

Government of Himachal Pradesh
Department of Panchayati Raj.

No: PCH-HB(15)1/06-RTI-

Dated August, 2006

NOTIFICATION

The Governor of Himachal Pradesh is pleased to publish the following information pertaining to the Department of Panchayati Raj, in pursuant to section-4 of the Right to Information Act, 2005.

S. N	Particulars	Details
1	Particulars of Organization function and Duties.	Functions:- <ol style="list-style-type: none">1. Himachal Pradesh Panchayati Raj Act and Rules made there under.2. Establishment & Constitution of Gram Panchayats, Panchayat Samiti and Zila Parishads.3. Re-organization and bifurcation of Panchayats.4. Control, Inspection & 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 of Officers/Officials of Panchayati Raj & 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.

		<ol style="list-style-type: none">11. Grant-in-aid to Panchayati Raj Bodies.12. Elections:-<ul style="list-style-type: none">• Elections to Panchayati Raj Institutions• Elections to Gurudwaras (SGPC)13 Delimitation and reservation of constituency of PRIs.14 Delegations of power to PRIs in spirit of 73rd constitutional amendments.15. Creation of posts, framing & Amendment in Recruitment and Promotion Rules.16. Administrative/ Establishment matters relating to appointment, re-employment, deputation, leaves, fixation of pay-scales, stepping up, conducting of DPC, finalization of seniority lists, disciplinary proceedings and imposition of major and minor penalties against delinquent officers/officials of the Department, issuance of order under Vigilance/disciplinary cases against them, issue of sanction in which competent authority has concurred under financial delegation under HPFR 19.6..17. Appointment of Committees, preparation of Cabinet Memorandum, filing reply to writ petition, CWP/Original Applications, Appeal against the judgments of lower Court to be filed in High Court/Supreme Courts, notice U/S/ 80 CPC, Institution/withdrawal of Civil or Criminal proceedings.18. Preparation of annual plan and budget estimates, write of irrecoverable loans advances and loss of store, approval of work-plan, administrative approval and expenditure sanction.19. Preparation and enforcement of Rules for engagement of contractual employees of the Panchayats at different levels.20. Matter relating Vidhan Sabha Business and Assurances.21. To perform the Secretariat functions of the Department.
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		<p>Duties:-</p> <p>To perform all the functions of the Department as mentioned above.</p>
2	<p>Powers and Duties of its Officers and Employees.</p>	<p>1. DIRECTOR -CUM- SPECIAL SECRETARY (PANCHAYATI RAJ), I.A.S..</p> <p>Over-all administrative/financial control of the Department.</p> <p>2. ADDL. DIRECTOR-CUM- JOINT SECRETARY (PANCHAYATI RAJ)</p> <p>(i) Establishment work relating to Gazetted & non-Gazetted Officers, employees and contractual staff of the PRIs., framing and amending the Recruitment and Promotions Rules of all the categories of the Department.</p> <p>(ii) Work relating to complaints, Appeals against the office-bearers of the PRIs and all the Court cases.</p> <p>(iii) Matters relating to Cabinet.</p> <p>3. DEPUTY DIRECTOR (DEPARTMENTAL)</p> <p>(i) Work relating to Plan/Non-Plan budget, Drawing and Disbursement work, State Finance Commission etc..</p> <p>(ii) Training to the elected representatives of the PRIs and officials of the Department and submissions of proposal and project for seeking financial assistance for the training to GOI.</p> <p>(iii) Work relating to Assembly Question and Assurances.</p> <p>(iv) Framing & amendment of Panchayati Raj Act, Rules, work relating to Devolution of powers to PRIs., meeting of Gram Sabhas and various correspondences with the GOI.</p> <p>(v) Nodal Officer of Panchayat Bhawan.</p> <p>(vi) Central and State Finance Commission.</p>

		<p>(vii) Re-organization/bifurcation/creation of Gram Panchayats, delimitation, reservation of Constituency of Panchayats, Panchayats/ Gurudwara Election.</p> <p>4. DEPUTY CONTROLLER (AUDIT):-</p> <p>(i) Conducting Audit of all Zila Parishads in the State, review the progress Audit and Inspection, to pursue to the follow up action in the Audit and inspection notes.</p> <p>(ii) To conduct the inquiries against the delinquent office-bearers of the Institutions as entrusted by the Higher authorities from time to time.</p> <p>(iii) Ratification/advice in the service and financials matters of the officials/officers, settlement of the CAG/PAC paras besides paras of Audit of PRIs.</p> <p>(iv) Preparation of Administrative report.</p> <p>(v) Work relating to Panchayat Bhawan and its maintenance etc.</p> <p>(vi) Administrative approval to the PRIs from their fund as per the provisions of Financial rules.</p>
3	<p>Procedure followed in the decision making process, including channels of supervisions and accountability.</p>	<p>In the Directorate, the Director exercises the powers of the Head of Department. He is assisted by the various officers of the Directorate in taking decisions/disposing of the normal workload of the Department.</p> <p>The duties to the various officers are assigned by the Director keeping in view the expertise of the officers. The files move to the Director through the concerned officer for final decision.</p> <p>It is also mentioned that there is a single file system in the Department. The Director, Panchayati Raj is also Special Secretary</p>

