

Organization

Establishment

I. Objective/purpose

The Department of Rural Development has been implementing various centrally sponsored programmes/schemes and central sector schemes of the Govt. of India with a view to ensure that vast multitudes of people living in rural areas are not left out of the ambit of national economic growth and overall development process.

Vision

To act as media and facilitate smooth functioning of the office by providing the required amenities/services to various Divisions of the Department.

Mission

All Administrative & Establishment matters of the Department.

Brief history

In October, 1974, the Department of Rural Development came into existence as a part of the Ministry of Food and Agriculture. Later on 18.8.1979, the Department of Rural Development was elevated to the status of a new Ministry of Rural Reconstruction. It was renamed as Ministry of Rural Development on 23.1.1982.

In January, 1985, the Ministry of Rural Development was again converted into a Department under the Ministry of Agriculture and Rural Development. In 1985, subjects of Accelerated Rural Water Supply Programme and Central Rural Sanitation Programme were transferred from the Ministry of Urban Development to the Department of Rural Development. Later, a Technology Mission on Drinking Water Supply in Rural Areas was set up in 1987, with a view to provide potable drinking water to problem villages throughout the Country.

On July 5, 1991, the Department was upgraded as Ministry of Rural Development. Another Department viz. Department of Wasteland Development was created under this Ministry on 2nd July, 1992 and the NWDB was reconstituted in August, 1992, for the development of wastelands in the non-forest areas aimed at checking land degradation, putting such wasteland in the country to sustainable use and increasing bio-mass availability specially fuel wood and fodder.

In March 1995, the Ministry was renamed as the Ministry of Rural Areas and Employment with three Departments, namely, Departments of Rural Employment and Poverty Alleviation, Department of Rural Development and Department of Wastelands Development. Provision of Drinking Water Supply and Social Assistance to the Destitute were the main components of the activities of the Department of Rural Development. The Department of Rural Employment and Poverty Alleviation was implementing schemes for generation of self-employment and wage employment, housing, minor irrigation assets and skill upgradation programmes to the rural poor. The Department of Wasteland Development was implementing schemes to increase the bio-mass production by developing wastelands in the Country.

In the year 1999-2000, the Ministry was re-christened as the Ministry of Rural Development and three Departments were renamed as under:, namely, .

1. Department of Rural Development
2. Department of Land Resources
3. Department of Drinking Water and Sanitation

Duties/ Main activities/functions

Recruitment & Posting, Creation/abolition, Continuance of temporary posts, Sanctioning of long terms/short term advances, Maintenance of Service Records, Court Cases & RTI matters, Pension matters, medical & Tution fee reimbursement, sanctioning of leave, Implementation of File Tracking System & e office.

List of services being provided with a brief write-up on them

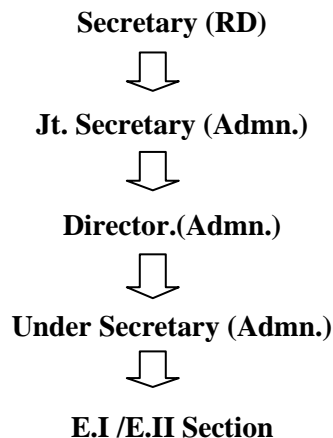
The posts in the Department are filled up from different sources for which the Cadre Controlling Authorities are also different. The sources of recruitment for the above posts are All India Services, like IAS – for which Cadre Controlling Authority is Department of Personnel & Training, IFS for which the Cadre Controlling Authority is Ministry of Environment & Forest, other organized services such as IES,ISS and IIS the Cadre Controlling Authorities are Ministry of Finance, Department of Economic Affairs, Ministry of Programme Implementation & Statistics and Ministry of Information & Broadcasting respectively. There are officers from other organized services coming through Central Staffing Scheme, the Central Secretariat Service (CSS), Central Secretariat Stenographers Service (CSSS) and the Central Secretariat Clerical Service (CSCS) for which the Cadre Controlling Authority is again the Department of Personnel & Training. There are certain other posts in the Official Language Division for which the cadre management is done by the Ministry of Home Affairs, Department of Official Language. For the administrative convenience, flexibility and expediency in the deployment of manpower, service and establishment matters etc. the Department of Personnel and Training has designated the Department of Rural Development as one of the cadre Departments for the Departments of Rural Development, Land Resources and Drinking Water Supply. However, it may be mentioned that this Department has not been delegated with the powers of making recruitment etc. of personnel for these three departments.

Therefore, as and when the vacancies arise, the same are reported at the earliest to the concerned Cadre Controlling Authorities and matter followed up at all possible levels. With the changing face of governance in Govt. Departments, and other economy instructions from the Ministry of Finance etc. from time to time, not only there are numerous restrictions on creation, revival and filling up of vacant posts, but also there are instructions regarding no recruitment of direct posts like Pas, Stenographers, LDCs, Group 'D' staff etc.

Against the sanctioned strength of 657 in this Ministry as a whole, 501 posts are filled up and 156 posts are vacant.

Organisational Structure Diagram at various levels namely State, Directorate, region district, block etc.

ADMINISTRATION DIVISION



Expectation from the public for enhancing its effectiveness and efficiency

Not applicable

Arrangements and methods made for seeking public participation/contribution

Not applicable

Mechanism available for monitoring the service delivery and public grievance resolution

The grievances, if any, of the public or the employees of the Department is redressed on priority according to the instructions on the subject issued by the Government of India from time to time.

