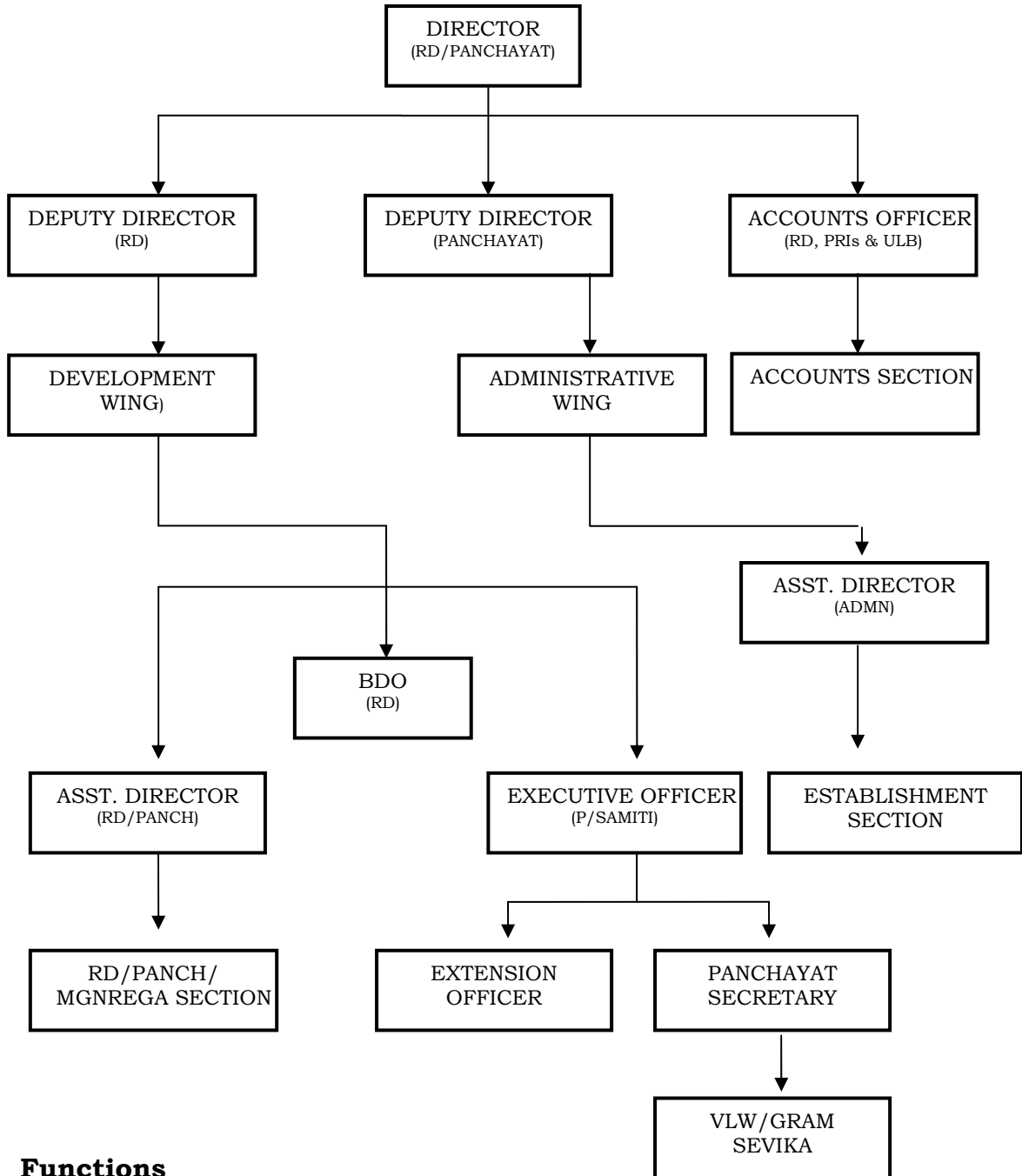


**Information in respect of Directorate of RD, PRIs & ULB, Port Blair
as per section 4 and its 17 points manual of RTI Act 2005 for
uploading in the official website**

(i). The particulars of its organisation, functions and duties

Organisation



Functions

The Directorate of Rural Development, Panchayati Raj Institution & Urban Local Bodies is implementing developmental activities and Poverty Alleviation Programmes through the DRDAs and PRIs. There are 02 Zilla Parishads, 07 Panchayat Samities, 69 Gram Panchayat 09 Community Development Blocks and 01 Municipal Council under the jurisdiction of RD, PRIs & ULB Department.

