

## **ADMINISTRATION DIVISION**

The Administration Division is responsible for rendering establishment, administrative, accounts, library services to the officers and staff of the Planning Commission including Programme Evaluation Organisation and its regional/field offices.

- i) Personnel Administration
- ii) General Administration
- iii) Accounts
- iv) Internal Financial Advice & Budget
- v) Organisation & Method and Coordination Section
- vi) Career Management & Vigilance

### **Personnel Administration**

There are five Sections dealing with the establishment matters of the staff and officers of the Planning Commission and Programme Evaluation Organisation and its field units.

#### **1. Administration I Section**

All administrative/establishment matters pertaining to the following Gazetted posts (including Minister/Deputy Chairman/ Minister of State for Planning/Members) :

1. Secretary, Principal Advisers, Economic Advisers, Advisers, Joint Secretary, Joint Advisers, Director, Deputy Secretary, Dy. Advisers, Under Secretaries, Chief Librarian-cum-Documentation Officer.

## **2. Administration II Section**

1. All administrative and establishment matters pertaining to Senior Research Officers/ Research Officers/Technical Officer/Asstt. Information Officers, Senior Research Assistants/Research Assistants/ Publicity Investigators/ Senior Artists/Artists/ Computers Grade I & II/Proof Readers/ Carpenter and the Official Language Staff.

## **3. Administration III Section**

1. All administrative and establishment matters pertaining to personal staff of Deputy Chairman, MOS & Members PPS/PS/PA/Stenographers and Group D staff of the Planning Commission including casual workers on daily wage basis.
2. Administrative matters of personnel belonging to CSSS, appointment, confirmation, promotion etc.
3. Administrative matters relating to the post of Photostat-cum-equipment Supervisor/ Operator, Asstt. Photostat-cum- Equipment Operator.

## **4. Administration IV Section**

1. All administrative/ establishment matters of the officers and staff of Programme Evaluation Organisation(PEO), Headquarters and Field Units e.g. Deputy Advisers, SROs, ROs, Economic/ Statistical Investigators Grade-I & II, Superintendents, Computers, Tabulation Clerks, Group D staff and LDC/ UDC, Stenographers.

## **5. Administration V Section**

1. All administrative/establishment matters pertaining to the following staff:-  
Section Officers, Assistants, UDCs, LDCs, Asstt. Welfare Officer, Sr. Accountant(IF), Protocol Officer, Protocol Assistant, Staff of Pay and Accounts Office and Library, Desk Officer and Desk Attache.

## **6. Accounts I Section**

I. The Section deals with work relating to all types of payments to Group A and Group B (Gazetted) officers of Planning Commission namely:

1. Deputy Chairman
2. Minister of Planning
3. Members
4. Secretary/ Member Secretary
5. Principal Advisers
6. Advisers and equivalent officers
7. Joint Secretary
8. Joint Advisers
9. Private Secretary to Deputy Chairman
10. Directors
11. Deputy Advisers
12. Deputy Secretaries
13. Deputy Directors
14. Under Secretaries
15. Senior Research Officers
16. Research Officers
17. Senior Accounts Officer, Asstt. Accounts Officer
18. Section Officers, Desk Officer, Protocol Officer
19. 1<sup>st</sup> P.A., Asstt.PS, Private Secretaries, Principal P.S., Sr. P.P.S.

## **7. Accounts II Section**

This section deals with work relating to all types of payments to all Group B (Non Gazetted) officers of Planning Commission namely:

1. Senior Research Assistants
2. Research Assistants

3. Senior Accountants
4. Senior Library and Information Assistants
5. Library and Information Assistants
6. Library Clerk
7. Senior Hindi Translator
8. Junior Hindi Translator
9. Senior Artist
10. Junior Artist
11. Technical Assistants
12. Assistants of CSS
13. Personal Assistants Grade C
14. Steno Grade D
15. Language PA of Members
16. Language PA of Dy Chairman
17. IInd PA of Members
18. IInd PA of Dy Chairman
19. UDCs
20. LDCs
21. Desk Attache
22. Staff Car Drivers
23. Despatch Riders
24. Co-terminus PAs
25. Co-terminus LDCs

**8. Accounts III Section :** It relates to

1. Monthly/Supplementary pay bills of Group "D"/Departmental Canteen employees.
2. License Fee recoveries.

3. TA/DA, LTC Advance bills.
4. Cycle/Fan/Natural Calamity Advance bills.
5. House Building Advance bills.
6. Festival/Leave Salary advance bills.
7. GPF Advance/Withdrawal including conversion of GPF Advance into Withdrawal bills.

