

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय
SECRETARIAT
Planning Department

Right to Information Act, 2005
Right to information and obligations of public authorities under
Section 4(1) (b) in respect of Planning Department

(i) The particulars of its organization, functions and duties:

The Planning Department of the Secretariat is functioning under the supervision, guidance & administrative control of Principal Secretary (Planning) assisted by the Secretary (Planning). The Deputy Secretary (Planning), Evaluation Officer and Statistical Officer (Monitoring) are the branch officers of Planning Section, Programme Implementation & Twenty Point Programme Section and Monitoring & Evaluation Section respectively. The mandate/functions of Planning Department have been defined in the Allocation of Business Rules, 2009 and Manual of Office Procedure and the functions are as follows:

Planning Section

- i. All matters relating to Five Year Plans and Annual Plans
- ii. Clearance of estimates/proposals wherever concurrence of Planning is required.
- iii. Submission of reports on Five Year/Annual Plans as per the requirement of Planning Commission and Ministry of Home Affairs.
- iv. Nodal Department for Public Private Partnership, UIDAI, NGOs/VOs and State Development Report of A & N Islands.
- v. Correspondence relating to Cabinet Secretary's meeting on inter-ministerial issues.
- vi. Monitoring of Core projects and Deposit Works in A & N Islands.
- vii. Matters relating to National Development Council.
- viii. Matters relating to Special Economic Zones (SEZs).
- ix. Correspondence relating to Self Help Group.
- x. UT/State Level Banking Committee.
- xi. Secretarial service to A & N State Planning Board.

