

## **INFORMATION UNDER RTI ACT-2005:**

### **Information related to the Section 4(1)(b) of the Right to Information Act, 2005.**

#### **(i) Particulars of organization, functions and duties.**

Please see heading :

- 1. BACKGROUND AND INTRODUCTION**
- 2. ORGANISATIONAL STRUCTURE of the report.**

#### **(ii) Powers and duties of its Officers and Employees.**

**Adviser (Planning):** Overall administrative and financial control of the Department. He helps Principal Secretary (Planning) to the Govt. of HP in discharging various responsibilities to achieve organizational goals. Adviser (Planning) works under the overall control of Additional Chief Secretary (Planning) to the Govt. of Himachal Pradesh.

**Joint Director (Planning):** He has been declared as Head of Office of Planning Department. He assisted Adviser (Planning) in discharging various responsibilities and accomplished tasks related to Administration, Regional & District Planning, Plan Formulation, EAP, Innovation, Performance Monitoring implementation and liaisoing with the Niti Ayog, Government of India assigned to him from time to time.

**Deputy Directors:** The Deputy Directors headed various Divisions such as Plan Implementation, Project Formulation, Evaluation, Employment, Computerization, Regional and District Planning, MPLADS, Backward Area Sub-Plan, Twenty Point Programme, Railways, MLA Priorities, RIDF and RFD. They assisted the Adviser (Planning) in discharging various responsibilities to achieve organizational goals.

**Research Officers:** The Research Officers assist the Deputy Directors and control the staff deployed in various Divisions. All the files are routed to Deputy Directors through Research Officers.

**District Planning Officers:** The staff provided to the District Planning Officers and duties performed by them are given under heading “**4. DISTRICT OFFICES**”.

**Assistant Research Officers:** Deal with the various works/proposals/ correspondence and submit the same with their comments to the Research Officers for taking decisions at the higher level.

**Statistical Assistants:** Deal with the various works/ proposals / correspondence and submit the same with their comments to the Research Officers for taking decisions at the Higher level.

**Computer:** They perform their duties and functions as assigned to them by the Officer of concerned divisions.

**System Analyst :** The System Analyst is the in-charge of the Computer Cell. He develops software as per the requirement of the department and all other computer related jobs.

**Programmer:** He helps System Analyst to develop software and other computer related works.

**Programme Planning Officer (PPOs) :** He helps in developing software as per the requirement of the department and all other computer related jobs.

**Computer Operator:** He assists the Programmer/PPOs in software development, data feeding and render the computer related technical help and guidance to the department.

**Superintendent Gr.-I:** All the files of Administration Division are put-up to Superintendent Gr-I through Superintendent Gr-II with the administrative proposals for taking decisions at higher level.

**Superintendent Gr.-II:** All the Senior/Junior Assistants, clerks and JOAs of Administration Division submit the files through Superintendent Gr.-II. He puts up the files to Superintendent Gr.-I/ DDO for final decision at appropriate level.

**Senior Assistants/Junior Assistants:** Deal with administrative, personnel, budget, organizational matters, etc. and also works assigned by Superintendent/DDO/Higher Officers.

**Clerks :** Perform duties and functions as assigned to them by HOD/Superintendent Gr-I/ DDO/Supdt. Gr.-II including the work of diary dispatch of the Department.

**Junior Office Assistant (IT) (JOAs) :** Perform duties and functions as assigned to them by Superintendent Gr-I/DDO/Supdt.Gr.-II including the work of diary dispatch of the Department.

**Private Secretary/Personal Assistant/Sr. Scale Stenographer/Jr. Scale Stenographers:** Perform duties with Head of Department, Joint Director/ Deputy Directors. These officials attend work such as dictation / typing work /attend to the telephone calls, handle the files / records of confidential or secret nature and any other work assigned by the officer.

**Steno Typists:** Perform duties of dictation and typing work with the officers.

**Duplicating Machine Operator:** To operate the Photostat machines of the Department.

**Peons:** They perform the duties as per office manual.

**Jamadar:** (i) to attend to the calls of Minister/ Officer with whom posted.  
(ii) to ensure the cleanliness and the general up-keep of the room and the furniture, fixture and equipment and to carry and distribute the office file/dak.

**Chowkidar** : Keeps watch and ward during and after office hours of all the office rooms of the department. He is also responsible for all precautionary measures relating to prevention of fire and damage to Government property.

**Sweeper**: To sweep, clean and mop the rooms, corridors, verandahs. Clean lavatories, urinals, washbasins, etc daily and properly. To collect and dispose off all waste in the office.

**(iii) Procedure followed in the decision making process including channels of supervisions and accountability.**

Adviser (Planning) exercises all the powers of Head of Department. All the officers of the department assist him in taking decisions and disposing of the normal work of the department.

