

GENERAL ADMINISTRATION

I. Objective/purpose

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.

Mission

All Administrative & Establishment matters of the Department.

Vision

To act as media and facilitate smooth functioning of the office by providing the required amenities/services to various Divisions of the Department.

Brief history

Please see brief history of Establishment

Duties / Main activities/functions

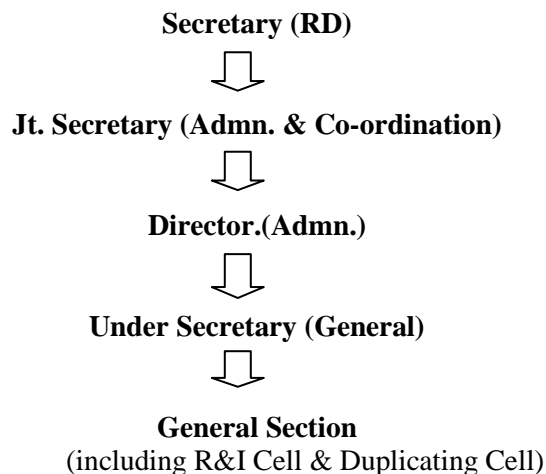
Procurement and maintenance of goods and services for day to day running of the Office.

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

Tendering and entering into contract for procurement of various stationery / sanitary items, Maintenance of Office Equipments, running of official vehicle fleet, receipt and dispatch of official dak through R&I Cell.

Organisational Structure Diagram at various levels namely State, Directorate, region district, block etc.

ADMINISTRATION DIVISION



Expectation for enhancing effectiveness and efficiency

Not applicable

Arrangements and methods made for seeking public participation/contribution

Not applicable

Mechanism available for monitoring the service delivery and public grievance resolution

The grievances, if any, of the public or the employees of the Department are redressed on priority according to the instructions on the subject issued by the Government of India from time to time.

Format for compliance of direction issued by the Commission

I. Objective/purpose of the public authority

Mission/Vision Statement of the public authority	<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>Mission : All Administrative & Establishment matters of the Department.</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>
Brief history of the public authority	<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</p>

	<p>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 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>Department of Drinking Water Supply was separated from the Ministry of Rural Development on 15th July, 2011 and renamed as Ministry of Drinking Water & Sanitation.</p>
Duties of the public authority	Procurement and maintenance of goods and services for day to day running of the Office.
Main activities/functions of the public authority	Same as above
List of services being provided by the public authority with a brief write-up on them	Tendering and entering into contract for procurement of various stationery / sanitary items, Maintenance of Office Equipments, running of official vehicle fleet, receipt and dispatch of official dak through R&I Cell.
Organisational Structure Diagram at various levels namely State, Directorate, region district, block etc.	ADMINISTRATION DIVISION Secretary (RD) JS (Admn.) Dir(Admn.)/HOD(RD) Under Secy.(Genl.) General Section (including R&I Cell & Duplicating Cell)
Expectation of the public authority from the public for enhancing its effectiveness and efficiency	Not applicable as General Administration has no direct public dealing.
Arrangements and methods made for seeking public participation/contribution	Not applicable as General Administration Division has no direct public dealing.

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.
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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.

General Administration is being run on the basis of the Rules & regulations framed by Department of Expenditure, Ministry of Finance 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.

CPIO - Shri S.S. Prasad, Under Secretary
Appellate Authority - Shri B.C. Behera, Deputy Secretary/HOD(RD)

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. vis-à-vis instructions issued from the Department of Expenditure, Ministry of Finance from time to time.

Approval of Secretary(RD)/JS(Admn.)/HOD(RD)/US(Genl.)

Concurrence of IFD is obtained for expenditure which is not within the delegated powers of Head of Department.

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 including tender documents, if any, are loaded 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 offices at various levels whose opinions are sought for the process of decision making?

As explained at Pt. No.IX above.

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

As explained at Pt. No.IX above.

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

Approval of Secretary(RD)/JS(Admn.)/HOD(RD)/US(Genl.)

Concurrence of IFD is obtained for expenditures which are not within the delegated powers of Head of Department.

