

## **Chapter-2**

### **Particulars of Organisation, Functions and Duties**

#### **1.1 Objectives/purposes of the public authority**

- The primary responsibility of the Planning and Research Department originally was the preparation of the Annual and Five Year Plans for Puducherry, monitoring and review of expenditure on State Plan Schemes, Twenty Point Programme and Centrally Sponsored Schemes.

#### **1.2 Mission/ Vision Statement of the public authority.**

- In the context of the abolition of the Union Planning Commission and the merger of the Plan and Non-Plan portions of the Budget, formation of NITI Aayog and advent of Sustainable Development Goals (SDGs), the role of the Department is to evolve longer term strategic goal setting and medium term operational sequencing of development projects and programmes in U.T of Puducherry and securing greater policy coordination in such initiatives, and bringing focus on achieving the targets and indicators under the SDGs and Vision 2047

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

- Initially “Pilot Research Project on Growth Centre” set up in 1970 was headed by Project Director.
- Re-designated as Planning and Research Directorate vide G.O.Ms.No. 80 dt. 15.10.1975 with Director as Head.
- Branch Office at Karaikal - working in co-ordination with the District Collector, Karaikal.

#### **1.4 Duties of the public authority.**

- Convening of State Planning Board, an advisory body to advise the Government on formulation of development plan schemes, on matters of economic development policies and to explore avenues to augment Union Territory’s own resources.
- Nodal Department for monitoring implementation of Centrally Sponsored/Central Sector Schemes, Flagship schemes, Direct Benefit Transfer, Aadhaar related services, Sustainable Development Goals, etc.
- Co-ordinating with Ministry of Home Affairs and line Departments
- Co-ordinating with NITI Aayog .
- Coordinating with Departments on Status of Center-State Infrastructure Projects in the Project Monitoring Group (PMG) portal

## **1.5 Main activities/functions of the public authority.**

Functions as Nodal Department for monitoring

- Centrally Sponsored/ Central Sector schemes of GOI
- Flagship Programmes
- Direct Benefit Transfer
- UIDAI
- Sustainable Development Goals
- Twenty point programme
- Coordination with NITI Aayog
- Monitoring of infrastructure projects through NABARD Consultancy Services (NABCONS)
- Preparation of Chief Secretaries Conference, UT Conference, Governing Council Meeting of NITI Aayog
- Coordination with Banks in convening State Level Bankers Committee (SLBC)
- Coordination with Lead bank in achieving saturation of GOI Flagship schemes and Insurance schemes.
- Coordination with RBI Regional , Chennai for conduct of quarterly meeting of State Level Coordination Committee for reviving the functioning of Non-Banking Financial Companies
- Participation in the Empowered Committee on Regional rural Bank(RRB) convened by RBI for review of financial inclusion.

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

### **i.UIDAI (Unique Identification Authority of India)**

Planning and Research Department is assigned as Nodal department for implementation of Aadhaar project in the UT of Puducherry and also assigned as Registrar/Enrolment Agency by UIDAI.

Being the Nodal department, this department is extending various Aadhaar services to the public viz.,

1. New Aadhaar Enrolment
2. Mandatory updation at the age greater than 5 years and greater than 15 years
3. Updation of Demographic and Biometric Services
4. Seeding of Mobile Number and Email id to the Aadhaar
5. Updation of proof of identity and proof of address for the Aadhaar assigned 10 years back through 60 Aadhaar Permanent enrolment Centres functioning throughout the UT of Puducherry.

## **ii. Direct Benefit Transfer (DBT)**

DBT cell of Planning and Research department shall primarily work towards coordinating the implementation of DBT in various schemes. The Cell shall act as a nodal point for all the activities and matters related to DBT operations in UT of Puducherry. As DBT operates in an environment that involves multiple stakeholders, the Cell shall be responsible for liaising with all such stakeholders for the seamless transitioning of schemes to DBT and will contribute towards achieving effective delivery of government benefits by:

- Coordinating with Centre/Ministries and disseminating the directives to the respective departments in States.
- Developing scheme/department specific ICT applications to capture data pertaining to DBT more effectively.
- Closely monitoring and evaluating the progress of various departments on DBT related indicators vis-a-vis expected outcomes.

As of now, the UT of Puducherry has on boarded 142 schemes (64 CSS and 78 State schemes) in State DBT portal.

## **iii. Standardised Agency System (SAS)**

Individuals interested in becoming authorized agents submit application to the appointing authority in the prescribed form. After thorough verification, the appointing authority (Concerned Deputy Collector (Revenue)) issues SAS agency certifications to eligible candidates.

