

ESTABLISHMENT

I. Objective/purpose

Mission/Vision Statement	<p>The Department of Rural Development has been implementing various centrally sponsored programmes/schemes and central sector schemes of the Govt. of India with a view to ensure that vast multitudes of people living in rural areas are not left out of the ambit of national economic growth and overall development process.</p> <p>Vision : To act as media and facilitate smooth functioning of the office by providing the required amenities/services to various Divisions of the Department.</p> <p>Mission : All Administrative & Establishment matters of the Department.</p>
Brief history	<p>In October, 1974, the Department of Rural Development came into existence as a part of the Ministry of Food and Agriculture. Later on 18.8.1979, the Department of Rural Development was elevated to the status of a new Ministry of Rural Reconstruction. It was renamed as Ministry of Rural Development on 23.1.1982.</p> <p>In January, 1985, the Ministry of Rural Development was again converted into a Department under the Ministry of Agriculture and Rural Development. In 1985, subjects of Accelerated Rural Water Supply Programme and Central Rural Sanitation Programme were transferred from the Ministry of Urban Development to the Department of Rural Development. Later, a Technology Mission on Drinking Water Supply in Rural Areas was set up in 1987, with a view to provide potable drinking water to problem villages throughout the Country.</p> <p>On July 5, 1991, the Department was upgraded as Ministry of Rural Development. Another Department viz. Department of Wasteland Development was created under this Ministry on 2nd July, 1992 and the NWDB was reconstituted in August, 1992, for the development of wastelands in the non-forest areas aimed at checking land degradation, putting such wasteland in the country to sustainable use and increasing bio-mass availability specially fuel wood and fodder.</p> <p>In March 1995, the Ministry was renamed as the Ministry of Rural Areas and Employment with three Departments, namely, Departments of Rural Employment and Poverty Alleviation, Department of Rural Development and Department of Wastelands</p>

	<p>Development. Provision of Drinking Water Supply and Social Assistance to the Destitute were the main components of the activities of the Department of Rural Development. The Department of Rural Employment and Poverty Alleviation was implementing schemes for generation of self-employment and wage employment, housing, minor irrigation assets and skill upgradation programmes to the rural poor. The Department of Wasteland Development was implementing schemes to increase the bio-mass production by developing wastelands in the Country.</p> <p>In the year 1999-2000, the Ministry was re-christened as the Ministry of Rural Development and three Departments were renamed as under:, namely, .</p> <ol style="list-style-type: none"> 1. Department of Rural Development 2. Department of Land Resources 3. Department of Drinking Water Supply <p>However, Department of Drinking Water & Sanitation has been made an independent Ministry w.e.f July,2011.</p>
Duties	<p>Recruitment & Posting, Creation/abolition, Continuance of temporary posts, Sanctioning of long terms/short term advances including GPF Advance/withdrawal, Maintenance of Service Records, Court Cases & RTI matters, Compassionate appointments, Forwarding of applications, Pension matters, medical & Tution fee reimbursement, Medical Treatment Permissions, Dealing with Outsourced manpower, sanctioning of leave, Matters relating to Information Technology, Implementation of File Tracking System, Biometric Attendance System & Implementation of e office. RFD of the Deptt., Savottam, Citizen's Charter, Strategic Plan of the Ministry.</p> <p>All Administrative/establishment matters relating to formal staff in the Office of Cabinet Minister and MOS, Staff association/welfare matters.</p>
Main activities/functions	Same as above
List of services being provided with a brief write-up on them	<p>The posts in the Department are filled up from different sources for which the Cadre Controlling Authorities are also different. The sources of recruitment for the above posts are All India Services, like IAS – for which Cadre Controlling Authority is Department of Personnel & Training, IFS for which the Cadre Controlling Authority is Ministry of Environment & Forests, other organized services such as IES,ISS and IIS the Cadre Controlling Authorities are Ministry of Finance, Department of Economic Affairs, Ministry of Programme Implementation & Statistics and Ministry of Information & Broadcasting respectively. There are officers from other organized services coming through Central Staffing Scheme, the Central Secretariat Service (CSS), Central Secretariat</p>

