

# **NLM, VMC and Area Officers Schemes**

## **I. Objective/purpose of the public authority**

### **Vision/Mission Statement**

Improving the efficacy of various programmes of the Ministry through rigorous monitoring and evaluation of Schemes.

### **Brief history**

1. **National Level Monitoring (NLM) :** The Scheme is designed for enabling independent monitoring by involving retired Civil/Defence service personnel and Non-Governmental Institutions. The Scheme was launched in the year 2004.
2. **Vigilance & Monitoring Committees(VMCs):** The VMCs provide active role for Members of Parliament and other people's representatives in reviewing the implementation of rural development programmes. The Scheme was launched in the year 2002.
3. **Area Officers Scheme:** The Scheme was launched in the year 1994 as an important monitoring mechanism, by visits of the senior officers of the Ministry in the field.

### **Duties**

- Review of guidelines,
- Monitoring the programmes of the Ministry of Rural Development and the Ministry of Drinking Water and Sanitation

### **Main activities/functions**

- Facilitate constitution of VMCs at State and district level
- Facilitate meeting of the VMCs
- Deployment of NLMs to field for regular visit & enquiry
- Processing of NLM Reports & Organising Workshop for NLM
- Facilitate Area Officers visit to districts

### **List of services being provided with a brief write-up on them**

NA

### **Organizational Structure Diagram at various levels namely State, directorate, region, district, block etc**

NA

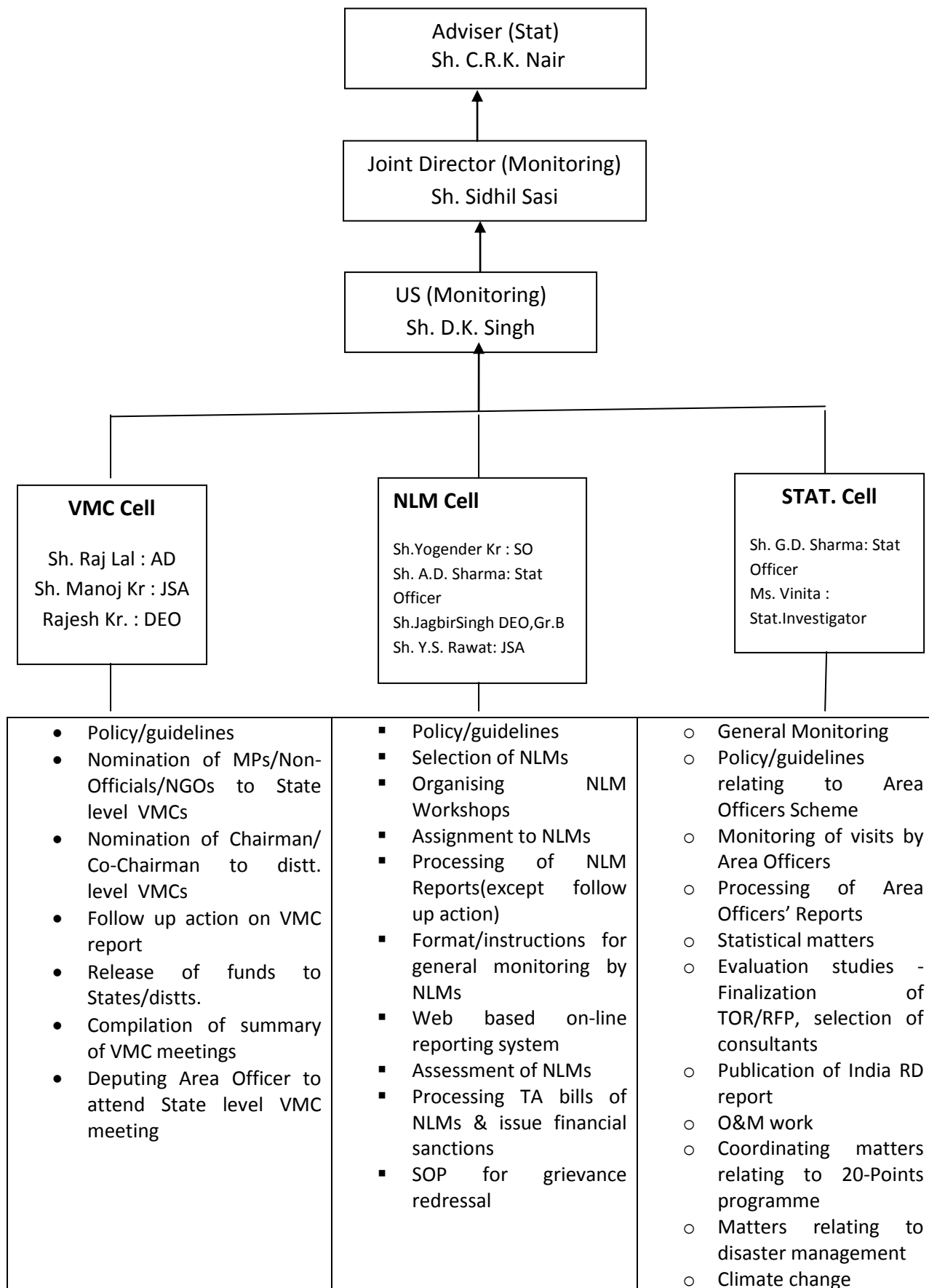
### **Expectation from the public for enhancing its effectiveness and efficiency**

