

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमर्शियल
कॉम्प्लेक्स, कसुम्पटी, शिमला-171 009, हि० प्र०
सी.आई.एन.: U99999HP1980SGC004263
जी.एस.टी.आई.एन.: 02AABCH4054K1ZV



दूरभाष नं.: 0177-2621583, 2621951, 2627951,
2621176, 2627017, 2620539
फैक्स नं.: 0177-2625537
ई-मेल: headoffice@himapurti.com,
वेबसाइट: www.himapurti.in

No. HPSCSC/ Admn./ - 17956 - 17982

Dated:- 27-03-2025

"OFFICE ORDER"

In pursuance of the approval received from the Govt. of H.P. Department of FCS&CA vide letter No. FDS-G-(1)-1/2023 dated 07th February, 2025 one Sub Area Office each is hereby created in Kullu, Una and Bilaspur Districts for a better procurement & distribution of the food grains and monitoring of the supplies in public interest, which shall be made functional w.e.f. 01.04.2025. The office location and the staff position will be as under :-

Sr. No.	Sub Area Office	Staff position	Location
1.	Kullu	1. Assistant Area Manager/ Assistant Procurement Officer/Sales Supervisor. 2. JOA (IT) and JOA (Accounts). 3. Peon-cum-Chowkidar.	In the premises of Whole Sale Unit, Kullu.
2.	Una	-do-	In the premises of Whole Sale Unit, Una (Jalgram).
3.	Bilaspur	-do-	In the premises of Cement Procurement Office at Barmana.

POWERS AND DUTIES OF SUB AREA OFFICES:-

1. To keep close liaison with the District Administration and to attend district level meetings.
2. To conduct inspections of the Units of the Corporation situated in the concerned District.
3. To maintain the data regarding allocation and demand of various items.
4. To supervise the working of the field units of the Corporation in respective District.
5. To ensure availability of all essential controlled/specially subsidized/non-controlled commodities.
6. To prepare the cases of construction/hiring/vacation/repair of godowns of the Corporation in respect of concerned District.
7. To maintain the data of balances of Atta lying with the various Flour Mills of the concerned District.
8. Managing and monitoring the procurement of Paddy, Wheat, Ragi, Maize etc.

9. To ensure the attendance and discipline among all the employees posted in all the units of the concerned District.
10. To manage and review the supply and sale of non-controlled items.
11. To ensure the availability and updation of all statutory documents/licences at all the sale units.
12. To ensure the lifting of food grains from various Food Corporation of India centres of the concerned District in due time.
13. Any other works, which shall be entrusted time to time.

The demand for expenditure to be incurred for setting up of these offices shall be put up to the respective Area Offices.

Rajeshwar Goel
Rajeshwar Goel, IAS
Managing Director

Copy to :-

1. The Additional Chief Secretary (Food, Civil Supplies & Consumer Affairs) to the Govt. of Himachal Pradesh with reference to the letter No. as referred above for kind information please.
2. The Director, FCS& CA, Himachal Pradesh, Shimla-9 for information please.
3. The Deputy Commissioner, Bilaspur/Kullu /Una for information please.
4. The Executive Director, H. P. State Civil Supplies Corporation Limited Head Office, Shimla for information.
5. The GM/GM(A)/FA/MF, H. P. State Civil Supplies Corporation Limited. Head Office, Shimla **for information and necessary action.**
6. The Divisional Manager, H. P. State Civil Supplies Corporation Limited, Solan and Dharamshala **for information and necessary action.**
7. The District Controller, Food, Civil & Consumer Affairs, Bilaspur, Kullu and Una for information.
8. All Managers/Officers, H. P. State Civil Supplies Corporation Limited, Head Office, Shimla **for information and necessary action.**
9. All Area Managers, H. P. State Civil Supplies Corporation Limited **for information and necessary action.**
10. The APO, H.P. State Civil Supplies Corporation Limited, Barmana/Darlaghat for information.
11. The Assistant Computer Programmer, H. P. State Civil Supplies Corporation Limited, Head Office, Shimla **for information and necessary action. He is directed to upload the above notification on the Corporation website and to carry out other necessary amendments in the website as well as in the portal.**
12. Guard file.

Rajeshwar Goel
Managing Director