

(Authoritative English text of this Department notification No. RDD-AA(D)-5-2/2005-I dated -----November, 2015 as required under Clause (3) of article 348 of the Constitution of India)

Government of Himachal Pradesh
Rural Development Department

No. RDD-AA (D)5-2/2005-I

Dated Shimla-171009,

15 January, 2016

NOTIFICATION

In supersession of this Department notification of even number dated 10-7-2006 the Governor, Himachal Pradesh is pleased to publish the following information pertaining to the Rural Development Department in pursuance of the provisions of sub-section(1)(b) of section-4 the Right to information Act. 2005

Sr No.	Particulars	Details
1.	Particulars of Organization, function and duties.	Department of Rural Development (i) Planning, execution/reporting & implementation of different Rural Development Programmes in the Pradesh like Community Development, Housing Schemes i.e. Indira Awaas yojna (IAY), Rajeev Awaas yojna (RAY) Programme, MGNREGA, National Rural Livelihood Mission (NRLM), Aajeevika Skill under NRLM, Integrated Watershed Management Programmes (IWMP), Swachh Bharat Mission (SBM) and Repair of Houses of BPL General Categories under RAY (State Schemes) and National Rural Employment Guarantee Act are also being implemented by the Department. (ii) Implementation of various Centrally Sponsored Schemes viz. Indira Awaas Yojana, National Integrated Watershed Management Programme(s), Drought

	<p>Prone Area Programme, Desert Development Programme (DDP), Integrated Wasteland Development Programme and Swachh Bharat Mission (SBM).</p>
<p>2. Powers and Duties of the Public Authority and its officers and employees.</p>	<p>(i) Addl. Chief Secretary/Principal Secretary/ Secretary (RD) Assisting the State Government in policy formulation and overall control and administration of State RDD.</p> <p>(ii) Special Secretary-cum Director (RD) Overall administrative, financial control of Rural Development Department</p> <p>(iii) Additional/Joint/Deputy Secretary-cum-Joint Director (RD) To assist the Secretary (RD) and Special Secretary-cum Director (RD) in the formulation of the policies and implementation of all the plans/schemes and overall administration of Directorate and field level, as per work assigned.</p> <p>(iv) Deputy/Joint Director (RD) To assist the Director in the implementation of all the Central and State Schemes and overall administration of Directorate and field level as discussed above and to assist the Secretary (RD) in policy formulation.</p> <p>(v) Section Officer, Secretariat Branch (CD-I)/ Superintendent Grade-II The Section Officer is the in charge of the Section. All files are submitted to the higher authorities through Section Officer who is overall in charge of the Section. Superintendent Grade-II working in the section supervises the work of the dealing hands posted in the section and submits their cases to the Section Officer. When Section Officer is on leave, he supervises the entire working of the Section and submits cases direct to the Branch Officer.</p> <p>(vi) Deputy Controller (F&A) He is responsible for conducting annual inspection of the Blocks in the State, expediting replies and setting audit reports,</p>

CAG/PAC paras, attending to the cases of 6 Section Officer (SAS).

(vii) Statistical Officer

To assist the Depty director (Stat) in the implementation of various schemes as discussed above especially the periodical reporting and monitoring.

(viii) Executive engineer (RD) Head Quarter

To Exercise Test Checks or conduct inspection about the execution and implementation of development works and programmes and also responsible for monitoring progress in terms of financial as well as quantitative and qualitative aspects of the developmental works/ programmes and schemes etc. He is also responsible to prepare the details, repair estimates assessment of works, technical sanction of original and repair estimates, supervision of works checking of estimates, processing of tenders, preparation of agreements, Central Sponsored Project etc, He is to be assisted by one Assistant Engineer/Junior Engineer/ Head, Drafts man/ Junior Draftsman

(ix) Superintendents Grade-I and II of Directorate Level

1. To Supervise all the works relating to concerned administrative section under over all supervision of Superintendent, Grade-I&II
2. Deputing all Class-IV and Class-III on duties including Driver and checking up their day-to- day functioning.
3. To ensure all the dealing hands and diarist for maintaining all required registers and keep the same updated.
4. To keep careful watch on movement of dak and files between section and higher authorities.
5. To ensure timely submission of time bound cases/court cases.
6. To ensure that all manuals, Rules, Instructions, guard files and precedent registers of the section are kept up to date.

