

Chapter 1

Introduction

1.1 Please throw light on the background of this handbook (Right to Information Act –2005)

Transparency and cleanliness in working are the essential elements to strengthen a Democratic system. In this perspective Govt of Jammu & Kashmir enacted the Right to Information Act, 2009.

Rural Development Department, Leh has also been Obligated for effective implementation of J&K RTI Act, 2009 This handbook may prove helpful in getting information about Rural Development Department, Leh and its functioning.

1.2 Objective/purpose of this handbook

Objective: The main objective of this handbook is to provide basic information to the citizens about the functioning Rural Development Department, Leh.

1.3 Who are the intended users of this handbook?

- Members of Parliament and State legislature, Concerned
- Ministry, Departments of Central Govt, State Govts. and various NGOs.
- Officers working in various departments either directly or indirectly concerned with the programme.
- **Public at large**

1.4 Organisation of the information in this handbook?

The information in the handbook is organized in the following sequence. Manual – 1, Manual – 2, Manual – 3....., Manual - 17.

1.5 Definitions (Please provide definitions of various terms used in the handbook).

RDD :	Rural Development Department
RTI Act :	Right to Information Act
DRDA:	Disrict Rural Development Agency
NREGS:	National Rural Employment Gurantee Scheme
IAY:	Indra Awaz Yojna
TSC:	Total Sanitation Campaign
LAHDC:	Ladakh Autonomous Hill Development Council

1.6 Contact Person:

Moses Kunzang KAS
Assistant Commissioner Development/PO Wage
Leh Ladakh.
Phone: 252458

1.7 Procedure and Fee Structure for getting information

A request for obtaining information shall be accompanied by an application fee of Rupees fifty by way of cash against proper receipt or by Indian Postal Order or demand draft or bankers cheque payable to the Accounts Officer of the Public Authority.

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rupees fifty.

Chapter-2 (Manual –1)

PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/purpose of the public authority.

Rural Development Department, Leh has been the biggest inspiring force of the Ladakh Autonomous hill Development Council in alleviating poverty in rural areas since its inception. It is the main implementing agency for the various schemes in rural areas and thus the backbone for empowering people at the grassroots level.

2.2 Mission/vision statement of the public authority

Vision Statement

To develop rural Ladakh in such a manner that the disturbing rural-urban migration scenario is arrested – by strengthening block headquarters, making current public works functional, and constructing new works that are needed – while at the same time giving due emphasis to the preservation of traditional Ladakhi monuments, cultural practices

2.3 Brief history of the public authority

With the country having attained independence and a democratic order ushered in, PRIs in the State of Jammu and Kashmir came to the fore front for shouldering the massive responsibility of building rural infrastructure by way of funds apportioned to them by the State Government as also on the basis of the various taxes and revenues raised for replenishment of the State's own resources for creating durable community infrastructure

The Department of Rural Development Leh has been working in the district since mid fifties.

National Rural Employment Guarantee Scheme (NREGS), Sampoorn Gramin Rozgar Yojna (SGRY), Swarnajayanti Gram Swarozgar Yojna (SGSY), Indira Awas Yojna (IAY), Integrated Watershed Development Programme (IWDP –Haryali) and host of other Centrally sponsored schemes are presently being looked after through Rural Dev.Deptt. by which rural infrastructure has been greatly strengthened and wage employment to poor and down-trodden strata of the society afforded at their doorstep.

Efforts on sustained basis have been made to eradicate poverty from rural life and provide means of livelihood to the rural poor masses.

2.4 Duties of the public authority

The duties of the Institute involve functioning as:

- To prepare the plans and implement works under various schemes
- To make people aware about the various schemes of the Government.
- To educate the general masses about the benefits of the schemes implemented by the department.
- To plug the various infrastructural gaps.

2.5 Main activities/ functions of the public authority

- To Implement various poverty alleviating schemes of Government like NREGS, IAY, TSC,.
- To Implement other schemes of the Government like BADP, SCA, PMRP, TSP
- To implement the works assigned under various Local Area Development Funds like MPLAD, MLA/MLC LAD, CCDF.
- To implement works under the District plan for other departments which include Education, Health, CA&PD, etc.
- To implement Schemes planned by the department itself and Panchayats like CD Normal, Development of Panchayats.
- Also the PIA of schemes under Watershed & Haryali projects.

2.6 List of services being provided by the public authority with a brief write ups on them.

Central Government Schemes:

National Rural Employment Guarantee Scheme.

