RTI – Proactive disclosures

1 Functions

Mewat Development Agency is an executive Agency of Mewat Development Board, Haryana and implementing various developmental activities for overall development of Mewat area with the financial assistance of State Govt./Centre Govt.

2 Powers and Duties of officers/officials

A. Powers

Delegation of Administrative/Financial powers to the (Chairman/Chief Executive Officer, Mewat Development Agency (MDA), Nuh.

S.N.	Particulars of Delegation	Authority to exercise the powers	Extent of powers
1.	Appointments and promotions against sanctioned posts.		
	(a) To secure Class I Class II and Class III officers/ officials on deputation from other departments on normal terms and conditions of deputation against the sanctioned posts of the Agency	Chairman/CEO	Full powers
	(b) To make appointment of Class III and Class IV officials on adhoc/temporary basis.	CEO	Full powers
	(c) To fix qualifications, pay allowances, TA/DA of posts to be subsidized by the Agency for institutions such as Banks, Cooperative Societies etc. against sanctioned strength.	Governing Body	Full powers
	(d) To employ casual Labour in emergencies at the rates fixed by the Deputy Commissioner for manual staff.	CEO	Full powers

	Amendment vide Item No. 31/09 of 31st Governing Body Meeting held on 22.7.2013. It was decided that the manual shall be as per Govt. Policy on outsourcing the employees. The govt. Policy on outsourcing of employees as well as on regularization is already their. Therefore, no employee on contract basis be employed in future without giving proper publicity/advertisement in leading newspapers, which shall not exceed beyond six months as per policy.		
2.	Drawing & Disbursing Powers (a) To sanction and make payment of the pay and allowance, House Rent, Conveyance Allowance, Reimbursement of medical charges. TA/DA advances etc. including pension, leave salary contribution of the officers/officials of the Agency. This also holds good for the drawal of pay and allowances, pension, leave salary contribution of C.E.O. as per last pay certificates and DA, reimbursement of medical charges, conveyance allowance. i) To sanction TA/DA of Project Economist and other officials. ii) For senior scale, IAS Officer/ CEO, HCS Officer, they will be their own Drawing and Disbursement Officer for TA/DA, reimbursement of medical charges , House Rent and conveyance allowance etc. b) i) To sanction TA/DA, reimbursement of medical charges, House Rent, Conveyance Allowance to all the other Agency staff. ii) To sanction rewards to officers /	-do- -do- -do- -do- Governing Body	-do- -do- -do- -do- full powers

	officials of the Agencies for exceptional ability and good work on Govt. of India Guidelines. iii) To sanction the fee, remuneration of the auditors and legal advisors, attorneys for the agency staff, sanction of TA/DA of the non official members of the Agency. c) To sanction the appointment of the auditor, legal advisors and attorneys for the Agency.	 -do- CEO	 -do- -do-
3.	**Journey and sanction thereof** i) To sanction the journey of any employee within an outside the districts and to sanction DA for halts outside headquarters. ii) In case of CEO	 CEO Chairman	 -do- -do-
4.	**Grant of Leave** To sanction casual leave, earned leave, medical leave, special casual leave, maternity and any other kind of leave to the officers/officials of the agency as provided under the Haryana Govt. Civil Services rules. i) In case of CEO ii) In case of other staff	 Chairman CEO	 Full powers -do-
5.	Fixation of extension of probation of deputation of Officers /Officials . i) In case of class I and II ii) In case of class III and IV b) To sanction annual increments and efficiency bar of officers/officials of the agency.	 Chairman CEO -do-	 -do- -do- -do-

