

DIRECTORATE OF RURAL DEVELOPMENT, HARYANA,
CHANDIGARH.

The Manual under Clause 4(1) (b) of the Right to Information Bill for the Rural Development Department, Haryana is as under:-

(i) Particulars of the Organization, its functions & duties;

The Department is monitoring and implementing various Centrally Sponsored wage employment Schemes of Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Self Employment Schemes of Swarnjayanti Gram Swarozgar Yojana (SGSY), Backward Regions Grant Fund, Rural Housing Scheme of Indira Awaas Yojana (IAY), Area Development Schemes of Desert Development Programme (DDP) and Integrated Wasteland Development Programme (IWDP) now Integrated Watershed Management Programme (IWMP) through District Rural Development Agencies (DRDAs). This Department is also implementing Member of Parliament Local Area Development Scheme (MPLADS). The Department performs the duty of compiling the monthly, half yearly and annual performance of all the schemes and further submits the same to the Govt. of India and other concerned. The Department also submits proposals to Govt of India and Finance Department Haryana for release of funds under above schemes.

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

a) Administrative Secretary, Rural Development Department, Haryana.

1. Financial sanctions, Regularization of directly recruited employees of DRDAs.
2. Lok Sabha/ Rajya Sabha Questions involving factual information. Cases referred to L.R. for advice.
3. Complaints/ Requests/ Reports regarding all schemes sponsored by GOI.

b) Special Secretary & Director , Rural Development Department, Haryana.

1. All cases of appointment in respect of non- gazetted staff , financial irregularities committed by the non gazetted officials, interpretations of the provisions of various Acts, information of cases being pleaded in Courts.
2. Notice under section 80 C.P.C , Replies to be sent to the Public Accounts Committee, Estimates Committee / Assurances Committee/ CAG Paras.

c) Project Officers/ Superintendent/ Research Officers/ Accounts Officer.

1. Disposal of requisition for supply of copies to other Deptts./ State Government.
2. Supply of copies of various Acts and Rules to other Deptts and State Government.
- e) The Deputy Commissioners- cum- Chairmen and Addl. Deputy Commissioners-cum- Chief Executive Officers are responsible for supervision and control of District Rural Development Agencies within their respective jurisdictions.

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

A) Decision making

Project Officer/ Research Officer/ Accounts Officer/ Superintendent submit matters to the Head of the Department i.e. Director to take the decisions upto his competency and the matters beyond his capacity are decided by the Financial Commissioner & Principal Secretary to Govt. Haryana, Rural Development Department or the Minister concerned.

(B) Channels of Supervision and accountability;

The matters relating to the Monitoring or Implementation of the all schemes are dealt with by the Research Officers under the supervision of the Director. However, matters relating to the modifications or actual performance of the scheme on sites are

dealt with by the Project Officers of the respective schemes which in turn is supervised by the Director. The accountability matters relating to funds of the schemes is dealt with by the Accounts Officer. However, such matters are finalized by the Director, Rural Development Department, Haryana.

(iv) The norms set for the discharge of duties;

All the functions of the Department are carried out in the Directorate during the office hours on all working days.

(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 department works on the basis of rules and instructions of the State Govt.:-

- (1) Punjab Civil Service Rules – I, II, III
- (2) Punjab Financial Rules – I, II, III
- (3) Haryana Rural Development Department (Group A) Service Rules 1998
- (4) Haryana Rural Development Department (Group B) Service Rules 1998.
- (5) Haryana Rural Development Department (Group C) Service Rules 1998
- (6) Haryana Rural Development Department (Group D) Service Rules 1998
- (7) Haryana compensate Assistants to Dependents of deceased D Govt. Employees Rule 2006.
- (8) Haryana Govt. Employees Services (Punishment & Appeal) Rule 1987.
- (9) Govt. Employee Conduct Rules 1966.
- (10) District Rural Development Agencies Administration Guideline.
- (11) Haryana Rural Employment Guarantee Scheme – 2007.
- (12) Swarnjayanti Gram Swarozgar Yojana Guidelines.
- (13) Indira Awaas Yojana Guidelines.
- (14) Member of Parliament Local Area Development Scheme Guidelines.
- (15) Integrated Wasteland Development Programme Guidelines
- (16) Backward Regions Grant Fund Guidelines
- (17) The general and common conditions of service rules as amended from time to time.

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

Generally, almost all the documents relating to the matters of the officials/ officers as well as the Govt. matters under the control of the Director, being HOD. Even then records of the Establishment of the Officers/ Officials of the Department lie with the Project Officer (Esstt.). Besides this, the copy of the Rules and Regulations instructions, notifications, notices of the duties etc. are also available with the Project Officer (Esstt.). Guidelines, Manuals and Supplementary instructions of the Rural Development Schemes are available with Project Officers/ Superintendent. Project Reports of all the Schemes are ready with the Research Officers. A.G./ PAC/ replies of the para/ funds statements etc. are available with the Accounts Officer. However, all the above mentioned records can be taken through the Public Information Officer of this Department.

