

RIGHT TO INFORMATION ACT, 2005

(CLAUSE-IV)

Salient Features of the Languages & Culture Department

Sr. No.	Item	Comments
1	The particulars of its organizations, functions & duties	Language & Culture, H.P. Shimla - 9 Functions & duties 1. All matters relating to cultural affairs 2. Grant-in-aid to cultural bodies 3. Language : i. Language Policy ii. Development of Language iii. Matters relating to adoption of Hindi as State Language. iv. Language Teaching Scheme 4. Establishment budget & accounts matters of the department. 5. Museums, archaeology, Archives 6. Temples, fairs and festivals etc.
2	The powers & duties of its officers & employees	List Attached, Annexure 1
3	The procedure followed in the decision making process, including channels of supervisions & accountability	All matters related to Administration are dealt under the Rules & Regulations so adopted by the Govt. The schemes of various wings are being processed under the departmental notifications circulated time-to-time and declared policy. Every scheme has been provided by specialised officers and supporting staff for the proper implementations per details shown at Sr. No. 2 above.
4	The norms set by it for the discharge of its functions	Yearly calendar of the various programmes and scheme is prepared indicating month and time for timely and speedily implementation and the targets so fixed by it.
5	The rules, regulations, instructions, manuals and records held by it or under its	Copy of Departmental Schemes is attached as Annexure-2 Copy of Acts relating to this department is attached as Annexure-3

	control.																			
6	A statement of the categories of the documents that are held by it or under its control.	Documents/ Acts/Rules and Administrative Reports relating to this department are held by the department are available with the designated officials.																		
7	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or administration thereof.	The representations of the general public and other groups are taken into account while framing various policies and programmes time to time.																		
8	A statement of the board, councils, committees, and other bodies consisting of two or more persons constituted as its part of or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	Proceedings of the meetings at various levels are made available for the information of the general public on demand.																		
9	A directory of its officers and employees.	List attached as Annexure 4																		
10	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	List attached as Annexure 5																		
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Departmental Budget & Expenditure in lakh is : <table border="1"> <thead> <tr> <th>Year</th> <th>Budget</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>2018-19</td> <td>Total</td> <td>upto 3/2019</td> </tr> <tr> <td></td> <td>Plan</td> <td>1862.18.</td> </tr> <tr> <td></td> <td>Non Plan</td> <td>10809.06</td> </tr> <tr> <td></td> <td></td> <td>1694.73</td> </tr> <tr> <td></td> <td></td> <td>10368.23</td> </tr> </tbody> </table>	Year	Budget	Expenditure	2018-19	Total	upto 3/2019		Plan	1862.18.		Non Plan	10809.06			1694.73			10368.23
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12	The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes	Department provide fund in shape of GIA to various NGO in the state and funds to upkeep and repairs of the old historical places / temples and GIA to important fairs and festivals time to time.																		

13	Particulars of recipients of concessions, permits or authorizations granted by it.	N.A.
14	Details in respect of information available to or held by it, reduced in an electronic form.	N.A.
15	The particulars of facilities available to citizens for obtaining information, including the working of a library or reading room, if maintained, for public use.	No such facility is available but a library for consultation of books at office with a reading room is available in the Directorate for public.
16	The names, designations and other particulars of the Public Information Officers.	List Attached as annexure 6
17	Such other Information as may be prescribed.	NIL

FUNCTIONS

Business of the Government of Himachal Pradesh (Allocation) Rules, 1971 notified vide number 5-2/71-GAD(CC) dated 25th January, 1971 (as amended up to 4th October, 1999) classify and distribute the entire business of Government between the departments "Languages & Culture Department" is entrusted with the following business :

1. All matters relating to cultural affairs.
2. Grant-in-aid to cultural bodies.
3. Language.
 - a. Language policy
 - b. Development of State Language.
 - c. Matters relating to adoption of Hindi as State Language.
 - d. Language Teaching Scheme.
4. Establishment, Budget and Account Matters of the Department
5. Museums, Archaeology, Archives.
6. Temples, Fairs, Festivals etc.

Power & Duties of various Officials of Languages & Culture
Department, H.P.at Secretariat Level

PRINCIPAL SECRETARY(LAC) to the Govt. of H.P.

1. Disposal of establishment matter of Class-III to Class-I posts where the attention of the Minister-in-charge is not required.
2. Conversion of temporary posts of all categories into permanent ones.
3. Creation of Class-III and IV posts/fixation of cadre.
4. Orders for placing requisitions for recruitment to Class-I & II posts through H.P.P.S.C.
5. Appeals and petitions of Class-III officials.
6. Annual Administrative Report.
7. Crossing of efficiency bars in respect of Class-I & II officers.
8. Confidential reports of Class-II officers except those working in the hqrs.
9. Sponsoring of in-service candidate for training in India in respect of Class-I & II officials with the approval of Chief Secretary.
10. Appeals against judgement.
11. Deputation of Class-III Officials.
12. Institutions or withdrawal of civil or criminal proceedings against gazetted officers and payment from the State Revenue of damages in suits brought by or against gazetted officers.
13. Constitution of Departmental Promotion Committee for Class-I to IV officers/officials.
14. Writ off of losses, stores etc. upto Rs. 50,000/-
15. Budget Estimates and new items.
16. Contingent sanction above Rs.10,000/-
17. Grant in aid up to Rs.1.00crore.
18. Budget Estimates.
19. Such other cases of administrative importance or of policy, which are necessary to show to the Minister-in-charge.
20. Any other cases which the Minister-in-charge may like to see.
21. Submission of Cabinet matters through the Chief Secretary/Minister-in-charge to Hon'ble Chief Minister.
22. All cases which do not involve policy and any important matter not specified in standing orders will be disposed of at the level of Pr. Secretary/Secretary of the department.
23. The administrative Secretary will also function as Appellate Authority of the department under Right to Information Act, 2005.

