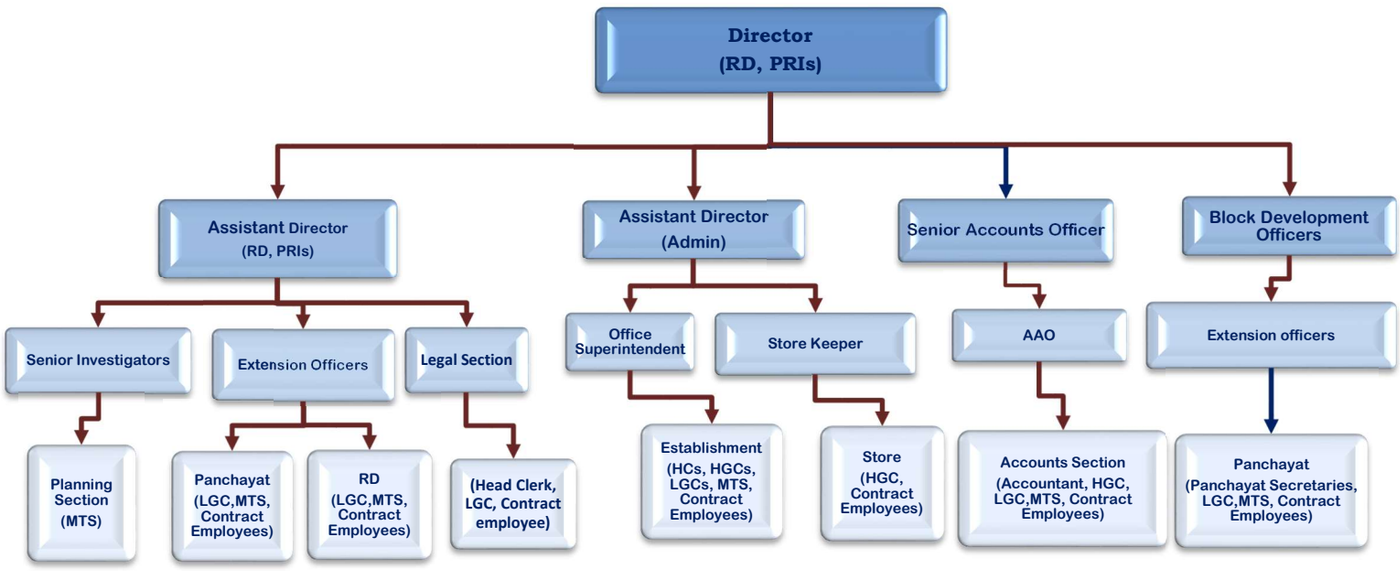
Information in respect of Directorate of RD, PRIs & ULB, Sri vijaya Puram as per section 4 and its 17 points manual of RTI Act 2005

(i). The particulars of its organization, functions and duties

Organization



Functions

The Directorate of Rural Development, Panchayati Raj Institution & Urban Local Bodies is implementing developmental activities and Poverty Alleviation Programmes through the DRDAs and PRIs. There are 02 Zilla Parishads, 07 Panchayat Samities, 70 Gram Panchayat 09 Community Development Blocks and 01 Municipal Council under the jurisdiction of RD, PRIs & ULB Department.

Duties

➢	The Directorate of RD, PRIs & ULB is responsible for release of funds to all the CD Block, PRIs & ULB.
➢	Supervision, evaluation, monitoring of schemes and release of Grant-in-Aid, Matching Grant after collecting Utilization Certificates is the main function.
➢	Cadre Controlling/Appointment and Disciplinary Authority of staff working under the CD Blocks, RD (Block Level Administration)
➢	Responsible for cadre management, inter-district transfer, finalization of integrated seniority, promotion.
➢	Over all supervision of PRIs & providing infrastructure to PRIs.

(ii) The Powers and Duties of its Officers & Employees:-

	Director (RD,PRIs&ULB) Overall supervision of RD Programmes, MGNREGA, release of grants to PRIs, creation of posts and filling up of vacant posts, transfer and posting of staff to CD Blocks as well as PRIs.
➢	Head of Department.
➢	Disciplinary Authority for Group ‘C’ & ‘D’ staff.