	<p>(x) Private Secretary/Personal Assistant To assist the Officer on the following works:-</p> <ul style="list-style-type: none"> i) Maintaining the day to day meeting index. ii) To attend the telephone calls of the Officer Incharge. iii) Dictation and typing work. iv) Other duties assigned by the Officer Incharge.
	<p>(xi) Senior Assistants/Junior Assistants Senior Assistants/Junior Assistants deals with the receipts and submit cases to the Section Officer/Superintendents. They require to compile data statistics or information and deal all matters establishment, schemes including Cabinet Memorandum/court Cases/ Replies of Vidhan Sabha Question so as to present complete cases with all relevant data and information with past precedents and viable/feasible solutions to facilitate the authorities to arrive at a definite decision.</p>
	<p>(xii) Clerks Clerks posted in Sections perform duties and functions as assigned to them by the Section Officer/ Superintendents including the diary dispatch work, maintain casual leave account, type work of the Section, distribute work after diarizing to dealing assistants, to open files and maintain reminder register etc.</p>
	<p>(xiii) Senior/Junior Scale Stenographer To assist the Officers on the following works:-</p> <ul style="list-style-type: none"> i) Maintaining day to day meeting index. ii) To attend the telephone calls of the Officer Incharge. iii) Dictation and typing work. iv) Other duties assigned by the Officer Incharge.
	<p>(xiv) Peon They perform the duties to carry and deliver dak within and outside the office.</p>

3.	Procedure followed in the decision making process, including channel of supervision and accountability.	The public Authority follows the prescribed procedures as laid down in the rules, regulation and instructions issued by the government from time to time in decision making process.
4.	Norms set by it for the discharge of its functions.	The public Authority follows the prescribed procedures as laid down in the rules, regulation and instructions issued by the government from time to time in decision making process.
5.	The rules regulation, instruction, manual and records, held by it or under its control or used by its employees for discharging its functions.	<p>The various Rules, Regulation. Instructions are followed while functioning the different works. The position in brief is as under:-</p> <ol style="list-style-type: none"> 1. Rules, Regulation, instructions, manuals prescribed by the State Government applicable to its employees. 2. CCS Rules, Regulations, Acts and Manuals prescribed by the Government of India and adopted by the State Government in the case of officers and instructions issued by the State Government from time to time. 3. Rules/guidelines related to different schemes being executed by the Department.
6.	Statement of the categories of the documents that are held by its on under its control	<p>The Department has normally the following kinds of documents/files in the Directorate and its field Institutions:-</p> <p>State Level</p> <ol style="list-style-type: none"> i) Information relating to budget of the Department both Plan and Non-Plan. ii) Budget of discretionary grant and information regarding release of budget. iii) Position of Government vehicles in the Department. iv) Information regarding District wise number of BPL households in the State. v) Information regarding Administrative and Financial sanctions. vi) Information related to physical and financial achievement in different schemes. vii) Instructions/guidelines. <p><u>District/DRDA/Block Level</u></p> <ol style="list-style-type: none"> i) Information relating to budget and its utilization ii) Payment of amount sanctioned under discretionary grant (Deputy Commissioner Level) iii) List of BPL Families. iv) List of the budget provided by the Department.

		v) Instructions/guidelines regarding BPL Census
7.	Particulars of any arrangements with public representative institutions in relation to the Formulation of its policy or implementation thereof.	Department Committees of State Legislature keep on guiding the Department in relation to its various problems from time to time. In addition, at field level, District, Blocks etc. all planning execution, monitoring etc. involve consultation with public representative.
8.	Statement of the board, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice and as to whether meetings of those board, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for the public.	The decision of different statutory bodies like Sexual harassment vigilance Committees at different levels, Review Committees etc.
9.	Directory of its officers and employees.	<ol style="list-style-type: none"> 1. Pr. Secretary/Secretary(RD) 2. Director cum Special Secy.(RD) 3. Additional/Joint Director(RD). 4. Deputy Director (RD) 5. Dy. Controller (F&A) 6. XEN(Dev.) Hqr. 7. Statistical Officer 8. Section Officer (Audit) (SAS) 9. Superintendents, Grade-I,II 10. Personal Assistants 11. 11Sr, Scale/Jr. Scale Steno. 12. Sr. Assistants, Accounts 13. Jr. Assistants/Clerks 14. Drivers 15. Peon 16. Chowkidar 17. Other staff engaged on daily
10.	Monthly remuneration received by each of its officers and employees including	The officers and employees appointed in the department get the normal scales as granted by the Government from time to time. Note : Category wise Pay scale of the officers & officials are shown in the Budget Book .