II. Please provide details of the powers and duties of officers and employees of the organization.

Powers and duties of officers and employees of Establishment Division

Sl. No.	Name & Designation of the officers	Work Assigned
1	Shri B.S.Negi, Director (Admn.)	Performs the duty as Head of Department and Supervision of work relating to Establishment Division and final level disposal is done by him in following matters: Creation & adhoc appointment & forwarding of applications in r/o of Gr.'C' & 'D' posts, Framing of recruitment rules of Dr.'D' posts, Transfers in cases of Gr'B' posts, Settlement of medical claims, Grant of GPF advance & HBA & Other long term advances etc.
2	Shri George Y., Under Secretary (Admn.)	Performs the duty as Head of Office and Supervision of work relating to Establishment Division and final level disposal is done by him in following matters: Transfers in r/o Gr.'C' posts, Settlement of pension cases, forwarding of applications in r/o Gr.'C' & 'D' posts, Grant of LTC advance, GPF Advance & other short term advances, Grant of leave in r/o Gr.'A' & 'B' officers.

3	Shri N.K.Dudeja, Section Officer(E.I)	Supervision of work relating to Establishment –I Section which includes: Recruitment, Confirmaton, Probation clearance, Forwarding of applications, Posting, Transfer,Grant of leave, Pension cases, Medical Reimbursement, Tution Fee Reimbursement & all other service matters, RTI matters & Distribution of work among staff
4	Shri P.K.K.Raman, Section Officer-I, (E.II)	Supervision of work relating to Establishment –II Section which includes: Recruitment, Confirmaton, Probation clearance, Forwarding of applications, Posting, Transfer,Grant of leave, Medical Reimbursement, Tution Fee Reimbursement & all other service matters, SC/ST/OBC matters & RTI matters & Distribution of work among staff
5	Shri R.P.Singh, Section Officer-II, (E.II)	Processing/Scrutinization of Grants/sanction of the following Long/short term advances Implementation of File Tracking System & e-office in the Department
6.	Shri K. Venkatesan, Asstt.	<ol style="list-style-type: none"> 1. Service matters of Section Officers, Accounts Officers, Assistant Director (OL), Asstt. Library & Information Officer. 2. Pension Cases of all Officers/Officials of Deptt. of RD. 3. Furnishing of information under RTI in respect of the service matters relating to the posts referred to above. 4. Furnishing of information relating to the no. of sanctioned and in position posts in the Deptt. of RD to B&A and Cash Section. 5. Creation / Abolition / Continuance of temporary posts etc. 6. Examination and issue of sanction in respect of medical permission/claims relating to the posts mentioned above. 7. Examination and issue of sanction in respect of reimbursement of tuition fee relating to the posts mentioned above. 8. Framing/amending of RRs in respect of the posts referred to above.
7.	Shri U.P.S. Negi, Asstt.	<ol style="list-style-type: none"> 1. Service matters of Under Secretaries/Dy. Directors, Assistant Commissioners, Research Officers, Assistant Directors, and equivalent posts. 2. Furnishing of information under RTI in respect of the service matters relating to the posts referred to above. 3. Examination and issue of sanction in respect of medical permission/claims relating to the posts mentioned above. 4. Examination and issue of sanction in respect of reimbursement of tuition fee relating to the posts mentioned above. 5. Framing/amending of RRs in respect of the posts referred to above.
8.	Shri T.V. Raghunathan, Asstt.	<ol style="list-style-type: none"> 1. Service matters relating to all Technical, Non-gazetted isolated posts including Canteen Staff, Economic/Statistical discipline staff/officers except IES/ISS. 2. Furnishing of information under RTI in respect of the service matters relating to the posts referred to above. 3. Examination and issue of sanction in respect of medical permission/claims relating the posts mentioned above. 4. Examination and issue of sanction in respect of reimbursement of tuition fee relating to the posts mentioned above. 5. Framing/amending of RRs in respect of the posts referred to above.

		6. All matters relating to Outsourcing of Data Entry Operators, Accounts Clerks etc.
9.	Shri S. Anil Kumar, Asstt.	<ol style="list-style-type: none"> 1. Service matters relating to Deputy Secretaries/Directors and above upto the post of Secretary. 2. Furnishing of information under RTI in respect of the service matters relating to the posts referred to above. 3. Examination and issue of sanction in respect of medical permission/claims relating the posts mentioned above. 4. Examination and issue of sanction in respect of reimbursement of tuition fee relating the posts mentioned above.
10.	UDC (Vacant)	<ol style="list-style-type: none"> 1. Maintaining records of Casual Leave/RH accounts in respect of all the Gazetted posts in the Deptt. of RD. 2. Maintaining of Section Diary and Despatch Registers, 3. Furnishing of Hindi Quarterly Report, 4. Submission of reports/returns on other miscellaneous matters. 5. Keeping in custody of all types of forms like Leave, No Dues Certificate, NOC for issue of Private Passports etc. 6. Any other matters as may be allotted by the offices.
11	Shri B.S. Balachandran, Assistant	Establishment matters relating to Assistant's and UDC's, RTI matters pertaining to the subjects dealt by the section, Court Matters, All establishment / administrative matters relating to formal staff except PS & Addl. PS in the office of Cabinet Minister and Ministers of State, Staff association/welfare matters, Outsourcing manpower, Observations of VIP Days. Such as Sadbhavana Divas, Flag Day, Quami Ekta Week etc., Farewell parties for retiring employees and assigning of Duty on holidays.
12	Smt. Vijayalakshmi, Assistant	<ol style="list-style-type: none"> 1. All work related to Information Technology as under :- <ol style="list-style-type: none"> a. Engagement of manpower for IT matters b. National e-Governance Programme c. Expanding Broad Band Coverage under Bharat Nirman Programme d. Matters relating to Unique ID Authority of India e. Budget Matters relating to IT f. Matters relating to representation of women and minorities in service g. Matters pertaining to recruitment of staff keeping in view the provisions of Persons with Disabilities Act h. Unique Identification Authority of India 2. Grant of leave to all staff administratively controlled by Estt. II Section. 3. Miscellaneous RTI Matters
13	Smt. Baldev Singh, Assistant	Establishment matters of gazetted posts and all non gazetted posts of CSSS. RTI and Court matters.
14	Shri Yogesh Kumar, Assistant	Establishment matters relating to Group 'D' staff (Peon, Farash, Daftry, Jamadar, Safaikaramchari & Packer) and LDC's. Reservation in appointment of SC/ST/OBC. Medical claims/Tuition Fees, RTI and Court matters.
15	Smt Kamala Satyawali, LDC	Diary/Dispatch through FTS system. Compilation/monitoring of VIP references and RTI applications. Quarterly report on usage of Hindi.