➢	Ist Appellate Authority for the PIOs of the Directorate CD Block & Panchayat Samities.
	Senior Accounts Officer
➢	Release of Grant-Aid, Matching Grant to PRIs & ULB.
➢	DDO for the Directorate.
➢	PIO for Accounts matters
➢	Supervision of staff posted to A/c Section.
➢	All financial matter of Directorate.
	Assistant Director (Admn)
➢	Supervision of staff posted in the Directorate.
➢	Providing suitable direction/ advise to the subordinate staffs in service matters.
➢	Issue of order, letter and attestation in service records after obtaining approval of the Competent Authority.
➢	PIO for Administrative matter of Directorate.
	Assistant Director(RD/Panch)
➢	Supervision of staff posted to RD/Panchayat /MGNREGA Section.
➢	PIO/ Nodal Officer for Development & Legal matters.
➢	Providing suitable direction/ advice for updating data records in relation to Panchayat and RD schemes.
	Office Superintendent
➢	APIO for Estt/ Administrative matters.
➢	Timely monitoring and supervision for processing files related to administrative matter.
➢	Supervision for timely settlement of Pensionary Benefits of the employees.
	Senior Investigator
➢	**Strategic Planning & Vision Alignment:** Formulation of the *Annual Action Plan*, *Three-Year Action Plan*, and *Seven-Year Strategic Plan* to align grassroots developmental priorities with national and UT-level objectives, ensuring a roadmap for sustainable rural transformation.
➢	**Analytical Reporting & Data Integration:** Preparation and submission of comprehensive statistical reports as mandated by the *Directorate of Economics and Statistics (DES)*, encompassing weekly, fortnightly, monthly, quarterly, and annual data submissions. The Section also responds to bespoke data requirements from the Ministry of Rural Development, the Lieutenant Governor's Secretariat, and other apex authorities.
➢	**Grievance Redressal Monitoring:** Swift identification and redressal of rural grievances reported in newspapers, facilitating proactive governance and timely intervention on emerging issues.
➢	**Administrative & Financial Oversight:** Diligent processing of *Administrative Approval and Expenditure Sanction (AA&ES)* proposals for all capital works under the *Grant-in-Aid* (above ₹20 lakh), across the Rural Development and Panchayati Raj sectors, ensuring procedural compliance and financial prudence.
➢	**Coordination & Institutional Convergence:** Compilation of detailed folders and documentation for high-level coordination meetings, fostering convergence among departments and promoting evidence-based decision-making.
➢	**Flagship Event Documentation:** Preparation of achievement highlights and thematic briefs for incorporation into the Hon'ble Lieutenant Governor's speeches on national occasions, showcasing milestones and success stories of rural development initiatives.

➢	**Follow-up & Compliance Reporting:** Timely submission of *Action Taken Reports (ATR)* on decisions emanating from official meetings, thereby ensuring accountability and policy continuity.
➢	**Responsive Governance:** Compilation and submission of urgent reports as and when requisitioned by the Secretariat, ensuring agility in administration and responsiveness to evolving priorities.
➢	**Multifaceted Engagement:** Execution of any other tasks or special assignments delegated by the Director, reflecting the Planning Section's commitment to dynamic governance and administrative excellence.
	Legal Section
➢	Handle all litigation—defend the Directorate in court cases and initiate legal proceedings when required, coordinating with panel advocates as needed.
➢	Receive and examine para-wise comments and brief histories of cases forwarded by the in-charge of concerned section or officers.
➢	Verify the accuracy and completeness of the submitted case documents before sending them to the administration's legal section for detailed vetting.
➢	Coordinate with the administration's legal section for expert legal interpretation, advice on appeals, and further action.
➢	Maintain proper records of all cases received, examined, and forwarded for vetting.
➢	Maintain a database of ongoing and disposed cases for effective monitoring and follow-up.
➢	Liaise with government counsels, panel lawyers, and other legal authorities for effective case management.
➢	Monitoring of RTI Matters and Grievances viz CPGRAM, LG HELPDESK etc and other offline grievances
➢	Monitoring of timely submission of monthly and quarterly RTI and Grievance report

(iii) The procedure followed in the decision making process, including channels of supervision and accountability.