	the system of compensation as provided in its Regulations.	
11.	Budget allocated to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.	<p>The budget allocation by the Department is made under Plan and Non-Plan to the DRDAs/BDOs/(XEN) Executive Engineer (RD) and Assistant Engineer (Dev.).</p> <p>A. Under Plan, the budget is allocated to the DRDAs/BDOs for implementation of following schemes:-</p> <ul style="list-style-type: none"> i) Indira Awas Yojna ii) Rajeev Gandhi Awas Yojna iii) DRDA Administration iv) Integrated Watershed Development Programme (IWMP) v) Draught Prone Area Development Programme (IWMP) vi) Desert Development Programme vii) National Rural Livelihood Mission (NRLM) viii) MGNREGA ix) Construction of office/residential buildings of the Department. x) Swachh Bharat Mission <p>B. Under Non-Plan the budget is allocated to the DRDAs/BDOs/XEN(RD) and A.E(Dev.) for the following Heads of Accounts:-</p> <ul style="list-style-type: none"> i) Salary ii) Wages iii) Travel Expenses iv) Office Expenses v) Medical Re-imburement vi) Rent, Rates & Taxes vii) Hospitality viii) Other Charges ix) Motor Vehicles x) Scholarship/Stipend xi) Transfer Travel Expenses xii) Repair and Maintenance of Office buildings.
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	<p>1. Swachh Bharat Mission (Gramin)</p> <p>Under the Swachh Bharat Mission (Gramin) campaign Project there is provision of providing subsidy to the tune of Rs. 12000/- per toilet to the beneficiaries.</p> <p>2. National Rural Livelihood Mission</p> <p>NRLM is a holistic approach to provide a platform for Rural poor women to earn their Livelihood and Livelihood upgradation by organizing them into SHGs and thereafter village/ Block organizations.</p>

		<p>Under NRLM revolving fund to the tune of Rs. 10,000/- to 15000/- is provided to each SHG and an amount of Rs. 70,000/- to 1,10,000/- is provided to each SHGs as Community Investment fund through village organization. The CIF will be provided to SHGs only in Intensive Blocks which will be treated as loan to be given to SHGs on nominal rate of interest on mutually agreed terms between VOs and SHGs.</p> <p>The SHGs are further linked with banks and they can raise loan upto Rs. 3.00 lacs in repeated doses at 7% interest per annum in r/o all the Districts (except Mandi & Shimla) being category II Districts. As far as Districts Mandi and Shimla are concerned, these are category I Districts and loan to women SHGs in these Districts is being provided @ of interest of 7% annum with additional interest subvention @ 3% per annum on prompt repayment by the SHG. Rest of the interest would be sub vented by the centre and State govt. with the condition that the loan repayment by SHGs is prompt.</p> <p style="text-align: center;">3. Indira Awas Yojna</p> <p>Under this scheme as assistance of Rs. 75000/- per beneficiary is being given BPL families for the construction of new houses. Gram Sabha does the selection of beneficiaries under the scheme. This scheme was being financed between Centre and State Government on 75:25 sharing basis till 31-3-2014. But from 2015-16 the MoRD501 vide letter No, G-20011/01/2015-RH (A/C) 340279 dated 16-11/2015 has revised the during pattern for HPO on 90:10 basis between Gol & State Govt. Besides a financial assistance of Rs 15000/- per beneficiary is provided for the construction / upgradation of Katcha houses in to semi pucca/pucca houses to the BPL families.</p>
13.	Particulars of recipients of concessions, permits of authorizations granted by it.	Not Applicable
14.	Details in respect of the information, available to or held by it, reduced in an electronic form.	Website address : www.himachal.nic.in
15.	Particulars of facilities available to citizens for obtaining	The instructions and guidelines about the schemes, achievements etc. are available in the Directorate, DRDAs and in the office of BDOs. But no separate

