

ORGANISATION OF THE DEPARTMENT

The Department *is composed of the following Cells.*

i. Planning Cell

This Cell is responsible for the formulation of Annual Plans and Five- Year Plans for the State in close cooperation with the State Planning Board. Implementation of schemes like BEUP etc. *is also its responsibility.* It also looks after the provision of funds for district planning set up. Appraisal of the Plans (Annual Plans and Five –Year Plans) is also undertaken by this cell periodically.

ii. Strengthening the State Plan for Human Development and HDRCC Cell

This cell which has been set up after the publication of State Human Development Report 2004 has already taken a number of initiatives to meet the objective of strengthening the capacity of state planners, to provide human development perspective for State Plans, as well as taking measures for strengthening the State Statistical System.

iii. UUP (Uttarbanga Unnayan Parshad) Cell

The cell looks after implementation of development schemes in the six districts of North Bengal under Special Areas Programme including allocation of funds to the Commissioner, Jalpaiguri Division, who is the ex-officio Member-Secretary of the Parshad.

iv. MPLADS (Member of Parliament Local Area Development Scheme) Cell

This cell monitors and supervises the implementation of the MPLAD Scheme in the State. The release of funds as per the entitlement of the Members according to the provisions of the MPLADS guidelines is done by Ministry of Statistics and Programme Implementation-Government of India. As Development and Planning Department is the Nodal Department for the State the cell has to maintain constant liaison with MOSPI-GOI, the District Authorities and the Hon'ble Members of Parliament, both Lok Sabha & Rajya Sabha.

v. BEUP (Bidhayak Elaka Unnayan Prakalpa) Cell

This cell looks into the policy matter relating to the Prakalpa and monitors and supervises the implementation of the Prakalpa. The release of funds as per the entitlement of the Members as per the provisions of the BEUP Guidelines is also done by this cell. Queries and interpretations related to BEUP guidelines are settled by this Cell.

vi. RTI (Right to Information Act, 2005) Cell

The RTI cell receives and deals with the applications filed under the Right to Information Act, 2005. In terms of Manual 16 ,one State Public Information Officer, one Assistant Public Information Officer and one Appellate Authority have been appointed in

this Department under the said Act. Smt. M. Roy Sharma, Deputy Secretary (Estt.) and Shri Subrata Maikap, Assistant Secretary (Estt.) of this Department have been appointed as State Public Information Officer and State Assistant Public Information Officer respectively. Smt. Rama Chatterjee, WBCS (Exe) Joint Secretary (Estt.) is Appellate Authority for the said purpose.

vii. Computerization , NRDMS & E-governance Cell

This cell looks after office computerization, NRDMS Centres and *matters relating to E-governance* in the Department as well as in the Directorate.

viii. Office Establishment Cell

This section deals with routine establishment and *administrative matters besides matters relating to public grievances and administering RTI Act, 2005.*

ix. Establishment Cell (BUREAU)

This cell looks after the establishment and administrative matters of the Bureau of Applied Economics and Statistics as well as allocation of funds for carrying out its functions effectively.

x. EMM Cell

This cell looks after administrative and establishment matters of the Evaluation, Manpower & Monitoring cell.

xi. Budget Cell

This cell basically deals with departmental allocation and sub allotments under Plan and Non- Plan sector including re-appropriation, augmentation etc. Reconciliation of accounts with the office of the Accountant General is also the responsibility of this cell.

