

DIRECTORATE OF RURAL DEVELOPMENT, HARYANA,
CHANDIGARH.

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

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

The Department is monitoring and implementing various Centrally Sponsored wage employment Schemes of Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Self Employment Schemes of National Rural Livelihood Mission/Aajeevika (formerly SGSY), Shyama Prasad Mukherji Rurban Mission (SPMRM), Pradhan Mantri Jan Vikas Karyakram (PMJVK), Area Development Scheme of Integrated Watershed Management Programme (IWMP)/PMKSY through District Rural Development Agencies (DRDAs). This Department is also implementing Member of Parliament Local Area Development Scheme (MPLADS), Sansad Adarsh Gram Yojana (SAGY), Vidhayak Adarsh Gram Yojana (VAGY), Swa Prerit Adarsh Gram Yojana (SPAGY) & Swaranjayanti Khand Uthan Yojana (SKUY). The Department performs the duty of compiling the monthly, half yearly and annual performance of all the schemes and further submits the same to the Govt. of India and other concerned. The Department also submits proposals to Govt of India and Finance Department Haryana for release of funds under above schemes.

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

a) Administrative Secretary, Rural Development Department, Haryana.

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

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

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

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

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

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

A) Decision making

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

(B) Channels of Supervision and accountability;

The matters relating to the Monitoring or Implementation of the all schemes are dealt with by the Research Officers under the supervision of the Director. However, matters relating to the modifications or actual performance of the scheme on sites are dealt with by the Project Officers of the respective schemes which in turn is supervised by the Director. The accountability matters relating to funds of the schemes is dealt with by the Accounts Officer. However, such matters are finalized by the Director, Rural Development Department, Haryana.

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

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

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

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

- (1) Punjab Civil Service Rules – I, II, III
- (2) Punjab Financial Rules – I, II, III
- (3) Haryana Rural Development Department (Group A) Service Rules 1998 and Amendment in (Group A) Service Rule, 2016
- (4) Haryana Rural Development Department (Group B) Service Rules 1998 and Amendment in (Group B) Service Rule, 2014
- (5) Haryana Rural Development Department (Group C) Service Rules 1998 and Amendment in (Group C) Service Rule, 2013 & Amendment in (Group C) Service Rule, 2014
- (6) Haryana Rural Development Department (Group D) Service Rules 1998
- (7) Haryana compensate Assistants to Dependents of deceased D Govt. Employees Rule 2006.
- (8) Haryana Govt. Employees Services (Punishment & Appeal) Rule 1987.
- (9) Govt. Employee Conduct Rules 1966.
- (10) District Rural Development Agencies Administration Guideline.
- (11) Haryana Rural Employment Guarantee Scheme – 2007.
- (12) NRLM/Aajeevika Guidelines.
- (13) Indira Awaas Yojana Guidelines.
- (14) Member of Parliament Local Area Development Scheme Guidelines.

- (15) Sansad Adarsh Gram Yojana(SAGY) Guidelines.
- (16) Integrated Watershed Development Programme (IWMP) Guidelines
- (17) Backward Regions Grant Fund Guidelines
- (18) The general and common conditions of service rules as amended from time to time.

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

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

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof.

No such arrangement exists in this Department.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

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

(viii) A directory of its officers and employees;

S. No	NAME	DESIGNATION	Office Phone Nos.
	Sh./Smt.		
1	Anil Malik, IAS	Additional Chief Secretary to Govt. of Haryana (RD)	2740884
2	Sanjay Joon, IAS	Director General & Secretary (RD)	2705535
3	Nirmal Nagar, HCS	Joint Director (Admn.)	2703007
4	Arun Kumar	Project Economist	2702125
5	Sundeep Wahi	System Analyst	2709098
6	Hameshwar Dayal Gaur	Project Officer(MIS)	2549099
7	Usha Anand	Supdt.	2703007

8	Sheetal Malhotra	Research Officer	2703136
9	Neelam Rani	Project Officer	2703136
10	Phool Kumar	-do-	- do -
11	Sita Ram	-do-	- do -
12	Bir Singh	-do-	- do -
13	Satish Sharma	Assistant	- do -
14	Sandeep Jaglan	-do-	- do -
15	Anand kumar	-do-	-do-
16	Vijay Kumar Yadav	-do-	-do-
17	Ravi Kumar	-do-	-do-
18	Munish Kumar	-do-	-do-
19	Rajesh Kumar	-do-	-do-
20	Ravinder	-do-	-do-
21	Ajay Kumar	Jr. Auditor	- do -
22	Rajender Kumar	-do-	- do -
23	Sukhwant singh	Driver	- do -
24	Soni Saini	Jr. Scale Stenographer	-do-
25	Sahil Jaglan	Steno Typist	-do-
26	Nater Pal	Potedar	- do -
27	Kashmiro Devi	Peon	- do -
28	Raj Bala	- do -	- do -
29	Pardeep Kadyan	- do -	- do -
30	Kamal Singh	- do -	- do -
31	Priyanka	- do -	- do -
32	Navrang	- do -	- do -
33	Sandeep	- do -	- do -
34	Rohit	- do -	- do -
35	Pardeep	- do -	- do -