		of the Department and all the files move to the Govt. through him for taking the decisions in the various matter concerning the Department. The Joint Director of the Panchayati Raj is also a Joint Secretary.
4	Norms set by it for the discharge of its function.	The department follow the provisions contained in HPFR rules in all financial matters and other Government rules as adopted by the Govt. form time to time to deal with all administrative matters. In addition to this, there is H.P. Panchayati Raj Act, 1994, H.P. Panchayati Raj (General) Rules, 1997 and H.P. Panchayati Raj (Finance, Budget, Accounts, Audit, Taxation, Service & Allowances) Rule, 2002. for regulating the functioning of the PRIs.
5	Rules, Regulations, Instruction manuals and records held by it or under its control or used by its employees for discharging its functions	<ol style="list-style-type: none"> (1) H.P. Panchayati Raj Act, 1994. (2) H.P. Panchayati Raj (General) Rules, 1997. (3) H.P. Panchayati Raj (Finance, Budget, Accounts, Audit, Taxation, Service & Allowances) Rule, 2002. (4) H.P. Panchayati Raj (Election) Rules, 1994.
6	Statement of the Categories of the documents.	<p>The Department has normally the following kinds of documents/files in the Directorate and its field offices:-</p> <ol style="list-style-type: none"> 1) Files relating to R & P Rules, Appointment and transfer of staff, pay-fixation, promotion, Personal files. 2) Plan, Budget, Expenditure, re-conciliation of Budget, State Finance Commission, creation and continuation of posts, financial sanction, administrative approval, Audit and Inspection of Panchayati Raj Institutions, Audit of CAG/PAC paras.

		<p>3) Assembly business, Administrative reports, training of elected representatives of PRIs/ officials/Court cases/report on the finances of the Gram Panchayats, re-organization and bifurcation of the Gram Panchayats, Devolution of powers to PRIs, Cabinet Memorandum, Schemes of Contractual staff of PRIs such as Tailoring Teacher, Panchayat Sahayak, Junior Engineer, Accountant, Assistant Engineer, Personal Assistant, establishment of Gram Panchayats and Panchayat Samitis, Election of the PRIs, delimitation of constituency of Panchayats, Reservation of the seats in the PRIs, Gurudwara Election. Record and Information pertaining to PRIs..</p>
7	<p>Particulars of any arrangements with public representative institutions in relation to the formulation of its policy or implementation thereof.</p>	<p>Before making any new policy for the Panchayati Raj Institutions and bringing amendment in the H.P. Panchayati Raj Act/Rules made there under, the views of the elected representatives are normally taken through workshop/seminars etc..</p> <p>Besides this, the department functions as the mediator/facilitator between the elected representatives and the State Government and put forth their views and aspirations before the State Government for policy making and implementation thereof.</p>
8	<p>Statement of the Board, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its</p>	<p>Not applicable.</p>

	<p>advice and as to whether meeting of those boards, councils, committee and other bodies are open to the public or the minutes of such meetings are accessible for the public.</p>	
9	<p>Directory of its Officers and Employees.</p>	<ol style="list-style-type: none"> 1. Director-cum-spl.Secy, IAS 2. Addl. Director-cum-Joint Secretary, HAS 3. Deputy Director, (Departmental). 4. Deputy Controller. 5. Supdt. Gr-1 6. Pvt Secretary to HOD 7. District Panchayat Officer 8. Principal, Panchayati Raj Trg. Institute. 9. Superintendent, Grade-II 10 Editor-cum-Panchayat Information Officer 11. District Audit Officer/Instructor 12. PA 13 Legal Assistant 14. Senior Assistants. 15. Senior Stenographer 16. Junior Stenographer 17. Steno-typist 18. Panchayat Inspectors 19. Panchayat Auditors