➢	Plan schemes are being implemented on approval of the Department and Planning Committee constituted by the Admn
➢	All Plan schemes are approved in different stages and finally Approved by the Secretary (RD/P).
➢	Supervision and account ability of all civil works at different Level is attended by the EE, AE, JE, EO & BDOs.
➢	Developmental programmes of RD Schemes are being implemented through Block Level Staff posted to PRI sunder The technical supervision of BDOs.
➢	DRDA of the District is releasing funds to the CD Blocks for executing various schemes.
➢	Decisions are made in accordance with the guidelines, Instructions, rules & regulations formed there to.
➢	For supervision and accountability, there are periodical co-ordination meeting followed by Audit.
➢	Maintaining prescribed channel for submission of proposal, Scrutiny, examination, concurrence and approval.

(iv) The norms set by it for the discharge of its functions.

➢	As per the norms laid down in the Panchayat Regulation (1994) and Panchayat Rules.
➢	As per the norms laid down by the Govt. of India for RD Programme, MGNREGA

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

➢	CCS (CCA) Rules1965.
➢	CCS (Conduct) Rules1964.
➢	All rules as applicable to Central Govt. Employees.
➢	The A&N Islands (Panchayats) Regulation1994.
➢	The A&N Islands (Panchayats) Rules,1996.
➢	The A& N Islands (Panchayats) Preparation of Electoral Rolls and conduct of Election rules, 1995.
➢	The A&N Islands (Grant–in-Aid to PanchayatiRaj Institutions) Rules 1996.
➢	The A&N Islands (Panchayat Accounts & Finance) Rules 1997.
➢	The A&N Island(Grant–in-Aid to Panchayati Raj Institutions (Amendment)Rules, 2005.
➢	Andaman & Nicobar Islands (Panchayat Administration) Rules, 1997.
➢	Guidelines of SGRY, SGSY, IAY, MGNREGA and other Guide lines issued by MORD, GOI from time to time.
➢	Instruction/Orders/Guide lines issued by the A&N Admn and GOI from time to time.

(vi) A statement of the categories of documents that are held by it or under its control.

1	Year wise approved Plan.
2	Approved Five Year Plan.
3	Budget Estimates.
4	Expenditure Statement.
5	Other records related to release of funds.
6	Details of PRI members
7	Villages/Gram Panchayat wise population.
8	Details of asset created.
9	Service records of the Employees.

(vii) The particulars of any arrangements that exit for consultation with or representation by the members of public in relation to the formulation of its policy or implementation thereof.

➢	APIO & PIO have been appointed at Gram Panchayat, Block and Directorate Level.
➢	Directions are being given to PIOs towards implementation of the RTI Act 2005 in true spirit.
➢	Public Grievance Officer at all level are appointed to address the public

(viii) A statement of the boards, councils, committee 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 meeting are assessable for the public.

For PRIs there are three bodies:-		
1	Zilla Parishad	Adhyaksh(a),Up-Adhyaksh and Member
2	Panchayat Samiti	Pramukh, Up-Pramukh and Members
3	Gram Panchayats	Pradhan, Up-pradhan and Members.

Meetings of these bodies are not opened to public except Gram Sabha at the Gram Panchayat level.

For the department, there is Planning Committee, Co-ordination Committee where the Plans of the department and approved and achievements are reviewed. The meeting of this Committee is not open to public. There exists Departmental Promotion Committee consisting of appropriate members for considering Promotion and Confirmation of employees working in the Department which is also not accessible to the public.

(ix) A directory of its officers and employees.

Sl. No.	Officers/Sub-ordinate offices	Telephone No.
1.	Director (RD, PRIs & ULB)	233397 242687 242708(F)
3.	Accounts Officer (RD/Panch)	240302
4.	Assistant Director (RD/Panch)	245813
5.	Assistant Director (Admn)	245813
6.	Extension Officer (RD)	242739(T/F)
7.	Extension Officer (Panch)	232525(T/F)
8.	Legal Section	234476(T/F)
9.	MGNREGA (Toll Free No.)	233552
10.	Block Development Officer, Diglipur	272257(T/F)
11.	Block Development Officer, Mayabunder	273369(T/F)
12.	Block Development Officer, Rangat	274238(T/F)
13.	Block Development Officer, Prothrapur	250760
14.	Block Development Officer, Ferrargunj	266329
15.	Block Development Officer, Little Andaman	284212(T/F)
16.	Block Development Officer, Car Nicobar	273312
17.	Block Development Officer, Nancowrie	263207
18.	Block Development Officer, Campbell Bay	264462
19.	Executive Officer, P/Samiti Diglipur	271369
20.	Executive Officer, P/Samiti Mayabunder	273369
21.	Executive Officer, P/Samiti Rangat	274177(T/F)
22.	Executive Officer, P/Samiti Prothrapur	252062
23.	Executive Officer, P/Samiti Ferrargunj	266354
24.	Executive Officer, P/Samiti Little Andaman	284354
25.	Executive Officer, P/Samiti Campbell Bay	264585
26.	P/Secretary, GP Radhanagar	272304
27.	P/Secretary, GP Laxmipur	272537
28.	P/Secretary, GP Madhupur	272538
29.	P/Secretary, GP Sitanagar	272285
30.	P/Secretary, GP Subhasgram	272248
31.	P/Secretary, GP Diglipur	272504
32.	P/Secretary, GP Ramakrishnagram	272348
33.	P/Secretary, GP Keralapuram	272054

