

International Cooperation Division

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.

Vision

To act as media between the Ministry of External Affairs/Ministry of Finance, Deptt. Of Economic Affairs and foreign delegates/foreign missions/other countries and facilitate smooth cooperation.

Mission

To coordinate all matters relating to International Cooperation in the field of rural development with other Ministries and Organizations on matters pertaining to International issues and Liaison with Ministry of External Affairs for arranging Meetings/visits of Foreign Delegations with Ministers/Officers of this Ministry.

Brief history

IC Division was formed to deal with the international matters in the field of rural development.

Our visionary leaders anticipated the significance of South South Cooperation much before globalisation and had recognized the need for cooperation among the third world countries for better appreciation for each others problem and has been a founder members of many international forums such as African Asian Rural Development Organisation (AARDO), Bay of Bengal Initiative for Multi Sectoral and Technical Cooperation (BIMSTEC), Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), Non-Aligned Movement (NAM), South Asian Association for Regional Cooperation (SAARC) etc.

The Ministry of Rural Development is the nodal Ministry with respect to two Inter-Governmental International Organisation, namely, the Afro Asian Development Organisation (AARDO) and the Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP).

Duties/ Main activities/functions

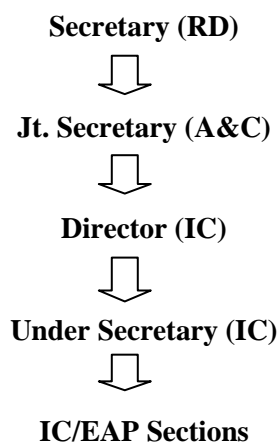
- Liaison with other Ministries and Organizations on matters pertaining to International issues.
- Liaison with Ministry of External Affairs for arranging Meetings of Foreign Delegations with Ministers/Officers of the Ministry and visits of the Foreign Delegation matters in the country.
- Examination and processing of proposals for travel abroad in connection with various Training courses/ Seminars/ Workshops/ Conferences/Meetings/Study visits etc.
- Liaison with External Funding Agencies for projects in Rural Development.
- Bilateral Agreements/MoUs with other countries in the field of Rural Development

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

- Ministry of Rural Development is the Focal Ministry for other international organizations such as Non-Aligned Movement (NAM), Bay of Bengal Initiative for Multi Sectoral and Technical Cooperation (BIMSTEC), South Asian Association for Regional Cooperation (SAARC) etc. in connection with Rural Development issues.
- Ministry of Rural Development is the Nodal Ministry for two intergovernmental organizations namely; African-Asian Rural Development Organisation (AARDO) and Centre on Integrated Rural Development for Asia and the Pacific.
- To provide assistance in evolving an integrated approach to rural development for more effective and speedier reconstruction of Afro-Asian societies and economies:
- To facilitate exchange of successful experiences in the field of rural development and flow of technical assistance among its members:
- To take up relevant pilot projects to demonstrate the feasibility of selected propositions.
- As the nodal ministry to CIRDAP the main objective of IC division is to assist national action and promote regional cooperation in Integrated Rural Development
- To function as servicing institutions for Member Countries
- To encourage joint collaborative activities for the benefit of Member Countries
- To promote and speed up Poverty Alleviation measures through peoples' participation

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

INTERNATIONAL COOPERATION DIVISION



Expectation from the public for enhancing its 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

Not applicable

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

Powers and duties of officers and employees of International Corporation Division

Sl. No.	Name & Designation of the officers	Work Assigned
1	Shri B.S.Negi, Consultant(IC/Admn.)	Supervision and monitoring of work relating to IC Section
2	Smt. Alice Tete Under Secretary (IC)	Supervision of work relating to IC Section
3	Shri Rakesh Kumar Economic Officer (IC)	<ul style="list-style-type: none"> • All matters relating to supervision of Protocol duties like coordination with MEA in respect of delegations visiting the Ministry. • Work relating to all AARDO/CIRDAP's training programmes/workshops/seminars organized in India and Abroad. Coordination with the participants and AARDO/CIRDAP. • Work relating to release of India's contribution to AARDO and CIRDAP. • Work relating to release of funds to NIRD/CIRDAP for organizing training courses in India and Abroad. • Work relating to preparation of Plan and Non Plan budget of IC Section. • Matters relating to DOPT/DEA training courses organized by them. • All matters relating to visa, passport, ticketing from Balmer Lawrie/ Air India etc. • Obtaining necessary clearances from Ministry of External Affairs, Ministry of Home Affairs, Department of Economic Affairs, Department of Expenditure etc. in respect of participants, Ministers, Secretary (RD) , senior officers and officials of the Ministry to participate in connection with lateral/multilateral issues as well as various training programmes / workshops/seminars etc.
4	Vacant Section Officer (EAP)	<ul style="list-style-type: none"> • All matters relating to promotion of International Cooperation in Rural Development and liaison with other Ministries/ Departments and Organizations on matters pertaining to International issues. • Coordination of all matters including Policy issues pertaining to Afro-Asian Rural Development Organization (AARDO) and Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP). All matter as well as issues relating to CIRDAP Executive Committee and Governing Council Meetings, AARDO Liaison Committee, Executive Committee Meeting and AARDO Conference. Appointment/recruitment in AARDO

