

**REVISED JOB CHART OF OFFICERS WORKING IN THE OFFICE OF
CHIEF PLANNING OFFICER**

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1. CHIEF PLANNING OFFICER (JOINT DIRECTOR):

- a) He is the head of the Chief Planning Office and is the overall incharge of all items of work in the Office.
- b) Acts as the nodal officer at District level. He is responsible for co-ordinating all Statistical items of work and special programmes as entrusted by the Directorate of Economics and Statistics and Planning Department.
- c) He will also assist the District Collector in Planning, Monitoring and Review of all the developmental programmes from time to time.
- d) Any other items of work entrusted by Planning Department and Director of Economics and Statistics(DES)
- e) Public Information Officer (P.I.O) of RTI Act.

2. DEPUTY DIRECTOR:

He looks after the following subjects and submit the files to the Chief Planning Officer.

- a) He is designated as the Drawing and Disbursing officer.
- b) He is the supervising officer at District level for effective monitoring and maintenance of all items of work related to the Directorate of Economics & Statistics excluding Agriculture Statistics and Yield Statistics.
- c) He is the incharge of Administration / Accounts and all files relating to Administration / Accounts shall be routed through Dy. Director to Chief Planning Officer.
- d) He is responsible for maintenance of APSSSP and 13th Finance Commission grants.
- e) Annual Inspection of Chief Planning Officer's Office.
- f) District Income Estimates (GSDP/DDP)
- g) Any other item of work entrusted by Planning Department, Directorate of Economics and Statistics and Chief Planning Officer

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3. **ASSISTANT DIRECTOR (PLANNING) - (SPECIAL PROGRAMMES):**

He looks after the following items of work and assists the Chief Planning Officer. He shall submit the files directly to the Chief Planning Officer (CPO).

- a) CDP
- b) MPLADS
- c) DRC meetings
- d) Indiramma Bata / Rajiv Palle bata / Prajapatham / Rachabanda.
- e) CM Assurances / Petition monitoring / Foundation Stones / CMRF.
- f) 20 Point Programme and Pragathi Patham and District level Planning.
- g) Special Funds for welfare and Development Scheme
- h) District Innovative Fund (DIF)
- i) Plan Reviews/Developmental activities.
- j) Computer Cell – Maintenance of Hard Ware and Software.
- k) Any other item of work relating to planning, monitoring and review as entrusted by Planning Department and the Directorate of Economics and Statistics and Chief Planning Officer .

4. **ASSISTANT DIRECTOR (AGRICULTURAL STATISTICS) :**

He looks after the following items of work and assists the Chief Planning Officer. He shall submit the files directly to the CPO..

- a) Rainfall and Seasonal Conditions reports (weekly/Monthly).and maintenance of Rain gauges.
- b) Agricultural Census (Kharif and Rabi).
- c) TRAS
- d) ICS (A.S 1.0 / A.S 1.1./ A.S 2.0)
- e) Advance Estimates of Agriculture statistics.
- f) Crop Estimation Surveys Including Fruits & Vegetables, NAIS, MNAIS and VIS.

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- g) Estimation of Non-C.C.Yields.
- h) Census of Land Holdings.
- i) Minor Irrigation Census.
- j) Tour Programmes and Tour Diaries of field staff (ASOs/ Div. Dy.S.Os)
- k) Annual Inspection of Mandals / Divisions.
- l) Monitoring of Monthly /Quarterly review of field staff.
- m) Monitoring of Monthly progress reports and all periodicals.
- n) Any other item of work relating to Agriculture Statistics/ Allied Statistics as entrusted by the Planning Department, Directorate of Economics & Statistics and Chief Planning Officer.

5. STATISTICAL OFFICER (SOCIAL STATISTICS):

He looks after the following items of work and assists the Chief Planning Officer. He shall submit the files to the CPO through Dy.Director.

- a) Socio Economic Surveys.
- b) Price Statistics (Essential Commodities, Agricultural wages, Building Material Prices, Farm Harvest Prices, Prices of live stock & Live Stock products, Consumer Price Index (CPI- IW),
- c) Employment and unemployment Surveys.
- d) APIO of RTI Act.

Any other item of work relating to Social Statistics to be entrusted by the Planning Department, Directorate of Economics & Statistics and Chief Planning Officer.

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6. STATISTICAL OFFICER (PLANNING & OFFICIAL STATISTICS):

He looks after the following items of work and assists the Chief Planning Officer. He shall submit the files to the CPO through Dy.Director.

- a) District Hand Book of Statistics.
- b) SLAP / BSLLD .(Statistics for Local Area Planning / Basic statistics for Local level Development)
- c) ASI
- d) Business Register
- e)
- f) Regional Accounts (ZPPs/MPPs/GPs/ Municipality), Non Profitable Institutions (NPI)
- g) Economic Census
- h) Any other item of work relating to official Statistics to be entrusted by the Planning Department, the Directorate of Economics & Statistics and Chief Planning Officer.

7. OFFICE SUPERINTENDENT:

The office Superintendent shall circulate

- a) all files relating to Administrative matters to Chief Planning Officer through the Dy .Director.
- b) all files relating to Accounts to the D.D.O, and if necessary may send those files to the Chief Planning Officer through DDO for sanction as per the entitlement .

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GENERAL INSTRUCTIONS :

- 1) If the post of Deputy Director is vacant, the Chief Planning Officer may designate one of the Assistant Directors working in his office, preferably the senior Assistant Director as DDO. If both the A.D posts are vacant, the Chief Planning Officer may entrust the DDO powers to one of the Statistical Officers, preferably the senior Statistical Officer.

- 2) All leaves relating to Assistant Directors / Statistical Officers shall be sanctioned by the Chief Planning Officer (upto 60 days) and the leaves (except CLs / OHs) relating to Deputy Director shall be forwarded to DE&S for sanction.