Duties

➤	The Directorate of RD, PRIs & ULB is responsible for release of funds to all the CD Block, PRIs & ULB.
➤	Supervision, evaluation, monitoring of schemes and release of Grant-in-Aid, Matching Grant after collecting Utilization Certificates is the main function.
➤	Cadre Controlling /Appointment and Disciplinary Authority of staff working under the CD Blocks, RD (Block Level Administration)
➤	Responsible for cadre management, inter-district transfer, finalization of integrated seniority, promotion.
➤	Overall supervision of PRIs & providing infrastructure to PRIs.

(ii) The Powers and Duties of its Officers & Employees:-

➤	<u>Director (RD, PRIs & ULB)</u> Overall supervision of RD Programmes, MGNREGA, release of grants to PRIs, creation of posts and filling up of vacant posts, transfer and posting of staff to CD Blocks as well as PRIs.
➤	Head of Department.
➤	Disciplinary Authority for Group 'C' & 'D' staff.
➤	1st Appellate Authority for the PIOs of the Directorate CD Block & Panchayat Samities.
	<u>Deputy Director (RD)</u>
➤	Overall monitoring of RD Programmes, MGNREGA under the supervision of Director.
	<u>Deputy Director (Panch)</u>
➤	Head of Office.
➤	Overall monitoring of Panchayat activities.
	<u>Accounts Officer</u>
➤	Release of Grant-Aid, Matching Grant to PRIs & ULB.
➤	DDO for the Directorate.
➤	PIO for Accounts matters
➤	Supervision of staff posted to A/c Section.
➤	All financial matter of Directorate.
	<u>Assistant Director (Admn)</u>
➤	Supervision of staff posted in the Directorate.
➤	Providing suitable direction/advise to the subordinate staffs in service matters.
➤	Issue of order, letter and attestation in service records after obtaining approval of the Competent Authority.
➤	PIO for Administrative matter of Directorate.
	<u>Assistant Director (RD/Panch)</u>
➤	Supervision of staff posted to RD/Panchayat/MGNREGA Section.
➤	PIO for Development matters.
➤	Providing suitable direction/advise for updating data records in relation to Panchayat and RD schemes.
	<u>Office Superintendent</u>
➤	APIO for Estt/Administrative matters.
➤	Timely monitoring and supervision for processing files related to administrative matter.
➤	Supervision for timely settlement of Pensionary Benefits of the employees.
	<u>Senior Investigator</u>
➤	Preparation of Annual Plan, Five Year Plan and compilation of Progress and submitting report to Admn/Ministry.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability.

➤	Plan schemes are being implemented on approval of the Department and Planning Committee constituted by the Admn.
➤	All Plan schemes are approved in different stages and finally approved by the Zilla Parishad.
➤	Supervision and accountability of all civil works at different level is attended by the EE, AE, JE, EO & BDOs.
➤	Developmental programmes of RD Schemes are being implemented through Block Level Staff posted to PRIs under the technical supervision of BDOs.
➤	DRDA of the District is releasing funds to the CD Blocks for executing various scheme.
➤	Decisions are made in accordance with the guidelines, instructions, rules & regulations formed thereto.
➤	For supervision and accountability, there are periodical co-ordination meeting followed by Audit.
➤	Maintaining prescribed channel for submission of proposal, scrutiny, examination, concurrence and approval.

(iv) The norms set by it for the discharge of its functions.

➤	As per the norms laid down in the Panchayat Regulation (1994) and Panchayat Rules.
➤	As per the norms laid down by the Govt. of India for RD Programme, MGNREGA

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

➤	CCS(CCA) Rules 1965.
➤	CCS(Conduct) Rules 1964.
➤	All rules as applicable to Central Govt. Employees.
➤	The A & N Islands (Panchayats) Regulation 1994.
➤	The A & N Islands (Panchayats) Rules, 1996.
➤	The A & N Islands (Panchayats) Preparation of Electoral Rolls and conduct of Election rules, 1995.
➤	The A & N Islands (Grant –in- Aid to Panchayati Raj Institutions) Rules 1996.
➤	The A & N Islands (Panchayat Accounts & Finance) Rules 1997.
➤	The A & N Island (Grant–in-Aid to Panchayati Raj Institutions (Amendment) Rules, 2005.
➤	Andaman & Nicobar Islands (Panchayat Administration) Rules, 1997.
➤	Guidelines of SGRY, SGSY, IAY, MGNREGA and other Guidelines issued by MORD, GOI from time to time.
➤	Instruction /Orders /Guidelines issued by the A & N Admn and GOI from time to time.

