RIGHT TO INFORMATION ACT
MANUAL OF
PLANNING AND RESEARCH DEPARTMENT
PUDUCHERRY

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CHAPTER 1
INTRODUCTION

1.1 This handbook is prepared in pursuance of the implementation of the Right to Information Act, 2005 to make the basic information about the Planning and Research Department available to the public.

1.2 The objective of this handbook is to serve as a ready reference on the basic information about the Planning and Research Department such as its functions, organizational structure, duties and responsibilities, details of the contact officers, details of the schemes etc.

1.3 The intended users of this handbook are:

1. Research Persons / Scholars
2. Economic Analyst
3. Data users
4. Other Public / Citizens

1.4 The information in this handbook is organized in the following manner:

Manual 1: Particulars of Organization, Functions, and Duties

Manual 2: Powers and Duties of Officers and Employees

Manual 3: Rules, Regulations, Instructions, Manual and Records etc. for discharging various functions of the Department.

Manual 4: Particulars of arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof

Manual 5: A statement of categories of documents that are held by the Department or under its control

Manual 6: A statement of Boards, Council, Committees and Other Bodies

Manual 7: The names, designations and other particulars of the Public Information Officers

Manual 8: Procedure followed in decision making process

Manual 9: Directory of Officers and Employees

Manual 10: The monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in regulations

Manual 11: The Budget allocation

Manual 12: The Manner of execution of subsidy programme

Manual 13: Particulars of recipients of concessions, permits or authorization granted by it.

Manual 14: Norms set for the discharge of functions

Manual 15: Information available in an electronic form

Manual 16: Particulars of the facilities available to citizens for obtaining Information

Manual 17: Other Useful Information

1.5 --

1.6 Director (Planning), Planning and Research Department, No.505, Kamaraj Salai, Saram, Puducherry – 605 013 may be contacted for any additional information regarding the topic concerned in the handbook.

1.7 The Procedure and the fee structure for getting information available in the handbook will be on the lines provided in the Right to Information Act, 2005 and as determined by the Government of Pondicherry from time to time.

Manual -1

Particulars of Organisation, Functions and Duties

1.1 Objective / purpose of the public authority.

Proper planning by distribution *I* allocation of Plan funds for the socio- economic development of the Union Territory and thus remove poverty, inequality among the public and effective monitoring to avoid the regional imbalances. Monitoring *I* Research / Evaluation of Plan schemes for effective formulation of plan.

1.2 Mission / Vision Statement of the public authority.

To transform the small Union Territory into model administrative unit in all spheres within a reasonable period of time.

1.3 Brief history of the public authority and context of its formation.

The department was set up during October 1975 vide G.O.Ms.No.80 dt.15.10.1975 to look after the Planning process of the Union Territory.

1.4 Duties of the public authority.

Formulation and Monitoring of Plan programmes and National Small Savings activities.

1.5 Main activities / functions of the public authority.

- Formulation of Five Year Plan, Annual Plan
- Plan Co-ordination and Plan Monitoring
- Training on Development Planning
- Development Banking
- National Small Savings
- Conduct of Evaluation studies