Full co-operation and disclosure of correct information.

### **Arrangements and methods made for seeking public participation/contribution**

NA

II. Please provide details of the powers and duties of officers and employees of the organization.



- III. **Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document**

Guidelines have been framed for VMC, NLM and Area Officers Schemes and posted on the Ministry's website([www.rural.nic.in](http://www.rural.nic.in)).

- IV. **Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format**

No

- V. **Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others")**

NA

- VI. **Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format**

Vigilance and Monitoring Committees(VMCs) at State and district levels have been reconstituted by the States/districts after the formation of XVth Lok Sabha. The detailed guidelines indicating Composition and Terms of Reference is available on the website of the Ministry([www.rural.nic.in](http://www.rural.nic.in)) under the link VMC.

- VII. **Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Department Appellate Authority of the Public authority**

<b>Name, Designation &amp; Address of CPIO</b>	<b>Phone No. &amp; E-mail</b>	<b>Appellate Authority Name, Designation, Address, Phone No., E-mail &amp; Fax No.</b>
Shri D.K.Singh, US(Monitnoring), Room No. 607, Block 11, CGO Complex, New Delhi-110003	011-24368626 dhannu1968@gmail.com	Shri Sidhil Sasi, Joint Director(Monitoring), Room No. 701, Block 11, CGO Complex, New Delhi-110003 Telefax 011- 24362822 sidhilsasi@gmail.com

- VIII. **What is the procedure followed to take a decision for various matters? ( A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made )**

Schemewise guidelines and instructions.

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

Guidelines & Instructions.

Assistant Director - Under Secretary – Joint Director – Adviser (Statistics) – Secretary (Rural Development) – Minister of Rural Development

**X. What are the arrangements to communicate the decision to the public?**

Website of the Ministry([www.rural.nic.in](http://www.rural.nic.in)).

**XI. Which are the offices at various levels whose opinions are sought for the process of decision making?**

Central Ministries/ State Governments.

**XII. Who is the final authority that vets the decision?**

Minister of Rural Development.

**XIII. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority**

- Nomination of MPs/Non-Officials /NGOs to State level VMCs
- Nomination of Chairman/Co-Chairman of district level VMCs
- Selection, orientation and deployment of NLMs
- Modifications in the schemes.

**XIV. Directory of Officers and Employees**

Given under Chapter heading “Directory of Officers”.

**XV. Please provide information about the details of the budget for different activities under different schemes in the given format**

No separate allocation for these schemes. The Budget comes from the main head i.e. “Management Support Services to Rural Development Programmes”.

