

## **DISTRICT RURAL DEVELOPMENT AGENCY (DRDA)**

### **I. Objective / purpose**

The DRDA Admin. Section is the office in-charge of implementing the DRDA Admin. Scheme through which the Central share of fund is directly released to the District Rural Development Agency (DRDA). The DRDA is the principal organ at the district level to manage and oversee the implementation of different anti-poverty programmes of the Ministry of Rural Development. It is a supporting and facilitating organization which plays a very effective role as a catalyst in development process.

### **Mission / Vision Statement**

The objective of the scheme is to strengthen and professionalize the DRDAs so that they can effectively enhance the quality of implementation.

### **Brief history**

“DRDA Administration” Scheme was introduced from 1st April, 1999 under which the salary and administrative expenses of DRDAs are funded on a 75:25 basis between Centre and State Governments. However, from 2008-09 the funding pattern for N.E. States has been changed from 75 : 25 to 90 : 10. In the case of UTs, the Centre provides entire (100%) funds under the Scheme.

### **Duties**

Dealing with all issues related to DRDA policy and all matters, in so far as it relates to administration of DRDAs.

### **Main activities / functions**

- To formulate policy guidelines for DRDAs
- Release of funds under DRDA Administration Scheme

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

- Allocation of funds under DRDA Administration Scheme
- Release of funds under DRDA Administration Scheme
- Organization of Conference of Project Directors of DRDAs

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

Minister (RD)
MOS (RD-PJ)
Secretary (RD)
Addl. Secretary (RD)
Joint Secretary (SA)
Director (DRDA )
Under Secretary (DRDA)
DRDA Section

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

To provide feedback on the implementation of the Scheme and to highlight any irregularities

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

NA

**Mechanism available for monitoring the services delivery and public grievance resolution**

- Performance of DRDAs is reviewed before processing release of 2nd installment of funds
- Right to Information Act, 2005
- Third party monitoring through National Level Monitors

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

1. Ms Preeti Nath, Director (DRDA) – 23743278
2. Shri Guljari Lal, Under Secretary(DRDA) – 23346335-36
3. Shri Subhash Sangwan, Section Officer(DRDA) – 23346235-36
4. Shri B.B. Sethi, Consultant(DRDA) – 23346235-36
5. Shri Debi Singh, Consultant – 23346235-36
6. Ms. Pooja, DEO – 23346235-36

For all matters pertaining to Policy, release of funds, parliamentary matters, VIP references, RTI and other miscellaneous references

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**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**

<b>Name /Title of document</b>	<b>DRDA Administration Guidelines</b>
Type of document - Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)	Others
Brief write-up on the document	The DRDA Admn. Guidelines contain all the information and instructions regarding imple-mentation of the Scheme and its brief history since its inception.
From where one can get a copy of rules, regulations, instructions, manual and records	Available on the website of the Ministry – rural.nic.in.
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	N.A.

**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**

<b>Sl. No.</b>	<b>Subject / Topic</b>	<b>Is it mandatory to ensure Public participation (yes/no)</b>	<b>Arrangements for seeking public participation</b>
1	Policy matters relating to DRDA Admn	No	NA

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**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”)**

S. No.	Category of the document	Name of the document	Procedure to obtain the document	Held under custody of
1	Guideline	Guidelines – DRDA	Available on the website	DRDA Section Ministry of Rural Development

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

Name and address of the Affiliated Body	N.A.
Type of Affiliated Body (Board, Council, Committees, Other Bodies)	-
Brief introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	-
Role of Affiliated Body (Advisory/Managing/ Executive/Others)	-
Structure and Member Composition	-
Head of the Body	-
Address and main office and its Branches	-
Frequency of Meetings	-
Can public participate in the meetings?	-
Are minutes of the meetings prepared?	-
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
Shri Guljari Lal, Under Secretary (DRDA), C-21 3 <sup>rd</sup> floor, State Emporia Complex, BKS Marg New Delhi	011-23346235 01123346236 Telefax <a href="mailto:uspc-rd@nic.in">uspc-rd@nic.in</a>	Ms Preeti Nath, Dir. (DRDA) C-21 4 <sup>th</sup> floor, State Emporia Complex, BKS Marg New Delhi Ph.No.23743278 - Telefax <a href="mailto:Pnath@nic.in">Pnath@nic.in</a>

