

# The Right to Information Act, 2005

## Information regarding World Bank assisted ICDS Project

### Section: 4.(1) (b)

#### (i) Particulars of its organization, functions and duties;

The Central Project Management Unit (CPMU) has been set up under the Department of Women & Child Development to plan, implement and monitor World Bank Assisted ICDS-III project in the States of Kerala, Tamil Nadu, Maharashtra, Rajasthan and Uttar Pradesh (Original States), Madhya Pradesh, Chhattisgarh, Bihar, Jharkhand, Orissa and Uttaranchal (Re-structured States) and in the States/UTs of West Bengal, Karnataka, Gujarat, Himachal Pradesh, Haryana, Punjab, Pondicherry, A & N Islands for construction of Model AWCs. It also performs similar functions for ICDS Training Programme (Project Udisha) in all 35 States/UTs, ICDS Component of APER Programme in the State of Andhra Pradesh. The Unit is having the following responsibilities and functions:

The overall responsibility of the CPMU is to provide project planning support, technical guidance and independent monitoring of Project implementation to ensure that high technical standards are maintained and that the Project achieves its overall objective as well as its specific impact objectives. The CPMU also provides support in the areas of strategy development for health, nutrition, pre-school education, community participation, training, monitoring and evaluation etc. Specifically, the responsibilities cover:-

- (a) *Central Administrative functions*
- (b) *Information exchange across the participating states.*
- (c) *Collating information nation-wide and its dissemination on areas of common interest to the project through contracting out periodic reviews/studies to specialist agencies and individuals.*
- (d) *Administering technical assistance to CPMU and rendering technical advice to the project states and organizing services such as design of the Monitoring and Evaluation framework, generic training activities, public relations and communications to stake-holders etc.*
- (e) *Facilitating release of funds from the Government of India to be participating states based on their performance and monitoring of expenditure based on the claims filed by the State Government and ensuring full utilization of the credit.*
- (f) *Formulation of future projects.*
- (g) *Formulation of policy issues relating to private initiatives and standards for the participating states, which could be replicated in total ICDS framework.*
- (h) *Prepare a charter of expectations from the project.*

The CPMU interacts and advises the State Nodal Departments on policy issues and key milestones such as adjustment in Project design during implementation, the mid-term review and further project development. The CPMU's role is however intended to be broad direction setting. CPMU is responsible for not only existing projects but its mandate also includes formulating future projects.

**(ii) Powers of duties of its officers and employees;**

The unit is headed by a Project Director who is responsible for project co-ordination in a line function. Besides him, there are two Project Managers, one Assistant Director and one Desk Officer in the Unit. Administrative and staff functions vest with the Project Managers. The Assistant Director is responsible for monitoring, evaluation and operations research studies to be undertaken. These officials are provided the assistance of the following staff: one Section Officer, one Accountant, three Assistants, one PA to Director, one UDC, one LDC, two typists, two Peons. Details of the tasks assigned to the officers in the Unit are as follows:

<i>Designation</i>	<i>Specific Task</i>
<i>Project Director</i>	<b>Overall in-charge of World Bank ICDS Projects</b>
<i>Project Manager (Finance)</i>	<b>Procurement &amp; Finance of ICDS-III &amp; APER Projects:</b> Grants release, SOEs to CAAA, Audit reports, Audit disallowances; <b>All programme matters relating to original ICDS-III States</b> (UP, Rajasthan, Maharashtra, Kerala, Tamil Nadu) and including quality improvement activities, Parliament Matters and administration of CPMU and construction of Model AWCs in 9 States/UTs
<i>Project Manager (Training)</i>	<b>All programme matters relating to Udisha Training in 35 States/UTs,</b> State Training Action Plans (STRAPs), Grants Release, Parliament matters, NIPCCD, ICCW and FNB in respect of Udisha Training
<i>Asstt. Director (M &amp; E)</i>	<b>Monitoring &amp; Evaluation of ICDS-III &amp; Udisha Projects-</b> Quarterly Progress Reports (QPRs), Computerized MIS, Continuous Social Assessment and Operational Research Studies, Baseline and Endline Survey, Action Plans, Review Meetings, World Bank Supervision Missions, Workshop, Monitoring visits to States.
<i>Desk Officer (WB)</i>	<b>All programme matters relating to ICDS-III Re-structured States</b> (MP, Chhattisgarh, Bihar, Jharkhand, Orissa and Uttaranchal) and financial management of Udisha-SOEs to CAAA, Audit reports, Audit disallowances etc.

