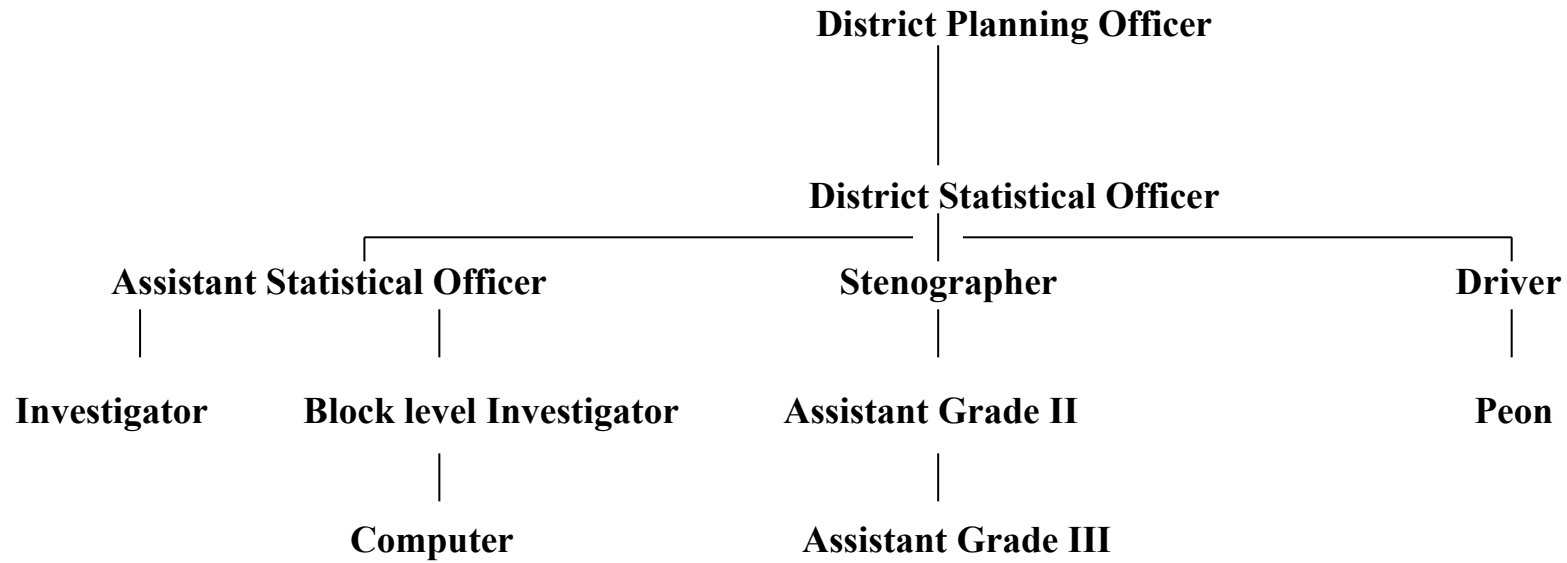


OFFICE OF THE DISTRICT, PLANNING & STATISTICAL, HOSHANGABAD



1. B. Functions & duties of each unit of the Office (1 to 2 page)

| S.No. | Unit/ Section | Functions performed |
|--------------|---|---|
| 1 | Administrative Section | Overall supervision of office administration & technical sections. To provide guidance for each registration unit of Birth & Death within the district. Supervision of Mandis. |
| 2 | Accounts | Overall account work such as drawing disbursing, maintenance of record, Cash book, ledger, register etc. |
| 3 | Stores | Watch & ward of office articles. |
| 4 | Record Room | There is no separate record room. |
| 5 | Technical Section - Sansad Nidhi Vidhayak Nidhi Janbhagidari DSM Vital | Developmental works are sanctioned on the recommendations of the respective MP & MLAs as per Govt. instructions. Cases of different development works sanctioned on 50 % & 25 % Janbhagidari share from public of general & scheduled tribe areas respectively. All technical work of office such as District statistical handbook, series, weekly report of mandis, Judicial statistics, Health statistics, Roads & transports, marketing census of govt. employees, formation of district plans, various information from municipalities & other govt. departments etc. Provide technical guidance to the all registration unit of rural & urban areas regarding Births & Deaths. Supply of respective forms & stationary. |

