

Government of Orissa
Planning & Co-ordination Department

No. 8429 /DPC-69/06/P

Bhubaneswar

29th
dated the June, 2010

RESOLUTION

Subject: Constitution of District Planning & Monitoring Unit (DPMU) in each District

The 74th Constitutional Amendment has mandated constitution of District Planning Committee (DPC) in each district with a view to preparing and consolidating district plans that are required to be prepared in a consultative and participatory manner as per the guidelines issued by the Government of India in Ministry of Panchayati Raj and Planning Commission and the State Government. However, the existing planning apparatus at the district level is very weak and cannot provide the required support to the DPC. The question of strengthening the District Planning Apparatus has been attracting the attention of the State Government for some time past. Therefore, after careful consideration of all aspects, the State Government have considered it expedient to constitute a "District Planning & Monitoring Unit (DPMU)" in each district with a view to strengthening the district planning apparatus and providing secretarial and technical support to the DPC. The proposed DPMU shall be under the administrative control of the Planning & Co-ordination Department.

2. **Rationale and Need for DPMU**

2.1 The need for decentralized planning at district and sub-district levels has been stressed at various fora pursuant to the provisions of the 73rd and 74th Constitutional Amendments. The Backward Regions Grant Fund (BRGF) guidelines, prepared jointly by Ministry of Panchayati Raj and Planning Commission, prescribe, among other things, that Rural and Urban Local Bodies (RLB & ULB) should be supported in preparing their perspective Five Year Plans and Annual Plans. The DPC has been mandated under Article 243ZD to prepare and consolidate district plans in a consultative and participatory manner. The aforesaid BRGF guidelines have laid specific emphasis on enhancing the capabilities for effective planning at the district and sub-district levels. In order that the aforesaid constitutional provisions and guidelines are followed in letter and spirit, it has been felt desirable to strengthen planning and monitoring capabilities at the district and sub-district levels.

2.2 The proposed DPMU is needed for the following purposes. **One**, DPMU is required to provide secretarial and technical support to the DPC for preparation and consolidation of district

and sub-district level plans for both Rural and Urban Local Bodies. **Two**, DPMU shall also assist the DPC in monitoring the implementation of various development programmes which are undertaken in the district from time to time. **Three**, DPMU may also assist line Departments at the district level to prepare shelf of projects and Detailed Project Reports (DPR) so that development programmes are implemented expeditiously and effectively.

3. Objectives of DPMU

3.1 The proposed DPMU will have the following objectives:

- (i) Collecting, analyzing, updating and maintaining desired district and sub-district level databases, and generating useful knowledge for local level planning,
- (ii) Providing secretarial and technical support to DPC, Panchayati Raj Institutions (PRI) and Urban Local Bodies (ULB) for preparing and consolidating local level plans,
- (iii) Assisting DPC in monitoring and evaluating the implementation of developmental programmes, and
- (iv) Preparing shelf of projects and DPRs for development programmes.

4. Composition of DPMU

4.1 The DPMU shall function under the direct control and supervision of the District Collector, who is also the Member Secretary of DPC and Chief Executive Officer of Zilla Parishad. One of the Additional District Magistrates (ADM) shall be designated by Planning & Co-ordination Department as ADM-cum-Chief District Planning Officer who will report to, and function as per the directions of, the District Collector.

4.2 The proposed DPMU will have two cells: (i) General Planning Cell, and (ii) Analytical Support Cell.

General Planning Cell

4.2.1 The General Planning Cell shall be headed by Deputy Director (Planning & Statistics) and have two sub-units: (a) Planning Wing, and (b) Statistical Wing. For this purpose, 30 posts of Deputy Directors (Planning & Statistics), including existing 7 posts of Deputy Director (Planning), shall be created in the appropriate pay scale by way of up-gradation of the existing posts of District Planning Officers and District Statistical Officers. The posts of Deputy Director (Planning & Statistics) shall be shared in equal proportion by the Orissa Planning Service and the Orissa Statistics and Economics Service. The Deputy Director (Planning & Statistics) shall discharge responsibilities of both District Planning Officer and District Statistical Officer and report to the Chief District Planning Officer and District Collector. In

those districts in which the post of Deputy Director (Planning & Statistics) is earmarked for the officer of the Orissa Statistics & Economics Service, the existing post of District Planning Officer shall be designated as Assistant Director (Planning) who will continue to discharge the existing and other functions of District Planning Officer under the overall supervision and guidance of the Deputy Director (Planning & Statistics). In those districts in which the post of Deputy Director (Planning & Statistics) is earmarked for the officer of the Orissa Planning Service, the existing post of District Statistical Officer shall be designated as Assistant Director (Statistics) who will continue to discharge the existing and other functions of District Statistical Officer under the overall supervision and guidance of the Deputy Director (Planning & Statistics).