The national Rural Employment Guarantee Scheme (NREGS) launched in Leh District from April, 2008 onwards. The basic objective of the scheme is to enhance livelihood security in rural area by providing 100 days of guarantee wage employment in a financial year to every household to do unskilled manual work. The work guarantee can also serve other objectives like generating productive assets, protecting the environment, empowering the rural women, reducing rural urban migration and fostering social equity among others

- Launched in April 2008
- Action Plan approved by LAHDC in August
- 183.42 lacs released by Central Government
- 20.38 Lacs released by LAHDC as state share

- Total funds available 212 Lacs (including Misc receipts).

Total Sanitation Campaign:

Total Sanitation campaign is a comprehensive programme to ensure sanitation facilities in rural areas with broader goal to eradicate the practice of open defecation. TSC as a part of reform principle was initiated in 1999 when the central Rural Sanitation Programme was restructured making it demand driven and people centred. It follows the principle of “Low to no subsidy” where a nominal subsidy in the form of incentive is given to rural poor households for construction of toilets. The key intervention areas are Individual Household Latrines IHHL, School Sanitation and Hygiene education, Community Sanitary Complex, Anganwadi toilets and rural sanitary marts. The main goal is to eradicate the practice of open defecation by 2010. To give a fill up to this endeavour, Government of India has launched Nirmal Gram Puruskarto recognize the efforts in terms of cash awards for fully covered PRIs and those individuals and institutions who have contributed significantly in ensuring full sanitation coverage in their area of operation. The project is being implemented in rural areas taking district as a unit of implementation.

In Leh District Total Sanitation Campaign was launched in the year 2004-05. The National Scheme Sanctioning Committee has approved an amount of 724.65 for the whole life of the project which also includes the state matching share of 153.77 lacs and the beneficiary share of 113.10 lacs. The target set has been 6090 for Individual Household Latrines IHHL, 230 units for Sanitary Complexes, 351 units for School Latrines and 400 units for the Anganwadi toilets. The project details given below.

Indira Awas Yojna:

The objective of the scheme is primarily to help construction or upgradation of dwelling units of the community living below the poverty line by providing a financial assistance fully recommended by the elected representatives of the area.

Community Development:

The funds for the community development is provided from the District Plan and the works mainly taken up under this head are the various small infrastructure and other facilities that need to be taken up at the village level.

Development of Panchayats:

Though the Panchayats have been dissolved since 2006 in the Jammu & Kashmir State yet the Hill Council felt that some token amount should be placed at the disposal of the Panchayat Level authorities enabling them to plan the works that they feel need to be taken up so that by the time fresh elections are held and new Panchayats come into being they shall be trained enough to plan and implement their own schemes. An amount of

1.50 lac for each Panchayat Halka is earmarked for this scheme and thus a total amount of 139.50 is kept under this head.

Model Village:

Five villages have been identified in five blocks in Leh District to portray as a model village. An outlay of Rs 120.00 lacs for each model village has been sanctioned for the Prime Ministers reconstruction plan. 98 % physical and financial progress have been achieved so far.

Community Development Fund CDF

In Leh District the Community development funds of 1 Member Parliament, two member legislative Assembly, one member legislative Council, and 30 councillors allocate their community development funds for various developmental works. At an average 90% of the community development works are assigned to Rural Development Department for execution.