(vi) A statement of the categories of documents that are held by it or under its control.

1	Year wise approved Plan.
2	Approved Five Year Plan.
3	Budget Estimates.
4	Expenditure Statement.
5	Other records related to release of funds.
6	Details of PRI members
7	Villages/Gram Panchayat wise population.
8	Details of asset created.
9	Service records of the Employees.

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

➤	APIO & PIO have been appointed at Gram Panchayat, Block and Directorate Level.
➤	Directions are being given to PIOs towards implementation of the RTI Act 2005 in true spirit.
➤	Public Grievance Officer at all level are appointed to address the public.

(viii) A statement of the boards, councils, committee 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 meeting are assessable for the public.

For PRIs there are three bodies:-		
1	Zilla Parishad	Adhyaksh (a), Up-Adhyaksh and Member
2	Panchayat Samiti	Pramukh, Up-Pramukh and Members
3	Gram Panchayats	Pradhan, Up-pradhan and Members.

Meetings of these bodies are not opened to public except Gram Sabha at the Gram Panchayat level.

For the department, there is Planning Committee, Co-ordination Committee where the Plans of the department and approved and achievements are reviewed. The meetings of this Committee is not open to public. There exists Departmental Promotion Committee consisting of appropriate members for considering Promotion and Confirmation of employees working in the Department which is also not accessible to the public.

(ix) A directory of its officers and employees.

Sl. No.	Officers / Subordinate offices	Telephone No.
1.	Director (RD, PRIs & ULB)	233397 242687 242708(F)
2.	Deputy Director (RD/Panch)	238150
3.	Accounts Officer(RD/Panch)	240302
4.	Assistant Director (RD/Panch)	245813
5.	Assistant Director (Admn)	245813
6.	Extension Officer (RD)	242739(T/F)
7.	Extension Officer (Panch)	232525(T/F)
8.	Legal Section	234476(T/F)
9.	MGNREGA (Toll Free No.)	233552
10.	Block Development Officer, Diglipur	272257(T/F)
11.	Block Development Officer, Mayabunder	273369(T/F)
12.	Block Development Officer, Rangat	274238(T/F)
13.	Block Development Officer, Prothrapur	250760
14.	Block Development Officer, Ferrargunj	266329
15.	Block Development Officer, Little Andaman	284212(T/F)
16.	Block Development Officer, Car Nicobar	273312
17.	Block Development Officer, Nancowrie	263207
18.	Block Development Officer, Campbell Bay	264462
19.	Executive Officer, P/Samiti Diglipur	271369
20.	Executive Officer, P/Samiti Mayabunder	273369
21.	Executive Officer, P/Samiti Rangat	274177(T/F)
22.	Executive Officer, P/Samiti Prothrapur	252062
23.	Executive Officer, P/Samiti Ferrargunj	266354
24.	Executive Officer, P/Samiti Little Andaman	284354
25.	Executive Officer, P/Samiti Campbell Bay	264585
26.	P/ Secretary, GP Radhanagar	272304
27.	P/ Secretary, GP Laxmipur	272537
28.	P/ Secretary, GP Madhupur	272538
29.	P/ Secretary, GP Sitanagar	272285
30.	P/ Secretary, GP Subhasgram	272248
31.	P/ Secretary, GP Diglipur	272504
32.	P/ Secretary, GP Ramakrishnagram	272348
33.	P/ Secretary, GP Keralapuram	272054
34.	P/ Secretary, GP Shibpur	271662
35.	P/ Secretary, GP Kishorinagar	283060
36.	P/ Secretary, GP Ramnagar	273355
37.	P/ Secretary, GP Nabagram	273361
38.	P/ Secretary, GP kalighat	278153
39.	P/ Secretary, GP Paschimsagar	217117
40.	P/ Secretary, GP Gandhinagar	NA
41.	P/ Secretary, GP Mayabunder	273370
42.	P/ Secretary, GP Pokkadera	273347
43.	P/ Secretary, GP Rampur	273711
44.	P/ Secretary, GP Pahalgaon	276514
45.	P/ Secretary, GP Chainpur	273358
46.	P/ Secretary, GP Basantipur	276240
47.	P/ Secretary, GP Harinagar	270741
48.	P/ Secretary, GP Swadesh Nagar	270545
49.	P/ Secretary, GP Sivapuram	270085
50.	P/ Secretary, GP Nimbutala	274365
51.	P/ Secretary, GP Rangat	274056
52.	P/ Secretary, GP Parnasala	274400
53.	P/ Secretary, GP Dasarathpur	274014
54.	P/ Secretary, GP Sabari	279346
55.	P/ Secretary, GP Bakultala	277531