**(iii) Procedure followed in the decision making process, including channels of supervision and accountability;**

For the purpose of decision making this Unit follows the same process as is observed in various Ministries/Departments of the Central Government. This implies that cases initiated by dealing hands (and by their immediate superior officers in important and emergent cases), are submitted through Under Secretaries/Project Managers to the well defined decision taking level i.e., Deputy Secretary/Director, Joint Secretary, Secretary, Minister of State (HRD) and Minister for Human Resource Development. The following table shows the channel of submission of cases with regards to World Bank assisted ICDS Projects including Udisha Project.

**World Bank assisted ICDS-III/Udisha Projects**  
*Channel of Submission of cases*

<b>S. No.</b>	<b>Subject</b>	<b>Channel of submission</b>	<b>Final level of disposal</b>
1.	Issue of administrative Approvals	Project Manager/Deputy Secretary or Director/Joint Secretary	<b>Joint Secretary</b>
2. (i)	Release of Grants to States/UTs	Project Manager/Deputy Secretary or Director	Upto Rs. 50 lakh with the concurrence of IFD- <b>Deputy Secretary or Director</b>
(ii)	Release of funds to NIPCCD	Project Manager/Deputy Secretary or Director	Upto Rs. 10 lakh with the concurrence of IFD- <b>Deputy Secretary or Director</b>  Full power with the concurrence of IFD- <b>Joint Secretary</b>
(iii)	Release of funds to NGO (ICCW)	Project Manager/Deputy Secretary or Director	Upto Rs. 5 lakh with the concurrence of IFD- <b>Deputy Secretary or Director</b>  Upto 50 lakh with the concurrences of IFD- <b>Joint Secretary</b>  Above Rs. 50 lakh with the concurrence of IFD with the approval of <b>Secretary</b>
3.	Changes/Modification in the programme	Project Manager/Deputy Secretary or Director/Joint Secretary	<b>Joint Secretary</b>
4.	Payment of rent	Project Manager/Deputy Secretary or Director	<b>Deputy Secretary (or Director)</b> with Head of the Deptt.
5.	Telephone/internet charges/contingent	Project Manager/Deputy Secretary or Director	<b>Deputy Secretary (or Director)</b> with Head of the Deptt.
6.	Correspondence with foreign agencies including bilateral	Project Manager/Deputy Secretary or Director/ Joint Secretary	<b>Joint Secretary</b>
7.	Filing of SOE to the Office of CAAA	Project Manager	<b>Project Manager</b>
8. (i)	Tour Programmes of staff and officers in CPMU by entitled mode of travel i.e by train etc.	Project Manager/Deputy Secretary or Director.	<b>Deputy Secretary (or Director)</b>
(ii)	Tour programmes of staff and officers of non-entitled category by air.	Project Manager/Deputy Secretary or Director/Joint Secretary/ Secretary.	<b>Secretary</b>
(iii)	Tour Programme of entitled officers by air.	Project Manager/Deputy Secretary or Director/Joint Secretary	<b>Joint Secretary</b>
9.	Files relating MIS	Project Manager/Deputy Secretary or Director.	<b>Deputy Secretary (or Director)</b>

<b>S. No.</b>	<b>Subject</b>	<b>Channel of submission</b>	<b>Final level of disposal</b>
10.	Opening or closure of Training Centres	Project Manager/ Deputy Secretary or Director.	<b>Joint Secretary</b>
11.	Liaison with training institutions, NIPCCD, ICCW etc.	Project Manager/Deputy Secretary or Director/Joint Secretary.	<b>Joint Secretary</b>
12.	Holding/organization of training courses in India for officers /including officers from State Government dealing with above projects.	Project Manager/Deputy Secretary or Director/Joint Secretary	<b>Joint Secretary.</b>
13.	Holding/organization of training courses in abroad for officers /including officers from State Government dealing with above projects	Project Manager/Deputy Secretary or Director/Joint Secretary/ Secretary/Minister	<b>Minister</b>
14.	Files relating to social evaluation of the projects	Project Manager/Deputy Secretary or Director/Joint Secretary	<b>Deputy Secretary (or Director)/ Joint Secretary</b>
15.	Budget, Audit paras and all other related matters	Project Manager/Deputy Secretary or Director/Joint Secretary	<b>Joint Secretary</b>
16.	EFC,CCEA notes	Project Manager/Deputy Secretary or Director/Joint Secretary/ Secretary/Minister	<b>Minister</b>
17.(i)	Reply to starred question	Project Manager/Deputy Secretary or Director/Joint Secretary/ Secretary/Minister	<b>Minister</b>
(ii)	Reply to Un-starred questions and fulfillment of parliamentary assurance.	Project Manager/Deputy Secretary or Director/Joint Secretary/ Secretary/MOS (HRD)	<b>MOS (HRD)</b>
(iii)	Correspondence with LS/RS and other Ministries /Deptt. regarding parliament Questions.	Project Manager/Deputy Secretary or Director /Joint Secretary	<b>Joint Secretary</b>