XV. 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 matters relating to day to day running of Office.

Guidelines/Directions, if any	As per the provisions of Manual of Office Procedures, General Financial Rules, Delegation of Financial Power Rules and the Guidelines/Directions issued by the Department of Expenditure, Ministry of finance from time to time.
Process of Execution	As above

XVI. Directory of officers and Employees

Directory of Officers & Employees is available on the website of the Ministry: www.rural.nic.in

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

Not applicable. To be furnished by B & A Division

XVIII. The Manner of Execution of Subsidy Programmes

Not applicable

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

Not applicable

XX. 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	Issue of fresh tenders	Atleast 1 ½ months before expiry of current contract
2	Finalisation of fresh contract	Normally within 15-20 days from the date of opening of tenders.
3	Grievance redressal	Within 30 days of receipts of complaints
4	RTI matters	Within 30 days
5.	Delivery of Dak received in R&I	Immediately if the dak is marked urgent/ out today, VIP references and Court Cases. Next day in all other cases.
6.	Despatch of dak	Same day in case of dak marked Speed Post, Registered Post, By Spl. Messenger. Same day or next day in case of ordinary dak.

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

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

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

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

XXIII. Frequency Asked Questions and their answers

Nil. Being the Administration Section, No public communications are received except RTI.

XXIV. Related to seeking Information

Not applicable

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

Not applicable. To be provided by Training Division.

Powers and duties of officers and employees of General Section

Sl. No	Name & Designation of the officers	Work Assigned
1.	Shri B.C. Behera, Deputy Secretary/HOD(RD)	Performs the duty as Head of Department and Sanctioning authority for purchases in the General Administration. Purchases of goods and services within the delegated powers of Head of Department are disposed of at his level.
2.	Shri S.S. Prasad Under Secretary (Genl.)	Performs the duty as Head of Office and Supervision of work relating to General Administration and final level disposal is done by him in following matters: Purchase of goods and services within the delegated powers of Head of Office.
3.	Shri Pradhan Singh, Section Officer	Supervision of work relating to General Section which includes: Procurement & maintenance of Staff Cars & PoL. Matter relating to tendering and award of contract for hiring of DLY taxis. Procurement and maintenance of Air-conditioners. Procurement & maintenance of computers & computer Peripherals. Matter relating to mobile phones. Correspondence with MTNL for installation, shifting and transfer of telephone lines installed in the office and residence of eligible officers and Ministers. Matter relating to RAX connections. Procurement & maintenance of EPBAX system & Key Telephone Systems. Procurement & maintenance of Inverters. Matter relating to purchase & maintenance of FAX machines. Matter relating to purchase & maintenance of Aquaguards, RO Systems and Water coolers. Matters related to fresh cabling and repair/ replacement of internet cables. Matter relating to providing Tata Sky and cable connections. monitoring of complaints on daily basis related to above office equipments.. Coordination with NIC for internet connections, LAN and virus problem in the computers installed in Krishi Bhavan. Procurement & maintenance of TVs. Procurement & maintenance of Refrigerators. Procurement & maintenance of Plasma /LCD screens. Procurement & maintenance of Multifunctional Devices (FAX, copiers & Scanner). Condemnation and disposal of Staff Cars. Procurement and maintenance of Laptops. Deployment of Staff Cars and official taxis. Coordination with Directorate of Estates, L&DO, Ministry of Urban Development in connection with office accommodation. Coordination with CPWD and other Departments housed in Krishi Bhavan regarding general up-keep, cleanliness and security of the