56.	P/ Secretary, GP Urmilapur	277652
57.	P/ Secretary, GP Kausalya Nagar	277632
58.	P/ Secretary, GP Kadamtala	267021
59.	P/ Secretary, GP Uttara	267029
60.	P/ Secretary, GP Long Island	278521
61.	P/ Secretary, GP Sundergarh	279856
62.	P/ Secretary, GP Nilambur	279531
63.	P/ Secretary, GP Garacharama-I	250601
64.	P/ Secretary, GP Garacharama-II	250506
65.	P/ Secretary, GP Prothrapur	250372
66.	P/ Secretary, GP Beodnabad	281102
67.	P/ Secretary, GP Brichgunj	286500
68.	P/ Secretary, GP Sippighat	250709
69.	P/ Secretary, GP Dollygunj	253523
70.	P/ Secretary, GP Govindnagar	282447
71.	P/ Secretary, GP Shyamnagar	282237
72.	P/ Secretary, GP Neil Kendra	282610
73.	P/ Secretary, GP Shoal Bay	281947
74.	P/ Secretary, GP Mannarghat	256625
75.	P/ Secretary, GP Wimberly Gunj	257200
76.	P/ Secretary, GP Stewartgunj	256896
77.	P/ Secretary, GP Bindraban	266312
78.	P/ Secretary, GP Bambooflat	258575
79.	P/ Secretary, GP Shore Point	258727
80.	P/ Secretary, GP Hopetown	258570
81.	P/ Secretary, GP Ferrargunj	266237
82.	P/ Secretary, GP Tushnabad	224600
83.	P/ Secretary, GP Mittakhari	223565
84.	P/ Secretary, GP Namunaghar	223563
85.	P/ Secretary, GP Chouldari	289150
86.	P/ Secretary, GP Humfrygunj	280014
87.	P/ Secretary, GP Guptapara	287281
88.	P/ Secretary, GP Ramakrishnapur	214589
89.	P/ Secretary, GP Vivekanandapur	214907
90.	P/ Secretary, GP Netajinagar	284234
91.	P/ Secretary, GP Hutbay	284267
92.	P/ Secretary, GP Laxminagar	264529
93.	P/ Secretary, GP Campbell Bay	264267
94.	P/ Secretary, GP Govindnagar	264456

(x) The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations:-

Sl. No.	Name	Designation	Remuneration in Rs. (monthly)
1.	Shri. N.K. Sharma, IAS	Director	Salary being drawn at RCS.
2.	Shri. Dharendra Kumar	Dy. Director	74969
3.	Shri. P. Thirumugam	Accounts Officer	47283
4.	Shri. U.C. Gain	Asst. Director	44635
5.	Shri. Rajender Singh	Asst. Director	46809
6.	Smti. Urmila Pandey Rai	Private Secy.	48081
7.	Smti. Susheela Halder	OS	42537
8.	Shri. Naginder Lall	OS	41132
9.	Shri. P. Ahmed	Head Clerk	38704
10.	Shri. M Gyanaprakasam	Head Clerk	40880
11.	Shri. P. Moosa	Head Clerk	40054
12.	Shri. K. Sasi Kumar	Head Clerk	38141
13.	Shri. Pradeep Kumar	Head Clerk	37844
14.	Smti. P. Sherly	PA	42689
15.	Smti. Babli Singh	Sr. Accountant	52039
16.	Shri. C.H. Ramamoorthy	Sr. Investigator	45538