**(iv) Norms set by it for the discharge of its functions;**

As far as the World Bank Unit is concerned, norm as per the Departmental instructions and the Manual of Office Procedures are followed.

**(v) Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

The following instructions and records are available in the Unit:

- Manual of Office Procedure
- Administrative Orders issued to the States/UTs
- Project Implementation Plans (PIPs)

- World Bank Procurement Guidelines
- Project Appraisal Document (by the World Bank)

**(vi) Statement of the categories of document that are held by it or under its control;**

The following types of documents are available with the Unit:

- o Administrative Orders
- o Project Documents
- o Evaluation Reports
- o Expenditure Statements of State/UTs
- o Correspondence files
- o Attendance Registers
- o Registers as prescribed in the Manual of Office Procedure

**(vii) 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;**

Periodic consultations are held with the State Governments and other agencies (UNICEF, World Bank) in the area of child development.

**(viii) Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

Not applicable.

**(ix) Directory of its officers and employees;**

<i>Name</i>	<i>Designation</i>	<i>Tel (Off)</i>	<i>Tel (Resi)</i>	<i>Email</i>
<b>Mr. Pradeep Singh Kharola, IAS</b>	<i>Project Director</i>	2336 2376, 2336 8202	3097 8074	pskharola@nic.in
<b>Ms Padma</b>	<i>PA to Director</i>	Do		
<b>Mr. L.N.Anchal</b>	<i>Project Manager</i>	Do	2271 2592	
<b>Mr. S.K.Biswas</b>	<i>Project Manager</i>	Do	2688 7069	skbiswas2003@yahoo.co.in
<b>Dr.S.K.Adhikari</b>	<i>Asstt. Director</i>	Do	9868849268	saroj65@yahoo.com
<b>Mr. C.A.Jacob</b>	<i>Desk Officer</i>	Do	2625 9831	jacobcadwcd@yahoo.co.in
<b>Mr. J.S.Minhas</b>	<i>Section Officer</i>	Do		
<b>Mr. D. Mozumder</b>	<i>Assistant</i>	Do		
<b>Mr. S.C.Ahuja</b>	<i>Accountant</i>	Do		
<b>Mrs Anita Mohan</b>	<i>Assistant</i>	Do		
<b>Mr. R.J.Meena</b>	<i>Assistant</i>	Do		

<i>Name</i>	<i>Designation</i>	<i>Tel (Off)</i>	<i>Tel (Resi)</i>	<i>Email</i>
Mr. Ch.V.J.Sridhar	UDC	Do		
Mr. M.S. Meena	LDC	Do		
Mr. Jitender	Steno	Do		
Ms Reena Pandey	Steno	Do		
Ms Nirmal Virmani	Steno	Do		
Mr Madan Lal	Peon	Do		
Ms Sushma Sarkar	Peon	Do		

- (x) **Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

*Statement is annexed (Annex-A)*

- (xi) **Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

*For ICDS-III Project, Statement on allocation, expenditures and disbursement is placed at Annex-B. For Udisha Project, Statement on the same is placed at Annex-C.*

- (xii) **Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

Funds are released to State Governments as grants-in-aid.

- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by it;**

Nil

- (xiv) **Details in respect of the information, available to or held by it reduced in an electronic form;**

Quarterly progress reports (QPRs) and some evaluation reports are available in electronic form.

- (xv) **Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

The unit does not do any public dealing.

- (xvi) **Names, designations and other particulars of the Public Information Officers;**

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