

Work Allocation (Powers and Duties)

Adviser (Planning): Overall administrative and financial control of the Department. He helps Addl. Chief Secretary (Planning) to the GoHP in discharging various responsibilities to achieve organizational goals. Adviser (Planning) works under the overall control of Addl. Chief Secretary (Planning) to the GoHP.

Joint Director (Planning): He has been declared as Head of Office of Planning Department. He assisted Adviser (Planning) in discharging various responsibilities and accomplished tasks related to formulation, implementation and liaising with the Planning Commission, Government of India assigned to him from time to time.

Deputy Directors: The Deputy Directors headed various Divisions such as Plan Formulation, Plan Implementation, Project Formulation, Evaluation, Employment, Computerization, Administration, Regional and District Planning, Backward Area Sub-Plan, Twenty Point Programme, Railways, MLA Priorities, RIDF and RFD. They assisted the Adviser (Planning) in discharging various responsibilities to achieve organizational goals.

Research Officers: The Research Officers assist the Deputy Directors and control the staff deployed in various Divisions. All the files are routed to Deputy Directors through Research Officers.

District Planning Officers: The staff provided to the District Planning Officers and duties performed by them are given as under :

District Planning Cells have been created in all the ten Non-Tribal districts of the State. These offices are functioning under the control of the concerned Deputy Commissioners. The Additional Deputy Commissioner / Additional District Magistrate, as the case may be, has been declared as Chief Planning Officer. The District Planning Cells are headed by the District Planning Officers. They are functioning as Drawing & Disbursing Officers at district level. The following staff has been provided in District Planning Cells :-

1. District Planning Officer.
2. Credit Planning Officer.
3. Assistant Research Officer.
4. Statistical Assistant.
5. Sr. Assistant (three posts each in District Shimla, Mandi and Kangra).
6. Steno-Typist.
7. Clerk.
8. Peon.

All the decentralized planning programmes such as VMJS, SDP, VKVNY, MMGPY, MPLADs, BASP, etc are being implemented at district level through the

concerned District Planning Cell. The collection of data for evaluation studies carried out by the department are also collected through District Planning Cells at district level. District Planning Cells have been assigned the job of monitoring and reviewing of ongoing Plan Schemes, 20-Point Programme and all decentralized programmes mentioned above through District Planning, Development and Twenty Point Programme Review Committees on quarterly basis. District Planning Officers function as Public Information Officer of Planning Department at district level. District Planning Cells have proved extremely useful at district level in fulfilling the objective of decentralization of planning process of the State Government. All assignments of the department required to be undertaken at district level are performed through District Planning Cells.

Assistant Research Officers: Deal with the various works/proposals/correspondence and submit the same with their comments to the Research Officers for taking decisions at the higher level.

Statistical Assistants: Deal with the various works / proposals / correspondence and submit the same with their comments to the Research Officers for taking decisions at the Higher level.

Computer: They perform their duties and functions as assigned to them by the Research Officers.

Programmer : The Programmer is the in-charge of the Computer Cell. He develops software as per the requirement of the department and all other computer related jobs.

Program Planning Officers (PPOs) : They help in developing software as per the requirement of the department and all other computer related jobs.

Computer Operators : They assist the Programmer/PPOs in software development, data feeding and render the computer related technical help and guidance to the department.

Superintendent Gr.-I: All the files of Administration Division are put-up to Superintendent Gr-I through Superintendent Gr-II with the administrative proposals for taking decisions at higher level

Superintendent Gr.-II: All the Senior / Junior Assistants and clerks of Administration Division submit the files through Superintendent Gr.-II. He puts up the files to Superintendent Gr.-I/ DDO / Joint Director (Administration) for final decision at appropriate level.

Senior Assistants / Junior Assistants: Deal with administrative, personnel, budget, organizational, etc matters and also works assigned by Superintendent / DDO / Higher Officers.

Clerks : Perform duties and functions as assigned to them by HOD/Superintendent Gr-I/DDO/Spud. Gr.-II including the work of diary dispatch of the Department.

Personal Assistant / Sr. Scale Stenographer / Jr. Scale Stenographers: Perform duties with Head of Department, Joint Directors / Deputy Directors, such as dictation / typing work / attend to the telephone calls, handle the files / records of confidential or secret nature and any other work assigned by the officer.

Steno Typists: Perform duties of dictation and typing work with the officers. Ten posts of Steno-Typists are sanctioned in the ten Non-Tribal Districts and they performed their duties with the District Planning Officers in the Districts.

Duplicating Machine Operator: To operate the Photo-state machines of the Department.

Peons: They perform the duties as per office manual.

Chowkidar : Keeps watch and ward during and after office hours of all the office rooms of the department. He is also responsible for all precautionary measures relating to prevention of fire and damage to Government property.

Sweeper: To sweep, clean and mop the rooms, corridors, verandahs. Clean lavatories, urinals, washbasins, etc daily and properly. To collect and dispose-off all waste in the office.