

## **Information Under section 4(1)(b) of the Right to Information Act, 2005**

### **4. (1) b (i) The Particulars of the Organization functions and duties**

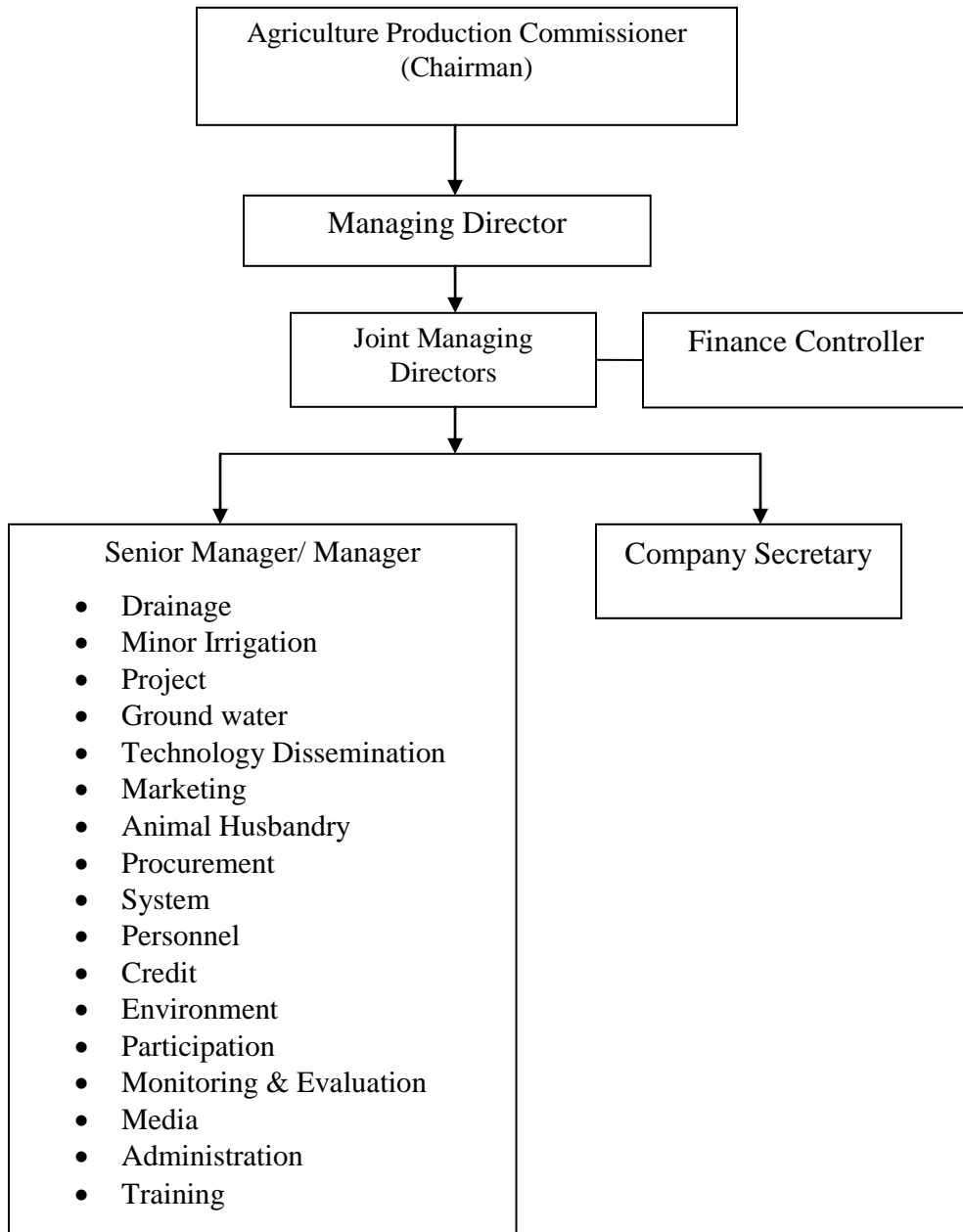
Uttar Pradesh Bhumi Sudhar Nigam is an Uttar Pradesh Government enterprise established in 1978 as company under Company Act 1956 with a mandate to carry out land development programme along with allied activities related to the uplift of agrarian economy. In its initial years the UPBSN was involved in implementing various schemes of Agriculture Department of the Government of Uttar Pradesh. The horizon and operational area of the Nigam expanded in 1993 with the World Bank funded "U P Sodic Lands Reclamation Project" (Pilot Project) which was implemented with initial target of 45000 ha of sodic lands to reclaim over a span of seven years in ten districts of the state. Parallel to that project, the European Union aided project on sodic lands reclamation started in five other districts of the state. During the Mid Term Review Mission of Pilot Project World Bank agreed to fund another "U P Sodic Lands Reclamation II Project" to reclaim 150,000 ha of sodic lands in 12 districts which later also included five other districts had been under European Union project. All the projects were implemented efficiently and effectively.

