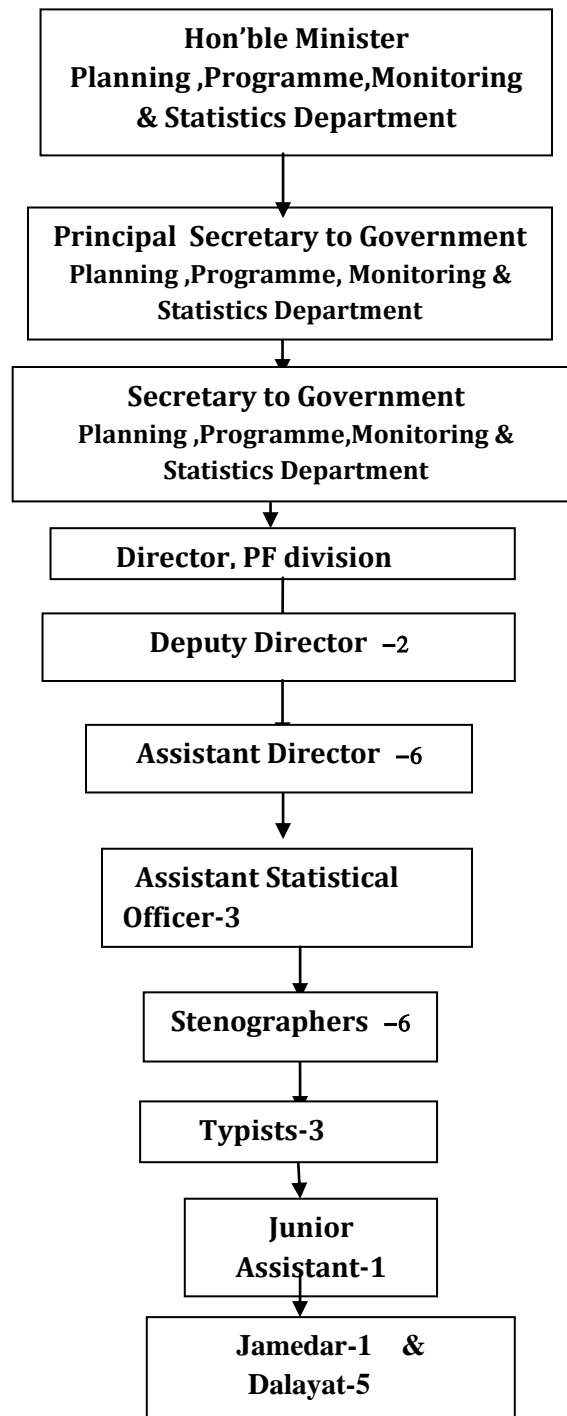


Organisation Chart of
Project Formulation division, Planning Department

4(1)(b)(i) – section/division



Chapter 1

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

Organization, Functions and Duties

Sl. No.	Name of the Organization	Address	Functions	Duties
1.	PF Division Planning Department	7 th Floor, M.S.Building, 2nd Gate, Bangalore- 560 001.	Project Formulation division is the nodal office for the following departments: Agriculture, Horticulture, Animal Husbandry and Dairy Development, Fisheries, Watershed Development, Forest, Ecology & Environment, Revenue, e-governance, Department of Public Enterprises, Department of Personnel and Administrative Reforms(AR). The division assists the above mentioned departments in formulating the development policies and plan schemes. The division offers opinion on the plan schemes of the above departments.	

Chapter 2

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

Powers and Duties of Officers and Employees

Sl. No.	Name of the office/employee	Designation	Duties allotted	Powers
1.	M. Chandrakala	Director (I/c)	<p>1) Authorized to give suggestion and instructions pertaining to all the technical matters coming under his purview.</p> <p>2)Preparation of Five Year Plans, Annual Plans and Economic survey of Karnataka.</p> <p>3) Collecting information from eleven nodal departments and supplies the required information to the Senior Director, PFR division to enable the Senior Director to arrive at plan size Five Year Plan and Annual plan.</p> <p>4) Assisting the nodal department in the preparation of Annual Plan.</p> <p>5) Responsible in executive the Administrative and technical work of the division.</p>	Carry out the administrative and technical work.
2	M. Chandrakala	Deputy Director-1	<p>1) Collection of information from the nodal departments such as Agriculture, Horticulture, Animal Husbandry and Dairy Development, Fisheries, Watershed Development, Forest, Ecology & Environment, Revenue, e-governance, Department of Public Enterprises, Department of Personnel</p>	As per the office order

			<p>and Administrative Reforms(AR) and preparation of report and Annexure for the Annual Plan and Five year plan and submission of the report within the stipulated time.</p> <p>2) Scrutinized the opinion files received from the nodal departments and submission of the same to Director.</p> <p>3) Collection of information pertaining to Economic Survey and preparation of the report both in English and Kannada and preparation of Annual report of the department.</p> <p>4) Active Participation in MPIC meetings of Nodal Departments.</p> <p>5)Any other works assigned by the Director from time to time as per the office order.</p> <p>6) Furnish information regarding RTI and LA/LC questions.</p>	
3	Savitha Dayanand	Deputy Director-2	Working in Special Development Cell on working arrangement.	As per the office order.
4	S.R. Satyakumar	AD-1	<p>1) Obtain the files pertaining to the nodal Departments from the concerned ASO's, scrutiny and submit the same to the Deputy Director.</p> <p>2) Assist the Deputy Directors in preparation of Annual Plan and Five year Plan.</p> <p>3) Assist the Deputy Directors in preparation of</p>	As per the office order.