		<p>20. Sub-Inspectors</p> <p>21. Clerks</p> <p>22. Drivers</p> <p>23. Gastatenor Operator</p> <p>24. Daftari</p> <p>25. Jamadar</p> <p>26. Peons</p> <p>27 Chowkidars</p> <p>28. Cook</p> <p>29. Sweeper</p>																																													
10	<p>Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.</p>	<p>The officers and the employees, appointed in the Department get the normal scales as granted by the Government from time to time. The pay-scale of all the posts are given as under:-</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Name of Post</th> <th>Pay Scale</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Director-cum-Spl.Secy,IAS</td> <td>14300-20100</td> </tr> <tr> <td>2</td> <td>Addl. Director-cum-Joint Secretary, HAS</td> <td>13500-16800</td> </tr> <tr> <td>3</td> <td>Deputy Director, (Deptt)</td> <td>7880-11660</td> </tr> <tr> <td>4</td> <td>Deputy Controller</td> <td>7880-11660</td> </tr> <tr> <td>5</td> <td>Supdt. Gr-1</td> <td>7220-11660</td> </tr> <tr> <td>6</td> <td>Pvt Secretary to HOD</td> <td>7220-11660</td> </tr> <tr> <td>7</td> <td>District Panchayat Officers</td> <td>7000-10980</td> </tr> <tr> <td>8</td> <td>Principals</td> <td>7000-10980</td> </tr> <tr> <td>9</td> <td>Superintendent, Grade-II</td> <td>6400-10640</td> </tr> <tr> <td>10</td> <td>Editor-cum-P IO</td> <td>6400-10640</td> </tr> <tr> <td>11</td> <td>D A O/Instructors</td> <td>6400-10640</td> </tr> <tr> <td>12</td> <td>PA</td> <td>6400-10640</td> </tr> <tr> <td>13</td> <td>Legal Assistant</td> <td>6400-10640</td> </tr> <tr> <td>14</td> <td>Senior Assistants</td> <td>5800-9200</td> </tr> </tbody> </table>	S. No.	Name of Post	Pay Scale	1	Director-cum-Spl.Secy,IAS	14300-20100	2	Addl. Director-cum-Joint Secretary, HAS	13500-16800	3	Deputy Director, (Deptt)	7880-11660	4	Deputy Controller	7880-11660	5	Supdt. Gr-1	7220-11660	6	Pvt Secretary to HOD	7220-11660	7	District Panchayat Officers	7000-10980	8	Principals	7000-10980	9	Superintendent, Grade-II	6400-10640	10	Editor-cum-P IO	6400-10640	11	D A O/Instructors	6400-10640	12	PA	6400-10640	13	Legal Assistant	6400-10640	14	Senior Assistants	5800-9200
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		15	Senior Stenographer/PA	5800-9200
		16	Junior Stenographer	4400-7000
		17	Steno-typist	3330-6200
		18	Panchayat Inspectors	5480-8925
		19	Panchayat Auditors	5000-8100
		20	Sub-Inspectors	5000-8100
		21	Clerks	3120-5160
		22	Drivers	3330-6200
		23	Gastatenor Operator	2820-4400
		24	Daftari	2820-4400
		25	Jamadar	2720-4260
		26	Peons	2520-4140
		27	Chowkidars	2520-4140
		28	Cooks	2520-4140
		29	Sweepers	2520-4140
11	Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.	S. No.	Particulars.	Plan (Rs. in lacs.)
				Budget allotted for 2005-2006
				Expenditure during the year.
		1.	GIA for honorarium to the elected representative to PRIs.	1133.723
		2.	GIA for honorarium to contractual staff appointed by PRIs and office expenses to Zila Parishad, Panchayat Samiti and Gram Panchayat.	253.097
				1133.723
				253.097

		3.	Grants under 12 th Finance Commission award to Gram Panchayats for development works	2940.00	2940.00
		4.	GIA to PR/PRI's building.	407.44	407.44
		5.	Purchase of vehicle to Zila Parishad Kullu.	3.88	3.88
		6.	Loan to Gram Panchayats for creation of remunerative assets.	1.00	1.00
		7.	GIA for imparting training to elected representatives of PRIs.	3.00	3.00
		8.	Expenditure on maintenance on Panchayati Raj Bhawans.	2.00	2.00
		9.	GIA for oath ceremony of newly elected Pradhans of Gram Panchayats.	18.84	18.84
			Total:	4762.98	4762.98
		The budget is allocated to the PRIS for meeting out the committed liability and developmental works. The expenditure of the Budget is made by the PRIs at their own level.			
12	The matter of execution of subsidy programmes, including the amount	NA			

	allocated and the detail of beneficiaries of such Programme.	
13	Particulars of recipients of concession, permits of authorization granted by it.	NA
14	Details in respect of the information available to or held by it, reduced in an electronic form.	The Department has its website.
15	Particulars of facilities available to citizens for obtaining information including the working of a Library or reading room, if maintained for public use.	All the information shall be shortly available on the website

16	Names, designations and other particulars of the public information Officers.	Names, designation and other particulars of PIO, APIO, and Appellate Authority are given below:-
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STATE LEVEL

Sl. No.	Name of Appellate Authority	Designation & Office address	Jurisdiction (area/ subject)	E-mail	Telephone/ fax No. (Office (Resi))
1.	-	Addl. Director-cum-Joint Secretary (Panchayati Raj) Block No-27 SDA Complex, Shimla-9	State level	panchbo-hp@nic.in	2623814

STATE LEVEL

Sl. No.	Name of PIO/ APIO	Designation & Office address	Jurisdiction (area/ subject)	e-mail (if any)	Telephone/ fax No. (Office (Resi))
1.	Sh. Kewal Ram Sharma, PIO	Deputy Director (Panchayati Raj) Block No-27 SDA Complex, Shimla-9	State level	panchbo-hp@nic.in	2623805
2.	Sh. J. L. Kanan, APIO	Deputy Controller (Audit) Panchayati Raj Block No-27 SDA Complex, Shimla-9	State level	panchbo-hp@nic.in	2623805

DISTRICT LEVEL

DISTRICT SHIMLA

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	0177-2657028
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	0177-2657028
3.	Assistant Public Information Officer.	Superintendent	Official supervision	0177-2657028

DISTRICT SOLAN

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01792-223756
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01792-223756
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01792-223756