2. Work distribution order of each officer can be updated & put up in the following format. U/S 4.1 (b)(ii)

| S. N. | Name | Designation | Remuneration | Duties |
|--------------|---------------------|--------------------|---------------------|--|
| 1 | Shri A.K. Panchratn | DPO | | C.E.O.ZEP Hoshangabad Adisnal charge of DPOAdministrative & financial control & technical guidance. |
| 2 | Shri N.K. Yadav | ASO | 14708.00 | Vital, Birth & Death registration |
| 3 | Shri S.C. Tiwari | ASO | 14151.00 | DSM, Miscellaneous Statistics |
| 4 | Shri B.S. Thakur | ASO | 14151.00 | DSM, Bazaar Samachar & other information. |
| 5 | Shri U.S. Pathariya | ASO | 12879.00 | Janbhagidari yojna, Sansad Nidhi, Vidhayak Nidhi |
| 6 | Shri J.P.Sharma | ASO | 13019.00 | DSM Janbhagidari yojna&Others |
| 7 | Shri R.N. Patodiya | BLI | 8033.00 | To collect Block level information & maintain Block level record, registration of Deaths & Births under the guidance of District Registrar & local Registrar . |
| 8 | Shri R.S. Dayal | BLI | 7717.00 | To collect Block level information & maintain Block level record, registration of Deaths & Births under the guidance of District Registrar & local Registrar . |
| 9 | Shri B.R. Kori | BLI | 7717.00 | To collect Block level information & maintain Block level record, registration of Deaths & Births under the guidance of District Registrar & local Registrar . |
| 10 | Shri P.C. Sidhna | BLI | 7025.00 | To collect Block level information & maintain Block level record, registration of Deaths & Births under the guidance of District Registrar & local Registrar . |
| 11 | Shri K.S. Diwan | Computer | 7037.00 | Vidhayak Nidhi file work |
| 12 | Shri Satish Malviya | Stenographer | 8138.00 | Steno to collector. |

| | | | | |
|-----------|----------------------------------|----------------|----------------|--|
| 13 | Shri R.R. Ahkay | ASG II | 7364.00 | Accounts, store & establishment. |
| 14 | Ku. Philsita Tirkey | ASG II | 6360.00 | Sansad Nidhi file work |
| 15 | Shri Aziz Husain | ASG III | 7346.00 | Javak - Avak, Typing, Receipt- Despatch |
| 16 | Hemlata soni | ASG III | 7131.00 | Accounts |
| 17 | Tapas ghos rai | ASG III | 5612.00 | Accounts |
| 18 | Shri Kamta Prasad Sanadya | Driver | 6495.00 | Driver attached with the Collector. |
| 19 | Shri Rahis Khan | Peon | 4868.00 | All the miscellaneous work of office, Dak runner etc. |
| 20 | Shri Lal Sahab Parte | Peon | 4927.00 | All the miscellaneous work of office, Dak runner etc. |

3. Decision making process in graphic form (one page) U/S 4.1 (b)(iii)

| Initiating the file Dealing staff & the Section | Channels Officers handling the file at each level | Decision making authority | Supervisory Authority (Officer to whom accountable) |
|--|--|----------------------------------|--|
| (DSM), ASO | ASO | DPO | DPO |
| (VITAL), ASO | ASO | DPO | DPO |
| (JANBHAGIDARI), ASO | ASO | DPO | DPO |
| (SANSAD NIDHI), CLERK | ASO | DPO | DPO |
| VIDHAYAK NIDHI, COMPUTER | ASO | DPO | DPO |
| ACCOUNT, ACCOUNTANT | DPO | DPO | DPO |

Note: - Post of District statistical officer is lying vacant.

4. A) Time norm, if decided by the organization. U/S 4.1 (b)(iv)

| | |
|--|--|
| A) Time norm, if decided by the organization | |
| B) Quality norms, if decided by the organization | |
| C) Quantity target, for the office work to be done in the year. | |

5. List of Acts, Rules, Regulations Manuals, and Circulars related with the functioning of office constituting the organization. (Original text to be given in electronic form) U/S 4.1 (b)(v)

| | |
|--------------------|---|
| Acts | The registration of Births & Deaths Act, 1969 |
| Rules | Madhya Pradesh Births & Deaths registration rule, 1973 & 1999 |
| Regulations | Madhya Pradesh Births & Deaths registration rule, 1973 & 1999 |
| Manuals | Madhya Pradesh Births & Deaths Registrar Manual, 2000 Guidelines on Member of Parliament Local Area Development Scheme Guidelines on MLA Development schemes |
| Circulars | M.P. Govt. Planning, Economics & Statistics Department Ministry, Bhopal No. F 9-5/2003/23/YO-2, Bhopal , Date 13.04.2004 , regarding Janbhagidari yojna. No. F 9-3/2004/23/YO-2, Bhopal , Date 24.08.2004, regarding Janbhagidari yojna. |