DEPUTY SECRETARY (LAC) to the Govt. of H.P.

1. To assist the Pr. Secretary (LAC) to the Govt. of H.P. in decision making and formulation of plans, schemes and programmes relating to Language Art and Culture Department.
2. To present all cases, matters and schemes to the higher authorities in a precise manner with all possible solutions and suggestions.
3. To take effective measures for building up and maintaining all essential records.
4. To effectively supervise the work and conduct of all functionaries under them and be a source of guidance to lower functionaries in all official matters.
5. To discharge responsibilities delegated by superior officers so as to leave them free from day to day minor issues in order to devote attention to more important matters.
6. To issue orders in accordance with the decisions of the competent authorities and under proper authentication.
7. To take effective steps for organizing the implementation of Government decisions. Policies and programmes and to identify bottlenecks or impediments in their implementation in liaison and coordination with all concerned agencies.
8. To make arrangements to monitor and evaluate and evaluate progress of implementation of Government decisions, plans, programmes and schemes and suggest changes, if needed.
9. To represent the Department of LAC and watch Government interest/departmental interest in meetings etc. according to directions of the superior authorities.
10. Deputy Secretary (LAC) will also function as Public Information Officer under Right to Information Act, 2005.

SECTION OFFICER/SUPERINTENDENT (LAC) H.P. Secretariat

1. To go through the dak as received and mark the missent receipts to the concerned sections.
2. Submit the important communications for perusal of the higher authorities through Branch Officer, at dak stage, in case any communication has not been seen by the said authorities.
3. Retain receipts of secret/confidential or urgent nature which he may like to deal himself in which case the said receipts will be got diarised from the diarist by the Section Officer/Supdt. for further reference.
4. Mark the remaining receipts to the concerned dealing hands indicating urgency and also giving directions, if any, for disposal and hand over the same to the diarist of the section for diarising through REFNIC system and handing over to the concerned dealing hands.
5. Keep a note in the diary about important receipts for watching proper and timely disposal.

6. To himself deal on relevant files, secret, confidential, urgent or complex receipts retained by him and also to scrutinize cases received from the dealing hands and further to dispose off the cases at his own level if so empowered under the standing orders or to submit the same to the Branch Officer.
7. To see that the concerned dealing hands collect, compile and keep updated, statistical data/information relating to the establishment, budget, expenditure, schemes, plans etc. relevant to the section.
8. To see that the concerned dealing hands monitor, analyse and maintain data on REFNIC system as to the achievement of targets of various on-going schemes both in terms of budget provisions/expenditure and actual progress and also to suggest ways and means for improvements in the ongoing schemes and assist the Branch Officer in preparation of new schemes/programmes, new innovations etc.
9. To ensure submission of return/statements in time and the same are received in the section in time also.
10. To ensure that all dealing assistants and the diarist to maintain all required registers and keep the same updated and check all these registers at regular intervals.
11. To see that all routine duties including maintenance and updating of various registers are carried out promptly and thoroughly.
12. To keep a careful watch on any hold-up in the movement of dak and files between the section and higher officers, ensure submission of fixed date cases and other important cases and paper required by officers and to keep a watch on progress of action.
13. To prepare papers and compile data for meetings etc.
14. To be well acquainted with the office procedures and Acts, Rules, Manuals and instructions of general nature relating to Finance, Personnel and General Administration.
15. To maintain liaison between the staff and the Branch Officer in various matters, train and guide the staff posted in the section and to point out their shortcomings, if any, for remedial action.
16. To allocate evenly, work of the section to the staff posted in the section with the approval of the Branch Officer. For ensuring availability of staff, he should maintain local address and phone numbers of the staff.
17. To ensure punctuality in attendance in the section and to advise the staff on matters on conduct and discipline.
18. To see that the section is neat and clean and the files, papers are arranged in an orderly manner and the recorded files are sent to the record room.
19. To ensure that the DA's maintain their Assistant diaries regularly through REFNIC and note the particulars of initial submission of cases and also record final disposal of receipts at appropriate stage of final disposal of the cases through REFNIC system. Weekly checking of the Assistants Diaries is also one of the important functions.

20. On transfer from one section to another, to hand over the charge and prepare list of important/complicated matters requiring immediate attention of the successor.
21. Section Officer of the Branch will also function as Assistant Public Information Officer under Right to Information Act, 2005.

