

Annexure "A"

## **JOB PROFILE**

**DUTIES AND RESPONSIBILITIES**

**OF**

**VARIOUS POSTS IN THE**

**DEPARTMENT OF GENERAL  
ADMINISTRATION DEPARTMENT**

**HIMACHAL PRADESH**

## **DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE GENERAL ADMINISTRATION DEPARTMENT HIMACHAL PRADESH**

### **1. SECRETARY:**

**Secretary is the official head of the Department responsible for formulation of policy, programmes, plans, rules etc. and for their proper and effective implementation.**

### **2. SPECIAL SECRETARY**

**The Special Secretary is the branch in charge of the sections of General Administration Department and has generally to perform the following duties and functions:**

- (i). To go through (and initial with date) the dak received by him and mark the papers to the concerned section and also to give directions for its disposal whenever possible at the dak stage to enable speedy processing;**
- (ii). To submit important communication to the superior officer at the dak stage for perusal and directions in case the same has not been seen by the officer;**
- (iii) To dispose off receipts of secret/confidential or urgent nature after getting such receipts diarised in the concerned section for further reference;**

- (iv) To deal with the receipts retained by him and to scrutinize cases received from the section and either finally dispose off the same at his level if powers stand vested in him under the statutory or standing orders or submit the cases to the higher authorities in complete form;
- (v) To devise from time to time measures necessary for expeditious disposal of business/work in a section; prepare the Annual Action Plan and to monitor and review the progress at regular intervals;
- (vi) To keep a watch over timely submission/receipt of returns/statements and to send the same to quarter concerned duly checked /scrutinized and ensure that all relevant statistical data /information relating to establishment, budget, expenditure, schemes, plans etc. relating to his section/ department and his particular assignment is always kept up-to-date. Also to ensure that all relevant Acts, Rules, Manuals, instructions, Guard file, precedent registers of the Department are kept updated.
- (vii) To maintain liaison with other departments with regard to various activities, schemes, programmes of the department and attend meetings to represent the department as and when directed by the superior authorities and to present the view point of the department as per directions of superiors. After attending the meetings the Branch officer or Middle level officer is required to submit a resume of the deliberations of the meetings.
- (viii) To monitor and inspect the ongoing schemes and suggest ways and means for improvements, if any; prepare,

**analyse and suggest new schemes, new innovations, improvements for the department.**

- (ix) To allocate subjects to different sections under his charge; allocate work of a section amongst various dealing hands in consultation with the Section Officer.**
- (x) To train and guide the staff under him and to point out their shortcomings and deficiencies if any, for remedial action.**
- (xi) To keep himself acquainted with the morale, conduct and discipline of the staff posted in sections under him; ensure punctuality in attendance by the staff posted in the sections under his charge ;make surprise visits to the sections under his charge to check attendance; to look to the difficulties of the staff; see observance of other instructions by the staff; and carry out periodical inspections of the sections as per provisions of office manual or directions of the authorities and to send inspection reports to the next higher authority as directed.**
- (xii) To see that the Section Officers/Superintendents or Senior Assistants working under him hand over/take-over the charge in the manner prescribed in the office manual.**

**The Branch officer can be assigned any other duty commensurate with his status and exigencies of public service.**

### **3. SECTION OFFICERS**

**The General Administration Department consists of five sections viz. GAD-A,B,C,D & E.**

**The Section officer is normally incharge of one section and has generally to perform the following duties and functions:-**

- (i) To go through the dak as received by him and take the following steps:-**
  - (a) Mark the missent receipts to the concerned sections;**
  - (b) Submit the important communications for perusal of the higher authorities through Branch Officer, at dak stage, in case any such communication has not been seen by the said authorities;**
  - (c) Retain receipts of secret/confidential or urgent nature which he may like to deal himself in which case the said receipts will be got diarised from the diarist by the Section Officer for further reference;**
  - (d) Mark the remaining receipts to the concerned dealing hands with dated initials indicating the urgency and also giving directions, if any, for disposal and to hand over the same to the diarist of the section for diarizing and handing over to the concerned dealing hands;**
  - (e) Keep a note in the diary about receipts for watching proper and timely disposal.**
- (ii) To himself deal on relevant files, secret, confidential, urgent or complex receipts retained by him and also to scrutinize cases received from the dealing hands and further to dispose off the cases at his own level if so empowered under the standing orders or to submit the same to the Branch Officer with his own remarks or suggestion, if any.**