6. Statement of various categories of documents held by it or under its control U/S 4.1 (b)(vi)

| S.N. | Name of Document | Kind of Document like microfilm, Register, Books, Diskette etc. | Nature and Content of Document | Duration of Records |
|-------------|-------------------------|--|--|----------------------------|
| 1 | MPLADs | CD | Software regarding MPs Local Area Development schemes | Ongoing work |
| 2 | Census 2001 | CD & Floppy | Information | - |

7. (I) Structure of consultative committees in which public representatives are members including

| | |
|---|---|
| Name of the Committee | District Planning Committee |
| Copy of the Orders / Circulars for formation | M.P. Govt. Planning, Economics & Statistics Department Ministry, Bhopal No. F 9-5/2003/23/YO-2, Bhopal, Date 13.04.2004 No. F 9-3/2004/23/YO-2, Bhopal, Date 24.08.2004 |
| Functions | Analysis of District plans & departmental work. |
| Members | Chairman, Secretary, Specially invited permanent members(MP & MLA), 8 Elected members (Rural Area), 3 members elected from Municipal Co., one elected member of Nagar Panchayat & one member nominated by the Govt. |
| Duties & responsibilities | Analysis of District plans & departmental work. |
| Accessibility of minutes for public U/S 4.1 (b)(vii) | Minutes of meeting held under the guidance of Prabhari Mantriji being kept in the office for public. |

(II) Proceedings, Minutes of the Meetings (copy to be made available and be given in the electronic form with hypertext link) :- Under process

8. (I) Name of the Board, Council, Committees etc. including members and their qualifications. (Original text to be given in electronic form) U/S 4.1 (b)(viii)

| S N | Name of the Body | Name of the members | Qualifications |
|----------------|--|---|--|
| 1 | Inter departmental co-ordination committee (Implementation of Birth & Death registration act) | <ol style="list-style-type: none"> 1. Shri G.P. Tiwari (I.A.S.) 2. Shri A.K.Panchratan 3. Dr. R.C. Sharma 4. Dr. N. Hassan 5. Shri G.K. Chaturvedi 6. Shri Deepak Dubey 7. Smt. Shukla 8. Shri N.A.Khan 9. Shri Suresh Baliya 10. Shri A.K.Panchratan | <ol style="list-style-type: none"> 1. District Collector - Chairman 2. Chief executive officer, Zila Panchayat - Member 3. Chief medical & health officer - Member 4. Civil surgeon Distt. Hospital - Member 5. Deputy Director Panchayat - Member 6. Deputy Director Public relation Deptt. - Member 7. District women & child welfare officer - Member 8. Sub-divisional officer (Revenue) - Member 9. Local Registrar (Births & Deaths) urban - Member 10. District Registrar & District planning Officer- Member Secretary |

(II) Order of the formation - As shown in the above table.

(Original text to be given in electronic form and to be hyper linked)

(III) Charter / Memorandum of Articles of Association.

(Original text to be given in electronic form and to be hyper linked)

(IV) Govt. instruction for the way in which meeting will be conducted. (Original text to be given in electronic form and be hyper linked)

No. 609, Bhopal, Friday, 5 dec'03, (Gazette notification)

(V) Whether open to public or not

(VI) Availability of the proceedings / minutes of the last meetings (Original text to be given chronologically in electronic form and to be hyper linked)