SENIOR ASSISTANTS/CLERK of H.P. Secretariat

1. Receipt, diary-dispatch, typing, record maintenance.
2. Various duties in reception and carried assignment in offices of Ministers and senior officers.
3. Opening and maintenance of files, referencing, dealing cases including noting and drafting recording of files, maintenance and updating of various types of data.
4. Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers.
5. Preparation of all types of bills such as pay, travelling, allowance, medical, reimbursement, contingencies, contractors, suppliers and advances etc.
6. Personnel/service/establishment matters including recruitment and promotion rules, conditions of service, posting, transfers, maintenance of service books, index cards, service records, preparation of leave accounts, pension papers, disciplinary matters, personal files etc.
7. Budget preparation including appropriation, re-appropriation, supplementary demands for grants, additional grants, contingency funds, all matters relating to PAC, Estimates Committee, Audit Paras, economy in expenditure etc.
8. Maintenance of all registers.
9. Proper handing over change on transfer.
10. Dealing of Legislative matters on priority basis.
11. To maintain day-to-day movement of files/cases and disposal on REFNIC system.
12. Any other work assign by the Branch Officer/Section Officer of the Branch.

PEON of Secretariat Branch

1. To carry and deliver dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 K.G.
2. To ensure the cleanliness and general up-keep of the section wherein posted and of the furniture, fixture and equipment.
3. To perform miscellaneous and odd jobs for officers/officials.
4. To attend to any to any other work that may be assigned.

Power & Duties of various Officials of Directorate of Languages & Culture Department, H.P.

DIRECTOR (LANGUAGE AND CULTURE DEPARTMENT)

1. Director Language & Culture being Administrative head of the Department of Language & Culture is responsible for the official work of the Department and shall exercise all Administrative & Financial power as adjoining upon the head of department in the Himachal Pradesh Government.
2. He shall act as Technical advisor to the State Government on all matters relating to Language & Culture Department.
3. He shall control all the affairs / matters of the Department and shall issue all the necessary administrative directions to the subordinate staff in the state.
4. He shall submit to the Govt. budget & appropriation proposals in the consolidated form for the whole department for the consideration and approval.
5. He shall submit to the Govt. all the reports and returns from time to time or any of the authorised officers of the Department. Whom he shall delegate the power on his behalf.
6. Major policy matters relating to the Technical or Semi Technical nature, for example implementation of official language under Language Act 1985, matters relating to Archaeological importance and cultural activities etc. consultation with concerned officers of the Department.
7. He shall exercise all the powers delegated to him by the State Govt. from time to time and shall be directly answerable to the Govt.

LANGUAGE WING

1. DEPUTY DIRECTOR (Language)

He will be the head of Language wing of the department.

2. ETYMOLOGIST

1. Etymological study place name of Himachal Pradesh.
2. Etymological study of the Deity name with context of Sanskrit Literature.
3. Linguistic and Cultural Survey of Himachal Pradesh.

3. ASSISTANT DIRECTOR (Language)

1. He will head the language wing of the Department.
2. Implementation of the official language in administration.
3. Translation work.
4. In charge of literary functions of the Department.
5. History of Himachal freedom Movement, souvenirs and detailed directory of freedom fighters of Himachal Pradesh.

4. SR. RESEARCH ASSISTANT/ RESEARCH ASSISTANT

1. Implementation of official language in administration, translation work, celebration of literary functions and state level functions divas, jayanties, poetic symposium, seminars etc.
2. Linguistic and cultural survey, compilation and editing of departmental books.

5. SANSKRIT ORGANISER

Celebration of Sanskrit Divas, publication of Sanskrit books and reorientation programmes for worshipers.

6. LIBRARIAN

1. Purchase books for the museum library and maintenance of library.
2. To provide reference material for research scholars.
3. To organise exhibitions of departmental publications at the state and national level.
4. Sale and circulation of departmental books and magazine.

PERFORMING ART WING

1. DEPUTY DIRECTOR (Performing Arts)

1. He will be the head of the Culture wing of the department.

2. PROGRAMME OFFICER

1. To organise cultural programmes & associate with celebrations of different fairs & festivals of state and their monitoring.
2. To act and participate as nodal officer in zonal centres & coordinate and help in Cultural Performances in State & Inter State level.
3. To organise Inter- State Culture Exchange programmes with the help of SNA and other organisations.

4. To coordinate with ICCR and other central agencies.
5. To look after the work and cultural performances, Theatre activities, holding workshops etc.
6. To provide help, guide & Promote various organisations related with performing arts.
7. To supervise and guide Culture Organisers and Stage masters and other staff in Departmental Programmes.

3. CULTURE ORGANISER

1. To organise the Cultural Programmes of Performing Art Wing.
2. To prepare notation for folk songs.
3. To organise Folk Dance, Music and Drama competitions.
4. To organise performances related to Tribal Folk Traditions.
5. To preserve & promote various folk traditions of State.
6. To organise stay of artists & provide guidance regarding stage requirements.
7. To conduct rehearsal work relating to cultural programmes.

4. STAGE MASTER

1. To help and make various arrangements regarding light & sound system and stage decoration etc.
2. Help in organising rehearsal of artists.
3. To make arrangements of various necessary items for programme.
4. Any other work assigned by higher authority.