6.	**Relaxation of Age Limit** To relax age limit in respect of posts for the agency and the institution, such as banks , cooperative societies, which are to be subsidized by the Agency.	Governing Body	Full powers
7	To determine the joining time admissible under the Haryana Govt. Rules.	CEO	-do-
8.	**Attestation of entries** To attest the entries in service books of the Agency staff	CEO	Full powers
9	**Annual Confidential Reports** i) To write Annual Confidential Reports of officers/officials of the agency. ii) In case of CEO	Initiated by CEO in all case and review by the Chairman Chairman	Full powers Review by the Chairman, State Implementation Committee of MDB.
10.	a) Release of funds to Implementing Agencies/Deptts. according to terms of Mewat Development Board and sanctions issued. b) To sanction the pay and allowances to higher posts to be officiated by the incumbent in addition to his own duties during the vacancy period according to Haryana Civil Services Rules. c) To sanction overtime allowances in respect of class IV employees and honorarium to class III employees of Agency according to Haryana Govt. Rules, PFR	Chairman -do- CEO	Full powers Full powers Full powers
11.	Penalty & Appeals (a) To award impose any penalty to any officer/official of the Agency staff after following the procedure laid down in the Civil Services Rules of Haryana Govt.	Chairman CEO	-do- -do-

	For Gazetted Officers. For others. (b) The Chairman shall exercise powers of the Appellate Authority in respect of orders passed by the CEO under II. (a) Ibid.	 Chairman	 -do-
12.	Office addition and sanction of expenditure a) To sanction recurring expenditure at a time on each item. b) To sanction recurring expenditure at a time on each item. c) To sanction an expenditure at a time above Rs. 50,00,000/- d) To sanction the expenditure on summer and winter liveries to class IV and to drivers of the Agency according to Haryana Government rules and Instructions.	 Dy. CEO CEO Chairman/CEO C.E.O	 Upto Rs.10,00,000/- Upto Rs.50,00,000/- Full powers Jointly Full powers
13.	(a) To sell or dispose by auction or otherwise any struck articles, newspapers, maps books etc. found surplus of the requirement of the Agency or found unserviceable. i) Upto a book value of Rs.500,000/- ii) Above a book value of Rs.500,000/- b) To write off struck articles books, maps and other office materials rendered unserviceable or unsaleable, loss due to breakage or storage, demurrage and other charges etc. of the Agency (MDA) property. i) Above Rs.5,00,000/- ii) Upto book value of Rs.500,000/-	 C.E.O. Chairman Chairman C.E.O.	 -do- -do- -do- -do-

14.	Institution and Defence of Legal proceedings a) To institute, conduct, defend and compromise or refer to arbitration abandon legal or other proceedings and claims by the Agency. b) To appear before any Registrar or another Registering Authority and to present for registration and deed to admit execution of such documents and things to get the said deed or documents registered in the form prescribed by law.	 Chairman C.E.O.	 Full power -do-
15.	**To draw and negotiate cheques** To draw cheques in respect of Administrative charges includings contingencies, rewards, pay and allowances, advance, TA/DA etc. and subsides and disbursement thereof. i) Cheques above Rs. 500,000/- ii) In case of pay and allowances	 Chairman/C.E.O. C.E.O.	 Jointly full powers Even above Rs. 500,000/- full powers
16.	(a) To sign voucher, bills expenditure for payment and to check and attest entries in cash book and other relevant accounts book, registers and physically verify/certify the cash balance at the close of each month. (b) To accept and deposit cheques amounts to any extent in the Treasury, Bank or Post Office.	C.E.O. C.E.O.	Full powers -do-
17.	To sanction and make payments to grant subsidy to banks, cooperative Societies, individuals and other institutions under the different schemes in each case being operated by the Agency according to Rules.	C.E.O.	-do-
18.	To exercise the powers of controlling officer in respect of Jeeps and Cars.	C.E.O.	-do-