**XVI. The Manner of Execution of Subsidy Programmes**

NA

**XVII. Particulars of Recipients of concessions, permits or authorization granted by it**

NA

**XVIII. Please provide the details of the Norms/Standards set by the Department for execution of various activities /programmes.**

<b>S.No.</b>	<b>Item of Work</b>	<b>Prescribed Norms</b>
1.	Request for nomination to State level VMCs	Disposal within 15 days of receipt of request
2.	Request for nomination as Chairman/Co-Chairman of district level VMCs	Disposal within 15 days of receipt of request
3.	Request for deployment of NLM for conducting inquiry	Disposal within 7 days of receipt of request
4.	Forwarding of NLMs Reports to the Programme Division	Within two days of receipt of the report
5.	Deputing Area officer to attend Meeting of State level VMCs	Within 10 days of receipt of request
6.	Payment claim by NLMs	Within one month from the date of receipt of TA/DA claim in the prescribed proforma.

**XIX. Please provide the details of the information related to the various schemes which are available in the electronic format**

Guidelines in respect of the Schemes VMC, NLM and Area Officers; the Chairman/Co-Chairman of district level VMCs; list of MPs, Non-Officials and representatives of NGOs nominated to State level VMCs and Panel of NLMs.

**XX. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

- Website of the Ministry
- Press Advertisements
- Workshops.

**XXI. Frequently Asked Questions and their Answers**

1. Can any person apply for nomination as Non-Official to State level VMC?  
**Answer:** Yes. However, the applicant should not be more than 65 years of age, should not be a public servant, should be the resident of the State to which he applies, should be a social scientist having post graduate degree and should have minimum 20 years experience in social sector including 5 years in rural development sector.
2. Can the application be sent at any time?  
**Answer:** An application is required to be sent only against an open advertisement in leading newspapers and on the Ministry's website.
3. Who are eligible to be NLMs?  
**Answer:** NLMs will be selected from retired Civil/Defence Service Officers of the level of Deputy Secretary to the Govt. of India/Lt.Colonel and above with background in social sciences/experience of working in social sector departments/experience in auditing and accountancy. Non-Government Institutions having experience in social sector, preferably in the rural development sector may also be considered for empanelment. The NLMs will

be selected by a Committee of Experts on the basis of an assessment of suitability of the applicant.

4. What is the procedure for applying for selection as NLMs?

**Answer:** An open advertisement is issued in leading newspapers and on the Ministry's website inviting applications from persons/Institutions fulfilling the eligibility criteria mentioned in the advertisement.

5. What is the nature of work of NLMs?

**Answer:** Empanelled NLMs are deployed by the Ministry in various districts of the country for monitoring and evaluation of the programmes of the Ministry of Rural Development and the Ministry of Drinking Water & Sanitation. The NLMs are generally deputed by the Ministry for following three types of monitoring assignments :-

i) Regular monitoring : The NLMs are deputed to visit districts periodically, generally twice a year, to monitor and report on various aspects of implementation of major RD Programmes.

ii) Special Monitoring of individual programmes : NLMs are deputed to cover a particular programme or some specific aspects of it and make a report on the issues / processes in detail.

iii) Complaint / Enquiries: In case of complaints of serious nature from people's representatives, NGOs, etc. Institutional NLMs are deputed to verify the facts or for a preliminary enquiry.

6. What is the work load (in days) of NLMs?

**Answer:** The duration of visit to a district for general monitoring shall ordinarily be of 10-12 days and the duration of visit to a district for investigation/reviewing the specific complaint/programme shall ordinarily be 4-6 days.

7. What is the compensation package for NLMs?

**Answer:** The NLMs are paid TA/DA which includes travel cost(restricted to 2<sup>nd</sup> AC Class rail fare), local transport charges, remuneration @ ₹ 3000/- per day, report writing charges @ ₹5000/-per district , lodging/enforced halt charges @ ₹ 2500/- per day (@₹ 5000/- per day in respect of officers retired at the level of Additional Secretary to the Govt. of India and above), Journey DA @ ₹ 500/- per day. Institutional NLMs will be paid an additional amount of ₹ 10,000/- per report per district towards managerial cost.

## XXII. Related to seeking Information

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## XXIII. With relation to training imparted to public by Public Authority

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