

# Compliance under section 4 (1) (b) of the Right to Information Act, 2005

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1. The particulars of the Organization, Functions and Duties
2. The powers and Duties of its officers and employees
3. The procedure followed in the decision making process, including channels of supervision and accountability
4. The norms set by it for the discharge of its functions
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
6. A statement of the categories of documents that are held by it or under its control
7. The particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of its policy or implementation thereof
8. A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public
9. A directory of its officers and employees
10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations
11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
13. Particulars of recipients of concessions, permits or authorizations granted by it
14. Details in respect of the information, available to or held by it, reduced in an electronic form
15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
16. The names, designations and other particulars of the Public Information Officers
17. Such other information as may be prescribed

## 1. The particulars of the Organization, Functions and Duties

Name of the Organization	DISTRICT PLANNING OFFICE
Establishment	As per Guidelines Of Government Of Jharkhand (GOJ).
Address	Collectorate building , Giridih -815301
Contact	Phone: 06532-222072 Fax: 06532-222699
Website	<a href="http://www.giridih.nic.in">www.giridih.nic.in</a>

### Functions:

The District Planning Office has been created in all District under the Deputy Commissioner's office and is headed by (1) The District Planning Officer (DPO) as the Head of Office, appointed by Planning cum Finance Department Government of Jharkhand.

### The Duties, Function & Role of District Planning Offices :

The main duties and function of District Planning Office are as follows:-

1. To convene meetings of the District Planning committee and to pursue the recommendations of such meetings with the concerned Departments of the State Government and other agencies;
2. To prepare District Annual Plans for the districts and to place the same before the District Planning committee for consideration before submission to Government;
3. To monitor the implementation of various plan schemes in the districts in general, to identify the limiting factors in the implementation of plan schemes and to place the matter before the District Planning Boards and State Government with specific suggestions for ensuring speedy and efficient implementation of plan schemes;
4. To compile and consolidate quarterly progress reports of district-level plan schemes hitherto done by the District Statistical Officers, to place such consolidated reports before the District Planning Boards for review and then to finalise the consolidated quarterly progress reports of such district-level plan schemes for submission to Government in the month following each quarter. Quarterly progress reports may be obtained from the District Heads of Development Departments, who may also furnish such other information and materials as may be necessary for compilation of the reports;
5. To take up such other activities as may be assigned to them from time to time by the District Planning committee or by the Government or by the DC;
6. To perform all other functions as assigned to them by Government; and the DC .
7. To ensure co-ordination among all the District heads of Development Departments in the formulation and implementation of plan schemes.

## **2. The powers and Duties of its officers and employees**

The officers and employees are appointed by the Planning cum Finance department Government of Jharkhand. They discharge their official duties in accordance with the directions and instructions given by the department Government of Jharkhand.

## **3. The procedure followed in the decision making process, including channels of supervision and accountability**

The Deputy Commissioner, Hon MP/MLA and DPO follow the procedure given by Government of Jharkhand.

## **4. The norms set by it for the discharge of its functions**

The District Planning officers are discharging their functions and duties in accordance with the provisions given by Planning cum Finance department Government of Jharkhand .

## **5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

All rules and regulations are available on the department website i.e. <http://www.jharkhand.gov.in/planning-dev>

## **6. A statement of the categories of documents that are held by it or under its control**

- a) Case files
- b) Files of correspondences
- c) Annual reports
- d) Files related to budget and budgetary allocation
- e) Files related to parliamentary questions
- f) Litigation files
- g) Rules (already on website)
- h) Regulations (already on website)

7. **The particulars of any arrangement that exists for consultation with, or representation by, the Members of the public in relation to the formulation of its policy or implementation thereof**

N/A

8. **A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public .**

Yes Monthly Meeting of the committee is organized and the minutes of meetings are available on [www.giridih.nic.in](http://www.giridih.nic.in) for public access .

9. **A directory of its officers and employees**

Sl no.	List Of Employee	Sanction Post
1	District Planning Officer	1
2	Assistant District Planning Officer	2
3	Clerk	1
4	Computer Operator	1

10. **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

Monthly Remuneration

Designation		Basic Pay
District Planning Officer	96600	15600-39100
Assistant District Planning Officer	Post Vacant	
Clerk	62200	9300-34800
Computer Operator	26300 (Fixed)	

- 11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

N/A

- 12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

N/A

- 13. Particulars of recipients of concessions, permits or authorizations granted by it**

N/A

- 14. Details in respect of the information, available to or held by it, reduced in an electronic form**

All the relevant details including the order passed by the Planning Commission from time to time are made available on the website. Further, other details like employment related issues, procurement/tenders etc are also made available on the Planning Commission website. For more details please see <http://www.jharkhand.gov.in/planning-dev> .

- 15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

N/A

**16. The names, designations and other particulars of the Public Information Officers**

a) Mr Devesh Kumar Gautam (DPO) – First Appellate Authority

**17. Such other information as may be prescribed**

N/A

  
4-10-18  
जिला योजना प्रशासिकारी  
मिरिडीह

## Section 4 (1)(b)

1. Whether Seventeen Point information under the mandatory.  
Provision of Section 4 (a)(b) has been prepared or not ? - **Yes**
2. IF prepared, has it been given wide publicity or not - **Yes**
3. The mode of publicity -
  - a. Put on internet/Jharnet - **Yes**
  - b. Published in Newspaper - Yes/No.
  - c. By any other means - elaborate  
(Such as keeping one set in the library for general public)
4. Whether the information is updated time to time ? If, Yes, the frequency of such up dating in a year. **2<sup>nd</sup> Times**
5. Wheather field offices have prepared the seventeen point information under section 4 (1) (b) or not. **N.A.**
6. If prepared, the same has been given wide publicity or not and its mode- **N.A.**
  - a. Number of field offices where PIO has been appointed.
  - b. Number of N.G.O. (under the control of the Department and R.T.I. Act is applicable on them) where P.I.O. have been appointed.
  - c. Number of field offices where section 4(1)(b) has been complied.
  - d. Number of N.G.O. where Section 4(1)(b) has been complied.
  - e. Those who have prepared the seventeen point information have given wide bpublicity to it or not -
    - I. By putting it on internet - Yes/No (in percentage)
    - II. By publishing in newspaper - Yes/No (in Percentage)
    - III. By any other means - elaborate  
(Such as keeping one set in the library for general Public.)

(2)  
4-10-18  
जिला योजना पदाधिकारी  
मिरिडीह