19.	**To grant advance, increments or to sanction higher initial pay** i) In case of exceptional ability and good work in respect of persons within his competence. ii) In respect of Class III and IV employees. iii) Gazetted offices.	 Chairman Governing Body	 -do- -do-
20.	Grant of Advance for Purchase of conveyances upto extent prescribed by Govt. for its employees from time to time (for direct recarutees)	Chairman	-do-
21.	**<u>Renting of office accommodation</u>** To rent office accommodation upto 3,000/- p.m. Above Rs.3,000/-p.m. the Governing Body will approve the office rent once and Chief Executive Officer will make payment.	 C.E.O. -do-	 -do- -do-
22.	Temporary Fitting in hired building. To sanction temporary fittings in hired buildings including partition.	C.E.O.	Full powers upto Rs.500,000/-
23.	Purchase of Stationery Printing of forms, registers office equipment, furniture, furnishing, books, magazines etc. i) Upto Rs.5,00,000/- ii) Above Rs.5,00,000/-	 C.E.O. C.E.O./Chairman	 Full powers Jointly full Powers.
24.	To exercise the powers of Controlling Officers in respect of vehicles.	C.E.O.	Full powers.

B. Duties

S.N.	Name of post	Duties
1.	Chief Executive Officer	Overall Supervision/Control
2.	Dy. Chief Executive Officer	Assistance to CEO, MDA
3.	Project Officer	To look after all schemes/projects, planning and monitoring of all developmental activities implementing by MDA and all administrative matters of MDA.
4.	Dy. Supdt.	To deal all the administrative & establishment matters of the Agency and assist the Sr. Officers in all the matters of estate, stores, vehicles and office up keeping etc.
5.	Accountant	i) Preparation of Books of Accounts i.e. Vouchers, cash book & ledger of MDA, Processing and checking of bills and all routine accounting matters including maintaining of record of grant-in-aid from State and Central Govt. under MsDP. ii) Preparation of Books of Accounts i.e. Vouchers, cash book & ledger for lending schemes of NMDFC and maintained the record of loan and recovery of all the lending schemes of NMDFC.
6.	Statistical Assistant	i) Processing of files of all the schemes implemented by MDA and handling of records of the projects implemented by MDA. ii) Formation of Quarterly Progress Reports and compilation of utilization certificate received from PIAs. iii) Formation of details of grants of MDA.
7.	Computer Prog.	Processing of files of Aspirational District Programme schemes implemented by MDA and handling of records of the ADP. Maintaining the website of MDA, Handling the portal of CM Window, CPGRAM, PFMS, LMS, GeM, etc., and assist the Project Officer for preparation of Projects/proposals and all the computer related works of the agency.
8.	Field-Coordinator	To coordinate and inspect the activities funded by MDA. Implementation of lending schemes of NMDFC, Inspection work before sanctioning of loan, ensures recovery of loan and submission of progress report of all the lending schemes of NMDFC.
9.	Clerk	All clerical jobs relating to the various schemes implemented by MDA.
10.	Steno-Typist	1. To perform the duty with the CEO, MDA, clerical job related to receipt & dispatch and duty as Steno (English). 2. To perform the duty with Dy. CEO, MDA, clerical job related to the lending schemes of NMDC and duty as Steno (Hindi).
11.	Driver	For Chief Executive Officer / Dy. C.E.O.
12.	Peon	One each for the office of (i) CEO (ii) Dy. CEO (iii) Project/Planning, Accounts & Establishment Branch
	Total	

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

The proposal/cases are being processed and dealt by concerned dealing hand in the respective sections and submitted to concerned officer. The concerned officer examines the proposals/cases with reference to norms and guidelines for submission to the CEO, MDA. If the proposal is above than Rs. 50,00,000/-, then case may be sent to the Chairman, MDA for approval.

4. The norms set by it for the discharge of its functions

S.N.	Functions	Norms for discharge of function
1	Accounts Matters	All accounts matter will be dealt by Accounts Officer/Accountant in accordance with rules and regulation prescribed by State Govt. from time to time.
2	Administrative Matters	All administrative matters will be dealt by Administrative Officer/ Deputy Supdt. in accordance with rules and regulation prescribed by State Govt. from time to time.
3	Project Implementation Matters	All Project implementation and monitoring matters will be dealt by Project Officer/Statistical Assistant as per the guidelines decided for the projects.
4	Planning Matters	All Planning matters will be dealt by Project Economist/Statistical Assistant as per the requirement of the projects.