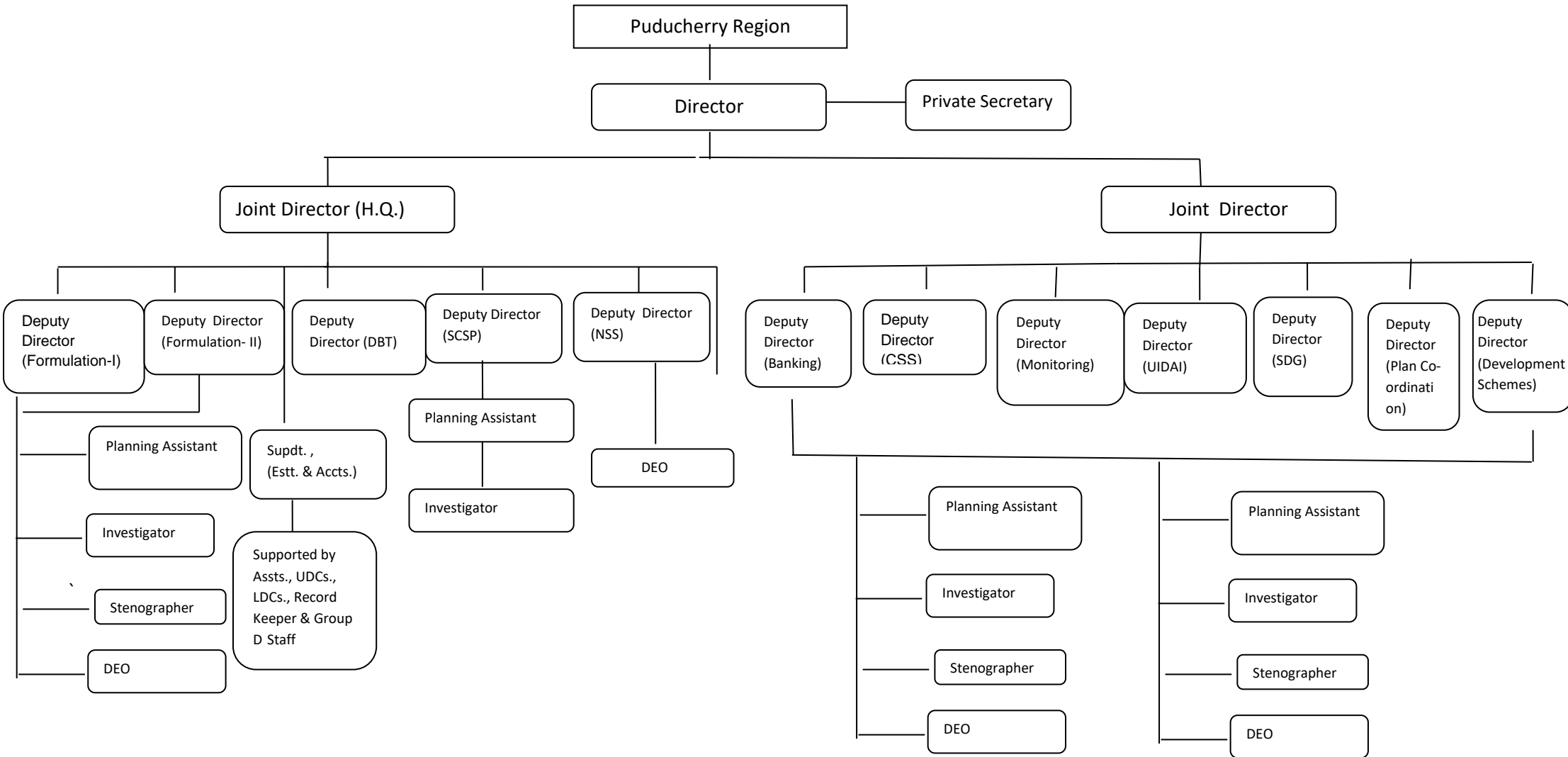
For renewal of agency, the Planning and Research Department issues the renewal application along with other documents as prescribed in SAS Rules, 2004. Scrutinizes the application and forward to the concerned Deputy Collector (Revenue) for renewal of further period of agency.

## **iv. Mahila Pradhan Kshetriya Bachat Yojana (MPKBY)**

This scheme aims to educate housewives on family budgeting and promote a habit of savings among women, thereby empowering them financially. MPKBY is exclusively designed for women, focusing on their economic empowerment and financial education.

For renewal of agency, the Planning and Research Department issue the renewal of application along with other documents as prescribed in MPKBY Rules, 2004. On receipt of the application, the Department scrutinizes the application and forwards to the concerned Deputy Collector (Revenue) for renewal of further period of agency.

