

REFERENCE MATERIAL 2010

NOTES ON THE FUNCTIONING

OF

VARIOUS DIVISIONS



GOVERNMENT OF INDIA
PLANNING COMMISSION
NEW DELHI

INTRODUCTION

India's commitment to planned economic development is an affirmation of our faith in the role of the government to ensure " inclusive growth " of our people with due regard to our environment. The Planning Commission of India plays a key role in this framework. It prepares the five year and annual plans of the country; plays an important part in the allocation of resources; acts as a vital think tank for the Government; holds periodic reviews of progress made in achieving development goals; and proposes mid-course corrections.

The work of the Commission is organized into divisions/units which are headed by Principal Advisers/Senior Advisers/Joint Secretaries. They can be grouped broadly into administrative divisions, general divisions and subject divisions. All of them maintain close contact with the concerned Central Ministries/State Governments and various non-official agencies. They also study and examine problems and issues in relation to the formulation as well as implementation of Plans, programmes and policies. They also organize research studies from time to time and play other functional roles that are aligned to the overall objectives of the Planning Commission.

The " Reference Material " collates at one place the role, functions and activities of the various divisions of the Planning Commission. This volume has been updated incorporating the latest changes.

I hope that this publication will be of immense value to the researchers, government officials and people in general.

New Delhi,

Dated: 21.5.2010.

(Sudha Pillai)

Member Secretary

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8.	Housing and Urban Affairs	
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14.	Minerals	
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Unit-I

1. List showing names of Chairpersons, Deputy Chairmen and Ministers

Chairpersons

Sl.No.	Name (S/Shri)	From	To
a)	Jawahar Lal Nehru	March, 1950	27.05.64
b)	Lal Bahadur Shastri	June, 64	Jan,66
c)	Smt. Indira Gandhi	Jan, 66	24.03.77
		Jan, 80	31.10.84
d)	Morarji Desai	25.03.77	09.08.79
e)	Charan Singh	10.08.79	Jan, 80
f)	Rajiv Gandhi	Nov,84	Dec, 89
g)	V.P. Singh	22.12.89	Nov, 90
h)	Chandra Shekhar	Dec, 90	24.6.91
i)	P.V. Narasimha Rao	June 1991	15.05.96
j)	Atal Behari Vajpayee	16.05.96	31.05.96
k)	H.D. Deve Gowda	01.06.96	20.04.97
l)	I.K. Gujral	21.04.97	18.03.98
m)	Atal Bihari Vajpayee	19.03.98	22.05.2004
n)	Dr. Manmohan Singh	22.05.2004	Continuing

DEPUTY CHAIRMEN

Sl.No	Name (S/Shri)	From	To
1.	Gulzari Lal Nanda (Minister of Planning)	28.03.50 22.06.60	16.02.53 21.09.63
2.	V.T. Krishnamachari	17.02.53	21.06.60
3.	C.M. Trivedi	22.09.63	02.12.63
4.	Ashok Mehta (Minister of Planning)	03.12.63	01.09.67
5.	Dr. D.R. Gadgil	02.09.67	01.05.71
6.	C. Subramaniam (Minister of Planning)	02.05.71	22.07.72
7.	D.P. Dhar (Minister of Planning)	23.07.72	31.12.74
8.	P.N. Haksar	04.01.75	31.05.77
9.	Dr. D.T. Lakdawala	01.06.77	15.02.80
10.	N.D. Tiwari (Minister of Planning)	09.06.80	08.08.81
11.	S.B. Chavan (Minister of Planning)	09.08.81	19.07.84
12.	P.C. Sethi (Minister of Planning)	20.07.84	31.10.84
13.	P.V. Narasimha Rao (Minister of Planning)	01.11.84	14.01.85

Sl.No	Name (S/Shri)	From	To
14	Dr. Manmohan Singh	15.01.85	31.08.87
15	P. Shiv Shanker (Minister of Planning)	25.07.87	29.06.88
		(01. 08. 87 as Dy Chairman)	
16	Madhav Singh Solanki (Minister of Planning)	30.06.88	16.8.89
17	R.K. Hegde	05.12.89	06.07.90
18	Prof. Madhu Dandavate (Also Finance Minister)	07.07.90	10.12.90
19.	Mohan Dharia	11.12.90	24.06.91
20.	Pranab Mukherjee	24.06.91	15.05.96
21.	Prof. Madhu Dandavate	01.08.96	21.03.98
22.	Jaswant Singh	25.03.98	04.02.99
23.	K.C. Pant	05.02.99	17.06.2004
24	Montek Singh Ahluwalia	04.07.2004	Continuing

2. List showing names of Members of Planning Commission

Sl.No.	Name (S/Shri)	From	To
1.	V.T. Krishnamachari	26.03.50	15.02.53
2.	G.L. Mehta	28.03.50	28.08.52
3.	R.K. Patil	28.03.50	10.11.51
4.	C.D. Deshmukh Minister of Finance	28.03.50	24.07.56
5.	Smt. Durgabai Deshmukh	23.06.52	01.03.54
6.	K.C. Neogy	21.05.53	15.07.58
7.	Prof. P.C. Mahalanobis	31.1.55	01.09.67
8.	Dr. J.C. Ghosh	18.05.55	21.05.59
9.	T.T. Krishnamachari (Minister without Portfolio and later Minister of Finance)	01.09.56 09.09.62	18.02.58 03.12.65
10	C.M. Trivedi	28.10.57	01.12.63
11	Morarji Desai Minister of Finance	22.03.58	21.08.63
12	Shriman Narayan	15.07.58	19.11.64
13	Shri T.N. Singh	10.09.58	02.03.67
14	Dr. A.N. Khosla	18.12.59	15.09.62

Sl.No.	Name (S/Shri)	From	To
15	Vishnu Sahai	15.04.62	8.09.67
16.	Tarlok Singh	08.09.62	08.09.67
17	Prof. M.S. Thacker	06.10.62	11.09.67
18	Prof. V.K.R.V. Rao	03.05.63	24.12.66
19	Swaran Singh (Minister of Agriculture)	08.09.63	23.11.66
20	S.G. Barve	21.04.63	19.12.66
21.	Sachindra Chaudhuri (Minister of Finance)	24.01.66	12.03.67
22.	Y.B. Chavan (Minister of Home Affairs and later Minister of Finance and also External Affairs)	14.12.66	10.10.74
23.	R. Venkataraman	04.08.67	01.07.71
24.	Pitamber Pant	04.09.67	02.12.71
25.	B. Venkatappaih	16.09.67	31.05.71
26.	Dr. B.D. Nagchaudhuri	03.10.67	30.06.70
27.	Prof. S. Chakravarty	07.06.71	04.07.77
28.	Dr. B.S. Minhas	22.06.71	13.02.74
29.	M.S. Pathak	01.03.72	02.01.75
30.	B. Sivaraman	31.03.73	31.03.79

Sl.No.	Name (S/Shri)	From	To
31.	V.G. Rajadhyaksha	27.05.77	15.02.80
32.	Prof. Raj Krishna	07.06.77	17.08.79
33.	Dr. J.D. Sethi	24.07.78	15.02.80
34.	G.V.K. Rao	01.04.79	15.02.80
35.	Dr. M.S. Swaminathan	03.04.80	06.04.82
36	Mohd. Fazal	07.04.80	10.01.85
37	Dr. C.H. Hanumantha Rao	19.04.82	18.04.86
38	Prof. A.M. Khusro	11.11.82	10.01.85
39.	Prof. M.G.K. Menon	01.05.82	17.12.89
40	Abid Hussain	15.01.85	22.12.89
41	Hiten Bhaya	21.01.85	22.12.89
42.	Dr. Raja J. Chelliah	16.01.85	22.12.89
43.	Dr. Y.K. Alagh	02.02.87	19.03.90
44.	V.P. Singh	11.01.85	04.02.87
	Minister of Finance	05.02.87	12.04.87
	Minister of Defence		
45.	Buta Singh	26.08.85	24.06.86
	Minister of Agriculture	25.06.86	
	Minister of Home Affairs		
46.	G.S. Dhillon	25.06.86	04.02.88
	Minister of Agriculture		

Sl.No.	Name (S/Shri)	From	To
47.	Prof. P.N. Srivastava	01.05.87	22.12.89
48.	P. Shiv Shankar Minister of Human Resources Development	01.08.88	02.12.89
49.	J. Vengal Rao Minister of Industry	01.08.88	02.12.89
50.	S.B. Chavan Minister of Finance Member	30.06.81 01.08.88	19.07.84
51.	Vasant Sathe Minister of Energy	01.08.88	02.12.89
52.	B. Shankaranand Minister of Law and Justice Minister of Water Resources	01.08.88	02.12.89
53.	Z.R. Ansari Minister of Environment & Forests	01.08.88	02.12.89
54.	Bhajan Lal Minister of Agriculture	15.02.88	02.12.89
55.	Biren Singh Engti Minister of State for Planning Programme Implementation	15.02.88	02.12.89
56.	J.D. Sethi	26.12.89	13.11.90
57.	Dr. A. Vaidyanathan	26.12.89	13.11.90
58.	Arun Ghosh	26.12.89	13.11.90

Sl.No.	Name (S/Shri)	From	To
59.	L.C.Jain	26.12.89	13.11.90
60.	Dr. Rajni Kothari	26.12.89	13.11.90
61.	T.N. Seshan	23.12.89	13.11.90
62.	Smt. Ela Bhatt	23.12.89	13.11.90
63.	Rahmatullah Ansari	03.01.90	13.11.90
64.	Dr. Har Swaroop Singh	03.01.90	13.11.90
65.	Dr. D. Swaminathan	22.12.90	06.07.91
		07.08.91	15.08.96
66.	Prof. S.R. Hashim	12.12.90	24.06.91
67.	Prof. Sher Singh	12.12.90	24.06.91
68.	Smt. Jyotsna Ben Shah	14.12.90	24.06.91
69.	Prof. C.N.R. Rao	20.12.90	24.06.91
70	Prof. G.S. Bhalla	12.12.90	02.07.91
71	Dr. Manmohan Singh Finance Minister	07.08.91	15.05.96
72	Sharad Pawar Defence Minister	17.08.91	
73	Balram Jakhar Agriculture Minister	17.08.91	
74	Dr. V. Krishnamurthy	20.08.91	26.07.92

Sl.No.	Name (S/Shri)	From	To
75.	Dr. C. Rangarajan	21.08.91	21.12.92
76.	Dr. S.Z. Qasim	20.08.91	26.12.96
77.	Dr. Jayant Patil	21.08.91	31.07.96
78.	Miss Mira Seth	25.05.93	02.09.96
79.	Prof. G.V. Ramakrishna	19.01.94	14.09.96
80.	N.R. Ranganathan Member- Secretary	01.07.95	31.05.96
81.	P. Chidambaram Finance Minister	31.07.96 06.05.97	20.04.97 19.03.98
82.	Chaturanan Mishra Agriculture Minister	31.07.96	19.03.98
83.	Dr. Y.K. Alagh Minister of State for Planning & Programme Implementation Minister of State for S&T and Power	29.06.96 12.06.97	11.06.97 19.03.98
84.	Dr. (Smt.) Chitra Naik	22.08.91	21.03.98
85.	Prof. J.S. Bajaj	21.08.91	15.05.98
86.	Dr. Arjun K. Sengupta (Member-Secy.: 14.10.93 to 30.6.95)	14.10.93	25.05.98

Sl.No.	Name (S/Shri)	From	To
87	Dr. S.R. Hashim (Member- Secy) Member	01.08.96 20.01.98 06.02.99	19.01.98 05.02.99 26.02.02
88	S.P. Shukla	02.08.96	21.03.98
89	Dr. M.R. Srinivasan	07.08.96	05.05.98
90	Dr. G. Thimmaiah	16.08.96	21.03.98
91.	Dr. Bimal Jalan Member- Secretary	09.08.96	22.11.97
92.	Smt. Ratanamala Savanoor Minister of State for Planning & Programme Imp.	12.06.97	19.03.98
93.	Montek Singh Ahluwalia	19.08.98	03.07.01
94.	Jaswant Singh Minister of Finance	04.02.99	22.05.04
95.	Yashwant Sinha Minister of External Affairs	04.02.99	22.05.04
96.	Ram Naik Minister of State for Planning & Programme Imp.	19.02.99	12.10.99
97.	Dr. S.P. Gupta	05.02.99	17.06.04
98.	Dr. S.R. Hashim	06.02.99	25.2.2000
99.	Dr. D.N. Tewari	10.2.99	17.06.04

Sl.No.	Name (S/Shri)	From	To
100	Bangaru Laxman Minister of State for Planning	08.11.99	21.11.99
101	Arun Shourie Minister of State for Planning	22.11.99	01.09.01
102	Som Pal	26.11.99	10.02.04
103	Dr. K. Venkatsubramanian	26.11.99	17.06.04
104	Kamaluddin Ahmed	19.08.00	14.07.03
105.	N.K.Singh	01.05.01	17.06.04
106	S.B. Mookherjee Minister of State for Planning and Programme Implementation	29.01.03	22.05.04
107.	M.V. Rajashekharan Minister of State	22.05.2004	06.04.08.
108.	V. Narayanasamy Minister of State (Planning & Parliamentary Affairs)	06.04.08	Continuing
109.	Rajeeva Ratna Shah (Member- Secretary)	01.05.05	02.01.2008 (AN)
110.	Dr. Kirit Parikh	21.06.2004	05.06.2009
111.	Prof. Abhijit Sen	02.07.2004	Continuing
112.	Dr. V.L. Chopra	28.07.2004	05.06.2009
113.	Dr. Bhalchandra Mungekar	05.07.2004	05.06.2009

Sl.No.	Name (S/Shri)	From	To
114.	Dr.(Ms.) Syeda Hameed	28.06.2004	Continuing
115.	B.N. Yugandhar	12.07.2004	05.06.2009
116.	Anwar-ul-Hoda	01.07.2004	05.06.2009
117.	B.K. Chaturvedi	14.06.2007	Continuing
118.	Dr. Saumitra Chaudhuri	08.06.2009	Continuing
119.	Dr. Narendra Jadhav	16.06.2009	Continuing
120.	Dr. Mihir Shah	10.06.2009	Continuing
121.	Dr. K. Kasturirangan	09.07.2009	Continuing
122.	Arun Maira	23.07.2009	Continuing
123.	Smt. Sudha Pillai (Member Secretary)	30.4.2010(AN)	Continuing

3. List showing names of Ministers of State

Sl. No.	Name (S/Shri)	From	To
1.	Bali Ram Bhagat	21.09.63	July, 66
2.	Mohan Dharia	April, 71	March, 74
3.	Vidhya Charan Shukla	April, 74	10.10.74
4.	I.K. Gujral	1975	March, 76
5.	Shankar Ghose	21.04.76	24.03.77
6.	Fazlur Rehman	26.01.79	15.07.79
7.	Hari Nath Misra	04.11.84	31.12.84
8.	K.R. Narayanan	01.01.85	Aug, 85
9.	A.K. Panja	25.09.85	22.10.86
10.	Sukh Ram	23.10.86	31.07.88
11.	Biren Singh Engti	01.08.88	30.11.89
12.	Bhagey Gobardhan	23.04.90	09.11.90
13.	H.R. Bharadwaj	05.09.91	02.07.92
13.	Sukh Ram	02.07.92	18.01.93
14.	Giridhar Gamang	18.01.93	15.09.95
15.	Balram Singh Yadav	15.09.95	16.05.96
16.	Prof. Y.K. Alagh	29.06.96	11.06.97
17.	Smt Ratanamala Savanoor	03.06.97	19.03.98

Sl. No.	Name (S/Shri)	From	To
18.	Ram Naik	21.03.98	12.10.99
19.	Bangaru Laxman	13.10.99	21.11.99
20.	Arun Shourie	22.11.99	01.09.2001
21.	Vijay Goel	01.09.01	02.11.2001
22.	Smt. Vasundhra Raje	02.11.01	09.01.2003
23.	S.B. Mookherjee	29.1.03	22.05.2004
24	M.V. Rajashekharan Minister of State	22.05.2004	06.04.2008
25	V. Narayanasamy Minister of State (Planning & Parliamentary Affairs)	06.04.08	Continuing

Deputy Minister

Sl.No.	Name (S/Shri)	From	To
1.	S.N. Mishra	May, 55	June, 1961

4. List showing names of Member-Secretaries/ Secretaries in the Planning Commission

Sl.No.	Name (S/Shri)	From	To
1.	Y.N. Sukhthankar	1954	1957
2.	M.K. Vellodi	1958	Oct, 58
3.	Vishnu Sahay	Nov, 58	Dec, 60
4.	B.N. Jha	Jan, 61	April, 61
5.	Vishnu Sahay	May, 61	
6.	G.R. Kamat	April, 66	
7.	B.D. Pandey	04.04.73	
8.	A. Mitra	17.05.65	
9.	B.B. Lal	20.11.73	09.08.74
10	M.G. Pimputkar	29.04.74	31.01.77
11	Dr. Ajit Mozoomdar	20.06.77	15.09.79
12	S.S. Puri	01.08.79	04.04.80
13	Dr. Manmohan Singh (Member- Secretary)	07.04.80	14.09.82
14	K.V. Ramanathan As Member- secretary	15.09.82 11.02.85	24.05.85(Secy.) 24.05.85
15	C.G. Somiah	26.05.85	21.06.86
16	J.S. Baijal	22.06.86	30.06.89
17	P.B. Krishnaswamy	10.07.89	12.12.90

Sl.No.	Name (S/Shri)	From	To
18	A.N. Varma (Member Secretary)	13.12.90	18.06.91
19.	Dr. Nitish Sengupta	15.07.91	30.09.92
20.	N. Raghunathan	01.10.92	09.03.93
21.	Dr. Arjun K. Sengupta (Member- Secretary)	14.10.93	30.06.95
22.	N.R. Ranganathan (Member- Secretary)	01.07.95	31.05.96
23.	Dr. Bimal Jalan (Member- Secretary)	09.08.96	21.11.97
24.	Dr. S.R. Hashim (Member- Secretary)	20.01.98	05.02.99
25.	N.C. Saxena, Secy. (was on leave w.e.f. 3.9.01 and took voluntary retirement w.e.f.3.7.02)	06.02.99	03.07.02
26.	Ajit Kumar, Secy	05.11.01	31.01.02
27.	S.S.Boparai, Secy.	31.01.02	30.06.02
27.	P. Shankar, Secy.	07.07.02	02.09.02
28.	N.K. Sinha, Secy.	23.09.02	30.11.03
29.	Rajeeva Ratna Shah, Secy.	03.12.03	30.04.05
30.	Rajeeva Ratna Shah (Member- Secretary)	01.05.05	02.01.2008 (AN)

Sl.No.	Name (S/Shri)	From	To
31.	Dr. Subas Chandra Pani	02.01.2008(AN)	06.08.2009(AN)
32.	Ms. Sudha Pillai	06.08.2009(AN)	30.04.2010(AN)
33.	Ms. Sudha Pillai (Member- Secretary)	30.04.2010(AN)	Continuing

5. Present composition of Planning Commission

Sl. No.	Name	Designation
1	Dr. Manmohan Singh, Prime Minister	Chairman
2	Shri Montek Singh Ahluwalia	Deputy Chairman
3	Shri S.M. Krishna , Minister of External Affair	Member
4.	Shri Kapil Sibal, Minister of Human Resource Development	Member
5.	Shri Sharad Pawar, Minister for Agriculture and Consumer Affairs, Food and Public Distribution	Member
6	Ms. Mamata Banerjee , Minister of Railways	Member
7	Shri Pranab Mukherjee, Minister of Finance	Member
8	Shri V. Narayanasamy Minister of State (Planning & Parliamentary Affairs)	Member
9	Prof. Abhijit Sen	Member
10	Dr.(Ms.) Syeda Hameed	Member
11	Shri B.K. Chaturvedi	Member
12	Dr. Saumitra Chaudhuri	Member
13	Dr. Narendra Jadhav	Member
14	Dr. Mihir Shah	Member
15	Dr. K. Kasturirangan	Member
16	Shri Arun Maira	Member

6. Government of India's Resolution setting up the Planning Commission

GOVERNMENT OF INDIA
CABINET SECRETARIAT
RESOLUTION
(Planning)

New Delhi, the 15th March, 1950

No.1-P(C)/50 - For some years past, the people of India have been conscious of the importance of planned development as a means of raising the country's standard of living. This consciousness found expression in the appointment in 1938 of the National Planning Committee by the Indian National Congress. The work of the Committee was, however, interrupted by political and other developments in the beginning of the war, although much useful material has since been published. In 1944, the Government of India established a separate Department of Planning and Development and at its instance, the Central as well as the Provincial Governments prepared a number of development schemes to be undertaken after the war. Problems of planning were reviewed towards the end of 1949 by the Advisory Planning Board which was appointed by the Interim Government of India, an important recommendation of the Board being the appointment of a Planning Commission to devote continuous attention to the whole field of development, so far as the Central Government was concerned with it.

2. During the last three years, the Centre as well as the Provinces have initiated schemes of development, but experience has shown that progress has been hampered by the absence of adequate co-ordination and of sufficiently precise information about the availability of resources. With the integration of the former Indian States with the rest of country and the emergence of new geographical and economic facts, a fresh assessment of the financial and other resources and of the essential conditions of progress has now become necessary. Moreover, inflationary pressures inherited from the war, balance of payments difficulties, the influx into India of several million persons displaced from their homes and occupations, deficiencies in the country's food supply aggravated by partition and a succession of indifferent harvests, and the dislocation of supplies of certain essential raw materials have placed the economy under a severe strain. The need for comprehensive planning based on a careful appraisal of resources

and on an objective analysis of all the relevant economic factors has become imperative. These purposes can best be achieved through an organization free from the burden of the day-to-day administration, but in constant touch with the Government at the highest policy level. Accordingly, as announced by the Honourable Finance Minister in his Budget speech on the 28th February, 1950, the Government of India have decided to set up a Planning Commission.

3. The Constitution of India has guaranteed certain Fundamental Rights to the citizens of India and enunciates certain Directive Principles of State Policy, in particular, that the State shall strive to promote the welfare of the people by securing and protecting as effectively as it may a social order in which justice, social economic and political, shall inform all the institutions of the national life and shall direct its policy towards securing, among other things:-

- (a) that the citizens, men and women, equally, have the right to an adequate means of livelihood;
- (b) that the ownership and control of the material resources of the community are so distributed as best to subserve the common good; and
- (c) that the operation of the economic system does not result in the concentration of wealth and means of production to the common detriment.

4. Having regard to these rights and in furtherance of these principles as well as of the declared objective of the Government to promote a rapid rise in the standard of living of the people by efficient exploitation of the resources of the country, increasing production, and offering opportunities to all for employment in the service of the community.

The Planning Commission will:-

- 1. make an assessment of the material, capital and human resources of the country, including technical personnel, and investigate the possibilities of augmenting such of these resources as are found to be deficient in relation to the nation's requirements;
- 2. formulate a Plan for the most effective and balanced utilisation of the country's resources;

3. on a determination of priorities, define the stages in which the Plan should be carried out and propose the allocation of resources for the due completion of each stage;
4. indicate the factors which are tending to retard economic development, and determine the conditions which, in view of the current social and political situation, should be established for the successful execution of the Plan:
5. determine the nature of the machinery which will be necessary for securing the successful implementation of each stage of the Plan in all its aspects;
6. appraise from time to time the progress achieved in the execution of each stage of the Plan and recommend the adjustments of policy and measures that such appraisal may show to be necessary; and
7. make such interim or ancillary recommendations as appear to it to be appropriate either for facilitating the discharge of the duties assigned to it, or on a consideration of the prevailing economic conditions, current policies, measures and development programmes; or on an examination of such specific problem as may be referred to it for advice by Central or State Governments.

5. The Planning Commission will be composed of the following:

Chairman : Shri Jawaharlal Nehru

Deputy Chairman : Shri Gulzarilal Nanda

Members : Shri V.T. Krishnamachari
Shri Chintaman Deshmukh

Shri G.L. Mehta

Shri R.K. Patil

Secretary : Shri N.R. Pillai

Deputy Secretary : Shri Tarlok Singh

6. The Planning Commission will make recommendations to the Cabinet. In framing its recommendations, the Commission will act in close understanding and consultation with the Ministries of the Central Government and the Governments of the States. The responsibility for taking and implementing decisions will rest with the Central and the State Governments. The Government of India feel confident that the States will give the fullest measure of help to the Commission, so as to ensure the maximum coordination in policy and unity in effort.

7. The work of the Planning Commission will affect decisively the future welfare of the people in every sphere of national life. Its success will depend on the extent to which it enlists the association and cooperation of the people at all levels. The Government of India, therefore, earnestly hope that in carrying out its task the Commission will receive the maximum support and goodwill from all interests and in particular, from industry and labour.

8. The headquarters of the Commission will be at New Delhi.

ORDER

Ordered that a copy of this Resolution be communicated to all State Governments, all Chief Commissioners, all Ministries of the Government of India, the Prime Minister's Secretariat, the Private and Military Secretaries to the President, the Comptroller and Auditor General, the Economic Adviser to the Government of India, the Director General of Commercial Intelligence and Statistics, Calcutta, the Secretary, Indian Tariff Board, Bombay, the Secretary, Fiscal Commission, the Secretary, Reserve Bank of India, Bombay, the Secretary, Industrial Finance Corporation of India, the Director General of Employment and Resettlement, the Director General, Industry and Supply, the Ambassadors of India at Washington, Moscow, Paris, Nanking, Cairo, Tehran, Kathmandu, Kabul, Ankara, The Hague, Prague, Buenos Aires, Jakarta and Rangoon, the Permanent Representative of the Government of India at the United Nations Headquarters, New York, the High Commissioners for India in London, Canberra, Ottawa, Colombo, and Karachi, Charge d'Affairs of India in Brussels, Rome and Rio De Jenerio, Envoys-extra-ordinary and Ministers Plenipotentiary of India in Berne, Lisbon, Bangkok and Stockholm, the Representative of the Government of India in Singapore, Consul Generals of India in Pondicherry, Nova Goa, Shanghai, Manila, Saigon, New York, Kashgar and San Francisco, Consul for India in Jedda, Head of the Indian Military Mission, Berlin, Head of Indian Liaison Mission, Tokyo, Deputy High Commissioners for India in Lahore and Dacca, the Commissioners for the Government of India in Trinidad, Nairobi, Port Louis, and Fiji, Vice Consuls of India in Medan, Zahidan Jalalabad and Kandahar. Secretary to the High Commissioner for India in south Africa - Cape Town, Political Officer in Sikkim, Ambassadors in India of Afghanistan, Belgium, Brazil, Burma, Czechoslovakia, Egypt, France, Iran, Italy, Nepal, Netherlands, Turkey, United States of America, United State of Indonesia, U.S.S.R., charge de Affairs in India of Austria, Chile, Envoy Extraordinary and Minister Plenipotentiary in India, Denmark, Ethopia, Finland, Iraq, Norway, Portugal, Sweden,

Switzerland, Thailand, High Commissioner in India of Australia, Canada, Ceylon, Pakistan and the United Kingdom, Internuncio of the Holy See in India, the Librarian, Indian Library, Calcutta, the Indian Council of Agricultural Research, the Indian Standards Institution, Delhi, the Editor, Journal of Scientific and Industrial Research, P-Block, New Delhi, the Free India Service Tamarind House, Tamarind Lane, Bombay, the Secretary to the Indian Council of World Affairs, New Delhi, the Indian Institute of

Science, Bangalore, and all recognized Chambers of Commerce and Trade Associations.

Ordered also that a copy be published in the Gazette of India.

N.R. Pillai
Secretary

7. Subjects allocated to the Planning Commission

Extracts from Government of India (Allocation of Business) Rules, 1961 amended from time to time.

PLANNING COMMISSION (YOJANA AYOOG)

1. Assessment of the material, capital and human resources, of the country, including technical personnel, and formulation of proposals for augmenting such of these resources as are found to be deficient.
2. Formulation of Plan for the most effective and balanced utilization of the country's resources.
3. Definition of stages in which the Plan should be carried out on a determination of priorities and allocation of resources for completion of each stage.
4. Determination of the nature of the machinery necessary for the implementation of the Plan in all its aspects.
5. Appraisal from time to time of the progress achieved in the execution of each stage of the Plan.
6. Public Co-operation in National Development.
7. Hill Areas Development Programme (except in the North-Eastern Region)
8. Perspective Planning.
9. Directorate of Manpower.

Note: - The Planning Commission (Yojana Ayog) will be concerned broadly with technical questions relating to planning and the planning organisation itself. The policy and details of specific schemes included in the Plan are matters to be dealt with by the Central Administrative Ministries and State Governments.