1.6 List of services being provided by the public authority with a brief write-up on them.

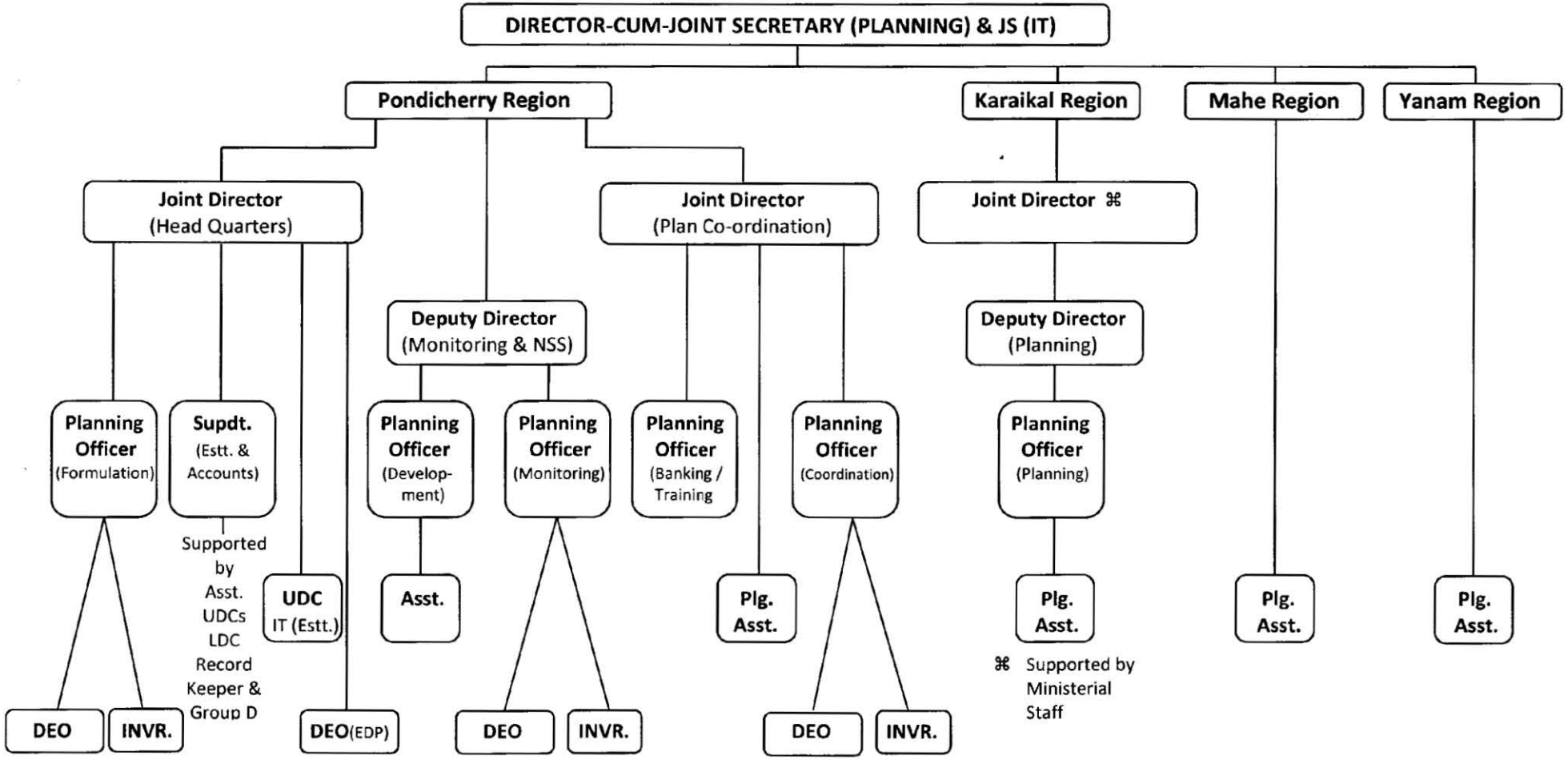
National Small Savings Scheme

In order to mobilize small savings, agents are appointed under NSS scheme for Standardised Agency System (SAS), Mahila Pradhan Khetriya Bachat Yojana (MPKBY) and Public Provident Fund (PPF) whenever need arises. Standardised Agency System is given for a period of one year and thereafter to be renewed every year, as far as MPKBY is concerned the period of validity of the licence is for three years and to be renewed thereafter, and the MPKBY agency is given only to women members. Regarding PPF agency the licence is given to the existing SAS/MPKBY agents for every three years.

Payment* of *Commission* to *Agents

The commission paid to SAS / MPKBY agents under National Small Savings Scheme was withdrawan from 1st December 2011 based on the Notification No.F1/12/2011-NS-II dt.25.11.2011 issued by Department of Economic Affairs, Ministry of Finance, Government of India.

1.7 ORGANISATIONAL STRUCTURE DIAGRAM AT VARIOUS LEVELS



Vacant Posts

Plg. Officer - 4
Plg. Asst. - 3
Invr. - 1

- Director, Joint Directors are supported by Stenographers

1.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Through State Planning Board headed by Lieutenant Governor, where MPs, MLAs, Non-Official Members, Regional Public Representatives are the members who express their opinion / views.

1.9 Arrangements and methods made for seeking public participation *I* contribution.

Convening of State Planning Board

NSS agent Meeting

1.10 Mechanism available for monitoring the service delivery and public grievance resolution.

i) Review Meetings and monitoring of expenditure pattern in respect of Plan schemes.

ii) Meetings of NSS agents twice a year in respect of NSS.

1.11 Address of the main office and other offices at different levels

Main Office at Puducherry:

Planning & Research Department,
No.505, Kamaraj Salai,
Saram, Puducherry -605 013.

Branch Office at Karaikal:

Planning & Research Department,
Perunthalaivar Kamarajar Civil Station,
Mathagadi, Karaikal -609 602.

Planning Cell at Mahe:

O/o The Regional Administrator,
Mahe,

Planning Cell at Yanam:

O/o The Regional Administrator,
Yanam.

1.12 Working hours of the office:

Morning	:	08.45 a.m. to 1.00 p.m.
Afternoon	:	02.00 p.m. to 5.45 p.m.

Manual -2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

HEAD OF THE DEPARTMENT

Name & Designation : **A.S. Vijayalakshmi, Director**

Powers	Administrative	Head of the Department / Head of Office
	Financial	Dy. Secretary to Government (Planning)
	Others	Ex-officio Director (Small Savings)
Duties	➢ Overall supervision of the activities of Department. ➢ Overall supervision in respect of National Small Savings activities. ➢ Drawing and Disbursing Officer. ➢ In-charge of Office Administration.	

Name & Designation: 1. M. Sarala, Steno Gr-I.
2. K. Janaka, Steno Gr.-II.

Duties	➢ To attend Phone calls. ➢ To take dictation & transcription. ➢ Maintenance of CRs. ➢ To attend miscellaneous work assigned by Director.