5. The rules, regulations, instructions, manuals and records, held by it or under its control for use by its employees for discharging its functions.

The MDA has its own manual. Hence, the rules, regulations, instructions are followed as per manual for discharging its functions.

6. Statement of categories of documents

(i) General office records
(ii) Accounts books
(iii) Records of meetings.

7. 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 implementation thereof.

The policies for development of the area being framed and approved by the Mewat Development Board, Haryana and Governing Body of Mewat Development Agency from time to time.

8. 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 councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

a. Mewat Development Board, Haryana

The Mewat Development Board was constituted under the Chairmanship of Hon`ble Chief Minister, Haryana as a policy making Board which have the over-all charge of formulation, implementation and review of the various special schemes in the area vide notification No. APO (E)-80/764 dated 16.01.1980**.** In partial modification of the Haryana Govt. notification No. APO (E)-80/764 dated 16.01.1980 and No. 481-MDB-1-2006/10408 dated 29 August 2006, the Governor of Haryana re-constitute the Mewat Development Board headed by its Chairman, Governor of Haryana and Chief Minister, Haryana as Senior Vice Chairman. The Mewat Development Board was again re-constituted in the month of April 2015 headed by its Chairman, Hon`ble Chief Minister, Haryana with the following Official and Non-Official Members.

01.	Hon`ble Chief Minister, Haryana	Chairman
02.	The Finance, Institutional Finance & Credit Control Minister, Haryana	Member
03.	The Revenue & Disaster Management Minister, Haryana	Member
04.	The Agriculture & Farmers Welfare Minister, Haryana	Member
05.	The Industries & Commerce Minister, Haryana	Member
06.	The Development & Panchayat Minister, Haryana	Member
07.	The Co-operation Minister, Haryana	Member
08.	The Irrigation & Water Resources Minister, Haryana	Member
09.	The Animal Husbandry & Dairying Minister, Haryana	Member
10.	The Power (Energy) Minister, Haryana	Member
11.	The Member of Parliament, Gurugram	Member
12.	The Member of Parliament, Faridabad	Member
13.	The MLA, Sohna	Member
14.	The MLA, Nuh	Member
15.	The MLA, F.P. Jhirka	Member
16.	The MLA, Punhana	Member
17.	The MLA, Hathin	Member
18.	The Chief Secretary to Government, Haryana	Member
19.	The Commissioner, Faridabad Division, Faridabad	Member Secretary
20.	The Additional Chief Secretary to Govt. Haryana & Financial Commissioner, Revenue & Disaster Management Department	Member
21.	The Additional Chief Secretary to Govt. Haryana Medical Education & Research Department	Member

