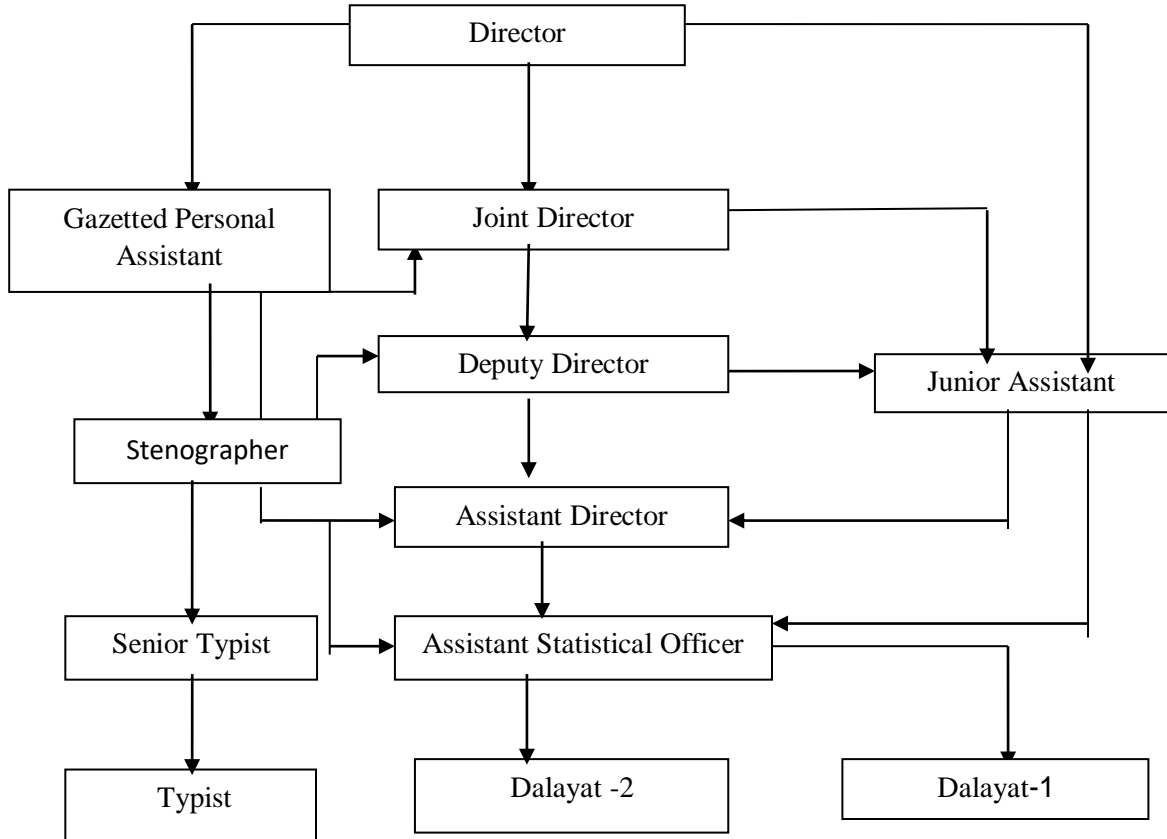


**Right to Information Act 2005 Section-4**

**4(1) (B) (I) – Section/Division**

**Planning Programme Monitoring and Statistics Department.  
District Planning Division**



**CHAPTER - 1**  
**Organisation, Functions and Duties**  
[Section 4(1) (b) (i)]

Particulars of the organizations, functions and duties:

Sl. No.	Name of the Organisation	Address	Functions	Duties
1	District Planning Division, Planning, Programme Monitoring and Statistics Department	Room No 748 And 749, 2nd gate, 7 <sup>th</sup> Floor, M.S.Building, Dr.Ambedkar Veedhi, Bangalore.	<p>1) Guides Zilla Panchayats in the formulation of the Programmes of Panchayat Raj Institutions; Co-ordinates activities relating to the programmes of the Panchayat Raj Institutions at the State level; Integration of the programmes of the Panchayat Raj Institutions with the State Programmes; and Preparation of the data required for the budget link document depicting scheme wise allocation of funds and forwarding the same to Finance Department.</p> <p>2) Co-ordination with Rural Development and Panchayath Raj, Housing, Urban Development and Home Departments in the formulation of Annual/ Budget furnishes opinion of the Planning Department in the implementation of programmes of these departments</p> <p>3) Furnishes information based on the outcomes/ progress for the chapter viz., Social Infrastructure and State Budget in respect of Rural development, Rural Water Supply &amp; Sanitation and Housing sectors for the Economic Survey.</p>	<p>(1) Formulation of Annual Programmes for Panchayat Raj Institutions and preparation of the Budget related Link Document.</p> <p>(2) Co-ordination in the formulation plan programmes of Rural Development and Panchayat Raj, Housing, Urban Development and Home Departments.</p> <p>(3) Co-ordination in the preparation of outcomes /progress based analytical data in respect of Rural Development, Rural Water Supply and Sanitation and Housing sectors for the pre-budget Economic Survey.</p>