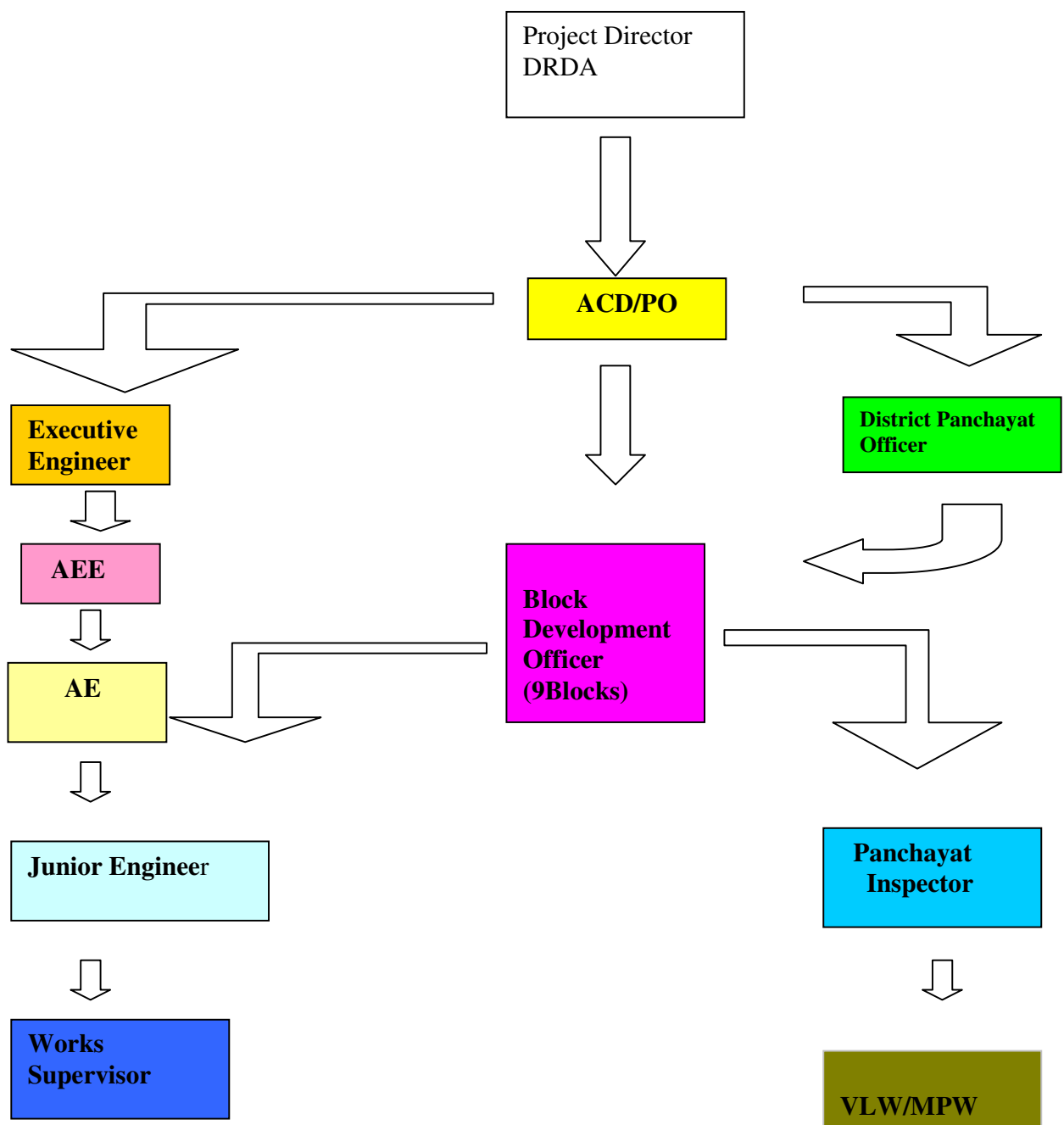
Border Area Development Programme BADP

A special allocation is given to all the blocks bordering other countries so that the border areas develop at par with the other areas of the country. Leh District has two blocks of Nubra and Khaltsi which share the same border with Pakistan (BADP Indo-Pak) and another two blocks of Nyoma and Durbuk bordering China (BADP Indo-China).

Bamboo Structures:

Ladakh Autonomous Hill Development Council in a special initiative is experimenting with the Prefabricated structures made of Bamboo material to be used for Anganadi Centres, schools, community hall and toilet blocks. The materials are being provided by the National Mission on Bamboo Applications NMBA department of Science & Technology DST Government of India in a share of 70:30. At present barring few toilet blocks rest all the materials have been received by the department.

2.7 ORGANISATIONAL CHART OF RURAL DEVELOPMENT DEPARTMENT LEH



2.8 Expectation of the public authority from the public for Enhancing its effectiveness and efficiency:

To the general public is expected to send their feedback about the programmes run by the Institute.

2.9 Arrangements and methods made for seeking public /contribution.

Visitors book available at each panchayat Ghars besides visitor book and complaint register also available at BDOs office and a complaint box and a register available at the office of the ACD.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Any specific information/grievance related to works and beneficiaries and other Areas of Concern of the department is addressed immediately by the concerned Block Development Officers . It may be in the form of Letter, Fax, Telephone, E-mail etc.

2.11 Addresses of the main office and other offices at different levels.

Main Office: Office of the Assistant Commissioner Development
/PO Wage.
Leh Ladakh.

Offices at Block level.

Block Development Officer,
Leh, Chuchot, Nyoma, Durbuk, Khaltsi, Saspol, Deskit,
Panamik & Kharu.