22.	The Additional Chief Secretary to Govt., Haryana, Health & Family Welfare Department	Member
23.	The Additional Chief Secretary to Government, Haryana, Social Justice, Empowerment, Welfare of Scheduled Castes & Backward Classes and Antyodaya (SEWA) Department	Member
24.	The Additional Chief Secretary to Government, Haryana, PW (B&R) and Architecture Department	Member
25.	The Additional Chief Secretary to Government, Haryana, Finance and Planning Department	Member
26.	The Principal Secretary to Chief Minister, Haryana	Member
27.	The Additional Chief Secretary to Government, Haryana, Irrigation & Water Resources Department	Member
28.	The Additional Chief Secretary to Government, Haryana, Agriculture & Farmers Welfare Department	Member
29.	The Principal Secretary to Government, Haryana, School Education Department	Member
30.	The Principal Secretary to Government, Haryana, Animal Husbandry Department	Member
31.	The Principal Secretary to Government, Haryana, Public Health Engineering Department	Member
32.	The Commissioner & Secretary to Government, Haryana, Industries & Commerce Department	Member
33.	The Chairman, Mewat Development Agency, Nuh	Member
34.	The Commissioner & Secretary to Govt. Haryana, Energy Department	Member
35.	The Commissioner & Secretary to Govt. Haryana, Women & Child Development Department	Member
36.	The Commissioner & Secretary to Government Haryana, Transport Department	Member
37.	The Director General, Technical Education, Haryana	Member
38.	The Deputy Commissioner, Palwal	Member
39.	The Deputy Commissioner, Nuh	Member
40.	The Director, Elementary Education Department Haryana	Member
41.	The Chairman-cum-Managing Director, Haryana Vidyut Prasaran Nigam Limited, Panchkula	Member
42.	The Vice Chancellor, CCS Haryana Agriculture University, Hissar	Ex-Officio Member
43.	Shri Tek Chand Saini S/o Shri Harkishan, VPO Tauru, Nuh (Mewat)	Non-Official Member
44.	Shri Jaswant Goel S/o Shri Sant Lal, VPO Pinangwan, Tehsil Punhana, Nuh (Mewat)	Non-Official Member
45.	Shri Naresh S/o Shri Swami Ram, VPO Pinangwan, Tehsil Punhana, Nuh (Mewat)	Non-Official Member

46.	Shri Kanwar Sanjay Singh S/o Kanwar Suraj Pal VPO Ujjina (Mewat)	Non-Official Member
47.	Shri Aalam Mundal S/o Shri Chhuttan, Village Chandraka, PO Pinangwan, Tehsil Ferojepur Jhirka (Mewat)	Non-Official Member
48.	Shri Iqbal Jaildar S/o Shri Imam Khan, VPO Bichhor, Tehsil Punhana, Nuh (Mewat)	Non-Official Member
49.	Ch. Aurangjeb S/o Shri Hoshiyar Khan VPO Bisru, Punhana (Mewat)	Non-Official Member

b. Mewat Development Agency, Nuh

The Mewat Development Agency is an implementing agency under Mewat Development Board. In partial modification of the Haryana Government Agriculture Department notification No. APO (E)-80/764 dated 16.01.1980, the Governor of Haryana was pleased to substitute the State Implementation Committee by a Co-ordination Committee consisting of the members shown in letter endst. No. 674-MDB (I)-90/20586 dated 30.10.1990. The governor of Haryana was pleased to constitute a Project Executive Committee of MDB and MDA for the implementation of Mewat Area Development Project as well as schemes of MDA. The Governor of Haryana was further pleased to wind up the Implementation Committee of MDB, Haryana (constituted vide notification No. 674-MDB-I-90/20586 dated 30.10.1990) vide notification No. 386-MDB-I-95/11636 dated 15th May 1995.

The Governor of Haryana further pleased to re-constitute the Governing Body of Mewat Development Agency, Nuh constituted for the development of Mewat area for the smooth implementation of Mewat Area Development Project/Schemes vide notification No. 559-MDB-I-2006/277 dated 10.1.2007. The Chairman, MDA has been appointed as Chairman of the Governing Body, MDA vide notification No. 292-MDB-I-2017/10739 dated 31.7.2017 with the following members.

S.N.	Name/Designation of Officer	Members/Special Invitee
1.	Chairman, Mewat Development Agency, Nuh	Chairman
2.	Deputy Commissioner, Nuh	Vice Chairman
3.	Chief Executive Officer, MDA	Member Secretary
4.	Additional Deputy Commissioner, Nuh	Member
5.	Special Secretary to Govt. Haryana, Revenue Department, Chandigarh through his representative not below the rank of Joint Secretary.	Member
6.	Special Secretary-II to Govt. Haryana, Finance Department, (F.D.-Branch), Chandigarh through his representative not below the rank of Joint Secretary.	Member
7.	People`s representative--06 (one each from six Panchayat	Member

