

Clause 2 H form (A)

**Right to information Act-2005 The list of Peoples Representatives (Region Wise)
Name of the Govt Dept -Regional Hub (Jalswarajya) Divisional commissioner
office pune.**

Clause 2 (H) a/b/c/d

| Sr.No | Name of the institution | Name of the head of the institution | Address |
|--------------|--------------------------------|--|----------------|
| Nil | | | |

Clause 2 (H) form (B)

List of the institutions receiving sufficient grant from government

Name of the Govt Dept.

Under Clause 2 (H) (i) (ii)

| Sr.No | Name of the institution | Name of the head of the institution | Address |
|--------------|--------------------------------|--|----------------|
| Nil | | | |

Clause 2 (b) (i)

Details of work & duties of the Regional] Jalswarajya Pune working under Divisional Commissioner] Pune Division Pune.

Office Name Regional Hub (Jalswarajya) Div. Commissioner Pune
Address Council Hall, Pune.
Head of the office Divisional Commissioner, Pune.
Name of the Govt Dept Water supply & Sanitation Dept.Govt of Maharashtra
Mumbari
Ministry under which the works Rural Development Department & Water Supply & Sanitation Department.
Working Area Pune, Satara, Sangli, Solapur, Kholhapur.

Dept Work & duties- Monitoring the water Supply & Sanitation schemes particularly Swajaldhara, Majajal, ARWSP funded by State /central Govt & Jalswarajya project funded by World Bank. Total sanitation & Campaign & Nitml Gram puraslar have been recently transferred to Development branch at Divisional Commissioner w.e.from December 2005. To look the proper functioning of all the schemes & they are following the rules & regulation as per the guidelines. for proper implementation of all the schemes, review

meetings will be conducted time by time & if required proper guidance is provided. This Hub is coordinating between the Zilla Parshad & State Government.

Related POersons

| Sr no | Name of the Officer & Designation |
|-------|-----------------------------------|
| १ | Shri -Indrjeet D. Deshmukh R.F. |
| २ | Kum- Shtal Kotawade M & E |
| ३ | Smt ३ Bharati N. Jadhav Jun.Clerk |

Details of work - Regional Facilitator

Monitoring of the following schemes functioning through Zilla Parshad at District Level.

१. Jalswarajya Project
२. Swajaldhara
३. Mahajal
४. ARWSP

१३. Estab;oshment works/ duties

- A. Santioning of Levels & wrotong Conffidential Report of Moritoring
- B. Evaluation Spe.

Regional Facilitator (Jalswarajya)

Regional Facilitator (Jalswarajya) is monitoring the water supply schemes under Swajaldhara, Mahajal, ARWSPm & Jalswarajya . Perodical review meeting of districts, sending a consolidate report to RSPMU & to assist the Regional review committee chaired by Divisional Commissioner.

He will look at eh establishment matter pf their iuniors

- A. Sanctioning Causal Level & Earm Leave of M&E Spe.
- B. Writing Conffidential Rreport of M &E Spe.

Monitprong & Eve;iatopm Speaclalist

- A. Monotprong & Evaluation of the water Supply scheme under Swajaldhara, Mahajal, ARWSP & Jalswarajaya. Timely visits to the villages in which the schemes are fu nctioning & give guidelines required. To monitor if the district team is properly using the same guidelines as per pip & Community Manual designed for Jalswarajay & all government quidelines for the other wter supply schemes. To send the consolidated report to the state level of all the district covered I nPune Division i.e.Pune,Sangli,Satara,Solapur & Kolhapur.

B. Jun clrk establishment & finance.

३. The procedure followed in the decision making process. including channels of supervision and aountability.,

As regards sanctioning of scheme decisions are taken either at district level or state level.

Property - The officed is yet be established I n the premises/building of the Divisional Commissioneerate.Pune.

Available Services- Guldance of the Water supply scheme

Structira; Flow chart of the office/organization ३ Divisional Commissioner.

