

PLANNING AND RESEARCH DEPARTMENT

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

HEAD OF THE DEPARTMENT:

Name & Designation : Tmt. R. Sheela, Director

Powers	Administrative	Head of the Department
	Financial	Under. Secretary to Government (Planning)
	Others	Registrar-cum-Nodal Officer, UID, NSS
Duties	<ul style="list-style-type: none">➤ Overall supervision of the activities of Department.➤ Overall supervision in respect of implementation of UID.➤ Overall supervision in respect of NSS➤ In-charge of Office Administration	

Name & Designation: Thiru. R. Krishnan, Private Secretary

Duties:

- To attend Phone calls.
- To take dictation & transcription.
- Maintenance of CRs.
- To attend miscellaneous work assigned by Director.

ESTABLISHMENT SECTION:

Work Allocation order:

M. Babu, Superintendent

Attending to Service / Accounts matters of the Department.
Any other work assigned by the Head of Department and Head of Office.

A1

Tmt. L. Malini, Assistant

1. Framing/Revision/Amendment of Recruitment Rules
2. Promotion / Regularisation of Ad-hoc services / Seniority List / Transfer of technical staff.
3. Preparation of Reservation Rosters of Technical posts.
4. Matters relating to revision of Pay Scale/Ugradation/Amalgamation/Pay Anomalies of Technical posts.
5. Permission for purchasing of movable and immovable properties.
6. Furnishing of reports on Vacancy Position / Reservation particulars.
10. Matters relating to deputation / training of Officers / Staff.
11. Any other work assigned from time to time.

A2

Vacant: Look after by A4 & A6 Units

1. Maintenance of Service Books /Increment Register / Personal File in respect of Group 'C' incumbents of Ministerial cadres.
2. Preparation of all kinds of Contingent Bills including Advance Drawals.
3. Any other work assigned from time to time.

A3

Thiru. M. Govindarajan, UDC

1. RTI / CPGRAMS / LGPMS and related reports.
2. Matters relating to Assembly and Parliamentary Questions.
3. Expenditure Sanctions related with vehicle sparing and consultancy fee, T.A., D.A. of NABCONS.
4. Initiation / training of E-office related works.
5. Contemplation of Disciplinary Proceedings / Compassionate Appointment.
6. Circulation of Instructions received from various Departments.
7. Engagement / Continuance of 'Consultant' services.
8. Any other work assigned from time to time.

Tmt. K. Jessica, Assistant

1. Maintenance of Service Books / Increment Register / Personal File of Officers / Officials of all Technical Cadres and Group 'A' & 'B' of Ministerial cadres.
2. Issue of Office Orders related to Transfer & Posting / Promotion / Pay Fixation/ Sanctioning of Annual periodical increment / Sanction of all kinds of leave.
3. Service matters related to MACP / Probation / Confirmation / verification of Qualification Service etc.
4. Matters relating to Pension- Cum -Retirement benefits.
5. Any other work assigned from time to time.

Thiru. S. Sivaraj, Assistant- Cum – Cashier

1. Budget Proposals (Re-appropriation).
2. PAC / Estimate Committee / CAG Reports.
3. Disbursement /Remittance/Receipt of Cash.
4. Maintenance of Cash Book/Permanent Advance Register/Cheque Register
5. Receipt Book including Non-Government Cash Book and Valuable Registers.
6. Preparation of Permanent Advance Bill/preparation of postage stamp bill.
7. Forwarding of DDs/Cheques to Govt. Departments and Non-Governmental Organisations.
8. Any other work assigned by the superior from time to time.
9. Reconciliation of BCR with DAT.
10. Accounts matters in respect of UID Cell / Preparation of salary bill to UID staff.

Tmt. B. Rajeswary, UDC

1. Preparation of Pay Bills/ MACP / Bonus/GPF/ Pay Arrear /Tuition Fees/LTC/ Pensionary Benefit Bills etc.,
2. Issue of sanction of GPF advance and withdrawals.
3. Preparation of proposal for GPF Final Withdrawal of retired officials.
4. Forwarding the applications to the DAT., for opening / obtaining PRAN No. to the staff.
5. Preparation of MR/TA/OBA Bills.
6. Maintenance of all Registers related to the Contingent Bills including OBA Register / PBR / BCR / BDR.
7. Issue of LPC and Pay Certificate.
8. Furnishing of particulars on Licence Fee to PWD.
9. Matters relating to Income Tax.
10. Any other work assigned from time to time.



Thiru. S. Viswanathan, S.K. Gr.III.