## **9. Accounts-IV Section**

I. The Section deals with all account matters including payments and prepares establishment bills and payments relating to the following Gazetted, Non-gazetted and Group `D` staff of the Programme Evaluation Organisation.

1. Directors
2. Deputy Advisers
3. Sr. Research Officer
4. Research Officer
5. Economic Investigator Grade-I
6. Statistical Investigator Grade-I
7. Economic Investigator Grade-II
8. Statistical Investigator Grade-II
9. Tabulation Clerks
10. Computer
11. Daftries
12. Peon

## **10. Career Management & Vigilance Desk**

Career Management and Vigilance Desk comprises two units namely (a) Vigilance Unit and (b) Career Management Unit. The subjects dealt with in the

two units are as follows:

**(A) Vigilance Unit:**

1. The unit deals with vigilance cases such as cases of corruption, malpractices and lack of integrity in respect of Group 'A', 'B' and 'C' officers.
2. The Unit maintains a list of officers of doubtful integrity and issues vigilance clearance certificates in respect of group 'A' 'B' and 'C' officers.

**(B) Career Management:**

The work in the Unit mainly comprises the following:

1. Training programmes in India and abroad.
2. Foreign Assignments.
3. Deputations / Delegations for participation in Seminars/ Conferences in India and abroad.

## **11. Charts & Maps And Equipment Unit**

The Unit deals with:

1. Preparation of Maps, Organisation Charts, Graphical Charts, Pert Charts, other charts, Transparencies and other designing work.
2. Preparation of Cover Pages, Certificates, Name Display Cards, Electronic Display Boards.

## **12. General Administration Section-I**

The main functions/activities of General-I Section and Cells under it are as under:

- (i) Allotment of office accommodation to officers and staff of Planning Commission in Yojana Bhawan.
- (ii) Renovation of Divisions/Sections/Officers room in Yojana Bhawan and REOs/PEOs.
- (iii) Purchase/Installation of Computer/Printer/ Software and other accessories and their maintenance for office as well as for residence of entitled officers,
- (iv) Maintenance / repair/ upgradation of computers provided in the Yojana Bhawan and at the residence of Officers of Planning Commission,

**B. Central Registry:** This Section has two units within it - one for handling incoming dak known as the Receipt Unit and the other for the dispatch of outgoing dak - local and postal -known as Despatch Unit.

**C. Staff Car Cell:** Staff Car Cell provides transportation facility to officers of the Planning Commission.

**D. Caretaker Cell:** Caretaker Cell is responsible for day-to-day maintenance including cleanliness of the building and keep liaison with Civil, Electrical and Horticulture wings of CPWD.

### **13. General Administration Section - II**

General Administration Section-II deals with the following work: -

- (A) Procurement, Storage and Distribution of consumable items like: -**
- i) Computer Consumables, Fax Cartridges, Digital Copier ink, etc.,
  - ii) Stationery, Crockery, Briefcases and Dak Bags,
  - iii) Furniture and furnishing items, Hardware material,

## **(B) Procurement, Storage, Distribution and Maintenance of**

- (1) Procurement of Machinery and Equipment such as
  - i. Photocopiers (Desk Top as well as Heavy Duty).
  - ii. Projectors.
  - iii. Digital Scanner-cum-Printers.
  - iv. Wall Clocks.
- (2) Maintenance contracts for Photocopiers, Typewriters, Projectors, etc.

## **14. Hindi Section**

Hindi Section broadly deals with:—

- i) **Translation** of documents from English to Hindi .
- ii) To get the **Official Language policy of the Union** implemented in the Planning Commission as well as in the offices under its control.
- iii) **Monitoring** of the periodical reports and other information received from different Sections/Divisions/Offices of the Planning Commission.
- iv) **To nominate officers/employees for various Hindi classes** like Prabodh, Praveen & Pragya, Hindi typewriting & Hindi stenography, to ensure their admission to the nominated classes, regularity in attendance and appearance in the examinations.
- v) To organise different **functions, meetings, seminars** etc. to create an environment congenial to the propagation and use of Hindi.



## **15. Integrated Finance**

The establishment of the Integrated Finance Scheme is to ensure smooth and expeditious flow of financial advice work, to the benefit of the Planning Commission.