	<p>Stenographers Service (CSSS) and the Central Secretariat Clerical Service (CSCS) for which the Cadre Controlling Authority is again the Department of Personnel & Training. There are certain other posts in the Official Language Division for which the cadre management is done by the Ministry of Home Affairs, Department of Official Language. For the administrative convenience, flexibility and expediency in the deployment of manpower, service and establishment matters etc. the Department of Personnel and Training has designated the Department of Rural Development as one of the cadre Departments for the Departments of Rural Development, Land Resources and Ministry of Drinking Water and Sanitation. This Department is also Cadre Department for M/o Panchayati Raj for the posts of CSS up to SO and CSSS and CSCS. However, it may be mentioned that this Department has not been delegated with the powers of making recruitment etc. of personnel for these three Departments/Ministries.</p> <p>Therefore, as and when the vacancies arise, the same are reported at the earliest to the concerned Cadre Controlling Authorities and matter followed up at all possible levels. With the changing face of governance in Govt. Departments, and other economy instructions from the Ministry of Finance etc. from time to time, not only there are numerous restrictions on creation, revival and filling up of vacant posts, but also there are instructions regarding no recruitment of direct posts.</p>
<p>Organisational Structure Diagram at various levels namely State, Directorate, region district, block etc.</p>	<p style="text-align: center;"><u>ADMINISTRATION DIVISION</u></p> <p style="text-align: center;">Secretary (Rural Development)</p> <p style="text-align: center;">Joint Secretary (A&C)</p> <p style="text-align: center;">Director (Admn.)</p> <p style="text-align: center;">Under Secretary.(Admn.)</p> <p style="text-align: center;">E.I /E.II Section</p>
<p>Expectation of the public authority from the public for enhancing its effectiveness and efficiency</p>	<p>Not applicable</p>
<p>Arrangements and methods made for seeking public participation/contrib</p>	<p>Not applicable</p>

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Mechanism available for monitoring the service delivery and public grievance resolution	The grievances, if any, of the public or the employees of the Department is redressed on priority according to the instructions on the subject issued by the Government of India from time to time.

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

As mentioned in Annexure - I.

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.

Establishment Division is being run on the basis of the Rules & regulations framed by DoPT, etc. from time to time. No separate rules are framed by this Division.

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.

Not applicable

V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of polices? If there is, please provide details of provisions in following format.

Not applicable

VI. 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').

Not applicable

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

Not applicable

VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority.

See list of Central Public Information Officers (CPIOs) and Appellate Authorities (AAs)

IX. 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)

Every case/Issue is examined/processed according to the procedure prescribed under Manual of Office Procedure, F.Rs & S.Rs, DFPR, G.F.R. and Service Rules as well as instructions issued from the DoPT, Ministry of Finance etc.

Approval of Hon'ble Minister(RD)/ Secretary(RD)/JS(A & C)/ Director(Admn.)/US(Admn.)

Concurrence of IFD in respect of financial sanctions.

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

As explained above at Pt. No.IX above.

XI. What are the arrangements to communicate the decision to the public?

All necessary documents, if any, are uploaded in the Department's website www.rural.nic.in. So far as the employees of the Ministry/Department are concerned, the information is communicated to them through permissible mode of communications as specified in the Manual of Office Procedure.

XII. Who are the officers at various levels whose opinions are sought for the process of decision making?

As explained at Point No. IX above.

XIII. Who is the final authority that vets the decision?

Approval of Hon'ble Minister(RD)/ Secretary(RD)/ JS(A & C)/ Director(Admn.)/US(Admn.)

Concurrence of IFD in respect of financial sanctions.

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

Sl.No.	
Subject on which the decision is to be taken	All Establishment & Administrative matters
Guidelines/Directions, if any	As per the provisions of Manual of Office Procedures and the Guidelines/Directions issued by DoPT from time to time
Process of Execution	As above

XV. Directory of officers and Employees

Given under Chapter heading “Directory of Officers”.

