

MANUAL - 1

Particulars of organization, functions and duties

1. Aims and Objectives of the Organization: -

The Planning Department is responsible for overall planning of NCT of Delhi and for this purpose the Planning Department has 2 basic roles, the first being, the estimation of resources for financing of Annual Plan/ Five Year Plan of Government of Delhi and the second role pertains to formulation, preparation, monitoring and evaluation of Five Year Plan/Annual Plan of Government of Delhi. (The implementation part of the respective plans is carried out by different departments, Local Bodies and Autonomous Organizations under Government of Delhi). The Planning Department has also the responsibility of management of Planning & Statistical Cadre of Govt. of Delhi.

2. Mission and Vision:

The mission of the Planning Department is multifold. On one hand, it has the responsibility of having liaison with the Niti Aayog and to take the prime role in formulation, preparation, monitoring and evaluation of Five Year Plan/Annual Plan of Government of Delhi. On the other side, the Planning Department as mentioned above, has also the mission to collect, compile and analyse the data relating to estimation of resources for financing of Plan of Govt. of Delhi.

The vision of the Planning Department is to prepare a realistic plan for Govt. of Delhi and to coordinate for its smooth translation into targeted objectives and outcomes. Further, the Planning Department also takes care to ensure that all relevant data pertaining to the Plan of Government of Delhi are kept in public domain are in the official website and also by bringing out a number of documents from time to time on the following subjects: -

- i) Plan Resources
- ii) Plan Outlay
- iii) Plan Expenditure
- iv) Coordination of Budget- Plan related issues and Part- A of FM Budget Speech of NCT of Delhi
- v) Annual and Five Year Plan Documents
- vi) Economic Survey of Delhi
- vii) Socio Economic Profile
- viii) Various Study Reports / Publications
- ix) Plan Appraisal

3. Organisation Charts:

The organizational charts indicating hierarchical setup of the Planning Department is placed below:

PR. SECRETARY (PLANNING) Sh. S. N. Sahai, IAS

SECRETARY (PLANNING) Sh. V.P. Rao, IAS

<p>Dr. B.K. Sharma, Director-Cum-Spl. Secretary (Planning, Economics & Statistics) is looking after Overall supervision of the work of Planning Department and First Appellate Authority, Planning Department</p>			
Sh. K.R. Naidu, Jt. Director	Smt. Manju Sahoo, Dy. Director	Sh. D.B. Gupta, Dy. Director	Sh. Manish Dev, Dy. Director
Resources, TPP and Evaluation	(CCU & Plan Formulation, PIO)	As Head of office & Financial Unit.	Over all Monitoring & Review
<p>Estimation of Resource Mobilisation of Departments of Government of Delhi including D.T.C. /DJB/ TRANSCO / GENCO ETC.</p> <p>Finalization of overall Resource size for financing Five Year Plans/Annual Plans.</p> <p>Review of matters relating to finances of Government of Delhi</p>	<p>Plan formulation and Monitoring Review and examination of the Plan proposals as received from Finance Dept. for comment etc. of the following Sectors:-</p> <ul style="list-style-type: none"> • Water supply & Sanitation • Housing • Urban Development • Public Works • Energy • Industries • Other Admin Services • Jail Building • General Education • Tech. Education • Art & Culture • Sports & Youth Services • Labour & Labour Welfare • Secretariat Economic Services <p><u>Cadre Controlling Unit</u></p> <p>DPC/ UPSC Cases, Transfer Posting and Cadre Management work for Planning & Statistical Cadre.</p>	<p>Plan formulation and Monitoring Review and examination of the Plan proposals as received from Finance Dept. for comment etc. of the following Sectors:-</p> <ul style="list-style-type: none"> • Rural Developments • .Minor Irrigation & Flood Control • Transport • Tourism • Science, Technology & Environment <p>Coordination work of Five Year/Annual Plan formulation /Mid Term Appraisal, Socio-Economic Profile, Organising meetings, Planning Board , N.D.C. meetings, Parliamentary /Vidhan Sabha Questions, Annual Preparation of Admn. Report, Budget Brief/Speech, Delhi Human Development Report, Voluntary Sector – Joint Machinery, Plan review meetings of CM/FM/CS/ Secretary (Plg), Mid Term Appraisal, Budget Speech of Finance Minister, 12). Plan formulation, Release of plan funds, Monitoring/ Review of the following Sectors:-</p>	<p>Plan formulation and Monitoring Review and examination of the Plan proposals as received from Finance Dept. for comment etc. of the following Sectors:-</p> <ul style="list-style-type: none"> • Welfare of SC/ST/OBC/ Minorities, • Social Welfare, • Women Child Development, • Nutrition <p>Monitoring of Plan Expenditure, Finalization of sector wise outlay & Revised estimates, Re-appropriation of Surrenders/ Additional ties, Plan review meetings of CM/FM/CS/ Secretary (Plg), Mid Term Appraisal, Out-Come Budget, Budget Speech of Finance Minister.</p> <p>Estimation of Resource Mobilization of Departments of Government of Delhi including D.T.C. /DJB/ TRANSCO / GENCO ETC.</p> <p>Finalization of overall Resource size for financing Five Year Plans/Annual Plans.</p> <p>Review of matters relating to finances of Government of Delhi</p>