		<p>building. Coordination with CPWD for renovation / alteration / repairs of office premises. Tendering, procurement and distribution of Stationery / crockery items, sanitary items and electrical items. Tendering, procurement and issue of all consumables for computers / office equipments like toner cartridges / ink cartridges for computer printers, photocopy machines and Duplicating machines, floppies, CDs, DVDs, etc. Purchase & maintenance of photocopy machines, Duplicating machines, Heaters/Coolers, hot cases and other Electrical fittings and fixtures. Procurement and issue of liveries to Group-C and Group-D staff.</p> <p>Procurement and repair/maintenance of office furniture. All arrangements for various meetings held in Krishi Bhavan and outside Krishi Bhavan. All caretaking arrangements including cleanliness and maintenance of office rooms, corridors, toilets, etc. Payment of bills of various Canteens, Telephones, Newspapers/periodicals, PTI News Scanners, Library Books. Reimbursement of Newspapers / telephone bills to the eligible officers. Procurement & issue of reference books. Grant and adjustment of Contingent advances sanctioned to officers / officials. All arrangements for printing, Binding work. All matters relating to R & I Cell – timely delivery and despatch of dak. All matters relating to Duplicating Cell – timely completion of work relating to Parliament Questions, Agenda notes/ reports for various meetings Conferences.</p> <p>Condemnation and disposal of stores.</p> <p>Arrangements for supply & maintenance of flowers and plants. Matters relating to Budget Estimates / Revised Estimates, expenditure statements and reconciliation of expenditure with Cash Section / P&AO measures for augmentation of Office Expenses. All matters relating to issue of Identity Cards, CGHS Cards, etc. Arrangements for hospitality by Senior Officers to official visitors. All issues relating to residential accommodation to Officers / officials.</p> <p>Matters related to Audit – reply to audit paras.</p> <p>RTI application received on the above subjects.</p>
4.	Shri L. Sekar, Asstt.	<p>Procurement & maintenance of Staff Cars & PoL</p> <p>Matter relating to tendering and award of contract for hiring of DLY taxis. Procurement and maintenance of Air-conditioners.</p> <p>Procurement & maintenance of computers & computer Peripherals.</p> <p>Matter relating to RAX connections.</p>

		<p>Procurement & maintenance of EPBAX system & Key Telephone Systems. Procurement & maintenance of Inverters. Matter relating to purchase & maintenance of FAX machines. Matters related to fresh cabling and repair/replacement of internet cables. Matter relating to providing Tata Sky and cable connections. Monitoring of complaints on daily basis related to above office equipments. RTI matters related to the above subjects. Coordination with NIC for internet connections, LAN and virus problem in the computers installed in Krishi Bhavan. Procurement & maintenance of TVs. Procurement & maintenance of Refrigerators. Procurement & maintenance of Plasma /LCD screens. Procurement & maintenance of Multifunctional Devices (FAX, copiers & Scanner). Condemnation and disposal of Staff Cars. Procurement and maintenance of Laptops. Deployment of Staff Cars and official taxis.</p>
5.	Shri S.S. Miyan Asstt.	<p>Residential / Office accommodation. Renovation / alteration of Office accommodation through CPWD. Correspondence with Directorate Estates / L&DO regarding Office accommodation Correspondance with CPWD for up-keep maintenance of Office premises. Correspondence / liaison with other Departments housed in Krishi Bhavan regarding general up-keep, maintenance and Security of the Krishi Bhavan Complex including matters relating to coordination meetings held by the Department of Agriculture & Cooperation. Condemnation / disposal of stores. Tendering, award of rate contract, procurement and distribution of stationery / corkery items. Purchase and maintenance of Photocopy Machines and Duplicating Machines. Matter relating to R & I Cell. Audit / furnishing of replies of audit paras. Tendering and award of contract for providing Backdrop /Signage items and Audio-Visual equipments for various meetings / conferences. Tendering, award of contract, procurement and distribution of Conference Bags for various meetings / conferences as per the requirements of the Division organising the meeting. Arrangements for various meetings / conferences held outside Krishi Bhavan. Matters relating to Entertainment / Hospitality. Processing the bills of Food Department Canteen, Gram Vikas Canteen and Northern Railway Catering (PH) for payment. Grant and adjustment of Contingent advances to Officials of the Department.</p>