Successful completion of the above projects established that sodic lands are also potential productive lands. In Uttar Pradesh even today, approximately 500 thousand ha sodic lands spreading over 48 districts have not been brought under cultivation as these degraded lands belong to resource less poor people. In view of the ever increasing population of the State leading to increasing food demand and as a measure towards food security of poorest people to whom such sodic lands belong, UPBSN is planning to initiate the UPSLRIIP with a target to reclaim 130,000 ha of sodic lands and diversify into the field of ravine lands reclamation with a pilot project for 5,000 ha area.

#### 4.(1)(b) 2: The Powers and Duties of its officers and employees

S. No.	Post	Roles and Responsibilities
1	Managing Director	Overall responsibility of effective implementation and coordination of project activities.
2	Joint Managing Director	Work in coordination with Managing Director.
3	Finance Controller	Overall responsibility of management of financial management system of the project
4	Company Secretary	Look after legal and company affairs; preparing agenda for Board meetings and issuing the minutes
5	Senior Manager (Project)	Overall responsibility of ensuring timely completion of OFD land treatment and related activities
6	Senior Manager (Minor Irrigation)	Supervise the minor irrigation activities (e.g. drilling of project borings) including pump set installation
7	Senior Manager (Drainage)	Supervise and coordinate the work of rehabilitation and maintenance of main drains by the Irrigation Department and overall drainage network activities
8	Senior Manager (Groundwater)	Overseeing the activities related to groundwater
9	Senior Manager (Technology Dissemination)	Coordination and implementation of Agricultural Support Services in the project villages.
10	Senior Manager (Marketing)	Coordinating the project interventions related to market-oriented production and value addition
11	Senior Manager (Animal Husbandry)	Supervising livestock sub-component activities
12	Manager (Procurement)	Discharging the responsibilities related to procurement of goods and services including consultancies
13	Manager (Personnel)	Recruitment and deployment of staff; looking after human resources development and training, especially of UPBSN staff.
14	Senior Manager (System)	Overall responsibility of maintaining Management Information System of the project including updating reports from project management units
15	Senior Manager (Environment)	Looking after environmental concerns including coordinating activities of associated agencies (e.g. RSAC) related to environmental monitoring & evaluation, ensuring environmental safeguards
16	Senior Manager (Participatory Management)	Overall responsibility of participatory management aspects including promoting participation of beneficiary-farmers at each stage of project cycle including planning, implementation, review, learning, and control
17	Senior Manager (M&E)	Coordinating with the independent monitoring & evaluation agency for smooth functioning of external M&E system including timely execution of slated activities and submission of reports; coordination of preparation of progress reports for World Bank Review Mission
18	Senior Manager (Credit)	Overseeing and coordinating project interventions with respect to improvement of farmers' and entrepreneurs' credit access
19	Manager (Administration)	Looking after day-to-day administration and routine requirements of the office management.
20	Manager (Training)	Coordinating training-related activities including Training Need Assessment; preparation of Training Calendar; coordination with potential training institutes, etc.
21	Manager (Media)	Preparation of printed material for awareness campaigns, camps, fields days, technology dissemination, etc; coordination wider publication of project activities and progress, etc.