- III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.**

Establishment Division is being run on the basis of the Rules & regulations framed by DoPT from time to time. No separate rules are framed by this Division.

- IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Not applicable

- V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of provisions in following format.**

Not applicable

- VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing ‘others’).**

Not applicable

- VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:**

Not applicable

- VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority.**

Name Designation & Address of CPIO	Phone No. E-Mail Fax No.	Appellate Authority Name, Designation, Address Phone No. E-Mail
Shri. George Y., Under Secretary (A) R.No.378-A, Krishi Bhawan, New Delhi	011-23381709	Shri. B.S. Negi, Director (Admn.,UNDP, IC) Krishi Bhawan, New Delhi 011- 23386231

IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)

Every case/Issue is examined / processed according to the procedure prescribed under Manual of Office Procedure, F.Rs & S.Rs, DFPR, G.F.R. vis-à-vis instructions issued from the DoPT, Ministry of Finance etc.

Approval of Hon'ble Minister (RD) / Secretary (RD) / Jt. Secretary (Admn.) / Director (Admn.) / Under Secretary (Admn.)

Concurrence of IFD in respect of financial sanctions.

X. What are the documented procedures/laid down procedures/Defined Criterial/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?

As explained above at Pt. No. IX above.

XI. What are the arrangements to communicate the decision to the public?

All necessary documents, if any, are loaded in the Department's website www.rural.nic.in. So far as the employees of the Ministry/Department are concerned, the information is communicated to them through permissible mode of communications as specified in the Manual of Office Procedure.

XII. Who are the officers at various levels whose opinions are sought for the process of decision making?

As explained at Pt. No.IX above.

XIII. Who is the final authority that vets the decision?

Approval of Hon'ble Minister (RD) / Secretary (RD) / Jt. Secretary (Admn.) / Director (Admn.) / Under Secretary (Admn.)

Concurrence of IFD in respect of financial sanctions.

XIV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl.No.	
Subject on which the decision is to be taken	All Establishment & Administrative matters
Guidelines/Directions, if any	As per the provisions of Manual of Office Procedures and the Guidelines/Directions issued by DoPT from time to time
Process of Execution	As above

XV. Directory of officers and Employees

Given under chapter heading "Directory of Officers"

XVI. Please provide information about the details of the budget for different activities under different schemes.

Not applicable

XVII. The Manner of Execution of Subsidy Programmes

Not applicable

XVIII. Particulars of Recipients' of concessions, permits or authorization granted by it. Please provide the information as per the following format.

Not applicable

XIX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/Programmes.

Sl. No.	Item of work	Prescribed norms
1	Vacancy reporting and related matters with DoPT	Within one week
2	Permission for medical treatment	Preferably by the same day
3	Grievance redressal	Within 30 days of receipts of complaints
4	Personal claims	Within 15 days
5	RTI matters	Within 30 days

XX. Please provide the details of the information related to the various schemes which are available in the electronic format.

Not applicable

XXI. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Awareness generation through intensive IEC activities using electronic media, print, press advertisements, workshops, outdoor through DAVP and interpersonal communication through DFP and S&DD have been taken up.

The details are also available in www.rural.nic.in

XXII. Frequency Asked Questions and their answers

Not applicable

XXIII. Related to seeking Information

Not applicable

XXIV. With relation to training imparted to public by Public Authority

Not applicable.

General Administration

I. Objective/purpose

The Department of Rural Development has been implementing various centrally sponsored programmes/schemes and central sector schemes of the Govt. of India with a view to ensure that vast multitudes of people living in rural areas are not left out of the ambit of national economic growth and overall development process.

Mission

All Administrative & Establishment matters of the Department.

Vision

To act as media and facilitate smooth functioning of the office by providing the required amenities/services to various Divisions of the Department.

Brief history

Please see brief history of Establishment

Duties / Main activities/functions

Procurement and maintenance of goods and services for day to day running of the Office.

List of services being provided with a brief write-up on them

Tendering and entering into contract for procurement of various stationery / sanitary items, Maintenance of Office Equipments, running of official vehicle fleet, receipt and dispatch of official dak through R&I Cell.

Organisational Structure Diagram at various levels namely State, Directorate, region district, block etc.

ADMINISTRATION DIVISION

Secretary (RD)



Jt. Secretary (Admn.)



Director.(Admn.)



Under Secretary (General)



General Section

(including R&I Cell & Duplicating Cell)

Expectation for enhancing effectiveness and efficiency

Not applicable

Arrangements and methods made for seeking public participation/contribution

Not applicable

Mechanism available for monitoring the service delivery and public grievance resolution

The grievances, if any, of the public or the employees of the Department is redressed on priority according to the instructions on the subject issued by the Government of India from time to time.