2.12 Morning hours of the office: 10 am

Closing hours of the office: 4.00pm
(six days a week)

Chapter-3 (Manual-2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Assistant Commissioner Development/Po Wage

Administrative Power:-

He is the Head of office in charge of establishment and administration of Rural Development

Financial Powers:-

To accord administrative approval upto Rs 5.00 Lakh

Duties:-

1. He is also overall in-charge of all schemes implemented by the Block Development officers
2. Monitoring, Inspection and Supervision of the performance of the schemes and submission of reports to Secretary, DC, Director and Project Director
3. Conduct of Review Meeting for assessing the performance of the schemes & take corrective action and submission of Reports to the Higher Authorities.
4. Any other works assigned to by the Council/DC.

Executive Engineer Rural Engineering wing

Administrative Power:

1. Technical Officer of scheme and works implemented by the Department

II. Financial Power:

1. Accord Technical sanction for estimates
2. Finalise tender

Duties

2. His role is to supervise and co-ordinate with Blocks in the implementation of the Schemes.
Providing guidance to the BDO/Assistant Engineers in the execution of all civil works
Field inspection and monitoring of all Civil Works

Block Development Officers

I. Powers:-

Establishment and administration as Head of Office.
Overall control of the Block Development Office

Duties:-

1. To implement the Rural Development Programmes at Block level.
2. Preparation of the Annual Action Plan in respect of Rural Development
3. Programmes
4. Furnishing of Periodical Report to ACD.
5. Selection of beneficiaries in respect of individual oriented schemes and
6. the places for construction of Community Assets.
7. Review and advise on the progress and implementation of the
8. development programmes.

9. Supervision and monitoring of the quality of works
10. Preparation of audit report and accounts.
11. Promotion of social integration and all round development of the rura

Chapter – 4 (Manual –3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document

S No	Name of the Act/rules etc	Brief Gist	Reference no if any	Priced
1.	NREGS	Gurantee of 100 days of manual wages	NREGS operational guidelines	Circulated by GOI
2.	IAY Guidelines	The norms for distribution of houses and execution	IAY guidelines	Circulated by GOI
3.	Total Sanitation Campaign	The norms for	TSC Guidelines	Circulated by GOI
4.	Haryali	Projects under Haryali	Haryali Guidelines	Circulated by GOI
5.	District Plan	Schemes sanctioned by the Council to be iomplemented by RRD	District Plan	CPOs Office
6.	CD Norma Plan	Works to be implemented for community development	Action plan	ACD's Office cost of Photo copy
7.	Development of Panchayats	Plans for development of Panchayats	Action Plan	ACD's Office cost of Photo copy
8.	IAY Beneficiary	List of bebefecieries under IAY	List	ACD's Office cost of Photo copy
Rest of the Government rules and document same as any other department and can be obtained from the Government Press Jammu/Srinagar.				

Chapter – 5 (Manual – 4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Formulation of Policy:

Being a department of the Govt of Jammu & Kashmir, it is not empowered to formulate policies for the public. However, in respect of its own activities public can respond through letters, emails, Complaint box, guest book in the office etc.

Implementation of Policy:

Whether there are any provisions to seek consultation/Participation of public or its representatives for implementations of policies? If there are please provide details of the provisions in the following format.

S No	Subject/Topic	Is it mandatory to ensure public Participatin	Arrangement for seeking public participation
1.	For formulation of all plans	Yes	Convening Gram Sabhas

Chapter – 6 (Manual – 5)

A statement of the categories of documents that are held by it or under its control

6.1. Use the format given below to give the information about the official Documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing Others).

S No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1.	Norms/ Guidlines	All schemes implemented by the Department	By an application and the price for Photo copy	ACD
2.	Plans	Action plan of the various schemes	By an application and the price for Photo copy	ACD/BDOs
3.	List of Beneficieries	Beneficieries of the Schemes	By an application and the price for Photo copy	ACD/BDOs
4.	BPL	List of BPL	By an application and the price for Photo copy	ACD/BDOs

Chapter – 7 (Manual – 6)

A statement of boards, council, committees and other bodies constituted as its part

The department comes under the perview of DRDA in terms of the schemes relating to poverty alleviation. The composition of the Governing body of the DRDA is listed below.

The composition of the governing body shall be as follows.

