

## 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**

Karaikal is going through a major challenge of developing the District by uplifting 24,264 families who are below the poverty line. They need habitat, food, health care and they need education and employment finally resulting in a good life. For this we have to envisage an Integrated Action for development. It includes:

- ✓ Improvements in Agriculture & Food Processing
- ✓ Education & Health Care
- ✓ Development of infrastructure in all the Commune and Municipality with reliable and quality electric power Surface and Air Transport
- ✓ Improvements to Information and Communication Technology
- ✓ Self-reliance in strategic sectors.

#### **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. The department was housed in private buildings during 1992 - 2002. During 2002 the department was again shifted to 3<sup>rd</sup> 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 / Twenty Point Programmes 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 (monthly).
- ✓ Organising training courses on 'Development Planning' for officials of various departments.
- ✓ Quarterly Review of Local Bodies Works
- ✓ 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, MPKBY and PPF 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 licence is for three years and to be renewed thereafter and the M.P.K.B.Y. 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 cash incentive to investors during drive period:**

Cash incentive is paid to investors for their investment under various NSS Schemes during drive (2<sup>nd</sup> October to 31<sup>st</sup> March) period only. At present 1.5% incentive is paid for their investment in all the regions of Puducherry. The incentive percentage is subject to revision.

**Payment of Commission to Agents (Quarter-wise)**

SAS Agents are paid 1% commission for their business done under the small savings schemes, except for Senior Citizen and Time Deposit less than three years for which 0.5% commission is paid.

Women Agents are paid 2% commission for the Recurring Deposit mobilization. Both the above agent's commission is paid quarter-wise.

**Distribution of prize coupons to the Investors:**

One prize coupon for every investment of Rs.1,000/- under NSS Schemes in all regions of Puducherry is issued to the investors for their investments during drive period i.e. from 2<sup>nd</sup> October to 31<sup>st</sup> March of every year.

**Distribution of prize to Investors:**

Prize winners are selected by conducting draw in front of the public during July/August of every year at the Headquarter. The special prize winners as well as consolation prize winners are intimated individually through post in order to facilitate the collection of prizes. The prizes are distributed in a function organized on 30<sup>th</sup> October being celebrated as World Thrift Day wherein the Chief Minister will be the Chief Guest mostly.

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

(Refer at page No. 5 )

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

Through Plan Monitoring Committee for Karaikal District headed by Hon'ble Chief Minister, where 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**

By convening of Plan Monitoring Committee Meetings for Karaikal District and NSS Agents Meetings.

**1.10. 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.

**1.11. 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,  
Mathakadi,  
Karaikal – 609 602.

**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.