

## THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

<p><b>Sh. Abhay Kumar, IAS, Principal Secretary, Planning Department</b></p>	<p>Planning Department is the apex body for plan formulation and monitoring at the State Level. The main functions of the Department are as follows:</p> <ul style="list-style-type: none"> <li>• Plan formulation which includes Annual Plans and Five Year Plans for the State</li> <li>• Allocation / Diversion / Utilisation of plan funds</li> <li>• Monitoring of State Plan/ CSS/ Flagship Programmes</li> <li>• Monitoring of Externally Aided Projects (EAPs)</li> <li>• Meeting of National Development Council, Inter-State Council &amp; Northern Zonal Council and related matters</li> <li>• Chief Secretaries Annual Conference</li> <li>• Manpower and employment planning</li> <li>• Monitoring of Twenty Point Programme</li> <li>• Accreditation of NGOs</li> <li>• Young Interns Programme</li> <li>• Preparation of District Gazettes</li> <li>• Administration of the State Services of -             <ul style="list-style-type: none"> <li>○ Economics &amp; Statistics Services</li> <li>○ Evaluation Organisation</li> <li>○ Establishment work of the State Service Officers of these services posted in various departments.</li> </ul> </li> </ul>
<p><b>Sh. Abhimanyu Kumar, Joint Secretary, Plan</b></p> <p><b>Shri Santosh Maru, Asstt. Secretary, Plan</b></p> <p><b>Group-I (Establishment)</b></p>	<p>All matters relating to the scheme strengthening of State Planning Machinery including reconciliation of expenditure.</p> <ul style="list-style-type: none"> <li>• Maintenance of Departmental Library.</li> <li>• <b>All establishment matters</b> relating to officers and staff under the administration control of the department viz.             <ul style="list-style-type: none"> <li>○ Economics &amp; Statistics Services</li> <li>○ Evaluation Organisation,</li> <li>○ Planning Department</li> <li>○ State Planning Machinery</li> <li>○ Accounts related work of Planning Department</li> <li>○ Diary dispatch of all groups of Planning Department</li> </ul> </li> </ul>
<p><b>Shri Vinesh Singhvi, Sr. DS, Plan</b></p> <p><b>Shri Ramesh Chand Sharma, DS, Plan</b></p> <p><b>Group - IA (Assembly &amp; Misc.)</b></p>	<ul style="list-style-type: none"> <li>• Work related to Assembly/ Parliament Questions.</li> <li>• Governor's Address/Budget Speech and its implementation/monitoring</li> <li>• Works related to Cabinet/CMO/CMIS and related correspondence</li> <li>• Work related to MPR of MLA/MPs correspondence to Administrative Reforms Department</li> <li>• Work related to Right to Information Act/ Public Services Guaranteed Act/Right to Hearing/ Matters or Public Grievances</li> </ul>

	<p>received from Sugam Centre</p> <ul style="list-style-type: none"> <li>• Works related to Pending Court Cases</li> <li>• Work related to Night stay, Tour and Inspections of HODs</li> <li>• Nodal Officer for E-Sugam &amp; Raj. Sampark.</li> <li>• Governor Speech</li> <li>• Roster Duty of HoD's</li> <li>• Night stay, Tour &amp; inspection of HoD's.</li> <li>• Send reply of MLA's &amp; MP's Letter</li> </ul>
<p><b>Sh. Abhimanyu Kumar, Joint Secretary, Plan</b></p> <p><b>Dr. Neetish Sharma, Joint Director (Coord.)</b></p> <p><b>Group-II (Co-ordination)</b></p>	<ul style="list-style-type: none"> <li>• Meetings related to National Development Council</li> <li>• Meeting of Inter-State Council and its Standing Committees</li> <li>• Meeting of Northern Zonal Council and its Standing Committees</li> <li>• Visit of Hon'ble Chief Minister &amp; Minister's to Divisions</li> <li>• Monitoring of issues at e-samiksha web portal of Cabinet Secretariat, Government of India and its updation</li> <li>• Chief Secretaries Annual Conference</li> <li>• Work related to Commission on Centre-State relations</li> <li>• Updation of Compendium of Issues Pending with Government of India (3 Nos.), before each session of Parliament.</li> <li>• Meetings of Boards / Corporations where Principal Secretary, Plan is Member/Director</li> <li>• Meeting related to the Committee of Direction on IGNP</li> <li>• Meetings and other related work of IDSJ and SPRI (except releasing Grant in Aid)</li> <li>• Work related to ARAVALI</li> <li>• Meetings of MP-Rajasthan Interstate (I&amp;P) Control Board</li> <li>• Internal meetings of Planning Department under the Chairmanship of Secretary, Plan</li> <li>• Conclave on Good Governance</li> <li>• Work Plan of Planning and Subordinate Departments</li> <li>• Coordination of VIP visits to Rajasthan (as and when required)</li> </ul>
