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राजपत्र, हिमाचल प्रदेश

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

सोमवार, 13 दिसम्बर, 2021 / 22 मार्गशीर्ष, 1943

हिमाचल प्रदेश सरकार

HIGH COURT OF HIMACHAL PRADESH, SHIMLA-171 001

NOTIFICATION

Shimla, the 2nd December, 2021

No. HHC/Estt.3(1052)/2020.—19 days earned leave on and with effect from 20-12-2021 to 7-01-2022 with permission to prefix Sunday fell on 19-12-2021 and suffix Second Saturday and

4. खेलकूद परिषद से सम्बन्धित मामले
5. खेलकूद के विकास और संवर्धन से सम्बन्धित समस्त मामले
6. पर्वतारोहण एवं सहबद्ध खेल संस्थान, मनाली

[Authoritative English text of this Department Notification No. GAD-C-A(3)-2/2019 dated 10th December, 2021 as required under clause (3) of Article 348 of the Constitution of India].

**GENERAL ADMINISTRATION DEPARTMENT
(Confidential & Cabinet)**

NOTIFICATION

Shimla-171002, 10th December, 2021

No. GAD-C-A(3)2/2019.—In exercise of the powers conferred by clause (3) of Article 166 of the Constitution of India the Governor of Himachal Pradesh hereby makes the following rules, namely:—

1. Short title and commencement.—(1) These rules may be called the Business of the Government of Himachal Pradesh (Allocation) Rules, 2021.

(2) These rules shall come into force from the date of publication in Rajpatra (e-Gazette), Himachal Pradesh.

2. Allocation of business.—(1) The entire Business of the Government shall be transacted in the Departments of Himachal Pradesh as specified in the SCHEDULE-'A' and 'B' and shall be classified and distributed between those Departments as laid down therein.

(2) There shall be a Secretary for each Department who shall be the official Head of the Department:

Provided that –

- (a) more than one Department may be placed in the charge of the same Secretary;
- (b) the work of the Department may be divided between two or more Secretaries.

3. Repeal and savings.—(1) The Business of the Government of Himachal Pradesh (Allocation) Rules, 1971 notified *vide* Notification No. 5-2/71-GAD(CC), dated 25th January, 1971 are hereby repealed.

(2) Notwithstanding such repeal, anything done or any action taken under the rules so repealed under sub-rule (1) *supra* shall be deemed to have been validly made, done or taken under the corresponding provisions of these rules.

By order of the Governor,

RAM SUBHAG SINGH,
Chief Secretary.

SCHEDULE A

LIST OF DEPARTMENTS

Sl. No. 1	Name of the Department 2
1.	Agriculture Department
2.	Animal Husbandry Department
3.	Ayush Department
4.	Co-operation Department
5.	Election Department
6.	Elementary Education Department
7.	Environment, Science and Technology Department
8.	Department of State Taxes and Excise
9.	Finance Department
	(a) Finance
	(b) Himachal Pradesh State Audit Department
	(c) Treasuries, Accounts and Lotteries
10.	Fisheries Department
11.	Food, Civil Supplies and Consumer Affairs Department
12.	Forest Department
13.	General Administration Department
	(a) General, Political and Miscellaneous
	(b) Confidential and Cabinet
	(c) Hospitality and Protocol
14.	Health and Family Welfare Department
15.	Higher Education Department
16.	Home Department
	(a) Home
	(b) Vigilance and Anti Corruption
	(c) Directorate of Forensics Services
17.	Horticulture Department
18.	Housing Department
19.	Industries Department
20.	Information and Public Relations Department
21.	Information Technology Department
22.	Jal Shakti Vibhag
23.	Labour and Employment Department
	(a) Labour
	(b) Employment
24.	Language, Arts and Culture Department
25.	Law and Legal Remembrancer's Department
26.	Medical Education Department
27.	MPP and Power Department
28.	Non-Conventional Energy Sources Department
29.	Panchayati Raj Department
30.	Parliamentary Affairs Department
31.	Personnel Department:
	(a) Appointment
	(b) Secretariat Administration
	(c) Administrative Reforms

- (d) Training
 - (e) Administrative Planning and Evaluation
32. Planning Department:
 - (a) Planning
 - (b) Economics and Statistics
 - (c) 20-Point Programme
 33. Printing and Stationery Department
 34. Public Works Department
 35. Redressal of Public Grievances Department
 36. Revenue Department
 - (a) Land Revenue
 - (b) Land Records
 - (c) District Gazetteer
 - (d) Consolidation of Holdings
 - (e) Colonisation
 - (f) Relief, Rehabilitation and Disaster Management
 - (g) Land Reforms
 - (h) Natural Calamities
 37. Rural Development Department
 38. Sainik Welfare Department
 39. Social Justice and Empowerment Department
 - (a) Scheduled Caste, Other Backward Classes and Minorities Affairs
 - (b) Women and Child Development
 40. Technical Education, Vocational and Industrial Training Department
 41. Tourism and Civil Aviation Department
 42. Town and Country Planning Department
 43. Transport Department
 44. Tribal Development Department
 45. Urban Development Department
 46. Youth Services and Sports Department

SCHEDULE-B

1. AGRICULTURE DEPARTMENT

1. Administration of Agricultural Acts
2. Agricultural Production and Extension
3. Agricultural Training, Stipends and Scholarships
4. Plant Protection of Crops
5. Agricultural Loans and Advances
6. Seed Farms and Seed Certification
7. Soil Testing, Soil Survey and Land Use
8. Grow More Food Campaign
9. Agricultural Information Service
10. Intensive Agricultural Projects
11. Agricultural Implements and Allotment of Tractors
12. Himachal Pradesh University Agricultural Complex
13. Matters relating to small farmers/marginal farmers and agricultural labour
14. Reclamation of waste land for agriculture

15. Minor Irrigation
16. Agricultural Financing
17. Gram Sewak Training Centres
18. Establishment, budget and accounts matters
19. Soil Conservation on Agricultural Lands
20. Tea Development, Processing and Marketing
21. Coffee Cultivation and Development

2. ANIMAL HUSBANDRY DEPARTMENT

1. Administration of the Acts relating to the Department
2. Animal Husbandry Programme and extension work
3. Veterinary aids and services—Hospitals, Dispensaries outlying Dispensaries including Artificial Insemination Centres.
4. Schemes relating to the development of cattle, sheep and goats, horses, mules, poultry, piggery, etc.
5. Disease investigation Schemes
6. Dairy development and development of Gosadans and Goshalas
7. Key Village Schemes
8. Milk Supply Schemes
9. Training in Veterinary Science and Animal Husbandry
10. Establishment, budget and accounts matters
11. Administration of sections 35, 94 and 100 of the Himachal Pradesh Co-operative Societies Act, 1968 in relation to Himachal Pradesh State Co-operative Milk Producers Federation Ltd., Himachal Pradesh State Co-operative Wool Federation and their constituent co-operative institutions.

3. AYUSH DEPARTMENT

1. Development of ISM Pharmacies/Central Assistance
2. Conference pertaining to Ayurvedic and Unani System of Medicines
3. Matters relating to Himachal Pradesh Ayurvedic College Paprola
4. Homeopathic, Ayurvedic and Unani Board Acts and Rules
5. Administration and running of Regional Ayurvedic Hospitals, District Ayurvedic Hospitals, Ayurvedic Unani and Homeopathic Dispensaries.
6. Participation in the National Health and Family Welfare Programme
7. All matters relating to Board of Ayurvedic and Unani System of Medicine, Himachal Pradesh Management and running of Ayurvedic Pharmacies and Research Centre.
8. Education and Training in Ayurvedic, Unani and Homeopathy System of Medicine
9. Establishment, Budget and Accounts

4. CO-OPERATION DEPARTMENT

1. All work relating to Co-operative Societies of all types and at all levels, registered under the Co-operative Societies Act, except administration of section 35, 94 and 100 of the Himachal Pradesh State Co-operative Societies Act, 1968 in relation to Himachal Pradesh State Co-operative Milk Producers Federation Ltd., Himachal Pradesh State Co-operative Wool Federation and their constituent co-operative institutions.
2. Urban Co-operative Bank
3. Land Mortgage Bank
4. Grant of loans and subsidies to Societies

5. Investment in share capital of the Societies
6. Crop Loan Schemes
7. Marketing of Agricultural Produce
8. Distribution of fertilizers, seeds and other agricultural inputs through the Co-operatives.
9. Co-operative processing and ware-house activities
10. Co-operative Law, Act and Rules
11. Audit of Co-operative Institutions
12. Consumers Co-operative Stores
13. Liquidation, Arbitration and Execution of Awards
14. Special Schemes of medium and long term credits
15. Registration of Societies under Societies Registration Act, 1860
16. Establishment, budget and accounts matters