1. Chairman of Zilla Parishad Chairman
2. All MPs and MLAs and MLCs of the District
3. 1/3rd of Panchayat Samiti Chairpersons to be nominated by rotation in alphabetical order for a tenure of one year, one of whom must belong to SC/ST and another a woman.
4. CEO of Zilla Parishad / District Collector – Chief Executive Officer / Executive Director
5. Head of the Central Cooperative Bank of the District
6. Chairman Regional Rural Bank
7. District Lead Bank Officer
8. Representative of the Reserve Bank of India at district level
9. NABARD representative at district level
10. General Manager, DIC
11. Representative of KVIB
12. District Officer in charge of Scheduled Caste / Scheduled Tribe Welfare
13. District women & Child welfare officer
14. District officer dealing with welfare of the disabled
15. One representative from technical institutions
16. Two representatives of NGOs
17. Two representatives of the weaker sections, one of whom may be drawn from SCs and STs
18. One representative of rural women
19. Project Director, DRDA - Member Secretary

Chapter- 8 (Manual – 7)
**The names, designation and other
particulars of the Public Information Officers**

Assistant Public Information Officer

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Post Vacant							

Public Information Officers:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Moses Kunzang	ACD/PO/DPO	01982	252458	253302	252458	kunzangm@yahoo.co.in	Rural Development Complex, Leh

District Appellate Authority:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	T. Angchok	Project Director	01982	252093		252093		DRDA Complex, Leh

Chapter – 9 (Manual – 8) Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)

As per the Manual on Office Procedure.

9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Same as any other Government Department

9.3 What are the arrangements made to communicate the decision to the public?

Through the Information Department and also through public notices, radio broadcasts

9.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?

Deputy Commissioner, Project Director, Assistant Commissioner Development, Block Development Officers.

9.5 Who is the final authority that vets the decision?

General Council and Deputy Commissioner

Chapter – 10 (Manual – 9)
Directory of Officers and Employee

S. No	Name	Designation	STD Code	Phone No		E-Mail	Address
				Office	Home		
1.	Sh. Moses Kunzang	ACD	01982	252458	253302	kunzangm@yahoo.co.in	Rural Development Complex, Leh
2.	Sh. Phunchok Angchok	Sr. Asstt.	01982	252458	252427		Rural Development Complex
3.	Sh. Phunchog Thupstan	Sr. Asstt.	01982	252458	–	phunchokkhangsar@yahoo.com	Rural Development Complex
4.	Ms. Yangchen Dolma	Jr. Steno/typist	01982	252458	260014	achan08@gmail.com	Rural Development Complex
5.	Mrs. Diskit Angmo	Account Asstt.	01982	252458	202030	diskit.amo@gmail.com	Rural Development Complex
6.	Mrs. Deskit Angmo	Jr. Stat. Asstt.	01982	252458	264303		Rural Development Complex
7.	Ms. Nilza Angmo	Jr. Asstt.	01982	252458	–		Rural Development Complex
8.	Sh. Tsewang Mingur	Jr. Asstt.	01982	252458	–		Rural Development Complex
9.	Sh. Tsering Sonam	Driver	01982	252458			Rural Development Complex
10.	Sh. Chakdor Gonboo	do	01982	252458			Rural Development Complex
11.	Sh. Tashi Wangyal	do	01982	252458			Rural Development Complex
12.	Sh. Gurmet Dorjay	Orderly	01982	252458	227174		Rural Development Complex

Chapter – 11 (Manual – 10)
The Monthly Remuneration Received By
Each of its Officers
and
Employees Including the System of
Compensation as Provided in Regulations

S. No	Name of the Officer/Official	Designation	Pay Band	Pay as on 01-04-2009	Grade Pay	Total Pay + Grade Pay
1	2	3	4	5	6	7
1.	Sh. Moses Kunzang	ACD	PB-3 15600 -39100	22745	6600	29345
2.	Sh. Phunchok Angchok	Sr. Assistant	do	13920	4200	18120
3.	Sh. Phunchog Thupstan	do	do	10330	2400	12730
4.	Ms. Yangchan Dolma	Jr. Steno/Typist	do	9040	2400	11440
5.	Ms. Nilza Angmo	Jr. Assistant	PB-I 5200-20200	5830	1900	7730
6.	Sh. Tsewang Mingur	do	do	5830	1900	7730
7.	Sh. Tsering Sonam	Driver	PB-I 9300-34800	14620	4200	18820
8.	Sh. Chakdor Gonboo	do	5200-20200	9050	2400	18820
9.	Sh. Tashi Wangyal	do	do	9050	2400	18820
10.	Sh. Gurmet Dorjay	Orderly	do	4620	1300	5920

