

**Government of Rajasthan
Planning Department**

File No. F. 1(8) Plan/Gr-1/2019

Date:

Work Distribution Order

In suppression of the earlier orders for work distribution among officers/officials of Planning, Statistics, Planning (Manpower) Department and Evaluation organization is given as under with immediate effect. Unit wise work distribution is as under:

SN	Officer In-charge	Works	Team
1	Joint Secretary to the Government, Planning		
	Joint Director, Plan	<ul style="list-style-type: none"> • All establishment matters relating to officers and staff under the administration control of the department viz. <ul style="list-style-type: none"> ○ Economics & Statistics Services ○ Evaluation Organisation ○ Planning Department ○ Planning (Manpower) Department • Work related to Assembly/ Parliament Questions • Work related to Right to Information Act • Works related to Pending Court Cases and LITES 	Assistant Director Assistant Secretary, Plan Existing Staff in Gr-1 & 1A
	OSD, Plan	<ul style="list-style-type: none"> • Formulation of Perspective Plan/ Vision Document • Sustainable Development Goals • Best Practices • Key Performance Indicators (KPIs) • Consolidation & Convergence of Schemes • Formulation of Schematic Budget of Agriculture and Allied Services (except Forest and Cooperation), Rural Development, Special Area Programme, Industry & Minerals, Women & Child Development Department and Economic Services (except Tourism Department) & TAD. • Formulation of Annual Budget-Plan (Scheme heads) Link Document • Mapping of state scheme code with scheme budget heads • Dealing with inter departmental cases of Agriculture and Allied Services (except Forest and Cooperation), Rural Development, Special Area Programme, Industry & Minerals, Women & Child Development Department and Economic Services (except Tourism Department) & TAD. for: <ul style="list-style-type: none"> ○ Approval of Guidelines for new Schemes/Projects. ○ Reference for additional allocation pertaining to Scheme Heads. ○ AS & FS for works which involve expenditure above 10.00 Cr. ○ To pose the proposal/projects to GoI under CSS & Opening/up-gradation of Institutions. ○ 	All Existing Officers and Staff in Planning (Gr-4)

SN	Officer In-charge	Works	Team
	Joint Director, PMU	<ul style="list-style-type: none"> • To examine new project proposals received from Department/s for external aid and to submit before High Power Committee for approval. • To invite new projects proposals for external aid in relation to the reference/communication received from the Government of India. • To arrange meetings of foreign delegation with the Chief Secretary/ Principal Secretary, Secretary during visit to the State. • Preparation of Database of progress of externally aided projects (EAPs). • To furnish monthly progress report of to the office of Hon'ble Chief Minister, Finance and Planning Department. • To arrange periodically meeting to review progress of EAPs at the level of Chief Secretary/ Principal Secretary, Planning and Director, PMU. • 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. • To keep liase with PIAs concerned implementing EAPs and to follow-up claims reimbursement of EAPs in the Minister of Finance, Government of India. • To coordinate the activities/program relating to pipeline EAPs with concerned external agencies. • To prepare estimates of Budgets for EAPs with the consultation of Administrative Departments. 	All Existing Officers and Staff of PMU
	Analyst Cum Programmer	<ul style="list-style-type: none"> • Overall supervision, submission of proposals and system feasibility reports for administration sanctions through PeMT of Planning Departments. • Correspondence with IT & other departments pertaining to technical & administrative matters related to computerization, e-governance, capacity building and information technologies. • Report generation & preparation of documentation for Perspective Plan, Schematic Budget, Memorandum, Pending Issues, Speech for Inter-State Council, NDC, Mid-term Appraisal & Fact Book for Manpower and updations according to requirement. • Report generation for Twenty Point Programme and Monitoring (MPR) of plan expenditure report & updating whenever required. • Preparation & display Power Point Presentation. • Maintenance of Planning Department website. • Technical Assistant for Various application Software-CMIS, Raj. Sampark, E-Office, E-Samiksha, Assembly Questions. 	Programmer

