

# MANUAL - 1

## FUNCTIONS & DUTIES of PLANNING DEPARTMENT

### **1. Important Services provided by the Planning Department:**

- Estimation of Resources of the Govt. of NCT of Delhi.
- Budget Estimation - Annual Outlay of various Programmes and Projects of GNCTD.
- Sector / Department / Scheme-wise allocation of Approved outlay and Revised outlay.
- Monthly monitoring and review of progress of implementation of various programmes and projects – Financial.
- Quarterly Review of Outcome Budget. An App is also being developed by M/s Luminous Infoways Pvt. Ltd., an agency hired by Planning Department.
- Evaluation and concurrent evaluation of selected projects / programmes. Two Evaluation Studies on Fair Price Shops and FOBs have been conducted by outsourcing agency engaged by Planning Department.
- Monitoring of Projects/Programmes announced in the Budget and Timelines of their implementation.
- Scrutiny and advice:
  - Proposals for consideration of Council of Ministers
  - Proposals for consideration of Expenditure Finance Committee
  - Proposals for approval of new schemes/ projects
  - Proposals for release of fund under all the schemes/ projects.

### **Budget Related Works:**

- Preparation of Part 'A' of Budget Speech of the Finance Minister in Legislative Assembly.
- Liaison with Ministry of Home Affairs on all matters including release of Additional Central Assistance.

### **The following documents are also prepared:-**

- Economic Survey of NCT of Delhi
- Outcome Budget
- Annual Write up of Schemes/ Programmes/ Projects
- Socio Economic Profile of NCT of Delhi
- Schemes/ Programmes for Poor in Delhi
- Delhi Vision Document 2030
- Delhi Human Development Report

### **Other Assignments**

- Monitoring of Resources
- Monitoring of implementation, Expenditure, Physical achievements, as per targets fixed under Outcome Budget

- Nodal Department for 'e-SamikSha' portal of Cabinet Secretariat for online uploading of status of issues/ action points i.r.o. Govt. of NCT of Delhi relat. to Centre-State coordination.
- Nodal Department for 'UT Progress Tracker' portal of NITI Aayog for online uploading of data on monthly basis related to various Centrally Sponsored UT Developmental Schemes
- Nodal Department for "NGO Darpan" portal of NITI Aayog for uploading the schemes under which GIA is provided to NGOs.
- Liaison with NITI Aayog, GoI
- Liaison with MHA, GoI regarding flagship programmes implemented in NCT of Delhi
- Administrative Department of Dialogue and Development Commission of Delhi.
- Administrative Department of Bureau for Investment and Enterprises in Delhi.

#### **Management of Planning & Statistical cadre**

- Planning Department manage about 700 personnel of Planning and Statistical Cadre in various departments of GNCTD i.r.o. their posting, transfer, promotion, MACP etc.

*Approved*  
*5/12/19*

*D.A. (Sh. Shrivastava)*

*Discussed*  
*05/12/19*

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Pr. Secretary (Planning)