5. ELECTRICIAN

1. Install & operate the light and sound system for the cultural programmes by department in State or outside.
2. Up-keep & care of light & sound equipments.
3. To assist Stage Master & Culture Organiser.

ARCHEOLOGICAL WING

1. ARCHAEOLOGICAL ENGINEER

1. He will be head of the Archaeology wing of the department.

2. He will serve as engineering advisor to the divisional officer in the actual execution of work of conservation and will exercise such of powers as are delegated to him by Department.
3. He will also be responsible for proper execution, conservation work in the various state protected monuments, inspect the monuments, draw out conservation notes, check and measure the work, do technical scrutiny of estimates and accord technical execution to estimates up to the limit which he is authorised to do.
4. All business related to IT & departmental buildings.
5. Any other functions especially assigned by higher authorities.

2. ASSISTANT DIRECTOR (Publication)

1. He will be primarily incharge of the processing of cases for protection of monuments, bring out publications etc; in the field of archaeology & museums.
2. He will function as an editor for departmental publications, picture postcards and also arrange for their publications and distribution etc;
3. Any other function assigned by the higher authorities.

3. JUNIOR ENGINEER (Archaeology)& CONSERVATION ASSISTANTS

1. All duties relating to survey of monuments and sites.
2. He will be responsible for preparation of estimates, detailed drawings, site plan maps and execution of conservation works etc.
2. Collection of processing of revenue data, demarcation of boundaries at sites/ monuments, handling of related corresponding files, records etc.
3. Proper use and handling of surveying instruments and equipments.
4. All jobs related to departmental buildings.

4. REGISTERING OFFICER

1. Registration of antiquities under section 16 of the Antiquities and Art Treasures Act 1972 having jurisdiction in the entire state of Himachal Pradesh.
2. To receive the applications from the owners of the antiquities in Form VII.
3. To grant certificate of registration in Form VIII.
4. To maintain record of the transfer of ownership of registered antiquities.
5. To furnish monthly progress report of the registration of antiquities to the archaeological Survey of India, New Delhi.

5. DRAFTSMAN

1. He will check all estimates of conservation & other civil works & temple repair.
2. Preparation of drawings of monuments, buildings & temples.
4. Any other work/ function assigned by senior officers.

6. TECHNICAL ASSISTANT (Archaeology & Museums)

1. Village to village survey of antiquities, remains, filling up of "B" forms for the purpose of bringing the monuments under state protection.
2. Documentation, Cataloguing, indexing of excavation find explored remains and other archaeological material including loose and fixed sculptures at museum and monuments.
3. Safe custody of explored antiquities, their proper accessioning, indexing etc.
4. Preparation of history notes & material for culture boards for monuments.
5. Preparation of Guide and other literature for the benefit of tourists.
6. Participation of other academic and professional activities concerned with archaeology.
7. Any other job relating to his sphere of work specially assigned to him.

7. SR. PHOTOGRAPHER

All photography work related to archaeological wing and Departmental functions.

8. ARTIST

1. He will prepare miniature paintings for museum as well as for presentation purpose.
2. He will organise art exhibitions from time to time and will help in organising art seminars.
3. He will also participate in National Exhibition organised by the various organisations/NZCC etc;
4. He will work for scheme known as "Guru Shishy Parmpra".
5. Any other job assigned by higher authority.

8. MONUMENT SUPERVISOR

1. He will be responsible for the safe custody of monument, archaeological material and antiquities lying in & outside the monument.
2. He will keep the whole complex of monument, clean.

3. He will keep watch on the land of monument and report to the officer in case of encroachments immediately.
4. He will keep all information regarding the monument & serve as free guide at the monument.
5. He will maintain a register, in which all record of antiquities & artefacts lying in the monument will be kept & check these objects daily.
6. He will decorate the monument by planting the flowers and maintain the flowerbeds.
7. He will keep the Visitor book and maintain it.
8. In case, any attempt of defacing or loss to monument, he will report to the officer concerned, local police & administration.

9. SR. MONUMENT ATTENDANT/ MONUMENT ATTENDANT

1. He will be responsible for the safe custody of monument, archaeological material and antiquities lying in& outside the monument.
2. He will keep the whole complex of monument, clean.
3. He will keep watch on the land of monument and report to the officer in case of encroachments immediately.
4. He will keep all information regarding the monument & serve as free guide at the monument.
5. He will maintain a register, in which all record of antiquities & artefacts lying in the monument will be kept & check these objects daily.
6. He will decorate the monument by planting the flowers and maintain the flowerbeds& flowerpots.
7. He will keep the Visitor book and maintain it.
8. In case, any attempt of defacing or loss to monument, he will report to the officer concerned, local police & administration.

ARCHIVES

1. ASSISTANT DIRECTOR (Archives)

1. He will be head of Archives wing of the department.
2. He will be responsible for all matters related to State Archives.
2. To organise the National/ State level seminars/ exhibitions etc. from time to time.
3. To organise meetings of National Record Commission, arrangements for Archival work and to look after the arrangements covering the safety / preservation of historical record.
4. Any other work assigned by the higher authorities from time to time.