XVI. Please provide information about the details of the budget for different activities under different schemes.

Not applicable.

XVII. The Manner of Execution of Subsidy Programmes

Not applicable

XVIII. Particulars of Recipients’ of concessions, permits or authorization granted by it. Please provide the information as per the following format.

Not applicable

XIX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/Programmes.

Sl.No.	Item of work	Prescribed norms
1	Vacancy reporting and related matters with DoPT	Within one week
2	Permission for medical treatment	Preferably by the same day
3	Grievance redressal	Within 30 days of receipts of complaints
4	Personal claims	Within 15 days
5	RTI matters	Within 30 days

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

Not applicable.

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

Awareness generation through intensive IEC activities using electronic media, print, press, advertisements, workshops, outdoor through DAVP and interpersonal communications through DFP and S&DD have been taken up.

The details are also available in www.rural.nic.in

XXIII. Frequency Asked Questions and their answers

Not applicable

XXIV. Related to seeking Information

Not applicable

XXV. With relation to training imparted to public by Public Authority

Not applicable.

Annexure-I

Powers and duties of officers and employees of Establishment Division (as on 10.5.2013)

Sl. No	Name & Designation of the officers	Work Assigned
1	Director(Admn.)	Supervision of work relating to Establishment Division and final level disposal to be done by him in following matters: Creation & adhoc appointment & forwarding of applications in respect of Group 'C' & 'D' posts, Framing of recruitment rules of Group 'D' posts, Transfers in cases of Group 'B' posts, Settlement of medical claims, Grant of GPF advance & HBA & Other long term advances etc. Shri B.C.Behera, DS(RH) is working as Head of Department.
2	Shri S.K.Gupta, Under Secretary (Admn.)	Performs the duty as Head of Office and Supervision of work relating to Establishment Division and final level disposal is done by him in following matters: Transfers in respect of Group 'C' posts, Settlement of pension cases, forwarding of applications in respect of Group 'C' & 'D' posts, Grant of LTC advance, Short term advances (interest free) . Enforcement of Biometric Attendance System.
3	Section Officer(E.I)	Supervision of work relating to Establishment - I Section which includes: Recruitment, Confirmation, Probation clearance, Forwarding of applications, Posting, Transfer, Grant of leave, Pension cases, Medical Reimbursement, Tuition Fee Reimbursement & all other service matters, RTI matters & Distribution of work among staff. RFD of the Deptt., Savottam, Citizen's Charter, Strategic Plan of the Ministry.
4	Smt Pankaj Kumar, Section Officer, (E.II)	Supervision of work relating to Establishment -II Section which includes: Recruitment, Confirmation, Probation clearance, Forwarding of applications, Posting, Transfer, Grant of leave, Medical Reimbursement, Tuition Fee Reimbursement & all other service matters, SC/ST/OBC matters & RTI matters & Distribution of work among staff. , All establishment / administrative matters relating to formal staff except PS & Addl. PS except Driver in the office of Cabinet Minister and Ministers of State. Sanction of Long/short term advances including GPF Advance/Withdrawal. Enforcement of Biometric Attendance System Implementation of FTS.
5.	Shri Gyan Singh, Asstt., (E.I)	1. Service matters of Section Officers, Accounts Officers, Assistant Director (OL), Asstt. Library & Information Officer. 2. Pension Cases of all Officers/Officials of Deptt. of RD. 3. Furnishing of information under RTI in respect of the service

