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FOREST DEPARTMENT
HIMACHAL PRADESH

FOREST MANUAL

Volume-III
(Service Matters)

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Volume-III
(Service Matters)

VIRBHADRA SINGH



**CHIEF MINISTER
HIMACHAL PRADESH
SHIMLA-171 002**

MESSAGE

Forests, constitute the essential life support system besides being source of timber, fuel, fodder, medicines etc. Besides their aesthetic and cultural value, forests are rich repository of biodiversity and recognized for their role in regulation of air quality and climate, soil formation and nutrient recycling and in hydrological cycle. Almost 66% of the area of the state is legally defined as forest land. This underscores the importance of forests in the lives of people of Himachal Pradesh and burdens Forest Department to shoulder responsibility.

The importance of a Departmental manual can scarcely be overstated. It lays down the manner in which the department transacts its business and must therefore internalize the elements of propriety, simplicity and procedural clarity along-with the need for efficiency. I am sure the Forest Department in its endeavour has inked best ideas and practices. I wish the Department all the success and hope that the Manual will prove to be a handy tool for forest officials and officers.

(Virbhadra Singh)



MESSAGE

The state of Himachal Pradesh is blessed with natural resources. Forests of the State are important catchments for five major rivers i.e. Beas, Chenab, Ravi, Sutlej & Yamuna that flow through it. Out of the total geographical area of 55,673 Km², about 37,000 Kms² is forest land and is managed by the Forest Department.

Forest Department of Himachal Pradesh is one of the oldest department and one of the biggest in terms of its vast spread. The Department performs multifarious functions and its character has changed over the decades from being a regulatory entity into an organization that is aligned with development, while fulfilling the needs of the community.

The changes in Government orders and notifications etc. are required to be reflected in a compiled form easily accessible to all. Against this backdrop, it gives me great satisfaction to know that Department has thoroughly revised and updated the Forest Manuals as a set of 4 Manuals relating to various aspects of forest administration and management like Acts & Rules, Service matters, Budget & Accounts and Technical matters.

It shall be the Department's endeavor to make full use of the new Manuals in their day to day working.

(Thakur Singh Bharmouri)

TARUN SHRIDHAR I.A.S.



**Additional Chief Secretary (Forests)
Government of Himachal Pradesh**

MESSAGE

Forest Department of Himachal Pradesh, apart from fulfilling its traditional role of a regulator and protector, is now being called upon to take up the emerging challenges relating to management of forests, climate change, fulfilling the aspirations of various forest dependent communities and other stakeholders and generally being in sync with the changing times.

These changes are also reflected in the various facets of forest administration and have called for a thorough and comprehensive revision and compilation of Forest Manuals in the form of Acts & Rules, matters relating to Budgeting, matters relating to Establishment and those relating to Technical issues.

It gives me immense satisfaction to know that Forest Department has brought out a set of Forest Manuals which are a revision of earlier Manuals and I congratulate the officer Shri P.K. Sinha, APCCF (Rules & Manuals) and also the staff working with him who have painstakingly gone over each Act/Rule/Order & Notification and Technical matter and brought out the new set of Forest Manuals.

The utility of such a compilation can hardly be emphasized and it is my hope that the new Manuals would be used by all the officers and staff, resulting in clarity and ease of operations.

(Tarun Shridhar)

SUSHIL SRIVASTAVA I.F.S.



**Principal Chief Conservator of Forests &
Head of Forest Force, Himachal Pradesh**

PREFACE

Forest Department had brought out compilation of Acts & Rules, Budget & Accounts, Service Matters and Technical Matters in the form of four Manuals in the mid-eighties under the guidance of Dr. M.P. Gupta, CCF, Himachal Pradesh.

Since the last almost three decades many new Acts & Rules have been enacted-service matters have undergone sea change, changes have taken place in the way budgets are prepared and there have been revised delegation of financial and other powers, economy instructions etc. A need was felt to revise and update the existing Forest Manuals.

The task of revising and updating the Forest Manuals was entrusted to Shri P.K. Sinha, Addl. Pr.CCF and the present revision/updation is an elaborate effort carried out under his vast experience and guidance.

I appreciate the hard working that has gone into revision and for bringing out the revised Manuals. I congratulate all who have contributed in compiling these Manuals, which shall be of great help to officers and staff in their day to day working in coming years.

If there are any suggestions to supplement the information/ manuals the same may be sent to the Head Office so that it could be incorporated in future editions/ revisions.

(Sushil Srivastava)

P. K. SINHA I.F.S.



**Addl. Principal Chief Conservator of Forests
(Finance) and (Rules & Manuals)
Himachal Pradesh**

FOREWORD

It is my pleasure to present the first revision/updation of Himachal Pradesh Forest Manual which was brought out earlier in mid-eighties.

I had been assigned the task of revision/updation of Forest Manuals in the year 2013 and it took me almost two years to accomplish this mammoth task.

The document makes available all updated Acts, Rules, Policies and technical instructions related to Forest Department's working at one place and should prove quite useful for reference, record and general day to day working.

I would like to express my gratitude to Sh. Sushil Srivastava IFS, Principal Chief Conservator of Forests (HOFF) for his constant guidance, support and motivation for enabling me to successfully complete this challenging task.

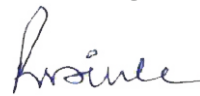
I am particularly indebted to Sh. Rajnish Ahluwalia, who not only assisted me for preparation of manuals even sitting late hours, but also took the responsibility on his shoulder for carrying out the typing, setting, designing and also formatting in printable form plus whatsoever help he could have rendered. I am also indebted to Sh. Brij Thakur P.A., who carried out lot of typing works and also helped me in many ways.

I am thankful to Shri Surinder Kumar Addl. PCCF, Sh. D.P. Sinha Addl. PCCF, Sh. Harsh Mittar Addl. PCCF, Shri Nagin Nanda Addl. PCCF and Sh. R. K. Sood CCF (WL) all of whom provided relevant materials pertaining to their subjects. Thanks are especially due to Sh. D. K. Vij ACF, who always helped me and remained with me during work and was of great assistance. I place on records my appreciation for Sh. Laiq Ram and Shri Mohinder Singh Peon who rendered all possible logistical support to me and my staff. I am generally indebted to all the staff at Mist Chamber Forest Complex who assisted me in every possible way. I am also indebted to Sh. Harish Gupta, Registrar (Budget) and all the staff of Budget, Accounts, Management & Sales Sections of Talland Office for providing copies of relevant records incorporated in the compilation.

I am thankful to Sh. J. S. Walia, PCCF (Wild Life) for allowing me to incorporate the write up on Soil and Water Conservation in the manual on technical matters.

Last but not the least, I convey my sincere gratitude to Shri Anish Sharma, DFO, Publicity, Shri Dinesh Gupta, Superintendent and Shri Vishnu Sharma, Photographer in Publicity Division for making all-out effort to get the manuscript published in the shape it has taken.

I hope this compilation would be useful to not only to forest staff but also to academicians, researchers and all others who is concerned with the working of the Forest Department.


(P. K. Sinha)

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* H.P. Forest Manual (Vol. III) on Service Matters approved vide H.P. Govt. Letter No. FFE-B-C (1)-7/2013 dated 4th February, 2014.

CHAPTER I

ADMINISTRATIVE CHARGES

The Administration of Forest Department of Himachal Pradesh is in the overall charge of the Principal Chief Conservator of Forests (HoFF)*.

* (HoFF - Head of Forest Force).

ORGANIZATIONAL STRUCTURE

The Territorial and Wild Life Wing of the Forest Department are divided into Circles/Divisions/Ranges/Blocks and Beats on Executive Charges as per details below:-

[TERRITORIAL]

Circle		Division		Range		Block		Beats	
1		2		3		4		5	
1	Bilaspur	1	Bilaspur	1	Swarghat	1	Rattanpur	1	Chharel
								2	Kollar
								3	Kacholi
						2	Swahan	4	Swahan
								5	Garamora
								6	Behal
						3	Swarghat	7	Swarghat
								8	Baner
								9	Jagatkhana
				2	Sadar	4	Bhakhra	10	Gwalthai
								11	Samtehan
								12	Jandour
						5	Bassi	13	Bassi
								14	Dabat
								15	Bassa
						6	Sadar	16	Lakhanpur
								17	Kothipura
								18	Binaula
								19	Kuddi
								20	Markand
						7	Brahmpukhar	21	Brahampukhar
								22	Bahadurpur
								23	Nahmol
								24	Deoth
						8	Panjgain	25	Panjgain
								26	Chhamyon
								27	Jamthal
								28	Mungrani

								29	Bathoh
								30	Chhakoh
				3	Ghumarwin	9	Ghumarwin	31	Ghumarwin
								32	Takrehra
								33	Panol
								34	Sadyar
						10	Harlog	35	Harlog
								36	Dhangu
								37	Malaur
						11	Paniala	38	Paniala
								39	Mehri Kathla
								40	Taintha
				4	Bharari	12	Bharari	41	Hatwar
								42	Bharari
						13	Mahora	43	Mahora
								44	Badhaghat
								45	Plasla
						14	Nihari	46	Nihari
								47	Kamloti
								48	Maryani
				5	Jhandutta	15	Jhandutta	49	Jhandutta
								50	Jhauila
								51	Rehan
								52	Barthin
						16	Samoh	53	Samoh
								54	Dahad
								55	Karwar
								56	Ghaniri
						17	Gochar	57	Gandhir
								58	Gochar
								59	Jhabola
								60	Talai
				6	Kalol	18	Kalol	61	Kalol
								62	Tihri
								63	Gaha
								64	Malraon
						19	Malhot	65	Dhani
								66	Kharli
								67	Chalawa
								68	Amrotan
						20	Bachretu	69	Bachretu
								70	Duhak
								71	Kosrian

								72	Kulzar
		2	Kunihar	1	Arki	1	Arki	1	Arki
								2	Shalaghat
								3	Sharon
								4	Manju
						2	Jainagar	5	Jainagar
								6	Materni
								7	Sai
								8	Bainj Hatti
								9	Bhumti
				2	Darlaghat	3	Darlaghat	10	Manlog
								11	Kararaghat
								12	Dhundand
								13	Ghanagoghat
						4	Danoghat	14	Danoghat
								15	Mangoo
								16	Chandi
						5	Kandhar	17	Kandhar
								18	Baga
								19	Labrath
				3	Kunihar	6	Kunihar	20	Kunihar
								21	Domehar
								22	Bani
								23	Deodhar
								24	Manjiat
								25	Maan
						7	Chandi	26	Chandi
								27	Goela
								28	Gharsi
				4	Kuthar	8	Kuthar	29	Kuthar
								30	Darwa
								31	Shaktighat
								32	Bandh
						9	Patta	33	Beja
								34	Joharji
								35	Patta
								36	Awar
						10	Surajpur	37	Surajpur
								38	Chadiar
								39	Gurdaspura
								40	Kharota
		3	Nalagarh	1	Nalagarh	1	Nalagarh	1	Nalagarh
								2	Hatra

								3	Silnoo
						2	Saini Majra	4	Bir Plasi
								5	Rakh Plassi
								6	Lakhanpur
								7	Majra
						3	Joghan	8	Rakh Raipur
								9	Bhagheri
								10	Gujjarhati
								11	Joghan
						4	Manpura	12	Handakundi
								13	Kholbeli
								14	Plahwala
								15	Mandiarpur
				2	Baddi	5	Baddi	16	Baddi
								17	Malkumajra
								18	Kisanpura
								19	Dhasora
						6	Dharampur	20	Dharampur
								21	Ambika
								22	Nandpur
						7	Sai	23	Bhalawa
								24	Majroo
								25	Sai Tahli
				3	Ramshehar	8	Ramshehar	26	Ramgarh
								27	Kotkhahi
								28	Bheri
								29	Kwarni
						9	Kumarhatti	30	Kumahatti
								31	Phulwala
								32	Palli
								33	Bhimper
						10	Diggall	34	Diggall
								35	Hathora
								36	Chilar
				4	Kahoo	11	Suna	37	Saliach
								38	Sunna
								39	Luharghat
						12	Kahoo	40	Kohu
								41	Bhiunkhari
								42	Rajwah
						13	Galot	43	Chamba
								44	Bhinni
								45	Sai

Circle		Division		Range		Block		Beats	
1		2		3		4		5	
2	Chamba	1	Pangi	1	Killar	1	Killar	1	Killar
								2	Karuini
								3	Phindroo
						2	Bindrabani	4	Bindrabani
								5	Pregran
								6	Punto
						3	Dharwas	7	Dharwas
								8	Lunj
								9	Sural
				2	Sach	4	Sach	10	Sach
								11	Mindal
								12	Hillaaur
						5	Sachu	13	Sachu
								14	Kaban
								15	Twain
				3	Purthi	6	Purthi	16	Purthi
								17	Shour
								18	Rei
								19	Bara
						7	Ajog	20	Ajog
								21	Kaulal
								22	Pangu
		2	Bharmaur	1	Swai	1	Garola	1	Garola
								2	Ulansa
								3	Swai
						2	Chanunhauta	4	Chanunhauta
								5	Karor
								6	Kwarsi
						3	Rankothi	7	Rankothi
								8	Aura
								9	Ghatore
				2	Bharmaur	4	Bharmaur	10	Bharmaur
								11	Ghararu
								12	Lahal
								13	Siur
								14	Arki
						5	Sandi	15	Khund
								16	Harsar

								17	Parghallan
								18	Chobhia
								19	Sirdi
				3	Treta	6	Holi	20	Deol
								21	Sutkar
								22	Tiari
						7	Lammu	23	Lammu
								24	Chanhail
								25	Banog
						8	Barabhanchho	26	Nayagram
								27	Surehi
								28	Yara
								29	Bajol
		3	Dalhousie	1	Dalhousie	1	Dalhousie	1	Jandhrighat
								2	Gharatgalla
								3	Magzine
						2	Surkhigala	4	Surkhigala
								5	Nagali
								6	Banikhet
								7	Sherpur
						3	Drahda	8	Goli
								9	Bathri
								10	Drada
						4	Chaned	11	Udaipur
								12	Singi
								13	Bhenota
								14	Chilbangla
				2	Chowari	5	Chowari	15	L/Chowari
								16	U/Chowari
								17	Lahru
						6	Kainthly	18	Kainthly
								19	Kharadanda
								20	Awan
								21	L/Chakki
						7	Raipur	22	Raipur
								23	Saloh
						8	Manuhta	24	Manuhta
								25	Hathidhar
								26	Parsayara
				3	Bakloh	9	Mamul	27	Mamul
								28	Hobar

								29	Balera
								30	Kahri
						10	Nainikhad	31	Tunuhatti
								32	Katori
								33	Buila
								34	Kakira
						11	Mail	35	Mail
								36	Sundhara
								37	Kandei
				4	Bhatiyat	12	Sihunta	38	Sihunta
								39	Gharanu
								40	Suhar
						13	Motla	41	Motla
								42	Lodhor
								43	Padar
						14	Gola	44	Gola
								45	Hatli
								46	Kakroti
						15	Tundi	47	Tundi
								48	Morthu
		4	Chamba	1	Upper Chamba	1	Bakani	1	Bakani
								2	Loa
								3	Mehla
								4	Mortu
								5	Kalandra
						2	Kundi	6	Brei
								7	Darkunda
								8	Kundi
								9	Kalwara
						3	Chhatrari	10	Tarauni
								11	Gehra
								12	Chhatrari
						4	Khundal	13	Almi
								14	Belj
								15	Lyll
				2	Lower Chamba	5	Chamba	16	L/Jhamwar
								17	Gudda
								18	Shamdhar
						6	Sahoo	19	Chulla
								20	Kiri

								21	Sara
								22	Sahoo
						7	Sillagharat	23	Sillagharat
								24	Dhar
								25	Baror
								26	Sarol
						8	Chhabaru	27	Sarodi
								28	Dadra
								29	Kharadanda
								30	Kaded
								31	Chhabaru
								32	Bhalka
				3	Masrund	9	Pukhari	33	Kiani
								34	Taryodi
								35	Chaklu
								36	Ghargran
								37	Palai
								38	Masrund
						10	Masrund	39	Main
								40	Kohal
								41	Dughli
								42	Kandla
						11	Chhatri	43	Chhatri
								44	Saloh
								45	Kalhal
								46	Sikri
				4	Tikkari	12	Chanju	47	Chanju
								48	Bhagel
								49	Dhantuein
								50	Sundri
						13	Jasoorgarh	51	Tikrigarh
								52	Deola
								53	Jassourgarh
						14	Thalli	54	Thalli
								55	Kalwala
								56	Nagni
								57	Bara
		5	Churah	1	Tissa	1	Tissa	1	Tissa
								2	Pukhtla
								3	Devikothi

								4	Chandru
						2	Bairagarh	5	Baira
								6	Mansa
								7	Shoul
						3	Sei	8	Gungiyas
								9	Shakti
								10	Jangbani
				2	Chakoli	4	Saluni	11	Saluni
								12	Kilor
								13	Manjeer
								14	Singadhar
						5	Panoga	15	Panoga
								16	Dalai
								17	Jamla
								18	Bhaint
						6	Kihar	19	Kihar
								20	Bhadroh
								21	Gulei
								22	Diur
				3	Bhalai	7	Bhalai	23	Bhing
								24	Wangal
								25	Bhagad
						8	Bhanad	26	Bhanad
								27	Badka
								28	Samah
						9	Sundla	29	Sundla
								30	Jhund
								31	Salwan
				4	Himgiri	10	Himgiri	32	Himgiri
								33	Billa
						11	Khangu	34	Thenela
								35	Khairna
								36	Ail
								37	Chilli
								38	Chundi

Circle		Division		Range		Block		Beatsd	
1		2		3		4		5	
3	Dharamsala	1	Dharamsala	1	Dharamsala	1	Dharamsala	1	Dharamsala
								2	Sihnal
								3	Gharoh
								4	Chari
								5	Tharu
								6	Sheela
						2	Mecleaodganj	7	Macleaodganj
								8	Banoi
								9	Dharamkot
								10	Satobari
								11	Bahl
						3	Khanyara	12	Manjhi
								13	Manooni
								14	Tahwa
								15	Yol
								16	Dhaloon
						4	Kareri	17	Kareri
								18	Salli
								19	Paloon
								20	Bhitlloo
				2	Shahpur	5	Shahpur	21	Shahpur
								22	Manjhgran
								23	Harnera
								24	Bassa
						6	Rait	25	Rehlu
								26	Balla
								27	Tiara
								28	Salol
						7	Rirakmar	29	Rirakmar
								30	Bhalled
								31	Kanol
								32	Boh
				3	Kangra	8	Ranital	33	Gheen
								34	Baluglo
								35	Jassai
								36	Ranital
						9	Daulatpur	37	Jalari
								38	Sunhi
								39	Daulatpur
						10	Kangra	40	Munala

								41	Kangra
								42	Nandrool
						11	Ghurkhari	43	Ghurkhari
								44	Rajiana
								45	Samirpur
				4	Mallan	12	Mallan	46	Mallan
								47	Pathiar
								48	Massal
						13	Narwana	49	Baroo
								50	Narwana
								51	Ramehar
								52	Sera-Thana
						14	Samloti	53	Samloti
								54	Upper-Kothi
								55	Sadoon
						15	Sarotari	56	Danoa
								57	Kandi
								58	Sarohool
								59	Sarotari
				5	Lapiana	16	Lapiana	60	Lapiana
								61	Dharkalan
								62	Pargor
								63	Ther
						17	Lanj	64	Lanj
								65	Kotru
								66	Talla
								67	Bhoar-ka- ballu
								68	Challian
						18	Pandhwar	69	Pandhwar
								70	Manai
								71	Jol
								72	Salwana
		3	Nurpur	1	Nurpur	1	Nurpur	1	Nurpur
								2	Bindraban
								3	Nagrota
								4	Jacch
						2	Minjgran	5	Minjgarn
								6	Khairian
								7	Talara
						3	Jaunta	8	Jaunta
								9	Bariara
								10	Tattal
								11	Chotidhar

					4	Sadwan	12	Gurchal
							13	Aund
							14	Danni
							15	Sadwan
					5	Khanni	16	Khanni
							17	Thorabhalun
							18	Maira
							19	Harol
			2	Kotla	6	Kotla	20	Ballah
							21	Soldah
							22	Trilokpur
					7	Bhali	23	Bhali
							24	Barka
							25	Dol
							26	Jol
					8	Mastgarh	27	Mastgarh
							28	Chachiyan
							29	Ambal
							30	Batuhi
					9	Bagga	31	Bagga
							32	Nodholi
							33	Anuhi
			3	Jawali	10	Jawali	34	Khabbal
							35	Nana
							36	Jwali
							37	Harsar
					11	Fatehpur	38	Fetehpur
							39	Junat
							40	Dini
							41	Heri
					12	Rehan	42	Sidhpurgarh
							43	Charoli
							44	Golwal
							45	Gurial
							46	Rehan
			4	Indora	13	Damtal	47	Damtal
							48	Haghwat
							49	Dainkwan
							50	Kandwal
							51	Malot
							52	Kandoori
					14	Gangath	53	Gangath
							54	Sukhar

								55	Phalakh
								56	Chhatroli
								57	Dhiala
						15	Indora	58	Thappa
								59	Indpur
								60	Malahri
								61	Kandarn
						16	Mangwal	62	Dhantol
								63	Rajakhasa
								64	Gharan
								65	Mangwal
								66	Dagla
				5	Rey	17	Rey	67	Rey-I
								68	Rey-II
								69	Nangal
								70	Diana
						18	Badukhar	71	Badukhar
								72	Rajgir
								73	Hatli
						19	Bogarwan	74	Bogarwan
								75	Sanjwan
								76	Mohli
								77	Samlot
								78	Kothi
						20	Dhameta	79	Sathana
								80	Khatiar
								81	Anoh
								82	Dhameta
		4	Palampur	1	Bajjnath	1	Bajjnath	1	Bajjnath
								2	Chobin
								3	Andretta
								4	Bhadraina
								5	Sakari
						2	Chandhiar	6	Bhauna
								7	Khajoornu
								8	Dagol
								9	Chadhiar
						3	Deol	10	Lanod
								11	Uttrala
								12	Deol
								13	Dharar
								14	Sausal
				2	Palampur	4	Palampur	15	Kandwari

							16	Khalat
							17	Kandi
							18	Bandla
					5	Gopalpur	19	Gopalpur
							20	Kusmal
							21	Baner
							22	Dadh
							23	Lehla
							24	Paror
					6	Panapar	25	Ghanetta
							26	Panapur
							27	Dheera
							28	Naura
							29	Khandpati
			3	Daroh	7	Daroh	30	Daroh
							31	Bhawarna
							32	Maniara
							33	Tikkar
							34	Draman
							35	Khera
					8	Jaisinghpur	36	Gender
							37	Lahat
							38	Kosri
							39	Lambagaon
							40	Jaisinghpur
							41	Harsi
					9	Thural	42	Sanooh
							43	Mundri
							44	Balota
							45	Duhk
							46	Balakrupi

Circle		Division		Range		Block		Beats	
1		2		3		4		5	
4	Hamirpur	4	Hamirpur	1	Nadaun	1	Nadaun	1	Tilla
								2	Jhian
								3	Chathiar
								4	Dhanpur
								5	Rangas
						2	Kangoo	6	Kangoo
								7	Jassai
								8	Batran
								9	Dangri
						3	Dhanetta	10	Amlohar
								11	Sarain
								12	Mansai
								13	Karaur
				2	Bijhri	4	Bijhari	14	Bijhari
								15	Sathwin
								16	Khansara
								17	Peharwin
						5	Chakmoh	18	Dharsidh
								19	Chalsai
								20	Ghangot
								21	Bihroo
						6	Loharli	22	Relli
								23	Baragran
								24	Loharli
				3	Hamirpur	7	Hamirpur	25	Hamirpur
								26	Bajuri
								27	Jhantari
								28	Kuthera
								29	Chabutra
						8	Sujanpur	30	Sujanpur
								31	Bir-Bagohra
								32	Jangal Beri
								33	Sachuhi
								34	Patlandhar
								35	Karot
						9	Tounidevi	36	Tounidevi
								37	Dhal
								38	Kakkar
								39	Awahdevi

								40	Gasota
				4	Aghar	10	Aghar	41	Aghar
								42	Samtana
								43	Pundir
								44	Ropri
								45	Ukhli
						11	Jalaralri	46	Jalaralri
								47	Madhiana
								48	Jharnot
								49	Salan
								50	Churkar
						12	Bhareri	51	Bhareri
								52	Nagrota
								53	Dhiar
								54	Badtana
								55	Badehar
				5	Barsar	13	Bumbloo	56	Bumbloo
								57	Jandrana
								58	Desan
						14	Hareta	59	Hareta
								60	Kashmir
								61	Sarohri
								62	Phahal
								63	Paniyali
						15	Barsar	64	Barsar
								65	Chunani
								66	Khazian
								67	Baliah
								68	Tosh
								69	Satrukha
								70	Thettu
								33	Khurahahal
								34	Neri
		2	Dehra	1	Nagrota Surian	1	Nagrota Surian	1	Nagrota Surian
								2	Amlala
								3	Galua
								4	Baldoa
						2	Haripur	5	Sakari
								6	Haripur
								7	Bilaspur

							8	Nandpur
					3	Khumahn	9	Khumahn
							10	Dhar
							11	Saproo
							12	Masroor
			2	Jawalamukhi	4	Jawamukhi	13	Jawalamukhi
							14	Gummer
							15	Ghallour
							16	Kohala
							17	Bharoli
					5	Khundian	18	Khundian
							19	Barin
							20	Dola
							21	Lagroo
					6	Nahlian	22	Nahlian
							23	Majhim
							24	Sialkar
							25	Sihorwala
					7	Surani	26	Surani
							27	Tihri
							28	Habrol
			3	Dehra	8	Dehra	29	Dehra
							30	Mangarh
							31	Kherin
							32	Mewa
					9	Bankhendi	33	Bankhandi
							34	Tripal
							35	Paisa
					10	Pirsaluhi	36	Pirslui
							37	Bharanta
							38	Kurna
							39	Shantia
							40	Magroo
					11	Sadwan	41	Sadwan
							42	Pragpur
							43	Bakarar
							44	Dhiliara
			4	Dada Siba	12	Dada Siba	45	Dada Siba
							46	Rail
							47	Chanaur

								48	Bathu
						13	Sansarpur Terrace	49	Sansaspur
								50	Badhal
								51	Jandour
						14	Kotla	52	Kotla
								53	Challin
								54	Khararpur
								55	Dadoa
								56	Aniroh
		5	Una	1	Una	1	Kungrath	1	Singan
								2	Kungrath
								3	Dulehar
								4	Palkwah
								5	Polian
						2	Santoshgarh	6	Bangarh
								7	Behdala
								8	Lamlehri
						3	Pandoga	9	Haroli
								10	Badehra
								11	Saloh
								12	Pandoga
								13	Panjawar
						4	Una	14	Una
								15	Takka
								16	Bassal
				2	Amb	5	Gagret	17	Jadla
								18	Mawa Sindia
								19	Badoh
								20	Gagret
						6	Amb	21	Amb
								22	Thathal
								23	Bhaira
						7	Kotla	24	Dhargujran
								25	Suri
								26	Ripha
								27	Kotla
						8	Jowar	28	Jawar
								29	Lambasail
								30	Nehrian
				3	Bharwain	9	Daulatpur	31	Sanghnai

								32	Nangal Jaryalan
								33	Daulatpur
						10	Panjal	34	Salohberi
								35	Joh
								36	Pirthipur
								37	Bhaderkali
						11	Bharwain	38	Bhadmana
								39	Bharwain
								40	Kinnoo
								41	Guret
						12	Lohara	42	Chowar
								43	Sidhchalehr
								44	Rampur Kuthera
				4	Bangana	13	Bangana	45	Solasingi
								46	Kanura
								47	Paniala
								48	Bagana
						14	Arloo	49	Arloo
								50	Piploo
								51	Bharmout
						15	Sohari Takoli	52	Chouli
								53	Sarkaru
								54	Akoi-di-Dhar
				5	Ramgarh	16	Thanakalan	55	Karyara
								56	Mandli
								57	Makrer
								58	Mohmaniar
						17	Talmehra	59	Dhiunsar
								60	Chowki
								61	Amroh Ban
								62	Dhanet
						18	Raipur	63	Raipur
								64	Paroian
								65	Boharu
								66	Saili

Circle		Division		Range		Block		Beats	
1		2		3		4		5	
5	Kullu	1	Kullu	1	Manali	1	Manali	1	Goshal
								2	Manali
								3	Shallin
						2	Vashisht	4	Prini
								5	Aleo
								6	Vashisht
						3	Kothi	7	Kothi
								8	Mathiban
								9	Palchan
						4	Palchan	10	Kangni
								11	Shanag
								12	Jana
				2	Naggar	5	Naggar	13	Nathan
								14	Naggar
								15	Rumshu
								16	Hallan
						6	Halon	17	Sarsai
								18	Batahar
								19	Darsai
								20	Sajla
						7	Khakhnal	21	Khakhnal
								22	Jagatsukh
								23	Fozal
				3	Patilikuhl	8	Fozal	24	Mandal
								25	Neri
								26	Patlikuhal
						9	Katrain	27	Pankot
								28	Baragarh
								29	Beaser
				4	Kullu	10	Raison	30	Raison
								31	Tandla
						11	Kais	32	Gahar
								33	Bijli Mahadev
								34	Borsu
								35	Maharaja
						12	Kullu	36	Sari
								37	Tarapur
				5	Bhutti	13	Tarapur	38	Bhunter
								39	Bharsai

								40	Kaisdhar
								41	Dughilag
								42	Teun
						14	Rijag	43	Mashana
								44	Shalang
								45	Choparsa
		2	Parbati (Bhuntar)	1	Bhuntar	1	Bajaura	1	Neul
								2	Khokhan
								3	Mashgan
						2	Shamshi	4	Shamshi
								5	Mohal
								6	Bhulang
						3	Dohranal	7	Sandhar
								8	Pah
				2	Jari	4	Jari	9	Chhinjra
								10	Sarahan
								11	Jari
								12	Shiah
						5	Pini	13	Kashawari
								14	Pini
								15	Chowki
						6	Dhara	16	Dhara
								17	Shat
								18	Phagu
				3	Hurla	7	Thela	19	Jhuni
								20	Rauli
								21	Najan
								22	Jaishtha
						8	Bhuin	23	Bhuin
								24	Nareish
								25	Dyar
								26	Narogi
								27	Barogi
						9	Garsa	28	Narol
								29	Garsa
								30	Tharas
								31	Shiah
				4	Kasol	10	Kasol	32	Kasol
								33	Malana
						11	Manikarn	34	Manikarn

								35	Shilla
						12	Tosh	36	Tosh
								37	Uch
						13	Pulga	38	Pulga
								39	Tulga
					WBI		Saw Mill Carpentry Shop		
		3	Seraj (Banjar)	1	Sainj	1	Larji	1	Bhallan
								2	Dalashni
								3	Larji
								4	Kanoun
						2	Sainj	5	Deori
								6	Sainj
								7	Dhaugi
								8	Gohi
				2	Tirthan	3	Panihar	9	Kotla
								10	Panihar
								11	Chanoun
						4	Palach	12	Bandal
								13	Kalwari
								14	Palach
								15	Deotha
				3	Banjar	5	Banjar	16	Tandi
								17	Shikari
								18	Chaini
								19	Suchani
						6	Bahu	20	Garagushani
								21	Gushani
								22	Sarandi
								23	Bahu
						7	Jibhi	24	Trilokpur
								25	Sojha
								26	Hirab
								27	Jibhi
		4	Lahaul (Keylong)	1	Keylong	1	Bhaga	1	Keylong
								2	Satingari
								3	Kwaring
								4	Jispa
						2	Chandra	5	Gonda
								6	Kardhang
								7	Sisoo

								8	Koksar
				2	Pattan	3	Upper Pattan	9	Shansha
								10	Mooling
								11	Tandi
						4	Lower Pattan	12	Chokhang
								13	Mooring
								14	Jahlma
								15	Jobrang
				3	Udaipur	5	Udaipur	16	Udaipur
								17	Madgran
								18	Silpet
						6	Triloknath	19	Triloknath
								20	Bardhang
								21	Thirot
								22	Jholing
						7	Miar	23	Chimrit
								24	Karpet
								25	Urgosh
				4	Tindi	8	Tindi	26	Tindi
								27	Bhajund
						9	Salgram	28	Salgran
								29	Kurchhed

Circle		Division		Range		Block		Beats	
1		2		3		4		5	
6	Mandi	1	Mandi	1	Panarsa	1	Balu	1	Balu
								2	Sari
								3	Bhairkot
						2	Aut	4	Khinni
								5	Aut
								6	Panarsa
								7	Rahri
						3	Chetigarh	8	Trail
								9	Lakshal
								10	Ropa
						4	Piun	11	Piun
								12	Bhatwari
								13	Nihaloo
								14	Bandhi
								15	Shala
								16	Patanus
						5	Shivabadar	17	Shiva
								18	Thata
								19	Kotli
								20	Mahni
				2	Kataula	6	Malwara	21	Jorla
								22	Malwara
								23	Mandra
						7	Baggi	24	Reharoo
								25	Baggi
								26	Kundak
								27	Segali
						8	Kataula	28	Uttersal
								29	Neri
								30	Kamand
								31	Mohar
								32	Gharan
				3	Kotli	9	Kotli	33	Kotli
								34	Saigaloo
								35	Koon
								36	Bir
						10	Nagan	37	Nagan
								38	Gokhra
								39	Bagloo
								40	Sardhwar
						11	Janitary	41	Janitary

								42	Bani Kumrah
				4	Mandi	12	Rehardhar	43	Rehardhar
								44	Kharanal
								45	Tamlot
								46	Bijni
						13	Rewalsar	47	Rewalsar
								48	Manjehli
								49	Ratti
						14	Sadar	50	Talyahar
								51	Ranibai
								52	Barsoo
								53	Randhara
						15	Majhwar	54	Nella
								55	Padhar
								56	Chabun
						16	Tarapur	57	Kangni
								58	Tarapur
								59	Sakroha
				5	Darang	17	Kufri	60	Kufri
								61	Sarda
								62	Saroun
						18	Padhar	63	Padhar
								64	Kunu
						19	Darang	65	Darang
								66	Shilag
								67	Tandu
								68	Triambli
		2	Nachan (Gohar)	1	Pandoh	1	Pandoh	1	Pandoh
								2	Tawa
								3	Badanu
						2	Chhaprahan	4	Chhaprahan
								5	Saroa
								6	Dalika
						3	Karthach	7	Karthach
								8	Bandal
								9	Saloi
								10	Kalhani
				2	Nachan	4	Bassa	11	Bassa
								12	Chachiot
								13	Jabrat
								14	Machhrot
								15	Chailchowk
								16	Kharsi

								17	Tandi
								18	Dalogi
						5	Tuna	19	Tuna
								20	Kamrunag
								21	Jahal
								22	Jeog
								23	Lot
						6	Chharyand	24	Halinu
								25	Deodhar
								26	Kotlu
								27	Bassi
				3	Seraj	7	Janjhehli	28	Janjehli
								29	Baila
								30	Tungasi
								31	Rahkot
								32	Thunag
						8	Bagsaid	33	Bagsaid
								34	Bara
								35	Ghattadhar
								36	Raindhar
						9	Shillibagi	37	Shillibagi
								38	Nihari
								39	Chagigarh
								40	Chiuni
				4	Thachi	10	Thachi	41	Thachi
								42	Bung
								43	Kalipari
								44	Deothach
						11	Balichowki	45	Bali
								46	Deodhar
								47	Bashahan
								48	Panjain
						12	Dahar	49	Parkhol
								50	Tikki
								51	Khani
						13	Gadagusain	52	Gadagusain
								53	Daharghat
								54	Bagra
		3	Suket	1	Suket	1	Sadar	1	Sadar
								2	Nalni
								3	Dhanotu
								4	Karnody
								5	Jandron

								6	Jarol
						2	Baggi	7	Baggi
								8	Rajgarh
								9	Deoda
				2	Baldwara	3	Baldwara	10	Halti
								11	Trifalghat
								12	Bahanoo
						4	Bhambla	13	Bhambla
								14	Dhalwan
								15	Dhaulkhan
						5	Govarta	16	Goverta
								17	Batrapandhri
								18	Amla Galu
						6	Leda	19	Leda
								20	Bajrkot
								21	Balhara
				3	Sarkaghat	7	Sarkaghat	22	Sarkaghat
								23	Chandrakhri
								24	Gopalpur
								25	Bhangoh
								26	Maseran
								27	Deo Bradta
						8	Durgapur	28	Kaldu
								29	Bhadwar
								30	Pingla
						9	Thona	31	Thona
								32	Jamdwar
								33	Tikkar
				4	Jaidevi	10	Jaidevi	34	Jaidevi
								35	Doldhar
								36	Ghiri
						11	Rohanda	37	Rohanda
								38	Khabri
								39	Kamand
								40	Chowki
						12	Nandgarh	41	Nandgarh
								42	Kutachi
								43	Chamyar
								44	Hatgarh
				5	Jhungi	13	Jhungi	45	Jhungi
								46	Barnog
								47	Dharwar
								48	Ghandbahan

								49	Salani
						14	Trech	50	Trech
								51	Balag
								52	Bandli
								53	Kinder
						15	Pandar	54	Pandar
								55	Kathuni
								56	Jarol
								57	Balukhar
						16	Nihri	58	Nihri
								59	Kanoun
								60	Narhara
								61	Kanas
								62	Readi
				6	Kangoo	17	Dehar	63	Dehar
								64	Umari
								65	Jyor
						18	Batwara	66	Batwara
								67	Dhawal
								68	Seri
								69	Gehroo
						19	Behli	70	Belhi
								71	Haraboi
								72	Badhu
		4	Karsog	1	Karsog	1	Karsog	1	Kakhan
								2	Kamand
								3	Sanarli
								4	Dopha
						2	Mamel	5	Memal
								6	Ghaliach
								7	Bhanera
								8	Mendhi
								9	Kashoul
						3	Bagshiad	10	Bagshiad
								11	Dharmour
								12	Parlog
								13	Mahunag
								14	Sapnot
				2	Pangana	4	Pangna	15	Pangna
								16	Bagli
								17	Gushal
								18	Sarhi
						5	Katwachi	19	Katwachi

								20	Salog
								21	Machhrot
						6	Chindi	22	Chindhi
								23	Shorshan
								24	Kandha
								25	Belar
								26	Kardal
						7	Tattapani	27	Tattapani
								28	Balindi
								29	Alsandi
								30	Talehan
				3	Seri	8	Seri	31	Choridhar
								32	Nanj
								33	Dhanoon
								34	Khadra
								35	Niharinal
						9	Richani	36	Pathervi
								37	Kotkosh
								38	Richani
								39	Seri
						10	Gowalpur	40	Gowalpur
								41	Teban
								42	Pokhi
								43	Sarhan
				4	Magroo	11	Mahog	44	Mahog
								45	Katanda
								46	Kathaundhar
								47	Sagagi
						12	Magroo	48	Serimangarh
								49	Ghoura
								50	Lassi
								51	Thanser
		5	Jogindernagar	1	Jogindernagar	1	Jogindernagar	1	Jogindernagar
								2	Bagra
								3	Harabag
								4	Chaprot
						2	Bharanu	5	Bharanu
								6	Nainpur
								7	Drahal
								8	Drubbal
						3	Chauntra	9	U/Chauntra
								10	L/Chauntra
								11	Ghatta

								12	Banaun
				2	Ladbharol	4	Pandol	13	Pandol
								14	Golwan
								15	Barnod
						5	Daled	16	Daled
								17	Cotpur
								18	Panjalag
						6	Langna	19	Tullah
								20	Langna
								21	Aul
				3	Dharampur	7	Dharampur	22	Dharampur
								23	Sidhpur
								24	Bahi
						8	Mandap	25	Mandap
								26	Brang
								27	Baroti
								28	Ludhiana
								29	Mahan
				4	Kamlah	9	Kamah	30	Kamlah
								31	Sherpur
								32	Dodar
						10	Sandhol	33	Sandhol
								34	Masot
								35	Tandu
						11	Tihara	36	Gharwasra
								37	Tihara
								38	Gaddidhar
				5	Urla	12	Urla	39	Urla
								40	Gowali
								41	Shishaswar
								42	Thorat
						13	Chuku	43	Chuku
								44	Nagan
								45	Khajri
						14	Barot	46	Barot
								47	Kalhlog
								48	Jatingri

Circle		Division		Range		Block		Beats	
1		2		3		4		5	
7	Nahan	1	Rajgarh	1	Habban	1	Habban	1	Shargaon
								2	Chail
								3	Dol
								4	Ranaghat
								5	Shivapur
								6	Palu
						2	Thandidhar	7	Thandidhar
								8	Dhamla
								9	Pajoja
								10	Khaneur
								11	Kaliopab
						3	Bakhog	12	Tharu
								13	Mattal Bakhog
								14	Gotari
				2	Sarahan	4	Sarahan	15	Sarahan
								16	Panwa
								17	Jamun-ki-Ser
						5	Saindhar	18	Score
								19	Gaithal
								20	Saindhar
						6	Ghini	21	Chaggar
								22	Chandog
				3	Narag	7	Narag	23	Narag
								24	Uchhakot
						8	Wasni	25	Wasni
								26	Chandol
								27	Mangarh
						9	Naina Tikkar	28	Naina Tikkar
								29	Gandholi
								30	Shinha
								31	Pathroti
				4	Rajgarh	10	Rajgarh	32	Churwa
								33	Rajgarh
								34	Matnali
								35	Didgah
						11	Bathaudhar	36	Bhathaudhar
								37	Swana
								38	Fagu
						12	Dimber	39	Dimber
								40	Yaswantnagar
								41	Thornawar

		2	Renuka	1	Sangrah	1	Sangrah	1	Sangrah
								2	Gondoli
								3	Lajwa
						2	Haripurdhar	4	Haripurdhar
								5	Kajwa
								6	Bhalar
								7	Nhowai
				2	Shillai	3	Shillai	8	Shillai
								9	Bhatnol
						4	Ronhat	10	Panog
								11	Khilando
								12	Jhakando
								13	Loja Manal
						5	Hilla	14	Hilla
								15	Kiari Guno
								16	Kota Pab
				3	Renukaji	6	Shri Renuka	17	Renuka ji
								18	Bandal
								19	Rajana
						7	Koti Dhiman	20	Kail
								21	Fail
								22	Ganog
						8	Parara	23	Dadahu
								24	Swar
								25	Parara
				4	Nohra	9	Nohra	26	Nohra
								27	Bandal
								28	Deva Dunal
						10	Gharna	29	Ghunavi
								30	Gharna
						11	Bogdhar	31	Bagdhar
								32	Pirjadhar
								33	Bhujand
								34	Siun
				5	Kafota	12	Kafota	35	Khajuri
								36	Tatiana
								37	Jamna
						13	Sataun	38	Sataun
								39	Nigali
								40	Jhanjli
						14	Amboa	41	Chandani
								42	Gabbar
								43	Dhabpipli

		3	Nahan	1	Jamta	1	Jamta	1	Nauni
								2	Durma
								3	Talon
								4	Bohal
						2	Panjahal	5	Daghera
								6	Patandi
								7	Sanoga
								8	Pamjhal
								9	Jatak
						3	Banethi	10	Banethi
								11	Gaunt
								12	Katli
								13	Amta
								14	Saroga
								15	Kathara
				2	Nahan	4	Nahan	16	Periwala
								17	Kanuniwala
								18	Jabbal
								19	Ambwala
								20	Hanswala
								21	Kotri
						5	Toddarpur	22	Toddarpur-I
								23	Toddarpur-II
								24	Sangholi-I
								25	Sangholi-II
								26	Thaska
						6	Bikrambag	27	Khari
								28	Suketi
								29	Hardappa-I
								30	Hardappa-II
								31	Bikrambag
						7	Sambhuwala	32	Kutasan
								33	Uttamwala
								34	Bankala
								35	Teeb
								36	Gadda
								37	Dhaun
								38	Rama-I
								39	Rama-II
				3	Kolar	8	Sambalkha	40	Negiwala
								41	Dabaruwala
								42	Sambalkha
								43	Rampurainda

						9	Bheron	44	East Bheron
								45	West Bheron
								46	Jamretwa
								47	Brahamanwali
								48	Matter
						10	Lohgarh	49	Lohgarh-I
								50	Lohgarh-II
								51	Lohgarh-III
								52	Lohgarh-IV
								53	Lohgarh-V
								54	Lohgarh-VI
						11	Kolar	55	Kolar
								56	Jattanali
								57	Kodewala
								58	Zheel
								59	Haripur
				4	Trilokpur	12	Trilokpur	60	Trilokpur
								61	Gurdwara
								62	Mainthapal
								63	Kandaiwala
								64	Burmapapri
						13	Kotla	65	Gumti
								66	Kotla
								67	Churea
								68	Pullewala
								69	Nerun
						14	Kolanwala Bhund	70	Kotri
								71	Bhudra
								72	Surlakiari
								73	Jhira
								74	Kiari
		4	Paonta Sahib	1	PaontaSahib	1	Paonta	1	Paonta
								2	Girinath-I
								3	Girinath-II
								4	Gondpur
								5	Ranotva
								6	Jamniwala
						2	Gorakhpur	7	Rajban
								8	Gorkhpur
								9	Nalgi
								10	Kukron
						3	Khara	11	Khara

								12	Toka
								13	Lai
								14	Jhara
						4	Chhachheti	15	Gatu
								16	Sarah
								17	Chhachheti
				2	Giri Nagar	5	Girinagar	18	Girinagar
								19	Ganyobi
								20	Khareroo
								21	Jalmussa
								22	Dunja
						6	Kansar	23	Kando-balla
								24	Kansar
								25	Barog Baneri
						7	Chandpur	26	Parduni-I
								27	Parduni-II
								28	Seas
								29	Chandpur-I
								30	Chandpur-II
				3	Majra	8	Majra	31	Majra
								32	Satwala
								33	Behrawala
								34	Dhaulakuan
								35	Johron
						9	Behral	36	Behral
								37	Sattiwala
								38	Battamandi
								39	Surajpur
						10	Gharatwali	40	Gharatwali(N)
								41	Gharatwali(E)
								42	Gharatwali(S)
						11	Sukron	43	Sukron(N)
								44	Sukron(W)
								45	Sukron(S)
				4	Bhagani	12	Bhagani	46	Bhagani
								47	Mohruwala
								48	Amboya
								49	Dhandla
						13	Khodri-majri	50	Khodri-majri
								51	Gojjar
								52	Killor
						14	Rajpur	53	Rajipur
								54	Dhanda

								55	Salwala
								56	Puruwala
		5	Solan	1	Solan	1	Solan	1	Bagal
								2	Solan
								3	Salogra
								4	Jarnagi-I
						2	Ochhghat	5	Ochhghat
								6	Kotlu
								7	Janagi-II
						3	Saproon	8	Nauni
								9	Khaldar
								10	Chawal
				2	Kandaghat	4	Kandaghat	11	Karol-I
								12	Karol-II
								13	Silhari
								14	Salumna
						5	Kiari	15	Kiari
								16	Chausha
								17	Warna
								18	Kot
						6	Bisha	19	Bisha
								20	Kiartoo
								21	Basha
				3	Subathu	7	Subathu	22	Sabathu
								23	Kathni
								24	Deothi
								25	Alobra
						8	Serighat	26	Serighat
								27	Mamlig
								28	Jamrot
								29	Thanthol
						9	Dugra	30	Dugra
								31	Sairy
								32	Jokha
				4	Dharampur	10	Dharampur	33	Kudon
								34	Kumarhatti
								35	Barog
								36	Sultanpur
						11	Chabal	37	Chabal
								38	Gulhari
						12	Joharji	39	Joharji
								40	Jalayana

								41	Behli
								42	Neri
				5	Parwanoo	13	Parwanoo	43	Parwanoo
								44	Datiar
								45	Koti
								46	Khadin
						14	Kasauli	47	Kasauli
								48	Tiron
								49	Dochi
								50	Sanwar
						15	Lugon	51	Lugon
								52	Barog
								53	Nabon
								54	Datyar
								55	Kith
								56	Banasar

Circle		Division		Range		Block		Beats	
1		2		3		4		5	
8	Rampur	1	Kotgarh	1	Kotgarh	1	Bharari	1	Naula
								2	Sainj
								3	Saroga
								4	Bharari
						2	Narkanada	5	Narkanda
								6	Hatu
								7	Madhawani
						3	Shilaru	8	Bijlidhar
								9	Shilaru
								10	Shaarmila
				2	Kumarsain	4	Kumarsain	11	Oddi
								12	Kumarsain
								13	Galani
								14	Dhalli
						5	Kangal	15	Kangal
								16	Khudlu
								17	Dhar
						6	Baragaon	18	Toohan
								19	Shiwan
								20	Baragaon
								21	Ahar
		2	Rampur	1	Sarahan	1	Sarahan	1	Badhal
								2	Sarahan
								3	Bhagawat
						2	Gopalpur	4	Mashnoo
								5	Dofda
								6	Gopalpur
						3	Jaghori	7	Koot
								8	Rawancha
								9	Jaghori
						4	Phancha	10	Phancha
								11	Kaobil
								12	Sarpara
				2	Rampur	5	Rampur	13	Rampur
								14	Pashada
								15	Sanathli
								16	Khaneri
						6	Nogli	17	Nogli
								18	Dattnagar

								19	Dansa
						7	Deothi	20	Deothi
								21	Darohal
								22	Munish
								23	Kashapat
				3	Bahli	8	Taklech	24	Taklech
								25	Darkali
								26	Theda
						9	Bahli	27	Bahli
								28	Chowka
								29	Saran-Jarasi
						10	Surad	30	Deothal
								31	Surad
								32	Khamadi
				4	Nankhari	11	Nankhari	33	Baibahli
								34	Kingal-Mundhar
								35	Nankhari
								36	Bagalthi
						12	Sholli	37	Sholli
								38	Thaili chakti
								39	Delath
						13	Gahan	40	Gahan
								41	Taprog
								42	Jahoo
								43	Addu
								44	Poojna
		3	Kinnaur	1	Nichar	1	Tranda	1	Tranda
								2	Thachh
						2	Sungra	3	Bari
								4	Sungra
						3	Nichar	5	Nichar
								6	Panwi
								7	Kaksthal
				2	Kilba	4	Kilba	8	Kilba
								9	Punang
						5	Karcham	10	Sapni
								11	Shong
								12	Ralli
						6	Sangla	13	Sangla
								14	Chansu

				3	Kalpa	7	Urni	15	Tapri
								16	Urni
								17	Ruoang
						8	Shontong	18	Barang
								19	Tangling
								20	Purbani
						9	Kalpa	21	Kalpa
								22	Pangi
								23	Roghi
								24	Rekong Peo
				4	Bhabanagar	10	Bhabanagar	25	Chaura
								26	Bhabanagar
						11	Sholtu	27	Sholtu
								28	Ganiramni
				5	Maling	12	Maling	29	Yangthang
								30	Chango
								31	Sumra
						13	Leo	32	Leo
								33	Hango-Chulling
				6	Pooh	14	Pooh	34	Pooh
								35	Dobling
								36	Namgia
						15	Kanam	37	Kanam
								38	Sunam
								39	Giabong
				7	Moorang	16	Ribba	40	Ribba
								41	Rispa
								42	Moorang
						17	Jangi	43	Jangi
								44	Rarang
								45	Lipa
		4	Ani	1	Chowai	1	Chawai	1	Chawai
								2	Kutwa
								3	Gad
								4	Namhong
								5	Haripur
						2	Khanag	6	Kot
								7	Deem
								8	Tarala
								9	Kohila

								10	Lohal
						3	Takrasi	11	Tharvi
								12	Karshala
								13	Kuinr
						4	Paneo	14	Poeg
								15	Bai
								16	Karana
								17	Patarna
				2	Nither	5	Nither	18	Nither
								19	Koil
								20	Moin
								21	Saraharn
						6	Margi	22	Margi
								23	Ghatu
								24	Nore
								25	Katmore
								26	Dalash
						7	Dalash	27	Luhri
								28	Ghorla
								29	Kandagai
								30	Tandi
								31	Arsu
				3	Arsu	8	Arsu	32	Tharvi
								33	Pali
								34	Bhuin
								35	Sarahan
						9	Sarahan	36	Tharla
								37	Jowagi
								38	Shamani
								39	Nirmand
						10	Nirmand	40	Pujarali
								41	Averi
								42	Brow
								43	Kharga
						11	Kharga	44	Sarga
								45	Kindla
								46	Tunan

Circle		Division		Range		Block		Beats	
1		2		3		4		5	
9	Shimla	1	Shimla	1	Bhajji	1	Suni	1	Suni
								2	Badmain
								3	Basantpur
								4	Bajhol
								5	Chanog
								6	Mandhorghat
						2	Himri	7	Himri
								8	Kiryali
								9	Sandoha
								10	Pandoha
						3	Khatnol	11	Khatnol
								12	Kadharghat
								13	Thailla
				2	Mashobra	4	Mashobra	14	Shivpur
								15	Dhalli
								16	Dharti
								17	Paniali
								18	Naldehra
						5	Shogi	19	Mundru
								20	Tutikandi
								21	Pateud
						6	Kasumpti	22	Bhattachakufar
								23	Kasumpti
								24	Bharari
				3	Koti	7	Koti	25	Phaneot
								26	Karoli
								27	Bhalog
						8	Indra	28	Indra
								29	Patgair
						9	Junga	30	Rathmun
								31	Cheora
								32	Jaghaghari
				4	Taradevi	10	Totu	33	Ghamiyana
								34	Tall
								35	Banoti
								36	Gadheog
						11	Jubarhatti	37	Jubarhatti
								38	Kalzeon
								39	Kalihatti

						12	Taradevi	40	Totu
								41	Taradevi
								42	Shalaghat
								43	Shoghi
				5	Dhami	13	Halog	44	Halog
								45	Dhaliaya
								46	Okhroo
								47	Salon
						14	Ghanahatti	48	Ghanahatti
								49	Badu
								50	Ganeog
								51	Sanog
					Construction				
		2	Theog	1	Theog	1	Theog	1	Theog
								2	Khalshi
								3	Kiari
								4	Shali
						2	Cheog	5	Dharech
								6	Ratesh
								7	Paliane
								8	Cheog
								9	Kufri
						3	Matiana	10	Dharti
								11	Dharampur
								12	Chandora
								13	Sandu
								14	Shillia
								15	Matiana
				2	Balsan	4	Ghund	16	Kalna
								17	Janahon
								18	Parlighund
						5	Ghorna	19	Kuthar
								20	Balag
								21	Deha
								22	Ghuma
				3	Kotkhai	6	Kotkhai	23	Kotkhai
								24	Gajeta
								25	Garag
						7	Kalala	26	Kalala

								27	Deorikhanati
								28	Baginil
								29	Thaila
								30	Reoghati
						8	Goach	31	Kalbog
								32	Millani
								33	Himri
						9	Mahasu	34	Shillaghund
								35	Dharnak
								36	Mahasu
								37	Shillagaon
		3	Chopal	1	Chopal	1	Chopal	1	Chopal
								2	Reoni
								3	Thana
						2	Maraog	4	Marog
								5	Jubbar
								6	Lohma
						3	Jhiknipul	7	Shillikain
								8	Pabas
								9	Bateori
				2	Bamta	4	Bamta	10	Bamta
								11	Chauta
								12	Gherla
						5	Matal	13	Matal
								14	Kujvi
						6	Pauria	15	Dawandli
								16	Jaman
				3	Deya	7	Deya	17	Deya
								18	Bajathal
								19	Jawalnu
						8	Malat	20	Malat
								21	Reoghati
								22	Kanah
						9	Jokhar	23	Jokhar
								24	Kalvi
								25	Bhaloo
				4	Sarain	10	Sarain	26	Sarain
								27	Chiuna
								28	Kund
								29	Kiari
								30	Baghar

								31	Khagna
						11	Bahal	32	Pulbahal
								33	Naoni
								34	Lehat
								35	Deothi
						12	Jakholi	36	Badlaog
								37	Gialath
								38	Jhina
								39	Thindal
				5	Throach	13	Throach	40	Tharoch
								41	Shilla
								42	Bharanu
						14	Lallon (Pujarli)	43	Pujarli
								44	Mundhah
								45	Bijal
								46	Lallon
						15	Neol	47	Tikkri
								48	Chanog
								49	Kandol
								50	Kharog
				6	Kanda	16	Sainj	51	Meenus
								52	Sainj
								53	Manjholi
						17	Kulog	54	Luthkari
								55	Dopta
								56	Reoshdhar
								57	Nohra
						18	Kanda	58	Kanda
								59	Banah
								60	Shanlog
								61	Hira
				7	Nerwa	19	Nerwa	62	Nerwa
								63	Ruslah
								64	Rinzat
						20	Khadar	65	Khadar
								66	Dhaliuna
								67	Begna
						21	Peontra	68	Peontra
								69	Gattu
								70	Halan

						22	Kiarla	71	Kerog
								72	Kiarla
								73	Gumma
		4	Rohroo	1	Jubbal	1	Jubbal	1	Jubbal
								2	Badhal
								3	Sanodha
								4	Murali
								5	Khara-pahar
						2	Sheel	6	Sheel
								7	Shallon
								8	Mandhol
				2	Rohroo	3	Rohru	9	Ratnari
								10	Jauna
								11	Kutara
								12	Dalgaon
						4	Samarkot	13	Graima
								14	Samarkot
								15	Kui
								16	Machoti
						5	Gwas	17	Gwas
								18	Baghi
								19	Lowerkoti
				3	Sarsawati-nagar	6	Chhachhpur	20	Sawra
								21	Kelvi
								22	Rawingarh
								23	Chhahpur
						7	Mandal	24	Mandal
								25	Kawalta
								26	Jholta
								27	Dhanser
						8	Kuddu	28	Kuddu
								29	Pandranu
								30	Shashan
				4	Khasdhar	9	Khasdhar	31	Khasdhar
								32	Dalli
								33	Diswani
								34	Telga
						10	Chirgaon	35	Chirgaon
								36	Jakhnoti
								37	Tangnoo

								38	Sandasli
								39	Deudi
						11	Larot	40	Larot
								41	Kharasali
								42	Thelether
						12	Todsa	43	Todsa
								44	Banooti
								45	Jhalwari
				5	Dodra Kwar	13	Kwar	46	Dodra
								47	Kwar
						14	Jakha	48	Jakha
								49	Pandar
								50	Majibani
				6	Bashla	15	Bashla	51	Bashla
								52	Madhan
								53	Bhelara
						16	Khadrala	54	Khadrala
								55	Khegnoti
								56	Kewali
						17	Arhal	57	Arhal
								58	Sarog
				7	Tikkar	18	Tikkar	59	Tikkar
								60	Naketli
								61	Farog
								62	Sharontha
						19	Baghi	63	Ratnari
								64	Baghi
								65	Kadiwen
		5	Shimla (Urban)	1	Chaura Maidan	1	Chaura Madaian	1	Summer Hill
								2	Glen
						2	Bharari	3	Kaithu
								4	Bharari
						3	Lalpani	5	Phagli
								6	Tuti Kandi
				2	Chhota Shimla	4	Chhota Shimla	7	Jakhu
								8	Khalini
						5	Chharabra	9	Churat
								10	Chharabra
								11	Craigneno
						6	Seog	12	Kufri
								13	Seog

[WILD LIFE]

The Wild Life Wing of the Department is under the control of Principal Chief Conservator of Forests (Wild Life), who is responsible for management of protected areas of the State which includes National Parks, Sanctuaries and Conservation Reserves. Pr. CCF (WL) is also the Chief Wild Life Warden of the State. The Pr. CCF (WL) functions under the overall control of Pr. CCF (HoFF).

Circle		Division		Range		Block		Beats	
1		2		3		4		5	
	WL(S)	1	Shimla	1	Kufri	1	HNP Kufri	1	Zoo Mgt
								2	Phesentry
						2	Construction MKufri	3	Construction
							Tutikandi	4	Rescue Centre
								5	Himalayan Bird Park
				2	Chail	3	Chail	6	Binoo
								7	Sakori
								8	Shillaru
								9	Banjani
								10	Kharyoon Phy.
						4	Deen	11	Deen
								12	Malansheel
								13	Blossom Phry
						5	Gaura	14	Gaura
								15	Dhangil
								16	Chaura
						6	Shilli	17	Shilli
				3	Renuka	7	Renuka	18	Jammu
								19	Dhar
								20	Renuka Phry
								21	Lion Safari
				4	Tharoch	8	Tharoch	22	Gaura
								23	Oali
						9	Chhachpur	24	Shashan
								25	Panjoo
								26	Chhachpur
				5	Simbalbara	10	Simbalbara	27	Kaludev
								28	Marusidh
						11	Amargarh	29	Churak
								30	Danda
				6	Chandi	12	Piplughat	31	Piplughat
								32	Bari
						13	Kashlog	33	Kangri

								34	Chandi
								35	Harsang
								36	Chilla
				7	Nohra	14	Nohra	37	Nohra
								38	Chhotagali
								39	Chhoras
						15	Pulbahal	40	Sarpat
								41	Bhairog
		2	Spiti (Kaza)	1	Kibber WL (S) at Kaza	16	Kibber WL Sanctuary at Kaza	42	Kibber
								43	Langchha at Kaza
								44	Lalung at Lingti
				2	PVNP at Tabo		Tabo	45	Thango
								46	Khuminsang at Sagnam
								47	Mud
				3	Kaza WL Range at Kaza	17	Kaza	48	Sumling
								49	Rangrik
								50	Kee
								51	Kaza
								52	Shego
						18	Hansa	53	Losar
								54	Hansa
								55	Pangamo
				4	Tabo WL Range at Tabo	19	Pin Block	56	Gulling
								57	Sagnam
						20	Schhling	58	Lalung
								59	Schhling
								60	Mane
						21	Tabo	61	Poh
								62	Tabo
								63	Lari
								64	Giu
		3	Sarahan	1	Sangla	1	Sangla	1	Lipa Asrang
								2	Rakchham
								3	Chitkul
								4	Batseri
				2	Rupi at	2	Rupi	5	Rupi

					Nigulsari			6	Dabbling
						3	Chhota Khamba	7	Chhota Khamba
								8	Bara Khamba
				3	Katgaon	4	Katgaon	9	Shange
								10	Katgaon
								11	Yangpa
						5	Salaring	12	Salaring
								13	Nathpa
								14	Kandhar
				4	Dofda	6	Sarahan	15	Pheasantry
						7	Dofda	16	Bhajwa
								17	Kinnu
								18	Ranpu
						8	Kashapat	19	Darkali
								20	Kasha
								21	Pat
	WL(N)	1	Chamba	1	Bhandal	1	Sanghani	1	Bhandal Sanghani
								2	Beer
								3	Sanghani
								4	Langera
				2	Khajjiar	2	Khajjiar	5	Khajjiar
								6	Khajret
								7	Karangan Rak
						3	Lakkar Mandi	8	Kalatop
								9	Diankund Ahlu
								10	Lakkar Mandi
						4	Tundah	11	Tundah
								12	Badgran
								13	Bhadra
								14	Banni
						5	Kugti	15	U/Kugti
								16	L/Kugti
								17	Dharol
		2	Hamirpur	1	Nainadevi	1	Badoh	1	Nimawali
								2	Badoh
								3	Oel
								4	Nakrana
						2	Saloha	5	Saloha

								6	Khulwin
								7	Kharkari
								8	Bhakra
						3	Kot	9	Gatewal
								10	Lehri
								11	Palser
				2	Nagrota Surian	4	Nagrota Surian	12	Nagrota Surian
								13	Jawali
						5	Dehra	14	Dehra
								15	Nandpur Batoli
				3	Dhameta	6	Dhameta	16	Dhameta
								17	Pong dam
						7	Sansarpur Terrace	18	Sansarpur Terrace
								19	Dadasiba
				4	Gopalpur zoo				
				5	Uhl (Bir)	8	Bir	20	Bir Wildlife
								21	Keori
								22	Rajgundha
						9	Swar	23	Swar
								24	Deot
								25	Bhujling
								26	Anderli Mallan
						10	Kohar	27	Kohar
								28	Baragaon
								29	Rasoi
						11	Bara Bhangal	30	Bara Bhangal
								31	Thamsar
								32	Shahnal

Circle		Division		Range		Block		Beats	
1		2		3		4		5	
	GHNP Shamshi	1	CF NP	1	Sainj	1	Shangarh	1	Suchain
								2	Shangarh
								3	Barshangarh
						2	Maror	4	Humkhani
								5	Lapah
								6	Shakti Maror
				2	Tirthan	3	Gushaini	7	Shrikot
								8	Gushaini
								9	Tinder
						4	Bathad	10	Bathad
								11	Mashiyar
								12	Chalori

						5	Rollah	13	Rollah
								14	Bandhar
						6	Sai Ropa	15	H.Q.
				3	Jiwa Nal	7	Railla	16	Sharan
								17	Neuli
								18	Shainsher
						8	Kunder	19	Bhupan
								20	Pashi
						9	Deun	21	Bah
								22	Majhan
		2	Kullu	1	Kullu	1	Kias	1	Tandla
								2	Matikech
						2	Khokan	3	Nagni
								4	Lot
						3	Grahan	5	Grahan
								6	Thunga
						4	Kasol	7	Gharanju
								8	Kasol
				2	Manali	5	Man ali	9	Manalghar
								10	Bungdwari
				3	Karsog	6	Gudah	11	Baislon
								12	Khanukhuli
								13	Shankardehra
						7	Churasani	14	Churasani
								15	Machhret
								16	Deeprala
						8	Dhangiara	17	Devidhar
								18	Reunsi
						9	Janjehali	19	Raigarh
								20	Keelinal
								21	Behand
				4	Barot	10	Barot	22	Barot
								23	Boching
								24	Lachhkandi
						11	Deogarh	25	Deogarh
								26	Graman
								27	Tarswan
						12	Ropa	28	Ropa
								29	Hurang
								30	Shilbdhani
				5	Sundernagar	13	Bandli	31	Maloh
								32	Babbar

CHAPTER II

DUTIES AND POWERS

Duties and Powers of the Principal Chief Conservator of Forests (HoFF)*

**Pr. CCF (HoFF)*

(1) The Pr. CCF (HoFF) is the Chief Technical Adviser to Government on forest matters. He is also the Head of the Forest Department in the Himachal Pradesh.

