966
12.	Smt. Sumna Chaudhary	Section Officer	2624313	2650855
13.	Sh. Swaraj Singh	Section Officer	2624313	2670377
14.	Sh. Gian Chand Verma	Section Officer	2622015	---
15.	Sh. B.S.Chauhan	Section Officer	2624313	2640931
16.	Sh. Geeta Ram Verma	Section Officer	2623782	2620893
17.	Sh. Suresh Sharma	Section Officer	2624313	2625402
18.	Sh. N.C.Kashyap	Section Officer	2623782	2747751
19.	Sh.P.L.Sharma	Research Officer	2624313	2628015
20.	Sh. C.M.Chauhan	P.P.O.	2624313	2624789

(Manual No. X of the Act)**X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

There is no monthly remuneration fixed for its employees, however, remuneration for performing examination duties is given as per rates fixed by the Commission. There is no such system of compensation etc. provided in the regulations.

(Manual No. XI of the Act)**XI. The budget allocated to each of its agency, indicating the particulars of all plans , proposed expenditures and reports on disbursement made.**

Head WISE BUDGET ALLOTMENT FOR THE FINANCIAL YEAR 2005-2006:-

Code	Name	Sanctioned Budget 2005-2006	Supplementary budget received	Total
01	Salary	2,88,15,000-00	---	2,88,15,000-00
02	Wages	4,63,000-00	---	4,63,000-00
03	Travel Expenses	31,000-00	1,50,000-00	1,81,000-00
04	Liveries	35,000-00	---	35,000-00
05	Office Expenses	13,09,000-00	5,00,000-00	18,09,000-00
06	Medical Reimbursement	4,60,000-00	---	4,60,000-00
08	Publication	94,000-00	1,50,000-00	2,44,000-00
09	Advertising & Publicity	2,60,000-00	1,00,000-00	3,60,000-00
10	Hospitality & Entertainment Expenses	50,000-00	---	50,000-00
12	Professional & Spl.Services	15,00,000-00	32,00,000-00	47,00,000-00
30	Motor Vehicle	5,44,000-00	4,75,000-00	10,19,000-00
21	Repair & Maintenance	2,00,000-00	---	2,00,000-00

(Manual No. XII of the Act)**XII. The manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programme.**

There is no such subsidy programmes as for as the Commission is concerned.

(Manual No. XIII of the Act)**XIII Particulars of recipients of concessions permits or authorisations granted by it.**

There is no such recipients of concessions permits or authorisations granted as for as the Commission is concerned.

(Manual No. XIV of the Act)**XIV Details in respect of the information available to or held by it, reduced in an electronic form.**

Steps have been taken towards complete computerisation but because of paucity of funds etc. it is not possible at present, however, most of the office work is done on computer and therefore, all such data remains intact in this office in an electronic form which is otherwise useful.

(Manual No. XV of the Act)**XV The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room , if maintained for public use.**

All information which can be transmitted to candidates/ public is available at the Reception Counter of the Commission during office hours i.e.10.00 A.M. to 5.00 P.M.. The candidates appearing in the interviews may take use of the library.

(Manual No. XVI of the Act)**XVI. The name, designations and other particulars of Public Information Officer.**

- a) Deputy Secretary/ Joint Secretary/ Addl. Secretary is designated as Public Information Officer.
- b) Research Officer is designated as Assistant Public Information Officer.
- c) Secretary, H.P. Public Service Commission is designated as Appellate Authority regarding the above matter of information.

(Manual No.XVII of the Act)**XVII. Such other information as may be prescribed and thereafter update these publications every year.**

Under Article 323(2) of the Constitution of India, it is the duty of the State Commission to present annually to the Governor of the State a report as to the work done by the Commission. The Governor on receipt of such report cause a copy thereof together with a memorandum explaining, as respects the cases , if any, where the advice of the Commission was not accepted, the reasons for such non-acceptance to be laid before the legislature of the State.

For the facility of the Govt. Departments and for the office use only, the Commission publishes a Hand Book known as the HPPSC Hand Book where number of forms have been devised for use by the Deptts. of the Govt. while referring cases of different types to the Commission. The Hand Book also contains some extracts from the Constitution of India, regulations made by the Governor of H.P. under the provision to clause (3) of Article 320 and Article 318 of the Constitution of India. The H.P.P.S.C Hand Book which is used for official use only is updated from time to time.