DISTRICT SIRMOUR

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01702- 222272
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01702- 222272
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01702- 222272

DISTRICT KINNAUR

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01786-222290
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01786-222290
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01786-222290

DISTRICT KULLU

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01902-222306
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01902-222306
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01902-222306

DISTRICT LAHUL-SPITI

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01900- 222457
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01900- 222457
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01900- 222457

DISTRICT MANDI

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01905- 223025
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01905- 223025
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01905- 223025

DISTRICT HAMIRPUR

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01972-222407
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01972-222407
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01972-222407

DISTRICT BILASPUR

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01978-223871
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01978-223871
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01978-223871

DISTRICT KANGRA

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01892- 223209
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01892- 223209
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01892- 223209

DISTRICT CHAMBA

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01899-222204
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01899-222204
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01899-222204

DISTRICT UNA

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Jurisdiction (area/ subject)	Telephone / fax No.
1.	Appellate Authority	Distt. Panchayat officer	Supervision of PRIs up to Distt. level	01975-222607
2.	Public Information Officer.	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	01975-222607
3.	Assistant Public Information Officer.	Superintendent	Official supervision	01975-222607

**GOVT. OF HIMACHAL PRADESH
PANCHAYATI RAJ DEPARTMENT**

No: PCH-HB(15)7/2005-RTI-

dated

25 August, 2006.

OFFICER ORDER

In continuation of this Office Order No.PCH-HB(15)7/2005-RTI-23225-488 dated 17-2-2006 the functionaries under Right to Information Act, 2005 are designated as under for Panchayati Raj Institutes Baijnath and Mashobra:-

Sr. No	Name of the Post to be designated	Designation under RTI Act, 2005	Telephone (Mashobra)	Telephone (Baijnath)
1.	Principal	Appellate Authority	95177-2740227	951894-263041
2.	Senior most Instructor	Public Information Officer.	95177-2740227	951894-263041
3.	Junior Assistant/ Clerk	Assistant Public Information Officer.	95177-2740227	951894-263041

**By order
Pr. Secretary(PR) to the
Govt. of Himachal Pradesh.**

Endst No: PCH-HB(15)7/2005-RTI-22684-88 dated 25 August, 2006.

Copy to:

1. The Principal Secretary (AR) to the Govt. of Himachal Pradesh for information.
2. The Director –cum-Special Secretary (IT) Shimla-9 for information and necessary action please.
3. The Controller, Printing Press, Shimla-4 with the request that the same be published in the government gazette “ Rajpatra, Extraordinary.
4. The Principals, Panchayati Raj Training Institutes, Baijnath and Mashobra H.P. with three spare copies for further allocation to concerned.
5. Guard File.

**Special Secretary(PR) to the
Govt. of Himachal Pradesh.**

**GOVT. OF HIMACHAL PRADESH
PANCHAYATI RAJ DEPARTMENT**

No: PCH-HB(15)7/2005-RTI-

dated

Feb 2006.

OFFICER ORDER

In pursuance to the Notification dated 21.6.2005, published in the Gazette of Govt of India, Extraordinary, Part-II, No: 25, Rajpatra 31 with regard to Right to Information Act, 2005, the Governor of Himachal Pradesh is pleased to designate the following officers /officials at district & block level to function under the provisions of Right to Information Act, 2005.

AT DISTRICT LEVEL

SN	Name of the post to be designated	Designation under RTI Act, 2005.
1.	Superintendent, Distt Panchayat Office	Assistant Public Information Officer
2.	Distt Audit Officer, Distt Panchayat Office	Public Information Officer
3.	Distt Panchayat Officer	Appellate Authority

AT BLOCK LEVEL

1.	Sub Inspector (Panchayat)	Assistant Public Information Officer
2.	Inspector (Panchayat)	Public Information Officer
3.	Executive Officer- cum- BDO, Panchayat Samiti	Appellate Authority

The block level officer/officials would also cover grass-root institutions and this order would come into force with immediate effect.

**By order
Pr. Secretary(PR) to the
Govt. of Himachal Pradesh.**

Endst No: PCH-HB(15)7/2005-RTI- 23225-488

dated

17 Feb, 2006.

Copy to:-

1. The Principal Secretary (AR) to the Govt. of Himachal Pradesh for information.
2. All the Distt. Panchayat Officers, H.P. for information and compliance
3. All the Distt. Audit Officers, O/o the Distt. Panchayat Officer, H.P. for information and compliance.

4. All the Superintendents, O/o the Distt. Panchayat Officer, H.P. for information and compliance.
5. All the Executive Officers-cum-BDOs, Panchayat Samitis, H.P for information and compliance.
6. All the Inspectors /Sub Inspectors (Panchayat) O/o the Executive Officers-cum-BDOs, Panchayat Samitis, H.P for information and compliance.
7. The Controller, Printing Press, Shimla-4 with the request that the same be published in the government gazette “ Rajpatra, Extraordinary.
8. Guard File.