9. Directory of the officers and employees (to be linked with treasury data bank) U/S 4.1 (b)(ix)

| S.N. | Name | Designation | Address & Contact No., if any |
|-------------|----------------------------------|---------------------|---|
| 1 | Shri A.K.Panchratan | DPO | Hoshangabad, |
| 2 | Shri N.K. Yadav | ASO | Anand Nagar, Hoshangabad, 251383 |
| 3 | Shri S.C. Tiwari | ASO | Sadar Bazar, Hoshangabad, 253677 |
| 4 | Shri B.S. Thakur | ASO | P.W.D. Colony, Kothi Bazar, Hoshangabad, 253695 |
| 5 | Shri U.S. Pathariya | ASO | Radhamadhav Nagar, Hoshangabad, 267511 |
| 6 | Shri J.P. Sharma | ASO | Kothi Bazar, Hoshangabad, |
| 7 | Shri R.N. Patodiya | BLI | Babai, |
| 8 | Shri R.S. Dayal | BLI | Pipariya, |
| 9 | Shri B.R. Kori | BLI | Bankhedi, |
| 10 | Shri P.C. Sidhna | BLI | Seoni malwa |
| 11 | Shri K.S. Diwan | Computer | P.W.D. Colony, Hoshangabad , 224485 |
| 12 | Shri Satish kumar Malviya | Stenographer | P.W.D. Colony, Hoshangabad , |
| 13 | Shri R.R. Ahkay | ASG II | A/241, S.P.M., Hoshangabad, 277519 |
| 14 | Ku. Philsita Tirkey | ASG II | Savitri bai ke makan mein, Meenakshi Chouk, Hoshangabad |
| 15 | Shri Aziz Husain | ASG III | Malviya ji ke makan mein, Narmada Colony, Kothi Bazar, Hoshangabad, 234595 |
| 16 | Smt.Hemlata soni | ASG III | Kothi Bazar, Hoshangabad, |
| 17 | Tapas ghose Rai | ASG III | Rasuliya Hoshangabad, |
| 18 | Shri Kamta Prasad Sanadya | Driver | P.W.D. Colony, Hoshangabad , |
| 19 | Shri Rahis Khan | Peon | P.W.D. Colony, Hoshangabad , |
| 20 | Shri Lal Sahab Parte | Peon | Ward No. 15, Jhanda Chowk, Malakhedi, Hoshangabad, 277142 |

10. Monthly remuneration and compensation (to be linked with treasury data Bank) U/S 4.1 (b)(x)

| S.N. | Name | Remuneration | Compensation |
|-------------|----------------------------------|---------------------|---------------------|
| 1 | Shri A.K. Panchratn | | - |
| 2 | Shri N.K. Yadav | 14708.00 | - |
| 3 | Shri S.C. Tiwari | 14151.00 | - |
| 4 | Shri B.S. Thakur | 14151.00 | - |
| 5 | Shri U.S. Pathariya | 12879.00 | - |
| 6 | Shri J.P.Sharma | 13019.00 | - |
| 7 | Shri R.N. Patodiya | 8033.00 | - |
| 8 | Shri R.S. Dayal | 7717.00 | - |
| 9 | Shri B.R. Kori | 7717.00 | - |
| 10 | Shri P.C. Sidhna | 7025.00 | - |
| 11 | Shri K.S. Diwan | 7037.00 | - |
| 12 | Shri Satish Malviya | 8138.00 | - |
| 13 | Shri R.R. Ahkay | 7364.00 | - |
| 14 | Ku. Philsita Tirkey | 6360.00 | - |
| 15 | Shri Aziz Husain | 7346.00 | - |
| 16 | Hemlata soni | 7131.00 | - |
| 17 | Tapas ghos rai | 5612.00 | - |
| 18 | Shri Kamta Prasad Sanadya | 6495.00 | - |
| 19 | Shri Rahis Khan | 4868.00 | - |
| 20 | Shri Lal Sahab Parte | 4927.00 | - |

11. Annual Budget allocation and Expenditure statement (to be linked with treasury Data Bank) U/S 4.1 (b)(xi)

| S.N. | Budget Head | Name of work | Year | Allocation | Expenditure |
|-----------------|--------------------|---|------------------|-------------------|--------------------|
| 01 (001) | 3454 | DSM Salary | 2005-2006 | 1566000 | 666320 |
| 003 | 3454 | D.A. Allowance | 2005-2006 | 814320 | 362959 |
| 006 | 3454 | House rent Allow. | 2005-2006 | 36000 | 17294 |
| 008 | 3454 | Other Allowance | 2005-2006 | 1000 | 480 |
| 009 | 3454 | Medical reimbursement | 2005-2006 | 30000 | 14605 |
| 011 | 3454 | Festival Advance | 2005-2006 | 4000 | |
| 016 | 3454 | Grain Advance | 2005-2006 | 10000 | 6000 |
| 02 | 3454 | Wages | 2005-2006 | 12000 | 7000 |
| 03 | 3454 | Travel Allowance | 2005-2006 | 20000 | 4558 |
| 04 | 3454 | Office expenses | 2005-2006 | | |
| 001 | 3454 | Service, Postage & telegram | 2005-2006 | 8000 | 6000 |
| 002 | 3454 | Telephone | 2005-2006 | 14000 | 10000 |
| 003 | 3454 | Furniture & Office Equipment | 2005-2006 | 3000 | 444 |
| 004 | 3454 | Books & Periodicals | 2005 | 1000 | |
| 005 | 3454 | Electricity & water charges | 2005 | 10000 | 10000 |
| 006 | 3454 | Liveries | 2005 | 5000 | |
| 007 | 3454 | Stationary & form | 2005 | 10000 | 4080 |