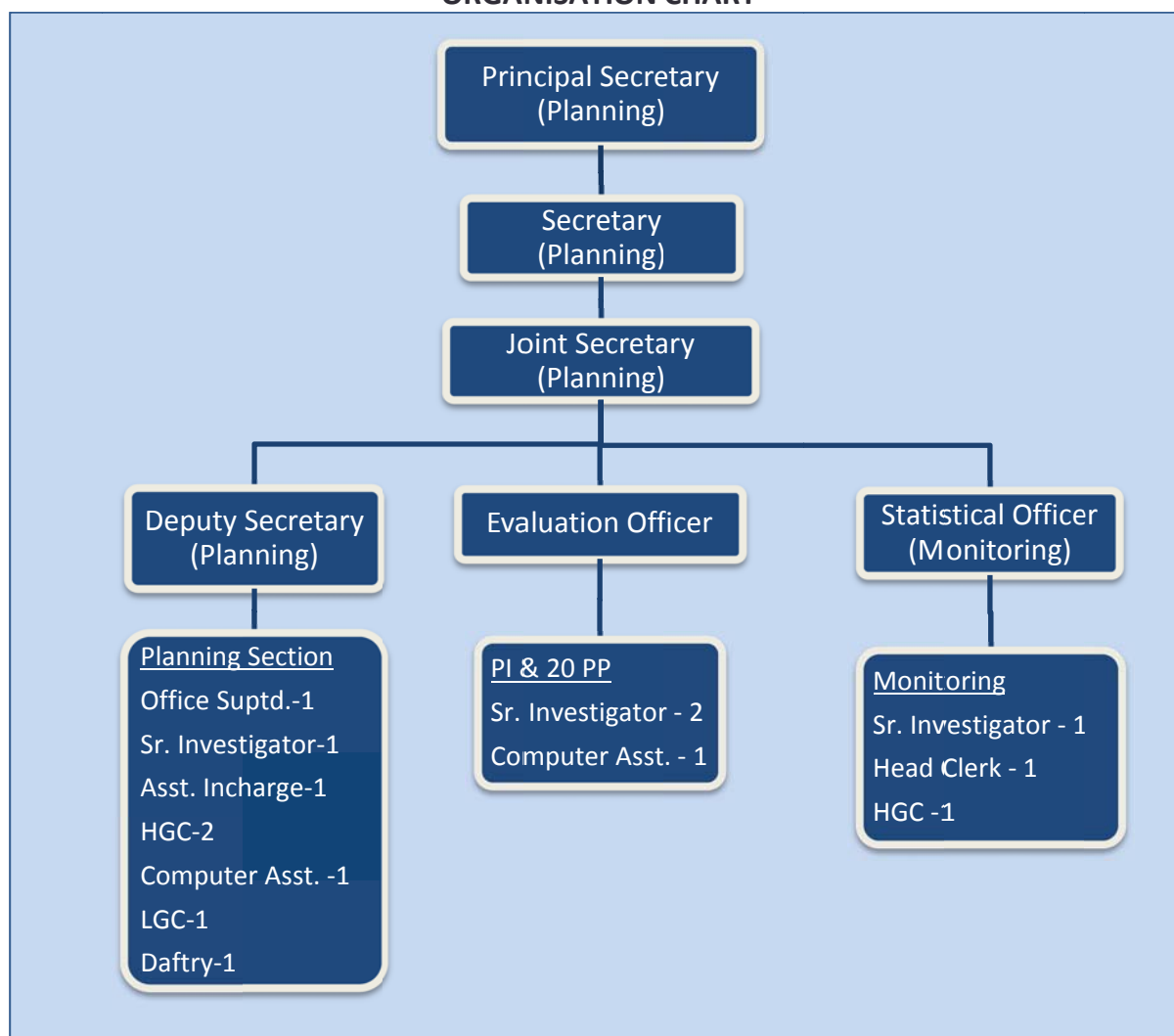
Monitoring and Evaluation Section

- i. All matters relating to IDA and standing committee of IDA.
- ii. Monitoring of Annual Plan & Tsunami Rehabilitation Programme and submission of reports
- iii. Monitoring of Centrally Sponsored Schemes.
- iv. Conducting of review meeting and its follow up.
- v. Monitoring of Flagship Programmes as per the requirement of the Administration

Programme Implementation and 20 Point Programme Section

- i. All matters relating to Twenty Point Programmes and submission of reports related thereto.
- ii. All matters relating to MPLAD scheme, review meeting and follow up
- iii. Correspondence relating to inter-ministerial pending issues.
- iv. Evaluation studies.
- v. Monitoring of Issues raised by Member of Parliament

ORGANISATION CHART



(ii) The powers and duties of its officers and employees:

a. Principal Secretary (Planning)

The Principal Secretary is head of the Planning Department. The Principal Secretary (Planning) is also the member of the 'Andaman and Nicobar State Planning Board' and Nodal Officer for UIDAI. All major matters being dealt with in the Planning Department are submitted to the Principal Secretary for consideration/approval.

b. Secretary (Planning)

The Secretary (Planning) is head of Department for Planning Department in terms of financial powers. The Secretary (Planning) is the Member Secretary of the 'Andaman and Nicobar State Planning Board' and Member in all the three 'District Planning Committees'. The Secretary (Planning) is also the Nodal Officer for Public Private Partnership and Infrastructure. All the matters being dealt in the Planning Section are submitted to the Secretary for consideration/approval.

c. Joint Secretary (Planning)

The Director of Economics and Statistics has been assigned with the additional charge of Planning Department. The Joint Secretary is responsible for prompt disposal of works in the department under his/her charge.

d. Deputy Secretary (Planning)

The Deputy Secretary (Planning) is the branch officer of the Planning Section. All the correspondences dealt in the section is directly submitted to the Deputy Secretary (Planning) for scrutiny and appropriate recommendation and submission to the higher authorities wherever required.

e. Evaluation Officer

The Evaluation Officer is the branch officer of the Programme Implementation and Twenty Point Programme Section. All the correspondence dealt in the section is directly submitted to the Evaluation Officer for scrutiny and appropriate recommendation and submission to the higher authorities wherever required.

f. Statistical Officer (Monitoring)