34.	P/Secretary, GP Shibpur	271662
35.	P/Secretary, GP Kishorinagar	283060
36.	P/Secretary, GP Ramnagar	273355
37.	P/Secretary, GP Nabagram	273361
38.	P/Secretary, GP kalighat	278153
39.	P/Secretary, GP Paschimsagar	217117
40.	P/Secretary, GP Gandhinagar	NA
41.	P/Secretary, GP Mayabunder	273370
42.	P/Secretary, GP Pokkadera	273347
43.	P/Secretary, GP Rampur	273711
44.	P/Secretary, GP Pahalgaon	276514
45.	P/Secretary, GP Chainpur	273358
46.	P/Secretary, GP Basantipur	276240
47.	P/Secretary, GP Harinagar	270741
48.	P/Secretary, GP Swadesh Nagar	270545
49.	P/Secretary, GP Sivapuram	270085
50.	P/Secretary, GP Nimbutala	274365
51.	P/Secretary, GP Rangat	274056
52.	P/Secretary, GP Parnasala	274400
53.	P/Secretary, GP Dasarathpur	274014
54.	P/Secretary, GP Sabari	279346
55.	P/Secretary, GP Bakultala	277531
56.	P/Secretary, GP Urmilapur	277652
57.	P/Secretary, GP Kausalya Nagar	277632
58.	P/Secretary, GP Kadamtala	267021
59.	P/Secretary, GP Uttara	267029
60.	P/Secretary, GP LongIsland	278521
61.	P/Secretary, GP Sundergarh	279856
62.	P/Secretary, GP Nilambur	279531
63.	P/Secretary, GP Garacharama-I	250601
64.	P/Secretary, GP Garacharama-II	250506
65.	P/Secretary, GP Prothrapur	250372
66.	P/Secretary, GP Beodnabad	281102
67.	P/Secretary, GP Brichgunj	286500
68.	P/Secretary, GP Sippighat	250709
69.	P/Secretary, GP Dollygunj	253523
70.	P/Secretary, GP Govindnagar	282447
71.	P/Secretary, GP Shyamnagar	282237
72.	P/Secretary, GP Neil Kendra	282610
73.	P/Secretary, GP ShoalBay	281947
74.	P/Secretary, GP Mannarghat	256625
75.	P/ Secretary, GP Wimberly Gunj	257200
76.	P/Secretary, GP Stewartgunj	256896
77.	P/Secretary, GP Bindraban	266312
78.	P/Secretary, GP Bambooflat	258575
79.	P/Secretary, GP Shore Point	258727
80.	P/Secretary, GP Hopetown	258570
81.	P/Secretary, GP Ferrargunj	266237
82.	P/Secretary, GP Tushnabad	224600
83.	P/Secretary, GP Mittakhari	223565
84.	P/Secretary, GP Namunaghar	223563
85.	P/Secretary, GP Chouldari	289150
86.	P/Secretary, GP Humfrygunj	280014
87.	P/Secretary, GP Guptapara	287281
88.	P/Secretary, GP Ramakrishnapur	214589
89.	P/Secretary, GP Vivekanandapur	214907
90.	P/Secretary, GP Netajinagar	284234
91.	P/Secretary, GP Hutbay	284267
92.	P/Secretary, GP Laxminagar	264529
93.	P/Secretary, GP Campbell Bay	264267
94.	P/Secretary, GP Govindnagar	264456

(x) The monthly remuneration received by each of its Officers and employees, including the system of compensation as provider in its regulations:-