Dr. B.K. Sharma,**Director (Planning, Economics & Statistics) is looking after Overall supervision of the work of Planning Department**

Sh. Deepak Kumar, Dy. Director			
Evaluation Medical & Public Health			
Plan formulation and Monitoring Review and examination of the Plan proposals as received from Finance Dept. for comment etc. of the following Sectors:- <ul style="list-style-type: none">• Medical• Public Health Evaluation work.			

Jt. Director(Plg/Stat)	Sh. K.R. Naidu
Deputy Director(Plg/Stat)	Smt. Manju Sahoo Sh. D.B. Gupta Sh. Manish Dev Sh. Deepak Kumar
Assistant Director(Plg/Stat)	Smt. Sharda Tiwari Smt. Indu Mohan, APIO Smt. Jayashree Krishnan Shri Shyam Sunder Malhotra Shri K.R.Chhibber
AAO	Ms. A. Padamashree
Statistical Officer	Shri Surendra Kumar Smt. Rajni Govil Shri Mukesh Sharma Shri. Dileep Gupta Dr. Arvind Kr. Yadav Shri Didar Singh Mrs. Sasmita Sahu Shri Shakti Ranjan Patra Shri Madhu N.

Note: Officers are supported by Non- Gazatted staff.

4. **Citizen inter-action:**

Planning Department is not a public dealing Department and there is no scope for citizen inter-action in a routine manner on a day-to-day basis. Planning Department provides information on Annual/Five Year Plan and planning of Government of Delhi to the general public through publications as well as through website of the Department (namely, www.delhiplanning.nic.in.)