2. TECHNICAL ASSISTANT (Archives)

1. He shall organise the Workshops, Archie record week, Exhibition, Training camps etc.
2. Instructions of Archival Records in various institutions from time to time.
3. To provide historical records to the scholars and to guide them.
4. To sort out the Archival record and catalogue it as per Archival norms.
5. Participate in the Archival meetings etc.
6. Any other work assigned by the higher authorities from time to time.

3. PRESERVATION ASSISTANT

1. He shall be responsible for fumigation, chemical treatment of historical record for its safe custody.
2. To help in organising seminar, Exhibitions etc.

4. JR. TECHNICAL ASSISTANT (Archives)

1. He shall look after the demands of Archival record by the Research Scholars.
2. Catalogue the old record.
3. To prepare the material for journalist and news papers.
4. To visit various parts of the state for acquiring the historical record for State Archive.
5. Supervise the work of Binder/ Mender.
6. Sorting of old record and listing etc.
7. Any other work assigned by the higher authorities from time to time.

5. BINDER/MENDER

1. Different type of repair of Antiques / Historical/Revenue documents, rare books and scripts in dialects and languages.
2. Lamination work, Dish repair and mirror repairs etc.
4. Work of Kachi and Pakki binding.
5. Use of cutting machine.
6. Work of stitching with technical way.
7. To perform the work of edosographer and embossing.
8. To perform the duties assigned by higher authorities from time to time.

6. DAFTRY

1. To mend, trim, stitch; bind etc, old record, files etc in Record room and in section.
2. To paste correction slips in the official reference books of various offices and those of the branches/ sections.

3. To affix service postage stamps on envelopes, maintain their accounts, prepare envelopes/ packets and parcels, dispatch dak and telegrams and help the dispatchers in the circulation of all printed matters etc.
4. To sort out and properly keep the record in the record section.

7. RECORD ATTENDANT

To maintain the record properly of the bind files of the department.

MAGAZINE WING

1. EDITOR

1. He shall edit Departmental bimonthly Hindi Magazine "Vipasha"
2. He shall collect the required printing material from the various writers of the state as well as outside the state for impressive publication of Magazine.
3. He shall workout the remuneration to be paid for the various writers for their write-ups in the Magazine.
4. Any other work assigned to him by the higher authority.

2. PROOF READER

1. Proof -Reading of all kind of Departmental Publications and Magazine.
2. Any other work related to his work assigned by higher authorities.

3. COPY HOLDER

1. To assist the Proof - Reader in proofing work.
2. Any other work assigned by higher authorities.

MUSEUM WING

1. CURATOR-I

Head of office, in charge of State museum & all other Museums in state.

2. CURATOR-II

Head of concerned museum.

3. TECHNICAL ASSISTANT (Archaeology & Museums)

1. Documentation, Cataloguing & indexing of sculptures at museum.
2. Safe custody of antiquities and their proper accessioning and indexing.
3. Preparation of notes of art objects.
4. Participation of other academic and professional activities concerned with museum.
5. Preparation of guides and other literature for the benefit of the tourists.
6. Any other job relating to his sphere of work specially assigned to him.

4. PRESERVATION ASSISTANT

1. To do chemical conservation of antiquities / art objects, which includes cleaning, consolidation, fumigation and preservation of organic / inorganic objects whichever feasible.
2. To suggest and take measures to maintain microclimate in the museum, to make it suitable for storage and conservation of antiquities/ art objects.
3. To look after all aspects of work of laboratory.
4. To do preventive conservation i.e. to stop any desirable activities which may lead to decay/deterioration of any antiquities i.e. wood, leather, textile, paintings including miniature and wall paintings etc. in the museum.

5. LIBRARIAN

1. Purchase books for the museum library and maintenance of library.
2. To provide reference material for research scholars.
3. To organise exhibitions of departmental publications at the state and national level.
4. Sale and circulation of departmental books and magazine.

6. CARPENTER

1. Wood work relating to exhibition of antiquities in museum.

8. INSTRUCTOR

1. To train the people by organising workshops and give training in different discipline of art.
2. To perform the duties for setting-up the galleries in the museum.
3. Any other work assigned by the higher authorities.

9. MODELLER

1. To train the people by organising workshops and give training in different discipline of art.
2. To perform the duties for setting-up the galleries in the museum.
3. Any other work assigned by the higher authorities.

10. GALLERY ATTENDANT

To attend the visitors and to keep watch and take care of exhibits in the gallery of museum.

11. CLEANER

Clean all the art objects and antiquities in museum from time to time.

FINE ART WING

1. ASSISTANT DIRECTOR (Fine Arts)

He will be the head of the fine art wing of the department.

2. COMMERCIAL ARTIST

1. All work relating to departmental programmes, seminars etc.
2. Preparation of Title page sketches for the departmental publications.
3. Work relating to organisation of Art Exhibitions sponsored by Department.
4. To sketch tri-dimensional sketches of temples, forts, idols etc. of historical monuments of state.
5. Work relating the preparation of tableau in Delhi for 26 the January parade.
6. To prepare the paintings.

3. MODELLER

1. To train the people by organising workshops and give training in different discipline of art.
2. To perform the duties for setting-up the galleries in the museum.
3. Any other work assigned by the higher authorities.