<p><b>Sh. Subhash Gupta, Joint Secretary, Monitoring</b></p> <p><b>Sh. N. L. Paliwal, Joint Director</b></p> <p><b>Group-III (Monitoring)</b></p>	<ul style="list-style-type: none"> <li>• Convening the meetings at the level of CS/CM to review expenditure of Annual Plan</li> <li>• Convening the meetings of Central Sector Project Coordination Committee</li> <li>• Coordinating the meetings of Rajiv Gandhi Missions</li> <li>• Convening the meetings of Inter Departmental Issues under the chairmanship of Chief Secretary.</li> <li>• To organise Review meetings with Planning Commission regarding progress of schemes under Annual Plan.</li> <li>• To organise Quarterly review meetings for monitoring the progress under Annual Plan.</li> <li>• To prepare monthly progress report relating to State Plan/C.S.S. and submission thereof to the CS/CS.</li> </ul>

	<ul style="list-style-type: none"> <li>• Publication of district-wise Financial and Physical Targets.</li> <li>• Publication of district-wise Financial and Physical Achievements.</li> <li>• Publication of Annual Plan Review.</li> <li>• Publication of Five Year Plan Review.</li> <li>• Publication of Five Year Plan - District-wise Financial and Physical Achievements.</li> <li>• Monitoring of Flagship Programme</li> <li>• To organise meeting of State Level Planning and Development Co-ordination Committee Meetings.</li> <li>• Co-ordination Preparation of Results Framework Documents.</li> </ul>
<p><b>Sh. Abhimanyu Kumar, Joint Secretary, Plan</b></p> <p><b>Sh. Vinesh Singhvi, OSD Plan</b></p> <p><b>Group-IV (OSD, Plan)</b></p>	<ul style="list-style-type: none"> <li>• Formulation of Five Year Plan on the basis of guidelines issued by Government of India and recommendations of Working Groups</li> <li>• Formulation of Annual Plans of Agriculture and Allied Services (except Forest and Cooperation), Rural Development, Special Area Programme, Industry &amp; Minerals, Women &amp; Child Development Department and Economic Services (except Tourism Department) &amp; TAD.</li> <li>• Mid Term Appraisal (MTA) of Five Year Plans</li> <li>• Examine the Proposal of New Items and provide necessary consent after approval from appropriate level.</li> </ul>
<p><b>Sh. M.S Rao, Joint Secretary, PF</b></p> <p><b>Sh. Dhanpal Khangar, Joint Director</b></p> <p><b>Group-V (Plan Finance)</b></p>	<ul style="list-style-type: none"> <li>• Formulation of State Annual Plan including assessment of requirement of resources to finance the Plan.</li> <li>• To coordinate the work related with meeting between Deputy Chairman, Planning Commission and Hon'ble chief Minister for finalisation of State's Annual Plan.</li> <li>• To coordinate the work related with Planning Commission for working group discussions for finalization of sectoral outlays for Annual Plans.</li> <li>• To finalize sectoral outlays for Annual Plans for approval of Planning Commission</li> <li>• Publication of Annual Plan Document.</li> <li>• Dealing with proposals of Water Resources, IGNP, DLB, CAD, GWD, PHED, LSG, UDH, PWD, Transport, Medical &amp; Health, Family Welfare, Woqf Board, Social Justice &amp; Empowerment, Energy, Colonisation department.</li> <li>• Preparations of Memorandum for Annual Plans.</li> <li>• Issuing plan ceilings time to time for Annual Plan (Tentative, Approved, Budgeted and Revised plan ceilings for all the departments.)</li> </ul>
<p><b>Sh. B. S. Jat, Joint Secretary, IF</b></p> <p><b>Sh. Ram Autar Sharma, Deputy Director Group-VI (Institutional Finance)</b></p>	<ul style="list-style-type: none"> <li>• Coordination work between the State Government Departments and banks/State Level Bankers Committee (SLBC) on the matter relating to banks.</li> <li>• Participation in the meeting of SLBC, Empowered Committee of Reserve Banks on Regional Rural Banks (RRBs), NABARD and ensuring implementation of decisions of these meetings.</li> <li>• Disposal of complaints received from CMO. Ministers, MPs and MLA and other public representatives, and General Persons</li> </ul>