(ii) The Pr. CCF (HoFF) is empowered to deal, on his own authority, with all professional questions such as working plans, silvicultural operations and fire protection.

(iii) The Pr. CCF (HoFF) supervises the framing of working plans. He deals finally with the preliminary reports but submits the completed plans to Government for sanction. He is responsible for the final checking of the control forms, working plans to be sanctioned by Government.

(iv) The Pr. CCF (HoFF) submits to Government, for the whole State, the consolidated budget, the appropriation proposals and the annual forest administration report.

(v) The Pr. CCF (HoFF) controls the postings and transfers of the gazetted officers and transfers of members of the Subordinate Forest Service. The posting of gazetted officers in the charge of Divisions are, however, made by Government with his consultation.

(vi) The Pr. CCF (HoFF), as Head of the Department, controls all forest affairs and issues such instructions, as he may consider necessary, on the administration and working of the forests.

Government of Himachal Pradesh Department of Forests.

No. FFE- A (A) 1-1/2008.

Dated Shimla-2, the 6th December, 2012.

ORDER

Consequent upon the appointment of Principal Chief Conservator of Forests (Head of Forest Force) in Himachal Pradesh, it has now been felt necessary that all the correspondence from the field functionaries under Forest Department, i.e., HPMHWDP, Swan Project and Wild Life wing, while sending different proposals to the State Government for consideration/approval, such as – policy matter, training programmes, leave, ACRs of officers and other important matters should be routed through him being Controlling Officer of the Forest Organization, so that Principal Chief Conservator of Forests (Head of Forest Force) may also remain aware of such matters/activities of the department/organization and pursue them in a timely manner.

Therefore, all the field functionaries working under Forest Department are directed to make all the correspondence with the State Government through Principal Chief Conservator of Forests (HoFF) in future. This order is issued in supersession of all previous orders, if any, issued in this regard.

By order
Bharathi S. Sihag
Principal Secretary (Forests) to the
Government of Himachal Pradesh.

Duties of Additional Principal Chief Conservator of Forests, Chief Conservator of Forests and Conservator of Forests (Functional), as notified by the Government/ordered by Pr. CCF (HoFF) from time to time after cadre review of IFS in the year 2007, 2009 and 2012:

**Government of Himachal Pradesh
Department of Forests.**

No. FFE- A (A) 3-4/86-III.

Dated Shimla-2, the 11th Feb., 2008.

NOTIFICATION

The Governor, Himachal Pradesh is pleased to order the duties of IFS officers, as per cadre posts approved by the Government of India notified vide its gazette notification No. 16016/01/2007-AIS II-A dated 6th November, 2007, as per job descriptions given in **Annexure-A to F** with immediate effect.

The Governor, Himachal Pradesh is further pleased to order that Principal Chief Conservator of Forests will ensure that all officers shall deal with the subjects strictly, as indicated against each of the posts, Deviation if any, will be viewed seriously.

By Order

Principal Secretary (Forests) to the
Government of Himachal Pradesh.

Endst. No. As above.

Dated: Shimla-2, the 11th Feb., 2008.

Copy is forwarded for information and necessary action to:-

1. The Secretary, Govt. of Indian, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.
2. The Director (Services), Minister of Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training, Govt. of India, New Delhi.
3. The Secretary to the Governor, Himachal Pradesh, Shimla-2
4. The Principal Secretary/Private Secretary to the Hon'ble Chief Minister, Himachal Pradesh, Shimla-2.
5. The Private Secretary to the Hon'ble Forest Minister, Govt. of H.P. Shimla-2.
6. The Private Secretary to Chief Secretary, Govt. of H.P. Shimla-2.
7. The Private Secretary to Secretary (Finance) to the Govt. of Himachal Pradesh, Shimla-2.
8. The Private Secretary to Secretary (Personnel) to the Govt. of Himachal Pradesh, Shimla-2.
9. The Pr. CCF, H.P. Shimla-171001 w.r.t. his D.O. letter No. Ft. 3-5/59(E.I) dated 31-01-2008. He is requested to distribute complete set of this Notification to all the concerned.
10. The Managing Director, H.P. State Forest Corporation Ltd., Shimla-171009.
11. All Addl. Pr. CCFs/CCFs/CFs/Directors, SFC in Himachal Pradesh
12. The Controller (P&S), H.P. Govt. Press, Shimla-171005.
13. The Section Officer, Forest-B, H.P. Secretariat, Shimla-171002.
14. Guard File.

Principal Secretary (Forests) to the
Government of Himachal Pradesh.

Endst. Ft.3-5/69 (E.I)

Dated Shimla-71001, the 22 April,2008.

Copy alongwith copy of the documents relating to Job Description of IFS Officers is forwarded to all Section Incharges of the Director Office and Addl. Pr. CCF (Wildlife), H.P. Talland Shimla for information and necessary action. The duties as assigned to the Branch Officers concerned may also be brought to their notice for further necessary action in the matter accordingly.

Pr. Chief Conservator of Forests
Himachal Pradesh

Annexure-A

Cadre Strength – Cadre Review 2007		
1.	Principal Chief Conservator of Forests	1
2.	Principal Chief Conservator of Forests (Wild Life)	1
	Total Principal Chief Conservator of Forests	2

1.	Additional PCCF (Administration Planning & Development)	1
2.	Additional PCCF (Catchment Area Treatment Plans)	1
3.	Additional PCCF (Projects)	1
4.	Additional PCCF (Participatory Forest Management & Forest Development Agency)	1
	Total Additional Principal Chief Conservator of Forests	4

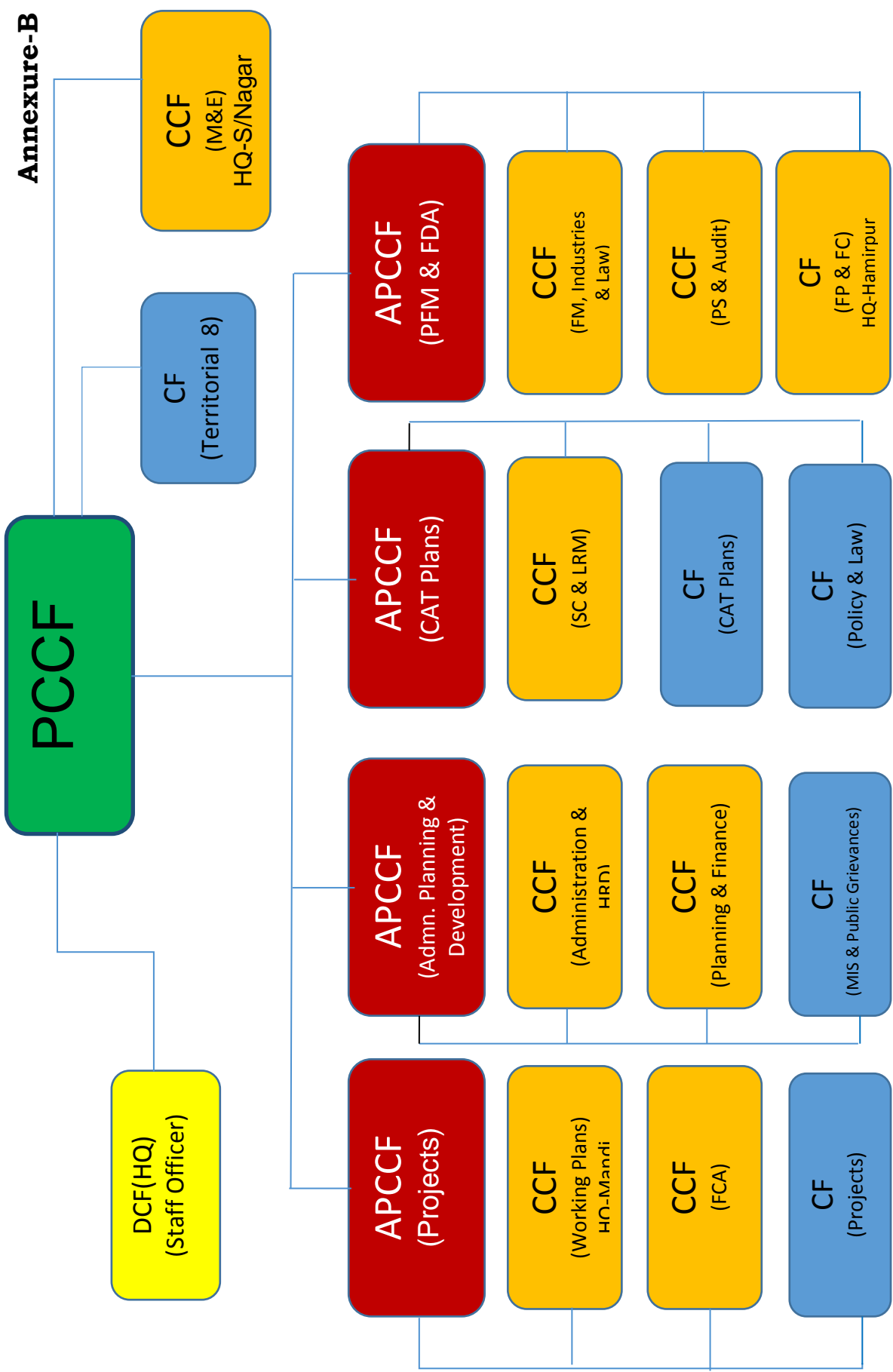
1.	Chief Conservator of Forests (Planning & Finance)	1
2.	Chief Conservator of Forests (Forest Conservation Act)	1
3.	Chief Conservator of Forests (Monitoring & Evaluation)	1
4.	Chief Conservator of Forests (Protected Area & Bio-Diver)	1
5.	Chief Conservator of Forests ((Administration & Human Resource Development)	1
6.	Chief Conservator of Forests (Eco-Tourism, Industries & Law)	1
7.	Chief Conservator of Forests (Production, Sales & Audit)	1
8.	Chief Conservator of Forests (Working Plans)	1
9.	Chief Conservator of Forests (Forest Protection & Fire Control)	1
10.	Chief Conservator of Forests (Soil Conservation & Land Resource Management)	1
11.	Chief Conservator of Forests (Management & NTFP)	1
	Total Chief Conservator of Forests	11

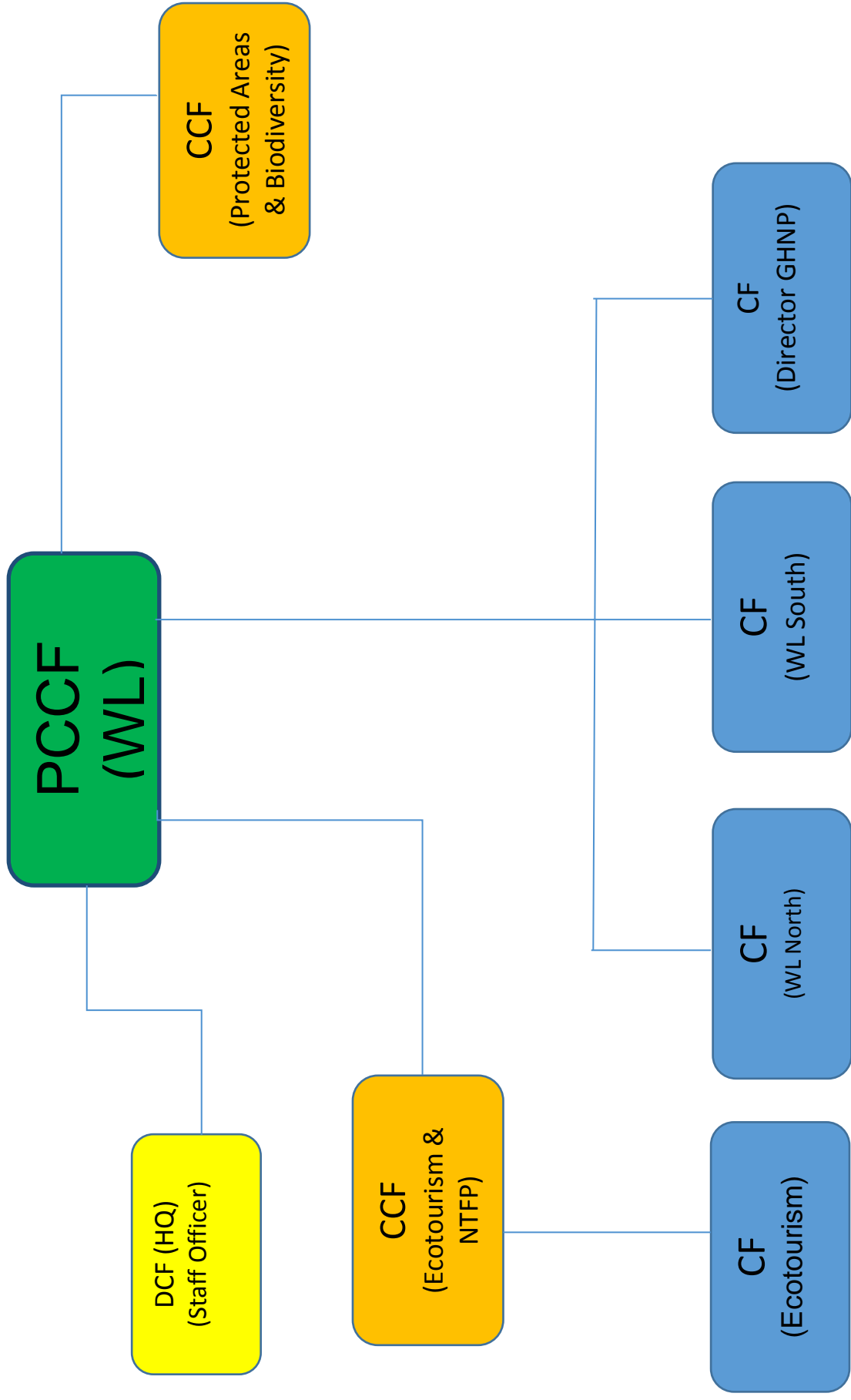
1.	Conservator of Forests (Territorial)	8
2.	Conservator of Forests (WL Kangra, WL Shimla, GHNP)	3
3.	Conservator of Forests (Forest Research)	1
4.	Conservator of Forests (Policy & Law)	1
5.	Conservator of Forests (CAT Plans)	1
6.	Conservator of Forests (Project Formulation)	1
7.	Conservator of Forests (Eco- Tourism)	1
8.	Conservator of Forests (MIS & Public Grievances)	1
	Total Conservator of Forests	17

1.	Deputy Conservator of Forests (Territorial)	24
2.	Deputy Conservator of Forests (Working Plans)	2
3.	Deputy Conservator of Forests (Wild Life)	3
4.	Deputy Conservator of Forests (HQ)	2
	Total Deputy Conservator of Forests	31

Cadre Strength – Cadre Review 2007

Summary:		
1.	Principal Chief Conservator of Forests	2
2.	Additional Chief Conservator of Forests	4
3.	Chief Conservator of Forests	11
4.	Conservator of Forests	17
5.	Deputy Conservator of Forests	31
6.	Central Deputation Reserve	13
7.	State Deputation Reserve	16
8.	Training Reserve	2
9.	Leave reserve & Junior Posts Reserve	10
	TOTAL	106





Annexure-C

1. Additional PCCF (Administration, Planning & Development) HQ : Shimla

Job Description

- General Administration, and Office Management.
- Personnel matters and Human Resource Development.
- Training of forest officials both at induction and in-service (Refresher courses).
- Financial Planning, Budgeting, Budget Distribution.
- Budget Monitoring & Control at HQ level.
- Management information Systems.
- References from Public Representatives.
- Publicity, Public Relations and Media interaction.
- Awareness Campaigns on forest issues.
- Public and Personnel grievances
- Engineering cell, Estate management and House allotment.
- Protocol & Hospitality.
- Legal Cell and Court Cases of establishment matters.
- Information Technology, Local Area network, Website.
- Sports meets (National & State)
- Ex-Officio Vigilance Officer of the HPFD.
- Controlling officer for CCF (Administration & HRD), CCF (Planning & Finance) and CF (MIS & Public Grievances)
- Link Officer for Additional PCCF (Projects).
- Any other residual work assigned by PCCF.

2. Additional PCCF (Catchment Area Treatment Plan) HQ: Shimla.

Job Description:

- Implementation and Monitoring of Environment Management Plans.
- Monitoring of Catchment Area Treatment Plans, Outsourcing & Formulation.
- Coordination with user agency for timely release of fund for CAT Plans.
- Approval of CAT Plans.
- Approval of Annual Action Plans under CAT Plans.
- Allocation of funds for Annual Action Plans under CAT Plans.
- Coordination & correspondence on all issues related to CAT Plans with Government of India and Himachal Pradesh.
- Compensatory Afforestation, CAMPA.
- Eco-task Force and related matters.
- Watershed Management Societies.
- Soil & Water Conservation, Watershed Management.
- Land Diversion cases.
- Link Officer for Additional PCCF (Participatory Forest Management & Forest Development Agencies)
- Controlling officer for CCF (Soil Conservation & Land Resource Management), Director (State Land Use Board) and CF (CAT Plans).
- Any other residual work assigned by PCCF.

3. Additional PCCF (Projects) HQ: Shimla

Job Description:

- Organization and Coordination, appraisal and Formulation of New Externally Aided Projects, Will maintain a shelf of projects for funding by International funding Agencies.
- Funding of new projects and planning of fund flow and its mechanism.
- Planning of expenditure and accounting mechanisms.
- Implementation of Externally Aided and other Projects.
- Monitoring and evaluation of Projects.
- Carbon Credits.
- Forest Education and matters related to University of Forestry and Horticulture.
- Management, control and Development of training institutions.
- Coordination with Government of India and Director Forest Education on matters related to centrally sponsored training programmes.
- Preparation, Monitoring and Implementation of Working Plans.
- Control Forms completions.
- Settlement, Demarcation and construction of boundary pillars, revenue record entries and maps.
- Forest Conservation Act monitoring and coordination of clearance under FCA.
- Controlling officer for CCF (Forest Conservation Act), CCF (Working Plans) and CF (Projects).
- Link officer for Additional PCCF (Administration, Planning & Development).
- Any other residual work assigned by PCCF.

4. Additional PCCF (Participatory Forest Management & Forest Development Agency) HQ: Shimla.

Job Description:

- Development, Implementation & Monitoring of Participatory Forest Management processes.
- Non-Government Organization and Self Help Groups involved in JFM.
- Policy & Rules for JFM.
- Progress & Performance of Forest Development Agencies in Circles/ Divisions.
- Timber Distribution System.
- Forest Management, Encroachments, Illicit Felling and related matters. Co-ordination with various Kalyan Board.
- Grazing and related matters.
- Matters related to Gujjar Kalyan Board, Gaddi Kalyan Board, Gorkha Kalyan Board and Labana Kalyan Board.
- Forest Based Industries – Policy & Law related to it.
- Saw Mills.
- Parliament and Vidhan Sabha Assurances and Estimate Committees etc.
- Land Preservation Act and Private Sale.
- H.P. State Forest Corporation including Pricing Committee Matters and Fuel Wood Supply.
- Audit Objections, Audit Paras, PAC Paras, CAG Reports etc.
- Controlling Officer for CCF (Forest Management, Industry & Law), CF (Production, Sale and Audit), CCF (Forest Protection & Fire Control) and CF (policy & Law).
- Link Officer for Additional PCCF (Catchment Area Treatment Plans.)
- Any other residual work assigned by PCCF.

1. Chief Conservator of Forests (Planning & Finance) HQ: Shimla.

Job Description:

- Financial Planning and Budgeting.
- Five Year Plans, Annual Plans and Annual Plan Meetings.
- Finance Commission.
- Annual Plan of Operations.
- Allocation and Distribution of Budget.
- Budget Monitoring at HQ level.
- Monitoring and Evaluation at HQ level.
- Conferences and Meetings at HQ level.
- Creation of New Instruments of Service (Budget Heads).
- Link Officer for CCF (Administration & Human Resource Development).
- Any other residual work assigned by PCCF/Additional PCCF (Administration Planning & Development).

2. Chief Conservator of Forests (Forest Conservation Act) HQ: Shimla.

Job Description:

- All matters under FCA 1980.
- Nodal Officer for FCA 1980.
- Central Empowered Committee.
- Liaison with user agencies and Government of India Regional Offices.
- FCA 1980 violation cases.
- Grazing & related matters and Grazing Advisory Review Committee.
- Tribal Advisory Council.
- Mining and related matters.
- Link Officer for CCF (Soil Conservation & Land Resource Management).
- Any other residual work assigned by PCCF/Additional PCCF (Projects).

3. Chief Conservator of Forests (Monitoring & Evaluation) HQ: Sundernagar

Job Description:

- Monitoring & Evaluation of all Forestry Development Activities including Mid Himalayan Project, Swan project and all other externally Aided Projects.
- Evaluation of Plantations.
- Fly Squads.
- Co-ordination of research activities on forestry and related socio-economic issues.
- Liaison with various research institutes outside the state.
- Controlling Officer for CF (Research).
- Controlling Officer for DFO Fly Squads.
- Any other residual work assigned by PCCF.

4. Chief Conservator of Forests (Protected Area & Biodiversity) HQ: Shimla

Job Description:

- Monitoring and Evaluation of all Wildlife and Biodiversity Areas.
- Identification, Evaluation and Management to Sites of Specific Scientific Interest (SSSI).
- Qualitative & Quantitative Survey of Protected areas and SSSI.
- Research in Protected areas and SSSI.
- National and State wild life policies.
- Wildlife Act and Rules.
- International conventions and protocols on wild life, protected areas and SSSI.
- Coordination of meetings and conferences in HQ.
- Coordination with Crime Control Bureau.
- Liaison with outside agencies.
- WWF, other Non Government Organizations (NGO) and Inter Government Organizations (IGO).
- Training of wild life staff.
- Nomination of Officers/ officials for training programmes and conferences with in the country.
- Head of office of Wild Life Wing.
- Link Officer for CCF (Eco-Tourism and Non Timber Forest Products.).
- Any other residual work assigned by PCCF (Wild Life).

5. Chief Conservator of Forests (Administration & HRD) HQ: Shimla.

Job Description:

- Establishment and Service matters of IFS & HPFS Officers, Forest Rangers, Deputy Rangers & Forest Guards, Class-I, Class-II Class-III & Class-IV Officers/Officials.
- Parliament and Vidhan Sabha Matters.
- Computerization, Information Technology, Web site launching and maintenance and Development of Management Information systems.
- Recruitment, Training & Deployment of Manpower, Nomination of participants for various training Programmes with in the country.
- Nodal Officer for National and State Sports meet.
- Nodal Officer for Right to Information Act.
- Estate Management.
- Engineering Cell.
- Legal Cell.
- Head of Office for PCCF Office.
- Annual Administration Report.
- Link Officer for CCF (Planning & Finance)
- Any other Residual Work assigned by PCCF/Additional PCCF (Administration, Planning & Development).

6. Chief Conservator of Forests (Eco-Tourism & NTFP) HQ: Shimla.

Job Description:

- Eco-Tourism Development and Management.
- Co-ordination with outside agencies.
- Heritage Sites, Heritage Buildings and Van Vihar.
- Ex-Officio Member Secretary ECOSOC.
- Eco-Tourism Policy.

- Consultancies, outsourcing and Conferences.
- Approval of inputs to the Websites of HPFD.
- Non Timber Forest Products and all related matters.
- National and State Medicinal Plant Boards.
- Fund raising for NTTFP Projects and Schemes.
- National and State NTTFP and Medicinal Plant Policies.
- Conservation and propagation of NTTFP and Medicinal Plants on Government Land.
- Cultivation of NTTFP and Medicinal Plants on private land.
- Coordination without side institutions and research organizations on NTTFP and Medicinal Plants.
- Monitoring of NTTFP and Medicinal Plant Schemes and programmes.
- Creation of Arboretum, Van Vihar, Botanical & Herbal Gardens and Herbaria.
- NGO and IGO working in NTTFP & Medicinal Plants.
- Link Officer for CCF (Protected Areas and Biodiversity).
- Any other residual work assigned by PCCF (Wildlife).

7. Chief Conservator of Forests (Production, Sales & Audit) HQ: Shimla.

Job Description:

- Land Preservation Act and Private Sale.
- Resin and Timber Trade Acts.
- HP State Forest Corporation Matters.
- Fuel wood Supply.
- Pricing Committee Matters.
- Audit Objections, Audit Paras, PAC Paras, CAG Reports etc.
- Public Accounts Committee and Public Undertaking Committee Matters and oral examinations.\
- Link Officer for CCF (Forest Management, Industries & Law)
- Any other residual work assigned by PCCF /Additional PCCF (Participatory Forest Management & Forest Development Agencies).

8. Chief Conservator of Forests (Working Plans) HQ: Mandi.

Job Description:

- Preparation, Monitoring and Evaluation of Working Plans.
- Implementation of Working Plans.
- Scrutiny and approval of felling programmes.
- Completion, updating and checking of Control Forms.
- Preservation Plots.
- Sample Plots.
- Settlements and Demarcation.
- Construction of boundary pillars.
- Entries in revenue records.
- Updating of Maps based on new settlements.
- Link Officer for CCF (Forest Protection & Fire Control at Hamirpur).
- Any other residual work assigned by PCCF /Additional PCCF (Projects).

9. Chief Conservator of Forests (Forest Protection & Fire Control) HQ: Hamirpur

Job Description:

- Forest Protection - Illicit Felling, Smuggling, Poaching.
- Encroachments and Evictions.
- Fire Protection Planning, Budgeting, Fire control measures, equipment's, Fire Lines, Control Burning etc.
- Disease Epidemics and Quarantine.
- Eco Taskforce in North districts (Chamba, Kangra, Hamirpur, Mandi, Bilaspur, Kullu).
- Disease and Pest Control.
- Radio Communications.
- Planning & preparation of Schemes for Protection and First
- Link Officer for CCF (Working Plans at Mandi).
- Any other residual work assigned by PCCF/ Additional PCCF (Participatory Forest Management & Forest Development Agencies).

10. Chief Conservator of Forests (Soil Conservation & Land Resource Management)

Job Description:

- Soil and Water Conservation matters in the Forest Department.
- Land Resource Management.
- Watershed Management Societies.
- Soil Work Plans.
- RVP Schemes.
- Geographical Information System.
- Link Officer for CCF (Forest Conservation Act).
- Any other residual work assigned by PCCF/ Additional PCCF (Catchment Area Treatment Plans).

11. Chief Conservator of Forests (Forest Management, Industries & Law) HQ: Shimla.

Job Description:

- Timber Distribution System.
- Forest Management.
- Encroachments and related matters.
- Illicit Felling and related matters.
- Grazing and related matters.
- Co-ordination with various agencies on forest management matters.
- Matters related to Gujjar Kalyan Board, Gaddi Kalyan Board, Gurkha Kalyan Board and Labana Kalyan Board.
- Forest Based Industries- Policy & Law related to it.
- Saw Mills.
- Parliament and Vidhan Sabha Assurances and Estimate Committees etc.
- Link Officer for CCF (Production Sale and Audit).
- Any other residual work assigned by PCCF /Additional PCCF (Participatory Forest Management & Forest Development Agencies).

ANNEXURE-E

1. Conservator of Forests (Research) HQ: Sundernagar.

Job Description:

- Research on Forestry and related Socio-economic issues.
- Coordination and Correspondence on research matters with
 - University of Horticulture and Forestry Nauni.
 - Indian Council of Forestry Research Education and training Dehradun.
 - Himalayan Forest Research Institute Shimla
 - Forest Survey of India Dehradun.
 - Gobind Valabh Pant Institute.
 - Palampur University.
 - Any other Forestry Education or research Institute in India.
- Link Officer for CF Mandi (Territorial)
- Any other residual work assigned by PCCF/ CCF (Monitoring & Evaluation).

2. Conservator of Forests (Policy & Law).

Job Description:

- Mining and related matters.
- NOC for land transfer cases and related matters.
- National and State level Forest Policy and Action Plans under the Forest Policy.
- Legal matters concerning forest working and management.
- New Acts and Statute of Government of India and Himachal Government.
- Revision of Acts and Rules.
- Comments on Policies of other departments, other states and Government of India.
- Prosecution System – Streamlining and strengthening thereof.
- Officer In-charge Parliament and Vidhan Sabha cell.
- State level committees on various functions.
- Link Officer for CF (Catchment Area Treatment Plans).
- Any other residual work assigned by Additional PCCF (Participatory Forest Management and Forest Development Agency).

3. Conservator of Forests (CAT Plans).

Job Description:

- CAT Plans scrutiny and Implementation and all related matters.
- Staff officer of Additional PCCF CAT Plans.
- Compensatory Afforestation.
- CAMPA.
- Environment Management Plans.
- Rim Plantation.
- Eco-Task Force.
- Link Officer for CF (Policy & Law)
- Any other residual work assigned by PCCF/ Additional PCCF (Catchment Area Treatment Plans)

4. Conservator of Forests (Project Formulation)

Job Description:

- Formulation of New Externally Aided Projects.
- Appraisal and feasibility study of projects preparation field officers.
- Funding of Projects.
- Preparation and Submission of Reimbursement Claims.
- Link Officer for CF (MIS & Public Grievances).
- Any other residual work assigned by PCCF / Additional PCCF (Projects).

5. Conservator of Forests (Eco-Tourism)

Job Description:

- Eco-Tourism Development and Management.
- Co-ordination with Himachal Pradesh Tourism Development Corporation, Director Tourism HP.
- Eco-Tourism Societies.
- Van Vihar.
- Heritage sites.
- Heritage Buildings.
- Link Officer for CF (Wildlife South).
- Any other residual work assigned by PCCF (WL)/CCF Ecotourism & Non Timber Forest Products).

6. Conservator of Forests (MIS & Public Grievances).

Job Description:

- IT solutions in the Forest Department including Planning, Procurement, Outsourcing, Distribution, Installation, Up-Gradation, Maintenance including AMC and inventory upkeep of Hardware, Software, Peripherals and Office automation Communication & reprographic equipment (Fax, Photocopies, EPABX, Telephone etc.).
- Study of software developed under Externally Aided Projects – need for inventory (Softwares), possibilities of operationalization, Utility, need and procedure for up-gradation.
- Development and Maintenance of Web Based Management Information Systems for Personnel, Store & Stock, Finance, Transport and Plantations.
- In –House development of special purpose customized software for HQ and Field Offices.
- Compilation and updating/posting of Technical Orders, Codes, SOPs and Manuals & rules and regulations.
- Matters related to Publicity, PR, Awareness Campaigns, Media, IEC Material, printing (printing press) for HPFD excluding Projects.
- Information updation on media coverage of HPFD (negative & positive reporting), coordination and issue of rebuttals and denials on negative reporting and press notes for positive reporting after getting approval of Competent Authority.
- Coordinating officer for the monitoring of Public Grievances Redressal System.
- Link Officer for CF (Projects).
- Controlling Officer for DFO Publicity, Statistical Cell o/o PCCF.
- Any other residual work assigned by PCCF/Additional PCCF (Administration, Planning & Development).

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS.
(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 6th November, 2007.

G.S.R. 702(E). - In exercise of the powers conferred by Sub-section (1) of Section 3 of All India Services Act, 1951 (61 of 1951), read with Sub-rules 2 of Rule 4 of the Indian Forest Service (Cadre) Rules, 1966, the Central Government, in consultation with the Government of Himachal Pradesh hereby makes the following regulations further to amend the Indian Forest Service (Fixation of Cadre Strength) Regulations, 1966, namely:-

(i) These Regulations shall be called the Indian Forest Service (Fixation of Cadre Strength) Amendment Regulations, 2007.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. In the Schedule to the Indian Forest Service (Fixation of Cadre Strength) Regulations, 1966, for the heading 'Himachal Pradesh' and the entries occurring thereunder, the following shall be substituted, namely:-

HIMACHAL PRADESH

1.	Senior Posts under the State Government	65
	Principal Chief Conservator of Forests	1
	Principal Chief Conservator of Forests Wild Life and Chief Wild Life Warden	1
	Additional Principal Chief Conservator of Forests Administration, Planning and Development.	1
	Additional Principal Chief Conservator of Forests, CAT Plans	1
	Additional Principal Chief Conservator of Forests, Projects	1
	Additional Principal Chief Conservator of Forests, Participatory Forest Management and Forest Development Agency.	1
	Chief Conservator of Forests, Planning and Finance	1
	Chief Conservator of Forests,(Forest Conservation Act)	1
	Chief Conservator of Forests(Monitoring & Evaluation)	1
	Chief Conservator of Forests (Protected Area and Bio Diversity)	1
	Chief Conservator of Forests (Administration and HRD)	1
	Chief Conservator of Forests (Ecotourism, Industry and Law)	1
	Chief Conservator of Forests (Production, Sales and Audit)	1
	Chief Conservator of Forests(Working Plans	1
	Chief Conservator of Forests(Forest Protection and Fire Control)	1
	Chief Conservator of Forests (Soil Conservation and Land Resources Management)	1
	Chief Conservator of Forests (Forest Management and Non Timber Forest Produce)	1
	Conservator of Forests, Territorial Shimla	1
	Conservator of Forests, Territorial Bilaspur	1
	Conservator of Forests, Territorial Mandi	1
	Conservator of Forests, Territorial Kullu	1
	Conservator of Forests, Territorial Nahan	1
	Conservator of Forests, Territorial Kangra	1

	Conservator of Forests, Territorial Rampur	1
	Conservator of Forests, Territorial Chamba	1
	Conservator of Forests, Wildlife Shimla	1
	Conservator of Forests, Wildlife Kangra	1
	Conservator of Forests, Great Himalayan National Park	1
	Conservator of Forests, Research	1
	Conservator of Forests, Policy and Law	1
	Conservator of Forests, CAT Plans	1
	Conservator of Forests, Project Formulation	1
	Conservator of Forests, Ecotourism	1
	Conservator of Forests, MIS and Public Grievances	1
	Deputy Conservator of Forests (Territorial), Lahaul	1
	Deputy Conservator of Forests (Territorial), Bilaspur	1
	Deputy Conservator of Forests (Territorial), Chamba	1
	Deputy Conservator of Forests (Territorial), Dharamshala	1
	Deputy Conservator of Forests (Territorial), Hamirpur	1
	Deputy Conservator of Forests (Territorial), Kullu	1
	Deputy Conservator of Forests (Territorial), Mandi	1
	Deputy Conservator of Forests (Territorial), Nahan	1
	Deputy Conservator of Forests (Territorial), Shimla	1
	Deputy Conservator of Forests (Territorial), Solan	1
	Deputy Conservator of Forests (Territorial), Una.	1
	Deputy Conservator of Forests (Territorial), Kinnaur	1
	Deputy Conservator of Forests (Territorial), Paonta	1
	Deputy Conservator of Forests (Territorial), Nalagarh	1
	Deputy Conservator of Forests (Territorial), Nurpur	1
	Deputy Conservator of Forests (Territorial), Dalhousie	1
	Deputy Conservator of Forests (Territorial), Palampur	1
	Deputy Conservator of Forests (Territorial), Rampur	1
	Deputy Conservator of Forests (Territorial), Sundernagar	1
	Deputy Conservator of Forests (Territorial), Chopal	1
	Deputy Conservator of Forests (Territorial), Rohru	1
	Deputy Conservator of Forests (Territorial), Rajgarh	1
	Deputy Conservator of Forests (Territorial), Bharmour	1
	Deputy Conservator of Forests (Territorial), Theog	1
	Deputy Conservator of Forests Working Plan	1
	Deputy Conservator of Forests, Wildlife Shimla	1
	Deputy Conservator of Forests, Wildlife Sarahan	1
	Deputy Conservator of Forests Wildlife Dharamsala	1
	Deputy Conservator of Forests, (HQ)	2
2.	Central Deputation Reserve [@20% of item (1) above]	13
3.	State Deputation Reserve [@25% of item (1) above.	16
4.	Training Reserve [@3.5% of item (1) above]	2
5.	Leave Reserve and Junior Posts Reserve [@16.5% of item (1) above]	10
6.	Posts to be filled up by promotion [Under Rule 8 of IFS (Recruitment) Rules, 1966 not exceeding 33-1/3% of item 1,2,3 and 4 above]	32
7.	Posts to be filled up by Direct Recruitment (items 1+2+3+4+5-6	74
	Total Authorized Strength	106

[No.16016/01/2007-AIS.II-A]

CHAITANYA PRASAD, Director (Services)

**Government of Himachal Pradesh
Department of Forests.**

No.FFE- A (A) 1-1/2008.

Dated Shimla-2, the 26-8-2009.

NOTIFICATION

In partial modification of this department's Notification No. Fts-I (A) 3-4/86-III dated 11th February, 2008, the Governor, Himachal Pradesh is pleased to order the duties and responsibilities of IFS officers as per reallocation and regrouping of subjects amongst the cadre posts of APCCFs/CCFs and CF (alongwith their structural and reporting hierarchies) as per Annexure-A (containing pages: 1 to 9) with immediate effect in the public interest.

The Governor, Himachal Pradesh is further pleased to order that the Principal Chief Conservator of Forests (HoFF) will ensure that all officers shall deal with the subjects strictly, as indicated against each of the posts, Deviation if any, will be viewed seriously.

By Order

Additional Chief Secretary (Forests) to the
Government of Himachal Pradesh.

Endst. No. As above.

Dated: Shimla-2, the 26-8-2009.

Copy is forwarded for information and necessary action to:-

1. The Secretary, Govt. of India, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.
2. The Director (Services), Minister of Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training, Govt. of India, New Delhi.
3. The Secretary to the Governor, Himachal Pradesh, Shimla-2
4. The Secretary/Spl. Secy.-cum-Pr. Pvt. Secretary to the Hon'ble Chief Minister, Himachal Pradesh, Shimla-2.
5. The Private Secretary to the Hon'ble Forest Minister, Govt. of H.P. Shimla-2.
6. The Special Private Secretary to Chief Secretary, Govt. of H.P. Shimla-2.
7. The Sr. Private Secretary to Additional Chief Secretary (Forests) HP Govt. Shimla-2.
8. The Pr. Chief Conservator of Forests(HoFF), H.P./ Pr. Chief Conservator of Forests (Wildlife & Chief Wild Life Warden), H.P. Shimla-171001.
9. The Managing Director, H.P. State Forest Corporation Ltd., Shimla-171009.
10. All Addl. Pr. CCFs/CCFs/CFs/Directors, SFC in Himachal Pradesh
11. The Accountant General (Audit), H.P. Shimla-171003.
12. The Sr. Dy. Accountant General (A&E), H.P. Shimla-171003.
13. The Deputy Controller (F&A), O/o Pr. CCF, H.P. Shimla-1.
14. The Section Officer, Forest-B, H.P. Secretariat, Shimla-171002.
15. Guard File.

Joint Secretary (Forests) to the
Government of Himachal Pradesh.

DUTIES AND RESPONSIBILITIES IN THE HPFD

1) Addl. Pr. CCF (Finance & Planning), Shimla

- ▶ Financial Planning and Budgeting
- ▶ 5 year Plans, Annual plans and Annual Plan meetings.
- ▶ Finance Commission
- ▶ Allocation and Distribution of Budget
- ▶ Monitor Fire Control in the State
- ▶ Matters relating to CEC/Court cases
- ▶ Creation of new instruments of service (Budget Heads)
- ▶ Controlling Officer for CCF (FP&FC) & CF (Finance and Planning)
- ▶ Any other residual work assigned by Pr. CCF.

1 (a) Chief Conservator of Forests (Forest Protection and Fire Control) Bilaspur

- ▶ Fire protection, Planning, Budgeting, fire control measures, equipments, fire lines
- ▶ Planning and preparation of schemes for State and CSS on fire management
- ▶ Steering involvement of JFMCs in Fire prevention and control through IBMs
- ▶ IT and INTERNET USE in Fire Management and Control
- ▶ Development and Running of Fire Database of HPFD
- ▶ Monitoring & Evaluation of Fire Management schemes in the State.
- ▶ Link Officer for CCF (Plant Diversity, NTFP & Research Management)
- ▶ Any other residual work assigned by Pr. CCF/Addl. Pr. CCF (Finance & Planning)

1(b) Conservator of Forests (Planning & Finance) Shimla

- ▶ Budget monitoring at HQ level.
- ▶ Developing data base on FDA's
- ▶ Monitoring expenditure, UC and progress reports of FDA's
- ▶ Annual Plan of Operations.
- ▶ Any other residual work assigned by Pr. CCF/Addl. Pr. CCF (Finance & Planning)

2) Addl. Pr. CCF (Admn. & HRD) Shimla

- ▶ Would be the Chief Vigilance Officer of the Department
- ▶ All matters relating to the IFS & HPFS officers. (E.I matters)
- ▶ All HRD issues at policy level.
- ▶ Matters relating to CEC/Court cases
- ▶ Deployment of manpower/vehicles on Government duty, Protocol and hospitality
- ▶ Public and personnel grievances/complaints/references
- ▶ Controlling officer for CCF (Training & Establishment) & CCF(M&E)
- ▶ Head-quarter officer of Pr. CCF's office.
- ▶ Any other residual work assigned by Pr. CCF

2(a) Chief Conservator of Forests (Training & Establishment) Shimla

- ▶ Would handle all the establishment work including court matters
- ▶ Registrar (Establishment & Vigilance) will work through him.
- ▶ Decide routine service matters of executive & ministerial staff (E.II & E.III)
- ▶ Parliament and Vidhan Sabha matters
- ▶ R & P Rules, training and training database of manpower

- Would be controlling Officer of FTIs of the department
- Nodal officer for National and State sports meet.
- Nodal officer for Right to Information Act.
- Estate Management, Engineering Cell, XEN office
- Link Officer to CCF(M&E)
- Any other residual work assigned by Pr. CCF/Addl. Pr. CCF (Admn. & HRD)

2(b) Chief Conservator of Forests (Monitoring & Evaluation) Shimla

- Responsible for Monitoring & Evaluation of forestry & WL works (all schemes)
- Evaluation of plantations, Soil & W Cons. Works, pasture development etc.
- Nursery & Plantation Returns, analysis & database.
- Compilation & reporting of all externally aided projects.
- Controlling Office for DFO Flying Squad, Shimla
- Compilation, analysis and evaluation Circle level flying squads, CPs & Van Thanas
- Database management on illicit felling & Encroachment.
- Statistical cell to work under CCF (M&E)
- Link Officer for CCF (Training & Establishment, Shimla
- Any other residual work assigned by Pr. CCF/Addl. Pr. CCF (Admn. & HRD)

3) Addl. Pr. CCF (CAT & ES) Shimla

- All CAT Plans matter- outsourcing & formulation.
- Compensatory Afforestation, NPV (CAMPA) & coordination with GOI
- Payments for environmental services matters.
- Environment Management Plans.
- Monitoring & liaison with PD SWAN Project; send reports to CCF (M&E)
- Eco-task force
- Monitoring of Nursery and Plantations in state.
- Matters relating to CEC/Court cases.
- Would monitor all CAMPA projects in the State and also look after project formulation and appraisal.
- Climate change, REDD, Global warming and disaster management
- Controlling Officer of CCF(Soil) and CCF (Ecotourism & ES)
- Any other residual work assigned by Pr. CCF (HP)

3(a) Chief Conservator of Forests (Soil Conservation) Shimla

- Soil and Water Conservation Matters.
- Land Resource Management
- Watershed management
- Soil Work Plans
- RVP/FPR Schemes.
- Radio communications, GIS and remote sensing Cell incharge
- Controlling Officer for Director (State Land Use Board)
- Link Officer for CCF (Eco Tourism & ES) Shimla
- Any other residual work assigned by Pr. CCF/Addl. Pr.CCF(CAT & ES)

3(b) Chief Conservator of Forests (Ecotourism & ES) Shimla

- CEO Ecotourism and ex-officio Member – Secretary Eco Soc.
- ET development and management, co-ordination with outside agencies.
- Heritage sites, heritage buildings and Van Vihars.

- Eco-tourism Policy, public-private enterprises, Ecotourism website, consultancies , out-sourcing and conferences related to Eco-tourism
 - Issues relating to EIA and ES
 - Link Officer for CCF (Soil Cons.)
 - Any other residual work assigned by Pr. CCF/Addl. Pr. CCF (CAT & ES) Hqrs. Shimla.
- 3(c) Conservator of Forests (CAT Plans) Shimla**
- CAT Plans scrutiny and Implementation and related matter
 - Scrutiny, development and finalization of new CAT Plans/ revision of old ones
 - Staff officer of Additional PCCF CAT Plans.
 - Compensatory Afforestation and NPV schemes.
 - CAMPA
 - Rim Plantations
 - Eco-Task Force
 - Link Officer for CF (Policy & Law)
 - Any other residual work assigned by PCCF/Addl. Pr.CCF(CAT & ES)
- 3(d) Conservator of Forests (Eco-tourism & ES) Shimla**
- Eco tourism Development & Management
 - Co-ordination with HPTDC, Director Tourism, ITDC
 - Will initiate, train and oversee development of Local ET Societies.
 - Assist CEO EcoSco in various activities/ responsibilities.
 - Responsible for MoUs and monitoring under Private Public Partnerships
 - Will assist APCCF in matter relating to Environmental Services.
 - Link Officer for CF (CAT Plans)
 - Any other residual work assigned by PCCF/Addl. PCCF (CAT & ES)
- 4. Addl. Pr. CCF (Management) Shimla**
- Bio-fuels Species propagation
 - Co-ordination with various agencies on forest management matters
 - Timber Distribution System
 - Land Preservation Act and Private Sale
 - Monitoring Sale, Audit and PFM work in the State
 - Matters relating to CEC/Court cases
 - All Working Plans and Settlement issues.
 - Would handle all JFPM work in the State including Policy and rules
 - Issues relating to Policy & Law in the State.
 - Controlling officer for CCF(PFM), CCF(WP) and CCF(SA)
 - CF (Policy and Law) shall report through APCCF Mgmt.
 - Any other residual work assigned by Pr. CCF(HP)
- 4(a) Chief Conservator of Forests (PFM) Shimla**
- Grazing and related matters, Grazing Advisory Review Committee
 - Matters related to Gujjar Kalyan Board, Gaddi Kalyan Board, Gurkha Kalayan Board and Labana Kalayan Board.
 - Development and Monitoring of PFM processes
 - NGO and SHG Groups involved in PFM
 - Policy and Rules for PFM
 - Link officer for (S&A)
 - Any other residual work assigned by Pr.CCF/Addl. PCCF (Management)
- 4(b) Chief Conservator of Forests (WP & Settlement) Mandi.**
- Preparation and Monitoring of Working Plan implementation

- Scrutiny and approval of Fell Programmes.
 - Settlement and Demarcation
 - Construction, mapping and computerized record of Boundary Pillars.
 - Entries in Revenue Records
 - Custody and database of survey maps in the HPFD
 - Link Officer for CCF (NTFP & Research Management), Sundernagar.
 - Any other residual work assigned by APCCF Mgmt/Pr.CCF
- 4(c) Chief Conservator of Forests (Sale & Audit) Shimla**
- All HP State Forest Corporation matter – pricing committee issues etc.
 - Tribal Advisory Council
 - All sale and industry matters.
 - Forest based industries – policy and law related to it
 - Saw mills
 - Fuel-wood Supply to Tribal Areas
 - All PAC/CAG/Draft/audit paras (to be assisted by DFO Audit)
 - Estimates committee
 - Parliament and Vidhan Sabha Assurances
 - Public Accounts Committee and Public Undertaking Matters and Oral examinations.
 - Link Officer for CCF(PFM)
 - Any other residual works assigned by Pr. CCF/Addl. Pr. CCF (Management)
- 4(d) Conservator of Forests (Policy & Law) Shimla**
- National and State Forest Policies
 - Resin and Timber Trade Acts & Forest Rights Act
 - Legal matters concerning forest working and management
 - New Acts and Statute of State and GIO
 - Revision of Acts and Laws.
 - Comments on Policies of other Departments and States
 - Prosecution System-Streamlining and strengthening
 - Gender Issues including gender Budgeting
 - State level Committees on various functions.
 - Link officer for CF (CAT & ES)
 - Any other residual work assigned by PCCF/APCCF (Management)
- 5. Chief Conservator of Forests (FCA & Projects) Shimla.**
- Nodal officer for forest clearance cases, FCA-1980
 - Would handle road and hydel projects (whether on forest land, or any other govt. land or on private land) matters under FCA-1980
 - Matters dealing with Central Empowered Committee issues
 - FAC-1980 violations cases
 - Mining and related matter
 - Land transfer cases and related matters
 - Monitoring reports relating to Mid Hills Project; send reports to CCF(M&E)
 - Link officer for CCF(SA)
 - Any other residual work assigned by Pr. CCF Shimla
- 6. Chief Conservator of Forests (Faunal Diversity & Protected Areas Network)**
- Formulation, Monitoring and evaluation of all wild life areas and CSS
 - Identification, evaluation and management to sites of specific scientific interest (SSSI)
 - Qualitative and Quantitative survey of protected areas and SSSI
 - Research in protected areas and SSSI

- National and State Wildlife policies
- Wildlife Act and Rules/Bio Diversity Act & Rules.
- International conventions and protocols on wild-life, protected areas and SSSI
- Co-ordination with Crime Control Bureau.
- Liaison with outside agencies.
- WWF, other non-governmental organizations (NGO) and inter-governmental organizations (IGO)
- Training of Wild-life staff.
- CEO of Zoo and Conservation Breeding Society in the state
- Head of office of Wildlife wing.
- Hqrs. Officer for Pr. CCF(WL)
- Link officer to CCF (ecotourism)
- Any other residual work assigned by Pr. CCF(WL)

7. Chief Conservator of Forests (Floral Diversity, NTFP & Res. Mgmt), Sundernagar

- Conservation and propagation NTFP on governmental and private lands.
- Non timber forest products and all related matters.
- National and State Medicinal Plant Boards.
- Fund raising for NTFP projects and schemes.
- Coordination with outside institutions and research organizations on NTFP and medicinal plants.
- Monitoring of NTFP schemes and programmes.
- Bamboo Mission
- Creation of arboreta, van-vihars, botanical and herbal gardens and herbaria
- Disease epidemics and Quarantine
- Invasive alien plant species and their management
- Constitution and Coordination of research activities of forestry and related socio economic issue.
- NGO and IGO working in NTFP
- Link officer for CCF (FP & FC), Bilaspur
- Controlling officer for CF (Res. & Silva) at Sundernagar.
- Any other residual work assigned by Pr.CCF

7(a) Conservator of Forests (Research & Silva) Sundernagar.

- Research on Forestry and related socio economic issues.
- Co-ordination and Correspondence on research matters with University of Horticulture and Forestry Nauni, ICFRE & FSI Dehradun, HFRI Shimla, GB Pant Institute Kullu, CSK University Palampur,
- Link Officer for CF(Mandi)
- Any other residual work assigned by PCCF/CCF (NTFP), Research Management)

**Government of Himachal Pradesh.
Department of Forests.**

No. Fts-A (B)1-1/2010.

Dated Shimla-2, 31-5-2012.

NOTIFICATION

In supersession of all previous Nonfictions/orders in this regard and in pursuance of IFS Cadre Structure approved for Himachal Pradesh State under the Indian Forest Service (Fixation of Cadre Strength) Fourth Amendment Regulations, 2012 as notified by Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) vide Notification No. 16016/2(iv)/2011-AIS-II (A) dated 16th March, 2012 and published in the Gazette of India (Extraordinary) on dated 17th March, 2012, the Governor, Himachal Pradesh is pleased to notify the following cadre structure for Himachal Pradesh Forest Department with immediate effect:-

Senior Duty Posts under the State Govt. as per Cadre Review, 2012.	70
Principal Chief Conservator of Forests (H.O.F.F.)	1
Principal Chief Conservator of Forests (Wild Life)	1
Total =2	
Addl. Principal Chief Conservator of Forests (Admin. Plg. & Development).	1
Addl. Principal Chief Conservator of Forests (CAT Plans)	1
Addl. Principal Chief Conservator of Forests (Projects)	1
Addl. Principal Chief Conservator of Forests (Participatory Forest Management and Forest Development Agency)	1
Addl. Principal Chief Conservator of Forests (Working Plan & Settlement)	1
Addl. Principal Chief Conservator of Forests (Research and NTFP)	1
Addl. Principal Chief Conservator of Forests (Protected Area Network & Bio-Diversity)	1
Total =7	
Chief Conservator of Forests (PF & Audit)	1
Chief Conservator of Forests (Forest Conservation Act)	1
Chief Conservator of Forests (Monitoring & Evaluation)	1
Chief Conservator of Forests (Project Formulation)	1
Chief Conservator of Forests (Human Resource Development, T&E)	1
Chief Conservator of Forests (Ecotourism)	1
Chief Conservator of Forests (GHNP & PIN Valley National Parks)	1
Chief Conservator of Forests North (Wildlife)	1
Chief Conservator of Forests (Forest Protection and Fire Control)	1
Chief Conservator of Forests (Soil Conservation and Land Resources Management)	1
Chief Conservator of Forests South (Wildlife)	1
Chief Conservator of Forests (T) Kullu	1
Chief Conservator of Forests (T) Chamba	1
Chief Conservator of Forests (T) Rampur	1
Total=14	
Conservator of Forests(Territorial) Shimla	1
Conservator of Forests(Territorial) Bilaspur	1
Conservator of Forests(Territorial) Mandi	1
Conservator of Forests(Territorial) Hamirpur	1
Conservator of Forests(Territorial) Nahan	1
Conservator of Forests(Territorial) Dharamshala	1
Conservator of Forests(Finance & Planning)	1
Conservator of Forests(Soil)	1
Conservator of Forests(Working Plan North)	1
Conservator of Forests(Working Plan South)	1
Conservator of Forests(Working Plan Central)	1
Conservator of Forests(Research)	1

Conservator of Forests(Policy & Law)	1
Conservator of Forests (CAT Plans)	1
Conservator of Forests (FTI Sunder Nagar)	1
Conservator of Forests (FTI Chail)	1
Conservator of Forests(MIS and Public Grievance)	1
Conservator of Forests(M&E)	1
Total= 18	
Deputy Conservator of Forests (Territorial) Lahaul.	1
Deputy Conservator of Forests (Territorial) Bilaspur	1
Deputy Conservator of Forests (Territorial) Chamba	1
Deputy Conservator of Forests (Territorial) Dharamshala	1
Deputy Conservator of Forests (Territorial) Hamirpur	1
Deputy Conservator of Forests (Territorial) Kullu	1
Deputy Conservator of Forests (Territorial) Mandi	1
Deputy Conservator of Forests (Territorial) Nahan	1
Deputy Conservator of Forests (Territorial) Shimla	1
Deputy Conservator of Forests (Territorial) Solan	1
Deputy Conservator of Forests (Territorial) Una	1
Deputy Conservator of Forests (Territorial) Kinnaur	1
Deputy Conservator of Forests (Territorial) Paonta	1
Deputy Conservator of Forests (Territorial) Nalagarh	1
Deputy Conservator of Forests (Territorial) Nurpur	1
Deputy Conservator of Forests (Territorial) Dalhousie	1
Deputy Conservator of Forests (Territorial) Palampur	1
Deputy Conservator of Forests (Territorial) Rampur	1
Deputy Conservator of Forests (Territorial) Sunder Nagar	1
Deputy Conservator of Forests (Territorial) Chopal	1
Deputy Conservator of Forests (Territorial) Rohru	1
Deputy Conservator of Forests (Territorial) Rajgarh	1
Deputy Conservator of Forests (Territorial) Bharmour	1
Deputy Conservator of Forests (Working Plans)	2
Deputy Conservator of Forests (Wildlife Shimla)	1
Deputy Conservator of Forests (Wildlife Sarahan)	1
Deputy Conservator of Forests (Wildlife Dharamshala)	1
Deputy Conservator of Forests (HQ)	1
Total= 29	
Total Senior Duty Posts	70
Central Deputation Reserve @ 20% of Item (1) above.	14
State Deputation Reserve @ 25% of Item (1) above.	17
Training Reserve @3.5% of Item (1) above.	2
Leave Reserve and Junior Posts Reserve @ 16.5% of Item (1) above.	11
Posts to be filled up by promotion under Rule 8 of IFS (Recruitment) Rules, 1966 not exceeding 33 1/3% of Items 1, 2, 3, and 4 above.	34
Posts to be filled up by Direct Recruitment (Items 1+2+3+4+5+6)	80
Total Authorized Strength	114

By order
Bharathi Sihag
Principal Secretary (Forests) to the
Government of Himachal Pradesh.

**ORDER ISSUED BY PCCF (T) REGARDING DUTIES AND RESPONSIBILITIES OF
ADDL. PCCF - AFTER CADRE REVIEW OF IFS IN THE YEAR 2012.**

Forest Department, Himachal Pradesh.

No. 198-A/2012(E-I)

Dated Shimla-1, the 01-09-2012.

Consequent upon review of IFS cadre vide HP Govt. Notification dated 31.5.2012, the cadre strength of IFS has increased from 106 to 114. As a functional requirement certain senior duty posts have been upgraded in situ in the Department and hence there is a need to re-define the duties and responsibilities attached with the Addl. Pr. CCFs/CCFs. Henceforth, the duties and responsibilities of Addl. Pr. CCF (M&E) will be as under:

Addl. Pr. Chief Conservator of Forests (M&E):

- Will be responsible for Monitoring & Evaluation of all developmental works (under all state and centrally sponsored schemes including CAMPA)
- Will ensure timely compilation of M&E Report.
- Will ensure that mandatory field inspections by the field functionaries are being carried out and get these monitored through CF (M&E) North and South.
- Ensure submission of periodical returns on the subject, if any, to Government and also will give plantation evaluation data to Statistical cell for compilation of Plantation Broucher.
- Will liaise with APCCF Finance and other Officers of the department.
- Will organize Monthly/ Quarterly progress review meetings with PCCF, HP.
- Will submit written half yearly progress report of his area of duties to PCCF.
- Will be controlling officer for CF (M&E) North, CF (M&E), South and DCF (M&E). Delegation of responsibilities to these officers will be decided and communicated by the controlling officer.
- Any other work assigned by PCCF.
- Link officer for APCCF (Soil) Shimla.

Sd/-

Principal Chief Conservator of Forests (T),
Himachal Pradesh.

Forest Department, Himachal Pradesh.

No. 199-A/2012(E-I)

Dated Shimla-1, the 01-09-2012.

Consequent upon review of IFS cadre vide HP Govt. Notification dated 31.5.2012, the cadre strength of IFS has increased from 106 to 114. As a functional requirement certain senior duty posts have been upgraded in situ in the Department and hence there is a need to re-define the duties and responsibilities attached with the Addl. Pr. CCFs/CCFs. Henceforth, the duties and responsibilities of Addl. Pr. CCF (Soil Conservation and Land Resources Management) Shimla/(CCF Soil Conservation and LRD) will be as under:

Addl. Pr. Chief Conservator of Forests (Soil Conservation and Land Resources Management) Shimla/(CCF Soil Conservation and LRD):

- Will be responsible for all work related to soil and Water Conservation state plan and centrally sponsored schemes including RVP/FPR.
- Will be responsible for Land Resources Use and Planning.
- Provide technical guidance and direction on implementation of the schemes.
- Ensure timely finalization of annual plans and budget allocation for the above schemes to field units.
- Ensure submission of periodical returns, if any/ UC etc.
- Implementation and monitoring of MNREGA in the field.

- Will liaise with Rural Development Department for implementation and monitoring of these schemes.
- Van-sarovars.
- Compile the progress report on water harvesting structures including those being built under EAPs.
- Nodal Officer for the work/schemes associated with control of invasive species including Lantana.
- Will organize Monthly/Quarterly review meetings with PCCF, HP.
- Responsible for submitting written half yearly progress reports of his area of duties to PCCF.
- Any other work assigned by PCCF/APCCF(CAT & ES)
- Link Officer for APCCF (M&E).
- Will be assisted by one DCF (Soil). Delegation of responsibilities to the officers will be decided and communicated by the controlling officer.

Sd/-
Principal Chief Conservator of Forests (T),
Himachal Pradesh.

Forest Department, Himachal Pradesh.

No. 200-A/2012(E-I)

Dated Shimla-1, the 01-09-2012.

Consequent upon review of IFS cadre vide HP Govt. Notification dated 31.5.2012, the cadre strength of IFS has increased from 106 to 114. As a functional requirement certain senior duty posts have been upgraded in situ in the Department and hence there is a need to re-define the duties and responsibilities attached with the Addl. Pr. CCFs/CCFs. Henceforth, the duties and responsibilities of Addl. Pr. CCF (Finance)/ (PF & Audit) will be as under:

Addl. Pr. Chief Conservator of Forests (Finance)/ (PF & Audit):

- Matters relating to Annual Plans and 5 years Plans.
- Finance Commission related issues.
- Annual Plan of Operations and Distribution of Budget.
- Half-Yearly Nursery Returns.
- 20-point returns.
- Matters relating to CEC/Court Cases pertaining to Finance and Planning.
- Deletion/Creation of Budget Heads as per the requirement.
- Nodal officer at Head Quarters for MHWDP and SWAN Projects for coordinating the timely submission of progress reports/returns and reimbursement claims.
- Controlling officer for CF (Finance). Delegation of responsibilities to CF (Finance) will be decided and communicated by the controlling officer.
- Will organize Monthly/Quarterly review meetings with PCCF, HP.
- Will submit written half yearly progress report of his area of duties to PCCF.
- Any other work assigned by PCCF.
- Link Officer for Addl. Pr.CCF (PFM).

