

Tribal Development Department
Government of Himachal Pradesh

File No. TD(F)-3-1/97 Dated: Shimla-171002 the

6th October, 2005.

NOTIFICATION

In pursuance to the notification published in the Gazzette of India extraordinary part-II No. 25 Rajpatra-31,1927 (SAKA) Right to information Act 2005 No. -22 of 2005 dated 15th June, 2005, the Governor of Himachal Pradesh is pleased to designate the following officers as State Public Information Officer, State Assistant Public Information Officer and Appellate Authority at various levels for citizen to secure access to information under the control of public authorities for promoting transparency and accountability in the working of every public authority in the Tribal Development Department, H.P with immediate effect.

A. GOVERNMENT/ SECRETARIAT LEVEL

Sr. No.	Name and Designation	Telephone No.	Designated as
1.	Spl. Secy./Addl. Secy./Jt. Secy./Dy. Secy./Under Secy. (TD)	Office: 2620363	State Public Information Officer for entire state
2.	Section Officer (Tribal Development)	Office: 0177-2880479	State Assistant Public Information Officer
3.	Principal Secretary (TD) to the Govt. of Himachal Pradesh	Office: 2620105	State Appellate Authority

B. STATE LEVEL

Sr. No.	Name and Designation	Telephone No.	Designated as
1.	Deputy Director (TD), Bijlani House, Chhota Shimla-171002.	Office: 2621997	State Public Information Officer for entire State.
2.	Research Officer (TD) (For Planning matters) O/o Commissioner (TD) Bijlani House, Chhota Shimla-171002.	Office: 2621997	State Assistant Public Information Officer
	Superintendent, (For Establishment matters) O/o Commissioner (TD) Bijlani House, Chhota Shimla-171002.	Office: 2621997	State Assistant Public Information Officer

3.	Commissioner (TD) Bijlani House, Chhota Shimla- 171002.	Office: 2621997	State Appellate Authority
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C. INTEGRATED TRIBAL DEV. PROJECT LEVEL

Sr. No.	Name and Designation	Telephone No.		Designated as
1.	Project Officer of ITDP , Kinnaur at Reckong Peo,	Kinnaur:	(O) 222273 (R) 222278	State Public Information Officer for respective ITDP
	Project Officer of ITDP Lahaul at Keylong	Lahaul:	(O) 222262 (R) 222760	
	Project Officer, of ITDP Spiti at Kaza	Spiti:	(O) 222302 (R) 222208	
	Project Officer, of ITDP Pangl at Killar	Pangl:	(O) 222251 (R) 222420	
	Project Officer, of ITDP Bharmaur	Bharmaur:	(O) 225506 (R) 225505	
2.	Research Officer ITDP, Kinnaur.	Reckong: Peo	(O) 222273 (R) 223230	State Assistant Public Information Officer for respective ITDP
	Statistical Assistant ITDP Lahaul.	Keylong:	(O) 222262	
	Statistical Assistant ITDP Spiti.	Kaza:	(O) 222302	
	Assistant Research Officer, ITDP Pangl at Killar.	Killar:	(O) 222251	
	Research Officer ITDP Bharmaur.	Bharmaur:	(O) 225035	
3.	Resident Commissioner, Pangl at Killar.	Killar:	(O) 222221 (R) 222220	Appellate Authority for respective ITDP
	Deputy Commissioner, Kinnaur at Reckong Peo.	Reckong: Peo	(O) 222252 (R) 222251	
	Deputy Commissioner, Lahaul-Spiti	Keylong:	(O) 222501 (R) 222503	
	Additional District Magistrate, Spiti at Kaza	Kaza:	(O) 222202 (R) 222303	
	Additional District Magistrate, Bharmaur	Bharmaur:	(O) 225506 (R) 225505	

The Governor of H.P. is further pleased to publish the records and other activities of the department as required under the provisions of sub section (1) (b) of section 4 of the Right to the Information Act 2005 as under:

The Minister is overall incharge of Tribal Development Department in Himachal Pradesh. The Hon'ble Chief Minister is also presently Minister incharge of Tribal Development. The organization setup of Tribal Development Department is as under:

At Government Level

1. Principal Secretary (Tribal Development) to the Government of Himachal Pradesh
2. Special/ Additional/ Joint/ Deputy/ Under Secretary (as the case may be)
3. Section Officer as Branch Incharge

The function, powers and duties is as under:

Sr. No.	Particulars	Details
(i)	Particulars of Organization, Functions and Duties	Tribal Development Department H.P. Principal Secretary (TD) discharges the duties relating to: i. Coordination in relation to planning affecting tribal Area and the members of the Scheduled Tribes in the State. ii. All policy matters including introduction of new scheme affecting the tribal areas and the members of scheduled tribes. iii. Constitution of committees in respect of Project Advisory Committee, Tribal Advisory Council. iv. Rendering advise to all departments in relation to matters affecting tribal areas and members of the scheduled tribes. v. Matter relating to budgeting of demand No. 31. vi. 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. Special/ Additional/ Joint/ Deputy/ Under Secretary: i. To assist the Secretary (TD) on the issues as stated above. Section Officer:

i. Incharge administrative branch (Tribal Development) in the Secretariat for the works relating to establishment, budget and accounts matter of Tribal Development Department.

A. AT STATE LEVEL

1. Commissioner (Tribal Development)
2. Deputy Director (Tribal Development)
3. Research Officer (Tribal Development)
4. Superintendent (Tribal Development)

Sr. No.	Particulars	Details
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(i) **Particulars of Organization, Functions and Duties**

Tribal Development Department, H.P.

Functions:

To formulate, Review and Monitor the Tribal Sub-Plan for the Socio-economic Development of Scheduled Tribes in Himachal Pradesh.

Duties:

To formulate the Tribal Sub-Plan, as per local requirement, to Budget the Outlays under Demand No.-31, to intimate the scheme-wise allocation of funds in respect of each scheme to implementing departments in ITDPs, to review the expenditure for ensuring full utilization during the financial year.

(ii) **Powers and Duties of its officers and employees.**

Commissioner (TD) H.P.:

- i. Head of the Department.
- ii. Full powers to sanction individual schemes, Administrative Approval for repair and maintenance of works, sanction expenditure on purchase of material through prescribed sources for the execution of schemes, Administrative approval to original works, to sanction expenditure on repairs of tools/equipments and machinery .
- iii. To coordinate with Tribal

- Development Departments of other States, Union Ministry of Tribal Affairs, Union Ministry of Home Affairs and National Commission for STs etc.
- iv. Chief Controlling officer of Demand No.-31 for all intents and purposes.
 - v. Member Secretary of H.P., Tribes Advisory Council, Gaddi Kalyan Board and Gujjer Kalyan Board.
 - vi. To hold meetings with the officers of implementing departments for view its progress in Tribal Areas/non-tribal areas relating to works benefiting the Scheduled Tribes.
 - vii. Inspection of ongoing/new works/ schemes/ projects.

Deputy Director / D.D.O (TD):

- 1. Head of the Office.
- 2. To assist the Commissioner (Tribal Dev.) H.P. in relation to general administration, formulation of Tribal Sub Plan, preparation of budget, coordination with various Union Ministries and Heads of Department responsible for implementation of schemes for welfare of scheduled tribes in the State.
- 3. Drawing and Disbursing Officer.
- 4. Controlling officer for TA, DA, MR, and other allowance /claims of staff working under him etc.
- 5. Controlling officer of TA/DA paid to the Official/Non-official member of the TAC, Gaddi and Gujjer Kalyan Boards etc.
- 6. To conduct review meetings with the officers of implementing departments in Tribal Areas/non-tribal areas relating to works benefiting the Scheduled Tribes.
- 7. The controlling officer of departmental vehicles.
- 8. To attend review meetings.