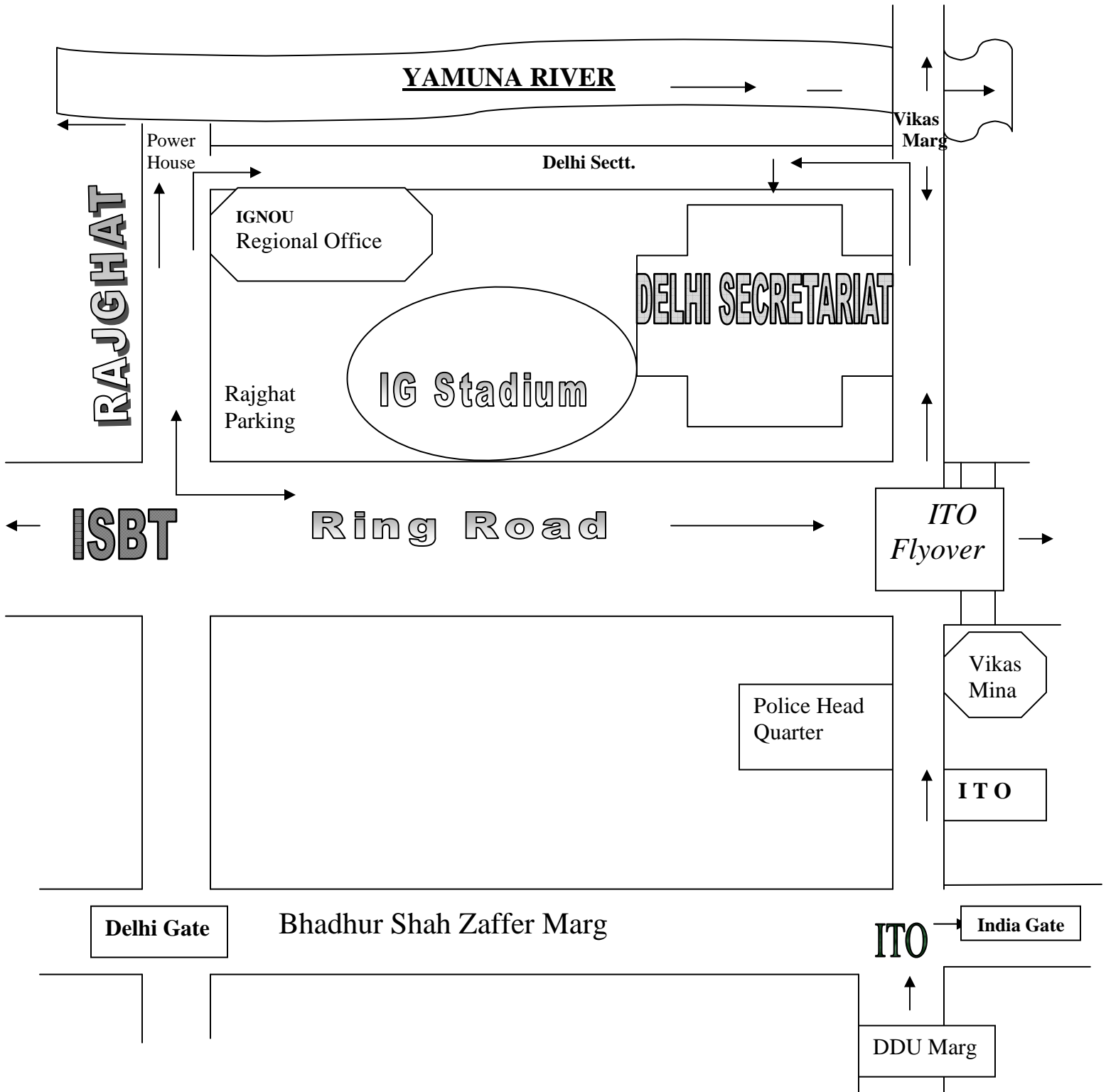
5. **Postal Address of main office, Attached/ subordinate office/ Field units etc:**

PLANNING DEPARTMENT

(Government of National Capital Territory of Delhi)
4TH & 6TH LEVEL, B-WING DELHI SECARTARIAT,
I.P. ESTATE NEW DELHI –110002
TEL: 23392039, FAX: 23392051, e-mail: [jdplg@.nic.in](mailto:jdplg@nic.in)
(Website: www.delhiplanning.nic.in)

6. Map of office location

A map showing the office location of the Planning Department is attached below:



7. Working Hours for both Office and Public:

The working hours are from 9.30 AM to 6.00 PM with a lunch break of 1.30 PM to 2.00 PM. Since there is no public dealing on a day to day basis, there is no separate timing for the public. The Department provides information during the working hours.

8. Public Interaction, if any:

There is no scope of public inter-action on day to day basis in a routine manner. However, public interaction takes place during different meetings, seminars, workshops etc. organized on specific issues for planning and development of Delhi.

8. Grievance Redressal Mechanism:

Manual 16 may be referred to for details of officers designated as Public Information Officer, Asstt. Public Information Officer and Appellate Authority under the RTI Act in respect of Planning Department.