**CHAPTER-2**  
**Powers and Duties of Officers and Employees**

[Section 4(1) (b) (ii)]

Details of the powers duties of officers and employees of the authority by designation

Sl. No.	Name of the office/employee	Designation	Duties allotted	Powers
1	Vacant	Director	As the head of division, oversees the activities relating to the formulation and implementation of Budgeted programmes of the Panchayat Raj Institutions; interacts and guides the Rural Development and Panchayat Raj, Housing, Urban Development and Home Departments in formulation of Annual Budget. Attending the State Level Committees on behalf of the Principal Secretary / Secretary.	He has not been delegated with any specific financial and administrative powers. He undertakes critical analysis of the activities of the subjects pertaining to the division and assists the Additional Chief Secretary to take decision.
2	Latha Devi.C.S	Joint Director	Supervises all activities of the division and guides the staff. Assists the Director in discharging of all the activities of the division. Attending the State Level Committees on behalf of the Principal Secretary / Secretary.  2) Co-ordination work relating to formulation of annual/ Budget for Rural Development & Panchayat Raj, Housing, Urban Development and Home Departments.  3) Appraisal work of Programmes of Rural Development and Panchayat Raj, Housing, Urban Development and Home Departments and offering opinion of the Planning Department. Attending MPIC and other meetings of the Nodal Departments of District Planning Division.	She has not been delegated with any specific financial and administrative powers. She undertakes critical analysis of the activities of the division and assists the Director to take decision.

Sl. No.	Name of the office/employee	Designation	Duties allotted	Powers
3	Vacant	Deputy Director	<p>1) Take up activities as per the policies and regulations of the government in the formulation and implementation of District Sector Plan Programmes.</p> <p>2) Preparation of different formats for eliciting information required for the formulation of plans for the local areas.</p> <p>3) Preparation of guidelines facilitating formulation of Annual programmes for Panchayat Raj Institutions.</p> <p>4) To assist Director/Joint Director in convening the consultative meetings of the officers of Zilla Panchayats and district level heads of departments and state level sectoral officers for finalizing the annual programmes.</p> <p>5) Procurement of data relating to annual programmes formulated by the Zilla Panchayats through e-PRI software application and processing the same and co-ordination with the Finance Department in preparing the Budget Link Document.</p> <p>6) Co-ordination with the Finance Department and NIC in the computerization of Annual Programmes Plan of Panchayat Raj Institutions.</p> <p>7) Co-ordination work relating to formulation of annual plans for Rural Development &amp; Panchayat Raj, Housing, Urban Development and Home Departments.</p> <p>8) Collection &amp; compilation of information for the Economic Survey Report in respect of the Nodal Departments of DPD.</p> <p>9) Preparation of Annual Report &amp; Appendix-B pertaining to DPD.</p> <p>10) Updation of Web Report pertaining to DPD</p>	<p>He has not been delegated with any specific financial and administrative powers. He undertakes critical analysis of the activities of the division and assists the Joint Director /Director in the execution of day today office work.</p>

<b>Sl. No.</b>	<b>Name of the office/employee</b>	<b>Designation</b>	<b>Duties allotted</b>	<b>Powers</b>
4	Sujatha.S	Assit. Director	<p>1) Collection of information for the formulation of Annual Plans for Panchayat Raj Institutions.</p> <p>2) Collection of information required for preparation of Annual budget Economic Survey and other studies taken up by the division and to ensure consistency.</p> <p>3) Handles administrative issues.</p> <p>4) Work pertaining to consolidation of District MPIC Reports.</p> <p>5) To assist Deputy Director in collection &amp; completion of information for the Economic Survey Report in respect of Nodal Departments of DPD.</p> <p>6) To assist Deputy Director in preparation of Annual Report and Appendix-B pertaining to DPD.</p> <p>7) Updating of Web Report pertaining to DPD.</p> <p>8) Attending LA/LC questions.</p> <p>9) Assists the higher officers in the execution of day to day office works.</p> <p>10) Other works entrusted by the higher officers.</p>	She has not been delegated with any specific financial and administrative powers and assists the Joint/ Deputy Directors to take decision in execution of the day to day office works.
5	Vacant	G.P.A.	Functioning as personal assistant to the Director and attend the work entrusted by the officers of the division	
6	Aswathappa. C	A.S.O.	Assists the Assistant Director/ Deputy Director in the work of formulation of Annual budget for Panchayat Raj Institutions and Nodal Departments and preparation of MPIC reports. The ASO submits all the information to Assistant Director /Deputy Director spacilitating taking up decisions.	The Assistant Statistical Officer submits all the information to the Assistant Director/ Deputy Director facilitating taking up decisions.

