

Manual -1

Particulars of Organisation, Functions and Duties

1.1 Objective / purpose of the public authority.

Proper planning by distribution / allocation of Plan funds for the socio- economic development of the Union Territory and thus remove poverty, inequality among the public and effective monitoring to avoid the regional imbalances. Monitoring / Research / Evaluation of Plan schemes for effective formulation of plan.

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.

The department was set up during October 1975 vide G.O.Ms.No.80 dt.15.10.1975 to look after the Planning process of the Union Territory.

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 Five Year Plan, Annual Plan
- Plan Co-ordination and Plan Monitoring
- Training on Development Planning
- Development Banking
- National Small Savings
- Conduct of Evaluation studies

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

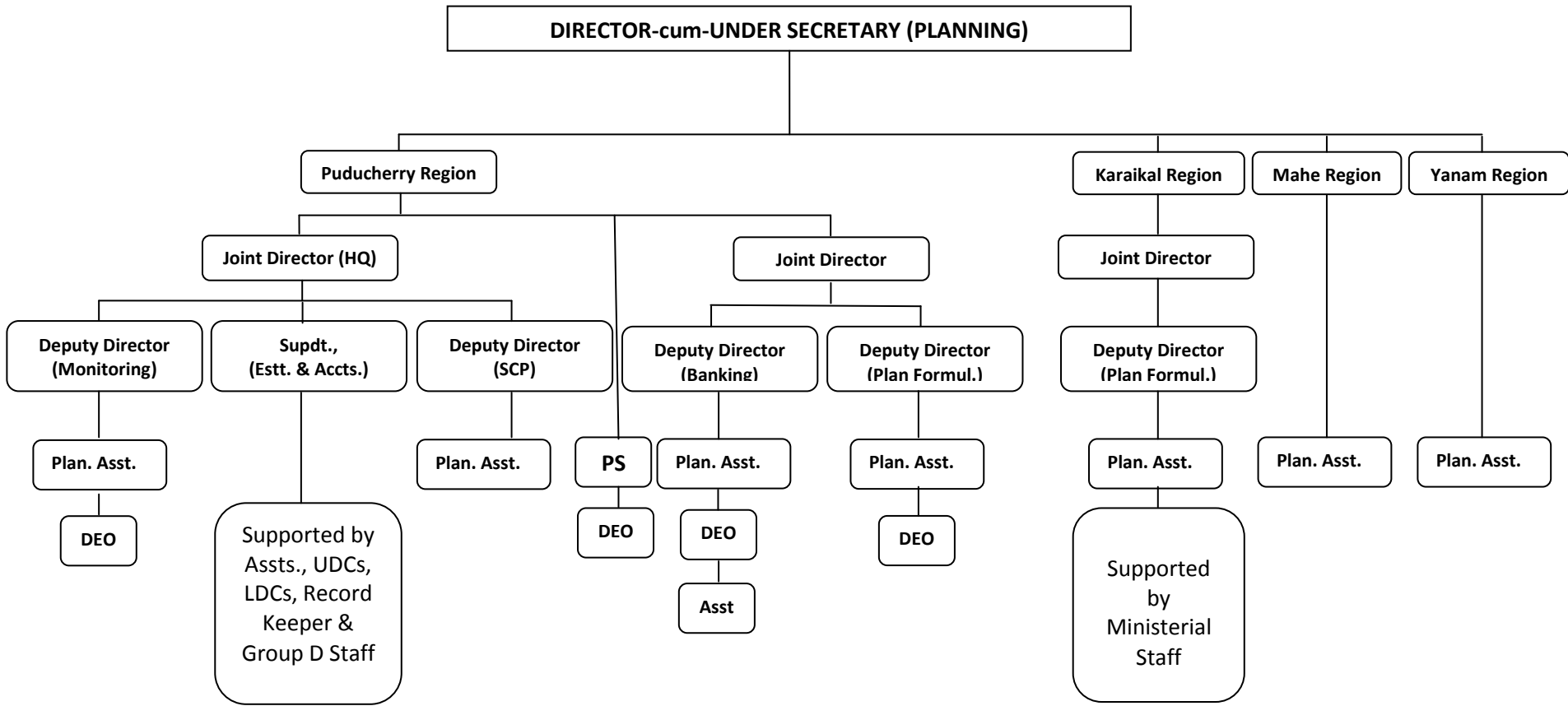
National Small Savings Scheme

In order to mobilize small savings, agents are appointed under NSS scheme for Standardised Agency System (SAS), Mahila Pradhan Khetriya Bachat Yojana (MPKBY) and Public Provident Fund (PPF) whenever need arises. Standardised Agency System is given for a period of one year and thereafter to be renewed every year, as far as MPKBY is concerned the period of validity of the licence is for three years and to be renewed thereafter, and the MPKBY agency is given only to women members. Regarding PPF agency the licence is given to the existing SAS/MPKBY agents for every three years.

Payment of Commission to Agents

The commission paid to SAS / MPKBY agents under National Small Savings Scheme was withdrawn from 1st December 2011 based on the Notification No.F1/12/2011-NS-II dt.25.11.2011 issued by Department of Economic Affairs, Ministry of Finance, Government of India.

1.7 Organisational Structure Diagram at Various Levels



Director, Joint Directors & Dy. Directors are supported by Stenographers

1.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Through State Planning Board headed by Lieutenant Governor, where MPs, MLAs, Non-Official Members, Regional Public Representatives are the members who express their opinion / views.

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

Convening of State Planning Board

NSS agent Meeting

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

- i) Review Meetings and monitoring of expenditure pattern in respect of Plan schemes.
- ii) Meetings of NSS agents twice a year in respect of NSS.

1.11 Address of the main office and other offices at different levels

Main Office at Puducherry:

Planning & Research Department,
No.505, Kamaraj Salai,
Saram, Puducherry -605 013.

Branch Office at Karaikal:

Planning & Research Department,
Perunthalaivar Kamarajar Civil Station,
Mathagadi, Karaikal -609 602.

Planning Cell at Mahe:

O/o The Regional Administrator,
Mahe,

Planning Cell at Yanam:

O/o The Regional Administrator,
Yanam.

1.12 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.