Sd/-
Principal Chief Conservator of Forests (T),
Himachal Pradesh.

Forest Department, Himachal Pradesh.

No. 201/2012(E-I)

Dated Shimla-1, the 01-09-2012.

Consequent upon review of IFS cadre vide HP Govt. Notification dated 31.5.2012, the cadre strength of IFS has increased from 106 to 114. As a functional requirement certain senior duty posts have been upgraded in situ in the Department and hence there is a need to re-define the duties and responsibilities attached with the Addl. Pr. CCFs/CCFs. Henceforth, the duties and responsibilities of Addl. Pr. CCF (PFM & FDA) will be as under:

Addl. Pr. Chief Conservator of Forests (PFM & FDA):

- Will be responsible for all matters pertaining to Green India Mission.
- Will deal with all matters pertaining to FDA.
- Will be responsible for development and monitoring of PFM processes including finalization of plan of operations.
- Would handle all JFPM work in the State including policy and rules.
- Will liaise with the line departments for effective implementation of JFPM.
- Will deal with NGO and SHG Groups involved in PFM and related matters.
- Will compile all information pertaining to JFPM committees constituted in the state including those formed under EAPs as well.
- Will look after Eco-Tourism work in the state.
- Development of GIS, Digitization of Forest Land Resource and related issues, Remote Sensing.
- Will also look after the Departmental Library.
- Will organize Monthly/Quarterly review meetings with PCCF, HP.
- Responsible for submitting written half yearly progress report of his area of duties to PCCF.
- Any other work assigned by PCCF/APCCF (PFM & FDA).
- Controlling officer for CCF Eco-Tourism, DCF (GIS) and ACR (GIS). Delegation of responsibilities to these officers will be decided and communicated by the controlling officer.
- Link Officer for APCCF (M&E).

Sd/-

Principal Chief Conservator of Forests (T),
Himachal Pradesh.

Forest Department, Himachal Pradesh.

No. 202/2012 (E-I)

Dated Shimla-1, the 01-09-2012.

Consequent upon review of IFS cadre vide HP Govt. Notification dated 31.5.2012, the cadre strength of IFS has increased from 106 to 114. As a functional requirement certain senior duty posts have been upgraded in situ in the Department and hence there is a need to re-define the duties and responsibilities attached with the Addl. Pr. CCFs/CCFs. Henceforth, the duties and responsibilities of Addl. Pr. CCF (CAT Plans) will be as under:

Addl. Pr. Chief Conservator of Forests (CAT Plans) Shimla:

- All CAT Plans related matters including formulation of plans, approvals, implementation and monitoring thereof in the state.
- Recasting of CAT Plans based on comprehensive River Basin Catchment Treatment Plans.
- CA, NPV, CAMPA matters & related coordination with GoI.
- Payments for environmental services (PES) matters.
- Provide technical guidance and direction on implementation of the Projects.
- Ensure timely finalization of annual plans and budget allocation thereof for the above to field units.

- Eco-task force.
- Matters relating to CEC/court cases pertaining to CAMPA.
- Liaise with APCCF Soil (Nodal Officer) on work related to invasive species.
- Project Formulation and Appraisal for KFW/Extension of SWAN and others in the offing.
- IT related issues-Forest Alert System, Computerization in Forest Department, MIS, e-governance and e-samadhan.
- Will organize Monthly/ Quarterly review meetings with PCCF, HP.
- Will submit written half yearly progress report of his areas of duties to PCCF.
- Will be the controlling officer for CCF (MIS) & Projects), CF (MIS) and CF (CAT), Delegation of responsibilities to these officers will be decided and communicated by the controlling officer.
- Any other work assigned by PCCF, HP.
- Link Officer for Addl. Pr. CCF (Finance).

Sd/-

Principal Chief Conservator of Forests (T),
Himachal Pradesh.

Forest Department, Himachal Pradesh.

No. 206/2012(E-I)

Dated Shimla-1, the 06-09-2012.

Consequent upon review of IFS cadre vide HP Govt. Notification dated 31.5.2012, the cadre strength of IFS has increased from 106 to 114. As a functional requirement certain senior duty posts have been upgraded in situ in the Department and hence there is a need to re-define the duties and responsibilities attached with the Addl. Pr. CCFs/CCFs. Henceforth, the duties and responsibilities of Addl. Pr. CCF (Projects), Shimla will be as under:

Addl. Pr. Chief Conservator of Forests (Projects), Shimla:

- Co-ordination with various agencies/departments on forest management related issues.
- Timber Distribution system, Land Preservation Act related matter.
- Monitoring of Sale, Industry & Audit issues in the Forest Department except FCA & Financial Rules.
- Matters relating to Policy and Law of Forest Department except FCA and Financial Rules.
- All HP State Forest Corporation (HPSFC) matters.
- Fuel-wood supply to tribal areas.
- Grazing and related matters, Grazing Advisory Committee.
- Gujjar Kalyan Board, Gaddi Kalyan Board, Gorkha Kalyan Board and Labana Kalyan Board.
- Tribal Advisory Council/ Tribal Advisory Committee and related issues.
- All PAC/CAG/Draft/Audit paras, issues pertaining to Estimates Committee, Public Accounts Committee, Public Undertakings Committee and Oral examinations etc.
- Parliament/ Rajya Sabha and Vidhan Sabha Questions and Assurances for CF (Policy & Law) will be decided and communicated by the APCCF (Projects).
- Controlling Officer for CF (Policy & Law) Delegation of responsibilities for CF (Policy & Law) will be decided and communicated by the APCCF (Projects)
- Will organize Monthly/Quarterly progress review meetings with PCCF, HP.
- Will submit written half yearly progress report of his areas of duties to PCCF.
- Any other work assigned by PCCF, HP.
- Link officer for APCCF (FCA).

Sd/-

Principal Chief Conservator of Forests (T),
Himachal Pradesh.

Forest Department, Himachal Pradesh.

No. 207/2012(E-I)

Dated Shimla-1, the 06-09-2012.

Consequent upon review of IFS cadre vide HP Govt. Notification dated 31.5.2012, the cadre strength of IFS has increased from 106 to 114. As a functional requirement certain senior duty posts have been upgraded in situ in the Department and hence there is a need to re-define the duties and responsibilities attached with the Addl. Pr. CCFs/CCFs. Henceforth, the duties and responsibilities of Addl. Pr. CCF (Research and Training), Shimla will be as under:

Addl. Pr. Chief Conservator of Forests (Research and Training), Shimla:

- NTFP:
 - Conservation issues.
 - Policy issues.
 - Formulation of NTFP Development schemes, implementation thereof and monitoring.
 - Stakeholder involvement and CSOs.
- Medicinal Plants:
 - Fund raising for Medicinal Plant oriented schemes.
 - All issues related to Medicinal Plants.
 - NMPB & SMPBs.
- Research:
 - Liaise with Research Institutions country-wide.
 - Invasive Species.
 - Arboreta, Botanical and Herbal Gardens.
 - Research Projects.
 - Dissemination of Research/Results thereof.
- Bamboo:
 - National Bamboo Mission and related issues.
- Training:
 - Training at FTI Chail & FTI & RC Sundernagar.
 - Management of Database of Training programmes/trainee.
- Controlling Officer for Director FTI & RC Sundernagar, Director FTI Chail and CF Research, delegation of duties and responsibilities to these officers will be decided and communicated by APCCF (Research & Training).
- Will organize Monthly/Quarterly progress review meetings with PCCF, HP.
- Will submit written half yearly progress report of his area of duties to PCCF.
- Any other work assigned by PCCF HP.
- Link Officer for APCCF (FCA).

Sd/-

Principal Chief Conservator of Forests (T),
Himachal Pradesh.

Duties of Chief Conservator of Forests (CCFs)/Conservator of Forests (CFs) - (Territorial)

- (i) Subject to control by Government and by the Pr. CCF (HoFF) in matters with which he is competent to deal, the CCF/CF has full control of forest matters within his circle.
- (ii) The CCF/CF within his circle, controls the postings and transfers of officers in charge of ranges and of clerks and the transfers of all other subordinates between divisions.
- (iii) The CCF/CF corresponds with Pr. CCF (HoFF) on all administrative matters affecting his circle, including personnel, finance, policy and matters which affect the

department or State as a whole who will also be consulted on all important matters, especially sales.

(iv) The CCF/CF will make frequent tours of inspection and visit once a year as many of the forests under his control as possible. During these tours the following points will receive particular attention, and, if necessary, be specially reported on to the Pr. CCF (HoFF):

- (a) Surveys and settlements, made or in progress, and their cost, extent to which they are still required, nature and adequacy of the maps and settlement records prepared; results of working under the settlements in force;
- (b) Working plans already made or in progress and their cost, extent to which they are still required; results of working of plans in force;
- (c) Forest boundaries, their nature and state of repair, demarcation work in progress and its cost, demarcation work still to be done;
- (d) Roads, buildings, and other similar works, in existence or under construction, their cost, state of repair; new roads; buildings, or other works required;
- (e) Executive and protection staff, efficiency, state of discipline, etc;
- (f) Conditions of the forests, the methods of treatment employed; natural reproduction, causes which interfere with it etc;
- (g) Protection of the forests from injury by man by cattle, by fires, etc., breaches of the forest rules, their frequency and causes;
- (h) Works of reproduction and cultural improvements, extent, condition and cost of plantations made, conditions of nurseries; new sowings or plantings required; thinnings; creeper cutting etc., extent to which carried on and required,
- (i) Method of working and management in force, advantages or otherwise of these methods, expenditure incurred on them', outturn of the forests, and financial results;
- (j) Timber depots, their situation and adequacy; condition in which kept; state of their records etc.

(v) At the conclusion of each important tour of inspection the Conservator will write a self-contained note dealing with the policy, management and progress of the division which he has visited. This note is intended primarily for the information of the Pr. CCF (HoFF), who will, however, transmit a copy to Government with his comments, should the note be of sufficient interest or the CCF/CF desires him to do so. In addition to the full note brief notes may be written on individual forests or projects for the guidance of the Divisional Forest Officer. When of sufficient interest copies of these notes may be sent for pasting in compartment history files.

(vi) The CCF/CF will see that all money transactions are conducted in accordance with the rules in force; and will examine the cost of current works, and of those, which have been spread over several years. He will also ascertain whether the Divisional Officers and other members of the controlling staff are conversant with their duties, that discipline is maintained and that work is properly supervised.

Duties of the Divisional Forest Officers (DFOs)

The Divisional Forest Officer (DFO) is the incharge of a Forest Division and his duties are:-

- (i) To be responsible for the proper management of the forest business and for the finance or of his division;
- (ii) To take an active part in all technical work(s);

- (iii) Subject to the orders of the working plan and his superior officers, to control the silviculture of his division and to be responsible for the correctness of all technical operations,
- (iv) To make himself thoroughly conversant with the Land Administration Manual and the land revenue settlements of his divisions;
- (v) To have a wide knowledge of the people with whom he has to deal; to show sympathy for their requirements and to carry out the forest policy prescribed for him with fairness and common sense
- (vi) To submit a monthly diary or progress, report in which he will report briefly the progress of all works going on in the division and any other events of interest and importance. This diary, or progress report will be submitted to the Conservator, who will record, any remarks he may wish to make.

DUTIES & POWERS OF ASSISTANT CONSERVATOR OF FORESTS (ACFs) ATTACHED IN DIVISIONS

DUTIES

They will assist DFO in their day to work besides the following specific duties under over all control of DFO shall be:-

1. Associated with the distribution of Divisional budget and thereafter to exercise, monitor and control on the monthly progress of expenditure of Plan and Non-Plan Scheme,
2. Responsible for compilation of A.P.Os. at Divisional level,
3. Responsible for monitoring the Progress of 20 point Programme,
4. Responsible for supervision and technical guidance in the fields over raising nurseries and plantations,
5. Responsible for evaluation of plantations and nurseries,
6. Responsible for preparation of felling programme, yield control forms yield control and completion of control forms assisted by the Office Supdt.
7. Responsible for preparation of upset price statement of auctions of lots of all sorts,
8. Responsible to ensure by constant supervision and. inspections that contractors' lots and lots held by the H.P. State Forest Corpn. are carried out as per rules and instructions.
9. Responsible for ensuring correctness of demarcations/markings by field staff in private sales cases and all cases of private sale will be put up to the DFOs through ACF's.
10. Responsible for handling all complaints and enquiries promptly in consultation with DFO.
11. Responsible for carrying out and supervising commercial markings by Range Officers and other staff,
12. Entrusted to constantly check markings for T.D. and saw mills during inspections/tour.
13. Responsible for correctness, of figures/data on illicit felling in weekly/monthly and quarterly statements and related information thereto and-its timely submission,
14. Responsible, for the correctness of data for Annual Administration Report/Statistics,
15. Responsible for attending all court cases at Divisional level,
16. Any other-work that may be entrusted by the DFO or higher authority.

POWERS

(a) Administrative

1. To sanction casual and earned leave to forest. staff upto Dy. Rangers and upto Assistants in office,
2. Shall be reviving authority of ACRs for all those field and. office staff members whose accepting authority is DFO,
3. Scrutiny of tour diaries of Forest Rangers/Dy. Rangers and putting up to the DFOs and to exercise, control on touring upto Dy. Rangers.

(b) Financial

1. Sanction to TA bills upto Dy. Rangers and all and office hands upto Asstts.
2. Scrutiny of estimates of all works and approval upto Rs. 50,000, (delegated vide Govt. Notification No. Fin (C) A (3) 9/83 dated 24th June, 2010)
3. Sanction of M/R upto Rs. 2,000 and contingencies upto Rs. 500.
4. Sanction of compensation cases under IFA and LPA.

DUTIES OF DFO (HEADQUARTER) IN CIRCLE OFFICE

1. To function as head of office as also drawing and Disbursing Officer.
2. All technical papers/correspondence including matters relating to illicit feelings; 20-point programme, APOS, Corporation, Pvt. Sales, Govt. sales will be put up by Circle Supdt. through DFO (Hqr).
3. Enquiries as may be entrusted.
4. They will be reviewing authorities for the Circle office establishment for which CCF/CF are Accepting Authority.
5. Timber passing as may be entrusted.
6. To attend to all Court cases, scrutiny of replies received from DFOs and pursuing at Circle level with CCF/CF and other agencies.
7. Scrutiny of Annual Administration Report and Statistical returns.
8. Any other work as may be entrusted by CCF/CF.

DUTIES OF RANGE OFFICERS

The following are the chief duties of officer incharge of forest Ranges:

- (i) To be responsible for all cash disbursements and expenditure within his range. All payments of pay and labour must, as far as possible, be made personally by him and he is personally responsible that labour is not employed for longer than necessary and that disbursement are made without delay;
- (ii) To communicate all orders and instructions to his subordinates, and to see that they understand them and carry them out;
- (iii) To check and control all work within his range, and to ensure that Government funds are used in the most economical and efficient way;
- (iv) To protect Government interest by insisting upon good work from all subordinates and labour and by producing the highest revenue from his range consistent with the highest principles of forestry;
- (v) To collect, check and consolidate all returns and registers, to prepare the monthly range accounts and to carry out all office work promptly and correctly;
- (vi) To prevent any misuse of authority by subordinates, particularly in compounding forest offences.
- (vii) To compound forest offences cases and to accept compensation and /or release the seized property in accordance with the instructions contained in Govt. of H.P. Notification No. FFE-B-A(3)-3/2010 dated 05/05/2010.

DUTIES OF DEPUTY RANGER (BLOCK OFFICERS)

The duties of a Range Assistant are:

- (i) To assist the range officer, to the best of his ability, to carry out the work of the department honestly and efficiently;
- (ii) To carry out all orders that may be given to him;
- (iii) To report to the range officer on all important happenings;
- (iv) Thoroughly to understand the rules-for compounding forest offences and closely to observe them. Except as laid down in these rules he is forbidden to take money from the accused;
- (v) To prevent the forest guards under his control from misusing their authority accepting bribes or harassing the people.

DUTIES OF FOREST GUARDS

The primary duties of a forest guard in charge of a beat are:

(a) Beat Guard.

- (i) To be fully acquainted with his beat and to have knowledge of everything taking place therein;
- (ii) To be fully acquainted with and to possess a list of the rights, privileges and concessions that may be exercised by the people in the forests of his beat;
- (iii) Strictly to observe the rules for compounding forest offences;
- (iv) To carry out under orders of the range officer; repairs to the boundary pillars, roads and buildings in his beat ;
- (v) To carry out, without orders
 - (a) the maintenance of fences;
 - (b) ending operations in regeneration areas and plantings;
 - (c) weeding of young plants but not to incur expenditure on these works without the range officer's sanction;
- (vi) To see that the shooting rules are observed and to put a stop to illegal shooting and trapping.

The duties of a forest guard employed on special works such as fellings are:

(b) Guards on special duties

- (i) To carry out work to the best of his ability and to protect the interests of Government;
- (ii) To be responsible for the protection of all forest produce and government stores entrusted to his care.

The duties of forest guard employed in a sale depot are

(c) Depot Guards

- (i) To check the rafts on-their arrival at the landing ghat and to report to the depot officer any discrepancies detected;
- (ii) To supervise the carriage of timber from the landing ghat to the sale depot and to see that no timber is lost in transit;
- (iii) To check and count the timber as it is received in the sale depot;
- (iv) To supervise classification and stacking;
- (v) If required to do so, to take his turn at watching the depot -by night;
- (vi) To supervise the removal of timber from the depot by purchasers and to see that none but timber marked with the sale hammer is removed.

DUTIES OF CLASS IV STAFF

Daftri

- (i) To mend, trim, stitch, bind etc. old records, files etc. in record, Room and in the Section.
- (ii) To paste corrections slips in the official reference books of various officers and those of the branches sections.
- (iii) To affix service postage on envelope, maintain their accounts to prepare envelopes, packets and parcels, to dispatch dak and telegram and to help the dispatch in the circulation of printed matters etc.
- (iv) To sort-out and properly keep the record in the record section.

Jamadar

- (i) To attend to the calls of Minister/Officer with whom posted.
- (ii) To ensure the cleanliness and the general upkeep of the room and the furniture, fixture, and equipment.
- (iii) To carry and distribute the office files/dak.
- (iv) To attend to any other work assigned.

Peons

- (i) To carry and deliver dak within and outside the office.
- (ii) To ensure the cleanliness and general/ keep of the section wherein posted and of the furniture fixture and equipment.
- (iii) To perform miscellaneous and odd jobs for officers/Officials.
- (iv) To attend to any other work that may be assigned.
- (v) To attend to officers at Headquarters and while on tour.

Frashes

- (i) To close and open the office rooms daily.
- (ii) To dust and clean the furniture, articles, files, doors, windows.
- (iii) To remove, shift and replace the articles of furniture, fixture and other equipment.
- (iv) Any other office work that may be assigned.

Chowkidar

- (i) To be responsible for general watch and ward during and after office hours.
- (ii) To be responsible for all precautionary measures relating to prevention of fire and damage to Government property.
- (iii) Any other official duty that may be assigned.

Mali

- (i) To perform the duties of a Mali such as preparation and maintenance of flower beds and flower pots, for beautifying office compound.
- (ii) Any other work that may be assigned.

Sweeper

- (i) To sweep, clean and mop the rooms, corridors, varandahs and compound.
- (ii) To clean the lavatories, urinals, baths, wash basins etc. daily and properly.
- (iii) To lighten the stoves/angithies and to perform the allied work relating to this job.
- (iv) Any other official work that may be assigned.

Technical Posts

The following posts in the H.P. Forest Department which at the time of appointment required technical knowledge of forest operations are classed as technical posts:

- (i) Indian Forest Service,
- (ii) H.P. Forest Service,
- (iii) Forest Rangers,
- (iv) Deputy Rangers,
- (v) Forest Guards, who have passed the Himachal Forest School Course.

Forest Guards posts require no technical qualifications at the time of appointment, but after 5 years or so Forest Guards in the majority of divisions acquire knowledge of technical operations which entitle them to be classed as technical men.

A Forest Guard may be classed by the Conservator as a technical man when he possesses the following qualifications:-

- (a) Minimum service 5 years.
- (b) A certificate (to be given by the Divisional Forest Officer only after personal inspection after personal inspection of the Forest Guard's work) that he is expert in at least three of the following operations:-
 - (i) Nursery work and plantations,
 - (ii) Thinnings,
 - (iii) Road and building constructions,
 - (iv) Timber works,
 - (v) Wattbundi and drainage,
 - (vi) Demarcation and map reading,
 - (vii) Floating and rafting and
 - (viii) Timber depot works.

CHAPTER III

Cadre/Sanctioned Strength of Various Categories of Officers/Officials in the H.P. Forest Department

Sr. No.	Name of Category	No.
1.	Pr. C.C.F.	2
2.	Addl. Pr. CCF	7
3.	C.C.Fs.	14
4.	C.Fs.	18
5.	D.C.Fs.	29
6.	Other (Deputation/ training/ leave reserve posts	44
7.	HPFs/ACFs/DFOs/GM	160
8.	Assistant Engineer	5
9.	Executive Engineer	2
10.	Collector Forests	3
11.	Registrar	3
12.	Deputy Controller (F&A)	1
13.	District Attorney	1
14.	Forest Statistician	1
15.	Map Officer	1
16.	Private Secretary	1
17.	S.O. (F & A)	2
18.	Supdt. Gr.I	23
19.	Tehsildar	2
20.	Veterinary Doctor	5
21.	Forest Rangers	296
22.	Deputy Ranger	801
23.	Forest Guard	2583
24.	Animal Attendant	26
25.	Beldar	6
26.	Boatman	7
27.	Book Binder	2
28.	Camel Cart Driver	1
29.	Carpenter	6
30.	Chowkidar	465
31.	Cinema Operator	1
32.	Clerk/Sr. /Jr. Assistant.	445
33.	Compositor	3
34.	Computer	4
35.	Conductor/Cleaner	3
36.	Daftri	10
37.	Dak Runner	21
38.	Dandidar	2
39.	Depot Watcher	3
40.	Dispenser	1
41.	Distributor	1
42.	Draftsman	9
43.	Driver Truck/ Bus/	83
44.	Electric Mechanic	1

45.	Electrician	4
46.	Enclosure Cleaner	1
47.	Forest Worker	2393
48.	Gate Keeper	4
49.	Gestetner Operator	1
50.	Head Draftsman	13
51.	Jamadar	30
52.	Junior Draftsman	11
53.	Junior Engineer	7
54.	Junior Translator	1
55.	Kanungo	25
56.	Khalasi	2
57.	Line Man	1
58.	Machine Man	1
59.	Malies	280
60.	Masson	1
61.	Muleman/Syces	19
62.	Naib Tehsildar	8
63.	Operator/Mechanic	1
64.	P.T.I.	1
65.	Packer	1
66.	Park Cleaner	1
67.	Patwari	16
68.	Peon	565
69.	Personal Assistant	6
70.	Photographer-cum-Artist	1
71.	Plumber	8
72.	Proof Reader	1
73.	Restorer	1
74.	Sr. Assistant	224
75.	Sr. Auditor	1
76.	Sr. Lab. Technician	1
77.	Sr. Photographer	1
78.	Sr. Scale Stenographer	23
79.	Statistical Assistant	3
80.	Steno Typist	13
81.	Supdt. Gr. II	122
82.	Surveyor	5
83.	Sweeper	58
84.	Sweeper/Chowkidar	1
85.	Taroos	3
86.	Technical Assistant	1
87.	Timber Watcher	3
88.	Tractor Operator	1
89.	Truck Cleaner	4
90.	Vet. Pharmacist	3
91.	Workshop Mechanic	1

CHAPTER IV
RECRUITMENT AND PROMOTION RULES

ASSISTANT CONSERVATOR OF FORESTS

Authoritative English Text of this Department Notification No. Fts. (A) 12 (B) 9/81-IV Dated 08.03.2002 as required under Clause (3) of Article 348 of the Constitution of India

GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF FORESTS

No. Fts. (A) 12(B) 9/81-III

Dated Shimla-2, the 8th March, 2002

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Himachal Pradesh Service (HPFS) (Assistant Conservator of Forests), Class-I (Gazetted) in the Department of Forests of Himachal Pradesh as per **Annexure-A** attached to this Notification, namely:-

1. Short title and commencement:-

- (i) These Rules may be called the Himachal Pradesh Forest Department, Himachal Pradesh, Forest Service, Class-I (Gazetted) Recruitment and Promotion Rules, 2002.
- (ii) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

2. Repeal and Savings:-

- (i) The Recruitment and Promotion Rules in respect of Himachal Pradesh Forest Service (Class-II) Recruitment promotion and certain condition of service Rules, 1966 notified vide Notification No. Ft. 20-5/61(E) dated 28th January, 1966 and as amended from time to time are hereby repealed.
- (ii) Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules, so repealed under sub rule-2 (i) supra shall be deemed to have been validly made done or taken under these Rules.

By order

FC-cum-Secretary (Forests) to the
Government of Himachal Pradesh.

**RECRUITMENT AND PROMOTION RULES
FOR THE POST OF
HIMACHAL PRADESH FOREST SERVICE (HPFS)
(ASSISTANT CONSERVATOR OF FORESTS), CLASS-I (GAZETTED)
IN THE DEPARTMENT OF FORESTS, HIMACHAL PRADESH**

1	Name of the post	Himachal Pradesh Forest Service (HPFS) (Assistant Conservator of Forests)
2	Number of posts	159 (One Hundred and fifty nine)
3	Classification	Class-I (Gazetted)
4	Scale of pay	Rs. 7220-220-8100-275-10300-340-11660 (Initial/entry scale)
5	Whether selection or non-selection post	Selection
6	Age for direct recruitment	21-34 years

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on ad hoc or on contract basis.

Provided further that if a candidate appointed on ad hoc basis or on contract basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such ad hoc or contract appointment.

Provided further that upper age limit is relax-able for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Government.

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies, who happened to be Government Servants before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies, shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporation/Autonomous Bodies who were/are subsequently appointed by such Corporations/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector corporation/Autonomous Bodies.

(1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.

(2) Age and experience in the case of direct recruitment, relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7	Minimum Education and other qualification required for direct recruits.	<p><u>A) ESSENTIAL QUALIFICATION</u></p> <p>Candidate must possess at least Bachelor's Degree of any recognized University on equivalent with at least one or two following subjects:-</p> <p>Agriculture, Agriculture Engineering , Animal Husbandry and Veterinary Science, Botany, Chemical Engineering, Chemistry, Civil Engineering, Economics, Forests, Geology, Horticulture, Mathematics, Mechanical Engineering, Physics, Statistics and Zoology.</p> <p>OR</p> <p>Honours certificate holders of any of the Government run Forest Rangers Colleges provided they are sponsored by the State.</p> <p>Provided that in case of graduates with pure Mathematics, Statistics or Economics they must have taken Science subject in their 10+2 or equivalent examination.</p> <p>Provided further that candidates belonging to General Category can avail 6 chances to appear in the examination and there is no limit for the candidates belonging to SCs/STs/OBCs categories.</p> <p>Provided further that a Government servant who is holding substantive/officiating appointment in Himachal Pradesh shall be eligible to appear in the examination if he possess at least Bachelor's Degree of any recognized University or equivalent with at least one of the above mentioned subjects, subject to six chances in case of candidates belonging to General Category and no limit for SCs/STs/OBCs candidates. These chances will be inclusive of chances they might have availed as a direct candidate.</p> <p>Provided further that the candidates who will qualify the physical standard test will be eligible to sit in the written examination.</p> <p><u>PHYSICAL STANDARDS:-</u></p> <p><u>MALE</u></p> <p>Height : 163 Cms</p> <p>Chest : 79 Cms. Without expansion and 84 Cms with expansion.</p> <p>Capacity to Walk: 25 Kms. in 4 hrs.</p> <p><u>FEMALE</u></p> <p>Height : 150 Cms</p> <p>Chest : 74 Cms. Without expansion and 79 Cms with expansion.</p> <p>Capacity to Walk: 16 Kms. in 4 hrs.</p>
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		<p>The minimum height standards in the case of candidates belonging to Scheduled Tribes and to races such as Gorkhas, Nepalese, Assamese, Meghalya, Ladakhis, Sikkimes, Bhutani, Garhwalis, Kumoanis, Naga, Arunachal Pradesh, Mizo, Lahaul & Spiti shall be as under:-</p> <p>Male : 152.5 cms Female : 145.0 cms</p> <p><u>Health Certificate:</u></p> <p>(a) The candidates selected for training will have to produce medical certificate issued by a duly constituted Medical Board in the form prescribed by Article 19 of the Central Civil Services Regulations, or the corresponding rule in the Supplementary Rules testifying to the candidates sound hearing and general physical fitness for rough out-door work in the Forest Department.</p> <p>(b) Candidates will be required to produce the medical certificate issued by the Chief Medical Officer or equivalent authority of the District concerned.</p> <p>b) <u>DESIRABLE QUALIFICATIONS:</u></p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees.	<p>Age : N.A. Educational Qualifications : N.A.</p>
9	Period of probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies, to be filled in by various methods	<p>a) 75% by promotion and 25% by direct recruitment.</p> <p>b) The candidates selected for training at Forest Research Institute & Colleges, Dehradun or at any other places, shall while undergoing the training be treated as 'in service' candidates from the date of joining the institute. During the period of training, the candidates shall receive pay in the lowest stage of the pay scale of HPFS applicable to the service and allowance admissible thereon during the 1st year and at the 2nd stage of that scale during the 2nd year.</p>

		<p>Provided that the 2nd increment shall be granted only when a direct recruit has passed the prescribed examination(s) from the concerned Institute/College.</p>
11	<p>In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to be made</p>	<p>By promotion from amongst Forest Rangers with 7 years regular service or regular combined with continuous ad hoc service (rendered up to 31.3.1998) in the grade, if any;</p> <p>(i) In all cases of promotion, the continuous ad hoc service rendered in the feeder post up to 3 years if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these Rules for promotion subject to the condition that the ad hoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R & P Rules.</p> <p>Provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on ad hoc basis up to 31.3.98) followed by regular service/appointment in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least seven years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less:</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person (s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p><u>Explanation:</u> The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-technical Services) Rules, 1972 and having been given the benefit of seniority there under or recruited under the provisions of Rule-3 of Ex-</p>

		<p>servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority there under:-</p> <p>(2) Similarly, in all cases of confirmation continuous ad hoc service rendered on the feeder post up to 31.3.1998, if any, prior to the regular appointment against such post shall be taken into account towards the length of service if the ad hoc appointment against such post had been made after proper selection and in accordance with the provision of the R & P Rules;</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, ad hoc service rendered up to 31.3.1998 as referred to above shall remain unchanged.</p>
12	If a Departmental Promotion Committee exists, what is its composition.	D.P.C. to be presided over by the Chairman, H.P. Public Service Commission or a Member thereof, to be nominated by him.
13	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment.	As required under the law.
14	Essential requirement for direct recruitment.	A candidate for appointment to the service or post must be a citizen of India.
15	Selection for appointment to the post by direct recruitment	Selection of the candidate for training shall be made by the H.P. Public Service Commission on the basis of written test as per prescribed syllabus annexed as Appendix-A to the Rules and taking into account the performance of the candidate in the written test and viva-voce (interview)
16	Reservation	The appointment to the service shall be subject to order regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination	Every member of the service shall pass a Departmental Examination as prescribed in the Department Examination Rules, 1997 as amended from time to time.
18	Power to relax	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons or posts.

(Authoritative English text of this Department Notification No. Fts.(A)12(B)9/81-IV dated 22.2.2005 as required under clause (3) of article 348 of the Constitution of India).

**Government of Himachal Pradesh
Department of Forests**

No. Fts. (A)12(B)9/81-IV

Dated Shimla-2, the 22nd February, 2005

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission is pleased to make the following rules further to amend the Himachal Pradesh Forest Department, Himachal Pradesh Forest Service (HPFS), Class-I (Gazetted) Recruitment and Promotion Rules, 2002, notified vide this department Notification No. Fts. (A)12(B)9/81-III dated 8th March, 2002 namely:-

Short title and commencement	1	(i) These rules may be called the Himachal Pradesh Forest Department, Himachal Pradesh Forest Service (HPFS), Class-I (Gazetted) Recruitment and Promotion (First Amendment), Rules, 2005. (ii) These rules shall come into force from the date of its publication in the Rajpatra, Himachal Pradesh.
Amendment of Annexure-A	2	In Annexure-A to the Himachal Pradesh Forest Department, Himachal Pradesh Forest Service (HPFS), Class-I (Gazetted) Recruitment and Promotion Rules, 2002; (a) For the existing provisions of the First Proviso of Column No.6, the following shall be substituted, namely:- “Provided that the upper age limit for direct recruits shall be 42 years to the candidates already in service of the Government including those who have been appointed on ad hoc or on contract basis” (b) In the existing provisions against Column No.7; (i) In Para II one more subject viz Geography is added after the existing subject zoology; and (ii) For the existing Fourth proviso, the following new proviso shall be substituted, namely:- “Provided further that the candidates who will qualify written examination will be called for physical standard test, and the candidates five time of the number of vacancies will be declared successful in the written examination”; (c) For the existing provision against Column No.8, the following shall be substituted, namely:- “The candidates who will qualify written examination will be called for physical standard test and the candidates five time of the number of vacancies will be declared successful in the written examination”, (ii) In the existing syllabus under the heading 4 i.e. optional subjects, one more subject viz. Geography is added after the existing subject zoology; and (iii) In para below the heading 4, i.e. optional subjects, in third line for the words and signs “viz Paper-I and Paper-II”, the words and signs “viz Part-I and Part-II” shall be substituted.

By order

Principal Secretary (Forests) to the
Government of Himachal Pradesh

(Authoritative English text of this Department Notification No. Fts.(A)12(B)9/81 dated 31-8-2007 as required under article 348(3) of the Constitution of India).

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF FORESTS**

No. Fts.(A)12(B)9/81-IV

Dated Shimla-2, the 31-8-2007.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the following rules further to amend the Himachal Pradesh Forest Department, Himachal Pradesh Forest Service (HPFS), Class-I (Gazetted) Recruitment and Promotion Rules, 2002 notified vide this department Notification No. Fts.(A)12(B)9/81-III dated 8th March, 2002, namely:-

Short title and commencement:	1	(i) These rules may be called the Himachal Pradesh Forest Department, Himachal Pradesh Forest Service (HPFS), Class-I (Gazetted) Recruitment and Promotion (Second Amendment) Rules, 2007. (ii) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
Amendment of Annexure-A:	2	<p>In the existing provisions against Rule 10, below 1st proviso following provisos shall be added, namely:-</p> <p>“Provided further that an ACF appointed by promotion, within six months from the date of promotion, shall undergo six week duration ‘Promotion Linked Compulsory Refreshed Training Course’ in the raining institutions under the administrative control of the Ministry of Environment and Forests, Govt. of India:</p> <p>Provided further that in case of those ACFs who have already been promoted before the commencement of these rules shall undergo the aforesaid six week training course within a period of six months from the date of commencement of these rules:</p> <p>Provided further that the next increment due shall be granted to the promoted ACF only when he has successfully undergone the aforesaid six week training course”.</p>

By order,

Ashok Thakur
Principal Secretary (Forests) to the
Government of Himachal Pradesh.

(Authoritative English text of this Department Notification No. FFE-A(B)12-1/2007 dated 5th May, 2009 as required under article 348(3) of the Constitution of India).

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF FORESTS**

No. FFE-A (B)12-1/2007

Dated Shimla-2, the 5th May, 2009

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission is pleased to make the following rules further to amend the Himachal Pradesh Forest Department, Himachal Pradesh Forest Service (HPFS), Class-I (Gazetted) Recruitment and Promotion Rules, 2002, notified vide this department Notification No. Fts.(A)12(B)9/81-III dated 8th March, 2002 namely:-

Short title and commencement	1	<p>(i) These rules may be called the Himachal Pradesh Forest Department, Himachal Pradesh Forest Service (HPFS), Class-I (Gazetted) Recruitment and Promotion (Third Amendment), Rules, 2009.</p> <p>(ii) These rules shall come into force from the date of its publication in the Rajpatra, Himachal Pradesh.</p>
Amendment of Annexure-A	2	<p>(i) In Annexure to the Himachal Pradesh Forest Department, Himachal Pradesh Forest Service (HPFS), Class-I (Gazetted) Recruitment and Promotion Rules, 2002 (hereinafter referred to as the "said rules") in column No.7;</p> <p>(a) For the existing para I & II appearing below the heading "(A) <u>ESSENTIAL QUALIFICATION</u>" the following shall be substituted namely:-</p> <p style="padding-left: 40px;">"Candidates must possess Bachelor's degree (or equivalent) in Science or Engineering of any recognized University with at least having one of the following subjects:-</p> <ul style="list-style-type: none"> (i) Agriculture (ii) Botany (iii) Chemistry (iv) Computer Applications/Science (v) Engineering (Agricultural/Chemical/Civil/Computer/Electrical/Electronics/Mechanical) (vi) Environmental Science (vii) Forestry (viii) Geology (ix) Horticulture (x) Mathematics

	<p>(xi) Physics (xii) Statistics (xiii) Veterinary Science (xiv) Zoology; and</p> <p>(b) For the words, sign and figures “Male: 152.5 Cms” appearing below the heading ‘<u>PHYSICAL STANDARDS</u>’, the words, sign and figures “Male: 152 CMs” shall be substituted.</p> <p>(ii) In the existing provisions of Appendix-A of the “said rules”, for the existing syllabus under the heading i.e. “4. Optional Subjects”, the following shall be substituted namely:-</p> <p>(i) Agriculture (ii) Botany (iii) Chemistry (iv) Computer Applications/Science (v) Engineering (Agricultural/Chemical/Civil/ (vi) Computer/Electrical/Electronics/Mechanical) (vii) Environment Science (viii) Forestry (ix) Geology (x) Horticulture (xi) Mathematics (xii) Physics (xiii) Statistics (xiv) Veterinary Science (xv) Zoology”</p> <p>(iii) For the existing Note-II appearing under the heading i.e. 4. Optional Subjects of Appendix-‘A’ of the “said rules” the following shall be substituted, namely:-</p> <p>“No candidate shall be allowed to take more than one subject from the following:-</p> <p>i) Agriculture, Agriculture Engineering and Veterinary Science ii) Chemistry and Chemical Engineering iii) Computer Application/Science & Computer Engineering iv) Electrical Engineering and Electronic Engineering v) Mathematics and Statistics”.</p>
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By order

Addl. Chief Secretary (Forests) to the
Government of Himachal Pradesh.

**Government of Himachal Pradesh
Department of Forests**

No.FFE-A (B)12-1/2007

Dated Shimla-2, the 14.12.2009

NOTIFICATION

In continuation of this department Notification of even number dated 5th May, 2009, the Governor, Himachal Pradesh, is pleased to incorporate syllabus of the following subjects in the Recruitment and Promotion Rules for the post of Himachal Pradesh Forest Services (HPFS), Class-I (Gazetted) and to circulate the same as per Appendix-B:-

- i) Computer Applications/Science
- ii) Engineering (Computer/Electrical/Electronics)
- iii) Environmental Science

By order

Addl. Chief Secretary (Forests) to the
Government of Himachal Pradesh

RULES RELATING TO THE SUBJECTS AND STANDARDS OF THE COMPETITIVE EXAMINATION FOR THE POST OF HIMACHAL PRADESH FOREST SERVICE (HPFS) (ASSISTANT CONSERVATOR OF FORESTS) CLASS-I (GAZETTED)

1. The candidates who will qualify the Physical Standard Test will be called for written examination.
2. The written examination shall include three compulsory and two optional papers.
3. A candidate shall specify in his application form the optional subject he desires to take, but may intimate any change of intention to the Secretary, H.P. Public Service Commission not later than the last date prescribed for the payment of the examination fee.
4. A candidate shall answer the Optional Papers in English or Hindi only which is at his option/choice.
5. No candidate shall be considered to have qualified the written examination unless he/she obtains at least 40% marks in each compulsory papers and 45% marks in the aggregate.
6. Provided that in case there is a tie between or amongst the candidates on account of having obtained equally minimum qualifying marks in the written examination, all such candidates shall be called for the viva-voce test.
7. The names of the candidates who are called for viva voce test shall be arranged in order of merit on the basis of the aggregate marks obtained in the written examination.
8. The ranking will be decided on the basis of the marks obtained in all compulsory and optional papers excluding marks of English and Hindi papers though it would be necessary to obtain 40% marks in each optional paper to qualify.
9. Provided that the final ranking shall be determined on the basis of marks obtained by the candidates in the main examination (written part as well as interview).
10. In the event of a tie, order of merit shall be determined in accordance with the highest marks secured by a candidate in viva voce and in case the marks in the viva voce of the candidates tie, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the aggregate of compulsory subjects.
11. If a candidate's hand writing is not legible, a deduction which may be considerable shall be made on this account from the marks otherwise accruing to him/her.
12. Credit will be given for English/Hindi including orderly, effective and exact expression combined with the economy of words, in all subjects of the examination and not only in subjects which are especially devoted to English/Hindi.
13. All papers shall be of three hours duration.

Syllabus: The entrance examination shall consist of five papers as follows:-

Compulsory:

1. General Knowledge

General knowledge including knowledge of current events and of such matters of every day observation and experience in their scientific aspects as is expected from an educated

person who has not made special study of any scientific subject. The paper will also include questions on Indian Polity including the political system and the Constitution of India, History of India and Geography of nature which the candidate should be able to answer without special study.

100 marks

2. General English

The question paper will be designed to test candidate's understanding of his power to write English correctly and idiomatically. It will also include questions to test the candidate's knowledge of grammar, idiom and usage. Passages will be set for summary or précis. Besides there will be an essay on current topics on State/National/International events. The essay will carry 30 marks, summary of précis 20 marks and others shall be of 50 marks.

100 marks

3. Hindi

- (i) Essay on current topics on State/National/International events 30 marks
- (ii) Translation of an English passage into Hindi 10 marks
- (iii) Explanation of Hindi Prose and Poetry in the same language 20 marks
- (iv) Idioms, corrections, comprehension and grammar etc. 40 marks

4. Optional Subjects:-

Agriculture, Agriculture Engineering, Animal Husbandry and Veterinary Science, Botany, Chemical Engineering, Chemistry, Civil Engineering, Economics, Forestry, Geology, Horticulture, Mathematics, Mechanical Engineering, Physics, Statistics and Zoology.

Candidates are required to offer two of the above subjects. Total number of questions in the questions papers of optional papers will be eight. All questions will carry equal marks. Each paper will be divided into two parts, viz Paper-I and Paper-II, each part shall contain four questions. Out of eight questions, five questions are to be attempted. One question in each part will be compulsory. The candidates will be required to answer three other questions out of the remaining six questions, taking at least one question from each Part. In this way, at least two questions will be attempted from each Part i.e. one compulsory question plus one more.

200 marks each subject

Note-I:

The standard of the examination in these subjects will be that of a Bachelor's degree.

Note-II

No candidate shall be allowed to take both the optional subjects i.e. Agriculture and Agriculture Engineering, Chemistry and Chemical Engineering or Mathematics and Statistics.

Interview and Selection:

The Himachal Pradesh Public Service Commission will conduct an interview of those candidates who shall qualify the physical standard test and written examination on merit basis. Total number of candidates called for interview will be three times of total vacancies. The candidates will be interviewed by the Commission who will have before them a record of their career. The object of the interview is to assess the personal suitability of the candidate for the State Forest Service. The test is intended to judge mental caliber of the candidate. In broad terms, this is really an assessment not only of candidate's intellectual qualities but also his social traits and interest in current affairs. Some of the qualities to be adjudged are mental alertness, critical powers of assimilation, care and logical exposition, balance of judgment, variety & depth of interests, ability for social cohesion & leadership, intellectual and moral integrity.

100 marks

The Syllabus for the Recruitment of HPFS is available on the Web Site of the Himachal Pradesh Public Service Commission, Shimla. <http://hp.gov.in/hppsc>

ASSISTANT ENGINEER

(Authoritative English Text of Government Notification No. Van (kha)1-3/80, dated 5-2-1997 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh
Department of Forests.

No. Van (kha)1-3/80-Part,

Dated: Shimla- 171002, the 5-2-1997.

NOTIFICATION

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Common Direct Recruitment and Promotion Rules for the post of Assistant Engineer, Class-I (Gazetted), in the Department of Forest Farming and Conservation, Himachal Pradesh as per **Annexure-I** attached to this Notification, namely:-

1.	Short title, Commencement and application.	(1) These rules may be called the Himachal Pradesh Forest Farming and Conservation Department, Assistant Engineer Class-I. (Gazetted) Recruitment and Promotion Rules-1997. (2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
2.	Repeal and savings:	(1) The Recruitment and Promotion Rules for the post of Assistant Engineer Notified vide Notification No. Ft.20-3/61-III (E-I) dated 9 th Aug., 1968 and as amended from time to time are hereby repealed. (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules, so repealed under sub-rule 2(1) supra shall be deemed to have been validly made or done or taken under these rules.

By order
F.C. cum. Secretary (Fts.) to the
Govt. of Himachal Pradesh.

ANNEXURE-I

RECRUITMENT AND PROMOTION RULES FOR THE POSTS OF ASSISTANT ENGINEER (GAZETTED) CLASS-I IN THE DEPARTMENT OF FOREST FARMING AND CONSERVATION, HIMACHAL PRADESH.

1.	Name of the post:	Assistant Engineer.
2.	Number of the post(s):	10 (Ten)
3.	Classification:	Class-I (Gazetted) Non-Ministerial
4.	Scale of pay:	Rs. 2200-70-2550-75-3000-100-4000.
5.	Whether Selection post or non-selection post:	Selection
6.	Age of direct recruitment:	45 years and below.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Govt. including those who have been appointed on adhoc or on contract basis;

Provided further that if a candidate appointed on adhoc basis or on contract basis had become over-age on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment;

Provided further that upper age limit is relaxable for Schedule Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government;

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government.

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporations/autonomous bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/autonomous bodies who were/are subsequently appointed by such Corporation/autonomous bodies and who are/were finally absorbed in the service of such Corporations/autonomous bodies after initial Constitution of the Public Sector Corporations/Autonomous Bodies.

1. Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.

2. Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7.	Minimum educational and other qualification required for direct recruits.	ESSENTIAL QUALIFICATION:- Degree in Civil Engineering or its equivalent from the institution recognized from Central/State Govt. DESIRABLE QUALIFICATIONS:- Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Age : Not applicable. Educational : Not applicable. Qualifications
9.	Period of probation, if any.	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment—whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various matters.	i) By direct recruitment = 40% ii) By promotion = 60 %
811.	In case of recruitment by promotion, deputation transfer grade from which promotion/deputation/transfer is to be made.	i) By promotion from amongst the graduate Junior (University Graduate) or AMIE, having 3 years regular or adhoc service rendered upto 31-3-1991, or both as such _____10% ii) By promotion from amongst the Departmental Junior Engineers having 10 years regular service or regular combined with continuous adhoc (rendered upto 31-3-91) service

		<p>if any, in the grade.</p> <p>_____20%</p> <p>iii) By promotion from amongst the Map Officer having atleast 3 years regular service or regular combined with continuous adhoc (rendered upto 31-03-1991) service if any, in the grade, failing which by promotion from amongst the Map Officer/Head Draftsman having 7 years regular service or regular combined with continuous adhoc (31-03-1991) service if any, including the service rendered as Head Draftsman in the grade.</p> <p>_____30%</p> <p>For this purpose a combined seniority list will be prepared and the Map Officer will be placed enbloc above the Head Draftsman without disturbing their inter-se-seniority in the respective cadre.</p> <p>The roster for filling up the post by direct recruitment and by promotion will be as under:-</p> <p>1st postGraduate Jr. Engineer/AMIE. 2nd post.....Map Officer/Head Draftsman. 3rd post.....Direct. 4th post..... Junior Engineer. 5th post ... Map Officer/ Head Draftsman. 6th post.....Direct. 7th post.....Junior Engineer. 8th post.....Map Officer/Head Draftsman. 9th post.....Direct. 10th post....Direct. The roster will be repeated after every 10th vacancy.</p>
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(1) In all cases of promotion the adhoc service rendered in the feeder post upto 31-03-1991, if any, prior to regular appointment to the post shall be taken into account toward the length of service as prescribed in these rules for promotion subject to the condition:-

(i) that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on ad hoc basis upto 31-03-1991) in the feeder post in view of the provision referred to above all persons senior to him/her in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three year or that prescribed in the R & P Rules for the post whichever is less:

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him/her shall also be deemed to be ineligible for consideration for such promotion.

Explanation—The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) happened to be Ex-serviceman recruited under the provision of Rule 3 of Demobilized Armed Forces

Personnel (Reservation of Vacancies in Himachal Pradesh State Technical Services) Rules, 1972 and having been given the benefit of seniority there under or recruited under the provisions of Rules 3 of the Ex-servt
iceman (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder:

(2) Similarly, in all cases of confirmation, ad hoc service rendered on the feeder post upto 31-3-1991, if any, prior to the regular appointment against such post shall be taken into account towards the length of service;

Provided that inter-se seniority as a result of confirmation after taking into account, ad hoc service rendered upto 31-03-1991 shall remain unchanged.

12.	If a Departmental Promotion Committee exists, what is its composition.	To be presided over by the Chairman, H.P. Public Service Commissions or a member thereto be nominated by him.
13.	Circumstances under which the HPPSC exists, what is its composition.	As required under the Law.
14.	Essential requirement for direct recruitment.	<p>A candidate for appointment to any service or post must be :-</p> <p>(a) A citizen of India, or</p> <p>(b) A subject of Nepal, or</p> <p>(c) A subject of Bhutan, or</p> <p>(d) A Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India.</p> <p>(e) A person of Indian origin who has migrated from Pakistan, Burma, Sri-Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malwa, Zaire and Ethiopia with the intention of permanently settling in India;</p> <p>Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been issued by the Government of India.</p> <p>A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Himachal Pradesh Public Service Commission or other recruiting authority, but the officer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.</p>
15.	Selection for appointment to post by direct recruitment.	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if the Himachal Pradesh Public Service Commission or other recruiting authority as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus, etc. of which, will be determined by the Commission/other recruiting authority as the case may be.
16.	Reservations.	The appointment to the service shall be subject to order regarding reservation in the service for Scheduled Castes/Scheduled Tribes/other backward classes/other categories of

		persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination.	<p>(1) Every member of the service shall pass a Departmental Examination as prescribed in the Departmental Examination Rules 1976 as amended from time to time, failing which he shall not be eligible to:-</p> <ul style="list-style-type: none"> (i) Cross the Efficiency Bar next due, (ii) Confirmation in the Service even after completion of probationary period, and (iii) Promotion to the next high post. <p>Provided that an officer who has qualified the Departmental Examination in whole or in part prescribed under any rules before the notification of these Rules shall not be required to qualify the whole or in part, of the examination as the case may be:</p> <p>Provided further that an Officer for whom no Departmental Examination was prescribed prior to the Notification of these Rules and who has attained the age of 45 years on the 1st March, 1976 shall not be required to qualify the Departmental Examination prescribed under these Rules.</p> <p>Provided further that an officer for whom no Departmental Examination was prescribed prior to the notification of these Rules and who had not attained the age of 45 years on 01-03-1976 shall not be required to qualify the Departmental Examination prescribed under these Rules after attaining the age of 50 years for the purpose of (i) Crossing of Efficiency Bar next due and (ii) confirmation in the service after completion of probationary period.</p> <p>(2) As officer on promotion to higher post in his direct line of promotion shall not be required to pass the aforesaid examination if he has already passed the same in the lower gazetted post.</p> <p>(3) The Government may in consultation with the Himachal Pradesh Public Service Commission, grant in exceptional circumstances and for reasons to be recorded in writing, exemption in accordance with the Departmental Examination Rules to any class or category of persons from the Departmental Examination in whole or in part provided that such officer is not likely to be considered for any other higher promotion before the date of his superannuation.</p>
18.	Powers to Relax	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C. relax any of the provisions of these Rules with respect to any class or category of persons or posts.

RANGE FOREST OFFICER

(Authoritative English Text of this Department Notification No. FFE-A (B)1-3/98 dated 3-3-2006 required under clause(3) of Article-348 of the Constitution of India).

FOREST DEPARTMENT

NOTIFICATION

Shimla-171002, the 3rd March, 2006

No. FFE-A (B)1-3/98.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Range Forest Officer, Class-II (Gazetted) in the Department of Forest, Himachal Pradesh as per **Annexure-A** attached to this notification, namely:-

1.	Short title and Commencement	(1) These Rules shall be called the Himachal Pradesh Forest Department, Range Forest Officer, Class-II (Gazetted) Recruitment and Promotion Rules, 2006.
		(2) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
2.	Repeal and Savings	<p>(1) The R & P Rules in respect of H.P. Forest Department Forest Ranger, Class-III (Non-Gazetted) notified vide notification No. Fts. (B)2-5/76-II dated 15-11-1978 certain other conditions of Service Rules, 1966 and as amended from time to time are hereby repealed.</p> <p>(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules so repealed under sub-rule 2(1) supra shall be deemed to have been validly made or done or taken under these rules</p>

By order

Sd/-
Principal Secretary

ANNEXURE-A**RECRUITMENT AND PROMOTION RULES FOR THE POST OF RANGE FOREST OFFICER, CLASS-II (GAZETTED) IN THE HIMACHAL PRADESH FOREST DEPARTMENT**

1.	Name of Post	Range Forest Officer
2.	Number of Post	297 (Two Hundred and Ninety Seven)
3.	Classification	Class-II (Gazetted)
4.	Scale of pay	Rs.5800-200-7000-220-8100-275-9200
5.	Whether selection post or non selection post.	Selection
6.	Age for direct recruitment	<p>21 to 31 years</p> <p>Provided that the upper age limit for direct recruitment shall be 42 years for the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis.</p> <p>Provided further that if a candidate appointed on adhoc or contract basis had become overage on the date when he/she was appointed as such he/she shall not be eligible for any relaxation in the prescribed age limit by virtue of his/her such adhoc or contract appointment.</p> <p>Provided further that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government.</p> <p>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporations/ autonomous bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ autonomous bodies who were/are subsequently appointed by such Corporation/autonomous bodies and who are/ were finally absorbed in the service of such Corporations/ autonomous bodies after initial Constitution of the Public Sector Corporations/ Autonomous Bodies:-</p> <p>1. Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.</p> <p>2. Age and experience in the case of direct</p>

		recruitment relax able at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.
7.	Minimum educational and other qualification required for direct recruits.	<p>(A) Essential qualifications.--</p> <p>(i) A candidate must possess at least Bachelor's degree of any recognized University or its equivalent with at least one of the subjects:-</p> <p>Agriculture, Agriculture Engineering, Agronomy, Animal Husbandry and Veterinary Science, Botany, Chemistry, Chemical Engineering, Civil Engineering, Economics, Forestry-I, Forestry-II, Geology, Horticulture, Mathematics, Mechanical Engineering, Physics, Plant Anatomy, Plant Breeding, Plant Pathology, Soil Science, Statistics, Zoology & Geography:</p> <p>Provided further that in case of graduates with pure Mathematics, Statistics or Economics they must have taken Science subject in their 10+2 or equivalent examination:</p> <p>Provided further that candidates belonging to General categories can avail 6 chances to appear in the examination. There shall be no limit for the candidate belonging to SCs/STs/OBCs categories:</p> <p>Provided further that a Government servant who is holding substantive/ officiating appointment in Himachal Pradesh shall be eligible to appear in the examination if he possess at least Bachelor's degree of any recognized university or equivalent with at least one of the above mentioned subjects, subject to 6 chance in case if candidates belonging to general category and with no limit for SCs/STs/OBCs candidates. These chances will be inclusive of chances they might have availed as a direct candidate:</p> <p>Provided further that only those candidates who qualify the written test will be called for the physical test and the number of candidates called for physical test will be five times the number of vacancies.</p> <p>(ii) PHYSICAL STANDARD</p> <p>Male</p> <p>Height : 165 cms</p> <p>Chest : 79 cms without expansion & 84cms with expansion.</p> <p>Capacity : 25 Kms in 4 hours to walk</p> <p>Female</p> <p>Height : 150 cms</p>

		<p>Chest : 74 cms without expansion & 79 cms with expansion. Capacity : 16 Kms in 4 hours to walk</p> <p>Physical Standards in respect of Scheduled Tribes Candidates shall be relaxable up to 5 cms in height and 4 cms in each in respect of chest without and with expansion.</p> <p>(iii) Health Certificate.—The candidates selected for training shall have to produce Medical Certificate issued by a duly constituted Medical Board in the form prescribed by Article 19 of the Central Civil Services Regulation of the corresponding rule in the Supplementary rules testifying to the candidates sound hearing and general physical fitness for rough outdoor work in the Forest Department.</p> <p>Candidates will be required to produce medical certificate issued by the medical officer or equivalent authority of the district concerned.</p> <p>(B) Desirable Qualification. knowledge of customs manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not Applicable.
9.	Period of probation, if any.	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment—whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various matters.	<p>(a) 45% by direct recruitment and 55% by promotion:</p> <p>Provided that 70% posts falling under direct recruitment quota shall be filled up from amongst B.Sc (Forestry) Graduates only and remaining 30% posts shall be filled up from amongst the graduate candidates having one of the following subject:--</p> <p>Agriculture, Agriculture Engineering, Agronomy, Animal Husbandry and Veterinary Science, Botany, Chemistry, Chemical Engineering, Civil Engineering, Economics, Forestry-I, Forestry-II, Geology, Horticulture, Mathematics, Mechanical Engineering, Physics, Plant Anatomy, Plant Breeding, Plant Pathology, Soil Science,</p>

		<p>Statistics, Zoology & Geography.</p> <p>(b) The candidates selected for training at Forest Research Institute and College, Dehradun or at any other place, shall while undergoing the training be entitled to receive payment toward equipment allowance and stipend at the rates as may be fixed by the Government from time to time.</p>
11.	In case of recruitment by promotion, deputation transfer grade from which promotion/deputation/transfer is to be made.	<p>(i) 52% by promotion from amongst Dy. Ranger having 8 years regular service or regular combined with continuous ad hoc service, if any, rendered in the grade.</p> <p>(ii) 1-1/2% by promotion from amongst the Forest Guard who are B.Sc.(Forestry) with 10 years or regular service combined with continuous ad hoc service and 1-1/2% from amongst the promoted Dy. Rangers who possesses the degree of B.Sc (Forestry) combined with continuous adhoc service, if any rendered in the grade.</p> <p>The roster for filling up the post by direct recruitment and by promotion from amongst the different feeder categories is annexed as Annexure-B.</p> <p>(ii) In all cases of promotion the continuous ad hoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account toward the length of service as prescribed in these rules for promotion subject to the condition that the ad hoc appointment promotion in the feeder category had been made after following proper process of selection in accordance with the provisions of R & P Rules provide that:-</p> <p>(a) that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service (including the service rendered on ad hoc basis followed by regular service/appointment) in the feeder post in view of the provision referred to above all persons senior to him/her in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three year or that prescribed in the R & P Rules for the post which ever is less:</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him/her shall also be deemed to be ineligible</p>

		<p>for consideration for such promotion.</p> <p>Explanation—The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) happened to be Ex-serviceman recruited under the provision of Rule 3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal Pradesh State Technical Services) Rules, 1972 and having been given the benefit of seniority there under or recruited under the provisions of Rules 3 of the Ex-serviceman (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority there under:</p> <p>(2) Similarly, in all cases of confirmation, ad hoc service rendered on the feeder post, if any, prior to the regular appointment/ promotion against such post shall be taken into account towards the length of service, if the ad hoc appointment/promotion had been made after proper selection and in accordance with the provision of the R & P Rules:</p> <p>Provided that inter-se seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>
12.	If a Departmental Promotion Committee exists, what is its composition.	DPC to be presided over by the Chairman, H.P. Public Service Commissions or a member thereto, to be nominated by him.
13.	Circumstances under which the HPPSC exists, what is its composition.	As required under the Law.
14.	Essential requirement for direct recruitment.	A candidate for appointment to any service or post must be a citizen of India.
15.	Selection for appointment to post by direct recruitment.	Selection of the candidate for training/appointment shall be made by the H.P. Public Service Commission on the basis of written test as per prescribed syllabus annexed a per Appendix to the rules and after taking into account the performance of the candidate in the written test and viva-voce test.
16.	Reservations.	The appointment to the service shall be subject to order regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/ other backward classes/ other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination.	Every member of the service shall pass a departmental Examination as prescribed in the H.P. Departmental Examination Rule, 1997 amended from time to time.
18.	Powers to relax.	Where the State Government is of the opinion that it is necessary or expedient to do so, it

		may, by order for reasons to be recorded in writing and in consultation with the HPPSC relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).
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Appointment roster for the post of Range Forest Officer

TOTAL POSTS-297

Direct	45%	= 134
Promote	55%	= 163
B.Sc.(Forestry)	32%	= 94
Dy. Ranger	52%	= 154
B.Sc.	13%	= 40
Dy. Ranger & Pts Guards who possess B.Sc.(Forestry) Degree	3% (1.1/2% of each)	= 9

Deputy Ranger	1, 2, 3, 5, 6, 9, 11, 12, 14, 17, 18, 19, 21, 24, 25, 27, 28, 31, 33, 36, 37, 40, 41, 43, 44, 47, 49, 50, 53, 55, 56, 57, 59, 62, 63, 65, 66, 71, 72, 73, 76, 78, 79, 81, 84, 85, 87, 88, 91, 92, 94, 95, 98, 100, 103, 106, 107, 109, 110, 111, 114, 116, 117, 120, 122, 123, 125, 128, 129, 130, 132, 133, 138, 139, 142, 144, 145, 146, 148, 151, 152, 154, 155, 158, 160, 161, 164, 165, 168, 170, 173, 174, 176, 177, 180, 182, 183, 184, 187, 189, 190, 192, 195, 196, 198, 199, 203, 205, 206, 209, 211, 212, 214, 217, 218, 219, 221, 222, 225, 227, 228, 231, 233, 236, 239, 240, 243, 244, 247, 249, 250, 253, 255, 256, 258, 259, 261, 264, 265, 268, 270, 273, 274, 276, 277, 280, 282, 283, 284, 287, 289, 290, 292, 295.
B.Sc. (Forestry)	4, 7, 10, 13, 16, 20, 23, 26, 29, 32, 39, 35, 42, 46, 48, 51, 54, 58, 61, 69, 70, 74, 77, 80, 83, 86, 90, 93, 96, 101, 102, 105, 108, 113, 115, 118, 121, 124, 127, 131, 136, 140, 143, 147, 150, 153, 157, 159, 162, 166, 169, 172, 175, 179, 181, 185, 188, 191, 194, 200, 202, 204, 207, 210, 213, 216, 220, 224, 226, 229, 232, 235, 238, 241, 242, 246, 248, 251, 254, 257, 260, 263, 266, 269, 272, 275, 279, 281, 285, 288, 291, 294.
Graduates	8, 15, 22, 30, 38, 45, 52, 60, 68, 75, 82, 89, 97, 104, 112, 119, 126, 135, 141, 149, 156, 163, 171, 178, 186, 193, 201, 208, 215, 223, 230, 237, 245, 252, 267, 271, 278, 286, 293, 296.
Dy. Ranger (B.Sc. Forestry).	67, 134, 197, 262
Forest Guards (B.Sc. Forestry).	34, 99, 167, 234, 297

Once the representation to all categories is achieved by the given point in the roster, thereafter the vacancy is to be filled up from the category which vacates the post.