Unit II

FUNCTIONS AND STRUCTURE OF THE PLANNING COMMISSION

(IN BRIEF)

Planning Commission was set up in March, 1950. A copy of the Resolution of Government of India has been given in Unit I of this document. The following are the tasks assigned to the Commission:-

- (i) To make an assessment of the material, capital and human resources of the country, including technical personnel and investigate the possibilities of augmenting such of these resources as are found to be deficient in relation to the nation's requirements;
- (ii) To formulate a Plan for the most effective and balanced utilization of the country's resources;
- (iii) On determination of priorities, to define the stages in which the Plan should be carried out and propose the allocation of resources for due completion of each stage.
- (iv) To indicate the factors which are tending to retard economic development, and determine the conditions which, in view of the current social and political situation, should be established for the successful execution of the Plan;
- (v) To determine the nature of machinery which will be necessary for securing successful implementation of each stage of the Plan in all its aspects;
- (vi) To appraise from time to time the progress achieved in the execution of each stage of the Plan and recommend for adjustments of policy and measures that such appraisal may show to be necessary; and
- (vii) To make such interim or ancillary recommendations as appear to it be appropriate either for facilitating the discharge of the duties assigned to it; or, on a consideration of the prevailing economic conditions, current policies, measures and development programmes; or on an examination of such specific problems as may be referred to it for

advice by Central or State Governments.

2. Besides, the Government of India (Allocation of Business) Rules have assigned responsibilities to the Planning Commission in respect of (a) Public co-operation in National development (b) Hill area development programme (except in the North Eastern Region), and (c) Institute of Applied Manpower Research. The relevant extracts containing entries pertaining to the Planning Commission from these Rules have been given in Unit I of this document.
3. The present composition of the Commission has been given in Unit I of the document.
4. The day to day working of the Commission is carried out on a collective responsibility. However, for convenience, each Member has been given charge of a group of subjects. While, each Member individually deals with various technical and other problems pertaining to his allotted subject, the important policy matters are considered by the Commission as a whole. The Prime Minister in his capacity as Chairman of the Planning Commission, participates and gives direction to the Commission on all major issues of policy. The allocation of subjects among the Deputy Chairman and Members of the Planning Commission has been given in the Organization Chart of the Planning Commission at Annexure I.
5. The work of the Commission is organised into technical Divisions/Units. They are headed by Principal Advisers/Advisers/Joint Secretaries.
6. All the Divisions in the Planning Commission may be grouped into three types of Divisions as indicated below : -
 - i) Administrative Divisions: They render services pertaining to administration, accounts, library, training and other general services to the employees of the Commission.
 - ii) General Divisions: These are concerned with certain aspects of the entire economy e.g. Perspective Planning, Financial Resources, International Economics, Plan Coordination, State Plans including Multi-Level Planning,

Hill Area Development Programme, Labour Employment and Manpower, Science & Technology, Project Appraisal and Management, Development Policy and Socio- Economic Research.

- iii) Subject Divisions: These are concerned with specific fields of development e.g. Agriculture, Environment and Forests, Water Resources, Power and Energy, Industry and Minerals, Transport, Communication and Information, Village and Small Industries, Rural Development, Education, Health, Nutrition and Family Welfare, Housing & Urban Development, Social Development and Women's Programme, and Backward Classes.

An organization chart of the Planning Commission is given in Annexure I.

7. All the Divisions in the Planning Commission maintain close contacts with the concerned Central Ministries/State Governments and various non-official agencies, study and examine various problems and issues in relation to the formulation as well as implementation of the Plan Programmes and Policies in their respective fields. They also organize research studies, which are deemed necessary for planning either on their own or through competent external institutions/organizations.

8. The senior officers of the Planning Commission have also been designated as Principal Adviser (State Plans) or Adviser (State Plans) who help the Commission in keeping close touch with the progress of planning and its implementation in States. Each Principal Adviser (SP) or Adviser (SP) has a group of States/UTs. allotted to him or her and helps in maintaining close liaison between Central Government and these States/UTs. He/she visits from time to time the concerned States/UTs, gives necessary advice and guidance to the Planning Commission and Executive authorities at the State/UT level and brings the difficulties and problems of the latter to the notice of the Planning Commission and Ministries/Departments at the Centre. The State Plans work is co-ordinated by Joint Secretary (State Plans).

9. **Formulation of Five Year Plan and Annual Plans**

The Five Year Plan sets out the dimensions of economic development and

growth in the country and postulates the macro economic features, such as aggregate resources, savings, investment, GDP growth, and other broader economic and social requirements. Thus, the Five Year Plan lays out a programme of investment and activities to steer the country's economic in the desired direction.

10. Indian planning process focuses on optimal deployment of investible resources available to the country. The process involves:

- (a) outlining the strategies for development and the supporting policy environment,
- (b) working out the macro-parameters for economic growth and its sectoral pattern,
- (c) allocation of resources between Center and States and for different sectoral activities, and more detailed allocation of budgetary support and,
- (d) consideration of public sector projects/programmes/schemes which are implemented for impacting upon the developmental process.

11. The planning process described above covers a wide area and involves various organizations and institutions both within and outside the Government. It involves the Central Ministries, the Reserve Bank of India, the State Governments along with grass root level of administration and the political leadership, besides the Planning Commission.

12. The preparation of Five Year Plan starts with the formulation of an Approach Paper, outlining the macro economic dimensions, strategies and objectives of the plan. It also discusses alternative feasible scenarios and policy implications. The Approach Paper is prepared in the Planning Commission after intensive consultations with individuals and organizations, and of all the State Chief Ministers. The Planning Commission then presents this Approach Paper to the National Development Council (NDC) for its consideration and approval. On approval by the NDC, the Approach Paper is circulated among the State Governments and the Central Ministers, based on which they prepare their respective Five Year Plans. The approach Paper is also circulated among the institutions associated with Plan formulation, such as the Reserve Bank of India.

13. Thus, based on the parameters postulated in the NDC approved Approach Paper, the Central Ministries and the States prepare their respective plans. The basic modality involves establishment of a large number of Steering Committees/Working Groups. These are composed of representatives of the concerned Ministries, selected state governments, academicians, private sector, NGOs, etc. Based on the reports of these Steering Committees and Working Groups, the States and the Central Ministries come up with their proposals of detailed plans and programmes. The Planning Commission reviews these plans and programmes of the Central and State Plans and as a result, a detailed plans and programmes. The Planning Commission reviews these plans and programmes of the Central and State Plans and as a result, a detailed plan is evolved.

14. The national plan consists of Central Plans prepared by the Central government and the State Plans prepared by the State Governments. The Planning Commission develops the national plan by integrating the Central and State plans through a process of discussions and reviews at various levels. The Planning Commission in this respect does the following:

- (a) estimates the size of national resources,
- (b) assesses the balance of payments position, to take stock of the resources for development from external sources , and to indicate methods by which these resources can be augmented in a sustained manner.
- (c) estimates imports and exports,
- (d) estimates inflow of foreign capital,
- (e) assesses the Incremental Capital Output Ratio (ICOR), which is a summary expression for the existing technical conditions and structural configuration of the economy, capturing the relationship between investment and additional productive capacity.

15. In the light of above, the Five Year Plan document is prepared by the Planning Commission listing out the objectives and detailing out plan orientation, development perspective, macro-economic dimension, policy framework, financing and sectoral profiles. The Planning Commission then presents the final

Plan document to the NDC for its consideration and approval.

16. The Five Year Plan is implemented through Annual Plans, which is a detailed description of the allocation of resources between Center and States and for different sectoral activities in the Government. In particular, it involves allocation of budgetary resources and detailed consideration of public sector projects/programmes/schemes. The sanction of Government expenditure is affected through Annual Budget, which is passed by the Parliament every year. The allocation of Government resources and expenditure in the Annual Budget is made keeping the Five Year Plan in view. At the time of presenting the Budget to the Parliament a review of likely resources availability and investment is done and the size of the Annual Plan is determined in the light of such a review. Annual Plan is not exactly one fifth of the Five Year Plan, but it keeps in line with it in general terms.

17. The Plan fixes certain critical variables leaving a majority of them under the influence of market. The target growth rate for the economy as a whole is fixed from the past behaviour and the need for meeting the likely future demands for material production sectors (such as, goods, services, transportation, steel, cement, fertilizer, coal, petroleum, power, etc) and social requirements (such) as, education, health, water supply, sanitation, livelihood security, anti-poverty measures, etc.). The assessment of the growth rate is made by matching the resources and the requirements for the material production sectors is worked out. The social requirements are assessed with a certain degree of judgment as to the social needs and affordability.

18. The Planning system views the role of the State and the private sector as complementary. Private sector activity needs well functioning markets. While market forces are extremely important, there are circumstances in which markets may not work efficiently and effectively. There are also conditions under which unbridled operation of market forces may give rise to outcomes, which may be deleterious when seen in a broader national and social perspective. Government regulation and intervention in markets, therefore, becomes justifiable necessity though this is not treated as an open-ended rationale for excessive intervention. Government interventions are strategic and emanate from a vision of the role and responsibility of state policy and public action where markets are likely to be

imperfect.

19. The characteristic of the present planning methodology is that it is not based on a deterministic relationship between the Plan and economic performance. It is explicitly recognized that there are uncertainties in the system and limitations in the ability of the planning system to accurately predict future trends. It is also recognized that the effects of Government policies and interventions are not entirely predictable. The approach adopted in the Eleventh Plan concentrates on pointing out the likely outcomes and suggests the major directions for policy intervention. The details of the actual policies and the manner of implementation are worked out from time to time between the concerned ministries, States and the Planning Commission.

ELEVENTH PLAN (2007- 2012)

20. The Eleventh Five Year Plan (2007-12) aims at Faster and More Inclusive Growth. The central vision of the Eleventh Plan is to build on our strengths to trigger a development process which ensures broad based improvement in the quality of life of the people, especially the poor, SCs/STs, OBCs, Minorities and Women. The National Development Council, in approving the Approach to the Eleventh Plan, endorsed a target of 9 percent GDP growth for the country as a whole. It is designed to reduce poverty and focus on bridging the various divides that continue to fragment our society. The aims is to put the economy on a sustainable growth trajectory with a growth rate of approximately 10 per cent by the end of the Plan period. The thrust areas identified for Eleventh Plan include Educations, Health, Nutrition, Drinking Water & Sanitation, Agriculture & Irrigation, Rural Development, Land Resources & Panchayati Raj, Social Justice & Empowerment, Physical Infrastructure, Energy and Science and Technology.

21. In addition to the 9 per cent growth target, Eleventh Plan period lists 26 other monitorable targets highlighting inclusiveness concerns. These include targets for agricultural growth, poverty reduction, employment generation, school enrolment and reduction in the gender gap, reduction in IMR and MMR, and access to clean drinking water.

22. This broad vision of the Eleventh Plan includes several inter related components: rapid growth that reduces poverty and creates employment

opportunities, access to essential services in health and education especially for the poor, equality of opportunity, empowerment through education and skill development, employment opportunities underpinned by the National Rural Employment Guarantee, environmental sustainability, recognition of women's agency and good governance.

Allocation of Public Sector Resources - Centre and States

23. The projected assessment of resources for the public sector in the Eleventh Plan is Rs.36,44,718 crore at 2006-07 prices. Center's share at Rs. 21,56,571 crore includes the GBS component of Rs.10,96,860 crore and the IEBR component of Rs.10,59,711 crore at 2006-07 prices. The Eleventh Plan resources of the States and UTs are projected at Rs.14,88,147 crore at 2006-07 prices, out of which States' Own Resources are Rs.11,63,296 crore and the Central Assistance to States and UTs is Rs.3,24,851 crore at 2006-07 prices.

Mid-Term Appraisal of Eleventh Five Year Plan

24. The Eleventh Plan objective is to achieve inclusive growth at an annual rate of 9 per cent. The Mid Term Appraisal projects that the Eleventh Plan will achieve an annual average growth rate of 8.1 per cent per year. This is lower than the target of 9 per cent, but is still the highest ever achieved in any Plan period. The MTA observes that despite the financial crisis the economy is doing well in many areas and these gains need to be consolidated. There are also some weaknesses, which have to be addressed in order to maintain the current performance level.

25. The Mid Term Appraisal assesses the performance of the many schemes and programmes that are designed to achieve the objective of inclusiveness. These programmes have produced progress towards the objectives intended. Rates of enrolment in primary schools have increased; gender gaps in schooling are narrowing and life expectancy rates and immunization of children have increased. The percentage of population with access to safe drinking water has also gone up and so has village connectivity and electrification. The Mid Term Appraisal also brings out many deficiencies in the implementation of these schemes that need to be removed. The MTA points out that progress in governance agenda is critical to achieve the goal of inclusiveness and should be

given high priority by State Governments.

26. The Eleventh Plan programmes for creating social and economic infrastructure to meet the requirements of rapid and inclusive growth implied a significant increase in Plan expenditure. Total plan expenditure of the Centre and the State combined was expected to increase from an average of 9.5 per cent of GDP in the Tenth Plan to 13.5 per cent of GDP in the Eleventh Plan. Estimates indicate that in the case of Centre, the realization of Plan expenditure is likely to be between 95 and 100 per cent of the Eleventh Plan target. In the case of the States it will be lower, but much better than in the Tenth Plan.

27. Deficiencies in infrastructure are a critical constraint on our ability to achieve faster growth and the Eleventh Plan emphasizes the role of expanding investment in infrastructure through a combination of expanded public investment combined with private investment wherever feasible. The Plan has a target of increasing the investment in infrastructure from little under 6 per cent of the GDP in 2006-07 to 9 per cent in 2011-12. The Mid Term Appraisal reports that total investment in infrastructure is likely do well because of a massive expansion beyond the original target in telecommunications, led by an investment boom in the private sector. But, in all the other infrastructure areas investment will be short of the target.

28. The financing of plan expenditure departs significantly from the pattern originally envisaged. The increase of 4 percentage points of GDP in the Eleventh Plan compared with the Tenth Plan was to be achieved primarily through higher balance of current revenues and greater internal resources mobilization. This objective could not be met, partly because the economic slowdown meant a lower growth in revenues, some of which was itself due to tax reduction measures introduced as part of the stimulus. As a result there has been a much larger volume of borrowing that was envisaged in the Eleventh Plan to support desired levels of Plan expenditure.

29. The National Development Council in its 55th Meeting held on 24th July, 2010 approved the MTA document. The same has been uploaded on the Planning Commission website for the public.

Approach to Twelfth Five Year Plan

30. The Twelfth Five Year Plan will commence in 2012-13. Before the Plan itself is unveiled, the Planning Commission prepares an Approach Paper which lays out the major targets, the key challenges in meeting them and the broad approach that must be followed to achieve the stated objectives. It provides the architecture of the Plan and is fleshed out in detail in the Plan document. The Approach Paper is to be approved by the Cabinet and the National Development Council.

31. The Planning Commission has initiated the exercise to prepare the Approach to the Twelfth plan. The Planning Commission has introduced a new innovative model to prepare the Approach Paper by involving stakeholders, building alternative scenarios, recognizing the Trade-offs and converging priorities of Centre and State. The approach to the Twelfth Plan will be developed through an inclusive and participative approach. A new web based consultative process has been initiated in which all interested persons can give their comments and suggestions by logging onto planning Commission website.

32. Planning Commission will be organizing regional level consultations with State Governments, civil society, business, academia and youth to ascertain their views on the issues identified. Based on all these inputs the Planning Commission will prepare the Approach paper to the Twelfth Five Year Plan. The Approach Paper, once prepared, will be placed before the Cabinet and subsequently to the National Development Council (NDC) for their approval.

Consultation of Planning Commission by Central Ministries on important Issues

33. The Planning Commission (Yojana Ayog) is concerned broadly with technical questions relating to planning and the planning organization itself. The policy and details of specific schemes included in the Plan are matters to be dealt with by the Central Administrative Ministries and State Governments.

34. However, the Planning Commission, being an advisory body, is consulted by the Central Ministries on all important economic and development issues. This enables the Government to have expert advice and ensure that the decisions taken from time to time are in conformity with the strategy and policies indicated in the Plan.

Project Appraisal

35. In order to undertake the techno-economic appraisal of major projects and programmes in the public sector for facilitating the investment decision by the Government, a separate Division known as 'Project Appraisal Division' was set up in the Planning Commission in 1972. With the merger of Monitoring and Information Division with this Division, it has been reconstituted as Project Appraisal and Management Division (PAMD) on 6th January, 1994. The PAMD undertakes appraisal of Central Sector projects and schemes in consultation with the subject Divisions of the Planning Commission before these are considered for investment approval/decision by the Public Investment Board or Expenditure Finance Committee depending upon the size and nature of project cost. Presently, all the Central Sector Projects/ Schemes costing Rupees 25 crore or more are appraised by this Division. The appraisal by PAMD broadly includes various aspects such as need and justification, linkages with the Plan, Demand Supply, Technical feasibility, Organizational, Managerial and Financial Capabilities of Project Authorities, reliability of cost estimates, financial and economic viability etc. of the projects/schemes. Besides, new proposals, the proposals of the revised cost estimates are also appraised by PAMD.

36. In the light of experience gained in project planning, certain steps have been taken to improve the system of project formulation and implementation. Since the quality of the feasibility report is the main problem and its quality depends upon the extent of studies and investigations, the Government has recently introduced a new system called clearance of proposals, known as "Two-stage clearance System", for major projects where the cost of the project exceeds Rupees fifty crore or the cost of preparation of feasibility reports exceeds Rupees one crore. At the first stage, proposals for the preparation of feasibility reports would be cleared. The investment decisions would be taken at the second stage on the basis of well prepared feasibility reports. To improve the quality of feasibility reports, the Division has issued sector-specific guidelines particularly for coal, power, industry and mineral sectors. The PAMD has also issued guidelines for the preparation of proposals of revised cost estimates to be processed under delegated powers of the Ministries/Departments in consultation with the Planning Commission.

37. Government has issued comprehensive guidelines for formulation, appraisal and approval of all Government funded Plan schemes/projects including social sector projects costing Rupees 50.00 crore and above over a 5 year Plan period (O.M. No. 1(2)- PF.II/03 dated 7.5.2003 of Department of Expenditure).

Management Aspects

38. The Planning Commission also undertakes certain management and training programmes and caters management support services through its Management Consultancy Development Scheme in selected public utilities with a view to improving efficiency, work environment, performance, management systems and procedures in various Central and State Public Sector Undertakings and other organizations.

39. After the formation of the Department of Programme Implementation in 1985, the monitoring function of the Planning Commission, namely, Central Sector Projects has been transferred to that Department.

Evaluation of Programmes

40. Evaluation and assessment of the development projects/schemes play a key role in generating vital data for effective development planning, particularly in the developing countries. The results of the quick evaluation studies of the on-going programmes provide results which guide in making mid-course corrections if necessary, in their implementation. Also feedback through evaluation results is an important requirement for assessing the performance, comparing the envisaged with the actual operations and using these information to guide the future line of action. The other detailed post evaluation assessment studies/surveys create data base for future effective and viable planning of development schemes/projects.

41. For the above purpose scientific evaluation/assessment studies/surveys are being undertaken by the Programme Evaluation Organisation of the Planning Commission and also State Evaluation Bodies to assess the achievement of plan programmes against the stated objectives/goals and targets; impact on the

beneficiaries and socio-economic structure of the community; the mechanism and the adequacy of the delivery system etc. The basic data that becomes available through conduct of the studies/survey helps in the formulation of Medium and Long Term Plans.

Unit III

1. AGRICULTURE DIVISION

The following are the functions of the Agriculture Division:

1. To formulate plans for the development of sub-sectors of Agriculture. This involves following tasks:-
 - (a) Setting up of Working Groups on various sub-sectors/subjects for the formulation of Five Year Plan, Annual Plan, finalization of their composition and terms of reference, processing their reports and preparation of evaluation notes, preparation of background notes identifying the thrust areas that may need specific attention and taking follow up action on the discussion of the Group.
 - (b) Identification of policy directions, major strategies and thrust areas for inclusion in the Approach documents of the Planning Commission.
 - (c) Preparation of background Notes and organizing meetings with the concerned Central Departments/Ministries for the finalization of approaches, policies, strategies, targets, investment priorities etc. in the context of the formulation of Five Year Plans.
 - (d) Drafting of sub-sectoral sections for inclusion in the Plan Document.
2. Preparing state-wise briefs in respect of agriculture and allied sectors, state-wise for the use of Deputy Chairman / Member's discussions with Chief Ministers to finalize Annual Plan outlays.
3. Organizing Working Group meetings to finalize Annual and Five Year Plans; draft Five Year Plan proposals and proposals of the State Government. This involves preparation of background papers, discussions on inter-se plan priorities, critical examination of plan proposals in relation to plan objectives and approaches, preparation of Working Group reports giving, inter-alia, outlays and physical targets.
4. Finalization of Annual Plans of the concerned Central Ministries/Departments and the State Governments. This includes assessment of progress, both in physical and financial terms, in relation to the approved targets and outlays, scheme-wise examination of the proposals and recommendations regarding targets and outlays for the next Annual Plan.
5. To critically examine and offer comments on the Expenditure Finance Committee Memos relating to Central Plan schemes, Cabinet Notes, VIP reverences concerning

Agriculture Sector, etc.

6 . To conduct studies on important matters concerning Agriculture and Allied Sectors.

7 .To maintain close liaison with the concerned Central Ministries and State Governments and to also coordinate with organizations/institutions with a view to ensuring follow-up of various Plan policies, strategies and programmes.

8. Conduct Mid term Appraisal of five year Plan concerning agriculture and allied sectors.

9. Work relating to Parliament Questions, Parliament Committees, etc.

10. The subjects dealt with in this Division are:-

I. Nodal Divisions for the Department of Agriculture and Cooperation, Department of Agricultural Research and Education and Department of Animal Husbandry, Dairying and Fisheries and Plantation Sector of Department of Commerce.

II. Agricultural Research and Education:

- i) General policies and schemes relating to Agricultural Research and Education.
- ii) Indian Council of Agricultural Research and its various Central Research Institutes.
- iii) Agricultural Universities.

III. Agricultural extension and Administration

IV. Agricultural Inputs

V. Soil and Water Conservation including Land Reclamation

VI. Dry land / Rain fed Farming

VII. Crops Husbandry including

- i) Food grain crops like wheat, rice, cereals and pulses,
- ii) Commercial crops like oilseeds, sugarcane, cotton, jute & mesta.

VIII. Development of Horticulture and Plantation Crops

Horticulture, Floriculture and Medicinal and Aromatic plants and Plantation crops like coffee, tea, rubber, spices and tobacco.

IX . Agricultural Statistics

X . Agricultural Export

XI . Rashtriya Krishi Vikas Yojana.

XII . Comprehensive District Agriculture Plan.

XIII . National Food Security Mission.

XIV. IT Application in Agriculture Sector.

XV. Gender Issues in Agriculture.

XVI. Animal Husbandry

XVII. Dairy Development

XVIII. Fisheries including National Fisheries Development Board

XIX. Agriculture Marketing, Storage and Warehousing

XX. Cooperation, Agricultural Credit, and

XXI. Crop Insurance

Linked Ministries / Departments

- 1) Ministry of Agriculture, Deptt. of Agriculture & Coop.

2. COMMUNICATION, INFORMATION TECHNOLOGY(IT) & INFORMATION (CIT&I) DIVISION

1. The activities undertaken by the CIT&I Division are the following:
 - i) Work relating to formulation of policies, Five Year Plans, Annual Plans, Mid-term Appraisal of Plans pertaining to Telecommunications, Posts, Information Technology and Information & Broadcasting sectors of the Economy.
 - ii) Examination of the Plan Schemes/Projects of the above mentioned sectors including the PSUs/Organizations under them
 - iii) Examination of various policy documents/papers and preparation of comments as required by the Commission and Government from time to time.
 - iv) Participation in various Inter-Ministerial Committees and Commissions set up by the Government for these sectors.
 - v) Office of the Adviser to Prime Minister - Providing administrative support on behalf of Planning Commission
 - vi) Maintenance and up-dation of Planning Commission Website-
<http://planningcommission.gov.in>.
 - vii) Preparation and circulation of 'Daily News Digest' called "News & Views"
 - viii) Soochana Dwar – Interface between Planning Commission and general Public
 - ix) Implementation of two projects namely
 - a) Spatial Data Infrastructure for Multi-layered Geographical information System (GIS) for Planning
 - b) Computer Aided Digital Mapping Project for Six Cities – Ahmedabad, Bangalore, Chennai, Hyderabad, Kolkata & Mumbai
2. The names of organizations and the major programme areas with which the Division is associated for various aspects of policy formulation, monitoring and evaluation include:
 - A. Telecommunications**
 - i. Department of Telecommunications**
 - (i) Department of Telecommunications (DoT)
 - (ii) Telecom Commission
 - (iii) Wireless Monitoring Organization (WMO)
 - (iv) Wireless Planning & Coordination Wing (WPC)
 - ii. Regulatory Bodies**

- i) Telecom Regulatory Authority of India (TRAI)
- ii) Telecom Dispute Settlement and Appellate Tribunal (TDSAT)
- iii. **Public Sector Units(PSUs)**
 - i) Bharat Sanchar Nigam Ltd. (BSNL)
 - ii) Mahanagar Telephone Nigam Ltd. (MTNL)
 - iii) Telecommunications Consultants India Ltd.
- iv. **Development of Telecom Services/Research and Manufacturing of Telecom Equipment**
 - i) Indian Telephone Industries (ITI)
 - ii) Telecom Engineering Centre (TEC)
 - iii) Centre for Development of Telematics (C-DOT)
- v. **Other Major Programme areas**
 - i) Optical Fibre Cable Network for Defence Services
 - ii) Under-Sea Cabling between mainland and A&N Islands (UMA&N)
- B. Information Technology**
 - i. **Department of Information Technology**
 - i) Centre for Development of Advanced Computing (C-DAC)
 - ii) Department of Electronics Accredited Course on Computer (DOEACC)
 - iii) Society for Applied Microwave Electronics Engineering & Research (SAMEER).
 - iv) Centre for Material for Electronics (CMET)
 - v) Education & Research Network (ERNET)
 - vi) Software Technology Park of India (STPI)
 - vii) Standardization Testing & Quality Programme Certification (STQC)
 - viii) National Informatics Centre (NIC)
 - ix) Electronics & Computer Software Export Promotion Council (ESC)
 - x) Controller of Certifying Authority (CCA)
 - xi) Media Lab Asia
 - xii) National Informatics Centre Services Inc.(NICSI)
 - xiii) National Internet Exchange of India (NIXI)
 - xiv) Technology Development Council (TDC)

- ii. **Other major Programme areas**
 - i) Microelectronics & Nano-technology Development Programme
 - (ii) Convergence, Communications & Strategic Electronics
 - (iii) Technology Development for Indian Languages
 - (iv) IT for Masses (Gender, SC/ST)
 - (v) Digital DNA Park
 - (vi) Cyber Security (including CERT-In, IT Act)
 - (vii) Promotion of Electronics/IT Hardware Manufacturing.
 - (viii) Manpower Development
 - (ix) Facilitation of Setting-up of Integrated Townships
- II. **Strengthening of IT infrastructure in States/UTs**
 - i) e-Governance
- C **Postal Sector**
 - i) Department of Posts
- D. **Information and Broadcasting**
 - i. **Information Sector**
 - i) Press Information Bureau (PIB)
 - ii) Publications Division
 - iii) Directorate of Advertising and Visual Publicity (DAVP)
 - iv) Song and Drama Division
 - v) Directorate of Field Publicity
 - vi) Photo Division
 - vii) Registrar of Newspapers for India (RNI)
 - viii) Indian Institute of Mass Communication (IIMC)
 - ix) Press Council of India (PCI)
 - II. **Film Sector**
 - i) Films Division
 - ii) National Film Archives of India (NFAI)
 - iii) Satyajit Ray Film and Television Institute, Kolkata
 - iv) Film and Television Institute of India, Pune (FTTI, Pune)
 - v) Childrens' Film Society of India
 - vi) Directorate of Film Festivals

vii) Central Board of Film Certification

III Prasar Bharati

i) All India Radio

ii) Doordarshan

IV Public Sector Units (PSUs)

i) National Film Development Corporation (NFDC)

ii) Broadcast Engineering Consultants India Ltd. (BECIL)

Linked Ministries/Department

1. Office of the Adviser to Prime Minister
2. Department of Telecommunications
3. Department of Information Technology
4. Department of Posts.
5. Ministry of Information & Broadcasting.

3. Decentralized Planning, Panchayati Raj and Special Area Programmes Division

This Division deals with the following subjects:

- (1) Special Area Programmes viz.
 - (i) Hill Area Development Programme(HADP);
 - (ii) Western Ghats Development Programme (WGDP); and
 - (iii) Border Area Development Programme (BADP);
- (2) Backward Regions Grant Fund (BRGF)
- (3) Decentralized Planning including District Planning
- (4) Panchayati Raj

(1) Special Area Programmes :

(i) Hill Area Development Programme(HADP):

This Division is the administrative Division for Hill Area Development Programme. This programme is being implemented in designated hill areas of Assam, Tamil Nadu and West Bengal. 90% of the approved Special Central Assistance for this programme is being provided in the shape of grant. The remaining 10% of the approved Special Central Assistance is to be raised by the State Governments.