Sl.No.	Name	Designation	Remuneration (in Rs.)
1.	Smti. Sapna Priya, DANICS	Director	Salary being drawn at Employment Exchange, Sri Vijaya Puram
2.	Shri. Sudhanshu Pandey	Election Commissioner	172125
3.	Shri. Shiv Kumar Gupta	OSD/Secretary	216990
4.	Shri. D Russel Rose	Senior Accounts Officer	167500
5.	Smti. K Madhu	Assistant Accounts Officer	138769
6.	Smti. KA Prameela	Assistant Director	106331
7.	Shri. RM Bist	Private Secretary	137451
8.	Smti.S Sangeeta Devi	Senior Accountant	132319
9.	Shri. R Johnny Rajkumar	Senior Accountant	87667
10.	Shri. S Saji	Office Superintendent	108895
11.	Smti. Kaberi Dhar	Office Superintendent	108895
12.	Shri. KA Sangeet Kumar	Senior Investigator	112362
13.	Shri. K Rama Rao	Senior Investigator	72661
14.	Smti. Agnes	Personal Assistant	108895
15.	Smti. L Ambily	Personal Assistant	87667
16.	Shri. Atul Kumar Roy	Extension Officer	90046
17.	Shri. KR Vettaiyar	Extension Officer	62962
18.	Shri. Jitesh Kumar Dubey	Extension Officer	56942
19.	Shri. Bijoy Kumar Das	Extension Officer	92425
20.	Shri. Dweependu Halder	Extension Officer	92425
21.	Smti. Nancy Wilkinson	Head Clerk	103039
22.	Smti. Anju Vijay	Head Clerk	95178
23.	Shri. T Mohan Rao	Head Clerk	97549
24.	Shri. Naba Kumar Bhadra	Head Clerk	90054
25.	Smti. Sarojini Sanjiva	Head Clerk	90577
26.	Smti. B Nirmala	Higher Grade Clerk	86203
27.	Smti. K Alima	Higher Grade Clerk	64792
28.	Smti. P Kala	Higher Grade Clerk	86203
29.	Smti. Sree Devi	Higher Grade Clerk	60528
30.	Smti. N Sahima Begum	Higher Grade Clerk	68818
31.	Shri. Salman Khan	Higher Grade Clerk	68818
32.	Smti. R Parvathy	Steno (OG)	65341
33.	Smti. Lalita Lakra	Lower Grade Clerk	70099
34.	Shri. Avinash Lall	Lower Grade Clerk	53995
35.	Shri. Mohammed Shamim	Lower Grade Clerk	53995
36.	Smti. Purnima Rani	Lower Grade Clerk	53995
37.	Smti. Taranum	Lower Grade Clerk	53995
38.	Ms. Vaishali Kishan	Lower Grade Clerk	44017
39.	Smti. Ashna Aziz	Gram Sevika	48871
40.	Shri.Manjit Singh Rawat	Staff Car Driver	91152
41.	Shri. K Abdul Manaf	Staff Car Driver	90961
42.	Shri. K Abdul Salam	Staff Car Driver	90961
43.	Shri.Abdul Hameed	Light Vehicle Driver	87484

44.	Shri. Jagesh Singh	Peon	77610
45.	Shri.S Anand Rao	Peon	77968
46.	Smti. K Femina Bibi	Multi Tasking Staff	49507
47.	Shri. G Mehul Krishna Kumar	Multi Tasking Staff	49507
48.	Shri. Al shine Yousuf	Multi Tasking Staff	45847
49.	Shri. Rahul Kumar Rao	Multi Tasking Staff	45847
50.	Shri. CU Abdul Rafique	Multi Tasking Staff	56923
51.	Shri. G Erulappan	Multi Tasking Staff	41455
52.	Shri. Tanveer Amjad	Multi Tasking Staff	73942
53.	Shri. M Siva Stalin	Multi Tasking Staff	41455
54.	Ms. Naina	Multi Tasking Staff	40357

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements.