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2.	Joint Secretary, Co-ordination	<ul style="list-style-type: none"> • Preparation of Compendium of Issues Pending with Government of India before each session of Parliament • Monthly PRAGATI meeting chaired by Hon'ble Prime Minister through Video Conferencing. • Monthly RAJ-VIKAS meeting chaired by Hon'ble Chief Minister through Video Conferencing. • eSamikSha web-portal of Cabinet Secretariat, Gol • Meetings of Inter-State Council and its Standing Committees • Meetings of Northern Zonal Council and its Standing Committees • Meeting of Governing Council of NITI Aayog • Various Meetings/ Conferences/ Workshops/ Seminars and correspondence related to NITI Aayog /Gol • Governors' Conference and follow up of decisions taken • Meeting under the chairmanship of Chief Secretary with Team of National Defense College and Teams from Ministry of External Affairs • Meetings of Boards/Corporations where Principal Secretary, Plan is Member/Director (BIP, RRECL, RSRDCC, RSMML, RSBCL, JaVikas Nigam, RRVVNL) • Meetings of "Groups of Secretaries" in the Government of India • Commission on Centre-State relations • Meetings of National Development Council • Meeting of Committee of Direction on IGNP • Meetings of MP-Rajasthan Interstate (I&P) Control Board • Conclave on Good Governance • Meetings and other related works of IDSJ and SPRI • Internal meetings of Planning Department under the Chairmanship of Principal Secretary, Planning • Work Plan of Planning and Subordinate Departments • Coordinating VIP visits to Rajasthan 	Assistant Director Statistical Officer Statistical Officer
	Deputy Secretary	<ul style="list-style-type: none"> • Works related to Cabinet • Matters or Public Grievances received from Sugam Centre • Nodal Officer for E-Sugam & Raj. Sampark. • Work related to MPR of MLA/MPs correspondence to Administrative Reforms Department • Work related to Night stay, Tour and Inspections of HODs • Roster Duty of HoD's • Night stay, Tour & inspection of HoD's. • Send reply of MLA's & MP's Letter • Public Services Guarantee Act/Right to Hearing 	Existing Staff

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3.	Director & Joint secretary, Monitoring		
	Joint Director, Monitoring-II	<ul style="list-style-type: none"> • Convening the meetings at the level of CS/CM to review expenditure of Schematic Budget • Convening the meetings of Project Monitoring Group (PMG) • To organize Quarterly review meetings for monitoring the progress under Schematic Budget. • To prepare monthly progress report relating to State Fund/Central Assistance and submission thereof to CS. • Publication of district-wise Financial and Physical Achievements. • Publication of Annual Review of Schematic Budget. • To organize State Level Planning and Development Co-ordination Committee Meetings. • Work relating to Jan Ghoshna Patra (Policy Document). • Meeting of Steering and Coordination Committee for time-bound implementation of major infrastructure projects. 	Existing Staff
	Joint Director, Monitoring	<ul style="list-style-type: none"> • Works related to CMO/CMIS and related correspondence. • Governor Speech. • Governor's Address/Budget Speech and its implementation/monitoring. • Chief Secretaries Annual Conference. • Collector-SP Conference and follow up. • Divisional/District Level visits by Hon'ble Chief Minister and Ministers. • Visits by District-in-Charge Ministers and Secretaries. 	Statistical Officer
	Joint Director, PPP	<ul style="list-style-type: none"> • To coordinate with GoI and line departments of GoR on all issues related to PPPs. • To formulate PPP policies and schemes to encourage PPP projects in the State. • 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]. • To provide hand-holding support to the Administrative Departments/Agencies concerned for development of PPP projects. • To convene meetings of Empowered Committee for Infrastructure Development (ECID) headed by Chief Secretary and State Level Empowered Committee (SLEC) headed by Chief Secretary (under Swiss Challenge Method). • 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. 	Existing Officers and Staff in PPP