			<p>Economic Survey.</p> <p>4) Scrutinized the opinion files received from the nodal departments and submit of the same to the Deputy Director.</p> <p>5) Furnish information regarding RTI and LA/LC questions.</p> <p>6) Any other works assigned by the higher officer from time to time.</p>	
5	Geetha.M.B.	AD-2	<p>1) Obtain the files pertaining to the nodal Departments from the concerned ASO's, scrutiny and submit the same to the Deputy Director.</p> <p>2) Assist the Deputy Directors in preparation of Annual Plan and Five year Plan.</p> <p>3) Assist the Deputy Directors in preparation of Economic Survey.</p> <p>4) Scrutinized the opinion files received from the nodal departments and submit of the same to the Deputy Director.</p> <p>5) Furnish information regarding RTI and LA/LC questions.</p> <p>6) Any other works assigned by the higher officer from time to time.</p>	As per the office order
6	Vacant Post	Assistant Director-3		
7	Vacant Post	Assistant Director-4		

8	Vacant Post	Assistant Director-5		
9	Vacant Post	Assistant Director-6		
10	Manjunath.	ASO-1	<p>1) Collection of information from the concerned nodal departments for preparation of Annual Plan and Five year Plans and preparation of Economic Survey Report.</p> <p>2)The MPIC meeting notice received from the nodal departments is to be submitted to AD/DD's for further needful action.</p> <p>3) To furnish information for the MPIC meeting chaired by Principal Secretary, Planning Department.</p> <p>4) Furnish requisite information for the meeting on file disposal</p> <p>5) Any other works assigned by the higher officer from time to time as per the office order.</p>	As per the office order
11	Bharathi.C	ASO-2	<p>1) Collection of information from the concerned nodal departments for preparation of Annual Plan and Five year Plans and preparation of Economic Survey Report.</p> <p>2)The MPIC meeting notice received from the nodal departments is to be submitted to AD/DD's for further needful action.</p> <p>3) To furnish information for the MPIC meeting chaired by Principal Secretary, Planning Department.</p>	As per the office order

			<p>4) Furnish requisite information for the meeting on file disposal</p> <p>5) Any other works assigned by the higher officer from time to time as per the office order.</p>	
12	Vacant	ASO-3		
13	Shwetha	Steno-1	<p>As per the Secretariat Manual,</p> <p>1) Attending the meetings conducted under the chairmanship of Chief Secretary /Principal Secretary with the Director, DD/AD and to note down the subjects discussed.</p> <p>2)Receiving the letters and files of the division and Recording it into the LMS/FMS software.</p> <p>3) Any other works assigned by higher officers from time to time.</p>	As per the Secretariat Manual
14	Vacant	Steno-2		
15	Vacant	Steno-3		
16	Vacant	Steno-4		
17	Vacant	Steno-5		
18	Vacant	Steno-6		
19	Raj Ahmed	Typist-1	<p>1) Typing work of the Section. Receiving and dispatching the letters and files of the division and Recording it into the LMS/FMS software.</p> <p>2) Any other works assigned by higher officers from time to time.</p>	As per the Secretariat Manual
20	Vacant	Typist-2		

21	Vacant	Typist-3		
22	Vacant	Junior Assistant		
23	Vacant	Jamedhar		
24	Vacant	Group-D-1		
25	Vacant	Group-D-2		
26	Vacant	Group-D-3		
27	Vacant	Group-D-4		
28	Vacant	Group-D-5		

Chapter 3

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

Details the procedure to be followed in decision making by the public authority

Activity	Description	Decision making process	Designation of final decision authority
Opinion Files	Opinion for nodal departments.	Required data is analysed to give opinions for the nodal departments.	ACS / Principal Secretary, PD

Chapter 4

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

Norms set for the Discharge of Duties

Sl. No.	Function/ service	Norms standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Chapter etc)
1.	Letters & Files	As per the Prescribed office orders/circulars.	Attend to office work on priority basis.	As per Karnataka Secretariat Manual

Chapter 5

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

Rules, Regulations, Instructions, Manual and Records

- 1) Latest Government Orders, Circulars, Manuals etc., are used for discharging of duties.
- 2) Karnataka Civil Services Rules.
- 3) Karnataka Financial Code.
- 4) Karnataka Budget Manual.
- 5) Contingent Expenditure Manual.
- 6) The Karnataka Secretariat Manual.
- 7) Karnataka Transaction of Business Rules, 1977

Files pertaining to Nodal Departments, files with regard to Annual Plan and Five Year Plan, Economic Survey and Plan Abstract are dealt by PF division of the Planning Department.