**4.1(b) 3: Procedure followed in the decision making process, including channels of supervision and accountability**



#### 4.(1)(b) 4: The norms set by the organization for the discharge of its functions

<p><u>Composition</u></p> <ul style="list-style-type: none"> <li>• Agriculture Production Commissioner</li> <li>• Principal Secretary, Agriculture</li> <li>• Principal Secretary, Parti Bhumi Vikas</li> <li>• Principal Secretary ,Finance</li> <li>• Principal Secretary ,Planning</li> <li>• Principal Secretary, External Aided Schemes</li> <li>• DG, UPCAR</li> <li>• Director, Agriculture</li> <li>• Director, Research (NDUAT, Faizabad and CSAUAT, Kanpur)</li> <li>• Chief Engineer (Minor Irrigation, Drainage)</li> <li>• Director (G. water, Environment, Horticulture and Animal Husbandry)</li> </ul>	<p><u>Functions</u></p> <ul style="list-style-type: none"> <li>• Review the implementation progress and strategy</li> <li>• Issues related to coordination among line departments</li> <li>• Any other interventions at government level</li> </ul>
<p><u>Composition</u></p> <ul style="list-style-type: none"> <li>• Principal Secretary (Agriculture, Parti Bhumi Vikas, Public Enterprises)</li> <li>• Managing Director, UPBSN</li> <li>• Special Secretary, Finance</li> <li>• Secretary, Forest</li> <li>• Addl. Commissioner, MoA, Government of India</li> <li>• Director (Agriculture, Groundwater)</li> <li>• Director General, UPCAR</li> <li>• Chief Engineer (Minor Irrigation, Drainage)</li> <li>• Principal Engineer, Irrigation</li> <li>• Vice-Chancellor, NDUAT, Faizabad</li> </ul> <p><u>Special Invitees:</u> Director (AH, RSAC, GW); Chief Engineer</p>	<p><u>Functions</u></p> <ul style="list-style-type: none"> <li>• Review of implementation progress</li> <li>• Operational guidelines for project management</li> <li>• Deployment of project staff</li> <li>• Approval of annual plan including budget</li> </ul>
<p><u>Composition</u></p> <ul style="list-style-type: none"> <li>• CDO Project Manager</li> <li>• Project Manager</li> <li>• Deputy Director (Agriculture)</li> <li>• Sub-district Magistrate</li> <li>• District Agriculture Officer</li> <li>• Chief Veterinary Officer</li> <li>• Assistant Engineer, Minor Irrigation</li> <li>• Executive Engineer, Drainage</li> <li>• Chairperson, Regional Rural Bank</li> <li>• Lead Bank Officer</li> <li>• District Manager (NABARD, UPA &amp; RD Bank)</li> </ul>	<p><u>Functions</u></p> <ul style="list-style-type: none"> <li>• Review of implementation progress at district level</li> <li>• Review of land allotment</li> <li>• Approval of activities to be taken up by DPU</li> <li>• Approval of annual action plan Inter-departmental issues at district level</li> </ul>

**4.(1)(b) 5. The rules, regulations, Instructions, manuals and records held by the organization or under it control or used by its employees for discharging its functions.**

The following are the general documents which are held by the company for effective & efficient working of its operations.

1. Articles of Association and Memorandum of Association
2. Directions/Circulars of the UP Govt., Board of Directors from time to time.
3. Various circulars instructions issued by the company in the matter of disposal of business etc.

**4.(1)(b) 6. A statement of categories of the documents those are held by the company or under its control.**

The Company maintains register of record of proceeding of the board meeting at its office.

**4.(1)(b) 7. The particulars of any arrangement that exists for the consultation, with or representation by, the member of the public in relation to the formulation of its policy are implementation thereof .**

The Organization publishes are available on the organization website.

**4.(1)(b) 8. Statement of board, committees and other bodies consisting two or more person constituted as its part are for the purpose of its advice, and as to whether meetings of the board , committees and other bodies are open to public, or the minutes of such meeting are accessible to the public.**

The organization has the following bodies.

1. Board of the Directors
2. Audit committees of the board

**4.(1)(b) 9. A directory of its officers and employees.**

The list of officers and Employees is available on website

**4.(1)(b) 10. The monthly remuneration received by each of its officers and employees including the system of compensation has provided in its regulations.**

The details of scale of pay of officers and staff are given in the website

**4.(1)(b) 11. The budget allocated to each of its agency, indicating the particular of all plans, proposed expenditure and reports on disbursement made .**

UPBSN prepares expenditure, budget every year. Expenditure incurred by UPBSN is governed by the Budget.

**4.(1)(b) 12. The manner of execution of subsidy, programmes including the amounts allocated and the details of the beneficiaries of such programmes.**

The Detail of the beneficiary list is available on UPBSN website.

**4.(1)(b) 13. Particulars of recipient of concession, permits or authorization granted by it .**

Available on beneficiary list on website

**4. (1) (b) 14. Details in respect of the information available to or held by it, reduced in electronic form.**

The general information is available on UPBSN website

**4. (1)(b) 15. The particulars of facility available to citizens for obtaining information including the working hours of library or reading room, if maintained for public use**

The facilities for availing the information are available to citizens at UPBSN website public can also approach PIO of the company whose addresses are available on UPBSN website.

**4. (1)(b) 16. The names, Designation and other particulars of the public information officer (PIO) and appellate authority**

The details are available on UPBSN website