4.2.2 **Planning Wing:** The existing District Planning Office shall function as the Planning Wing of the General Planning Cell within the DPMU. This planning responsibility of the DPO shall be in addition to their existing responsibilities. The existing staff of the District Planning Office including Senior Economic Investigator (SEI), Cartographer and others shall form part of the Planning Wing of the DPMU. One additional post of SEI shall be created in appropriate scale of pay for each DPMU. No new post of data entry operator, peon, attendant or messenger shall be created. Such functions may be outsourced through a reputed agency on payment of fee / service charges and after following prescribed procedures.

4.2.3 **Statistical Wing:** The existing District Statistical Office (DSO) shall function as the Statistical Wing of the DPMU. The Statistical Wing shall be responsible for collection and analysis of such district and sub-district level data as may be considered desirable for preparation of district and sub-district plans and for other purposes. These responsibilities shall be in addition to the existing responsibilities of the DSO. The existing staff of DSO such as Statistical Investigators (SI), Statistical Assistants (SA), Primary Investigator (PI), Statistical Field Surveyor (SFS) and others shall form part of the Statistical Wing of DPMU. One additional post of SI shall be created in the appropriate scale of pay for each DPMU. No new post of data entry operator, peon, attendant or messenger shall be created. Such functions may be outsourced through a reputed agency on payment of fee / service charges and after following prescribed procedures.

4.2.4 The available infrastructure, records, assets and liabilities of District Planning Office and District Statistical Office shall stand transferred to the DPMU and remain under the charge of Deputy Director (Planning & Statistics). This would optimize the use of existing staff, infrastructure and resources. Deficiencies in the office infrastructure etc., if any, shall be carefully assessed and supplemented in due course.

Analytical Support Cell

4.2.5 The Analytical Support Cell shall be responsible for providing high-end analytical and conceptual support to the DPC and other two Cells of the DPMU. This Cell shall be under the direct control of the District Collector and consist of one experienced Economist, one Micro Planning / Livelihood Expert, one GIS Expert, one Town Planning Expert and one Regional Planning Expert. The aforesaid posts of experts shall be created at the appropriate level and initially carry a consolidated remuneration. The proposed experts shall be engaged initially on annual contract basis. In addition, one post of Accounts Officer and one post of Senior Accountant shall be created at appropriate level with consolidated remuneration. The Accounts Officer and Senior Accountant shall also be engaged on annual contract basis.

5. Functions and Responsibilities of DPMU

5.1 The DPMU shall have the following functions and responsibilities:

- i. Collecting, analyzing, updating, and maintaining appropriate data base to meet the requirements of district level, block level and gram panchayat level planning.
- ii. Preparing district development profiles and district atlas at different periods and making inventories of resources available in the different development sectors including land, water, minerals, forests, skilled and un-skilled manpower and other resources.
- iii. Studying intra-district and intra-block disparities in terms of key social, economic and human development indicators.
- iv. Undertaking such surveys and studies as may be considered desirable to facilitate preparation of local level development plans and/ or such other surveys and studies as may be directed by Government in Planning & Coordination Department.
- v. Assisting GPs, PS, Zilla Parishads and Urban Local Bodies in preparing and consolidating their plans.
- vi. Undertaking monitoring and evaluation of various developmental programmes of different departments.
- vii. Keeping an inventory of voluntary organisations and / or resource institutions working in the district.
- viii. Extending secretarial support to District Planning Committee and undertaking follow up action on the recommendations / decisions of DPC from time to time.

- ix. Assessing infrastructure gaps, preparing shelf of projects and developing DPRs for the identified infrastructure projects.
- x. Undertaking such other assignments as may be entrusted to the DPMU or the concerned cell or the concerned official of any cell by the Collector from time to time.
- xi. Undertaking such other assignments as may be entrusted to the DPMU or the concerned cell or the concerned official of any cell by Government in Planning & Coordination Department from time to time.

6. The Planning & Coordination Department shall be responsible for administering, guiding and supervising the activities of the DPMU and may, if required, consult with other line departments on relevant matters, issues and concerns. The Planning & Coordination Department shall also prepare conditions of service for personnel to be employed in the DPMU. Any difficulty that may arise while implementing the provisions of this Resolution for constitution of the DPMU shall be referred to Planning & Co-ordination Department for appropriate directions and guidance.