II. Please provide details of the powers and duties of officers and employees of the organization.

Powers and duties of officers and employees of Establishment Division

Sl. No.	Name & Designation of the officers	Work Assigned
1	Shri B.S. Negi, Director(Admn.)	Performs the duty as Head of Department and Supervision of work relating to General Administration and final level disposal is done by him in the following cases:- Purchase of goods and services within the delegated powers of Head of Department.
2	Shri S.S. Prasad Under Secretary (Genl.)	Performs the duty as Head of Office and Supervision of work relating to General Administration and final level disposal is done by him in following matters: Purchase of goods and services within the delegated powers of Head of Office.
3	Shri Sunder Dass, Section Officer	Supervision of work relating to General Section which includes: Procurement & maintenance of Staff Cars & PoL. Matter relating to tendering and award of contract for hiring of DLY taxis. Procurement and maintenance of Air-conditioners. Procurement & maintenance of computers & computer Peripherals. Matter relating to mobile phones. Correspondence with MTNL for installation, shifting and transfer of telephone lines installed in the office and residence of eligible officers and Ministers. Matter relating to RAX connections. Procurement & maintenance of EPBAX system & Key Telephone Systems. Procurement & maintenance of Inverters. Matter relating to purchase & maintenance of FAX machines. Matter relating to purchase & maintenance of Aquaguards, RO Systems and Water coolers. Matters related to fresh cabling and repair/ replacement of internet cables. Matter relating to providing Tata Sky and cable connections. monitoring of complaints on daily basis related to above office equipments. RTI matters related to the above subjects. Coordination with NIC for internet connections, LAN and virus problem in the computers installed in Krishi Bhavan. Procurement & maintenance of TVs. Procurement & maintenance of Refrigerators.

		<p>Procurement & maintenance of Plasma /LCD screens. Procurement & maintenance of Multifunctional Devices (FAX, copiers & Scanner). Condemnation and disposal of Staff Cars. Procurement and maintenance of Laptops. Deployment of Staff Cars and official taxis.</p> <p>Coordination with Directorate of Estates, L&DO, Ministry of Urban Development in connection with office accommodation. Coordination with CPWD and other Departments housed in Krishi Bhavan regarding general up-keep, cleanliness and security of the building. Coordination with CPWD for renovation / alteration / repairs of office premises. Tendering, procurement and distribution of Stationery / crockery items, sanitary items and electrical items. Tendering, procurement and issue of all consumables for computers / office equipments like toner cartridges / ink cartridges for computer printers, photocopy machines and Duplicating machines, floppies, CDs, DVDs, etc. Purchase & maintenance of photocopy machines, Duplicating machines, Heaters/Coolers, hot cases and other Electrical fittings and fixtures. Procurement and issue of liveries to Group-C and Group-D staff.</p> <p>Procurement and repair/maintenance of office furniture. All arrangements for various meetings held in Krishi Bhavan and outside Krishi Bhavan. All caretaking arrangements including cleanliness and maintenance of office rooms, corridors, toilets, etc. Payment of bills of various Canteens, Telephones, Newspapers/periodicals, PTI News Scanners, Library Books. Reimbursement of Newspapers / telephone bills to the eligible officers. Procurement & issue of reference books. Grant and adjustment of Contingent advances sanctioned to officers / officials. All arrangements for printing, Binding work. All matters relating to R & I Cell – timely delivery and despatch of dak. All matters relating to Duplicating Cell – timely completion of work relating to Parliament Questions, Agenda notes/ reports for various meetings Conferences.</p> <p>Condemnation and disposal of stores.</p> <p>Arrangements for supply & maintenance of flowers and plants. Matters relating to Budget Estimates / Revised Estimates, expenditure statements and reconciliation of expenditure with Cash Section / P&AO measures for augmentation of Office Expenses. All matters relating to issue of Identity Cards, CGHS Cards, etc. Arrangements for hospitality by Senior Officers to official visitors. All issues relating to residential accommodation to Officers / officials.</p> <p>Matters related to Audit – reply to audit paras.</p> <p>RTI application received on the above subjects.</p>
4	Shri P.S. Bisht, Asstt.	<p>Procurement & maintenance of Staff Cars & PoL Matter relating to tendering and award of contract for hiring of DLY taxis. Procurement and maintenance of Air-conditioners.</p> <p>Procurement & maintenance of computers & computer Peripherals. Matter relating to mobile phones. Correspondence</p>