In Lakh

Name of Sector/Scheme	BE 2024-25	RE 2024-25	Expenditure up to 28.02.2025
Gram Panchayat			
Water Supply	42.00	0.00	0
Sewerage & Sanitation	700.00	1386.00	653.84
General	3900.00	4731.00	3898.03
Rural Road	50.00	50.00	50.00
Rural Road CCA	2800.00	1707.00	1706.84
Arts & Culture	17.00	8.50	0
TOTAL GP	**7509.00**	**7882.50**	**6308.71**
Panchayat Samiti			
Water Supply	9.00	0.00	0.00
General	700.00	344.50	344.38
Salary	2100.00	2619.00	2100.00
Rural Road	50.00	0.00	0
Rural Road CCA	600.00	103.50	103.40
TOTAL PS	**3459.00**	**3067.00**	**2547.78**
Zilla Parishad			
Water Supply	9.00	0.00	0.00
General	1300.00	1082.50	1082.34
Salary	900.00	1117.00	900.00
Education	500.00	700.00	500.00
Rural Road	50.00	16.50	16.47
Rural Road CCA	600.00	117.50	117.42
Minor Irrigation	10.00	0.00	0.00
TOTAL ZP	**3369.00**	**3033.50**	**2616.23**
TOTAL PRIs	**14337.00**	**13983.00**	**11472.72**
PBMC			
Water Supply	1000.00	990.00	989.00
Salary	21492.00	21181.00	21181.00
Rural Road	900.00	722.00	722.00
Urban Development	2700.00	687.00	687.00
Smart City Project	11945.00	11945.00	11945.00
Swachhta Action Plan	1200.00	1012.00	1012.00
TOTAL PBMC	**39237.00**	**36537.00**	**36536.00**
TOTAL (PRIs+ PBMC)	**53574.00**	**50520.00**	**48008.72**
Establishment			
Salary	684.84	745.00	704.99
Wages	500.00	729.00	655.16

Rewards	8.10	8.70	8.51
MT	19.00	11.00	5.54
Allowances	770.00	725.00	682.40
LTC	26.00	18.00	15.21
DTE	35.00	40.00	28.02
OE	64.00	60.50	35.98
Fuel & Lubricant	4.00	4.00	2.54
ORE including IT (ORE)	150.00	180.00	140.53
MGNREGA	250.00	250.00	250.00
TOTAL Estt.	**2510.94**	**2771.20**	**2528.88**
TOTAL (Estt. + PRIs + PBMC)	**56084.94**	**53291.20**	**50537.6**
Capital			
Motor Vehicle	20.00	11.00	9.85
Building & Structure	276.00	116.00	51.82
Infrastructural Assets	37.00	2.00	0.00
ICT	0.00	1.00	0.00
TOTAL CAPITAL	**333.00**	**130.00**	**61.67**
(TOTAL Estt.+ PRIs +PBMC+ Capital)	**56417.94**	**53421.20**	**50599**

(xii) The manner of executive of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

➢	The District Rural Development Agency is implementing the Rural Development Programme through CD Blocks & PRI.
➢	The details of beneficiaries under subsidy programme are made available at DRDA level in the District and at CD Blocks in the block level.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.

➢	The beneficiary should be a member of the family of BPL.

(xiv) Details in respect of the information, available to or held by it, reduce in an electronic form.

➢	Name of beneficiaries are available in the BPL list prepared after BPL Survey/ census conducted once in every five years and the same is available at DRDA/ CD Blocks.

(xv) 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.

➢	Important notices, tenders and vacancy notification are being uploaded in the websites followed by publication in the local Newspapers. The seared also available in the notice board

(xvi) The names, designations and other particulars of the Public Information Officers.

The Director, Directorate of RD, PRIs &ULB, Marine Hill, Sri Vijaya Puram is the 1st Appellate Authority for the Directorate as well as for the PIOs of Panchayat Samities.

The details of PIOs & APIOs are as under:-

Sl. No.	Name of Establishment	Name of PIOs	Name of APIOs
1.	Directorate of RD, PRIs & ULB	Accounts Officer (For Accounts matter)	AAO
		Assistant Director (Admn) (For Administrative matters)	OS(Estt)
		Assistant Director (RD/Panch) (For Development matters)	EO(RD) EO(Panch) EO (MGNREGA)
2.	CD Blocks	BDO of concerned Block	-
3.	Panchayat Samiti	Executive Officer	-
4.	Gram Panchayats	Panchayat Secretary	-

For the POIs at Sl. No. 1 to 3, the Director, Directorate of RD, PRIs & ULBs is the 1st Appellate Authority and for the PIO for Sl. No. 4, the Executive Officer of the concerned jurisdiction is the first Appellate Authority.

xvii) **Such other information as may be prescribed and thereafter update these publications every year.**

The information shall be updated every year and uploaded in the official website.

6/6/25

Assistant Director (Admn.)