7	Vacant	Stenographer	Functioning as personal assistant to the Director and attend the work entrusted by the higher officers	Assists Joint/ Deputy Director
8	Vacant	Typist	Undertakes all typing work of the division and assists Junior assistant in FMS/LMS works.	Assists the Officers of the division
9	Vacant	Typist	Undertakes all typing works of the division and attend FMS/LMS works	Assists the Officers of the division
10	Mayavva Madev Sanadi	Junior Assistant	Maintains registers /documents connected with receipts and issues; keep track of the movement of letters and files; ensures dispatch of letters, attends to FMS/LMS works. Assists the officers of the division	Assists the Officers of the division
11	Nanjappa	Dalayyat	Up keeping of the office, distribution of files and letters.	
12	Vacant	Dalayyat	Up keeping of the office, distribution of files and letters.	

**Chapter-3**  
**Procedure Followed in Decision making Process**  
**[Section 4(1) (b) (iii)]**

**Procedure followed in decision making by the public authority**

<b>Activity</b>	<b>Description</b>	<b>Decision making process</b>	<b>Designation of final decision authority</b>
<p>Formulation of Annual Budget for Panchayat Raj Institutions;</p> <p>Co-ordination work relating to formulation and implementation of the Programmes of Rural development and Panchayat Raj, Housing, Urban Development and Home Departments:</p> <p>Take part in the meetings in different Empowered Committees of these departments and offer opinion;</p> <p>Take part in the meetings conducted at different levels to review the implementation of the budgeted programmes.</p>		<p>Decision on various issues will be taken in accordance with Karnataka Government (Transaction of Business) Rules 1977, Karnataka Secretariat Manual 2005, policies and orders issued from time to time.</p> <p>With regard to issues on communicating the concurrence /opinion of the Planning department in respect of implementation of the programmes of the Rural Development and Panchayat Raj, Housing, Urban Development and Home Departments. The proposals received from these departments would be analyzed by the officers and submit to the Director and the Principal Secretary to Government for approval and implementation by the respective departments.</p> <p>In respect of internal issues of the division, the Director himself will take decisions.</p>	<p>Additional Chief Secretary to Government, Planning, Programme Monitoring and Statistics Department</p>

**Chapter- 4**  
**Norms set for the Discharge of Functions**  
**[Section 4(1) (b) (iv)]**

Details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl. No.	Function/Service	Norms standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Chapter etc)
1	The Annual budget of Panchayat Raj Institutions in respect of all the districts would be discussed and finalized by holding consultative meetings involving the officers of the Zilla Panchayats, District level Heads of Departments and the Representative of the State departments	The works entrusted to the division will be discharged in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 Karnataka Government Secretariat Manual (Revised), 2005 within the frame work of the following Acts. 1) Karnataka Panchayat Raj Act, 1993 2) Karnataka Civil Services Rules 3) Karnataka Financial Code 4) Karnataka Civil Services (Classification, Control & Appeal) Rules, 1957 5) Manual of Contingent Expenditure	By the end of March every year	The works entrusted to the division will be discharged in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 Karnataka Government Secretariat Manual (Revised), 2005 within the frame work of the following Acts. 1) Karnataka Panchayat Raj Act, 1993 2) Karnataka Civil Services Rules 3) Karnataka Financial Code 4) Karnataka Civil Services (Classification, Control & Appeal) Rules, 1957 5) Manual of Contingent Expenditure With regard to formulation of Annual Budget for the Panchayat Raj Institutions ten formats prescribed by the department would be used. This work is also being taken up under e-PRI application platform. In case of Annual plan report physical & financial information for Rural Development & Panchayat Raj Institutions, Housing Urban Development & Home Department will be updated in the prescribed format
2	Co-ordination work relating to formulation and implementation of the Programmes of the Rural Development and Panchayat Raj, Housing, Urban Development and Home Departments:			
3	Take part in the meetings in different Empowered Committees of these Departments and offer opinion;			



**Chapter-5**  
**Rules, Regulations, Instructions, Manual and Records, for**  
**Discharging Functions**  
**[Section 4(1) (b) (v) & (vi)]**

List and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

- 1) Karnataka Panchayat Raj Act, 1993 and related Amendments
- 2) Karnataka Civil Service Rules
- 3) Karnataka Financial Code
- 4) Karnataka Budget Manual
- 5) Manual of Contingent Expenditure
- 6) Karnataka Secretariat Manual
- 7) Karnataka Transaction of Business Rules
- 8) Orders/Notifications/Circulars issued from time to time by the Government.

