

17. Re-organisation Branch
18. Grievances Branch
19. Store-Keeper Branch
20. Librarian
21. R.V.A.

HOME DEPARTMENT

1. Home General I Branch
2. Home General II Branch
3. Press Branch
4. Jail & Judicial Branch
5. Passport Branch
6. Vigilance I & II Branch

FINANCE DEPARTMENT

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| 1. Budget and Committee Branch I & II | Commissioner & Secretray |
| 2. Finance Regulations Branch I & II | Finance. |
| 3. Ways & Means Branch. | |
| 4. F.I.C.W, Branch | |
| 5. Finance General Branch-I | |
| 6. Finance General Branch-II | |
| 7. Pension Branch | |
| 8. Investment Cell | |
| 9. Finance Development Branch-I | |
| 10. Finance Development Branch-II | |
| 11. Finance Development Branch-III | |
| 12. A.O. (FD) Temporary Cell | |
| 13. S.A. (FD) | |
| 14. Resources Committee (FD) | |
| 15. Small Savings Branch | |
| 16. Treasury & Accounts Branch | |
| 17. Finance Accounts Branch | |

PRINTING & STATIONERY, LABOUR & HOUSING DEPARTMENTS

1. Printing & Stationery Branch
2. Labour Branch
3. Employment Branch
4. Housing Branch

Commissioner & Secretary to
Printing & Stationery, Labour
& Housing Deptt.

PLANNING DEPARTMENT

1. Planning Branch
2. State Planning Board
3. Social Welfare Branch

Deputy Chairman (Planning)

FOOD & SUPPLIES DEPARTMENT

1. Food & Supplies Branch

F.C.A.

TRANSPORT DEPARTMENT

1. Transport Branch

F.C.T.

IRRIGATION DEPARTMENT

1. Irrigation Branch (Works)
2. Irrigation Branch (Estt.)
3. Irrigation Br. (MIP)
4. Irrigation (Secret Cell)

O.R.D.

INDUSTRIES DEPARTMENT

1. Industries Branch-I
2. Industries Branch-II
3. Industrial Training Branch

C.F.H.M.

PUBLIC WORKS DEPARTMENT

1. Public Work Branch-I
2. P.W.D. (Establishment)
3. P.W.D. (Technical Education)

C.P.W.

HEALTH DEPARTMENT

1. Health Branch-I
2. Health Branch-II
3. Health Branch-III
4. Health Branch-IV

F.C.H.M.

LOCAL GOVERNMENT DEPARTMENT

1. Committee Branch-I C.L.G.
2. Committee Branch-II
3. O.S.D. (Rules Br.)

EDUCATION DEPARTMENT

1. Education Branch-I C.E.C.
2. Education Branch-II
3. Education Branch-III

TOWN & COUNTRY PLANNING DEPARTMENT

1. Town & Country Planning Branch C.F.S.

Besides the above mentioned Secretaries there is Secretary Development and Panchayat, Cooperation, Agriculture, Animal Husbandry, Fisheries and Dairy Development Departments. Though he himself is on the cadre of the Civil Secretariat, the staff working in the various Branches under him belongs to the Financial Commissioner's Office.

4. The posts of Secretaries, Deputy Secretaries and Under Secretaries held by officers of the H.C.S. are tenure posts and will not be held by any officer for more than the prescribed period at a time save in very exceptional circumstance.

5. *Other Secretaries* :—The following Heads of Departments are also Secretaries to Government and perform the full function of their rank as such. They send their cases direct to the Minister concerned and are responsible that their procedure is in accordance with the Rules of Business or any order in force. They are responsible for consulting the Finance Department un-officially at every stage when such consultation is required and seeing that any Minister concerned is duly consulted through his Secretary before the orders are finally issued. They are also responsible for seeing that papers are submitted to the Governor in all cases which he should see before orders are issued.

1. Financial Commissioner, Revenue.
2. Legal Remembrancer (The functions of the L.R. are given in the Law Department Manual)
3. Inspector General of Police; as Joint Secretary to Government in connection with certain Police work.

6. *Functions of Officers of the Secretariat:—*(1) Officers incharge of the various branches are responsible to the Chief Secretary for the efficient working of the branches in their respective charge. To facilitate the rapid disposal of cases, especially in cases of emergency, full use should be made of personal communication between Officers of the same Department. Personal communication through the telephone should be freely resorted to but matter in respect of which secrecy is important, should not be freely discussed over the telephone and any reference to such matters in case of necessity should be so worded as to disclose no confidential information to a third party who might overhear the conversation. The Secretary in each department should encourage officers working under him to bring up cases for advice, discussion or disposal and should make it a practice to see Superintendents, Section Officers/Heads of the Branches and Assistants frequently so as to be well acquainted with them personally. In many cases it will be found possible to lighten work by giving verbal instructions to them. It is moreover, part of duty of Officers to train the Clerks working under them and this may best be done by personal communication and verbal explanation as to how any particular case should be dealt with. Officers should occasionally pay surprise visits to their Branches to ensure that work is not being held up unnecessarily. So far as possible drafts should be dictated by Officers to their Stenographers and in order to avoid the duplication of typing work in the Branches, the Stenographers should be instructed to prepare the copy or copies for issue simultaneously. "The demi-official letters, which are to issue over the signatures of officers, should also be dictated to stenographers who should invariably prepare their fair copies. The enclosure or enclosures, if any, to accompany the letter or demi-official letter, upto two pages should be typed out by Personal Assistants and Stenographers concerned and those involving typing more than two pages of the size of ordinary typing paper or a note sheet may be typed by the Issue Branch. The Stenographers etc., should also type out the addresses on the envelopes alongwith demi-official letter before sending these to the Issue Branch for despatch. Routine demi-official reminders and acknowledgements should, however, be submitted in the form of fair drafts to the Officers by the Branch concerned. In Branches which are not provided with typewriters such drafts should be typed by the Issue Branch."

(2) In addition to complying with the instructions contained in the Rules of Business, officers should carefully observe the following points :-

- (a) That no file is sent out of the office to another department except through the branch;
- (b) that the Government of India and other State Governments are addressed only by the Secretary of the Department concerned, unless direct references (by Heads of Departments) are specially permitted by any enactment or by the order of the State Government. There is, however, no objection to the Heads of Departments etc., addressing their opposite numbers in other States on routine matters;
- (c) that drafts on important cases, demi-official letters and reviews of departmental reports, are prepared by the Under/Deputy Secretary or the Secretary;
- (d) that the notes are carefully worded so as to permit of their being converted into drafts without difficulty;