	<p>regarding Banks.</p> <ul style="list-style-type: none"> <li>• Correspondence with RBI regarding strengthening banking network in the State.</li> <li>• Work relates to Regional Rural Banks (RRBs) regarding their share capital and participate in the Board of Directors meeting in the RRBs as a Board of Director nominated by State Government.</li> <li>• Participates in the meeting regarding Rural Infrastructure Development Fund (RIDF) of NABARD conducted by Finance Department.</li> </ul>
<p><b>Sh. N.K. Sethi,</b> <b>Joint Secretary, MP</b></p> <p><b>Sh. Kailash Chand Meena,</b> <b>Joint Director</b></p> <p><b>(Group VII) (Manpower)</b></p>	<ul style="list-style-type: none"> <li>• Disposal of the inter-departmental cases received from the Administrative Departments for the sectors like Science &amp; Technology, Environment, General Education (Primary, Secondary, Higher Education including Colleges &amp; Universities, Sanskrit, Literacy &amp; Continuing Education), Technical Education, Labour &amp; Labour Welfare and Employment Department including R-MOL).</li> <li>• Preparation of draft five year plan and annual plan, Collection of information from HOD's of the concerning sectors by calling meetings and preparing of chapters' and tables relating to five year plan/annual plan.</li> <li>• Participation in the meetings of BFC (Plan) relating to the sectors of Science &amp; Technology, Environment, General Education (Primary, Secondary, Higher including Colleges &amp; Universities, Sanskrit, Literacy &amp; Continuing), Technical Education, Labour &amp; Labour Welfare and Employment Department.</li> <li>• A Fact Book on Manpower is published every year depicting statistics on Employment and Manpower.</li> <li>• Planning (Manpower) Department is working as a nodal department for Foreign Training/Training within India for officers of the State Government.</li> <li>• Working as a Administrative Department for Planning (Manpower) Department.</li> <li>• Disposal of inter-departmental cases received from the Administrative Departments for the sectors like Forestry, Co-operation, Arts &amp; Culture, Sports and Youth Welfare, Civil Aviation, Tourism, Archeology and Museum, Jawahar Kala Kendra, DIPR, Sanik Kalyan, DOP, Law &amp; Justice, Economic Services and General Services viz. Jail, Police, GAD, HCM-RIPA, Vidhan sabha, Devsthan, Stationary &amp; Printing, .</li> <li>• Preparation of draft five year plan and annual plan, Collection of information from HOD's of the concerned sectors by calling meetings and preparations of chapters and tables relating to five year plan/annual plan.</li> <li>• Participation in the meetings of BFC(Plan) relating to the sectors of Forestry, Co-operation, Arts &amp; Culture, Sports and Youth Welfare, Civil Aviation, Tourism, Archeology and Museum, Jawahar Kala Kendra, DIPR, Sanik Kalyan, DOP, Law &amp; Justice, Economic Services and General Services viz. Jail, Police, GAD, HCM-RIPA, Vidhan sabha, Devsthan, Stationary &amp; Printing.</li> </ul>
<p><b>Sh. B. S. Jat,</b> <b>Joint Secretary, TPP</b></p>	<ul style="list-style-type: none"> <li>• Coordination in implementation of Twenty Point Programme between district Collectors &amp; Concerned Administrative Departments.</li> </ul>

<p><b>Dr. Manju Vijay,</b> <b>Joint Director</b></p> <p><b>Twenty Point Programme</b></p>	<ul style="list-style-type: none"> <li>• Effective monitoring of the Twenty Point Programme.</li> <li>• Effective coordination for its implementation, fixation of target, guidelines, sanctions, releases of funds with different Administrative Departments.</li> <li>• Collection of Monthly Progress Report from the concerned Departments and sending the consolidated report to the Ministry of Statistics and Programme Implementation (GOI).</li> <li>• Issuing district-wise and point-wise monthly ranking under Twenty Point Programme.</li> <li>• Organising meetings at regular intervals to review the Twenty Point Programme at appropriate level.</li> <li>• Constitution of State Level/ District Level Monitoring Committees of Twenty Point Programme.</li> </ul>