**Chapter-6**

**Categories of Documents held by the Public Authority under its control**  
**[Section 4(1) (b) v (i)]**

Documents held by the public authority or under its control

DPD of Files and records are pertaining to the DPD. PDS 01 DPD 2020.

## Chapter-7

### Arrangement for Consultation with or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation thereof

[Section 4(1) (b) viii]

Arrangements to consultation/participation of public or its representatives for formulation and implementation of policies

Sl. No.	Function/Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
1	Formulation of Annual budget for Panchayat Raj Institutions	The Annual Budget for Panchayat Raj Institutions will be finalized in the consultative meetings involving the officers of Zilla Panchayat, District Level Heads of Departments, and Representatives of the State Heads of Department.	

## Chapter-8

### Boards, Councils, Committees and Bodies Constituted as part of Public Authority

[Section 4(1) (b) v (iii)]

Information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council Committee etc	Composition	Powers & Functions	Whether its Meeting open to Public / Minutes of its Meetings accessible for Public
No Boards or Councils or Committees have been constituted by the division			Does not apply

**Chapter-9**  
**Directory of Officers and Employees**  
[Section 4(1) (b) (ix)]

Information on officers and employees working in different units or offices at different levels and their contact

<b>Sl. No.</b>	<b>Name of the Officers/Employees</b>	<b>Designation</b>	<b>Office Address</b>	<b>Contact Number/ e-mail ID</b>
1	Vacant	Director	Room No.749 and 748, 2nd gate, 7th Floor, M.S.Building, Bangalore.	080-22032193 dpddirector@gmail.com
2	Latha Devi.C.S	Joint Director	Room No.746, 2nd gate, 7th Floor, M.S.Building, Bangalore..	080-22032930
3	Vacant	Deputy Director	Room No.736 2nd gate, 7th Floor, M.S.Building, Bangalore.	
4	Sujatha.S	Assistant Director	Room No.733 , 2nd gate, 7th Floor, M.S.Building, Bangalore..	080-22032176
5	Vacant	Gazetted Personal Assistant	Room No.733 , 2nd gate, 7th Floor, M.S.Building, Bangalore...	
6	Aswathappa.C	Assistant Statistical Officer	Room No.733 , 2nd gate, 7th Floor, M.S.Building, Bangalore.	080-22032176
7	Vacant	Stenographer	Room No.733 , 2nd gate, 7th Floor, M.S.Building, Bangalore.	
8	Vacant	Typist	Room No.733 , 2nd gate, 7th Floor, M.S.Building, Bangalore...	
9	Vacant	Typist	Room No.733 , 2nd gate, 7th Floor, M.S.Building, Bangalore..	
10	Mayavva Madev Sanadi	Junior Assistant	Room No.746 , 2nd gate, 7th Floor, M.S.Building, Bangalore...	

11	Nanjappa	Dalayat	Room No. 733, 2nd gate, 7th Floor, M.S.Building, Bangalore...
12	Vacant	Dalayat	Room No. 733, 2nd gate, 7th Floor, M.S.Building, Bangalore.

### Chapter-10

#### Monthly remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations Section 4(1) (b) (x)]

Information on remuneration and compensation structure for officers and employees.

Name of the Officer Working	Designation Organization	Remuneration (In Rs.) Per Month (As on 31/1/2021)
Vacant	Director District Planning Division, Planning Programme Monitoring and Statistics Department	
Latha Devi.C.S	Joint Director, District Planning Division, Planning Programme Monitoring and Statistics Department	1,08,935
Vacant	Deputy Director, District Planning Division, Planning Programme Monitoring and Statistics Department	-
Sujatha.S	Assistant Director, District Planning Division, Planning Programme Monitoring and Statistics Department	55,117
Vacant	Gazetted Personal Assistant, District Planning Division, Planning Programme Monitoring and Statistics Department	-
Aswathappa.C	Assistant Statistical Officer, District Planning Division, Planning Programme Monitoring and Statistics Department	54,530
Vacant	Stenographer, District Planning Division, Planning Programme Monitoring and Statistics Department	-