4. INSTRUCTOR

1. To train the people by organising workshops and give training in different discipline of art.
2. To perform the duties for setting-up the galleries in the museum.
3. Any other work assigned by the higher authorities.

TEMPLE MANAGEMENT WING

1. SECTION OFFICER (F & A)

He will be responsible for the internal inspection of accounts of all temple trusts under "Himachal Pradesh Hindu Religious Institutions and Charitable Endowments Act, 1984"

MINISTERIAL WING

1. SUPERINTENDENT GRADE-I

1. Mark the misspent receipts to the concerned Department.
2. Submit the important communication for the perusal of the higher authorities through Branch officer, at dak stage, in case said authority has not seen any such communication.
3. Retain receipt of secret/confidential or urgent nature ,which he may likely to deal himself in which case the said receipt swill be diarised from the diarist by the Superintendent Grade -1 for further reference.
4. Keep a note in the diary about important receipts for watching properly and timely disposal.
5. To himself deal with relevant files, secret, confidential ,urgent or complex receipts retained by him and alsocrutinize case received from the dealing hands and further to dispose off the case at his own level or submit the same to the higher officers with his remarks or suggestions, if any.
6. To see that the concerned dealing hand collect and keep updated, statistical data/information relation to the establishment, budget, expenditure, schemes, plan, his section of posting.
7. To ensure that returns/statements are submitted well in time.
8. To be well acquainted with office procedures and Acts, Rules, Manuals and instructions of a general nature relating to Finance, Personnel and General Administration Department and specifically applications in the Deptt. where posted see all Manuals, Acts, Rules instructions Guard Files and Precedent Register of Department Are kept up-to-date by inserting correction-slip or getting editions printed.

9. To maintain liaison between the staff and officers in various matters, train and guide staff and point out their shortcomings and deficiencies, if any for remedial action keep himself well acquainted with the moral conduct and discipline of the staff and also ensure that the staff comply with Government instructions issued from time to time.
10. To ensure punctuality in attendance in the Department and advise staff on matters of conduct and discipline.
11. To see that the files, papers etc. are arranged in an orderly manner and record files are sent to record room; and ephemeral record is periodically destroyed.

2. SUPERINTENDENT GRADE -II

The Superintendent Grade-II normally supervise the work of section or cell independently and submits the cases to higher officers and as such their duties, responsibilities and functions are same as indicated for the Superintendent Grade-II except that he can not dispose off any matter at his own level and all communications to be sent , are to issue under the signature of higher officer.

3. PERSONAL ASSISTANT

Personal assistant is attached with Director and performs as such:

1. He takes dictation in both Hindi and English stenography, to transcribe the same on English / Hindi language.
2. Do the type work as and when assigned by director or any other officer.
4. To ensure that the telephone installed in the office of Director is in working order and lodge complaint.
5. To attend the office telephone courteously and politely and to connect the outside calls with Director keeping in view the engagement of the Director and his directions.
6. To arrange telephonic talk of the Director with other authorities as per direction of the Director.
7. To maintain register of telephones and to verify the official calls and also to ensure deposit of amount of private calls.
8. To keep official directory updated and to maintain telephone numbers of concerned Ministers and Officers of the state.
9. To take tactful effective measures against misuse of official telephone by outsiders.

4. SENIOR ASSISTANT

The term "Assistant" means "Senior Assistant" who deals with receipt and submit cases to Section Officer or Superintendents. Depending upon urgency, need and public interest, Assistant can be asked to undertake any job/ assignment, but generally, the main duties, functions and responsibilities of the Assistant involve handling of the work relating to:-

1. Opening and maintenance of files, referencing, dealing cases including noting and drafting , recording of files, maintenance and updating of various type of data, statistics and information and maintenance of various registers.
2. Acquisition, maintenance and up-keep of store, stock, stationery articles, accounts and registers.
3. Preparation of all type of bills such as pay, travelling allowance, medical reimbursement, contingencies, contractor, supplier and advancers etc. and handling of cash, maintenance of cash books and connected accounts/ bills registers etc.
4. Personnel / service / establishment matters, including recruitment and promotion rules, conditions of service, posting, transfers, maintenance of service books , index cards, service records, preparation of leave accounts, pension papers , disciplinary matters, personal files etc.
5. Budget preparation including appropriation, re- appropriation, supplementary demands for grants, additional grants, contingency fund, all matters relating to Public Accounts committee, Estimate Committee, audit paras, economy in expenditure etc.
6. Assisting in planning and monitoring of developmental social and welfare schemes.
7. Regulatory matters such as issue of licences, permits, various types of certificates etc.

5. JUNIOR ASSISTANT / CLERK

In Directorate, Districts or Field level offices the Junior Assistant/ Clerk will have to perform all the duties as prescribed for Assistants. This is because of set up, quantum of work and staffing pattern of these offices.

6. STENO TYPIST

1. To take dictation in both English and Hindi stenography, to transcribe the same on English/ Hindi typewriter and present the transcribed dictation work to the office for approval and signature. To do the all type work as and when assigned by officers of the Department.

MISCELLANEOUS POSTS

1. EDITOR (Gazetteers)

All jobs related to the preparation of Gazetteers.