5. ELECTION DEPARTMENT

1. Elections to the Parliament
2. Elections to State Legislative Assembly
3. References from and to Election Commission
4. Establishment, budget and accounts matters

6. ELEMENTARY EDUCATION DEPARTMENT

1. Elementary Education i.e. Education from Class-I to VIII
2. Teachers Training and Training Institutions upto Elementary Level
3. Grant-in-aid for Elementary Educational Institutions
4. Scholarships for Elementary Education
5. Text Books
6. Sports in Elementary Education
7. Establishment, budget and accounts matters relating to Elementary Education
8. Linguistic Minorities and allied matters, relating to Elementary Education
9. All other matters/Programmes/activities relating to Elementary Education
10. Adult Education Scheme/Literacy Scheme (Non formal Education)
11. State Council of Educational Research and Training
12. School Library
13. Nursery Schools

7. ENVIRONMENT, SCIENCE AND TECHNOLOGY DEPARTMENT

(A) Environment and Pollution Control:

(a) To exercise all the powers vested under all Act and Rules pertaining to protection of environment and control of pollution. Implementation/ enforcement of all environment legislation on behalf of the State Government, which cannot be implemented by State Board, or any other agency:

1. Water [Prevention and Control of Pollution] Act, 1974
2. Water [Prevention and Control of Pollution] Cess Act, 1977
3. Air [Prevention and Control of Pollution] Act, 1981
4. Environment [Protection] Act, 1986 (Rules listed below)
5. Bio-medical Waste [Management and Handling] Rules, 1998

6. Hazardous Waste [Management and Handling] Rules, 1989
 7. Manufacture, Storage and Import of Hazardous Chemical Rules, 1989
 8. Rules for manufacture, use, import and storage of Hazardous Micro-organisms, genetically Engineered Micro-organism or Cells, 1989.
 9. The Recycled Plastic Manufacture and Usage Rules, 1999
 10. The Ozone Depleting Substances [Regulation and Control] Rules, 2000
 11. The Batteries [Management and Handling] Rules, 2001
 12. The Noise Pollution [Regulation and Control] Rules, 2000
 13. The Municipal Solid Wastes [Management and Handling] Rules, 2000
 14. Nodal Agency for Environmental Clearance
- (b) Other functions under environment and pollution control are as under:
1. Collection, preparation and dissemination of-"Environmental Inventory" on the State Resources in particular and on the Himalayan Region in general.
 2. To deal with all matters pertaining to environmental awareness among the masses, trainings, and research on the environment and pollution control.
 3. Monitoring and assessment of impact of development of projects on environment
 4. Dovetailing of the environmental concerns in the development processes through Environmental Planning to ensure environmentally compatible land use and ecosystem specific conservation and sustainable use of all resources.
 5. Research and Development on the environment protection and pollution control independently as well as in collaboration with premier institutions in the field of environment.
 6. Inventorisation of sources of hazardous chemicals and waste, creation of database on the treatment technologies and providing consultancy for the concerned.
 7. To study the likely impacts of agricultural and horticultural activities and study of "Non-Point Sources of Pollution" such as chemical fertilizers, pesticides, insecticides and other chemicals on soil and water resources, flora, fauna and communities in the State and to suggest mitigation measures/alternatives in this regard
 8. To advise the Government on the Environmental issues
 9. To examine the cases of Environment Impact Assessment and recommend the same to the Government of India.
 10. Complete control of SEIA and MC, SEIAA and SEAC under EIA mechanism
 11. To consider the validity and facts contained in the Environmental Impact Assessment and monitoring of Environment Management Plan prepared by the Project Proponents.
 12. Monitoring of implementation of Environmental Safeguards as specified by the Government of India at the time of Environmental Clearance to the various projects proponents in the State.
 13. Monitoring of Pollution Control measures/devices adopted by the various industries/proponents.
 14. All matters pertaining to Natural and man-made disasters and to suggests mitigation/remedial action plan programmes.
 15. To create data bank on disaster management related to potential industrial accidents and mitigation through instruments such as Onsite and Offsite Emergency Plan and Public Liability Insurance cover etc.
 16. To make coordination among the various agencies of the State Government, such as H.P. State Environment Protection and Pollution Control Board which are involved in environment protection and pollution control.
 17. To deal with all matters relating to Bio-diversity, Biosphere, Mitigation and Management of Natural Disasters, Protection and Conservation of the Wetlands, Grass-lands etc.

18. To deal with all environmental education programmes awareness programmes and to promote pro-active disclosure of environment monitoring and management information by the project proponents and the regulators.
19. To deal with all matters relating to the environmental litigation with respect to aforesaid rules and regulation and Acts.
20. Formulation/ maintenance of environmental standards in respect of various pollutants in the State.
21. Natural Disaster and Climate Change
22. Matters relating to Environmental Planning

(B) Science and Technology:

1. To develop/ modify/adapt new technologies in any area relevant to the State of Himachal Pradesh.
2. To disseminate and propagate new technologies for improvement of scientific intervention in developmental needs of the State.
3. To create new databases with the use of modern technologies
4. To develop appropriate technologies for use in the State of Himachal Pradesh
5. Propagation of use of Space Technology to develop models for optimum use of resources that promote alternative sustainable mode of development.
6. To enhance scientific and technical capacity and infra-structure in the State
7. To develop effective liaison with national and international scientific institutions
8. To evolve Science and Technology Policy for the State
9. To address issues like—Organic Pollution, Research and Development, Clean Technologies, Carrying Capacity Studies, Life Cycles, Sustainable Development, Biodiversity and Genetic Engineering.
10. To direct efforts towards evolving and establishing industrial and technological linkages.
11. Establishing efficient state-wide system of scientific and technological information
12. To promote the role and importance of science and technology in socio-economic development.
13. Promoting relevance of science towards society and enhancing gender equality in participation of S&T input.
14. Promote consultation, linkages and networking among S&T institutions including Universities, Industry, Research and Development, NGO and the Government Sector.
15. Undertake capacity building programmes to promote emerging technologies under science popularisation programme.

(C) Bio-Technology:

1. Formulation and implementation of Bio- Technology Policy in the State
2. Strengthening of Human Resource and existing infrastructure in Bio-Technology and its continuous improvement for generating skilled manpower in Bio-Technology and Technological upgradation of R&D Institutes and Universities within the State.
3. Promotion of Bio-Technology and Bioinformatics based activities for entrepreneurship development and employment generation in the State with emphasis on industries based on local bio-resource including forest/animal genetic resource and tissue culture.
4. Generation of resources from Government of India and International donors for promoting emerging technologies in Bio-Technology.
5. Establishment of Bio-Technology incubation facilities in private/public/joint sectors
6. Setting up of Bio-Technology Parks and Bio-Technology Industrial Clusters at various locations in the State.

7. Diversification of farming through introduction of superior and disease free improved genotypes, development of protocols and their refinement for commercial production (including medicinal and aromatic herbs, orchids and other ornamental plants).
8. To attract small entrepreneurs and other industrial houses for making investments in Bio-Technology based ventures in the State.
9. Development of marketing network for products based on Bio-Technology at national as well as international level.
10. Establishment of Joint Venture Companies (JVCs) with private investors/other organizations with an integrated approach from laboratory to industry and market.
11. Creation of Venture Capital Fund for promotion of Bio-Technology based business.
12. Setting up of facility for organic certification in the State
13. Implementation of Rules for manufacture, use, import, export and storage of hazardous micro-organisms, genetically engineered, organisms, cells or crops.

8. DEPARTMENT OF STATE TAXES AND EXCISE

1. Administration of Excise and Taxation Acts and the rules made thereunder
2. Taxes on sale or purchase of goods
3. Taxes on luxuries including taxes on entertainment, amusements betting and gambling
4. Taxes on professions, trades and callings
5. Taxes on urban immovable properties
6. Additional Goods Tax
7. Tolls tax
8. Agriculture Produce Tax- Matters relating to
9. Intoxicating Liquors, Narcotic Drugs and Opium
10. Excise Duties on alcoholic liquors for human consumption and toilet preparations
11. Prohibition policy
12. Establishment, budget and accounts matters

9. FINANCE DEPARTMENT

(a) Finance

1. Preparation and compilation of State Budget
2. Supplementary Estimates and the Excess Demands for Grants and Appropriations
3. Prescribing of Units of appropriation
4. Management of Public funds including :
 - (a) Investment of surplus cash balances
 - (b) Contingency Fund
 - (c) Watching progress of receipt
 - (d) Recovery of Government of India's share in Plan Expenditure and resources for Plan Expenditure.
 - (e) Assessment of recoveries of Plan Expenditure
5. Financial scrutiny of new items of expenditure
6. Budget Control of expenditure
7. Taxation proposals
8. General financial administration including:
 - (a) Authority to decide the extent to which the audit of receipts and stores, stock accounts should be enforced;
 - (b) Framing of rules, regulating the conditions of service of Government employees including revision and relaxation thereof;
 - (c) State's share of Income-Tax;