Syllabus: The entrance examination shall consist of given papers as follows:

COMPULSORY PAPERS

1. General Knowledge

General knowledge including knowledge of current events and of such matters of every day observation experience in their scientific aspects as is expected from an educated person who has not made special study of any scientific subject. The paper will also include questions on Indian Polity including the political system and the Constitution

of India, History of India and Geography of nature which the candidate should be able to answer without special study. 100 marks

2. General English

The question paper will be designated to assess the candidate's understanding of his power to write English correctly and idiomatically. It will also include questions to test the candidates knowledge of grammar, idiom and usage. Passages will be set for summary or precise. Besides there will be an essay on current topics on State, National, International events. The essay will carry 30 marks summary or precise 20 marks and other shall be of 50 marks.

100 marks

3. Hindi

- | | | |
|-------|--|----------|
| (i) | Essay on current topics on State/National/ International event | 30 marks |
| (ii) | Translation of an English Passage into Hindi | 10 marks |
| (iii) | Explanation of Hindi Prose and Poetry in the same language | 20 marks |
| (iv) | Idioms/ corrections/comprehension and Grammar etc. | 40 marks |

100 marks

Optional Paper: Candidates are required to offer any two of the following subjects (Subject to Note 3 above):

200 marks each

Agriculture

Agriculture Engineering

Agronomy

Animal Husbandry and Veterinary Science

Botany

Forestry-I

(Section-A) Silviculture, Forest Ecology & Ethnobotany, Environmental Conservation & Biodiversity, Tree improvement, Seed technology and Biotechnology, Forest Pathology, Entomology, Wildlife.

Forestry-II

(Section-A) Social, Agro and Farm Forestry, Joint Forest Management, Forest Resource & Utilization, Non-Timber Forest Produces, Marketing and Trade of Forest Produce.

(Section-B) Forest Economics, Forest Policy & Legislation, Extension & Education, Communication, Project Planning, Monitoring & Evaluation.

- Chemistry
- Geology
- Mathematics
- Physics
- Plant Anatomy
- Plant Breeding
- Plant Pathology
- Soil Science
- Statistics
- Zoology
- Chemical Engineering
- Civil Engineering
- Mechanical Engineering
- Economics
- Horticulture
- Geography

**The Syllabus for the Recruitment of Range Forest Officer is available on the Web Site of the Himachal Pradesh Public Service Commission, Shimla. <http://hp.gov.in/hppsc>*

REGISTRAR

GOVERNMENT OF HIMACHAL PRADESH DEPARTMENT OF FOREST FARMING AND ENVIRONMENT CONSERVATION

No. Fts. I (B) 9-2/83 Dated Shimla-171002,

11th Sept. 1985

NOTIFICATION

In exercise of the powers conferred by proviso Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the following rules for the post of Registrar in the Himachal Pradesh Forest Department namely

1. Short Title and Commencement :-(1) These rules may be called the Himachal Pradesh Forest Department Registrar's Recruitment and Promotion Rules, 1985.

(2) These Rules shall come into force with immediate effect.

*2. Rules-*The number of posts, classification, pay scale qualifications and method of recruitment for the post of Registrar in the H.P. Forest Department shall be as specified in the **Annexure-1**.

*2. Repeal and saving-*Himachal Pradesh Forest Department (Administrative Officer's) Recruitment Rules, 1968, notified vide Notification No. Ft. 557-1/64 (E.1) dated the 20th June, 1968, are hereby repealed.

Notwithstanding anything contained in these rules the contrary to anything done or any action taken or any appointment made under, the repealed rules shall be deemed and always be deemed to have been done in accordance with these rules.

By order

ATTAR SINGH
Secretary Forests
to the Government of Himachal Pradesh

ANNEXURE- I**Recruitment and promotion Rules for the post of Registrar (Estt. And Vigilance) in the Deptt. Of Forests, H.P. Govt.**

1.	Name of post	Registrar (Estt. & Vigi.)
2.	Number of Posts	Two
3.	Scale of pay	Rs. 1200-1700
4.	Classification	Class II
5.	Whether selection post or non-selection post	Selection
6.	Age for direct recruits	Not applicable
7.	Minimum educational qualifications required for direct recruitments	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply if the case of promotion	Not applicable
9.	Period of probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and for reasons to be reduced to writing.
10.	Method of recruitment whether by direct recruitment or by promotion, deputation/transfer and the percentage of vacancies to be filled by - 100% by promotion various methods.	100% by promotion
11.	In case of recruitment by promotion, deputation/transfer, grades from which promotions, deputation/transfer to be made.	By promotion from amongst Superintendent Grade-I (Class-II Gazetted) in the office of the Chief Conservator of Forests with at least 5 years regular service or with at least 8 years regular service as Superintendent grade –I in the office of the Chief Conservator of Forests and Circle Superintendent in the office of the conservator of forests, combined. Provided that adhoc service, if any, rendered prior upto 31-12-83 will be counted for reckoning total service in the grade for the present incumbents working as Supdt. Grade-I Circle Supdts, as the case may be, for the promotion and confirmation.
12.	If a DPC exists, what is its composition	As constituted by the Government from time to time.
13.	Circumstances under which the H.P. Public Service Commission is to be consulted in making recruitment.	As required under law.

FOOT-NOTES -

1. A candidate for appointment to any service or post must be -
 - a. a citizen of India, or
 - b. a subject of Nepal, or
 - c. a subject of Bhutan, or
 - d. a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
 - e. a person of Indian origin who has migrated from Pakistan, Burma, Sri-Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanzania and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c) (d) and (e) shall be person in whose favour a certificate of eligibility has been issued by the Government of India /State Government.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Himachal Pradesh, Public Service Commission or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India/Govt. of Himachal Pradesh.

2. Provisions of columns 10 and 11 are to be revised by the Govt. in consultation with the commission as and when the number of posts under column 2 are increased or decreased.

3. Where the Govt. is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons or post.

4. In all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including ad-hoc one) in the feeder post all persons senior to him in the respective category shall be deemed to be eligible for consideration.

Provided that all incumbents to be considered for promotion/confirmation shall Possess the minimum qualifying service of at least three years or that prescribed in the relevant recruitment and promotion rules for the post whichever is less;

Provided further that where a person becomes ineligible to be considered for promotion/confirmation, on account of the requirement prescribed in the preceding proviso, the person(s) junior to him shall also be deemed to be in-eligible for consideration for such promotion/ confirmation.

5. The appointments to this service shall be subject to orders regarding reservation in the services for Scheduled caste/Scheduled Tribes/ Backward classes issued by the Himachal Pradesh Government from time to time.

Departmental Examination

6. Every member of the service shall pass Departmental Examination as prescribed in the H.P. Departmental Examination Rules, 1976 as amended from time to time, failing which he shall not be eligible to

- (i) Cross the efficiency bar next due.
- (ii) Confirmation in the service even after completion of probationary period, and
- (iii) Promotion to the next higher post.

Provided that an officer who has qualified the departmental examination in whole or in part prescribed under any rules before the notification of these rules, shall not be required to qualify the whole or in part of the examination as the case may be.

Provided further that an officer for whom no departmental examination was prescribed prior to the notification of these rules and who has attained the age of 45 years on the 1st March, 1976 shall not be required to qualify the departmental examination prescribed under these rules.

Provided further that an officer for whom no departmental examination was prescribed prior to the notification of these rules and who has not attained the age of 45 years on 1-3-1976, shall not be required to qualify the departmental examination prescribed under these rules after attaining the age of 50 years for the purposes of (i) crossing the efficiency bar next due and (ii) confirmation in the service after completion of probationary period.

7. An officer on promotion to a higher post in his direct line of promotion shall not be required to pass the aforesaid examination if he has already passed the same in the lower gazetted post.

8. The Government may in consultation with the HPSC, grant exception in circumstances, and for reasons to be reduced to writing, exemption in accordance with the Departmental Examinations Rules to any class or category or persons from the Departmental Examination in whole or in part provided that such officer is not likely to be considered for any other higher promotion before the date of his superannuating.

9. These Rules (Foot Note No. 6) shall be applicable with effect from 23-7-84.

**Himachal Pradesh Forest Department Registrar's Recruitment and Promotion
(1st Amendment) Rules, 1990.**

(Authoritative English Text of this Department Notification No. Fts.(1)B(9)-2/83-II Dated 6-6-90 as required Under Article 348(3) of the Constitution of India)

**Government of Himachal Pradesh
Department of Forest Farming & Conservation**

No. Fts. (1) B (9)-2/83-II

Dated Shimla-2, the 6/6/90

NOTIFICATION

In exercised of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor of Himachal Pradesh in consultation with Himachal Pradesh, Public Service Commission, is pleased to make the following rules to amend the Himachal Pradesh Forest Department Registrar's Recruitment and Promotion Rules, 1985, notified vide this Department Notification No.Fts. I(B)9-2/83 dated the 11th Sept.1985; namely:-

Short title and commencement	1.	(i) These Rules may be called the Himachal Pradesh Forest Department Registrar's Recruitment and Promotion (1st Amendment) Rules, 1990. (ii) These Rules shall come into force with immediate effect.
Amendment of Col.II of Annexure-I	2.	For the existing provision against Col.11 of Annexure-I attached to the H.P. Forest Department Registrar's Recruitment and Promotion Rules, 1985, (hereinafter called the said Rules), the following shall be substituted; namely:-
		"Col.1 By promotion from amongst the Superintendent Grade-I (Class-II Gazetted) having at least 3 years regular or regular combined with continuous ad hoc service (rendered up to 31.12.1983), if any, in the grade.
		Note:- In all cases of promotion, ad hoc service rendered in the feeder post up to 31.12.1983, if any, prior to the regular appointment to the post shall be taken into account towards, the length of service as prescribed in these rules for promotion subject to the conditions :- (a) That in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including ad hoc service rendered up to 31.12.1983) in the feeder post, in view of the provision referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior persons in the field of consideration: Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment and Promotion Rules for the post; whichever is less: Provided further that where a person becomes

		<p>ineligible to be considered for promotion on account of the requirements of the proceeding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>(b) Similarly, in all cases of confirmation, ad hoc service rendered in the post up to 31.12.1983, if any, prior to regular appointment against such post shall be taken into account towards the length of service.</p> <p>Provided that the inter-se-seniority as a result of confirmation after taking into account ad hoc service shall remain unchanged.</p> <p>(c) Ad hoc service rendered after 31.12.83 shall not be taken into account for confirmation/promotion purposes.</p>
Deletion of Foot Note No.4 and renumbering of Foot Notes No.5 and 6 of Annexure-I	3.	Foot Note No.4 of Annexure-I attached to the said Rules shall be deleted and thereafter Foot Notes No.5 and 6 shall be renumbered as 4 and 5.

By Order

S.S. Sidhu

FC-cum-Secretary (Forests) to the
Government of Himachal Pradesh

No.Fts.1(B)9-2/83-II,

Dated Shimla-2, the 6.6.90

Copy forwarded to:-

- 1 All Administrative Secretaries to the Govt. of Himachal Pradesh.
- 2 Principal Chief Conservator of Forests, H.P.
- 3 Chief Conservators of Forests (P & D) and Settlement, H.P.
- 4 All Conservators of Forests, in H.P.
- 5 Secretary, H.P. Public Service Commission, Shimla-2.
- 6 Controller, H.P. Govt. Printing Press, Shimla-5 for publication in the Rajpatra. He is requested to furnish a copy of Rajpatra containing its publication.
- 7 Guard File (10 copies).

Sd/-

Under Secretary (Fts.) to the
Govt. of Himachal Pradesh.

Himachal Pradesh Forest Department Registrar's Class-I (Gazetted) Recruitment and Promotion (Second Amendment) Rules, 2002.

Authoritative English Text of this Department Notification No. FFE-A(B)2-1/94 loose dated 25th July, 2002 as required under clause (3) of Article 348 of the Constitution of India).

**Government of Himachal Pradesh
Department of Forests**

No.FFE-A (B)2-1/94-loose

Dated Shimla-2, the 25th July, 2002

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the following rules further to amend the Himachal Pradesh, Forest Department Registrar's Recruitment and Promotion Rules, 1985 notified vide Notification No. Fts. I(B)9-2/83 dated 11th September, 1985, namely:-

Short title and commencement	1.	(i) These Rules may be called the Himachal Pradesh Forest Department Registrar's Class-I (Gazetted) Recruitment and Promotion (Second Amendment) Rules, 2002. (ii) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
Amendment of Short title	2.	For the existing title of Himachal Pradesh Forest Department Registrar's Recruitment and Promotion Rules, 1985, (hereinafter referred to as "the said rules"), the following shall be substituted; namely:- "These rules may be called the Himachal Pradesh Forest Department, Registrar's Class-I (Gazetted) Recruitment and Promotion Rules, 1985".
Amendment of Annexure-I	3.	In Annexure-I to the said rules:- (a) for the existing entries against Column No. 3 the following shall be substituted, namely:- "Rs. 7880-220-8100-275-10300-340-11660" (b) for the existing entries against Column No.4, the following shall be substituted namely:- "Class-I (Gazetted)"; and (c) for the existing entries against Column No.11, the following shall be substituted, namely:- "By promotion from amongst the Superintendent Grade-I (Class-I Gazetted) having at least 3 years regular or regular combined with continuous ad hoc service (rendered up to 31.3.1998) in the grade, if any. (1) In all cases of promotion, the continuous ad hoc service rendered in the feeder post up to 31.3.1998, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the ad hoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of Recruitment & Promotion Rules, provided that; (i) In all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the Service rendered on ad hoc basis up to 31.3.1998 followed by regular service/appointment) in the

		<p>feeder post in view of the provisions referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration.</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least 3 years or that prescribed in the R & P Rules for the post, whichever is less;</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person (s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>Explanation: The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provision of Rule 3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical services) Rules, 1972 and having been given the benefit of seniority there under or recruited under the provision of Rule 3 of Ex-servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority there under.</p> <p>(2) Similarly in all cases of confirmation continuous adhoc service rendered on the feeder post up to 31.3.1998, if any, prior to the regular appointment against such post shall be taken into account towards the length of service, if the ad hoc appointment/promotion had been made after proper selection and in accordance with the provisions of the R & P Rules.</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, ad hoc service rendered up to 31.3.1998 as referred to above shall remain unchanged.</p>
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By order

(Avay Shukla)

Principal Secretary (Forests) to the
Government of Himachal Pradesh.

Endst. No.FFE-A(B)2-1/940 loose

Dated Shimla-2, the 25th July, 2002.

1. The Secretary (Personnel) to the Government
2. The Secretary, Himachal Pradesh Public Service Commission, Shimla-2. w.r.t. his letter No. 1-2/2000-PSC dated 6.3.2002.
3. The Pr. Chief Conservator of Forests, Himachal Pradesh, Shimla-1.
4. The Pr. Chief Conservator of Forests (Wildlife), H.P. Shimla-1.
5. The Managing Director, H.P. State Forest Corporation Ltd. Shimla-9.
6. The Addl. Pr. Chief Conservator of Forests, H.P. Shimla-1.
7. All CCFs/CFs/Directors of State Forest Corporation in H.P.
8. The Accountant General, Himachal Pradesh, Shimla-3.
9. The Sr. Dy. Accountant General (A & E), Himachal Pradesh, Shimla-3.
10. The Controller of Himachal Pradesh Govt. Press, Shimla-5 for its publication in Rajpatra. He is requested to send a copy of the same to this Department.
11. The Assistant Legal Remembrance, Law Section, H.P. Secretary Shimla-2.
12. The Assistant Controller (F&A), O/o PCCF, H.P., Shimla-1.
13. 100 spare copies.

Joint Secretary (Forests) to the
Government of Himachal Pradesh.

SUPERINTENDENT GRADE-I

(Authoritative English Text of Government Notification No.FFE-A(B)2-7/2001 dated 10-11-2006 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh Department of Forests.

No. FFE-A(B)2-7/2001

Dated: Shimla- 171002, 10-11-2006

NOTIFICATION

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Common Direct Recruitment and Promotion Rules for the Post of Superintendent Grade-I (Class-I. Gazetted) in the Department of Forests, Himachal Pradesh as per **Annexure-I** attached to this notification, namely:-

1.	Short title, Commencement and application.	(i) These rules may be called the Himachal Pradesh Forest Department, Superintendent Grade-I (Class-I. Gazetted) Recruitment and Promotion Rules-2006. (ii) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
2.	Repeal and savings:	(i) The Recruitment and Promotion Rules for Class-II (Gazetted) posts of Superintendents in the office of Chief Conservator of Forests, H.P. notified vide Notification No. 1-63/69-SF (Estt) dated 28-11-70 and as amended from time to time are hereby repealed. (ii) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules, so repealed under sub-rule 2(i)supra shall be deemed to have been validly made or done or taken under these rules.

By order

Principal Secretary (Forests) to the
Government of Himachal Pradesh.

ANNEXURE-I

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SUPERINTENDENT,
GRADE-I (CLASS-I, GAZETTED) IN THE DEPARTMENT OF FORESTS,
HIMACHAL PRADESH.**

1.	Name of the post:	Superintendent, Grade-I
2.	Number of the post(s):	23 (Twenty three)
3.	Classification:	Class-I (Gazetted)
4.	Scale of pay:	Rs. 7220-220-8100-275-10300-340-11660.
5.	Whether Selection post or non-selection post:	Non-selection
6.	Age of direct recruitment:	Not applicable.
7.	Minimum Educational and other qualifications required for direct recruits:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotee(s).	Age : Not Applicable. Educational Qualification : Not Applicable.
9.	Period of probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment, whether by direct recruit- men or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods.	100% by promotion.
11.	In case of recruitment by promotion, deputation, transfer grade from which promotion/deputation/transfer is to be made.	By promotion from amongst the Superintendent Grade-II with 3 years regular service or regular combined with continuous adhoc service in the grade. (1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the adhoc appointment/ promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provision of

		<p>R & P Rules;</p> <p>(2) provided that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service(including the service rendered on adhoc basis, followed by regular service/appointment) in the feeder post in view of the provision referred to above, all persons senior to him/her in the respective category/post/ cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least 3 years or that prescribed in the R & P Rules for the post, whichever is less;</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person (s) junior to him/her shall also be deemed to be ineligible for consideration for such promotion.</p> <p><u>EXPLANATION:-</u> The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of Rules-3 of Demobilized Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority there- under or recruited under the provisions of Rule-3 of Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.</p> <p>(3) Similarly in all cases of confirmation continuous adhoc service rendered on the feeder post upto 31.3.98, if any, prior to the regular appointment/promotion had shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the</p>
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		<p>provision of the R&P Rules;</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered upto 31.3.98 as referred to above shall remain unchanged.</p>
12.	If a Departmental promotion Committee exists, what is its composition?	As may be constituted by the Government from time to time.
13.	Circumstances under which the HPPSC is to be consulted in making recruitment:	As required under the law.
14.	Essential requirement for a direct recruitment:	Not applicable.
15.	Selection for appointment to post by direct recruitment:	Not applicable
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes /Scheduled Tribes/ Backward Classes/ other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination:	Every member of the service shall pass the departmental examination as prescribed in H.P. Departmental Examination Rules, 1997 as amended from time to time.
18.	Power to relax:	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C. relax any of the provisions of these Rules with respect to any class or category of person(s) or post(s).

PRIVATE SECRETARY

(Authoritative English Text of Government Notification No. FFE-A (B)2-8/2004 dated 12-4-2006 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh

Department of Forests.

No. FFE-A (B)2-8/2004

Dated Shimla-171002, 12-4-2006.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Private Secretary, Class-I (Gazetted) in the Department of Forests, Himachal Pradesh as per **Annexure-A** attached to this notification, namely:-

Short title and commencement:	(i) These rules may be called the Himachal Pradesh Forest Department, Private Secretary, Class-I (Gazetted) Recruitment and Promotion Rules, 2006.
	(ii) These rules shall come into force from the date of publication in Rajpatra, Himachal Pradesh.

By order

Principal Secretary (Forests) to the
Government of Himachal Pradesh.

ANNEXURE-A.

Recruitment and Promotion Rules for the post of Private Secretary, Class-I (Gazetted) in the Department of Forests, Himachal Pradesh.

1.	Name of post:	Private Secretary.
2.	Number of post(s):	01 (one)
3.	Classification:	Class-I (Gazetted)
4.	Scale of pay:	Rs. 7220-220-8100-275-10300-340-11660.
5.	Whether selection or non-selection.	Non-Selection.
6.	Age of direct recruitment:	Not Applicable.
7.	Minimum Educational and other qualifications required for direct recruitment:	Not Applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotee(s)	Age : Not applicable. Educational Qualification : Not applicable.
9.	Period of probation, if any.	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reason to be recorded in writing.

10.	Method of recruitment whether by direct recruitment or by promotion, deputation, transfer and percentage of post(s) to be filled in by various methods:	100% by promotion.
11.	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to be made:	<p>By promotion from amongst the Personal Assistants who possess five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade.</p> <p>(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R& P Rules.</p> <p>Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service (including the service rendered on adhoc basis, followed by regular service/appointment) in the feeder post in view of the provision referred to above, all persons senior to him/her in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years' or that prescribed in the R&P Rules for the post, whichever is less;</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him/her shall also be deemed to be ineligible for consideration for such promotion;</p> <p>EXPLANATION:- The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) happened to be ex-servicemen recruited under the provisions of Rule 3 of Demobilised Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule 3 of Ex-servicemen (Reservation of Vacancies</p>

		<p>in Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder.</p> <p>(2) Similarly in all cases of confirmation, adhoc service rendered in the feeder post, if any, prior to the regular appointment/promotion against such post shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provisions of the R & P Rules;</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	As may be constituted by the Government from time to time.
13.	Circumstances under which the Himachal Pradesh Public Service Commission is to be consulted in making recruitment:	Not Applicable.
14.	Essential requirement for direct recruitment:	Not Applicable.
15.	Selection for appointment to post by direct recruitment:	Not Applicable.
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes Scheduled Tribes/Other Backward Classes/Other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination:	Every member of the service shall pass the departmental examination as prescribed in the H.P. Departmental Examination Rules, 1997 as amended from time to time.
18.	Power to relax:	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these Rules with respect to any class or category of person(s) or post(s).

FOREST GUARD

[Authoritative English text of this department notification No. FFE-A (B)2-19/96, dated 1.2.2003, as required under clause (3) of Article 348 of the Constitution of India]- which were published in the Rajpatra on 25th April, 2003.

FOREST DEPARTMENT

NOTIFICATION

Shimla-2 the 1st February, 2003

No. FFE-A (B) 2-19/96- In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the Post of Forest Guard, Class-III (Non-Gazetted) (Executive Section) in the Department of Forest, Himachal Pradesh as per **Annexure-A** attached to this notification, namely:-

1. Short title and commencement:- (1) These Rules may be called the Himachal Pradesh Forest Department Forest Guard, Class-III (Non-Gazetted) (Executive Section) Recruitment and Promotion Rules, 2003.

(2) These Rules shall be deemed to have come into force from the date of publication in the Rajpatra, Himachal Pradesh.

2. Repeal and savings:- (1) The Recruitment and Promotion Rules in respect of H.P. Forest Department, Forest Guard, Class-III (Non-Gazetted) (Executive Section) notified vide notification No. Fts. (B) 2-5/76, dated 15-11-78 certain other conditions of Service Rule, 1966 and as amended from time to time are hereby repealed.

(2) Notwithstanding such repeal, any appointment made or anything done or any active taken under the relevant rules so repealed under sub-rule 2 (i) supra shall be deemed to have been validly made done or taken under the rules.

By order,

AVAY SHUKLA,
Principal Secretary.

RECRUITMENT AND PROMOTION RULES FOR THE POST OF FOREST GUARD (CLASS-III), (NON-GAZETTED EXECUTIVE SECTION) IN THE DEPARTMENT OF FOREST, HIMACHAL PRADESH.

1.	Name of the post	Forest Guard
2.	Number of posts	2687 (Two thousand six hundred eighty seven)
3.	Classification	Class-III (Non-Gazetted) (Executive Section)
4.	Scale of pay	Rs.3330-110-3660-120-4260-140-4400- 150-5000-160-5800-200-6200.
5.	Whether selection post or Non-selection post:	Non-Selection.

6.	Age for direct recruitment:	<p>Between 18 and 27 years.</p> <p>Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis:</p> <p>Provided further that if a candidate appointed on ad hoc basis or on contract basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment:</p> <p>Provided further that upper age limit is relaxable for Scheduled Castes/ Schedules Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:</p> <p>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servants before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitutions of such Corporations/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/are subsequently appointed by such Corporations/ Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporations /Autonomous Bodies.</p> <p>(1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or are notified to the Employment Exchanges or as the case may be.</p> <p>(2) Age and experience in the case of direct recruitment, relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.</p>
7.	Minimum educational and other qualifications required for direct recruits.	<p>Essential Qualification:</p> <p>Must have passed the Matriculation Examination or its equivalent from any recognized University/Board.</p> <p>Physical Standard:</p> <p>MEN:</p> <p>(i) Height -- 165 cm.</p>

		(ii) Chest -- 79 cm. without expansion & 84 cm. after expansion. (iii) Capacity to walk -- 25 Kms. in 4 hours. WOMEN: (i) Height -- 150 cm. (ii) Chest -- 74 cm. without expansion & 79 cm. after expansion. (iii) Capacity to walk -- 14 Kms. in 4 hours. (Physical standards in respect of Scheduled Tribes candidates will be relaxable upto 5 cm. in height & 4 cm. each in respect of chest without and with expansion.)
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees?	Age: Not applicable. Educational Qualifications: Yes (as prescribed against Column No. 11 below)
9.	Period of probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment – whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various methods:	(i) 90% by direct recruitment. (ii) 10% by promotion.
11.	In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made:	By promotion from amongst Class-IV employees of Forest Department who are Matriculate with five years or middle pass with ten years regular service or regular combined with continuous adhoc service in the grade respectively: Provided that the promotion shall be made on the basis of limited competitive test. (1) In all cases of promotion, the continuous adhoc service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the length of service, as prescribed in these rules for promotion subject to the condition that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of Recruitment & Promotion Rules, provided that:- (i) That in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including adhoc

		<p>service) in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the Recruitment and Promotion Rules for the post whichever is less: Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the persons(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happens to be Ex-servicemen recruited under the provisions of Rule-3 of Demobilised Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule-3 of Ex-Servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules, 1985 & having been given the benefit of seniority thereunder.</p> <p>2(2) Similarly in all cases of confirmation, adhoc service if any, prior to the regular appointment against such post shall be taken into account towards the length of service, if the adhoc appointment /promotion had been made after proper selection and in accordance with the provisions of the Recruitment & Promotion Rules:</p> <p>Provided that inter se seniority as a result of confirmation after taking into account adhoc service shall remain unchanged.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	As may be constituted by the Government from time to time.
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:	As required under the law.

14.	Essential requirement for a direct recruitment:	A candidate for appointment to this service or post must be a citizen of India.
15.	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made as under: PHYSICAL TEST: Candidates will have to qualify the physical standard as provided under Rule-7 ibid.
16.	Reservation:	The appointment to the service shall be subject to orders reading reservation in the service for Scheduled Castes/ Scheduled Tribes/Other Backward Classes/Other Categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination	<ul style="list-style-type: none"> (i) The persons appointed as Forest Guard shall undergo training for six months at the H.P. Forest Lower Subordinate Training School within three years from the date of appointment (ii) The Forest Guards who do not successfully complete the course of training at the school will be discharged from the service while promotes shall be reverted to their lower posts. (iii) The members of the service shall also be liable to be deputed for any other training as may be ordered by the competent authority. During such training they will be entitled to receive such salary and allowance as may be laid down by the Government from time to time. (iv) The person appointed as Forest Guard are required to furnish cash securities to the extent and in accordance with the rules/instructions issued by the Chief Conservator of Forests for this purpose from time to time. (v) The Pr. Chief Conservator of Forests shall allocate posts of Forest Guards to each Circle and the Conservator concerned in turn will allocate the posts to each Forest Division who will make appointments on the recommendations of DPCs/Selection Committee. (vi) From out of all the eligible Class-IV employees the selection committee will select person for appointment as Forest Guard by a limited competitive test as prescribed to those who possess filed experience of the Forest Department. (vii) Class-IV employees for the purpose of

		<p>limited selection will include Resin Watcher, Timber Watcher, Depot Watcher, Mali, Sweepers, Peons, Chowkidars, Dak Runners whether regular of contingent paid.</p> <p>(viii) For purpose of direct recruitment the instructions on the Government issued from time to time will be followed.</p>
18.	Powers to relax:	<p>Where the State Government is of the opinion that it necessary or expedient to do so, it may, by other for reasons to be recorded in writing, and in consultation with the H.P.P.S.C., relax any of the provisions of these rules with respect to any class or category of persons or posts</p>

(Authoritative English Text of this Department Notification No. FFE-A (B)-3/05, dated 2-4-2007 as required under Article 348 (3) of the Constitution of India) which were published in the Rajpatra on 12th April, 2007.

FOREST DEPARTMENT

NOTIFICATION

Dated Shimla-2, the 2nd April, 2007.

No. FFE-A (B)1-3/05:- In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, is consultation with the Himachal Pradesh Public Service Commission, is pleased to make the following rules further to amend the Himachal Pradesh Forest Department, Forest Guard, Class-III (Non-Gazetted) (Executive Section) Recruitment and Promotion Rules, 2003, which were published in the Rajpatra on 25th April, 2003, namely:-

1. Short title and commencement :- (i) These rules may be called the Himachal Pradesh Forest Department, Forest Guards, Class-III (Non-Gazetted) (Executive Section) Recruitment and Promotion (Second Amendment) Rules; 2007.
(ii) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
2. Amendment of Annexure-A:- In Annexure-A to the Himachal Pradesh Forest Department, Forest Guard (Class-III Non-Gazetted) (Executive Section) Recruitment & Promotion Rules, 2003:-
 - (a) In the existing provisions against Col. No. 7 the following words and figures, wherever occurring shall be deleted, namely:-
 - (iii) "Capacity to walk:
Men 25 Kms in 4 hours.
Women 14 Kms in 4 hours"
 - (b) For the existing provision against Column No. 15 the following shall be substituted, namely:-
"Selection procedure for appointment to the post in the case of direct recruitment shall be as given in the **Annexure-II** appended in these rules".
 - (c) In the existing provisions against Col. No. 17:-
 - (i) For the existing provisions of sub-column (iv) the following shall be substituted, namely:-

- (ii) The existing provisions of sub-column No. (v) shall be numbered as (a) and thereafter the following sub-item (a) shall be inserted, namely:-
 “The members of the service are liable to be transferred under the orders of the competent authority anywhere within the Forest circle and their seniority will be maintained at circle level. No inter-circle transfer for Forest Guard is permissible unless the concerned official foregoes the seniority in the parent circle and he will be assigned seniority in the new circle from the date of his joining in the circle. However, no request for inter circle transfer shall be entertained till the completion of ten years of service”.
- (iii) For the existing provisions against column (vi) the following shall be substituted namely:-
 “From out of all the eligible Class-IV employees the selection committee will select person(s) for appointment as Forest Guard by limited competition Physical standard under Rule 7 and Physical Efficiency Test and written Test as prescribed for direct recruitment in the Annexure-II to Rule-15 shall not be applicable in case of recruitment by promotion”.
- (iv) In the existing provisions against column No. (vii) after the words “Dak Runners” but before the words “whether regular or contingent paid” the following words shall be inserted “and Forest Workers”.

By order
Principal Secretary.

ANNEXURE-II

1. Recruitment Committee :

The following Recruitment committee shall be constituted in each Forest Circle for this purpose:-

- (i) Conservator of Forests - Chairman.
- (ii) DFOs of the Circle as Members.

The Chairman of the Recruitment Committee shall also be authorized to co-opt. required number of Gazetted Officers within their Circle. Besides, this, the Chairman may also seek assistance of Non-Gazetted staff of their Circle. They shall ensure that in the event of any ward of a member of Recruitment Committee, including co-opted member, is participating in the recruitment tests as a candidate, such member of the Committee shall be disassociated from the recruitment process. All the members of the Recruitment Committee shall furnish a certificate that none of their wards is seeking recruitment.

2. Mode of Recruitment:

(a) **Advertisement:-** The recruitment shall be open and shall be made at Forest Circle level. The name of the candidate should be registered with any of the Employment Exchange/Sub-Employment Exchanges in Himachal Pradesh. In pursuance to instructions contained in Government of Himachal Pradesh, Department of Labour & Employment O.M. N. Shram (Emp.)16-5/93 dated 9th March, 2000, apart from notifying the vacancies to Employment Exchanges/Sub-Employment Exchanges, Conservator of Forests shall also invite open applications for which adequate publicity by way of publication of vacancies in the English and one vernacular daily of Himachal Pradesh, broadcasts through All India Radio, display of vacancies on office notice boards etc. be given.

While notifying the vacancies, the candidates shall be asked to bring with them four copies of their recent passport size photographs alongwith attested copies

of age, educational qualification, SC/ST/OBC certificates, employment registration cards etc.

The candidates shall be summoned for screening with respect to physical standards and Physical Efficiency Test in alphabetical order of their first names. The concerned Conservator of Forests shall decide the number of candidates to be called each day, ensuring that the entire process of screening has to be completed within ten days. This shall obviate the chance of having to screen large/unmanageable number of candidates and also ensure that the candidates spend as few days as possible away from their homes.

(b) **Screening of Candidates:-** All the candidates appearing for direct recruitment of Forest Guards will be first screened with respect to age, educational qualifications & Physical standards (as per Rule-7). Candidates fulfilling the age criteria, education qualifications & Physical standards will be required to undergo physical Efficiency Test (P E T), Written Examination & interview. The candidates shall be provided, alongwith the Form, a 6"x5" piece of cloth marked with the chest number which shall be attached to the front of the vest/shirt with safety pins. The candidates shall wear the chest number until the culmination of the P E T.

(c) **Physical Efficiency test (P E T) (25 Marks):-** Physical Efficiency Test, comprising of the following qualifying tests shall be conducted in the sequence given below. The total marks allocated for Physical Efficiency Test shall be 25, as per break-up given against each test:-

I. FOR MALE CANDIDATES

Sl. No.	Item	Minimum standards	Max. Marks	Grading of Marks	
				Time/Length	Marks
1.	2.	3.	4.	5.	6.
1.	100 m Race	14 Seconds (No additional attempt shall be allowed)	7	14 Seconds 13.5 Seconds 13 Seconds 12.5 Seconds 12 Seconds 11.5 Seconds	2 3 4 5 6 7
2.	800 m Race	2 Minutes 45 Seconds (No additional attempt shall be allowed).	7	2.45 Minutes 2.40 Minutes 2.35 Minutes 2.30 Minutes 2.25 Minutes 2.20 Minutes 2.15 Minutes	2 2 ½ 3 4 5 6 7
3.	High Jump	1.25 Meters (Maximum three attempts at each level are allowed)	5	1.25 m 1.30 m 1.35 m 1.40 m 1.45 m 1.50 m	2 ½ 3 3 ½ 4 4 ½ 5
4.	Broad Jump	4 Meters (Maximum three attempts are allowed)	6	4 m 4.20 m 4.40 m 4.60 m	3 4 5

II FOR FEMALE CANDIDATES

Sl. No.	Item	Minimum standards	Max. Marks	Grading of Marks	
				Time/Length	Marks
1.	2.	3.	4.	5.	6.
1.	100 M Race	17 Seconds (No additional attempt shall be allowed)	7	17 Seconds 16.5 Seconds 16 Seconds 15.5 Seconds 15 Seconds 14.5 Seconds	2 3 4 5 6 7
2.	400 M Race	2.15 Minutes (No additional attempt shall be allowed)	7	2.15 Minutes 2.05 Minutes 1.55 Minutes 1.45 Minutes 1.35 Minutes 1.20 Minutes	2 3 4 5 6 7
3.	High Jump	70 Cms. (Maximum three attempts at each level are allowed)	5	70 cm 75 cm 80 cm 85 cm 90 cm 95 cm	2½ 3 3½ 4 4½ 5
4.	Broad Jump	2 Meters (Maximum three attempts are allowed)	6	2 m 2.20 m 2.41 m 2.60 m	3 4 5 6

Such candidates who do not attain the minimum standard in any one of Physical Efficiency tests shall be disqualified forthwith and shall be debarred from further participation in the test.

(d) Written test (60 Marks) :- (i) Candidates who qualify the P E T shall be informed on the spot of the date and venue of the written test. A list of such eligible candidates shall also be displayed on the notice board of Circle Office on the same evening or latest by next morning. Since the written test shall be conducted in the open, the candidates shall be asked to bring their own writing board. It shall also be made clear to the candidates that only blue or black ball pen shall be allowed to be used for the written test. Cell phones and calculators shall not be allowed at the venue of the written test.

- (ii) Written Test shall be conducted only for those candidates who qualify the P E T as per norms laid down in para (c) supra. The written test, carrying 60 marks, shall comprise of 80 objective type questions covering language, General Science of Matriculation level, General Awareness about Forests, Environment and Wildlife of Himachal Pradesh, General Knowledge, Reasoning & Aptitude etc. The duration of the written test shall be 65 minutes.
- (iii) The written test shall be conducted on the same day in all the Circle of the State. The Conservator of Forests shall inform the Principal Chief Conservator of Forests, Himachal Pradesh about the number of

question-cum-answer sheets, required by them well in advance, so that the Circle-wise requirement is sent to the Dr. Y.S. Parmar university for Horticulture & Forestry (UHF) 12 (Twelve) sets of question-cum-answer sheets, each containing different sets of questions shall be drawn up by the U H F. Out of this, 3 sets shall be kept for contingencies. Each pack of question papers for each Circle, duly sealed, shall be delivered by the UHF representative, not below the rank of Asstt. Professor, to the Chairman of the Recruitment Committee on the scheduled date of examination and the seal shall be opened in the presence of all the members of the Recruitment Committee. Their signatures shall be taken on the envelope with the remarks that the seal was intact and opened in their presence. After the written test the question-cum-answer sheets shall be sealed in an envelope duly signed by the Chairman and the Member of the Committee and handed over back to the representative of U H F under proper receipt. The U H F shall evaluate the answer sheets and send the marks list under sealed cover to the concerned Conservator of Forests within three days.

A separate slip shall be attached with each answer sheet for furnishing details by each candidate. On completion of the test, the slip and the answer sheet shall be given matching dummy Roll Numbers and the slips removed and stored in safe custody of the Chairman till U H F returns the evaluated papers. The details on the slips viz. Name, Roll Number, dummy Roll Number, shall be recorded in a register and marks awarded shall be entered against each subsequently. On receipt of marks of the written test from the U H F, the Recruitment Committee shall decode the dummy Roll Numbers and appropriate marks entered on the Registers as well as the Forms of the candidate.

(e) Personality Test (15 Marks):- (i) After adding the total marks obtained in the Physical Efficiency Test and in the written test, merit lists shall be prepared category-wise i.e. General, O.B.C., Scheduled Castes and Scheduled Tribes etc. in each Forest Circle for the purpose of calling the candidates for Personality Test. Candidates totaling 3 (Three) times the number of posts available category-wise in the concerned Forest Circle shall be called for interview in order of Original certificates shall have to be produced by the candidates before the Chairman of the Board for verification.

Candidates shall be informed of the date and venue for the Personality Test by registered post. The test shall consist of 15 marks and shall test the candidates knowledge of customs, culture and dialects of Himachal Pradesh and his/her suitability for appointment under the peculiar conditions prevailing in the Pradesh and shall also test the candidate's personality confidence and aptitude for the job.

- (ii) The marks obtained by a candidate in the Personality Test shall be immediately recorded in ink by each Member and the Chairman independently on separate sheets duly signed by them. The actual marks awarded in the test shall be calculated after taking average of the marks then by the Chairman and the other two Members.
- (iii) A maximum of 5 (five) marks out of the 15 indicated above, shall be awarded for participation in NCC, NSS, Sports, Cultural activities etc. as depicted below:-

1.	NCC 'C' Certificate	2 Marks
2.	NCC 'B' Certificate/ SSB Training Certificate	1 Mark
3.	National Level Sportsmen	3 Marks
4.	State Level Sportsmen	1 Mark
5.	Certificate of cultural activities at University/inter-University/State/National level	1 Mark

The result of the personality test shall also be displayed on the notice board on the day of personality test or at the most on the following day, in respect of all candidates who have appeared.

(f) Selection:- A final merit list of successful candidates shall be prepared for each Forest Circle category-wise i.e. General, O.B.C., Scheduled Castes and Schedule Tribes etc as per reservation policy of the Government. The merit list will be prepared on the basis of total marks obtained in each category above viz. Physical Efficiency Test, Written Test and Personality Test. Offer for appointment shall be made in order of merit as per vacancy available. If any candidate does not join the post within the period laid down in the office letter for appointment, the next candidate in the merit list shall be offered the post.

After preparation of final merit list, the result shall be declared immediately and also displayed on the Notice Board of the respective Circles with a copy to Pr. Chief Conservator of Forests, Himachal Pradesh. Officers for appointment as per vacancies available in each category shall be sent out without any delay.

IMMEDIATE
Cabinet Matter

**No. FFE-A (B) 1-1/2007
Government of Himachal Pradesh
Department of Forests**

From:

The Principal Secretary (Forests) to the
Government of Himachal Pradesh

To

The Pr. Chief Conservator of Forests
Himachal Pradesh, Shimla-1

Dated Shimla – 2, the 9.02.2007

Subject: Filling up of the posts of Forest Guards.

Sir,

I am directed to refer to your letter No. Ft. 440-13/80/2005 (E-II) XII dated 15.1.2007 on the subject cited above and to say that the matter was discussed in Cabinet in its meeting held on 6.2.2007 and has approved to fill up 214 posts in addition to 447 already approved (total 661). In view of increase of number of posts to be filled up it was decided to cancel the recruitment process held earlier. It has been also decided that the criteria for selection may be got approved within fifteen days.

This may be given top priority.

Yours faithfully

Addl. Secretary (Forests) to the
Government of Himachal Pradesh

IMMEDIATE

No. FFE-A (B) 1-3/2005-II
Government of Himachal Pradesh
Department of Forests

From:

The Principal Secretary (Forests) to the
Government of Himachal Pradesh

To

The Pr. Chief Conservator of Forests
Himachal Pradesh, Shimla-1

Dated: Shimla -2, the 28-7-2007

Subject: Regarding Recruitment of Forest Guards

Sir,

In continuation of this department's letter No. FFE-A(B) 1-1/2007 dated 9-2-2007, with respect to Rule 17, sub clause (viii), it is clarified that the following criteria would be followed:-

S.No.	Test	Marks	Existing Qualifying standards any	Proposed Qualifying Standards
1.	Physical Efficiency Test (PET)	25 marks	Minimum standards prescribed	With minimum standards as already provided in R&P Rules.
2.	Written Test	60 marks	No minimum standards	<ul style="list-style-type: none">• 35% qualifying marks in the written Test for General candidates• 25% qualifying marks in Written Test for SC/ST/OBC etc. candidates
3.	Personality Test	15 marks (5 marks for participation in NCC, NSS, Sports Cultural Activities etc.	No minimum standards	<ul style="list-style-type: none">• 35% qualifying marks in the Personality Test for General candidates• 25% qualifying marks in Personality Test for SC/ST/OBC etc. candidates

Yours faithfully

Addl. Secretary (Forests) to the
Government of Himachal Pradesh

Authoritative English Text of the Department Notification No. FFE-A (B)1-3.2005 Dated 23.10.2008 as required under Article 348(3) of Constitution of India.

**Government of Himachal Pradesh
Department of Forests.**

File No. FFE-A(B)1-3/2005-II Dated Shimla-2, 23 October, 2008.

NOTIFICATION

In exercise of the power conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh is pleased to make the following rules further to amend the Himachal Pradesh Forest Department, Forest Guards, Class-III (Non-Gazetted) (Executive Section) Recruitment and Promotion Rules, 2003, which were published in the Rajpatra on 25th April, 2003, namely:-

Short title and Commencement	1.	(i) These rules may be called the Himachal Pradesh Forest Department Forest Guard, Class-III (non-Gazetted) (Executive Section) Recruitment and Promotion (Fourth Amendment) Rules, 2008. (ii) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
Amendment of Annexure-A	2.	In Annexure-A on the Himachal Pradesh Forest Department, Forest Guard, Class-III (Non-Gazetted) (Executive Section) Recruitment and Promotion Rules, 2003:- (a) In the existing provisions against Col. No. 10 (i) 90% by direct recruitment shall be substituted by "90% by direct recruitment on contract or regular basis". (b) In the existing provisions against Col. No. 15 inserted the Col. No. 15-A for appointment on contract appointment made in the post of Forest Guard.

By Order

Avay Shukla
Additional Chief Secretary (Forests) to the
Government of Himachal Pradesh.

<p>5-A (Selection for appointment to the post by contract recruitment)</p>	<p>(I) CONCEPT</p> <p>(a) Under this policy the Forest Guard in Department of Forests, H.P. will be engaged on contract basis initially for one year, which may be extendable for two more years on year to year basis.</p> <p>(b) POST FALLS WITHIN THE PURVIEW OF HPPSC/HPSSSB</p> <p>The Pr. Chief Conservator of Forests, after obtaining the approval of the Government to fill up the vacant posts on contract basis will place requisition with H.P. Public Service Commission/ HP, Subordinate Service Selection Board, Hamirpur.</p> <p>(c) POST FALLS OUT OF THE PURVIEW OF HP PSC/HPSSSB:</p> <p>The _____ (Designation of the appointing authority) after obtaining the approval of the Government to fill up the posts on contract basis will advertised the details of the vacant posts in at least two leading newspaper and invite applications from candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these Rules.</p> <p>(d) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.</p> <p>(e) Contract appointee so selected under these Rules will not have any right to claim for regularization or permanent absorption in the Government job.</p> <p>(II) CONTRACTUAL EMOLUMENTS:-</p> <p>The Forest Guard appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. _____ P.M. (Which shall be equal to initial of the pay scale + Dearness pay). An amount of Rs. _____ (equal to annual increase in the pay scale of the post) as per annual increase in contractual emoluments for the second and third years respectively will be allowed if contract is extended beyond one year.</p> <p>(III) APPOINTING/DISCIPLINARY AUTHORITY:</p> <p>The _____ (Designation of the appointee authority) H.P. will be appointing and disciplinary authority.</p> <p>(IV) SELECTION PROCESS:</p> <p>Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if consider necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. _____ (Name of the recruiting agency).</p>
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	<p>(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:</p> <p>As may be constituted by the concerned recruiting agency i.e. the _____(Name of the recruiting agency)</p> <p>(VI) Agreement:-</p> <p>After selection of a candidate, he/she shall sign an agreement as per Annexure-B appended to these Rules.</p> <p>(VII) Terms and Conditions:-</p> <ul style="list-style-type: none"> (a) The contract appointee will be paid fixed contractual amount @ Rs. _____per month (which shall be equal to initial of the pay scale + Dearness pay). The Contract Appointee will be entitled for increase in contractual amount @ Rs. _____(equal to annual increase in the pay scale) per annum for second and third years respectively and no other allied benefits such as senior/selection scales etc. shall be given. (b) The service of the Contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory. (c) Contractual appointment shall not confer any right to incumbent for regularization in service at any stage. (d) Contract Appointee will be entitled for one-day casual leave after putting one-month service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical RE-imbursement and LTC etc. only maternity leave will be given as per rules. (e) Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty. (f) Transfer of a contract appointee will not be permitted from one place to another in any case. (g) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stet temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner. (h) Contract appointee will be entitled to TA/DA, if required to go on tour in connection with his/her official duties at the same rate as applicable to regular officials. <p>(VIII) Right to Claim Regular Appointment:-</p> <p>The candidate engaged on contract basis under these Rules shall havem not right to claim for regularization/permanent absorption as Forest Guard (Name of the post) in the Department at any stage.</p>
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Annexure-‘B’

Form of contract/agreement to be executed between the Forest Guard (Name of post) and the Government of Himachal Pradesh through _____ (Designation of the Appointing Authority)

This agreement is made on this _____ day of _____ in the year _____ between Sh/Smt. _____ S/o/ D/o Shri _____ R/o _____ Contract appointee (hereinafter called the FIRST PARTY), AND The Governor of Himachal Pradesh through _____ (Designation of the Appointing Authority) Himachal Pradesh (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Forest Guard (Name of the post) on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Forest Guard (Name of the post) for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____. And information notice shall not be necessary.
2. The contractual amount of the FIRST PARTY will be Rs. _____ -per month.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. The contractual appointment shall not confer any right to the incumbent for the regularization of service at any stage.
5. Contractual Forest Guard (Name of the post) will be entitled one day casual leave after putting in one month service. This leave can be accumulated upto one year. No leave of any kind is admissible to the contractual Forest Guard (Name of the post) He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
6. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. A contractual Forest Guard (Name of the post) will not be entitled for contractual amount for the period of absence from duty.
7. Transfer of an official appointed on contract basis will not be permitted from one place to another in any case.
8. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates regnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.

9. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his official duties at the same rate as applicable to regular counter-part official.
10. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee(s).

IN WITNESS the FIRST AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1. _____

(Signature of the SECOND PARTY)

2. _____

(Name and Full Address)

SUPERINTENDENT GRADE-II

Authoritative English Text of this Department Notification No. FFE-A (B) 2-12/96 Dated 9-12-1999 Required Under Clause (3) of Article 348 of the Constitution of India.

GOVERNMENT OF HIMACHAL PRADESH DEPARTMENT OF FOREST

No.FFE- A (B) 2-12/96

Dated Shimla-2, the 09-12-1999

N O T I F I C A T I O N

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor, Himachal Pradesh, is pleased to make the Recruitment and Promotion Rules for the Post of Superintendent Grade-II (Non-Gazetted) in the Department of Forests Himachal Pradesh as per **Annexure-A** attached to this notification, namely:-

1.	Short title and Commencement:	(1) These Rules shall be called the Himachal Pradesh Forest Department Superintendent Grade-II, Class-III (Non- Gazetted) Recruitment and Promotion Rules-1999. (2) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
2.	Repeat and Savings:	(1) The Himachal Pradesh Forest Department Class-III Services (Ministerial, Technical and non-Technical) recruitment, Promotion and certain conditions of services Rules, 1966 notified vide Forest Deptt. Notification No. Ft. 43-203/49 dated 3.3.1966 as amended partially vide Notification No. 2-60/73-SF (Estt.)- Rules dated 22nd /23rd March, 1974 and dated 15.1.75 are hereby repealed to the extent these are applicable to the post of Superintendent Grade-II. (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the Rules so repealed under sub-rule (i) supra shall be deemed to have been validly made or done or taken under these rules.

By order

Commr-cum-Secretary (Fts) to the
Government of Himachal Pradesh.

ANNEXURE-A**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SUPERINTENDENT GRADE-II (NON-GAZETTED) CLASS-III IN THE FOREST DEPARTMENT, HIMACHAL PRADESH.**

1.	Name of the post:	Superintendent Grade-II
2.	Number of the posts:	113 (One hundred and thirteen)
3.	Classification:	Class-III (Non-Gazetted)
4.	Scale of pay:	Rs. 6400-200-7000-220-8100-275-10300-340-10640.
5.	Whether Selection post or non-selection post:	Non-selection
6.	Age of direct recruitment:	N.A.
7.	Minimum Educational and other qualifications required for direct recruits:	Essential: N.A. Desirable: N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Age : N.A. Educational Qualification : N.A.
9.	Period of probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods.	100% by promotion.
11.	In case of recruitment by promotion, deputation, transfer grade from which promotion/deputation/transfer is to be made.	By promotion from amongst the Senior Assistants with 6 years regular service or regular service combined with continuous adhoc (rendered upto 31.3.1998) service in the grade. (1) In all cases of promotion, the continuous adhoc service rendered in the feeder post upto 31.3.98, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the adhoc appointment/ promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provision of R&P Rules provided that:

		<p>(i) in all cases where a Junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis upto 31.3.98 followed by regular service/ appointment) in the feeder post in view of the provision referred to above, all persons senior to him in the respective category/post/ cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least 3 years or that prescribed in the R & P Rules for the post, whichever is less;</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person (s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p><u>EXPLANATION:-</u> The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of Rules-3 of Demobilized Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority there- under or recruited under the provisions of Rule-3 of Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.</p> <p>2. Similarly in all cases of confirmation continuous adhoc service rendered on the feeder post upto 31.3.98, if any, prior to the regular appointment/promotion</p>
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		<p>had shall be taken into account towards the length of service, if the adhoc appointment/ promotion had been made after proper selection and in accordance with the provision of the R&P Rules:</p> <p>“Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered upto 31.3.98 as referred to above shall remain unchanged.”</p>
12.	If a Departmental promotion Committee exists, what is its composition:	As may be constituted by the Government from time to time.
13.	Circumstances under which the HPPSC is to be consulted in making recruitment:	As required under the law.
14.	Essential requirement for a direct recruitment:	Not applicable.
15.	Selection for appointment to post by direct recruitment:	Not applicable
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes /Scheduled Tribes/Backward Classes/ other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination:	Not applicable.
18.	Power to relax:	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C. relax any of the provisions of these Rules with respect to any class or category of persons or posts.

SENIOR ASSISTANT

(Authoritative English text of this Department No. Per (AP)-C-A-(3)-7/2010 dated 3-8-2011 as required under clause (3) of Article 348 of the Constitution of India).

No. Per (AP)-C-A (3)-7/2010

Dated Shimla-171002, 3rd August, 2011.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Recruitment and Promotion Rules for the post of Senior Assistant, Class-III, (Non-Gazetted, Ministerial Services) in various Departments of the Government of Himachal Pradesh as per **Annexure-A** attached to his notification, namely:-

Short title and Commencement:	1.	<p>(1) These rules may be called the Himachal Pradesh, Department of Personnel, Senior Assistant, Class-III,(Non-Gazetted, Ministerial Services) Common Recruitment and Promotion Rules,2011.</p> <p>(2) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.</p> <p>(3) These rules shall be applicable to all the Government Department of State of Himachal Pradesh:</p> <p>Provided that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/High Court of H.P.</p>
Repeal and Savings:	2.	<p>(1) The method of recruitment provided in Recruitment and Promotion Rules for the posts of Senior Assistant under various Departments of the Himachal Pradesh Government issued from time to time, shall cease to operate:</p> <p>(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule (1) o this rule, shall be deemed to have been validly made or done or taken under these rules.</p>

By order,

Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

ANNEXURE-A**Common Recruitment & Promotion Rules for the posts of Senior Assistant, Class-III (non-Gazetted-Ministerial Services) in various Departments of Himachal Pradesh Government.**

1.	Name of Post:	Senior Assistant.
2.	Number of Posts:	As sanctioned and may be sanctioned by the Government from time to time in the concerned Departments.
3.	Classification:	Class-III (Non-Gazetted) (Ministerial Services).
4.	Scale of Pay:	Pay band: Rs. 10300-34800 + 3800 Grade Pay.
5.	Whether "Selection" Post or "Non-Selection" Post:	Non-Selection.
6.	Age for Direct recruitment:	N.A.
7.	Minimum Educational and other qualifications required for direct recruitment:	N.A.
8.	Whether age and Age educational qualifications prescribed for direct recruits will apply in the case of the promotes:	N.A. As prescribed against Col. No. 11 below.
9.	Period of Probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and for reason to be recorded in writing.
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts of be filled in by various methods:	100% by promotion failing which on secondment basis.
11.	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to be made:	By promotion from amongst the Common Clerical cadre of Clerks/Junior Assistants of concerned Departments possessing ten years regular service or regular combined with continuous adhoc service rendered, if any, in the grade, failing which on secondment basis from amongst the incumbents of this post working in the identical pay scales from other H.P. Government Departments: Provided that such incumbents/ Clerks who have been promoted from Class-IV or appointed on compassionate grounds will be eligible for promotion to the post of Senior Assistant, only if, they possess the education qualification of 10+2 as prescribed for direct recruitment to the post of Clerk. Provided that for the purpose of

		<p>promotion every employee shall have to serve atleast one term in the Tribal/Difficult areas subject to adequate number of post(s) available in such areas:</p> <p>Provided further that the proviso (I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation.</p> <p>Provided further that Officers/ Officials who have not served atleast one tenure in Tribal/difficult area shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.</p> <p>Explanation I:- For the purpose of proviso I supra the “term” in Tribal/Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.</p> <p>Explanation II:- For the purpose of proviso I supra the “term” in Tribal/Difficult Areas shall be as under:-</p> <ol style="list-style-type: none"> 1. District Lahaul & Spiti. 2. Pangi & Bharmour Sub Division of Chamba District. 3. Dodra Kwar Area of Rohru Sub-Division. 4. Pandrah Bis Pargana, Munish Darkali and Gram panchayat Kashapat, Gram Panchayats of Rumpur Teshil of District Shimla. 5. Pandrah Bis Pargana of Kullu District. 6. Bara Bhangal Areas of Baijnath Sub Division of Kangra District. 7. District Kinnaur. 8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil, in Sirmour District. 9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub Tehsil, Jharwar, Kurgarh, Graman, Devgarh, Trailli, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil, Chiuni,
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		<p>Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District.</p> <p>(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these Rules for promotion subject to the conditions that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R & P Rules:</p> <p>Provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis followed by regular service/appointment) in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category/ post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided further that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the Recruitment & Promotion Rules for the post, whichever is less:</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p><u>Explanation:-</u> The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-Servicemen recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of Services in</p>
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		<p>Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule-3 of Ex-Servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.</p> <p>Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the Recruitment & Promotion Rules:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>
12.	If a Departmental Promotion Committee exists, what is its composition;	As may be constituted by the Govt. from time to time.
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment;	As required under the Law.
14.	Essential requirement for a direct recruitment:	N.A.
15.	Selection for appointment to the post by direct recruitment:	N.A.
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination:	Not applicable.
18.	Power to Relax:	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P. Public Service Commission, relax with respect to any class or category of person(s) or posts(s).

CLERK

(Authoritative English text of Government Notification No. Per (AP)-C-A (3)-1/2010 dated 14th September, 2011 as required under clause (3) of Article 348 of the Constitution of India).

DEPARTMENT OF PERSONNEL (AP-III)

NOTIFICATION

Dated Shimla-171002, 14th September, 2011.

No. Per (AP)-C-A(3)-1/2010 :- In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Common Direct Recruitment and Promotion Rules for the post of Clerk, Class-III, (Non-Gazetted) Ministerial Services in various Departments of the Government of Himachal Pradesh as per **Annexure-I** attached to this notification, namely:-

1. **Short title, Commencement and application:-** (1) These rules may be called the Himachal Pradesh, Department of Personnel, Clerk, Class-III (Non-Gazetted) Common Direct Recruitment and Promotion Rules, 2011.
- (2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
- (3) These rules shall be applicable to all the Government Department of State of Himachal Pradesh.

Provided that the method of direct recruitment provided in Recruitment and Promotion Rules for the posts of Clerk under various Departments of the Himachal Pradesh Government issued time to time, shall cease to operate:

Provided further that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/ High Court of H.P. Repeal and saving 2. (1) The Himachal Pradesh Class-III Services (Clerk/Steno Typist/Statistical Assistant) Common Recruitment Rules, 2007 notified vide this Department Notification No. Per (APA(3)-2/99, dated 13.4.2007, are hereby repealed to the extent these pertains to the post of Clerk.

- (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule(I) supra, shall be deemed to have been validly made or done or taken under these rules.

By order,

MANISHA NANDA,
Principal Secretary (Personnel).