Research Officer (HQ):

To assist the Deputy Director (TD) in relation to the duties assigned to him.

Assistant Research Officer:

- 1. To initiate the process for preparing and compiling the Tribal Sub-Plan,

Border Area Development Programme, Desert Development Programme, Vikas Main Jan Sahyog Schemes, Budget under Demand No. -31, preparation of ITDP/Scheme-wise budget in respect of ITDPs, Quarterly/Monthly Progress Reports of TSP/BADP to maintain proper record and correspondence relating to Special Central Assistance and other activities with Union Ministry of Tribal Affairs, Home Affairs, National Commission of Scheduled Tribes etc.

2. Preparation of reports.
3. PAC and Vidhan Sabha Assurances etc.
4. Re-appropriation/ diversion cases etc.

Statistical Assistant:

To initiate the process relating to formulation and compilation of Tribal Sub-Plan, Border Area Development Programme, Desert Development Programme, Vikas Main Jan Sahyog Schemes, Budget under Demand No. -31, preparation of budget on ITDP/Scheme-wise, Quarterly/Monthly Progress Reports of TSP/BADP.

Computer-cum-typist:

Collection of Statistical Data relating to human development, Govt. Institutions, information relating to beneficiaries of scheduled tribes under item no. 11 (b) f 20 point programmes and Data Entry Operator on Computers.

Tribal Bhawan Dhalli.

Manager-cum-Superintendent

(Member Secretary Tribal Bhawan Visitors Welfare Society, Dhalli.)

1. Overall supervision of Tribal Bhawan Visitors Welfare Society, Dhalli.
2. To keep control over accounts Register and store etc.
3. To maintain and upto date the prescribed documents and registers of Tribal Bhawan Visitors Welfare Society , Dhalli.

4. To get the accounts audited properly.

**Administrative Wing:
Superintendent Grade-II**

1. To supervise all the works relating to administrative section under overall supervision of D.D.(TD)
2. Deputing all class-IV and Class-III on duties including Driver and checking up their day-to-day functions.
3. To ensure all the dealing hands and diarist for maintaining all required registers and keep the same updated.
4. To keep careful watch on the movement of dak and files between section and higher authorities.
5. To ensure timely submission of time bound cases/court cases.
6. To ensure that all manuals, Rules, Instructions, Guard Files and Precedent Registers of the Sections are kept upto date.

Personal Assistant:

To assist the Officer on the following works:

1. Maintaining the day to day meeting index.
2. To attend the telephone calls of officer incharge.
3. Dictation and typing work.
4. Other duties assigned by the officer incharge.

Senior Assistant:

1. Opening and maintenance of files referencing, deal the cases including noting and drafting, recording of files, maintenance and updating of various types of data and maintenance of various registers.
2. Establishment matters including

recruitment and promotion rules, maintenance of service book, service record preparation of leave account, pension papers, disciplinary matters and personal files etc.

3. Fixation of Pay of all categories, including technical staff, posting, transfer, finalization of seniority and cases of ACP, Court cases and other miscellaneous matters

Jr. Assistant/Clerk:

1. Maintaining casual leave account of employees working in the office.
2. Works as storekeeper, dispatcher, diarist, Typist,
3. Dealing assistant of works assigned.
4. Matters relating to winter helicopter flights in tribal areas.

Senior/Junior Scale Stenographer:

To assist the Officer on the following works:

1. Maintaining the day to day meeting index.
2. To attend the telephone calls of officer incharge.
3. Dictation and typing work.
4. Other duties assigned by the officer incharge
5. Other typing work of the department.

B. AT INTEGRATED TRIBAL DEV. PROJECT LEVEL

1. Resident Commissioner/ Deputy Commissioner/ Addl. Deputy Commissioner
2. Project Officer, Integrated Tribal Development Project.