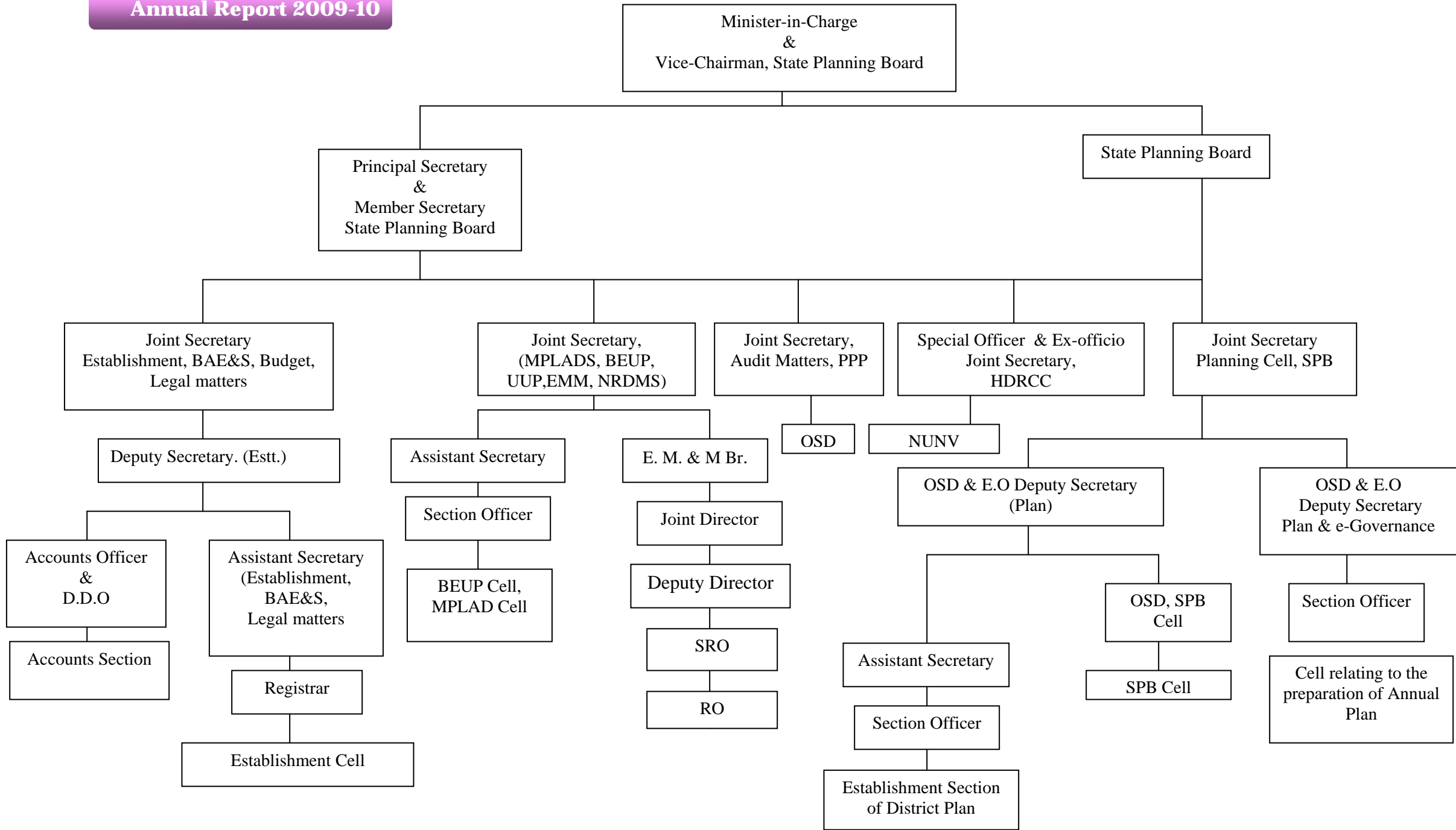
xii. Accounts Cell & DDO

This cell deals with various matters pertaining to salary of staff members and officers as well as audit related issues.

xiii. Audit Cell

This cell is concerned with inspection reports of the Accountant General and meeting audit objections.