ANNEXURE-I**Common Direct Recruitment & Promotion Rules for the posts of Clerk in various Departments of Himachal Pradesh Government.**

1.	Name of Post:	Clerk.
2.	Number of Posts:	As sanctioned and may be sanctioned by the Government from time to time in the concerned Departments.
3.	Classification:	Class-III (Non-Gazetted) (Ministerial Services).
4.	Scale of Pay:	i) Pay Band for regular incumbents: Rs. 5910-20200/- + Grade Pay. ii) Emoluments for Contract Employees: Rs. 7810/- as per details given in Col. 15-A.
5.	Whether "Selection" Post or "Non-Selection" Post:	Non-Selection.
6.	Age for Direct recruitment:	<p>Between 18 years and 45 years.</p> <p>Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis.</p> <p>Provided further that if a candidate appointed on adhoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment</p> <p>Provided further that upper age limit is relaxable for Schedule Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:</p> <p>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/are</p>

		<p>subsequently appointed by such Corporation/ Autonomous Bodies and who are/were finally absorbed in the service of such Corporation/ Autonomous Bodies after initial constitution of the Public Sector Corporation/ Autonomous Bodies.</p> <p>(1) Age limit for direct recruitment will be reckoned on the day of the year in which the Post(s) is/are advertized for inviting application or notified to the Employment Exchanges, as the case may be.</p> <p>(2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.</p>
7.	Minimum Educational and other qualifications required for direct recruitment:	<p>a) ESSENTIAL QUALIFICATION: i) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University.</p> <p>ii) Should possess a minimum speed of 30 words per minutes in English typewriting or 25 words per minutes in Hindi typewriting on Computer.</p> <p>iii) Should have the knowledge of 'Word Processing' in Computer as prescribed by the Recruiting Authority.</p> <p>b) DESIRABLE QUALIFICATION(S): Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotes:	<p><i>Age:</i> Not Applicable.</p> <p><i>Educational Qualifications:</i></p> <p>As prescribed against Col. No.7 above & in Col. 11 below.</p>
9.	Period of Probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and for reason to be recorded in writing.
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts of be filled in by various methods:	<p>i) 70% by direct recruitment on a 'regular' basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15-A and will be governed by service conditions as specified in the said column.</p> <p>ii) 20% by limited direct recruitment from amongst the 'regular' Class-IV officials possessing the 10+2 qualification through competitive examination to be conducted by</p>

		<p>the H.P. Subordinate Service Selection Board, Hamirpur, having five years regular service OR regular combined with continuous service rendered on daily wages or on contract basis failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15-A and will be governed by service conditions as specified in the said column.</p> <p>iii) 10% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15-A and will be governed by service condition as specified in the said column.</p>
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to be made:	<p>i) 20% by limited direct recruitment from amongst the 'regular' Class-IV official possessing 10+2 qualification through competitive examination to be conducted by the H.P. Subordinate Services Selection Board, Hamirpur, having five years regular service OR regular combined with continuous service rendered on daily wage or on contract basis. The eligible Class-IV officials will also qualify the typing test with the minimum speed of 30 words per minute in English Typewriting OR 25 words per minute in Hindi Typewriting to be conducted by the H.P. Subordinate Services Selection Board, Hamirpur as is applicable in case of direct recruitment.</p> <p>ii) 10% by promotion from amongst the Class-IV officials who have passed 10+2 examination or its equivalent from a recognized Board of School Education/University and possess five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade.</p>
		<p>Provided that if a Class-IV official is otherwise eligible to be promoted to the post of Clerk with the qualification Matric or Hindi Rattan with Matric (English) then he/she will be so promoted but shall have to acquire the qualification of 10+2 standard within 03 years. If the candidate fails to acquire the 10+2 qualification by 31.12.2011, then he shall be reverted from Clerk to the Class-IV post:</p> <p>Provided further that the above proviso shall</p>

		<p>not render such Class-IV officials having qualification of Matric or its equivalent ineligible for promotion to the post of Clerk against 10% quota, who were in the cadre of Class-IV after attaining the age of 50 years. Provided further that all the Class-IV officials so promoted as Clerks will qualify the typing test with a minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Typewriting within the probation period which will be conducted by the concerned Departments and the incumbents will get three chances during the probation period. If the candidate fails to qualify the typing test within the prescribed period, their probation periods will be extended. During this period the incumbents will get one more chance. If the candidate still fails to qualify the typing test in the extended period, they will be reverted from Clerk to Class-IV posts.</p> <p>For the purpose of promotion a combined seniority of eligible Class-IV officials on the basis of length of service without disturbing their cadre wise inter-se-seniority shall be prescribed. A (I) Provided that for the purpose of promotion every employees shall have to serve atleast one term in the Tribal/Difficult areas subject to adequate number of posts(s) available in such areas:</p> <p>Provided further that the proviso A(I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation:</p> <p>Provided further that Officers/Officials who have not served atleast one tenure in Tribal/difficult area shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.</p> <p>Explanation I:- For the purpose of proviso A (I) supra the “term” in Tribal/Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.</p> <p>Explanation II:- For the purpose of proviso A(I) supra the Tribal/Difficult Areas shall be as under:</p>
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		<ol style="list-style-type: none"> 1. District Lahaul & Spiti. 2. Pangi & Bharmour Sub Division of Chamba District. 3. Dodra Kwar Area of Rohru Sub-Division. 4. Pandrah Bis Pargana, Munish Darkali and Gram panchayat Kashapat, Gram Panchayats of Rumpur Teshil of District Shimla. 5. Pandrah Bis Pargana of Kullu District. 6. Bara Bhangal Areas of Baijnath Sub Division of Kangra District. 7. District Kinnaur. 8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil, in Sirmour District. 9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub Tehsil, Jharwar, Kurgarh, Graman, Devgarh, Trailli, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Pawar Circle of Padhar Tehsil, Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District. <p>(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these Rules for promotion subject to the conditions that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R & P Rules:</p> <ol style="list-style-type: none"> i) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis followed by regular service/ appointment) in the
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		<p>feeder post in view of the provisions referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided further that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the Recruitment & Promotion Rules for the post, whichever is less:</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p><u>Explanation:-</u> The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-Servicemen recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of Services in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule-3 of Ex-Servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.</p> <p>(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the Recruitment & Promotion Rules:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>
12	If a Departmental Promotion	As may be constituted by the Govt. from time

.	Committee exists, what is its composition;	to time.
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment;	As required under the Law.
14.	Essential requirement for a direct recruitment:	A candidate for appointment to any service or post must be a Citizen of India.
15.	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus, etc. of which, will be determined by the Commission OR other recruiting authority, as the case may be.
15-A	Selection for appointment to the post by contract appointment:	<p>Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-</p> <p>(I) CONCEPT:- (a) Under this policy the Clerk in Department of _____ (Name of the Department) H.P. will be engaged on contract basis initially for one year, which may be extendable on year to year basis: Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.</p> <p>(b) POST FALLS WITHIN THE PURVIEW OF HPSSB:- The HOD (Designation of the appointing authority) after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. H.P. Subordinate Service Selection Board, Hamirpur.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these rules.</p> <p>(II) CONTRACTUAL EMOLUMENTS:- The Clerk appointed on contract basis will be paid consolidated fixed contractual amount @ Rs.7810 P.M. (which shall be equal to</p>

		<p>minimum of the pay band+ grade pay). An amount of Rs. 240 (3%of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.</p> <p>(III) APPOINTING/DISCIPLINARY AUTHORITY:- The Head of the Department (Designation of the appointing authority) H.P. will be appointing and disciplinary authority.</p> <p>(IV) SELECTION PROCESS:- Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. HPSSSB.</p> <p>(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:- As may be constituted by the concerned recruiting agency i.e. the Himachal Pradesh Subordinate Services Selection Board, Hamirpur from time to time.</p> <p>(VI) AGREEMENT:- After selection of a candidate, he/she shall sign an agreement as per Annexure-“B” appended to these Rules.</p> <p>(VII) TERMS AND CONDITIONS:-</p> <p>(a) The Contractual appointee will be fixed contractual amount @ Rs.7810 P.M. (which shall be equal to minimum of the pay band+ grade pay).The contract appointee will be entitled for increase in contractual amount @ Rs. 240 (3%of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.</p> <p>(b) The service of the Contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.</p> <p>(c) Contract Appointee will be entitled for one day casual leave putting one month service. This leave can be accumulated upto one year. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.</p> <p>(d) Unauthorized absence from the duty without the approval of the controlling Officer</p>
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		<p>shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.</p> <p>(e) An official appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.</p> <p>(f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.</p> <p>(g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart officials at the minimum of pay scale.</p> <p>(h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.</p>
16	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Schedule Castes/Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination:	Not applicable.
18	Power to Relax:	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P. Public Service Commission, relax any of the provision(s) of these Rules with respect of any class or category of person(s) or post(s).

ANNEXURE- "B"

Form of contract/agreement to be executed between the Clerk (Name of post) and the Government of Himachal Pradesh through _____
(Designation of the Appointing Authority). This agreement is made on this _____ day of _____ in the _____ year

between _____
Sh./Smt. _____ S/o/ _____
Shri _____ R/o _____

Contract appointee (hereinafter called the FIRST PARTY), AND The Governor of Himachal Pradesh through _____ (Designation of the Appointing Authority) Himachal Pradesh (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Clerk on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Clerk for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

2. The contractual amount of the FIRST PARTY will be Rs. 7810/- per month.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. The contractual Clerk will be entitled for one day casual leave after putting in one month service. This leave can be accumulated upto one year. No leave of any kind is admissible to the contractual Clerk. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. A contractual Clerk will not be entitled for contractual amount for the period of absence from duty.
6. Clerk appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates regnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.

8. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee(s).

IN WITNESS the FIRST AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1. _____

(Signature of the SECOND PARTY)

3. _____

(Name and Full Address)

PERSONAL ASSISTANT

(Authoritative English text of this Department Notification No. FFE-A (B) 2-15/97, dated 9th December, 1999 as required under clause (3) of Article 348 of the Constitution of India).

FOREST DEPARTMENT NOTIFICATION

No. FFE-A(B)2-15/97

Dated Shimla-2, the 9th December 1999.

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh is pleased to make the Recruitment and Promotion Rules for the post of Personal Assistant, (Class-III Non-Gazetted) in the Department of Forest, Himachal Pradesh as per **Annexure 'A'** attached to this notification, namely :-

1. *Short title and commencement :-*

(1) These rules shall be called the Himachal Pradesh Forest Department, Personal Assistant (Class-III Non-Gazetted) Recruitment and Promotion Rules, 1999.

(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

By order,

Sd/-

Commissioner-cum-Secretary (Forests)
to the Govt. of Himachal Pradesh.

ANNEXURE 'A'

RECRUITMENT AND PROMOTION RULES FOR THE POST OF PERSONAL ASSISTANT (NON-GAZETTED CLASS-III) IN THE DEPARTMENT OF FOREST, HIMACHAL PRADESH.

1.	Name of post :	Personal Assistant.
2.	Number of posts	7 (seven)
3.	Classification :	Class-III (Non-Gazetted) Ministerial Services.
4.	Scale of pay	Rs.6400-200-7000-220-8100-275-10300-340-10640.
5.	Whether selection post or non-technical post?	Non-selection.
6.	Age for direct recruitment:	Not applicable.
7.	Minimum Education and other qualifications required for direct recruits:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes?	Age : Not applicable Educational Qualification : Not applicable.
9.	Period of probation , if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment.- whether by direct recruitment	100% by promotion.

	or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods:	
11.	In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.	<p>By promotion from amongst the Senior scale Stenographers who possess six years regular service or regular combined with continuous adhoc (rendered upto 31-3-1998) service if any in the grade.</p> <p>(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post up to 31-3-1998, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the adhoc appointment/ promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules provided that:</p> <p>(i) In all cases where a junior person becomes eligible for consideration by virtue of his total length of serviced (including the service rendered on adhoc basis upto 31-3-1998 followed by regular service/appointment) in the feeder post in view of the provision referred to above, all person senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less:</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-Servicemen recruited under the provisions of Rule 3 of Demobilised Armed Forces</p>

		<p>Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder.</p> <p>(2) Similarly in all cases of confirmation, continuous adhoc service rendered on the feeder post upto 31-3-1998, if any, prior to the regular appointment/promotion shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the Recruitment and Promotion Rules:</p> <p>Provided that inter-se seniority as a result of confirmation after taking into account adhoc service rendered upto 31-3-1998 as referred to above shall remain unchanged.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	As may be constituted by the Government from time to time.
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:	As required under the law.
14.	Essential requirement for a direct recruitment:	Not applicable.
15.	Selection of appointment to the post by direct recruitment:	Not applicable.
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Backward Classes/Other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination:	Not applicable.
18.	Powers to relax:	Where the State Government is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C., relax any of the provisions of these rules with respect of any class or category of persons or posts.

JUNIOR SCALE STENOGRAPHER/ SENIOR SCALE STENOGRAPHER

(Authoritative English Text of Government Notification No. Per(AP)-C-A(3)-5/2010 dated 14-2-2011 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh Department of Personnel (AP-III)

No. Per(AP)-C-A(3)-5/2010

Dated Shimla-171002, 14th February, 2011.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Common Direct Recruitment and Promotion Rules for the post of Junior Scale Stenographer/ Senior Scale stenographer, Class-III (Non-Gazetted) Ministerial Services in various Departments of the Government of Himachal Pradesh as per **Annexure-I & II** attached to this notification, namely:-

Short title, Commencement and application.	1.	(1) These rules may be called the Himachal Pradesh, Department of Personnel, Junior Scale Stenographer/ Senior Scale stenographer, Class-III (Non-Gazetted) Common Direct Recruitment and Promotion Rules, 2011. (2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh. (3) The rules shall be applicable to all the Government Departments of State of Himachal Pradesh; Provided that the method of direct recruitment provided in Recruitment and Promotion Rules for the post of Junior Scale Stenographer/ Senior Scale stenographer under various Departments of the Himachal Pradesh Government issued from time to time, shall cease to operate: Provided further that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/High Court of H.P.
Repeal and savings.	2.	(1) The Himachal Pradesh Class-III Services (Junior Scale Stenographer/ Senior Scale stenographer) Direct Recruitment Rules, 1992 notified vide this Department Notification No. Per (AP-III) A(3)-1/90, dated 17.10.1992, are hereby repealed. (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule(1) supra, shall be deemed to have been validly made or done or taken under these rules.

By order

Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

Annexure-I**Common Recruitment & promotion Rules for the posts of Junior Scale Stenographer, Class-III (Non-Gazetted) in various Departments of Himachal Pradesh Government.**

1.	Name of Post	Junior Stenographer
2.	Number of post	As sanctioned and may be sanctioned by the Government, from time to time, in the concerned departments.
3.	Classification	Class-III(Non-Gazetted)
4.	Scale of Pay	(I) Pay band for regular incumbent: Rs. 5910-20200+2800 Grade Pay. (II) Emoluments for Contract Employees” RS. 8710/- P.M. (as per details given in Col.15-A)
5	Whether “Selection” Post or “Non-Selection” Post	Non-Selection.
6	Age for Direct recruitment	18 to 45 years

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or contract basis:

Provided further that if a candidate appointed on adhoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment:

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- Notes:** (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/are advertised for inviting applications or notified to the Employment Exchanges, as the case may be.
- (2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7.	Minimum Education and qualifications required for direct recruitment:	a) <u>ESSENTIAL QUALIFICATION</u> i) Should have passed 10+2 examination or its equivalent from a Board of School Education/University recognized by the H.P. Govt.; ii) Must possess the following speed in
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		<p>shorthand and typewriting in both the languages i.e. English and Hindi at the time of initial recruitment:-</p> <p><u>Speed in Shorthand</u></p> <table><tr><td><u>English</u></td><td><u>Hindi</u></td></tr><tr><td>80 WPM</td><td>70 WPM</td></tr></table> <p><u>Speed in typewriting</u></p> <table><tr><td><u>English</u></td><td><u>Hindi</u></td></tr><tr><td>40 WPM</td><td>30 WPM</td></tr></table> <p>iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority.</p> <p>b. DESIRABLE QUALIFICATION (S):</p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	<u>English</u>	<u>Hindi</u>	80 WPM	70 WPM	<u>English</u>	<u>Hindi</u>	40 WPM	30 WPM
<u>English</u>	<u>Hindi</u>									
80 WPM	70 WPM									
<u>English</u>	<u>Hindi</u>									
40 WPM	30 WPM									
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees.	<p>Age: Not Applicable</p> <table><tr><td>Educational Qualifications</td><td>As Prescribed in Col. No. 7 above.</td></tr></table>	Educational Qualifications	As Prescribed in Col. No. 7 above.						
Educational Qualifications	As Prescribed in Col. No. 7 above.									
9.	Period of Probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.								
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various methods.	100% By promotion failing which by direct recruitment on a regular basis or by direct recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15-A & will be governed by service conditions as specified in the said column.								
11.	In case of recruitment by promotion deputation, transfer, grades from which promotion/deputation/transfer is to be made.	By promotion from amongst the Steno-typists possessing five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade:								

Provided that for the purpose of promotion every employee shall have to serve atleast one term in the Tribal/Difficult areas subject to adequate number of post(s) available in such areas:

Provided further the proviso (I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation:

Provided further the Officers/Officials who have not served atleast one tenure in Tribal/Difficult Area shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.

Explanation I:- For the purpose of proviso I supra the “term” in Tribal/Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.

Explanation II:- For the purpose of proviso I supra the Tribal/Difficult Areas shall be as under:-

1. District Lahaul & Spiti.
2. Pangi and Bharmour Sub-Division of Chamba District.
3. Dodra Kwar Area of Rohru Sub-Division.
4. Pandrah Bis Pargana, Munish Darkali and Gram panchayat Kashapat, Gram Panchayats of Rampur Tehsil of District Shimla.
5. Pandrah Bis Pargana of Kullu District.
6. Bara Bhargal Area of Baijnath Sub Division of Kangra District.
7. District Kinnaur.
8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil, in Sirmour District.
9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil, Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District.

(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these Rules for promotion subject to the conditions that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R & P Rules:

Provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis followed by regular service/appointment) in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment & Promotion Rules for the post, whichever is less:

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of Services in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule-3 of Ex-Servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.

(2) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the Recruitment & Promotion Rules:

Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.

12.	If a Departmental Promotion Committee exists, what is its composition:	As may be constituted by the Govt. from time to time.
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:	As required under the Law.
14.	Essential requirement for a direct recruitment:	A candidate for appointment to any service or post must be a Citizen of India.
15.	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus, etc. of which, will be determined by the Commission OR other recruiting authority, as the case may be.

15-A

Selection for appointment to the post by contract appointment:

Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-

(I) CONCEPT:

(a) Under this policy the Junior Scale Stenographer in _____ (Name of the Department) will be engaged on contract basis initially for one year, which may be extendable on year to year basis.

Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

(b) POST FALLS WITHIN THE PURVIEW OF HP SSSB:-

The HOD of the concerned Department (Designation of the appointing authority) after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. H.P. Subordinate Services Selection Board, Hamirpur.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules;

(II) CONTRACTUAL EMOLUMENTS

The Junior Scale Stenographer appointed on contract basis will be paid consolidated fixed contractual amount @ 8710/- P.M. (which shall be equal to minimum of the pay band + Grade pay). An amount of Rs. 270/- (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

(III) APPOINTING/DISCIPLINARY AUTHORITY

The HOD of the concerned Department (Designation of the appointing authority) will be the appointing & disciplinary authority.

(IV) SELECTION PROCESS

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P. Subordinate Services Selection Board, Hamirpur.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. H.P. Subordinate Services Selection Board, Hamirpur from time to time.

(VI) AGREEMENT

After selection of a candidate he/she shall sign an agreement as per **Annexure** appended to these Rules.

(VII) TERMS AND CONDITIONS:

- (a) The Contractual appointee will be paid fixed contractual amount @ Rs. 8710/- PM (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 270/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the Contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance /conduct of the contract appointee is not found satisfactory.
- (c) Contract Appointee will be entitled for one day casual leave after putting one month service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical reimbursement and LTC etc. only maternity leave will be given as per Rules.
- (d) Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.
- (e) An official appointed on contract basis who has completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.
- (g) Contract appointee will be entitled to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of pay scale.
- (h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments. As detailed in this Column.

16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Caste/categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination:	Not applicable.
18.	Power to Relax:	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P. Public Service Commission, relax any of the provision(s) of these Rules with respect to any class or category of person(s) or Post(s).

ANNEXURE

Form of contract/agreement to be executed between the Junior Scale Stenographer and the Government of Himachal Pradesh through _____ (Designation of the Appointing Authority).

This agreement is made on this _____ day of _____ in the year _____. Between Sh./Smt. _____ S/o/D/o Shri _____ R/o _____

Contract appointee (hereinafter called the FIRST PARTY). AND the Governor of Himachal Pradesh through _____ (Designation of the appointing Authority) Himachal Pradesh (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Junior Scale Stenographer on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Junior Scale Stenographer for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary:
Provided that for further extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then the period of contract is to be renewed/extended.
2. The contractual amount of the FIRST PARTY will be Rs. 8710/- per month.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Junior Scale Stenographer will be entitled for one day casual leave after putting in one month service. This leave can be accumulated upto one year. No leave of any kind is admissible to the contractual Junior Scale Stenographer. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. A contractual Junior Scale Stenographer will not be entitled for contractual amount for the period of absence from duty.
6. Steno-Typist appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/ Practitioner.
8. Contract Steno-Typist shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of pay scale.

9. The employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee (s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1. _____

(Signature of the SECOND PARTY)

2. _____

(Name and Full Address)

Annexure-II**Common Recruitment & promotion Rules for the posts of Senior Scale Stenographer, Class-III (Non-Gazetted) in various Departments of Himachal Pradesh Government.**

1.	Name of Post	:	Senior Scale Stenographer
2.	Number of Posts	:	As sanctioned and may be sanctioned by the Government from time to time in the concerned Departments.
3.	Classification	:	Class-III (Non-Gazetted) (Ministerial Service)
4.	Scale of Pay	:	(I) Pay band for regular incumbents: Rs. 10300-34800+3800 Grade Pay (II) Emoluments for Contract Employees: Rs. 14100/-PM (as per details given in Col. 15-A)
5.	Whether "Selection" Post or "Non-Selection" Post:	:	Non-Selection.
6.	Age for Direct Recruitment:	:	18 to 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis:

Provided further that if a candidate appointed on adhoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment:

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporation/Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporation/Autonomous Bodies after initial constitution of the Public Sector Corporation/Autonomous Bodies.

Note:-

- (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/are advertised for inviting applications or notified to the Employment Exchanges, as the case may be.

- (2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7.	Minimum Educational and other qualifications required for direct recruitment;	<p>a) <u>ESSENTIAL QUALIFICATION:</u></p> <p>i) Should possess a Bachelor's Degree or its equivalent from a University recognized by the H.P. Govt.</p> <p>ii) Must possess the following speed in shorthand and typewriting in both the languages .e. English and Hindi at the time of initial recruitment:-</p> <table> <tr> <td colspan="2"><u>Speed in Shorthand</u></td> </tr> <tr> <td><u>English</u></td> <td><u>Hindi</u></td> </tr> <tr> <td>100 WPM</td> <td>80 WPM</td> </tr> <tr> <td colspan="2"><u>Speed in typewriting</u></td> </tr> <tr> <td><u>English</u></td> <td><u>Hindi</u></td> </tr> <tr> <td>40 WPM</td> <td>30 WPM</td> </tr> </table> <p>iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority.</p> <p>b) <u>DESIRABLE QUALIFICATION(S)</u></p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	<u>Speed in Shorthand</u>		<u>English</u>	<u>Hindi</u>	100 WPM	80 WPM	<u>Speed in typewriting</u>		<u>English</u>	<u>Hindi</u>	40 WPM	30 WPM
<u>Speed in Shorthand</u>														
<u>English</u>	<u>Hindi</u>													
100 WPM	80 WPM													
<u>Speed in typewriting</u>														
<u>English</u>	<u>Hindi</u>													
40 WPM	30 WPM													
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees;	<p>Age: Not Applicable.</p> <p>Educational Qualification: As Prescribed in Col. No.7 above.</p>												
9.	Period of Probation, if any;	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.												
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by the various methods:	100% by promotion failing which by direct recruitment on a regular basis or by direct recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15-A & will be governed by service conditions as specified in the said column.												
11.	In case of recruitment by promotion deputation, transfer, grades from which promotion/ deputation/ transfer is to be made:	By promotion from amongst the Junior Scale Stenographers possessing three years regular service or regular combined with continuous adhoc service rendered, if any, in the grade.												

Provided that for the purpose of promotion every employee shall have to serve atleast one term in the Tribal/Difficult areas subject to adequate number of post(s) available in such areas:

Provided further that the proviso (I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation.

Provided further that Officers/Officials who have not served atleast one tenure in Tribal/difficult area shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.

Explanation I

For the purpose of proviso I supra the “term” in Tribal/Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.

Explanation II

For the purpose of proviso I supra the Tribal/Difficult Areas shall be as under:-

1. District Lahaul & Spiti.
2. Pangi and Bharmour Sub Division of Chamba District.
3. Dodra Kwar Area of Rohru Sub-Division.
4. Pandrah Bis Pargana, Munish, Darkali and Gram Panchayat Kashapat, Gram Panchayats of Rampur Tehsil of District Shimla.
5. Pandrah Bis Pargana of Kullu District.
6. Bara Bhangal Areas of Baijnath sub-Division of Kangra District.
7. District Kinnaur.
8. Kathwar and Korga Patwar Circle of Kamrau Sub-Tehsil, Bhaladha Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shilai Tehsil, in sirmour District.
9. Khanyol-Bagra Pawtar Circle of Kangra Tehsil, Gada-Qussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub-Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circle of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District.

- (1) In all cases of promotion, the continuous adhoc service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these Rules for promotion subject to the conditions that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules.

Provided that in all cases where junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis followed by regular service/appointment) in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person on the field of consideration;

Provided that all incumbents to be considered for promotion shall process the minimum qualifying service of at least three years or that prescribed in the Recruitment & Promotion Rules for the post, whichever is less;

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

Explanation :- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible person happened to be ex-servicemen recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of Services in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rules-3 of Ex-Servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.

(1) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the Recruitment & Promotion Rules;

Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.

12.	If a Departmental Promotion Committee exists, what is its composition:	As may be constituted by the Govt. from time to time.
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:	As required under the law.
14.	Essential requirement for a direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
15.	Selection for appointment to the post by direct recruitment	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus, etc. of which, will be determined by the Commission OR other recruiting authority, as the case may be.
15A	Selection for appointment to the post by contract appointment:	

Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-

(I) CONCEPT

- (a) Under this policy the Senior Scale Stenographer in (Name of the Department) will be engaged on contract basis initially for one year, which may be extendable on year to year basis:

Provided that for extension/renewal of contract period on year to year basis the concerned HoD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

- (b) POST FALLS WITHIN THE PURVIEW OF HPSSSB

The HoD of the concerned Department (Designation of the appointing authority) after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. H.P. Subordinate Service Selection Board, Hamirpur.

- (c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules;

(II) CONTRACTUAL EMOLUMENTS:

The Senior Scale Stenographer appointed on contract basis will be paid consolidated fixed contractual amount @14100/-P.M. (which shall be equal to minimum of the pay band+ Grade Pay). An amount of Rs. 423/-(3% of the minimum of pay band +grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

(III) APPOINTING/DISCIPLINARY AUTHORITY:

The HoD of the concerned Department (Designation of the appointing authority) will be the appointing & disciplinary authority.

(IV) SELECTION PROCESS:

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of via-voce test or if considered necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P. Subordinate Service Selection Board, Hamirpur.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. HP Subordinate Service Selection Board Hamirpur from time to time.

(VI) AGREEMENT

After selection of a candidate he/she shall sign an agreement as per **Annexure** appended to these Rules.

(VII) TERMS AND CONDITIONS

- (a) The contractual appointee will be paid consolidated fixed contractual amount @14100/-P.M (which shall be equal to minimum of the pay band + Grade Pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 423/-(3% of minimum of the pay band + grad pay of the post) for further extended years and no other allied benefits such as senior scales etc. will be given.
- (b) The service of the Contract Appointee will be purely on temporarily basis. The appointment is liable to be terminated in case of the performance/conduct of the contract appointee is not found satisfactory.

- (c) Contract Appointee will be entitled for one day casual leave after putting one month service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/ She shall not be entitled for Medical-reimbursement and LTC etc. only maternity leave will be given as per Rules.
- (d) Unauthorized absence from the Govt. duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.
- (e) An official appointed on contract basis who have completed 3 years tenure at one place of posting will be eligible for transfer on need based basis wherever required for administrative grounds.
- (f) Selected candidate will have to submit a certificate of fitness from a Government recognized Medical practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over and such unfit women candidate will be re-examined for the fitness from an authorized medical officer/practitioner.
- (g) Contract Appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of pay scale .
- (h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this column.

16.	Reservation;	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination	Not Applicable
18.	Power to Relax;	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P. Public Service Commission, relax any of the provision(s) of these Rules with respect to any class or category of person(s) or post(s).

ANNEXURE

Form of contract/agreement to be executed between the Senior Scale Stenographer and the Government of Himachal Pradesh through _____ (Designation of the Appointing Authority).

This agreement is made on this _____ day of _____ in the year _____ Between Sh./Smt. _____ S/o/Do Shri _____ R/o _____

Contract appointee (hereinafter called the FIRST PARTY). AND the Governor of Himachal Pradesh through _____ (Designation of the appointing Authority) Himachal Pradesh (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Senior Scale Stenographer on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Senior Scale Stenographer for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary:
Provided that for further extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then the period of contract is to be renewed/extended.
2. The contractual amount of the FIRST PARTY will be Rs. 14100/- per month.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Senior Scale Stenographer will be entitled for one day casual leave after putting in one month service. This leave can be accumulated upto one year. No leave of any kind is admissible to the contractual Senior Scale Stenographer. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. A contractual Senior Scale Stenographer will not be entitled for contractual amount for the period of absence from duty.
6. Steno-Typist appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/ Practitioner.
8. Contract Steno-Typist shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of pay scale.

9. The employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee (s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set IN THE PRESENCE OF WITNESS:

1. _____

(Signature of the FIRST PARTY)

(Name and Full Address)

2. _____

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1. _____

(Signature of the SECOND PARTY)

2. _____

(Name and Full Address)

STENO-TYPIST

(Authoritative English Text of Government Notification No. Per (AP)-C-A (3)-1/ 2010-11 dated 24.10.2011 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh Department of Personnel (AP-III)

No.Per- (A)-C-A (3)-1/2010-11 Dated: Shimla- 171002, 24th October, 2011.

NOTIFICATION

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Common Direct Recruitment and Promotion Rules for the Post of Steno-Typist, Class-III (Non-Gazetted) Ministerial Services in various Departments of the Government of Himachal Pradesh as per **Annexure-I** attached to this notification, namely:-

1.	Short title, Commencement and application.	<p>(1) These rules may be called the Himachal Pradesh Department of Personnel, Steno-Typist, Class-III (Non-Gazetted) Common Direct Recruitment and Promotion Rules-2011.</p> <p>(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.</p> <p>(3) These rules shall be applicable to all the Government Departments of State of Himachal Pradesh.</p> <p>Provided that the method of direct recruitment provided in Recruitment and Promotion Rules for the post of Steno-Typist under various Departments of the Himachal Pradesh Government issued from time to time, shall cease to operate:</p> <p>Provided further that these Rules shall not apply to the post of the Vidhan Sabha Secretariat/High Court of H.P.</p>
2.	Repeal and savings:	<p>(1) The Himachal Pradesh Class-III Services (Clerk/Steno Typist/Statistical Assistant) Common Recruitment and Promotion Rules, 2007 notified vide this Department Notification No. Per (AP-C) A (3)-2/99, dated 13.4.2007, are hereby repealed to the extent these pertains to the post of Steno-Typist.</p> <p>(2) Notwithstanding such repeal any appointment made or anything done or any action taken under the rules so repealed under sub-rule (I)supra, shall be deemed to have been validly made or done or taken under these rules.</p>

By order

Manisha Nanda
Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

Annexure-I

Common Direct Recruitment and Promotion Rules for the posts of Steno typist in various Departments of Himachal Pradesh.

1.	Name of post:	Steno typist
2.	Name of posts:	As sanctioned and may be sanctioned by the Government from time to time in the concerned Departments.
3.	Classification:	Class-III (Non-Gazetted) Ministerial Services.
4.	Scale of pay:	i) Pay band for regular incumbents: Rs. 5910-20200+ Rs. 2000 Grade Pay. ii) Emoluments for Contract Employees: Rs. 7910/-P.M. as per details given in Col. 15-A.
5.	Whether Selection post or Non-Selection post;	N.A.
6.	Age of direct recruitment;	Between 18 years and 45 years:

Recruitment

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis:

Provided further that if a candidate appointed on adhoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of this such adhoc or contract appointment:

Provided further that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/ Other categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Government:

Provided further that the employees of all the public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in public Sector Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the public Sector Corporation/ Autonomous Bodies who were/ are subsequently appointed by such Corporations/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the public Sector Corporations/ Autonomous Bodies.

Notes:-

(1)Age limit for direct recruitment will be reckoned on the first day of the year in which the post (s) is/are advertised for inviting applications or notified to the Employment Exchanges, as the case may be.

(2)Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh public Service Commission in case the candidate is otherwise well qualified.

7.	Minimum Educational and other qualifications required for direct recruits:	<p>a) <u>ESSENTIAL QUALIFICATION:</u> 1) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University.</p> <p>II) Must possess the following speed in shorthand and typewriting on Computers in both languages i.e. English and Hindi at the time of initial appointment:-</p> <p><u>Speed in Shorthand</u></p> <table><tr><td><u>English</u></td><td><u>Hindi</u></td></tr><tr><td>60 WPM</td><td>60 WPM</td></tr></table> <p><u>Speed in typewriting on Computers</u></p> <table><tr><td><u>English</u></td><td><u>Hindi</u></td></tr><tr><td>25 WPM</td><td>25 WPM</td></tr></table> <p>Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed:</p> <p>Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment:</p> <p>Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whichever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate (s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate (s) who qualifies the said test after three years will be eligible to draw his first increment only from the date of qualifying the prescribed test.</p> <p>(III) Should have the knowledge of word processing in Computer as prescribed by the recruiting authority.</p> <p>(b) Desirable Qualifications:</p> <p><u>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</u></p>	<u>English</u>	<u>Hindi</u>	60 WPM	60 WPM	<u>English</u>	<u>Hindi</u>	25 WPM	25 WPM
<u>English</u>	<u>Hindi</u>									
60 WPM	60 WPM									
<u>English</u>	<u>Hindi</u>									
25 WPM	25 WPM									
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees:	Age : Not applicable Educational Qualifications : Not applicable								
9.	Period of probation, if any:	Two years subject to such further extension								

		for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in the various methods:	100% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15 and will be governed by service conditions as specified in the said column.
11.	In case of recruitment by promotion deputation, transfer, grades from which promotion/ deputation/ transfer is to be made:	"N.A."
12.	If a Departmental Promotion Committee exists, what is its composition:	"N.A."
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:	As required under the law.
14.	Essential for appointment for a direct recruitment:	A candidate for appointment to any service or post must be a Citizen of India.
15.	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so consider necessary or expedient by a written test or practical test, the standard/ syllabus, etc. of which, will be determined by the Commission OR other recruiting authority, as the case may be.
15-A	Selection for appointment to the post by contract appointment:	Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:- (1) <u>CONCEPT</u> (a) Under this policy the Steno- Typist in Department of _____ (Name of the Department) H.P. Will be engaged on contract basis initially for one year, which may be extendable on year to year basis: Provided that for extension/ renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be

		<p>renewed/extended.</p> <p>(b) <u>POST FALLS WITHIN THE PURVIEW OF HP SSSB</u> The HOD (Designation of the Appointing Authority) after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency H.P. Subordinate Services Selection Board, Hamirpur.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.</p> <p>(II) <u>CONTRACTUAL EMOLUMENTS:</u> The Steno- Typist appointed on contract. basis will be paid consolidated fixed Contractual amount @ Rs. 7910 P.M. (which shall be equal to minimum of the pay band + grade pay). An amount of Rs. 240 (3% of the minimum of pay band +Grade pay of the post) as annual increase in contractual emoluments for the subsequent year (s) will be allowed if contract is extended beyond one year.</p> <p>(III) <u>APPOINTING/DISCIPLINARY AUTHORITY:</u> The Head of the Department (Designation of the appointing authority) H.P. will be appointing and disciplinary.</p>
		<p>(IV) <u>SELECTION PROCESS</u> Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if consider necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. HPSSSB.</p> <p>(v) <u>COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:</u> As may be constituted by the concerned recruiting agency i.e. the HPSSSB from time to time.</p>

		<p>(VI) <u>AGREEMENT:</u> After selection of a candidate, he/she shall sign an agreement as per <u>Annexure-“B”</u> appended to these Rules.</p> <p>(VII) <u>TERMS AND CONDITIONS:</u></p> <p>(a) The contractual appointee will be paid fixed contractual amount @ Rs 7910 P.M. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 240 (3% of minimum of the pay band+ grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.</p> <p>(b) The service of the contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct appointee is not found satisfactory.</p> <p>(c) Contract Appointee will be entitled for one day casual leave after putting one month service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.</p> <p>(d) Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.</p> <p>(e) An official appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.</p> <p>(f) Selected candidate will have to submit a certificate of his/her fitness from a government/ Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re- examined for the fitness from an authorized Medical Officer/ Practitioner.</p> <p>(g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart officials at the minimum of</p>
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		pay scale. (h) Provision of service rules like FR SR, leave rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/other backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination:	“N.A.”
18.	Power to Relax:	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P. Public Service Commission, relax any of the Provisions of these Rules with respect to any class or category of person (s) or post (s).

ANNEXURE-“B”

Form of contract/agreement to be executed between the steno-Typist (Name of the post) and the Government of Himachal Pradesh through _____ (Designation of the Appointing Authority).

This agreement is made on this _____ day of _____ in the year _____. Between Sh/Smt. _____ S/o/Do Shri _____ R/o _____

Contract appointee (hereinafter called the FIRST PARTY). AND the Governor of Himachal Pradesh through _____ (Designation of the appointing Authority) Himachal Pradesh (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Steno-typist on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Steno-Typist for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary:
Provided that for further extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then is period of contract is to be renewed/extended.
2. The contractual amount of the FIRST PARTY will be Rs. 7910/ per month.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee

is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Steno-Typist will be entitled for one day casual leave after putting in one month service. This leave can be accumulated upto one year. No leave of any kind is admissible to the contractual Steno-Typist. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. A contractual Steno-typist will not be entitled for contractual amount for the period of absence from duty.
6. Steno-Typist appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/ Practitioner.
8. Contract Steno-Typist shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of pay scale.
9. The employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee (s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set

IN THE PRESENCE OF WITNESS:

1. _____

(Signature of the FIRST PARTY)

(Name and Full Address)

2. _____

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1. _____

(Signature of the SECOND PARTY)

3. _____

(Name and Full Address)

SURVEYOR

(Authoritative English Text of this Department Notification No. FFE-A(A)3-2/97 Dated 10-5-2002 as required under clause (3) of Article 348 of the Constitution of India)

GOVERNMENT OF HIMACHAL PRADESH DEPARTMENT OF FOREST.

No.FFE-A(A)3-2/97

Dated Shimla-2, the 10-5-2002.

“NOTIFICATION”

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Surveyor, Class-III (Non-Ministerial) in the Deptt. of Forests, Himachal Pradesh as per Annexure-A attached to this notification, namely:-

1.	Short title and Commencement:	i) These rules shall be called the Himachal Pradesh Forest Department Surveyor, Class-III (Non-Ministerial) Recruitment and Promotion Rules, 2002. ii) These Rules shall be deemed to have come into force from the date of publication in the Rajpatra, Himachal Pradesh.
2.	Repeal and Savings:	i) The Recruitment and Promotion Rules in respect of H.P. Forest Department, Class-III (Non-Ministerial) Surveyor service notified vide Notification No. Van-B (3)-1/79 dated 25-4-1980 and as amended from time to time are hereby repealed to the extent as it relates to the category of Surveyor. ii) Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules so repealed under sub-rule (i) supra shall be deemed to have been validly made done or taken under these rules.

By Order,

Principal Secretary (Forests) to the
Government of Himachal Pradesh.

ANNEXURE-A

RECRUITMENT AND PROMOTION RULES FOR THE POST OF SURVEYOR (NON-GAZETTED) CLASS-III IN THE DEPARTMENT OF FORESTS, HIMACHAL PRADESH.

1.	Name of the post:	Surveyor
2.	Number of posts:	16 (Sixteen).
3.	Classification:	Class-III (Non-Gazetted) (Non Ministerial Services).
4.	Scale of pay:	Rs. 4020-120-4260-140-4400-150-5000-200-6200.
5.	Whether Selection post or non-selection post:	N.A.
6.	Age for direct recruitment:	Between 18 years and 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis;

Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment;

Provided further that upper age limit is relaxable for Schedule Castes/Schedules Tribes/other categories of persons to the extent permissible under the general or special orders(s) of the Himachal Pradesh Government;

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servants before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations and Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. The concession will not, however, be admissible to such staff of the Public Sector Corporations and Autonomous Bodies after initial constitution of the Public Sector Corporations and Autonomous Bodies.

- (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.
- (2) Age and experience in the case of direct recruitment, relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7.	Minimum educational and other qualification required for direct recruits:	<p>(A) <i>Essential qualification:</i></p> <p>(i) Should be matriculate or its equivalent from a recognized Board/Institutions.</p> <p>(ii) Must also possess a 2 years Certificate Course in Surveyor trade from the institution duly recognized by the State /Central Government.</p> <p>(B) <i>Desirable qualifications:</i></p> <p>Knowledge of customs, manners and dialects of HP and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees:	<p>a) Educational Qualification : N.A.</p> <p>b) Age : N.A.</p>
9.	Period of probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the Competent authority in special circumstances and reasons to be recorded in writing.

10.	Method of recruitment, whether by direct recruitment or by promotion/deputation /transfer and the percentage of vacancies to be filled in by various methods:	i) 50% by direct recruitment. ii) 50% by direct recruitment on batchwise.
11.	In case of recruitment by promotion/deputation /transfer grade from which promotion/deputation/transf er is to be made:	No applicable.
12.	If a Departmental promotion Committee exists, what is its composition:	Not applicable.
13.	Circumstances under which the HPPSC is to be consulted in making recruitment:	As required under the Law.
14.	Essential requirement for a direct recruitment:	A candidate for appointment to any service or post must be citizen of India.
15.	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if the H.P. Public Service Commission or other recruiting authority as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority as the case may be.
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Power to relax:	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C. relax any of the provisions of these rules with respect to any class or category of persons or posts.

(Authoritative English Text of this Department Notification No. FFE-A(A)3-3/97 Dated 01-02-2003 as required under clause (3) of Article 348 of the Constitution of India)

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF FOREST.**

No.FFE-A(A)3-3/97

Dated Shimla-2, the 01 Feb.,2003.

“NOTIFICATION”

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Head Draftsman, Class-III (Non-Gazetted) (Technical) in the Deptt. Of Forests, Himachal Pradesh as per Annexure-A attached to this notification, namely:-

1.	Short title and Commencement:	1.	i) These rules shall be called the Himachal Pradesh Forest Department Head Draftsman, Class-III (Non-Gazetted) (Technical) Recruitment and Promotion Rules, 2003. ii) These Rules shall be deemed to have come into force from the date of publication in the Rajpatra, Himachal Pradesh.
2.	Repeal and Savings:	2.	i) The Recruitment and Promotion Rules in respect of H.P. Forest Department, Head Draftsman, Class-III (Non-Gazetted) (Technical) notified vide Notification No. Ft-43-203/49 dated 3-3-1966 certain other conditions of service Rule, 1966 and as amended from time to time are hereby repealed. ii) Notwithstanding such repeal, any appointment made or any thing done or any action taken under the relevant rules so repealed under sub-rule 2(i) supra shall be deemed to have been validly made done or taken under these rules.

By Order,

AVAY SHUKLA
Principal Secretary (Forests) to the
Government of Himachal Pradesh.

ANNEXURE-A**RECRUITMENT AND PROMOTION RULES FOR THE POST OF HEAD DRAUGHTSMAN (NON-GAZETTED) CLASS-III IN THE DEPARTMENT OF FORESTS, HIMACHAL PRADESH.**

1.	Name of the post:	Head Draftsman.
2.	Number of posts;	13 (Thirteen).
3.	Classification:	Class-III (Non-Gazetted) (Non Ministerial Services).
4.	Scale of pay	Rs.6400-200-7000-220-8100-275-10300-340-10640.
5.	Whether Selection post or non-selection post:	Non-selection.
6.	Age of direct recruitment:	N.A.
7.	Minimum Educational and other qualifications required for direct recruits:	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees:	Age : No. E.Q. : No.
9.	Period for probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods:	100% by promotion failing which on Secondment basis.
11.	In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made:	By promotion from amongst the Draftsman who possess six years regular service or regular combined with continuous adhoc service, failing which on Secondment basis from amongst the Head Draftsmen working in the identical pay scales from other H.P. Govt. Departments. (1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in the rules for promotion subject to the condition that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in

		<p>accordance with the provisions of R&P Rules, provided that:</p> <p>(i) In all cases where a junior person becomes eligible for consideration by virtue of his total length of service in the feeder post in view of the provision referred to above, all persons senior to him in the respective category/ post/ cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration.</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least 3 years or that prescribed in the Recruitment & Promotion Rules for the post, whichever is less;</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible or consideration for such promotion.</p> <p>EXPLANATION: The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of Rule-3 of Demobilised Armed Forces Personnel (Reservation of Vacancies in Himachal Pradesh State Non Technical Services) Rules,1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule-3 of Ex-servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules,1985 and having been given the benefit of seniority thereunder.</p> <p>(2) Similarly, in all cases of confirmation adhoc service rendered if any, prior to the regular appointment/against such post shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the R&P Rules.</p> <p>Provided that inter-se-seniority as a result of</p>
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		confirmation after taking into account adhoc service as referred to above shall remain unchanged.
12.	If a Departmental promotion Committee exists, what is its composition:	As may be constituted by the Government from time to time.
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:	As required under the Law.
14.	Essential requirement for direct recruitment:	Not applicable.
15.	Selection for appointment to post by direct recruitment:	N.A.
16.	Reservation :	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/other Backward Classes/other categories of person issued by the Himachal Pradesh Government from time to time.
17.	Department Examination:	Not applicable.
18.	Power to relax:	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C. relax any of the provisions of these rules with respect to any class or category of persons or posts.

JUNIOR ENGINEER

(Authoritative English Text of this Department Notification No.FFE-A(A)3-2/97 dated 30-10-2001 as required under clause(3) of Article-348 of the Constitution of India).

FOREST DEPARTMENT NOTIFICATION

Shimla-171002, the 30th October, 2001.

No. FFE-A(A)3-2/97: —In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Junior Engineer, Class-III (Non-Ministerial) in the Department of Forest, Himachal Pradesh as per **Annexure-“A”** attached to this notification, namely:-

1. Short title and commencement:- (i) These rules shall be called the Himachal Pradesh, Forest Department Junior Engineer, Class-II (Non-Ministerial) Recruitment and Promotion Rules, 2001.
(ii) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
2. Repeal and savings: - (i) The Recruitment and Promotion Rules in respect of Himachal Pradesh Forest Department Class-III (Non-Ministerial) Junior Engineer service notified vide notification No. Van-B(3)-1/79 dated 25-4-1980 and as amended from time to time are hereby repealed to the extent as it relates to the category of Junior Engineer.
(ii) Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules so repealed under sub-rule (i) supra shall be deemed to have been validly made, done or taken under these rules.

By order.
Sd/-
F.C.-cum-Secretary.

ANNEXURE-‘A’**RECRUITMENT AND PROMOTION RULES FOR THE POST OF JUNIOR ENGINEER (NON-GAZETTED) CLASS-III IN THE DEPARTMENT OF FORESTS, HIMACHAL PRADESH.**

1.	Name of the post :	Junior Engineer
2.	Number of posts:	11 (Eleven)
3.	Classification:	Class-III (Non-Ministerial Services)
4.	Scale of pay:	Rs.5800-200-7000-220-8100-275-9200.
5.	Whether selection post or non-selection post:	Non-selection.
6.	Age for direct recruitment:	<p>Between 18 years and 45 years; Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis; Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment; Provided further that upper age limit is relaxable for Scheduled Castes/Schedule Tribes/Other Categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government;</p> <p>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporation/ Autonomous Bodies at the time of initial constitution of such Corporations/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies and who are / were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporations/ Autonomous Bodies.</p> <p>(1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case</p>

		may be. (2) Age and experience in the case of direct recruitment, relaxable at the discretion of the H.P. Public Service Commission in case the candidate is otherwise well qualified.
7.	Minimum educational and other qualifications required for direct recruits:	<p>(a) <i>Essential Qualification:</i> Must possess a diploma in Civil Engineering from an institution duly recognized by the H.P. Government/Central Government.</p> <p>(b) <i>Desirable Qualification:</i> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees:	N.A.
9.	Period of probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment--whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods:	<p>50% by promotion. 50% by direct recruitment (25% by direct recruitment and 25% by batch-wise).</p> <p>For the purpose of filling up the vacancies, following roster shall be followed:-</p> <p>1st post by promotion 2nd post by direct recruitment. 3rd post by batchwise recruitment. 4th post by promotion. (Thereafter the roster shall be repeated)</p>
11.	In case of recruitment by promotion, deputation, transfer grade from which promotion/deputation/transfer is to be made:	<p>By promotion from amongst the Surveyors with eight years regular service or regular combined with continuous adhoc (rendered upto 31-3-1998) service, if any, in the grade.</p> <p>(1) In all cases of promotion, continuous adhoc service rendered in the feeder post upto 31-3-1998, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in</p>

		<p>accordance with the provisions of R & P Rules, provided that;</p> <p>In all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis upto 31-3-1998) followed by regular service/ appointment in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less;</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-Servicemen recruited under the provisions of Rule 3 of Demobilised Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule 3 of Ex-servicemen (Reservation of Vacancies in Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder.</p> <p>(2) Similarly in all cases of confirmation, adhoc service rendered in the feeder post upto 31-3-1998, if any, prior to the regular appointment against such post shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provisions of the R & P Rules;</p> <p>Provided that inter-se-seniority as a result of</p>
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		confirmation after taking into account, adhoc service rendered upto 31-3-1998 as referred to above shall remain unchanged.
12.	If a Departmental Promotion Committee exists, what is its composition:	As may be constituted by the Government from time to time.
13.	Circumstances under which the HPPSC is to be consulted in making recruitment:	As required under the Law.
14.	Essential requirement for a direct recruitment:	A candidate for appointment to this service or post must be a citizen of India.
15.	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test, in Himachal Pradesh Public Service Commission or other recruiting authority as the case may be, if consider necessary or expedient by a written test or practical test, the standard/syllabus etc. of which will be determined by the commission/other recruiting authority as the case may be.
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Schedule Castes/Scheduled Tribe/Backward Classes/ Other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination:	Not applicable.
18.	Powers to relax:	Where the State Government is of the opinion that it is necessary of expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C., relax any of the provisions of these rules.

DRAFTSMAN

(Authoritative English Text of this Department Notification No. FFE-A (A)3-3/97-II Dated 01/02/2003 as required under clause (3) of Article 348 of the Constitution of India)

GOVERNMENT OF HIMACHAL PRADESH DEPARTMENT OF FOREST.

No.FFE-A (A) 3-3/97-II

Dated Shimla-2, the 01 Feb. 2003.

“NOTIFICATION”

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Draftsman, Class-III (Non-Gazetted) (Technical) in the Deptt. of Forests, Himachal Pradesh as per **Annexure-A** attached to this notification, namely:-

1.	Short title and Commencement:	1.	i) These rules shall be called the Himachal Pradesh Forest Department Draftsman, Class-III (Non-Gazetted) (Technical) Recruitment and Promotion Rules, 2003. ii) These Rules shall be deemed to have come into force from the date of publication in the Rajpatra, Himachal Pradesh.
2.	Repeal and Savings:	2.	i) The Recruitment and Promotion Rules in respect of H.P. Forest Department, Draftsman Class-III (Non-Gazetted) (Technical) notified vide Notification No. Ft.43-203/49 dated 03-03-1966 certain other conditions of service Rule, 1966 and as amended from time to time are hereby repealed. ii) Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules so repealed under sub-rule 2(i) supra shall be deemed to have been validly made done or taken under these rules.

By Order,

AVAY SHUKLA

Principal Secretary (Forests) to the
Government of Himachal Pradesh.

ANNEXURE-A**RECRUITMENT AND PROMOTION RULES FOR THE POST OF DRAUGHTSMAN (NON-GAZETTED) (TECHNICAL) CLASS-III IN THE DEPARTMENT OF FORESTS, HIMACHAL PRADESH.**

1.	Name of the post	Draftsman
2.	Name of the post	12 (Twelve)
3.	Classification	Class-III (Non-Gazetted Technical)
4.	Scale of pay	Rs. 5800-200-7000-220-8100-275-9200
5.	Whether Selection post or non-selection post	Non-selection
6.	Age of direct recruitment	N.A.
7.	Minimum Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees	Age : No. Educational Qualifications : No.
9.	Period for probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment, whether by direct recruit- men or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods.	100% by promotion failing which on Secondment basis.
11.	In case of recruitment by promotion, deputation, transfer grade from which promotion/deputation/ transfer is to be made.	By promotion from amongst the Jr. draftsman who possess 12 years regular service or regular combined with continuous adhoc service, if any, failing which on Secondment basis from amongst the Draftsmen working in the identical pay scales from other H.P. Govt. Departments. (1) In all cases of promotion, the continuous adhoc service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in the rules for promotion subject to the condition that the adhoc appointment/ promotion in the feeder category had been made after following proper acceptable process of selection in

		<p>accordance with the provision of R&P Rules, provided that:</p> <p>(1) In all cases where a Junior person becomes eligible for consideration by virtue of his total length of service followed by regular service/ appointment in the feeder post in view of the provision referred to above, all persons senior to him in the respective category/post/ cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration.</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least 3 years or that prescribed in the Recruitment & promotion Rules for the post, whichever is less;</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person (s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p><u>EXPLANATION:-</u> The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of Rules-3 of Demobilised Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority there under or recruited under the provisions of Rule-3 of Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority there under.</p> <p>2. Similarly, in all cases of confirmation continuous adhoc service rendered in the feeder post if any, prior to the regular appointment/ against such post shall be taken into account towards the length of service, if the adhoc appointment against</p>
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		<p>such post had been made after proper selection and in accordance with the provision of the R&P Rules.</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account adhoc service rendered shall remain unchanged.</p>
12.	If a Departmental promotion Committee exists, what is its composition:	As may be constituted by the Government from time to time.
13.	Circumstances under which the HPPSC is to be consulted in making recruitment:	As required under the law.
14.	Essential requirement for direct recruitment:	Not applicable.
15.	Selection for appointment to post by direct recruitment.	Not applicable
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes /Scheduled Tribes/Backward Classes/ Other categories of persons issued by the Himachal Pradesh Govt. from time to time.
17.	Departmental Examination:	Not applicable.
18.	Power to relax:	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C. relax any of the provisions of these rules with respect to any class or category of persons or posts.

(Authoritative English Text of this Department Notification No. FFE-A (A) 3-3/97 Dated 01/02/2003 as required under clause (3) of Article 348 of the Constitution of India)

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF FOREST.**

No. FFE-A (A) 3-3/97-III

Dated Shimla-2, the 01 February, 2003.

“NOTIFICATION”

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Junior Draftsman, Class-III (Non-Gazetted) (Technical) in the Deptt. of Forests, Himachal Pradesh as per Annexure-A attached to this notification, namely:-

1.	Short title and Commencement:	1.	<p>i) These rules shall be called the Himachal Pradesh Forest Department Junior Draftsman, Class-III (Non-Gazetted) (Technical) Recruitment and Promotion Rules, 2003.</p> <p>ii) These Rules shall be deemed to have come into force from the date of publication in the Rajpatra, Himachal Pradesh.</p>
2.	Repeal and Savings:	2.	<p>i) The Recruitment and Promotion Rules in respect of H.P. Forest Department, Junior Draftsman Class-III (Non-Gazetted) (Technical) notified vide Notification No. Ft.43-203/49 dated 03-03-1966 certain other conditions of service Rule, 1966 and as amended from time to time are hereby repealed.</p> <p>ii) Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules so repealed under sub-rule 2(i) supra shall be deemed to have been validly made done or taken under these rules.</p>

By Order,

AVAY SHUKLA

Principal Secretary (Forests) to the
Government of Himachal Pradesh.

ANNEXURE-“A”

RECRUITMENT AND PROMOTION RULES FOR THE POST OF JUNIOR DRAFTSMAN (NON-GAZETTED) CLASS-III IN THE DEPARTMENT OF FORESTS, HIMACHAL PRADESH.

1.	Name of the post	Junior Draftsman.
2.	Number of posts	8 (Eight)
3.	Classification	Class-III (Non-Gazetted)
4.	Scale of pay	Rs. 4020-120-4260-140-4400-150-5000-160-5800-200-6200
5.	Whether Selection post or non-selection post	Non-selection
6.	Age of direct recruitment	Between 18 yrs. and 45 yrs.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis;

Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of this such adhoc or contract appointment;

Provided further that upper age limit is relaxable for Scheduled Castes /Scheduled Tribes/ Other categories of persons to the extent permissible under the general or special orders (s) of the Himachal Pradesh Government;

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servants before absorption in Public Sector Corporations /Autonomous Bodies at the time of initial constitution of such Corporations /Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations /Autonomous Bodies who were/are subsequently appointed by such Corporations /Autonomous Bodies and who are/ were finally absorbed in the service of such Corporations /Autonomous Bodies after initial constitution of the Public Sector Corporations /Autonomous Bodies.

- (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post (s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.
- (2) Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7.	Minimum educational and other qualifications required for direct recruits	<p>(A) ESSENTIAL QUALIFICATION: I) Should have passed the Matriculation Examination or its equivalent from the Board of School Education/ University recognized by the State/Central Govt. II) Should Possess a certificate in the Trade of Draftsman from ITI duly recognized by the State/ Central Govt.</p> <p>(B) DESIRABLE QUALIFICATION: Knowledge of custom Manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age & educational qualification prescribed for	Age : N.A.

	direct recruits will apply in the case of the promotees.	Educational Qualification : N.A.
9.	Period of probation if any,	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10	Method of recruitment, whether by direct recruitment or by promotion/ deputation/ transfer and percentage of vacancies to be filled in by various methods.	100% by direct recruitment as under:- i) 50% by direct recruitment. ii) 50% by direct recruitment on batch wise basis.
11.	In case of recruitment by promotion/deputation/transfer grade from which promotion/deputation/transfer is to be made.	Not applicable.
12	If a Departmental promotion committee exists, what is its composition:	Not applicable.
13.	Circumstances under which the HPPSC is to be consulted in making recruitment:	As required under the law.
14.	Essential recruitment for a direct recruitment:	A candidate for appointment to any service or post must be a citizen of India.
15.	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test in H.P. Public Service commission or other recruiting authority as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus etc. of which will be determined by the commission/other recruiting authority as the case may be.
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the Service for scheduled castes/Scheduled Tribes/ Other Backward classes/Other categories of persons issued by the Himachal Pradesh Govt. from time to time.
17.	Power to relax:	Where the State Government is of the Opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C. relax any of the provisions of these rules with respect to any class or category of person or posts.

PHOTOGRAPHER-CUM-ARTIST

(Authoritative English Text of this Department Notification No. FFE-A (B)2-9/98 Dated 11th May, 2012 as required Under Clause (3) of Article 309 of Constitution of India)

GOVERNMENT OF HIMACHAL PRADESH FOREST DEPARTMENT.

File No. FFE- A (B)2-9/98

Dated Shimla-171002, the 11-05-2012

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultant with the H.P. Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Photographer-cum-Artist, Class-III (Non Gazetted) in the Department of Forest, Himachal Pradesh, as per **Annexure-I** attached to this notification, namely:-

1.	Short title and commencement:	(1)	These rules may be called the Himachal Pradesh, Forest Department, Photographer-cum-Artist, Class-III (Non-Gazetted) Recruitment and Promotion Rules, 2012.
		(2)	These rules shall come into force from the date of publication the Rajpatra, Himachal Pradesh.
2.	Repeal & Savings:	(1)	The Himachal Pradesh, Forest Department Photographer-cum-Artist, Class-III (Non-Gazetted) Recruitment and Promotion Rules, 2000, notified vide this Department's Notification of even number dated 05-12-2000, are hereby repealed.
		(2)	Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules so repealed under sub rule 2(I) supra shall be deemed to have been validly made, done or taken under these rules.

By Order,

Bharathi S. Sihag

Principal Secretary (Forests) to the
Government of Himachal Pradesh.

Endst. No. FFE-A(B)2-9/98

Dated Shimla-2, the 11-05-2012

Copy is forwarded to:-

1. The All Administrative Secretaries to the Government of HP, Shimla-2.
2. The Pr. Chief Conservator of Forests (T), H.P. Shimla-1.
3. The Pr. Chief Conservator of Forests (Wildlife) H.P. Shimla-1.
4. The Managing Director, H.P. State Forest Corporation Ltd., Shimla-9.
5. All the APCCFs/CCFs/CFs/ Directors (North/South) in H.P. Forest Department/State Forest Corporation in HP.
6. The Secretary, HP Public Service Commission, Nigam Vihar, Shimla -2, and w.r.t. their letter No. 1-2/2000-PSC-Part-86111 dated 12th March, 2012.
7. Controller of H.P. Govt. Printing Press, Shimla-5 for its publication in the official gazette. He is requested to send copies of the Rajpatra to this department for record.
8. The Asstt. Legal Remembrance, Law Section, H.P. Sectt. Shimla-2.
9. The Dy. Controller (F&A) office of the Pr. CCF, HP, Shimla-1
10. Guard File/Spare Copies (50 copy).

(S.C. Pal)

Joint Secretary (Forests) to the
Government of Himachal Pradesh.

ANNEXURE-A**RECRUITMENT AND PROMOTION RULES FOR THE POST OF PHOTOGRAPHER-CUM-ARTIST, CLASS-III (NON-GAZETTED) IN THE DEPARTMENT OF FORSTS, H.P.**

1.	Name of post	Photographer-cum-Artist.
2.	Number of post	1 (one) or as may be sanctioned by the Government from time to time.
3.	Classification	Class-III (Non-Gazetted) Non-Ministerial Services.
4.	Scale of pay	(i) Pay band for regular incumbent: Rs. 5910-20200/-+Rs. 2800/- Grade pay. (ii) Emoluments for contract Employees: Rs. 8710/-per month, as per detail given in Col. No.15-A.
5.	Whether selection or non-selection post	Non-Selection.
6.	Age for direct recruitment	<p>Between 18 & 45 years.</p> <p>Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on ad hoc or on contract basis.</p> <p>Provided further that if a candidate appointed on adhoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment.</p> <p>Provided further that upper age limit is relaxable for Schedule Castes/Schedule Tribe/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government.</p> <p>Provided further that the employees of all the Public Sector Corporation and Autonomous Bodies, who happened to be Government "Servants before absorption in Public Sector/Corporation /Autonomous Bodies at the time of initial constitution of such Corporations /Autonomous Bodies, shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations /Autonomous Bodies who were/are subsequently appointed by such Corporations/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.</p> <p>(i) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchanges, as the case may be.</p> <p>(ii) Age and experience in the case of direct</p>

		recruitment are relaxable at the discretion of the Recruiting Authority in case the candidate is otherwise well qualified.
7.	Minimum Educational & other qualifications required for direct recruitment.	<p>a) Essential Qualifications:</p> <p>(i) Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University.</p> <p>(ii) Should possess diploma in photography from any institution duly recognized by the Central/State Government.</p> <p>(iii) Should have experience of two years in micro [photography, cine photography and production of audio visual; material i.e. film, filmstrips and colour slides from a Government/semi Government institution.</p> <p>(b) Desirable Qualification:</p> <p>Knowledge of customs, manners and dialects for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees.	<p>Age: Not applicable.</p> <p>Educational Qualification: Not applicable.</p>
9.	Period of probation, if any.	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts, to be filled in by various methods.	100% by promotion or on secondment basis from other H.P. Govt. Departments, failing which by direct recruitment on regular basis or by recruitment on contract basis or by recruitment on contract basis, as the case may be. The contract employee will get emoluments as given in Col. 15-A, and will be governed by service conditions as specified in the said column.
11.	In case of recruitment by promotion, deputation, transfer, grades from which promotion/ deputation/ transfer is to be made.	<p>By promotion from amongst the Cinema Operator/Mechanic Operator with at least ten years regular service or regular combined with continuous adhoc service rendered, if any, on the basis of joint inter-se-seniority to be determined on the basis of total length of service in respective grades, failing which on Secondment basis from amongst the incumbents working in the identical pay scales from other H.P. Government Departments possessing 10 years regulars service or regular combined with continuous adhoc service rendered if any, in the grade:</p> <p>A(I) Provided that for the purpose of promotion every employee shall have to serve at least one term in the Tribal/ Difficult areas, subject to</p>

		<p>adequate number of post(s) available in such areas;</p> <p>Provided further that the proviso A(I) supra shall not be applicable in the case of those employees, who have five years or less service left for superannuation:</p> <p>Provided further that officers/officials who have not served at least one tenure in Tribal/ Difficult areas, shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre on desirability and necessity, if any, in the department at any time.</p> <p>EXPLANATION-I:- For the purpose of proviso A(I) supra the term in Tribal/Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.</p> <p>EXPLANATION-II:- For the purpose of proviso A(I) supra the Tribal/Difficult areas shall be as under:-</p> <ol style="list-style-type: none"> 1. District Lahaul & Spiti. 2. Pangti, and Bharmours Sub Division of Chamba Division. 3. Dodra Kwar Area of Rohru Sub-Division. 4. Pandrah Bis Pargana, Munish Darkali and Gram Panchayat Kashapat, Gram Panchayats of Rampur Tehsil of Distt. Shimla. 5. Pandrah Bis Pargana of Kullu District. 6. Bara Bharghal areas of Baijnath Sub-Division of Kangra District. 7. District Kinnaur. 8. Kathwar and Korga Patwar Circles of Kamrau Sub-Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil, in Sirmour District. 9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, Mathyani, Ghanyar, Thachi, Gaggi, Somgad and Kholaanal of Bali-Chowki and Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathlog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Pandhar Tehsil, Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Sundernagar Tehsil in Mandi District. I. In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any prior to regular appointment to the post shall be taken in account towards the length of qualifying service as prescribed in these Rules for promotion subject to the condition
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		<p>that the adhoc appointment/ promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules:</p> <p>Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service (including the service rendered on adhoc basis, followed by regular service/appointment) in feeder post in view of the provisions referred to above, all persons senior to him/her in respective category post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less.</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirement of the preceding proviso, the person(s) junior to him/her shall also be deemed to be ineligible for consideration for such promotion:</p> <p>EXPLANATION:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible person(s) happened to be ex-servicemen recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Service) Rule,1972 and having been given the benefit of seniority there under or recruited under the provisions of Rule-3 of Ex-Servicemen (Reservation of Vacancies in the H.P. Technical Services)Rules,1985 and having been given the benefit of seniority thereunder.</p> <p>(2)Similarly, in all cases of confirmation, continuous adhoc service rendered in the feeder post, if any, prior to the regular appointment against such post shall be taken into account towards the length of service; if the adhoc appointment/promotion had been made after proper selection & in accordance with the provision of the R&R Rules.</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	As may be constituted by the Government from time to time.
13.	Circumstances under which the H.P.P.S.C.	As required under the Law.

	is to be consulted in making recruitment.	
14.	Essential requirement for direct recruitment.	A candidate for appointment to any service or post must be a citizen of India.
15.	Selection for appointment to the post by direct recruitment.	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if the Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so consider necessary or expedient by a written test or practical test, the standard/ syllabus etc. of which, will be determined by the Commission or other recruiting authority, as the case may be.
15-A	Selection for appointment to the post by contract appointment.	<p>Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-</p> <p>(I) Concept:</p> <p>(a) Under this policy, the Photographer-cum-Artist in the Department of Forests, HP will be engaged on contract basis initially for one year, which may be extendable on year to year basis:</p> <p>Provided that for extension / renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.</p> <p>(b) POST FALLS WITHIN THE PURVIEW OF HPSSSB:</p> <p>The HOD, i.e. Principal Chief Conservator of Forests (T), HP after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition agency, i.e. H.P. Subordinate Service Selection Board, Hamirpur.</p> <p>(c) Unauthorized absence from the service without the approval of the controlling Officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for any contractual amount for the period of absence from duty.</p> <p>(d) An official appointed on contract basis, who has completed five years tenure at one place of posting, will be eligible for transfer on need based basis wherever required on administrative grounds.</p> <p>(e) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Woman candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for fitness from an authorized</p>

		<p>Medical Officer/Practitioner.</p> <p>(f) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular officials at the minimum of the pay scale.</p> <p>(g) Provisions of service rules like FRSR, Leave Rules, GPF Rules, Pension Rules, and Conduct Rules etc. as are applicable to regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this column.</p> <p>VII) TERMS AND CONDITIONS:</p> <p>(a) The contract appointee will be paid fixed contractual amount @ Rs. 8710/- P.M. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for an amount of Rs. 270/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.</p> <p>(b) The service of the Contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/ conduct of the Contract appointee is not found satisfactory.</p> <p>(c) Contractual appointee will be entitled for one day casual leave after putting one month service. This leave can be accumulated upto one year. No leave of any other kind is admissible to the contractual appointee, He/She shall not be entitled for medical re-imbursement & LTC etc. Only maternity leave will be given as per rules.</p>
16.	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/ other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination	Not applicable.
18.	Power to relax	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of person(s) or post(s)

DRIVER

(Authoritative English Text of Government Notification No. Per (AP)-C-A (3)-4/2010 dated 24-11-2010 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh Department of Personnel (AP-III)

No. Per (AP)-C-A (3)-4/20 Dated: Shimla-171002, 24th November, 2010.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor Himachal Pradesh is pleased to make the Common Direct Recruitment and Promotion Rules for the post of Driver (Class-III, Non-Gazetted, Ministerial Services) in various Departments of the Government of Himachal Pradesh as per **Annexure-I** attached to this notification, namely:-

Short title and Commencement.	1.	<p>(1) These rules may be called the Himachal Pradesh, Department of Personnel, Driver lass-III (Non-Gazetted) Common Direct Recruitment and Promotion Rules, 2010.</p> <p>(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.</p> <p>(3) These rules shall be applicable in all the Government Department of State of Himachal Pradesh.</p> <p>Provided that the method of direct recruitment provided in Recruitment and Promotion Rules for the posts of Driver under various Departments of the Himachal Pradesh Government issued from time to time, shall cease to operate:</p> <p>Provided that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/High Court of H.P.</p>
Repeal and savings.	2.	<p>(1) The Himachal Pradesh Class-III Services (Driver) notified vide this Department Notification No. Per (AP) C-B (19)-2/98 dated: 04.01.1999 are hereby repealed.</p> <p>(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rules (I) supra, shall be deemed to have been validly made or done or taken under these rules.</p>

By order

Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

Annexure-I

Common Recruitment and Promotion Rules for the post of Driver, Class-III (Non-Gazetted) in the Departments under Government of Himachal Pradesh.

