



Development Planning, Economic Reforms & North Eastern Council Affairs Department

[Manuals under Section 4(1)(b) of the Right to Information Act, 2005]

4(1)(b)(i). THE PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES

The development process involves the creation of social and economic infrastructure, human and institutional development strategies, empowerment of panchayati raj institutions, etc. The D.P.E.R. & N.E.C. Affairs Department is involved in accelerating the development process to lead the State towards prosperity and sustainable development. The D.P.E.R. & N.E.C. Affairs Department is involved in the plan formulation, appraisal, monitoring and evaluation of:

- All State Plan schemes.
- Schemes and projects funded by the Government of India through the Non-Lapsable Central Pool of Resources (N.L.C.P.R.), the North Eastern Council (N.E.C.), the Border Area Development Programme (B.A.D.P.), the Twenty-Point Programme (T.P.P.) and externally aided projects (E.A.P.).

4(1)(b)(ii). THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The power and kind of charges of the various posts in the D.P.E.R. & N.E.C. Affairs Department are as follows:

1. Additional Chief
Secretary-cum-
Development
Commissioner - Overall controlling authority and
head of the department.
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2. Special Secretary - Matters related to the following
departments:
 - Water Security & Public
Health Engineering
Department
 - Energy & Power Department
 - Buildings & Housing

Department

- Irrigation & Flood Control Department
- Animal Husbandry, Livestock, Fisheries & Veterinary Sciences Department
- Social Justice, Empowerment & Welfare Department
- Transport Department
- Information & Public Relations Department
- Printing & Stationery Department
- Urban Development & Housing Department
- Land Revenue & Disaster Management Department
- Forest, Environment & Wildlife Management Department
- Science & Technology & Climate Change Department

along with matters related to State Plan, One-Time A.C.A., B.A.D.P., J.N.N.U.R.M., E.A.P., A.D.B., Mid-Term Appraisal, Gender Budgeting, and Social Audit.

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3. Additional Secretary - Matters related to the following departments:
- Rural Management & Development Department
 - Food Security & Agriculture Development Department
 - Horticulture & Cash Crop Development Department
 - Health Care, Human Services & Family Welfare Department
 - Home Department/Police Department
 - Land Revenue & Disaster Management Department
 - Information & Public Relations Department
 - Printing & Stationery Department
 - Mines, Minerals & Geology Department
 - Buildings & Housing Department
 - Science & Technology & Climate Change Department
 - Irrigation & Flood Control Department
 - D.o.P. (Capacity Building)

- Human Resource Development Department
 - Labour Department
 - Transport Department
- along with matters related to Annual Plan, NABARD, Gender Budgeting, N.L.C.P.R., B.A.D.P., T.P.P., B.R.G.F., N.E.R.L.P., and R.K.V.Y.
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4. Joint Secretary

- Matters related to the following departments:

- Energy & Power Department
 - Water Security & Public Health Engineering Department
 - Urban Development & Housing Department
 - Tourism & Civil Aviation Department
 - Animal Husbandry, Livestock, Fisheries & Veterinary Sciences Department,
 - Cultural Affairs & Heritage Department
 - Commerce & Industries Department
 - Forest, Environment & Wildlife Management Department
 - Information Technology Department
 - Sports & Youth Affairs Department
 - Co-operation Department
 - Roads & Bridges Department
 - Printing & Stationery Department
 - Social Justice, Empowerment & Welfare Department
 - Food & Civil Supplies & Consumer Affairs Department
- along with matters related to N.E.C., E.A.P., P.P.P., Social Audit, R.T.I., State Planning Commission, speeches, and office administration.
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5. Deputy Secretary - I

- Matters related to the following departments:

- Irrigation & Flood Control Department
- Roads & Bridges Department
- Energy & Power Department
- Transport Department
- Buildings & Housing

Department

- Urban Development & Housing Department
- D.o.P. (Capacity Building)
- Land Revenue & Disaster Management Department
- Science & Technology & Climate Change Department

along with matters related to Annual Plan, NABARD, E.A.P., J.N.N.U.R.M., A.D.B., Lead Bank, Mid-Term Appraisal and C.R.E.S.P./Human Dev.