The Statistical Officer(Monitoring) is the branch officer of the Monitoring & Evaluation Section. All the correspondence dealt in the section is directly submitted to the Statistical Officer (Monitoring) for scrutiny and appropriate recommendation and submission to the higher authorities wherever required.

g. Office Superintendent

The Office Superintendent is the In-charge of the Planning Section. The Office Superintendent supervises the work, ensures discipline and punctuality, monitors the movement of daks/files and check delay. All files/daks of the section are routed through the OS. He/she also assists the Deputy Secretary in discharging the subjects allotted to the Planning Section.

h. Senior Investigators

The Senior Investigator is responsible for preparation of reports on all matters related to Planning Commission/Ministries/Department, Member of Parliament etc., correspondence related to Five Year Plan and Annual Plan, compilation and consolidation of reports for various meetings.

i. Assistant In-charges/Higher Grade Clerks

The Assistant In-charge/Higher Grade Clerks works under the order of the Office Superintendent and is responsible for dealing/ scrutinize various plan proposals/schemes received from different departments of the Administration.

j. Computer Assistants

The Computer Assistant Grade 'A' is responsible for handling the implementation of the various IT/e-Governance initiatives at the section level. He/she is responsible for general upkeep and maintenance of all computer hardware, peripherals and networking of the Planning Section. He/she is also responsible for submission of all such reports and data as may be required by the IT department/ other authorities. Another duty assigned to CA is entry of data in the application software of the section and to provide training to staff of Planning Section on various applications/software.

k. Lower Grade Clerk

The duty of LGC is to submit to the officers concerned, files and receipts 'Dak Pads for perusal at the dak stage; to place all receipts to the Office Superintendent as and when received; to enter receipts of correspondence/files in the Section's Diary and distribute the correspondence/files to the dealing clerks to whom they have been marked. Further he/she handles other works as and when assigned by the superiors.

l. Daftry

The Daftry is responsible for maintenance of records in the section.

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

The Planning Section scrutinizes various proposals from the plan point of view. The proposals are usual submitted to Planning Section by the Administrative Department, where the works/projects costing above ₹50.00 lakhs or which are not included in the Annual Plan. The observation are recorded in the file and channelized as follows: -

Planning Section→ Deputy Secretary→ Joint Secretary→ Secretary→ Principal Secretary

Wherever the case is beyond the power of the Principal Secretary the same is submitted to the Chief Secretary/Hon'ble Lt. Governor.

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

The files which are submitted to the Planning Section are usually disposed of immediately and as per the stipulations communicated by concerned Ministry/Planning Commission/etc., subject to the work load in the sections. The files/proposals relating to works/projects are required to be disposed of within one week in normal circumstances.

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

The basic documents/material of the Planning Department is the Annual Plan, Five Year Plan documents, office memorandums/guidelines issued by the Planning Commission, Government of India from time to time.

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

- a. Annual Plans
- b. Five Year Plans
- c. State Development Report of A & N Islands
- d. Evaluation study of various plan schemes and projects being implemented by Panchayati Raj Institutions of A & N Islands.
- e. Twenty Point Programme
- f. IDA Correspondence
- g. Member of Parliament References
- h. Guidelines/instructions issued by Planning Commission and

(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 A & N Administration formulates Development Plan through detailed consultative process as envisaged under article 243ZD of the Constitution. Administration has

adopted grassroots level planning with the 73rd and 74th Amendment to the constitution. Planning process begin from the Gram Panchayat level, thus consultation of members of the public is taken into account in the development process of the Islands. The District Planning Committee exists in three districts, where elected representatives of public to the local bodies are members.

(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 board, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

List of the boards/committees is as follows:

- a. Andaman and Nicobar State Planning Board.
- b. High Level National Transport Development Policy Committee.
- c. State UID implementation committee.
- d. State UID empowered committee.
- e. MPLAD Monitoring Committee.
- f. Twenty Point Programme Monitoring Committee.

The above committees' meetings are not accessible to public.