1. Purchase and Issue of Sanction.
2. Matters relating to Building Maintenance /Telephone
3. Purchase of Computer, Accessories & consumables.
3. Supply of Liveries to Group D and maintenance of Liveries Register.
4. Maintenance of Dead Stock Register/Office Two Wheeler and Four Wheelers.
5. Condemnation and Disposal of Unserviceable articles/Newspapers/Vehicles.
6. Maintenance of Gazette/ Log Books.
7. Maintenance of G.O. Register / G.O. / Order file.
8. Any other work assigned from time to time.

Receipt & Dispatch

Thiru. V. Malarvannan, Record Clerk.

1. Maintenance of Records under safe Custody
2. Receipt and Despatch of Tapals including Maintenance of Stamp Registers.
3. Maintenance of BTR
4. Any other work assigned by the superior from time to time.

EDP Section

Thiru. G. Kalaivannan, Data Entry Operator.

1. Upkeep & Maintenance of Computer Centre of the Dept.
2. Departmental Website inclusive of periodical updation.
3. Data processing works assigned by the Director (Planning).
4. Any other work assigned by the superior from time to time.

PLANNING AND RESEARCH DEPARTMENT

Thiru. J. Devidasan, Joint Director	Thiru. V. Aroumojy, Joint Director-cum-DDO	Consultants
Controlling Officer: Plan Co-ordination, Banking, NSS	Controlling Officer: Plan Formulation / Training, DBT/SCSP & Plan Monitoring.	1. UIDAI 2. CSS Schemes

Plan Co-ordination / NSS Section:

<u>Officials</u>	<u>Subject / Sector</u>
Thiru. R. Samikannu, Upper Division Clerk	<ul style="list-style-type: none"> ➤ Monitoring of e-Samiksha ➤ Monitoring of e-Office ➤ PIO for RTI ➤ Nodal Officer for State Govt. Portal , Aadhaar (18+) ➤ State Level Sanctioning Committee- Agriculture ➤ Monitoring Evaluation and learning (DMEO) ➤ Blue Economy Committee Formation ➤ Project costing more than Rs.5.00 crore, Infrastructure Projects ➤ View and opinion sought for by Finance Dept. And Other Depts. Schemes/ components. ➤ Renewal of Standardised agency System license for Postal Agents ➤ Renewal of MPKBY Postal Agents. ➤ Co-ordination with all types of works ➤ Developing Climate Change Risk Assessment ➤ State Insurance Plan- appointment of Nodal Officer ➤ Any other work allocated from time to time.

Banking, CSS Section

<u>Officials</u>	<u>Subject / Sector</u>
1. Thiru. D. Velusamy, Data Entry Operator 2. Tmt. S. Meera, Steno Gr.II.	<ul style="list-style-type: none">➤ Matters relating to all Banking and Institutional Finance.➤ Monitoring of CSS/CS programmes in the Budget Estimate 2023-24 and expedite 100% expenditure booking under 110 schemes implemented by 34 Departments.➤ Compilation/Monitoring of monthly expenditure statement (both SNA Expr. & Treasury Expr.) in respect of CSS/CS programmes.➤ Monitor the implementation of 119 Flagship programmes in the U.T. of Puducherry so as to attain Saturation before the stipulated time.➤ Finalization the size and allocation of department-wise outlay for CSS programmes in the Budget Estimate and Revised Estimate.➤ Monitoring the PFMS portal of Ministry of Finance, GoI.➤ Liaison with the CSS implementing Departments on remittance of Interest acquired in the SNA account.➤ Coordination with DAT regarding release of fund under CSS and transfer of fund to the SNA account within 30 days on receipt from GoI.➤ Liaison with Lead Bank for effective implementation of various CSS schemes pertains to Banking sector in respect of U.T of Puducherry.➤ To arrange Meetings with Regional Director, RBI, Chennai for SLCC Meeting & DGM and convener for SLBC Meeting and RRB Meetings.➤ Monitoring the progress of Infrastructure projects implemented by Rural Development, AD Welfare, Local Administration, Fisheries, PWD, etc. in coordination with NABARD team.➤ Reduction of legacy data entry and Interest remittance of CSS schemes in the consolidated fund of Govt. of India.
Consultant: Thiru. R. Asokan.	