Name & Designation: G. Kalaivannan, Data Entry Operator

Duties	➢ Upkeep & Maintenance of Computer Centre of the Dept. ➢ Purchase of Computer, Accessories & consumables ➢ Departmental Website inclusive of periodical updation

PLAN MONITORING

Name & Designation: **Thiru G. Santhamurthy, Deputy Director (PM)**

Stenographic Assistance : Tmt. K. Maheswari @ Palaniammalle, Steno Gr.I

Section Head	Subject/Sector
Tvl. C. Rajamansingh, Planning Officer K. Thirumalai, Investigator S. Selvavinayagam, DEO	➢ Monitoring of State Plan Programmes ➢ Monitoring of Flagship Programmes ➢ Monitoring of Centrally Sponsored Schemes. ➢ Matters releated to Regional Monitoring. ➢ Monitoring of 20 Point Programmes ➢ Monitoring of 15 Point Programmes. ➢ UIDAI ➢ Matters relating to Parliamentary Standing Committee. ➢ Modification proposals of the following departments : • Adi-dravidar Welfare • Agriculture • Art & Culture • Civil Supplies • Co-operation • Electricity • Health • ISM • DP&AR • Legislative Assembly • Local Administration • OCM • Police • Social Welfare • Tourism • Town & Country Planning • Women & Child Development ➢ Any other work assigned from time to time.

PLAN FORMULATION

Name & Designation: **Thiru C.L. Anandakumar Selvaraj, Deputy Director (PF)**

Stenographic Assistance : Thiru M. Mahakavi Kalidass, Steno Gr.II

Section Head	Subject/Sector
Tvl. P. Balaji *, Planning Officer V. Jayaraman, Planning Assistant A. Swaminathan, Investigator B. Kumaran, DEO R. Selvavelane, Assistant ** Thiru Balaji, PO is to be available from 21st to 30th/31st of every month at Headquarters and whenever necessity arises.*	➢ Matters relating to Formulation of Annual Plan / Five Year Plan ➢ Preparation of Plan Budget ➢ Furnishing of Adjustment proposal to Planning Commission ➢ Mid-term Appraisal of Five Year Plan. ➢ Matters relating to State Planning Board ➢ Matters relating to National Development Council ➢ Matters relating to Central Finance Commission ➢ Externally Aided Projects ➢ Gender Budgeting ➢ Matters relating to Negotiated Loan / Marketed Borrowings ➢ Distribution of Plan documents to Planning Commission / MHA / Other Central Ministries / Departments / Audit. ➢ Zero Base Budgeting and Performance Budgeting ➢ Transfer of posts from Plan to Non-Plan side. ➢ Matters relating to EFC / SFC matters ➢ *Modification proposals of the following departments :* • Accounts & Treasuries • Commcercial Taxes • DRDA • Fire Service • Forestry • Rural Development • Industries • Transport • Food Safety • Information Technology • Labour • Port • Fisheries • Revenue • Foods & Drug Testing • Statistics • Drugs Control ➢ Any other work assigned from time to time.

PLAN FORMULATION

Name & Designation: **Thiru R. ASOKAN, Deputy Director (Trg)**

Stenographic Assistance : Thiru K. Ravindra Kumar, Steno Gr.II

Section Head	Subject/Sector
Tvl. N. Nagalingam Periane, , Plg. Officer V. Ezhilarassy, Planning Assistant A. Joseph Arulraj, Investigator G. Arunachalam, DEO	➢ National Small Savings ➢ Matters relating to All Banking and Institutional Finance ➢ Scheduled Caste Sub-Plan ➢ Furnishing of materials to National Commission for SC/ST. ➢ Conducting of Training Programmes. ➢ Preparation of Annual Administrative Reports ➢ Chief Secretaries Conference / Southern Zonal Conference / Inter State Council ➢ Furnishing of replies to Parliamentary Questions. ➢ Proposals of Budget brief to Minsitry of Home Affairs and follow up of Budget Speech ➢ Work Study Group ➢ Upkeep maintenance of library / training hall ➢ Conduct of impact studies ➢ Training of PCS / IAS probationers ➢ *Modification proposals of the following departments :* • Animal Husbandry • AR Wing • Automobile Workshop • Chief Secretariat • HRI • Information & Publicity • Judicial • Public Works • Higher & Technical Education • Jail • Legal Metrology • Law & Law College • REAP • Science, Technology & Environment • Stationery & Printing • Survey • School Education ➢ Any other work assigned from time to time.

DOCUMENTATION

V. Balasubramanian, Planning Officer	1. Preparation of materials for National Festivals / Popular Ministry Achievement 2. Materials for special supplement in Newspapers 3. Preparation of Citizen Charter 4. Compilation of Socio-Economic Indicator data 5. Any other work assisgned from time to time.

ESTABLISHMENT SECTION

Name & Designation: Superintendent Gr-I (Vacant)

- ✓ Attending to Accounts / Service matters of the Department.
- ✓ Any other work assigned by Head of Department and Head of Office from time to time.

A1 – Tmt. R. Uma Maheswari, LDC

- ✓ Matters relating to Assembly and Parliamentary Questions
- ✓ Framing/Revision/Amendment of Recruitment Rules
- ✓ Creation/Upgradation/Transfer of all categories of Technical/Ministerial Posts, Revision of Pay Scale/Amalgamation/Pay Anamolies
- ✓ Contemplation of Disciplinary Proceedings
- ✓ Matters relating to Installation/Shifting of Telephones and related Correspondence
- ✓ Conversion/Continuation of Temporary Posts
- ✓ Matters relating to Deputation/Training of Officers, Election matters, etc.
- ✓ Compassionate Appointment
- ✓ Furnishing of Periodical Reports
- ✓ Maintenance/circulation of Instructions received from GOI/Ministries/DP&AR and Building maintenance and related matters
- ✓ Receipt and Despatch of Tapals
- ✓ Maintenance of Stamp Register
- ✓ Any other work assigned from time to time.