7. The existing establishments of DPO and DSO, on merger into the DPMU, shall continue to be funded under the State Non-plan and Plan budgets, as the case may be prior to their merger with the DPMU. Additional fund requirements of the DPMU shall be met out of the State Plan Budget. The Planning & Co-ordination Department shall seek central funds under Central Plan and / or Centrally Sponsored Schemes to meet the additional fund requirements of the DPMU. The Department shall also explore possibilities of funding additional requirements of the DPMU from external sources including UN agencies, DFID, the World Bank and other external agencies.

8. It shall be mandatory for each District Level Officer (DLO) to provide relevant data and / or desired support to the DPMU within the specified time period with a view to enabling the DPC to fulfill its constitutional mandate. All Departments shall issue suitable directions to their DLO to ensure that relevant data and desired support and co-operation are extended by them to the DPMU.

9. The proposal for creation of the DPMU in each district in the manner as outlined above has the concurrence of Finance Department *vide* their File No. ES-III-PC-32/08.

ORDER

It is ordered that the Resolution be published in the Extra Ordinary Gazette of the Government of Orissa for the general information and copy be communicated to all Departments of Government / Heads of Department and others concerned.

By Orders of Governor

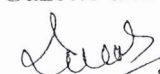

(R. N. Senapati) 29/6/10

Additional Development Commissioner & Secretary to Government

Memo No. 8430 /P

dated 29/06/2010

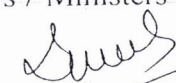
Copy forwarded to the Director, Printing, Stationery & Publications, Orissa, Cuttack with the request to publish the resolution in the next issue of the Orissa Gazette and supply 150 copies to this Department.


Special Secretary to Government 29/6/10

Memo No. 8431 ⁽²⁰⁾ /P

dated 29/06/2010


Copy forwarded to the Commissioner-cum-Secretary to Governor, Orissa / Principal Secretary to Chief Minister, Orissa / Private Secretaries to all Ministers / Ministers of State for favour of information and necessary action.


Special Secretary to Government 29/6/10

Memo No. 8432 ⁽³¹⁾ /P

dated 29/06/2010

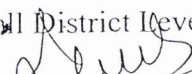
Copy forwarded to the A.G. (A & E), Orissa, Bhubaneswar / all Treasury Officers for information and necessary action.


Special Secretary to Government 29/6/10

Memo No. 8433 ⁽¹⁰⁰⁾ /P

dated 29/06/2010

Copy forwarded to all Department / all Head of Departments for information and necessary action. They are requested to bring this Resolution to the notice of, and issue appropriate directions as envisaged under paragraph 8 above to, their all District level Officers.

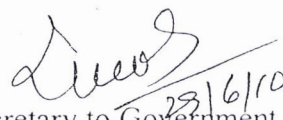

Special Secretary to Government 29/6/10

Memo No. 8434 ⁽⁴⁾/P

dated 29/06/2010

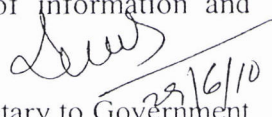
Copy forwarded to the Principal Secretary to Government/ Secretary to Government, General Administration / Housing & Urban Development / Panchayati Raj / Revenue & Disaster Mitigation Departments for favour of information and necessary action.

Memo No. 8435 ⁽⁹³⁾/P


Special Secretary to Government
dated 29/06/2010

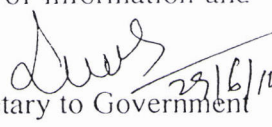
Copy forwarded to all Revenue Development Commissioners / all Collectors / all District Planning Officers / all District Statistical Officers for favour of information and necessary action.

Memo No. 8436 /P


Special Secretary to Government
dated 29/06/2010

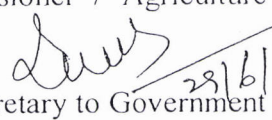
Copy forwarded to the Director, Economics & Statistics for favour of information and necessary action.

Memo No. 8437 ⁽⁴⁾/P

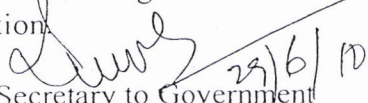

Special Secretary to Government
dated 29/06/2010

Copy forwarded to the Private Secretaries to Chief Secretary / Additional Development Commissioner / Agriculture Production Commissioner / Principal Secretary, Finance for favour of information of Chief Secretary / Additional Development Commissioner / Agriculture Production Commissioner / Principal Secretary, Finance.