	Samities in the Mewat area), Chairman Block Samiti, Nuh, Punhana, F.P. Jhirka, Nagina, Taoru and Hathin.	
	Special Invitees	
8.	Sub Divisional Officer (Civil), Nuh.	Special Invitee
9.	Sub Divisional Officer (Civil), F.P. Jhirka	Special Invitee
10.	Sub Divisional Officer (Civil), Hathin	Special Invitee
11.	Superintending Engineer, Public Health, Gurgaon	Special Invitee
12.	Superintending Engineer, Irrigation, Faridabad	Special Invitee
13.	Superintending Engineer, Ranney Well, Palwal.	Special Invitee
14.	Superintending Engineer, DHVBN, Gurgaon.	Special Invitee
15.	Civil Surgeon, Nuh	Special Invitee
16.	Deputy Director Agriculture, Nuh	Special Invitee
17.	Deputy Director, Animal Husbandry, Nuh.	Special Invitee
18	District Horticulture Officer, Nuh.	Special Invitee
19	Divisional Soil Conservation Officer, Gurgaon/ASCOs, Nuh.	Special Invitee
20	Executive Engineer, Panchayati Raj, Nuh.	Special Invitee
21	District Forest Officer, Nuh.	Special Invitee
22	District Education Officer, Nuh	Special Invitee
23	District Elementary Education Officer, Nuh	Special Invitee
24	Project Officer, ICDS, Nuh.	Special Invitee
25	Three Representatives of NGOs in rotation to be nominated by Chairman, MDA.	Special Invitee

The special invitees would be invited as and when required during the execution of the projects/schemes. The headquarter of the Governing Body of Mewat Development Agency will be at Nuh.

9 Directory of officers and employees

S.N.	Designation	Name	Contact Number
1	Chairman	Shri Sanjay Joon, IAS	0124-2324033
2	Chief Executive Officer	Shri Akhil Pilani, IAS	01267-271461
3	Dy. Chief Executive Officer	Shri Ashok Kumar-III, HCS	-do-
4	Project Officer	Shri Shamim Ahmad	-do-
5	Computer Programmer	Shri Rajiv Gupta	-do-
6	Deputy Superintendent	Shri Ajit Singh	-do-
7	Statistical Assistant	Shri Tahir Hussain	-do-
8	Accountant	Shri Parveen Sharma	-do-
9	Accountant	Shri Ajay Kumar	-do-
10	Field Coordinator	Shri Kishan Pal	-do-
11	Driver	Shri Parveen Kumar	-do-
12	Steno Typist	Shri Nisar Ahmed	-do-

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

The staff of MDA is getting salary as per Govt. norms/pay scales of the posts.

11. Annual Work Plan & Budget for the year 2026-27

The Govt. of Haryana has approved the budget allocation of Rs. 2500.00 lakh (Rs. 2200.00 lakh general & Rs. 300.00 lakh SCSP) for the year 2026-27.

12. The manner of execution of subsidy programmes.

The MDA is not providing subsidy in any schemes during the financial year 2017-18.

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

Not related to MDA.

14. Details in respect informations available in an electronic form.

The informations pertaining to MDA are available on the web-site of MDA.

15. The particulars of facilities available to citizen for obtaining information.

The Public Information Officer and Assistant Public Information Officers have been appointed for obtaining informations. Request for information will be received by hand/ by post at MDA office Nuh. After receipt of application alongwith prescribed fees, information will be provided within stipulated period.

16. Name & Designation of the Public Information Officers

S.N.	Name	Designation	Remarks
1	Shri Ashok Kumar-III, HCS	Dy. CEO	State Public Information Officer
2	Shri Ajit Singh	Deputy Superintendent	Assistant State Public Information Officer

17. Name and Designation of First Appellate Authority: Chief Executive Officer, MDA

18. Name of Nodel Officer for Website: Sh. Rajiv Gupta, Computer Programmer, MDA

19. Such other information as may be prescribes.