(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 administration thereof.

No such arrangement exists in this Department.

(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 advise, 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;

No committee/ council/ board/ body exists in the department for holding meeting with the public by the Department.

(viii) **A directory of its officers and employees;**

S.No	NAME	DESIGNATION	Office/Resi. Phone Nos.
	Sh./Smt.		
1.	P. Raghavendra Rao, IAS	FCRD	2714058(O), 2793193(R)
2.	O.P.Sheoran, IAS	DRD	2705535(O), 2584110(R)
3.	Mukesh Gandhi	Accounts Officer	5018295(O)
4.	Raghuvir Singh	Research Officer	2703136(O), 9356027365
5.	Arun Kumar	- do -	2702125(O) 09467473521
6.	Ram Phal Kundu	Project Officer (MGNREGS)	2703136 (O)
7.	Devender Singh	Project Officer (BRGF)	5018295 (O)
8.	Parveen Anand	Project Officer (Estt.)	2703136(O)
9.	Suresh Chand Verma	Project Officer (DDP)	2703136(O)
10.	Tej Singh	Superintendent (Acctt)	2703136 (O)
11.	Prem Nagpal	Private Secretary	2705535(O) 2694017(R)
12.	J.S.Rana	Section Officer	2703136 (O)
13.	Virender Kumar	- do -	-do-
14.	Naresh Kumar	-do-	-do-
15.	Sundeeep Wahi	Programmer	2709098 (O)
16.	Hameshwar Dayal Gaur	Assistant Programmer	-do-
17.	Sheetal Malhotra	Jr.Statistical Investigator	2703136 (O)
18.	Mahavir Singh	Assistant	- do -
19.	Usha Anand	-do-	-do-
20.	Ramesh Chander	-do-	-do-
21.	Neelam Rani	-do-	-do-
22.	Renu Dutta	-do-	-do-
23.	Phool Kumar	-do-	-do-
24.	Sukhminder Jeet Singh	-do-	-do-
25.	Satpal	-do-	- do -
26.	Rajender Prasad	-do-	-do-
27.	Karamvir Singh Rathi	Jr. Auditor	-do-
28.	Ajay Kumar	-do-	-do-
29.	Manoj Kumar	Steno	-do-
30.	Sita Ram	Clerk	- do -
31.	Bir Singh	- do -	- do -
32.	Ram Rattan	- do -	- do -
33.	Ramesh Kumar	Driver	- do -
34.	Sukhwant Singh	- do -	- do -
35.	Sewa Singh	- do -	- do -
36.	Nirmal Singh	Gestetner Operator	- do -
37.	Nater Pal	Potedar	- do -
38.	Partap Giri	Peon	- do -
39.	Kashmiro Devi	- do -	- do -
40.	Kali Bhakta Tiwari	- do -	- do -
41.	Rajender Kumar	- do -	- do -
42.	Om Parkash	- do -	- do -
43.	Chottan Lal	- do -	- do -
44.	Chhote Lal	- do -	-do-
45.	Rohtash Singh	- do -	- do -
46.	Raj Bala	- do -	- do -

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

Posts with pay scale for the year 2011-2012:

SNo.	Name of Post with pay scale	Total Sanctioned posts	Filled up posts	Vacant posts
1.	2.	3.	4.	5.
1.	Director (37400-67000+GP 10000)	1	1	0
2.	Project Economist (15600-39100+GP 6000)	1	0	1
3.	Project Officer (9300-34800+GP 4200+SP200)	4	4	-
4.	Superintendent (9300-34800+GP 4200+SP200)	1	1	0
5.	Research Officer (9300-34800+GP 4200)	2	2	0
6.	Accounts Officer (9300-34800+GP 5400)	1	1	0

7.	Section Officer (9300-34800+GP 4600+SP100)	4	3	1
8.	Private Secretary (9300-34800+GP 4200)	1	1	0
9.	Technical Asstt. (9300-34800+GP 3600)	1	0	1
10.	Programmer (9300-34800+GP 3600)	1	1	0
11.	Investigator (9300-34800+GP 3200)	1	0	1
12.	Jr.Stat. Investigator (9300-34800+GP 3200)	1	1	0
13.	Asstt. Programmer(9300-34800+GP 3200)	1	1	0
14.	Jr. Auditor (9300-34800+GP 3200)	2	2	0
15.	Assistant (9300-34800+GP 3200)	11	9	2
16.	Jr. Scale Stenographer(5200-20200+GP2400)	2	0	2
17.	Driver (5200-20200+GP2400+SP200)	4	3	1
18.	Steno-typists (5200-20200+GP1900 SP 100)	5	1	4
19.	Clerk(5200-20200+GP1900)	12	3	9
20.	Potedar (5200-20200+GP1900)	1	1	0
21.	Gestetnor Operator(5200-20200+GP1900)	1	1	0
22.	Peon (4440-7440+GP1300).	11	9	2
23.	Chowkidar (4440-7440+GP1300)	1	0	1
	Total	70	45	25