- (d) State's share of Union Excise Duties
 - (e) State's share of Estate Duty; and
 - (f) Grant in lieu of the State's share of taxes on Railways fares
9. Tendering of advice on matters affecting directly the finances of the State that is to say:
 - (a) Grants, contributions, supplies and services, contingencies, recoveries from payments to other Government Departments etc., State loans and advances and cases relating to money matters generally defalcations, embezzlements and losses occurring in grants made for contingencies and "Supplies and Services".
 - (b) Emoluments, pensions, gratuity and allowances including travelling Allowance of officers and establishment.
 - (c) Loans and Advances such as car advances, house building advances, passage advances and G.P. Fund advances etc.
 - (d) Defalcations, embezzlements and losses occurring in treasuries
 10. Advice cases involving financial implications etc. relating to all Departments
 11. Borrowing by the State Government from the market and giving guarantees on the loans raised by Statutory Autonomous Bodies.
 12. Framing of Financial Rules and Delegation of Financial Powers
 13. Examination of proposals for the increase or decrease in the rates of the existing taxes and tapping of additional resources.
 14. Foreign exchange
 15. Control of Treasuries and Sub-Treasuries
 16. Economy measures, saving schemes
 17. Personal Ledger Accounts
 18. State Lotteries
 19. Audit Reports — Accountant General and Examiner, Local Funds Accounts
 20. Public Accounts Committee and Estimate Committee Reports
 21. Revision of Scales of pay including fixation of pay
 22. Supervision over income and expenditure of the State
 23. Disposal of Audit Objections
 24. All matters relating to Banks and Banking Commission
 25. Pension cases of the employees of erstwhile States.
 26. State Insurance
 27. Contingency paid staff and telephones
 28. H.P. State Finance Commission
 29. All policy matters relating to formulation/ amendment in the existing policy of providing employment assistance to the dependents of the deceased Government servants including issue of instructions as and when required and providing of employment assistance to the eligible dependents thereunder.

(b) Himachal Pradesh State Audit Department

1. Audit of the Accounts of—
 - (a) Municipal Corporations/ Committees including Notified Area Committees
 - (c) Gram Panchayats, Block Samitis and Zila Parishads
 - (d) Court of Wards
 - (f) Personal Ledger Accounts
 - (g) Guardian and Ward Account
 - (h) Universities
 - (i) Receipt and funds of educational institutes such as Pupil Fund, Sports Fund, Red Cross Fund, Tournaments Funds, Science Fund including Industrial Schools.
 - (j) Ferries, Hospitals, Veterinary Dispensaries, Grants-in-aid, Taxes etc.

- (k) Charitable Endowments and Trusts.
- (l) Miscellaneous accounts at the instance of Finance Secretary
- 2. Preparation of Annual Report of the working of L.A.D.
- 3. Establishment, budget and accounts matters

(c) Treasuries, Accounts and Lotteries

- 1. Treasuries
- 2. Sub-Treasuries
- 3. Payments of Bills, Pensions and Accounting for Government receipts
- 4. Procurement and distribution of judicial and non-judicial stamps
- 5. Treasury Manual
- 6. Establishment, budget and accounts matters
- 7. All matters relating to Lotteries

10. FISHERIES DEPARTMENT

- 1. Administration of Fisheries Acts
- 2. Development of Fisheries and Marketing
- 3. Establishment, budget and accounts matters

11. FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS DEPARTMENT

- 1. Essential Commodities, Acts, Orders and Rules made thereunder
- 2. Essential, controlled, partially controlled and other commodities like sugar, salt, kerosene, cement etc.—Procurement, control and distribution thereof.
- 3. Foodgrains and their products—Procurement and distribution including administration of connected legal orders.
- 4. Rice and Flour Mills
- 5. Government Foodgrains Godowns
- 6. Fair Price Shops
- 7. Brick-kilns
- 8. Establishment, budget and accounts matters
- 9. Weights and Measures
- 10. Himachal Pradesh State Consumer Disputes Redressal Commission

12. FOREST DEPARTMENT

- 1. Administration of Forests Acts
- 2. Deployment of I.F.S. personnel excepting appointment of C.C.F. and officers of equivalent rank.
- 3. All matters relating to forest, Government as well as private including forest settlements, afforestation working plans, forest contracts, preservation, grant of rights etc.
- 4. Exploitation of forests produce major and minor including timber and resin.
- 5. Land reclamation, preservation and water shed management.
- 6. Mechanized logging schemes
- 7. Resin and turpentine factories
- 8. Construction of roads, buildings, bridges and water canals in forests essential for the better management of forests.
- 9. Management, preservation and conservation of wild life
- 10. Dhaula Dhar Project
- 11. Establishment, budget and accounts matters
- 12. Soil conservation on forest lands and other waste land
- 13. Eco-tourism

13. GENERAL ADMINISTRATION DEPARTMENT**(a) General, Political and Miscellaneous**

1. Annual Administration Report—Instructions regarding
2. Channel of correspondence between the Government of India, State Governments and abroad.
3. Death of High Dignitaries — Action to be taken on
4. Discretionary grants – Matters relating to
5. Move of Offices
6. National Anthem
7. National Integration
8. National Security Rules
9. Praman and Prashansa Patras
10. Portraits of National Leaders
11. Classification and re-classification of offices
12. Re-organization of District Administration
13. Security arrangements in offices
14. Central and State Citizen Councils
15. Accommodation including accommodation in the Secretariat, office and Residential accommodation for Deputy Commissioners and other Officers and all pooled residential accommodations.
16. Estate Office and allotment of Government accommodation
17. Governor's Secretariat
18. Governor's Address to Vidhan Sabha
19. Matters relating to and arising out of Statehood
20. Matters relating to boundary disputes
21. Problems arising out of the Re-organization of Punjab in 1966 including integration and allocation of services and division of assets and liabilities.
22. Development of Inter-State Border Areas – Matters relating to.
23. All matters relating to International Boarder including development of International Boarder Districts.
24. Indo-Tibetan Trade
25. Northern Zonal Council Business
26. Governor's Conference Business
27. Administrative Officers Conference
28. Merger of enclaves with Himachal Pradesh
29. Demands from various organizations including political parties
30. Secretariat staff and departmental cars
31. Parliament Questions, Assembly Questions (Affecting more than one department).
32. Matters relating to Political Sufferers
33. Post-war Services Reconstruction Fund
34. Rulers, their properties and privy purses
35. Fortnightly Reports to the Government of India
36. Postal, Telegraphs, Telephones and Wireless facilities in Himachal Pradesh
37. Matters affecting more than one Department
38. Administration of Himachal Pradesh Benevolent Fund
39. Declaration of Gazetted and Local Holidays
40. Independence Day, Republic Day, Himachal Day, Martyr's Day, U.N.O. Day and other Religious days—Celebration of.
41. Census
42. Miscellaneous work

43. Circuit houses and reservation of accommodation in such circuit houses and rest houses as from time to time by the Government.
44. Re-organization of Districts and Tehsils etc.
45. Rationalization of Committees at State/ District level – Instructions thereof
46. District Relief Fund, Chief Minister's Relief Fund and other funds—Collection of and other allied matters.
47. Honours and distinctions
48. H.P. Rajput Kalyan Board and H.P. Brahmin Kalyan Board

(b) Confidential and Cabinet

1. Secret matters
2. Meetings of the Cabinet and its Sub-Committees
3. Allocation Rules and Rules of Business
4. Ministers, Chief Parliamentary Secretary, Deputy Ministers, Parliamentary Secretary—All question relating to.