17.	Shri. Balak Gandhi	Sr. Investigator	51784
18.	Smti. Lalitha Tigga	Extn. Officer	51206
19.	Smti. P. Aruna	Extn. Officer	50806
20.	Smti. Gurjeet Kaur	Extn. Officer	28303
21.	Shri. Shekar Rai	Extn. Officer	25308
22.	Shri. Dweependu Halder	Extn. Officer	28303
23.	Shri. Naveen Toppo	Accountant	29068
24.	Shri. Arulandaswamy	Prog. Assistant	43770
25.	Smti. Alima Shakeel	HGC	33806
26.	Smti. Saroj Lata Giri	HGC	27984
27.	Shri. Nand Lall	HGC	29620
28.	Shri. Bangarayya	HGC	28749
29.	Shri. Nizamuddin	HGC	20450
30.	Shri. Madan Prasad	HGC	28237
31.	Shri. S. M. Nair	VLW	40436
32.	Shri. A.K. Ummer	LGC	26688
33.	Shri. Renosh Wilson	LGC	26688
34.	Shri. M. Mahadevan	LGC	22398
35.	Smti. Neena	LGC	22419
36.	Smti. Reshma Bibi	LGC	20698
37.	Shri. K. Abdul Manaf	SCD	28779
38.	Shri. K. N. Srinivasan	SCD	28951
39.	Shri. Abdul Salam	SCD	28569
40.	Smti. P.Jayamma	MTS	25656
41.	Shri. Azad Ali	MTS	23092
42.	Shri. Chandra Shekar	MTS	25126
43.	Shri. Amardeep Bahadur	MTS	25126
44.	Shri. Tanveer Amjad	MTS	22754

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

Sl. No	Name of the Sector /Scheme	Budget Estimate (2013-2014)						Total B.E
		Revenue			Capital			
		Salary/ Estab	Others (GIA)	Total	Build-ings	Oth-ers	Total	
1.	Rural Development	460.39		460.39	46.00	--	46.00	506.39
2.	Panchayat	311.00	5790.61	6101.61	148.00	--	148.00	6249.61
3.	Water Supply	--	761.20	761.20	--	--	--	761.20
4.	Sanitation	--	228.80	228.80	--	--	--	228.80
5.	Road & Bridges	--	5756.00	5756.00	--	--	--	5756.00
6.	Minor Irrigation	--	65.00	65.00	--	--	--	65.00
7.	Education	--	500.00	500.00	--	--	--	500.00
	Total	771.39	13101.61	13873.00	194.00	--	194.00	14067.00
	PMBC							
1.	Road	--	400.00	400.00	--	--	--	400.00
2.	Water Supply	--	500.00	500.00	--	--	--	500.00
3.	Urban Development	--	2203.00	2203.00	--	--	--	2203.00
4.	Total	771.39	3103.00	3103.00	--	--	--	3103.00
	Gr. Total	771.39	16204.61	16204.61	194.00	--	194.00	17170.00

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

➤	The District Rural Development Agency is implementing the Rural Development Programme through CD Blocks & PRI.
➤	The details of beneficiaries under subsidy programme are made available at DRDA level in the District and at CD Blocks in the block level.

(xiii) Particulars of recipients of concessions, permits or authorisations granted by it.

➤	The beneficiary should be a members of the family of BPL.
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(xiv) Details in respect of the information, available to or held by it, reduce in an electronic form.

➤	Name of beneficiaries are available in the BPL list prepared after BPL Survey/census conducted once in every five years and the same is available at DRDA/CD Blocks.
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(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.

➤	Important notices, tenders and vacancy notification are being uploaded in the websites followed by publication in the local News papers. These are also available in the notice board
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(xvi) The names, designations and other particulars of the Public Information Officers.

The Director of RD, PRIs & ULB, Zilla Niwas Complex, VIP Road, Port Blair is the 1st Appellate Authority for the Directorate as well as for the PIOs of Panchayat Samities.


The details of PIOs & APIOs are as under:-

Sl. No.	Name of Establishment	Name of PIOs	Name of APIOs
1.	Directorate of RD, PRIs & ULB	Accounts Officer (For Accounts matter)	AAO
		Assistant Director (Admn) (For Administrative matters)	OS (Estt)
		Assistant Director (RD/Panch) (For Development matters)	EO (RD) EO (Panch)
2.	CD Blocks	BDO of concerned Block	-
3.	Panchayat Samiti	Executive Officer	-
4.	Gram Panchayats	Panchayat Secretary	-

For the POIs at Sl. No. 1 to 3, the Director of RD, PRIs & ULB is the 1st Appellate Authority and for the PIO for Sl. No. 4, the Executive Officer of the concerned jurisdiction is the first Appellate Authority.

(xvii) Such other information as may be prescribed and thereafter update these publications every year.

The information shall be updated every year and uploaded in the official website.


सहायक निदेशक (प्र.) प्र. वि.
Assistant Director (Admn.) RD
प्र. वि., पं. राज एवं श. स्था. नि.
Directorate of RD, PRIs & ULB.