6. Deputy Secretary - II - Matters related to the following departments:

- Information Technology Department
- Forest, Environment & Wildlife Management Department
- Human Resource Development Department
- Animal Husbandry, Livestock, Fisheries & Veterinary Sciences Department
- Commerce & Industries Department
- Information & Public Relations Department
- Sports & Youth Affairs Department
- Social Justice, Empowerment & Welfare Department
- Co-operation Department
- Food & Civil Supplies & Consumer Affairs Department

along with matters related to T.P.P., M.P.L.A.D.S., Gender Budgeting, N.E.C., and B.A.D.P.

7. Deputy Secretary - III - Matters related to the following departments:

- Water Security & Public Health Engineering Department,
- Food Security & Agriculture Development Department
- Horticulture & Cash Crop Development Department
- Tourism & Civil Aviation Department
- Home Department/Police Department
- Rural Management & Development Department

- Cultural Affairs & Heritage Department
 - Health Care, Human Services & Family Welfare Department along with matters related to N.L.C.P.R., R.T.I., One-Time A.C.A., B.R.G.F., R.K.V.Y., N.E.R.L.P., and State Planning Commission.
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8. Deputy Secretary - IV - Matters related to the following departments:
- Law & Parliamentary Affairs Department
 - Mines, Minerals & Geology Department
 - Printing & Stationery Department
 - Ecclesiastical Affairs Department
 - Labour Department
- along with matters related to office administration.
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9. Senior Accounts Officer - Matters related to R.S.V.Y., C.R.E.S.P./Human Dev., D.D.O., B.A.D.P., P.I.M.E., and all accounts and audit matters.
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10. Under Secretary - No specific charges or duties assigned.
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11. Assistant Director - I - No specific charges or duties assigned.
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12. Assistant Director - II - No specific charges or duties assigned.
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4(1)(b)(iii). THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS

The Additional Chief Secretary-cum-Development Commissioner is head of the department and the Additional Secretary is head of the office. The procedures followed in decision making, including channels of supervision and accountability, are governed by the Sikkim Service Rules and the Sikkim Financial Rules.

4(1)(b)(iv). THE NORMS SET FOR DISCHARGE OF FUNCTIONS

The norms set for discharge of functions are in accordance to the Sikkim Service Rules and the Sikkim Financial Rules.

4(1)(b)(v). THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY OR UNDER CONTROL OF OR USED BY EMPLOYEES OF THE ORGANISATION FOR DISCHARGING THE ORGANISATION'S FUNCTIONS

The rules, regulations, instructions, manuals and records held by the D.P.E.R. & N.E.C. Affairs Department or under its control or used by its employees for discharging its functions are the Sikkim Service Rules and the Sikkim Financial Rules.

4(1)(b)(vi). A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY OR UNDER CONTROL OF THE ORGANISATION

The categories of documents that are held by the D.P.E.R. & N.E.C. Affairs Department or under its control are the Five Year Plans, the Annual Plans, the District Plans, the State Vision Document, the Sikkim Human Development Report, etc. The D.P.E.R. & N.E.C. Affairs Department maintains documents and information related to centrally sponsored schemes like N.L.C.P.R., N.E.C., B.A.D.P., T.P.P. and other externally aided projects. The D.P.E.R. & N.E.C. Affairs Department also maintains various data and statistics generated by the Department of Economics, Statistics, Monitoring & Evaluation (D.E.S.M.E.) from time to time.

4(1)(b)(vii). THE PARTICULARS OF ANY AGREEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY MEMBERS OF THE PUBLIC

No agreement exists for consultation with members of the public as the D.P.E.R. & N.E.C. Affairs Department does not deal with the public directly. The D.P.E.R. & N.E.C. Affairs Department deals with the State Planning Commission from time to time.

