Section 4(1)(b)(ii) Power and Duties of Officers/Employees

Work Allocation

Sr. No.	Name of Branch	Actionable Point	Reply from the Braches
	Establishment Branch-I	Power and Duties of Officers/Employees Work Allocation	All service matters of various officers/officials belonging to posts i.e. Deputy Director (T&P), All service matters of officers/officials related to Engg. Colleges, Pharmacy Colleges and Polytechnics staff viz. Deputy Director (T&P), Director –cum- Principal Engg. College and Pharmacy College, Professor, Associate Professor, Assistant Professor, all class-III posts related with Engg. and Pharmacy Colleges. Class-III and incumbents engaged under IMC/SWF except outsource etc. Principals Polytechnic HOD, Sr. Lect. Lect.(Engg./Non-Engg. /Wrokshop staff all Class-III posts related with Polytechnic. Class-III and incumbents engaged under IMC/SWF except outsource etc
	Establishment Branch-II		All service matters of various officers/officials belonging to posts i.e. Deputy Director (Training), Assistant Director (Training), Principal (ITI), Group Instructor, Head Craft Mistress, Junior Tailor Mistress, Hostel Superintendent cum PTI, Craft Instructor (Engg/Non-Engg Trades), Class-IV and incumbents engaged under IMC/SWF except outsource etc.
	Training Branch		Admissions and Counselling: 1. Handling admissions for Govt./Private Polytechnics and Diploma Pharmacy Institution, including counseling and fee processing. AICTE and Institutional Affairs: 1. Approval processes for AICTE, PCI, and new Institutions/courses. 2. Managing Corpus Funds, Polytechnic Exams, NBA accreditation and Inspections of Govt. Polytechnics. 3. Placement drives and startup policies for students. Academic and Administrative Tasks: 1. Polytechnic prospectus preparation, and migration of students. 2. Coordination with Govt./Pvt. Polytechnics, Pharmacy Colleges and

			Engineering Colleges.
			2. Coordination with institutions like IIIT, IIM, IIT, NIFT, NIT Hamirpur, HPTU, and IHM Kufri. Hamirpur, CIPET BAddi, PG College Dharamshala and Results.
			Regulatory and Governance:
			1. Essentiality Certificates/NOCs, RTI replies, Assembly Questions, eSamadhan, and Budget Speech inputs.
			2. Meetings (HPTSB, UMC Appeals) and NEP/MERITE correspondence.
			Training and Development:
			1. CDTP Scheme, HIPA Training, ADB, and skill development programs.
			2. Correspondence related to NITTTR Chandigarh, MOOCs and IIT Mandi.
			Sports Initiatives:
			1. Govt. Polytechnic sports events.
			General Correspondence and Data Management:
			1. RUSA correspondence, and experience certificates for private Polytechnic lecturers.
	General Branch		1. CM Helpline portal 1100 (complaints related to L4 officer)
			2. E-Samadhan Portal
			3. All Miscellaneous matters.
			4. House Allotment Matters/Extension of retention of Govt. Accommodation/Repair of Govt. Buildings
			5. General Correspondence regarding General Vehicle/DTE Vehicle
			6. Matter related to MLA Priorities
			7. Issuing of Advertisement to the newspapers.
			8. Hon'ble Chief Minister Announcements
			9. Achievements
			10. Preparation of Administrative Report
			11. General Complaints
			12. Wedding of old records
			13. Regarding various awards
			14. Installation of telephone connections
			15. Election related matters
			16. OBC Kalyan Board meetings
			17. ITI Sports
			18. To conduct the review meetings of Engineering Colleges/Pharmacy Colleges and Polytechnics
			19. Meeting of Joint Working Groups of Govt.