Annual Report 2009-10



Manpower / Structural Pattern of the Department

Sl. No.	Name of the Post	Sanctioned Strength	Existing Strength	Vacancy	Remarks
1.	Principal Secretary	1	1	0	
2.	Special Secretary	1	0	1	
3.	Joint Secretary	5	4	1	Upgraded from D.S.
4.	Special Officer & Ex-Officio Joint Secretary (Ex-cadre)	4	3	1	
5.	Deputy Secretary	1	1	0	
6.	Assistant Secretary	6	5	1	
7.	Special Officer	1	0	1	
8.	Registrar	1	1	0	
9.	Section Officer	5	5	0	
10.	Accounts Officer	1	1	0	
11.	Executive Engineer	1	1	0	
12.	Head Assistant	7	6	1	
13.	U. D. Assistant	30	27	3	
14.	L. D. Assistant	29	20	9	
15.	Typist Senior Supervisory Grade	1	1	0	
16.	Typist Supervisory Grade	4	3	1	
17.	Typist Gr. I.	10	8	2	
18.	Typist Basic Grade	8	5	3	
19.	Telephone Operator Supervisory	1	1	0	
20.	Telephone Operator Gr.-I	2	1	1	
21.	Schedule B Stenographer	9	3	6	
22.	Bengali Steno Typist	1	1	0	
23.	Gr. I – Muharrir	2	2	0	
24.	Gr. II – Muharrir	4	4	0	
25.	Record Supplier	4	4	0	
26.	Junior Wireman	1	1	0	
27.	Gr. I Duplicating Machine Operator	2	2	0	
28.	Basic Grade Duplicating Machine Operator	4	4	0	
29.	Grade I Duftry	1	0	1	
30.	Basic Grade Duftry	4	0	0	
31.	Driver Gr. I	4	2	2	
32.	Basic Grade Driver	9	2	7	
33.	Gr. I Peon/Orderly	18	18	0	
34.	Basic Grade Peon/Orderly	38	19	19	
35.	Darwan Gr. I	1	0	1	
36.	Darwan Basic Grade	1	1	0	
37.	Sweeper Gr. I	1	0	1	

38.	Sweeper Basic Gr.	4	1	3	
39.	Night Guard Gr. I	1	0	1	
40.	Night Guard Basic Grade	1	1	0	
41.	Farash Gr. I	1	0	1	
42.	Farash Basic Grade	2	2	0	
43.	Cleaner Gr. I	1	1	0	
44.	Cleaner Basic Grade	1	1	0	
45.	Jamadar Grade-I	1	0	1	
46.	Jamadar Basic Grade	1	0	1	
47.	Project Economist	1	0	1	
48.	Senior Research Officer	1	0	1	
49.	Assistant Statistician	2	0	2	
50.	Statistical Supervisor	3	0	3	
51.	Computer	2	0	2	
52.	Investigator	3	0	3	
53.	Asstt. Computer	1	0	1	
54.	Research Assistant	1	1	0	
55.	Asstt. Librarian	2	0	2	
56.	Accountant	1	1	0	
57.	Junior Accountant	4	4	0	
58.	L. D. A. (A/c)	5	2	3	Copyist & A/c Clerk Redesignated as L. D. A.
59.	Cashier	1	1	0	
60.	Asstt. Cashier	1	0	1	
61.	Tel. Operator Basic Gr.	2	1	1	
62.	Collecting Sarkar	1	1	0	
63.	Cash Sarkar	1	1	0	
64.	Store Keeper	1	1	0	
65.	Enquiry Asstt.	1	1	-	
66.	Asstt. in Charge (Despatch)	1	1	0	
67.	U.D. Post of Asstt. Despatcher	2	2	0	
68.	Despatch Assistant	1	1	0	
69.	Assistant Despatcher	1	0	1	
	Total	272	182	90	

ORGANISATIONAL CHART OF DISTRICT PLANNING SETUP

Sl.No.	Name of the Post	Sanctioned Strength
1.	District Planning Officer	18 (Each of the District)
2.	Economist Cum Credit Planner	18
3.	Sub Assistant Engineer	18
4.	Upper Division Clerk	18
5.	Lower Division Clerk	18
6.	Typist Clerk	18

BLOCK PLANNING SETUP

Sl.No.	Name of the Post	Sanctioned Strength
1.	Sub Assistant Engineer	1 for each of the 341 Blocks
2.	Lower Division Clerk	341
3.	Typist Clerk	341