

Manual-1
Particulars of Organisation, Functions and Duties

1.1. Objective / purpose of the public authority

Since Karaikal District is the Second largest region with 34.5% of the area and 17.5% of the population of the Union Territory of Puducherry, it aims at increasing the per capita income of the District, improving the Human Development indicators, realizing the goal of total literacy by 2012 by giving highest priority to women's education, empower all the citizens with quality education, health care and employment potential, progressively reducing the number of people living below poverty line and every thatched house should be converted into a pucca house, each street of the village / township should be concrete / pucca one with adequate street lights.

1.2. Mission / Vision Statement of the public authority

To transform the small union territory into model administrative unit in all spheres within a reasonable period of time

1.3. Brief history of the public authority and context of its formation

This Branch Office of the Planning and Research Department was set up in Karaikal during April, 1989. The department was headed by Thiru M. Nagendran, Planning Officer on-duty from Pondicherry along with Thiru P. Balaji, Junior Investigator. The Office was situated in the campus of the Govt. House. During July, 1989 one Planning Officer, Tmt. Shantha Williams was posted along with ministerial staff. During September, 1989 Thiru R. Mogane, Deputy Director was posted and the department started functioning in a full-fledged manner. Now, Tmt. Shantha Williams was posted as Joint Director(Plg) along with Head of Office & DDO powers. The department was housed in private buildings during 1992 - 2002. During 2002 the department was again shifted to 3rd Floor of the Perunthalaivar Kamarajar Administrative Complex, Karaikal.

1.4. Duties of the public authority

Formulation and Monitoring of Plan programmes and National Small Savings activities.

1.5. Main activities / functions of the public authority

- ✓ Formulation of Draft Five Year Plans / Annual Plans.
- ✓ Monitoring / Co-ordination of Plan implementation, convening periodical financial / physical review meetings on Plan Schemes at the level of Hon'ble Ministers / District Collector.
- ✓ Preparation and submission of Monthly / Quarterly Progress Reports on Plan Expenditure / physical achievements to District Collector and Planning Secretariat.
- ✓ Examining and approving the availability of funds under Budget Estimate / Revised Estimate under Plan schemes as required by the departments for obtaining sanction from the Collector's Powers.
- ✓ Matters relating to development banking / Institutional finance including the half-yearly / quarterly / monthly / review of the Annual Action Plan / District Credit Plan of the Lead Bank by the State Level Bankers' Committee under the Chairmanship of Hon'ble Minister and the Standing Committee under the Chairmanship of District Collector
- ✓ Organising training courses on 'Development Planning' for officials of various departments.
- ✓ Quarterly Review of Physical Priorities on Plan Schemes.
- ✓ Providing technical suggestions to various departments on better implementation of Plan Programmes.
- ✓ Evaluation of Plan Programmes.
- ✓ Documentation work relating to Plan formulation.
- ✓ Any other work relating to development Planning entrusted to this department by District Collector / Planning Secretariat.

1.6. List of services being provided by the public authority with a brief write-up on them.

Appointment / Renewal of SAS / MPKBY / PPF Agency

Agents pertaining to Karaikal District are assisted for appointment / renewal under NSS Scheme for SAS and MPKBY in order to mobilize small savings. Standardised Agency System is given for a period of one year and thereafter to be renewed every year. As far as MPKBY Agent is concerned the period of validity of the license is for three years and to be renewed thereafter and the M.P.K.B.Y. agency is given only to women members.

1.7. Organisational Structure Diagram at various levels namely, State, Directorate, Region, District, Block, etc. (whichever is applicable)

(Refer Annexure – I)

1.8. Arrangements and methods made for seeking public participation / contribution

By convening of Sectoral/Departmental Review Meetings periodically under the Chairmanship of Hon'ble Chief Minister/Ministers along with the Members of Legislative Assembly and Public Representatives.

1.9. Mechanism available for monitoring the service delivery and public grievance resolution

Conduct of Inter-departmental Co-ordination Meetings to review and for monitoring of expenditure pattern in respect of Plan Schemes.

Conduct of Review Meetings for monitoring of physical achievements in respect of Plan Schemes.

1.10. Address of the main office and other offices at different levels

Main Office at Puducherry:

Planning & Research Department,
No.505, Kamaraj Salai,
Saram,
Pondicherry – 605 013.

Branch Office at Karaikal.

Planning and Research Department,
Perunthalaivar Kamarajar Administrative Complex,
Block 'C', III Floor,
Mathakadi,
Karaikal – 609 602.

1.11. Working hours of the Office:

Morning : 08.45 a.m. to 1.00 p.m.
Afternoon : 02.00 p.m. to 5.45 p.m.

Annexure 1

ORGANISATIONAL CHART

OF THE PLANNING & RESEARCH DEPARTMENT, KARAIKAL

DIRECTOR (Planning) – Puducherry (Head of Department)	
JOINT DIRECTOR (Plg.) - Karaikal (Head of Office –cum- D.D.O.)	
Technical	Ministerial
DEPUTY DIRECTOR (I)	Assistant
DEPUTY DIRECTOR (II)(vacant) (Service placement from Puducherry to Karaikal)	Stenographer Grade III
Planning Assistant (Service placement from Karaikal to Puducherry)	L.D.C.
Investigator (Vacant)	Driver(LMV) Gr.I
	M.T.S.(General)
	M.T.S. (HK)
	Full Time Casual Labourer