(c) Hospitality and Protocol

1. Hospitality
2. Protocol Matters
3. State Guest
4. Establishment budget and accounts matters

14. HEALTH AND FAMILY WELFARE DEPARTMENT

1. Medical and Public Health Acts and Rules
2. Formation and establishment of Himachal Pradesh Health Services Cadre
3. Deployment of Central Health Services Cadre personnel excepting appointment of Director of Health Services and officers of equivalent rank.
4. All matters relating to Himachal Pradesh Medical College including deployment of personnel.
5. Medical Attendance Rules
6. Public Health including sanitation
7. Family Planning, Maternity and Child Welfare-All references relating to
8. Education and Training in Public Health and Family Welfare and Medicine
9. Medical and Public Health Administration including Hospitals, Dispensaries, Allopathic and Health Centres, etc.
10. Drug Act and Rules made thereunder
11. Control of Epidemics, Leprosy, T.B.V.D, Malaria, Small-pox and other such diseases
12. Vaccination
13. Registration of births and deaths
14. Vital Statistics
15. Adulteration of food stuffs and other articles
16. Assistance from UNICEF and other international agencies for Medical and Public Health Programmes.
17. Admission of mental patients in Mental Hospitals
18. Supply of Medical items from Medical Stores Depots for Institutions under various Departments.
19. Establishment, budget and accounts matters
20. Implementation of Employees State Insurance Scheme

15. HIGHER EDUCATION DEPARTMENT

1. School Education
2. College Education
3. Himachal Pradesh University
4. Teachers Training and Training Institutions
5. Audio Visual Education
6. Sanskrit and Hindi Institutions
7. Social Education
8. Grant-in-aid for High and Higher Institutions
9. NCC and ACC
10. Scholarships and loans for general technical and professional education
11. Vocational guidance and counselling in Schools and Colleges
12. Community Centres and Vigyan Mandirs
13. Libraries
14. Text Books
15. Sports in Educational Institutions
16. Physical Culture and Education
17. Establishment, budget and accounts matters
18. Linguistic Minorities and allied matters relating thereto
19. Correspondence relating to Navodaya Vidyalayas
20. Correspondence relating to Central Schools
21. Correspondence relating to H.P. Board of School Education

16. HOME DEPARTMENT

1. Law and order
2. Passports and Visas
3. Foreign Missions

(a) Home

4. Foreigners Registration etc.
5. Resettlement of Pakistani Refugees
6. Arms and Ammunitions
7. Home Guards and Civil Defence
8. Appeals, Representations and petitions addressed to the President of India, Prime Minister of India and the Governor from members of Police Department.
9. Emergency Relief Organization
10. Police including Himachal Armed Police:
 - (a) Police Administration
 - (b) Arms and Ammunitions
 - (c) Appeals, Representations of the Police
 - (d) Security, intelligence, espionage and counter-espionage
 - (e) Border Security Force
 - (f) Cases Affecting Law and Order
 - (g) Advisory Committee under Preventive Detention Act
11. Appeals and mercy petitions, reformation, etc., of prisoners
12. Remissions and Paroles
13. Fortnightly Reports
14. Emergency measures
15. Armed Forces

16. Filing of Appeals against the orders of acquittals passed by Lower Courts/ High Court of Himachal Pradesh and applications in the court of competent jurisdiction for enhancement of sentences.
17. Withdrawal of prosecution cases pending trial from the courts of competent jurisdiction
18. Cypher Code
19. Extradition of offenders
20. Inner line restrictions
21. Nominal rolls of Missionaries
22. Purchase of property of foreigners
23. Press control including censorship, control and forfeiture of objectionable literature and prosecution.
24. Collection of information from various departments order passed by judicial courts against public servants.
25. Issue of permits for plying vehicles on restricted/sealed roads of Shimla Town
26. Implementation and administration of the H.P. Cinema (Regulation) Act, 1975
27. Establishment of Jails
28. Prisoners—Maintenance, transfer and release
29. Reformatory Schools
30. Administration, Discipline and running of the Industrial Units of the Jails Department.
31. Judicial lock-ups
32. Establishment, budget and accounts matters relating to Jails
33. Indian Police Service
34. Himachal Police Service
35. Land Acquisition for Defence purposes
36. Union/State War Book
37. Institution of Honorary Magistrates
38. Making a request to the High Court of Himachal Pradesh for issue of instructions to Courts expediting the disposal of cases etc.
39. Administration of Criminal and Civil Justice including Constitution powers, maintenance and organisation of Courts of Criminal and Civil Jurisdiction within the State.
40. Advocate General's Office-All references relating to, including preparation of High Court State Council List, establishment and budget matters.
41. Appointment of Special Judges under Criminal Law Amendment Act, 1952 for the trial of corruption cases.
42. All references relating to establishment and budget matters etc. of the High Court and Courts subordinate to it.
43. Delegation of powers to the Judicial Magistrates for the trial of cases under suppression of Immoral Traffic Act, 1956 and Rules framed thereunder.
44. Higher Judicial Service
45. Judicial Service
46. Conferment of Judicial powers
47. Constitution and organisations of the High Court
48. Appointment, resignation, etc. of the Chief Justice and Judges of High Court, their salaries, rights in respect of leave of absence, pension and allowances.
49. Judicial and Executive Functions-Separation of
50. Appointments, postings, transfers, leave etc. of the Government pleaders, public prosecutors, special public prosecutors and District Attorneys, Additional District Attorneys.

51. Defence or institution of criminal cases on proceedings filed against or by the State Government in Supreme Court, entertainment of summons issued by the Supreme Court in these cases.
52. Monitoring of all criminal cases and proceedings filed against or by the Government in the Supreme Court.
53. All matters relating to the establishment and budget of the Directorate of Prosecution

(b) Vigilance and Anti Corruption

1. All matters relating to eradication of corruption
2. Assistance to all departments in the processing of departmental enquiries
3. Vigilance Commission and Vigilance Committee
4. Vigilance and Anti-Corruption Bureau and Anti-Corruption Units
5. Reports and Returns of Vigilance work
6. Commission of Enquiry Act, 1952
7. Establishment, budget and accounts matters
8. All matters relating to the Himachal Pradesh Lokayukta Act, 2014 as amended from time to time.

(c) Directorate of Forensics Services

1. Forensic education, development and extension services & IEC
2. Enforcement and administration of acts relating to forensics
3. Analysis of cases referred by investigation agencies of the State and Central Government other departments and institutions of the State like courts, commissions etc. and other statutory and constitutional bodies.
4. Examination of scene of crime (location, collection, preservation of clues in-situ) and reconstruction of scene of crime.
5. To defend reports given in cases in the court of law other legal, judicial/quasi-judicial authorities.
6. Quality control analysis in cases referred by the Government departments/ institutions of the State and Central Government.
7. To advise the government of Forensic issues, provide inputs for security features in logos and in Government documents.
8. Evaluation of forensics reports as referenced/interpreted by the courts of law and other judicial and quasi-judicial authorities.
9. Capacity Building of officers from judiciary, administrations, police, prosecution etc. and dissemination of forensic knowledge and public interface.
10. Supporting the Himachal Pradesh Forensic Science Development Board for all its functions including implementation of Government of India's policies on forensics and human resources development.
11. Organization and participation in various promotional activities like national, international conferences, seminars, workshops, colloquium meetings etc.
12. Publication of journal, periodicals and research papers etc. connected with forensic
13. Preparation of annual administrative report and directory of the State FSL
14. Formation and establishment of Himachal Pradesh Forensic Services Cadre
15. Effective liaison with national and international scientific institutions, universities and work in collaboration on forensic projects, research projects in building up the capabilities of the department.
16. Liaison with other Government departments/ institutions etc., Directorate of Forensic Services and other allied bodies of Government of India and Directorate of Forensic Services of other States.

17. Forensics-in-disaster
18. Forensic policy for the State
19. Establishment, budget and accounts matters
20. To lay down rules and mechanism for the organization and working of State Forensic Science Laboratory, Regional Forensic Science Laboratories and different specialties established therein including new specialties like Digital Forensic, Voice Analysis etc., and District Mobile Forensic Units and State Finger Print Bureau with its set up in the State and about issuance of forensic reports/results.

17. HORTICULTURE DEPARTMENT

1. Horticulture Development and Extension
2. Plant Protection of Horticultural Crops
3. Progeny orchards and Nurseries –including their registration and supervision
4. Fruit Development Board
5. Agro-Industries Corporation
6. Fruit and Vegetable Preservation, Cold Storages, Warehouses and other units
7. Horticultural Stipends and Scholarships
8. Horticultural Loans and Advances
9. Floricultural and Ornamental Gardening
10. Bee-keeping
11. World Bank Project on Horticulture
12. Training in Horticulture
13. Establishment, budget and accounts matters
14. Cultivation of Herbs by farmers and development of medicinal aromatic plants

18. HOUSING DEPARTMENT

1. Schemes to be undertaken by the Housing Board
2. All other housing schemes, such as subsidized Industrial Housing Scheme, Village Housing Project Schemes and the Rural House Sites for Landless persons.

19. INDUSTRIES DEPARTMENT

1. Progress of industrial Development in all the sectors excluding industrial co-operative and including—
 - (a) Sericulture—Central Silk Board
 - (b) Khadi and Village Industries –Khadi and Village Industries Commission
 - (c) Handloom—All India Handloom Board.
 - (d) Handicrafts—All India Handicrafts Board
 - (e) Small Scale Industries
 - (f) Medium and Large Scale Industries
 - (g) Marketing and Emporia
 - (h) Industrial Estates
 - (i) Industrial Survey
 - (j) Rural Industrial Project
 - (k) Industrial and financial assistance to industries
 - (l) Government owned industrial concerns except those under Forest Department
2. Registration of Firms
3. Geology
4. Mining

5. Grant of Loans and Subsidies for Industrial Enterprises
6. Mines, Minerals, Financial and Industrial Corporations
7. Trade and Commerce within the State and production, supply and distribution of manufactured goods and products of large scale and small scale industries.
8. Establishment, budget and accounts matters
9. Baddi Barotiwala Nalagarh Development Authority and allied matters thereto
10. Integrated Development of logistic sector

20. INFORMATION AND PUBLIC RELATIONS DEPARTMENT

1. Press, newspapers and periodicals
2. Publication and publicity including State Broadcasts
3. Exposition of the Governmental Policies
4. Advertisements
5. Publication of State Journals
6. Community Listening Schemes
7. Establishment, budget and accounts matters
8. Song and Drama Scheme
9. Information Centre Scheme
10. Exhibition Scheme
11. Mobile Cinema Scheme
12. Film Production Scheme
13. All matters relating to film policy, opening of theatre etc.