Office Telephone - २६३३२२९४

R,F Mo - ९४२३८०२३९९

Weekly holidays - (Except holidays & field visit)

Time for availability of service ३ Time १०.०० to ५.४५

Administrative / Structural Flow Chart.

| |
|-------------------------------------|
| १ Divisional Commissioner |
| २.Regional facilitator |
| ३.Monitring & Ecaluation |
| ४Jun. Clerk (Est/finance) |

Clause ४ (१) (ii) form (A)

Details of duties / Powers of the officers & the employees in the Regional Hub (Jalswarajya) Divisional Dommissionerate Pune

| Sr. No | Desogation | Powers Quasijudicial | Undeer which Goernment resolution/circula letter | Reamarls |
|---------------|---|---|--|-----------------|
| १ | Regional Faacailator Jalswarajya | १.To draw & disburus salaries. T.A bills of the officders & employees of the regionl hub २. to incur/reimburse | G.R. No. JSP/ २००४/Letter No. ३९४२/Ws-११/ Date- ६/१०/२००४ | |

| | | | | |
|--|--|--|--|--|
| | | administrative expenses. ३. to hire a vehicle with permission of the divisional commissioner ४. To purchase stationery. furniture & any other item with permission of the divisional commissioner (if required) | | |
|--|--|--|--|--|

Regional Facilitator (Jalswarajya)

| Sr. No | Desogation | Powers Administraltive | Undeer which Goernment resolution/circula letter | Reamarls |
|---------------|-----------------------------------|---|---|--|
| १ | Regional Facilitator (J.P) | to sanction all types of leave & to write caonfidential reports of M&E Spe | to add | To monitor & evaluate the water supply sacheme as detailed abov implemented through Zilla Parishad. |

| Sr. No | Desogation | Powers Quasijudicial | Undeer which Goernment resolution/circula letter | |
|-----------------------|-------------------|-----------------------------|---|--|
| Not Applicable | | | | |

D

| Sr. No | Desognation | Powers Quasijudicial | Undeer which Goernment resolution/circula letter | Rwmark |
|-----------------------|--------------------|-----------------------------|---|---------------|
| Not Applicable | | | | |

Clause ४ (१) (b) (ii) form A

Duties of the Employees / officers working in Regional Hub (Jalswarajya) Divisional Commiissioner, Pune.

| Sr. No | Desognation | Powers Quasijudicial | Undeer which Goernment resolution/ci rcula letter | Remark |
|---------------|-------------------------------|---|--|---------------|
| १ | Reginonal Faicilitator | १.To monitor the Schemes under Swajaldhare,ARWSP Mahajal & Jalswaralya २.Fildvisit to District/Block/Village & the schemes. ३.To send as acoordinator. ४. To act as a coordinator between state & distroct ५. Administrative functions pf the rfeional hub (Jalswarajya) as an office. | No. JLS / RSPMU/ २००५ Dated २५.५.२००५ | |

Clause 8 (2) (b) (ii) form A

Supervision & fixation of responsibility in the process of decision making & publication thereof.

Nature of Type /work

No policy decisions are taken at regional level. Monitoring, Evaluation & facilitation is being done of the water supply schemes as per the government guidelines

Coordination among the district , region & state.

Provision about the work.

Name of the act/ rules.

Rules

Government resolutions

Circulars

office orders.

| Sr. No | Nature of the work | Duration period (No of days) | Responsible Office | Remark |
|---|---------------------------|-------------------------------------|---------------------------|---------------|
| As no policy decisions are taken at regional level, Not Applicable | | | | |

Clause-8 (b) form (a)

**Reproduction in the organization/ office
Annual target of the organization/ office**

| Sr.No | Work /works | Nature of the work | Financial Target |
|---|--------------------|---------------------------|-------------------------|
| No financial sanction is accorded at regional level hence not applicable | | | |

Clause-8 (b) form (b)

**Time limit for completion of the work
Time limit for each work**

| Sr. No | work /Duties | days/ Hours | Responsible office | Remark |
|---------------------------------------|---------------------|--------------------|---------------------------|---------------|
| As Above, hence not applicable | | | | |

Clause-8 (b) (v) form (a)

Rules/ Regulation relating to work

| Sr.No | Subjects as per the circi;ar | Rule No & year | remark (if required) | Remark |
|--|------------------------------|----------------|----------------------|--------|
| Jalswarajya Project is implemented as per the Project implementation Plan & Commiunity Manuai. Others schemes impiemented as per the guidelines issued by the state/ center Government fromtime to time | | | | |

Clause-8 (b)(iv) form (b)