The function, powers and duties is as under:

a) Resident Commissioner/ Deputy Commissioner/ Additional Deputy Commissioner:

- i. Head of the Department for all departments functioning at ITDP

- level.
- ii. Powers to level of HOD for sanctioning individual schemes, Administrative Approval for repair and maintenance of works, sanction expenditure on purchase of material through prescribed sources for the execution of schemes under single line administration.
- iii. To hold meetings with the officers of implementing departments for view its progress in ITDP Areas relating to works benefiting the Scheduled Tribes.
- iv. Inspection of ongoing/new works/ schemes/ projects.

Project Officer at ITDPs.:

- i. To assist the Resident Commissioner/ Deputy Commissioner/ Addl. Deputy Commissioner in the works relating to formulation of Tribal Sub Plan, review meetings, utilization of funds under Tribal Sub Plan etc.
- ii. Member Secretary of Project Advisory Committee at ITDP level.
- iii. To conduct review meetings of various developmental Works/scheme of Tribal Sub-Plan, BADP, Nucleus Budget, DDP Vikas Main Jan Sahyog and Vidhayak Kashetra Vikas Nidhi Yojna.
- iv. To coordinate with Commissioner (TD) and field functionaries.
- v. To report Monthly/Quarterly progress reports of TSP and BADP to Commissioner (TD).

Research Officer (ITDP):

- 1. To assist the Project Officer in the various works assigned to him.
- 2. Supervise all works relating to Tribal Sub-Plan.

Assistant Research Officer:

- 1. To prepare and compile the Tribal Sub-Plan, Border Area Development Programme, Desert Development Programme, Vikas Main Jan Sahyog Schemes, Budget under Demand No. –

31, preparation of ITDP/Scheme-wise budget in respect of ITDPs, Quarterly/Monthly Progress Reports of TSP/BADP to maintain proper record and correspondence relating to Special Central Assistance and other activities with Union Ministry of Tribal Affairs, Home Affairs, National Commission of Scheduled Tribes etc.

2. To prepare reports.
3. PAC and Vidhan Sabha Assurances etc.
4. Re-appropriation/ diversion cases etc.

Statistical Assistant:

Formulation and compilation of Tribal Sub-Plan, Border Area Development Programme, Desert Development Programme, Vikas Main Jan Sahyog Schemes, Budget under Demand No. -31, preparation of budget on ITDP/Scheme-wise, Quarterly/Monthly Progress Reports of TSP/BADP.

Computer-cum-typist:

Collection of Statistical Data relating to human development, Govt. Institutions, information relating to beneficiaries of scheduled tribes under item no. 11 (b) f 20 point programmes and Data Entry Operator on Computers.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability;

The concept of tribal sub plan was adopted in the state, from the beginning of the 5th Five Year Plan, i.e. 1974-75. As per state planning policy of the Government 9% of the total State Plan outlay is earmarked for Tribal Sub Plan every year. The State Planning Department communicates 9% ceiling of State Plan outlays to the Tribal Development Department who intern allocates outlays to each ITDP viz. Kinnaur, Lahaul, Spiti, Pangi and Bharmour on the basis of pre-determined formula based on 20% area, 40% population and 40% relative backwardness of area which works out as under:

1. Kinnaur: 30%
2. Lahaul: 18%
3. Spiti: 16%

4. Pangri: 17%

5. Bharmour: 19%

Each ITDP has its own priorities and allocates funds only to those schemes/works which are relevant to the area. On the basis of above allocations each ITDP prepares its own Plan on the recommendations of Project Advisory Committee Hon'ble MLA of the area. The Tribal-Sub Plan prepared on the recommendation of Project Advisory Committee is compiled by the Tribal Development Department at Head Quarter and is finally dovetailed the same in the main tribal sub-plan in consultation with the Heads of concerned departments. The Tribal Development Department is responsible for formulation of Tribal Sub Plan and utilization of funds on various schemes by conducting close monitoring.