PLAN FORMULATION, TRAINING SECTION

<u>Officials</u>	<u>Subject / Sector</u>
1. Thiru. A. Swaminaden, Planning Assistant 2. Thiru. S.P. Coumaravelan*, Data Entry Operator 3. Tmt. R. Velvizhi, Stenographer Gr. II	<ul style="list-style-type: none">➤ Convening of State Planning Board<ul style="list-style-type: none">• Preparation of Budgetary Inputs• Preparation / Communication of Minutes• Follow up action on the Action Points discussed in the earlier SPB Meeting➤ Governing Council of NITI Aayog<ul style="list-style-type: none">• Preparation of Hon'ble CM Speech for Governing Council of NITI Aayog.• Communication of Minutes• Follow up action on the deliberations recorded in the minutes➤ Matters relating to National Conference of Chief Secretaries<ul style="list-style-type: none">• Preparation of Material for the Conferences• Collection and uploading of Feedback Note• Collection and uploading of State Specific Note• Communication of Minutes• Follow up of Action Taken Report➤ Matters relating to Conference of Union Territories<ul style="list-style-type: none">• Preparation of PPT for the Brainstorming session for the UT's Conference held at Puducherry• Communication of Minutes• Compilation of Action Taken Report➤ Furnishing of materials for Conference of Governors to DP&AR➤ Preparation of Plan Budget comprising of Department-wise / Scheme-wise Budget Allocation based on Demand for Grants➤ Co-ordination with the line Departments in this administration for collection, compilation, consolidation and submission of particulars to MHA / NITI Aayog as and when required.➤ Updation of issues related to Centre State Co-ordination Projects (PMG Portal)➤ Organising Training Programmes.

PLAN MONITORING & UID IMPLEMENTATION CELL:

<u>Officials</u>	<u>Subject / Sector</u>
<p>1. Thiru. K. Thirumalai, Planning Assistant</p> <p>2. Thiru. S. Selvavinayagam, Data Entry Operator</p> <p>3. Thiru. G. Dhandapani, Lower Division Clerk</p>	<p>Plan Monitoring Section</p> <ul style="list-style-type: none"> ➤ Monitoring of State Plan Programmes ➤ Compilation of CSS Expr. Statement ➤ Compilation of Flagship Programmes ➤ Communication of Minutes of the review meeting for State Plan Programmes/CSS/Flagship Programmes ➤ Compilation of Department/Sector/Scheme-wise Annual Expr. Statement ➤ Work Study ➤ Preparation of Draft Hon'ble LG Speech and Hon'ble CM Budget Speech
<p>Consultant:</p> <p>Thiru. C. Rajamansingh.</p>	<p>UID Implementation Cell</p> <ul style="list-style-type: none"> ➤ Being the Nodal Department for Aadhaar enrolment, the communication received both from UIDAI, New Delhi & Regional Office, Bengaluru is to be sent to the line departments/all APECs for information and adherence. ➤ Setting up of new Aadhaar Permanent Enrolment Centre(APECs) & Monitoring the functions of existing APECs ➤ Providing Technical Assistance (kit registration, 2 step activation, trouble shooting, clearance of doubts arising then and there, etc) to the existing 60 APECs & Association/Disassociation of Operators ➤ Disbursement of Aadhaar Enrolment Charges to the VLEs/ Operators ➤ Conducting of Special Camps on various occasions by Central/State Govt. ➤ Obtaining special permission from UIDAI to move the kits to be deployed in the camps ➤ Monthly Inspection of APECs & Furnishing of Report to UIDAI ➤ Works related to State Govt. Portal for Aadhaar ➤ Attending Monthly Standing Reconciliation Committee Meeting convened by UIDAI Regional Office, Bengaluru ➤ Convening of State UID Implementation Committee Meeting and communication of Minutes, compilation of ATR. ➤ Participation in the District Level Aadhaar Monitoring Committee in Puducherry District & Karaikal District. ➤ Organising Workshop/Training to the stakeholders in coordination with UIDAI. ➤ Works related to IEC ➤ Any other works assigned from time to time

DBT & SCSP SECTION	
<u>Officials</u>	<u>Subject / Sector</u>
Thiru. A. Joseph Arul Raj Planning Assistant	<ul style="list-style-type: none"> ➤ DBT Cell - implementation, preparation of files, furnishing of reply to DBT Mission, attending video conferencing ➤ State Support Mission - Establishment of State Institute for Transformation ➤ Puducherry Chief Minister's Fellowship Programme ➤ Attending matters relating to SCSP and furnish of reply to National Commission for SC/ST ➤ Preparation of Puducherry Chapter of Annual Administrative Report of the UT of Puducherry and sending MHA to incorporate the same in Annual Report of M/o Home Affairs. ➤ Furnishing of reply to Parliament starred and un-starred question. ➤ Preparation of materials for National Festivals / Popular Ministry Achievements ➤ Preparation of materials for Independence Day and Republic Day. ➤ Maintenance of Department Library which has archives of Plan Documents, govt publications, Budget Speech of LG and CM and books related to Finance and Budgeting. ➤ Matters relating to Sustainable Development Goals ➤ Comments and views on files received from various departments. ➤ Compilation of ATR on the minutes of Secretaries' Review Meeting chaired by Chief Secretary. ➤ Preparation of Vision @ 2047 document and Region-wise Vision @ 2047 ➤ 20 Point Programme