- (iii) To see that the concerned dealing hands collect, compile and keep updated data/information relating to the establishment, budget, expenditure, schemes, plans etc. relevant to his section of posting;
- (iv) To see that the concerned dealing hands monitor, analyse and maintain data as to the achievement of targets of various on-going schemes both in terms of budget provision/expenditure and actual progress and also to suggest ways and means for improvements in the ongoing schemes; and assist the Branch Officer in preparation of new schemes/programmes, new innovations etc.
- (v) To ensure that returns /statements are submitted in time and the returns/statements to be received in the section are received in time;
- (vi) To see that all dealing hands and the diarist maintain all required registers and keep the same updated. He should also check these registers at regular intervals;
- (vii) To see that all routine duties including maintenance and updating of various registers are carried out promptly and thoroughly;
- (viii) To keep a careful watch on any holdup in the movement of dak and files between the section and higher officers; ensure timely submission of fixed date cases, other important cases and papers required by officers and to keep a watch on progress of action; devise from time to time measures necessary for expeditious disposal of work in the section; to make arrangement for disposal of work of officials of the section on leave, training etc.

- (ix) To prepare papers and compile data for meetings and ensure timely submission.
- (x) To be well acquainted with the office procedure and Acts, Rules, Manuals and instructions of a general nature relating to Finance, Personnel and General Administration Department and specifically applicable in the Departments/Section where posted; see that all Manuals, Acts, Rules, instructions Guard files and Precedent Registers of the section are kept upto-date by inserting correction-slips or getting new editions printed;
- (xi) To maintain liaison between the staff and the Branch Officer in various matters; train and guide the staff posted in the section and to point out their shortcomings and deficiencies, if any, for remedial action ;keep himself well acquainted with the morale, conduct and discipline of the staff and also to ensure that the staff comply with Government instructions issued from time to time.
- (xii) To allocate evenly, work of the section to the staff posted in the section with the approval of the Branch Officer and to maintain updated distribution list of work amongst the dealing hands in the section;
- (xiii) To ensure punctuality in attendance in the section and to advise the staff on matters of conduct and discipline. For ensuring availability of staff posted under him on holidays or early or late hours, he should maintain local addresses with phone Nos. of the entire staff with him.

(xiv) To see that the section is kept neat and tidy and that the files, papers etc. are arranged in an orderly manner; and the recorded files are sent to the record room.

(xv) To ensure that the dealing hands maintain their Assistant's Diaries regularly and note the particulars of initial submission of cases and also record final disposal of receipts at appropriate stage of final disposal of the cases. He is also required to see that the interim processing of receipts leading to collection/compilation of data/information is not marked as final disposal in the Assistant's Diaries. Weekly checking of the Assistant's Diaries is also one of his important functions.

(xvi) On transfer from one Department/Section to another, to hand over the charge and prepare list of important/complicated matters requiring immediate attention of the successor in accordance with the procedure prescribed in the office manual and to see that the officials transferred to or out of the section hand over/take over the charge in the manner prescribed in the manner prescribed in para 10.4 of the Hand book for Assistants and para 15.2.4 of Chapter XV of the Office Manual.

(xvii) If it comes to the notice of the officer next below the authority who has passed the orders that such authority was not competent to take a decision, it will be his responsibility to bring it to the notice of such authority through the Branch Officer in writing before complying with those orders.

**The above duties are of illustrative nature and the Section Officer(s) can be assigned any other duty commensurate with his status and exigencies of public service.**

**4. SUPERINTENDENTS**

**Superintendents Grade-II** working in the Secretariat supervise work of some of the dealing hands posted in a section and submit through the Section Officers, but while posted in an independent Cell, they may supervise the working of the entire cell and submit cases direct to the Branch Officer. Accordingly such Superintendents Grade-II of the Secretariat have virtually to perform all the duties and functions of Section Officers given in para above excepting that the Superintendent Grade-II when posted in a Section has not to perform duties as indicated in sr.nos. (i),(Xii),(Xiii) and (Xvii) above, when the Section Officer is there and has to submit the cases through the Section Officer and he can neither finally dispose off any case at his level nor issue any communication under his signatures.