(iv) The norms set by it for the discharge of its functions:

The working season in the tribal areas is very short due to extreme cold and snow in winter, as such quarterly norms of

expenditure has been set as under:

Quarter	Norm for the quarter	Cumulative Norms
I	20%	20%
II	40%	60%
III	25%	85%
IV	15%	100%

(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 various Rules, regulation, instruction are followed while functioning the different works. The position in brief is as under:-

1. CCS Leave Rules 1972
2. CCS and CCA Rules.
3. HP FR Rules.
4. HP FR & SR Rules
5. Medical Attendance Rules
6. General Finance Rules
7. HB Advance Rules
8. Delegation of Financial Power Rules
9. Leave Travel Concession Rules
10. Budget Manual
11. Office Manual
12. Vehicle Rules
13. Pension Rules.

(vi) A statement of the categories of documents that are held by it or under its control;

14. GPF Rules.
1. Annual Tribal Sub-Plan document.
2. Booklet on ITDP-wise Schematic Budgeted Outlays under TSP.
3. List of Capital Works of each ITDPs.
4. Annual Administrative Report of the Department.
5. Booklet on allocation of budget under Non-Plan.
6. Statistical profile.

(vii) **The particulars of any arrangements that exists for consultation with, or representation by the members of public in relation to the formulation of its policy or implementation thereof;**

Project Advisory Committees:

Project Advisory Committee has been constituted for each Integrated Tribal Development Project headed by the local MLA of which Members of Parliament representing the area, Chairman Zila Parishad, Vice Chairman Zila Parishads, Chairman Panchayat Samiti(s), Vice-Chairman Panchayat Samities, One elected member of Zila Parishad of each ITDP, Two Gram Panchayat Pardhans nominated by the Chairman of respected ITDP from each development Block of concerned ITDP for period of two years, Members of T.A.Cs from the area and all Heads of Offices of Project including Officers of the State Govt. Undertakings in the area concerned with Tribal Sub-Plan are member of the committee. The R.C./D.C./A.D.C. is the Vice-Chairman of the Committee. The Project Officer ITDP, is the Member Secretary of the Committee. The Committee looks after formulation as well as implementation and review of the sub-plan at the Project level.

Tribes Advisory Council:

Under the provision of Article 244(1) read with Part B-paragraph 4 of the Fifth Schedule to the Constitution of India, a Tribes Advisory Council has been constituted in the State since 13.12.1977 and ever since its first meeting on 24.6.78, it has held 34 meetings so far. The Tribes Advisory Council consists of 20 members including the Chairman(Chief Minister). Though the Council is advisory in nature by convention its recommendation are by and large accepted by the Government or dropped by the Council itself, after the deliberation. Apart from advising on matter referred to it , it oversees implementation of the tribal sub-plan in the State.

(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, and 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:

The meetings of Project Advisory Committee are held quarterly at ITDP level and meetings of H.P. Tribes Advisory Council twice a year. The official/non-official members of the committee are only authorized to attend the meeting but the proceedings of the meetings is accessible to the public if required for office use.

(ix)	The directory of its officers and employees;	1. Commissioner (TD) H.P. 2. Additional Commissioner(TD) 3. Deputy Director (TD) 4. Project Officer at ITDP level 5. Research Officer at HQ and ITDP level 6. Manager-cum-Superintendent (Member Secretary Tribal Bhawan Visitors Welfare Society, Dhalli.) 7. Superintendent Grade-II 8. Personal Assistant Grade-II 9. Assistant Research Officer at HQ and ITDP level. 10. Statistical Assistant 11. Senior Assistant 12. Sr. Scale Stenographer 13. Jr. Scale Stenographer 14. Jr. Assistant/Clerk 15. Computer-cum-Typist 16. Peons 17. Drivers 18. Other staff engaged on daily wages.
(X)	The Monthly remuneration received by:- each....	Commissioner (TD) Rs. 67000-79000 Additional Rs. 15600-39100+Gr.Pay 5400 Commissioner(TD) Deputy Director (TD) Rs. 15600-39100+Gr.Pay 5400 Project Officer at ITDP level Rs. 15600-39100+Gr.Pay 5400 Research Officer at HQ and ITDP level Rs.10300-34800 +Gr. Pay 5000