<p><b>Sh. Abhimanyu Kumar,</b> <b>Joint Secretary, Plan &amp; Nodal Officer(IT)</b></p> <p><b>Sh. Pramod Agarwal,</b> <b>Technical Director,</b></p> <p><b>Computer Cell</b></p>	<ul style="list-style-type: none"> <li>• Overall supervision, submission of proposals and system feasibility reports for administration sanctions through PeMT of Planning Departments.</li> <li>• Correspondence with IT &amp; other departments pertaining to technical &amp; administrative matters related to computerization, e-governance, capacity building and information technologies.</li> <li>• Report generation &amp; preparation of documentation for Five Year Plan, Annual Plan, Memorandum, Pending Issues, Speech for Inter-State Council, NDC, Mid-term Appraisal &amp; Fact Book for Manpower and updations according to requirement.</li> <li>• Report generation for Twenty Point Programme and Monitoring (MPR) of plan expenditure report &amp; updations when ever required.</li> <li>• Preparation &amp; display Power Point Presentation.</li> <li>• Maintenance of Planning Department website.</li> <li>• Technical Assistant for Various application Software-CMIS, Raj. Sampark, E-Office, E-Samiksha, Assembly Questions.</li> </ul>
<p><b>Sh. Abhimanyu Kumar,</b> <b>Joint Secretary, Plan</b></p> <p><b>Sh. C.P. Mandawaria,</b> <b>Joint Director</b></p> <p><b>Public Private Partnership Cell</b></p>	<ul style="list-style-type: none"> <li>• To coordinate with Gol and line departments of GoR on all issues related to PPPs,</li> <li>• To formulate PPP policies and schemes to encourage PPP projects in the State,</li> <li>• To appraise PPP projects developed by line departments. [Especially with a view to attract Central Assistance under India Infrastructure Project Development Fund (IIPDF) and Viability Gap Funding (VGF) Schemes],</li> <li>• To provide hand-holding support to the Administrative Departments/Agencies concerned for development of PPP projects,</li> <li>• To convene meetings of Empowered Committee for Infrastructure Development (ECID) headed by Chief Secretary, as often as required for projects under PPP mode,</li> <li>• To convene meetings of Council for Infrastructure Development (CID) headed by Hon'ble Chief Minister, as often as required for projects on PPP basis, if project cost is beyond financial powers of the departments or higher than 500 crore,</li> <li>• To convene meetings of State Level Empowered Committee (SLEC) headed by Chief Secretary, as and when required for</li> </ul>

	<p>projects under Swiss Challenge Method,</p> <ul style="list-style-type: none"> <li>• To organize quarterly meetings with PPP Nodal Officers of Departments/Implementing Agencies concerned to review the status of PPP projects,</li> <li>• To prepare consolidated quarterly status reports of State's PPP projects,</li> <li>• To provide resource support to organizations/institutes for their training programmes on PPPs.</li> <li>• To execute the works related to erstwhile Rajasthan Project Development Fund and</li> <li>• To function as an administrative department of the Bureau for Partnerships in Rajasthan (BPR) and PDCOR Ltd.</li> <li>• Board, Council, Committees and other bodies</li> <li>• Empowered Committee for Infrastructure Development (ECID), headed by Chief Secretary, for projects under PPP mode,</li> <li>• Council for Infrastructure Development (CID), headed by Hon'ble Chief Minister, for approval of projects on PPP basis, if project cost is beyond financial powers of the departments or higher than 500 crore,</li> <li>• State Level Empowered Committee (SLEC), headed by Chief Secretary, for approval of projects under Swiss Challenge Method,</li> <li>• Bureau for Partnerships in Rajasthan (BPR) as a registered society under the Rajasthan Societies Registration Act, 1958 to aid and advise in the reforms and re-structuring of various sectors with a view to attracting private sector investment through Public Private Partnership.</li> </ul>