2. DRIVER

1. He is the guardian of the vehicle and responsible for upkeep of vehicle attached with him.
2. He will be alert through out the duty and perform his duty diligently and with vigilance.
3. He will ensure that incase of a mechanical defect, the officer in charge is intimated timely and remedial measures taken.
4. He will not make any unauthorised movement of vehicle.
5. He will maintain the Log Book of the vehicle every day and will be responsible to keep all the documents relating to the vehicle and his driving license with him all the time.

3. GRANTHI / SEWADAR

All jobs related to Gurudwars.

4. PEON

1. He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.
2. To carry and deliver dak within and outside the office.
3. To ensure the cleanliness and general upkeep of office where posted and of furniture, fixture and equipments.
4. He will attend the telephone calls when the officer is not in his seat.
5. To attend to any other work that may be assigned by Officer.
6. To perform the odd jobs of office.

5. CHOWKIDAR

1. To keep watch and ward during and after office hours.
2. To take precautionary measures relating to prevention of fire and damage to Government Property.

6. MALI

To perform the duties of a Mali such as preparation and maintenance of flower beds and flower pots, for beautifying office compound and corridor.

7. SWEEPER

1. To sweep, clean and mop the room, corridors, verandas and office compound.
2. To clean urinals, baths, washbasins etc. daily and properly.
3. To collect and dispose of all waste in the office.

LIST OF ACTS & RULES

- 1 The Indian Treasure-Trove Act, 1878
- 2 The Antiquities And Art Treasures Act, 1972
- 3 The Antiquities And Art Treasures Rules, 1973
- 4 The Himachal Pradesh Official Language Act, 1975.
- 5 The Himachal Pradesh Ancient And Historical Monuments And Archaeological Sites And Remains Act, 1976
- 6 The Himachal Pradesh Ancient And Historical Monuments And Archaeological Sites And Remains Rules, 1985
- 7 The Himachal Pradesh Hindu Public Religious Institutions And Charitable Endowments Act, 1984
- 8 The Himachal Pradesh Hindu Public Religious Institutions And Charitable Endowments Rules, 1984
- 9 The Himachal Pradesh Public Records Act, 2006
- 10 The Himachal Pradesh Public Records Rules, 2008

DIRECTORY OF OFFICERS

Sr.	Name	Designation	Office	Residence
1	Kumud singh	Director	0177-2626616	2621754
2	C. L. Kashyap	Arch. Engineer	0177-2626614,15	2622741
3	Hari chauhan	Curator-I	0177-2805044	2674976
4		Etymologist		
5		Dy. Director (Lang.)	0177-2626614,15	
6	Prem Prasad Pandit	Asstt. Director (Archive)	0177-2628789	
7		Asstt. Director (Pub.)	0177-2626614,15	
8	Raj kumar Saklani	Asstt. Director (F.A.)	0177-2626614,15	
9		Editor	0177-2626614,15	
10	Suresh Sharma	Reg. Officer	0177-2805044	
11	Suresh Sharma	Curator, Chamba	01899-222590	
12	Vivek Prashar	Superintendent-I	0177-2626614,15	
13	Mamta verma	D.L.O. Shimla	0177-2626614	
14	Suresh Rana	D.L.O. Kangra	01892-223240	
15	Neelam Chandel	D.L.O. Bilaspur	01978-223966	
16	Revti Saini	D.L.O. Mandi	01905-223315	
17	Sunila Thakur	D.L.O. Kullu	01902-222406	
18	Kusum sanghik	D.L.O. Solan	01792-223571	
19	Anil Harta	D.L.O. Sirmaur	01702-223115	
20	Promila Guleria	D.L.O. Una	01975-224199	
21		D.L.O. Kinnaur	01786-222263	
22		D.L.O. Hamirpur	01972-223274	
23		D.L.O. Chamba	01899-222752	

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2	yksddykvksagsrqlgk;rkuqnku	fu"iknurFkkyfyrdyk
3	lkfgfR;d@ lkaLd`frd @ dykxks"Bh@ lEesy@ lekjsggsrqlgk;rkuqnku	Hkk"kk] fu"iknudyk] yfyrdyk
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5	yfyrdykdhizfr;ksfxrk@mRlovkfn ds vk;kstugsrqlgk;rkuqnku	yfyrdyk
6	dk;Z'kkykvksa @ lEesyksa @ xks"B;ksa @ lekjsgksa ds vk;kstu dh ifj;kstuk	IHkhizHkkx
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8	yksdu`R;ksa dh okf"kZdzfr;ksfxrk,a	fu"iknudyk
9	okf"kZddykizn'kZuh dh ifj;kstuk	yfyrdykrFkklaxzgy;
10	,dydykizn'kZuh dh ifj;kstuk	yfyrdykrFkklaxzgy;
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16	izknsf`kddfolEesy @ fopkjxks"Bh	Hkk"kk] if=dk
17	iqjkrulekjdxsa@ /kkfeZdlaLFkkksa ds th.kksZ)kj dh ;kstuk	iqjkrÙo
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Language & Culture Department
NOTIFICATION
SHIMLA-2

