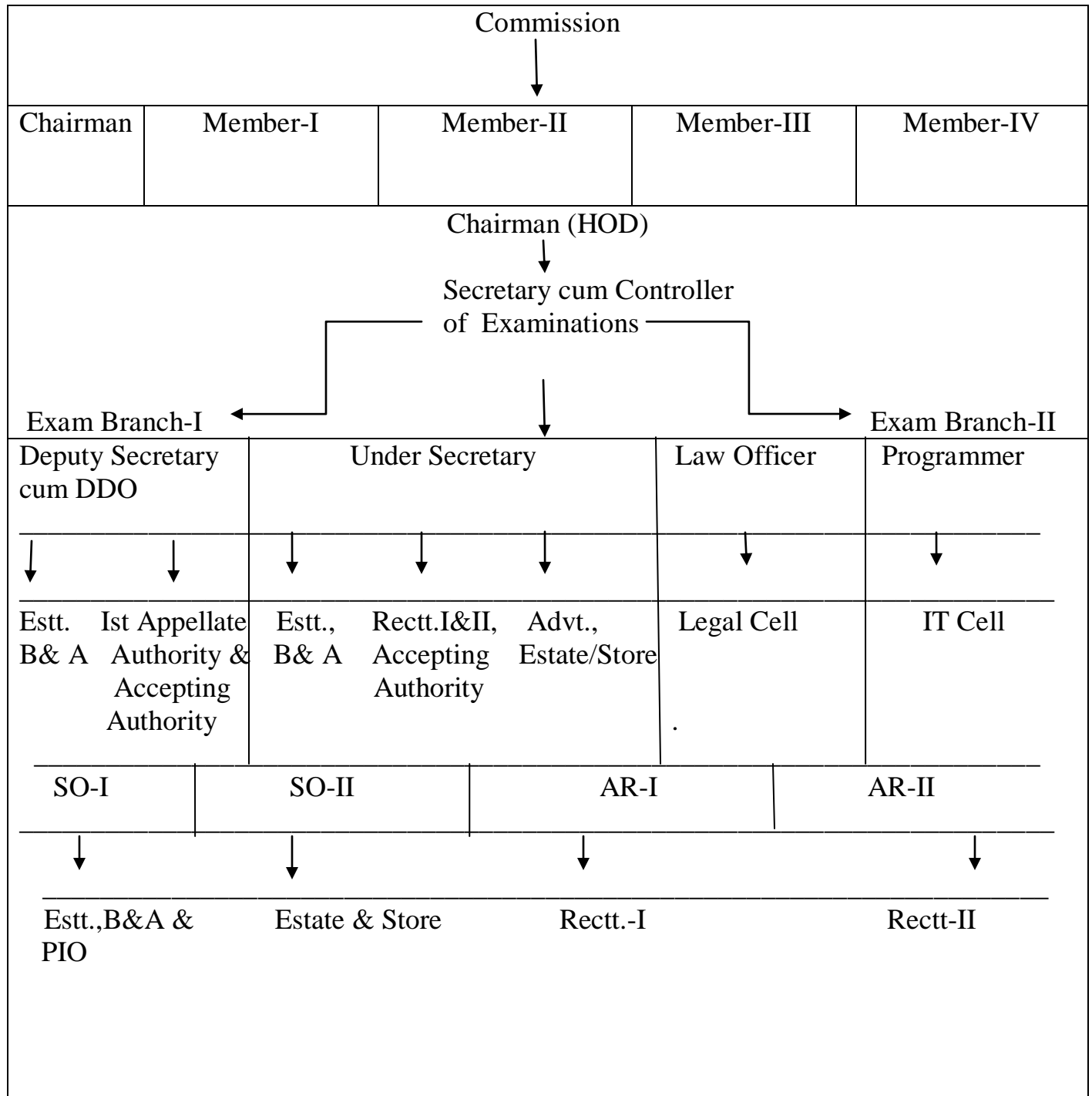


## Powers and Duties of Officers and Employees

The functions and duties of HP Subordinate Services Selection Board, Hamirpur have been defined in the Rules of Business and Procedure of the Himachal Pradesh HP Subordinate Services Selection Board, 2004. Now its nomenclature has been changed to HP Staff Selection Commission, Hamirpur vide Govt. Notification (AP.B) D (3)-4 dated 10th May, 2016.



				Budget & Accounts	1 <sup>st</sup> Appellate Authority	
Establishment		Budget & Accounts	Recruitment-I & II	IT Cell	PIO	Requisition, Advt. & Estate
SO-I		SO-II		AR-I	AR-II	Programmer
Estt.	Budget & Accounts	Estate	Store	Recruitment-I	Recruitment-II	IT Cell
Law Officer ↓						
Legal Cell						

The detail of Branches/Sections of HP Staff Selection Commission, Hamirpur:-

1. Establishment, Budget & Accounts, Diary & Dispatch
2. Estate & Store
3. Recruitment –I
4. Recruitment- II
5. Examination Branch-I & II
6. IT Cell
7. Legal Cell
8. RTI Branch
9. Requisition Branch

**Financial powers as per H.P.F.R.2009, Delegation of Financial Powers and revision of economy instructions 2014, 2015 & 2016 and other instructions of the Govt. from time to time are as under:-**

**Chairman:-**

He is the Head of Department of HPSSC. All the Administrative and Financial Powers of the department vested in him.