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

Posts with pay scale:

S No.	Name of Post	Pay scale	Total Sanctioned posts	Filled up posts	Vacant posts
1	2	3	4	5	6
1	Director General	37400-67000+GP-10000	1	1	0
2	Joint Director(Admn.)	15600-39100+GP-7600	1	1	0
3	Project Economist	15600-39100+GP-6000	1	1	0
4	Account Officer	9300-34800+GP-5400	1	0	1
5	System Analyst	9300-34800+GP-5400	1	1	0
6	Law Officer	9300-34800+GP-5400	1	1	0
7	Research Officer	9300-34800+GP-4600	2	1	1
8	Project Officer	9300-34800+GP-4600+200 SP	4	4	0
9	Project Officer (MIS)	9300-34800+GP-5400	1	1	0
10	Private Secretary	9300-34800+GP-4200	1	0	1
11	Superintendent	9300-34800+GP-4600+200 SP	1	1	0
12	Section Officer	9300-34800+GP4600+100 SP	4	1	3
13	Technical Assistant	9300-34800+GP-4000	1	0	1
14	Investigator	9300-34800+GP-3600	2	0	2
15	Junior Auditor	9300-34800+GP-3600	2	2	0
16	Assistant	9300-34800+GP-3600	9	8	1
17	Junior Scale Stenographer	5200-20200+GP-2400	2	1	1
18	Driver	5200-20200+GP-2400+200 SP	4	1	3
19	Steno-Typist	5200-20200+GP-1900+100 SP	5	2	3
20	Clerk	5200-20200+GP-1900	12	0	12
21	Potedar	5200-20200+GP-1900	1	1	0
22	Gestatnor Operator	5200-20200+GP-1900	1	0	1
23	Peon	4440-7440+ GP 1300	11	9	2
	Total		69	37	32

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

ALLOCATION & EXPENDITURE FOR THE YEAR 2017-18
(Rs. in crore)

Sr. No.	Name of Scheme	Allocation (CENTRE+STATE)	Expenditure
1.	2.	3.	4.
A.	ON SHARING BASIS (CENTRE:STATE)		
1.	PMAY-G (60:40)	154.63	177.81
2.	NRLM(60:40)	98.00	62.53
3.	IWMP (60:40)	30.00	20.66
4.	DRDA ADMN. (60:40)	8.00	6.30
5.	MGNREGS (90:10)	448.40	320.05
B.	100% CENTRALLY SECTOR SCHEME		
1.	MPLADS	75.00	52.97
2.	PMAGY	2.20	1.32
C.	100% STATE SECTOR SCHEME		
1.	PAY OF GRAM SEVIKA	3.50	1.90
2.	VAGY	0.10	1.73
3.	SKUY	5.00	2.40
4.	DRDA Admn.	35.00	35.00
	GRAND TOTAL(A+B+C+D)	859.83	682.67

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

NRLM is under implementation in the state of Haryana since 2013-14. In its 1st phase of implementation, 4 districts namely Kaithal, Jhajjar, Bhiwani and Mewat were taken up for intensive implementation. In the next phase i.e. 2014-15, five more districts were taken up for intensive implementation thus spreading the coverage to 9 districts. In the current financial year yet another district has been added in its coverage raising the number of districts for intensive implementation of NRLM to 10 where as in the remaining districts also the NRLM is being implemented in identified areas.

Achievements

During the financial year 2017-18 (upto March, 2018), 6127 SHGs have been formed and an amount of ` 34.15 crore has been spent under the scheme.

Under this scheme, an outlay of ` 100.00 crore has been proposed as Centre & State share for Annual Plan 2018-2019.

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

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

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

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

(xiv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

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

No library or reading room is available in the Department.

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

1	Sh. Satyender Duhan, Additional Director (Admn.), Rural Development Haryana, 30 Bays Building, 3 rd floor, Sector 17C, Chandigarh.	Tel. No. 0172-2703007	Ist Appellant Authority
2	Sh. Arun Kumar Project Economist Directorate of Rural Development Haryana, 30 Bays Building, 3 rd floor, Sector 17C, Chandigarh.	Tel. No. 0172-2702125	State Public Information Officer

(xvi) Such other information as may be prescribed.

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