

4. 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 and liaisoing with the Planning Commission, 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, Administration, 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 the Deputy Directors and control the staff deployed in various Divisions. All the files are routed to Deputy Directors through Research Officers.</p> <p><u>District Planning Officers:</u> The staff provided to the District Planning Officers and duties performed by them are given as under :</p> <p><u>District Planning Officers:</u> The staff provided to the District Planning Officers and duties performed by them are given as under :</p> <p>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</p>

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 (three 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, MPLADs, 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.

Assistant Research Officers: Deal with the various works/proposals/correspondence and submit the same with their comments to the Research Officers for

	<p>taking decisions at the higher level.</p> <p><u>Statistical Assistants:</u>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.</p> <p><u>Computer:</u>They perform their duties and functions as assigned to them by the Research Officers.</p> <p><u>Programmer :</u>The Programmer is the in-charge of the Computer Cell. He develops software as per the requirement of the department and all other computer related jobs.</p> <p><u>Program Planning Officers (PPOs) :</u> They help in developing software as per the requirement of the department and all other computer related jobs.</p> <p><u>Computer Operators :</u> They assist the Programmer/PPOs in software development, data feeding and render the computer related technical help and guidance to the department.</p> <p><u>Superintendent Gr.-I:</u> 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</p> <p><u>Superintendent Gr.-II:</u>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 / Joint Director (Administration) for final decision at appropriate level.</p> <p><u>Senior Assistants / Junior Assistants:</u> Deal with administrative, personnel, budget, organizational, etc matters and also works assigned by Superintendent / DDO / Higher Officers.</p> <p><u>Clerks:</u> Perform duties and functions as assigned to them by HOD/Superintendent Gr-I/DDO/Spud. Gr.-II including the work of diary dispatch of the Department.</p> <p><u>Personal Assistant / Sr. Scale Stenographer / Jr. Scale Stenographers:</u>Perform duties with Head of Department, Joint Directors / Deputy Directors, such as dictation / typing work / attend to the telephone calls, handle the files / records of confidential or secret</p>
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		<p>nature and any other work assigned by the officer.</p> <p><u>Steno Typists:</u> Perform duties of dictation and typing work with the officers. Ten posts of Steno-Typists are sanctioned in the ten Non-Tribal Districts and they performed their duties with the District Planning Officers in the Districts.</p> <p><u>Duplicating Machine Operator:</u> To operate the Photostate machines of the Department.</p> <p><u>Peons:</u> They perform the duties as per office manual.</p> <p><u>Chowkidar:</u> 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.</p> <p><u>Sweeper:</u> 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.</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.
(v)	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 L.T.C. Rules Budget Manual Office Manual Pension Rules GPF Rules</p> <p>Guidelines for implementation of the following programmes:-</p> <p>Sectoral Decentralized Planning (SDP) Vikas Mein Jan Sahyog Program (VMJS) VidhayakKshetraVikas Nidhi Youna (VKVNY) MukhyaMantri Gram Path Yojna (MMGPY) Members of Parliament Local Area Development Scheme (MPLADs) Backward Area Sub Plan (BASP) Rural Infrastructure Development Fund (RIDF) Externally Aided Projects (EAPs) District Innovative Fund (DIF)</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 along with organizational structure detail is uploaded on the website of Planning Department.</p>
(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, Twenty Point Programme Quarterly District Ranking Analysis Reports and Annual Administrative Report.
(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 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.
(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.	<p>The following Boards / Committees have been constituted in the department:-</p> <p>Himachal Pradesh State Planning Board.</p> <p>State Level Planning, Development & Twenty Point Program Review Committee.</p> <p>District Level Planning Development & Twenty Point Program Review Committees (DPDCs) in all Districts.</p> <p>Sub-Divisional Level Planning Development, Twenty Point Programme Review & Public Grievance Committees.</p> <p>Meetings of these committees/Boards are not open for public. However, public can have access to the minutes by formally applying for it.</p>
(ix)	A directory of its officers and employees;	Detail given under heading “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 of the Department is available on the website http://hp_planning.nic.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. YojnaBhawan, HP. Sectt. Shimla-2 from 10.00 A.M to 5.00 P.M in 6 days in a week except on public holidays.
(xvi)	The names, designations and other particulars of the Public Information Officers;	Information is given below.
(xvii)	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. Shri Kant 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. AkshaySood Appellate Authority	Adviser (Planning)	YojnaBhawan, H.P. Sectt. Shimla-2 Tel.No. 2621698	Planning Department at State level.
2.	Sh. Diwan Chand, Public Information Officer.	Supdt.Grđ-I	YojnaBhawan, H.P. Sectt. Shimla-2 Tel.No. 2880840	Planning Department at State level.
3.	Sh. Bhagsingh, Assistant Public Information Officer	Supdt.Grđ-II	YojnaBhawan, H.P. Sectt. Shimla-2 Tel.No. 2880840	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	Designation	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.	Vacant	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 Siamrur at Nahani 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. Rajiv Kumar, 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".				
Notification No.Yojna(A)3-3/2007 dated 30-03-2017. Assistant Research Officers posted at District Level, will act as PIOs in absence of DPOs for implementation of "Right to Information, Act 2005".				

STAFF POSITION OF PLANNING DEPARTMENT

Sr. No.	Category	Sanctioned Posts	Filled-up	Vacant
1.	2.	3.	4.	5.
1.	Chairman Employment Generation & Resources mobilization	1	1	0
2.	Chairman (20 Point Programme)	1	1	0
3.	Dy. Chairman, State Planning Board	1	1	0
4.	Adviser (Planning)	1	1	0
5.	Joint Director	1	1	0
6.	Deputy Directors	6	6	0
7.	Research Officers / District Planning Officers	20	19	1
8.	Credit Planning Officers	10	10	0
9.	Assistant Research Officer	17	13	4
10.	Statistical Assistant	21	10	11
11.	Computer	6	3	3
12.	System Analyst	1	0	1
13.	Programmer	1	1	0
14.	Programme Planning Officer	2	2	0
15.	Computer Operators	1	0	1
16.	Private Secretary	1	1	0
17.	Personal Assistant	2	1	1
18.	Senior Scale Stenographer	1	1	0
19.	Junior Scale Stenos	6	5	1
20.	Steno-Typists	3	3	0
21.	Junior Office Assistant(9 against Steno & 2 against Clerk)	11	0	11
22.	Superintendent Grade-I.	1	1	0
23.	Superintendent Grade-II.	1	1	0
24.	Senior Assistant	17	17	0
25.	Junior Assistant	1	1	0
26.	Clerk	13	11	2
27.	DMO	1	1	0
28.	Driver	5	5	0
29.	Peons	20	20	0
30.	Chowkidar	1	1	0
31.	Frash	1	1	0
32.	Jamadar	1	1	0
33.	Sweeper	1	1	0
	TOTAL	177	141	36

* : Pay and allowances of Deputy Chairman, State Planning Board and Chairman, Twenty Point Programme are decided by the State Government at the time of their nomination.