		<p>and CIRDAP, maintenance of AARDO building, project proposals for AARDO assistance and AARDO Conference.</p> <ul style="list-style-type: none"> • Work related to other International Organizations, such as, Non-Aligned Movement (NAM), Bay of Bengal Initiative for Multi Sectoral and Technical Cooperation (BIMSTEC), South Asian Association for Regional Cooperation (SAARC) etc. in connection with rural development issues. • Matters relating to international & bilateral issues, such as, signing of MoUs, Agreements, Work Plan and follow up action on their implementation. • Organizing International Conferences/Meetings related to IC Division. • Examination of project proposal relating to Rural Development through external funding from donor agencies, such as, World Bank, DFID, ADB, JICA, EU etc. and forwarding of comments to DEA for consideration of project approvals. • All Parliamentary matters relating to International issues and foreign assistance in RD programmes.
5	Shri M.R. Kondle Assistant (IC) & P.O. to SRD	<ul style="list-style-type: none"> • All matters relating to Protocol Duties like coordination with MEA in respect of delegations visiting the Ministry. • Work relating to preparation of Plan and Non Plan budget of IC Section. • Matters relating to DOPT/DEA training courses organized by them. • All matters relating to visa, passport, ticketing from Balmer Lawrie/ Air India etc. • Necessary clearances of participants, Minister (RD), MOS (RD), Secretary (RD) and other senior officers of the Ministry to various training programmes / workshops/seminars from Ministry of External Affairs, Ministry of Home Affairs, Department of Economic Affairs, Department of Expenditure.
6.	Shri Rambir, LDC	<ul style="list-style-type: none"> • Work relating to all AARDO/CIRDAP training programmes/workshops/seminars organized in India and Abroad. Coordination with the participants and AARDO/CIRDAP. • Work relating to release of India's contribution to AARDO and CIRDAP. • Work relating to release of funds to NIRD/CIRDAP for organizing training courses in India and Abroad.
7.	Shri Ambrish Kumar, Asstt.(EAP)	<ul style="list-style-type: none"> • All matters relating to promotion of International Cooperation in Rural Development and liaison with other Ministries/ Departments and

		<p>Organizations on matters pertaining to International issues.</p> <ul style="list-style-type: none"> • Coordination of all matters including Policy issues pertaining to Afro-Asian Rural Development Organization (AARDO) and Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP). All matter as well as issues relating to CIRDAP Executive Committee and Governing Council Meetings, AARDO Liaison Committee, Executive Committee Meeting, appointment/recruitment in AARDO and CIRDAP, maintenance of AARDO building, project proposals for AARDO assistance and AARDO Conference. • Work related to other International Organizations, such as, Non-Aligned Movement (NAM), Bay of Bengal Initiative for Multi Sectoral and Technical Cooperation (BIMSTEC), South Asian Association for Regional Cooperation (SAARC) etc. in connection with rural development issues. • Matters relating to international bilateral issues, such as, signing of MoUs, Agreements, Work Plan and follow up action on their implementation. • Organizing International Conferences/Meetings related to IC Division. • Examination of project proposal relating to Rural Development through external funding from donor agencies, such as, World Bank, DFID, ADB, JICA, EU etc. and forwarding of comments to DEA for consideration of project approvals. • All Parliamentary matters relating to International issues and foreign assistance in RD programmes.
8.	Shri Saurav Verma UDC	All the work relating to diary, dispatch and typing. Maintaining the Sanction Guard file. Opening of new files. Maintaining year wise files. Maintaining file movement registers. Noting/drafting other work as entrusted by Section Officer.

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.

International Cooperation Division is being run on the basis of the Rules & regulations framed by the Ministry of External Affairs, Ministry of Finance (Deptt. of Economic Affairs) and Ministry of Home Affairs 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. 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

- 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 Departmental 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
Smt. Alice Tete Under Secretary (IC) 366-A, Krishi Bhawan, New Delhi	011-23073787	Shri. S K Kalhotra DS (RH), 366-B Krishi Bhawan, New Delhi 011- 23097048

- 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)

Every case/Issue is examined/processed according to the procedure prescribed and instructions circulated by the Ministry of External, Ministry of Finance, (Department of Economic Affairs) , Ministry of Home Affairs etc. , from time to time.

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

Concurrence of IFD in respect of financial sanctions are taken.

- IX. 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.VIII above.

- X. 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 is concerned, the information is communicated to them through permissible mode of communications as specified in the Manual of Office Procedure.

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

As explained at Pt. No. IX above.

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

As explained at Pt. No.VII above.

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

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

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 International Cooperation division matters
Guidelines/Directions, if any	As per the instructions circulated/laid down by Ministry of External Affairs, Ministry of Finance, Deptt. Of Economic Affairs, Ministry of Home Affairs
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 in the given format:

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.

There are no set norms however all the work is expedited as soon as the same is received in the division.

XX. 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

XXI. 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

XXII. Frequency Asked Questions and their answers

Not applicable

XXIII. Related to seeking Information

Not applicable

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

Not applicable.