	Manager-cum	Rs. 10300-34800+Gr.Pay 4400
	-Superintendent (Member Secretary Tribal Bhawan Visitors Welfare Society, Dhalli.)	
	Superintendent Grade-II	Rs. 10300-34800+Gr.Pay 4200
	Assistant Research	Rs. 10300-34800+Gr.Pay 4200
	Officer at HQ and ITDP	
	Statistical Assistant	Rs. 10300-34800+Gr.Pay 3800
	Senior Assistant	Rs. 10300-34800+Gr.Pay 3800
	Sr. Scale	Rs. 10300-34800+Gr.Pay 3200
	Stenographer	
	Jr. Scale	Rs. 5910-20200 +Gr. Pay 2800
	Stenographer	
	Clerk	Rs. 5910-20200+Gr.Pay 1950
	Computer-cum- typist	Rs. 5910-20200 +Gr. Pay 1950
	Drivers	Rs. 5910-20200+Gr.Pay 2000
	Peon-Chowkidar	Rs. 4900-10680 +Gr. Pay 1400
	Daily wagers	As per the rates fixed by the Fin. Deptt. from time to time.
	In addition to this all admissible allowances are also paid.	
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	S.O.E. wise budget is allocated to each establishment functioning at head quarter as well as ITDP level and expenditure is regularly monitored.
(xii)	The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;	The Tribal Development Department does not implement the programmes involving subsidy directly.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	No such concessions/permits are provided to the officials of the Tribal Development Department.

(xiv) Details in respect of the information available to or held by it, reduced in an electronic form;	The scheme-wise/Department-wise plan outlays are available.
(xv) The particulars of facilities available to citizens for obtaining information, including the working of a library or reading room, if maintained, for public use;	The office of the Commissionerate of Tribal Development Department and ITDP is open for general public for collecting any type of information relating to scheme/ programme and allocation of funds to the departments for socio-economic development of scheduled Tribes from 10.00 AM to 5.00 PM in 6 days a week except holidays.
(xvi) The names, designations and other particulars of the Public Information Officers;	As mentioned above.
(xvii) Such other information as may be prescribed; and thereafter update these publications every year.	Statistical Profile at State and ITDP level.

The above Officers are take necessary preparatory steps well in time for implementations of the new act as per the instructions issued by the Govt. time to time.

Sd./

Principal Secretary (TD) to the

Govt. of H.P. Shimla-171002.

Endst. No. and Date: As above.

Copy forwarded to the following for information and necessary further action.

1. The Principal Secretary (AR) to the Govt. of H.P. w.r.t. his letter No. PER (AR) F (7)-2/98-Vol. I (loose) dated 09.09.2005 for information.
2. Commissioner (TD), HP Shimla.
3. The Resident Commissioner, Pangti at Killar Distt. Chamba.
4. All the Heads of Departments in Himachal Pradesh.

5. The Divisional Commissioners, Shimla/Mandi/Dharamshala Divisions.
6. All the Deputy Commissioner in H.P.
7. The Additional District Magistrate, Spiti at Kaza and Bharmour.
8. Managing Directors all Corporation/ Boards in H.P.
9. Assistant Commissioner (TD), HP Shimla-2.
10. All Project Officers, ITDPs.
11. The concerned RO/ ARO/ SA of respective ITDPs.
12. Superintendent, Tribal Development (HQ), HP Shimla-2.
13. Guard File.

Sd./

Principal Secretary (TD) to the

Govt. of H.P. Shimla-171002.