21. INFORMATION TECHNOLOGY DEPARTMENT

1. Formulation and implementation of the Information Technology Policy in the State
2. Introduction of automation and cybernation control systems so as to ensure faster information processing within Government, including projects and activities relating to e-governance.
3. Promotion of investment in Information Technology Sector (hardware, software and services—particularly ITEs and BPO) and related activities and creation and upgradation of Information Technology infrastructure in the State.
4. Assistance in development and implementation of software packages for monitoring of key parameters and computerization of thrust areas in different departments and Semi Government organizations.
5. Creation of Government—Public Interface through unified service delivery channel by using Information Technology and Information Technology enabled infrastructure and also to launch awareness campaigns on the advantages of the use of Information Technology and related technologies in enhancing the standard of living and improving quality of life.
6. Standardisation of hardware/software platforms for the departments/organizations and to ensure dynamic monitoring of their prices and minimization of wasteful expenditure.
7. Administrative control of Himachal Pradesh State Electronics Development Corporation.
8. Formulation of Strategy for a State wide Internet by minimizing
9. Development of Information Technology related communication infrastructure
10. Assistance to the Departments/Semi-Government Organizations in creating and updating websites.
11. Promotion of Information Technology Education and training in educational institutions and Government departments/Semi-Government Organizations and facilitation of development/dissemination of educational software and promoting programmes in Information Technology enabled education.

12. Organisation of various promotional activities like national/international conferences/seminars and participation in the same.
13. Follow up of Information Technology related projects/schemes posed to Government of India and its agencies and also other players in this field in India as well as abroad.
14. Facilitating establishment of Venture Capital Fund by financial institutions for growth of Information Technology industry in the State.
15. Identification of laws and rules which need to be modified or enacted to enable legal validation for transaction and also to develop specific Cyber-Coding for ensuring and maintaining secrecy and also to act as nodal agency/authority on behalf of the State Government for matters relating to Information Technology Act and similar other Central or State Legislations.
16. Maintenance of database for all Information Technology related material and human resources available in the State.

22. JAL SHAKTI VIBHAG

1. Rural water supply schemes and drainage
2. Urban W.S.S. and drainage/sewerage and sanitation
3. Minor Irrigation
4. Major Irrigation
5. Medium Irrigation
6. Flood Control Works
7. Command Area Development/Check Dam Works
8. Integrated Multipurpose Projects involving major share of Irrigation Works
9. U.S. Aid Project works and allied bilateral foreign assisted projects
10. Acquisition of land required for the department and settlement of its claims
11. Arbitration Cases
12. Establishment, budget and accounts matters
13. Soil Conservation Works along roads and streams

23. LABOUR AND EMPLOYMENT DEPARTMENT

(a) Labour

1. Implementation and administration of the following :—
 - (a) Factories Act, 1948
 - (b) Minimum Wages Act, 1948
 - (c) Payment of Wages Act, 1936
 - (d) Indian Trade Unions Act, 1926
 - (e) Motor Transport Workers Act, 1961
 - (f) Workman Compensation Act, 1923
 - (g) Indian Boilers Act, 1923
 - (h) Employees Provident Fund Act, 1952
 - (i) Working Journalists Act, 1955
 - (j) Industrial Disputes Act, 1947
 - (k) Employees State Insurance Act, 1948
 - (l) Industrial Employment (Standing Orders) Act, 1946
 - (m) Payment of Bonus Act, 1965
 - (n) Employment of Children Act, 1938
 - (o) Maternity Benefit Act, 1961
 - (p) Plantation Labour Act, 1951
 - (q) Trade Employees Act, 1940

- (r) Industrial Establishments, National and Festival Holidays and Casual and Sick Leave Act, 1965.
 - (s) Shops and Commercial Establishment Act, 1958
 - (t) Other Acts passed by the State in respect of Labour Department
2. Labour Statistics
 3. Establishment, budget and accounts matters
 4. Man-power and Employment Scheme:—
 - (a) Employment Exchanges
 - (b) Extension of coverage of employment service
 - (c) Collection of employment market information
 - (d) Implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
 - (e) Vocational Guidance and Employment Counselling
 5. Establishment, budget and accounts matter

(b) EMPLOYMENT

1. Apprenticeship training in designated trades under the Apprentices Act, 1961
2. Man-power and Employment Scheme:—
 - (a) Employment Exchanges
 - (b) Extension of coverage of employment service
 - (c) Collection of Employment market information
 - (d) Implementation of the Employment Exchanges(Compulsory Notification of Vacancies) Act, 1959.
 - (e) Vocational guidance and employment counselling
 - (f) Monitoring of employment generation and 70% employment to Himachalis
3. Establishment, budget and accounts matters

24. LANGUAGE, ARTS AND CULTURE DEPARTMENT

1. All matters relating to Cultural Affairs
2. Grant-in-aid to Cultural Bodies
3. Language:—
 - (i) Language policy
 - (ii) Development of the State Language
 - (iii) Matters relating to adoption of Hindi as State Language
 - (iv) Language Teaching Scheme
 - (v) Establishment, budget and accounts matters of the Department
4. Museums, Archaeology, Archives
5. Temples, fairs and festivals etc.

25. LAW AND LEGAL REMEMBRANCER'S DEPARTMENT

1. Advice on Legal Matters
2. Construction of Statutes, Acts, Regulations, Statutory Rules, Orders and Notifications.
3. Conveyancing and Drafting of Bills, Ordinances, Rules, Bye-laws, Notifications and Regulations.
4. Defence or Institution of suits or proceedings filed against or by the Government except criminal cases in Supreme Court.

5. Law Department Manual
6. Republication of Central Acts in the State Gazette including the work of their translation into Hindi/Pahari, if so desired by the Government of India.
7. Entertainment of summons issued by the Supreme Court/ High Court and other Subordinate Courts in Civil, Criminal or Writ cases against Government except Criminal Cases in Supreme Court.
8. Forwarding letters of probate and administration and letters of requests and interrogatories to the proper quarter for necessary action.
9. Indian Law Reports-Question connected with the printing, distribution, supply, audit etc.
10. Codification of Laws, Rules and Regulations.
11. Legal Remembrancer's office- All references relating to establishment and budget etc..
12. Official Receivers and Notaries Public- Appointment of.
13. State Law Reports and Legal Remembrancer's Library
14. Constitution of India- References relating thereto
15. To collect/compile and pursue the general observations of the Subordination Legislation Committee.
16. Translation of Acts, Ordinances, Bills and Statutory Rules, Orders, Bye-laws, Regulations into official language.
17. Authentication and publication of the authoritative Hindi versions of Acts originally enacted in English.
18. Authentication and publication of English text of Bills, Acts and Ordinances under article 348 (3) of the Constitution of India.

26. MEDICAL EDUCATION DEPARTMENT

1. Administration of Medical Education/Dental Education Acts and Rules
2. Formation and establishment of Medical Education Services/Dental Education Services Cadre.
3. All matters relating to H.P. Medical College/H.P. Government Dental College including deployment of personnel.
4. Matters relating to the Establishment and Management of Private Medical/ Dental/ Ayurveda and other allied Institutions in the State.
5. Education and training in Medical College and Dental College and Ayurvedic College.
6. Formulation of policy and programmes on Medical Education, Vocational Education relating to Medical/Dental/Ayurveda and para-medical disciplines in Medical and Dental and Ayurveda and training for the State of Himachal Pradesh in addition to the following:—
 - (a) Under-graduate and Post-graduate Medical/Dental Education including Ayurveda Education;
 - (b) Nursing Students Education upto B.Sc. level;
 - (c) B.Sc. technology;
 - (d) Laboratory Technicians/Radiographers etc. ;
 - (e) Operation Theater Assistants;
 - (f) Physiotherapy and occupational therapy and rehabilitative services ;
 - (g) Blood Transfusion Assistant;
 - (h) Hygienists and Mechanics(Dental);
 - (i) Refractionists and Ophthalmic Assistants;
 - (j) Training Courses being run in the various Institutions in the State Concerning with Medical/Dental/Ayurvedic disciplines.