Chapter 6

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

Categories of Documents held under its Control

Information pertaining to the maintenance of official documents held under its control.

Sl.No	Division Head	File heading	Subject
1	Director(I/c)	PFD	1) Economic Survey Reports 2) Section Files. (3) Annual Plan & Five Year Plan Reports (4) Annual Administration Report of Planning and Statistics Department.
		PFO	Opinion files of nodal departments

Chapter 7**[Section 4 (1) (b) vii]****Details of formulation of work norm or its Implementation with Public Consultation
or their representation on priority or implementation there of**

Sl. No.	Duties/Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
This Division does not formulate any policies			

Chapter 8**[Section 4 (1) (b) v(iii)]****Boards, Councils, Committees and other Bodies constituted as part of Public Authority**

Name of Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its Meetings accessible for Public
This division does not have any such boards, councils, committees and other bodies.			

Chapter 9

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

Directory of Officers and Employees

Sl.No.	Name of the Officers/Employees	Designation	Office Address	Contact Number/e-mail ID
1.	M. Chandrakala	Director (I/c)	PF Division, Planning Department, M.S.Building, 7 th Floor, Bangalore-1.	22354553 Pf_division @rediffmail. com
2.	M.Chandrakala	Deputy Director	- “ -	22032621
3.	Savitha Dayanand	Deputy Director	Working in SDP	-
4.	S.R.Satyakumar	Assistant Director	- “ -	22032622
5.	Geetha.M.B	Assistant Director	- “ -	22032199
6.	Manjunath	Assistant Statistical Officer	- “ -	22032199
7.	Bharathi.C	Assistant Statistical Officer	- “ -	22032622
8.	Shwetha	Stenographer	- “ -	22032628
9.	Raj Ahmed	Typist	- “ -	22032627

Chapter 10

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

Monthly Remuneration received by Officers and Employees including the System of Compensation as provided as per rules

Name of the Officer Working	Designation	Remuneration
	Organisation	Per Month
M. Chandrakala	Director(I/c)	Rs. 67,170 /-
M. Chandrakala	Deputy Director	Rs. 67,170 /-
Savitha Dayanand	Deputy Director	Rs.63,290/-.
S.R.Satyakumar	Assistant Director	Rs. 48,519/-
Geetha M.B	Assistant Director	Rs.47,192/-
Manjunath	Assistant Statistical Officer	Rs. 35,500/-
Bharathi.C	Assistant Statistical Officer	Rs. 35,500/-
Shwetha	Stenographer	Rs.32,450/-
Raj Ahmed	Typist	Rs.22,491/-

Chapter 11

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

Budget Allocated to Each Agency including Plans etc.

Agency	Plan/Programme/ Scheme/Project/Activity/Purpose for which the 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.,
This division does not implement any plans, programmes & schemes directly.				

Chapter 12

[Section 4 (1) (b) xii]

Implementation of Subsidy Programmes

- 1) Describe the activities/programmes/schemes being implemented by the public authority for which subsidy is provided.

Name of the programme/Activity	Nature/Scale/range of subsidy	Eligibility criteria for grant of subsidy	Designation of officer granting subsidy
This division not executes any subsidy programme to the beneficiaries.			

2. Describe the manner of execution of the subsidy programme

Name of the programme/Activity	Application procedure	Sanction procedure	Disbursement Procedure
Not applicable			

Chapter 13

[Section 4 (1) (b) xiii]

Information Available in Electronic Form (e-format)

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

Electronic	Description (site address/location where available etc.,)	Contents or title	Designation and address of the custodian of information
The division does not implement any scheme as such no information is stored in electronic format.			

Chapter 14

[Section 4 (1) (b) xvi]

Names, Designations and other Particulars of Public Information Officers

Provide 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 in the following format.

Public Information Officer: M.Chandrakala, Director(I/c)

Sl. No.	Name of the Office/administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1.	PF Division Planning Department M.S.Building, 7 th Floor Bangalore- 560 001	Director (I/c)	22354553	Pf_division@ rediffmail.com

Asst. Public Information Officer: S.R.Satyakumar, Assistant Director.

Sl. No.	Name of the Office/administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1.	PF Division Planning Department M.S.Building, 7 th Floor, Bangalore- 560 001.	Assistant Director	22032626	Pf_division@ rediffmail.com

Appellate Authority:

Sl. No.	Name of the Office/administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1.	Senior director, PFR Division, Planning Department. M.S. Building.	Senior Director(I/C)	22032601	Janakiram_maths@ hotmail.com