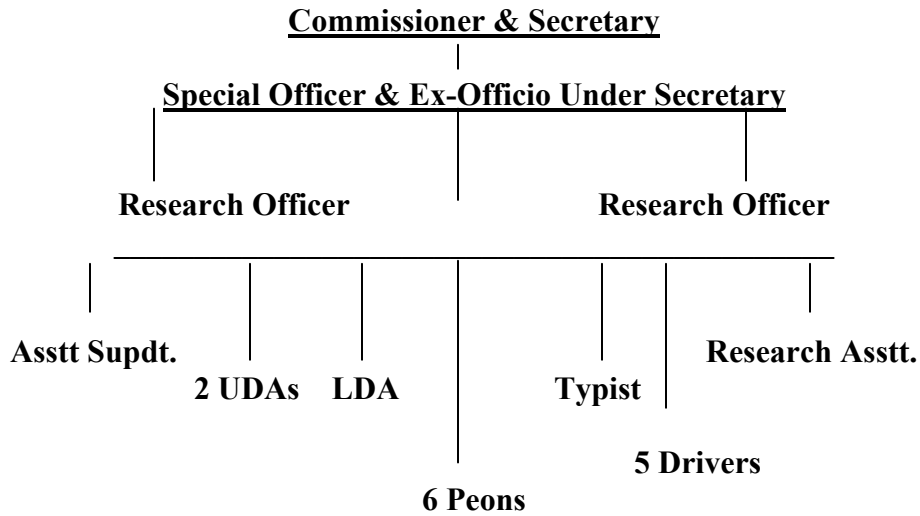


## **Chapter – 2 (Manual 1)**

### **Particulars of Organisation, Functions and Duties.**

- 2.1** The objective for setting up of the State Planning Board is to advise the Government on matters relating to Planning and Development.
- 2.2** Mission/Vision statement of the Public Authority. – To assist the Government in making realistic appraisal from time to time so as to ensure steady execution and purposeful utilization of the available resources of the state.
- 2.3** The first State Planning Board was constituted on 7<sup>th</sup> September, 1972 with the then Chief Minister as Chairman and the Minister Planning as Deputy Chairman. The present State Planning Board consists of the Chairman, 3 Co-Chairmen, 3 Deputy Chairmen, 6 Official Members and 8 Non-Official Members.
- 2.4** The duties/functions of the State Planning Board as outlined by the State Government are as follows :-
- 1.** To prepare an inventory of available and potential resources of the State, capital and human and investigate the possibilities of augmenting and improving such resources.
  - 2.** To prepare a perspective Plan of the state for the next 20 years for the optimum and balance utilization of the state's resources and indicate Plan priorities.
  - 3.** To advise the Government regarding the formulation of Annual Plan and Five Year Plans.
  - 4.** To review the progress in the implementation of schemes and to ascertain the factors which have been tending to retard economic development of the state and to determine the conditions to be created for successful execution of the Plans.
  - 5.** To take up such other studies and function as may be assigned to it from time to time and to make suitable recommendations to the state Government as may appear to be appropriate either for facilitating discharge of the duties assigned to it or on consideration of the prevailing economic conditions.
  - 6.** The Board may also make recommendations with a view to ensuring coordination in the matter of Planning in the state.
- 2.5** The Board is mainly engaged in activities relating to annual review of implementation of Plan Schemes of Development Departments and to advise the Government on matters relating to formulation of Draft Annual Plans and Draft Five Year Plans.
- 2.7** Organisational Structure - The State Planning Board consists of the Chairman, 3 Co-Chairmen, 3 Deputy Chairmen, 6 Official Members and 8 Non-Official Members with the Commissioner & Secretary State Planning Board as the Member Secretary of the Board.

The organizational chart of the office of the State Planning Board is as below :-



The Office of the Chairman/Co-Chairmen/Deputy Chairmen consist of 1 No. Private Secretary, 1 No. Personal Assistant, 1 No. LDA-Cum-Typist, 2 Nos. Drivers and 4 Nos. Grade-IV.

- 2.8 The Public Authority is an Advisory Body functioning under the term of references outlined by the Government.
- 2.9 Does not arise in view of 2.8
- 2.10 -do-
- 2.11 Office of State Planning Board  
Main Secretariat Building (Room No. 103)  
Shillong.
- 2.12 Office Hours – 10.00 A.M. to 5.00 P.M.