1.	Name of post :	Driver
2.	Number of posts:	As sanctioned and may be sanctioned by the Govt. from time to time in the Department concerned.
3.	Classification:	Class-III (Non-Gazetted) (Ministerial Services)
4.	Scale of Pay	(I) Pay band for regular incumbents: PB-2 Rs. 5910-20200+2000 Grade Pay. (II) Emoluments for Contract Employees: Rs. 7910/- as per details given in Col. 15-A.
5.	Whether "Selection" Post or "Non-Selection" Post:	Non-Selection.
6.	Age for Direct Recruitment:	Between 18 and 45 years. Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed adhoc or on contract basis; Provided further that if a candidate appointed on ad-hoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such ad-hoc or contract appointment; Provided further that upper age limit is relaxable for Schedule Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government; Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporations/Autonomous Bodies and

		<p>who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.</p> <p>(1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/are advertised for inviting applications or notified to be Employment Exchanges or as the case may be.</p> <p>(2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Recruiting Authority in case the candidate is otherwise well qualified.</p>
7.	Minimum Educational and other qualifications required for direct recruitment:	<p>a) <u>ESSENTIAL QUALIFICATION:</u></p> <p>i) Should be a Matriculate or its equivalent from recognized Board of School Education/Institution.</p> <p>ii) Must possess valid driving licence for the plying of heavy/light vehicles in Hilly terrain.</p> <p>b) <u>DESIRABLE QUALIFICATION(S):</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees:	<p><u>Age</u> : Not applicable.</p> <p><u>Educational Qualification:</u> Yes, as prescribed against Col. No. 7 above.</p>
9.	Period of Probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various method:	<p>i) 80% by direct recruitment on a regular basis or by recruitment on Contract basis as the case may be. The contract employees will get emoluments as given in Col. 15-A & will be governed by service conditions as specified in the said column.</p> <p>ii) 20% by promotion failing which by direct recruitment on Contract basis as the case may be. The contract employees will get emoluments as given in Col.15-A & will be governed by service conditions as specified in the said column.</p>

11.	<p>In case of recruitment by promotion deputation, transfer, grades from which promotion/deputation/transfer is to be made:</p>	<p>By promotion from amongst the Cleaner-cum-Conductor/ Helper having five years regular service or regular combined with continuous adhoc service rendered if any in the grade.</p> <p>For the purpose of promotion a combined seniority of Cleaner-cum-Conductors/ Helpers based on the length of service without disturbing their inter-se-seniority shall be prepared:</p> <p>Provided that for the purpose of promotion every employee shall have to serve atleast one term in the Tribal/Difficult areas subject to adequate number of post(s) available in such areas:</p> <p>Provided further that the proviso (I) supra shall not be applicable in the case of those employees who have been five years or less service, left for superannuation.</p> <p>Provide further that persons who have not served atleast one tenure in Tribal/difficult area shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.</p> <p>Explanation-I:- For the purpose of proviso I supra the “term” in Tribal/Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.</p> <p>Explanation-II:- For the purpose of proviso I supra the Tribal/Difficult areas shall be as under:-</p> <ol style="list-style-type: none"> 1. District Lahaul & Spiti. 2. Pangi and Bharmour Sub Division of Chamba District. 3. Dodra Kwar Area of Rohru Sub-Division. 4. Pandrah Bis Pargana, Munish, Darkali and Gram Panchayat Kashapat, Gram Panchayats of Rampur Tehsil of District Shimla. 5. Pandrah Bis Pargana of Kullu District. 6. Bara Bhangal Areas of Baijnath sub-Division of Kangra District. 7. District Kinnaur. 8. Kathwar and Korga Patwar Circle of Kamrau Sub-Tehsil, Bhaladha Bhalona and Sangna Patwar Circles of Renukaji
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		<p>Tehsil and Kota Pab Patwar Circle of Shilai Tehsil, in Sirmour District.</p> <p>9. Khanyol-Bagra Pawtar Circle of Kangra Tehsil, Gada-Qussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub-Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circle of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District.</p> <p>(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these Rules for promotion subject to the conditions that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provision of R & P Rules:</p> <p>(i) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis followed by regular service/ appointment) in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category/post/ cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the Recruitment & Promotion Rules for the post, whichever is less:</p> <p>Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-</p>
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		<p>servicemen recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of Services in Himachal Pradesh Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule-3 of Ex-Servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rule, 1985 and having been given the benefit of seniority thereunder.</p> <p>(ii) Similarly, in all cases of confirmation, continuation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the Recruitment & Promotion Rules:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account adhoc service rendered as referred to above shall remain unchanged.</p>
12.	If a Departmental Promotion Committee exists, what is its composition:	As may be constituted by the Government from time to time.
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:	As required under the Law.
14.	Essential requirement for a direct recruitment:	A candidate for appointment to any service or post must be a Citizen of India.
15.	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce and practical test for driving and maintenance skill of the candidate. The Departmental Recruitment Committee for practical test shall comprise of at least two persons from amongst Motor Vehicle Inspector, A.E. Mechanical, H.P. PWD and Manager/Foreman of HRTC in addition to the nominee(s) of appointing Authority Passing of practical test shall be mandatory.

15-A Selection for appointment to the post by contract appointment.

Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:

(I) CONCEPT:

- (a) Under this policy the Driver in ____ (Name of the Department) will be engaged on contract basis initially for one year, which may be extendable on year to year basis:

Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

(b) TEST FALLS OUT OF THE PURVIEW OF HPSSSB:-

The HOD of the concerned Department after obtaining the approval of the Government to fill up the posts of contract basis will advertise the details of the vacant posts in atleast two leading newspapers and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these Rules.

- (c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.

(II) CONTRACTUAL EMOLUMENTS:

The Driver appointed on contract basis will be paid consolidated fixed contractual amount @ Rs.7910/- P.M. (which shall be equal to minimum of the pay band + Grade pay). An amount of Rs. 240 (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

(III) APPOINTING/DISCIPLINARY AUTHORITY:

The HOD of the concerned Department will be the appointing & disciplinary authority.

(IV) SELECTION PROCESS:

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting authority i.e. HOD of the concerned Department.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting authority i.e. HOD of the concerned Department from time to time.

(VI) AGREEMENT:

After selection of a candidate he/she shall sign an agreement as per "Annexure" appended to these Rules.

(VII) TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ Rs. 7910/- P.M. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 240/- (3% of minimum of the pay band + Grade Pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the Contract Appointment will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.

- (c) Contract Appointee will be entitled for one day casual leave after one month service. This leave can be accumulated upto one year No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical Re-imbursement and LTC etc. only maternity leave will be given as per rules.
- (d) Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. Contract appointee shall not be entitled for contractual amount for the period of absence from duty.
- (e) An official appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Woman candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.
- (g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- (h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.

16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination:	Not applicable.
18.	Power to Relax:	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provision(s) of these Rules with respect of any class or category of persons or post(s).

ELECTRIC MECHANIC

(Authoritative English Text of this Department Notification No. Fts-I (B) 15-15/83 Dated 9-2-1998 as required Under Clause (3) of Article 348 of Constitution of India)

GOVERNMENT OF HIMACHAL PRADESH FOREST DEPARTMENT.

File No. Fts-I (B) 15-15/83

Dated Shimla-171002, the 9-2-98

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultant with the H.P. Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Electric Mechanic Class-III (Non Gazetted) in the Department of Forest, Himachal Pradesh, as per **Annexure-I** attached to this notification, namely:-

- Short title and Commencement: (1) These Rules may be called the Himachal Pradesh Forest Department Electric Mechanic, Class-III (Non-Gazetted), Recruitment and Promotion Rules-1997.
- (2) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

By Order

ACS-cum-Secretary (Forests) to the
Government of Himachal Pradesh.

Endst. No. Fts-I (B)15-15/83, Dated Shimla-171002, the 9.2.98.

Copy for information and necessary action is forwarded to:-

1. All the Administrative Secretaries to the Govt. of Himachal Pradesh.
2. All Heads of Department in Himachal Pradesh.
3. The Secy. Himachal Pradesh Public Service Commission, Shimla-2. w.r.t. their letter No. 1-16/71-PSC-Pt. dated 14-3-1997.
4. The Principal Chief Conservator of Forest, Himachal Pradesh, Shimla-1.
5. The Managing Director, Himachal Pradesh State Forest Corporation, Shimla-9.
6. All CCF/CF/Directors in H.P. Forest Department/Corporation.
7. AG/Dy. AG. Himachal Pradesh. Shimla-171003.
8. The Controller of Himachal Pradesh Govt. Printing Press, Shimla-5 for its Publication in the Rajpatra.
9. Guard File.

Joint Secretary (Forests) to the
Government of Himachal Pradesh.

ANNEXURE-I**RECRUITMENT AND PROMOTION RULES FOR THE POST OF ELECTRIC MECHANIC (NON-GAZETTED) CLASS-III IN THE DEPARTMENT OF FOREST, HIMACHAL PRADESH.**

1.	Name of the post	Electric Mechanic
2.	Number of post	I (one)
3.	Classification	Class-III (Non-Gazetted)
4.	Scale of Pay	Rs. 1200-40-1320-45-1500-1800-50-2000-60-2060-70-2130
5.	Whether Selection Post or Non-Selection Post.	Non-Selection.
6.	Age for direct recruitment	Not applicable.
7.	Minimum educational and other qualifications required for direct recruits	ESSENTIAL QUALIFICATION:- Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees	i) Age : Not applicable ii) Educational Qualification Not applicable
9.	Period of Probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment, whether by direct recruitment or by promotion deputation, transfer and the percentage of vacancies to be filled in by various methods.	100% by promotion, failing which by deputation.
11.	In case of recruitment by promotion, deputation, transfer, grade from which promotion/ deputation/ transfer is to be made.	By promotion from amongst the Lineman with 5 years regular service or regular combined with continuous (rendered up to 31-3-91) service, Failing which by deputation from amongst the incumbents of analogous post working in the identical pay scales from other H.P. Govt. departments. Note: (1) In all cases of promotion, the adhoc service rendered in the feeder post upto 31-3-1991, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these Rules for promotion subject to the condition:- (I) That in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis upto 31-3-1991) in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category/ Post/ cadre shall be deemed to be eligible for consideration and placed above the junior person in the filed of considerations; Provided that all incumbents to be considered for promotion shall possess the minimum

		<p>qualifying service of at least three years or that prescribed in the Recruitment whichever is less; Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-Servicemen recruited under the provisions of Rule-3 of Demobilised Armed Forces Personnel (Reservation of Vacancies in Himachal Pradesh Non-Technical Services) Rules,1972 and having been given the benefit of seniority there under or recruited under the provisions of Rules-3 of Ex-Servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules,1985 and having been given the benefit of seniority thereunder.</p> <p>Note: (2) Similarly, in all cases of confirmation, adhoc service rendered on the feeder post up to 31-3-1991, if any, prior to the regular appointment against such post shall be taken into account towards the length of service; Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered upto 31-3-1991 shall remain unchanged.</p>
12.	If a Departmental exists, what is its composition;	As may be constituted by the Govt. from time to time.
13.	Circumstances under which the HPPSC. is to be consulted to making recruitment	As required under the Law.
14.	Essential requirement for a direct recruitment	Not applicable.
15.	Selection for appointment to post by direct recruitment	Not applicable.
16.	Reservation;	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Backward Classes/ other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Powers to Relax	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.P. S.C., relax any of the provisions of these Rules with respect to any class or category of persons or posts.

MALI

(Authoritative English Text of the Notification No. FFE-A (B) 2-16/2004 Dated March 2009 required under Clause (3) of Article 348 of The Constitution of India).

GOVERNMENT OF HIMACHAL PRADESH DEPARTMENT OF FORESTS

No. FFE-a(b)2-16/2004

Dated Shimla-171002, the March 2009

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor Himachal Pradesh is pleased to make the Recruitment and Promotion Rules for the post of Mali, Class-IV (Non- Gazetted) in the Department of Forest, Himachal Pradesh as per **Annexure- 'A'** attached to this notification, namely:-

1	Short title and Commencement	1	These rules may be called the Himachal Pradesh Department of Personnel, Mali, Class-IV (Non-Gazette) Recruitment and Promotion Rules, 2009.
		2	These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
2	Repeal and savings	1	(1) The Himachal Pradesh, Forest Department, Class-IV service (Recruitment, Promotion and Certain Conditions of Service) Rules, 1966 notified vide Government Notification No. 573-6/64(E), dated 24.3.1966 are repealed to the extent these are applicable to the post of Mali. (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules so repealed under Sub-rule (I) supra, shall be deemed to have been validly made or done or taken under these rules.

By order

Ayay Shukla

Addl. Chief Secretary (Forests) to the
Government of Himachal Pradesh

Endst. No. FFE-A (B) 2-16/2004

Dated Shimla-171002, the March 2009

Copy forwarded to the:-

1. All Administrative Secretaries to the Govt. of H.P. Shimla-2.
2. Pr. Chief Conservator of Forests, H.P. Shimla-1.
3. Pr. Chief Conservator of Forests (Wildlife), H.P. Shimla-1
4. Managing Director, H.P. State Forest Corporation Ltd., Shimla-9
5. CCFs/CFs/Directors in HP Forest Department/Corporation.
6. AG/Dy. AG, H.P. Shimla-3
7. Controller of H.P. Govt. Printing Press, Shimla-5 for its Publication in the Rajpatra.
He is requested to send one copy of this Rajpatra to this department for record.
8. Asstt. Legal Remembrance, Law Section, H.P. Sectt. Shimla-2.
9. Dy. Controller (F&A), office of Pr. CCF, HP, Shimla-1.
10. Guard File/Spare Copies (50 copy).

Sd/-

(S.C. Pal)

Joint Secretary (Forests) to the
Government of Himachal Pradesh.

RECRUITMENT AND PROMOTION RULES FOR THE POST OF MALI, CLASS-IV (NON-GAZETTED IN THE DEPARTMENT OF FORESTS, H.P.)

1	Name of Post	Mali
2	Number of Posts	190 (One hundred and ninety)
3	Classification	Class-IV (Non-Gazetted)
4	Scale of Pay	Rs.2520-100-3220-110-3660-120-4141 with initial start of Rs. 2620/-
5	Whether “Selection” or “Non-Selection” Post	Non-Selection.
6	Age for Direct Recruitment	Between 18 and 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on ad-hoc or on contract basis:

Provided further that if a candidate appointed on ad-hoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such ad-hoc or contract appointment.

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporation and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.
- (2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Recruiting Authority in case the candidate is otherwise well qualified.

7	Minimum Educational and other qualifications required for direct recruits	<p>a) <u>ESSENTIAL QUALIFICATION:</u></p> <p>i) Should be Primary pass from an institute recognized by the Govt.</p> <p>ii) Practical experience of working as a Gardner in any Govt./Semi Govt. Institution.</p> <p>b) <u>DESIRABLE QUALIFICATION(S):</u></p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and</p>
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		suitability for appointment in the peculiar conditions prevailing in the Pradesh.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees	Age : Not Applicable Educational Qualification : Not Applicable
9	Period of Probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various methods	100% by direct recruitment or on contract basis failing which by transfer.
11	In case of recruitment by promotion deputation, transfer, grades from which promotion/deputation/transfer is to be made	By transfer from amongst the incumbents of this post working in the identical pay scales from other Government Departments.
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable.
13	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment	Not applicable.
14	Essential requirement for a direct recruitment;	A candidate for appointment to any service or post must be a Citizen of India.
15	Selection for appointment to the post by direct recruitment	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if the recruiting authority so consider necessary or expedient by a written test or practical test, the standard/syllabus etc. of which, will be determined by the recruiting authority.

15. A	Selection for appointment to the post by contract appointment.	
	(I)	<p>CONCEPT:</p> <p>(a) Under this policy the Mali in Forest Department HP will be engaged on contract basis initially for one year, which may be extendable for two more years on year to year basis:</p> <p>(b) The Conservator of Forests, HP after obtaining approval of the Government to fill up the posts on contract basis will advertise the details of the vacant pots in at least two leading news papers and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these Rules.</p>

		<p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.</p> <p>(II) <u>CONTRACTUAL EMOLUMENTS</u> The Mali appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. 3780/- P.M. (which shall be equal to initial of the pay scale + Dearness pay). An amount of Rs. 100/- (equal to annual increase in the pay scale of the post) as per annual increase in contractual emoluments for the second and third years respectively will be allowed if contract is extended beyond one year.</p> <p>(III) <u>APPOINTING/DISCIPLINARY AUTHORITY</u> The Conservator of Forests, of concerned Circle will be the appointing & disciplinary authority.</p> <p>(IV) <u>SELECTION PROCESS</u> Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting authority i.e. Forest Department.</p> <p>(V) <u>COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS.</u> As may be constituted by the concerned recruiting authority i.e. H.P. Forest Department from time to time.</p> <p>(VI) <u>AGREEMENT</u> After selection of a candidate he/she shall sign an agreement as per Annexure-“B” appended to these Rules.</p> <p>(VII) <u>TERMS AND CONDITIONS:</u> (a) The contract appointee will be paid fixed contractual amount @Rs. 3780/-P.M. (which shall be equal to the initial of the pay scale + Dearness pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 100/- (equal to annual increase in the pay scale) for second and third years and no other allied benefits such as senior/selection scales etc. will be given. (b) The service of the Contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory. (c) Contractual appointment shall not confer any right to incumbent for the regularization in service at any stage. (d) Contract appointee will be entitled for one day casual leave after putting one month service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She shall not</p>
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		<p>be entitled for Medical Re-imbursement and LTC etc. Only maternity leave will be given as per rules.</p> <p>(e) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.</p> <p>(f) Transfer of a contract appointee will not be permitted from one place to another in any case.</p> <p>(g) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Woman candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.</p> <p>(h) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.</p> <p>VIII <u>Right to claim Regular appointment:</u> The candidate engaged on contract basis under these Rules shall have no right to claim for regularization/permanent absorption as Mali in the Department at any stage.</p>
16	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination	Not Applicable.
18	Power to Relax	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of persons or post(s).

Annexure-‘B’

Form of contract (agreement to be executed between the Mali and the Government of Himachal Pradesh through _____ (Designation of the Appointing Authority).

This agreement is made on this _____ day of _____ in the
year _____ between
Sh./Smt. _____ S/o _____ D/o
Shri _____ R/o _____

Contract appointee (hereinafter called the FIRST PARTY), and the Governor of Himachal Pradesh through _____ (Designation of the Appointing Authority) Himachal Pradesh (here-in-after called the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Mali (Name of the post) on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Mali for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary:
2. The contractual amount of the FIRST PARTY will be Rs.3780/- per month (which shall be equal to the initial of the pay scale + Dearness pay).
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. The contractual appointment shall not confer any right to the incumbent for the regularization of service at any stage.
5. Contractual Mali will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Mali. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
6. Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Mali will not be entitled for contractual amount for the period of absence from duty.
7. Transfer of a official appointed on contract basis will not be permitted from one place to another in any case.
8. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.

9. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of the pay scale.

10. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointees(s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1. _____

(Signature of the SECOND PARTY)

2. _____

(Name and Full Address)

PEON

(Authoritative English Text of Government Notification No. Per (AP) C-A (3)3/2010 dated 15-11-2010 as required under clause (3) of Article-348 of the Constitution of India).

**Government of Himachal Pradesh
Department of personnel (AP-III)**

No. Per (AP) C-A (3)3/2010 Dated: Shimla-171002, 15th November, 2010.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor Himachal Pradesh is pleased to make the common Direct Recruitment Rules for the post of Peon, Class-IV (Non- Gazetted) Ministerial Services, in various Departments of the Government of Himachal Pradesh as per **Annexure- 'A'** attached to this notification, namely:-

Short title, Commencement and application	1	<p>(1) These rules may be called the Himachal Pradesh Department of Personnel, Peon, Class-IV (Non-Gazetted) Common Direct Recruitment Rules, 2010</p> <p>(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.</p> <p>Provided that the method of direct recruitment provided in Recruitment and promotion Rules for the posts of Peon under various Departments of the Himachal Pradesh Government issued from time to time, shall cease to operate:</p> <p>(3) These rules shall be applicable to all the Government Departments of State of Himachal Pradesh.</p>
Repeal and savings	2	<p>(1) The Himachal Pradesh Class-IV Ministerial Services (Peon) notified vide this Department Notification No. Per (AP) C-B (19)-2/98 dated 04.01.1999 are hereby repealed.</p> <p>Provided further that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/High Court of H.P.</p> <p>(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule (I) supra, shall be deemed to have been validly made or done or taken under these rules.</p>

By order

Principal Secretary (Personnel) to the
Government of Himachal Pradesh

Annexure-A

Common Direct Recruitment Rules for the post of Peon, Class-IV (Non-Gazetted) in the various Departments under Government of Himachal Pradesh.

1	Name of Post	Peon
2	Number of Posts	As sanctioned and may be sanctioned by the Govt. from time to time in the Department concerned.
3	Classification	Class-IV (Non-Gazetted) (Ministerial Services).
4	Scale of Pay	(I) Pay band for regular incumbents: Rs. 4900-10680+1300 Grade Pay. (II) Emoluments for Contract Employees: Rs. 6200/- as per details given in Col. 15-A.
5	Whether "Selection" Post or "Non-Selection" Post	N.A.
6	Age for Direct Recruitment	Between 18 and 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on ad-hoc or on contract basis:

Provided further that if a candidate appointed on ad-hoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such ad-hoc or contract appointment.

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.
- (2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Recruiting Authority in case the candidate is otherwise well qualified.

7	Minimum Educational and other qualifications required for direct recruitment	a) <u>ESSENTIAL QUALIFICATION:</u> Should have passed Matriculation Examination or its equivalent from recognized Board of School
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		Education/Institution. b) <u>DESIRABLE QUALIFICATION(S)</u> : Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees	Age : Not Applicable Educational Qualification : Not Applicable
9	Period of Probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various methods	By direct recruitment on regular basis or by recruitment on Contract basis, as the case may be, failing which by transfer/secondment basis. The contract employees will get emoluments as given in Col.15-A & will be governed by service conditions as specified in the said column.
11	In case of recruitment by promotion deputation, transfer, grades from which promotion/ deputation/ transfer is to be made	By transfer/secondment basis from amongst the incumbents of this post working in the identical pay scales from other H.P. Government Departments.
12	If a Departmental Promotion Committee exists, what is its composition	N.A.
13	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment	As required under the Law.
14	Essential requirement for a direct recruitment;	A candidate for appointment to any service or post must be a Citizen of India.
15	Selection for appointment to the post by direct recruitment	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if the recruiting authority so consider necessary or expedient by a written test or practical test, the standard syllabus etc. of which, will be determined by the recruiting authority.

15-A Selection for appointment to the post by contract appointment.

Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:

(I) CONCEPT:

- (a) Under this policy the Peon in _____ (Name of the Department) will be engaged on contract basis initially for one year, which may be extendable on year to year basis:

Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

(b) **POST FALLS OUT OF THE PURVIEW OF HPPSC/HPSSSB:-**

The HOD of the concerned Department (Designation of the appointing authority) after obtaining the approval of the Government to fill up the posts on contract basis will advertise the details of the vacant posts in at least in two leading news papers and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these Rules.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.

(II) **CONTRACTUAL EMOLUMENTS**

The Peon appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. 6200/- P.M. (which shall be equal to minimum of the pay band + Grade Pay). An amount of Rs.190/- (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

(III) **APPOINTING/DISCIPLINARY AUTHORITY**

The HOD of the concerned Department (Designation of the appointing authority) will be the appointing & disciplinary authority.

(IV) **SELECTION PROCESS**

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting authority i.e. HOD of the concerned Department (Name of the recruiting authority)

(V) **COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS.**

As may be constituted by the concerned recruiting authority i.e. HOD of the concerned Department (Name of the recruiting authority) from time to time.

(VI) **AGREEMENT**

After selection of a candidate he/she shall sign an agreement as per Annexure-“B” appended to these Rules.

(VII) **TERMS AND CONDITIONS:**

(a) The contractual appointee will be paid fixed contractual amount @Rs.6200/-P.M. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs.190/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.

(b) The service of the Contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.

- (c) Contract Appointee will be entitled for one day casual leave after putting one month service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical Re-imbusement and LTC etc. Only maternity leave will be given as per rules.
- (d) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.
- (e) An official appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Woman candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.
- (g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter part official at the minimum of pay scale.
- (h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.

16	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination	Not Applicable.
18	Power to Relax	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provision(s) of these Rules with respect to any class or category of persons or post(s).

Annexure-‘B’

Form of contract (agreement to be executed between the Peon and the Government of Himachal Pradesh through HOD of the concerned Department (Designation of the Appointing Authority).

This agreement is made on this _____ day of _____ in the year _____ between Sh./Smt. _____ S/o _____ D/o _____
Shri _____
R/o _____

Contract appointee (hereinafter called the FIRST PARTY), and the Governor of Himachal Pradesh through HOD of the concerned Department (Designation of the Appointing Authority) Himachal Pradesh (here-in-after called the SECOND PARTY). Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Peon on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Peon for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary:

Provided that for further extension/renewal of contract period of the HOD shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the FIRST PARTY will be Rs. 6200/- per month.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Peon will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Peon. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Peon will not be entitled for contractual amount for the period of absence from duty.
6. An official appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates

pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.

8. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of the pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointees(s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1. _____

(Signature of the SECOND PARTY)

2. _____

(Name and Full Address)

CHOWKIDAR

(Authoritative English Text of Government Notification No. Per (AP) C-A (3)2/2010 dated 3-12-2010 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh Department of Personnel (AP-III)

No. Per (AP) C-A(3)2/2010

Dated Shimla-171002, 3-12-2010

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor Himachal Pradesh is pleased to make the common Direct Recruitment Rules for the post of Chowkidar, Class-IV (Non- Gazetted) Ministerial Services, in various Departments of the Government of Himachal Pradesh as per **Annexure- 'A'** attached to this notification, namely:-

Short title, Commencement and application	1	(1) These rules may be called the Himachal Pradesh Department of Personnel, Chowkidar, Class-IV (Non-Gazetted) Common Direct Recruitment Rules, 2010 (2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh (3) These rules shall be applicable to all the Government Departments of State of Himachal Pradesh.
Repeal and savings	2	(1) The method of direct recruitment provided in Direct Recruitment Rules for the posts of chowkidar under various Departments of the Himachal Pradesh Government issued from time to time, shall cease to operate: Provided that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/High Court. (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule (I) supra, shall be deemed to have been validly made or done or taken under these rules.

By order

Principal Secretary (Personnel) to the
Government of Himachal Pradesh

Endst. No. Per (APC-A(3)2/2010

Dated Shimla-171002, 3-12-2010

Copy forwarded to:-

1. All the Additional Chief Secretaries/Principal Secretaries/Secretaries/ Additional Secretaries/Special Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries to the Govt. of H.P. Shimla-2.
2. All the Divisional Commissioners in Himachal Pradesh.
3. All the Head of Departments in Himachal Pradesh.
4. All the Deputy Commissioners in Himachal Pradesh.
5. Secretary, H.P. Public Service Commission, Shimla-2.
6. Secretary, H.P. Subordinate Services Selection Board, Hamirpur.
7. Joint Legal Remembrancer-cum-Joint Secretary (Law) to the Govt. of Himachal Pradesh.
8. 250 spare copies.

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh.

Annexure-‘A’

Common Direct Recruitment and Promotion Rules for the post of Chowkidar, Class-IV (Non-Gazetted) in the Departments under Government of Himachal Pradesh.

1	Name of Post	Chowkidar
2	Number of Posts	As sanctioned and may be sanctioned by the Govt. from time to time in the Department concerned.
3	Classification	Class-IV (Non-Gazetted) (Ministerial Services).
4	Scale of Pay	(I) Pay band for regular incumbents: Rs. 4900-10680+1300 Grade Pay. (II) Emoluments for Contract Employees: Rs. 6200/- as per details given in Col.15-A.
5	Whether “Selection” Post or “Non-Selection” Post	N.A.
6	Age for Direct Recruitment	Between 18 and 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on ad-hoc or on contract basis:

Provided further that if a candidate appointed on ad-hoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such ad-hoc or contract appointment.

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.
- (2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7	Minimum Educational and other qualifications required for direct recruitment	a) <u>ESSENTIAL QUALIFICATION:</u> Should be Middle Pass or its equivalent from a recognized Board of School Education/Institution.
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		b) <u>DESIRABLE QUALIFICATION(S):</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees	Age : Not Applicable Educational Qualification: Not Applicable
9	Period of Probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various methods	By direct recruitment on regular basis or by recruitment on Contract basis, as the case may be. The contract employees will get emoluments as given in Col.15-A & will be governed by service conditions as specified in the said column.
11	In case of recruitment by promotion deputation, transfer, grades from which promotion/deputation/transfer is to be made	N.A.
12	If a Departmental Promotion Committee exists, what is its composition	N.A.
13	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment	As required under the Law.
14	Essential requirement for a direct recruitment;	A candidate for appointment to any service or post must be a Citizen of India.
15	Selection for appointment to the post by direct recruitment	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if the recruitment authority so consider necessary or expedient by a written test or practical test, the standard syllabus etc. of which, will be determined by the recruiting authority.
<u>15-A</u>	Selection for appointment to the post by contract appointment.	

Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:

(I) CONCEPT:

- (a) Under this policy the Chowkidar in _____ (Name of the Department) will be engaged on contract basis initially for one year, which may be extendable on year to year basis:

Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

(b) POST FALLS OUT OF THE PURVIEW OF HPSSB:-

The HOD of the concerned Department (Designation of the appointing authority) after obtaining the approval of the Government to fill up the posts on contract basis will advertise the details of the vacant pots in at least two leading news papers and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these Rules.

- (c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.

(II) CONTRACTUAL EMOLUMENTS

The Chowkidar appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. 6200/- P.M. (which shall be equal to minimum of the pay band + Grade Pay). An amount of Rs. 190/- (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

(III) APPOINTING/DISCIPLINARY AUTHORITY

The HOD of the concerned Department (Designation of the appointing authority) will be the appointing & disciplinary authority.

(IV) SELECTION PROCESS

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting authority i.e. HOD of the concerned Department (Name of the recruiting authority)

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS

As may be constituted by the concerned recruiting authority i.e. HOD of the concerned Department (Name of the recruiting authority) from time to time.

(VI) AGREEMENT

After selection of a candidate he/she shall sign an agreement as per Annexure-“B” appended to these Rules.

(VII) TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @Rs. 6200/-P.M. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 190/- (3% of minimum of the pay band +

grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.

- (b) The service of the Contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) Contract Appointee will be entitled for one day casual leave after putting one month service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per rules.
- (d) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.
- (e) An official appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Woman candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.
- (g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- (h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.

16	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination	Not Applicable.
18	Power to Relax	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provision(s) of these Rules with respect to any class or category of person (s) or post(s).

Annexure-‘B’

Form of contract (agreement to be executed between the Chowkidar and the Government of Himachal Pradesh through _____ (Designation of the Appointing Authority).

This agreement is made on this _____ day of _____ in the year _____ between Sh./Smt. _____ S/o D/o Shri _____ R/o _____

Contract appointee (hereinafter called the FIRST PARTY), and the Governor of Himachal Pradesh through _____

(Designation of the Appointing Authority) Himachal Pradesh (here-in-after called the SECOND PARTY). Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Chowkidar on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Chowkidar for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.
2. The contractual amount of the FIRST PARTY will be Rs. 6200/- per month.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Chowkidar will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Chowkidar. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Chowkidar will not be entitled for contractual amount for the period of absence from duty.
6. An official appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.

8. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of the pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointees(s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1. _____

(Signature of the SECOND PARTY)

2. _____

(Name and Full Address)

POLICY – SERVICES OF PART-TIME WORKERS

No. Per (AP.B) F (1)-1/2012
Government of Himachal Pradesh
Department of Personnel
(Appointment-II)

Dated Shimla-171002, the 19th September, 2012

From

The Chief Secretary to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Heads of Department in Himachal Pradesh.
3. All the Deputy Commissioners in HP

Subject:- **Policy to regulate the services of Part-Time workers.**

Sir,

In continuation of this Department's letter of even number dated 02.06.2012, I am directed to say that the matter regarding conversion of part time workers to daily wage basis was under active consideration of the Government for some time past. Now, it has been decided by the Government that Part-Time workers having completed nine years continuous service as on 31st March 2012 in all Govt. Departments will be converted to daily wagger subject to the observance of the following terms and conditions:-

- (i) Part-Time Class-IV employees having completed nine years of continuous service as on 31st March 2012 will only be made daily wage. Posts vacated by such part-time employees shall stand abolished.
- (ii) The order to this effect will be issued at the level of Head of Departments after verifying the facts.
- (iii) For the determination of date of birth of the candidate concerned, criterion as laid down in Rule 7.1 of HPFR Vol-I shall be observed.
- (iv) The conversion to daily wagger status shall only be from prospective effect i.e. after the date the orders are issued after completion of all codal formalities.
- (v) The autonomous Boards and Corporations including the Universities are required to follow these orders mutatis-mutandis but should decide the same depending on their own financial position.
- (vi) Such Part-Time workers, who have been engaged without being sponsored by the Employment Exchange, may be given relaxation while conversion.
- (vii) After converting the Part-Time employees as daily wagger the information should come to the Finance Department for effective monitoring.

These instructions may kindly be brought to the notice of all concerned for strict compliance and the receipt of the same may also be acknowledged.

This issue with the prior approval of the Finance Department obtained vide their U.O. No. 52302545-Fin-F/2012 dated 18.09.2012.

Yours faithfully,

(M.R. Verma)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

CLARIFICATION REGARDING EMPLOYEES GRANTED WORK CHARGE STATUS

Copy of letter No.FFE-A (B) 19-2/2011 dated 30.11.2011 From: Additional Chief Secretary (Forests) to the Govt. of Himachal Pradesh To: Pr. Chief Conservator of Forests-171001.

Subject:- **Regarding service benefits payable to Class-IV employees who have been granted work charge status on completion of 10 year with minimum 240 days as daily waged on or before 31.12.2000 as per order of Hon'ble High Court, H.P.**

Sir,

I am directed to refer to your letter No. Ft.HB(15)83/98 (E-III) dated 4.8.2011 and 14.10.2011 on the subject cited above and to say that the matter was taken up with Finance Department seeking advice/clarification on the points raised by you vide letter under reference. The advice/Clarification of the Finance Department vis-à-vis points raised for guidance is given as under:-

Sl.No.	Points for clarification	Advice of Finance Department.
1	(i)Whether period spent on daily wage, but later treated as Work Charge purely as per order of Hon'ble High Court of H.P. will be countable towards grant of benefit under Assured Carrier Progression Scheme or no?	The Finance Department has advice that the "Assured Carrier Progression Scheme" introduced by the State Government vide FD,s letter No. Fin.(PR) B (7) 51/98 dated 15.12.1998, is not applicable to the work charged employees and the provision of CCS (Leave) Rules, 1972 are also not applicable to the persons employed on work charged establishment. As such the period spent on daily wage but later treated as work charged may not be countable towards grant of benefits under ACPS & Earned Leave/Medical Leave etc.
2	Whether a daily wager who is conferred work charge status retrospectively prior to issuance of Govt. Notification dated 10.5.2001 shall continue till attaining the age of 60 years notwithstanding the fact that he was regularized after 10.5.2001 as Class-IV employee?	On the issue the advice of the Finance Department was obtained in the case CWP No. 4540/2011-Mohan Lal Versus State of H.P. and the same stands conveyed vide this department's letter No. FFE-A(E)2-269/2011 dated 7.9.2011. However, the advice of the Finance Department is reproduced as under:- "In the present case the employee was a workman being enjoining work charged status w.e.f. 1.1.99 prior to the Notification No.Fin.(C)A(3)3/98 dated 10.5.2001 vide which an amendment of FR-56 was notified and his status of work charged changed to a regular Class-IV employee on 24.3.2003 employee and consequent upon the amendment in FR-56 notified vide notification referred to above the said employee being a regular Class-IV employee should retire on attaining the age of 58 years under amendment provision of FR-56 ?

Sd/-

Addl. Secretary (Forests) to the
Govt. of H.P. Shimla-171001.

POLICY REGARDING SWEEPERS (OUTSOURCING)

**No. Fin-F-(F)-(11)-11/2004-I
Government of Himachal Pradesh
Finance Department
(Expenditure Control-II)**

From

The Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA-2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H.P. Shimla-2.
3. The Secretary, H.P. Vidhan Sabha, Shimla-4
4. All the heads of Departments in H.P.
5. The Secretary, H.P. Subordinate Services Selection Board, Hamirpur.
6. The Secretary to Lokayukta, H.P. Shimla-2.
7. The Secretary, H.P. Public Service Commission, Shimla-2.
8. The All the Deputy Commissioners in H.P.

Dated Shimla-171002, the 21st July, 2011.

Subject: **Decision to declare the cadre of Sweeper(s) as dying cadre in the Government Department(s) – Instruction(s) thereof.**

Sir,

On the above cited subject, it has been decided by the Government, henceforth to fill up the posts of Sweepers by outsourcing and to declare the cadre of this post as dying cadre in all the Government Department(s).

2. For this purpose the Department(s) if need be resort to process of outsourcing of the job(s) of the post(s) of Sweeper as per procedure laid down in Rule-112 of the H.P. Financial Rules, 2009. All the Government Departments would take appropriate action on need basis manner accordingly.

3. It is requested that all concerned under you may please be instructed to adhere to threes instructions in letter & spirit.

Yours faithfully,

Deputy Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA-2.

Endst. No. As above. Dated Shimla-2, the 21st July, 2011.

Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for necessary action.

Deputy Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA-2.

CHAPTER V

TRANSFER POLICY

Government of Himachal Pradesh **Department of Personnel (AP-II)**

No. Per (AP-B) B (7)-1/2010-Vol. II dated Shimla-2, 22nd August, 2012

OFFICE MEMORANDUM

Subject: - Regarding Guidelines principles for effecting transfer of employees appointed on Contract Basis.

In partial modification of this department Office Memorandum No. Per (AP-B) B (7)-1/2008 13th August, 2009 on the subject cited above and to say that the matter regarding bringing the employees appointed on Contract basis within the ambit of the guiding principles for effecting transfers of General employees, was under active consideration of the Government.

After careful consideration, it has been decided that the employees appointed on Contract basis shall be eligible for consideration for transfer after completion of three years of service, in accordance with the Guiding Principles for effecting transfers of employees circulated vide O.M. No. Per (AP-B) B (7)-1/2008 dated 10th April, 2008. The transfer on administrative grounds, where ever required, will be made on need based basis and against vacant or contract employee only.

These orders will be applicable from the next session/financial year.

This decision of the Government may please be brought to the notice of the all concerned.

(MANISHA NANDA)
Principal Secretary (Personnel) to the
Government of Himachal Pradesh

Government of Himachal Pradesh **Department of Personnel (AP-II)**

No. Per (AP-B) B (7)-1/2010 Dated Shimla-2, 20th October 2010

OFFICE MEMORANDUM

Subject:- Regarding Guiding Principles for effecting transfer of State Government employees.

The guiding Principles for effecting transfers of State Government employees have been circulated vide this Department Office Memorandum No. Per (AP-B) B (7) 1/2008 dated 10th April 2008. The Para 3 (e) of this O. M. specifically provides as under:-

“(e) Concession to Officers/Officials likely to retire

In the cases of Officers/Officials likely to retire within two years efforts should be made to give them postings in areas as convenient as possible subject to vacancy.” But in the recent past it has been observed that though in the

implementation of above provisions in relation to Class-III and IV Govt. no difficulties are experienced. However, in the cases of Class I and II officers some administrative problems are being faced as some times in the event of non posting of an officer nearing retirement at his place of choice take a shelter of the Court under the garb of this provision. Thus the Govt. besides facing administrative inconvenience and financial burden, the public interest is also hampered. Accordingly to overcome this situation the matter was under consideration of the Govt. for some time past. After due consideration of the matter it has now been decided to substitute the existing provisions of para 3 (e) of this Department O.M. of even No. dated 10.4.2008 with the following.

“(e) Concession to Officials likely to retire

In the case of Class-III and Class-IV officials likely to retire within two years efforts should be made to give them posting in areas as convenient as possible subject to vacancy.”

This decision of the Government may please be brought to the notice of the all concerned.

Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

**Government of Himachal Pradesh
Department of Personnel (AP-II)**

No. Per (AP-B) B (7)-1/2008

dated Shimla-171002, 10th April, 2008.

OFFICE MEMORANDUM

Subject: Regarding Guiding Principles for effecting transfers of State Government employees.

The undersigned is directed to say that a policy for regulating transfers of Officers/ Officials of the State Government had been issued vide O.M. No. Karmik (Nil-II-A (6)-4/77-Part-II dated 12.03.1979. This policy has been amended and clarified from time to time.

The Government had constituted a Cabinet Sub Committee under the Chairmanship of Thakur Gulab Singh, Hon’ble PWD Minister, having Shri I.D. Dhiman, Hon’ble Education Minister and Shri J.P. Nadda, Hon’ble Forest Minister as Members of review the matter and give its recommendations to the Government.

After considering the recommendations of this Sub Committee and administrative conveniences the Government has decided to prescribe the Guiding Principles for effecting the transfers of State Government employees.

Henceforth all the transfers/ postings in respect of Officers/Officials of the State Government will be done in accordance with these Guiding Principles and the transfer policy/ instruction relating to transfers issued from time to time are hereby repealed.

Guiding Principles for effecting transfers of State Government employees.

- 1. The following officers/officials shall not be posted in their home districts /division / sub-division / range /adjoining Range/ block/ beat/ adjoining heat/circle/adjoining circle etc:-**

1.	All Indian Services Officers	Will not be posted in Home District.
2.	H.P. Administrative Service and H.P. Police Service officers.	
3.	All Distt. Level officers and their equivalent officers, Divisional Forest Officers and Distt. Officers Agriculture/ Horticulture/ Animal Husbandry/ Cooperative/ Food & Supplies Deptts. and Deputy Director (Edu.) etc.	
4.	Asstt. Excise and Taxation Commissioner and Excise and Taxation Officers and Excise and Taxation Inspectors.	
5.	Police Inspector, Police Sub-Inspector and Asstt. Sub-Inspector Police.	
6.	Dist. Attorney/ Deputy Distt. Attorney.	
7.	Asstt. Distt. Attorney.	
8.	Block Development Officers.	Will not be posted in their Home Sub-Divisions.
9.	Tehsildar/Naib Tehsildar.	Will not be posted in their Home Circle Excepting Design.
10.	Superintending Engineers	
11.	Executive Engineers.	Will not be posted in their Home Division.
12.	Forest Range Officers.	Will not be posted in their Home Division.
13.	Dy. Rangers	Will not be posted in their Home Range and adjoining Ranges.
14.	Asstt. Engineers/Junior Engineers.	Will not be posted in their Home Sub-Divisions.
15.	Forest Guard	Will not be posted in their Home Block and adjoining Beats.
16.	Kanungo	Will not be posted in their Home Kanungo Circle and adjoining Kanungo Circle.
17.	Patwaries	Will not be posted in Home Patwar Circles and adjoining Patwar Circle.
18.	Panchayat Secretaries	Will not be posted in their Home Panchayats and adjoining Panchayats.
19.	Panchayat Inspectors	Will not be posted in their Home Blocks.
20.	Key-Man/Fitter/Lineman/Foreman/T-Mate/Pump Operator/ Supervisor/ Work Inspector/ Road Supervisor and equivalent field officials.	Will not be posted in their Home Sections.

2. Posting of Class-IV employees:-

Transfer will be made sparingly on compassionate and administrative grounds.

3. Concessions regarding posting of certain categories of employees:-

(a) Concession to couples serving under H.P. Government:

If husband and wife both are in the service of H.P. Govt., they may be posted at one place or near places as far as possible subject to vacancy.

(b) Concessions to widows having minor children:-

Such officers/officials, as far as possible will be posted at the convenient places subject to vacancy.

(c) Concessions to the wives of soldiers:-

The wives of Officers/Officials of Armed Forces / Central Para-Military Forces will, as far as possible, be posted/ appointed at convenient places subject to vacancy.

(d) Concessions to handicapped employees:-

As far as possible, employees with 60% physical disability and above and those who are critically ill should be given stations of their choice. In the circumstances where it is absolutely not possible, they should at least be given postings on road heads or convenient stations. For this purpose the ailing employee has to furnish a medical certificate issued by the Medical Board.

(e) Concessions to Officer/Officials likely to retire:-

In the case of Officers/ Officials likely to retire within two years efforts should be made to give them postings in areas as convenient as possible subject to vacancy.

4. Time of transfer:

General transfers will normally be ordered during the period from April and May. Transfer should be affected in such a manner so that School/Academic Session are taken in view.

5. Normal stay at a place:

Normal posting period of all categories of employees will be 3 years. However, this will be linked with performance and administrative requirements.

6. Leaving of charge by the transferred employees:

Transfer order to specify invariably whether the Officer/Official is to wait for substitute or otherwise. If not specified he will proceed immediately to join new posting on being relieved by the competent authority.

7. Posting of Employees in Tribal/Difficult Areas:

While posting employees in Tribal/Difficult/ Rural Areas the following observations were made by the Hon'ble High Court vide judgment dated 27.08.2007 CWP No. 1105/2006 titled as Sushila Sharma, Head Teacher V/s State of H.P. & others.

“It shall be ensured that all the employees are treated fairly and equally and every employee during his tenure of service serves in Tribal/Difficult Areas. When transfers are made, the Administrative Department shall ensure that the employees who have already served in Tribal/ Difficult Areas are not again sent to these Areas and there is a continuous process of change whereby all the employees have a chance to serve in Tribal/ Difficult Areas and measures shall be taken to ensure that employees (Obviously influential) who have Managed to remain posted in the Urban Areas/ Cities are posed to Rural/ Remote Areas

and Tribal / Difficult Areas in the transfer season when the transfers are made”.

In view of above all employees during their tenure of service will serve for at least one tenure in the Tribal/Difficult Areas. In order to earn their promotion, service in such areas will be mandatory. This would be subject to adequate number of posts being available in such areas. However, this will not apply to those employees who have less than 5 years to superannuate. The R&P Rules should incorporate this stipulation wherever applicable. A common provision to this effect will be devised by the Department of Personnel after having obtained the approval of competent authority. No Government employee can claim his transfer or posting as a matter of right. It will be the prerogative of the State Government to post/ transfer any employee anywhere in the State keeping in view the administrative convenience.

8. List of Tribal/Difficult Areas:

1. District Lahaul & Spiti.
2. Pangi and Bharmour Sub-Division of Chamba District.
3. Dodra Kwar Area of Rohru Sub-Division.
4. Pandrah Bis Pargana, Munish Darkali and Gram Panchayat Kashaopat GramPanchayats of Rampur Tehsil of District Shimla.
5. Pandrah Bis Pargana of Kulu District.
6. Bara Bhawal Arras of Baijnath Sub Division of Kangra.
7. District Kinnaur.
8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circle of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil, in Sirmour District.
9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub-Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil, Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District.

9. Special provision for Education and Health Department:

In two Departments of the Government i.e. Education and Health employees manage to remain in one station especially in Urban Areas for very long depriving many deserving persons an opportunity to work in such areas. It has, therefore, been decided that every employee who has served upto 10 years in Urban Area must be sent to work for a minimum tenure of three years in Rural Area.

10. Power to relax:

Any of the provision of these guidelines can be relaxed with the prior approval of the Hon'ble C.M. to be obtained on departmental file through Minister-in-charge of the Department concerned.

Sd/-
Secretary (Personnel) to the
Government of Himachal Pradesh.

CHAPTER – VI
PERFORMANCE APPRAISAL REPORTS (PAR)/ ANNUAL
CONFIDENTIAL REPORTS (ACR)

INSTRUCTIONS

Copy of O. M. No. Per (AP-B) B (15)-1/2002-III, Dated: 7th March, 2011, received from the Department of Personnel (AP-II), addressed to All HODs etc. in H.P.

OFFICE MEMORANDUM

Subject: Maintenance and preparation of Annual Performance Appraisal reports-communication of all entries for fairness and transparency in public administration.

The undersigned is directed to invite the attention to the existing provisions in regard to preparation and maintenance of Annual Confidential Reports which inter-alia provide that only an adverse remark should be communicated to the concerned officer/official reported upon for representation, if any, within a specified period.

2. The 2nd Administrative Reforms Commission in its 10th Report has recommended that the performance appraisal system for all services be made more consultative and transparent on the lines of the PAR of the All India Services. Keeping in view the above position and judgment of Hon'ble Supreme Court dated 12th May, 2008 in the case of Dev Dutt Vs UOI (Civil Appeal No. 7631 of 2002), the matter regarding communication of entries in the ACRs to the State Government employees has been under consideration of the Govt. and it has been decided that:-

- (i) The existing nomenclature of the Annual Confidential Reports will be modified as Annual Performance Assessment Report (APAR).
- (ii) Henceforth full APAR shall be communicated to the officers holding selection posts or who are in the feeder category \for further promotion to selection posts after the report is complete with the remarks of the Reviewing Officer and the Accepting Authority.
- (iii) The authority entrusted with the maintenance of APARs after its receipt shall disclose the same to such officer reported upon.
- (iv) The concerned officer shall have the opportunity to make any representation against the entries within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. In case no representation is received from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.
- (v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2010-2011 which is to be initiated after 1st April, 2011.
- (vi) The competent authority for considering representations against adverse remarks, under the existing instructions, may consider the representation, if necessary, in consultation with the reporting and / or reviewing officer and

- shall decide the matter objectively based on the material placed before him/her within a period of thirty days from the date of receipt of representation.
- (vii) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority shall be communicated to the officer reported upon within fifteen days by the concerned APAR maintenance authority.
3. These instructions may please brought to the notice of all concerned for strict compliance and the existing instructions on the subject may be deemed to have been modified to this extent.

.....

**Government of Himachal Pradesh
Department of Personnel
Appointment-II**

No. Per(AP-II-B(15)-1/2002-IV-Loose, Dt. Shimla-2, 26th February, 2011.

OFFICE MEMORANDUM

Subject: Writing of Annual Confidential Reports-Time schedule thereof.

The undersigned is directed to invite a reference to this Department O.M. Nos. Per (AP-B)B(15)-1/2000 dated 20-11-2000, 23-10-2006 and 17.12.2007 on the subject cited above, vide which the time schedule of writing the ACRs of the officers/officials has been prescribed.

It has come to the notice of the Government that certain Departments are not implementing the provision of these instructions. It is, therefore, emphasized that the instructions issued by the Govt. in this behalf from time to time may kindly be adhered to strictly and these instructions be brought to the notice of all concerned for strict compliance.

Sd/-

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh.

Time schedule for writing of ACRs of Officers/Officials (other than IFS):

1.	Self appraisal of the Officer to be reported upon.	7 th April.
2.	Initiation of the report by Reporting Officer.	15 th April
3.	Review of the report by the reviewing Officer(s).	22 nd April
4.	Acceptance of the reports by the Accepting Authorities.	29 th April
5.	Communication of adverse remarks, if any.	31 st May
6.	Representation by Govt. servants against communicated remarks, if they so wish	15 th July.
7.	Maximum period upto which the reports/comments of the authority recording adverse remarks on the representation are to be awaited.	15 days.
8.	Final date of taking a decision on representation against adverse remarks.	30 th September

**Government of Himachal Pradesh
Department of Forests.**

No. FFE-A(B)6-6/96-VI.

Dated Shimla-2, the 10-01-2011.

ORDER

In supersession of all previous Notifications, the Governor, Himachal Pradesh, is pleased to prescribe the following procedure/levels for writing, reviewing and accepting the ACRs of the following categories of posts of the Forest Department with immediate effect:-

Sr. No.	Name of post.	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Registrar	CF/CCF	APCCF	PCCF (HoD)
2.	Superintendent Grade-I	Registrar/CF	CCF/APCCF	-do-
3.	Private Secretary	PCCF	PCCF	PCCF

By Order

Sudripta Roy

Principal Secretary (Forests) to the
Government of Himachal Pradesh.

**No. FFE-A (B) 15-7/2007.
Government of Himachal Pradesh
Department of Forests.**

From

The Addl. Chief Secretary (Forests) to the
Government of Himachal Pradesh.

To

The Pr. Chief Conservator of Forests,
Himachal Pradesh, Talland, Shimla-171001.
Dated Shimla-2, the 19th May, 2010.

Subject: Writing of ACRs in respect of IFS Officers.

Sir,

In continuation of this department's letter of even number dated 17-11/2009, I am directed to refer to your D.O. letter No. Ft.1-7/2010 (ACRs-Gen) dated 18-3-2010, on the subject cited above and to say that the matter has been reviewed and decided that the Reporting, Reviewing and Accepting authorities for writing the ACRs in respect of Indian Forest Service Officers of Forest Department i.e. Addl. Pr. CCFs and CCFs as per All India Services (Performance Appraisal Report) Amendment Rules, 2007 shall be as under:

Sr. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Additional Principal Chief Conservator of Forests (APCCFs)	Principal Chief Conservator of Forests.	Additional Chief Secretary/Principal Secretary/Secretary (Forests)	Forest Minister.
2.	Chief Conservator of Forests (CCFs)	Concerned Additional Principal Chief Conservator of Forests.	Principal Chief Conservator of Forests.	Additional Chief Secretary/Principal Secretary/Secretary (Forests)

Yours faithfully,

Sd/-

Joint Secretary (Forests) to the
Government of Himachal Pradesh.

Copy of GoHP Order FFE-A (B) 12-1/2007-II dated 14.10.2010, endorsed vide Jt. Secretary (Forests) GoHP endst. No. FFE-A (B) 12-1/2007-II dated 14.10.2010 to Pr. Secretary (Per) GoHP, PCCF HP, PCCF (WL), MD HPSFC, CPD/PDs MHWDP/Swan Project, All APCCFs/ CCFs/ CFs/ DFOs/ ACFs. All Directors/MDs/SDMs in HP SFC & Dy. Controller, F&A O/o PCCF HP.

ORDER

In supersession of all previous Notifications, the Governor, Himachal Pradesh, is pleased to prescribe the following procedure/levels for writing, reviewing and accepting the ACRs of ACF rank officer (HPFS officers) with immediate effect:-

Name of Post	Reporting Officer	Reviewing Authority	Accepting Authority
ACF	DFO	CF	PCCF
TA	CF	CCF/ APCCF as the case may be.	PCCF
SDM	DM	Director	MD
OSD	Director	Executive Director	MD
AWDO	DWDO	RPD	CPD

By order

Avay Shukla

Addl. Chief Secretary (Forests) to the
Government of Himachal Pradesh.

Government of Himachal Pradesh Department of Forests.

No. FFE-A (A) 5-6/2007.

Dated Shimla-2, the 23/7/2008.

Notification

The Governor, Himachal Pradesh, is pleased to order that the following procedure shall be adopted for writing the ACRs of the Range Forest Officer, Class-II (Gazetted):

- | | |
|------------------------------|-----------------------------------|
| 1. Reporting Authority | Divisional Forest Officer. |
| 2. Reviewing Authority | Conservator of Forests. |
| 3. Accepting Authority | Pr. Chief Conservator of Forests. |

By order

Addl. Chief Secretary (Forests) to the
Government of Himachal Pradesh.

FORMS

Form II (See rule 4)

The All India Services (Performance Appraisal Report) Rules, 2007

(Applicable for Indian Forest Service Officers of the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests)

Performance Appraisal Report for the period from _____ to _____

Section I – Basic Information

(To be filled in by the Administration Division / Environment & Forest Department)

1. Name of the Officer reported upon:
2. Service: 3. Cadre: 4. Year of allotment:
5. Date of Birth: 6. Present Grade:
7. Present Post:
8. Date of appointment to present post:

9. Reporting, Reviewing and Accepting Authorities

	Name and Designation	Period Worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

	Period	Type	Remarks
On leave (specify type)			
Others (Specify)			

11. Training Programs attended

Date From	Date To	Institute	Subject

12. Awards / Honours

13. Details of PARs of officers not written by the officer as reported/ reviewing authorities for the previous year

14. Date of filling the property return for the year ending December

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15. Date of last prescribed medical examination (Mandatory for all Indian Forest Service Officers) Attach summary of the medical report.

--

Signature on behalf of _____
Admn. /Environment & Forest Department

Date:

Section II

1. Declaration

Have you filed your immovable property return, as due, If yes, please mention date	Yes / No	Date
Have you undergone the prescribed medical checkup?	Yes/ No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes /No	
Have you prepared the work plan for yourself?	Yes/No	
Have you enclosed a note on important achievements during the period?	Yes/No	

Date:

Signature of Officer reported upon _____

Section III Appraisal

1. Assessment of Attributes (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10 in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 70% weightage will be assigned to this item)

	Reporting Officer	Reviewing Officer	Initial of Reviewing Officer
i) Attitude to work			
ii) Decision making ability			
iii) Initiative			
iv) Ability to inspire and motivate			
v) Strategic Planning ability/ innovativeness			
Overall grading on attributes			

2. Assessment to work output (This assessment should rate the officer vis-a-vis his peers and not the general population. Grades should be assigned on a scale of 1-10

in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item)

	Reporting Officer	Reviewing Officer	Initial of Reviewing Officer
i. Accomplishment of planned work including training courses for various ranks.			
ii. Quality of output and effectiveness in areas like forest and wildlife conservation, supervision and investigation in forest offences.			
iii. Accomplishment of exceptional work/ unforeseen tasks performed			
Overall Grading on “Work Output”			

3. Integrity

Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity

4. Pen picture by the Reporting Authority

Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker sections.

5. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Afforestation / agro-forestry and tribal/ hill areas development	<input type="checkbox"/>	Bio-diversity and wildlife management
<input type="checkbox"/>	Social Welfare of Dwellers in forest and tribal areas	<input type="checkbox"/>	Training
<input type="checkbox"/>	Forest and wildlife related crimes	<input type="checkbox"/>	Research and Development
<input type="checkbox"/>	Natural Resource management (i) General Forestry (ii) Minor Forest Produce	<input type="checkbox"/>	Bio-technology
<input type="checkbox"/>	Environment issues including climate change	<input type="checkbox"/>	Forest Personnel Administration
<input type="checkbox"/>	Forest conservation and development	<input type="checkbox"/>	Others

6. Overall Grade on a scale of 1-10

Date :

Signature of Reporting Authority _____
Section IV - Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and / or significant failures of moS / officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given

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3. Comments, if any, on the pen picture written by the Reporting Authority

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4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Afforestation /agro-forestry and tribal/hill areas development	<input type="checkbox"/>	Bio-diversity and wildlife management
<input type="checkbox"/>	Social Welfare of Dwellers in forest and tribal areas	<input type="checkbox"/>	Training
<input type="checkbox"/>	Forest and wildlife related crimes	<input type="checkbox"/>	Research and Development
<input type="checkbox"/>	Natural Resource Management (i) General Forestry (ii) Minor Forest Produce	<input type="checkbox"/>	Bio-technology
<input type="checkbox"/>	Environmental issues including climate change	<input type="checkbox"/>	Forest Personnel Administration
<input type="checkbox"/>	Forest Conservation and development	<input type="checkbox"/>	Others

5. Overall Grade on a scale of 1-10

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Date: _____ **Signature of Reviewing Authority** _____

Section V - Acceptance

1. Do you agree with the remarks of the reporting / reviewing authorities?

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given.