**Secretary:-**

He is the Head of office of HPSSC cum Controller of Examinations. He is also looking the legal matters of HPSSC with the assistance of Law Officer.

**Dy. Secretary:-**

He is designated as DDO in respect of all the establishment of HPSSC cum Ist Appellate Authority under RTI Act, 2005 and Accepting Authority during evaluation process.

**Under Secretary:-**

He is performing the duties as per chapter XIV of the office Manual and Accepting Authority during evaluation process.

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Authority to whom powers are delegated</b>	<b>Extent of powers delegated</b>
1.	To sanction expenditure payable to expert/conduct of examinations, screening tests, and counseling	Chairman cum HOD	Full Powers
2.	To sanction expenditure on printing work relating to conduct of examination / screening test / counseling	Chairman cum HOD	Full Powers
3.	To sanction expenditure on advertisement of posts	Chairman cum HOD	Full Powers

4.	To authorize purchase of stationery up to Rs. 200000/- and other material from local market required in connection with examinations/tests / counseling after obtaining NOC from Govt. printing press.	Chairman cum HOD	Full Powers
5.	To sanction expenditure for Setting & Printing of Question papers and evaluation of answer sheets	Chairman cum HOD	Full Powers
6.	To sanction expenditure on maintenance of office & residential building	Chairman cum HOD	Full Powers
7	Replacement of furniture up to Rs. 50,000/-	Chairman cum HOD	Full Powers
8	Purchase of computer / photocopiers, machines and their peripherals	Chairman cum HOD	Upto 5.00 Lac
9	Expenditure on Hospitality/ Entertainment expenditure.	Chairman cum HOD	Upto Rs. 30000 at a time and Rs. 1 Lac Per Annum
10	Expenditure on finishing on residential/ non residential buildings as approved by Govt. in concurrence with FD	Chairman cum HOD	i)Up to Rs. 50,000 per annum ii)Up to Rs. 10,000 / - per annum to Distt.Level Officer
11	Payment to all daily waged/part time workers working on posts duly authorized by the State Government and in position of preceding financial year.	DDO	Full Powers
12	Tours within the State( For this purpose tours up to Chandigarh/Pathankot/Dehradun will count as tours within the State	Controlling Officer	Full Powers
13	Tours outside the State performed by road or train	HOD	Full Powers

**SECTION WISE WORK ALLOTTED**

<b>Sr. No.</b>	<b>Description</b>	<b>Staff deployed in the branches</b>	<b>Brief description of work being done</b>
<b>1</b>	i) Establishment Branch  ii) Budget & Accounts, Cash Branch  iii) Diary & Dispatch	Section Officer = 01 Supdt. Grade-II = 01 Sr. Assistant = 01 Clerk = 01 Sr. Assistant = 01 Clerk /Jr.Asstt = 02  Clerk = 01	All kinds of establishment matters viz maintenance of service records (including services books) pension cases, general administration of entire office, Assembly business.
<b>2</b>	Store & Estate	Supdt. Grade-II = 01 Sr. Asstt. = 01 Clerk = 01	All kinds of matters related to Store/Estate
<b>3</b>	Recruitment -I	Asstt. Registrar = 01 Supdt. Grade-II= 01 Sr. Assistant = 01 Jr. Asstt. = 01 Clerk = 04	Dealing with various requisitions of class-III posts within the purview of this Commission. Preparation of call letters to the candidates concerned and to conduct counseling thereof.
<b>4</b>	Recruitment -II	Asstt. Registrar = 01 Supdt. Grade-II = 01 Jr.Asstt. = 01 Clerk = 03	Dealing with various requisitions of class-III posts within the purview of this Commission. Preparation of call letters to the candidates concerned and to conduct counseling thereof
<b>5</b>	Examination-I	Sr. Assistant = 01 Jr. Asstt. = 01	Preparation of packing plan and supply orders related to printing of Question papers and OMR Sheets. Preparation of the results of Screening tests/skill tests & final results. Preparation of provisional and final answer keys, compilation of objections,

			RTI related to exam branch and recommendations of the candidates from waiting panel.
6	Examination-II	Clerk = 01	Fixation of schedule of Examinations. Correspondence regarding confirmation of seating capacity from the concerned SDMs, creation of examination centers throughout the state for conducting exams in respect of all type of posts in Distt & Sub Division level.
7	Legal Cell	Law Officer = 01 Supdt. Grade-II= 01 JOA = 01	To deal with court cases
8	Requisition Branch	Supdt. Grade-II= 01 Clerk = 01	To deal with requisition received from various requisitioning authorities and preparation of advertisement etc.
9	RTI Branch	Section Officer = 01 cum PIO Supdt.Gr.-II = 01 JSS = 01	To deal with RTI applications and appeals
10	IT Cell	Programmer = 01 JOA (IT) = 01	To deal with the website, generation of Roll Nos. of the candidates and uploading of the results and other information on the official website.