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**DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN
THE DEPARTMENT OF FOOD,CIVIL SUPPLIES &
CONSUMER AFFAIRS AND LEGAL METEROLOGY
WEIGHTS & MEASURE, HIMACHAL PRADESH**

1. DIRECTOR ,FCS&CA

1. Director Food, Civil Supplies & Consumer Affairs, being administrative and professional head of Food, Civil Supplies and Consumer Affairs Department in the State is responsible for the efficient working of his Department, he shall exercise all administrative and financial powers as adjoined upon the heads of department in the Himachal Pradesh Government.
2. He shall control all matters relates to Food, Civil Supplies & Consumer Affairs department in the State and allied activities, for which any special instructions considered necessary for administrative and professional reason, shall be issued by him from time to time .
3. He shall submit to the Government budget and appropriation proposals in consolidated form for the whole department for its consideration and approval.
4. All the reports and returns to the Government, monthly, quarterly, half yearly and yearly as required by the Government from time to time, in respect of the department shall be submitted by him or under his authority by any officers to whom he shall delegate the powers on his behalf. He shall Scrutinize various reports of the department and takes action as per various control orders.
5. Any major policy matter relating to the professional activities pertaining to the department for example food security, quality control, checking of inflationary trends, generation of Consumer Awareness and transparency etc. shall be under taken by him in consultation with senior officers of the department who are specialized in his subject.
6. He shall exercise all the power delegated to him by the State Government from time to time and shall be directly answerable to the Government.

2. ADDL. DIRECTOR FCS&CA

1. The addl. Director , FCS&CA, (HQ) shall assist the Director, FCS&CA in the performance of his duties and responsibilities.
2. He is also In charge of Administration Branch and Controlling Officer of class II to IV categories in the department.
3. He has also delegated with the powers of Head of Office in respect of Directorate. He will also exercise all the administrative and financial powers attached to his post in the capacity of being Controlling Officer.
4. He will be responsible for getting finalized all the establishment matters.
5. He shall be required to inspect Distt. Offices under his Control and general supervision of the Directorate.
- 6.He will also act as Ex.Officio Vigilance Officer at Headquarter in FCS&CA Department.
- 7.He will also act as Chief Fire Officer in the Department.
8. He will act as Nodal Officer for matter relating to disabled persons.
- 9.Any other job assigned by the Head of Department.

3. JOINT DIRECTOR. FCS&CA

1. The Joint Director FCS&CA, HQ shall assist the Director, FCS&CA,H.P. in the performance of his duties and responsibilities
2. He is in charge of Public Distribution System, enforcement Section, Statistics Section, Technical Section and Computer Section
3. He act as Nodal Officer pertaining to FCS&CA department.
4. He will act as Nodal Officer for all departmental Schemes both for State as well as Centre Government
5. He will act as Public Information Officer (PIO) in respect of Directorate of Food, Civil Supplies and Consumer Affairs, H.P. under Right to Information act-2005.
6. He act as Nodal Officer for all Court cases other than Establishment
7. He will act as Nodal Officer for matter relates to e-Samadhan. .
8. Any other duty pertaining to departmental activities as may be assigned by the Director, FCS&CA,H.O. time to time

4. DEPUTY DIRECTOR FCS&CA

1. Dy. Director (Supply)) FCS&CA(HQ) will be in charge of Supply Section in the Directorate of FCS&CA
2. He will also in charge of Public Grievance Cell in respect of Directorate, FCS&CA,H.P.
3. Prices of Essential Commodities,20-Point Programmes,Various meetings
4. Monthly work diaries of the District Controllers, Food, Civil Supplies & Consumer affairs,

5. Inspections under various control orders of the Essential Commodities Act, 1955.
6. Deployment of flying squad for the enforcement of Statutory orders and follow up on the irregularities detected;
7. Complaints received from the Hon'ble Chief Ministers Office.
8. Quarterly meeting of the District Controllers and follow up action thereof;
9. Annual action plan for Tribal areas stocking and monitoring, Fixation of transportation rates
10. Court cases pertaining to the edible items;
11. Tribal and difficult areas foodgrains supplies, planning, implementation and monitoring of edible items
12. Any other job assigned by the Head of Department.

5. JOINT DIRECTOR FCS&CA ZONAL OFFICE

1. The Joint Director, FCS&CA, Zonal Office is overall incharge of Zonal Office Dhasramsala
2. Distt. Chamba, Kangra, Hamirpur, Una, Mandi, Kullu(Except Ani-Nirmand Sub-Division)Lahaul & Spiti(Except Spiti Sub-Division) are under the Zonal Office
3. Joint Director ,FCS&CA control to watch the working of the District placed under his charge under various control orders.

6. Deputy Controller (F & A) (Incharge of Accounts Branch AND Drawing and Disbursing Officer)

1. The Director FCS&CA,H.P. assisted by the Dy. Controller(Fin. & Accounts) FCS&CA will be incharge of the Headquarters Accounts Branch and check the Internal Cash and stock accounts and other accounts/returns and statements from the circle offices.
2. All budget work relating to the Provincial Reserve Accounts and allotment of funds for expenditure to the Disbursing Officers.
3. Settlement of outstanding claims against Govt. and realization of amounts due to Govt. from other provincial Government s and agencies.
4. Preparation of periodical returns and statements connected with the budget, control of expenditure and accounts.
5. Internal check of cash accounts and stock accounts and other accounts/returns and statements from the Circle Officers.
6. Maintenance of cash accounts of expenditure and realization pertaining to the schemes and stock accounts of purchases and disposal of stocks
7. Financial arrangements for purchase of Wheat and maintenance of Wheat accounts
8. P.A.C. matters, C.A.G. reports and Audit objections;
9. Reconciliation of accounts with FCI and A.G. H.P.
- 10.Backward area Plan;I.R. D.P.Accounts;
- 11.Levy sugar subsidy bills and reimbursement claims from FCI;
- 12.Loans to HPSCSC and recovery;
- 13.Guarantee fee ;Old loans; Differential cost;
- 14.Transportation charges from FCI other than P.D.C;
- 15.Consolidation of subsidies under PDS, IRDP, TPDS, Hostel students and Rojgar Yojna etc;
- 16.Budget Wheat account, Sugar, IRDP and other subsidies being administered by the Deptt.
- 17.APIO at Accounts branch of Directorate
- 18.Any other job assigned time to time

7. Distt. Controller,FCS&CA

1. He is designated by the Government as head of the Circle organization subject to the instructions issued from time to time.
2. He is responsible for the proper functioning of the department in the district.
3. He will keep vigilant eyes on the income and expenditure of the department.
4. He will be drawing and disbursing and will exercise all the powers and such other financial powers under rules.
5. Any other job assigned time to time

**8./Section Officers/ Superintendents Grade I/
Superintendents Grade II and Senior Assistant**

1. To assist the authorities in decision making and formation and formulation of plan, schemes and programmes
2. To present all cases, matters and schemes to higher authorities in a precise manner with all possible solutions and suggestions.
3. To take effective measures for building up and maintaining all essential record.
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 decision of the competent authorities and under proper authentication.
7. To Take effective steps for organizing the implementation of Government decision, policies and programmes and to identify bottlenecks or implements I their implementation in liaison and coordination with all concerned agencies.
8. To make arrangements to monitor and evaluate progress of implementation of Government decisions, plans programmes and schemes and suggests, if needed

9. To represent the Department or office concerned and watch Govt. interest/departmental interest in meetings etc. according to directions of superior authorities.
10. Any other duty assigned time to time.