



GOVERNMENT OF PUDUCHERRY

# **CITIZEN CHARTER**

**PLANNING AND RESEARCH DEPARTMENT**  
**2015**

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## PREFACE

Planning and Research Department was established in the year 1975. It has a Regional Office at Karaikal and a Planning Cell in the Offices of the Regional Administrators of Mahe and Yanam.

Planning and Research Department formulates Five Year / Annual Plan based on the guidelines issued by Planning Commission. The activities of the Planning and Research Department may broadly be grouped as follows:

- ❖ Formulation of Five Year Plan / Annual Plan and all matters connected to State Planning Board.
- ❖ Plan Monitoring including on-line monitoring of plan expenditure through NIC.
- ❖ Conduct of Regional Plan Review Meetings.
- ❖ Monitoring of 20 Point Programme.
- ❖ Monitoring the Flagship Programmes.
- ❖ Conduct of Developmental Training.
- ❖ All matters connected with Development Banking and matters relating to availing of Negotiated Loan.
- ❖ National Small Savings.

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## VISION

The Union Territory of is 479 sq. kms. in area and has a population of 12,44,464 as per 2011 census. The Union Territory of Puducherry constitutes two Revenue Districts, namely Puducherry and Karaikal consisting of 264 Census Villages, 129 Revenue Villages, 6 Taluks (4 in Puducherry and 2 in Karaikal) and 2 Sub Taluks (Mahe and Yanam). For the purpose of development administration, the Territory is divided into six blocks namely, (i) Ariankuppam, (ii) Oulgaret, (iii) Villianur, (iv) Karaikal, (v) Mahe and (vi) Yanam consisting of 47 circles of village level units. Puducherry Panchayats Act of 1973 and Municipalities Act of 1973 came into force in 1974.

There are 5 Municipalities, namely (i) Puducherry, (ii) Oulgaret, (iii) Karaikal, (iv) Mahe and (v) Yanam and 10 Commune Panchayats, namely (i) Villianur, (ii) Mannadipet, (iii) Ariyankuppam, (iv) Bahour, (v) Nettapakkam, (vi) Thirunallar, (vii) Neravy, (viii) Nedungadu, (ix) Kottucherry and (x) T.R. Pattinam.

The Planning and Research Department prepares a Plan for overall development of Puducherry in all the socio-economic infrastructure development and also to avoid regional imbalance in the development of Union Territory of Puducherry.

To transform the small Union Territory into model administrative unit in all spheres within a reasonable period of time.

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## MISSION

Planning and Research Department formulates Five Year / Annual Plan based on the guidelines issued by Union Planning Commission.

The State Planning Board which is a Non-Statutory Advisory Body, Advices the Government Regarding Formulation of Development Plans / Schemes Review the implementation of these Schemes, and to Advice the Government on matters relating to Economic Development and Polices.

- ◇ The Outlays recommended by the State Planning Board is submitted to the Planning Commission as Draft Annual Plan Document.
- ◇ The total size of the Plan is finalized in the Chief Minister's level discussion with Deputy Chairman, Planning Commission.
- ◇ 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.

## INDEX OF SERVICES

**PLAN FORMULATION**

Sl. No. (1)	Services (2)	Service / Performance Standards (3)	Contact Details of the Responsible Officer (4)	Weightage (%) (5)	Processes (6)	Documents required (7)
1.	Formulation of Five Year Plan/ Annual Plan.	September / October of every financial year for the next year Annual Plan.	Thiru C.L. Arundakumar Selvaraj, Joint Director (PF) Tel. No. 2248071. 2249669 Email: pandr.pon@nic.in	30%	<ol style="list-style-type: none"> <li>1. Receipt of Sectoral proposals from departments dealing with Plan.</li> <li>2. Sectoral proposals received from departments are examined in detail by Member, Planning Commission with Chief Secretary and Union Territory officials in the Working Group discussion.</li> <li>3. The total plan size is finalized by the Deputy Chairman, Planning Commission with Chief Minister. Sector-wise allocations are worked out based on the observations / comments of Planning Commissions and communicated to departments for the submission of budgetary details to Finance Department.</li> <li>4. Scheme-wise outlays worked out by departments are documented as "Plan Budget".</li> </ol>	<p>Performance Statements for sectoral proposals as prescribed by Planning Commission.</p>

**PLAN MONITORING**

Sl. No. (1)	Services (2)	Service / Performance Standards (3)	Contact Details of the Responsible Officer (4)	Weightage (%) (5)	Processes (6)	Documents required (7)
1.	<p>Monitoring of Plan Schemes, Twenty Point Programme, Centrally Sponsored Schemes and Flagship Programmes.</p>	<p>Periodical review meeting held at the level of Development Commissioner, Chief Secretary and Chief Minister.</p> <p>Plan Review is also taken up once in a year by Member / Principal Advisor, Planning Commission.</p> <p>Monthly Progress Report on the implementation of Flagship Programmes will be sent to Planning Commission.</p>	<p>Thiru G. Santhamurthy, Joint Director (Monitoring) Tel. No. 2248071, 2249669 Email: pandr.pon@nic.in</p>	30%	<p>1. The periodical review meetings enable the departments to take corrective measures then and there in implementing the plan schemes.</p> <p>2. Member (Planning Commission) / Principal Advisor will be visiting the Union Territory of Puducherry for periodical review to hasten the process of plan implementation.</p> <p>3. Regional Monitoring of Plan expenditure is also taken up to see whether percentage of plan expenditure is in relation to the overall plan expenditure.</p> <p>4. Union Territory of Puducherry is implementing 7 Flagship Programmes and Chief Secretary is reviewing the progress and achievements on monthly basis and progress report sent to Planning Commission, Government of India.</p>	<p>Monthly Expenditure data received from Directorate of Accounts and Treasuries, Public Works and Port in respect of Plan and CSS are taken into account in respect of all sectors for preparation of expenditure report.</p> <p>Based on the monthly progress report returns, cumulative progress reports are compiled and sent to concerned Central Ministry, Government of India.</p> <p>Outlay and Expenditure statements are compiled.</p>