(ix) A directory of its officers and employees;

The telephone and email directory of the officers and employees are as follows;

S. N.	Designation	Telephone	e-Mail
1.	Principal Secretary (Planning)	233227	secyt.and@nic.in
2.	Secretary (Planning)	232382	blsharma.and@nic.in
3.	Joint Secretary (Planning)	234181, 200749	dires.and@nic.in
4.	Deputy Secretary (Planning) and Evaluation Officer	240585, 200929	asrr.and@nic.in
5.	Statistical Officer (Monitoring)	231087	-
6.	Planning Section	232389	planning.and@nic.in
7.	Monitoring and Evaluation Section	231087	

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

(as on June 2013)

Designation	Basic Pay	Grade Pay	DA	HRA	SCA	TA	ISDA	Total
Principal Secretary	60670	10000	56536	0	2625	0	8834	138665
Secretary	40220	8700	39136	0	2625	0	6115	96796
Joint Secretary	22590	6600	23352	0	2625	0	3649	58816
Deputy Secretary/ Evaluation Officer	23620	5400	23216	0	2625	0	3628	58489
Statistical Officer (Monitoring)	22130	5400	22024	5506	2625	2880	3441	64406

Planning Section

Designation	Basic Pay	Grade Pay	DA	HRA	SCA	TA	ISDA	Total
Office Superintendent	14400	4600	15200	3914	2000	1440	2446	45026
Senior Investigator	16880	4600	17184	4296	2000	1440	2685	49085
Asst. In-charge	13670	4600	14616	3654	2000	1440	2284	42474
HGC-1	11560	2800	11488	0	2000	1440	1795	31083
HGC-2	11070	2800	11096	0	2000	1440	1734	30140
Comp. Asst. A	10200	2400	10080	2520	2000	1440	1575	30215
LGC	6310	1900	6568	1642	2000	720	1026	20166
Daftry	7970	1900	7896	1974	2000	1440	1234	24489

Monitoring and Evaluation Section

Designation	Basic Pay	Grade Pay	DA	HRA	SCA	TA	ISDA	Total
Senior Investigator	19010	4800	19048	0	2000	1440	2976	49274
Asst. In-charge	12810	4200	13608	3402	2000	1440	2126	39586
Higher Grade Clerk	10860	2800	10928	2732	2000	1440	1594	32564

Programme Implementation and 20 Point Programme Section

Designation	Basic Pay	Grade Pay	DA	HRA	SCA	TA	ISDA	Total
Senior Investigator-1	19450	4800	19400	4850	2000	1440	3031	54971
Senior Investigator-2	19420	4800	19376	0	2000	1440	3028	50464
Comp. Asst. A	10200	2400	10080	2520	2000	1440	1575	30215

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

No specific budget allocated to the Planning Section.

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

-Not Applicable-

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

-Not Applicable-

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

- Details of important projects are available online on <http://as.and.nic.in/PROMISE/login.aspx>
- Annual Plan 2013-14, Annual Plan 2012-13, Annual Plan 2011-12, Annual Plan 2010-11, Annual Plan 2009-10, Annual Plan 2008-09, Annual Plan 2007-08 and Annual Plan 2006-07.
- 12th Five Year Plan 2012-17 and 11th Five Year Plan 2007-12.
- State Development Report of Andaman and Nicobar Islands.

(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.

Copies of Annual Plans and Five Year Plans are made available for public reference in the State Library, Middle Point, Port Blair. Documents are also available with the Archives,

Secretariat, Port Blair, which can be accessed on any working day from 8.30 A.M. to 5.00P.M (Lunch break from 1.00 P.M. to 1.30 P.M.).

(xvi) The names, designations and other particulars of the Public Information Officers;

Smti. Sobhana K. Unny, Deputy Secretary (Planning), Andaman and Nicobar Administration, Secretariat, Port Blair – 744 101.

(xvii) Such other information as may be prescribed.

The above information is as on 30.06.2013.