(ii) Western Ghats Development Programme (WGDP):

This Division is the administrative Division for Western Ghats Development Programme. This programme is being implemented in 171 talukas of Western Ghats area comprising parts of Maharashtra, Goa, Karnataka, Kerala and Tamil Nadu. 90% of the approved Special Central Assistance for this programme is being provided in the shape of grant. The remaining 10% of the approved Special Central Assistance is to be raised by the State Governments.

(iii) Border Area Development Programme (BADP) :

Ministry of Home Affairs (Department of Border Management) is the implementing Ministry for this programme. This Division serves as the nodal Division for this programme. This programme covers 17 States and the Additional Central Assistance is released on 100% grant basis for execution of the approved schemes.

(2) Backward Regions Grant Fund (BRGF)

The Backward Regions Grant Fund (BRGF) was launched in 2006-07 replacing the Rashtriya Sam Vikas Yojana (RSVY) launched in the beginning of the Tenth Five Year Plan. The programme has been designed to redress regional imbalances in development and has two components, namely, (i) Special Plans for Bihar and the Kalahandi, Balangir and Koraput (KBK) Districts of Orissa; and (ii) Districts Component covering 250 districts.

(i) Special Plans for Bihar and the Kalahandi, Balangir and Koraput (KBK) districts of Orissa:

(a) Special Plan for Bihar:

This Division is the administrative Division in the Planning Commission for the Special Plan for Bihar. Under the Special Plan, Special Central Assistance is being provided for improvement in sectors like power, road connectivity, irrigation, forestry and watershed development through innovative delivery systems so that the prevailing bottlenecks in these sectors can be overcome and basic infrastructure provided for the future development of the State.

(b) Special Plan for the Kalahandi, Balangir and Koraput (KBK) districts of Orissa:

The Planning Commission has been providing Additional Central Assistance (ACA) to this region since 1998-99. The efforts to bring this region at par with the rest of the country by providing Special Central Assistance and by introducing an innovative delivery and monitoring system to address issues related to governance and flow of funds were strengthened through Special Plan

being funded on 100% grant basis. From 2002-03, the Special Plan for the KBK districts has been prepared by the State Government and funded by the Planning Commission under the erstwhile Rashtriya Sam Vikas Yojana (RSVY) to tackle the main problems of drought proofing, livelihood support, connectivity, health, education, etc. as per local priorities. The Special Plan is being continued to be funded under the Backward Regions Grant Fund (BRGF) during the Eleventh Five Year Plan.

(ii) Districts Component: The implementing Ministry for this component is the Ministry of Panchayati Raj. This component covers 250 districts including all the 147 districts, covered by the erstwhile RSVY. This component consists of two funding windows, namely, (a) A Capability Building Fund, and (b) A Substantially untied development grant.

As per BRGF norms, every district is allocated a fixed minimum amount of Rs. 10.00 crore per annum and the balance allocation is distributed on the basis of the share of the population and the area of the district in the total population and area of all the backward districts. The funds are being released to the State Governments on 100% grant basis.

(3) Decentralised Planning including District Planning

This Division is looking after matters relating to decentralized planning process in the States. The provisions of the Constitution have mandated local planning at the village panchayat, intermediate panchayat and district panchayat levels as well as in the urban local governments and their consolidation into a District Plan in each district. The Planning Commission has issued Guidelines for preparation of District Plans. A Manual for Preparation of Integrated District Plans has also been circulated.

The Division also deals with the UNDP assisted projects on “Capacity Building for District Planning” and “Support to Livelihood Promotion Strategies” which are part of the Government of India - United Nations Joint Programme on Convergence.

(i) Panchayati Raj: This Division is the nodal Division for the schemes being

implemented by the Ministry of Panchayati Raj through their Annual Plans.

Linked Ministries/Departments

1. Ministry of Panchayati Raj
2. Department of Border Management (Ministry of Home Affairs)

4. DEVELOPMENT POLICY AND PERSPECTIVE PLANNING (DPPP) DIVISION

The functions of the Development Policy Division are as follows:-

- (i) Preparing briefs, reviews, notes on various aspects of economic policy matters.
- (ii) Getting research done through reputed institutions/individuals for specific inputs required to consider major economic policy issues.
- (iii) Performing the role of a nodal Division in respect of the Department of Food & Public Distribution.
- (iv) Performing the role of a nodal Division in respect of Department of Consumer Affairs, attending meetings of related monitoring committees in respect of proposals and activities of Bureau of Indian Standards (BIS) and representing Planning Commission in the meeting of Apex Committee on Sugar Development Fund (SDF).
- (v) Dealing with all issues relating to Targeted Public Distribution System and Five-Year Plan & Annual Plan Schemes of the Department of Food & Public Distribution.
- (vi) Examining the recommendations on Minimum Support Prices (MSP) of various crops emanating from the Commission for Agricultural Costs and Prices (CACP) on the basis of references received from the Ministry of Agriculture.
- (vii) Dealing with Parliament Questions concerning with economic policy matters and Public Distribution System.
- (viii) Preparing Chapter on “Targeted Public Distribution System” and “Consumer Protection” for the Annual Plan and Chapter on Food Security and Public Distribution for Five Year Plan.

- (ix) The policy matters are considered within the frame work given in the Five Year Plan Document which has the approval of the National Development Council as well as the Central Government.

PERSPECTIVE PLANNING

The primary role of the Division is to make projections relating to quantitative dimension of medium-term and long-term development plans. The exercises which are undertaken to make projections ensure that the quantitative dimensions of the plans are consistent with the broad economic sectors such as agriculture, industry and services and also with various macro economic aggregates such as aggregate saving, aggregate investment, private consumption and investment expenditure, Government expenditure, export, import, etc. In brief, the Division is responsible for making the projection of economic growth and its sector-wise distribution as well as estimating the parametric value of savings and investment rate that are required to realize the projected growth. The Division broadly deals in macro-issues and not micro issues (schemes and programmes) of the Plan. Besides, the Division is also responsible for estimation of levels of living, estimation of poverty ratios, projection of Governments' fiscal balance, assessment and estimation of external sector balance, in the context of Plan, etc. The Division also deals with economic modeling for providing sectoral growth profiles of the economy under alternative assumptions. The Division also analyses the macro economic issues relating to balanced regional development.

The activities of the Division are presented below:

1. Macro-Economic Modelling

The work includes the macro-balance in National Accounting Frame under alternative assumptions of growth profiles and (a) formulating appropriate macro-economic model (b) analyzing sectoral growth and investment profiles/requirements and the emerging structures of the economy (c) Inter-sectoral flow of funds including alternative savings instruments.

2. Regional Imbalances

The State level income aggregates and its sectoral distribution of Gross State Domestic Product (GSDP) are analyzed on regular basis to assess the future prospect of State wise economic growth with their sectoral distribution of GSDP and their contribution to national income. The Division also carries out exercise on measurement of inter-state economic disparity and their inter-temporal variations.

3. Fiscal Sub Model

Preparation of the fiscal sub model of the macro-economic model for medium and long-term plans. Finances of both the Central Government and the State Governments are analysed for making assessment of fiscal position of the Government in the medium term. Analysis of various components of government finances and measures of the deficits and policy implication for macro economic stability and growth. Examining the fiscal sustainability position of the Centre and the States, under alternative macro-economic scenarios and issues relating to (a) fiscal federalism, (b) budgetary resources for Plan, (c) public debt management and (d) tax reforms.

4. Human Development Indicators

The Division analyses social sector indicators in the context of preparation of the National Human Development Report. The Division is also associated with carrying out long term projections of population. Other issues relating to human well-being and their measurement are also analysed, including conceptualization of human well-being experts measures and methodological issues relating to it along with interaction with technical experts and specialist agencies dealing with the subject.

5. External Sector Sub Model

The Division is engaged in both short and medium-term plan and projections for imports, exports and balance of payments. This involves: (a) formulation of an external sector model with projections for imports, exports, invisibles, current account

balance and balance payments; (b) compilation of import and export vectors and preparation of status papers on trade and customs tariff policy.

6. Consumption, Levels of Living and Estimation of Poverty.

The Division is the nodal agency for estimation of poverty line and the incidence of poverty however identification of poor or preparation of 'Poverty list' does not come within its purview. The incidence of poverty is measured by number and percentage of population living below the poverty line at both the National and State level. This Division works out the level of consumption for various groups of the population; distributional parameters relating to consumption and methodological issues relating to poverty estimation.

7. The Division represents Planning Commission in the following Organizations/Institutions:

- (a) Governing Council of the National Sample Survey Organization.
- (b) Advisory Committee on National Accounts of Central Statistical Organization.
- (c) Advisory Committee on Vital Statistics of Registrar General of India.
- (d) Governing Council of the Institute of Economic Growth.
- (e) Advisory Committee of the Development Planning Centre in the Institute of Economic Growth.
- (f) Governing Council of the Indian Statistical Institute.
- (g) Project Planning and Research Unit of Indian Statistical Institute, Delhi Centre.

Linked Ministries/Departments

- 1. Commission for Agricultural Costs and Prices, Ministry of Agriculture.
- 2. Ministry of Statistics and Programme Implementation.
- 3. Office of Registrar General of India (ORGI).
- 4. Ministry of Home Affairs.

5. ENVIRONMENT & FORESTS DIVISION

The E&F Division deals with policies and programmes of the Ministry of Environment and Forests (MOEF), its Subordinate Offices & Autonomous organizations, and Annual Plans in the area of Environment, Forest and Wildlife of all the States.

The primary areas of concern of the Division are; a) Environment and Ecology, including environment in coastal waters, in mangroves and coral reefs. b) Pollution Abatement, c) Survey and Exploration of Natural Resources particularly of Forest, Flora, Fauna, Ecosystems etc., d) Bio-diversity Conservation including that of lakes and wetlands, e) Conservation, development, management and abatement of pollution of rivers which includes National River Conservation Directorate and National Ganga River Basin Authority, f) Environmental Impact Assessment, g) Environmental research and development, education, training, information and awareness, h) Environmental Health, i) Forest Development Agency and Joint Forest Management Programmes for conservation, management and afforestation, j) Wildlife conservation, preservation, protection, planning, research, education, training and awareness including Project Tiger and Project Elephant and k) International Co-operation on issues concerning Environment, Forestry and Wildlife.

The mandate of the Division is to:- 1) Deliberate and assign resources for Five- Year Plans and Annual Plans of the MOEF, which also includes Centrally Sponsored and Central Sector Schemes.

- 2) Discuss and ensure allocation of adequate resources for the Environment, Forest and Wildlife sectors of the State.
- 3) Provide inputs for Policy, Legislation and Programme formulation in emerging and areas of concern.

- 4) Interact with International institutions, organizations and secretariats of International Conventions like Climate Change, Montreal Protocol, Basel, Rotterdam and Stockholm.
- 5) Communicate with States to ensure integration of National and International areas of concern in the programme/policy of the States such as Forest Cover, Coral reefs, Wetlands, Mangroves, biodiversity and Pollution Abatement.
- 6) Monitor and review the performance of the major plan schemes like cleaning of rivers/lakes, National Afforestation program Central Pollution Control Board and other CS and CSS schemes by setting up various Expert Groups.
- 7) Initiate new National programmes for additional financial assistance, suggest and conduct studies in the emerging areas.
- 8) Preparation of Mid-Term Appraisal and Plan documents in the area of specialization.
- 9) Preparation of Approach Paper for the Twelfth Plan (2012-17) by using a new model consisting of a Strategy Matrix.

Linked Ministry :-

Ministry of Environment and Forests.

CLIMATE CHANGE CELL

India released its National Action Plan on Climate change (NAPCC) on 30th June 2008, which advocates a strategy that promotes adaptation to climate change and enhancement of the ecological sustainability of India's development path. Eight National Missions namely National Solar Mission, National Mission on Enhanced Energy efficiency, National Mission on Sustainable habitat, National Water Mission, National Mission for Sustaining The Himalayan Ecosystem, National Mission for Green India, National Mission for Sustainable Agriculture and National Mission on Strategic Knowledge on Climate Change which forms the core of the NAPCC. Draft Mission documents have been prepared by the Nodal Ministries and are at various stages of approval. The NAPCC also outlines 24 other initiatives aims at promoting technologies and actions that will address Climate Change. Planning Commission (E&F Division) has been playing a pro-active role in analyzing the draft Mission Documents and providing inputs to the nodal Divisions. At a later stage, this Division will have a more important role when the resources have to be provided to the Nodal Ministries for operationalizing the Mission Documents. Planning Commission also set up an Expert Group on Strategy for Low Carbon Economy under the chairmanship of former Member (Energy), Planning Commission whose deliberations are in progress. The Group is expected to submit its Report by 2011.

6. Financial Resources Division

The principal task of the Financial Resources (FR) division is to estimate the financial resources available with the Public Sector for building the economy's productive capacity in a given span of time. Such resources are referred to as Aggregate Plan resources, which the FR division estimates for the Governments at the Center, States and Union territories with legislatures. The information on Aggregate Plan resources indicates the ability of the Public sector in directly developing the productive capacities. Without this, the necessary support required from the private sector in building the potential size of productive capacity cannot be delineated.

2. While the size of Aggregate Plan resources reflects the ability of the Public sector in building productive capacities, its sources of funding have a significant bearing on sustaining this ability. Accordingly, the FR division provides the information on both the size and composition of Aggregate Plan resources in a format referred to as the 'Scheme of Financing' the annual or five year Plan as the case may be. The inputs necessary for making the 'Scheme of Financing' emerge out of periodic discussions the FR division has with the representatives of concerned Governments.

3. Some of these inputs include policy prescriptions on raising potential levels of tax and non-tax revenues, limiting borrowings and therefore interest burden to debt sustainability levels, restricting establishment and administrative expenses in favour of maintenance of capital assets and social security schemes and reducing budgetary support to commercial Public sector undertakings. The objective is to obtain that level and composition of Aggregate Plan resources, which reflects the stability of Public finances for Governments at all levels.

4. For the State Governments the Scheme of Financing includes Central Assistance of which the Normal Central Assistance is derived on the basis of Gadgil-Mukherjee formula operated exclusively by the FR division. The formula gives due cognizance to economically disadvantaged States as also their performance in meeting specified targets of fiscal and social objectives. The FR division regularly proposes well-

researched modifications of the formula for consideration of the National Development Council.

5. In obtaining fiscally sound level of Aggregate Plan resources of State Governments, the efforts of FR division is complemented by Plan-Finance-I, Department of Expenditure, Ministry of Finance. The efforts of FR division are also supplemented by expert views which the division obtains from outside the Planning Commission. While the regular reports of Finance Commission serve as crucial inputs, the contributions of Steering Committees and Working Groups on financial resources constituted by Planning Commission in the context of five-year plans are no less significant. The officers of FR division actively participate in the deliberations of such Committees and Working Groups drawing upon their experience of State and sectoral specific issues. In addition FR division also commissions specialized studies from time to time.

Linked Ministry:

- 1) Ministry of Finance
- 2) Ministry of Home Affairs
3. Ministry of Agriculture
4. Ministry of Rural Development
5. Ministry of Urban Development
6. Ministry of Road Transport & Highway
7. Ministry of Health etc.

7. HEALTH, FAMILY WELFARE AND NUTRITION DIVISION

The Division has following important functions: -

1. Evolving policy and strategy guidelines pertaining to:
 - i) Health & Family Welfare with a special reference to the flagship programme, the National Rural Health Mission (NRHM).
 - ii) HIV/AIDS Control,
 - iii) AYUSH
 - iv) Health Research,
 - v) Nutrition
2. Drawing up short–medium-and long-term perspectives and goals for each of the above.
3. Monitoring changing trends in the health sector viz., epidemiological, demographic, social and managerial challenges.
4. Examining current policies, strategies and programmes in health and family welfare and nutrition sector, both in the States and in the Central sector and suggest appropriate modifications/mid course corrections.
5. Suggesting methods for improving access, affordability, accountability, efficiency and quality of services.
6. Evolving priorities for basic, clinical and operational research essential for improving health status of the population and achieving rapid population stabilization.
7. Looking into inter-sectoral issues and evolving appropriate policies and strategies for convergence of services so that the population benefits optimally from on-going programmes.
8. The Division represents the Planning Commission in:

- a) Various Committees of Ministry of Health & Family Welfare and Ministry of Women & Child Development.
 - b) EFC/SFC pertaining to Ministry of Health & Family Welfare and Ministry of Women & Child Development.
 - c) Scientific Advisory Groups of Indian Council of Medical Research, National Institute of Health & Family Welfare, Public Health Foundation of India, etc.
9. Expert Panels set up from time to time to advise the Planning Commission regarding the priorities and targets in the Plans and Programmes relating to Health and Nutrition sector - the resources including human and material required, the training programmes to be initiated, standards of construction and equipment for health facilities and the development of health research etc.

Linked Ministries:

- 1. Ministry of Health and Family Welfare,
- 2. Ministry of Women and Child Development.

9. HOUSING AND URBAN AFFAIRS DIVISION

Housing and Urban Affairs (HUA) Division has the responsibility of planning, coordination, formulation, processing, examination, analysis, monitoring etc. of Schemes/Programmes implemented by Ministries of Urban Development (MoUD), Housing & Urban Poverty Alleviation (HUPA). The broad sector comprises Social Housing, Urban Development, Urban Transport, Urban Poverty Alleviation, Up gradation of Slums, etc. Major indicatives are of this HUA sector is as follows:

Jawaharlal Nehru National Urban Renewal Mission (JNNURM)

A major initiative taken by the Government is the Jawaharlal Nehru National Urban Renewal Mission, launched in December 2005, with an initial allocation of Rs 50,000 crore, which aimed at focused attention to integrated development of urban infrastructure and services with emphasis on provision of basic services to the urban poor including housing, water supply, sanitation, slum improvement, community toilets/ baths etc. within a seven year period.

The Mission seeks to achieve the objective of integrated development of 65 mission cities, for which each city is required to formulate its City Development Plan (CDP), bringing out long term vision for the city and support its efforts by infrastructure project. An essential requirement of the Mission is implementation of urban reforms, within the mission period. It also aims to leverage and incorporate private sector efficiencies in development, management, implementation and financing of projects, through Public Private Partnership (PPP) arrangements, wherever feasible.

Urban Poverty Alleviation: Swarna Jayanti Shahri Rozgar Yojana (SJSRY)

This Centrally Sponsored Scheme, launched in 1997, was meant to provide gainful employment to the urban unemployed/under-unemployed (below the urban poverty line) through:

- i) Encouraging setting up of self employment ventures; and
- ii) Provision of wage employment.

The only scheme of Government of India dedicated to urban poor addressing the issues of community mobilization, employment, skill development and capacity building for the urban poor including Self-Help Groups as an integrated package - implemented by the Ministry of Housing & Urban Poverty Alleviation is Swarna Jayanti Shahri Rozgar Yojana (SJSRY). An amount of Rs.564.60 crore was made for 2010-11.

Slums and Slum Rehabilitation-Rajiv Awas Yojana: The scheme was announced by the Honorable President in her address to the Parliament in June, 2009 with a vision to make the country slum free. The details of the scheme including coverage of cities, availability of land, admissible component, financing mechanism, involvement of PPP, etc. are being worked out. Rs.60 crore has been earmarked for RAY for 2010-11 for making preliminary arrangements like identification of slum dwellers & conduct of surveys of slum dwellers, etc.

URBAN TRANSPORT

There is a growing demand from several states for setting up metro projects, which are highly capital intensive and fare revenue are not able to sustain the capital and operational costs.

MRTS: As per 2001 Census, there are 35 cities with million plus population. Except for Mumbai, Kolkata and Delhi, none of the mega cities has a Mass Rapid Transit System (MRTS). The Delhi Metro Project is progressing as per schedule and Phase-I & II is fully operational.

Development of metros was first taken up in Kolkata, but subsequently a network has been built in Delhi and it has been broadened to cover not only a large part of the city but NOIDA and Gurgaon as well. Subsequently GOI has given clearance for metros at Bangalore and Chennai and for the second phase of Kolkata metro. Hyderabad and Mumbai are developing metro systems on PPP basis.

10. HUMAN RESOURCES DEVELOPMENT DIVISION

The Division is concerned with all aspects of development planning in the field of education, sports, youth affairs, art and culture. It does not, however, deal with education related to agriculture and allied sectors, public health, medical education and medical care. The scope of work of the Division specifically covers (i) Elementary & Adult Education (ii) Secondary & Vocational Education (iii) Higher & Technical Education (iv) Youth Affairs & Sports and (v) Art and Culture.

The main thrust areas are (a) primary education for achieving universal access, equality and quality education at Elementary level, meeting the accelerated demand for quality secondary education, expansion, inclusion and excellence in university, higher and technical education; (b) girls' education, education for the children of SCs, STs, OBCs and Minorities; (c) Adult education with focus on female literacy and education in the backward areas to bridge all regional, social and gender gaps; (d) Teacher Education; (e) youth empowerment; (f) developing sports culture and infrastructure and (g) libraries, museums, cultural institutions and activities related to conservation of India's unique and diverse cultural heritage.

The major education programmes relate to achieving the aim of Universalisation of Elementary Education (UEE) through flagship schemes of Sarva Shiksha Abhiyan (SSA) and Mid-Day Meal (MDM), girls' education under 'National Programme for Education of Girls at Elementary Level (NPEGEL)/ Kasturba Gandhi Balika Vidyalaya (KGBV), Madarasa Modernisation and Infrastructure Development of Minority Institutions, Information and Communication Technology (ICT) in Education, meeting the accelerated demand for Secondary Education with strengthening school infrastructure through Rashtriya Madhyamik Shiksha Abhiyan (RMSA) and establishment of 6000 pace setting Model Schools at Block levels including need based expansion of KVs/ NVs and Vocationalisation of Education. In higher and technical education, the thrust areas include expansion through setting up of new institutions viz. Central Universities, IITs, IIMs, IIITs, NITs, IISERs, Polytechnics, 374 Model Colleges and Centres of Excellence and Innovation Universities leading to

World Class Standards, quality improvement with focus on research and faculty development and bridging regional, social and gender gaps. Besides, the Division deals with science education, educational planning and administration, National Literacy Mission programmes and special programmes for educational development of SCs,STs, Minorities including implementation of the recommendation of Oversight Committee in respect of OBCs, Open Learning and Distance Education, Physical Education, Games and Sports, Scholarships, Languages Development schemes, Book Promotion, Youth development schemes including those for adolescents and Cultural Institutions and activities etc.

In the areas of its concern, the Division performs the following functions:

Education Sector

Formulation of long-term, medium-term and Annual Plans for the Central and the States/Union Territories levels, defining the phases in which they should be implemented, assigning their inter se priorities and resource allocation;

Coordination of the education plans of the States/Union Territories and the central agencies viz., Ministries of Human Resource Development, Youth Affairs & Sports and Culture which inter-alia include autonomous bodies like University Grants Commission (UGC), All India Council for Teacher Education (AICTE), National Council for Technical Education (NCTE), National Council for Educational Research & Training (NCERT), National University of Educational Planning & Administration (NUEPA), Archaeological Survey of India (ASI) and Indira Gandhi National Centre for Arts (IGNCA) with a view to assessing and indicating adjustments needed in the plan policies, programmes and priorities so as to achieve national and international goals and objectives including Millennium Development Goals (MDGs).

The Division plays advisory, coordinating collaborative role in respect of various committee/ commissions recommendations including that of National Knowledge Commission (NKC)/ Central Advisory Board of Education (CABE)/ Yashpal Committee, advises/assists the concerned Ministry/ Departments, international organizations, particularly in respect of Externally Aided Projects like Technical Education Quality Improvement Programme (TEQIP), SSA and on issues

viz., (a) Educational reforms agenda (b) foreign technical assistance for education development (c) training (d) Programme Management, innovations and best practices bearing upon economy, efficiency and effectiveness of educational services. It examines various Legislative Bills including Right to Education (RTE), Central Universities and also assesses resource mobilization and low cost strategies/alternatives including Public Private Partnership (PPP) and makes recommendation. The Division provides expert/ technical advice in the formulation/appraisal of CS/CSS and participates in the Project Approval Boards of the Ministries for the approval of Annual Work Plan & Budget of States/UTs in regard to SSA, MDM, ICT, RMSA at Schools, Panchayat Yuva Krida & Khel Abhiyan (PYKKA) etc.

Preparation of review/appraisal on Committees/ Commissions, Central Advisory Boards and Annual/Five-Year Plans, activities related to the rationalization of schemes under Zero Based Budget (ZBB) exercise, Half-yearly Performance Reviews (HPRs), examination of schemes for in-principle approval, proposals for Standing Finance Committee (SFC)/ Expenditure Finance Committee (EFC)/ Cabinet Committee on Economic Affairs (CCEA) of the Central Ministries and Additional Central Assistance (ACA)/ Special Central Assistance (SCA) for States. In support of the above functions, maintain education statistics brought out by the Ministry of Human Resource Development (MHRD), NUEPA, NCERT, UGC, Central Statistical Organisation (CSO), National Sample Survey Organisation (NSSO), National Family Health Survey (NFHS), Census and other agencies and undertake/promote/support research studies and surveys and analysis of educational statistics.

Youth Affairs & Sports

The Division also looks after the over-all planning and policies of the Ministry of Youth Affairs and Sports. In Youth Affairs, the effort is on to channelise the energy of the youth into constructive work and to inculcate in them noble and patriotic values including unity, integrity, secularism, humanism and community service. Youth development programmes focus on promotion and up gradation of necessary life skills amongst the youth through vocational training besides creating employment opportunities. Efforts are made to involve youth in nation building activities. Under sports sub-sector, the focus is on evolving policies for broad-basing and promoting

sports culture, creation of competition structure, achieving excellence, provisioning of infrastructure and other facilities at grass-root level under PYKKA. Besides, the Division is also involved in monitoring and reviewing the status/performance of sports bodies such as Sports Authority of India (SAI) and mega sporting events like the Commonwealth Games 2010.

Art & Culture Sector

The Art and Culture Sector offers overall guidance in formulation of plans and programmes for preserving and promoting the rich cultural heritage of the country. These are plans/programmes of the Ministry of Culture whose main activities include archaeological excavation, promotion of visual and literary arts, preservation of material and non-material heritage, development of museums, libraries and institutions. Preservation and conservation of India's rich tangible, intangible and knowledge heritage assumes considerable importance. The heritage covers the entire gamut of cultural activities covering monuments and archaeological sites, anthropology and ethnology, folk and tribal arts, performing arts of music-dance-drama and visual arts of paintings-sculpture-graphics as well as literature and handicrafts.

Linked Ministries/Departments:

1. Ministry of Human Resource Development
2. Ministry of Youth Affairs & Sports
3. Ministry of Culture

11. INDUSTRIES DIVISION

The Industries Division deals with the Industrialisation issues including policies and programmes relating to large and medium industries. It handles matters concerning formulation, implementation, monitoring and evaluation of Plans and programmes for the large and medium industries for the Annual and Five Year Plans in respect of both the Central Sector and States/UTs. The industries being dealt with by the Division include engineering, capital goods, steel, non-ferrous metals, ship building, chemicals and petrochemicals, drugs and pharmaceuticals, textiles including jute, papers and paper board, cement, sugar, leather, Food Processing & Micro, Small & Medium Enterprises.

The Division also deals with issues such as economic reforms, liberalization, disinvestment, technology policies, public sector, foreign direct investment, productivity, and similar other matters which have a bearing on industrial development of the country. The matters relating to public sector enterprises are also handled by the Division.

The broad functions of the Division are:

- (a) To handle all matters relating to industrial policy and other associated policy issues relating to industrial development including industrial incentives framework, investment promotion, infrastructure development, foreign direct investment and technology transfer.
- (b) To deal with policies relating to the public sector enterprises including public enterprise reforms as well as private sector
- (c) To deal with policies towards sick industries and industrial restructuring.
- (d) To study and analyse industrial statistics and undertake special studies relating to industrial development and sickness.

- (e) To undertake appraisal and evaluation of industrial projects in the public sector and to examine physical progress of projects and schemes of public sector enterprises and also review of financial performance of these undertakings.
- (f) To study and analyse industrial production trends and to make forecast of the demand estimates and to conduct studies regarding technological and economic aspect of industrial units, capital formation in the organized industrial sector and source of supply of funds, problems of allocation of institutional finance, regional and backward area development, etc.
- (g) To undertake coordination and review of industrial development programmes with related sectors like power and transport and to interact with various Ministries on these and other related subjects.
- (h) To formulate plans and programmes for development of various industrial sub-sectors and industries, their financing and reviewing the targets of capacity and production.
- (i) To study scientific and technical advances and technology transfer issues having bearing on the development in various industrial fields.
- (j) To study factors inhibiting or accelerating growth in particular sectors of industries and analyse the causes of various problems being faced by individual industries and industry groups.
- (k) To handle matters relating to competitiveness of manufacturing sector.
- (l) Propagating Public Private Partnership model in development and/or upgrading/strengthening of industrial infrastructure.
- (m) Dealing with policy matters and legislative provisions relating to intellectual property rights, competition, corporate governance, company law/corporate affairs.
- (n) To interact with various Ministries, industry Associations and other Governmental and non-Governmental bodies on industrial matters and participate in the deliberations of inter-agency committees and groups dealing with these subjects.