**Joint Secretary(PR) to the
Govt. of Himachal Pradesh.**

7. The Controller, Printing Press, Shimla-5 for printing in the Government gazette “ Rajpatra ”, Extraordinary.
8. All the concerned Officers for information and compliance.
9. All the Branch Incharges, H.Q. for information.
10. Guard File.

**Joint Secretary(PR) to the
Govt. of Himachal Pradesh.**

No.PCH-HA(15)1/06-RTI-Vol-II-
Government of Himachal Pradesh,
Panchayati Raj Department.

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To

All the District Panchayat Officers,
Himachal Pradesh.

Shimla-9,

dated

23rd November, 2006.

Subject:- Regarding appointment of Public Information Officers as per the provisions of RTI Act, 2005.

Sir/Madam,

Your kind attention is drawn towards section 5 (1) of the Right to Information Act, 2005 under which every Public Authority has to designate Public Information Officer and Assistant Public Information Officers for the purpose of providing information, pertaining to the Public Authority, to the person who apply for the same. Since, Panchayat Samitis and Gram Panchayats are also Public Authorities under Section 2(h)(c) of the Right to Information Act, 2005. Therefore, Public Information Officers are required to be designated by the Panchayat Samitis and Gram Panchayats.

You are, therefore, requested to kindly direct Executive Officers Panchayat Samiti and Pradhans Gram Panchayat to appoint/designate the PIOs, APIOs and Pradhans Gram Panchayat to appoint/designate the PIOs, APIOs and Appellate Authority for Panchayat Samitis and Gram Panchayats under intimation to this officer.

Yours faithfully

Deputy Director
Panchayati Raj Department,
Himachal Pradesh.

**GOVERNMENT OF HIMACHAL PRADESH
PANCHAYATI RAJ DEPARTMENT**

No. PCH-HB(15)/2008-30461-598

Dated

18 September, 2008

NOTIFICATION

In supersession of this office letter no. PCH-HB(15)1/06-RTI-Vol-II-4020-31 dated 19th April, 2007. The following posts are designated to function under the provisions of Right to Information Act, 2005 in respect of Gram Panchayat with immediate effect:-

Sr. No.	Officer/official	Designation under RTI Act, 2005
1.	Sub Divisional Officer(C)	Appellate Authority.
2.	Block Development Officer	Public Information Officer.
3.	Secretary of concerned Gram Panchayat.	Assistant Public Information Officer.

**Director-cum-Sepcial Secretary,
Panchayati Raj Department,
Himachal Pradesh Shimla-9**

Endst. No. PCH-HB(15)/2008-30461-598

dated

18 September, 2008

Copy to:-

1. Secretary, State Information Commission, Himachal Pradesh for information please.
2. All Sub Division Magistrates in H. P. for information.
3. All the District Panchayat officers in H. P. for information.
4. All the Block Development officer in H. P. for information.
5. All Gram Panchayat in H. P. for information through concerned Block Development Officer in H.P.

**Director-cum-Sepcial Secretary,
Panchayati Raj Department,
Himachal Pradesh Shimla-9 .**

OFFICE OF THE SECRETARY, ZILA PARISHAD
DISTRICT KINNAUR

NO.KNR(INF.ACT)/2005-599-619

dated 16.11.2006.

NOTIFICATION

In pursuance of the section 5(1) of the Right to information Act, 2005, the following Officers/Officials are designated as PIO, APIOs and appellate authority in respect of Zila Parishad Kinnaur:-

Sl. No.	Designation under R.T.I. Act, 2005	Name of the post to be designated
1	Asstt. Public Information Officer	Distt. Audit Officer Kinnaur
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Kinnaur.
3.	Appellate Authority	Project Officer, I.T.D.P.-cum-Chief Executive Officer, Zila Parishad Kinnaur.

Secretary,
Zila Parishad Kinnaur,
at Rekong Peo.
dated 16.11.2006.

Endst. NO.KNR(INF.ACT)/2005-599-619

Copy to :-

1. The Principal Secretary, (AR) to the Govt. of H.P. for information.
2. The Director, Panchayati Deptt., H.P., Shimla-9, for information.
3. All District Panchayat Officer-cum-Secretary, Zila Parishad, H.P. for information.
4. District Audit Officer, Kinnaur for information and compliance.
5. Clerk, Zila Parishad, Kinnaur for information.

Secretary,
Zila Parishad Kinnaur,
at Rekong Peo.

OFFICE OF THE SECRETARY, ZILA PARISHAD KULLU
DISTRICT KULLU HIMACHAL PRADESH

No. PCH (Klu) A (3) 18/2006-4069-84

dated 7.11.2006.

OFFICE ORDER

In pursuance of the section 5(1) of the Right to information Act, 2005, the following Officers/Officials are designated as PIO, APIOs and appellate authority in respect of Zila Parishad Kullu:-

Sl. No.	Name of the post to be designated	Designation under R.T.I. Act, 2005
1	Distt. Audit Officer Kullu	Asstt. Public Information Officer
2.	District Panchayat Officer-cum-Secretary, Z.P. Kullu.	Public Information Officer
3.	Appellate Authority	Additional Deputy Commissioner-cum-Chief Executive Officer, Z.P. Kullu

Secretary,
Zila Parishad Kullu,
Distt Kullu Himachal Pradesh.
dated 7.11.2006.