A2- Thiru. K. Hemavathi, Assistant

- ✓ Maintenance of GO Register/ Sanction Register
- ✓ Issue of expenditure sanction proposals of all purchases including Karaikal
- ✓ Issue of expenditure for OTA/Hon for officers and staff
- ✓ Preparation of all kinds of Contingent Bills including Advance Drawls
- ✓ Preparation of MR/TA/OTA/OBA Bills
- ✓ Maintenance of all Registers related to the Contingent Bills including OBA Register
- ✓ Preparation of NSS and Adjustment Bills
- ✓ Maintenance of all BDR/BTR and other registers related to the Contingent Bills including OBA Register
- ✓ Any other work assigned from time to time.

A3- Tmt V. Rajalakshmi, Upper Division Clerk

- ✓ Issue of posting / transfer / probation orders for officers and staff.
- ✓ Permission for purchasing of movable and immovable properties.
- ✓ Issue of duty orders and sanction of night duty allowance to watchman.
- ✓ Issue of sanction for special pay / family planning allowance.
- ✓ Issue of NOC to go abroad / study permission.
- ✓ Confirmation of ACP for all grades.
- ✓ Probation / promotion / confirmation / fixing of seniority to officers / staff.
- ✓ Any other work assigned from time to time.

A4- Tmt S. Tamil Selvi, Assistant

- ✓ Maintenance of Service Books/Increment Register of Officers/Staff/ Personal File
- ✓ Sanction of all kinds of leave and maintenance of CL register
- ✓ Matters relating to Pension- Cum -Retirement benefits
- ✓ Permission for purchasing of movable and immovable properties
- ✓ Issue of Duty orders and Sanction of Night Duty Allowance to Watchman
- ✓ Issue of Sanction for Special Pay/Family Planning Allowance
- ✓ Issue of NOC to go abroad/Study Permission
- ✓ Any other work assigned from time to time.

A5- R. Siva, Cashier

- ✓ Matters relating to PAC/Estimate Committee
- ✓ Matters relating to Audit/CAG Reports
- ✓ Budget Proposals (Plan,Non-Plan including Re-appropriation)

- ✓ Expenditure statement to Monitoring Section
- ✓ Disbursement/Remittance/Receipt of Cash
- ✓ Maintenance of Cash Book/Permenant Advance Register/Cheque Register
- ✓ Receipt Book including Non-Government Cash Book and Valuable Registers.
- ✓ Preparation of Permanent Advance Bill
- ✓ Forwarding of DDs/Cheques to Govt. Departments and Non-Governmental Organisations
- ✓ Any other work assigned by the superior from time to time

A6- Yogapriya, UDC

- ✓ Preparation of Pay Bills/Wages Bills/Bonus/GPF/Festival/Tuition Fees/LTC/Pensionary Benefit Bills, and other all long term and short term advance bills etc.,
- ✓ Issue of LPC and Pay Certificate
- ✓ Sending of Quarterly Reports on Pay and Allowances to Statistics Dept.
- ✓ Furnishing of particulars on Licence Fee to PWD
- ✓ Matters relating to Income Tax/Professional Tax
- ✓ Reconciliation
- ✓ Maintenance of PBR/ BCR
- ✓ Sanction of Cycle/Fan/Flood Advance
- ✓ Issue of sanction for GPF advances and withdrawal
- ✓ Matters relating to long term and short term advances.
- ✓ Any other work assigned from time to time.

A 7 – Thiru A. Duraisamy, Upper Division Clerk

- ✓ Maintenance of Stores and Purchases
- ✓ Supply of Liveries to Group D and maintenance of Liveries Register
- ✓ Maintenance of Dead Stock Register/Office Two Wheeler and Four Wheelers
- ✓ Condemnation and Disposal of Unserviceable articles/Newspapers/Vehicles
- ✓ Maintenance of Gazette/ Log Books
- ✓ Any other work assigned from time to time.

A8 – Tmt. R. Uma Maheswari, LDC

- ✓ Matters relating to Assembly and Parliamentary questions.
- ✓ Framing / revision / amendment of recruitment rules.
- ✓ Creation / upgradation / transfer of all categories of technical / ministerial posts, revision of pay scales / amalgamation / pay anomalies.
- ✓ Contemplation of disciplinary proceedings.

- ✓ Matters relating to installation / shifting of telephones and related correspondence.
- ✓ Conversion / continuation of temporary posts.
- ✓ Matters relating to deputation / training of officers, election matters etc.
- ✓ Compassionate appointment.
- ✓ Furnishing of periodical reports.
- ✓ Maintenance / circulation of instructions received from GoI / Ministries / DP&AR
- ✓ Building maintenance and related matters.
- ✓ Receipt and Despatch of Tapals
- ✓ Maintenance of stamp register.
- ✓ Any other work assigned from time to time.