**TRAINING AND BANKING**

Sl. No. (1)	Services (2)	Service / Performance Standards (3)	Contact Details of the Responsible Officer (4)	Weightage (%) (5)	Processes (6)	Documents required (7)
1.	<ul style="list-style-type: none"> <li>✧ Conducting of Training Programmes.</li> <li>✧ National Small Savings Schemes.</li> <li>✧ N o d a l department for banking related matters.</li> </ul>	<ul style="list-style-type: none"> <li>✧ One or two training programmes will be conducted in every financial year.</li> <li>✧ Duration of a training programme will be 3 to 5 days.</li> <li>✧ Appointment of new agents, Renewal of license.</li> <li>✧ Renewal of MPKBY Agents once in 3 years, SAS agents once in a year.</li> <li>✧ Targets and achievements under Annual Credit Plan are reviewed once in 3 months in the State Level Bankers Committee / State Level Review Committee meetings.</li> </ul>	<p>Thiru R. Asokan, Deputy Director (Training) Tel. No. 2248071, 2249669 <i>Email: pandr.pon@nic.in</i></p>	20%	<ul style="list-style-type: none"> <li>✧ Developmental Training to the officials of Pudukcherry, Karaikal, Mahe and Yanam regions to improve the quality of the implementation of plan schemes in association with reputed training institutes across the country.</li> <li>✧ Calling of participants from various departments of Union Territory of Pudukcherry and finalisation.</li> <li>✧ Appointment of new agents, Renewal of license in respect of National Small Savings Schemes.</li> <li>✧ Director (Planning) is one of the Board of Directors of Pudukvai Bharathiar Gramin Bank.</li> </ul>	<p>A letter will be addressed to the Head of the reputed institute requesting them to organized off-campus training programmes in regions of Pudukcherry district.</p> <p>Issue of application form for renewal/ fresh appointment for NSS as per NSS rules 2004.</p>

**KARAIKAL REGIONAL UNIT**

Sl. No. (1)	Services (2)	Service / Performance Standards (3)	Contact Details of the Responsible Officer (4)	Weightage (%) (5)	Processes (6)	Documents required (7)
1.	A Regional unit in Karaikal.	Regional unit headed by Dy. Director who provide all technical support to the Collector, Karaikal in formulating the Plan programmes / schemes and monitoring the same in Karaikal region.	Tmt. Shantha Williams, Joint Director Tel. No. 04368-222530	10%	Formulation of Regional Plan.	Collection of particulars from the Branch Officers of various departments in Karaikal District for preparation of regional plan.

**MAHE AND YANAM REGIONS**

Sl. No. (1)	Services (2)	Service / Performance Standards (3)	Contact Details of the Responsible Officer (4)	Weightage (%) (5)	Processes (6)	Documents required (7)
1.	A Regional unit in Mahe and Yanam.	Regional unit functioning under the control of Regional Administrators of respective regions.	Regional Administrator, Mahe/Yanam	10%	Formulation of Regional Plan.	Collection of particulars from the Branch Officers of various departments in Mahe and Yanam regions for preparation of regional plan.

## CONTACT DETAILS

The Name, Designation and Contact numbers of the officials are given below:

Sl. No.	Name and Designation	Subject Dealt	Contact Phone Nos.
1	N. Sumathi, Director and Joint Secretary to Government	Head of the Department	0413-2248668 (O) 0413-2205617 (R)
2	Thiru C.L. Anandakumar Selvaraj	Joint Director	0413-2248071 0413-2249669 <i>Email:pandr.pon@nic.in</i>
3	Thiru G. Santhamurthy	Joint Director	0413-2248071 0413-2249669 <i>Email:pandr.pon@nic.in</i>
4	Thiru R. Asokan	Deputy Director (Training)	0413-2248071 0413-2249669 <i>Email:pandr.pon@nic.in</i>

### Karaikal Branch Office, Karaikal

5	Tmt. Santha Williams	Joint Director	04368-222530
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### Regional Unit, Mahe

6		Planning Assistant	0490-2333235
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### Regional Unit, Yanam

7	Sulthana	Investigator	0884-2321223 (O)
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### RTI

1.	N. Sumathi Director and Joint Secretary to Government	-	First Appellate Authority
2	Thiru R. Asokan Deputy Director (Training)	-	Public Information Officer

# ORGANISATIONAL STRUCTURE OF PLANNING AND RESEARCH DEPARTMENT