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3. Overall Grade on a scale of 1-10

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Date: _____ **Signature of Accepting Authority** _____

FORM - IV

The All India Services (Performance Appraisal Report) Rule, 2007.
PROFORMA FOR HEALTH CHECK UP FOR IFS OFFICERS

Date:

Name

Age

Sex M/F

Brief clinical history, if any:

A: Examination:

Physical

Systemic

Investigations:

Haemogram

Hb%

TLC

DLC

Peripheral Smear

Blood Sugar

F

P.P

Lipid Profile

Total Cholesterol

HDL Cholesterol

LDL Cholesterol

VLDL Cholesterol

Triglyceride

Liver Function Test:

Total Billirubin

Direct Billirubin

Indirect Billirubin

SGOT

SGPT

ALK Phosphatase

Kidney Function Test:

Urea

Creatinine

Uric Acid

Electrolytes

Na+

K

Calcium

Igorganic Phosphates

Cardiac Profile:

CPK

CK-MB

LDH

SGOT

Urine:

Routine

Microscopic

Sugar

Albumin

E.C.G.

X-ray Chest

Ultra Sound Abdomen

Any Other Investigation

Advice

B: Medical Report of the Officer:

1.	Haemoglobin level of the officer	Normal/Low
2.	Blood Sugar level	Satisfactory/Normal/High/Low
3.	Cholesterol level of the officer	Normal/High/Low
4.	Liver functioning	Satisfactory/normal/dysfunctioning
5.	Kidney Status	Normal/Both-one kidney not functional optimally.
6.	Cardiac Status	Normal/enlarged/blocked/not normal

C: SUMMARY OF MEDICAL REPORT (ONLY COPY OF THIS PART IS TO BE ATTACHED TO PAR)

1.	Overall Health of the officer	
2.	Any other remarks based on the health medical checkup of the officer	
3.	Health profile grading	

Date:

Signature of Medical Authority

Designation.

Government of India
Ministry of Environment & Forests
(F. No. 28011/3/2008-IFS II)

Paryavaran Bhawan, Lodhi Road,
CGO Complex, New Delhi-110001.

Dated: 22 April, 2008.

CIRCULAR

Subject: All Indian Services (Performance Appraisal Report) Rules, 2007 – Annual Medical check-up of Indian Forest Officers-regarding.

The undersigned is directed to refer to the DoPT O.M. No. 11059/09/2006-AIS.III dated 7th April, 2008 on the above mentioned subject and to say that as per the All India Service (PAR) Rules, 2007, annual health checkup is mandatory for all the IFS officers above the age of 40 years and may be totally dispensed with for officers below the age of 40, except in case of medical incident. The proforma for medical health checkup for the IFS officers is given in Form-IV of the said rules (copy enclosed). A copy of the summary of the health checkup is Part-C of Form-IV is to be attached to the Performance Appraisal Report (PAR) Form by the administrative Department and copy of the report is to be provided to the members of service.

2. IFS officers on central deputation in the various Ministries/ Departments may have their annual health checkup conducted either at the Central Government hospitals or at the private hospitals approved for the purposes. The expenditure for conducting health checkup will be borne by the administrative Ministries/Departments, where the officers are working on reimbursement basis.

3. In view of the above, all IFS officers working in this Ministry and in other Ministries/Departments are requested to undergo the annual health checkup as required under the rules and to submit the report to their concerned administrative Ministry/Department and claim reimbursement, if any.

4. The proforma for medical health checkup, All India Service (PAR) Rules, 2007, and the list of hospitals available in Delhi for undergoing medical health checkup for IFS officers are also available on the official website of the Ministry www.ifs.nic.in.

Sd/-

(Vivek Saxena)
Director (AGMUT)

To: 1. All IFS officers working in Ministry of Environment & Forests
2. All the Ministries/Departments.

FORMS

Form I
(See rule 4)
The All India Services (Performance Appraisal Report) Rules, 2007

[Applicable for All Indian Forest Service officers except the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests]

Performance Appraisal Report for the period from _____ to _____

Section I – Basic Information

(To be filled in by the Administration Division / Environment & Forest Department)

1. Name of the Officer reported upon:
2. Service: 3. Cadre: 4. Year of allotment:
5. Date of Birth: 6. Present Grade:
7. Present Post:
8. Date of appointment to present post:

9. Reporting, Reviewing and Accepting Authorities

	Name and Designation	Period Worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

	Period	Type	Remarks
On leave (specify type)			
Others (Specify)			

11. Training Programs attended

Date From	Date To	Institute	Subject

12. Awards / Honours

13. Details of PARs of officers not written by the officer as reported/ reviewing authorities for the previous year

14. Date of filling the property return for the year ending December

--

15. Date of last prescribed medical examination (Mandatory for all Indian Forest Service Officers) Attach summary of the medical report.

--

Signature on behalf of _____
Admn. /Environment & Forest Department

Date:

Section II – Self Appraisal

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

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2. Annual work plan and achievement:

Tasks to be performed	Deliverables ⁹⁽¹⁾		Actual Achievements ^{10 (2)}
	Initial ¹¹⁽³⁾	Mid-year ¹²⁽⁴⁾	

3. **During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement** (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

4. **What are the factors that hindered your performance?**

5. **Please indicate specific areas in which you feel the need to upgrade your skills through training programs:**

For the current assignment:

For your future career

Please Note: You should send an updated CV, including additional qualification acquired/ training programs attended publications/ special assignments undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

6. Declaration

Have you filed your immovable return, as due? If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical checkup?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	

Signature of officer reported upon _____

Date:

⁹(1) Deliverable refer to quantitative or financial targets or verbal description of expected outputs.

¹⁰(2) Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

¹¹(3) Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

¹²(4) Midyear listing of deliverables are to be finalized within 6 months of the start of the period under report.

Section III - Appraisal

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details.

2. Please comments on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with significant failures in respect of his work? If yes, please furnish factual details.

4. Do you agree with the skill up-gradation needs as identified by the officer?

5. **Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade 10 to the best grade. Weightage to this Section will be 40%)

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i. Accomplishment of planned work including training courses for various ranks			
ii. Quality of output and effectiveness in areas like forest and wildlife conservation, supervision and investigation in forest offences.			
iii. Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'			

6. Assessment of Personal Attributes (on a scale of 1-10. Weightage to this Section will be 30%).

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i.	Attitude of work			
ii.	Sense of responsibility			
iii.	Overall bearing and personality			
iv.	Emotional Stability			
v.	Communication skills			
vi.	Moral courage and willingness to take a professional stand			
vii.	Leadership qualities			
viii.	Capacity to work in time limit.			
	Overall Grading on Personal Attributes			

7. Assessment of Functional Competency (on a scale of 1-10, Weightage of this Section will be 30%).

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i.	Knowledge of forest and related laws/ rules/procedures/ knowledge of area and terrain/ awareness of local norms (culture, customs, language etc.) in the relevant area and IT skills.			
ii.	Strategic planning ability			
iii.	Decision making ability			
iv.	Initiative			
v.	Interest in welfare of forest officials and appraising ability			
vi.	Ability to motivate and develop subordinates/ work in a team			
	Overall Grading on 'Functional Competency'			

8. Integrity

Please comments on the integrity of the officer:

9. Pen picture by Reporting Officer. Please comments (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

10. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Afforestation/agro-forestry and tribal/hill areas development	<input type="checkbox"/>	Bio-diversity and wildlife management
<input type="checkbox"/>	Social Welfare of Dwellers in forest and tribal areas	<input type="checkbox"/>	Training
<input type="checkbox"/>	Forest and wildlife related crimes	<input type="checkbox"/>	Research and Development
<input type="checkbox"/>	Natural Resource Management (i) General Forestry (ii) Minor Forest Produce	<input type="checkbox"/>	Bio-technology
<input type="checkbox"/>	Environmental issues including climate change	<input type="checkbox"/>	Forest Personnel Administration
<input type="checkbox"/>	Forest conservation and development	<input type="checkbox"/>	Others

11. Overall grade on a score of 1-10

Signature of Reporting Authority _____

Date:
Section IV - Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS/ officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessments in the column provided for you in that section and initial your entries).

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Comments, if any, on the pen picture written by the Reporting Authority

	Afforestation/agro-forestry and tribal/hill areas development		Bio-diversity and wildlife management
	Social Welfare of Dwellers in forest and tribal areas		Training
	Forest and wildlife related crimes		Research and Development
	Natural Resource Management (i) General Forestry (ii) Minor Forest Produce		Bio-technology
	Environmental issues including climate change		Forest Personnel Administration
	Forest conservation and development		Others

Date:

1. Do you agree with the remarks of the reporting/ reviewing authorities?

2. In case of difference of opinion details and reasons for the same may be given.

--

Page 10 of 10

Date

FORM -IV

**The All India Services (Performance Appraisal Report) Rule, 2007.
PROFORMA FOR HEALTH CHECK UP FOR IFS OFFICERS**

Date:

Name

Age

Sex M/F

Brief clinical history, if any:

A: Examination:

Physical

Systemic

Investigations:

Haemogram

Hb%

TLC

DLC

Peripheral Smear

Blood Sugar

F

P.P

Lipid Profile

Total Cholesterol

HDL Cholesterol

LDL Cholesterol

VLDL Cholesterol

Triglyceride

Liver Function Test:

Total Billirubin

Direct Billirubin

Indirect Billirubin

SGOT

SGPT

ALK Phosphatase

Kidney Function Test:

Urea

Creatinine

Uric Acid

Electrolytes

Na⁺

K

Calcium

Igorganic Phosphates

Cardiac Profile:

CPK

CK-MB

LDH

SGOT

Urine:

Routine

Microscopic

Sugar

Albumin

E.C.G.

X-ray Chest

Ultra Sound Abdomen

Any Other Investigation

Advice

B: Medical Report of the Officer:

1.	Haemoglobin level of the officer	Normal/Low
2.	Blood Sugar level	Satisfactory/Normal/High/Low
3.	Cholesterol level of the officer	Normal/High/Low
4.	Liver functioning	Satisfactory/normal/dysfunctioning
5.	Kidney Status	Normal/Both-one kidney not functional optimally.
6.	Cardiac Status	Normal/enlarged/blocked/not normal

C: SUMMARY OF MEDICAL REPORT (ONLY COPY OF THIS PART IS TO BE ATTACHED TO PAR)

1.	Overall Health of the officer	
2.	Any other remarks based on the health medical checkup of the officer	
3.	Health profile grading	

Date:

Signature of Medical Authority

Designation.

CONFIDENTIAL REPORT

HIMACHAL PRADESH FOREST SERVICE OFFICERS

NAME OF OFFICER _____

REPORT FOR THE YEAR/ PERIOD ENDING _____

PART-I

(To be filled in by Head of Office).

1. Name of Officer & designation :
2. Date of birth :
3. Date of appointment to HPFS :
4. Date of appointment to present :
post.
5. Period of absence/ on leave :
during the period under report.
6. Trainings received during the :
period under report indicating
course, duration and institute.
7. Date of filing of annual property :
return.

PART-II

(To be filled in by the Officer reported upon)

1. A brief description of duties and responsibilities:
2. Please specify important items of work in priority order wherein Quantitative/physical/financial targets/goals were set for you or set by yourself for the reporting year.

Item No.

Targets

Achievements

- 3(a) Please state reasons for shortfall of expected quality/quantity of performance:-
- 3(b) Please indicate your contribution for significantly higher achievement of targets/goals/objectives:-

Signature : _____

Name : _____

Designation : _____

Place:

Date:

PART-III
(To be filled by the reporting officer)

Note :- Every answer shall be in a narrative form using simple language.
Space provided indicates the desired length of the answer.

1. Comments on self-assessment and identify constraints, if any, in achieving the objectives.
2. Knowledge of sphere of work:
Level of knowledge, instructions related to work and their application. Inter-sectoral implications of forestry, global trends, willingness to acquire new skills, computer literacy, etc.
3. Quality of performance during the year under report:
Quality of performance with regard to standard of work, objectivity, speed of disposal, attention to details and constraints, if any,
4. Communication skills (oral and in writing; both English, Hindi).

PERSONAL ATTRIBUTES

5. Personality, countenance and overall disposition:
6. Temperamental and physical ability for field postings:
7. Sincerity and devotion to duty:
8. Initiative, creativity, resourcefulness, willingness to take responsibility and ability to inspire and motivate:
9. Relations with superiors, colleagues and subordinates and his/her capacity to promote team spirit or work as a team member.
10. Officer's character in general and value system with respect to tendering frank and honest advice to superiors, trustworthiness in fulfilling assurance of performance given by him/her.

11. Possible fields for specialization and career progression (identify three in order of priority):
- | | |
|--|----------------------|
| (a) Forest Management | <input type="text"/> |
| (b) Wildlife management | <input type="text"/> |
| (c) Forest research | <input type="text"/> |
| (d) Participatory forest management | <input type="text"/> |
| (e) Project formulation related works | <input type="text"/> |
| (f) Any other field – Computers, training, HRD, etc. Please specify. | <input type="text"/> |
12. Behaviour with the public, Accessibility to public and responsiveness to their needs.
13. Attitude towards Schedule Caste/Schedule Tribe/OBCs etc. Mention be made about his understanding of their problems and willingness to deal with them.
- 14(1) Please state with details if the officer has been reprimanded during the period under report.
- (2) Please state if the officer has received any commendation during the period under report.
15. Integrity: (Please comment on the integrity of the officer).
16. General grading: Outstanding/ Very Good/ Good/ Average/ Poor/ Below Average.
(Please put a ring round the appropriate grading and strike out other grades)
- Note : An Officer be graded Outstanding only when exceptional qualities and performance has been noticed. Grounds for giving such a grading should be mentioned.

SIGNATURE OF REPORTING OFFICER.
Name in block letter.
Designation.
(During period of report).

Place:

Date:

PART – IV
REMARKS OF THE REVIEWING OFFICER

1. Length of service under the reviewing authority.
2. Do you agree with the assessment of the officer by the reporting officer? If not, indicate the item of disagreement along with your comments.
3. General remarks with specific comments about the general remarks given by the Reporting Officer including grading.
4. Has the officer any special characteristics and/or any abilities which merit his/her selection for special assignment or/out of turn promotion? If so, specify.

SIGNATURE OF THE REVIEWING OFFICER
Name in block letters.
Designation.
(During the period of report)

Place:
Date:

PART – V
REMARKS OF ACCEPTING AUTHORITY
(i.e. authority next superior to the Reviewing Authority)

SIGNATURE OF THE REVIEWING OFFICER
Name in block letters.
Designation.
(During the period of report)

Place:
Date:

**FORM OF ANNUAL PERFORMANCE APPRAISAL REPORT OF FOREST RANGER,
DEPUTY FOREST RANGERS, FOREST GUARDS, FOREST DEPARTMENT,
HIMACHAL PRADESH.**

REPORT FOR THE YEAR/PERIOD ENDING:

1. Name : _____
2. Date of Birth : _____
3. Present Grade : _____
4. Date of continuous appointment to :
the Present grade _____
5. Division/Range in which :
employed. _____

ASSESSMENT BY THE REPORTING OFFICER.

1. Particulars kind of class of work which the individual was employed during the period of report:
2. Personality : _____
 - a) Physiques & health : _____
 - b) Manners : _____
 - c) Alertness : _____
 - d) Turnout : _____
3. Knowledge:
 - a) Professional : _____
 - b) Legal Acts & Rules : _____
 - c) Departmental codes
& Regulation : _____
 - d) Forest Settlement
& working plans : _____
4. Expression:
 - a) In writing : _____
 - b) Discussion : _____
5. Judgement:
 - a) Attention to details : _____
 - b) Ability to take decision : _____
 - c) Consistency of judgment : _____
6. Quality of leadership:
 - a) Ability to inspire confidence: _____
 - b) Staff : _____
 - c) Public : _____
 - d) Ability to extract work : _____
7. Discipline:
 - a) Punctuality : _____
 - b) Regularity : _____
 - c) Attitude toward superiors : _____
8. Response to command/Instructions
From superiors : _____

9. Sensitivity:
- a) Social justice : _____
- b) Criticism/reprimands : _____
10. Ability to manage office:
- a) Punctuality and accuracy in Submission of accounts : _____
- b) Regularity in submission of Periodical returns : _____
- c) Promptness in the disposal of dak : _____
11. Performance in regard to Wild Life Conservation: _____
12. Touring:
- a) Systematic : _____
- b) Adequate : _____
- c) Productive : _____
13. Number of cases of encroachments at the beginning of the year & at the end of the year and action taken with regard to disposal: _____
14. Brief mention of any outstanding or any notable work mentioning special recommendations: _____
15. Overall assessment for managing the Range/Block/Beat affairs including boldness to take through divisions and showing courage in difficult situation: _____

INTEGRITY CERTIFICATE:

Nothing has come to my knowledge, which cast any reflection on the integrity of Shri _____.

His general reputation of honesty is _____.

Signature of Reporting Officer _____

Name in Block Letters: _____

Designation: _____

Remarks of the Reviewing Authority: _____

Signature of Reviewing Officer: _____

Remarks of the Accepting Officer: _____

Grading (Outstanding/Very Good/Good/Fair/Poor)

Signature of Accepting Authority: _____

Date: _____

**HIMACHAL PRADESH
FOREST DEPARTMENT**

**Report on the conduct and qualification of Executive Engineer/Assistant
Engineer for the period**

From:.....to.....

Department/ office of **Himachal Pradesh Forest Department O/o Pr. CCF HP**

PART-I (PERSONAL DATA)

(To be filled by the officer reported upon and to be certified by the Reporting officer)

1. Name of Officer : _____
2. Date of Birth. : _____
3. Date of continuous appointment to :
the present grade viz... _____
4. Present posting and date of :
appointment thereto. _____
5. Period of absence from duty as leave/ :
training etc. during the year _____
6. Period for which report has served : **Years Months**
Under.
Conservator of Forests :
Principal Chief Conservator of :
Forests, Himachal Pradesh :
7. Work load of the Division for the year : _____
8. Actual expenditure from : _____
9. up-to date Academic/general :
qualification : _____
10. Up-to-date Technical Qualification : _____
11. Whether Departmental Examinations :
passed : _____

Part -II

12. Brief resume of the works done by the officer reported upon during the period from to bringing out any special achievements of his works during the period (to be filled by the officer reported upon)

Note: The resume should not exceed three hundred words

Part -III ASSESSMENT BY REPORTING OFFICER

13.	Do you agree with the resume of work as indicated by the officer in part-II of the report and in particular regarding the special achievement, if any, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.	:	
-----	--	---	--

14.	State of Health Note: Assessment under column 15 to 19 below should not be indicated, by tick marking but should be indicated, expressed clearly in suitable words.		
15.	Department Efficiency		
	(a) How has he managed the work during the year with regard to: (i) Speed (ii) Quality (iii) Economy (b) Has he been able to exercise adequate control over the expenditure with respect to budget allotment. (c) Are his decisions sound and practical		
16.	General business habits.		
	a. Are his relation with these working with him generally cordial, and does he display good temper and tact in dealing with those with whom he comes in contract? b. Are cases disposed off promptly? c. Readiness to assume responsibility (accepts) the responsibility tends to evade or passes responsibility to others).		
17.	Knowledge or rules and procedures.		
	a) Has he adequate Knowledge of Departmental and accounts rules and procedures to be able to properly control the work and expenditure in the Division. b) Has he proved his fitness for the powers delegated to him for technical sanction acceptance of tender/works order also?		
18.	<u>ALL QUALIFICATIONS</u>		
	a. Does he show adequate initiative and drives and is he energetic. b. Is there anything in his work to show that his efficiency as Govt. officer is impaired by his constitution or habits. c. Does he possess active habits and does he inspect his work frequently. d. Does he take adequate interest in training of his sub-divisional officers and section officers? e. Attitude towards work whether the individual has put in real amount of		

	hard *Average work* or * casual work*		
	f. Ability to write the C.R. properly and objectively. g. Has he carried out inspections of his sub-division during the period under report.		
19.	Professional Ability		
	a. Is he well conversant with the principals of design and preparation of estimates. b. Is he efficient in planning and execution of works. c. Has he any special professional attainments. d. Does he keep abreast with modern techniques?		
20.	Effectiveness in the Developments and protection of scheduled cast and/ or scheduled tribes.		
	a. Attitude towards scheduled castes. b. Sensitivity to social justice. c. Ability to take quick and effective action to prevent quarrel and ensure justice to scheduled castes. d. Effectiveness in bringing about the development schedule castes.		
21.	Other observation		
	This space may be utilized for remarks, which complete, Corroborate or supplement what has been indicated above. This should not however be used for merely reporting in vague terms What has already been stated? Specific points such as special Accomplishments during the period under report and any Other aspects not covered in the Performa given above which the Reporting officer considers especially worth Mentioning may be indicated here.		
22.	Integrity	:	
	(Instructions contained in Ministry of home Affairs O.M. No. 51/4/64 Estt. (A) dated 21.6.1995 should be kept in mind).		

Signature of Reporting Officer

Name in Block Letters

Designation.

Date.

Part-IV Remarks of the reviewing officer.

23	Do you agree with the reporting officer in regard to his remarks on the resume of the work done by the officer as contained in Part-II of the report? If not, indicate briefly the reasons for disagreeing with the Reporting officer and the extent of your disagreement.		
24.	Overall assessment of performance and qualities.		

Signature of Reviewing Officer

Name in Block Letters

Designation.

Date.

Part-V

Counters signature by the Next Higher officer with Remarks, if any.

Signature of Counter signed officer

Name in Block Letters

Designation.

Date

**DEPARTMENT OF FOREST
HIMACHAL PRADESH**

**Report on the conduct and qualifications of
Head Draughtsman/Draftsman/JR. Draftsman /JE for the period:**

From to
Department/ office of

PART-I PERSONAL DATA

(To be filled by Reporting officer and to be certified by the Reviewing officer)

1. Name of official _____
2. Date of Birth _____
3. Date of continues appointment to present grade viz. _____
4. Present posting and date of appointment thereof. _____
5. Period of absence from duty on leave, training etc. during the year _____
6. Period for which the Reportee has served under
Executive Engineer _____ Year _____ Month _____
Superintending Engineer _____
7. Up-to-date Academic General Qualifications.
8. Up-to-date technical qualifications.

PART-II

9. (A brief statement of work handled by the official during the year under report to be filled by the Reporting officer).

Note: This should indicate whether the official reported upon is employed on task involved, initiative adjustment or application of knowledge of rules and regulations or professional techniques or task of simple nature or routine character

PART-III- Assessment by Reporting officer

10. State of Health

Note: The assessment under columns 11 to 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

11.	Departmental efficiency		
a)	Proficiency in		
	(i) Checking drawing		
	(ii) Preparation of design of simple structure		
b)	Is he methodical and tidy in his work.		
c)	How has he handled the works assigned to him in regard to:-		
	(i) Speed		
	(ii) Quality		
12.	General business habits		
	a. Ability to control the subordinates and to get maximum output.		
	b. Character and habits		

	c. Temperament d. Intelligence and judgment e. Tact f. General trustworthiness and Zeal. g. General aptitude in the profession		
13.	Other observations (This space may be utilized for remarks, which complete corroborate or supplement what has been indicated above. This should not, however be used for merely repeating in vague terms what already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the Performa given above which the Reporting officer considers specially worth mentioning may also be indicated here).		
14.	Integrity (Instructions contained in Ministry of home Affairs O.M. No. 51/4/64 Estt. (A) dated 21.6.1995 should be kept in mind).		

Signature of Reporting officer

Name in Block Letters

Designation.

Date.

Part-IV Remarks of the reviewing officer.

15.	Do you agree with the reporting officer in regard to his remarks on the resume of the work done by the officer as contained in Part-II of the report? If not, indicate briefly the reasons for disagreeing with the Reporting officer and the extent of your disagreement.		
16.	Overall assessment of performance and qualities.		

Signature of Reviewing Officer/Accepting authority

Name in Block Letters

Designation.

Date.

FORM OF CONFIDENTIAL REPORT ON REGISTRAR/ SUPERINTENDENT GR. I

Ministry/Department/Office of _____

Report for the year/period from _____ to _____

PART I - PERSONAL DATA

(To be filled by the Ministry/Department/Office)

1. Name of Officer _____
2. Date of Birth _____
3. Designation/post held _____
4. Date of continuous appointment to the present grade, _____
5. Whether Permanent/Quasi-Permanent/Temporary _____
6. Sections in which served during the year/period under report and the period of service in each. _____
7. Period of absence from duty on leave, training during the year/period under report. _____

PART II

Brief resume of the work done by the officer reported upon, during the period from _____ to _____ bringing out any special achievement of his during the period (To be filled by the officer reported upon.)

PART III ASSESSMENT BY THE REPORTING OFFICER

8.	Do you agree with the resume of work as indicated by the officer in Part II of the report and in particular regarding the special achievement if any, mentioned by the Officer, if not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement,		
9.	State of Health: Please indicate whether- a. the officer physically energetic b. mentally alert.		

NOTE: - Assessment under columns 10 to 14 below should not be indicated by tick marking but should be clearly expressed in suitable words.

10.	Intelligence and understanding		
	a. Exceptional and has clear grasp of any matters, however, complicated. b. Is intelligent and grasps a point correctly with reasonable, speed c. Shows a barely adequate grasp. d. (d) Very slow and or often misses the point.		

11.	Knowledge of Rules, Codes Manuals Instruction and Procedures		
	<ul style="list-style-type: none"> a. Has an exceptionally good grasp of the rules, codes, manuals generally, and a thorough and intensive knowledge of the work of the Branch. b. Has a sound knowledge both of the work of the Branch and that of the office as a whole. c. Just enough d. Not good enough 		
12.	Quality of work		
(i)	Attention to detail, accuracy in presentation of fact and thoroughness in examination		
	<ul style="list-style-type: none"> a. Most reliable and comprehensive b. Considers all relevant details. c. Is apt to be over concerned with petty details and loses perspective. d. Inclines to be superficial. 		
(ii)	Judgement		
	<ul style="list-style-type: none"> a. His proposals are consistently sound and well thought of b. Reliable c. Takes a reasonable view. d. (d) Unreliable, undecided or rigid, or superficial or erratic 		
(iii)	Presentation of cases and expression on paper:		
	<ul style="list-style-type: none"> a. Extremely clear cogent and logical. b. Very good and expresses himself clearly and concisely. c. Just good enough, d. Does not have ability to present cases properly. 		
(iv)	Ability in noting and drafting		
	<ul style="list-style-type: none"> (a) Excellent (b) Very good' (c) Good: (d) Average: (e) Poor: 		
(v)	Promptness in disposal of work		
	<ul style="list-style-type: none"> a) Very prompt b) Reasonably prompt. c) Is slow and tends to delay? 		
(vi)	Submission of various O & M returns, statements of arrears and pending cases and attention to recording, indexing and weeding of files		
	<ul style="list-style-type: none"> a. Takes exceptional care in correct preparation and timely submission. 		

	b. (b) Reasonably good and prompt c. Not very regular and has constantly to be prompted and supervised. d. Indifferent on these matters		
13.	Zeal, diligence and sense of responsibility		
	a. Shows exceptional zeal and devotion to work and has excellent initiative. b. Is hard Working and conscientious and shows adequate zeal and devotion to work, and also good initiative? c. Reasonably diligent and interested in his work with average initiative. d. Lacks sense of responsibility and is indifferent to work.		
14.	Control and management of staff		
(i)	Maintenance of order and discipline and checking late attendance.		
	a. Very good b. Good c. Average d. Poor		
(ii)	Ability to inspire confidence and to get the best out of the staff		
	a. Excellent b. Very good c. Good d. Average e. Poor		
(iii)	Capacity to train, help and advise the staff and ability to handle his subordinates		
	a. Excellent b. Very good c. Good d. Average e. Poor		
15.	Punctuality and Attendance		
16.	Other observations (This space may be utilised for remarks, which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning, may also be		

	indicated here,).		
17.	Integrity: (Instructions contained in Ministry of Home Affairs O.M. No. 51/4/64-Estt (A), dated 21-6-1965 should be kept in mind.)		

Signature of Reporting Officer_____

Name in Block Letters _____

Designation _____

Date_____

PART IV - REMARKS OF THE REVIEWING OFFICER

18.	Length of service under the Reviewing Officer		
19.	Do you agree with the Reporting Officer in regard to his remarks in the resume of the work done by the officer as contained in Part 11 of the report? If not, indicate briefly the reasons for disagreeing with, the Reporting Officer and the extent of your disagreement.		
20.	Overall assessment of performance and qualities		
21.	Has the officer any special characteristics and or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.		

Signature of Reviewing Officer_____

Name in Block Letters_____

Designation _____

Date _____

PART V-COUNTER SIGNATURE BY THE NEXT HIGHER OFFICER WITH REMARKS, IF ANY.

Signature of Countersigning Officer_____

Name in Block Letters_____

Designation _____

Date _____

FORM OF CONFIDENTIAL REPORT OF SUPDT. GR- II/Sr. ASSISTANTS

Ministry/ Department/ Office
Report for the year/period ending:

PART 1, PERSONAL DATA.

(To be filled by the Administrative section
of the Ministry/ Department/office).

1. Name of Officer _____
2. Date of Birth _____
3. Designation/post held _____
4. Date of continuous appointment to the present grade, _____
5. Whether Permanent/Quasi-Permanent/Temporary _____
6. Sections in which served during the year/period under report and the period of service in each. _____
7. Period of absence from duty on leave, training during the year. _____

PART 11-A BRIEF STATEMENT OF THE WORK HANDLED BY THE OFFICIAL DURING THE YEAR/PERIOD UNDER REPORT

(to be filled by the Reporting Officer)

NOTE-- This should indicate whether the officer reported upon is employed on task involving initiative judgment or application of knowledge of rules and regulations or professional techniques or on task of a simple nature and routine character.

PART III - ASSESSMENT BY THE REPORTING OFFICERS

8.	State of Health:		
9	General Intelligence and Keenness to learn		
10.	NOTE: - Statement under columns 10 - 13 below should not be indicated by tick marking but should clearly expressed in suitable word.		
10.	Attention to routine aspects of work such as proper maintenance or Assistants Diary, Guard Files, recording indexing and weeding of files.		
	a. Pays adequate attention to these aspects, b. Is indifferent to these aspects. c. Has to be constantly prompted and supervised		
11.	Knowledge of office procedure		

	a. Excellent b. Very good c. Average. d. Poor		
12.	Knowledge of Rules, Regulations and instructions in the general and with particular reference to the work allotted to him		
	a. Excellent b. Very Good c. Average. d. Poor		
13.	Quality of work		
(i)	Ability to apply the relevant Rules and Regulations correctly.		
	a. Excellent b. Very Good c. Average d. Poor		
(ii)	Capacity for examining cases thoroughly and comprehensively		
	a. Excellent b. Very Good c. Average d. Good e. Poor		
(iii)	Ability of noting and drafting		
	a. Excellent b. Very good c. Good: d. Average: e. Poor:		
(iv)	Promptness in disposal of work		
	a. Very prompt b. Reasonably prompt. c. Is slow and tends to delay?		
14.	Amenability in discipline		
15.	Punctuality in attendance		
16.	Relations with fellow employees		
17.	Integrity (This column should be filled as per instructions issued under MA. OM. No. 51/4/64 - Estt. (A) dated 21-6-65).		
18.	Has the officer been reprimanded for indifferent work or for other causes during the period under report, if so, please give brief particulars.		
19	Has the officer done any-		

	outstanding or not-able work meriting commendation? Briefly mention them.		
--	---	--	--

Signature of Reporting Officer

Name in Block Letters

Designation

Date

PART IV-REMARKS BY REVIEWING OFFICER.

20.	Length of service under Reviewing officer		
21.	Do you agree with the remarks of the reporting officer in part-III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the reporting officer, please mention them. You may also sum up your views here.		
22.	Has the officer any special characteristics and / or any outstanding merit or abilities, which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.		

Signature of Reviewing Officer

Name in Block Letter Letters

Designation

Date

PART V-COUNTER SIGNATURE BY THE NEXT HIGHER AUTHORITY WITH REMARKS, IF ANY.

Signature of Countersigning Officer

Name in Block Letters:

Designation

Date

FORM OF CONFIDENTIAL REPORT OF ASST./ CLERKS

Ministry/Department/office
Report for the year/period ending

PART I-PERSONAL DATA

(To be filled by the Administrative Section concerned of the Ministry/ Department/
Office).

1. Name of Officer _____
2. Date of Birth _____
3. Date of continuous appointment to the present grade viz. _____
4. Whether Permanent/Quasi-Permanent/Temporary _____
5. Section(s) in which served during the _____ year under report and period of service in each. _____
6. Period of absence from duty on leave, training during the year. _____

PART II - A BRIEF STATEMENT OF THE WORK HANDLED BY THE OFFICIAL DURING THE YEAR/PERIOD UNDER REPORT.

(To be filled by the Reporting Officer)

PART-III – ASSESSMENT BY THE REPORTING OFFICER

7.	State of Health:		
8	General Intelligence and Keeness to learn		
	NOTE: - Statement under columns 9 - 11 below should not be indicated by tick marking but should be clearly expressed in suitable word.		
9.	Proficiency in typing		
	a) Excellent b) Very good c) Average. d) Poor		
	NOTE: - Proficiency should be assessed in respect of both speed and accuracy,		

10.	Proficiency in his work viz. maintenance of prescribed registers and charts etc.		
	(a) Excellent (b) Very Good (c) Good (d) Average (e) Poor		
11.	Industry and keenness		
	a) Puts in hard work and is keen to do his job thoroughly. b) Is indifferent and required prompting and constant supervision to ensure completion of his work.		
12.	Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself with clarity and comprehension in his notes and drafts.		
13.	Amenability in discipline		
14.	Punctuality in attendance		
15.	Relations with fellow employees		
16.	Integrity (This column should be filled as per instructions issued under MA. OM. No. 51/4/64 - Estt. (A) dated 21-6-65).		
17.	Has the officer been reprimanded for indifferent work or for other causes during the period under report, if so, please give brief particulars.		
18.	Has the officer done any-outstanding or not-able work meriting commendation? Briefly mention them.		

Signature of Reporting Officer

Name in Block Letters:

Designation

Date:

PART IV - REMARKS BY REVIEWING OFFICER

19.	Length of service under Reviewing officer		
20.	Do you agree with the remarks of the Reporting Officer? If not, indicate the extent of your disagreement, if you wish to add anything specific with regard to the work and conduct of the official, over and above the remarks of the Reporting Officer, please mention here.		
21.	Has the officer any special characteristics and or any outstanding merits or abilities which would justify his advancement and special selection for a higher appointment out of turn? If so, mention these characteristics briefly.		

Signature of Reviewing Officer

Name in Block Letters.

Designation:

Date

**PART V - COUNTERSIGNATURE BY THE NEXT HIGHER
AUTHORITY WITH REMARKS, IF ANY**

Signature of the Countersigning Officer

Name in Block Letters:

Designation:

Date:

FORM OF CONFIDENTIAL REPORT ON PRIVATE SECRETARIES/PERSONAL ASSISTANTS/SR. SCALE STENOGRAPHERS OF H.P. FOREST DEPARTMENT.

Report for the year/period ending :

1. Name of Official _____
2. Date of Birth _____
3. Present Grade _____
4. Educational Qualification _____
5. Date of appointment in present grade _____
6. Name of Officer(s) with whom employed: during the year and the period served with each. _____
7. Period of absence from duty on leave : Training etc. during the year _____

ASSESSMENT BY THE REPORTING OFFICER

8.	State of Health:		
9	Regularity and punctuality		
10.	Proficiency and accuracy in stenographic Work.		
11.	Intelligent, Keenness and industry		
12.	Trustworthiness in handling secret and top secret matter and papers.		
13.	Maintenance of engagement diary and Timely submission of necessary papers meeting, interview, etc.		
14.	General assistance in ensuring that Matters requiring attention are not lost sight of.		
15.	Initiative and tact in dealing with telephone calls and visitors.		
16.	(A) Fitness for promotion to higher grade (s) in his turn:		
	(i) Fit (ii) Not yet fit (iii) Unfit		
	(B) Has the official any special characteristics and/or any outstanding merit or abilities which would justify his		

	advancement and special selection for higher appointment out of turn? If so, please mention there characteristics briefly		
	(C) Recommendation regarding suitability for other spheres if works, viz.		
17.	Promptness in disposal of work		
	d. Very prompt e. Reasonably prompt. f. Is slow and tends to delay?		
14.	Amenability in discipline		
15.	Punctuality in attendance		
16.	Relations with fellow employees		
17.	Has he been reprimanded for indifferent work Or for other causes during the period under report? If so, give brief particulars.		
18.	Remarks as to defects in character indebtedness Etc. which may militate against efficiency and suitability		
19	General assessment of personality, character and temperament including relations with fellow employees amenability to discipline, etc.		
20.	Integrity (This column should be filled as per instructions issued under MA. OM. No. 51/4/64 - Estt. (A) dated 21-6-65).		

Grading- Outstanding/Very Good/Good/Fair

Dated:

Place :

Signature of the Reporting/Reviewing/Accepting Officer

Name in Block Letter:

Designation:

**CONFIDENTIAL REPORT OF STAFF CAR/JEEP DRIVER, HIMACHAL PRADESH,
FOREST DEPARTMENT**

FOR THE YEAR/PERIOD ENDING _____ to _____

1. Name : _____
2. Date of Birth : _____
3. Scale of pay : _____
4. Date of continuous appointment : _____
5. Observations on:- : _____
 - (i) Intelligence : _____
 - (ii) Energy and Reliability : _____
 - (iii) Punctual attendance : _____
 - (iv) Behaviour. Does he show :
proper courtesy and good
manners towards all persons
using the staff Car/jeep? _____
 - (v) Amenability to discipline : _____
 - (vi) Technical knowledge & ability : _____
 - (vii) Does he keep the Car/jeep :
clean and tidy? _____
 - (viii) Is he capable to attending :
to petty repairs to the
Car/jeep? _____
 - (ix) Is he economical in the use of :
Petrol, Lubrication Oil etc.? _____
 - (x) Does he take timely action for :
getting proper entries made in
Log-Book ? _____
 - (xi) Adherence to the Traffic :
Regulations and Civil Laws _____
 - (xii) Number of accident, if any, :
in the year
a. Major
b. Minor

6. Has he been responsible for any :
outstanding work During the period
under review meriting special
Commendation? If so, what? _____
7. Has he been reprimanded for :
indifferent work for Other causes? _____
8. Assessment of integrity, (if :
anything adverse has come to
your notice, please specify it also). _____

Signature of Reporting Officer
Name in Block Letters with
Designation.

CHAPTER VII

UNIFORMS

1. The rules for the supply and wearing of uniform by the executive staff of the Forest Department are given in the appendix "A"
2. The rules for the supply of liveries to -class IV employees are given in Appendix "B".
3. The rules for the supply of liveries to Drivers are given in Appendix "c"

APPENDIX 'A'

Copy of NOTIFICATION NO. 3-9-/69-SF-III dated 8-9-83, from the Secretary (Forests) to the Government of H.P. addressed to the Chief Conservator of Forests, H.P. Director of Soil Conservation, H.P. and amongst to others.

The Governor, Himachal Pradesh is pleased to prescribe the following revised rules for the supply and wearing of uniform articles to the non-gazetted employees namely Forest Rangers, Deputy Rangers and Forest Guards of H.P. Forest Farming and Environmental Conservation Department with immediate effect: -

1. These rules supersede all previous rules on this subject
- 1) All Forest Rangers, Deputy Rangers and Forest Guards of the above department shall wear uniforms.
 - (i) When in attendance of any Gazetted Forest Officer or Gazetted Officer of any other department unless excused from doing so.
 - (ii) When attending any court.
 - (iii) When proceeding on duty into any town or city.
 - (iv) When in attendance upon any official of superior rank unless specifically excused by that ' official.
- 2) All articles of uniform will be supplied at Government expense to forest Guards and Deputy Rangers and all articles except Revolver to Forest Rangers as per detail and monetary limit fixed against each: -

Rank	Name of Article	Price	
		Lower Hills	High Hills
1	2	3	4
Forest Rangers	1. P. Cap	60	60
	2. Khaki Turbans with golden fringe (For Sikhs only)	30	30
	3. Tunic		
	i) Drill	37	-
	ii) Woollen Serge	-	168
	4. Pants		
	(i) Drill	30	-
	(ii) Woollen Serge	-	105
	5. Bush Shirt		
	(i) Cellular	37	-
	(ii) Woollen Serge	-	150
	6. Shirt		
	(i) Twill	22	-
	(ii) Woollen Serge	-	150
	7. One alternate supply of Khaki Terrycot Shirt and Pant in lieu of Tunic Pant, Bush Shirt & Shirt	152	152

	8. Cross Mt of brown leather 2" wide with a cross piece I ¼ " wide	30	30
	9. Boots (Leather)		
	(i) Brown.	95	95
	(ii) Shoes brown	85	85
	10 Jersey	80	80
	11 Badges	3	3
	12 Stars 2 Pairs	2.70	2.70
	13 Revolver	At the cost of subordinate	
	14 Whistle with bright green Laneyard	1.50	1.50
	15 Buttons with rings		
	(i) Large (one dozen each	0.20	0.20
	(ii) Small	Each	Each
	16 Tie	5	5
	17 Socks	10	10

Deputy Rangers	1. P. Cap	60.00	60.00
	2. Khaki Turbans with golden fringe (For Sikhs only	30.00	30.00
	3. Tunic		
	i) Drill	37.00	-
	ii) Woollen Serge	-	150.00
	4. Pants Khaki of		
	(i) Drill	30.00	-
	(ii) Woollen Serge	-	105.00
	5. Shirt		
	(i) Cellular	22.00	-
	(ii) Woollen Serge	-	150.00
	6. Bush Shirt		
	(i) Twill	3.7	-
	(ii) Woollen Serge	-	150.00
	7. One alternate supply of Khaki Terrycot Shirt and Pant in lieu of Tunic Pant, Bush Shirt & Shirt	152.00	152.00
	8. Cross belt of brown leather 2" wide with a cross piece ¼ " wide	30.00	30.00
	9. Boots (Leather)		
	(i) Brown.	95.00	95.00
	(ii) Shoes	85.00	85.00
	10 Jersey	80.00	80.00
	11 Badges 1 Pair	3.00	3.00
	12 Stars 1 Pair	2.70	2.70
	13. Tie	5.00	5.00
	14. Socks	10.00	10.00
	15 Buttons with rings	0.20	0.20
		Each	Each
		668.90	1,125.25
		669.00 or say 1,126	

Forest Guards	1. Pagri (For Sikhs)	30.00	30.00
	2. Mounty barret Cap	10.00	10.00
	3. Frock		
	(i) Shirt of khaki cellular	22.00	-
	(ii) Shirt of khaki serge	-	150.00
	4. Shirt		
	(i) Khaki Drill	30.00	-
	(ii) Khaki serge	-	105.00
	5. One alternate supply of terrycot shirt and pant in lieu of Shirt and Pant Tunic and Bush Shirt	152.00	152.00
	6. Patties		
	(i) Poziops	-	-
	(ii) Anklets	-	-
	7. Haversack	25.00	25.00
	8. Boots		
	(i) Ammunition	66.00	66.00
	(ii) Black Shoes	60.00	60.00
	9 Belt	21.00	21.00
	10 Buttons and Rings	0.20	0.20
		Each	Each
	11 Badges, Shoulder strap badges of Nickel plated metal with the word HPF	1.50	1.50
	12 Axe Takwa type in leather cases to fit on the belt	15.00	15.00
	13 Whistle with green laneyard	1.50	1.50
	14 Over coat of serge of police pattern	-	86.00
	Total	434.20	723.20

4) All uniform, articles are to be purchased at Government expense at the rate contracts sanctioned by the Controller of Stokes, H.P. and price of each such articles shall-be according to the rates fixed by him from year to year.

5) After purchase of cloth for the uniform articles as named in Rule 3 above, Tunic/ Frocks, Shirts, Bush Shirts, Pants will be stitched at Headquarter of each Division at the competitive rates to be determined by the Divisional Forest Officer and supplied to Range Forest Officer concerned for distribution to all eligible incumbents.

The following will be the maximum limit of cloth to be used in preparation of uniform:-

1. Pagri	4½Metres
2. Tunic	
(i) Cotton	4"
(ii) Woollen serge	1¾"
3. Shirt	
(i) Cotton	3"
(ii) Woollen'.	1¾"
(iii) Terrycot	1¾"
4. Bush Shirt	
(i) Cotton	4"
(ii) Woollen Serge	1¾"
5. Pant	
(i) Cotton.	2½"
(ii) Woollen Serge	1.20"
(iii) Terrycot	1.20"

6) The following Forest Divisions fall within category of low and high hills for purpose of Supply of cotton and woollen uniform articles whereas terrycot uniform are to be given in alternate supply of uniforms in all Division falling in low and high hills -

Low Hills Divisions	High Hills Divisions
Low Hills Divisions	High Hills Division
1. Dalhousie (except Bakloh and Bhattiyat Ranges)	1. Upper Ravi
2. Dharamsala (except D. Sala range)	2. Chamba
3. Hamirpur	3. Pangi
4. Una	4. Kullu
5. Palampur	5. Seraj
6. Nurpur	6. Lahaul and Spiti
7. Bilaspur	7. Shamshi
8. Suket	8. Nachan
9. Mandi (except Jogindernagar & Kalamlh)	9. Karsog (except Karsog and Seri ranges)
10. Nahan	10. Rajgarh
11. Solan (except Taradevi, Solan, Chail)	11. Solan (Taradevi, Solan & Chail) Range
12. Karsog (except Magree and Thungi Ranges)	12. Dharamshala (D.sala Range)
13. Renuka	13. Shimla (except Suni Range)
	14. Kinnaur
	15. Kotgarh
	16. Rohru
	17. Chopal

7) In order to enable the Accountant General, H.P. & Chandigarh to exercise a proper check the following Statement will be sent to him by Divisional Forest Officers whenever any uniform articles are supplied to any subordinates at Government expenses: -

Class of Govt. Servant	No. of Govt. servants entitled to uniform	Articles of uniform supplied	Date of last supply	Rate per article	Total amount charged	Number and date of the vouchers on which charged	Remarks

8) All subordinates will be responsible for the proper maintenance of their uniform articles, and will be charged the full cost of replacements within the period of life prescribed for each article unless in the opinion of the Divisional Forest Officer the uniform has been unavoidably lost or damaged, e.g. in a fire, in the execution of a subordinate's duty or other circumstances beyond the subordinate's control.

9) No article of clothing supplied by Government whenever written off stock or not can become the property of any subordinate. Unserviceable uniform articles shall be burnt in the presence of the Divisional Forest Officer, who along with the statement prescribed in Rule 7 will send a certificate to the Accountant General H.P. & Chandigarh to the effect that this has been done.

10) A register will be maintained in each Divisional Office, showing to which Range each article of uniform supplied at government expense has been issued, with dates. Every Range Officer will maintain a register showing as to which subordinate the articles are issued and obtain a receipt for the same of the usual printed Form.

11) No. of uniform articles, their full specifications and duration for which these, are to be used are given as under:-.

Sr. No.	Specification of uniform articles	No. of articles	Duration	Remarks
1	2	3	4	5
Forest Rangers				
1.	P. Cap as per pattern in Police Department	1	4 year	
2.	Pagri of Khaki fine muslin for (Sikhs)	2	1 year	
3.	Tunic open collar of khaki (i) Drill with shoulder (ii) Woollen serge (iii) Terrycot	1 1 1	2 Year 2 Years for high hills 2 Years in lieu of cotton and serge tunic in alternate supply.	
4	Shirts of Khaki (i) Drill (ii) Serge (iii) Terrycot	1 1 1	1 Year 1 Year for high hills 1 Year in lieu of cotton and serge tunic in alternate supply.	
5.	Bush-shirt of Khaki fine (i) Cellular (ii) Terrycot	1 1	1 Year 1 Year in lieu of cotton and server shirt in alternate supply	
6.	Pants of Khaki fine (i) Drill (ii) Serge (iii) Terrycot	1 1 1	1 Year 1 Year for High Hills 1 Year in lieu of cotton and serge pant in alternate supply.	
7.	Cross belt of brown leather 2" wide with a cross piece 1 ¼" wide.	1	When found unserviceable	
8.	Leather boots (i) Boots brown (ii) Shoes brown	1 1	2 Years 2 Years	
9.	Jersey pullover military type	1	2 Years	
10.	Badges nickle plated badges with the word 'HPF' on shoulder strap	1 pair	When found unserviceable	
11.	Stars – Six pointed silver stars	2	Up to 10 years service and 3 pairs thereafter when found unserviceable	
12.	Revolver	1	At the cost of F Rs. if they like	
13.	Whistle with bright green silken lanyard	1	When found unserviceable	
14.	Buttons with rings, metallic buttons and rings with Ashoka	11 each	Do	

	Pillar embossed below word "Forest" for Tunic and Bush Shirts ordinary button for other uniform articles.			
15.	Olive green tie	1	2 years	
16.	Socks Khaki Nylon	1	1 year	

II Deputy Rangers

Sr. No.	Specification of uniform articles	No. of articles	Duration	Remarks
1	2	3	4	5
1.	P. Cap as per pattern in Police Department	1	4 year	
2.	Pagri of Khaki fine muslin for (Sikhs)	2	1 year	
3.	Tunic open collar with shoulder straps (i) Drill (ii) Woollen serge (iii) Terrycot	1 1 1	2 Year 2 Years for high hills 2 Years in lieu of cotton and serge tunic in alternate supply.	
4	Shirts of Khaki (i) Cellular (ii) Woolen Serge (iii) Terrycot	1 1 1	1 Year 1 Year for high hills 1 Year in lieu of cotton and serge tunic in alternate supply.	
5.	Bush-shirt of fine (i) Cellular (ii) Woolen serge (iii) Terrycot	1 1	1 Year 1 Year in lieu of cotton and server shirt in alternate supply	
6.	Pants of Khaki fine (i) Drill (ii) Serge (iii) (iii) Terrycot	1 1 1	1 Year 1 Year for High Hills 1 Year in lieu of cotton and serge pant in alternate supply.	
7.	Cross belt of brown leather 2" wide with a cross piece 1 ¼" wide.	1	When found unserviceable	
8.	Leather boots (i) Boots brown (ii) Shoes brown	1 1	2 Years 2 Years	
9.	Jersey pullover military type	1	2 Years	
10.	Badges nickle plated badges with the word 'HPF' on shoulder strap.	1 pair	When found unserviceable	
11.	Stars – Six pointed silver stars	1 Pair	When found unserviceable	
12.	Buttons with rings, metallic buttons and rings with Ashoka Pillar embossed below word "Forest" for Tunic and Bush Shirts ordinary button for other uniform articles.	11 each	Do	
13.	Tie Olive green	1	1 year	
14.	Socks Nylon	1Pair	1 year	

III Forest Guards

Sr. No.	Specification of uniform articles	No. of articles	Duration	Remarks
1	2	3	4	5
1.	Pagri of Khaki fine muslin for (Sikhs)	1	1 year	
2.	Mounty berret cap of dark khaki serge	1	1 Year	
3.	Shirt of Police constable pattern with open collars with green shoulder straps of: (i) Cellular (ii) Woolen Serge (iii) Terrykot	1 1 1	1 Year 1 Year for high hills 1 Year in lieu of cotton and serge tunic in alternate supply.	
4.	Pant of (iii) Terrykot	1	1 Year in lieu of shirt of drill and serge in alternate supply and serge in alternate supply.	
5.	Pattees Khaki woollen (i) Hoztops (ii) Anklets	1 1	1 Year 2 Years	
6.	Haversacks water proof Red-Cross pattern	1	2 years	
7.	Boots leather (i) Ammunition (ii) Black colour	1 1	2 Years 1 Year	
8.	Belt brown leather with brass clasp Sr. Nos to be placed below the word "Forest Guard"	1	When found unserviceable each	
9.	Buttons with Rings of black metal with embossed Ashoka Pillars.	11	When found unserviceable	
10.	Axe Takwa type in leather cases to be fit on the belt.	1	When found unserviceable	
11.	Jersey pullover woollen military typed	1	2 Year	
12.	Overcoat of woollen khaki serge	1	5 Years in High Hills	
13.	Badges on shoulder straps of nickel plated metal with the word "HPF"	1 Pair	When found unserviceable	
14.	Whistle with green laneyard	1	When found unserviceable	

The cloth for Pagree, Tunic Bush-Shirt, Shirt-Paints pant will be from any of the firms named below

1. Elgin Mill.
2. Binny
3. D.C.M.
4. Dhariwal
5. Industries Department

APPENDIX 'B'
NO. PER (SAR&I) 7(G) 6-6/83-III
GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF PERSONNEL
(SAR&I SECTION)

Shimla-2 Dated the-24th August 1985.

NOTIFICATION

The Governor, Himachal Pradesh, on the recommendations of the State Level Livery Selection Committee, is pleased to order the procurement / purchase of various livery articles to Class IV Employees of the H.P. Government, from the following sources and at the rates shown against each item with immediate effect:-

1.	WOOLLEN CLOTH (i) M/s Khandwal Woollen and Silk Mills Raja- Ka- Bag, Distt. Kangra, H.P. (ii) M/s Vandna Textiles, Sultanpur, Chamba H.P. (iii) H.P. Handicrafts and Handloom Corporation or their Sales Emporia in H.P.	Rs. 66 P.M. Rs. 66 P.M. Rs. 66 P.M.	Blue Blazer Double width Do Do
2.	LINING CLOTH HP Handicrafts & Handloom Corporation, Shimla or their Sales Emporia in H.P.	Rs. 12.50 P.M.	Sky blue colour single width
3.	SOCKS (NYLON) M/s Parkash Knitting Works, Solan H.P.	Rs. 13.25 Per pair	Blue colour (Nylon)
4.	BLANKETS (WOOLLEN) (i) M/s Kissan Weavers, Siagloo, Mandi, H.P. (ii) H.P. Handicrafts and Handloom Corporation, Sanjauli, of their sales Emporia in H.P. (iii) M/s Vandhna Textiles, Sultanpur, Chamba, H.P.	Rs. 100 each Rs. 100 each Rs. 100 each	Check shade, having weight 1100 gms and length 245+ 146 cms. Do Do
5.	UMBRELLA This item may be purchased at the rate approved by the Controller of Stores H.P.		
6.	JERSIES (WOOLLEN) M/s Parkash Knitting Works Solan H.P.	Rs. 105 each	Full sleeves in Khaki Colour (woollen)
7.	SHOES (i) M/s Himachal Leather Industrial Unit, Kotwali Bazar Dharamsala, H.P. (ii) H.P. Handicrafts & Handloom Corporation, Shimla or their sales Emporia in H.P. (iii) M/s Raj Industrial Unit Shamshi, Kullu, H.P. per pair (iv) M/s Surha Leather Training Footwear Mandi H.P.	Rs. 180 per pair Rs. 80 per pair Rs. 80 per pair Rs. 80 per pair	Crown leather Black colour with laces and Rubber Sole, with three months guarantee. Do Do Do
8.	BUSHAHRI CAPS (i) H.P. Khadi Ashram, The Mall Shimla (ii) H.P. Handicrafts and Handloom Corporation, The Mall Shimla or their sales Emporia in H.P.	Rs. 12.15 each Rs. 12.15 each	All wool Shanil Patti, with Jari Do

The validity of rate contract would be for one year from the date of issue of this Notification or till further orders.

TERMS & CONDITIONS:

1. The rates are F.O.R. Distt. Headquarters in H.P.
2. The, delivery of the articles will be made within 15 days.
3. The samples of the above articles have been kept with the Deputy Secretary (SA) to the Government of H.P. Shimia-2 and counter samples with the suppliers for inspection. The indenting Officers may please supply orders to the concerned Organizations/Industrial Units directly and take the supply strictly in accordance with the approved samples. In case of any dispute regarding non-supply or otherwise, the matter may be brought to the notice the Deputy Secretary (SA) to the Government of H.P. for taking necessary action against the defaulter.
4. 90 % payment will be made on arrival of the consignment at the destination after certifying that the goods are perfectly in accordance with the approved samples and 10 %. within one month of the receipt of the material.
5. Sales Tax, if applicable, will be paid extra against form C&D.
6. As far as possible the articles for which discount is admissible during Gandhi Jayanti may be purchased from H.P. Khadi Ashram, The Mall Shimla in respect of Bushahri Caps during that period.

The Governor Himachal Pradesh, is further pleased to enhance/bifurcate the stitching charges of Uniform and classification of Winter Summer Stations in Himachal Pradesh for regulating the issue of uniforms to Class-IV Employees posted at different stations in the, State as indicated below: -

STITCHING CHARGES

Coat (Woollen)	:	Rs. 75 each including all material of superior quality except lining cloth
Pant (woollen)	:	Rs. 30 each including all material of superior quality except lining cloth
Ladies Salwar (Terrycot)	:	Rs. 12 each including essential materials.

BIFURCATION OF STITCHING CHARGES

Bush Shirt (Terrycot)	:	Rs.25 each including essential materials of superior quality
Pant (Terrycot)	:	Rs. 65 each including essential materials of superior quality with Satin lining

CLASSIFICATION OF SUMMER/WINTER STATIONS:

Category-I	:	Situated at the height of 5,000 feet above the sea level and above.
Category-II	:	Situated at 3,000 feet above sea level but upto 5,000 feet height.
Summer Stations	:	Situated below 3,000 feet above the sea level.

Sd/-

Secretary

(SA/GAD) to the Govt. of Himachal Pradesh

Copy of Office Memorandum No. 1/3/72 - Fin (Reg.) dated 30-11-74 from the Deputy Secretary to the Govt. of H.P. addressed to all the heads of Deptts etc.

SUBJECT: - Rules for the supply of Liveries to Class IV employees and Drivers.

The undersigned is directed to say that keeping in view the rise in prices, the Governor, Himachal Pradesh is pleased to enhance the present monetary limits prescribed for supply of livery articles to Class IV employees vide Finance Department Office Memo of even No. dated 14-3-72 and as incorporated in appendix - 12 to Himachal Pradesh Financial Rules, Vol. II-1971 and for Drivers vide this Office Memo. No. 15-3/71 (R&E) dated 21/6/72

2. This increase will remain operative for a period of one year.

No. Ft. 54 - 4 / 56 (ALM) Dt. Shimla-1 28-1-75.

Copy forwarded to All CFS/DFO/Forest Corp, Shimla/Collector Forests for information and guidance. Necessary action in continuation of this office endst. of even No. dated 29-4-72.

Sd/-

For C.C.F.H.P., Shimla

Copy of letter no. GAD 13-125/57-II dated the 26th December 1966 from the Chief Secretary to the Govt. of Himachal Pradesh addressed to all Heads of Deptt in Himachal Pradesh (Except GM. H.G.T.).

SUBJECT: - Rules for the supply of liveries to the Drivers of Himachal Pradesh Administration.

The undersigned is directed to say that the Rules/ instructions governing the supply of liveries to the drivers' at present in vogue in the various Departments, vary from Deptt. to Deptt. In order to bring about uniformity, new rules have therefore, been framed, a copy of whereof is enclosed. These rules are in supersession of all the previous rules/instructions on the subject and shall come into force with immediate effect. They shall be applicable to all the Drivers serving in the various departments/Offices of this Administration (except the Transport Department).

Rules for the supply of Liveries to the Drivers of Himachal Pradesh Administration:

1. These rules shall be called the "Rules for the supply of Liveries of the Drivers" of Himachal Pradesh Administration.
2. These rules deal with the supply of
 - a. Liveries,
 - b. Summer Clothing and
 - c. Warm Clothing and Umbrellas etc. etc. to the Drivers.
3. The supply in every case will be subject to the ordinary rules of budget provision.
4. In order to encourage the Co-operative and Industrial concerns in Himachal Pradesh and Himachal Cottage and Small Scale Industries Emporium, Shimla the Livery material will be obtainable only from such sources by the Head of Department and Offices etc. by placing direct indents on the Industries Department of Himachal Pradesh Administration.
5. The bill of cost of material will be paid direct by Indenting Officers in cash or by book adjustment in accordance with the procedure laid down by the Industries Deptt. for the purpose.
6. The material which cannot be manufactured in the Pradesh and cannot be arranged by the Himachal Pradesh Cottage & Small Scale Industries Emporium or by the Industries Deptt. of Himachal Pradesh will be obtainable from the local market at competitive rates in accordance with the usual procedure laid down for the purpose.
7. The Head of Offices may in an emergent case, purchase livery material on competitive rates from the local market upto a limit of Rs. 50 at a time and subject to a maximum of Rs. 200/ per year. The Head of offices shall obtain a certificate of

- non-availability of the material from the Industries Deptt. of Himachal Pradesh when the limit of Rs. 50/ exceeds.
8. When loss or damage to, an articles of livery summer clothing and warm clothing, is caused through negligence or misuse before the prescribed life of an articles, the loss shall be recoverable from the defaulter.
 9. The Lt. Governor or any other authority to whom such powers may be delegated can write off the loss.
 10. The proposed dress of livery will be as in Annexure 'A' appended to these rules.
 11. The quotations and prices of cloth and other materials prescribed for each articles of livery are also appended in Annexure 'A' liable to be changed from time to time.
 12. The maximum limits of cost and scale of cloth required for each article will be as in Annexure 'A' and 'B' to these rules determinable from time to time.
 13. The Heads of Offices etc. may make their own arrangement for the stitching of liveries on tender basis subject to the maximum rates prescribed for each articles in Annexure to the maximum rates prescribed for each article in Annexure 'B' to these rules, liable to changed from time to time.
 14. The scales of material required for each articles will be shown in Annexure 'B' to these Rules.
 15. The life of an overcoat will be five years. It will not become the personal property of any person and in the event of charge of the recipients is discharged, the overcoat should be taken over and re-issued to the successors until or unless it has outlived its prescribed life. The Head of Offices etc. will make their own arrangements for withdrawing the overcoats from the drivers at the end of the winter season and for their re-issue during the next winter.
 16. The Drivers will be entitled for washing allowance at the rate of Rs. 1 P.M. but no washing allowance should be paid to them during regular leave. The departments concerned will however satisfy themselves that the allowance is actually spent for the purpose for which it is granted.
 17. The Heads of Offices etc. are empowered to sanction expenditure on the supply of liveries, clothing and other articles to drivers attached to their office according to the scales and upto the maximum limits of costs specified in these rules.
 18. The quantity of material for liveries given in the annexures are taken as average requirements of different sizes and the cost has been worked out on that basis. The cloth etc. should be issued according to the actual requirements subject to an overall maximum calculated on the basis of the average, requirements indicated in the annexures.
 19. No liveries will be supplied to these drivers whose services will be less than three months,
 20. In the event of their resignation/discharge or dismissal from services, the drivers will surrender those articles of livery / uniform which have not outlived their prescribed life.
 21. When proceeding on leave for more than 15 days the used livery should be returned by the Drivers to the office and while actually retiring if the livery has out lived more than half of its prescribed life.

Copy of O/O No. 6. 2/61-GAD Dated 4-2-1961 from the under Secretary (GAD) addressed to all the Head of Deptt. (Except G.M. HGI)

SUBJECT: - Amendments of Rules for the supply of Liveries to the Drivers of Himachal Pradesh Administration.

The undersigned is directed to invite a reference to the Rules for the supply of Liveries to the drivers of Himachal Pradesh Administration, circulated with this Deptt. O.M. No. GAD-13-135/57-II dated 26-12-1960 and to state that the following amendments may please be carried out therein:

(i) Amendment No. I: - Item no. 3 appearing in Annexure "A" may be substituted by the following:

Article	Cost Rs. (including stitching charges if any)	Remarks
3" Pagree white	2 in 1 year 16	
Barret cap	1 in year 12	

(ii) Amendment No. 2: The following may be added as a note below Annexure: -

NOTE: - The drivers posted at Shimla and all other cold places in H.P. be provided with a pair of shoes every year instead of item No. 4 and 7 above.

2. These amendments will come into force with immediate effect.

No. Ft. 54-4/56-IV (A) dated Shimla 4 the

Copy forwarded to all CFs for information, guidance and necessary action.

Sd/

For C.C.F.H.P.