Government regulations relateda to work

| Sr.No | Subiects as per G.R. | G.R.No & Remarks (if required) |
|-------|----------------------------|---|
| १ | Ja;swarajya project | WSSD No, १००१/ 1, No ११० WS-०७ Date ३.१०.०१ |
| २ | Swaka;dhara | Guldelines issued by Government of India in Jun २००३ |
| ३ | Mahaka; | G.R. WSSD-No RWS १०११-L.N. ३२८ WS-Date २७.०७,२००० |
| ४ | ARWSP | Guidelines issued by Gov.from time of time |

Clause-8 (b)(iv) form (c)

Circiars re;ated tp work

| Sr.No | Subiects as per the Gov.circular | CircularNo & DateRemarks (if required) |
|-------|----------------------------------|---|
| १ | Ja;swarajya project | WSSD No, १००१/ 1, No ११० WS-०७ Date ३.१०.०१ |
| २ | Swaka;dhara | Guldelines issued by Government of India in Jun २००३ G.R. WSSD-No RWS १०११-L.N. ३२८ WS-Date २७.०७,२००० |
| ३ | Mahaka; | |
| ४ | ARWSP | |
| | | |

**Clause-8 (b)(iv) form (d)
Office orders/ Policy circulars related to works.**

| Sr.No. | Subject | No & Date | Remark (if required |
|--|----------------|----------------------|----------------------------|
| Policy decisions regarding schemes are taken either at state or oentral gov.level | | | |

**Clause-8 (b)(iv) form (d)
List of office record**

| Sr.No | Nature of the record | Subject | Related person | Postal address/if person not available I n office. |
|--|-----------------------------|----------------|-----------------------|---|
| Regional Hub (Jalswarajya) is established recently. The files are being opened as and when required. | | | | |

**Clause 8 (8) (a) (vi)
Classfocaatopn of Records**

| Sr. No | Subject | Type records | of | Details of important head | Presservation Period |
|---|----------------|---------------------|-----------|----------------------------------|-----------------------------|
| Regional Hub (Jalswarajya)is established recently. The files are. | | | | | |

**Clause 8 (2) (b) (iii) form (a)
publication of the committee for the Regional Hub**

| Sr No | Name of the Committee | Members of the committee | Aims of the committee | Peropdocty | Whether opened to public | prpceedongs of the meetomgs |
|--------------|--|---|---|--------------------|---------------------------------|------------------------------------|
| 1 | Regional level Review committee | 1. Charman Divisionl Commissioner 2. Members 3. Chirf Eng. 4. Dy. Director GSDA 5. Secretary Dy Comm Development 6 coordinator Regional Faclitator | To review the progress of the water supply scemes monitored by regional hub. | As required | No | Maintain |

**Clause 8 (2) (b) (iii) form (b)
publication of the Meetings**

| Sr. No | Namr of the Mreeting | Members of the meeting | Meeting aims | Periodicity | Whether opened to public | proceeding of the meeting |
|------------------------|-----------------------------|-------------------------------|---------------------|--------------------|---------------------------------|----------------------------------|
| not Applicaable | | | | | | |

**Clause 8 (2) (b) (iii) form (c)
Publication of the organzations /Seminars**

| Sr. No | Namr of the Conference/ Seminar | Members | Aims | Periodicity | Whether opened to public | proceeding |
|------------------------|--|----------------|-------------|--------------------|---------------------------------|-------------------|
| not Applicaable | | | | | | |

Clause 8 (2) (b) (iii) form (d)

Publication of the organizations/institutions related to Regional Hub.

| Sr. No | Name of the Meeting | Members of the meeting | Meeting aims | Periodicity | Whether opened to public | proceeding of the meeting |
|----------------|---------------------|------------------------|--------------|-------------|--------------------------|---------------------------|
| not Applicable | | | | | | |

Clause 8 (2) (b) (iii) form (x)

Details of salaries of the Officers / Employees of the Regional Hub

| Sr. No | Class | Pay Scale | Total Rs pay |
|--------|-----------|------------------|--------------|
| १ | Class one | १०६५० -३२५-१५८५० | २१११५ /- |
| २ | - | Fix १००००/- | १०,०००/- |
| ३ | Threee | ४०००-१००-६००० | १,०००/- |

Clause 8 (2) (b) (xi)

Publication of the Annia; Bidget

Publication of budget

publication of the distrbutged budget Not Applicable

| Sr.No | Deatails of the head | Bidjet | proposed Use | More fund Required | Remark |
|--|----------------------|--------|--------------|--------------------|--------|
| The Annual Budget is prepared only for the Administrative expenses viz, salaries Allowances & establishment expenditure. | | | | | |

Clause 8 (2) (b) (xii) fdorm A

The Publication of the procedure for allocation n/ adisbursement of funds/ Grants.