**5. ASSISTANTS.**

**The term “Assistants” includes “Senior Assistants”, Senior Assistants(Accounts)” and “Junior Assistants” who deal with receipts and submit cases to the Section Officers or Superintendents. The Assistants are required to compile data, statistics or information and deal matters so as to present complete cases with all relevant data, and information with past precedents and viable/feasible solutions to facilitate the authorities to arrive at a definite decision. The Assistants are thus basic to the administrative machinery. Depending upon urgency, need and public interest, the Assistants can be asked to undertake any job/assignment, but generally, the main duties, functions and responsibilities of the Assistants involve handling of the work relating to:-**

- 1) **Receipt, diary dispatch, typing record maintenance.**
- 2) **Various duties in reception and varied assignments in offices of Ministers and senior officers.**
- 3) **Opening and maintenance of files, referencing, dealing cases including noting and drafting, recording of files, maintenance and updating of various types of data, statistics and information and maintenance of various registers.**
- 4) **Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers;**
- 5) **Preparation of all types of bills such as pay, traveling allowance, medical re-imbursement, contingencies, contractors, suppliers and advances etc. etc. and handling of cash, maintenance of cash books and connected accounts/bills registers etc.;**
- 6) **Personnel/service/establishment matters, including recruitment and promotion rules, conditions of service, posting, transfers, maintenance of service books, index cards, service records, preparation of leave accounts, pension papers, disciplinary matters, personal files etc. etc.**
- 7) **Budget preparation including appropriation, re-appropriation, supplementary demands for grants, additional grants, contingency fund, all matters relating to Public accounts Committee, Estimates Committee, audit paras, economy in expenditure etc. etc.;**
- 8) **Assisting in planning and monitoring of developmental social and welfare schemes;**
- 9) **Regulatory matters such as issue of licences, permits, various types of certificates etc.;**

## 6.

### **CLERKS**

**Clerks posted in the GAD sections have to perform duties and functions as assigned to them by the Section Officer/ Superintendent. General duties of clerks are as under:**

- (i) To receive the dak from the Central Registry, other sources, give acknowledgement for the same and submit the entire dak to the Section Officer/ Superintendent for marking;
- (ii) To diarise all dak in the diary register of the section;
- (iii) to see that communication from V.I.P.s, Assembly /Parliamentary Questions are entered in separate register.
- (iv) To distribute all dak after diarizing to the dealing hands as per marking by the Section Officer/ Superintendent against proper receipts of the dealing hands.
- (v) To procure stationery articles for the Section and to distribute the same.
- (vi) To do type work of the section, neatly, cleanly and accurately.
- (vii) To maintain casual leave account of the entire staff posted in the section.
- (viii) To open files.
- (ix) Properly maintain record and files as required in the Section of posting and to maintain all registers, prepare returns.

**7. Supervisor(Staff Car).**

**He is overall in-charge of GAD workshop as well as keep control on drivers/workshop staff of GAD and responsible to check the repair works of vehicles of GAD in the workshop.**

**8. Drivers:**

**These posts are mandatory under the one vehicle-one driver norms to ply the Government vehicles provided to the Ministers/Chief Secretary/ Principal Secretaries/ Secretaries/ State-guests/ VIP and other dignitaries.**

**9. Mechanic:**

**The duty of mechanic is to attend the repair work of defected vehicles received at the workshop on every day.**

**10. Blacksmith:**

**The blacksmith attend the work of hard iron parts of the vehicles which had gone out of order while plying during the course of long journey. They bring them in order by minor denting and welding to make the vehicle roadworthy.**

**11. Fitter.**

**The work of fitter is to remove old defected parts of the vehicles pointed out by the mechanic and to fit new spare- part.**

**12 HELPER:**

**The helper is required to assist all the above mentioned functionaries at sr.no. 6 to 10. He is also required to assist them in making handy the spare parts from the store of the workshop for speedy disposal of repair work.**