

1. BACKGROUND AND INTRODUCTION:

. The State Planning Department has been mandated to formulate Annual Plans, determine the State Plan priorities, fixing of plan size, earmarking of funds for various schemes, etc. The other activities consist of Project Appraisal of Externally Aided Projects, Implementations of scheme under RIDF funded by NABARD, Monitoring of Plan Schemes, Decentralization of Planning process, Evaluation of Schemes, Man Power Planning, Implementation of Backward Area Sub-Plan, Review of 20-Point Programme, works related to construction of rail lines and allied works in HP, etc

2. STAFF POSITION - PLANNING DEPARTMENT:

Sr. No.	Category	Sanctioned Posts	Filled-up	Vacant
1.	Adviser (Planning)	1	1	0
2.	Joint Director	1	1	0
3.	Deputy Director	6	5	1
4.	Research Officer / District Planning Officer	21	19	2
5.	Credit Planning Officer	10	10	0
6.	Assistant Research Officer	17	14	3
7.	Statistical Assistant	21	11	10
8.	Computer	4	4	0
9.	System Analyst	1	1	0
10.	Programmer	1	1	0
11.	Programme Planning Officer	1	1	0
12.	Computer Operator	1	0	1
13.	Private Secretary	1	1	0
14.	Personal Assistant	2	1	1
15.	Senior Scale Stenographer	1	1	0
16.	Junior Scale Stenos	6	6	0
17.	Steno-Typist	3	3	0
18.	Junior Office Assistant	14	11	3
19.	Superintendent Grade-I.	1	1	0
20.	Superintendent Grade-II.	2	2	0
21.	Senior Assistant	16	16	0
22.	Junior Assistant/Clerk	13	12	1
23.	DMO	1	1	0
24.	Driver	5	5	0
25.	Peons	20	19	1
26.	Chowkidar	1	0	1
27.	Frash	1	1	0
28.	Jamadar	1	1	0
29.	Sweeper	1	1	0
	TOTAL	174	150	24

3. ORGANISATIONAL STRUCTURE:

The organizational structure of Planning Department consists of following three tiers:-

- 3.1. State Planning Board.
- 3.2. Headquarter.
- 3.3. District Offices.

3.1. STATE PLANNING BOARD:

State Planning Board was reconstituted by nominating official and non-official members on 12th Feb., 2013.

I. Composition:

(i) **Chairman:** Chief Minister

(ii) Non-official Members:

1. All Cabinet Ministers
2. All MPs (Lok Sabha and Rajya Sabha)
(Notified separately)
3. One Representative each of Farmers,
Industrialists Trade- SC, ST, OBC, Women
(Notified separately)
4. Former MPs / MLAs and sitting MLAs
(Notified separately)
5. Ex-Chief Secretaries/ Retd. Government Officers of key
departments
(Notified separately)

(iii) Official Members:

1. Chief Secretary,
2. All Administrative Secretaries
3. All Vice-Chancellors of Universities in Himachal Pradesh

(iv) Ex-officio Members:

1. President, HP Committee, PHD Chamber of Commerce & Industries
2. Officer-in-Charge of Regional Office, NABARD, Himachal Pradesh

(v) **Member Secretary :** Adviser (Planning)

II. Terms of Appointment: As may be prescribed by the Govt. of H.P. from time to time.

III. Headquarters of the Board:

The Headquarters of the State Planning Board will be in Shimla. The Board may, however, meet at any other place as and when considered necessary.

IV. Functions:

The functions of the Board are as under:-

- To determine the Plan priorities for State in the light of overall National objectives.
- To assess the man-power and financial resources and their organizational and institutional capabilities.
- To assess the level of development in important sectors for the State as a whole as well as for various districts and regions.
- In the light of above, formulate a long term perspective plan for the most effective and balanced utilization of State resources.
- To assist the State Government in the formulation of the five year plans and annual plans and evolve a short term strategy (Five Year Plan) for planned development after examination of different approaches so as to achieve maximum growth rate keeping in view Social justice.
- To identify factors which tend to retard the economic and social development of the State and determine conditions to be established for successful execution of the plan.
- To suggest policies and programmes for removing the imbalances prevailing in various regions in the State and to assist in the formulation of the district plans/area Plans.
- To review the progress of implementation of the plan programmes and recommend such adjustments in policies and measures as the review may indicate.
- To make critical appraisal of on-going programmes leading to a determination of the extent to which some of the identified on-going programmes of projects would need to be continued.
- To review the implementation of plan projects and other development schemes.
- To advise on the problem of unemployment and suggest ways and means for tackling it.