<p><b>Sh. Abhimanyu Kumar, Director, PMU</b></p> <p><b>Sh. Yogesh Jhalani, Joint Director, PMU</b></p> <p><b>Project Monitoring Unit</b></p>	<ul style="list-style-type: none"> <li>• To examine new project proposals received from Department/s for external aid and to submit before High Power Committee for approval.</li> <li>• To invite new projects proposals for external aid in relation to the reference/communication received from the Government of India.</li> <li>• To arrange meetings of foreign delegation with the Chief Secretary/ Principal Secretary, Secretary during visit to the State.</li> <li>• Preparation of Database of progress of externally aided projects (EAPs).</li> <li>• To furnish monthly progress report of to the office of Hon'ble Chief Minister, Finance and Planning Department.</li> <li>• To arrange periodically meeting to review progress of EAPs at the level of Chief Secretary/ Principal Secretary, Planning and Director, PMU.</li> <li>• To arrange review meeting with Department of Economic Affairs (DEA) and External Funding Agencies i.e. World Bank, ADB, IFAD, JICA etc. for ongoing and pipeline projects.</li> <li>• To keep liase with PIAs concerned implementing EAPs and to follow-up claims reimbursement of EAPs in the Minister of Finance, Government of India.</li> <li>• To act protocol/escort duties during visit of the State by mission/delegation from various International Financial Agencies.</li> <li>• To coordinate the activities/program relating to pipeline EAPs</li> </ul>

	<p>with concerned external agencies.</p> <ul style="list-style-type: none"> <li>To prepare estimates of Five Year Plans/Annual Plans for EAPs with the consultation of Administrative Departments.</li> </ul>
<p><b>Sh. B. L. Bairwa,</b> <b>Joint Secretary, CMAC</b></p> <p><b>CMAC</b></p>	<ul style="list-style-type: none"> <li>Organizing the meeting of State Planning Board/Core Committee of SPB/Working Groups.</li> <li>Preparation of reports of the State Planning Board/ Working Groups and submission these reports to Hon'ble Chief Minister.</li> <li>Organizing Lectures of Experts, Symposiums/Seminars on various Sectors to invite the suggestions for policy measures for accelerated and sustainable development of the State.</li> <li>Suggestions for policy measures for sustainable development of the State.</li> </ul>
<p><b>Sh. O. P. Bairwa,</b> <b>Director, DES</b></p> <p><b>Directorate of Economics &amp; Statistics</b></p>	<ul style="list-style-type: none"> <li>Establishment matters of Class III Services of Statistical Staff viz. Computer, Statistical Assistants, Statistical Inspectors (Establishment work includes - Appointment, Posting, Transfer, Deputation, Promotion &amp; maintenance of S. Rolls, Personal files, Seniority list, Leave Record etc.)</li> <li>Publication of Different Statistical Data, Demographic Profile and indicators of the State</li> <li>Publication of Budget Study, Budget At a Glance, Outcome Budget etc.</li> <li>Publication of Different Economical Indicators and Economic Review.</li> <li>Execution of Rajasthan State Strategic Statistical Plan (RSSSP).</li> </ul>
<p><b>Sh. Abhimanyu Kumar,</b> <b>Director, Evaluation</b></p> <p><b>Directorate of Evaluation Organisation</b></p>	<ul style="list-style-type: none"> <li>to evaluate development programmes and projects to focus their merits and demerits</li> <li>to contribute the understanding of the development process and problems in the State,</li> <li>to carryout monitoring and concurrent evaluation,</li> <li>to provide technical guidance to evaluation cells working in different departments,</li> <li>to provide functional services, and,</li> <li>to manage the initiation of follow-up action on the recommendations of the evaluation reports by the departments concerned.</li> </ul>
<p><b>Sh. R. S. Tanwar,</b> <b>Director, Manpower</b></p>	<ul style="list-style-type: none"> <li>to evaluate development programmes and projects to focus their merits and demerits</li> <li>to contribute the understanding of the development process and problems in the State,</li> <li>to carryout monitoring and concurrent evaluation,</li> <li>to provide technical guidance to evaluation cells working in different departments,</li> <li>to provide functional services, and,</li> <li>to manage the initiation of follow-up action on the recommendations of the evaluation reports by the departments concerned.</li> </ul>