- (o) To interact with the State Governments and Union Territories on industrial development issues and to participate in the formulation of Annual and Five-year development programmes for the industrial sector in the State and Union Territory plans.
- (p) To deal with disinvestments policies.

Linked Ministries/Departments:

1. Ministry of Textiles
2. Department of Industrial Policy & Promotion
3. Department of Food Processing Industries
4. Ministry of Micro, Small & Medium Enterprises
5. Department of Pharmaceuticals
6. Department of Chemicals & Petrochemicals
7. Department of Heavy Industry
8. Department of Public Enterprises
9. Ministry of Corporate Affairs
10. Ministry of Steel
11. Department of Fertilizers
12. Department of Disinvestment.

11. Infrastructure Division

The following functions are discharged by Infrastructure Division:

1. Initiate policies to ensure time bound creation of world-class infrastructure.
2. Promotion of Public Private Partnership (PPP) as the preferred mode for construction, operation and maintenance of large infrastructure projects.
3. Suggesting institutional, regulatory and procedural reforms and initiate policy directions that are required to create world-class infrastructure competitively within the set timeframe.
4. Standardization of Public Private Partnership(PPP) documents such as Request for Qualification (RFQ), Request for Proposal (RFP), Model Concession Agreement (MCA), Manual of Specifications and Standards, etc.
5. Evolving suitable reform and policy initiatives for consideration of the COI.
6. Appraisal of Public Private Partnership (PPP) Projects as well as legal scrutiny of Agreements.
7. Appraisal of projects to be considered for approval by the Public Private Partnership Appraisal Committee (PPPAC).
8. Fixation and Monitoring of Annual targets for various Infrastructure Sectors for approval by CCI.

12. INTERNATIONAL ECONOMIC DIVISION

I. International Economics Division is responsible for evolving policy and future strategy guidelines on the basis of analysis and study of issues and policies:

- Relating to India's foreign trade and balance of payments.
- Concerning foreign investments and
- Relating to international cooperation in the context of the economic and planning process.
- Trends and issues in the international economy.

The Division examines issues relating to bilateral and multilateral technical cooperation involving Organizations such as:

- World Trade Organization negotiations under the Doha Work Programme
- World Bank, International Monetary Fund ,
- Asian Development Bank,
- United Nations Conference on Trade and Development and
- Regional arrangements such as Economics and Social Commission for Asia and,
- The Pacific and South Asian Association for Regional Cooperation.
- MoUs with foreign Governments/counterparts and taking necessary action as per the Understanding.

II. The Division handles among others:

- Plan allocation for Mega Projects under the Plan Schemes of Ministry of External Affairs;
- Plan schemes of the Department of Commerce
- Examining the performance/outcomes of each scheme for finalization of the outlays.

III. Activities involve examining various policy papers related to:

- Preferential Trade Agreement (PTA),
- Trade Facilitating Agreements with countries and unions,
- Constitution of Joint Task Force to negotiate EPA/CEPA with Japan,

- Unilateral Tariff Preference for Least Developing countries,
- Joint Study Groups,
- Progress on ASEAN/India FTA Negotiations,
- Open sky Agreement with ASEAN etc.

IV. Other major activities pertain to examining policies and current developments in the following:

- Potential Threat to India's Security from Foreign Direct Investment,
- Misuse of Target Plus Scheme,
- Review of Policy of Foreign Trade Policy of India,
- Review Foreign Investment Policy for FDI Scheme and Portfolio Investment Scheme,
- Policies to be offered in trade related sectors,
- Comprehensive Economic Cooperation and Partnership Agreements,
- Proposals from Ministry of Overseas Indians Affairs,
- Considering issues relating to Special Economic Zones,
- Agreements on Avoidance of Double Taxation and the Prevention of Fiscal Evasion,
- Bilateral Investment Promotion and Protection Agreement.
- Any Plan Projects.

V. Research Study proposals relating to trade related policies and foreign investment are examined.

Linked Ministries/Departments:

1. Ministry of External Affairs.
2. Ministry of Overseas Indian Affairs.
3. Ministry of Commerce & Industry.
4. Department of Commerce.
5. Department of Industrial Policy & Promotion.

13. LABOUR, EMPLOYMENT & MANPOWER DIVISION

The Labour, Employment & Manpower Division deals with the following important subjects:

- I. Employment Strategy, Labour and Manpower Policy
 - (I) Matters pertaining to the details of Employment Strategy, Labour and Manpower Policy and Labour laws in the Five Year Plans / Annual Plans.
 - (II) Examination of Plan proposals of States in respect of Labour & Labour Welfare Schemes.
- III. Examination of Five Year & Annual Plan proposals of the Ministry of Labour & Employment.
- IV. Examination of proposal and monitoring of Social Security Schemes of Ministry of Labour & Employment.
- V. Special Schemes of Ministry of Labour & Employment for vulnerable groups pertaining to:
 - (i) Bonded labour
 - (ii) Child labour
 - (iii) Women labour
 - (iv) Migrant labour
 - (v) Directorate General, Mines Safety (DGMS) and Directorate General, Factory Advice Service and Labour Institute (DGFASLI)
 - (vi) Labour Bureau
 - (vii) Central Board for Workers Education (CBWE)
 - (viii) Enforcement of Minimum Wages
 - (ix) Employment Services
 - (x) Directorate General of Employment & Training (Training)
 - (xi) Industrial Relations

- (xii) Industrial Safety
 - (xiii) Director General, Labour Welfare
 - (xiv) National Labour Institute (NLI)
 - (xv) Directorate General of Employment & Training (Employment)
- VI. All Matters pertaining to Skill Development including work relating to PM's Council, National Skill Development Coordination Board (NSDCB) National Skill Development Corporation (NSDC)
- VII. Matters connected with Administrative work of Institute of Applied Manpower Research (IAMR) and release of plan and non-plan grants-in-aid for IAMR:
- (i) Matters connected with research activities of IAMR.
 - (ii) Matters connected with administrative work of IAMR and release of monthly non-plan grants-in-aid for IAMR.
- VIII. Analytical and Estimation for the Eleventh Five Year Plan
- (i) Estimation of labour force employment and unemployment – Analysis of data and trends in participation rates, labour force/ workforce, unemployment etc. from Census and National Sample Survey reports.
 - (ii) Estimation of Status of employment – casual, regular salaried and self-employed.
 - (iii) Estimation of employment elasticities.
 - (iv) Estimation of sectoral employment and projection
 - (v) Studies on employment and connected issues
 - (vi) Trend Analysis in wages
 - (vii) Research Study Proposals on Employment for SER
- IX. **Others**
- (i) Work relating to Technical Advisory Committee on Statistics of Prices & Cost of Living.
 - (ii) Work relating to Technical Advisory Committee on Survey Design on Employment and Unemployment conducted by NSSO.
 - (iii) Work relating to International Labour Organisation (ILO).

- (iv) Examine and analyse the issues relating to job losses especially in employment oriented sectors.
- (v) To coordinate development of an appropriate strategy for skill development and training of Bhutanese nationals in the power sector for Bhutan's 10,000 MW Hydro Development Programme.
- X. Parliament Questions on Employment, Unemployment and Labour Policy.
- XI. Steering Committee on Labour and Employment.
- XII. To act as a Secretariat for National Skill Development Coordination Board headed by Deputy Chairman, Planning Commission.
- XIII. To coordinate periodic review of the progress made by the Skill Development Missions constituted in States and UTs.

Linked Ministry:

Ministry of Labour & Employment

15. MINERALS DIVISION

The Minerals Division deals with the issues relating to exploration and exploitation of minerals (other than coal, lignite and petroleum fuels). It handles matters concerning formulation, implementation, monitoring and evaluation of plans and programmes for the mineral sector for the Annual Plan and Five-Year Plans in respect of both Central Sector, States and UTs. The development and conservation issues of minerals, both metallic and non-metallic including atomic minerals and the mineral wealth lying in the offshore areas are also dealt by this Division.

The Division also deals with the issues on National Mineral Policy, Foreign Direct Investment, Science & Technology, Research & Development, Productivity and similar other matters which have a bearing on mineral development in the country. Reference to the Planning Commission in these areas in the form of Cabinet Notes, Parliament Questions and other miscellaneous forms of communication are dealt within the Division.

The broad functions of the Mineral Division are:

- To handle all matters relating to National Mineral Policy and other associated policy issues relating to mineral development including investment promotion, infrastructure development, foreign direct investment and technology transfer.
- To handle matters of sick mineral units in their restructuring.
- To study and analyse mineral statistics and undertake special studies relating to mineral development.
- To undertake appraisal and evaluation of mineral based projects in the public sector and to monitor their physical and financial progress.
- To deal with mineral development policies and matters relating to industrial minerals, base metals and non metallic minerals, ferrous and non-ferrous group of minerals, atomic minerals, Polymetallic nodules, metallurgical industries and associated subjects.
- To study and analyze the mineral production trends and forecast the demand and supply of various minerals (other than coal, lignite and petroleum fuels).
- To formulate plans and programmes for conservation and development of various

minerals and metals sectors in relation to their financing and reviewing the targeted capacity and production.

- To study scientific and technological advances having bearing on the development of various minerals and mineral-based industries.
- To examine factors inhibiting or accelerating growth in the mineral sector.
- Revision of rates of Royalty and dead rent on major minerals (other than coal, lignite and sand for stowing).
- Export potential of 'ilmenite' resources in the country.
- To interact with various Ministries, Departments, Scientific Institutions and associations working in the field of mineral development.

To interact with the State Governments and Union Territories on mineral development and conservation issues and to participate in the formulation of Annual and Five-year Plan development programmes.

Linked Ministries/Departments:

1. Ministry of Mines
2. Ministry of Steel (NMDC)
3. Department of Atomic Energy
4. Ministry of Earth Sciences.

15. PLAN COORDINATION AND MANAGEMENT DIVISION

The subjects dealt within the Plan Coordination and Management Division are:-

- I. Coordination work relating to:
 - a. Preparation of Five - Year Plans and Annual Plans for the Central Sector;
 - b. Mid Term Appraisal of the Five - Year Plans (Central Sector);
 - c. Coordination and monitoring of Half Yearly Performance Reviews of Central Plans;
 - d. Bharat Nirman Programme.
- II. Organization of the Meetings of:
 - a. Internal Planning Commission chaired by the Deputy Chairman;
 - b. Full Planning Commission chaired by the Prime Minister and Chairman, Planning Commission;
 - c. National Development Council, chaired by Prime Minister;
 - d. Other major subjects of Inter-Ministerial nature.
- III. Co-ordination with various Centre Ministries/Departments and the respective Division in the Planning Commission for undertaking Zero Based Budgeting of Plan Schemes and allocation of resources among Ministries and Schemes.
- IV. Processing of Proposals for Introduction of New Centrally Sponsored Schemes.
- V. Preparation of Annual Report/Annual Plan Document of the Planning Commission.
- VI. Co-ordination work relating to Parliamentary Business relating to Planning Commission.

- VII. Advice on Policy matters and Programme issues and general coordination.
- VIII. Central Plan Scheme '50th Year Initiatives for Planning'.
- IX. Periodical Report to Cabinet Secretariat on significant events/important policy decisions.

18. Power & Energy Division

Energy Policy

Its functions are:

1. Reviewing the energy situation in the country in global and environment changes and proposing future energy options on an integrated and coordinated basis;
2. Evolving an integrated energy policy covering commercial and non-commercial sources of energy and suggesting arrangements for management of supply and demand in sectors and monitoring their implementation keeping in view technology options in industry, transport etc. having regard to the intensity of energy use;
3. Proposing optimal mix of all forms of energy, keeping in view their inter-se availability, opportunity costs and conservation of energy; and
4. Periodically assessing the likely demand and availability of different forms of energy and suggesting appropriate

arrangements to meet the country's energy needs keeping in view the need to conserve resources as well as the environment;

Power Unit

The functions are mainly related to three inter-related aspects of power planning, i.e. formulation, implementation and evaluation of power programmes including generation, transmission and distribution. The Power Unit is also responsible for policy and programmes relating to new and renewable sources of energy. Close liaison is maintained with concerned Ministries and Departments.

The primary functions of the Unit are:

- i) Drawing up programmes of development for formulating Five Year Plans. This includes formulation collection and collation of data largely related to State-

wise growth of capacity, utilization of energy, benefits and financial outlays.

- ii) Formulation of Annual Plans of the States, Union Territories and the Central Sector. A thorough review of on-going projects/schemes both in respect of physical progress and financial expenditure is made.
- iii) Estimation of Statewise/Schemewise financial requirements with reference to completion schedule and targets.
- iv) Examination of State Government's proposals as discussed in the Working Groups and finalisation of scheme-wise outlays in consultation with the State Governments.
- v) Preparation of brief notes of the States on Plan proposals in respect of power sector for meeting between the Deputy Chairman and Chief Minister of the States.
- vi) Examination of Plan proposals and finalisation of scheme-wise outlays in respect of Central Ministries and PSU's related to power sector.
- vii) Plan evaluation - involves appraisal/assessment of success/failure of power programmes and its implementation during entire period of the Five Year Plan.
- viii) Quarterly review of the physical and financial performance of various power & renewable sources of energy programmes implemented by concerned Central Ministries and States.
- ix) Policies relating to new and renewable sources of energy and examination of proposals of power generation from alternative sources.
- ix) Examination of technical, financial and economic viability of power projects, their appraisal and assessment of priorities among schemes.
- xi) Examination of proposals and allocation of funds for Rural Electrification giving necessary thrust to electrify the left-out villages and also to enhance the house-hold electrification in electrified villages. Under the Flagship programme of Rajiv Gandhi Grammen Vidyutikarn Yojana (RGGVY).

To meet the electricity and energy requirement for the rural population, Non-Conventional Energy programmes are also implemented through Ministry of New renewable Energy Sources. The details of these programmes are

discussed in the Annual Plans to fix the financial and physical targets.

- xii) Representation in various Committees - The Unit is associated with meetings and committees set up by the Central Government Departments related to Power Programmes. Some important Committees are Annual Power Survey Committee and Standing Linkage Committee on Coal.
- xiii) Review and analysis of policies relating to participation of private sector in the power sector,
- xiv) Examination of financial working of the State Electricity Boards.
- xv) Examination of proposals relating to amendments of Electricity Acts.
- xvi) Examination of policies relating to power sector reforms for the State Power Utilities.
- xvii) Review of requirements of technology for sustainable supply of electricity.
- xviii) Examination of subjects for discussion in Parliamentary Standing Committee meeting and Zonal Council Meetings.
- xix) Examination of draft notes for Cabinet / CCEA Notes and preparation of comments. On receipt of final Notes for Cabinet / CCEA, the brief note is prepared for Deputy Chairman.
- xx) Serves as a Secretariat for the Committee constituted by the National Development Council.

Coal Unit

1. Planning Activity - Preparation of Annual and Five Year Plans of Coal and Lignite Sector. For Five Year Plan formulations, Working Groups are set up. The Reports of the Working Groups are critically evaluated and proposals are inter-sectoral issues, exploration needs infrastructure requirements for coal and lignite sector development, research and development needs, policy issues, thrust areas, investment requirements etc. For Annual Plan formulations, proposals obtained from various coal companies and Ministry of Coal are carefully examined through analysis by in- depth discussions at several levels, network analysis of projects each costing Rs. 100 crore and above to decide

- physical targets and Plan outlay, etc. to meet the objectives.
2. Monitoring and Appraisal of Plan programmes and schemes. Conducting Half Yearly Performance Reviews.
 3. Review of Plan sectoral Policies and Programmes and inter- sectoral linkages with respect to Five Year Plan / Annual Plan objectives and targets. Based on Monitoring and appraisal of Plan programmes and Schemes, review meetings are organised with concerned Ministries / Departments to resolve emerging issues and problems.
 4. Undertaking studies, independently or through setting up of Working Groups, Expert Groups, etc. meetings at Inter-Ministerial level on Strategies and Policy related emerging issues for Coal and Lignite Sector development, Clean Coal Technologies, Coal Bed Methane, Coal Liquefaction, Carbon Capture & Sequestration and Low Carbon Growth.
 5. Representation on various Standing Committees, Working Groups for decisions on short, medium and long-term at Inter- Ministerial levels etc., Inter-Ministerial Group on Clearance of Coal Projects, Special Long-term Linkage Committee for Coal Supply to Power Stations, Cement Plant, etc., Scientific Research Committee, Coal Gasification Committee, Joint Board on Mining engineering, Education and Training, etc. Central Geological Programming Board, Coal Conservation Development Advisory Committee etc.
 6. To examine the policy package and regulatory framework etc. necessary to facilitate private sector participation in Coal and Lignite Sector, necessity for restructuring of Coal and Lignite Industry, Public Sector Undertakings disinvestments, Clean Coal Technologies and related policy issues to make coal and Lignite Sector more competitive.
 7. The other functions which are attended to by Coal Unit include Parliament Questions, development and continuous updating of computerised data base for Coal and Lignite Sector, dealing with papers/notes for Cabinet and other high level Committees relating to decision making at highest levels, etc. For organisational development, the officers attend seminars, workshops, field

visits and short-term training programmes in aspects relating to coal and lignite sector planning.

8. Co-ordination with other Divisions of Planning Commission and supply/exchange of data / information.

Petroleum Unit

The major functions are related to various inter related aspects of Petroleum and Natural Gas sector namely exploration & production of oil and gas, transportation of oil and gas, gas processing, refining, marketing of petroleum products, import of oil and Natural Gas, price trends in the international oil and gas market and research & development. In addition, various policy matters and thrust areas for sectoral reforms and privatisation initiatives are also taken up for detailed examination.

The primary functions of the Unit are :-

- i) Formulation of Five Year Plans for the Petroleum and Natural Gas sector, in consultation with concerned Ministries, Oil Companies, Chamber of Commerce & Industry, Institution etc. by setting up Working Groups.
- ii) Formulation of Annual Plans for operationalising the Five Year Plans.
- iii) Review of Annual Plan's implementation with regard to the major performance indicators for the sector through Half Yearly Performance Reviews.
- iv) Appraisal of upstream and downstream sector project proposals for investment decisions.
- v) Association with various Groups/Committees/Task Forces, constituted from time to time for in depth study of specific areas like gas pricing, gas utilisation policies, estimation of long term demand for petroleum products, import of gas / Liquefied Natural Gas, etc.
- vi) Formulation of short, medium and long-term Energy / Petroleum Policy in consultation with various concerned Ministries / Departments / Financial Institutions / Industrial and Commercial associations etc.
- vii) Preparation of technical and Status papers covering important activities of

upstream and downstream sectors.

- viii) Studies involving linkages of petroleum & natural gas sector with other sectors of economy, energy and industry.
- ix) Examination of proposals of Joint-venture involving private sector participation in Petroleum & Natural Gas sector, restructuring / disinvestment of oil and gas sector and related policy issues.
- x) Study of trends in the crude oil, petroleum and gas pricing in the international markets.
- xi) Study reports submitted by various Committees / Expert Groups / Task Forces constituted by the Government as well as various consultancy organisations on the performance / functioning of Petroleum and Natural Gas sector.
- xii) Examination of Public Investment Board Notes, Cabinet/CCEA Notes, Notes for the consideration of Committee of Secretaries and Committee on Economic Reforms, Parliament Questions and other VIP communications.
- xiii) Coordination with other divisions of Planning Commission for supply/ exchange of data/ information.

19. PROJECT APPRAISAL & MANAGEMENT DIVISION

1. The functions of the Project Appraisal & Management Division are:

- a) To develop formats and guidelines for the submission of proposals for projects / programmes and for their techno- economic evaluation,
- b) To undertake support research studies with a view to improving methodology and procedure for appraisal of projects and programmes,
- c) To undertake techno-economic appraisal of major projects and programmes in the public sector,
- d) To assist Central Ministries in establishing proper procedures for preparation of reports of projects and programmes, and
- e) To associate with Subject Divisions in Planning Commission in examining the proposals received from Departments/Ministries for grant of "in principle" approval for new schemes.
- f) Central Sector as well as Centrally Sponsored; irrespective of the outlays involved before they are included in the Five Year/Annual Plans.

2. The Project Appraisal and Management Division undertakes the appraisal of all the projects and schemes posed to Expenditure Finance Committee (EFC)/ Public Investment Board (PIB)/Expanded Board of Railways (EBR). The financial limits for EFC/PIB cases are notified by Department of Expenditure, Ministry of Finance. The schemes of the following Ministries/Departments are not considered by PIB/EFC and hence not appraised by PAMD:

- Space
- Atomic Energy
- Defence

3. The PAMD prepares a comprehensive appraisal note in consultation with the Subject division(s) of Planning Commission. The contents of the appraisal note can be broadly classified as follows:

- a) Project Outline
- b) Background
- c) Plan Provision
- d) Detailed discussion on the issues for consideration such as:
 - Need & Justification for the Project
 - Demand and Supply Analysis
 - Economies of Scale
 - Timings of Investments
 - Reliability and Reasonableness of Cost Estimates (Project & Systems)
 - Location
 - Choice of Technology
 - Product Mix
 - Environmental Aspects
 - Availability of Infrastructure Manpower and Managerial Capabilities
 - Availability of Raw Material and Reserves (mining)
 - Financial and Economic Viability
 - Sensitivity Analysis
 - Other special issues depending upon type/ nature of project(s)
 - Quality Control
- e) Findings and conclusions drawn from the appraisal

4. Planning Commission, with a view to cut down delays, inter-alia, in appraisal of project proposals and to ensure PIB/EFC decision **within 4 weeks** of receipt of PIB/EFC Memorandum from the Departments/Ministries had decided as under:

- a) PAMD would act as Management Adviser to the PIB/EFC and on receipt of PIB/EFC proposal, based on the information contained in the PIB/ EFC

Memorandum, it will complete appraisal and management advice tendered to PIB/EFC.

- b) With a view to ensuring that the appraisal carried out by the PAMD is comprehensive and meaningful, the project authorities/administrative Ministries have been requested to submit only such proposals which are complete in all respects.
- c) The outer limit for issue of appraisal note by the PAMD has been fixed at six weeks from the date of receipt of PIB/EFC proposal. In case PAMD fails to appraise the proposal within the prescribed time limit, PIB/EFC meeting could be fixed and their views obtained in the meeting.
- d) Proposals on projects/ schemes costing Rs.25 Cr. and more but less than Rs.100 Cr. are to be considered by the Standing Finance Committee (SFC). The concerned Ministry /Department can convene SFC meeting without waiting for comments of the Planning Commission provided that :
 - i) the scheme is included in the plan, and
 - ii) no net increase in domestic budgetary support (excluding EAPs) for the Ministry/ Department is required.
- e) In cases where only condition (ii) in (d) above is fulfilled, SFC Meeting may be held after 4 weeks in case Planning Commission comments are not received within this time limit. Comments, if any, of the Planning Commission would be offered in the meeting itself.

5. Research Work on Appraisal Parameters: PAMD reviews from time to time the national Parameters for project appraisal. A study was assigned to Institute of Economic Growth (IEG), Delhi to provide estimates of the a) Social Rate of Discount b) Shadow Price of Investment c) Shadow price of Foreign Exchange d) Income Distributional Weights and e) Shadow Price of unskilled labour. Based on study report (April 2007) of the IEG, PAMD has recommended the national parameters (IRR, discount rate, shadow price of foreign exchange etc.) to the Ministry of Finance for consideration.

6. Plan Formulation: PAMD also acts as subject Division in respect of preparation and

finalization of Five Year Plans/Annual Plans pertaining to Ministry of Personnel, Public Grievance & Pension, Ministry of Law & Justice and Ministry of Home Affairs including Disaster Management as a part of the overall planning process.

7. **Support Services:** PAMD renders services on other specific sectoral and extra-sectoral issues to the Ministries/Departments from time-to-time. It also participates on the Standing Committees constituted by Ministries/Departments for fixing responsibility for cost and time overruns as per Government guidelines.

8. **Organisational set-up and Working**

The Division is headed by an Adviser & supported by two Jt. Advisers. The sanctioned strength of the Division is one Adviser, 2 Joint Advisers, 7 Directors/Dy. Advisers, 9 Senior Research Officers, 4 Research Officers, 4 Economic Officers, 1 Section Officer and other supporting staff. The work amongst various officers is allocated as far as possible on sectoral basis taking into account the work load at a given point of time.

The officers of the Division work in close contact with the officers of corresponding subject divisions of the Planning Commission and Internal Finance Wing of the Administrative Ministries. They have also to interact and discuss with the senior officers of various public enterprises and participate in inter- Ministerial Group Meetings taken by respective Financial Advisers of the Ministries for scrutiny.

9. **Documentation and Publication:** The Division has a well-documented collection of appraisal notes (Chronologically arranged), sectoral volumes of appraisal notes, records of the minutes of the meetings of the Public Investment Board. The Division also published in 1992, "Guidelines for the Preparation of Feasibility Reports", for Industry (including Mines), Coal and Power sectors. Division maintains all the appraisal notes issued since inception of

PAMD in bound form. The Division maintains the Guard files of important circulars, guidelines, and instructions relating to appraisal.

10. **Training:** The officers of the Division participate as the guest faculty in various training programmes organized by Other Ministries/Departments of GOI, State Governments/Public Sector Enterprises /Institutions as a part of continuing interaction for the officers of their respective institutions.
11. Matters relating to the Reports of the Administrative Reforms Commission (ARC), Performance Management, Disaster Management, High Power Committee on Government Performance are also dealt in PAMD.

Linked Ministries:

1. Department of Expenditure, Ministry of Finance.
2. Ministry of Personnel, Public Grievances & Pensions.
3. Ministry of Home Affairs.
4. Ministry of Law and Justice.

Home Affairs Cell

The Home Affairs Cell mainly looks after the programmes pertaining to Ministry of Home Affairs and Department of Justice. The major programmes of Ministry of Home Affairs are:-

(i) **Police Housing for Central Police Forces** – To increase the satisfaction level of Central Police Forces funds are allocated for Police Housing.

(ii) **Schemes of Delhi Police** – The scheme of Delhi Police enter to the requirement of residential and office buildings, modernization of traffic and communication network, induction of latest technology and capacity building and developing traffic and communication network in NCR/Mega Cities and model traffic system.

(iii) **Crime and Crimination Tracking Network and Systems** – The scheme needs to cover all the 14,000 Police Stations and higher level starting from District, State and National levels linking it with other relevant networks such as Courts, etc.

(iv) **Critical Infrastructure in Extremists Affected Areas** – 33 Naxalite Affected Districts have been identified for special attention to provide road and other critical

infrastructure on the basis of Special Security Plan formulated in consultation with State Governments.

(v) **Setting up of Integrated Check Posts** – Scheme for Setting up of Integrated Check Posts for Trade and Immigration at 13 identified locations of the International Border.

(vi) **National Population Register** – This is a major scheme of the Office of Registrar General of India (RGI) to prepare a National Population Register on the basis of Census 2011.

Besides the above Schemes, Schemes of Central Forensic Science Laboratories, Deptt. of Official Languages, National Crime Record Bureau, National Disaster Management Authority, Strengthening of Fire & Emergency Services, Revamping of Civil Defence, Bureau of Police Research & Development and National Human Rights Commission are also examined in the Cell and funds are provided to these schemes.

The Cell also processes the Plan schemes of Department of Justice. viz.

- (i) Infrastructural Development of Judiciary/High Court Buildings/residential accommodation for Judges.
- (ii) Computerisation of District and Subordinate Courts.
- (iii) Gram Nyayalayas.

Linked Ministries/Departments:

1. Department of Expenditure, Ministry of Finance.
2. Ministry of Personnel, Public Grievances & Pensions.
3. Ministry of Home Affairs.
4. Ministry of Law & Justice.

20. RURAL DEVELOPMENT DIVISION

I. The Rural development Division looks after the following programmes:

1. Poverty Alleviation/Social Security related Programmes in rural areas i.e. Swarnjayanti Gram Swarozgar Yojana (SGSY), Indira Awaas Yojana (IAY), Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA), Integrated Watershed Management Programme (IWMP) and National Land Records Modernization Programme (NLRMP), National Social Assistance Programme (NSAP), Provision of Urban Amenities in Rural Areas (PURA) and BPL matters.

(i) Swarnjayanti Gram Swarozgar Yojana (SGSY)

Swarnjayanti Gram Swarozgar Yojana was launched in April 1999 following the restructuring of the erstwhile integrated Rural Development Programme (IRDP) and its allied programmes along with Million Wells Scheme (MWS). The objective of SGSY is to bring the poor families (swarozgaris) above the poverty lines by organizing them into self-help groups (SHGs) through the process of social mobilization, their training and capacity building and provision of income-generating assets through mix of bank credit and government subsidy. The SGSY programme is conceived as a process-oriented programme for the poor with emphasis on social mobilization and formation of SHGs. The SGSY programme is being revamped as National Rural Livelihood Mission (NRLM). Funding pattern is 75:25 between Centre and States.