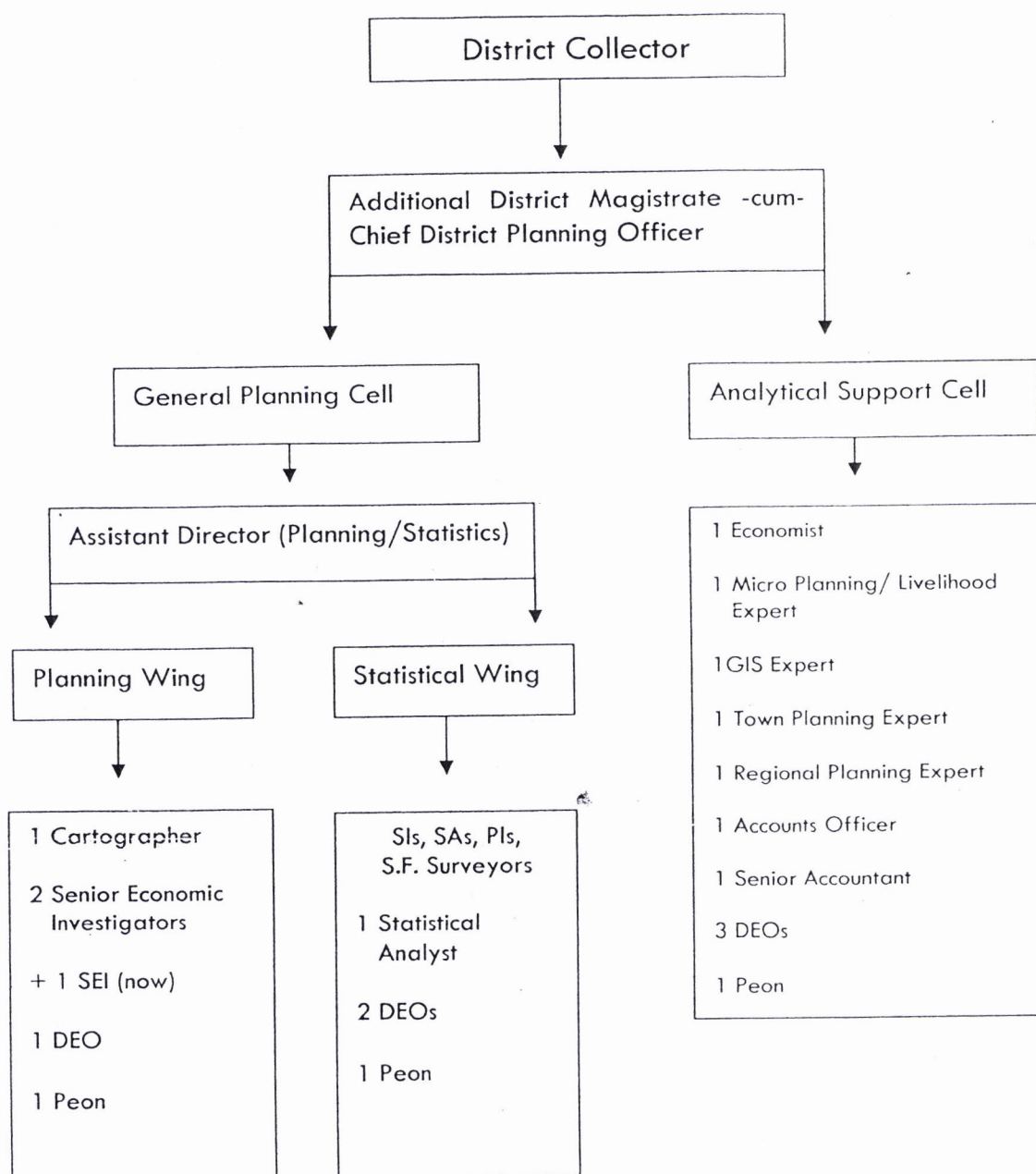
Memo No. 8438 ⁽⁵⁶⁾/P


Special Secretary to Government
dated 29/06/2010

Copy forwarded to Special Secretary to Government (Plan) / Special Secretary to Government (Co-ordination) / Special Secretary to Government (PPP) / All Officers / All Sections / All Cells / District Planning Cell / PM-I Section / E & S Section / Budget Section of Planning & Co-ordination Department for information and necessary action.


Special Secretary to Government

Organogram of District Planning & Monitoring Unit



Explanation :

In those Districts in which the post of Deputy Director (Planning & Statistics) is earmarked for the Officer of Orissa Statistics & Economic Service, the existing post of District Planning Officer will be designated as Assistant Director (Planning) who will continue to discharge the existing and other functions of District Planning Officer under the overall supervision and guidance of Deputy Director (Planning & Statistics). Similarly, in those districts in which the post of Deputy Director (Planning & Statistics) is earmarked for the Orissa Planning Service, the existing post of District Statistical Officer shall be designated as Assistant Director (Statistics) who will continue to discharge the existing and other functions of District Statistical Officer under the overall supervision of Deputy Director (Planning & Statistics).