- (x) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

ALLOCATION & EXPENDITURE FOR THE YEAR 2010-11

(Rs. in lakh)

Sr. No.	Name of Scheme	Allocation (CENTRE+STATE)	Expenditure
1.	2.	3.	4.
A.	ON SHARING BASIS(CENTRE:STATE)		
1.	IAY(75:25)	7966.39	7870.42
2.	SGSY(75:25)	3708.000	3968.94
3.	DDP (75:25)	NEED BASED	2563.75
4.	IWDP(11:1)	NEED BASED	274.94
5.	DRDA ADMN. (75:25)	1690.60	2160.51
6.	MGNREGS (90:10)	18116.00	21488.52
B.	100% CENTRALLY SECTOR SCHEME		
1.	BRGF	3044.00	2577.09
2.	MPLADS	3000.00	1809.04
C.	100% STATE SECTOR SCHEME		
1.	MONITORING CELL	36.00	19.35
2.	JRY STAFF AT Headquarters	750.00	33.18
3.	PAY OF GRAM SEVIKA	225.00	149.93
	GRAND TOTAL(A+B+C)	38535.99	42915.67

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

Swarnjayanti Gram Swarozgar Yojana (SGSY) has been launched by the Govt. of India from April, 1999. This is a holistic programme covering all aspects of Self Employment such as organization of the poor into self help groups, training, credit, technology, infrastructure and marketing.

The objective of SGSY is to bring every assisted family above the poverty line within three years. This scheme lays stress on cluster approach.

Target Group under this scheme consists of small and marginal farmers, rural artisans, agricultural and non-agricultural labourers etc. living below the poverty line.

Subsidy under SGSY is uniform at 30% of the project cost, subject to a maximum of Rs.7500/- for general category. In respect of Scheduled Castes, this is 50% of the project cost, subject to a maximum of Rs.10000/-. For groups of beneficiaries, the subsidy would be at 50% of the cost of the scheme, subject to a ceiling of Rs.1.25 lakhs. There will be no monetary limit on subsidy for Irrigation Projects. Back ended Subsidy is being provided under this scheme. Banks are providing full project cost including subsidy to the beneficiaries as loan.

The thrust of the scheme is on the formation and functioning of Self Help Groups in the rural areas. The number of membership per group should be between 10 to 20 members. The key activities/schemes are being identified at the district and block levels for the groups as well as individual beneficiaries. The financial package in the shape of subsidy and bank loan is being provided for the activities like dairy, bullock/camel carts, karyana shops, village industries etc. Efforts would be made to form and activate more Self Help Groups of BPL families in the rural areas.

Since inception of the scheme to March. 2011, an expenditure of Rs 27182.29 lacs has been made and 2,17,938 Swarozgaris have been assisted under this scheme. Out of the total Swarozgaris 1,08,881 were SC Swarozgaris and 1,44,780 were Women.

(xii) Particulars of recipients of concessions, permits or authorizations granted by it;

Rural poor are the beneficiaries, who get the loan, the subsidy and other assistance for the proposed project under SGSY.

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

The guidelines and formats for various schemes are available in form of hard copy at the DRDAs level, and on the website of the Department.

(xiv) 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 Department implements various Rural Development Schemes through DRDAs, Panchayati Raj Institutions (PRIs) etc. Hence, the information is available with the officers of the DRDAs and PRIs for public use.

No library or reading room is available in the Department.

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

1	Sh. O.P.Sheoran, IAS, Director, Rural Development Haryana, SCO No. 183-85, 2 nd floor, Sector 17C, Chandigarh.	Tel. No. 0172-2705535 FAX No.0172-2707156 E-mail: drd@hry.nic.in	Ist Appellant Authority
2	Sh. Raghuvir Singh, Research Officer Directorate Rural Development Haryana, SCO No. 183-85, 3 rd floor, Sector 17C, Chandigarh.	Tel. No. 0172-2703136	Public Information Officer
3	Sh. Arun Kumar, Research Officer Directorate of Rural Development Haryana, SCO No. 183-85, 2 nd floor, Sector 17C, Chandigarh.	Tel. No.0172- 2702125	Asstt. Public Information Officer

(xvi) Such other information as may be prescribed.

The particulars as mentioned above are hereby placed for the information of public at large. In addition to above, in case, any person wishes to obtain any further information pertaining to the functioning of this Directorate, he/she may contact the above mentioned Officers.

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