		<p>Processing of bills for expenditure incurred by various Sections / Divisions / Officers on miscellaneous items. Issues relating to Budget Estimates / Revised Estimates, expenditure statements and reconciliation of expenditure with Cash Section / P&AO. Providing Briefcases / ladies purse to all the eligible Officers.</p> <p>Tendering, award of rate contract, printing and supply of letter heads, envelopes. Tendering, award of rate contract for printing of Agenda notes, invitation cards, parking levels, reports etc. for meetings / conferences. Tendering and entering into rate contract for binding work.</p> <p>Issuance of invitation cards to Officers for Republic Day Celebrations / Independence Day Flag Hoisting Ceremony. Providing of data for updation of Delhi Official Directory including procurement and issue. Procurement and issue of reference books to Officers / Section including payment of bills of the books purchased by the Library. RTI matters related to the above subjects.</p>
6.	Shri Gopal Dhakate, Asstt.	<p>All caretaking job (matter relating to cleaning & maintenance of office premises). Award of contract for cleaning & upkeep of room, orridors, toilets etc., Tender and award of rate contract for sanitary items procurement and distribution of sanitary items.</p> <p>Arrangements for meetings/press conference in "UNNATI" conference room and conference rooms of other Department in Krishi Bhawan. Arrangements for refreshment during meeting in the chamber of Ministers/Secretary/ AS&FA and other Sr. Officers.</p> <p>Tendering and award of rate contract of supply of plants and flowers. Tendering and award of contract for purchase of furniture items. Tendering and award of contract for repair & maintenance of furniture items. Tendering and award of contract for making & Issue of Rubber/self –inking stamps to officers/Sections. Tendering and award of contract for dry cleaning of towels, carpets, car sheet covers, sofa and chair covers etc., Tender and award of rate contract for Toners & Cartridges for computer printers procurement and distribution of toners and cartridges. Tender and award of rate contract for Consumable items procurement and distribution of consumable items. Tender and award of rate contract for Photocopiers Toners procurement and distribution of toners. Procurement and distribution of Electrical items (like Electric kettle, Hotcase, Blowers, wall/ pedestal fan etc.,) Correspondance with CPWD for minor repairs and white washing/panting of office</p>

		rooms and toilets. Submission of reports and returns. RTI matters related to the above subjects.
7.	Shri Om Prakash, Asstt.	<p>Matter relating to mobile phones. Correspondence with MTNL for installation, shifting and transfer of telephone lines installed in the office and residence of eligible officers and Ministers.</p> <p>Payment of office, residential and reimbursement of telephone bills. Payment of Speed post, telegram, EPP bills. Purchase of Telephone instrument (excluding KTS) and repairs. Matter relating to purchase & maintenance of Aquaguards, RO Systems and Water coolers. Procurement & Maintenance of Desert Coolers. Contract of Hiring for Desert Coolers. Matters pertaining to issue of Identity Cards. All items of Electrical matters (excluding CPWD). Payment of electric bill of NREGA premise at Baba K.S Marg. Procurement & issue of tube lights.</p> <p>Matters pertaining to CGHS cards. Procurement & Distribution of liveries. Re-imbusement of Newspaper bills of officers. Payment of newspaper/magazines bills supplied in the Library & offices/ residence of Hon'ble Ministers & Secretary. Procurement & distribution of tea, milk, coffee, juice, biscuits, mineral water, etc. to Sr. Officers (of the level of JS and above.). Issue of canteen coupon to eligible officers (below the level of JS).</p> <p>Correspondence with CPWD for minor electrical repairs. RTI matters related to the above subjects.</p>
8.	Shri Prem Prakash, UDC	<p>Receipt of dak in the R & I Cell from various Sections / Divisions / Officers for despatch by Registered Post, Speed Post, Express Parcel, Spl. Messenger, ordinary post, etc. Receipt of Dak emanating from outside and meant for various Sections / Divisions / Officers in the Department.</p> <p>Preparation of Dak for timely despatch by Registered post / ordinary post / Express Parcel.</p> <p>Entering of Dak in the Peon Books of Special Messengers / Despatch Riders. Maintenance of Record of Service Stamps. To ensure timely delivery of Dak to various Sections / Officers.</p> <p>Supervision of Group – D Staff posted in the R&I cell.</p>
9.	Night Duty Clerk	<p>Preparation of dak for despatch by Speed Post.</p> <p>Receipt of Dak / telegrams during the night.</p> <p>Ensuring security of office rooms (Checking that lights / fans office equipments are switched off in all the rooms and are properly locked).</p> <p>Delivery of Urgent Dak, Wireless Messages, received during night, at the residences of Ministers and other Senior Officers. Marking of Dak, received by post,</p>

		courier, special Messenger during the day, for delivery to the respective Sections / Officers next morning. Attending telephone calls and giving desired information to the callers.
10.	Shri D.D. Mahto, Sr. Roneo Operator	To supervise the work of both the Junior Roneo Oeprators. To ensure that all the machines installed in the Duplicating Cell are properly maintained and always kept functional. To ensure that all the duplicating work received from various Sections / officers is completed within the stipulated time frame. To ensure that all the Parliament questions are duplicated and delivered within the stipulated time frame. To ensure that proper record of Duplicating Ink and Duplicating Paper issued to the Duplicating Cell is maintained.