- i. to ensure that the schedule for preparation of Budget is adhered to.
- ii. to scrutinize the budget proposals thoroughly, before sending them to Ministry of Finance;
- iii. to watch and review the progress of expenditure against sanctioned grants.
- iv. to advise the Administrative Department on all matters falling within the field of delegated powers.
- v. to screen all expenditure proposals requiring to be referred to Finance Ministry for concurrence or comments.

## **16. Library & Documentation Centre Library**

### **I The functions of the library are:**

- Development and proper maintenance of adequate and upto-date collection of books, periodicals, reports, maps and other items of macro and micro literature including electronic sources like CD-ROM, floppy disks etc. on all subjects relating to the work of the Planning Commission including Programme Evaluation Organisation.
- Circulation of Books and Periodicals to all registered members of the library as per rules in vogue.
- Dissemination of currently published information by means of personal notification. Selective Dissemination of

Information (SDI) service, preparation and distribution of library bulletins, information digests etc.

- **Bringing out DOCPLAN** - A monthly list of selected articles indexed out of the periodicals received in the library; Recent List of Additions.

## **17. Organisation & Method and Coordination Section**

- I. Method Studies and Organisational Analysis.
- II. Activities relating to Organisation and Methods (O&M) such as,
  - i) Review of Periodical Returns;
  - ii) Monthly statement of recording, reviewing and weeding of files;
  - iii) Preparation of Programme of Annual Inspections of Divisions/Sections including Regional/Field Offices of Programme Evaluation Organisation on a quarterly basis;
  - iv) Review and updating of Induction Material;
  - v) Measures to improve administrative efficiency;
  - vi) Observance of cleanliness in office; and
  - vii) Grievance Redress Machinery.

## **18. Parliament Section**

1. Parliament Section which functions under the control of Adviser (Plan Coordination) deals with the following subjects:-

Coordinates parliament matters of the Planning Commission, which includes:-

- i). **Parliament Questions:** Preparation of sets, sending photocopied copies of replies to Lok Sabha and Rajya Sabha Secretariats after Minister's approval both in

English and Hindi version.

- ii). Calling Attention Notices, Half-an-Hour discussions, Resolutions, No-Day-Yet-Named Motions, Special Motions, Private Members Bills, short duration discussions.
  - iii). Laying of Reports/Statements in both Houses of Parliament.
  - iv). Arranging temporary Passes for all officers and session-wise passes for the Officers above the rank of Joint Secretary for Parliament House during business.
2. Maintains for reference purposes, Questions-Answers in respect of both Houses of Parliament (Session-wise)

## **19. Protocol Section**

### **I Hospitality & Protocol Arrangements:**

- i) Receiving/ Seeing off VIPs / Official Delegations
- ii) Receiving/Seeing of foreign dignitaries, arrangements for their stay, itinerary, travel, etc.
- iii) Reservation of Conference Rooms for official meetings in Yojana Bhavan.
- iv) Hospitality arrangements in Official Meetings, Conferences, Seminars etc. held in Yojana Bhavan/outside venues,
- v) Organizing Press Conferences,
- vi) Overall supervision of Tea Board/Coffee Board and processing official entertainment bills of Tea Board/Coffee Board and Departmental Canteen.

### **II Telephones:**

### **III Procurement and maintenance of Equipments:**

- IV Travel related services**
- V Online news service**
- VI Centralised Fax services**
- VII Overtime allocation**

## **20. Record Section**

The main functions of Record Section are: -

1. Custody, Maintenance and Upkeep of Records of Planning Commission including Pay Bill Registers.
2. Maintaining the Record Review Register for keeping track on further retention and timely review of the Records.
3. Issue of requisitioned files from Record Section to the concerned Sections/Divisions on temporary loan basis.

## **21. Welfare Unit**

1. Provides first aid to the officials/staff of Yojana Bhavan.
2. Supply them standard medicines.
3. Take them to hospital in case of accident/emergent situation, get them checked and ensure that they get immediate medical help.
4. To visit hospitals to enquire about the health of the hospitalized employees.
5. To visit the families of those employees who pass away, render all possible help to their families and hold condolence meetings in Office.
6. To make arrangements of farewell of those employees who

retire from Planning Commission/P.E.O.(Hq.).

7. To attend the work relating to:
  - i) Departmental Canteen,
  - ii) Tea Board,
  - iii) Coffee Board,
  - iv) HPMC Fruit
  - v) HPMC Juice Stall
  - vi) Tea/Coffee Stall
  - vii) Kendriya Bhandar,
  - viii) DMS Stall,
  - ix) Planning Commission Employees Welfare Fund ` Society
  - x) Planning Commission Recreation Club.