	information, including the working hours of a library reading room, if maintained for public use.	facilities such as library, reading room etc. have been maintained in the offices for public use.
16.	The names, designation and other particulars of the Public Information Officers.	The Names, Designation and other particulars of the Public Information Officers are given below:-
Name & Designation		
Complete Address		
Telephone No.		
1st Appellate Authority of Secretariat Branch		
Sh. Sachin Kanwal, Deputy Secretary (RD)	SDA Complex, Block No. 27 Kasumpti, Shimla-9	2623822
PIO & APIO at Secretariat Level		
Sh. Kultar Singh Rana, PIO-cum-Section Officer.	H.P. Secretariat Branch, SDA Complex, Block No. 27, Kasumpti, Shimla-9	2625484
Sh. Dinesh Kumar Sharma, APIO-cum-Suptd.	H.P. Secretariat Branch, SDA Complex, Block No. 27, Kasumpti, Shimla-9	2625484
1st Appellate Authority at Directorate Level		
Sh. Sachin Kanwal, Dy. Secretary-cum-Joint Director (RD)	SDA Complex, Block No. 27 Kasumpti, Shimla-9	2623822
Sh. Bhupender Kumar Attri, Dy. Secretary-cum-Joint Director (RD)	--- do ---	2623830
PIO & APIO at Directorate Level		
Smt. Chhime Angmo, Deputy Director (RD)	SDA Complex, Block No. 27 Kasumpti, Shimla-9	2626321
Sh. B.D. Sharma, Deputy Director (Stat)	--- do ---	2623802
Executive Engineer RDD Hqr.	--- do ---	2623745
Assistant Director (SBM)	--- do ---	2622302
Assistant Director (MGNREGA)	--- do ---	2623802
Assistant Director (Special Projects) RDD Hqrs.	--- do ---	2626321

Sh. Mohinder Pal, Supdt. Grade-II, (CD-III)	--- do---	2623819
Sh. Narayan Dutt, Supdt. Grade-II (CD-II)	--- do---	2623819
Sh. Deep, Supdt. Grade-II (SLM&E Cell)	--- do---	2626321
Sh. Kamal Singh, Supdt. Grade-II (SBM)	--- do---	2622302
Sh. Kamlesh, Supdt. Grade-II (Budget)	--- do---	2623819
Sh. Jaibanti, Supdt. Grade-II (Xen. Branch)	--- do---	2623745
DISTRICT LEVEL		
1. 1 st Appellate Authority	All the ADC/DM-CUM-Project Directors, DRDAs in Himachal Pradesh.	
2. Public Information Officers	All the Project Officer, DRDAs in H.P.	
3. Assistant Public Information Officers.	Superintendents, DRDAs in Himachal Pradesh.	
BLOCK LEVEL		
1. 1 st Appellate Authority	All the Block Development Officers in Development Blocks.	
2. Public Information Officers	All the Superintendent in Development Blocks in Himachal Pradesh	
3. Assistant Public Information Officers	Secretaries/Panchayat Sahayaks (within their respective office)	

By Order,

Secretary (RD) to the
Government of Himachal Pradesh

Ends. No. ---As above---

Dated: Shimla-9

15 January, 2016

Copy forwarded for information and necessary action to:-

1. The Pr. Secretary (AR) to the government of Himachal Pradesh, Shimla-171002.
2. All the Administrative Secretary to Government of Himachal Pradesh, Shimla.
3. Special Secretary-cum-Director, rural Development, Himachal Pradesh, Shimla-171009.
4. The Director, Information & Public Relations, Himachal, Pradesh for publication in the News papers (In Hindi/English) copy of the same be sent to this Department.
5. The Controller, Himachal Pradesh, H.P. Printing & Stationery, Shimla-171005 for publication in the Gazette.
6. The Dy. Director (RD) Stat. DDP, Shimla-171002.
7. Guard file.


Deputy Secretary (RD) to the
Government of Himachal Pradesh