		<p>with MTNL for installation, shifting and transfer of telephone lines installed in the office and residence of eligible officers and Ministers.</p> <p>Matter relating to RAX connections.</p> <p>Procurement & maintenance of EPBAX system & Key Telephone Systems.</p> <p>Procurement & maintenance of Inverters.</p> <p>Matter relating to purchase & maintenance of FAX machines.</p> <p>Matter relating to purchase & maintenance of Aquaguards, RO Systems and Water coolers. Matters related to fresh cabling and repair/replacement of internet cables. Matter relating to providing Tata Sky and cable connections. Monitoring of complaints on daily basis related to above office equipments.</p> <p>RTI matters related to the above subjects. Coordination with NIC for internet connections, LAN and virus problem in the computers installed in Krishi Bhavan.</p> <p>Procurement & maintenance of TVs.</p> <p>Procurement & maintenance of Refrigerators.</p> <p>Procurement & maintenance of Plasma /LCD screens.</p> <p>Procurement & maintenance of Multifunctional Devices (FAX, copiers & Scanner).</p> <p>Condemnation and disposal of Staff Cars.</p> <p>Procurement and maintenance of Laptops. Deployment of Staff Cars and official taxis.</p>
5.	Shri S.S. Miyan Asstt.	<p>Residential / Office accommodation. Renovation / alteration of Office accommodation through CPWD. Correspondence with Directorate Estates / L&DO regarding Office accommodation</p> <p>Correspondence with CPWD for up-keep maintenance of Office premises.</p> <p>Correspondence / liaison with other Departments housed in Krishi Bhavan regarding general up-keep, maintenance and Security of the Krishi Bhavan Complex including matters relating to coordination meetings held by the Department of Agriculture & Cooperation. Condemnation / disposal of stores.</p> <p>Tendering, award of rate contract, procurement and distribution of stationery / crockery items. Purchase and maintenance of Photocopy Machines and Duplicating Machines. Matter relating to R & I Cell. Audit / furnishing of replies of audit paras.</p> <p>Tendering and award of contract for providing Backdrop /Signage items and Audio-Visual equipments for various meetings / conferences.</p> <p>Tendering, award of contract, procurement and distribution of Conference Bags for various meetings / conferences as per the requirements of the Division organising the meeting.</p> <p>Arrangements for various meetings / conferences held outside Krishi Bhavan. Matters relating to Entertainment / Hospitality.</p> <p>Processing the bills of Food Department Canteen, Gram Vikas Canteen and Northern Railway Catering (PH) for payment. Grant and adjustment of Contingent advances to Officials of the Department.</p> <p>Processing of bills for expenditure incurred by various Sections / Divisions / Officers on miscellaneous items. Issues relating to Budget Estimates / Revised Estimates, expenditure statements</p>

		<p>and reconciliation of expenditure with Cash Section / P&AO. Providing Briefcases / ladies purse to all the eligible Officers. Tendering, award of rate contract, printing and supply of letter heads, envelopes. Tendering, award of rate contract for printing of Agenda notes, invitation cards, parking levels, reports etc. for meetings / conferences. Tendering and entering into rate contract for binding work.</p> <p>Issuance of invitation cards to Officers for Republic Day Celebrations / Independence Day Flag Hoisting Ceremony. Providing of data for updation of Delhi Official Directory including procurement and issue. Procurement and issue of reference books to Officers / Section including payment of bills of the books purchased by the Library. RTI matters related to the above subjects.</p>
6.	Shri A.K. Sharma, Assistant	<p>All caretaking job (matter relating to cleaning & maintenance of office premises). Award of contract for cleaning & upkeep of room, corridors, toilets etc., Tender and award of rate contract for sanitary items procurement and distribution of sanitary items. Arrangements for meetings/press conference in "UNNATI" conference room and conference rooms of other Department in Krishi Bhawan. Arrangements for refreshment during meeting in the chamber of Ministers/Secretary/ AS&FA and other Sr. Officers. Tendering and award of rate contract of supply of plants and flowers. Tendering and award of contract for purchase of furniture items. Tendering and award of contract for repair & maintenance of furniture items. Tendering and award of contract for making & Issue of Rubber/self -inking stamps to officers/Sections. Tendering and award of contract for dry cleaning of towels, carpets, car sheet covers, sofa and chair covers etc., Tender and award of rate contract for Toners & Cartridges for computer printers procurement and distribution of toners and cartridges. Tender and award of rate contract for Consumable items procurement and distribution of consumable items. Tender and award of rate contract for Photocopiers Toners procurement and distribution of toners. Procurement and distribution of Electrical items (like Electric kettle, Hot-case, Blowers, wall/ pedestal fan etc.,) Correspondence with CPWD for minor repairs and white washing/painting of office rooms and toilets. Submission of reports and returns. RTI matters related to the above subjects.</p>
7.	Shri Parmanand, UDC	<p>Matter relating to mobile phones. Correspondence with MTNL for installation, shifting and transfer of telephone lines installed in the office and residence of eligible officers and Ministers. Payment of office, residential and reimbursement of telephone bills. Payment of Speed post, telegram, EPP bills. Purchase of Telephone instrument (excluding KTS) and repairs. Matters relating to purchase & maintenance of Aqua guard, RO System and Water coolers. Procurement & Maintenance of Desert Coolers. Contract of Hiring for Desert Coolers. Matters pertaining to issue of Identity Cards. All items of Electrical matters (excluding CPWD). Payment of electric bill of Mahatama Gandhi NREGA premise at Baba K.S Marg.</p>

		<p>Procurement & issue of tube lights.</p> <p>Matters pertaining to CGHS cards. Procurement & Distribution of liveries. Re-imburement of Newspaper bills of officers. Payment of newspaper/magazines bills supplied in the Library & offices/ residence of Hon'ble Ministers & Secretary. Procurement & distribution of tea, milk, coffee, juice, biscuits, mineral water, etc. to Sr. Officers (of the level of JS and above.). Issue of canteen coupon to eligible officers (below the level of Jt Secretaries).</p> <p>Correspondence with CPWD for minor electrical repairs. RTI matters related to the above subjects.</p>
8.	Shri Rajan, LDC	<p>Receipt of dak in the R & I Cell from various Sections / Divisions / Officers for despatch by Registered Post, Speed Post, Express Parcel, Spl. Messenger, ordinary post, etc. Receipt of Dak emanating from outside and meant for various Sections / Divisions / Officers in the Department.</p> <p>Preparation of Dak for timely despatch by Registered post / ordinary post / Express Parcel.</p> <p>Entering of Dak in the Peon Books of Special Messengers / Despatch Riders. Maintenance of Record of Service Stamps. To ensure timely delivery of Dak to various Sections / Officers.</p> <p>Supervision of Group – D Staff posted in the R&I cell.</p>
9.	Shri Sukhvir Singh, LDC	<p>Preparation of dak for despatch by Speed Post.</p> <p>Receipt of Dak / telegrams during the night.</p> <p>Ensuring security of office rooms (Checking that lights / fans office equipments are switched off in all the rooms and are properly locked).</p> <p>Delivery of Urgent Dak, Wireless Messages, received during night, at the residences of Ministers and other Senior Officers.</p> <p>Marking of Dak, received by post, courier, special Messenger during the day, for delivery to the respective Sections / Officers next morning. Attending telephone calls and giving desired information to the callers.</p>
10	Shri D.D. Mahto, Sr. Roneo Operator	<p>To supervise the work of both the Junior Roneo Operators. To ensure that all the machines installed in the Duplicating Cell are properly maintained and always kept functional. To ensure that all the duplicating work received from various Sections / officers is completed within the stipulated time frame. To ensure that all the Parliament questions are duplicated and delivered within the stipulated time frame. To ensure that proper record of Duplicating Ink and Duplicating Paper issued to the Duplicating Cell is maintained.</p>