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		<ul style="list-style-type: none"> • Quarterly meetings with PPP Nodal Officers of Departments/Implementing Agencies concerned to review the status of PPP projects and prepare consolidated quarterly status reports of State's PPP projects. • To execute the works related to erstwhile Rajasthan Project Development Fund and function as an administrative department of the Bureau for Partnerships in Rajasthan (BPR) and PDCOR Ltd. 	
4.	Plan-Finance (PF)		
	Joint Director, PF	<ul style="list-style-type: none"> • Preparation of Department-wise & Scheme-wise ceiling for Scheme's BFCs on the basis of financial resources provided by the Finance Department. • Assessment of financial resources for Centrally Sponsored Schemes (CSS). • Works related to Central and State Finance Commission. • Formulation of State Schematic Budget including assessment of requirement of resources to finance the Schematic Budget. • Issuing plan ceilings time to time for Schematic Budget (Tentative, Approved, Budgeted and Revised plan ceilings for all the departments.) • Dealing with inter departmental cases of Water Resources, IGNP, DLB, CAD, GWD, PHED, LSG, UDH, PWD, Transport, Medical & Health, Family Welfare, Woqf Board, Social Justice & Empowerment, Energy, Colonisation department for: <ul style="list-style-type: none"> ○ Approval of Guidelines for new Schemes/Projects. ○ Reference for additional allocation pertaining to Scheme Heads. ○ AS & FS for works which involve expenditure above 10.00 Cr. ○ Reference for financial assistance to various Agencies (External Agencies, NABARD, NCRPB, HUDCO etc.) ○ To pose the proposal/projects to GOI under CSS. ○ Opening/up-gradation of Institutions. 	Advisor and Existing Officers and Staff in PF
5.	Joint Secretary, Institutional Finance (IF)		
	Joint Director, IF	<ul style="list-style-type: none"> • Implementation of Bhamashah Scheme, Pradhanmantri Jan Dhan Yojana, Pradhanmantri Suraksha Bima Yojana, Pradhanmantri Jeevan Jyoti Bima Yojana and Atal Pension Yojana • Coordination work between the State Government Departments and banks/State Level Bankers Committee (SLBC) on the matter relating to banks. • 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. • Correspondence with RBI regarding strengthening 	Existing Officers and Staff in IF

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		banking network in the State. • Works 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.	
	Joint Director, Twenty Point Programme	• Coordination with Concerned Administrative Departments and between district Collectors for implementation of Twenty Point Programme. • Monitoring of the Twenty Point Programme including sending reports to MoSPI, issuing district wise ranking and organizing various meetings of twenty point programme. • Constitution of State Level/ District Level Monitoring Committees of Twenty Point Programme.	Existing Officers and Staff in Twenty-point
6.	Director & Joint Secretary, Manpower and Gazetteers		
	Deputy Director	• Publication of State and District Gazetteers • Online registration of unemployed Technical & Non-technical persons • Works pertaining to Trainings (Foreign & Indian) • Consolidation & Convergence of Schemes • Formulation of Schematic Budget of Science & Technology, Forest & Environment, General Education (Primary, Secondary, Higher Education including Colleges & Universities, Sanskrit, Literacy & Continuing Education), Technical Education, Labour & Labour Welfare and Employment Department including R-MOL) • Dealing with inter departmental cases of Science & Technology, Environment, General Education (Primary, Secondary, Higher Education including Colleges & Universities, Sanskrit, Literacy & Continuing Education), Technical Education, Labour & Labour Welfare and Employment Department including R-MOL) for: <ul style="list-style-type: none"> ○ Approval of Guidelines for new Schemes/ Projects. ○ Reference for additional allocation pertaining to Scheme Heads. ○ AS & FS for works which involve expenditure above 10.00 Cr. ○ Reference for financial assistance to various Agencies (External Agencies, NABARD, NCRPB, HUDCO etc.) ○ To pose the proposal/projects to GOI under CSS. ○ Opening/up-gradation of Institutions. ○ Works related to Voluntary Sector 	Existing Officers and Staff in Planning-Manpower
7.	Joint Secretary, CMAC		
	OSD	• Organizing the meeting of State Planning Board/ CMAC's and meetings of Core Committee / Working Groups. • Preparation of reports of the SPB/ CMAC Working	Existing Officers and Staff in CMAC

