

INTEGRATED FINANCE DIVISION (IFD)

I. Objective/purpose /Mission/Vision Statement / Brief history

IFD does not have any separate Mission/Vision as it provides only support services.

Duties / Main activities/functions

Finance-I Section

Examination of proposals received from Programme Division for release of funds and other miscellaneous proposals for financial approval relating to:-

1. MGNREGA
2. PMGSY
 - i) Normal PMGSY projects
 - ii) Bilateral PMGSY projects
3. NRRDA
4. Indira Awaas Yojna (IAY)/RH
5. International Cooperation (IC)
6. Information Education and communication (IEC)
7. Training under MGNREGA/IAY
8. Court cases in r/o MGNREGA/RH
9. Afro-Asian Rural Reconstruction organization(AARRO)
10. Centre for Integrated Rural Development in Asia and Pacific (CIRDAP)

Finance-II Section

Examination of proposals received from Programme Divisions for release of funds, expenditure etc. relating to:-

1. DRDA
2. SGSY
3. SGSY(SP)
4. NSAP
5. PURA
6. NIRD
7. CAPART
8. GC/Hindi/Parliament/Establishment
9. Monitoring
10. General procurement

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

Not applicable

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

Not applicable

Expectation of the public authority from the public for enhancing its effectiveness and efficiency

Not applicable

Arrangements and methods made for seeking public participation/contribution.

Not applicable

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

Finance-I Section

Names of officers/staff posted	Work dealt with in the Section
1. Shri. H.D.Garg, (Section Officer) 2. Shri. R.R.Ranakoti,(Section Officer) 3. Shri. N.Sudhakaran,Consultant 4. Shri. Ashok Giri,(Section Officer) 5. Shri. P.Bhattacharjee,(Accountant)	Examination of proposals received from Programme Division for release of funds and other miscellaneous proposals for financial approval relating to:- 1. MGNREGA 2. PMGSY i) Normal PMGSY projects ii) Bilateral PMGSY projects 3. NRRDA 4. Indira Awaas Yojna (IAY)/RH 5. International Cooperation (IC) 6. Information Education and communication (IEC) 7. Training under MGNREGA/IAY 8. Court cases in r/o MGNREGA/RH 9. Afro-Asian Rural Reconstruction organization(AARRO) 10. Centre for Integrated Rural Development in Asia and Pacific (CIRDAP)

Finance-II Section

Names of officers/staff posted	Work dealt with in the Section
1. Shri Rakesh Bhardwaj, Section Officer 2. Shri C.S.Chadha, Section Officer 3. Mrs Pushpa Thareja, Assistant 4. Mrs Shashi Aggarwal, Assistant	Examination of proposals received from Programme Divisions for release of funds, expenditure etc. relating to:- 1. DRDA 2.SGSY 3.SGSY(SP) 4.NSAP 5.PURA 6.NIRD 7.CAPART 8.GC/Hindi/Parliament/Establishment 9.Monitoring 10.General procurement

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.

No such separately except for the DFPR, GFR and FRSSR

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").

There is no such separate document of IFD.

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

Not applicable

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

Name Designation & Address of CPIO	Phone No. E-Mail Fax No.	Appellate Authority Name, Designation, Address Phone No. E-Mail
Shri. Rajender Prasad, Under Secretary (F-I) R.No.462-A, Krishi Bhawan, New Delhi	011- 23070156	Dr. Arvind Mayaram, AS & FA 011-23383880

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

Not applicable

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?

Fin.I, II- US-Director-AS&FA

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

Ministry of finance is consulted whenever necessary

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

Not applicable

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

Section (FI& FII) – Under Secretary (Fin)- Director (Finance)- AS & FA

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

AS & FA

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

Director (Fin) and AS&FA as per delegation of power

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 in the given format

In the website

XVII. The Manner of Execution of Subsidy Programmes

Not applicable

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

Not applicable

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

S.No	Item of work	
1.	Receipt of manuscript from author for publication	Not applicable
2.	Planning processing of the proposal of book	Not applicable

3.	Composing of book and designing of cover	Not applicable
4.	Checking of proofs/rechecking of final proofs	Not applicable
5.	Final Printings	Not applicable
6.	Payment of Bills	Not applicable
7.	Mailing of books	Not applicable
8.	Subscribers of Journals/Employment News	Not applicable
9.	Complaints & suggestions from readers	Not applicable
10.	Grievance redressal	.

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

Programme Division to provide

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

Not applicable

XXII. Frequently Asked Questions and their Answers

Not applicable

XXIII. Related to seeking Information

Not applicable

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

Not applicable