Not Applicable.

Clause 8 (b) (xii) From b

Publication of list of the individual beneficiaries
Schemes

| Sr.No. | Name & address Of beneficiary | Amount of Benefit/Funds in Rs. | Selection criteria | Remark |
|----------------|----------------------------------|--------------------------------------|-----------------------|--------|
| Not Applicable | | | | |

Clause 8 (b) (xiii)

Publication of list of subsidies/permits
Permit / Permission / Type of Subsidies

| <u>Sr.No</u> | Name of the permit owner | Type of permit | No of permit | Since Date | Till Date | General norms | <u>Details Regarding permit</u> |
|----------------|-----------------------------------|-------------------|-----------------|---------------|-----------|------------------|---|
| Not Applicable | | | | | | | |

Clause 8 (b) (xiv)

Publication of Information stored in the Electronics media

| Sr. No. | Type Of Document | Subject | In wich Electronic form | Method of getting infprmtion | Responsible Person |
|---------|---|--|-------------------------------|------------------------------------|-----------------------|
| १. | Monyhly Report of Jalswarajya Project & other water supply releted schemes | १.Jalswarajya Project २. Mahajal ३. Aaple Pani ४.Swajaldhara ५.ARWSP ६.Rural water supply Scheme | Hard disk | E mail | |

Publication of the facilities/ services available at Regional Hub

१. Visiting Hours : During office hours except Holidays & field visit
 २. Information about website : N.A.
 ३. Information about : N.A.
 ४. Facilities available for inspection of records : Available if demanded during office Hours/working days
 ५. Facilities available for inspection of the work : N.A.
 ६. availability of formats : Available if demanded
 ७. Details of notice board : N.A.
 ८. Details of library : N.A.

| Sr. No | Type of Facility | Time | Method of work | Place | Responsible person/officer | Complain solving cell |
|--------|--|-------------|--------------------------------------|---------------------------|----------------------------|--------------------------------------|
| | १. Visiting Hours २. Information about Website ३. Information about Call center ४. Facilities available for Inspection of record ५. Facilities available for Inspection of the work ६. Availability of Formats ७. Details of Notice Board ८. Details of Library | Office Time | - - - - - - - - | Commissioner office (Dev) | | - - - - - - - - |

Clause ४ (१) (b) (xvi)

Details about the information officer / Assistant information Officer / Appellate

A. Government information Officer

| Sr.No. | Name of the Government Information officer | Designation | Work Area | Address/ phone | e-mail | Appellate Officer |
|--------|--|----------------------|--------------|--|--------|-------------------|
| १ | Mr.I.D.Deshmukh | Regional Facilitator | Pune Divison | <u>Divisional Commissionerate,</u> <u>Council Hall</u> <u>२६३३२२९४</u> | | |

B)Asst. Information Officer

| Sr.No. | Asst. Information Officer | Designation | Work Area. | Address/ Ph.No | E-mail |
|--------|---------------------------|------------------------------|---------------|--|-----------------------------|
| १ | Ms.Shital S. Kothawade | Monitoring & Evaluation Spe. | Pune Division | <u>Divisional Commissionerate,</u> <u>Council Hall</u> <u>२६३३२२९४</u> | Shitalk_३११@rediff Mail.com |

C Appellate Officer

| Sr.No. | Name of Government Information Officer | Designation | Work Area. | Address/ Ph.No | E-mail |
|--------|--|----------------------|---------------|--|--------------|
| १ | Shri N.P. Mitragotri | Dy.Comm. Development | Pune Division | <u>Divisional Commissionerate,</u> <u>Council Hall</u> <u>२६३३२२९४</u> | Dy.Comm(Dev) |

Clause ४ (१) (b) (xvii)

Details about the information Published
Nil

Clause ४ (१) (c)

Preparation & Distribution of the policy decisions relating to Public & Publication thereof

No policy decisions taken at regional Level.