- III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.**

General Administration is being run on the basis of the Rules & regulations framed by Department of Expenditure, Ministry of Finance from time to time. No separate rules are framed by this Division.

- IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Not applicable

- V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of provisions in following format.**

Not applicable

- VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing ‘others’).**

Not applicable

- VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:**

Not applicable

- VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority.**

Name Designation & Address of CPIO	Phone No. E-Mail Fax No.	Appellate Authority Name, Designation, Address Phone No. E-Mail
S.S. Prasad Under Secretary (Genl.) R.No.378, Krishi Bhawan New Delhi	011-23070978	Shri. B.S. Negi Director (Admn.,UNDP, IC) Krishi Bhawan New Delhi 011- 23386231

- IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

Every case/ issue is examined / processed according to the procedure prescribed under Manual of Office Procedure, F.Rs & S.Rs, DFPR, G.F.R. vis-à-vis instructions issued from the Department of Expenditure, Ministry of Finance from time to time.

Approval of Secretary (RD) / JS (Admn.) / Director (Admn.) / US(Genl.)

Concurrence of IFD is obtained for expenditure which is not within the delegated powers of Head of Department.

X. What are the documented procedures/laid down procedures/Defined Criterial/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?

As explained above at Pt. No.IX above.

XI. What are the arrangements to communicate the decision to the public?

All necessary documents including tender documents, if any, are loaded in the Department's website www.rural.nic.in. So far as the employees of the Ministry / Department is concerned, the information is communicated to them through permissible mode of communications as specified in the Manual of Office Procedure.

XII. Who are the officers at various levels whose opinions are sought for the process of decision making?

As explained at Pt. No.IX above.

XIII. Which are the offices at various levels whose opinions are sought for the process of decision making?

As explained at Pt. No.IX above.

XIV. Who is the final authority that vets the decision?

Approval of Secretary(RD)/JS(Admn.)/Director(Admn.)/US(Genl)

Concurrence of IFD is obtained for expenditures which are not within the delegated powers of Head of Department.

XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl.No.	
Subject on which the decision is to be taken	All matters relating to day to day running of Office.
Guidelines/Directions, if any	As per the provisions of Manual of Office Procedures, General Financial Rules, Delegation of Financial Power Rules and the Guidelines/Directions issued by the Department of Expenditure, Ministry of

	finance from time to time.
Process of Execution	As above

XVI. Directory of officers and Employees

Given under chapter heading “Directory of Officers”.

Directory of Officers & Employees is also available on the website of the Ministry : www.rural.nic.in

XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:

Not applicable. To be furnished by B&A Division

XVIII. The Manner of Execution of Subsidy Programmes

Not applicable

XIX. Particulars of Recipients’ of concessions, permits or authorization granted by it. Please provide the information as per the following format.

Not applicable

XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/Programmes.

Sl.No.	Item of work	Prescribed norms
1	Issue of fresh tenders	Atleast 1 ½ months before expiry of current contract
2	Finalisation of fresh contract	Normally within 15-20 days from the date of opening of tenders.
3	Grievance redressal	Within 30 days of receipts of complaints
4	RTI matters	Within 30 days
5.	Delivery of Dak received in R&I	Immediately if the dak is marked urgent/out today, VIP references and Court Cases. Next day in all other cases.
6.	Despatch of dak	Same day in case of dak marked Speed Post, Registered Post, By Spl. Messenger. Same day or next day in case of ordinary dak.

XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.

The details are available at www.rural.nic.in

XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

The details are available at www.rural.nic.in

XXIII. Frequency Asked Questions and their answers

Not applicable, being the Administration Section, No public communications are received except RTI.

XXIV. Related to seeking Information

Not applicable

XXV. With relation to training imparted to public by Public Authority

Not applicable

International Cooperation Division

I. Objective/purpose

The Department of Rural Development has been implementing various centrally sponsored programmes/schemes and central sector schemes of the Govt. of India with a view to ensure that vast multitudes of people living in rural areas are not left out of the ambit of national economic growth and overall development process.

Vision

To act as media between the Ministry of External Affairs/Ministry of Finance, Deptt. Of Economic Affairs and foreign delegates/foreign missions/other countries and facilitate smooth cooperation.

Mission

To coordinate all matters relating to International Cooperation with other Ministries and Organizations on matters pertaining to International issues and Liaison with Ministry of External Affairs for arranging Meetings/visits of Foreign Delegations with Ministers/Officers of this Ministry.

Brief history

IC Division was formed to deal with the international matters in the field of rural development.

Our visionary leaders anticipated the significance of South South Cooperation much before globalisation and had recognized the need for cooperation among the third world countries for better appreciation for each others problem and has been a founder members of many international forums such as Afro Asian Rural Development Organisation (AARDO), Bay of Bengal Initiative for Multi Sectoral and Technical Cooperation (BIMSTEC), Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), Non-Aligned Movement (NAM), South Asian Association for Regional Cooperation (SAARC) etc.