Vacant	Senior Typist, District Planning Division, Planning Programme Monitoring and Statistics Department	-
Vacant	Typist, District Planning Division, Planning Programme Monitoring and Statistics Department	-
Mayavva Madev Sanadi	Junior Asistant, District Planning Division, Planning Programme Monitoring and Statistics Department	31,740
Nanjappa	Dalayat, District Planning Division, Planning Programme Monitoring and Statistics Department	40,255
Vacant	Dalayat, District Planning Division, Planning Programme Monitoring and Statistics Department	-

### Chapter-11

Budget Allocated to Each Agency including Plans etc.  
[Section 4(1) (b) (xi)]

Information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allotted	Proposed expenditure as on last year	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.,)
Nil				

**Chapter-12**  
Manner of Execution of Subsidy Programmes  
[Section 4(1) (b) (xii)]

1. Activities/programmes/schemes being implemented by the public authority for which subsidy is provided.

Nil

2. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of Programme/Activity	Nature/Scale of Subsidy	Eligibility criteria for grant of subsidy	Designation of officer who grant subsidy
Nil			

3. Manner of execution of subsidy programme

Name of Programme/Activity	Application Procedure	Sanction Procedure	Disbursement Procedure
Nil			

**Chapter-13**  
Particulars of Recipients of Concessions, Permits or  
Authorization Granted by the Public Authority  
[Section 4(1) (b) (xiii)]

Names and addresses of recipients of benefits under each programme/scheme

**Institutional Beneficiaries**

Name of the programme/scheme				
Sl. No.	Name & Address of recipient Institutions	Nature /Quantum of Benefit granted	Date of grant	Name & Designation of granting authority
Nil				

**Chapter-14**  
Information Available in Electronic Form  
[Section 4(1) (b) x (iv)]

Details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

<b>Electronic</b>	<b>Description site Address/location where available etc.)</b>	<b>Contents or Title</b>	<b>Designation and Address of the custodian of information (held by whom?)</b>
Website of Planning Department	www.planning.kar.nic.in	Planning, Programme Monitoring and Statistics Department	Chief Evaluation Officer, Karnataka Evaluation Authority, Planning, Programme Monitoring and Statistics Department

**Chapter-15**  
**Particulars of Facilities available to Citizens for Obtaining Information**  
[Section 4(1) (b) xv]

Particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information.

<b>Facility</b>	<b>Description (Location of Facility/Name etc.)</b>	<b>Details of Information made available</b>
Information pertaining to District Planning Division published by the Planning Department can be accessed through the website of the Department and the hard copy through the Administrative Section.	The Economic Survey Publication published by Director, Directorate of Economics and Statistics and the Budget Document Annual Plan from the Senior Director, PFR Division and the Annual Report of the Department from the Deputy Secretary (Administration), The offices of the above divisions is situated in 7 <sup>th</sup> Floor of M.S.Building, Gate No.1 & 3 respectively	Economic Survey Budget Annual Plan Reports Annual Reports.

## Chapter-16

### Names, Designation and other Particulars of Public Information Officers [Section 4(1) (b) xvi]

Contact information about the Public Information Officers and Assistant Public Information Officers designated for various Offices/Administrative units and Appellate Authority/Officer(s) for the public authority.

#### Public Information Officer

Sl. No.	Name of the Office/ Administrative unit	Name of Designation of PIO	Office Tel. Residence Tel.Fax	E-mail
1	District Planning Division, Planning, Programme Monitoring and Statistics Department	Director (Vacant)	080- 22032193	dpddirector@gmail.com

#### Assistant Public Information Officer

Sl. No.	Name of the Office/ Administrative unit	Name of Designation of PIO	Office Tel. Residence Tel.Fax	E-mail
1	District Planning Division, Planning, Programme Monitoring and Statistics Department	Latha Devi.C.S Joint Director	080- 22032930	dpddirector@gmail.com

#### Appellate Authority

Sl. No.	Name of the Office/ Administrative unit	Name of Designation of PIO	Office Tel. Residence Tel.Fax	E-mail
1	Planning, Programme Monitoring and Statistics Department	DR. Shalini Rajaneesh. Additional Chief Secretary to Government	080- 22252352/2726 22371454(Fax)	<a href="mailto:acsplanningkar@gmail.com">acsplanningkar@gmail.com</a>



**Chapter-17**  
**Other Useful Information**  
**[Section 4(1) (b) xvii]**

Please give below any other information or details of publications which are of relevance or of use to the citizens.

1. Economic Survey Report.
2. Zilla Panchayat Budget Link Document.
3. Annual Budget Documents.