Sh.Rajeev Verma

<b>Sh.Ashok Kumar,</b>  Director (Planning, Economics & Statistics) is looking after Overall supervision of the work of Planning Department and First Appellate Authority, Planning Department			
<b>Sh.D.B.Gupta, Joint Director</b>	<b>Ms.Manju Sahoo, Joint Director</b>	<b>Sh.Shan E Alam, Dy. Director</b>	<b>Sh.Deepak Kumar, Dy. Director</b>
<b>1. Plan Formulation:-</b> <ul style="list-style-type: none"><li>➤ Transport</li><li>➤ PWD</li><li>➤ Tourism</li><li>➤ Environment</li><li>➤ Forest</li><li>➤ I&amp;FC and</li><li>➤ Development Sectors</li></ul> <b>2. Coordination Unit:-</b> <ul style="list-style-type: none"><li>➤ Preparation of Economic Survey</li><li>➤ Preparation of Socio-Economic Profile of Delhi</li><li>➤ Updation of issues on e-Samiksha portal</li><li>➤ Monitoring of UT development Schemes and</li><li>➤ Updating the information on UT progress tracker portal of NITI Aayog</li><li>➤ Overall coordination work in r/o Budget speech, monitoring, of budget action points, Parliament/ Assembly questions</li><li>➤ Coordination with NITI Aayog and MHA</li></ul> <b>3. Administration Unit:-</b> <ul style="list-style-type: none"><li>➤ Lookafter the administrative, financial and Establishment work of Planning Departments as <b>Head of Office</b></li></ul> <b>4. Examination of Proposals of Dialogue &amp; Development Commission of Delhi</b>	Plan formulation and Monitoring Review and examination of the Plan proposals as received from Finance Deptt. for comment etc. of the following Sectors: - <ul style="list-style-type: none"><li>➤ Water supply &amp; Sanitation</li><li>➤ Housing</li><li>➤ Urban Development</li><li>➤ Public Works</li><li>➤ Energy</li><li>➤ Industries</li><li>➤ Other Admin Services</li><li>➤ Jail Building</li><li>➤ General Education</li><li>➤ Tech. Education</li><li>➤ Art &amp; Culture</li><li>➤ Sports &amp; Youth Services</li><li>➤ Labour &amp; Labour Welfare</li><li>➤ Secretariat Economic Services</li></ul> <b>Cadre Controlling Unit</b> DPC/UPSC Cases, Transfer Posting and Cadre Management work for Planning & Statistical Cadre.	<ul style="list-style-type: none"><li>➤ Monitoring &amp; Evaluation Unit</li><li>➤ Power, Jail, Election, DSSSB, Revenue and other administrative Sectors</li><li>➤ DBT Cell</li><li>➤ Additional Charge of State Income and Capital Formulation Units in Directorate of Economics &amp; Statistics</li></ul>	<ul style="list-style-type: none"><li>➤ Medical, Public Welfare, Health, Social Welfare, Women &amp; Child Development DSCST Sectors</li><li>➤ Public Information Officer</li><li>➤ Estimation of over-all Resources</li><li>➤ Nodal Officer for GEM</li><li>➤ Liasion officer (Disability)</li></ul>

Joint Director (Plg./Stat)	Sh.D.B.Gupta Ms.Manju Sahoo
Dy. Director (Plg./Stat)	Sh.Shan-E-Alam Sh. Deepak Kumar
Asstt. Director (Plg./Stat)	Ms. Jayashree Krishnan Ms. Rajni Govil Sh. Surendra Kumar Sh. Dileep Gupta Dr. Arvind Kumar Yadav Sh.Ashok Kumar Sh.Bal Krishna Ms.Sasmita Sahu
Accounts Officer	Ms.A.Padamashree
Asstt. Accounts Officer	Sh.K.Sriram
Statistical Officer	Sh.Mukesh Sharma Sh.Didar Singh Sh.Sanjay Sharma Ms.Sushma Sharma Sh.Sangeet Krishan Mathur Sh.Tarun Sharma



4. **Citizen interaction :**

Planning Department is neither a public dealing Department nor scheme implementation Department. Hence, there is no scope for citizen interaction in a routine manner on a day-to-day basis. Planning Department provides information on Schemes/Programme/Projects of NCT of Delhi to the general public through publications as well as through website of the Department (namely, [www.delhiplanning.nic.in](http://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)