A9 – Thiru. K. Subramanian, Record Keeper

- ✓ Setting up of a Record Room
- ✓ Maintenance of Records under safe custody.
- ✓ Preservation of records.

Manual – 3

Name / Title of the document : **Annual Plan Document**

Brief Write-up of the Document :

The Annual Plan Document consisting of following chapters viz.

I. Introduction
II. Gross State Domestic Product (GSDP) in the UT of Puducherry
III. Internal Resources
IV. Expenditure incurred during Five Year Plans / Annual Plans since 1955-56 in the U.T. of Puducherry
V. Pattern of Plan funding during 11th Five Year Plan (2007-2012)
VI. Financing Annual Plan
VII. Additional Central Assistance (ACA) schemes / projects
VIII. Externally Aided Projects
IX. Flagship Programmes
X. Status report on the implementation of UID
XI. A Bird's eye view on the development under Plan sectors during the last 10 years in the Union Territory of Puducherry
XII. Guidelines from Planning Commission on formulation of Draft Annual Plan 2012-13
XIII. Zero Base Budgeting
XIV. Vision Document for 12th Five Year Plan (2012-17)
XV. Approach towards Annual Plan 2012-13 & 12th Five Year Plan 2012-17
XVI. Approved Outlay for Annual Plan 2011-12, Proposed Outlay for Annual Plan 2012-13 and tentative projections for 12th Five Year Plan 2012-17
XVII. One Time Additional Central Assistance (OTACA)
XVIII. Scheduled Caste Sub Plan (SCSP)
XIX. Note on Regional allocation
XX. Sectoral Profile
XXI. Statements

From where one can get a copy of rules, regulations, instructions, manual and records * :

Director,
Planning and Research Dept.
505, Kamaraj Salai,
Saram, Puducherry -605 013.
Phone : 2249669
Fax : 2249899
E-mail: pandr.pon@nic.in

* *Exclusively for official/academic reference only*

Fee charged by the department for a copy : Rs.2/- per page

Name / Title of the document : **Pondicherry Vision 2020 Document**

Brief Write-up of the Document :

The Pondicherry Vision 2020 document portraits the possible avenues for the socio-economic development and economic growth of Union Territory of Puducherry.

The salient features of the document are:

- State Domestic Product growth rate at 7% per annum.
- Population growth rate will come down to 1.07% per annum .
- Total population projected will be 12.5 lakhs and the total employment will be Rs.4.6Iakh.
- *Revival of Agriculture* -Share of agriculture will be less than 10% due to decline of cultivable area. Hence diversification of cropping pattern.
- *Focus on Industry and Service Sectors* -Development in Industries and Service sectors in which Puducherry has comparative advantage. hence strengthening the infrastructure base. Services such as higher education, Information technology and tourism must be promoted with right policies.
- *Regulatory frame work* -Reforms will have to be implemented in the infrastructure sectors particularly in power and water.
- *Continued Focus on Human Development* -High Human development index hence the existing health care programmes have to be sustained.
- Reduction of poverty alleviation and casualisation of labourers by creating more employment opportunities.
- *Protection of Environment and high level of urbanization* -Regulation of ground water, pricing and quality monitoring and water conservation measures to be taken up in urban waste management.
- Shelter needs attention.

From where one can get a copy of rules, regulations, instructions, manual and records * :

Director
Planning and Research Dept.
505, Kamaraj Salai,
Saram, Puducherry -605 013.
Phone : 2249669
Fax : 2249899
E-mail: pandr@pon.nic.in

* *Exclusively for official/academic reference only*

Fee charged by the department for a copy : Rs.2/- per page

Name / Title of the document : **Puducherry Development Report**

Brief Write-up of the Document :

The Puducherry Development Report brought out by Planning Commission in association with Madras Institute of Development Studies(MIDS), Institute of Finance Management and Research (IFMR) Chennai and M.S. Swaminathan Research Foundation (MSSRF), Chennai, analyses the development pattern, internal integration between various sectors and the interaction of the economy with the global scenario.

The salient features of the document are :

- The share of agriculture and allied & contribution to the State GSDP has come down whereas the share of service sector contribution to the economy of Puducherry is remarkable.

- Area, production, Productivity of crop has declined over a period of time due to the reduction net area zone, total cropped area and diversification of land use.

- To reduce the poverty in the UT of Puducherry, all the development programmes should be implemented in cooperation with self help groups, civil society organization and NGOs to improve efficiency in implementation.

- Puducherry with limited physical resources like land, water, power, and raw materials should focus its attention on providing industrial and social infrastructure. Obviously it needs to significantly improve its accessibility- road, rail, port, airport, etc., and also upgrade its present infrastructure base (industrial estates, power, social infrastructure0, in order to attract investments in all sectors. State should provide world-class infrastructure for accelerated growth of industries with slant on exports. Tapping public private partnerships (PPPs) mode for its infrastructure projects should be given top priority.