(ii) Rural Housing – Indira Awaas Yojana (IAY)

For fulfilling the need for rural housing and tackling housing shortage particularly for the poorest is an important task to be undertaken as part of the poverty alleviation efforts of the government. The Indira Awaas Yojana (IAY) is a flagship scheme of the Ministry of Rural Development to provide houses to below the poverty line (BPL) families in the rural areas. It has been in operation since 1985-86.

The funding of IAY is shared between the Centre and States in the ratio of

75:25. In the case of UTs, entire funds of IAY are provided by the Centre. However, in the case of NE States, the funding pattern has been changed and at present is in the ratio of 90:10. The ceiling on construction assistance under IAY is Rs. 45,000/- per unit in the plain areas and Rs. 48,500/- in hilly/difficult areas. In addition, all nationalized banks have been instructed to include the IAY houses under the Differential Rate of Interest (DRI) scheme for lending upto Rs. 20,000/- per housing unit at interest rate of 4%. For up gradation of kutchha houses, the financial assistance is Rs. 15,000/- per unit.

The criteria adopted for allocation of financial resources give greater weightage to the States with higher incidence of shelterlessness: 75% weightage for housing shortage and 25% for the poverty ratio. For district level allocations: 75% weightage to housing shortage and 25% to SC/ST component of the population.

(iii) **Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)**

In the Monsoon Session of the Parliament in 2005, the National Rural Employment Guarantee Act, 2005 (NREGA) was passed with unanimous consent to herald a path-breaking Law for securing the livelihood of the people in rural areas by guaranteeing 100 days of employment in a financial year to a rural household. The Act was notified on 7 September, 2005. Honourable Prime Minister formally launched the NREGA on 2 February, 2006 from the state of Andhra Pradesh, District Anantpur, Gram Panchayat Bandla Palli. The Act is applicable to areas notified by the Central Government. In its first phase, NREGA was launched in 200 districts across the country and in the second phase, in year 2007-08, expanded to additional 130 districts. With effect from 1.4.2008 all the 615 districts of the country are covered under the Scheme. NREGA was renamed as MGNREGA on 2nd October, 2009.

The effect of the launch and the legal notification means that the rural households in the notified districts will have the right to register themselves with the local Gram Panchayat as persons interested in getting employment under the Act. The Gram Panchayat, after proper verification will register the household and issue a Job Card to the registered household. The Job Card is the legal document that entitles a person to

ask for work under the Act and to get work within 15 days of the demand for work.

The MGNREGA aims at enhancing the livelihood security of the people in rural areas by providing guaranteed wage employment through works that create durable assets and strengthen the livelihood resource base of the rural poor. The choice of works suggested addresses causes of chronic poverty like drought, deforestation, soil erosion etc. The MGNREGA thus provides a social safety net for the vulnerable groups and an opportunity to combine growth with equity. The implementation of Act ensures that local employment is available to every rural household for at least 100 days in a financial year.

(iv) Integrated Watershed Management Programme (IWMP)

During the Eleventh Plan, the three area development programmes, namely, Integrated Wasteland Development Programme, Drought Prone Area Programme and Desert Development Programme have been integrated and consolidated into a single programme called Integrated Watershed Management Programme (IWMP). This consolidation is for optimum use of resources, sustainable outcomes and integrated planning. The common guidelines for the Watershed Development Programme have been formulated and are effective from 1.4.2008. The ongoing projects sanctioned prior to 1.4.2008 under DADP, DDP, and IWDP would be continued to be implemented as per old guidelines.

The modified IWMP adopts a three tier approach in which the upper reaches which are mainly forested and hilly are treated with the support of Forest Department. For land situated intermediate slopes above the agriculture lands, the IWMP addresses all the necessary issues of land treatment by adopting best possible options including cropping pattern, horticulture and agro-forestry etc. In the lower tier, which are plains and mainly agricultural lands, the IWMP would be dovetailed with the employment generating programme such as National Rural Employment Guarantee Scheme (NREGS) and would fill the critical gaps of NREGS and vice versa.

Under the new programme, a cluster approach would be followed with a broader vision of natural hydro-geographical unit of average size of 4,000 to 10,000 ha. comprising of clusters of micro-watershed to be selected as project area. The

programme would be implemented by dedicated institutional agencies at state and central level. Professional support (in the form of multidisciplinary expert team) would be provided to support these institutions with proper fund allocation. A core GIS facility with spatial and non-spatial data augmented with satellite imagery data would be set up for giving Controlled access/distribution for local project planning.

The project period is proposed in the range of 5 to 7 years in three distinct phases, i.e. Preparatory, Watershed works and Consolidation phase. The consolidation phase will include livelihood activities, marketing, processing and value addition activities.

Under the scheme, there is no state wise allocation as this is a demand driven programme.

(v) National Land Records Modernization Programme (NLRMP):

For modernization of land records system in the country, a modified programme, viz., the National Land Records Modernization Programme (NLRMP) has been formulated by merging two Centrally-sponsored schemes of Computerization of Land Records (CLR) and Strengthening of Revenue Administration and Updating of Land Records (SRA&ULR) in the Department of Land Resources (DoLR), Ministry of Rural Development. The NLRMP was approved by the Cabinet on 21.08.2008.

The integrated programme would modernize management of land records, minimize scope of land/property disputes, enhance transparency in the land records maintenance system, and facilitate moving eventually towards guaranteed conclusive titles to immovable properties in the country. The major components of the programme are computerization of all land records including mutations, digitization of maps and integration of textual and spatial data, survey/re-survey and updation of all survey and settlement records including creation of original cadastral records wherever necessary, computerization of registration and its integration with the land records maintenance system, development of core Geospatial Information System (GIS) and capacity building. Detailed Guidelines and Technical Manual for better implementation of the NLRMP Manuals have been prepared after obtaining inputs from the leading technical agencies as well as from the field experience of States.

The main objective of the NLRMP is to develop a modern, comprehensive and transparent land records management system in the country with the aim to implement the conclusive land-titling system with title guarantee, which will be based on four basic principles, i.e., (i) a single window to handle land records (including the maintenance and updating of textual records, maps, survey and settlement operations and registration of immovable property), (ii) the mirror principle, which refers to the fact that cadastral records mirror the ground reality, (iii) the curtain principle which indicates that the record of title is a true depiction of the ownership status, mutation is automated and automatic following registration and the reference to past records is not necessary, and (iv) title insurance, which guarantees the title for its correctness and indemnifies the title holder against loss arising on account of any defect therein.

(vi) **National Social Assistance Programme (NSAP)**: It was launched by Government of India on 15th August, 1995 with the aim to provide social assistance benefit to poor households in the case of old age, death of primary breadwinner and maternity. The programme supplements the efforts of the State Governments with the objective of ensuring minimum national levels of well being and the Central Assistance is an addition to the benefit that the States are already providing on Social Protection Scheme. With a view to ensure better linkage with nutrition and national population control programmes, the maternity benefit component of the NSAP was transferred to the Department of Family Welfare, Ministry of Health and Family Welfare from the year 2001-02. NSAP, at present, comprises of Indira Gandhi National Old Age Pension Scheme(IGNOAPS), Indira Gandhi National Widow Pension Scheme (IGNWPS), Indira Gandhi National Disability Pension Scheme (IGNDPS), National Family Benefit Scheme (NFBS) and Annapurna Scheme.

The funds under NSAP are released as Additional Central Assistance (ACA) by the Ministry of Finance on the recommendation of MoRD, as NSAP has transferred to State Plan w.e.f. 2002-03.

(vii) **Provision of urban Amenities in Rural Areas(PURA) Scheme**: The primary objective of the PURA scheme is to provide livelihood opportunities and urban amenities in rural areas so as to bridge the rural-urban divide and check migration. Thirteen urban amenities and economic activities under different schemes of MoRD and other

Ministries/Departments have been identified to be developed in the selected cluster of villages/panchayats. The implementation strategy is through PPP with a Viability Gap Funding (VGF) support from the Government in the form of a fixed upfront capital grant equal to 35% of the project cost. Planning Commission has allocated Rs.248 crore for the PURA scheme to be implemented on a pilot basis during 11th Five Year Plan.

II. Other Programmes

The Rural Division also looks after other programmes like BPL matters including BPL Census, Training etc.

The main functions of the Division are:

- (i) To assist in the formulation of rural development programmes to be included in Five Year Plans and Annual Plans and to make periodic assessment of progress achieved.
- (ii) To analyse and prepare comments on the EFC Memoranda and Cabinet Notes pertaining to rural development programmes.
- (iii) To maintain liaison with Department of Rural Development, Department of Land Resources, National Institute of Rural Development (NIRD), Council for Advancement of People's Action and Rural Technology (CAPART) and other allied organizations mainly through correspondence and meetings.
- (iv) To collect information from various Divisions of the Planning Commission, State Governments and also from the Central ministries which are implementing various schemes.
- (v) To organize Working Group meetings to finalise the Draft Five Year Plan proposals of the State Governments. This involves the preparation of background papers, discussions on inter-se plan priorities, critical examination of plan proposals in relation to plan objectives and approaches, preparation of Working Group Reports giving, inter-alia, outlays and physical targets.
- (vi) Finalisation of the Five Year Plan outlays of the Department of Rural Development and Department of Land Resources.
- (vii) Finalisation of Annual Plans of the Department of Rural Development, Department of Land Resources and State Governments. This includes assessment of progress both in physical and financial terms, in relation to the approved targets and

outlays, scheme-wise examination of proposals and reviewing targets and finalizing allocation for next Annual Plan.

(viii) Public representations, VIP references, Parliament Questions and agenda items for the meetings of Consultative Committee / Standing Committee for the Planning Commission pertaining to rural development and land resources sectors are also attended to.

(ix) Work relating to meetings of the South Asian Association for Regional Cooperation (SAARC) for Poverty Alleviation Policies and Strategies in South Asia.

Linked Departments:

1. Department of Rural Development, Ministry of Rural Development.

2. Department of Land Resources, Ministry of Rural Development.

21. SCIENCE & TECHNOLOGY DIVISION

The Science and Technology Division of the Planning Commission is responsible for facilitating the development of the S&T Sector. It is the nodal division for all matters relating to Science and Technology Plan formulation (both Five Year Plans and Annual Plans), Mid Term Appraisal and appraisal of the S&T programmes of central S&T Departments/Ministries.

The Division has been maintaining a close liaison with all the S&T agencies/departments for smooth information flow and provides them important suggestions/inputs in the formulation of various S&T plans and programmes at various stages of plan formulation, implementation and half yearly reviews. The Division has also been providing important inputs in the formulation of S&T Policy.

The Socio-economic sectors have important role to play in promoting research and development in the areas of their interest to improve productivity, efficiency and above all the quality of services offered by them. Science and Technology Division in consultation with the other subject

divisions dealing with various socio-economic sectors coordinates the S&T component for the Five-Year Plan and Annual Plans under various Central Socio-Economic Ministries/Departments.

In order to promote Science and Technology in the States/UTs, create scientific awareness among the masses through popularization of S&T and technology dissemination for improving the quality of life of the people, the Division undertakes detailed discussions with the States/UTs S&T Sector and provides important inputs/suggestions for the formulation of their Five Year Plans and Annual Plans in respect of the Science and Technology Sector.

Linked Ministries / Departments:

1. Department of Atomic Energy (DAE)- R&D Sector
2. Department of Space (DOS)

3. Department of Science and Technology (DST)
4. Department of Biotechnology (DBT)
5. Department of Scientific and Industrial Research (DSIR) including the Council of Scientific and Industrial Research (CSIR) and
6. Ministry of Earth Sciences (MoES)

22. SOCIAL JUSTICE AND SOCIAL WELFARE DIVISION

The function of Social Justice and Social Welfare Division is primarily to provide overall policy and guidance in formulation of Plans and programmes for the development of

Socially disadvantaged groups viz Scheduled Castes, Scheduled Tribes, in particular, to render advice for formulating the Tribal Sub-Plan (TSP) and Scheduled Castes Sub-Plan (SCSP) and other instruments of Planning to ameliorate the socio-economic condition of Scheduled Castes and Scheduled Tribes and Other Backward Classes. Also formulation of programmes for other vulnerable groups viz; Welfare of Persons with Disabilities, Senior Citizens and Drug Addicts.

The specific functions of the Division are as enumerated below:

A. Socially Disadvantaged Groups

I. Development of Scheduled Castes

i. State Plan schemes

ii. Central Sector and Centrally-sponsored schemes of the Ministry of Social Justice and Empowerment.

iii. Scheduled Caste Sub-Plan(SCSP) of States/UTs and Central Ministries.

II. Development of Other Backward Classes

i. State Plan Schemes

ii. Central & CSS schemes including nomadic, semi-Nomadic and denotified Tribes of the Ministry of Social Justice & Empowerment

III. Development of Scheduled Tribes

i. State Plan Schemes

ii. Central Sector and Centrally-sponsored Schemes of Ministry of Tribal Affairs

- iii. State Plans including specific projects like Integrated Tribal Development Projects, Modified Area Development Approach, Pockets clusters of Tribal concentration and Primitive Tribal Groups (PTGs) projects.
- iv. Tribal Sub-Plans of States/UTs and Central Ministries
- v. Delineation of Integrated Tribal Development Programme and Scheduled Areas.
- vi. Welfare and Development of Particularly Vulnerable Groups
- vii. Special Area Development Programme
- viii. Special Central Assistance to Tribal Sub Plan and Grant under Article 275(1) of the Constitution.

IV Development of Minorities

- i. Central Sector and Centrally Sponsored Schemes of Ministry of Minorities for the welfare and development of Minorities.
- ii. Prime Ministers' New 15 Point Programme.

B. Other Vulnerable Groups

I. Empowerment of Persons with Disabilities

- i. Social Welfare Schemes in State Plan.
- ii. Disabilities (Equality, Opportunities, Protection of Rights and Full Participation) Act, 1995
- iii. Central Sector Schemes of the Ministry of Social justice and Empowerment.

II. Senior Citizens, Rehabilitation of Drug Abusers

- i. State Plan Schemes
- ii. Central Sector Schemes of the Ministry of Social justice and Empowerment.

C. Other Items

- i. Examination of **SFC, EFC, COS and Cabinet/CCEA Notes** of the Ministries of Social justice and Empowerment, Tribal Affairs and Minority Affairs.
- ii. Research Advisory Committee of the Ministries of Social Justice & Empowerment, Tribal Affairs and Minority Affairs.

- iii. Reports of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes, and The Minorities.
- iv. Related Parliamentary work
- v. All the National/apex level Finance and Development Corporations for Scheduled Castes, Scheduled Tribe, Other Backward Classes, Minorities and Handicapped.
- vi. Annual Plan, Five Year Plan, Mid Term Appraisal of Central Ministries and States/UTs.
- vii. Coordination of the work of all the Working Groups, Steering Committee and Consultative Committees and Task Force related to Ministries i.e. Ministry of Social Justice and Empowerment, Tribal Affairs and Minority Affairs for the formulation of the Five Year Plan.
- viii. Examination of research proposals referred by the different Research Institutes and other Policy matters referred to the Planning Commission.
- ix. Reports of the National Commission for Scheduled Castes, Scheduled Tribes, Safai Karamcharies, Other Backward Classes, Minorities, De-notified and Semi Nomadic Tribes etc
- x. Information related to RTI
- xi. Occasional Conferences, Seminars and Workshops on the subject concerning of the sector.
- xii. National Policy for tribal, Older Persons, Persons with Disabilities and Rehabilitation and Resettlement policy for tribal.

Linked Ministries:

- 1. Ministry of Social Justice & Empowerment
- 2. Ministry of Tribal Affairs
- 3. Ministry of Minority Affairs.

23. SOCIO ECONOMIC RESEARCH DIVISION

Socio Economic Research Division assists Planning Commission in implementing the scheme for grant-in-aid to Universities/Research Institutions for carrying out research studies, seminars, conferences etc and encourages the activities on Planning and Development.

2. A Committee of 'Group of Advisers' under the Chairmanship of Secretary, Planning Commission has been constituted in September 22, 1998 for the purpose of considering the research proposals on Studies / Seminars etc. Two to three meetings of the Group of Advisers are held every year depending upon the number of proposals received.

3. The broad functions of SER Division are as under:

- (i) Examination of proposals seeking grant in aid for research studies /seminars/ conferences/ Publication grants to Institutes of National repute on the basis of merit of each case on socioeconomic problems relevant to planning and development received from Universities/ Academic/ Research Institutions for grant-in-aid.
- (ii) Preparation of background notes on proposals received for consideration of Group of Advisers.
- (iii) Organizing the meetings, drafting of minutes and follow up action on the decisions of the Group of Advisers.
- (iv) Issue of sanctions etc. for grant-in-aid for the study proposals/ seminars/conferences approved by Group of Advisers.
- (v) Release of installments of grant-in-aid for the studies/seminars etc. approved by the Planning Commission after reviewing their progress.
- (vi) Revision of guidelines for implementing the socio-economic research programme of the Planning Commission.
- (vii) Organisation of Presentations on the objectives and

methodology of the study proposals by the Institutions, seeking grant-in-aid, whenever considered necessary.

- (viii) Organization of Presentations in the Planning Commission before Group of Advisers for studies completed under socio-economic research scheme.
- (ix) Placing the studies completed on the Website of the Planning Commission for wide use in Research & Development.
- (x) Monitoring the progress of the research studies/ seminars/units of the Planning & Development established in various Universities/Institutes.
- (xi) Compliance of Audit, RTI queries and Parliament Matters pertaining to SER Division.

24. STATE PLANS DIVISION

The State Plans Division deals with the following:

1. Policy matters relating to preparation, finalization, approval and implementation of Five-Year Plans and Annual Plans of States/Union Territories.
2. Formulation and issue of Guidelines relating to process of formulation, approval of Five Year Plan and Annual Plan of States/Union Territories.
3. Working Groups for considering Five Year Plan and Annual Plan proposals of States/Union Territories.
4. Deputy Chairman and Chief Minister level meetings for finalisation of the Annual Plan of States and UTs.
5. Coordination of work with Subject Divisions of Planning Commission, Financial Resources Division in so far as it relates to the Five - Year Plan and Annual Plan of States and Union Territories.
6. Coordination with Ministry of Finance, Plan Finance Division on matters relating to Plan of States and Union Territories including classification of Heads of Development and guidelines on release of central assistance to State Plans.
7. Formal approval of State Plan Outlays, sectoral outlays and recommendation for release of Additional Central Assistance. Consideration and approval of revised outlays and adjustments in sectoral outlays proposed by States and Union Territories for their respective Plans during the course of the year subsequent to the approval of their respective Annual Plans.
8. Correspondence with the State Governments, Union Territory Administrations and Central Ministries on the Plans of States/Union Territories.

9. Monitoring and review including Half Yearly Performance Reviews (HPRs) of implementation of Annual Plans and Five-Year Plans of States and Union Territories.
10. Preparation of State Development Reports.
11. Sponsoring of studies and research in specific areas of relevance to States and State Plans.
12. Parliamentary matters related to Five Year Plan and Annual Plan of States/UTs.

ISLAND DEVELOPMENT AUTHORITY CELL

The Island Development Authority (IDA) was set up in August, 1986 under the chairmanship of the Prime Minister to decide on the policies and programmes for integrated development of Andaman & Nicobar and Lakshadweep group of islands keeping in view all aspects of environmental protection as well as special technical and scientific requirements for the islands and to review progress of implementation and impact of the programmes of development.

The IDA Cell in Planning Commission is the Secretariat of the IDA. Deputy Chairman, Planning Commission is a member of IDA and Secretary, Planning Commission is its Member Secretary.

A Standing Committee of IDA is headed by the Deputy Chairman, Planning Commission to evaluate various programmes, their constraints and strategies of implementation and follows up the recommendation of IDA.

Twelve meetings of the IDA and 12 meetings of its Standing Committee have been held so far.

25. Transport & Tourism Division

1. Addressing policy issues concerning railways, roads, road transport, shipping, ports, inland water transport and civil aviation for improving efficiency and making these sectors more responsive to the present and future requirements of the country.
2. Addressing inter-modal issues for improving coordination among different transport sectors and ensuring that each sector works according to its comparative advantage and efficiency. In this context, carry out studies (in-house/outsource) for systematizing medium and long term transport planning. To illustrate, M/s. RITES had been engaged in order to conduct a total transport system study with the broad objective of generating and analyzing inter-modal transport resource costs and traffic flows covering major modes of transport with a view to determining an optimal-inter-modal mix. The Study Report has been finalized.
3. Carrying out Work relating to Parliamentary Committees for different sub-sectors of transport.
4. Examining Five Year and Annual Plan proposals received from the States, Union Territories and North Eastern Council in respect of transport sectors.
5. Discussions with the representatives of the State Governments and Union Territories to review physical targets, programmes and outlays of Five Year and Annual Plans of States and Union Territories.
6. Examining the proposals of State Governments for provision of Additional Central Assistance/SPA as also the State Development Reports.
7. Participation in various workshops and seminars relating to the transport sector.
8. Formulation, appraisal and monitoring of Five Year and Annual Plans relating to Transport sector.
9. Carrying out Mid-term review of Five Year Plans relating to Transport sector.
10. Providing inputs for the Working Group Reports on the various sub-sectors of transport set up in the context of formulation of Five Year Plans; preparing Steering Committee Report on Transport.

11. The Government of India has set up a high level National Transport Development Policy Committee (NTDPC) under the Chairmanship of Dr. Rakesh Mohan. The main objective of setting up of this Committee is to create a long term policy environment that encourages competitive pricing and coordination between alternative modes of transport in order to provide an integrated and sustainable transport infrastructure in the country. The members of the Committee include Secretaries of all the Ministries associated with the development of transportation along with the leading experts in the field. Senior Consultant (Transport) is Member Secretary of the Committee.
12. Finalization and review of quarterly physical & financial targets in respect of Railways, Roads, Ports & Airports.

Railways

1. Examination and appraisal of railway projects relating to new lines, gauge conversion, doubling, metropolitan transport projects, electrification for 'in principle' approval.
2. Examination of proposal for consideration of Expanded Board of Railways.
3. Periodic review and monitoring of physical and financial performance of Railways with a view to assess its resource position.
4. Determination of traffic targets based on inter-sector linkages.
5. Integrating and coordinating development plans for Railway transport with plans in related sectors such as industry, mining and ports.

Roads

1. Evaluation of project reports/feasibility studies for consideration of Public Investment Board, Expenditure Finance Committee/Standing Finance Committee with a view to take investment decisions.
2. Examination of schemes received from the Ministry of Road Transport & Highways for approval of the Planning Commission relating to National Highways.
3. Review and monitor the various phases of National Highway Development Project (NHDP).

4. Review and monitor the Special Accelerated Road Development Programme for the North-Eastern Region (SARDP-NE). Participate in the High Powered Inter Ministerial committee set up for coordinating the programme, ensuring avoidance of overlapping of various proposals and sanctioning of individual sub-projects under SARDP-NE.
5. Examination of proposals for consideration of National Highways Authority of India Board.
6. Review and monitor the PMGSY (Bharat Nirman) programme on rural roads. Participate in meetings of the Empowered Committee on PMGSY set up by the Ministry of Rural Development.

Road Transport

1. Review and monitor road safety programmes through Performance Review Meetings
2. Analytical review of the operations and assessment of financial resources of Road Transport Corporations of various States.
3. Preparation of review notes on functioning of State Road Transport Undertakings/Corporations for improving efficiency.

Shipping

1. Examination of proposals of Shipping Corporation of India (SCI), Directorate General of Shipping DG(S), Director General – Light Houses & Light Ships DG(LL) and Indian Maritime University for consideration of PIB/EFC.
2. Analytical review of operations and assessment of financial resources of various constituent units of shipping sector.
3. Considering investment programme with a view to ensuring integrated development of ports, shipping and railways.
4. Reviewing and assessing the physical & financial performance of Indian Shipping Industry and assessing the requirements of the Indian shipping sector taking into account traffic mix technological developments and port facilities available.

Inland Water Transport (IWT)

1. Examination of project reports/feasibility studies relating to the development of IWT sector.
2. Examination of the proposals relating to declaration of new National Waterways.

Ports

1. Evaluation of Project Reports/Feasibility Studies for consideration of Public Investment Board/Expenditure Finance Committee/Standing Finance Committee with a view to take investment decisions.
2. Assessing port capacities and the traffic requirements at individual ports.
3. Monitoring of Port productivity indicators such as equipment, cargo-handling system, labour productivity so that norms of productivity laid down should be fulfilled and improved.
4. Reviewing the working of major ports with particular reference to their development programmes, financial resources, projection of traffic.
5. Examination, review and monitoring of port development projects at Andaman & Nicobar and Lakshadweep Islands.

Civil Aviation

1. Reviewing the working of constituent units of civil aviation sector including National Aviation Company of India Ltd., Air India Charter Ltd., Airport Authority of India with particular reference to growth of traffic and financial performance.
2. Evaluation of Project Reports/Feasibility Studies for acquisition of aircraft, development of airports including Greenfield airports and associated programmes for consideration of Public Investment Board/Expenditure Finance Committee/Standing Finance Committee with a view to take investment decisions.
3. Reviewing of restructuring/upgradation of metro/non-metro airports to make them world class and development of green field airports.

Urban Transport

Providing technical inputs to urban transport proposals.

Construction Sector

Construction Sector is an additional charge with the Transport Division. The main responsibility of the Transport Division is to examine the policy issues relating to the construction sector, preparing Report of the Working Group on Construction Sector set up in connection with the formulation of Five Year Plans and drafting the Chapter on Construction for inclusion in the Five Year Plan Document. Other activities include participation in the seminars, workshops and conferences relating to construction sector, participation in the meetings of Board of Governors of Construction Industry Development Council and other organizations in the field of construction.

Other important Issues

Looking at emerging issues with a view to integrate transport planning. To illustrate, the following have been prepared:

- a. A Report on logistics to develop an optimum, efficient, resilient, environment friendly and safe logistic system in the country.
- b. A draft on Policy for Public Transport sensitive to climate change.

Tourism Sector

The various functions in respect of the Tourism Sector are the following:-

1. Addressing policy issues concerning Tourism Sector to make it more responsive to the present and future requirements of the country;
2. Formulating, appraising and monitoring of Five Year and Annual Plans of Tourism Sector;
3. Examining Five Year and Annual Plan proposals received from the States/Union Territories in respect of Tourism Sector and review their progress;

4. Carrying out Mid-Term review of the Five Year Plans;
5. Providing inputs for the Working Group Reports on Tourism Sector set up in the context of formulation of five year plans; preparing Steering Committee Report on Tourism;
6. Evaluating of Project Reports/Feasibility Studies for consideration of Public Investment Board/Expenditure Finance Committee/Standing Finance Committee with a view to take an investment decisions;
7. Undertaking Half Yearly Performance Review (HYPR) of the progress of various Tourism Sector projects/ schemes;
8. Examining various proposals for Additional Central Assistance/ SPA received from State Governments / Union Territories; and
9. Participating in various workshops and seminars relating to the Tourism sector.

Linked Ministries

- (1) Ministry of Railways,
- (2) Ministry of Road Transport & Highways
- (3) Ministry of Shipping
- (4) Ministry of Rural Development
- (5) Ministry of Civil Aviation
- (6) Ministry of Urban Development

26. VILLAGE AND SMALL ENTERPRISES DIVISION

1. The Village and Small Enterprises Division covers the following sub-sectors:
 - i) Micro, Small and Medium Enterprises as defined under the MSME Development Act 2006
 - ii) Khadi
 - iii) Village industries
 - iv) Coir
 - v) Handlooms
 - vi) Power looms
 - vii) Handicrafts
 - viii) Sericulture
 - ix) Wool development (unorganized)
 - x) Food processing industries (FPIs)

2. The Micro, Small and Medium Enterprises and the Khadi, Village and Coir Industries are covered by the Ministry of Micro, Small and Medium Enterprises; handlooms, powerlooms, handicrafts, sericulture and wool under the Ministry of Textiles and for food processing industries, there is a separate ministry namely, Ministry of Food Processing Industries.

3. Programmes and schemes prepared by the implementing Ministries/Departments for Five Year Plans and Annual Plan for Central and State Sectors pertaining to Village and Small Enterprises (VSE) are examined and approved by the Planning Commission. Review of the existing schemes and zero-based budgeting exercise are carried out with a view to merging or weeding out of the schemes which have achieved their targets or are less effective in the present scenario. Comments on drafts policies, EFC notes, CCEA/Cabinet Note etc., are also prepared in the Division.

4. The Eleventh Plan has accorded high priority to the VSE and FPI sectors in view of their high potential of generating employment with low investment and achieving exports having high value addition and low foreign

exchange components. Employment-oriented programmes/schemes in this sector have been given priority during Eleventh Plan period. Cluster Development Programmes are taken up in the Eleventh Plan to provide required infrastructure and support services to the micro, small, village and artisan units. MSE sector which contributes around 35 percent of the total exports (direct and indirect) would be strengthened further and made export-oriented by developing market linkages, up gradation of infrastructure and technology, and increasing unit value realization from exports.