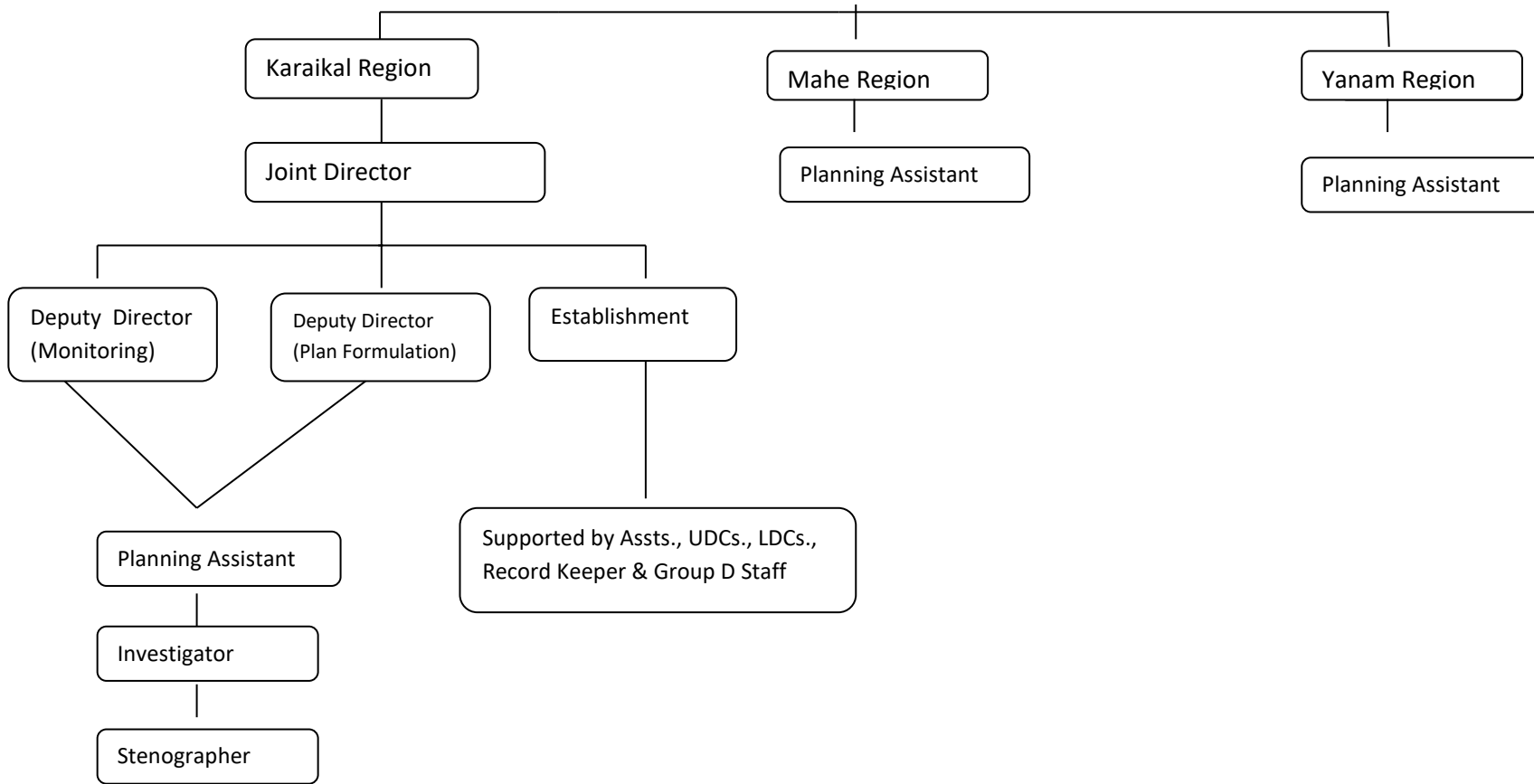
### 1.7. Organizational Structure Diagram at Various Levels



**Note:** Vacancy in Puducherry Region – Joint Director – 1 No., Deputy Director – 10 Nos., Planning Assistant – 3 Nos., Investigator – 4 Nos.

**Contd.**

1.7. Organizational Structure Diagram at Various Levels (Contd.)



Note: Vacancy in Karaikal Region – Deputy Director – 1 No., Planning Assistant – 1 No., Investigator – 1 No.  
Vacancy in Mahe & Yanam – Planning Assistant – 2 Nos. (each one)

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

Coordination and support from the public for effective functioning of the Public authority

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

Public Interactions and meetings are being planned

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

- i) Review Meetings with the Scheme implementing departments and monitoring of CSS/flagship schemes.
- ii) 15<sup>th</sup> of every month is observed as public grievance redressal day.

**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  
(Vacant posts to be filled immediately  
after Direct Recruitment)

**Planning Cell at Yanam:**

O/o The Regional Administrator, Yanam.  
(Vacant posts to be filled immediately  
after Direct Recruitment)

**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.