



लोक वर्तव्यक्रम और ग्रामीण प्रौद्योगिकी विकास परिषद्  
(ग्रामीण विकास मंत्रालय, भारत सरकार के तत्वावधान में)  
भारत पर्यावरण केंद्र, जे.पी. - ६ ए (कोर-सी), द्वितीय तल  
लोधी रोड, नई दिल्ली-110 003.

**Council for Advancement of People's Action  
and Rural Technology**

(Under the aegis of Ministry of Rural Development, Govt. of India)  
India Habitat Centre, Zone-5A (Core-C), 2nd Floor  
Lodhi Road, New Delhi-110 003.

No.2-36/91-Admn.

30.12.2009

**OFFICE ORDER**

In supersession of this Council's Office Orders of even number dated 15.06.2009, 08.08.2009 and 09.09.2009, the work distribution among the Deputy Director Generals and the Chief Vigilance Officer will be as follows :-

1. **Smt. Nandita Chatterjee, DDG(C)**

DDG(C) will be responsible for all the acts and initiatives necessary, incidental or conducive to the attainment of following objectives of the Memorandum of Association and Rules of CAPART :-

- (a) To strengthen and promote voluntary efforts in rural development with focus on injecting new technological inputs in this behalf [Clause 3(iii)] ;
- (b) To act as the national nodal point for coordination of all efforts at generation and dissemination of technologies relevant to rural development in its wider sense [Clause 3(iv)];
- (c) To act as a catalyst for development of technology appropriate for the rural areas, by identifying and funding research and development efforts and pilot projects by different agencies and institutions particularly voluntary organizations [Clause 3(v)];
- (d) To act as a conduit for transfer of appropriate technology to Government Departments, public sector undertaking, cooperative societies, voluntary agencies and members of public to encourage adoption of modern techniques and appropriate technology in rural development [Clause 3(vi)];
- (e) To act as a clearing house of information and data bank [Clause 3(vii)].

Contd.....2/-

- (f) To disseminate knowledge on rural technology to manufacturers of machinery tools, equipment and spare parts so that large scale production of technically improved machinery etc. is carried out in the private cooperative and public sectors [Clause 3(viii)] ;
- (g) To promote aid, guide, organize, plan, undertake, develop, maintain and coordinate projects / schemes aimed at all round development, creation of employment opportunities, promotion of self-reliance, generation of awareness, organization and improvement in the quality of the life of the people in rural areas in general and of the economically and socially handicapped as also those who are physically, orthopedically and visually handicapped and mentally retarded in particular. (as amendment of Article 3(ix) of Memorandum of Association and Rules of CAPART regarding Priority treatment of Physically, orthopedically and visually handicapped persons along with SC/ST and freed Bonded Labourers approved by the General Body in its meeting held on 07.07.1995) [Clause 3(ix)];
- (h) To assist and promote programmes aimed at conservation of the environment and nature resources [Clause 3(x)];
- (i) To conduct or sponsor training programmes for trainers, particularly in the voluntary sectors, so that improved technology is disseminated to participants in development in the rural areas [Clause 3(xiv)];
- (j) To conduct or sponsor training programmes / seminars, workshops and meetings to promote interaction between government agencies and voluntary agencies working in the field of rural development and technology [Clause 3(xv)];
- (k) To carry out research studies, survey, evaluation and the like on the use of appropriate technology and to offer fellowships, scholarships and prizes in furtherance of the objects of the society [Clause 3(xvi)];
- (l) To create awareness amongst rural people and provide a series of escort services to them through the NGOs on matters relating to Intellectual Property Right (IPR) issues in the context of WTO and assist them by protecting their knowledge-base, time-honoured inherent and patent rights and all matters connected therewith [Clause 3(xix)].

Contd.....3/-

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**In addition to the general description above, DDG(C) will specifically look after the following Divisions :-**

- i) Rural Technology Division
- ii) TRC
- iii) MoU with IISc
- iv) Marketing and CFU
- v) Coordination Division including VIP References,
- vi) Parliament matters
- vii) Regional Offices including staff Meetings
- viii) Administration & Establishment Division
- ix) All matters pertaining to CGC, Vaishali
- x) Watershed Development Division
- xi) Information Technology Division

2. **Shri M.R. Anand, DDG(A)**

DDG(A) will be responsible for all the acts and initiatives necessary, incidental or conducive to the attainment of following objectives of the Memorandum of Association and Rules of CAPART:-

- (a) To encourage, promote and assist voluntary action in the implementation of projects for the enhancement of rural prosperity [Clause 3(ii)].
- (b) To promote aid, guide, organize, plan, undertake, develop, maintain and coordinate projects / schemes aimed at all round development, creation of employment opportunities, promotion of self-reliance, generation of awareness, organization and improvement in the quality of the life of the people in rural areas in general and of the economically and socially handicapped as also those who are physically, orthopedically and visually handicapped and mentally retarded in particular. (as amendment of Article 3(ix) of Memorandum of Association and Rules of CAPART regarding Priority treatment of Physically, orthopedically and visually handicapped persons along with SC/ST and freed Bonded Labourers approved by the General Body in its meeting held on 07.07.1995) [Clause 3(ix)].;
- (c) To assist and promote programmes aimed at conservation of the environment and nature resources [Clause 3(x)].;
- (d) To strengthen existing institutions of research and develop or set up institutions, so that national level institutions on matters of purely or largely rural interest are build up[Clause 3(xi)] ;

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- (e) To collaborate with other institutions, associations and societies in India or abroad including concerned international agencies-constituents of the U.N. system interested in similar objects [Clause 3(xii)].;
- (f) To conduct or sponsor training programmes, conferences, lectures and seminars on rural development activities of particular interest to women, with an accent on improved technologies appropriate to their role in rural development [Clause 3(xiii)].;
- (g) To prepare, print and publish paper, periodical-monographs and books in furtherance of the objects of the society [Clause 3(xvii)].;

**In addition to the general description above, DDG(A) will specifically look after the following Divisions :-**

- i) Budget & Plan
- ii) International Cooperation and Resource Mobilization, Corporate Social Responsibility & Private Philanthropy
- iii) Finance & Accounts Division
- iv) Statutory/internal and CAG Audit
- v) Media, Publications & Printing
- vi) CIPART, Janakpuri
- vii) Disability Action Division
- viii) MoU with Maldives
- ix) Library & Resource Centre
- x) Young Professional Scheme
- xi) Hindi – Implementation of Official Languages Act.
- xii) People's Co-operation Division
- xiii) Gramin Vikas Andolan (GVA) and Nirmal Gram Abhiyan (NGA)
- xiv) National Rural Employment Guarantee Act (NREGA)
- xv) Innovative Rural Housing and SGSY

3. **Shri Y.K. Singh, CVO**

There will be no change in the work allotted to CVO by Office Order of even number dated 09.09.2009.

Contd.....5/-

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5:

Director (RTD), DD(Marketing & Coordination), CAO (AED) & SM (ITD) will submit their files to DG through DDG(C).

Director (FAD), Director (PC) & Director (Media & Publication) will submit their files to DG through DDG(A).

CVO will submit the files directly to DG.

  
Mond. Haleem Khan,  
Director General

All concerned

Copy to :-

1. All HoDs / RR&MC, RCs of CAPART
2. System Manager (ITD)
3. PIO (RTI)
4. PES to DG / ES to DDG(C) / ES to DDG(A) / ES to CVO
5. Guard File / Office Order Folder.

30 Dec.