The Ministry of Rural Development is the nodal Ministry with respect to two Inter-Governmental International Organisation, namely, the Afro Asian Development Organisation (AARDO) and the Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP).

Duties/ Main activities/functions

- Liaison with other Ministries and Organizations on matters pertaining to International issues.
- Liaison with Ministry of External Affairs for arranging Meetings of Foreign Delegations with Ministers/Officers of the Ministry and visits of the Foreign Delegation matters in the country.
- Examination and processing of proposals for travel abroad in connection with various Training courses/ Seminars/ Workshops/ Conferences/Meetings/Study visits etc.
- Liaison with External Funding Agencies for projects in Rural Development.

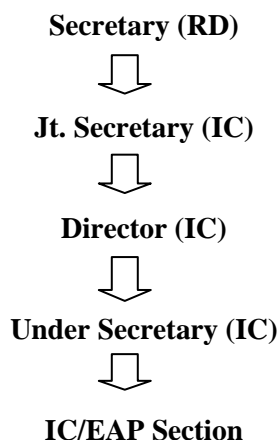
- Bilateral Agreements/MoUs with other countries in the field of Rural Development

List of services being provided with a brief write-up on them

- Ministry of Rural Development is the Focal Ministry for other international organizations such as Non-Aligned Movement (NAM), Bay of Bengal Initiative for Multi Sectoral and Technical Cooperation (BIMSTEC), South Asian Association for Regional Cooperation (SAARC) etc. in connection with Rural Development issues.
- Ministry of Rural Development is the Nodal Ministry for two intergovernmental organizations namely; Afro-Asian Rural Development Organisation (AARDO) and Centre on Integrated Rural Development for Asia and the Pacific.
- To provide assistance in evolving an integrated approach to rural development for more effective and speedier reconstruction of Afro-Asian societies and economies:
- To facilitate exchange of successful experiences in the field of rural development and flow of technical assistance among its members:
- To take up relevant pilot projects to demonstrate the feasibility of selected propositions.
- As the nodal ministry to CIRDAP the main objective of IC division is to assist national action and promote regional cooperation in Integrated Rural Development
- To function as servicing institutions for Member Countries
- To encourage joint collaborative activities for the benefit of Member Countries
- To promote and speed up Poverty Alleviation measures through peoples' participation

Organisational Structure Diagram at various levels namely State, Directorate, region district, block etc.

INTERNATIONAL COOPERATION DIVISION



Expectation from the public for enhancing its effectiveness and efficiency

Not applicable

Arrangements and methods made for seeking public participation/contribution

Not applicable

Mechanism available for monitoring the service delivery and public grievance resolution

Not applicable

II. Please provide details of the powers and duties of officers and employees of the organization.

Powers and duties of officers and employees of International Corporation Division

Sl. No.	Name & Designation of the officers	Work Assigned
1	Shri B.S.Negi, Director(IC/Admn.)	Supervision and monitoring of work relating to IC Section
2	Smt. Sunita Dhavale Under Secretary (IC)	Supervision of work relating to IC Section
3	Shri Uday Vir Singh Section Officer (IC)	<ul style="list-style-type: none"> • All matters relating to supervision of Protocol Duties like coordination with MEA in respect of delegations visiting the Ministry. • Work relating to all AARDO/CIRDAP training programmes/workshops/seminars organized in India and Abroad. Coordination with the participants and AARDO/CIRDAP. • Work relating to release of India's contribution to AARDO and CIRDAP. • Work relating to release of funds to NIRD/CIRDAP for organizing training courses in India and Abroad. • Work relating to preparation of Plan and Non Plan budget of IC Section. • Matters relating to DOPT/DEA training courses organized by them. • All matters relating to visa, passport, ticketing from Balmer Lawrie/ Air India etc. • Necessary clearances of participants, Minister (RD), MOS (RD), Secretary (RD) and other senior officers of the Ministry to various training programmes / workshops/seminars from Ministry of External Affairs, Ministry of Home Affairs, Department of Economic Affairs, Department of Expenditure.
4	Shri Rajeev Kr. Jain Section Officer (EAP)	<ul style="list-style-type: none"> • All matters relating to promotion of International Cooperation in Rural Development and liaison with other Ministries/ Departments and Organizations on matters pertaining to International issues. • Coordination of all matters including Policy issues pertaining to Afro-Asian Rural Development Organization (AARDO) and Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP). All matter as well as issues relating to CIRDAP Executive Committee and Governing Council Meetings, AARDO Liaison Committee, Executive Committee Meeting,

