

To:
The Chairperson,
National Advisory Council ("NAC")
(Govt of India - PMO)

BY EMAIL / URGENT

24-March-2011

Dear Sir / Madam

I refer to the mandatory suo-moto/proactive disclosure of the NAC published on its website in terms of section 4(1)(b) of RTI Act 2005.

I specifically refer to the work allocation therein for NAC's officers and employees. I have taken the liberty of attaching the current PDF file for your ready reference.

I am AGGRIEVED to learn from this document that Ms. Rita Sharma - Secretary-NAC does no work, has no duties and yet draws the princely consolidated sum of Rs. 80,000 per mensem.

I therefore PRAY that you kindly take steps for some OFFICIAL work to be allocated for her.

Yours faithfully

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NATIONAL ADVISORY COUNCIL

WORK ALLOCATION

For the smooth functioning of the NAC Secretariat, the following distribution of work is ordered among the officers/officials of the NAC with immediate effect and until further orders:

Director

Will coordinate all work related to policy and programme matters of NAC. In addition, the Director will also supervise the following work:

- a. Personnel Establishment matters, including engagement of consultants/experts.
- b. Parliamentary Questions
- c. General coordination with NAC members
- d. Minutes of NAC Meetings, Subgroups, Workshops, Seminars & their follow up.
- e. Will be in charge of the following policy subjects and take follow up action of NAC meetings on those:
 1. Agriculture
 2. Food
 3. Tribal Development
 4. Planning Commission

PS to Chairperson

Will supervise the following work:

- a. All general administration and financial matters concerning NAC
- b. RTI Matters
- c. Chairperson's correspondence and follow up
- d. Follow up of letters acknowledged by CP
- e. Will be in charge of the following policy subjects and take follow up action of NAC meetings on those:
 1. Rural Development
 2. Women and Child Development

Under Secretary

- a. Website in-charge and administrator
- b. Issue meeting Notices of NAC / coordinate with Members
- c. Issue notices for meetings of Sub-groups /Workshops and also liaise with outside experts and special invitees to such meetings.
- d. Coordinate with NIC(PMO)
- e. Parliament Questions
- f. Personnel establishment matters
- g. Discussions on Communal Violence
- h. follow up on inter-ministerial communications in general

Desk Officer (I) (under overall supervision of PS to Chairperson)

- a. All financial matters, including Budget, Cash and accounts
- b. All general administration / hospitality matters
- c. RTI
- d. Preparation of NAC meeting folders/documents
- e. Follow up of CP letters
- f. Custodian of old files/records of previous NAC

Desk Officer II (under overall supervision of US/Director)

- a. Submit Parliament Questions / personnel establishment files through Under Secretary
- b. Follow up on interministerial communications – through Under Secretary
- c. In charge of receipts & despatch section
- d. In addition, general assistance to Secretary, NAC
- e. Custodian of new files/records of NAC.