7. Formulation of Recruitment and Promotion Rules for various Government Medical/Dental and Ayurvedic and Para-Medical Education Training Institutions in the State.
8. Formulation of policy for Vocational Education/Medical Education/Dental Education/ Ayurvedic Education outside the State.
9. Formulation of policy on human resource management for the assessment of :—
 - (a) Man-power needs of the various Medical/Dental/Ayurveda/Para-Medical Services required in the State, both in the Govt. and Private Sector;
 - (b) Organising Training Programmes/conferences both within the State and outside the State;
 - (c) Curriculum for pre-vocational education for various Para-Medical Courses being run in the State;
 - (d) Organising refresher courses for advanced Professional education for Medical/Dental/Ayurveda.
10. Liaison with the MCI/DCI and CCIM and other allied bodies of Government of India
11. Establishment/budget and accounts matters of Medical & Dental Institutions

27. MULTI-PURPOSE PROJECTS AND POWER DEPARTMENT

1. Indian Electricity Act, 1910, Electricity (Supply) Act, 1948 and Indian Electricity Act, 2003- Administration and Enforcement.
2. Policy regarding Rural Electrification
3. Constitution and working of the Himachal Pradesh State Electricity Board
4. Tariff policy and Electricity duty
5. Establishment of Electrical Inspectorate and its administration and control
6. Inter-State meetings and Conferences on Power and Multipurpose Projects
7. Annual Administrative and Financial Reports of the H.P. State Electricity Board
8. Delegation of Powers to the Chairman, Himachal Pradesh State Electricity Board
9. Inter –State Water Disputes and Treaties/agreements on Power and Projects
10. Grant-in-aid/Loans to the Himachal Pradesh State Electricity Board and the execution of Guarantee needs.
11. Parliament/assembly Questions, Public Accounts Committee and Estimates/Assurances Committee—Business relating thereof.
12. Budget Estimates and Annual Accounts of the Board—Laying thereof before the Legislative Assembly.
13. Liaison between the Government Department and the Board
14. Miscellaneous references regarding Electricity Board from the general public and the Government of India and other State Governments.
15. Claims/References under the Punjab Re-organisation Act, 1966.
16. Acquisition of Land for the H.P. State Electricity Board.
17. Constitution of various Committees/Councils of the Himachal Pradesh State Electricity Board.
18. The H.P. State Electricity Board Rules-Framing of
19. Policy cases—Issue of directions to the H.P. State Electricity Board
20. Cases relating to assets and liabilities amongst the Punjab State Electricity Board, Haryana State Electricity Board and the H.P. State Electricity Board.
21. Administrative Control of:—
 - (i) H.P. Power Corporation Limited
 - (ii) H.P. Power Transmission Corporation Limited, and
 - (iii) Directorate of Energy
22. Development of State/Private/Joint/Central Sector Hydro Electric Projects

28. NON-CONVENTIONAL ENERGY SOURCES DEPARTMENT

1. To deal with the Policies, Plans, Acts and Rules related to ,—
 - (i) Solar Energy-including photovoltaic devices;
 - (ii) Improved chulhas and research and development thereof ;
 - (iii) Integrated Rural Energy Programme (IREP);
 - (iv) Geothermal Energy, Wind Energy ; and
 - (v) Other non-conventional/ renewable sources of energy.
2. Administrative control of HIMURJA (Himachal Pradesh Energy Development Agency).

29. PANCHAYATI RAJ DEPARTMENT

1. Himachal Pradesh Panchayati Raj Act and Rules thereunder
2. Establishment and Constitution of Gram Panchayats, Panchayat Samities and Zila Parishads.
3. Re-organisation and bifurcation of Panchayats
4. Control, Inspection and supervision of Panchayati Raj Institutions
5. Scrutiny, approval of Budget and accounts and Expenditure of Panchayati Raj Bodies
6. Complaints and enquiries against the office bearers of the Panchayati Raj Bodies
7. Audit of Accounts of Panchayati Raj Bodies
8. Training Institutions for Training of Officers/Officials of Panchayati Raj and office bearers of Panchayati Raj Institutions.
9. Publication of Journals and other periodicals connected with Panchayati Raj
10. Budget, Accounts and Establishment matters of the Department
11. Grant-in-aid to Panchayati Raj Bodies
12. State Election Commission:—
 - (i) Elections to Panchayati Raj Institutions
 - (ii) Elections to Local Bodies
 - (iii) Elections to Gurdwaras

30. PARLIAMENTARY AFFAIRS DEPARTMENT

1. Assurances given by the Ministers on the Floor of the House-Policy and Co- ordination
2. References to and from Legislative Assembly
3. Prevention of disqualification of members of the Legislative Assembly and matters connected therewith.
4. Chief Whips/ Whips Conference.
5. Work relating to the Committees of the Legislature
6. Appointment of M.L.As. on the Committees and other bodies set up by the Government.

31. PERSONNEL DEPARTMENT**(a) APPOINTMENT**

1. All India Services- General Matters relating to Personnel
2. Indian Administrative Services
3. Cases of Supersession of All India Service Officers
4. Himachal Administrative Service
5. Appointment of Heads of Departments
6. Deputy Secretaries and Under Secretaries other than cadre officers

7. Public Service Commission:—
 - (i) Functions and limitations thereof
 - (ii) Establishment, Budget, Accounts and other matters
8. All policy matters relating to recruitment and promotion except policy for providing employment assistance on compassionate grounds.
9. Services Rules of all Departments
10. Government Servants Punishment and Appeal Rules
11. Policy regarding service matters:—
 - (i) Verification of character and antecedents
 - (ii) Postings and transfers
 - (iii) Concessions
 - (iv) Marriages
 - (v) Casual Leave
 - (vi) Retirement
 - (vii) Confidential Reports
 - (viii) Date of birth (Changes)
 - (ix) Declaration of posts as Gazetted
 - (x) Departmental Examination
 - (xi) Deputation
 - (xii) Efficiency Bars
 - (xiii) Medical Certificates
 - (xiv) Memorials.
 - (xv) Re-employment
 - (xvi) Seniority and confirmation
12. Service Associations
13. Appointment of :—
 - (i) Chairman-*cum*-MD and Directors (if the officers are borne on the Cadre of IAS) and Executive Director (Personnel) (if requested by the Administrative Department) of Himachal Pradesh State Electricity Board Ltd.
 - (ii) Managing Directors of the Corporations and the Himachal Pradesh Agricultural Marketing Board set up under an Act/ Statute.
 - (iii) Administrator of the Municipal Corporation.
 - (iv) Chairman and Members and Secretary of the Himachal Pradesh State Housing Board.
14. Directories and Year Book—revision of
15. Allocation of subjects between the Administrative Secretaries
16. Himachal Pradesh Staff Selection Commission-all matters concerning

(b) SECRETARIAT ADMINISTRATION

1. All matters relating to the appointment, promotion, posting and transfers, pay, leave, recruitment etc. of the establishment of Himachal Pradesh Secretariat upto and including the level of Section Officers.
2. Secretariat Library
3. Telephones in the Secretariat
4. House-keeping jobs of the Secretariat staff
5. Budget and accounts of Secretariat Administration

(c) ADMINISTRATIVE REFORMS

1. The Secretaries Committee on Administrative Reforms.
2. Undertaking programmes of planned reviews as a means of identifying areas where detailed studies are likely to prove significant and effective in bringing out improvements, efficiency and economy in administration.

3. Undertaking studies of organizations and method of working
4. Assessment of staff requirements under new schemes involving a large number of new posts.
5. Evolution of work norms
6. Devising schemes of delegation of financial and cognate powers for :—
 - (i) Administrative departments of the Government;
 - (ii) Executive Heads of departments; and
 - (iii) Field Officers below the executive heads
7. Organizing the preparation of departmental manuals, handbooks, standing orders, guard files, etc.
8. Designing appropriate forms for submission of different kinds of proposals
9. Undertaking inspections and test-checks to ensure observance of prescribed rules and procedures.

(d) TRAINING

1. All matters relating to Himachal Pradesh Institute of Public Administration including budget, accounts, establishment etc.
2. Conduct of training courses, Seminars, Refresher courses at the Institute of Public Administration and of Departmental Examinations in respect of services/ departments as may be assigned to the Himachal Pradesh Institute of Public Administration by the Government.
3. Revision of Rules, Manuals, Codes etc.
4. Research and Publications connected with the Public Administration
5. Consultative and Advisory Services in Management Techniques
6. All matters relating to deputation of officers for training abroad
7. Foreign visits of official delegations which include officers of the State Government, Public Sector Corporations and Government aided Boards.

(e) ADMINISTRATIVE PLANNING AND EVALUATION

1. Setting-up of Task Forces to identify areas in governmental sub-system where improvements in organizational structure and procedure can be made.
2. Review of control system so as to avoid delays at all levels and to reduce the number of occasions and purposes for which a citizen has to come into contract with Government.
3. To ensure that decision making processes throughout Government are decentralized means of appropriate delegations at all levels.
4. Introduction of performance appraisal so as to ensure accountable management and fixation of responsibility areas.