Endst. No. PCH (Klu) A (3) 18/2006-4069-84

Copy to :-

1. The Principal Secretary, (AR) to the Govt. of H.P. for information.
2. The Director, Panchayati Raj Deptt., H.P., Shimla-9, for information.
3. All District Panchayat Officer-cum-Secretary, Zila Parishad, H.P. for information.
4. District Audit Officer, Kullu for information and compliance.
5. District Panchayat Officer, Kullu for information and compliance.
6. Superintendent o/o District Panchayat Officer, Kullu for information and needful action

Secretary,
Zila Parishad Kullu,
Distt Kullu Himachal Pradesh.

No-3469-
Project Officer ITDP-cum-Chief Executive Officer,
Zila Parishad, Lahul Spiti at Keylong, H.P.

To

Director,
Panchayati Raj Department
H.P. Shimla-9
Date-Keylong-10-11-2006

Subject Regarding appointment of Public Information Officers as per the provisions
of RTI Act 2005

Sir

Kindly refer your letter No-PCH-HA(15)1/06-RTI-Vol-II-25674-88
Dated 39th October 06 on the subject cited above.

The PIO and APIO of Zila Parishad are designated as follows:

Sr. No.	Name of Appellate Authority/ PIO/APIO	Designated & Office Address	Jurisdiction (area/subject)	Telephone/ Fax No.
1.	(PIO)	District Panchayat Officer	Supervision of PRIs up to District Level	01900-222453
2.	(APIO)	District Audit Officer	Conducting of Audit of PRIs upto District Level	01900-222453

Yours faithfully,

PO ITDP-cum-CEO ZP,
Lahul Spiti at Keylong

End. No.

Dated

1. Copy forward to Sh. Prem Tanta District Panchayat Officer Kullu for information and n/a please
2. Copy forward to Sh. Ranjit Singh District Audit Officer o/o District Panchayat Officer Lahul Spiti for information and n/a please

PO ITDP-cum-CEO ZP,
Lahul Spiti at Keylong

No. PCN(Z.P.)(RTI)/2006-3008-11
OFFICE OF THE SECRETARY, ZILA PARISHAD SIRMOUR, NAHAN, H.P.

Dated,

Nahan-173001

30th November 2006

OFFICE ORDER

In pursuance of the section 5(1) of the Right to information Act, 2005, the following Officers/Officials are designated as PIO, APIOs and appellate authority in respect of Zila Parishad Sirmour to function under the provisions of RTI Act 2005:-

Sl. No.	Name of the post to be designated	Designation under R.T.I. Act, 2005
1	Personal Assistant, Zila Parishad	Asstt. Public Information Officer
2.	Superintendent, District Panchayat Officer-Sirmour at Nahan	Public Information Officer
3.	Appellate Authority	District Panchayat Officer-Secretary, Zila Parishad Sirmour

Additional District Manistrate-cum-
Chief Executive Officer,
Zila Parishad Sirmour, Nahan H.P.
dated 30th November 2006.

Endst. No. PCN(Z.P.)(RTI)/2006-3008-11

Copy forward to :-

1. The Principal Secretary, (AR) to the Govt. of H.P. for information.
2. The Director, Panchayati Raj Deptt., H.P., Shimla-9, for information.
3. All the concern Officer/Officials for information and compliance.

Additional District Manistrate-cum-
Chief Executive Officer,
Zila Parishad Sirmour, Nahan H.P.

OFFICE OF THE DISTRICT PANCHAYAT OFFICER-CUM-SECRETARY, ZILA
PARISHAD MANDI, DISTRICT MANDI (H.P.)

No. PCH –MND- RTI/2006-1515-1528

Dated the 13-12-2006

OFFICE ORDER

In pursuance of the section 5(1) of the Right to information Act, 2005, the following Officers/Officials are designated as PIO, APIOs and appellate authority in respect of Zila Parishad Mandi:-

Sl. No.	Designation under R.T.I. Act, 2005	Name of the post to be designated
1	Asstt. Public Information Officer	Distt. Audit Officer Mandi
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Mandi.
3.	Appellate Authority	Additional Deputy Commissioner-cum-Chief Executive Officer, Z.P. Mandi

Addl. Deputy Commissioner-
Cum-Chief Executive Officer
Zila Parishad Mandi District Mandi (H.P.)

Endst. No. PCH –MND- RTI/2006-1515-1528

Dated the 13-12-2006

Copy to :-

1. The Principal Secretary, (RD&PR) to the Govt. of H.P. Shimla-2.
2. The Director, Panchayati Raj Deptt., H.P., Shimla-9
3. Chairperson Zila Parishad, Mandi H.P.
4. All District Panchayat Officer in H.P.
5. District Audit Officer(P) O/o District Panchayat Officer Mandi H.P..

Addl. Deputy Commissioner-
Cum-Chief Executive Officer
Zila Parishad Mandi District Mandi (H.P.)

OFFICE OF THE SECRETARY, ZILA PARISHAD SOLAN
DISTIRCT SOLAN H.P.