ANNEXURE 'A'

Statement showing the limit scale and cost of liveries admissible to the drivers of Himachal Pradesh Administration.

SUMMER

	Article	Cost of Rs. (including stitching charges if any)
1.	Coat buttoned up Khaki White drill 2 in 1 year	48
2.	Pant trousers/Khaki white drill 2 in 1 year.	30
3.	Pagree, white 2 in 1 year	16
4.	Foragler Cap 1 (one) year	12
	1 pair one year	12

WINTER

5.	Coat buttoned up serge khaki or navy blue in 2 years.	90
6.	Trousers Pant/Serge khaki or navy blue in 2 years.	
7.	Shoes 1 pair in 2 years	20
8.	Leather Gloves 1 pair in 2 years	10
9.	Socks 2 pairs in 1 year	4
10.	Over coat 1 in 5 years	95
11.	Umbrella 1 in 2 years.	8

ANNEXURE 'B'

Statement showing the quantity of clothes required and the tailoring charges for liveries of drivers of Himachal Pradesh Admn;

		Qty. of Cloth	Tailor Ch.	Remarks
1.	Khaki/white drill for coat.	5 yards	6.00	
2.	Khaki/white drill for pant	3,"	3.00	
3.	Lining for pocketing	3/4 yards		
4.	White Malmal for pagree	6 yards.		
5.	Navy Blue/khaki Serge Coat.	2 yards 12 including buttons and buckles.		
6.	Lining 29"/32" wide for above	4 yards		
7.	Navy blue/ khaki serge for pant 50" wide	1½ yards	6. 00	
8.	Cost of buttons & bucks for item no. 1 & 2			
9.	Lining cloth 28"/32" wide for pant (for pocketing)	3/4 yards		

10.	Woolen cloth (navy or khaki or overcoat.	2½ yards		
11.	Lining cloth of overcoat.	4½ Yards		

Copy of Office Memorandum No. Fin. (C)-A (3)-13/76 dated 27th Oct. 1975 front the Secretary to the Govt. of H.P. addressed to all the Heads of Deptts. etc. etc.

OFFICE MEMORANDUM

SUBJECT: - Rules for the supply of liveries to Class IV employees.

The undersigned is directed to invite reference to the decision regarding enhancing the monetary limits prescribed for supply of livery articles to Class IV employees and Drivers of Departmental Vehicles by forty percent communicated by the Finance Department with Office Memorandum No. 1-3/72-Fin (Reg.) dated the 30th November, 1974. Since the cost of material has come down by 7-1/2 %, to 10% it has been decided by the Govt. that the authorities competent to purchase and issue livery articles in accordance with the respective rules prescribed for these two categories of employees shall restrict the expenditure within 30 to 33-1/2% over the original ceiling instead of 40%.

No. Ft. 54-4/56 (ALM) Shimla-1 Dated 21-11-75.

Copy forwarded to all CFs/DFOs in H.P. for information guidance and necessary action in continuation to this office endst. of even No. dated 28-1-75.

Sd/
For C.C.F.H.P.

NO. PER (SAR&I) 6 (F) 6-1/84-II

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF PERSONNEL (SAR & I SECTION)**

To,

The Chief Conservator of Forests,
HP-Shimla,
Dated Shimla-2, the December, 1985

SUBJECT: Supply of Livery Articles to Class- IV Employees.

Sir,

I am directed to refer to your letter No. Ft-E-11-16/79 (SS) dated 19-11-1985 on the above subject and to say that by virtue of granting of terrycot cloth for Summer Uniforms only one set of Bush Shirt and: pant in one year to the Drivers is admissible. The stitching charges of terrycot uniforms has been fixed Rs.100 each set.

Yours faithfully,

Deputy Secretary (SA) to the
Government of Himachal Pradesh

No. Per (SAR&I) 6 (F) 6-1/84-II dated 3rd December 1985. Copy forwarded to the Director, Panchayati Raj, Himachal Pradesh, Nigam Vihar, Shimla, with reference to his letter No. PCA-H (B) 2-7/76-II, dated 6th November 1985 for information.

Sd/-

Deputy Secretary (SA) to the
Government of Himachal Pradesh

CHAPTER VIII

Instructions/Policy regarding appointment in Died in Harness Cases

No. Fin-F (9) 1/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control -II)

From

The Pr. Secretary (Finance) to the
Government of Himachal Pradesh

To

All the Administrative Secretaries to the
Government of Himachal Pradesh, SHIMLA – 171002

Dated, Shimla – 171002

Dated, 15th July, 2010

Subject: **Regarding providing of employment assistance on compassionate grounds.**

.....

On the above subject, I am directed to say that as per present policy of the Government, this department is considering those cases where the applicant is a widow or cases of those applicants whose both parents are not alive.

It is, therefore, requested that for the present only those cases may be sent to this department where applicant is a widow and cases of applicants whose both parents are not alive.

Sd/-

Under Secretary (Finance-Exp.) to the
Government of Himachal Pradesh.

.....

No. Per (AP-B) F (4)-4/89-VI
Government of Himachal Pradesh
Department of Personnel (AP-II)

Dated Shimla-2, the 4th September, 2012.

OFFICE MEMORANDUM

Subject: Appointment of sons/daughters/near relations of a Government servant who dies in harness, leaving his family in immediate need of assistance.

The undersigned is directed to say that the matter regarding simplifying the existing system of providing of employment assistance to the dependents of Govt. servants who die while in Govt. service, leaving their families in indigent circumstances was under consideration of the Govt. for some time past. After careful consideration, it has been decided that the cases of all eligible candidates shall be considered for providing employment assistance in accordance with the provisions of the policy circulated vide O.M. No. Per (AP-II) F(4)-4/89 dated 18.01.1990.

It has further been decided by the State Govt. that the employment on compassionate grounds shall also be extended to the dependents of Contract employees who die while in service. Accordingly, the following sub-clause (f) below para 2 is inserted in the above mentioned policy dated 18.01.1990:-

(f) A contractual employee who dies while in service leaving his family in immediate need of assistance may be given compassionate employment on daily waged basis.

Sd/-
(Manisha Nanda)
Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

Copy of H.P. Govt., Deptt. of Personnel O.M. No. Per (AP-II) F (4)-4/89 dated 18.01.1990 addressed to all Secretaries, Heads of Departments etc.

Subject: **Appointment of sons/daughters/near relations of a Government servant who dies in harness leaving his family in immediate need of assistance.**

The undersigned is directed to say that the question of revising the policy for providing employment assistance to dependents of Govt. servants who die while in Government service, leaving their families in indigent circumstances was under consideration of the Govt. for some time past. After thorough consideration and in supersession of all previous orders in this respect it has now been decided to adopt the following new policy for grant of employment on compassionate grounds to the dependents of deceased Govt. servants in future:-

Policy:

The employment on compassionate grounds to the dependents of Govt. servants who die while in service is not to be provided as a matter of right. It should be given only to serving cases where the family of deceased Govt. servant is left in indigent circumstances requiring immediate means of subsistence. The concerned Administrative Departments would satisfy themselves about the indigent circumstance of the family before appointment on compassionate grounds is made.

To whom the policy is applicable:-

The employment assistance on compassionate grounds will be allowed in order of priority only to widow or son or unmarried daughter (in case of unmarried Govt. servant to father, mother, brother and unmarried sister) of:

- (a) A Govt. servant who dies while in service (including by suicide) leaving his family in immediate need of assistance.
- (b) A daily wage employee who dies while in service after having rendered atleast 5 years service with not less than 240 days on daily wage basis in a year (to be computed as an average of the number of days served in the preceding three years) leaving his family in immediate need of assistance. In such cases compassionate employment would be on daily wages only.
- (c) A Government servant who has been missing for more that two years and the family needs the immediate assistance.
- (d) A Government servant (Class-III and IV only) who retires on medical grounds under rule 38 of the C.C.S. (Pension) Rules, 1972. Provided the employee so retiring has not crossed the age of 53 years and 55 years in case of Class-III and IV respectively.
- (e) A Govt. Servant who dies during the period of extension in service but not re-employment, leaving his family in immediate need of assistance.

3. Authority competent to make appointment on compassionate grounds:

- (a) The compassionate appointment is to be provided basically in the department to which the deceased Government servant belonged, subject to fulfillment of minimum educational and technical qualifications prescribed for the post. In exceptional cases

where the post does not at all exist in the department concerned, the said department may recommend appointment in another department.

- (b) Head of the Department to which the late employee belonged shall be competent to make compassionate appointment subject to fulfillment of all essential conditions and his satisfaction as to the indigent circumstance of the family of the deceased/retired Government servant.

4. Posts to which such appointment can be made:

The appointment on compassionate grounds can be made to the lowest rung of Class-IV and Class-III posts carrying the pay scale of Rs. 300-430 (now revised to Rs.750-1350) and 400-600 or 400-660 (now revised to Rs. 950-1800) respectively. Class-III jobs would include all equivalent jobs including technical posts and teachers (Class-III) in the scale of Rs. 950-1800 only.

5. Eligibility:

- (a) Appointment on compassionate grounds can be made only against direct recruitment quota posts and candidate should possess the minimum educational and technical qualifications prescribed for the post as prescribed in recruitment Rules.
- (b) If any training requirement is a pre-requisite for the post the incumbent seeking compassionate appointment against the post should possess such training and also possess physical standard wherever required for particular posts. Selection of incumbents on such compassionate basis for training is not permissible.
- (c) In all cases where one or more members of the family are already in Government service or in employment of Autonomous Bodies/Boards/Corporations etc., of the State/Central Government, employment assistance should not under any circumstances be provided to the second or third member of the family. In cases, however, where the widow of the deceased Government servant represents or claims that her employed sons/ daughters are not supporting her, the request of employment assistance should be considered only in respect of the widow. Even for allowing compassionate appointment to the widow in such cases the opinion of the Department of Personnel and Finance Department should specifically be sought and the matter finally decided by the Council of Ministers.
- (d) In the case of deceased Government servant who had taken loans/advances from the Government, the employment assistance to his widow or son or unmarried daughter will be provided only after obtaining an undertaking from him/her on non judicial paper of the value of Rs. 3 to refund the entire amount of loan together with interest which the deceased Government servant had taken in the prescribed application form.

6. Whether advance increment(s) can be given:

No advance increment will be given to the dependents of the deceased Government servants on their compassionate appointment under any circumstances.

7. Extent of relaxation and power to make relaxation:

While providing employment on compassionate grounds the following relaxation can be made by the Administrative Department:

- (a) Recruitment procedure, i.e. without the agency of Public Service Commission or employment exchange.
- (b) If there is ban on filling up the posts, the ban shall be deemed to have been relaxed for the purpose of making compassionate appointments.
- (c) The educational qualification for Class-IV posts will be relaxable in genuine cases with the prior approval of the Cabinet. However, in case of a widow of Government servant to be appointed as Class-IV employee, the educational qualification can be relaxed by the concerned Administrative Department.
- (d) Age relaxation shall not be given by any authority. Genuine case will be placed before the Cabinet for allowing age relaxation by the Department concerned.

8. Belated requests for compassionate appointment:

Requests for grant of employment assistance should be received in the Department concerned within three years of the death of the Government servant. In case where none of the sons/daughters of the deceased Government servant attain majority (age of 18 years) at the time of the death of the Government servant, the time limit for receipt of request for employment assistance in department concerned will be attainment of age of 21 years by the eldest son/unmarried daughter. No relaxation will be allowed in entertaining requests beyond the above age except in the case of sons/unmarried daughter/widow of deceased government servants belonging to the difficult areas as laid down in the Transfer Policy.

9. Widow appointed on compassionate grounds getting remarried:

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

10. Selective approach:

- (a) Except as provided in Para 7 (c) above, the appointment on compassionate grounds should be made in such a way that persons appointed to the posts do have the essential all educational and technical qualifications and experience required for the post, consistent with the requirements of maintenance of efficiency of administration.
- (b) It is not essential that a son or a daughter or a widow of a deceased Class-IV employee should be considered for employment against Class-IV post only but can be appointed against the lowest rung of Class-III post as indicated in Para 4 above for which he is educationally qualified, provided a vacancy in Class-II is available.
- (c) The provision of employment assistance was introduced in 1958 and since then a number of welfare measures have been introduced by the Government which made significant difference in the financial position of the families of the Government servants dying in harness. The benefit received by the family on account of these measures may be kept in view while considering cases of employment assistance on compassionate grounds. Such measures, in brief, which are at present available to the families of the deceased employees are as under:-
 - (i) Ad-hoc ex-gratia grant @ 10 times the emoluments which the government servant was receiving before death, subject to a minimum of Rs. 10,000/- and maximum of RS. 30,000/-.
 - (ii) Grant of improved family pension.
 - (iii) Grant of death gratuity as under:-

	Length of service	Rate of Gratuity
a)	Less than one year.	2 times of emoluments.
b)	One year or more but less than 5 years.	6 times of emoluments.
c)	5 years or more but less than 20 years.	12 times of emoluments.
d)	20 years or more	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times emoluments provided that the amount of death gratuity shall in no case, exceed one lakh rupees.

- (iv) Employees Group Insurance Scheme:

Financial assistance to the family of the deceased Government servant as under:-

(i)	Class-IV employees	Rs. 10,000/-
(ii)	Class-III employees	Rs. 20,000/-

(iii)	Class-II employees	Rs. 40,000/-
(iv)	Class-I employees	Rs. 80,000/-

- (v) In addition nearly 2/3 of the amount contributed by the Government servant to the fund is also payable alongwith the above amount.
- (vi) Encashment of the leave at the credit of the deceased Government servant subject to the maximum of 240 days.
- (vii) Entitlement of additional amount equal to the average balance in the GPF of the deceased Government servant during the three years immediately preceding the death of the subscriber subject to certain condition under the Deposit Linked Insurance Schemes.

11. Request for change in posts:

When a person has accepted a compassionate appointment to a particular post the set circumstances which led to his /her initial appointment should be deemed to have ceased to exist and thereafter the person who has accepted compassionate appointment in a particular post should strive in his career like his colleagues for future advancement. The request for change in posts should not be allowed. However, the incumbents would be allowed to apply for jobs under Government/Corporation/Government of India, if they have better prospects there like other Government servants.

Copy of H.P. Govt., Deptt. of Personnel O.M. No. Per (AP-II) F (4)-3/84-Part dated 26.2.1990 addressed to all Secretaries, Heads of Departments etc.

Subject: Appointment on compassionate grounds – clarification regarding qualifying of type-writing test.

The undersigned is directed to say that as per this Department's O.M. No. Per(AP-II) F(4)3/84 dated 11.12.85 incumbents appointed on compassionate grounds as clerks are required to qualify the typing test within the prescribed period i.e. six months and in case they do not qualify the test, the condition of terminating their services will not apply to them. In such cases the departments were, however, required to impose a condition in the appointment letter of such candidates that neither they will be allotted to cross the Efficiency Bar nor they will be considered for confirmation and further promotion till they qualify the typing test. A point has now been raised as to whether an incumbent who has not qualified the type writing test can be placed in the senior scale. The matter has been thoroughly considered by the Government and keeping in view the guidelines as contained in this Department's O.M. under reference and the instructions governing the grant of senior scale, it has been decided by the Government that the incumbent appointed as clerks on compassionate grounds either due to death of their parents/brothers/sisters etc. in service or due to retirement of their parents on medical grounds will not be allowed the senior scale till they qualify the type test. This decision may be brought to the notice of all concerned.

CHAPTER IX

OFFICE BUSINESS

1. GENERAL

The procedure contained in the Office Manual and the instructions issued by the Government from time to time will also be the guiding principles besides the procedure laid down in this Chapter. The instructions are to be followed strictly.

Office work should be conducted in such a manner that, while a sufficient record of every transaction is preserved, the bulk of documents may be kept as small as possible and arranged as best calculated to facilitate reference. *A file should not contain more than 300 pages.*

Numbering of paragraphs and marginal references

Long letters and reports are to be divided into numbered paragraphs; and if they are of great length, a brief marginal abstract of each paragraph may usefully be added.

Definition of 'cases' and 'files'

A group of documents relating to one subject is called a 'Case'. A group of cases referring to one head or division of work may be collected in a file.

Title page of cases

On the top of each case will be kept a title page on which the register, number and subject of the case and the name of the file will be entered. A list of the documents in the case and the general purport of each may be added whenever necessary.

File

The files may be as various as the requirements of each office necessitate. Documents, which do not belong to any particular case may be placed in a file designated 'Miscellaneous'.

Case register (Form; No. 44)

A register of cases will be kept (Form No. 44) with a series of numbers commencing on the opening of each financial year. These numbers and the name of the file, if any, will be entered in Form 44.

System of marking of numbers

As an invariable rule in all official documents numbers shall be marked off according to the Indian system of numeration in the case of rupees and according to the English system of numeration in all other cases, Examples of both systems are given below: --

INDIAN SYSTEM

Rupees

1	One.
10	Ten.
100	One hundred.
1,060	One thousand.
10,000	Ten thousand.
1,00,000	One lakh.
10,00,000	Ten lakhs.
1,00,00,000	One crore.
10,00,00,000	Ten crores.

ENGLISH SYSTEM

1	One.
10	Ten.
100	One hundred.
1,000	One thousand.
10,000	Ten thousands.
100,000	One hundred thousands.
1,000,000	One million.
10,000,000	Ten millions.
100,000,000	One hundred millions.

PART II-OFFICES OF DIVISIONAL OFFICERS AND THEIR SUBORDINATES

Register of correspondence, Form No. 46

(i) Registers of receipts and issues of correspondence will be kept in the same book (Form No. 46). One book will be kept for correspondence with the Conservator's Office, and another for general correspondence.

(ii) A new series of numbers will be commenced in each register book at the opening of each financial year. Circulars are to be entered in red ink.

(iii) The letters issued will be numbered giving the case No. the page No. of the case at which the letter is filed and the Register of correspondence issue No. e.g. C-176(U)/323/486,- dated 11th April, 2013, shows C-176(11) to the Case No. and II Volume, 323 as the page where the letter is filed in that case and 486 is the serial number of the Register of correspondence.

(iv) Divisional Forest Officers must ensure that pages in every case are, numbered.

(v) Divisional Forest Officers must call for the register of correspondence every month to see that backward and forward references are given and that pages in each case tally with such backward and forward references.

Procedure on receipt of correspondence

All letters will be opened by the Divisional office himself or by someone duly authorized by him. He will write on them the date of receipt, and will then register them or cause them to be registered. The general register number and the name of the file, if any to which they belong, will be entered on them at the foot of the docket, as well as the number of the case thus:

	XVI -10 of 2013-14
Register No. 329	-----
	Station fuel- supply

Maintenance and destruction of records and correspondences

(i) All ephemeral or routine correspondence should be enclosed in cases for each year separately and on each such routine case the year in which it can be destroyed should be written. The length of time for which each kind of routine correspondence is to be kept in a matter for the discretion of the Divisional Forest Officer but once it has been fixed, it should be adhered to. Ordinarily 3 years are enough for most

routine correspondence. Each year, therefore, during July Divisional Forest officer will call for all routine cases which are marked for destruction that year and he will glance through each such case to assure himself that there is no correspondence or record of a more permanent nature filed therein, either by mistake or because of some change of circumstances. Having satisfied himself of this, he will order the papers to be destroyed; the boards being removed for further use if still serviceable.

(ii) The original accounts rendered to the Divisional Officer by Sub-Divisional Officers and subordinates, and which have been filed in his office for three full years, should be similarly set aside for destruction.

(iii) Such documents as annual or special reports, correspondence relating to boundary questions, to right and privileges of other persons in the forests, to working plans and annual plans of operations, and to all subjects affecting the general management and history of the forests included in the Division, as well as all orders of Government and circulars on important subjects, should be carefully preserved.

(iv) The Register of Reserved and Protected forests (Form No. 1) is an important document and should be continuously retained. Forms Nos. 2 and 3 should be preserved until a working plan or other report, embodying a complete account of the history and statistics during any period considered, has been prepared or revised for the forests in question. As a general rule, when monthly or annual returns have been produced or adequately summarized in printed working plans or administration reports, the original manuscript forms if they have been retained for at least three full years in all, may be destroyed.

(v) Whenever any records are to be destroyed a list of accounts to be destroyed should be prepared and Divisional forest Officer should then satisfy himself that the documents listed can be destroyed according to order. He would order the disposal and sign the list on each page in token of documents having been destroyed. This list will be the record of documents destroyed.

(vi) The above rules apply, as far as practicable, to sub-divisional offices also.

(vii) Officers who are not provided with clerks will conform, as nearly as possible, to the above rules. They may under ordinary circumstances, dispense with copying letters, but will in that case make fuller entries of their contents in the register books.

Correspondence between Divisional Forest Officers and their subordinates will be restricted and carried out by memo form. Such communications will only be entered in the correspondence register in exceptional circumstances. Correspondence between Range Officers and their subordinates is generally unnecessary and should be kept at a minimum.

5.12 The following list shows the periods for which the forms and returns are prescribed to be preserved:-

Sr.	Nature of document	Number or prescribed forms in			Number of years for which to be preserved	Remarks
		Forest Department Code	Forest Accountant Code			
		6 th edition	7 th edition			
1.	Register of Reserved Forest	1	1	..	Forever	
2.	Control Books for Working plan	2 and 3	2 and 3	..	Ditto	
3.	Record of works of Reproduction and Improvement.	4	4	..	Ditto	
4.	Register of Receipts of timber in Depots.	5	Ditto	
5.	Register of disposal of timber in Depots.	6	3 Years	
6.	Receipts and Issues of timber in Depots	7	3 years	
7.	Sales of timber cut and collected by Government Agency	8	Ditto	
8.	Drift timber operations	9	Ditto	
9.	Revenues from timber, etc., removed by purchasers	10	Ditto	
10.	Outstanding on account of revenue	11	3 Years or until the revenue shown in the returns has been fully recovered.	
11.	Register of grants of produce. Free grants	12	3 Years	
12.	Register of grants of forest produce Right holders	12	Until next settlement	
13.	Bill book for timer sold from Depots	13	3 years	
14.	Receipts book for payments on accounts of timber Depots	14	Ditto	
15.	Permit book for sale of timber, etc. to purchasers from places other than from depots	15	6 years	
16.	Receipts and Issues of stores, tools and plants	16	To be destroyed after a new one has been made	
17.	Disposal of forest produce and other property seized in forest cases	17	3 years	
18.	Budget estimate	18	..	New	1 year	

	(manuscript)					
19.	Application of credits (Divisions)	19	To be kept as routine case and destroyed after one year	
20.	Account current with treasuries	21	..	3	6 years	
21.	Register of cheques	22	..	4	Ditto	
22.	Cash balance reports	23	..	60 (g)	Abolished	
23.	Daily Cash Books (Officers)	24	..	5	25 years	
24.	Monthly Cash Account	25	..	6	3 years after last entry	
25.	Salary bill of Gazetted Officers	26	..	1 (C.A. Code)	Not to be kept in bound register but in loose cases being destroyed annually	
26.	Salary bill of Non-Gazetted Officers	27	For ever	
27.	Traveling allowance bills	29	1 year in divisions where copies are kept	
28.	Revenues from sales to public Depots	30	..	9	3 years	
29.	Muster Rolls Forms	10	Ditto	
30.	General vouchers (cancelled vouchers)	32	..	11	Petty vouchers if kept at all should be destroyed within 3 years	
31.	Contractors and Disburser's Ledger	33	..	12	25 years after all accounts close	
32.	Abstract of Disbursers' Ledger	34	..	13	3 years	
33.	Classified abstract of Revenue Expenditure	35	..	14	For ever	
34.	Schedule of Revenue Remittance to treasuries	36	..	15	3 years	
35.	Record of sanctioned works	37	..	16	For ever	
36.	Revenues and Expenditure in Forest Units	38	Abolished	
37.	Register of financial results	39	For ever	
38.	A.G.s objection statements to Divisional accounts	40	..	18	3 years	
39.	Conservator's Objection statement to Divisional accounts	40	..	17	Ditto	
40.	Summary of Revenue and	41	5	60-T	Ditto	

	Expenditure					
41.	Account current	42	6	3	This form has been discontinued and all existing ones should be destroyed	
42.	Register of cases	44	Forever, subject to quin-quennial revision	
43.	Register of books and maps	45	
44.	Receipts and Issues of documents (Divisional offices, English)	46	10 years	
45.	Receipts and Issues of documents (Divisional offices, Vernacular)	10 years	
46.	Receipt and Issues of documents (Range offices, English)	Ditto	
47.	Receipt and Issues of documents (Range Offices, Vernacular)	Ditto	
48.	Distribution of books and circulars	47	For ever	
49.	Tour list of correspondence	48	One year	
50.	Transfer of charge reports and papers	50	5 years	
51.	Annual Administration reports and subsidiary statements of Divisional Forest officers in their offices as well as other similar reports that are not printed	Forever. To be bound and kept in Library routine correspondence such as objection memos etc., being destroyed after every 3 years	
52.	Manuscript Divisional Offices Estimates	3 years	
53.	Classified List of Forest Officers and Subordinates (manuscripts)	72	28	..	As soon as new list is prepared and checked	
54.	Classified List of Forest Officers and Subordinates (Printed)	For ever	
55.	Statements of changes in the subordinate Estt.	73	..	7	3 years	
56.	Return of leave granted to subordinates.	74	..	8	Ditto	

LIST SHOWING PERIODS FOR WHICH PRESCRIBED FORMS AND RETURNS ARE TO BE PRESERVED

General direction about correspondence

The submission of a mass correspondence by any official to his superior for orders, without any explanation of the matter is prohibited. A short explanatory statement explaining the issues should always be submitted with such correspondence and a definite recommendation as to the action to be taken should be made in the concluding paragraph.

General direction about correspondence

The submission of a mass of correspondence by any official to his superior for orders, without any explanation of the matter is prohibited. A short explanatory statement explaining the issues should always be submitted with such correspondence and a definite recommendation as to the action to be taken should be made in the concluding paragraph.

Telegrams must bear a correspondence number. This number should form the opening word of the telegram.

Legal status of a forest to be given in correspondence

In correspondence Divisional Forest Officers must describe the legal status of a forest in referring to it by adding the words Reserved Forest, Protected Forest etc., after the name, it is incorrect to refer to a reserved forest as rakh.

Previous correspondence and subject to be quoted

Brief subject of the letter and reference of previous correspondence should always be given on the top of every letter in the following form:-

"Subject. _____

Reference _____

Submission of official's service books to Conservator

The service book of an official should be submitted by the Divisional Forest Officer to the Conservator when he has occasion to refer to him on such subject as the promotion, reduction, leave, transfer, etc., of the official when past services are taken into account placed in envelopes and not attached to the forwarding letter by tags, pins or by stitching.

Fire reports

The range fire reports should be sent in original (with such additions as the Division Forest Officers find advisable) to the Conservators of Forests. These reports will be returned to the Divisional Forest Officers after making the necessary entries in the Circle Fire register. Fire Record tracings should be filed in forest journals. All important occurrence of fire in Government Forests must be reported to Government without loss of time. Conservators of Forest will, therefore, promptly make such reports to Pr. Chief Conservator of Forest.

Translation of vernacular documents

When submitting vernacular papers to Conservators of Forest or Pr. Chief Conservator of Forests any of which are of importance should always be accompanied by an exact translation certified as correct by the Divisional Forest Officer himself or by some responsible person employed on the permanent establishment.

Agreement deeds, maps or other documents submitted as enclosures to letter should always be placed in envelopes and not attached to the forwarding letter by tags, pins or by stitching.

Copies of endorsements

Divisional Forest Officers should endorse to their Conservators, copies of all their letters which they may write to Principal Chief Conservator of Forests and these endorsements should also appear to their letters sent to Principal Chief Conservator of Forests, Divisional Forest Officers must also add on their letters to their Conservators, endorsements which they make on their letters to officers of other Departments.

Correspondence in memo form

All correspondence between officers of the Department will be in memo form as per sample below:

No _____, dated the _____ '20 _____

Form Pr. C. C. F., H. P.

To

Conservator ^{Shimla}____
Theog

D.F.O. _____

Memorandum

Subject:-

Reference:-

- 2.
- 3.

Principal Chief Conservator of Forests, H. P.

Diaries of Gazetted Officers

Diaries of gazetted officers attached to Divisions for general duty must be forwarded to Conservators of Forests for perusal. Diaries of Range Officers will be submitted to the Divisional Officers. Diaries of other subordinates will be disposed of as directed by the Divisional Officers.

Registers of correspondence (Form No. 46)

Registers of receipts and issues of documents (Form No. 46) must be kept as ordered for Divisional Officers. There may be as many register books as will suit the requirements of the office.

Procedure on receipt correspondence

The rules regarding registry and docketing of correspondence and other matters laid down in paragraph 5.10 apply generally to Principal Chief Conservator and Conservators Offices.

List of correspondence to be sent to the Conservator when on tour (Form No. 48)

When the Principal Chief Conservator or Conservator is absent on tour, a list (Form No. 48), of all documents received in and issued from the office will be sent to him daily, or as frequently as he may direct, with all letters that cannot be answered without reference to him, and all reports and papers that it is desirable he should see. The Pr. Chief Conservator or Conservator will return the list with his remarks if any.

Correspondence carried on by the Pr. Chief Conservator of Forests and Conservator while on tour

Should the Principal Chief Conservator of Forests or Conservator while on tour, carry on any official correspondence which has not passed through his office, he will send the original letters received and copies of those, written by him. His Camp Clerk or, Steno will keep a camp register book for the latter, the entries being numbered consecutively as in the case of other register books.

Destruction of useless documents

Paragraphs apply to Principal Chief Conservator and Conservators' offices. Principal Chief Conservator of Forests and Conservators' sanction will be obtained by the Superintendent before documents are destroyed.

TRANSFER OF CHARGE

General

On the occasion of a transfer of charge, arrangements must be made by the two officers concerned that the relieving officer is placed in such a position as will enable him to carry on the duties of which he has taken charge in an efficient manner, and with as complete a knowledge of the property entrusted to his charge, the works in progress, and all arrangements made in connection with them, as the circumstances of the case admit. Rules in this part generally apply to a cases of transfer of charge whenever applicable.

Transfer report

A transfer report, signed by the relieved and relieving officers, will, on the day of transfer, be submitted to the Conservator in the case of a transfer between two Divisional Officers and, to the. Local Government in the case of a transfer of a Conservator's and Principal Chief Conservator's office. The relieved officer will report the transfer of charge to the officers in charge & the treasuries on which be issued cheques, and will, at foot of the report, send a specimen of the relieving officer's usual signatures, in order that the treasury officers may satisfy themselves as to the validity of the cheques presented by the relieving officer.

Accounts and Vouchers

The relieving officer must see that all office books are posted up to date, and in the case of cash and stock accounts, that the needful vouchers of receipts and issues belonging to the accounts of the current month, are made over to him.

Outstanding and liabilities-The Relieving officer will make himself acquainted with all outstanding and liabilities on account of the Department, and state that he has done so.

Cash-The Cash Book will be closed, and the cash balance will be counted in the presence of both officers who will then sign the book.

Certificate of transfer of charge (Form No. 50) - A certificate (Form No. 50) will be made out and signed by both officers. These certificates will be forwarded to the secretary Forest, Principal Chief Conservator of Forest (HoFF), & Accounts Officer office of Pr. CCF.

Timber and forest Produce

In the case of a transfer between two Divisional Officers, the relieving officer will take over charge of all timber, bamboos, and other forest produce, for which a certificate will be submitted.

Other property

Besides cash, timber and forest produce the following are the main classes of property which ordinarily form the subject of transfer between Divisional Officers:-

- 1) Demarcated reserves.
- 2) Plantations.
- 3) Timber depots and revenue stations.

- 4) Buildings roads and, bridges.
- 5) Livestock.
- 6) Machinery, stores, instruments and tools.
- 7) Books and maps.
- 8) Office records.
- 9) Other furniture.

Examination of property by relieving officer

(i) In the transfer report, the relieving officer should state by what means he has satisfied himself of the nature and condition of the different classes of property of which he has taken charge.

(ii) Live and dead stock and other articles which may be at headquarters, as well as books and maps, office records and office furniture should, as a rule, be personally inspected by the relieving officer at the time of transfer, and the fact of this having been done should be stated.

(iii) In the case of property at a distance from headquarters, the registers and other documents in which they are described should be examined.

(iv) Officers taking over charge of divisions or ranges will see that they have received all necessary working plan and control records, forest journals, stock maps, etc., for which they will be held responsible.

Gazetted Officers on general duty or placed in charge of special works or Ranges will also be required to submit transfer of charge certificates in Form No. 50 which can be modified according to requirements in each case.

Head Clerk & Superintendent responsible for extinguishing fire in all fire angithies

Head Clerk and Superintendent are responsible:-

- i. for seeing that all fires in the office fire places are extinguished before he leaves the office.
- ii. for seeing that the earth or sand kept in tins for extinguishing fire is loose.

CHAPTER X

GENERAL GUIDELINES IN RESPECT OF DEALING WITH FOREST OFFENCE CASES

The following instructions are issued for the guidance of the Forest officers:-

1. Scope for Section 68 of Indian Forest Act-

- (i) All forest offences except those specified in sections 62 and 63 of Indian Forest Act, XVI, 1927, all forest offences under section 4, 5 of the H.P. Land Preservation Act, 1978 are compoundable under section 68 of Indian Forest Act.
- (ii) The mere fact that the cattle involved in a forest offence have been impounded under Cattle Trespass Act, 1871 is no bar of the levy of compensation under Section 68 of Indian Forest Act.
- (iii) Offences falling under Sections 62 and 63 of Indian Forest Act are not compoundable and should, therefore, be taken to court. Similarly, offences committed by lessees or contractors in the forest area should be dealt with under terms of the lease or the contract as the case may be.

2. Powers to compound offences- All officers of the Forest Department of a rank of Divisional Forest Officer are vested with powers to compound forest offences under section 68 of the Indian Forest Act, 1927. However, as per the latest Notification No. No. FFE-B_A(3)-3/2010 dated 05/05/2010, Govt. has empowered all the Range Officers-in-charge of the ranges to compound forest offences and to accept compensation and / or release the seized property with certain conditions. **(In order to see the contents of the above notification, may refer to the Manual –I (Acts and Rules).**

(i) All Forest officers of a rank not inferior to that of Extra Assistant Conservator of Forests serving in the H. P., are authorised to exercise the powers mentioned in sub-section (1) of Section, 68 of the Indian Forest Act, 1927 in respect of offences under the Himachal Pradesh Land Preservation (Chos) Act, 1978.

(ii) Forest Rangers in charge of ranges unless specially authorised have no powers to compound forest offences and as such they should submit all compensation cases to D.F.O. for sanction.

3. Assessment of Compensation

(i) It is also necessary to remember that the compensation to be paid is by way of compensation for a forest offence and not by way of a fine, although the sum of money to be demanded by way of compensation is not limited to the amount of the damage done to the forest.

(ii) Keeping these principles in view, Divisions Forest Officers shall prepare a Schedule of compensation, rates in the following form for each kind of offence and price of forest produce and implements, seized for his division. The price of forest produce seized will be fixed by Conservator of Forests from time to time which will not be less than full market rates.

Nature of offence	Compensation	Price of forest produce, and implements seized	Remarks
-------------------	--------------	--	---------

A. Illicit grazing:-

- (1) Buffaloes
- (2) Cow and bullocks
- (3) Horses, donkeys and ponies
- (4) Camels
- (5) Goats
- (6) Sheep

Note:- Young ones of the above animals with mothers will be charged at the above rates.

B. Grass Cutting

- (1). Per head load
- (2) Per donkey, pony or bull load
- (3) Per camel load
- (4) Per cart load
- (5) Per boat load

C. Lopping of trees and brush wood-

- (1) Per head load
- (2) Per donkey, pony or bull load
- (3) Per camel load
- (4) Per cart load
- (5) Per boat load

D. Cutting of trees-

	Species	Compensation		Price of Trees	
		Trees upto 1 metre girth	Trees above 1 metre girth	Trees upto 1 metre girth	Trees above 1 metre girth
1.	Deodar				
2.	Kail				
3.	Fir				
4.	Chil				
5.	Shisham				
6.	Khair				
7.	Tun and Walnut				
8.	Kikar and Jand				
9.	Other miscellaneous trees				

E. Timber seized-

		PRICE OF TIMBER PER CUM		
		Compensation	Species	Rate per cum
1.	Carried on shoulders of man	Per man	Deodar	
2.	Carried on donkey pony and bull	Per animal	Kail, Fir	
3.	Carried on camel	Per animal	Chil	
4.	Carried on cart	Per cart	Shisham	
5.	Carried on trucks	Per truck	Khair	
6.	Carried on boats	Per boat load	Tun, Walnut, Kikkar, Jand and other miscellaneous trees	

PRICE OF FOREST PRODUCE
Compensation

1.	Per head load	Oak, Shisham, Kikar,	Other species
2.	Per donkey, pony or bull load	Jand and Siris	
3.	Per camel load		
4.	Per cart load		
5.	Per truck load		
6.	Per boat load		

G. Charcoal-

Compensation twice and price four times as for firewood

H. Tools and implements seized-

- (1) Axe.
- (2) Drat.
- (3) Khurpa.
- (4) Sickle
- (5) Dhanga.
- (6) Rope
- (7) Gunny bag.
- (8) Camel equipment.
- (9) Equipment of donkeys and other animals.
- (10) Carts.
- (11) Truck
- (12) Small handsaw
- (13) Big handsaw.
- (14) Frame or cross cut saw.
- (15) Taranger.
- (16) Boats.

Note- Double rates will be charged for (i) second and subsequent offence in the same year, and (ii) offences committed before sunrise and after sunset.

D.F.O. shall then arrange to supply its copies total Range Officers, Tehsilars and Gram Panchayats within his jurisdiction.

(iii) When Divisional Forest Officer considers that the sanctioned schedule rates should be raised to meet certain contingencies, e.g. in the case a notorious villages or otherwise of he must get the concurrence of than Conservator and the Deputy Commissioner of his district to the enhanced rates.

(iv) Compensation in all cases will be assessed according to this schedule. The Divisional Forest Officer may at his discretion reduce or enhance compensation in a particular case.

(v) Section 68 of Indian Forest Act provides that compensation in a single case should not exceed Rs. 50 but no limit is fixed for the assessment of the value of the property seized, which is liable to confiscation or release in a forest offence. All forest produce in respect of which a forest offence has been committed together with all tools, boats, carts and cattle used in committing any forest offence are liable to seizure and classification as provided in section 52 of Indian Forest Act, 1927. In assessing compensation the value of the property to be released has also to be estimated.

(vi) The practice of splitting up what is really one case into two or more and reporting on them separately in order that the arresting officer may obtain additional credit for

having detected a large number of cases is strictly forbidden and officials responsible for the same will be dealt with severely when detected.

4. Realization of compensation- (i). Foresters, Deputy Rangers and Forest Rangers are authorised to realize compensation according to the sanctioned schedule of compensation rates, in anticipation of Divisional Forest Officer's sanction,

(ii) Forest Guards are forbidden to realise compensation under any circumstances.

(iii) Any offence not covered by the, a proved schedules of compensation rates should be reported to D.F.O. separately for assessment of compensation along with the, Range Officer's estimate of the damage.

(iv) Forest officials are strictly forbidden to keep the, money in their own custody. All suits realized be immediately remitted Into Government treasury as soon as, the official concerned arrives at a place with a treasury or hands over such money to the Range, Officer whichever is earlier and the Range Officer is bound to remit the amount into the treasury immediately he reaches a place, with a treasury.

5. Procedure- (i) When a forest offence is committed it is the duty of the nearest Forest Officer to do his utmost to trace and arrest the, offender. When an offender is caught in the act of committing an offence he must be arrested and forest produce together with all tools, boats, and cattle used in committing the offence should be seized. The offender should at once be taken before the Lambardar/Gram Panchayat/Cho Reclamation/Soil Conservation/Forest Managing Committee Member or in their absence before some other respectable person of the nearest village in whose presence the arresting officer will issue a Damage Report in quadruplicate in the copying pencil and carbon papers, of the offence committed and in whose custody he will place any implements or the forest produce captured. He shall hand over the quadruplicate copy of the damage report to the accused under receipt. In which should be taken on the original copy of the damage report by the forest officer. The triplicate copy will be sent straight to the Division Office where it will be entered in a register and will be checked with the complete, cases when received in Divisional Office. A written receipt should be obtained from the person in whose custody the property seized is entrusted and lie should be required to sign the Damage Report made by the arresting officer as also any statement the accused may make seized produce should under no circumstances be kept in the Superdari of offenders. In cases where no other person for Superdari is available the produce should be carried to the nearest Forest Chowki and kept in the Supardghi of Forest Officials.

(ii) When the offender is not known or has escaped arrest on spot, an immediate report will be made to the nearest Lambardar/Gram Panchayat Sarpanch, his signature will be taken on the Damage Report and implements of forest produce seized will be dealt with, as above.

(iii) When cattle are caught in the act of committing a forest offence and the offender is unknown the cattle should be impounded in the nearest cattle pound and the particulars of offenders filled in the Damage Report after ascertaining from the Pound Keeper, the name and address of person who gets the cattle released.

(iv) If the offender has been recognised while making has escape, that Lambardar or the member of the Gram Panchayat will be called upon to produce him, his statement should be taken and signed both by the Lambardar/Member of the Gram Panchayat and the arresting officer. Should the Lambardar and members of the Gram Panchayat happen to be absent or not available, the report should be made in the presence of two reliable and respectable persons of the village and their signatures or seal taken on the report.

- (v) When arrest is made the accused must in the presence of Lambardar, Gram Panchayat members or two reliable witnesses be offered the choice of compounding the offence with the sanction, of D.F.O. or standing his trial. When the offender desires to pay compensation a written statement to this effect must be drawn up and signed by the accused, and the arresting officer in the presence of the Lambardar/Gram Panchayat Member/two reliable witnesses who will also sign it.
- (vi) All details in the printed Damage Report and compensation form must be filled carefully.
- (vii) When the arresting officer is a Forest Guard he must complete the Damage Report as per instructions above and forward it with the statement of the accused and witnesses and the application to pay compensation, if made to his range officer through the Block Officer and where there is no Block Officer to the Range officer direct.
- (viii) The Range Officer or the Block Officer will hold an enquiry on the spot, inspect the damage done and assess the amount of compensation and payment for property seized according to the sanctioned schedule of compensation rates.
- (ix) If the offender is willing to pay compensation the Block Officer or any other official authorized on this behalf will realize the amount, issue a printed receipt with copying, pencil and carbon papers for it to the accused, presence of the witnesses, deposit the amount into a Government treasury as Revenue Deposit or hand it over to the Range Officer as provided heretofore, issue a compensation form and submit the complete case with the Revenue Deposit Receipt and other connected paper to the Range Officer for obtaining D.F.O.'s sanction.
- (x) The Range Officer must obtain Divisional Forest Officer's prior sanction if departure from the sanctioned scheduled rates of compensation is considered necessary in any particular case.
- (xi) The Range Officer will submit the cases to the D.F.O. for sanction after a thorough scrutiny and making himself sure that the compensation has been assessed and realized according to the scheduled rates and the amount has been correctly remitted into treasury as Revenue Deposit. On sanction by the D.F.O. he will arrange to convert the Revenue Deposit to revenue under 115-Forest and book the sanctioned cases in his cash accounts.
- (xii) In all cases where the offenders do not agree to pay the compensation their statement to this effect should be obtained, if possible, and a detailed report made to the D.F.O. recommending prosecution. After the D.F.O. has sanctioned prosecution, a challan should be prepared in duplicate or proper form giving summary of facts on which prosecution is based and should be submitted, to the D.F.O. without delay. The challan should be accompanied by the Damage Report and other documentary evidence in support of the offence. The D.F.O. will forward one copy of the challan to the District Magistrate and return the second copy along with original documents to the Range Office for conduct of the case. Under all circumstances prosecution should be finalized within two months of the issue of the Damage Report where it is not possible to compound the offence. A proper register should be maintained both in the Divisional Office and the Range Office for record of the prosecution cases.
- (xiii) If an offender applies to be allowed to compound the offence after the prosecution has been launched the Range Officer will allow him to do so without further reference to the D.F.O. provided the offender pays the assessed compensation plus a court penalty at 25 percent of the compensation for any offence assessed at less than Rs. 20 and that of Rs. 5 for an offence of Rs. 20 or above. This may be done with the approval of the trying Magistrate.

6. Receipt and distribution of Damage Report Books, Compensation Form Books and Compensation Receipt Book-

(i) Immediately in receipt of such books from the Press they will be entered in the Divisional Stationery Register on which separate pages will be allotted for each kind of book. Each book will be entered serially in the Register giving its printed number and the serial number of the forms in the book. Where no printed number is available on any book or its form, the numbering will be done in the Divisional Office under initial of the D.F.O. The books will be issued under proper receipt and an appropriate reference given in the Stationery Register. The Range Officers will maintain a similar stationery register for books issued to them.

(ii) The surplus stock of such blank books will be kept in the office of D.F.O. and Range Officers not in the office of Conservator or Chief Conservator.

(i) When such books are issued by the, D.F.O. to any official, the cover of each book will specify the number of pages the book contains under the initials of the D.F.O.

(iv) A list showing the (i) names of persons to whom various books have been issued, (ii) serial number of the book and the forms it contains, (iii) date of issue will always be available in the Divisional Office and the Range Office.

(v) When a book is finished, it shall be returned to the Divisional Office for record. A note will be made in the Stationery Register at item (i) and the list at item (ii) above.

(vi) All books will be carefully preserved against damage by white ants or otherwise.

7. Damage Report and 'Compensation Register-A Damage Report Register will be maintained bitwise in each range in the following form:-

Serial No.	Damage Report Book Form No.	Date of issue of Damage Report	Date of receipt of the Range Office	Date of submission to D.F.O.	Date of return of papers from D.F.O.	Name of reporting officers	Name and particulars of offender	Name of forest	Details of damage	Disposal
1	2	3	4	5	6	7	8	9	10	11

In the disposal column, a reference to compensation case number will be given if the case has been compounded. If prosecuted, reference to prosecution register case number will be given and if the Damage Report is written off, reference to Divisional Forest Officer's order in this respect will be given.

(ii) Each Damage Report, when received in the Range. Office will be entered in this register. The Range Officers are responsible to see that the Damage Reports are accurately entered and that no report is passed on without its having been entered in the register. They must check the register frequently with the Damage Report books in use to ensure that all Damage Reports have been entered in the register.

(iii) The undisposed Damage Reports will be brought forward in the next year in red ink. Range Officers are responsible to see that the Damage Reports shown as not disposed of in the Damage Report Register, actually, exist and have not been lost. For any loss of Damage Reports, Range Officer concerned will be personally responsible. At the time of taking over charge every Range Officer will satisfy himself that all pending Damage Reports actually exist and if not in the office, receipts for them are forthcoming. No excuse, whatever for this lapse will be accepted.

(iv) Compensation Register-A compensation register will be maintained in each range in the following form:-

Sl.N o.	Division al office case No.	Name and descripti on of offender	Name of fores t	Particula rs of offence & damage and date of offence	Details of proper ty seized	Dama ge Report Book / Form No.	Compensati on Book / form No.	Compensati on Receipt Book/ Form No.	Compensati on paid on account of damage caused by offence	Compensati on paid on account of value of property seized and realized	Date of realization compensati on	Date of remittan ce into treasury	Signature of compoundi ng officer
1	2	3	4	5	6	7	8	9	10	11	12	13	14

A similar register will be maintained in the Divisional Office by Ranges except that in column 2 of the Range case number will be entered.

(v) Link registers will be maintained as explained in para 8 below both in the Divisional and Range Offices for linking the Damage Reports, Compensation Application Forms and Cash Receipt Books.

8. Linking of Damage Reports, Compensation Application Forms Books, Compensation Receipt Books and Cash Books.-(i) On each Damage Report, reference will be given (i) to the compensation books form on which the offence was compounded, or (ii) to the orders of D.F.O. under which it was filed and no compensation charged or (iii) to the serial number of the Prosecution Register if the offender was prosecuted. The counterfoils of the Damage Reports with the Beat Guard will be imported in this respect by the Range Officer once a month or earlier furnishing the following certificate:-

"It is certified that all damage reports (numbers) leave been accounted for' and disposed of under proper authority.

Range Officer."

(ii) On each form of the Compensation Application book, a cross reference will be given to (i) Damage Report Book/Form No. (ii) compensation case number, (iii) the Compensation Receipt Book/ Form No. with which the compensation was received and (iv) Dr. item No. of the cash-book.

(iii) One each form of the Compensation Receipt Book cross reference will be given to (i) Damage Report Book/Form No. (ii) Compensation Case No. (iii) compensation Application Book/Form No. and (iv) Dr. item No. of the cash-book.

Range Damage Report No.	Compensation case No. Divisional Compensation Register No.	Damage Report Book No. with its Form No.	Compensation Application Book No. with its Form No.	Compensation Receipt Book No. with its Form No.	Amount of compensation	Details of offence with property seized or released	Price of tools and forest produce	Date of realization of amount	Date of remittance of amount <i>Vide Cr.</i> Item No.
1	2	3	4	5	6	7	8	9	10

9. Check of Compensation cases-(i) On receipt from Range Officers, Camp Clerk to D.F.O. or any other clerk entrusted with this duty will check the cases, verify if the compensation has been assessed according to schedule of compensation rates, and if, damage report, compensation application form and compensation receipt are correctly filled in and linked by cross references. After doing so, he will enter the cases in the Divisional Register to be maintained by Ranges and put up to D.F.O. for sanction.

(ii) D.F.O. will initial and date entries in this register at the time of sanction.

10. Remittance of money into Government treasuries - (i) Any sum of money realised under section 68 of the Indian Forest Act 1927, with or in anticipation of D.F.O.'s sanction shall be remitted into Government treasury as Revenue Deposit as per instructions contained in paragraph 5 (ix) and 5 (xi). Compensation Receipt Book must invariably indicate the date of remittance. The Range Officer must check every month the compensation receipt books to ensure that all remittances have taken place within the shortest possible time.

11. Payment of rewards - Payment of rewards to persons who have contributed to the discovery of offenders in particular offences is governed by Sl. No. 56 of rule 19.6 of the Delegation of Financial Powers delegated to Forest officers in H.P. The Range Officers may recommend grant of rewards in particular cases in order to encourage cooperation from villagers in tracing out forest offences. But such recommendations should be made in rare or exceptional cases and should not form a routine.

12. General- (i) It is the responsibility of the Range Officer to see that the books are kept up-to-date and of D.F.O. to check the books on all occasions when he is in a range to see that they are so kept.

(ii) When a book is finished it is the responsibility of Range Officer to again check the book to see that it has been posted completely and correctly. When such a used book is submitted (and this will be done when all its forms have been accounted for) to D.F.O. it will again be checked in the Divisional Office and if correctly posted will be filed after D.F.O. has recorded a certificate on the cover and also in the Stationery Register that the entries in the books have been checked and are in accordance with these orders.

(iii) The Damage Report, Compensation application Forms and Compensation, Receipt Books will be maintained in triplicate, the copies to be prepared with copying pencil and carbon papers.

(iv) Each compensation case submitted to D.F.O. for sanction will be accompanied by:-

- a) Damage report,
- b) Compensation application form,
- c) Compensation receipt form,
- d) Reference to treasury challan,
- e) Statement of accused,
- f) Statement of witnesses.
- g) Cattle pond receipt in case of illicit grazing where obtained.

NOTE- Nos. (a) to (c) will be cross linked as provided under paragraph 8.

(v) At the time of transfer of charge of any official a special mention will be made in the charge report of the damage report books, compensation application form books and compensation receipt books banded over with account of used and, unused forms

in each book. It will be the duty of the relieving officer to report discrepancies if any to the D.F.O.

(vi) The damage reports must be forwarded by the Beat Guards to the Range Officer within 3 days of their issue. The Block Officer should complete his enquiry and forward his report to the Range Officer within a week. Compensation, in all cases will be finalized within two months of the date of issue of the damage report. In order to ensure check or the disposal of compensation cases the Block Officer and Range Officers must give in their diaries, in the following table, the progress in the disposal of the compensation cases:-

Name of Block	Name of beat	Balance of last fortnight	Receipt during the fortnight	Disposal during the last fortnight	BALANCE	
					Under two months	Over two months

(vii) Receipt for the amount of compensation should be issued in the presence of a literate person, preferably a Lambardar or Sarpanch and handed over by the Block Officer or the Range Officer to the accused after obtaining his signature or thumb impression on its counterfoil. It should never be sent through a Forest Guard so that people should know that the Forest Guards are not authorised to deal with compensation money.

(viii) On no account is a damage report to be issued on suspicion against a person. Forest Guards should be warned that if they ask false reports they can be prosecuted under the Indian Penal Code as well as under Section 43 of the Indian Forest Act,

(ix) On pay day or any other suitable occasion Forest Guards and Block Officers will present their Damage Report, Compensation Application Form and Compensation Receipt Books to the Range Officer who will check them initialing each page and record a certificate to this effect on the back of the last used form in each book. The result of check will also be mentioned by the Range Officer in his fortnightly diaries to D.F.O.

(x) Use of blank paper for issue of damage reports, compensation forms and compensation receipts is forbidden except with special permission of D.F.O.

(xi) Conservator of Forests and D.F.O. will check thoroughly the registers of Damage, Reports, Compensation Application Forms and Compensation Receipt Books, with the counterfoils of as many used or current books as may be readily available initial the counterfoils of books so checked and record their observations in their Annual Inspection Reports.

(xii) No damage report will be written off without a regular office order.

(xiii) D.F.O.s and Range officers, while on tour, will verify when an opportunity occurs, the amount shown on counterfoils of the compensation receipts with that of the receipts given to any offender to ensure that the amount revised is the same for which receipt had been given.

(xiv) It will be the duty of the officer issuing the Computerization Receipt to inform the Panchayat concerned the name of the offender the offence committed and the amount of compensation realised as soon as he issues the receipt.

General orders on forest offences and their prosecution

1. Forest Offences should ordinarily be compounded under section 68 of the Indian Forest Act. Prosecution should be resorted to only when the offenders refuse to compound the offences after resistance or where it is deemed necessary to create a deterrent effect to prevent repetition of offences.

2. Enquiries into Forest Offences and the subsequent complaint to a Magistrate will ordinarily be made by a forest official. The police should be asked to take up enquiries in the following cases only:-

(a) Assault.

(b) Forcible rescue.

(c) In other cases, where it appears to the Range officer that the police, rather than the Range officer should enquire into the matter such cases may be referred to the police as per the latest Govt. instructions issued from time to time. In such cases Divisional Forest Officer's previous sanction should be obtained if time lag is not likely to spoil the case.

(d) All cases relating to areas where the Indian Forest Act does not apply or there are no special rules under which prosecution is possible e.g. P.W.D. and Canal Road side Plantation.

3. Forest Offences can be challaned as under:-

(a) Offences in the Reserve Forests under Section 26 of the Indian Forest Act, 1927.

(b) Offences in the Protected Forests, under Section 33 of the Indian Forest Act, 1927.

(c) Offences in section 38 areas under the rules promulgated by Government in the notification issued for the particular areas.

(d) Miscellaneous offences of breach of rules for which no special penalty is provided in the Indian Forest Act are covered by Section 77 of the Indian Forest Act and other offend on the part of right holders, e.g., withholding information, refusing assistance in preventing the commission of forest offences in particular areas, etc. by section 79 of the Indian Forest Act.

(e) Cases relating to P.W.D. and Canal Road side plantations may be challaned under the departmental rules and regulations where any exist. Otherwise such cases should be handed over to the Police; for prosecution under the Indian Penal Code. Minor offences of grazing could be dealt with under the Cattle Trespass Act.

4. Prosecutions will invariably be conducted by the Range Officers personally and not entrusted to subordinates unless under exceptional circumstances

5. No criminal prosecution may be taken up with- out the written sanction of the Divisional Forest Officer. The challaning of infants should be avoided. Where a prosecution is intended the Range Officer must shift the reports of his subordinates and satisfy that no weak or false case is taken to the court. False cases lower the prestige of the department and the Range subordinates should be, made to understand that they will be severely dealt with if the public is unnecessarily harassed through false reports. The challan submitted for prosecution must be carefully prepared giving relevant details in each column of the challan form.

6. The Range Officers should give a brief account of the cast along with the challan and attach the enquiry report and all documentary evidence pertaining to the case for

sanction of prosecution by the Divisional Forest Officer. On approval of prosecution the challan along with original damage report and copy of other documents will be forwarded by the Divisional Forest Office to the District Magistrate and all other papers returned to the Range Officer for conduct of the case. All criminal cases must be considered as urgent and papers regarding enquiries must be submitted for orders as speedily as possible. The Divisional Forest Officer will not sanction prosecution where unreasonable delay has taken place.

7. In dealing with forest offences the Range Officer must be fully conversant with chapter IX of the Indian Forest Act, 1927, relating to penalties and procedure. Their particular attention is invited to sections, 52 and 53 dealing with seizure of forest produce, etc., and sections 64 and 65 relating to arrest of offenders without a warrant. Provisions of section 62 should also be impressed on all Forest subordinates so as to prevent unnecessary vexation of the public.

8. When a serious offence is reported while the D.F.O. is on tour in the neighborhood, the Range Officers should produce the accused and witnesses and if prosecution is decided, the evidence should be recorded in the presence of the accused for submission to a Magistrate.

9. Search warrants when required can be obtained on application to the Magistrate. No premises may be searched without a warrant and search must be conducted during day light in the presence of the occupant and at least two respectable inhabitants. In a search statement of the accused should be taken to make him disclose any objection to the method of search. Under Section 72(c) of the I.F.A. 1927 Conservators have powers to issue search warrants *vide* H.P. Govt. notification No. Ft. 29-256/48 dated 12-7-1949, provided that no search warrant shall be issued for searching houses for timber suspected of having been stolen for which the order of a Magistrate is necessary. In emergent cases where Conservator happens to be touring in the Range a search warrant could be obtained from him if the circumstances so require.

10. Conduct of cases in the Court.-In conducting,, cases the Range Officers must attend the Court fully equipped with all references. The following books should invariably be taken for ready reference:-

- a. The Indian Forest Act, 1927 and the Cattle Trespass Act.
- b. H.P. Forest Rules.
- c. Settlement File of the forest concerned.
- d. Notification pertaining to the case.

All cases must be, carefully worked out beforehand.

The prosecutor will open the proceedings by stating clearly when, where, and by whom the offence has been committed, what particular rule has been broken, and the nature of the evidence to be produced. He should invariably be taken for ready reference:-

(a) *Motive of accused*- This should never be neglected, the question being what profit, real or imaginary the accused would have got by the Act committed or abstention from action.

(b) *The fact complained of* - It should be clearly stated and proved by oral evidence supported by documentary evidence recorded at the time of the offence. Oral evidence should be tested previous to hearing in the Court. If the, Prosecution is ready to deal with objection of the accused to each witness doubts in the mind of the Court are readily disposed of. Half the work of prosecution is the intelligent anticipation of arguments of

the defense. Diaries should be produced in proving the whereabouts of subordinate concerned in any case where required.

(c) *To disprove the defense evidence*-This is not easy as no prosecution evidence can be produced after the defense has been heard. Much can be done by insisting on seeing the list of witnesses, called by the accused and enquiry in to their connections before they are heard. If no such list has been submitted the prosecutor should urge the Court that such evidence should not be considered as no opportunity for enquiry has been allowed.

(d) *Examination of witnesses*-The Prosecution should call his own witnesses to bring out any point he wishes to emphasize. He is also entitled to cross examine the defense witnesses, in order to bring out any discrepancies or to criticize the value of their statements.

(e) *Summing up of the case*-The Prosecutor should sum up the evidence calling attention to the seriousness of the offence, naming the maximum penalty incurred on conviction and asking for a substantial penalty. Juvenile offenders can be punished with whipping for any infringement punishable by imprisonment. This is suitable in cases due to gross carelessness or mischief of boys, and as such Government of India Notification No 938-C, dated 10th February, 1941 should be brought to the notice of the Court.

(f) *Fires*-It is necessary to show that the accused (a) set fire to the forest or (b) lit a fire from where it might spread and injure any reserve trees on closed area. Carelessness in lighting a fire in one's own field may lead to an offence being committed under these sections. In all cases instituted under section 79 it is absolutely necessary to prove that the offenders either (a) had rights in the forest in which the fire occurred or (b) in some neighboring forest, and in the latter cases that there was a possibility of the fire spreading to a forest area in which the accused had rights. In prosecuting for refusing to obey a lawful order to attend a fire, it is only necessary to prove that the accused know that the forest in which he held rights was on fire, or that there was a likelihood of the fire spreading, to the forest in which he had rights. In such prosecutions for failing to assist at a fire each accused should be given an opportunity of giving his explanation, and only those, persons should be challaned of whom it is certain that they were actually present in the neighborhood and had deliberately neglected to assist if action against Government servant is, called for section 79 of the Indian Forest Act, 1927, the Range Officer must report full particulars to the Divisional Forest Officer before filling in the prosecution challan.

(g) *Grazing*-It is customary with the villagers to -let loose their cattle in the forest without any herd men or to put small boys in charge of the herds so as to escape responsibility and punishment for the trespass. In this collection judgment of the Chief Court of the Punjab in case No. 168 of 1909 and reproduced on page 167 of the Punjab Forest Manual, Vol. I (4th edition) may be carefully studied and brought to the notice of the Court.

11. *Police cases-* (a) Whenever a case is made over to the notice the Range Officer must send a report to D.F.O. and in cases falling under Para 2(c) above he should justify his action in handing over the case to the police without D.F.O.'s previous sanction.

(b) When assaulted by a person committing a Forest offence under the, India Forest Act or when cattle caught grazing illicitly are forcibly rescued by their owners the Forest officials concerned should attempt to arrest the offenders under section 54 of the Indian Forest Act. Should the offender resist arrest or any other person assist the offender in resisting arrest, the Forest Official should at once go to the nearest Police Officer, who should be asked to

enquire into the case and arrest the offenders under sections 224, 225 and 332 of the Indian Penal Code. The forest official concerned should then report the matter in full to the Range officer who will forward it to D.F.O. as soon as his own investigations are complete.

(c) Whenever a forest case is reported to the police a copy of the record made by the police should be obtained at the same time by the Forest Official who makes the report, and he should satisfy himself at the time that the record is complete. If the Police at any time refuse to give such a copy the matter should be reported to the Divisional Forest Officer at once.

(d) In all forest cases challaned by the Police, Forest subordinates will appear in the Court either as complainants or witnesses for the prosecution on the dates notified by the Police and they will be punished for noncompliance. Bail need not, be given by any forest subordinate for attendance but if asked to sign a bonded provision attendance such bond may be signed.

12. A strict adherence to the above instructions will facilitate the disposal of cases, command the confidence of Magistrates, and ensure conviction in Court. When an appeal has to be filed in a particular case against the decision of the Court the Range Officer must make a full report of the case and loudly state Pounds on which appeal should be preferred. A copy of the judgment in the case will be obtained for ready reference.

13. The prescribed register for prosecution cases must be maintained in the form appended up to date and put up to the D.F.O. at the time of office; inspection. In order to watch the progress of prosecution cases a special report should be made to the D.F.O. on all cases pending over 6 months.

Form of Prosecution Register

Column No. 1	Serial No.
Column No. 2	No. of damage report and damage report book
Column No. 3	Name, parentage, residence etc. of accused
Column No. 4	Number of accused
Column No. 5	Place and nature of offence
Column No. 6	Institution of prosecution
	(i) Date
	(ii) Court
	(iii) Section of Forest Act or of Indian Penal Code
Column No. 7	Decision
	i. Date
	ii. Convicted
	iii. Acquitted
	iv. Total
Column No. 8	Remarks