No.LCD-G(8)7/2005- Loose

The 29th October, 2005

In exercise of the power conferred under section 5(1) and (2) of the Right to Information Act, 2005 (Act no. 22 of 2005), the Governor, Himachal Pradesh is pleased to declare the following Officers of Language, Art & Culture (LAC) Department as "State Public Information Officer" & State Assistant Public Information Officers" in respect of the area of jurisdiction shown against them with immediate effect in the public interest :

(i)	State Public Information Officer at Secretariat level	Jurisdiction
	Special/Additional/Joint/Deputy/Under Secretary	At Administrative Department level in the Secretariat in report of LAC Branch
(ii)	State Assistant Public Information Officers at Secretariat level	
	Section Officers and Superintendent	At Administrative Department level in the Secretariat in report of LAC Branch
(iii)	State Public Information Officers at department level.	
	Director (LAC)	Throughout the State
(iv)	Assistant Public Information Officers at Department level	
1	Additional/ Joint/ Deputy Director	Within their area of jurisdiction
2	Distt. Language Officer	Within the concerned District

The Governor, Himachal Pradesh further pleased to notify the Principal Secretary (LAC) to the Government of Himachal Pradesh as Appellate Authority under section 19(1) of the above Act.

By Order
Sd/-
Principal Secretary

Annexure no. -6

Language & Culture Department,
Himachal Pradesh- Shimla-171009

No. Bhasani-7/99-Estt.-

Dated:

Office Order

In supersession of the Department earlier office order vide no. Bhasani-7/99-Estt. 5469-5554 dated 29th April, 2006 and in exercise of powers conferred to me under section 5(1) and (2) of the Right to Information Act, 2005, I hereby declare the following Officers of the department as Public Information Officer and Assistant Public Information Officers for the convenience of the general public :-

Sr. No.	Officer	Complete Address	Telephone Number	Designation under Act	Jurisdiction
1	Assistant Director (Performing art)	Language & Culture Deptt. Shimla	0177-2626615	Public Information Officer	State
2	Curator-I	State Museum, Shimla-4	0177-2805044	-do-	State Museum
3	Curator	Kangra Kala Sangrahalya Dharmshala Distt. Kangra (H.P.)	01892-224214	-do-	Kangra Kala Sangrahalya
4	Curator	Bhuri Singh Museum Chamba	01899-222590	-do-	Bhuri Singh Museum
5	Registering Officer	State Museum, Chaura Maidan, Shimla-4	0177-2805044	-do-	State
6	D.L.O. Shimla	D.L.O. Shimla Language & Culture Deptt. H.P. Shimla-9	0177-2626614	-do-	Distt. Shimla
7	D.L.O. Kangra	D.L.O. Kangra, Dharamshal, Distt. Kangra	01892-223240	-do-	Distt. Kangra
8	D.L.O. Bilaspur	D.L.O. Bilaspur, Distt. Bilaspur (H.P.)	01978-223966	-do-	Distt. Bilaspur
9	D.L.O. Mandi	D.L.O. Mandi, Distt. Mandi (H.P.)	01905-223315	-do-	Distt. Mandi

10	D.L.O.Kullu	D.L.O. Kullu, Distt. Kullu (H.P.)	01902- 222406	-do-	Distt. Kullu
11	D.L.O. Solan	D.L.O. Solan, Distt. Solan (H.P.)	01792- 223571	-do-	Distt. Solan
12	D.L.O. Sirmaur	D.L.O. Sirmaur, Distt. Sirmaur (H.P.)	01702- 223115	-do-	Distt. Sirmaur
13	D.L.O. Una	D.L.O. UnaDistt. Una (H.P.)	01975- 224199	-do-	Distt. Una
14	D.L.O. Kinnaur	D.L.O. Kinnaur, Distt. Kinnaur (H.P.)	01786- 222263	-do-	Distt. Kinnaur
15	D.L.O. Hamirpur	D.L.O. HamirpurDistt. Hamirpur (H.P.)	01972- 223274	-do-	Distt. Hamirpur
16	D.L.O. Chamba	D.L.O. Chamba, Distt. Chamba (H.P.)	01899- 222752	-do-	Distt. Chamba

Public Information Officer and all Assistant Public Information Officer shall discharge their duties as such with immediate effect and in accordance with provisions of the Right to Information Act, 2005.

-Sd/-

Director Language & Culture,
Himachal Pradesh, Shimla-9

No.-As Above-

Dated :

Copy to:

- 1 Principal Secretary (LAC) to the Government of H.P., Shimla-2
- 2 All Heads of Department to the Government of Himachal Pradesh.
- 3 All District Language Officers/Curators in Himachal Pradesh/R.O. Shimla
- 4 All the above concerned Officers.
- 5 Notice board of Directorate.

-Sd/-

Director Language & Culture,
Himachal Pradesh, Shimla-9

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1	funs'kd	5	37400&67000	8700	1
2	iqjkrÙovfHk;ark	4	15600&39100	5700	1
3	laxzgky;k/;{k&I	3	10300&34800	5400	1
4	mifuns'kd¼fu"iknudyk,a½	3	10300&34800	5400	1
5	mifuns'kd¼Hkk"kk½	3	10300&34800	5400	1
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