No. SNL(INF.ACT)/2005-

Dated

11-12-2006

OFFICE ORDER

In pursuance of the section 5(1) of the Right to information Act, 2005, the following Officers/Officials are designated as PIO, APIOs and appellate authority in respect of Zila Parishad Solan:-

Sl. No.	Designation under R.T.I. Act, 2005	Name of the post to be designated
1	Asstt. Public Information Officer	Distt. Audit Officer Solan
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Solan.
3.	Appellate Authority	ADM-cum-Chief Executive Officer, Zila.Parishad. Solan

Additional. District Magistrate-
Cum-Chief Executive
Zila Parishad Solan(H.P.)

Endst. No. SNL(INF.ACT)/2005-

Dated

11-12-2006

Copy to :-

1. The Principal Secretary, (AR) to the Govt. of H.P. for information.
2. The Director, Panchayati Raj Deptt., H.P., Shimla-9.
3. District Panchayat Officer-cum-Secretary Zila Parishad Solan for information and compliance.
4. District Audit Officer, Kullu for information and compliance.

Additional. District Magistrate-
Cum-Chief Executive
Zila Parishad Solan(H.P.)

OFFICE OF THE CHIEF EXECUTIVE OFFICER, ZILA PARISHAD SHIMLA
DISTRICT SHIMLA H.P.

OFFICE ORDER

No. PCH-SML(1)2006-7337-52

Dated

6-12-2006

In pursuance of the section 5(1) of the Right to information Act, 2005, the following Officers/Officials are designated as PIO, APIOs and appellate authority in respect of Zila Parishad Shimla:-

Sl. No.	Designation under R.T.I. Act, 2005	Name of the post to be designated
1	Asstt. Public Information Officer	Distt. Audit Officer Shimla
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Shimla.
3.	Appellate Authority	ADC-cum-Chief Executive Officer, Z.P. Shimla

Chief Executive Officer
Zila Parishad Shimla (H.P.)

Endst. No No. PCH-SML(1)2006-7337-52

Dated

6-12-2006

Copy to :-

1. The Principal Secretary, (AR) to the Govt. of H.P. for information.
2. The Director, Panchayati Raj Deptt., H.P., Shimla-9. for information.
3. All District Panchayat Officer-cum-Secretary Zila Parishad Shimla for information .
4. District Audit Officer, Shimla for information and compliance.
5. Clerk, Zila Parishad Shimla for information

Chief Executive Officer
Zila Parishad Shimla (H.P.)

OFFICE OF THE DISTRICT MAGISTRATE-CUM-SECRETARY, ZILA PARISHAD
HAMIRPUR DISTRICT HAMIRPUR H.P.

No. PCH-HMR-RTI/2006-

Dated

17-Jan-2006

OFFICE ORDER

In pursuance of the section 5(1) of the Right to information Act, 2005, the following Officers/Officials are designated as PIO, APIOs and appellate authority in respect of Zila Parishad Hamirpur:-

Sl. No.	Designation under R.T.I. Act, 2005	Name of the post to be designated
1	Asstt. Public Information Officer	Distt. Audit Officer Hamirpur
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Hamirpur.
3.	Appellate Authority	Additional Distt Magistrate-cum-Chief Executive Officer, Z.P. Hamirpur

Additional. District Magistrate-
Cum-Chief Executive
Zila Parishad Hamirpur (H.P.)

Endst. No. PCH-HMR-RTI/2006-

Dated

17-Jan-2006

Copy to :-

1. The Principal Secretary, (RD&PR) to the Govt. of H.P. Shimla-2.
2. The Director, Panchayati Raj Deptt., H.P., Shimla-9.
3. Chairman Zila Parishad, Hamirpur District Hamirpur
4. All District Panchayat Officer in H.P.
5. All the concerned officer/official for information and n/a
6. Guard file.

Additional. District Magistrate-
Cum-Chief Executive
Zila Parishad Hamirpur (H.P.)

OFFICE OF THE CHIEF EXECUTIVE OFFICER, ZILA PARISHAD
CHAMBA DISTIRCT CHAMBA H.P.

No. PCH-CBA-ZP/2006-2007-2046

Dated

17-Feb-2006

OFFICE ORDER

In pursuance of the section 5(1) of the Right to information Act, 2005, the following Officers/Officials are designated as PIO, APIOs and appellate authority in respect of Zila Parishad Chamba:-

Sl. No.	Name of the post to be designated	Designation under R.T.I. Act, 2005
1	ADM-cum-Chief Executive Officer, Z.P. Chamba	Appellate Authority
2.	District Panchayat Officer-cum-Secretary, Z.P. Chamba.	Public Information Officer
3.	Distt. Audit Officer Chamba	Asstt. Public Information Officer

Chief Executive Officer
Zila Parishad Chamba (H.P.)

