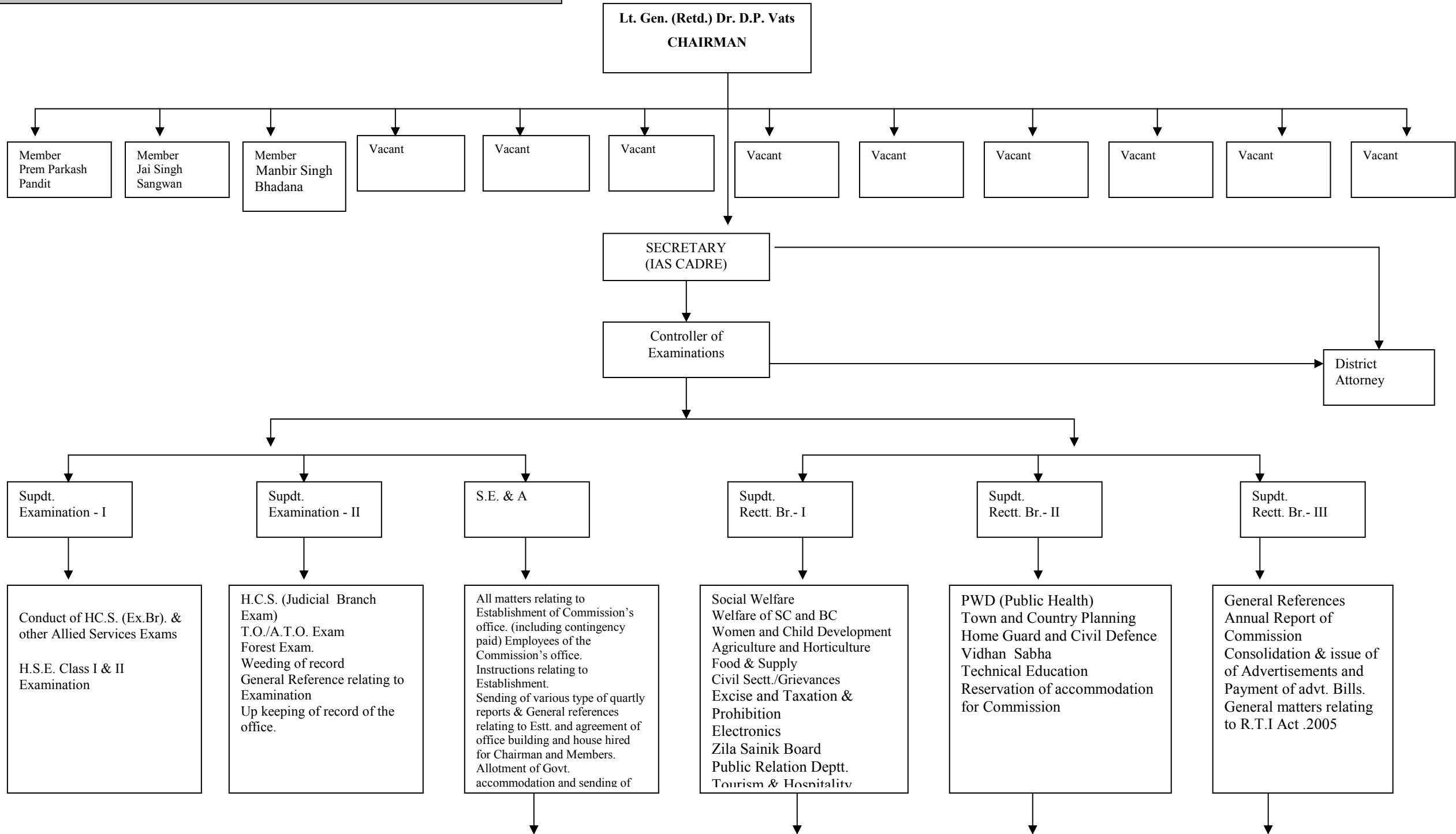


Organizational Chart & Work Flow



All matters relating to Establishment of Commission's office. (including contingency paid) Employees of the Commission's office.
Instructions relating to Establishment.
Sending of various type of quarterly reports & General references relating to Estt.
Payment of rent and agreement of office building and house hired for Chairman and Members.
Allotment of Govt. accommodation and sending of applications to house allotment committee of all the officers/officials of HPSC.
All work relating to repair and maintenance of the Govt. vehicle of HPSC.

Budget estimates (Receipts/Expenditure/Stationery)
Checking of Bills.
All loans and Advances.
All work of GIS.
Medical Re-imbursement.
D.A instalments and matching grants.
All instructions regarding House Rent.
Prepare of contingency bills.
Maintenance of G.P.F and pay pass books.
All work of L.T.C and income tax.
Cashier
Reconciliation of fixtures with A.G and monthly expenditure statement of F.D.
Telephone Bills, payments/Expenditure.
Audit Objections.
Presentations of Bills to the Treasury and Receipts thereof.
To take care of the office premises, stores, stationery and its purchases and payments.
Printing of all type of forms.
Water and Electricity Bills.
Installation of new telephones and shifting thereof.
Library.
Maintenance of Generator Set & Computers
To prepare pay, T.A. Arrear and Medical Bill, Contingency Bill.
Recovery Statement of various Advances.
All type of deductions.
All recoveries and its correspondence.
Removal of all postal orders and Treasury Challans received with Applications for Recruitment/Exams
To enter all the Postal orders and T.R. in cash book and to maintain its account
To deposit the Postal Orders in office account in Bank.
Refunds of application Examination Fees.
Receptions (Diary/ Dispatch)
Form Sale

Civil Aviation
Science & Technology
Finance (All case of Account/Sr. Accounts Officer of F.C. office and Lotteries Department)
Treasury & Account Department
Local Fund Examiner Deptt.
Wild Life Preservation
Medical & Health Education
Industrial Training and Vocational Education
Ayush
Local Bodies
Colonisation

Recruitment of Principal (Men & Women) in Secondary Education
Printing and Stationery
Archaeology, Archives and Museum
Fisheries
Sports and Youth Welfare
Prosecution
PWD (B&R)
Transport
Election
Development and Panchayat and Rural Development
Environment
Geology and Mines
Secondary Education (recruitment of Headmaster/Headmistress)
Forest Deptt.
Law & Legislative.
Architecture
Co-operation

PWD Irrigation
Labour and Employment
Planning (economical and Stat. Orgn.)
Power Department (Electricity Department)
Higher Education and Language
Industries
Controller of Stores
Revenue
Police (Home) and Prisons
Animal Husbandry and Dairy Development
Rehabilitation
Culture Affairs