Chapter –12 (Manual – 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed
Expenditures and reports on disbursement
made)

Major Head	Activities to be performed	Sanctioned Budget 2009-10	Budget estimate 2010-11	Revised Estimate 2009-10	Expenditure for the last year
Non Plan	Salaries Contingent	545.50	567.13	433.50	433.50

Non Plan

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected Date of completion	Amount sanctioned	Amount disbursement
IAY	Construction of Houses	April	31 st March	153.67	152.626
NREGS	Execution of rural infrastructure	April	31 st March	855.365	846.724
13 th FCA	Execution of rural infrastructure	April	31 st March	270.00	125.75
CD Normal	Execution of rural infrastructure	April	31 st March	143.33	139.41
Dev of Panchayats	Execution of rural infrastructure	April	31 st March	251.10	242.66
BADP	Execution of rural infrastructure	April	31 st March	338.81	234.56
Other Departmental Works	Execution of rural infrastructure	April	31 st March	153.68	133.505
Bad Pocket	Execution of rural infrastructure	April	31 st March	23.00	8.00
Flood restoration	Execution of rural infrastructure	April	31 st March	190.72	181.67
SCA to TS	Execution of rural infrastructure	April	31 st March	33.59	14.51
MSDP	Execution of rural	April	31 st March	13.25	13.25

	infrastructure				
Task Force	Execution of rural infrastructure	April	31 st March	10.23	10.23
CD & Panchayat	Execution of rural infrastructure	April	31 st March	30.00	30.00

Chapter – 13 (Manual – 12) The Manner of Execution of Subsidy Programmes

The subsidy programmes are planned and beneficiaries identified in the Gram Sabha convened at the village level and the plan is submitted to the higher authorities. Once the plan gets sanctioned the payment of money is done through a cheque and the cheque is also presented in the gram sabha.

Chapter – 14 (Manual – 13) Particulars of Recipients of Concessions, permits or authorization granted by it.

No concessions, permits or authorization granted by the Department.

Chapter – 15 (Manual –14) Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms / Standards set by the department for the execution of various activities / programmes.

Activities and programmes are executed through action plan duly approved by the appropriate authorities

Chapter – 16 (Manual – 15) Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

The website shall be launched and all related information will be uploaded subsequently.

Chapter – 17 (Manual – 16) Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Office Library: There is no office library.

Drama & Shows: Efforts are on to make public aware about the schemes through street plays and shows.

Through News paper: The department places notices and other information through newspapers.

Exhibition: No such programme.

Notice Board: The information about the various schemes are painted on the department notice wall.

Inspection of records in the offices: No such system in the main office however information about the schemes are available at each panchayat Ghars and also shared through social audits.

System of issuing copies of documents: The documents can be copied from the market.

Printed Manual Available: Not available but the manuals can be got copied.

Website of the Public Authority: Not hosted as yet

Chapter – 18 (Manual – 17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public Authority.

What are the key functions of the Department:

The key functions of the Department of Rural Development are:

(i) Developmental work: The department undertakes development work activities in villages such as construction of roads, water tanks etc. The development works are conceived at the Village Council level by the people under the guidance of its President and the initiative is submitted to District Rural Development Officer for funding. Alternatively the conceptualization of the development works could happen at the higher levels of authority in any department and could be assigned to the Rural Development department for implementation.

Does it implement any Government of India Schemes?

Yes, Implementation of Schemes: Implement Government of India schemes such as for employment generation (for wagers as well as self employed). Some of the schemes being implemented include Indira Awas Yojana (IAY) Swarna Jayanti Gram Swarozgar Yojana (SGSY), Integrated Wasteland Development Program (IWDP), Hariyali, National Rural Employment Guarantee Scheme (NREGS) and BADP .

What is the Member of Parliament Local Area Development Scheme (MPLADS)?

The Member of Parliament Local Area Development Scheme (MPLAD) is a 100% Centrally Sponsored Scheme fully funded by the Government of India which entitles a Member of Parliament to recommend works that meet the locally felt community infrastructure and development needs with emphasis on the creation of durable community assets. The annual MPLADS fund entitlement, per MP Constituency is Rs. 2 Crore.

Are panchayat Functional in the District:

No. The panchayats have been dissolved by the Jammu & Kashmir Government in 2006.

How many Panchayat Halqas are there in the District.

At present there are 93 Panchayat Halqas in the District.

How many Blocks are there in the District?

At Present there are 9 Blocks in the district.