Endst. No. PCH-CBA-ZP/2006-2007-2046

Dated

17-Feb-2006

Copy to :-

1. The Secretary, (PR) to the Govt. of H.P. for information.
2. The Director, Panchayati Raj Deptt., H.P., Shimla-9.
3. All the Deputy Commissioner, Himachal Pradesh
4. All the Chief Executive Officer Zila Parishad
5. All the Secy ZP-cum-District Panchayat Officer Himachal Pradesh.
6. District Audit Officer (Panchayat) Chamba H.P.
7. Guard file

Chief Executive Officer
Zila Parishad Chamba (H.P.)

OFFICE OF THE DISTRICT PANCHAYAT OFFICER-CUM-SECRETARY, ZILA
PARISHAD UNA DISTIRCT UNA H.P.

No. Panch-Una(ZP)-RTI-51/06-897

Dated

22-2-07

OFFICE ORDER

In pursuance of the section 5(1) of the Right to information Act, 2005, the following Officers/Officials are designated as PIO, APIOs and appellate authority in respect of Zila Parishad Una:-

Sl. No.	Designation under R.T.I. Act, 2005	Name of the post to be designated
1	Asstt. Public Information Officer	Distt. Audit Officer Una
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Una.
3.	Appellate Authority	Additional Deputy Commissioner-cum-Chief Executive Officer, Z.P. Una

Additional. Deputy Commissioner-
Cum-Chief Executive Officer
Zila Parishad District Una (H.P.)

Endst. No. Panch-Una(ZP)-RTI-51/06-897

Dated

22-2-07

Copy to :-

1. The Principal Secretary, (RD & PR) to the Govt. of H.P. Shimla-2
2. The Director, Panchayati Raj Deptt., H.P., Shimla-9.
3. Chairman Zila Parishad, Una District Una
4. All District Panchayat Officer in H.P.
5. District audit (P) o/o District Panchayat Officer, Una H.P.
6. District Public Relation Officer for information and necessary action..

Additional. Deputy Commissioner-
Cum-Chief Executive Officer
Zila Parishad District Una (H.P.)

O/o Zila Parishad Bilaspur
District Bilaspur H. P.

No. ZPB/06-RTI-1921-39

Dated

16-Dec-2006

OFFICE ORDER

In compliance of Director, Panchayati Raj Department Letter No-PCH-HA(15)1/06-RTI-Vol-II-25674-88 Dated 39th October 06, and under the Right to information Act, 2005, the following Officers/Officials are hereby appointed as appellate authority , Public Information Officer and Asst. Public Information Officer in respect of Zila Parishad Bilaspur District Bilaspur H.P.:-

Sl. No.	Name and Designation	Authority	Jurisdiction
1	DPO	Appellate Authority	Zila Parishad Bilaspur
2.	DAO	Public Information Officer	Zila Parishad Bilaspur
3.	Supdt.	Asstt. Public Information Officer	Zila Parishad Bilaspur

Additional. District Magistrate-
Cum-Chief Executive Officer
Zila Parishad Bilaspur (H.P.)

Endst. No. ZPB/06-RTI-1921-39

Dated

16-Dec-2006

Copy to :-

1. The Director, Panchayati Raj Deptt., H.P., Shimla-9 w.r.t his letter No.PCH-HA(15)1/06RTI-Vol-II-36411-49 dated 28.11.2006 for information
2. Deputy Commissioner Bilaspur Distt Bilaspur.
3. Hon'ble Chairman/Vise-Chairman/Member of Zila Parishad, Bilaspur for information
4. Hon'ble Chairman Panchayat Samiti Sadar, Ghumarwin and Jhandutta Distt. Bilaspur for information.
5. All the SDMs in Bilaspur Distt for information.
6. All the BDo-cum-Executive Officer Panchayat Samiti in Distt Bilaspur for information

Additional. District Magistrate-
Cum-Chief Executive Officer
Zila Parishad Bilaspur (H.P.)

OFFICE OF THE DISTRICT PANCHAYAT OFFICER-CUM-SECRETARY, ZILA
PARISHAD KANGRA AT DHARAMSHALA DISTRICT KANGRA H.P.

No. PCH-KGR-RTI/2007

Dated

13-12-2007

OFFICE ORDER

In pursuance of the section 5(1) of Right to information Act, 2005, the following Officers/Officials are designated as PIO, APIOs and appellate authority in respect of Zila Parishad Kangra:-

Sl. No.	Designation under R.T.I. Act, 2005	Name of the post to be designated
1	Asstt. Public Information Officer	Distt. Audit Officer Kangra
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Kangra.
3.	Appellate Authority	Additional Deputy Commissioner-cum-Chief Executive Officer, Z.P. Kangra

Additional. Deputy Commissioner-
Cum-Chief Executive Officer
Zila Parishad District Kangra (H.P.)

Endst. No. PCH-KGR-RTI/2007

Dated

13-12-2007

Copy to :-

1. The Principal Secretary, (RD & PR) to the Govt. of H.P. Shimla-2
2. The Director, Panchayati Raj Deptt., H.P., Shimla-9.
3. Chairman Zila Parishad, Kangra District Kangra
4. All District Panchayat Officer in H.P.
5. District audit (P) o/o District Panchayat Officer, Kangra at Dharmshala H.P.

Additional. Deputy Commissioner-
Cum-Chief Executive Officer
Zila Parishad District Kangra (H.P.)