		<p>appointment/recruitment in AARDO and CIRDAP, maintenance of AARDO building, project proposals for AARDO assistance and AARDO Conference.</p> <ul style="list-style-type: none"> • Work related to other International Organizations, such as, Non-Aligned Movement (NAM), Bay of Bengal Initiative for Multi Sectoral and Technical Cooperation (BIMSTEC), South Asian Association for Regional Cooperation (SAARC) etc. in connection with rural development issues. • Matters relating to international bilateral issues, such as, signing of MoUs, Agreements, Work Plan and follow up action on their implementation. • Organizing International Conferences/Meetings related to IC Division. • Examination of project proposal relating to Rural Development through external funding from donor agencies, such as, World Bank, DFID, ADB, JICA, EU etc. and forwarding of comments to DEA for consideration of project approvals. • All Parliamentary matters relating to International issues and foreign assistance in RD programmes.
5	Shri M.R. Kondle Assistant (IC) & P.O. to SRD	<ul style="list-style-type: none"> • All matters relating to Protocol Duties like coordination with MEA in respect of delegations visiting the Ministry. • Work relating to all AARDO/CIRDAP training programmes/workshops/seminars organized in India and Abroad. Coordination with the participants and AARDO/CIRDAP. • Work relating to release of India's contribution to AARDO and CIRDAP. • Work relating to release of funds to NIRD/CIRDAP for organizing training courses in India and Abroad. • Work relating to preparation of Plan and Non Plan budget of IC Section. • Matters relating to DOPT/DEA training courses organized by them. • All matters relating to visa, passport, ticketing from Balmer Lawrie/ Air India etc. • Necessary clearances of participants, Minister (RD), MOS (RD), Secretary (RD) and other senior officers of the Ministry to various training programmes / workshops/seminars from Ministry of External Affairs, Ministry of Home Affairs, Department of Economic Affairs, Department of Expenditure.
6.	Shri Ambrish Kumar, Asstt.(EAP)	<ul style="list-style-type: none"> • All matters relating to promotion of International Cooperation in Rural Development and liaison with other Ministries/ Departments and

		<p>Organizations on matters pertaining to International issues.</p> <ul style="list-style-type: none"> • Coordination of all matters including Policy issues pertaining to Afro-Asian Rural Development Organization (AARDO) and Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP). All matter as well as issues relating to CIRDAP Executive Committee and Governing Council Meetings, AARDO Liaison Committee, Executive Committee Meeting, appointment/recruitment in AARDO and CIRDAP, maintenance of AARDO building, project proposals for AARDO assistance and AARDO Conference. • Work related to other International Organizations, such as, Non-Aligned Movement (NAM), Bay of Bengal Initiative for Multi Sectoral and Technical Cooperation (BIMSTEC), South Asian Association for Regional Cooperation (SAARC) etc. in connection with rural development issues. • Matters relating to international bilateral issues, such as, signing of MoUs, Agreements, Work Plan and follow up action on their implementation. • Organizing International Conferences/Meetings related to IC Division. • Examination of project proposal relating to Rural Development through external funding from donor agencies, such as, World Bank, DFID, ADB, JICA, EU etc. and forwarding of comments to DEA for consideration of project approvals. • All Parliamentary matters relating to International issues and foreign assistance in RD programmes.
7.	Shri Saurav Verma LDC	All the work relating to diary, dispatch and typing. Maintaining the Sanction Guard file. Opening of new files. Maintaining year wise files. Maintaining file movement registers. Noting/drafting other work as entrusted by Section Officer.

III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

International Cooperation Division is being run on the basis of the Rules & regulations framed by Ministry of External Affairs, Ministry of Finance (Deptt. of Economic Affairs) and Ministry of Home Affairs from time to time. No separate rules are framed by this Division.

IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Not applicable

- V. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing 'others').

Not applicable

- VI. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

Not applicable

- VII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority.

Name Designation & Address of CPIO	Phone No. E-Mail Fax No.	Appellate Authority Name, Designation, Address Phone No. E-Mail
Smt. Sunita Dhavale Under Secretary (IC) 454, Krishi Bhawan, New Delhi	011-23381343	Shri. B.S. Negi Director (Admn.,UNDP, IC) Krishi Bhawan, New Delhi 011- 23386231

- VIII. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)

Every case/Issue is examined/processed according to the procedure prescribed and instructions circulated by Ministry of External, Ministry of Finance, (Department of Economic Affairs) and Ministry of Home Affairs, from time to time.

Approval of Hon'ble Minister (RD)/ Secretary (RD)/JS(Admn.)/Director (Admn.)/US (Admn.)

Concurrence of IFD in respect of financial sanctions.

- IX. What are the documented procedures/laid down procedures/Defined Criterial/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?

As explained above at Pt. No.VIII above.

X. What are the arrangements to communicate the decision to the public?

All necessary documents, if any, are loaded in the Department's website www.rural.nic.in. So far as the employees of the Ministry/Department is concerned, the information is communicated to them through permissible mode of communications as specified in the Manual of Office Procedure.

XI. Who are the offices at various levels whose opinions are sought for the process of decision making?

As explained at Pt. No. IX above.

XII. Who are the offices at various levels whose opinions are sought for the process of decision making?

As explained at Pt. No.VII above.

XIII. Who is the final authority that vets the decision?

Approval of Hon'ble Minister (RD)/ Secretary (RD)/JS(IC/ Admn.)/Director (IC/ Admn.)/US(IC.)

Concurrence of IFD in respect of financial sanctions.

XIV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl.No.	
Subject on which the decision is to be taken	All International Cooperation division matters
Guidelines/Directions, if any	As per the instructions circulated/laid down by Ministry of External Affairs, Ministry of Finance, Deptt. Of Economic Affairs, Ministry of Home Affairs
Process of Execution	As above

XV. Directory of officers and Employees

Given under chapter heading "Directory of Officers"

XVI. Please provide information about the details of the budget for different activities under different schemes in the given format:

Not applicable

XVII. The Manner of Execution of Subsidy Programmes

Not applicable

XVIII. Particulars of Recipients' of concessions, permits or authorization granted by it. Please provide the information as per the following format.

Not applicable

XIX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/Programmes.

There are no set norms however all the work is expedited as soon as the same is received in the division.

XX. Please provide the details of the information related to the various schemes which are available in the electronic format.

The details are available in www.rural.nic.in

XXI. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

The details are available in www.rural.nic.in

XXII. Frequency Asked Questions and their answers

Not applicable

XXIII. Related to seeking Information

Not applicable

XXV. With relation to training imparted to public by Public Authority

Not applicable.