4(1)(b)(viii). A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES

The State Planning Commission has been constituted with administrative back-up, logistic support and financial assistance for running the office to be provided by the D.P.E.R. & N.E.C. Affairs Department. The State Planning Commission consists of the following members:

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| 1. | Dr. Pawan Chamling (Hon'ble Chief Minister) | Chairperson |
| 2. | Shri S.M. Limboo | Deputy
Chairperson |
| 3. | Smt. Kalawati Subba | Member |
| 4. | Smt. R. Ongmu | Member |
| 5. | Smt. Manita Pradhan | Member |
| 6. | Smt. Lakila Tongden | Member |
| 7. | Shri S.T. Bhutia | Member |
| 8. | Shri M.K. Chettri | Member |
| 9. | Shri T.W. Bhutia | Member |
| 10. | Shri Karma Gyatso (Additional Chief
Secretary-cum-Development Commissioner) | Member-
Secretary |

The functions of the State Planning Commission are as follows:

- a) To formulate long term perspective plans with suggested strategies for sustainable economic growth with social justice.
- b) To advise the State on the preparation of the Five Year Plans, the Annual Plans and the District Plans.
- c) To outline the road map for efficient resources and expenditure management for fostering savings and investments.
- d) To advise policy initiative to achieve financial stability in the State.
- e) To review the progress of implementation of the Plan schemes.
- f) Resource mobilisation from multilateral and bilateral agencies.

4(1)(b)(ix). A DIRECTORY OF OFFICERS AND EMPLOYEES

A directory of officers and employees of the D.P.E.R. & N.E.C. Affairs Department is included in the next section/point - viz. information disclosure under Sec. 4(1)(b)(x).

4(1)(b)(x). THE MONTHLY REMUNERATION RECEIVED BY THE OFFICERS AND EMPLOYEES

The system of compensation is as per the Sikkim Government Service Rules and the Sikkim Financial Rules. The monthly remuneration received by each of the department's officers and employees is as follows:

Gazetted Officers:

Sl. No.	Name	Designation	Monthly Remuneration as on March 2011 (GROSS)
1.	Shri Karma Gyatso	Additional Chief Secretary-cum-Development Commissioner	` 1,63,925
2.	Shri K.S. Tobgay	Special Secretary	` 71,792
3.	Smt. Selina Lepcha	Additional Secretary	` 59,194
4.	Shri Sonam Y. Lepcha	Joint Secretary	` 60,980
5.	Smt. Tripti M. Pulzor	Principal Private Secretary	` 55,216
6.	Smt. Cheden P. Ladingpa	Deputy Secretary - I	` 41,396
7.	Smt. Sarika Pradhan	Deputy Secretary - II	` 40,188
8.	Smt. Gloria Namchu	Deputy Secretary - III	` 40,188
9.	Shri Lakpa Tamang	Deputy Secretary - IV	` 42,144
10.	Smt. Rinzing Doma Bhutia	Senior Accounts Officer	` 41,076

11.	Shri Ujjwal Rai	Under Secretary	` 40,358
12.	Shri Passang Tshering Bhutia	Assistant Director	` 33,508
13.	Shri Sonam Palzor Bhutia	Assistant Director	` 32,626
14.	Smt. Tshering P. Bhutia	Private Secretary	` 33,286

Non-Gazetted Employees:

Sl. No.	Name	Designation	Monthly Remuneration as on March 2011 (GROSS)
1.	Smt. Sonam Doma Lepcha	Officer Superintendent	` 31,352
2.	Shri Jesse P. Targain	Officer Superintendent	` 25,840
3.	Shri Sonam Dorjee Bhutia	Accountant	` 28,682
4.	Smt. Meena Subba	Head Assistant	` 23,777
5.	Smt. Nindu Ongmu Tasho	Stenographer	` 24,790
6.	Smt. Deeki Tamang	Stenographer	` 24,790
7.	Ms. Neelam Thapa	Stenographer	` 24,362
8.	Ms. Chung Chung Wazelingpa	Stenographer	` 22,984
9.	Shri Kuber Prasad Sharma	Upper Division Clerk	` 20,739
10.	Shri Bhim Bahadur Pradhan	Upper Division Clerk	` 18,964
11.	Smt. Bal Maya Gurung	Upper Division Clerk	` 17,058
12.	Shri Dilip Tamang	Lower Division Clerk/Despatcher	` 20,234
13.	Shri Pahalman Gurung	Gestetner Operator	` 19,298
14.	Shri Nathan Rai	Driver	` 22,784
15.	Shri Lila Ram Chettri	Driver	` 22,398
16.	Shri Nima Lepcha	Driver	` 17,986
17.	Shri Ram Bahadur Chettri	Driver	` 17,507
18.	Shri Namdol Gyatso Bhutia	Driver	` 16,986
19.	Shri Nima Bhutia	Driver	` 15,300
20.	Shri Norbu Sherpa	Driver	` 14,857
21.	Shri Prakash Subba	Driver	` 14,458
22.	Shri Kalu Singh Manger	Driver	` 14,458
23.	Shri Deepak Manger	Driver	` 14,458
24.	Shri Tempo Wangchuk Lepcha	Peon	` 18,704
25.	Shri Dil Bahadur Mukhia	Peon	` 18,704
26.	Shri Krishna Bahadur Karki	Peon	` 17,680

27.	Shri Passang Namgyal Bhutia	Peon	` 16,680
28.	Shri Karma Tshering Bhutia	Peon	` 14,574

Muster-Roll Employees:

Sl. No.	Name	Designation	Monthly Remuneration as on March 2011 (GROSS)
1.	Shri Gyaltzen Tamang	Driver	` 5,115
2.	Shri Jagat Bahadur Chettri	Driver	` 5,115
3.	Shri Manoj Kumar Tamang	Driver	` 5,115
4.	Shri Dawa Lepcha	Driver	` 5,115
5.	Shri Lakchung Bhutia	Driver	` 5,115
6.	Shri Mani Tamang	Peon	` 4,030
7.	Shri Sangay Lepcha	Peon	` 4,030
8.	Shri Dil Kumar Chettri	Peon	` 4,030
9.	Shri Tenzing Tashi Bhutia	Peon	` 3,900

4(1)(b)(xi). THE BUDGET ALLOCATED TO EACH AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

The budget allocation is in accordance to the State Government's Demand for Grants for each financial year. The proposed expenditures are as per the department's Annual Plan. The disbursements are made in accordance to the Sikkim Financial Rules.

4(1)(b)(xii). THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

The D.P.E.R. & N.E.C. Affairs Department does not have any subsidy programmes at present.

4(1)(b)(xiii). PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY THE ORGANISATION

The D.P.E.R. & N.E.C. Affairs Department is not exclusively mandated for providing any concessions, permits and authorisations.

4(1)(b)(xiv). DETAILS OF INFORMATION REDUCED IN AN ELECTRONIC FORM

Reduction of information available to or held by the D.P.E.R. & N.E.C. Affairs Department is currently under process.

4(1)(b)(xv). THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Citizens can obtain information about the D.P.E.R. & N.E.C. Affairs Department through the Public Information Officers appointed under provisions of the Right to Information Act, 2005. The D.P.E.R. & N.E.C. Affairs Department also has a library room for this purpose.

4(1)(b)(xvi). THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

The following officers and employees are the Public Information Officers:

1. Shri Sonam Y. Lepcha - State Public Information Officer
(Joint Secretary)
 2. Smt. Gloria Namchu - Assistant State Public Information
(Deputy Secretary) Officer
 3. Smt. Meena Subba - Assit./Helper
(Head Assistant)
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4(1)(b)(xvii). SUCH OTHER INFORMATION AS MAY BE PRESCRIBED FROM TIME TO TIME

Such other information can be prescribed from time to time. The requisite publications are updated every year. The D.P.E.R. & N.E.C. Affairs Department publishes all relevant facts while formulating important policies or announcing decisions which affect the public. The D.P.E.R. & N.E.C. Affairs Department also provides reasons for its administrative or quasi-judicial decisions to affected persons.
