

**Citizen Charter of Development-II Section  
(Rural Development/Panchayati Raj Institutions)  
Secretariat**

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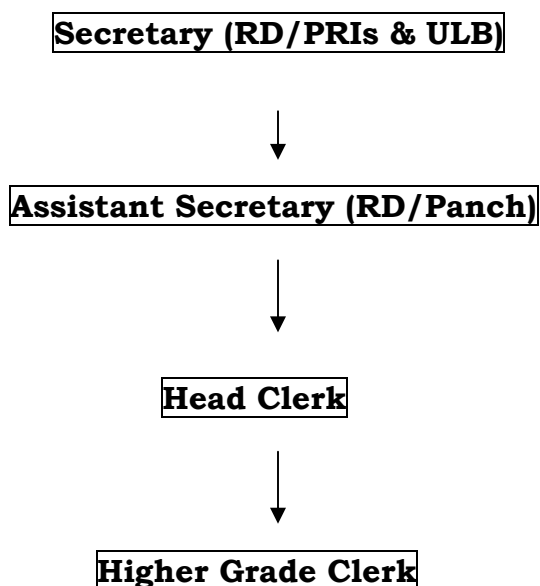
**Mission:-** Appropriate action on a case/proposal in accordance with the Rules/instructions prescribing the level of final disposal and channel of submission for each category of case pertaining to Election Commission (UTs), Panchayati Raj Institutions & Rural Development.

**Organization , functions and duties:**

The Development-II section (Rural Development & Panchayati Raj Institutions) is one of the most important section/wing amongst the various sections of the Secretariat. The Rural Development/Panchayats section is functioning in the New Archive Building of Secretariat complex, Port Blair and is headed by Chief Secretary. The Secretary (RD,PRIs &ULB) of the Administration is In-charge of the Administrative Branch. Such being an Administrative wing this section monitoring/examining all correspondence relates to Election Commission (UTs), Rural Development & Panchayati Raj Institutions generally submitted/forwarded by Department of RD/Panchayats. The duties of the Administrative Branch, Development-II (RD/Panchayat) section, Secretariat and target date to dispose off the matters are as under:-

<b>Sl. No</b>	<b>Particulars</b>	<b>Disposal/ target date</b>
01	Matter relating to Department of Rural Development and Panchayati Raj Institutions.	Within a week
02	Release of Grant-in-aid to Panchayati Raj Institutions.	Within 03 days
03	Correspondence relating to Election Commission.	Within 03 days
04	Correspondence relating to Finance Commission	Within a week
05	Establishment/Accounts matters of Panchayat and Rural Development which are beyond delegated powers of HOD/Appointing authority.	Within a week
06	Matters relating to amendment of Panchayat Regulation/Rules.	Within 15 days
07	Court cases relating to PRIs	Same day
08	Correspondence relating to RTI Act, 2005.	Within a week
09	Submission of Annual Returns (Quarterly basis) progress report in RTI.	Within 03 days
10	Correspondence of Estimate Sanction.	Within 03 days
11	Submission of Quarterly progress report in Official language.	Within 03 days
12	Correspondence relating to Extension Officer and Block Development Officers.	Within a week
13	Conversion and renewal of temporary posts etc.	Within a week
14	Parliament questions	Same day

**Existing work distribution of RD/Panchayat Section.**



**The Powers and duties of its officers and employees.**

The Secretary (RD, PRI & ULB) is the Competent Authority in all the matters related to the Rural Development/Panchayat Department. In which case, the Secretary (RD, PRI & ULB) is not competent then, he submits cases to the Hon'ble Lt. Governor (Administrator) through Chief Secretary. The Assistant Secretary (RD/Panch) assists the Secretary in his official duties.

In the Rural Development/Panchayat Section, the Assistant Secretary (RD/Panch) & AIC/Head Clerk is monitoring and supervising the activities of Panchayat Section and all the correspondence matters dealt with file through Assistant Secretary (RD/Panch).

**1. Records maintained in the section**

1.	Year wise releasing/sanction of Grant-in- aid.
2.	Issue of Notifications under Panchayati Rule,
3	Administrative approval and expenditure sanction of estimates
4	Submission of quarterly report in RTI Act, 2005
5	Misc. matter of RD/Panchayat Department.
6	General correspondence pertains to Rural Development/Panchayats
7	Court Cases
8	Monthly Progress Report

**II. Registers maintained**

1. Section diary
2. File movement register
3. File index
4. Bill register
5. Causal Leave register
6. Attendance register

**A Directory of its Officers and employees**

<b>S. No</b>	<b>Name /Designation</b>	<b>Chamber/Office</b>	<b>Phone No.</b>	<b>Inter com</b>
1.	Shri. N.K. Sharma, IAS Secretary (RD, PRIs & ULB)	New Building of Secretariat.	233205 (O) 9434287790 (M)	213
2.	Shri. K. Hassan, Assistant Secretary (RD/Panch)	New Building of Secretariat.	232324 (O) 9933259894 (M)	248
3.	Shri.Farid Bux, Assistant In-charge/Head Clerk	New Archive Building of Secretariat.	231043 (O) 9474252521 (M)	264
4.	Shri. Gopal Chander Roy, Assistant In-charge/Head Clerk	- do -	231043 (O) 9531873723 (M)	264
5.	Smti. Sulekha, Higher Grade Clerk	- do -	231043(O) 9434283542 (M)	264
6.	Smti. Yasmeen Bano, Higher Grade Clerk.	- do -	231043 (O) 9933280085 (M)	264
7.	Smti. Nazma Bibi. Daftary.	- do -	231043 (O) 9933222187 (M)	264

Assistant Secretary (RD/Panch)