			20. Regarding Women harassment issues 21. IRG in Polytechnics/Engineering Colleges 22 AssemblyQuestion/Prativadan/Aashwasan/ Manav Vikas Samiti/Lok Sabha. 23 Regarding measures against fire risks. 24. Public Grievance meetings 25. Regarding vigilance enquiry 26. ITI Principal Association/Group Instructor association/State Level Gazetted NGO 27. Physical Verification 28. Regarding Viklang Kalyan Board/Koli Kalyan Board/Kabirpanthi Kalyan Board/Brahman Kalyan Board/Ex-Servicemen welfare board/Gorkha Kalyan Board/Labana Kalyan Board/Rajput Kalyan Board/Gujjar Kalyan Board/Minority Kalyan Board/Muslim Welfare Board/Gaddi Kalyan Board 29. 20 point programme of Prime Minister 30. DC/SPs Conference 31. Reservation of Guest House 32. CM Dashboard 33. Regarding vision document of the Govt. 34. 15 point programme of Prime Minister 35. Regarding VIP Tour programmes. 36. Regarding ragging of students in various technical Institutions 37. Regarding Entrepreneurship Development meetings 38. Complaints of students of Govt. it is 39. Correspondence related to NSS 40. Disaster Management 41. Gem correspondence 42. All RTI Matters 43. E-Office/e-Tender/IT Correspondence
	Budget Branch & Budget Cell		1. Checking/approval of Drawings and estimate of all Engg./Pharmacy/Polytechnic Colleges and Govt. ITIs buildings. 2. Checking/approval the drawings and estimates of Repair and Maintenance of all the Institutions/ Staff quarters and sanctions thereof out of State head/SWF. 3. Payment and approval of All Bills i.e. TA Diary & TA Bills/Medical/LTC of All the Principal/DDOs of all ITI,s Polytechnics and Engg. Colleges and

			Retirees and Directorate staff.
			4. Administrative approval and financial Sanctions of Govt. Head and Students Welfare Fund.
			5. Delegation of DDO Powers.
			6. Prepare & Amendment of SWF Rules of all kind of Institutions.
			7. Land transfer cases and Civil works of all Institutions & Administrative Approval & Expenditure Sanctions for Major Civil works..
			8. Prepare & approval of Annual Budget Plan for Civil works.
			9. All Scholarship Schemes of Technical Education Department as well as AICTE Scholarship Schemes.
			10. Maintenance of cash books.
			11. Disbursement of all Payments except SCVT.
			12. Allocation of Budget, reconciliation of Expenditure, Preparation of Monthly & Quarterly Statement, preparation of budged (Annual & Supplementary), re-appropriation and Additionality cases.
			13. Audit, Time barred Bills, Budget Speech, condemnation & auction, CAG, PAC. of cash books all schemes.
	CCDC Branch		Department Website: update/Management the information of Departmental Website • Handle the Departmental Twitter account • Data Management portal (DMS) • Handle Departmental Email Account • Curriculum: Design the curriculum for the Diploma Level Engineering Courses • eSamadhan & CPGRAM • Network/Internet: Handle the network & internet related work of this office • All India Survey on Higher Education (AISHE) portal user registration and other work • Arrange/Manage the online meetings in the office. • IIT Bombay spoken tutorial Program implementation • Any other IT related work.

	Legal Branch		Court case reply, appeal filed in Civil Court/Consumer Court/Hon'ble High Court & Hon'ble Supreme Court
	SCVT/ NCVT Branch		1. Opening/ affiliation of new ITIs/ Trades Re-affiliation/ de-affiliation of existing ITIs/ Trades. 2. All academic matters related to the training and admission of NCVT/SCVT trades of Himachal Pradesh. 3. Placement and On Job Training of trainees 4. Matter related to IMCs of the ITIs 5. Apprenticeship Training Scheme/ National Apprenticeship Promotion Scheme (NAPS) and various Centrally Sponsored Schemes likes STRIVE and ADB etc. 6. Correction, equivalency and verification of certificate. 7. Staff Training of ITIs 8. ITI Rented Building matter