4<sup>th</sup> & 6<sup>th</sup> LEVEL, B-WING DELHI SECRETARIAT,

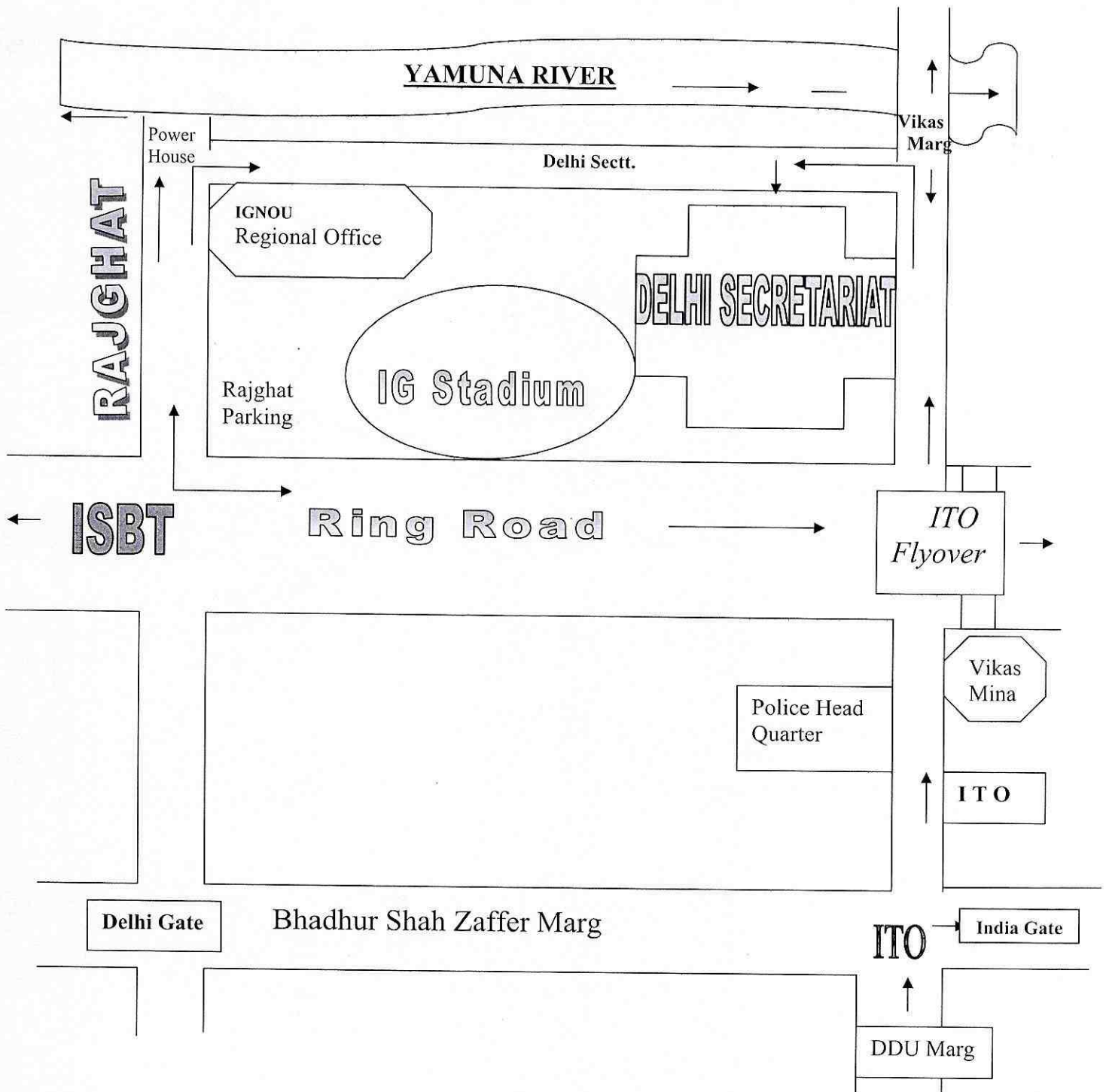
I.P.ESTATE NEW DELHI-110002

TEL : 23392039, FAX : 23392051, e-mail : [jdplg@nic.in](mailto:jdplg@nic.in)

(Website : [www.delhiplanning.nic.in](http://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 interaction 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.