5. While formulating Five Year Plan/Annual Plan, review of functioning of the public sector undertakings (Central as well as State) along with other schemes/programmes under implementation for the development of the sector are made. Based on the performance and evaluation of our schemes, suggestions are given to the implementing agencies for further improvement.
6. The Division deals with associations function in the sub-sectors representing the industries/ cooperatives/ weavers/artisans. The Division is represented on various committees set up for the development of the VSE sector to assess the strengths and weaknesses and suggest modifications and measures for appropriate policy framework for planned development of the sector.
7. Reports of various committees, working groups, etc. constituted by the Division are on the website of Planning Commission: www.planningcommission.gov.in. Evaluations studies of various Plan schemes conducted by various organizations, annual reports of concerned Ministries/ Departments, etc. related to VSE & FPI sectors are maintained in the Division.

Linked Ministries/Departments:

1. Ministry of Micro, Small and Medium Enterprises (MSME)
2. Ministry of Textiles
3. Ministry of Food Processing Industries (FPI)

27. VOLUNTARY ACTION CELL

Planning Commission has been designated as a nodal agency for coordinating the interface between the Government and Voluntary Organisation in India, as per a decision taken by the Committee of Secretaries on 22nd March, 2000. The main role assigned to the Voluntary Action Cell (VAC) is to prepare a database on Voluntary Organisations (VOs) / Non-Government Organisation (NGOs) and to prepare Policy Guidelines for better Government and Voluntary Sector relationship. A National Policy on the Voluntary Sector, prepared by the Cell, has been approved by the Cabinet and notified in July 2007. Copy of the National Policy on the Voluntary Sector is available at the website of the Planning Commission: www.planningcommission.gov.in

The National Policy on the Voluntary Sector has the following main objectives:

1. To create an enabling environment for VOs that stimulates their enterprise and effectiveness and safeguards their autonomy;
2. To enable VOs to legitimately mobilise necessary financial resources from India and abroad;
3. To identify systems by the Government may work together with VOs, on the basis of the principles of mutual trust and respect; and
4. To encourage VOs to adopt transparent and accountable systems of governance and management.

The major functions of Voluntary Action Cell are as follows:

1. To operationalise the National Policy on the Voluntary Sector, the Cell formulated Policy Guidelines for various State Governments / UT Administrations and Departments/Ministries for better Govt.-VO Collaboration.
2. Drawing from the National Policy on the Voluntary Sector 2007, three Expert Groups have been set up on the following subjects:

- (i) To review the experience of decentralized funding and make suitable recommendations to Central agencies
 - (ii) To examine the feasibility of enacting a simple and liberal central law that will serve as an alternative all – India statute for registering VOs, and
 - (iii) To encourage the evolution of and subsequent recognition of an independent, national level, self-regulatory agency and to develop accreditation methodologies for the Voluntary Organisations
3. The NGO Partnership System, a web based portal has been designed, developed and put in to operation by the Planning Commission, in collaboration with the NIC and with the cooperation of the Key participating Ministries. The objective is to put in the public domain a database of VOs/NGOs who have signed up on the portal; which would enable NGO's to
- i) Get details of VOs/NGOs across India
 - ii) Get details of Grant Schemes of Key Ministries/Departments
 - iii) Apply online for Grant
 - iv) Track status of application
4. The Voluntary Action Cell under the Civil Society Window initiative organizes presentations by representatives of VOs / NGOs / CSOs on different development-related subjects. In effect, through the presentations the VA-Cell provides a platform in which the effectiveness and contribution of the grassroots organisations are shared with the officers and members of the Planning Commission. The presentations are documented and disseminated through the website of Planning Commission.

5. A Large number of VOs working in different sectors and states visit the Cell to get information on various issues relating to the voluntary sector.

Linked Ministries : For NGO Partnership System : National Informatics Centre, Ministry of Health & Family Welfare, Ministry of Social Justice & Empowerment, Ministry of Tribal Affairs, Ministry of Women & Child Development, Deptt. of Higher Education, Deptt. of School Education & Literacy, Council for Advancement of People's Action and Rural Technology (CAPART), Central Social Welfare Board(CSWB), National Aids Control Organisation(NACO).

28. WATER RESOURCES DIVISION

The subjects broadly dealt with in this Division are:-(i) Major and Medium Irrigation (ii) Minor Irrigation (iii) Flood Control (iv) Command Area Development Activities in the country (v) Rural water Supply and Sanitation. The works undertaken in the Division relate to overall Planning, investment clearance of projects for inclusion in Plans and their implementation and processing of special assistance etc. proposed by Ministry of Water Resources and State Governments. Discussions with State Govts. officers concerning Plans and other activities in Irrigation, Command Area Development and Flood Control Sector, rural water supply and sanitation are held. In addition, problems like Water Legislation, water rates etc. are also attended to. Public representation and VIP references, Parliament Questions on Water Resources and Water Supply and flood control are also attended to. The details of subjects dealt within this Division are:-

I. Major and Medium Irrigation

1. Planning

Policies and Programmes, formulation of Five Year Plans, Annual Plans, Mid-term Appraisal, Review and Perspective Plan for irrigation development from major and medium schemes-both State Plan and Central Plan schemes; Inter-State Water disputes, AIBP, National Projects and Task Forces for irrigation financing.

2. Acceptance of Schemes by Planning Commission

Examination of major, medium flood control, drainage and modernization schemes on inter-state rivers and tributaries after the schemes are accepted by the Advisory Committee on Irrigation, Flood Control and Multi-purpose Projects of Ministry of Water Resources and cleared by Central Water Commission/Brahmaputra Board/Ganga Flood Control Commission in case of flood control projects.

3. Extension, Renovation & Modernization (ERM)

ERM of old irrigation systems and conjunctive use of surface and ground water in the irrigation systems. Preliminary appraisal for in-principle clearance to external assistance etc.

4. Water Legislation and Rates

Water legislation, Water Rates, Betterment levy.

5. Participatory Irrigation Management (PIM)

PIM in Major Medium and Minor Irrigation projects and formation of Water Users Association.

II. Minor Irrigation

1. Planning

Policies and programmes for minor irrigation development both from surface and ground water resources - Perspective Plan, Five Year Plan and Annual Plan, review etc. half yearly review of the programme macro monitoring etc..

2. Ground Water Development/Ground Water exploration

Ground Water Development in States, regulation and rain harvesting and ground water recharge programmes.

3. Institutional Finance for Minor irrigation Development and financing from external sources, financing through AIBP for surface Minor Irrigation projects.

4. Modernisation

Modernisation and restoration of tanks, wells, ground water structures.

III. Flood Control

1. Policies and programmes for flood control, drainage, anti-sea-erosion-

Examination of projects of States and Central Ministries under Five Year Plan and Annual Plans, special assistance through State Sector Schemes, ACA assistance, Special Plan Assistance packages to State Governments.

2. **Acceptance of schemes by Planning Commission** Examination of flood control, drainage etc. schemes for acceptance after they are cleared by the Central Water Commission, Ganga Flood Control Commission and Advisory Committee on Irrigation, Flood Control and multi-purpose projects of Ministry of Water Resources.
3. **Perspective Plans:** Examination of Master Plans for flood-prone river basins and the selection of schemes for phased implementation.
4. Modernization of Flood Forecasting and Flood Plain Zoning.

IV. Command Area Development and Water Management (CADWM)

1. Planning

Policies and programmes, examination of proposals from the States and Central Organisation for CADWM programme for funding under Five Year Plans, Annual Plan and Special Assistance Programmes (ACA, SCP and SPA etc.) etc.

2. Utilization of Irrigation Potential

Factors inhibiting irrigation growth and the remedial measures to accelerate utilization of created irrigated potential, monitoring of potential utilized through remote sensing.

3. On-Farm Development

4. Infra-structural Development

Institutional funds including those from external sources, agricultural extension, roads, markets and other connected measures for optimizing agricultural production in the command areas.

V. External assistance

World Bank, Asian Development Bank and other bilateral assistance for Major/ Multipurpose, Medium, Minor Irrigation and Command Area Development projects.

VI. Farakka Barrage Project

The project is included in the Central Sector Transport Plan. The responsibility for execution vests with the Ministry of Water Resources. The Plan proposals are examined for inclusion in the Five Year/Annual Plans of the Ministry.

VII. The Division also deals with Plan Schemes of the Ministry of Water Resources, Half Yearly Performance Review of the schemes and zero based Budgeting.

VIII. The Division also examines irrigation & flood control schemes for Additional Central Assistance and funding from Non Lapsable Central Pool Resources as well as other special developmental programmes.

IX Water Supply and Sanitation

A. Rural Water Supply and Sanitation

1. Rural Water Supply activities which are included under Centrally Sponsored Schemes viz. “ National Rural Drinking Water Programme” (NRDWP) (including Jalmani).
2. Rural Water Supply under State Sector
 - a) Technology Mission on Drinking Water in villages and related water management, quality affected habitations their remedy etc.
3. Rural Sanitation:-
 - (a) Rural Sanitation under State Sector

- (b) Centrally Sponsored Scheme i.e “ Total Sanitation Campaign “(TSC) including Nirmal Gram Puraskar).

Linked Ministries:

1. Ministry of Water Resources
2. Department of Drinking Water and Sanitation, Ministry of Rural Development.

B. Urban Water Supply, Sanitation and Sewerage

1. Urban Water Supply, all activities which are pertaining to State and Central sector including JNNURM or UIDSSMT.
2. Urban Sanitation, Sewerage & Drainage all activities which are pertaining to State and Central sector including JNNURM or UIDSSMT.

Linked Ministries

1. Ministry of Urban Development
2. Ministry of Housing & Urban Poverty Alleviation.

29. WOMEN & CHILD DEVELOPMENT DIVISION

The Women & Child Development Division of the Planning Commission looks after all works relating to – **(i) Empowerment of Women ; and (ii) Development of Children** in close collaboration with the nodal Ministry of Women and Child Development.

The Division along with the MWCD bears the responsibilities for fulfillment of the commitments made in the Approach Paper and Five-Year Plan Document through formulation of suitable programmes and policies and their implementation towards inclusive growth, women's agency and child rights. The major functions of the Division include the following:

1. Overall Policy Guidance and Advise to both Central and State Governments in the area of Women's Agency & Child Rights, and
2. Work relating to Five-Year Plans and Annual Plans.

A. Central Sector

- (I) Preparation of material for inclusion in the Approach Paper.
- (II) Setting up of Steering Committee in the Planning Commission and its related Works viz. organizing meetings, preparation of background material/agenda, minutes of the meeting, preparation of the steering committee reports.
- (III) Setting up of Working Groups on Women and Children at the Ministry level and coordination with the Ministry for their meetings/Reports.
- (IV) Preparation of Chapter for inclusion in the Five-Year and Annual Plan Documents.
- (V) Examination of Plan Proposals for Five-Year Plans and Annual Plans of Ministry of Women and Child Development and discussions with the Ministry and recommendation of the outlays.

B. State Sector

- (i) Examination of Plan Proposals (Five-Year Plan and Annual Plan) of various states relating to Women and Child Development sector and organizing Working Group Discussions to review the implementation of policies and programmes with physical and financial targets and achievements and recommendation of sectoral outlays.
- (ii) Examination of proposal for Additional Central Assistance (ACA) for Women and Child Development sector by States.
- (iii) Preparation of Notes and participation in the performance review meetings for different states taken by Members/Pr. Advisers/Advisers.

3. Mid-Term Appraisal

- (i) Review of the progress of implementation of policies and programmes
- (ii) Assessment of achievements in terms of Physical & Financial targets.
- (iii) Suggestions for Mid Term Corrections

4. Other Work

- (i) Setting up of Committees/Groups and Task Forces on issues relating to Women & Children, organizing their meetings and preparation of Reports;
- (ii) Preparation of background notes and organizing Performance Review Meetings of the Ministry of Women and Child Development;
- (iii) Work relating to Women Component Plan (WCP) and Gender Budgeting (GB);
- (iv) Examination and preparation of briefs and comments on Cabinet Notes, EFC Memos, SFC Memos with regard to schemes of Ministry of Women & Child Development besides participating in EFC and SFC Meetings;

- (v) Advisory role with regard to Subordinate Organizations of Ministry of Women & Child Development i.e. National Commission for Women (NCW), National Commission for Protection of Child Rights (NCPCR), National Institute of Public Co-operation and Child Development (NIPCCD), Rashtriya Mahila Kosh (RMK) and Central Social Welfare Board (CSWB) besides participation in General Body and Governing Body meetings of NIPCCD, RMK and CSWB.
- (vi) Representing Planning Commission in the meeting of Parliamentary Committees, Inter-Ministerial Committees, Expert Groups/Committees, Task Forces on the subject relating to Women & Child Development;
- (vii) All parliamentary matters viz. answering Questions, supply of material within and outside the Planning Commission.
- (viii) Coordination with other Ministries/Departments, UN and other International Agencies and subject Divisions within Planning Commission on women and child issues;
- (ix) Examination of the proposals on Research Studies, Seminars, Workshops and Conferences on Women and Child issues received through Socio-Economic Research Division of the Planning Commission;
- (x) Representing Planning Commission in the meetings of various Sanctioning Committees constituted under respective schemes and other committees on women and child issues constituted by the Ministry of Women & Child Development;
- (xi) Preparation of material relating to women and child sector for inclusion in Economic Survey, President's Address to the Joint Session of the Parliament, Prime Minister's Independence Day Speech, Finance Minister's Budget Speech etc.;
- (xii) Any other work assigned by Planning Commission.

Linked Ministry:

Ministry of Women & Child Development.

30. PROGRAMME EVALUATION ORGANISATION (PEO)

The Programme Evaluation Organization was established in October, 1952, as an independent organization, under the general guidance and direction of the Planning Commission with a specific task of evaluating the community development programmes and other Intensive Area Development Schemes. The development of methods and techniques of evaluation in the First Five Year Plan and setting up of evaluation machineries in the States during Third Plan (1961-66) and Fourth Plan (1969-74) contributed to the growing importance of evaluation in the planning process. Gradually with the extension of the Plan Programmes/Schemes in a variety of sectors, viz. agriculture, cooperation, rural industries, fisheries, health, family welfare, rural development, rural electrification, public distribution, tribal development, social forestry, etc., the evaluation work undertaken by the PEO was extended to other important Centrally Sponsored Schemes. In 1973, PEO was merged with the Planning Commission.

1. Functions and Objectives

The Programme Evaluation Organisation (PEO) undertakes evaluation of selected programmes/schemes under implementation, as per the requirement of the various Divisions of Planning Commission and Ministries/Departments of Government of India. The evaluation studies are designed to assess the performance, process of implementation, effectiveness of the delivery systems and impact of programmes/schemes. These studies are diagnostic and aim at identifying the factors contributing to success/or failure of various programmes and derive lessons for improving the performance of existing schemes through mid-course corrections and better design of future programmes.

Broadly speaking, the objectives of evaluation work taken up by PEO includes objective assessment of process and impact of the development programmes, identifying the areas of success and failures at different stages

of administration and execution, analysis of reasons for success or failure, examining extension methods and people's reactions thereto and deriving lessons for future improvement in the formulation and implementation of the new programmes/schemes. Evaluation in this sense has been recognized as quite distinct and separate from analysis of progress and review on the one hand, and inspection, checking and scrutiny of the schemes and works on the other hand.

The PEO conducts external evaluation, independent of the administrative channels, through direct observations, sample surveys and social science research methods. Thus, the evaluation studies carried out by the PEO are different from progress reporting or checking and scrutiny work as being done in the administrative Ministries/Departments. At the same time, the PEO tries to ascertain the views of planners and implementing agencies at all stages of evaluation.

2. Plan Scheme for Strengthening Evaluation

A new Central Plan Scheme "Strengthening Evaluation Capacity in Government" was introduced in the year 2005-06. The objective of the Scheme is to provide quick and useful information for planners and policy makers. Quality evaluation of various programmes and projects would bring improvement in public sector performance and also address a broad range of issues relating to economy, efficiency, effectiveness, sustainability and relevance of public sector funding and development intervention. For the years 2006-07, 2007-08, 2008-09 and 2009-10 Rs.8.55 crore, Rs.26 crore, Rs. 12 crore and Rs.12 crore respectively were sanctioned to PEO under this scheme.

3. Organizational Structure

The PEO is primarily a field level organization under the overall charge of the Deputy Chairman, Planning Commission. It has a three-tier structure with its Headquarters at Planning Commission, New Delhi. The middle rung

is represented by the Regional Evaluation Offices, while the next link is the Field Units known as the Project Evaluation Offices.

At the apex is the Headquarters at New Delhi, which is responsible for evolving suitable methodologies including statistical designs for various types of evaluation studies, organizing, execution and monitoring of sample surveys, data processing, statistical analysis and interpretation of qualitative and quantitative data generated by the field units and also for bringing out the Evaluation Reports. The Organization is headed by the Pr. Adviser (Evaluation). At the headquarters, an Adviser, three Directors/Deputy Advisers and one Senior Research Officer support the Senior Adviser. The Directors/Deputy Advisers are responsible for designing and execution of evaluation studies and act as "Project Directors".

The middle link of the PEO represents seven Regional Evaluation Offices, which are located at Chandigarh, Chennai, Hyderabad, Jaipur, Kolkata, Lucknow and Mumbai. Each Regional Evaluation Office is headed by a Regional Evaluation Officer of the rank of Director/Deputy Adviser and is assisted by two Research Officers, two Economic Investigators Grade-I and one Economic Investigator Grade-II. All the Regional Evaluation Offices are responsible for the supervision of the field work; scrutiny and compilation of field data collected for Evaluation Studies and provide guidance to Project Evaluation Offices under their jurisdiction. They are also responsible for maintaining a close liaison with the State Governments and also providing technical guidance to State Evaluation Units in organizing State level studies.

The Field Units, known as Project Evaluation Offices constitute the third tier of PEO. These are located in the capital cities of eight major states of the country, viz. at Guwahati, Bhubaneswar, Shimla, Bangalore, Bhopal, Patna, Thiruvananthapuram and Ahmedabad. Each Project Evaluation Office is headed by Project Evaluation Officer of the rank of Senior Research Officer, who is assisted by one Research Officer, two Economic Investigators, Grade-I and two Economic Investigators Grade-II. Each Project Evaluation Office is

under the administrative control of a Regional Evaluation Office. The Project Evaluation Offices are responsible for reporting the working and progress of the development programmes in their areas and for conducting evaluation studies under the guidance of their concerned REOs. They are also responsible for maintaining a close liaison with the State Governments under the overall supervision of Regional Evaluation Officer.

4. Development Evaluation Advisory Committee (DEAC)

In order to guide the Programme Evaluation Organization for prioritization of areas of research, methodologies to be adopted and establishment of linkages between PEO and various evaluation/ research organizations and academic institutions besides follow up action on evaluation results, the Planning Commission has set up a Development Evaluation Advisory Committee (DEAC) on 29th November, 2004 under the Chairmanship of Deputy Chairman, Planning Commission. All Members of the Planning Commission, four eminent research professionals from renowned Research Institutes and Universities are Members of DEAC and Pr. Adviser (Evaluation) is the Member Secretary. The main functions of this Committee are as follows:

- to identify major thematic areas for evaluation research in the country and for Programme Evaluation Organization (PEO).
- to consider and approve the Annual Plan/long term Plan for PEO.
- to assess and monitor the quality of development evaluation research in the country and recommend corrective measures.
- to monitor compliance of evaluation findings by planning and implementing Ministries/Departments.
- to suggest ways and means for developing greater linkages between PEO and Central Ministries/Departments, State Evaluation Institutions as well as other academic institutions and organizations engaged in monitoring and evaluation of programmes/schemes and research.
- to provide guidance for formulation of a national evaluation policy outlining the methods, standards and processes of information generation and use.

- to assess evaluation resources and develop suitable strategies for evaluation capacity development in the Ministries/Departments, NGOs, Universities and Research Institutions in the country.
- to suggest any other activity to be undertaken by PEO to generate useful evaluative information for planners/ policymakers.

5. **Seminars/Workshops**

To get feedback on the quality of evaluation reports and their utility in design and implementation of programmes PEO interacts with planners, implementing agencies and academicians. Seminars are held and meetings are organized on a regular basis on topics relevant to the areas of work of PEO. Representatives of the concerned Ministries/Departments, Academicians, Research Institutions etc. who are known to have worked in specific areas and representatives of State governments are invited to the seminars.

6. **Training Programmes for Evaluation Personnel**

- a. To upgrade the skills in evaluation techniques, the PEO organizes training programmes from time to time. These are attended by officers from State Governments, Central Ministries and concerned Institutions and Organisations.
- b. The PEO also organizes training programmes for its officers on computer based Statistical Packages with the help of National Informatics Centre, Yojana Bhavan Unit, New Delhi from time to time.

7. **Reference Books/PEO Library**

The PEO (Headquarters) maintains its own library (Technical) where books on evaluation techniques and reports of PEO are available for ready reference.

8. **PEO Reports on the Internet**

In order to disseminate the findings of PEO studies for improvement in programme implementation and increasing the awareness of people regarding developmental programmes, PEO reports are available on internet at Planning Commission Website www.planningcommission.nic.in. The reports are released to media, leading research institutions and State Evaluation Organisations. These are also made available to the researchers.

10. President's address to both houses of Parliament on June 4, 2009 on the steps to be initiated by the Government, inter alia, includes "Strengthening public accountability of Flagship Programmes by the creation of an Independent Evaluation at arm's distance from the government catalyzed by the Planning Commission". This is being handled in PEO.

UNIT - IV

ADMINISTRATION DIVISION

The Administration Division is responsible for rendering establishment, administrative, accounts, library services to the officers and staff of the Planning Commission including Programme Evaluation Organisation and its regional/field offices. An organisation chart of the Administration Division is given at Annexure IV. The work in the Administration Division can be divided under the following broad heads: -

- i) Personnel Administration
- ii) General Administration
- iii) Accounts
- iv) Internal Financial Advice & Budget
- v) Organisation & Method and Coordination Section
- vi) Career Management & Vigilance

PERSONNEL ADMINISTRATION

There are four Sections dealing with the establishment matters of the staff and officers of the Planning Commission and Programme Evaluation Organisation and its field units.

1. ADMINISTRATION I SECTION

All administrative/establishment matters pertaining to the following Gazetted posts (including Deputy Chairman/ Minister of State for Planning/Members/Member Secretary)

1. Secretary, Principal Advisers, Senior Advisers, Advisers, Joint Secretary, Joint Advisers, Director, Deputy Secretary, Dy. Advisers, Under Secretaries, Chief Librarian-cum-Documentation Officer.
2. Allocation & Distribution of work among above officers.
3. Allocation of work among Deputy Chairman and Members and Minister of State.
4. Creation/continuation and abolition etc. of such posts.
5. Framing/amendment of recruitment rules in respect of GCS Advisers/Joint Advisers/ Deputy Advisers and Chief Librarian cum Documentation Officer.
6. Up gradation/ down gradation of posts.
7. Filling up of the posts through UPSC in respect of GCS posts of Joint Adviser/Dy. Adviser/Chief Librarian-cum-Documentation Officer.
8. Filling up the posts under Central staffing Scheme through Establishment Officer.
9. Filling up of posts of Advisers in Planning Commission and Director, IAMR.
10. Encadrement of the ex-cadre posts into cadre and vice versa.
11. Maintenance of Service Records/ Grant of Leave/Grant of HBA etc. in respect of concerned officers.
12. Grant of Terminal benefits to the retiring officers (including Members).
13. Matters relating to health facilities/medical reimbursement to concerned officers.
14. Matters relating to allotment of govt. accommodation to concerned officers.

15. **Sending of proposals to the Cabinet and its Committees like Cabinet Committees on Appointment, Accommodation etc.**
16. Implementation of ACC decisions regarding appointment/transfer/posting, etc. and its reporting to Cabinet Secretariat.
17. Handling Parliament Questions relating to administrative/establishment matters and their coordination.
18. Court cases pertaining to the Section.
19. Appointment of Non-official Consultants under the Plan Head " Expertise for Planning process " .
20. Annual Confidential Reports of concerned officers.
21. Arranging Internship for Post Graduate/ Research Students.
22. Administrative matters relating to Secretariat for Committee of Infrastructure, Economic Advisory Council to PM and Unique Identification Authority of India (UIDAI)
23. All administrative/ establishment matters of Directors/ Deputy Advisers of Programme Evaluation Organisation (PEO) Headquarters and Field Units.

2. ADMINISTRATION II SECTION

1. All Administrative and establishment matters pertaining to Senior Research Officers/ Research Officers/ Technical Officer/Statistical Investigators Grade I to II/Assistant Information Officers/ Economic Officers/Research Assistants/ Publicity Investigator/ Senior Artists/ Artists/ Computers Grade I / Carpenter and the Official Language Staff in Planning Commission; and Senior Research Officers, Research Officers, Economic Officers, Economic/Statistical Investigators, Computers, Tabulation Clerks of Programme Evaluation Organisation(PEO) Headquarters and its Field Units.
2. Creation, abolition of aforementioned posts(including continuation of temporary posts), framing/amendment of Recruitment Rules thereof, and sending proposals for filling the posts through UPSC/SSC, as the case may be (except the posts belonging to various organized services).
3. The following service matters in respect of grades/posts mentioned in 1 above:
 - i. Maintenance of Service record/ Leave Account/Release of increments;
 - ii. Fixation of pay and processing cases under Assured Career Progression(ACP) Scheme;
 - iii. Posting & Transfer;
 - iv. Grant of terminal benefits to retiring personnel;
 - v. Court/CAT cases pertaining to the Section;
 - vi. Benefits under CGHS and CS(MA) Rules, 1944;
 - vii. Accommodation;
 - viii. Grant of House Building Advance;
 - ix. Constitution of Departmental Promotion Committees for probation, confirmation etc;
 - x. Annual Confidential Reports and communication of adverse remarks, wherever required;
 - xi. Matters relating to CGHS. Reimbursement of Medical Claims.

4. Periodical reports and returns pertaining to administrative, accounts and budget matters.
5. Parliament Questions relating to the subjects dealt with by the Section.
6. Maintenance of Guard files, reference books and other such material, e.g., registers etc.

Linked Ministries / Departments:

1. Department of Personal & Training
2. Department of Expenditure
3. Department of Pension & Pensioners' Welfare
4. Ministry of Health & Family Welfare
5. Ministry of Urban Development
6. UPSC
7. SSC

3. ADMINISTRATION III SECTION

1. All administrative and establishment matters pertaining to personal staff of Dy. Chairman, MOS & Members, personnel belonging to CSSS i.e. Sr.PPS/ PPS/ PS/PA/ Stenographers and Group D staff of Planning Commission including casual workers already engaged on daily wage basis.
2. Administrative matters relating to the post of Photostat-cum-equipment Supervisor/Operator, Asstt. Photostat-cum-equipment operator.
3. Administrative matters relating to the staff of Departmental canteen.
4. Administrative matters relating to the post of Stenographers (GCS) and Group D staff of Field offices of REO/PEO.
5. Children's educational allowance, Tuition fee reimbursement/ Medical reimbursement cases.
6. Issue of CGHS card/Accommodation.
7. Grant of House Building Advance/permission for creating 2nd Charge, assigning interest on saving fund to group insurance companies.
8. Confidential reports & communication of adverse remarks, wherever required.
9. Circulation of vacancies.
10. Forwarding of application for outside posts.
11. Maintenance of Service book/leave account/release of increment etc.
12. Constitution of Departmental Promotion Committees/ cases under FR56(J)
13. Transfer and posting of officials dealt by the section.
14. Deputing PS/PA/Steno for taking verbatim in important meetings.
15. Creation/abolition of posts.
16. Appointment of personal staff in the office of DCH/MOS(P) and Members etc. on co-terminus basis.
17. Vigilance matters of Gr.D staff.
18. Reimbursement of Medical Claims of Stenographers and Gr. D Staff.

Linked Ministries/Departments:

1. Deptt. of Personnel and Training.
2. DGHS, Ministry of Health.
3. D/o Expenditure, M/o Finance.
4. Ministry of Urban Development.
5. Directorate of Estates.

4. ADMINISTRATION IV SECTION

1. All administrative/establishment matters pertaining to the following staff:-

Section Officers, Assistants, UDCs, LDCs, Asstt. Welfare Officer, Sr. Accountant (IF), Protocol Officer, Protocol Assistant, Staff of Pay and Accounts Office and Library, Desk Officer and Desk Attache in Planning Commission and Superintendent, UDC and LDC in PEO.

2. Framing and amendment of Recruitment Rules for the ex-cadre posts of Library staff, Protocol Officer, Protocol Assistant, Assistant Welfare Officer and Senior Accountant (IF) in Planning Commission and Superintendent, UDC & LDC in PEO.
3. Filling up of the posts of LDCs through SSC/Sports Quota and on Compassionate appointments.
4. Processing cases of compassionate appointment in Planning Commission including Programme Evaluation Organisation.
5. Filling up of the ex-cadre posts on deputation basis as per Recruitment Rules.
6. Matters relating to CGHS and reimbursement of medical claims.
7. Issue of CGHS card/Govt. accommodation.
8. Dealing with court cases filed by officials being dealt with by the Section.
9. Parliament Questions relating to the subject dealt with by the Section.
10. Circulation of vacancies received from other Ministries/Deptts. For which officials being dealt with by the Section are eligible.
11. Filling up of the posts of LDCs/UDCs/Assistants/SOs in Planning Commission through departmental exams/ direct recruitment and through Department of Personnel & Training.
12. Recruitment of Superintendent on deputation basis and filling up the post

of LDC & UDC in PEO.