The HOD assigns the duties to the various officers. The files move to the Adviser (Planning) through the Joint Director/ Divisional Heads for final decision/disposal. Divisional Heads are responsible and accountable for supervision and timely disposal of work in respect of their division (s).

**(iv) Norms set by it for the discharge of its functions.**

Different functions of the Department at various levels are performed in accordance with the rules / policies and delegation of powers made by the Government / HOD from time to time.

**(v) Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

The brief of Rules, Regulation, Instructions, manual held by the Department are as under:-

1. CCS Leave Rules, 1972.
2. CCS and CCA Rules
3. HPFR Rules
4. FR & SR Rules
5. Medical Attendance Rules
6. House Building Advance Rules
7. L.T.C. Rules/T.A. Rules
8. Budget Manual
9. Office Manual
10. Pension Rules
11. GPF Rules/ EPF Rules

**Guidelines for implementation of the following programmes:-**

1. Sectoral Decentralized Planning (SDP)

2. Vikas Mein Jan Sahyog Programme (VMJS)
3. Vidhayak Kshetra Vikas Nidhi Yojna (VKVNY)
4. Mukhya Mantri Gram Path Yojna (MMGPY)
5. Members of Parliament Local Area Development Scheme (MPLADs)
6. Backward Area Sub Plan (BASP)
7. Rural Infrastructure Development Fund (RIDF)
8. Externally Aided Projects (EAPs)
9. H.P. State Innovative Fund (SIF)

Guidelines/instructions issued by the Government from time to time are uploaded on the website of Planning Department can be used by officers and officials for discharging their functions and duties. The Administrative report containing the programmes alongwith organizational structure detail is uploaded on the website of Planning Department.

**(vi) Statement of the Categories of the documents that are held by it or under its control.**

Five year Plans / Annual Plans, Evaluation studies on different Plan Programmes / schemes, Fact book on Man Power & Employment, Mid Term Review of Five Year Plans. MLA Priorities Schemes document, Reports and Annual Administrative Report. Drishti Himachal Pradesh-2030 on Sustainable Development Goals, Jan Adhikar Pustika, Initiatives of Himachal Pradesh Government for improving Ease of Living in Himachal Pradesh.

**(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

The State Government has constituted HP State Planning Board, State Level Planning Development Twenty Point Programme Review Committee at State level and District Planning Development and Twenty Point Programme Review Committee at District level as well as Sub-Divisional Level Planning Development, Twenty Point Programme Review and Public Grievance Committees. Public representatives have been nominated by the State Government in these committees. Nominated public representatives give their opinion/suggestions regarding policy formulation and implementation at State, District and Sub Divisional level. Apart from this, MLAs meetings to identify the State Annual Plan priorities are also held. Hon'ble MLAs give their valuable suggestions regarding formulation of policies, programmes and implementation.

**(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

The following Boards/Committees have been constituted in the department:-

- (1) Himachal Pradesh State Planning Board.
- (2) State Level and District Level Planning Development & Twenty Point Programme Review Committee.
- (3) Himachal Pradesh State Innovation Council.
- (4) Central Sector Projects Coordination Committee (CSPCC).
- (5) State Level Inter Departmental Project Coordination & Monitoring Group (SLIDPMG).
- (6) High Powered Committee of NABARD (R.I.D.F.)
- (7) State Level Committee for the co-ordination and Monitoring of Convergence, Integration & Focused.
- (8) State Level Sanctioning Committee (SLSC) related to centrally sponsored schemes of Flexi-Funds
- (9) State Level Monitoring Committee (SLSC) of MPLADS.

Meetings of these Committees/Boards are not open for public. However, public can have access to the minutes by formally applying for it.

**(ix) A directory of its officers and employees;**

Detail given under heading “**2. STAFF POSITION OF PLANNING DEPARTMENT**”.

**(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

The Officers and the employees appointed in the Department get the Pay Band and Grade Pay as granted by the Government from time to time.

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

The Planning Department allocates funds on quarterly basis to the implementing departments and Deputy Commissioners for plan schemes and other various decentralized planning programmes according to the guidelines, formula and instructions issued by State Government from time to time. The division-wise details of goals, objectives, programmes, allocation, expenditure, etc. have been given in the write-up of the each divisions.

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

There is no subsidy programme being executed directly by the department.

**(xiii) Particulars of recipients of concessions, permits or authorization granted by it,**

Not applicable.

Only Plan budget authorizations to incur an expenditure are granted by the Planning Department to all the implementing departments (concerned with Plan) and Deputy Commissioners.

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;**

The Department has developed its own Website and the information relating to the various activities under different divisions of the Department is available on the website <https://planning.hp.gov.in/>.

**(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

The public can have information from the district offices of Planning Department or its Headquarters i.e.Yojna Bhawan, HP. Sectt. Shimla-2 from 10.00 A.M to 5.00 P.M in 6 days in a week except on public holidays.