Clause ४ (१) (d)

List of administrative & quasijudicial works & decisions-Publication thereof

Not Applicab

१] The particulars of its organization, functions & duties

Divisional Commissioner Office, Council Hall, Regional hub(Jalswarajya)

With the Government Regulation No. Maharashtra Development Services / १०९६/ Letter No.२७५२/१० , Dated १६ October , १९९९ Monitoring the Water Supply & sanitation Schemes particularly Swajaldhara , Mahajal, ARWSP Funded by state / central Govt. & Jalswarajya project funded by World Bank & Aaple Pani funded by KFW. Total Santation Campaign & Nirmal Gram Puraskar have been recently Transfred to Development Branch at Divisional Commissionerate w.e.from १st Des.०५. To look the proper functioning of all the schemes & they are following the rules & regulation as per the guidelines. For proper implementation off all the schemes, review meetings will be conducted time by time & if required proper guidance is provided . This Hub is coordinating between the Zilla Parishad & State Govt.

२]the powers & duties of its officers and employees.

- As mentioneda I nclause-४
- १) The procedure followed in the deacision in the decision n making process. including channels of supervision and aaccountability
 - २) The procedure followed in the decision making process, indluctging channels of supervusuib and accountability=
M & E Spe- Regional Facilitator- Divisional Commissioner
 - ४) The norm set by it for the discharge of its functions.
As pere the G.R . /Circi;ars/ Offices order issued by the government.
 - ५)The rules, regulations, instructions, manuals and records, held by it or under its contrl or used by its employees for discharging its functions.
Project implementation Plan Community Manual Financial & procurement Manual & other G.R./Circular issued by the government.
 - ६) A statement of the categories of documents that are held by it or un der its control.
As mentioned ion clause of G.R.
 - ७) The particulars of any arrangement that eists for consuition with or representation by the members of the public in relation, to the formulation of its policy or impiementation there of.
No policy decisions are takena at resional level.
 - ८) Q Statement of the boards, councils committees and other bodies consisling of two or more persons consifuled asits part or for the purpose oif advice and as to whether meeting of those boards, councils, committee and other bodies are open to the public or the minutes of suich meeting are accessible for public.

As mentionead I clause of committee

१) A directory of its officers and employees

| Sr.No. | Name pf the Officer & Designation | Address of Residence | Telephone No. |
|--------|-----------------------------------|------------------------------------|------------------------------------|
| १ | Shri I.D. Deshmukh R.F. | Quween Garden C१७ pl No ४४ pune | office -२६३३२२९४ Mo. ९४२३८०२३९९ |
| २ | Kum Shtil Kothawdhe M&E | Sangavi. Pune | |
| ३ | Smt B..N. Jadhve | Hadpsir pune-२८ | |

१०) The monthly remuneration received by each of its officers and employees including the systems of oompensation as provided in its requiations.
information provided in Clause ४ (b) (x)

| Sr.No | Name & Designation of the officer | Salary Scale | Basic Pay | TotalAmount |
|-------|-----------------------------------|---------------------|-----------|----------------|
| १ | Shri- I.D.Deshmukh R.F. | १०६५०-३२५- १५८५० | ११९५०/- | २९९९५/- |
| २ | Kum- Shital Kothawade M&E | - | - | १०,००० Fix Pay |
| ३ | Smt B.N. Jadhve jun. Clerk | ४०००-१००-६०००- | ४१००/- | ९०००/- |

११) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

As mentioned in clause ४ (१) (b) (x)

१२) The manner of execution of subsidy programs, including the including the amounts allocated and the details of beneficiaries of such programs.

Noit Applicable.

१३) Particulars of reciplements of concessions, permits or authorizations granted aby it
N.A.

१४) Details in respect of the information available to or held by it reduced in an electronic form

As mentioned in clause (IT)

१५) The particulars of facilities available to citizens for obtaining information.

As mentioned in Clause (Details of faciulity)

१६) The names designations and other particulars of the Public information Officers

Information Officer Shri I.D, Deshmukh (Regional Facilitator)

Asst Informationm Officer ३ Shital Kothawadhe

Jun Clerk- Smt B.N. Jadhav.

१७) Such other information as may be prescribed .