32. PLANNING DEPARTMENT

(a) PLANNING

1. All matters relating to Plan Formulation including assessment of resources in consultation with the Finance Department laying down priorities, plan targets and earmarking of resources provided that in relation to matters affecting tribal areas and members of scheduled tribes, the Tribal Development Department shall be consulted.
2. Matter relating to plan co-ordination and periodic review of plan programmes provided that in relation to matters concerning Tribal Sub-Plan and Special Component Plan for scheduled castes, Tribal Development Department shall be consulted.
3. Evaluation of Plan Schemes and Programmes provided that in relation to Tribal Sub-Plan and the Special Component Plan for scheduled castes, Tribal Development Department shall be consulted.

4. Rationalization of ongoing Plan Schemes from time to time and introduction of new Plan Schemes.
5. Matter relating to co-ordination and liaison for all Externally Aided Projects
6. All matters relating to Centrally Sponsored Schemes and Central Sector Programmes wherein any counterpart State Funding is involved.
7. All matters relating to co-ordination and liaison with the Planning Commission and National Development Council.
8. All matters relating to State Planning Board
9. All matters relating to setting-up of District Level Planning Development and Twenty Point Programme Review Committees.
10. All matters relating to setting-up of Sub-Divisional Level Committees on Planning Development, Twenty Point Programmes Review and Redressal of Public Grievances.
11. All matters including policy on finalization of shelf of projects for funding under RIDF facility of NABARD.
12. Tendering advice to all departments on matters relating to Planning except for the Tribal Sub-Plan Areas.
13. Formulation, co-ordination and review of various decentralized Planning Programmes like Vikas Mein Jan Sahayog, Sectoral Decentralized Planning, Vidhayak Kshetra Vikas Nidhi Yojana etc.
14. Co-ordination at the State Level on MP Local Area Development Scheme
15. All matters relating to Backward Area Sub-Plan
16. Matters relating to co-ordination of Manpower and Employment Planning.
17. Matters relating to co-ordination of economic aspects under Point 13 of 15 Point Programme for Minorities.
18. Matters relating to co-ordination of Agro-Climatic Regional Planning
19. Co-ordination of Implementation of Budget Assurances relating to various departments.
20. Matters relating to perspective Planning in various Sectors, Co-ordination and advice to various departments.
21. Co-ordination of Implementation of State Finance Commission Reports
22. Correspondence on priorities of MLAs and Coordination and Review thereof
23. Co-ordination of Credit Plans of various Banks

(b) ECONOMICS AND STATISTICS

1. State Income Computation thereof
2. Socio-Economic Surveys
3. Community development statistics and progress reports
4. Census of Employees
5. Official Statistics
6. Price Statistics
7. Labour Statistics
8. Factory Statistics
9. Statistical Training
10. Evaluation of Programmes.
11. Coordination of statistical work of various Departments
12. Village directories
13. Establishment, budget and accounts matters
14. District Good Governance Index (DGGI)

(c) 20-POINT PROGRAMME

1. Monitoring of 20-Point Programme
2. Evaluation of 20-Point Programme

33. PRINTING AND STATIONERY DEPARTMENT

1. Copy rights
2. Government printing work
3. Procurement and supply of stationery to the Government offices
4. Supply of Government Publications and Gazettes
5. Establishment, budget and accounts matters of the Department

34. PUBLIC WORKS DEPARTMENT

1. Construction and maintenance of State buildings
2. Transfer of Government buildings from one department to another department
3. Acquisition of land for construction of roads and Government buildings and settlement of claims.
4. Construction of roads, bridges, ferries, tunnels, rope-ways, cause ways and other means of communications in the State.
5. Inland waterways
6. Toll Tax on bridges
7. Building and road boards
8. Establishment, budget and accounts matters
9. Matters relating to the buildings of Government of India in the occupation of Himachal Pradesh Government.

35. REDRESSAL OF PUBLIC GRIEVANCES DEPARTMENT

1. Laying down guidelines for setting -up of grievances redress machinery in all Ministries/Departments and providing information in this regard.
2. Ensuring the setting-up of a decentralized machinery for redress of grievances, monitoring its effective functioning, helping identify grievance-prone areas for systematic change and computerising the grievance handling operations.
3. Contacting the concerned officers to assist grievance redress
4. Laying down guidelines for formulating citizen's charter by Ministries/ Departments/ Organisations and States/UTs sharing information, co-ordinating activities for deployment of Charters.
5. Co-ordinating setting-up of Information and Facilitation Counters (IFC) in Ministries/ Departments.
6. Publicising the Grievance Redress Mechanism of Ministries/Departments and the various Citizen's Charters and IFCs.
7. Any other works allotted to it by Hon'ble Chief Minister
8. Representation from the public of Himachal Pradesh

36. REVENUE DEPARTMENT**(a) LAND REVENUE**

1. Tehsildar's and Naib-Tehsildar's establishment
2. Land Revenue Establishment
3. District establishment under 19-General Administration
4. Departmental examination of Naib-Tehsildars, Tehsildars and Extra-Assistant Commissioner.
5. Settlement operations and its establishments
6. Revenue Appeals

7. Nautor Rules, Water Mills Rules, Grant of Proprietary Rights
8. Administration of Minor Canals Act and Rules
9. Land acquisition works including those of various projects and connected matters
10. Stamps
11. Recovery of Revenue
12. Loans and Subsidies
13. Policy matters relating to construction of New Townships, Sale of Plots, etc.
14. Courts of Wards
15. Miscellaneous cases including :—
 - (a) Nautor cases
 - (b) Transfer of Government lands
 - (c) Auction of land
 - (d) Encroachment cases
 - (e) Lambardari cases
 - (f) Rate of cesses
 - (g) Recovery of Government dues
 - (h) Writing off irrecoverable arrears
 - (i) Jagir and Maufi cases
 - (j) Suspension and remission of land revenue
 - (k) Assessment and annulment of land revenue
 - (l) Tenancy cases
 - (m) Business returns of Revenue Officers and Revenue Court cases
 - (n) Arable land utilization order
16. Establishment, Budget and Accounts matters

(b) LAND RECORDS

1. Registration and Registration Manual
2. Annual and Seasonal crop report
3. Agricultural Statistics
4. Weather statistics and reports
5. Revenue business and returns
6. Training and examinations of Kanungos and Patwaris
7. Land Records
8. Naib-Tehsildar examinations
9. Forecast report.
10. Crop-cutting experiments.
11. Agricultural wages
12. Farm harvest prices
13. Petition writers examination and training in registration of clerks and their examinations.
14. Training of "A" Class Naib-Tehsildars and Tehsildar candidates
15. Establishment, budget and accounts matters

(c) DISTRICT GAZETTEER

Preparation and revision of District Gazetteers

(d) CONSOLIDATION OF HOLDINGS

1. All matters relating to Consolidation of Holdings operations
2. Land Settlements
3. Establishment, budget and accounts matters

(e) COLONISATION

1. Colonisation of Government lands
2. Development of New Mandis and Factory areas, etc.

(f) RELIEF, REHABILITATION AND DISASTER MANAGEMENT

1. Administration, management, leasing out and allotment etc. of acquired evacuee property.
2. Disposal of surplus rural and urban evacuee properties transferred by the Government of India to the State Government by two package deals for disposal.
3. Relief and resettlement of uprooted persons, including grant of financial assistance
4. Recovery postponement, remission and write-off of various kinds of rural and urban loans and realization of other rehabilitation dues.
5. Resettlement of oustees of Major Projects
6. Establishment, budget and accounts matters
7. Administration of Wakf Property

(g) LAND REFORMS

1. Implementation of the land Reforms Laws
2. Agrarian Reforms Acts and connected matters
3. Inspection of the Offices of the Compensation Officers
4. Appointment of Compensation Officers under the Abolition of Big Landed Estates and Land Reforms Act.
5. Appellate work
6. Establishment, budget and accounts matters

(h) NATURAL CALAMITIES

1. Relief to the sufferers of floods, famine and drought, fire, earthquake, avalanches, hail-storm etc.
2. Grant of gratuitous relief and loans to the sufferers
3. Suspension/Remission/Postponement of recovery of loans and other dues from the sufferers.
4. Co-ordination with other Departments with regard to the providing relief and assistance to the sufferers.
5. Rehabilitation of sufferers

37. RURAL DEVELOPMENT DEPARTMENT

1. Development Blocks
2. Integrated Rural Development Programme including TRYSEM and DWCRA
3. Expended IRD Programme
4. Jawahar Rozgar Yojna including Indira Awas Yojna, Million Wells Schemes, Special Innovative Projects.
5. Employment Assurance Scheme
6. Wasteland Development Projects
7. Micro Watershed Projects
8. Drought Prone Areas Programme
9. Desert Development Programme
10. Rural Sanitation Programme including State Scheme and Central Rural Sanitation Programme.