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		<p>Groups.</p> <ul style="list-style-type: none"> • Organizing Lectures of Experts, Symposiums/ Seminars on various Sectors to invite the suggestions for policy measures for accelerated and sustainable development of the State. • Suggestions for policy measures for sustainable development of the State. 	
8.	Director & Joint Secretary, Directorate of Economics and Statistics (DES)		
		<ul style="list-style-type: none"> • Discharge Role and Responsibilities as Head of Department. • Establishment matters of Ministerial, class IV and Statistical Subordinate Services viz Computers, Statistical Inspector and Assistants Statistical Officers (it includes work of Appointment, Posting, Transfer, Deputation, Promotion, Seniority Lists, Leave record, Personal files; Enquiry & Maintenance of service rolls etc.). • DPC, Promotion and Seniority List of State Economics & Statistical Services also. • Budget control, disbursement, compliance of Audit Paras, reconciliation of accounts with AG and participation in BFCs. • Chief Registrar of Birth, Death and Marriage in Rajasthan. • Function as State Agriculture Statistics Authority (SASA). • OSD for conducting surveys under NSS and ASI in state territory. • Nodal Agency in the state for coordination of various statistical activities. • Agency for conducting various census and regular & adhoc sample surveys. • Nodal Officer for the State under Collection of Statistics Act, 2008 and participation in the meetings of Committee of Central and State Statistical Organisation (COCSSO). • Implementation of The Rajasthan Direct Transfer of Public Welfare Benefits and Delivery of Services, State Resident Data Authority (SRDA) and maintenance of State Resident Data Hub. • Involvement of youth in development process through Rajasthan Yuva Vikas Prerak Programme (RYVP). • Strengthening the research and evaluation skills in the field of public administration and development policies through Young Interns Program (YIP). • Preparation and submission of State Budget related documents as Economic Review, Gross State Domestic Product (GSDP), Budget Study and Budget at a Glance. • Preparation and Publication of various Economic Indicators viz. GSDP, DDP, GFCF, WPI, IIP, CPI and other related macro and micro indicators. 	Existing Officers and Staff in DES

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		<ul style="list-style-type: none"> • Weekly submission of Prices of essential commodities to Hon'ble Governor's Secretariat, CMO, CS and other line agencies. • Documentation and Publication of success stories of flagship programmes of state and central Govt. • Publication of various socio-economic indicators, various statistical outputs, Demographic Profile and indicators. • Implementation of Mukhya Mantri e-Gram Pariyojana. • Capacity development of Statistical Personnel and organization of various training programme in State and National level Training Institutes. • Acting as SDG monitoring cell, computation of HDIs and publication of HDRs. • Creation and Maintenance of data hub in electronic and physical form. 	
9.	Director, State Resident Data Authority and SDGs		
		<ul style="list-style-type: none"> • All works related to Monitoring progress of SDGs and its implementation. • Research & Analysis related works. • All works related to State Resident Data Authority. • All work related to Data for Policy Project. 	Officers and Staff in State Resident Data Authority
10	Director, Evaluation Organization (Additional Charge)		
		<ul style="list-style-type: none"> • Evaluation of development programmes and projects to focus their merits and demerits. • Monitoring and concurrent evaluation. • Providing technical guidance to evaluation cells working in different departments. • Providing functional services, and to manage the initiation of follow-up action on the recommendations of the evaluation reports by the departments concerned. • Publication of Output and Outcome Budget. 	Existing Officers and Staff in Evaluation Organization

- Director, State Resident Data Authority and SDGs will put up his files through Director & Joint Secretary, DES to Principal Secretary, Plan.
- Director, Evaluation Organization will put up his files through Joint Secretary, Plan to Principal Secretary, Plan.