13. Recruitment of Protocol Officer/Protocol Assistant on deputation basis.
14. Maintenance of Service Book/Leave Account and release of increment in respect of officials being dealt with by the Section.
15. Constitution of Departmental Promotion Committee for Promotion/Confirmation.
16. Ad-hoc appointments
17. Transfer & posting of staff in respect of officials dealt with by the Section.
18. Completion of Annual Confidential Reports/APAR and communications of adverse remarks, wherever required.
19. Grant of House Building Advance to the staff dealt with by the Section.
20. Furnishing of information sought under RTI Act, 2005.
21. Grant of Honorarium to Officers and Staff of Planning Commission and PEO.
22. Furnishing of various periodical returns.
23. **The following cases of Planning Commission including IAS officers and REOs, PEOs are dealt in PENSION CELL :-**
 - 1) Retirement benefits (Pension, Gratuity & Commutation) on superannuation/death cases/voluntary retirement (Pension, Gratuity & Commutation).
 - 2) Absorption in PSUs/Autonomous organizations on pro-rata pension.
 - 3) Restoration of 1/3rd pension after completion of 15 years from the date of commutation of those pensioners, who took full commutation while being absorbed in PSUs/Autonomous organizations.
 - 4) Revision of pension authority.
 - 5) Grant of family pension to the unmarried/ divorcee/ widow daughters of the pensioners, who are above the age of 25 and unemployed and disabled brother/ sons/ sisters/daughters.

- 6) Sanction of life time arrears after the death of pensioners/family pensioners.

Linked Ministry/Department:

1. Department of Personal & Training
2. Department of Expenditure
3. Department of Pension & Pensioners' Welfare
4. Ministry of Health & Family Welfare
5. Ministry of Urban Development
6. UPSC
7. SSC

5. ACCOUNTS I SECTION

The Section deals with work relating to all types of payments to Group A and Group B (Gazetted) officers of Planning Commission namely -

1. Deputy Chairman
2. Minister of State Planning and Parliamentary Affairs
3. Members
4. Secretary/Member Secretary
5. Special Secretary / Pr. Advisers / Equivalent.
6. Advisers and equivalent officers
7. Joint Secretary
8. Joint Advisers
9. Officer on Special Duty to Deputy Chairman
10. Additional Advisers / Equivalent.
11. Deputy Advisers
12. Directors/Deputy Secretaries
13. Deputy Directors
14. Under Secretaries
15. Senior Research Officers
16. Research Officers/Economic Officers
17. Senior Accounts Officer/Pay & Accounts Officer, A.A.O

18. Section Officers, Desk Officer, Protocol Officer
19. P.S.O/Sr.P.P.S/Addl. P.S./P.P.S/P.S, 1st P.A., Asstt. P.S, OSD to Members
20. Consultants (Official/Non-Official) - whole-time/part-time/ Young Professionals
21. Asstt. Information Officer.
22. Chief Librarian-cum-Documentation Officer, Asstt. Librarian-cum- Information Officer.
23. Jt. Director(OL), Assistant Director(OL)
24. Chairman, Member and other Officers of EAC to PM
25. Adviser to PM on Information, Infrastructure and Innovation

II. The Major items of work dealt with in the section are:-

1. Preparation of pay-bills/fee bills/supplementary(arrears) bills of all the above categories of officers including the officers appointed under the New Pension Scheme.
2. Calculation of income-tax including preparation of monthly/quarterly annual income tax returns and preparation of form-16/16-A of all the above categories of officers.
3. T.A. bills on their official tours, transfers and on Retirement etc. of all the above categories of officers. Settlement of outward claims received from Ministry of External Affairs. Control of Domestic Travel Expenses in respect of both Gazetted and Non-gazetted officers/ officials.
4. Sanction of LTC Advance and settlement of adjustment claims.
5. Preparation of bill for the Leave Encashment while availing LTC.

6. Processing and payment of invoices/claims received from Protocol Section on account of booking of air ticket in respect of official journeys of above officers/officials from Government/Private airlines and their settlement through M/s. Balmer Lawrie & Co. Ltd./Air Travel Bureau.
7. TA Bills of non-officials attending meetings of various Working Groups/ Task Force/ Advisory Committee/ Steering Committees and Senior Offices attending interviews for their selection in Planning Commission.
8. Issue of sanction and preparation of bills on account of CGEGIS/CGEIS and GPF final payment of retiring officers. Preparation of DCRG, Commutation of Pension and Leave encashment bills of all officers on their retirement.
9. Preparation of bills for medical advance and reimbursement.
10. Examination of Tuition fee/Hostel subsidy claims and Preparation of bills.
11. Preparation of HBA bills.
12. Long term advances to Govt. servants (Motor Car Advance/ Computer Advance/ Scooter Advance) - processing of cases and preparation of bills. Control of MCA/Computer Advance expenditure in respect of Non-gazetted officials of Planning Commission also.
13. Processing of GPF withdrawals, advances, **conversions of GPF advance into withdrawal.** Processing of GPF transfer cases in respect of the officers transferred from Planning Commission and credit of GPF amount of the officers received on transfer from other Ministries/Departments. Preparation of Annual GPF statement.
14. Submission of expenditure returns to IF Cell.
15. Audit objections relating to Accounts I Section.

16. Parliament Questions.
17. Issue of Last Pay Certificates, License Fee Certificate, etc.
18. Leave Salary and Pension contribution cases if the officers who are on Foreign Service in Planning Commission and the Planning Commission's officers who are on Foreign Service to other Organisations.
19. Reply of various RTI matters directly relating to the subject matter of Accounts I Section.

III. Guard File

The Section maintains Guard files of various orders on:-

- ii. Pay and Allowances
- iii. GPF
- iv. MCA/Computer/Scooter Advance/HBA
- v. TA/DA/LTC
- vi. Delegation of Financial Power Rules.

Linked Ministries/Departments:

1. Ministry of Finance/Department of Expenditure.
2. Deptt. of Personnel and Training.
3. Ministry of Civil Aviation.
4. C&AG.
5. Cabinet Secretariat.
6. Railways.

6. ACCOUNTS II SECTION

This Section deals with work relating to all types of payments to all Group B (Non Gazetted) and Group C officers of Planning Commission namely:

1. Research Assistants
2. Senior Accountants
3. Accountant
4. Senior Library and Information Assistants
5. Library and Information Assistants
6. Library Clerk
7. Senior Hindi Translator
8. Junior Hindi Translator
9. Senior Artist
10. Junior Artist
11. Technical Assistant
12. Assistants of CSS
13. Personal Assistants Grade C
14. Stenographer Grade D
15. Language PA of Members
16. Language PA of Dy. Chairman
17. II PA of Members
18. II PA of Dy. Chairman
19. UDCs

20. LDCs
21. Desk Attache
22. Staff Car Drivers
23. Despatch Riders
24. Co-terminus PAs
25. Co-terminus LDCs
26. Assistant Photo-Stat Equipment Operator
27. Binder-cum-Attendant.

II. The Major items of work dealt with in the section are:-

1. Preparation of Monthly & Supplementary pay-bills of the above category of officers.
2. Calculation of Income Tax of all the above categories of officers and submission of quarterly and annual Return to Income Tax Authority.
3. TA Bills on their official tours, transfer and on retirement etc. of all the above categories of officers.
4. LTC claims.
5. All OTA claims of Staff of Planning Commission.
6. All short term Advances viz Festival Advance/Cycle Advance etc.
7. Preparation of bills related to DCRG, Commutation of pension, CGEGIS, GPF and leave Encashment of all officers on their retirement.
8. Medical Re-imbusement bills.
9. Tuition fee reimbursement bills.

10. Preparation of HBA bills.
11. Computer Advance.
12. Motor Cycle/Scooter Advance.
13. Processing of GPF withdrawals and Advances, conversion of GPF Advance to withdrawal, Transfer of GPF assets.
14. Preparation and issue of LPCs.
15. Submission of expenditure returns to DDO/IF Cell.
16. Verification of service of all the above category of employees.
17. Reply to Audit Objections.
18. Parliament Questions.
19. Online submission of license fee schedule to Directorate of Estates and time to time reconciliation of individual accounts with Dte. of Estates.
20. Preparation of annual GPF statements.
21. Reply of R.T.I. related questions.
22. Record, review and weeding out of old files/documents.

Linked ministries/departments

1. Ministry of Finance , Department of Expenditure.
2. Deptt. of Personnel & Training.
3. C&AG.

7. ACCOUNTS III SECTION

1. Monthly/Supplementary pay bills of Group "D"/Departmental Canteen employees.
2. License Fee recoveries.
3. TA/DA, LTC Advance Bills of Group "D" Employees.
4. Cycle/Fan/Natural Calamity/Computer/Motor cycle advance bills.
5. House Building Advance bills.
6. Festival/Leave Salary advance bills.
7. GPF Advance/Withdrawal including conversion of GPF Advance into Withdrawal bills.
8. Maintenance of GPF Accounts of Group "D" staff and allotment of GPF Accounts number to officers/officials of Planning Commission including reconciliation with Pay and Accounts Office.
9. Checking of final payment of GPF on retirement/transfer of Officers/Officials of Planning Commission.
10. Checking of interest calculation on HBA/MCA/Scooter advance etc.
11. Checking of all overtime bills.
12. Children Education Allowance.
13. Reimbursement of Tuition fee bills.
14. Reimbursement of Medical bills.
15. Reimbursement of Telephone Bills of officers of Planning Commission/EAC.
16. Reimbursement of News Paper bills to officers of Planning Commission/EAC, payment of News Paper bills to Central News Agency.
17. Processing of Conveyance Bills.
18. Disbursement of Cheques to parties & Officers/ employees of Planning Commission.

19. Terminal Payments on retirement/death to Group "D" and Departmental Canteen staff viz. DCRG, Commutation of Pension, Leave encashment, Saving/Insurance fund.
20. Checking of calculation of contributions for leave salary/pension.
21. Contingent bills in respect of Planning Commission/EAC/DOP.
22. Coordination work with the Audit party.
23. Payments and Receipts.
24. Disbursement of Pay and Allowances and Payment to non Officials.
25. Refund of undisbursed amounts and maintenance of Treasury challans.
26. Checking/ finalisation of Income Tax Calculation of all officials.
27. Maintenance of Cash book.
28. Effecting recoveries in respect of demands from Planning Commission Co. Op. Thrift & Credit Society, Hire Purchase Society, Welfare Fund Society, yearly recovery of contribution from employees of concerned recognized employee unions etc.
29. Preparation of Honorarium bills of Group 'D' staff.
30. Preparation of monthly pay bill of Group "D" employees in respect of EAC and DOP.

Link Ministries/Departments

1. Department of Revenue.
2. Department of Expenditure.

8. ACCOUNTS IV SECTION

I. The Section deals with all account matters including payments and prepares establishment bills and payments relating to the following Gazetted, Non-gazetted and Group `D` staff of the Programme Evaluation Organisation.

1. Advisers
2. Directors
3. Deputy Advisers
4. Sr. Research Officer
5. Research Officer
6. Economic Officer
7. Statistical Officer
8. Economic Investigator
9. Statistical Investigator
10. Tabulation Clerks
11. Computer
12. Peons

II. The Section also deals with the following matters:

1. Monthly Salary & Supplementary bills
2. Honorarium cases
3. O.T.A Bills
4. TA/LTC
5. Newspaper Bills
6. All Contingent Bills
7. House Building Advance Bills
8. Leave Salary Advance

- III. The Section also deals the following matters from sanction to preparation of the bills and making payment.
1. GPF Advances/Withdrawals/ Conversion
 2. Festival Advances
 3. Tuition Fee
 4. Loans & Advances viz Motor Car, Other Motor Conveyance, Computer and other Advances.
 5. Settlement of Festival/Advance GPF account of Officers proceeded on Transfer and on retirement of the related Officers/staff.
- IV. Preparation of DCRG, Commutation of Pension, CGEGIS, Leave encashment, Issue of Last Pay Certificate, Recoveries Certificate of License Fee etc.
- V. Matters relating to PEO as a whole including Gazetted Officers of the field offices. Sanction and preparation of bills of the following:
1. TA/LTC
 2. Medical
 3. GPF Advances/Withdrawal & Conversion
- VI. The section also deals with the following:
1. Verification of service books
 2. Income Tax Calculations
 3. Submission of Quarterly and Annual Return of I.Tax to Income Tax Authority (in electronic format)
 4. Preparation and issue of L.P.C.
 5. Collection/compilation and the preparation of monthly/quarterly expenditure statement for submitting it to I F Cell
 6. Maintenance of different Guard Files on all relevant subjects

7. Parliament Questions
 8. Parliament Assurances
 9. Submission of different monthly/quarterly returns to O&M and Coordination section
 10. Coordination of work with Audit and attending to Audit Objections
 11. Allocation of funds to all REOs, PEOs and PEO (Hqrs)
 12. Preparation and issue of GPF Statements in r/o PEO (Hqrs.)
 13. Budgetary and expenditure control of PEO as a whole
 14. Submission of Monthly & quarterly expenditure returns to I F Cell.
 15. Issue of Letter of Credit (LOC) to all REOs.
 16. Maintenance of different relevant official registers/records.
 17. Preparation of Revised estimates and budget estimates in respect of PEO as a whole
- VII. The Section also functions as Cash Section and the Section Officer functions as Drawing & Disbursement Officer (PEO) and disburses all payments through Cashier, PEO.
1. Disbursement of Pay & all other payments by cashier
 2. Maintenance of cash book
 3. Maintenance of Ledger/Bill Register
- VIII. Reconciliation of Expenditure of PEO(Hqr.)with PAO, Planning Commission.
- IX Reconciliation of GPF contribution/withdrawals/Advances.
- X Reconciliation of long term advances.

9. CAREER MANAGEMENT & VIGILANCE DESK

Career Management and Vigilance Desk comprise two units namely (a)

Vigilance Unit and (b) Career Management Unit. The subject dealt with in the two units are as follows:-

(A) Vigilance Unit:

1. The Unit deals with vigilance cases such as cases of corruption, malpractices and lack of integrity in respect of Group 'A', 'B' and 'C' officers. The proceedings are conducted in accordance with procedure laid down in:
 - i. CCS (CCA) Rules, 1965
 - ii. CCS (Conduct), Rules, 1964
 - iii. Vigilance Manual and the instructions regarding consultation with the UPSC and Central Vigilance Commission; and
 - iv. Instructions issued by the Department of Personnel and Training and Central Vigilance Commission on the subject.
2. The Unit maintains a list of officers of doubtful integrity and officers who are on the agreed list and issues vigilance clearance certificates in respect of group 'A', 'B' and 'C' officers accordingly at the time of their promotions, forwarding of applications for outside jobs/ applying for passports and on their relieving from the Planning Commission on transfer / promotion etc.
3. The Unit advises administrative sections on other disciplinary cases which may be referred to it for advice.
4. The Unit submits progress reports to Central Vigilance Commission and Department of Personnel and Training on the progress of work done by way of prescribed quarterly progress reports.
5. The unit also deals with work relating to maintenance and disclosure of Annual Performance Appraisal Report (APAR) of officers/officials of Planning Commission.
6. The Unit functions under the Chief Vigilance Officer assisted by a Desk Officer. However, Secretary, Planning Commission/ Adviser (Admn.) are kept informed of the progress made in respect of the pending cases.
7. The vigilance matters of Group 'D' Staff are looked after by the respective Administration Sections.

(B) Career Management:

The work in the Unit mainly comprises the following:

1. Training Programmes in India and abroad: Offers for training in India and abroad are received from the nodal Ministries and/ or training institutions. The Group Coordinating officers are requested to recommend candidates for training keeping in view the essential qualifications and the utility of training for the Planning Commission and the cost involved. The names of the recommended candidates are forwarded to the nodal Ministry/ Institute after obtaining the approval of Secretary/ Pr. Adviser (Adm.). After selection of an officer for training, the case is further processed for obtaining approval of the competent authority and consultation with the Ministry of Finance is also made, if necessary.
2. Foreign Assignments: On receipt of offers through nodal Ministries, applications are invited from the eligible candidates through Group coordinating officers. The names are forwarded to the nodal Ministry after approval from Deputy Chairman, Planning Commission. Applications in respect of officers belonging to organized services are forwarded subject to clearance from their Cadre Controlling Authority.
3. Deputation / Delegations for participation in Seminars / Conferences in India and abroad: Officers are deputed to represent Planning Commission at Seminars/ Conferences in India / abroad with the approval of Secretary or of the Screening Committee of Secretaries or the Dy. Chairman as the case may be. In the case of Deputy Chairman and Members, approval of Prime Minister is obtained for all foreign travels. In the case of visits abroad, political clearance from the Ministry of External Affairs and clearance under FCRA for accepting foreign hospitality from the Ministry of Home Affairs are obtained.
4. Miscellaneous work relating to visits abroad: Passports and visas are arranged for officers going abroad on training or deputation through the Ministry of External Affairs.
5. Orders for release of Foreign Exchange through authorized Banks for personal incidental expenses are to be issued by this Unit.

(C) Other

1. Implementation of Minimum Agenda for E-Governance in Planning Commission.

(D) ANNUAL PERFORMANCE APPRAISAL REPORT(APAR) CELL

The APAR Cell looks after the following work:-

- i) To communicate the full and completed APAR to each officer with a view to invite representation, if any, on the report.
- ii) To treat the APAR as final if no representation is received from the officer within 15 days of forwarding the report to the officer.
- iii) To consider and pass orders, if necessary, in consultation with Reporting and Reviewing Officer, and with the approval of the competent authority, on the representation received from the officer on their APAR.

10. CENTRAL REGISTRY.

This Section has two units within it- one for handling incoming dak known as the Receipt Unit and the other for the dispatch of outgoing dak- local and postal – known as Dispatch Unit. In addition there is a Night Duty Cell/Resident Duty Cell, which attends to the dispatch/receipt of outgoing/incoming dak after office hours/holidays of urgent nature that cannot be withheld till the next day. The Section maintains franking machine and also three two-wheelers given for official work to Dispatch Riders.

11. CHARTS, MAPS & EQUIPMENT UNIT

The Charts, Maps & Equipment Unit of Planning Commission provides technical and equipment support for day-to-day office work as well as for various Meetings, Conferences organized by Planning Commission and the need of official functions in and out-side the office. The unit has the following modern equipment to cater to the office requirements and deals with the following as under:-

Charts and Maps Unit :-

Designing and Plotting :-

- (i) Designing of Multi Color Cover Pages of Various Reports published by Planning Commission.
- (ii) Plotting of Graphical Charts, Pert Charts, Organization Charts.
- (iii) Preparation of Maps of India as well as different Countries showing different data.
- (iv) Preparation of Seating Plan for various Meetings/ Seminars/ Conferences in the committee rooms of Yojana Bhawan and Vigyan Bhawan and other venues.
- (v) Preparation of Building Plan of Yojana Bhawan showing seating arrangement of the officers of Planning Commission.
- (vi) Designing and Printing of Certificates of various training given by Planning Commission/NIC to the employees of P.C.
- (vii) Designing of Car Parking and Scooter Parking Labels.
- (viii) Designing of advertisement regarding different conferences of different sectors on Public Private Partnership to be published in different Newspapers.
- (ix) Calligraphically Writing on Invitation Cards for use on Dy_Chairman, PC.
- (x) Scanning & Editing of Photographs to make Collage to be used for Cover Designs of different reports of Planning Commission.

Printing :-

- (i) Printing of various Reports in multi color and mono color.
- (ii) Printing and lamination of Identity Cards for Pensioners as well as serving employees of Planning Commission, PEO and Western Ghat Secretariat.

Other important Jobs :-

- (i) Preparation of Name Display Cards for the Ministers/Officers participating in the Meetings/ Seminars/Conferences in and out side of Planning Commission.
- (ii) Direction Boards for the Meetings/ Seminars/ Conference in and out side of Planning Commission.
- (iii) Preparing of Slides for information regarding meetings in the Yojana Bhawan for display on Plasma Screen on different floors.
- (iv) Scanning of Official document for website and printing purpose.

Supervision and Procurement:-

- (i) Layout of specifications and Procurement of Photostat Machines, Scanners, Color Printers & Photocopiers, Binding Machines, Over Head Projectors, Slide Projectors, VCRs etc.
- (ii) Verification of Annual Maintenance contracts bills and monthly bills of Photocopiers and other equipments.
- (iii) Supervising and Providing Laptop, Projectors, Over Head Projectors and Screen in the Meetings/Seminars/Conferences.

Photostat Unit:-

- (i) Handing of day to day Photocopying work, Duplicating, Color Photocopying.
- (ii) Printing of various Reports of Planning Commission with binding and complete in all respect.
- (iii) Cutting of papers and other documents in different size.
- (iv) Installation of Laptop, Projectors, Slide Projectors in meetings.

12. GENERAL ADMINISTRATION-I SECTION

The main functions/activities of General I Section are as under:

A. General I Section :

- (ii) Allotment of office accommodation to officers and staff of Planning Commission in Yojana Bhavan.
- (iii) Hiring of accommodation for Regional and Project Evaluation Offices of Programme Evaluation Organisation located outside Delhi.
- (iv) Renovation of Divisions/Sections/Officers room in Planning Commission at Yojana Bhavan, EAC Office at Vigyan Bhavan and regional offices of REOs/PEOs.
- (v) Purchase/Installation of Computer / Printer / Software and other accessories & their maintenance for office as well as for residence of entitled officers (under modernization of office system).
- (vi) Providing Furniture & Furnishing items to the Members and officers.
- (vii) Repair/maintenance of miscellaneous furniture items.
- (viii) Maintenance/repair/up-gradation of computers provided in Yojana Bhavan and at the residence of Officers of Planning Commission.
- (ix) Maintenance and repair of D.G. Sets, ETAC/PTAC plants and UPS Systems in Yojana Bhavan through CPWD.
- (x) All civil and electrical works in Yojana Bhavan.
- (xi) Preparation of Budget Estimates/ Revised Estimates (Plan) for General Administration.
- (xii) Engaging general duty workers through contract firms for proper parking of vehicles.
- (xiii) Entering into contracts for maintenance of various services.
- (xiv) Issue of temporary identity cards and photo identity cards for officers/staff of Planning Commission.
- (xv) Sanctioning of condemnation of furniture and other items handled in the section and disposal thereof.
- (xvi) Issue of No Objection Certificate to the outgoing officers.

- B. Caretaker Cell :** Caretaker Cell is responsible for
- i. Day-to-day maintenance including cleanliness of the building;
 - ii. To keep liaison with Civil, Electrical and Horticulture wings of CPWD;
 - iii. To issue parking labels and security passes for vehicles and to maintain liaison with security officials for various security requirements during official meetings;
 - iv. Outsourcing and entering into contracts for cleaning services, flowers, professional services of general labour, chowkidar, security guards etc. required for proper upkeep of the building.

Linked Ministries/Departments:

1. Ministry of Finance / Deptt. of Expenditure
2. Ministry of Urban Development / CPWD

13. GENERAL ADMINISTRATION SECTION - II

General Administration Section-II deals with the following work: -

(A) Procurement, Storage and Distribution of following consumable items: -

- i) Consumables for computer printers, Digital Copier, binding & lamination machines, duplicator etc.,
- ii) Stationery, Crockery, Briefcases and Dak Bags,
- iii) Liveries for Groups "C" and "D" staff including Departmental Canteen,
- iv) Bicycles,
- v) Preparation of Name Plates and Rubber Stamps,
- vi) Battery and Pencil Cells.
- vii) Tube Lights, Bulbs etc.

(B) Procurement, Storage, Distribution and Maintenance of following type of Equipments:

- (1) Procurement of Machinery and Equipment such as:-
 - i. Photocopiers (Desk Top as well as Heavy Duty).
 - ii. Paper Shredders, Lamination, Binding Machines, Duplicating machines, etc.
 - iii. Air Conditioner
 - iv. Cooler
 - v. R.O. Systems
 - vi. Other Electrical equipments i.e. Hot-case, Geyser, Road Heater, Blower, Elec. Kettle etc.
 - vii. T.V./LCDs, Refrigerator
 - viii. FAX & Cable
 - ix. Calculators

- (2) Maintenance contracts for Photocopiers, duplicating machines, binding & Lamination machines, etc.

(C) Miscellaneous items of work.

- i. Annual collection of Wall Calendars and Diaries from the DAVP and their distribution among Sections/Officers and the field units of PEOs/REOs.
- ii. Printing of misc. stationery items.
- iii. Condemnation/Disposal of perishable items.
- iv. Provision of stationery items in Meetings, Conferences, Workshops and Seminars etc.
- v. Sanctions for provision/condemnation of items pertaining to REO/PEO which are beyond their financial powers.
- vi. Sanctions for write off of losses related to items at headquarters as well as in the field units of REO/PEO.
- vii. Preparation of Budget Estimates/Revised Estimates (Non-Plan Head).

Linked Ministries / Departments:-

1. Ministry of Finance/Deptt. of Expenditure
2. Deptt. of Personnel and Training
3. DGS&D
4. Ministry of I&B (DAVP)
5. CPWD

14. HINDI SECTION

Hindi Section broadly deals with the following subjects:—

- i) **Translation** of documents from English to Hindi and vice versa and related correspondence.
- ii) In case of time bound and emergent cases, outsourcing of Translation work from the authorized panel of Planning Commission on prescribed rates.
- iii) Matters relating to the implementation of **Official Language policy of the Union** in the Planning Commission as well as in the offices under its control.
- iv) **Monitoring and review** of the quarterly/half yearly/ yearly reports and other information received from different Sections/Divisions/Offices of the Planning Commission for the successive use of Official Language.
- v) Correspondence related to the visits of the **Committee of Parliament on Official Language**, scrutiny of the questionnaires submitted to the Committee and follow up action on the assurances given to the Committee.
- vi) Compliance of **Presidential Orders**, issued on the recommendations made by the Committee of Parliament on Official Language in various parts of its Report submitted to the President, implemented in the Planning Commission and in the offices under its control.
- vii) To organise **Hindi Workshops** on quarterly basis to impart training to the officers/employees of Planning Commission and its field units to enable them to work in the Official Language Hindi.
- viii) Constitution and reconstitution of **Hindi Advisory Committee/ Official Language Implementation Committee** in Planning Commission to

ensure their Half yearly/quarterly meetings and follow-up action taken on the decisions taken in these meetings.

- ix) Follow up action on the decisions taken in the **Kendriya Hindi Samiti, Central Official Language Implementation Committee etc.**
- x) **Nomination of officers/employees for various Hindi classes** like Prabodh, Praveen & Pragya, Hindi typewriting & Hindi stenography, to ensure their admission to the nominated classes, regularity in attendance and appearance in the examinations.
- xi) To organise different **functions, meetings, seminars** etc. to create an environment congenial to the propagation and use of Hindi. Reviving of NGO(s) established for the implementation of Rajbhasha, Hindi as advised by Secretary, Deptt. of Official Language.
- xii) To conduct **inspections of Sections/ Divisions/ Offices** on the specific subject of compliance of Official Language Policy there.
- xiii) **To examine the plan proposals received from Department of Official Language** regarding propagation and implementation of Official Language Hindi and to convey the recommendations of Planning Commission.
- xiv) To deal with the subject relating to "**Computer Assisted Translation Project**".
- xv) To ensure implementation of official language policy, department of official language, M/o Home Affairs regarding availability of bilingual equipments in Planning Commission as well as in the offices under its control.
- xvi) **Liaison with Deptt. of Official Language** and to **give suggestions** to accelerate the use of Official Language Hindi in the Planning

Commission and in the offices under its control.

- xvii) To award prizes under the "**Kautilya Award Scheme**" of Planning Commission, to constitute and reconstitute the Evaluation Committee and to get the prizes awarded.
- xviii) Conduct the survey/study for Official Language for assessing the progress of Rajbhasha and initiate the necessary measures accordingly.

Linked Departments:-

1. Deptt. of Official Language
2. Deptt. of Personnel & Training
3. Regional Implementation Offices, M/o Home Affairs
4. Town Official Language Implementation Committees
5. Committee of Parliament on Official Language.

15. INTEGRATED FINANCE

Introduction:-

Integrated Finance was introduced in Planning Commission vide Ministry of Finance D.O. letter No.182/SE/88-I dated 6th June, 1988.