- To advise on such other matters connected with the economic development as may be assigned by the State Government.
- To make such interim or ancillary recommendations as appear to it to be appropriate for facilitating the discharge of duties assigned or on a consideration of the prevailing economic conditions, current policies, measures and development programmes or an examination of such specific problems as may be referred to it for advice by the State Government.
- To collect and analyse information/data regarding Plan schemes.
- To review the working of Government Corporations, Boards and suggest means for their improvement.
- To highlight difficulties being faced in the implementation of the plan schemes at district level and suggestions to overcome them.
- To evaluate various projects/corporations according to the directions of Chairman.

State Annual Plan size amounting to Rs. 5700.00 crore for the year 2017-18 was discussed and approved.

3.2. HEADQUARTERS:

According to the rule of business, following is the structure of Planning Department for transaction of official business:-

1.	Minister – Incharge	Hon'ble Chief Minister, HP.
2.	Administrative Secretary	Addl. Chief Secretary (Planning) to the GoHP.
3.	Head of Department	Adviser (Planning) HP.

Adviser (Planning) is the Head of the Department. The various divisions viz. Plan Formulation, Project Formulation, Plan Implementation, Computerization, Evaluation, Manpower & Employment, Administration, Regional & District Planning, Backward Area Sub-Plan, Railways and Twenty Point Programme are functioning under the control of Adviser (Planning). These divisions are headed by Joint Director / Deputy Directors. A Joint Director functions as Head of Office.

3.3. DISTRICT OFFICES :

District Planning Cells have been created in all the ten Non-Tribal districts of the State. These offices are functioning under the control of the concerned Deputy Commissioners. The Additional Deputy Commissioner / Additional District Magistrate, as the case may be, has been declared as Chief Planning Officer. The District Planning Cells are headed by the District Planning Officers. They are functioning as Drawing & Disbursing Officers at district level. The following staff has been provided in District Planning Cells :-

1. District Planning Officer.
2. Credit Planning Officer.
3. Assistant Research Officer.

4. Statistical Assistant.
5. Sr. Assistant (two posts each in District Shimla, Mandi and Kangra).
6. Steno-Typist.
7. Clerk.
8. Peon.

All the decentralized planning programmes such as VMJS, SDP, VKVNY, MMGPY, MPLAD, BASP, etc are being implemented at district level through the concerned District Planning Cell. The collection of data for evaluation studies carried out by the department are also collected through District Planning Cells at district level. District Planning Cells have been assigned the job of monitoring and reviewing of ongoing Plan Schemes, 20-Point Programme and all decentralized programmes mentioned above through District Planning, Development and Twenty Point Programme Review Committees on quarterly basis. District Planning Officers function as Public Information Officer of Planning Department at district level. District Planning Cells have proved extremely useful at district level in fulfilling the objective of decentralization of planning process of the State Government. All assignments of the department required to be undertaken at district level are performed through District Planning Cells.

. 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 and 3. ORGANISATIONAL STRUCTURE” of the report.
(II)	Powers and duties of its Officers and Employees.	<p><u>Adviser (Planning):</u> Overall administrative and financial control of the Department. He helps Addl. Chief Secretary (Planning) to the GoHP in discharging various responsibilities to achieve organizational goals. Adviser (Planning) works under the overall control of Addl. Chief Secretary (Planning) to the GoHP</p> <p><u>Joint Director (Planning):</u> He has been declared as Head of Office of Planning Department. He assisted Adviser (Planning) in discharging various responsibilities and accomplished tasks related to formulation, implementation, Administration and liaisoing with the Niti Ayog, Government of India assigned to him from time to time.</p> <p><u>Deputy Directors:</u> The Deputy Directors headed various Divisions such as Plan Formulation, Plan Implementation, Project Formulation, Evaluation, Employment, Computerization, Regional and District Planning, 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.</p> <p><u>Research Officers:</u> The Research Officers assist</p>

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 “**3.3. 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 Research Officers.

System Analyst:- System Analyst study the organization’s current computer systems and procedures and design information systems solutions to help the organization operate more efficiently and effectively. System Analyst defines the application problem by conferring with clients; evaluate procedures and processes. Develops solution by preparing and evaluating alternative workflow solutions and controls solution by establishing specifications; coordinating production with programmers.

Programmer : Programmer write code to develops software as per the requirement of the department. Programmer also expand, debug and test the existing programmes.