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**VIII. What is the procedure followed to take a decision for various matters**

As per Manual of Office Procedure, Govt. of India

**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?**

As per Manual of Office Procedure, Govt. of India

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

Decisions are communicated to the public through the Ministry's website, through advertisements in print and electronic media , leaflets / booklets etc

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

- Concerned Ministries/Departments of the Govt. of India
- State Rural Development of the State Govts/UTs and district level authority

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

Minister for 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.**

S.No.		
1	Subject on which the decision is to be taken	Policy matters relating to DRDA Administration
	Guidelines / Directions, if any	Amendment in the Guidelines
	Process of Execution	Approval of Minister for Rural Development is sought and instructions are issued to the concerned authorities of the State Govts./UTs

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**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**

Budget for the year 2013-2014 is Rs. 250.00 crores.

**XVI. The manner of Execution of Subsidy Programmes. Please provide the information as per the following format**

<b>S. No.</b>	<b>Items</b>	<b>Remarks</b>
1	Name of the Programme/Scheme	NIL
2	Duration of the Programme/Scheme	-
3	Objective of the Programme	-
4	Physical and financial targets of the programme (for the last year)	-
5	Eligibility of beneficiary	-
6	Pre – requisites for the benefit	-
7	Procedure to avail the benefits of the programme	-
8	Criteria for deciding eligibility	-
9	Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)	-
10	Procedure for the distribution of the subsidy	-
11	Where to apply or whom to contact in the office for applying	-
12	Application fee (where applicable)	-
13	Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	-
14	List of attachments (certificates/documents)	-
15	Format of attachments	-
16	Where to contact in case of process related complaints	-
17	Details of available fund (At various levels like District level, Block level etc.)	-

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

<b>S.No.</b>	<b>Items</b>	<b>Remarks</b>
1	Name of the programme	NIL
2	Type (Concession/Permits/Authorization)	-

3	Objective	-
4	Targets set (for the last year)	-
5	Eligibility	-
6	Criteria for the eligibility	-
7	Pre – requisites	-
8	Procedure to avail the benefits	-
9	Time limit for the Concession/Permits / Authorization	-
10	Application Fee (Where applicable)	-
11	Application format (where applicable)	-
12	List of attachments (certificates/documents)	-
13	Format of attachments	-

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

S.No.	Item of work	Prescribed norms
1	Allocation of funds and fixation of physical/Financial Targets	Within one week of budgetary allocation
2	Release of 1st installment of funds (1st tranche)	By 2 <sup>nd</sup> to 3rd week of April
3	Release of 2 <sup>nd</sup> installment	Within One month/30 days of proposal received

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

All information about the scheme is available on the Ministry's website

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

Through the internet, Information Education Campaign activities of the Ministry, booklets, leaflets, advertisements etc

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

Not applicable

**XXII. Related to seeking information with relation to training imparted to public by Public Authority**

<b>S.No.</b>	<b>Items</b>	<b>Remarks</b>
1	Name of training programme with brief description	Not applicable
2	Time period for training programme/Scheme	-
3	Objective of training	-
4	Physical and Financial targets (Last year)	-
5	Eligibility for training	-
6	Pre – requisite for training (if any)	-
7	Description of help (Mention the amount of Financial help, if any)	-
8	Procedure of giving help	-
9	Contact information for applying	-
10	Application fee (where applicable)	-
11	Other fees (where applicable)	-
12	Application form (Incase the application is made on plain paper please mention the details which the applicant has to provide)	-
13	List of enclosures / documents	-
14	Format of enclosures / documents	-
15	Procedure of application	-
16	Process followed in the Public Authority after the receipt of application	-
17	Normal time taken for issuance of certificate	-
18	Validity period of certificate (If applicable)	-
19	Process of renewal (if any)	-
20	Selection procedure	-
21	Time table of training programme (in case available)	-
22	Process to inform the trainee about the training procedure	-
23	Arrangement made by the public authority for creating public awareness about the training programme	-
24	List of beneficiary of the training programme at various levels like district level, block level etc.	-