| S.N. | Budget Head | Name of work | Year | Allocation | Expenditure |
|-----------------|---------------------|--|------------------|-------------------|--------------------|
| 008 | 3454 | Other contingencies | 2005 | 5000 | 4992 |
| 009 | 3454 | P.O.L. | 2005 | 20000 | 9992 |
| 005 | 3454 | Maintenance of machine & Equipments | 2005 | 5000 | 5000 |
| VITAL | | | | | |
| S.N. | Budget Head | Name of work | Year | Allocation | Expenditure |
| 01 (001) | 3454 (Vital) | Vital Salary | 2005-2006 | 140000 | 66427 |
| 003 | 3454 | D.A. Allowance | 2005-2006 | 73000 | 34720 |
| 006 | 3454 | House rent Allow. | 2005 | 4000 | 1190 |
| 009 | 3454 | Medical reimbursement | 2005 | 2000 | 2000 |
| 016 | 3454 | Grain Advance | 2005 | 2000 | - |
| 03 | 3454 | Travel Allowance | 2005 | 3000 | 1000 |
| 008 | 3454 | Other contingencies | 2005 | 2000 | 1651 |

12. Programmes and beneficiaries U/S 4.1 (b)(xii)

A) list of programmes (in electronic form)

1. MLA Allotment
2. Janbhagidari Yojna
3. Sansad Nidhi

B) Norms for selection of the beneficiary (original text of the circular to be given in electronic form)

Sansad Nidhi

1. NO. c/56/2000-MPLADS, Date 03.01.01
2. NO. c/56/2000-MPLADS, Date 20.03.01

MLA Allotment

1. NO. F-8-13/94/23/Yo-2, Date 07.01.95
2. NO. F-8-13/94/23/Yo-2, Date 13.01.95
3. NO. F-8-72/94/23/Yo-2, Date 24.04.95

Janbhagidari Yojna

1. M.P. Govt. Finance Dept. Bhopal, Date 13.09.2000

C) Detailed Information

| S.N. | Name of the programme | Administrative Department | Year | Amount Allocated | No of Beneficiaries |
|------|-------------------------------|--|---------|------------------|---------------------|
| 1 | MLA Allotment 51-8280 | District Planning & Statistics Office | 2006-07 | 32000000 | No target |
| 2 | Janbhagidari Yojna 51-6378 | District Planning & Statistics Office | 2006-07 | 9000000 | |
| 3 | Sansad Nidhi | District Planning & Statistics Office | 2006-07 | 20000000 | |

13. List of the recipients and nature of concession U/S 4.1 (b)(xiii)

| S.N. | Nature of concession | Name | Address | Year | Kind of support | Approximate value of concession |
|------|----------------------|------|---------|------|-----------------|---------------------------------|
| | | | | | | |

Note :- No concession given to employees during financial year 2005-06.

14. Information available in the office (link with Item 6) U/S 4.1 (b)(xiv)

| S.N. | Categories | Hard copy | Electronic form |
|------|-------------|-----------|-----------------|
| 1 | Census 2001 | | CD |
| | | | |
| | | | |
| | | | |
| | | | |

15. Facility available (library, public counter etc) to citizen for information U/S 4.1 (b)(xv)

| S.N. | Facility | Name of the In charge | Duration of opening (time to be given) | Contact No. Telephone No. |
|----------------------|----------|-----------------------|--|---------------------------|
| NOT AVAILABLE | | | | |
| | | | | |

16. Information about the PIO/Designation / Working experience U/S 4.1 (b)(xvi)

| | |
|----------------------------------|---|
| Name | Shri A.K.Pancharatan |
| Designation | CEO jila panchayat adisnal charge of District Planning Officer |
| Telephone No. | 252358(07574) |
| E-mail address | - |
| Place of Work and Address | District planning office, Commissioner building, Hoshangabad |
| Contact hours for public | 3.00 to 5.00 PM |

17. Any other information in citizen related facilities U/S 4.1 (b)(xvii)