11. Gandhi Kuteer Yojna
12. Central Rural Housing Scheme
13. Supply of Improved Tools Kits to Rural Artisan
14. Integrated Handloom Village Development Scheme
15. National Programme on Improved Chullahs
16. State Institutions of Rural Development
17. Tailoring Centres
18. Social Education, Organisation of Mahila Mandals and Yuvak Mandals etc.
19. Renovation and remodelling of old Kuhls
20. Discretionary Grants by Ministers
21. Budget, Accounts and Establishment matters of the Department
22. Credit-cum-Subsidy Scheme sponsored by the Government of India including Low Income Group Housing Scheme and Middle Income Group Housing Scheme.

38. SAINIK WELFARE DEPARTMENT

1. Liaison with Army
2. National Defence fund
3. Cantonments-Matters relating to
4. Sainik Welfare
5. L.S.S. Camps and Territorial Army
6. Selection of candidates from Himachal Pradesh for admission to Rashtriya Indian Military College, Dehradun.
7. Observance of Flag Day
8. Administration of Special Fund for rehabilitation of ex-servicemen
9. Administration of Himachal Pradesh Defence and Security Relief Fund
10. Administration of Chief Minister's Soldier's Amenity Fund
11. War Jagirs

39. SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT

(a) Scheduled Caste, Other Backward Classes and Minorities Affairs

1. Removal of untouchability, beggary and other social disabilities
2. Probationary Services
3. Implementation of Welfare programme of,—
 - (a) Scheduled Caste
 - (b) Backward classes including notified communities
 - (c) Aged and infirm
 - (d) Persons with Disabilities
4. Voluntary Welfare Organisations-Field counseling and financial assistance.
5. Tibetan Refugees
6. Social Security Pensions
7. Social Security measures
8. Establishment, budget and accounts matters
9. Punjab, Jammu and Kashmir immigrants and allied matters
10. Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 with respect of Scheduled Castes.
11. P.C.R. Act, 1955
12. H.P. Beggary Prevention Act, 1979
13. The persons with Disabilities (Equal Opportunities Protection of Right and Full Participation) Act, 1995.

14. H.P. Scheduled Castes and Scheduled Tribes Development Corporation Act, 1979.
15. Welfare of Minorities
16. National Trust Act, 1999
17. Prevention of Drug Abuse
18. OBC Corporation/ Minorities Finance and Development Corporation/State OBC Commission.
19. Schedule Caste Sub-Plan
20. Follow up programme

(b) Women and Child Development

1. Programme related to welfare of Women and Children
2. Mukhya Mantri Kanyadan Yojna
3. Mukhya Mantri Bal Udhar Yojna
4. Mata Shabri Mahila Sashaktikaran Yojna
5. Integrated Child Development Scheme Service, (ICDS)
6. Integrated Child Protection Scheme, ICPS
7. Indira Gandhi Matritv Sahyog Yojna, (IGMSY)
8. Rajiv Gandhi Scheme for Empowerment Adolescent Girl-SABLA
9. Mother Teresa Matr Sambal Yojna
10. Beti Hai Anmol
11. Rehabilitation Scheme for Rape Victim and Sex workers
12. Separation of immoral trafficking in Women and Children
13. Protection of Women from Domestic Violence Act, 2005
14. Juvenile Justice Act, 2006
15. Dowry Prohibition Act, 1961
16. Child Marriage Prevention Act, 2006
17. Gender Budgeting
18. Mahila Vikas Nigam
19. State Women Commission
20. H.P. Council for Child Welfare
21. Establishment, Budget and Accounts Matters
22. State home for women/ widow
23. Re-marriage and Self Employment for Women etc.
24. State Social Welfare Advisory Board
25. Voluntary Welfare Organizations-Field Counseling and Finance Assistance

**40. TECHNICAL EDUCATION, VOCATIONAL AND INDUSTRIAL
TRAINING DEPARTMENT**

1. Technical Education
2. Training of Technical Manpower
3. Industrial Training Institutes
4. Craftsmen Training Scheme
5. Rural Industrial Training Institutes
6. Planning for Technical Manpower
7. Technical Education, Vocational and Industrial Training Department to function as Administrative Department for co-ordination of Skill Development Programme and Himachal Pradesh Kaushal Vikas Nigam.

41. TOURISM AND CIVIL AVIATION DEPARTMENT

1. Development and promotion of Tourism

2. State and District Tourist Advisory Committees
3. Tourist Services- Supply of information, reservation of accommodation and provision of other amenities.
4. Hotel Legislation
5. Construction/ maintenance of departmental tourist accommodation
6. Sports such as Winter Sports, Golf, Boat Clubs, etc.
7. Recognition of Travel agents and Shikar agents
8. Matters relating to shooting of films in Himachal Pradesh
9. Establishment, budget and accounts matters
10. Fossil Park and Food Craft Institute
11. Development of lakes in Himachal Pradesh
12. Civil Aviation and Flying Clubs including Flying Training, Aero Sports Institute, Hang Gliding, Para Gliding Training and competitions, Site selection for airstrips, Helicopter services, Air-craft operations, upgrading of helipads and upgradation/ extension of airports.

42. TOWN AND COUNTRY PLANNING DEPARTMENT

1. All references relating to Establishment and budget matters etc. and offices subordinate to it.
2. Improvement Trust and Development Authorities

43. TRANSPORT DEPARTMENT

1. The Motor Vehicle Act, 1988 and Rules made thereunder
2. The Road Transport Corporation Act, 1950 and Rules made thereunder
3. Himachal Road Transport Corporation and all matters connected therewith
4. Himachal Pradesh Bus Stand Management and Development Authority Act, 1999 and all matters connected therewith.
5. Regulation of Motor Vehicles for Passengers and Goods Transport and all allied matters
6. State Transport Authority and Regional Transport Authorities
7. Water Transport and all matters allied thereto
8. Management and Development of road side bus/rain Shelters
9. The Himachal Pradesh Motor Vehicles (Taxation) Act, 1972- Administration thereof
10. All matters relating to intensification of Railway facilities in Himachal Pradesh
11. Passenger and Goods Tax Except Additional Goods Tax

44. TRIBAL DEVELOPMENT DEPARTMENT

1. All matters relating to planning generally e.g. assessment of resources, formulation of plans, laying down of targets and physical aspects and co-ordination in relation to matters affecting the tribal areas and the members of the Scheduled Tribes of the State.
2. Periodical assessment and evaluation of Plan activities in relation to matters affecting the tribal areas and the members of the Scheduled Tribes of the State.
3. All policy matters including introduction of new schemes affecting the tribal areas as well as matters relating to the members of the Scheduled Tribes consultation thereof by all administrative departments with the Tribal Development Department.
4. Initiation of any proposal concerning any other department in relation to matters affecting the tribal areas or the members of the Scheduled Tribes of the State after due consultations and agreements with the concerned departments.

5. Tendering advice to all departments in relation to matters affecting the Tribal areas and the members of the Scheduled tribes of the State.
6. Overall co-ordination and evaluation of all activities of any department in relation to the matter affecting the Tribal areas and the members of the Scheduled Tribes of the State.
7. Tribal Advisory Council
8. Integrated Tribal Development Projects
9. Establishment, budget and accounts matters of the Tribal Development Department
10. The Himachal Pradesh Transfer of Land (Regulation) Act, 1968
11. Welfare of Scheduled Tribes
13. Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 with respect to Scheduled Tribes.
14. Administration and Control of Scheduled Areas and Scheduled Tribes including Single Line Administration.
15. All matters relating to Border Area Development Programme including policy

45. URBAN DEVELOPMENT DEPARTMENT

1. Administration of the Act and Rules relating to Local Bodies
2. Budget and accounts of the Local Bodies
3. Taxation proposals of Local Bodies
4. Establishment of Local Bodies
5. Audit and Inspection Reports
6. Grant-in-aid and loans to the Local Bodies
7. Provision of civic amenities to the public and management of affairs of Local Bodies
8. Slum clearance and sewerage disposal schemes
9. Welfare schemes in Notified and Municipal Area
10. Seminars, conferences relating to Local Bodies
11. Training of Municipal Employees
12. Cattle trespass etc.
13. Establishment, budget and accounts matters
14. Urban Development
15. Ownership Rights for Slum Dwellers, Implementation of Slum Dwellers Programme and allied matters thereto.
16. Urban Estate Manali and Manu Market Manali

46. YOUTH SERVICES AND SPORTS DEPARTMENT

1. Formulation, implementation and co-ordination of programmes for Youth Service and Sports.
2. Involvement of Youth in development programmes and the 20-Point Programme.
3. Organisation of Youth and provision of infrastructural support for combating the problem of educated unemployed.
4. Matter relating to Sports Council
5. All matters relating to development and promotion of Sports
6. Mountaineering and Allied Sports Institute, Manali