Programme Planning Officers (PPO) : The main work of PPO is computerization of Statistical data. They help in developing software as per the requirement of the department and also maintain the departmental web-site along with all other computer related jobs.

Computer Operators : They assist 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 and clerks 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, store, matters etc. They also attend all other works as assigned by Superintendent / DDO to them from time to time.

Clerks/JOA : Diary, Dispatch, Cash and misc. work of the department. They also perform duties and functions as assigned to them by Superintendent Gr-I .

PS/Personal Assistant / Sr. Scale Stenographer / Jr. Scale Stenographers/Steno Typists: Perform duties with Head of Department and other officers of the Planning Department, such as receipt and dispatch of dak, preparation of notes and drafts, dictation/typing work, attendance of telephones, maintenance of engagement of diary, legislative matter, furnishing of offices/residence of officers, control over vehicle/driver, arrangements of tours, pay etc., maintenance of data, information/statistics, stationery articles, heating, lighting and cooling arrangements, leave/transfer and maintenance of records etc

Support Staff:-

Gesteter/Photostat Machine Operator: To operate the Gesteter/Photostat machines and make out desired number of copies, to procure paper, ink toner etc. for ensuring proper operation of machines, to maintain proper account in a register with requisition slips for paper used and consumption of ink/toner etc. and to arrange timely repair of machines.

Driver:- To keep the vehicle in order in all respect for use by the officers and officials of the department on demand basis to dispose of the various kinds of official work.

Jamadar:- To attend the calls of Ministers/Officers with whom posted, 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 files/ dak.

Peons: To carry and deliver dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 Kg), to ensure the cleanliness and general up-keep of the section/office wherein posted and of the furniture, fixture and equipment, to perform miscellaneous and odd jobs for officers/officials, to attend to any other work that may be assigned and to attend to officers at headquarters and while on tour.

		<p>Frash:- To close and open the room daily, to dust and clean the furniture, articles, files, door, windows and to remove, shift and replace the articles of furniture, fixture and equipment.</p> <p>Chowkidar _: To keep watch and ward during and after office hours and to take precautionary measures relating to prevention of fire and damage to Government property.</p> <p>Sweeper: To sweep, clean and mop the rooms, corridors, verandahs and compound, to clean lavatories, urinals, baths, washbasins, etc daily and properly and to collect and dispose of all waste in the office.</p>
(iii)	Procedure followed in the decision making process including channels of supervisions and accountability.	<p>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.</p> <p>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)</p>
(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.
	Rules, Regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	<p>The brief of Rules, Regulation, Instructions, manual held by the Department are as under:-</p> <p>CCS Leave Rules, 1972.</p> <p>CCS and CCA Rules</p> <p>HPFR Rules</p> <p>FR & SR Rules</p> <p>Medical Attendance Rules</p> <p>House Building Advance Rules</p> <p>L.T.C. Rules</p> <p>Budget Manual</p> <p>Office Manual</p> <p>Pension Rules</p> <p>GPF Rules</p> <p>T.A. Rules</p> <p>GIS Rules</p> <p>Guidelines for implementation of the following programmes:-</p> <p>Sectoral Decentralized Planning (SDP)</p> <p>Vikas Mein Jan Sahyog Program (VMJS)</p> <p>Vidhayak Ksheetra Vikas Nidhi Youna (VKVNY)</p> <p>Mukhya Mantri Gram Path Yojna (MMGPY)</p> <p>Members of Parliament Local Area Development Scheme (MPLADs)</p> <p>Backward Area Sub Plan (BASP)</p>

		<p>Rural Infrastructure Development Fund (RIDF) Externally Aided Projects (EAPs) District Innovative Fund (DIF) State Innovation Fund Skill Development</p> <p>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.</p>
	Statement of the Categories of the documents that are held by it or under its control.	Annual Plans, Evaluation studies on different Plan Programmes / schemes, Fact book on Man Power & Employment, Mid Term Review. MLA Priorities Schemes document, Twenty Point Programme Quarterly District Ranking Analysis Reports and Annual Administrative Report.
	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 at Sub Divisional level. 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.
	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.	<p>The following Boards / Committees have been constituted in the department:- Himachal Pradesh State Planning Board.</p> <p>State Level Planning, Development & Twenty Point Program Review Committee. District Level Planning Development & Twenty Point Program Review Committees (DPDCs) in all Districts. Sub-Divisional Level Planning Development, Twenty Point Programme Review & Public Grievance Committees. Meetings of these committees/Boards are not open for public. However, public can have access to the minutes by formally applying for it.</p>

	A directory of its officers and employees;	Detail given under heading “2. STAFF POSITION OF PLANNING DEPARTMENT” .
	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.
	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.
	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.
	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.
	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 of the Department is available on the website http://hp_planning.nic.in .
	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.
	The names, designations and other particulars of the Public Information Officers;	Information is given below.
	Such other information as may be prescribed; and thereafter update these publications every year.	Nil

Particulars of the APIOs, PIOs and Appellate Authority in Planning Department, HP.