Functions:-

- [A] The advice of the Integrated Financial Adviser (FA) is available to the administrative Secretary for taking a decision. The Integrated F.A. is also more closely associated with the formulation of Schemes and the Budget, from the initial stages. The introduction of the Integrated Finance Scheme is to ensure smooth and expeditious flow of financial advice work, to the benefit of the Planning Commission.
- [B] The Integrated Financial Adviser is in overall charge of Budget and Accounts Sections in addition to the Internal Finance Section. It is the duty of the Integrated Finance -
- i. to ensure that the schedule for preparation of Budget is adhered to and the Budget is drawn up according to the instructions issued by the Ministry of Finance from time to time.
 - ii. to scrutinize the budget proposals thoroughly, before sending them to Ministry of Finance;
 - iii. to see that complete departmental accounts are maintained in accordance with the requirements under the General Financial Rules. To ensure, in particular, that the Department not only maintains account of expenditure against the Grants or Appropriations directly controlled by it but also obtains figures of the expenditure incurred by the subordinate offices so that it has a complete month to month picture of the entire expenditure falling within its jurisdiction;
 - iv. to watch and review the progress of expenditure against sanctioned

grants through maintenance of necessary Control Registers and to issue timely warnings to Controlling authorities where the progress of expenditure is not even;

- v. to ensure the proper maintenance of the Register of Liabilities and Commitments as required under the G.F.Rs. to facilitate realistic preparation of Budget Estimates, watching of book debits and timely surrender of anticipated savings;
- vi. to screen the proposals of supplementary demands for grants;
- vii. to formulate the foreign exchange budget for the Department and to process individual cases for release of foreign exchange in accordance with the instructions issued by Department of Economic Affairs from time to time;
- viii. to advise the Administrative Department on all matters falling within the field of delegated powers. This includes all powers other than those devolving on a Department in its capacity as Head of Office. It has to be ensured that the sanction issued by Administrative Department in exercise of delegated powers clearly indicates that they issue after consultation with I.F.A.;
- ix. to identify, in particular, specific savings in cases of creation of posts and to maintain a Register for this purpose;
- x. to scrutinize proposals for re-delegation of powers to subordinate authorities;
- xi. to keep closely associated with the formulation of schemes and important expenditure proposals from their initial stages;
- xii. to associate with the evaluation of progress/performance in the case of projects and other continuing schemes, and to see that the results of such evaluation studies are taken into account in the budget formulation;
- xiii. to watch the settlement of audit objections, inspection Reports, draft audit paras., etc.;

- xiv. to ensure prompt action on Audit Reports and Appropriation Accounts, Reports of Public Accounts Committee, Estimates Committee and Committee on Public Undertakings;
- xv. to screen all expenditure proposals requiring to be referred to Finance Ministry for concurrence or comments;
- xvi. to ensure regular and timely submission to the Ministry of Finance of quarterly staff statements and other reports and returns required by Finance.
- xvii. to render technical advise in the all matters requiring clarity of financial interpretation of rules by administration / Secretary.

Link Ministries / Departments:

1. Deptt. of Economic Affairs & Deptt. of Expenditure, M/o Finance.
2. Controller General of Accounts.
3. C&AG of India.

16. LIBRARY & DOCUMENTATION CENTER

I. The functions of the library are:

- Development and proper maintenance of adequate and up-to-date collection of books, periodicals, reports, maps, on all subjects relating to the work of the planning commission including Programme Evaluation Organization.
- Circulation of Books and Periodicals to all registered members of the library as per rules in vogue.
- Compilation and circulation of bibliographies, simple, annotated etc. in subjects of topical interest with the help of computerized catalogue database on demand of the readers.
- Dissemination of currently published information by means of personal notification. Selective Dissemination of Information (SDI) service, preparation and distribution of library bulletins, information digests etc.
- Maintenance of an effective and responsive reference service.
- Bringing out **DOCPLAN** – A monthly list of selected articles indexed out of the periodicals/newspapers received in the library; A monthly list of books added to the library; and Annual list of periodicals received in the library.
- Binding of books, publications and journals of the Planning Commission Library.
- Cooperation with other government libraries.

II The allocation of work amongst different units of the library for smooth and efficient functioning in the library is as under:

1. **Acquisition Unit:** Procurement of books and publications in consultation with members of the Library Committee and different division of Planning Commission.
2. **Processing Unit:** Classification and cataloguing of books and publications (Purchased or received as gratis) and maintenance of computerized catalogue database.

3. Circulation & Inter-Library Loan Unit:

- Issue/return of books to readers and their return.
- Lending books to and borrowing books from other libraries for the use of readers.

4. Reference & Bibliography Unit:

- Preparation of book lists and bibliographies
- Serving queries both short and long range
- Providing information on telephone

5. Periodicals Unit: Acquisition & maintenance of record of journals and their circulation among senior officers.

6. Documentation: DOCPLAN, a monthly list of articles indexed out of the journals received in the library.

7. Administration Section: All miscellaneous work relating to the Administration of the library, sending the weekly/monthly inspection reports, audit quarries etc.

8. Binding Unit: Binding of journals and repair of books and other publications, which becomes unserviceable due to excessive use in the Planning Commission library.

III There is a **Library Committee** with powers to exercise general direction, control, supervision and guidance over the affairs of the library through its Chairman. Secretary, Planning Commission is the final authority in all matters of administration and control of the library.

IV There is also **Library Committee** for purchase of Hindi books in the library.

V There is a committee to recommend the weeding out of old and obsolete books/reports from the stock of the library.

17. Organization & Method and Coordination Section

This Section looks after the activities of Planning Commission and Programme Evaluation Organization.

I. Method Studies and Organisational Analysis.

II. Activities relating to Organisation and Methods (O&M) such as,

- i) Review of Periodical Returns;
- ii) Compilation/Consolidation and submission of following periodical returns;
 - a) Monthly return of VIP letters pending over a month;
 - b) Monthly statement of cases pending disposal over a month.
 - c) Monthly statement of recording, reviewing and weeding of files;
- iii) Preparation of Programme of Annual Inspection of Divisions/Sections including Regional/Field Offices of Programme Evaluation Organisation on yearly basis;
- iv) Review and updating of Induction Material;
- v) Introduction of functional filing index system;
- vi) Internal delegation of financial and administrative powers;
- vii) Training of Staff in Organization and Methods & procedures;
- viii) Records Management;
- ix) Organisation charts;
- x) Desk Officer System
- xi) Review of department Record Retention Schedule;
- xi) Grievance Redress Machinery.
- xii) Correspondence with Deptt. of Administrative Reforms & Public Grievances
- xiii) Review and standardization of forms.
- xiv) Space management – Lay out Planning.
- (xv) Measures to improve administrative efficiency.

- (xvi) Appointment of Authorised Medical Attendants for the employees of Planning Commission and Programme Evaluation Organisation.

III Coordination Work :-

- i) All work relating to Standing Committee on Finance.
- (ii) Compilation of information on Executive Summary for Secretary, PC.
- (iii) Recognition of Service Associations.
- (iv) General and Bye Elections to the Lok Sabha/Legislative Assembly of NCT of Delhi-Deployment of polling personnel and related liaison work.
- (v) Issue of passes for Republic Day Parade, Beating of Retreat and Flag hoisting ceremony on Independence Day.
- (vi) Preparation of Panel of Asstt. Supervisors/Invigilators for conducting UPSC/ SSC examinations.
- (vii) Co-ordination work relating to “ Padma Award”,
Kailash Mansarovar Yatra etc.
- (viii) PM’s awards for Excellence in Public Administration.
- (ix) Prime Minister’s 15 Point Programme for the Welfare of Minorities – Measures to give special consideration to Minorities in Recruitment.
- (ix) Representation of Women Members on the various Committees/ Boards concerned with selection in the Central.
- (x) Monitoring the implementation of Judgments/Orders of CATs.
- (xi) Compilation of information on Sanctioned/ actual staff strength of Planning Commission, PEO, PAO and Departmental Canteen on yearly basis.

18. PARLIAMENT SECTION

The principal task of the Parliament Section is to coordinate all matters concerning Parliament, in Planning Commission. The activities of Parliament Section are as follows: -

- (i) The **Parliament Questions** as asked in both Lok Sabha and Rajya Sabha concerning Ministry of Planning are forwarded in advance by their respective Secretariats to the Parliament Section, Planning Commission. Parliament Section assigns all the Questions pertaining to the Ministry of Planning to the concerned subject Divisions. {If a Question has been received in Ministry of Planning, but the subject of the Question pertains to some other Ministry/Department that Question is forwarded to the subject Division in Ministry of Planning to arrange for its transfer to the respective Ministry/Department. If the transfer is not materialized, the concerned subject Division in Ministry of Planning has to answer the Question).
- (ii) **Approval of Minister of State** for Planning in respect of all Questions, Starred/Unstarred is obtained by the subject Divisions through Parliament Section. In respect of Starred Questions the files duly approved by Secretary (PC) are forwarded to Parliament Section for seeking approval of MOS (Planning).
- (iii) Parliament Section coordinates the **briefings of MOS (Planning) and Prime Minister** in respect of all Starred Questions.
- (iv) It is the responsibility of Parliament Section to arrange for the **dispatch of** requisite number of copies of **replies of the Parliament Questions** after getting Hindi translation, photocopies and collated (Hindi & English) to Lok Sabha / Rajya Sabha Secretariat as the case may be on the day preceding the Question Day in either House of Parliament and to the Press Information Bureau.

- (v) The manner of handling **Business raised in Parliament in other forms** that include Calling Attention Motion, Half an Hour Discussion, Short Duration Discussion, Matter raised under Rule 184/193, during Zero Hour, Special Mention in Rajya Sabha or under Rule 377 in Lok Sabha, Assurances, etc. is the same as that of Question as per para (i) to (iv) above.
- (vi) **Private Member Business** in the form of Bills and Resolutions raised in either House concerning Ministry of Planning is coordinated/handled in the same manner as per above. Further it is the responsibility of the subject Division to seek President's consent before the matter is considered in either House.
- (vii) **Laying of Reports/documents** that include Five Year Plan Document, Outcome Budget, Demands for Grants (Lok Sabha only), Annual Reports of IAMR, CIDC & IEG on the Table of both the Houses and placing Annual Plan document, Annual Report on the Publication counters of both the Houses is also done by Parliament Section. The subject Divisions have to send the concerned file duly approved by MOS (Planning) and requisite number of copies of the document to Parliament Section.
- (viii) **The Standing Committee on Finance** meets during the recess period of Budget Session each year to consider the Demands for Grants of Ministry of Planning. The arrangement of replies to General and Supplementary Lists of Points for discussion in the Standing Committee meeting and sending requisite number of copies of their replies to Standing Committee Branch, Lok Sabha Secretariat is the responsibility of Parliament Section. However, seeking information/replies of the Questions, Action Taken Reports from concerned subject Divisions in Planning Commission is the responsibility of O.M. & Coordination Section.
- (ix) Parliament Section also arrange for the Statement to be made by Minister of State for Planning in either House of Parliament on the Action Taken on Reports of Standing Committees on Finance.

- (x) Lastly, collection of copies of Union Budget documents, Rail Budget documents and Economic Survey from concerned Ministries/ Departments and distribution in Planning Commission is also the task assigned to Parliament Section.

19. PROTOCOL SECTION

Hospitality & Protocol

Receiving/seeing off VIPs/Delegations in the office and at the Airport. Reservation of committee rooms. Hospitality arrangements. Organisation of meetings, conferences, seminar etc. in the office and outside venues. Organising press conferences. Overall supervision of Tea-Board/Coffee-Board. Procurement/supply of snacks/lunch, mineral water and other refreshment items for official meetings.

Providing the facilities of :

Telephones, RAX, Mobile, Broadband, Data-Card, EPBAX, Contract of Telephone Operator and Maintenance of EPBAX.

Travel-related services

Procuring domestic/international air tickets for official travel.

Centralised Fax Services

Transmission/receiving of fax messages for the Planning Commission.

Overtime allocation

Overtime allocation to various Divisions/ Sections/ Branches.

Other items

Booking of Committee-Rooms and making hospitality arrangements.

Link Ministries/Departments:-

1. Ministry of Civil Aviation / AAI / Air India / Indian Airlines.
2. Balmer and Lawrie Co. Ltd.
3. M.T.N.L.
4. Ministry of External Affairs
5. Ministry Tourism (Hotel Ashok etc.)
6. Delhi Police

7. Special Protection Group
8. Ministry of Home Affairs.

20. Record Section

The main functions of Record Section are as under: -

1. Custody, Maintenance and Upkeep of Records of Planning Commission including Pay Bill Registers.
2. Maintaining the Record Review Register for keeping track on further retention and timely review of the Records.
3. Issue of requisitioned files from Record Section to the concerned Sections/Divisions on temporary loan basis.
4. Sending Files to the concerned Sections/Divisions for review as and when they become due for review.
5. Watching the progress of files sent for review.
6. Transfer of files surviving the review undertaken on their attaining the 25th year of life, to National Archives of India.
7. Preparation of consolidated monthly progress reports on review of files and sending periodical returns to National Archives of India.
8. To arrange annual Inspection of Departmental Record Room by a team comprising representatives of National Archives of India and Planning Commission.
9. To act as a link between Planning Commission and National Archives of India.

Linked Ministries/Departments:

1. Ministry of Culture / National Archives

21. WELFARE UNIT

To look after the welfare of its employees, Welfare Unit is functioning in the Planning Commission. Welfare Unit is providing First aid to the Officers/staff of the Planning Commission. It also supplies general medicines for routine ailments such as headache, stomach-ache etc. Free Ayurvedic Consultancy is provided to the employees of the Planning Commission twice a week. The Welfare Unit extends all necessary assistance to the employees, in case of emergency viz., accident/other situations and takes him/her to hospital for medical treatment. The Assistant Welfare Officer visits the families of those employees who die in harness and renders all possible help. Welfare Unit helps in immediate delivery of relief to the families of those deceased employees who die in harness and are members of the Planning Commission Employees Welfare Fund Society. Condolence meetings are organised in office in respect of those employees who die in harness. It also organises farewell to those employees who retire on attaining their age of superannuation.

2. In addition, the Welfare Unit organises following national events:-

- Martyrs' Day,
- Anti-Terrorism Day,
- Sadbhavana Diwas,
- Quami Ekta Diwas,
- Flag Day and arrangements for fund raising for Communal Harmony
- Armed Forces Flag Day and arrangements for fund raising.

1. Provides first aid and standard medicines to the officials/staff of Yojana Bhawan through Aastha Medical Centre.
2. Taking them to hospital in case of accident/emergent situation, get

them checked and ensuring that they get immediate medical help.

3. Visiting hospitals to enquire about the health of the hospitalized employees.
4. Visiting the families of those employees who pass away, render all possible help to their families and hold condolence meetings in Office.
5. Providing counselling in matters relating to personal displeasures of employees at Office, in their families and even at their living places.
6. To make arrangements for farewell of those employees who retire from Planning Commission/P.E.O.(Hq.) upto the level of Director and of equivalent posts.
7. To provide Ayurvedic Consultancy and Medicines to the officers and staff of Planning Commission & PEO (HQ).
8. To attend the work relating to:
 - i) Departmental Canteen,
 - ii) Tea Board,
 - iii) Coffee Board,
 - iv) Fruit stall
 - v) Tea/Coffee Stall
 - vi) Kendriya Bhandar,
 - vii) DMS Stall,
 - viii) Planning Commission Employees Welfare Fund Society
 - ix) Planning Commission Recreation Club
9. To organise special events relating to sports, healthcare and of general interest like: (Lecture on Naturopathy; Camp by specialist Doctors; Camp by Nationalised Banks; Stall of National Textile Corporation(NTC); Camp

for filing of Income Tax Returns; organized Delhi-Jaipur Race, Taiwan & Australian Race, etc.). Computer classes for children of the employees of Planning Commission during summer holidays.

LINKED MINISTRIES/DEPARTMENTS:-

1. Ministry of Home Affairs
2. Ministry of Health & Family Welfare
3. Ministry of Defence
4. Department of Personnel & Training.

UNIT - V

Annexure-I

ANNEXURE – II

APPROVED LIST OF STEERING COMMITTEE/WORKING GROUPS FOR THE ELEVENTH FIVE YEAR PLAN.

1. AGRICULTURE DIVISION

STEERING COMMITTEE:

S.No.	Name of the Steering Committee/Working Group	Chairperson
1	Steering Committee on Agriculture and Allied Sectors- XI th Plan/	Dr. C.H.Hanumantha Rao

WORKING GROUPS OF NDC SUB COMMITTEE.

1	Working Group of the Sub Committee of the NDC on Region/ Crop specific Productivity analysis and Agro Climatic Zones.	Chief Minister Govt of Orissa.
2	Working Group of the Sub Committee of the NDC on Irrigation and Minor Irrigation.	Chief Minister Govt of Maharashtra.
3	Working Group of the Sub Committee of the NDC on Dry land / Rainfed Farming system including Regeneration of Degraded / Wasteland and Watershed development Programme,	Chief Minister Govt of Gujarat.
4.	Working Group of the Sub Committee of the NDC on Marketing Reforms, contract Farming and Agro Processing Sectors.	Chief Minister Govt of Punjab.
5	Working Group of the Sub Committee of the NDC on Animal Husbandry, Dairying and Fisheries.	Chief Minister Govt of Andhra Pradesh Hyderabad.

6	Working Group of the Sub Committee of the NDC on Credit and Risk Management.	Prof Abhijit Sen, Member(Agri) Planning Commission.
7.	Working Group on Land Policy related and Global Issues	Dr. T.L.Haque, Chairman, CACP New Delhi
8.	Working Group on Adoption and Generation of relevant technologies and their dissemination to the farmers	Dr. Mangala Rai, Secretary, DARE & DG, ICAR.
WORKING GROUPS-XI PLAN:		
1.	Working Group on Crop Husbandry, Agriculture Inputs, Demand and Supply projections and Agricultural Statistics.	Prof.V.S.Vyas Prof Emeritus Institute of Development Studies. Jaipur.
2.	Working Group on Agro- Climatic Zonal Planning including Agriculture Development in North Eastern India.	Dr.Panjab Singh Vice Chancellor Banaras Hindu University. Varanasi.
3..	Working Group on Fisheries	Dr. S. Ayyappan, Dy.Director General(FY) ICAR, New Delhi.
4.	Working Group on Animal Husbandry & Dairying	Dr.N.R.Bhasin Vice President Indian Dairy Association New Delhi.
5.	Working Group on Agricultural Marketing Infrastructure and Policy required for Internal and External Trade.	Dr.S.S.Acharya Honorary Professor IDSJ. Jaipur

6.	Working Group on Natural Resources Management.	Dr.R.B.Singh Former Member, National Commission on Farmers, New Delhi.
7.	Working Group on Agricultural Extension for Formulation of Eleventh Five Year Plan.	Dr.J.N.L.Srivastava Former Secretary to GOI, Chairman, IFFCO Foundation, New Delhi.
8.	Working Group on Risk Management in Agriculture.	Shri.R.C.A.Jain Former Secretary, GOI.
9.	Working Group on Outreach of Institutional Finance and Cooperative Reforms,	Shri.Y.C.Nanda Former CMD, NABARD.
10.	Working Group on Gender Issues, Micro finance, Panchayati Raj Institutions, Innovative Finance and PPP in Agriculture.	Dr.Indira Hirway.
11.	Working Group on Horticulture, Plantation Crops and Organic Farming.	Dr.K.L.Chadda
12.	Working Group on Agriculture Research and Education. For 11 th Five year Plan.	Dr.C.R.Bhatia Former Secretary Dept of Biotechnology,

Xlth – Plan- Important Committees:-

Advisory Committees

- i) Advisory Committee on matters relating to the Development of Animal Husbandry & Dairy in the States/UTs.

Chairman - Dr. N.R. Bhasin,
President,
Indian Dairy Association,
IDA House, Sector IV,
New Delhi – 110012

- ii) Technical Advisory Committee on Secondary Agriculture (TACSA).

Chairman - Prof. DPS Verma,
Deptt. of Molecular and Plant Biotechnology,
The Ohio State University,
Columbus, USA.

Implementation Committees

- i) Screening – cum – Implementation Group on the recommendations of the report on Secondary Agriculture – Value Addition to Primary Agriculture.

Chairman - Shri Arun Maira,
Member Industry,
Planning Commission,
New Delhi -110001.

- ii) Advisory Committee on Implementation of – Drought Mitigation Strategies in Bundel Khand Region.

Chairman - Shri Montek Singh Ahluwalia,
Deputy Chairman,
Planning Commission, New Delhi -110001.

2. DEVELOPMENT POLICY & PERSPECTIVE PLANNING DIVISION

Steering Committees/Working Groups for the Eleventh Five Year Plan:-

1. Steering Committee of Micro Finance & Poverty Alleviation – Chairperson Shri Anwarul Hoda, Member, Planning Commission.
2. Working Group on Entitlement Reform for Empowering the Poor – The Integrated Smart Card System – Chairperson Shri Arvind Virmani, Former Principal Adviser (DP&IE), Planning Commission.
3. Working Group on Competitive Micro Credit Market in India – Chairperson Shri Arvind Virmani, Former Principal Adviser (DP&IE), Planning Commission.
4. Working Group on Food & Nutrition Security – Chairperson Prof. K Sundaram, Delhi School of Economics, Delhi.

3. FINANCIAL RESOURCES DIVISION

High Level Committee

1. High Level Expert Committee to suggest measures for efficient Management of Public Expenditure.
2. Steering Committee on Mid Term Appraisal of Eleventh Five Year Plan and Formulation of the Twelfth Five Year Plan (2012-17).

Working Group

3. Mid Term Appraisal of the Eleventh Five Year Plan and Formulation of the Twelfth Five Year Plan (2012-17) Constitution of the Working Group on the assessment of the Centre's Financial Resources.

Groups

4. Small Groups on Finances of Special Category States.

Plan Scheme Central Monitoring System (CPSMS)

5. Plan Accounting and Public Finance Plan Accounting Management System Scheme

1.	High Level Expert Committee to suggest measures for Efficient Management of Public Expenditure.	Dr.C. Rangarajan, Chairman, Economic Council of Prime Minister.	Chairman
2.	Steering Committee on Mid Term Appraisal of Eleventh Five Year Plan and Formulation of the Twelfth Five Year Plan(2012-17).	Prof.Abhijit Sen, Member (FR), Planning Commission	Chairman

GROUPS

3.	Group on Finances of Special Category States.	Shri T.K. Pandey, JS &Adviser(FR), Planning Commission	Chairman
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Working Groups

4.	Mid Term Appraisal of the Eleventh Five Year Plan and Formulation of the Twelfth Five Year Plan (2012-17) Constitution of the Working Group on the assessment of the Centre's Financial Resources.	Chief Economic Adviser, Ministry of Finance.	Chairman
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Plan Scheme Central Monitoring System (CPSMS)

5.	Plan Accounting and Public Finance Plan Accounting Management System Scheme	Controller of General Accounts	Chairman.
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4. HEALTH, FAMILY WELFARE & NUTRITION DIVISION

List of Working Groups for Eleventh Five Year Plan:-

1. Public Health Services (including Water & Sanitation).
2. Health Systems Research, Biomedical Research & Development and Regulation of Drugs and Therapeutics
3. Population Stabilization
4. Integrating Nutrition with Health
5. Clinical Establishments, Professional Services Regulation and Accreditation of Health Care Infrastructure
6. Access to Health Systems including AYUSH
7. Communicable & Non-Communicable Diseases
8. Health Care Financing including Health Insurance
9. Public Private Partnership to improve health care delivery
10. Health Informatics including Telemedicine
11. Health on Women and Children.

List of Steering Committees

1. Primary Health Care
2. Secondary and Tertiary Health Care
3. AYUSH
4. Nutrition

5. HOUSING AND URBAN AFFAIRS DIVISION

STEERING COMMITTEE FOR ELEVENTH PLAN:

Urban Development (including Urban Transport), Urban Housing and Urban Poverty (With focus on slums)

WORKING GROUPS

1. Urban Development (excluding Urban Transport), Urban Water Supply and Sanitation (including Low Cost Sanitation, Sewerage & Solid Waste Management) and Urban Environment.
2. Urban Transport including Mass Rapid Transit System.
3. Urban Housing with Focus on Slums.
4. Housing for Police Personal and Judicial Officers.

6. INDUSTRY AND MINERALS DIVISION

Approved list of Steering Committee & Working Groups for the Eleventh Five Year Plan

STEERING COMMITTEE

1	Steering Committee on Industry	Member (AH), Planning Commission.
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WORKING GROUPS

1	Automotive Industry	Secretary, Department of Heavy Industry
2	Chemicals & Petrochemicals	Secretary, Department of Chemicals and Petrochemicals.
3	Drugs and Pharmaceuticals	Secretary, Department of Chemicals and Petrochemicals.
4	Consumer Protection	Secretary, Department of Consumer Affairs

5	Fertilizers	Secretary, Department of Fertilizers.
6	Fuel, Feedstock and Supply Side Constraint	Dr. R.K.Pachouri, DG (TERI)
7	Competition Policy	Shri V. Dhall, Member & Acting Chairman, Competition Commission of India.
8	Textiles Industry	Secretary, Ministry of Textiles.
9	Mineral Exploration	Secretary, Ministry of Mines
10	Ship building and Ship repair Industry	Secretary, Department of Shipping
11	Cement Industry	Secretary, Department of IP&P
12	Engineering Industry	Secretary, Department of Heavy Industry & PE
13	Steel Industry	Secretary, Ministry of Steel

7. LABOUR, EMPLOYMENT & MANPOWER DIVISION

1. Steering Committee on Labour and Employment

Working Groups on:

1. Labour Force and Employment Projection
2. Skill Development and Vocational Training.
3. Labour Laws and Other Labour Regulations
4. Social Security
5. Child Labour
6. Occupational Safety and Health

8. POWER & ENERGY

STEERING COMMITTEE

1	Steering Committee on Energy Sector	Member (KP), Planning Commission
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WORKING GROUP

1	Petroleum and Natural Gas.	Secretary, M/O Petroleum & Natural Gas
2	Coal & Lignite.	Secretary, Coal.
3	Power	Secretary, Power
4	Non-Conventional Energy Sources	Secretary, MNES
5	Energy R&D	Pr. Scientific Adviser to the Govt. of India.

9. RURAL DEVELOPMENT DIVISION

Steering Committee

1. Steering Committee on poverty Alleviation & Area Development Programme in Rural India.

Working Groups

1. Self-Employment Programmes (IRDP and Rural Credit).
2. Wage-employment Programme (Jawahar Rozgar Yojana – three streams;

Employment Assurance Schemes; Wage Employment Schemes in the State Sector).

3. Area Development Programmes and Integrated Watershed Planning (DPAP and DDP) including Wasteland Development.
4. Involvement of Voluntary Organizations, in implementation of Rural Development programmes and in technology transfer to rural areas.
5. Provision of Rural Infrastructure and village amenities (MNP).
6. National Rainfed Area Authority (NRAA).
7. Land relations.
8. Poverty elimination programme.
9. National Social Assistance Programme.
10. Indira Awaas Yojana.

Expert Group

1. Expert Group on equitable Development for 11th Plan.
2. Development Issues to deal with causes of discontent unrest and extremism.

10. SCIENCE & TECHNOLOGY DIVISION

(A) STEERING COMMITTEE:

- (i) Steering Committee on Science and Technology for the formulation of Eleventh Five year Plan

(B) WORKING GROUPS of the Steering Committee on Science and Technology for the formulation of Eleventh Five Year Plan for the following:

- (i) Council of Scientific and Industrial Research
- (ii) Department of Biotechnology
- (iii) Department of Atomic Energy (Research and Development Sector) :
- (iv) Department of Science and Technology
- (v) Small Medium Scale Enterprises (SMEs)
- (vi) Ministry of Earth Sciences
- (vii) Mega Science Project
- (viii) Department of Space
- (ix) Attracting and Retaining Young People to careers in Science and Technology
- (x) Cross Disciplinary Technology Area
- (xi) Leveraging International Collaboration Inputs
- (xii) Thrust Areas in Basic Sciences
- (xiii) Effective Rural Technology Delivery (including Partnership with Voluntary Organization)
- (xiv) Strengthening Academia Industry Interface (including Public Private Partnership)

Note: The above mentioned Steering Committee and its Working Groups were constituted for the formulation of Eleventh Five Plan and all of them have submitted their reports and the same have been suitably incorporated in the Eleventh Five Year Plan of the Science and Technology Sector.

11. STATE PLANS DIVISION (MULTI LEVEL PLANNING)

Working Groups

Hill Area Development Programme.

12. VILLAGE AND SMALL ENTERPRISES DIVISION

Working Groups

Khadi and Village Industries.

**13. VOLUNTARY ACTION CELL
STEERING COMMITTEE**

1	Steering Committee on Voluntary Sector	Member (VAC)
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14. Water Resources Division.

STEERING COMMITTEE

1	Steering Committee on Water Resources	Dr. Kirit S Parikh, Member
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WORKING GROUPS

1	Rural Drinking Water Supply and Sanitation	Secretary, Deptt. of Drinking Water Supply.
2	Working Group on Water Resources	Secretary, Ministry of Water Resources.
3	Working Group on Urban Water Supply and Sanitation	Covered under the Working Group for Urban Development and Housing. No separate Working Group.