From where one can get a copy of rules, regulations, instructions, manual and records * :

Director
Planning and Research Dept.
505, Kamaraj Salai,
Saram, Puducherry-605 013.
Phone : 2248668
Fax : 2249899
E-mail: pandr@pon.nic.in

*Exclusively for official/academic reference only

Fee charged by the department for a copy : Rs.2/- per page

Manual - 4

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

FORMULATION OF POLICY

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1.	Plan Formulation & Monitoring	No	Public Representatives of MPs, Ministers, MLAs, Non-official Members (Eminent Scholars) and Members of Public Association from other regions are consulted in the State Planning Board forum.

IMPLEMENTATION OF POLICY

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
	Nil	Nil	Nil

Manual - 5

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

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Official	Draft Annual Plan Document	On request the document will be given for research and academic purpose	Director (Plg.)

Manual - 6

A statement of Boards, Council, Committees and Other Bodies constituted as its part

Name and address of the Affiliated Body	:	State Planning Board
Type of Affiliated Body	:	Non-statutory Advisory Board
Brief Introduction of the Affiliated Body		
Establishment Year	:	Reconstituted on 22.12.2011
Objective & Main Activities	:	(i) To advise the Government on the formulation of Development Plan / Schemes for the Territory. (ii) To review the implementation of the Development Plans / Schemes. (iii) To advise the Government on any matters pertaining to economic development and policies and (iv) To find avenues to augment resources to meet the needs of development planning.
Role of the Affiliated Body	:	Advisory
Structure and . Member Composition	:	Lt. Governor - Chairman Chief Minister - Vice-Chairman All Ministers / MPs (Both Lok Sabha & Rajya Sabha / Leader of Opposition / \ Chief Secretarv / All Secretaries to Govt. / Eminent Scholars From various field - Member Secretary (Plg.) - Member Secretary
Head of the Body	:	Lt. Governor

Address	:	Planning and Research Department, 505, Kamaraj Salai, Saram, Puducherry – 13.
Frequency of Meetings	:	Once in a year before formulation of Annual Plans
Can public participate in the meetings	:	No
Are minutes of the meetings prepared	:	Yes
Are minutes of the meetings available to the public?	:	Yes

Manual - 7

Name of the Public Authority :
Public Information Officers :

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
1.	R. Asokan	Deputy Director (Trg)	0413	2248668	2276406	2249899	pandr[dot]pon[at]nic[dot]in	Planning and Research Department, 505, Kamaraj Salai, Saram, Pondicherry - 605 0013.
First Appellate Authority :								
Sl. No.	**Name**	**Designation**	**STD Code**	**Phone No.**		**Fax**	**E-mail**	**Address**
				Office	**Home**			
1.	Smt. A.S. Vijayalakshmi	Director	0413	2249669	2276406	2249899	pandr[dot]pon[at]nic[dot]in	Planning and Research Department, 505, Kamaraj Salai, Saram, Pondicherry - 605 0013.
Second Appellate Authority:								
Sl. No.	**Name**	**Designation & Phone No.**					**E-mail**	**Address**
1.	Shri Satyananda Mishra	Central Information Commissioner 011 - 26717355					s[dot]mishra[at]nic[dot]in	Chief Information Commissioner Central Information Commission, August Kranti Bhavan, Bhikaji Cama Place, NEW DELHI-110 066 Telephone: 011-26161137 Fax : 011-26186536

Manual - 8

Procedure followed in Decision Making Process

9.1 *What is the procedure followed to take* a *decision for various matters?*

In respect of Planning process the guidelines received from Planning Commission, Ministry of Home Affairs various Ministries of Government of India are taken into consideration.

In respect of Office Administration, the existing rules in force (Central Civil Service Rules) are applied.

9.2 *What are the documented procedures* / *laid down procedures* / *Defined Criteria* / *Rules to arrive at* a *particular decision for important matters? What are different levels through which* a *decision process moves?*

In the technical line the decision making process starts at the level of POs who studies and process the proposal and put up to DD/JD/Director for examinations and finally the approval of the Government is obtained at the level of Secretary in-charge / CM *I* LG.

9.3 *What are the arrangements to communicate the decision to the public?* Does not arise.

9.4 *Who are the officers at various levels whose opinions are sought for the process* of *decision-making?*

Planning Officers, Deputy Directors, Joint Directors, Director.

9.5 *Who is the final authority that wets the decision?*

Secretary in-charge *I* CM / LG as the case may be.

Manual - 9

Directory of Officers and Employees

Sl. No.	Name of the Officer/ Employee	Designation	Residential Address	Phone
1.	A.S.Vijayalakshmi	Director	No.3,K-Lane, VVP Nagar, Thattanchavady, Puducherry- 09	2248668
2.	M.Sarala	Steno Gr-I	No.1, Pillayar Koil St., Kosapalayam, Puducherry –13	-do-
3.	K.Janaka	Steno Gr-II	No.1, Kanakaneri Main Road, Thilaspet, Puducherry – 9	-do-
4.	G.Kalaivanan	Data Entry Operator	Plot No.16, III Cross Bharathiar Street Jayamurthi Raja Nagar Mudaliarpet, Pondy-4	-do-
	Plan Monitoring			
5.	G. Santhamurthy	Deputy Director	22, II Main Road Santhi Nagar Orleanpet, Puducherry.	2275631
6.	K. Maheswari @ Palaniammal	Steno Gr.I	No.50, Pettayanchattiram, Puducherry – 9.	2249669
7.	C. Rajamansingh	Planning Officer	53, III Cross, Thirupur Kumaran Nagar Velrampet, Puducherry – 4	-do-
8.	K.Thirumalai	Investigator	32,Vysial Street, Puducherry – 1	-do-
9.	S. Selvavinayagam	Data Entry Operator	No.19, Tenth Cross, Ilango Nagar Puducherry – 11.	-do-
	Plan Formulation Unit			
10.	C.L. Anandakumar Selvaraj	Deputy Director		
11.	Mahakavi Kalidass	Steno Gr.II	No.1, Type-II , Ground Floor, PHC Quarters Murungapakkam Pondicherry.	2249669
12.	P. Balaji, Planning Officer (On Service placement to AD Welfare, Karaikal)	Planning Officer	No.6, Vizthiyur Road, Madagadi, Karaikal.	--