Sl. No	Name of Authority i.e. APIO / PIO / Appellate Authority	Designation	Address with Telephone No.	Jurisdiction/Unit under his control for which he will render information to applicants
1.	2.	3.	4.	5.
(A) SECRETARIAT LEVEL				
1.	Sh. Rikhi Ram, Public Information Officer.	Deputy Secretary (Plg.) to the Govt. H.P	Armsdale Building H.P. Sectt. Shimla-2 Tel.No.2628504	Planning Department at Secretariat level.
2.	Dr. Shrikant Baldi, Appellate Authority	Addl. Chief Secretary (Planning) to the Govt. H.P.	Armsdale Building H.P. Sectt. Shimla-2. Tel. No. 2620043	Planning Department at Secretariat level.
Notification No. Plg.A(3)4/2005 dated 27-06-2009 under section 5 and 19 of "Right to Information, Act 2005" (Act No. 22 of 2005).				

(B) STATE LEVEL				
1.	Sh. Diwan Chand, PIO	Supdt. Gr.-I	Yojna Bhawan, H.P. Sectt. Shimla-2 Tel.No. 2629471	Planning Department at State level.
2.	Sh. Bhag Singh, APIO	Supdt. Gr.-II	Yojna Bhawan, H.P. Sectt. Shimla-2 Tel.No. 2880371	Planning Department at State level.
3.	Sh. Basu Sood Appellate Authority	Adviser (Planning)	Yojna Bhawan, H.P. Sectt. Shimla-2 Tel.No. 2621698	Planning Department at State level.
Notification No. PLG.A(3)4/2005 dated 22-12-2005 and dated 16-04-2010 under section 5 and 19 of "Right to Information, Act 2005" .				

Sr. No	Name of Authority i.e. APIO / PIO / Appellate Authority	Design-ation	Address with Telephone No.	Jurisdiction / Unit under his control for which he will render information to applicants
1.	2.	3.	4.	5.
(C) DISTRICT LEVEL				
1.	Sh Tara Chand Chauhan, Public Information Officer	District Planning Officer	District Planning Cell, DC Office Shimla Telephone No. 0177-2808399	Concerned District.
2.	Sh. Pardeep Purta, Public Information Officer	District Planning Officer	District Planning Cell, DC Office Solan Telephone No. 01792-220697	Concerned District.
3.	Sh. Anuj Kumar, Public Information Officer	District Planning Officer	District Planning Cell, DC Office Sirmour at Nahan Telephone No. 01702-223008	Concerned District.
4.	Sh. Gautam Chand Public Information Officer	District Planning Officer	District Planning Cell, DC Office Chamba. Telephone No. 01975-226057	Concerned District.
5.	Sh. Ravinder Katoch , Public Information Officer	District Planning Officer	District Planning Cell, DC Office Kangra at Dharamshala Telephone No. 01892-223316	Concerned District.
6.	Sh. Kuldeep Singh Minhas Public Information Officer	District Planning Officer	District Planning Cell, DC Office Mandi Telephone No. 01905-225212	Concerned District.
7.	Sh. Vinod Kumar Public Information Officer	District Planning Officer	District Planning Cell, DC Office Una Telephone No. 01899-226166	Concerned District.
8.	Smt. Mukta Thakur, Public Information Officer	District Planning Officer	District Planning Cell, DC Office Bilaspur Telephone No. 01978-222668	Concerned District.
9.	Sh. Tej Singh Thakur, Public Information Officer	District Planning Officer	District Planning Cell, DC Office Kullu Telephone No. 01902-222873	Concerned District.
10	Sh Sanjay Parmar, Public Information Officer	District Planning Officer	District Planning Cell, DC Office Hamirpur Telephone No. 01972-222702	Concerned District.
Notification No. Plg.A(3)4/2005 dated 22-12-2005 for implementation of "Right to Information, Act 2005".				