		<p>matters relating to the posts referred to above.</p> <ol style="list-style-type: none"> 4. Furnishing of information relating to the no. of sanctioned and in position posts in the Deptt. of RD to B&A and Cash Section. 5. Creation / Abolition / Continuance of temporary posts etc. 6. Examination and issue of sanction in respect of medical permission/claims relating to the posts mentioned above. 7. Examination and issue of sanction in respect of reimbursement of tuition fee relating to the posts mentioned above. 8. Framing/amending of RRs in respect of the posts referred to above.
6.	Shri U.P.S.Negi, Asstt. (E.I)	<ol style="list-style-type: none"> 1. Service matters of Under Secretaries/Dy. Directors, Assistant Commissioners, Research Officers, Assistant Directors and equivalent posts. 2. Furnishing of information under RTI in respect of the service matters relating to the posts referred to above. 3. Examination and issue of sanction in respect of medical permission/claims relating to the posts mentioned above. 4. Examination and issue of sanction in respect of reimbursement of tuition fee relating to the posts mentioned above. 5. Framing/amending of RRs in respect of the posts referred to above.
7.	Shri Chand Ram, Assistant, (E.I)	<ol style="list-style-type: none"> 1. Service matters relating to all Technical, Non-gazetted isolated posts including Canteen Staff, Economic/Statistical discipline staff/officers except IES/ISS. 2. Furnishing of information under RTI in respect of the service matters relating to the posts referred to above. 3. Examination and issue of sanction in respect of medical permission/claims relating the posts mentioned above. 4. Examination and issue of sanction in respect of reimbursement of tuition fee relating to the posts mentioned above. 5. Framing/amending of RRs in respect of the posts referred to above. 6. All matters relating to Outsourcing of Data Entry Operators, Accounts Clerks etc.
8.	Shri S. Anil Kumar, Asstt. (E.I)	<ol style="list-style-type: none"> 1. Service matters relating to Deputy Secretaries/Directors and above upto the post of Secretary. 2. Furnishing of information under RTI in respect of the service matters relating to the posts referred to above. 3. Examination and issue of sanction in respect of medical permission/claims relating the posts mentioned above. 4. Examination and issue of sanction in respect of reimbursement of tuition fee relating the posts mentioned above.
9.	LDC/UDC (E.I)	<ol style="list-style-type: none"> 1. Maintaining records of Casual Leave/RH accounts in respect of all the Gazetted posts in the Deptt. of RD. 2. Maintaining of Section Diary and Despatch Registers, 3. Furnishing of Hindi Quarterly Report, 4. Submission of reports/returns on other miscellaneous matters. 5. Keeping in custody of all types of forms like Leave, No Dues Certificate, NOC for issue of Private Passports etc. 6. Any other matters as may be allotted by the offices.

10.	Shri Muslim T. R., Assistant (E.II)	Dealing with enforcement of Biometric Attendance System & generation of reports. All matters relating to outsourced manpower employed on contract basis, All establishment / administrative matters relating to formal staff except PS & Addl. PS and Driver in the office of Cabinet Minister and Ministers of State, Staff association/welfare matters, Observations of VIP Days. Such as Sadbhavana Divas, Flag Day, Quami Ekta Week etc., Farewell parties for retiring employees and assigning of Duty on holidays.
11	Shri Baldev Singh, Assistant (E.II)	All Establishment matters including medical claims, Reimbursement of Tution Fee of gazetted posts (Sr. PPS, PPS, PS) and all non gazetted posts (PAs & Group D) of CSSS. RTI and Court matters. GPF advances/withdrawal of all staff of D/o RD
12.	Smt S Vijayalakshmi, Assistant (SC/ST Cell) (E.II/IT)	<ol style="list-style-type: none"> 1. Reservation in appointment of SC/ST/OBC. 2. Matters relating to representation of women and minorities in service 3. Matters pertaining to recruitment of staff keeping in view the provisions of Persons with Disabilities Act.
13.	Ms Vishakha Gautam, Assistant (E.II)	Establishment matters relating to Multi Task Staff and LDCs/UDCs/Assistants. Medical claims/Tuition Fees, RTI and Court matters.
14	UDC (E.II)	Processing/Scrutinization of Grants/sanction of Long/short term all type of advances excluding GPF Advance / Withdrawal.
15	Smt Kamala Satyawali, LDC (E.II)	Diary/Dispatch through FTS system. Compilation/monitoring of VIP references and RTI applications. Quarterly report on usage of Hindi.