Sl. No.	Name of the Officer/ Employee	Designation	Residential Address	Phone
13.	V.Jayaraman	Planning Assistant	Prasanthi St, Navarkulam Lawspet, Puducherry-08	-do-
14.	A.Swaminaden	Investigator	No.13, II Cross, Saradhambal Nagar, Puducherry – 605 005.	-do-
15.	B.Kumaran	Data Entry Operator	49, Subramaniar Koil St. Pethuchettypet, Puducherry – 8	-do-
16.	R. Selvavelane	Assistant	No.146, Govinda Naickar Street, Kosapalayam, Puducherry – 13	2248071
	Plan Co-ordination			
17.	R. Asokan	Deputy Director	29, 1st Cross, Kurinji Nagar, Lawspet, Puducherry –8	2249669
18.	K. Ravindrakumar	Steno Gr.II	No.59, Pooranankuppam Street, Ariankuppam, Puducherry – 7.	-do-
19.	N. Nagalingam Periane	Planning Officer	No.5, Podikadai Lane, M.G. Road, Puducherry- 1.	-do-
20.	P.Ezhilarassy	Planning Assistant	15 Kathavarayan Koil st Muthamizh Nagar, Puducherry – 13	-do-
21.	Joseph Arul Raj	Investigator	Q-14, T.M. Nagar Puducherry	--
22.	G.Arunachalam	Data Entry Operator	Gokulam, Plot No.43, 9th cross Extn., Rainbow Nagar, Puducherry –11	-do-
	Documentation			
23.	V.Balasubramanian	Planning Officer	No.19, 4th Block, Housing Board, Kavikuil Street, Ashok Nagar, Puducherry – 8	2243019
	Establishment			
24.	S.Tamilselvi	Assistant	Plot No.81, Door No.5, Tholkappiar St., Ashok Nagar, Lawspet, Puducherry – 8	-do-

Sl. No.	Name of the Officer/ Employee	Designation	Residential Address	Phone
25.	K. Hemavathi	Assistant	No.52, Lawspet Main Road, Pudupet, Puducherry-605008.	-do-
26.	R. Siva	Assistant	14, Yamunai Street Vallalar Nagar Nainarmandapam Pondicherry – 4.	-do-
27.	Rajalakshmi	UDC	70, I Cross Brindavanam Pondicherry.	--
28.	Yogapriya	UDC	No.14, 4th cross, Brindavanam, Puducherry	-do-
29.	A.Duraisamy	UDC	No.42, Ellaiamman Koil St., Puducherry – 1	-do-
30.	R. Uma Maheswari	LDC	No.56, Subramaniyar Koil St., Lawspet, Puducherry-8	-do-
31.	N.Elumalai	Driver Gr-I	No.64,M.O.H Street, Kurinji Nagar, Puducherry – 8	--
32.	A. Alexis	Driver Gr.III	10, Tholkapier Street Ashok Nagar Lawspet, Pondicherry-8	--
33.	V.Ilavarasan	Driver Gr-I	No.6, Varadarasan St.,Manaveli, Ariyankuppam, Puducherry – 7	--
34.	K.Subramanian	Record Clerk	No.18, Mariamman Koil St., Lawspet, Pondy – 8	--
35.	R. Dhayalamurthy	MTS (GL)	64 Mariamman Koil Street Madukarai Pondicherry – 605 105	--
36.	S.Sakthivel	MTS (GL)	No.11, VOC Street, Sakthi Nagar, Lawspet, Puducherry – 8	--
37.	K. Selvarangan	MTS (GL)	No.3, Muthiya Muthali St., Muthialpet, Puducherry – 3	--
38.	S.Usha	MTS (GL)	A4, Sri Ram Apartments Gandhi Nagar Pondicherry – 9.	--

Sl. No.	Name of the Officer/ Employee	Designation	Residential Address	Phone
39.	T. Munisamy	MTS (GL)	No.7, Pudu Nagar, Porayurpet, Villianur Post, Puducherry – 605 110.	--
40.	D. Ramalingam	MTS (GL)	No.7, Bharathidasan Nagar, V. Manaveli, Arumparthapuram Post Villianur, Puducherry – 605 110	--
41.	Kalaiarasu	MTS (GL)	No.4, Vasugi Street (Upstairs) Kosapalayam Puducherry – 13.	--
42.	Selvam	MTS (Securitry)	No.69, 3rd Cross Muthuranga Chetty Nagar Lakshmi Nagar Extn Puducherry -13.	
43.	Arivazhaguy	MTS (House Keeping)	No.12, Mullai Street, Kamaraj Nagar Gorimedu, Pudcherry – 6.	
44.	A. Meena	MTS (House Keeping)	No.2, Samanthi Street Annai Theresa Nagar Saram Post Puducherry - 13	--
	Service Placements			
45.	Mogane @ Varadarajane (On Service placement to Ways & Means, Finance Department)	Data Entry Operator	10, Main Road, Kumaran Nagar, Lawspet, Puducherry.	--

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The Monthly Remuneration Received by each of its Officers and Employees, including the system of compensation as provided in regulations

Sl. No.	Name	Designation	Monthly Remuneration	Compen-sation / Compen-satory allowance	The procedure to determine the remuneration as given in the regulation
1.	A.S.Vijayalakshmi	Director	73789	--	
2.	M.Sarala	Steno Gr-I	32768	--	
3.	K.Janaka	Steno Gr-II	25568	--	
4.	G. Kalaivannan	Data Entry Operator	34304	--	
	Plan Monitoring				
5.	G. Santhamurthy	Deputy Director	51930		
6.	K. Maheswari @ Palaniammal	Steno Gr.I	33706		
7.	C. Rajamansingh	Planning Officer	39891	--	
8.	K.Thirumalai	Investigator	26048	--	
9.	S. Selvavinayagam	Data Entry Operator	33651	--	
	Plan Formulation Unit			--	
10.	C.L. Anandakumar Selvaraj	Deputy Director	51930		
11.	Mahakavi Kalidass	Steno Gr.II	26258	--	
12.	P. Balaji (On Service placement to AD Welfare, Karaikal)	Planning Officer	40101		
13.	V.Jayaraman	Planning Assistant	32365	--	
14.	A.Swaminaden	Investigator			
15.	B.Kumaran	Data Entry Operator	34304	--	
16.	R. Selvavelane	Assistant	30310	--	
	Training / NSS / Documentation			--	
17.	R. Asokan	Deputy Director	51930	--	
18.	K. Ravindrakumar	Steno Gr.II	29504		
19.	N. Nagalingam Periane	Planning Officer	37740		
20.	P.Ezhilarassy	Planning Assistant	28633	--	
21.	A. Joseph Arul Raj	Investigator	26528	--	

Sl. No.	Name	Designation	Monthly Remuneration	Compen-sation / Compen-satory allowance	The procedure to determine the remuneration as given in the regulation
22.	G.Arunachalam	Data Entry Operator	33651	--	
	Documentation				
23.	V.Balasubramanian	Planning Officer	49603	--	
	Establishment			--	
24.	S.Tamilselvi	Assistant	34650	--	
25.	K. Hemavathi	Assistant	32365	--	
26.	R. Siva	Assistant	30384	--	
27.	V. Rajalakshmi	UDC	24358		
28.	R. Yoga Priya	UDC	24223	--	
29.	A.Duraisamy	UDC	24013	--	
30.	R. Uma Maheswari	LDC	20230	--	
31.	N.Elumalai	Driver Gr-I	31158	--	
32.	A. Alexis	Driver Gr.III	20137	--	
33.	V.Ilavarasan	Driver Gr-I	28660	--	
34.	K.Subramanian	Record Clerk	22936	--	
35.	R. Dhayalamurthy	MTS (GL)	23035	--	
36.	S.Sakthivel	MTS (GL)	21078	--	
37.	K. Selvarangan	MTS (GL)	20828	--	
38.	S.Usha	MTS (GL)	20828	--	
39.	T. Munisamy	MTS (GL)	22825	--	
40.	D. Ramalingam	MTS (GL)	20828	--	
41.	Kalaiarasu	MTS (GL)			
42.	M. Selvam	MTS (Security)	15014	--	
43.	S. Arivazhagi	MTS (House Keeping)	15014	--	
44.	A. Meena	MTS (House Keeping)	15014	--	
	Service Placements				
45.	Mogane @ Varadarajane (On Service placement to Ways & Means, Finance Department)	Data Entry Operator	34304		

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The Budget allocated to each agency
(Particulars of all plans, proposed expenditure and report on disbursement made)

For Public Authorities responsible for developmental, construction, technical works

Year 200-2010 :

Sl. No.	Name of the scheme / Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount released / disbursed (no. of installments	Actual expen diture for the last year	Respon-sible officer for the quality and the complete execution of the work
- Nil -								

For other Public Authority

Sl. No.	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (no. of installments)
- Nil -				

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The Manner of Execution of Subsidy Programme

- Nil -

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Particulars of Recipients of Concessions, permits or authorization granted by it

- Nil -

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Norms set by it for the discharge of its functions

- Nil -

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Information available in an electronic form

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

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Particulars of the facilities available to citizens for obtaining information

Means, methods of facilitation available to the public which are adopted by the department for dissemination of information	:	1)	Office Library
		2)	Through News Paper
		3)	Notice Board
		4)	System of issuing of copies of documents
		5)	Website of the Public Authority
		6)	Other means of advertising

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Other Useful Information

- Nil -