



Section 4 (1)(b) (i)

The particulars of functions & duties in the office of YASHADA

Name of the office – Yashwantrao Chavan Academy of Development Administration

Address – Raj Bhavan Complex, Baner Road, Pune 411 007.

Head of the Office – Shri V Ramani, Director General

Parent Govt. Dept. - General Administration Department, Govt. of Maharashtra

Reporting to which authority - General Administration Department, Govt. of Maharashtra

Jurisdiction – Geographical – Maharashtra / Functional – Maharashtra

**Mission - “Our mission is to enable equitable and sustainable development by promoting people-centered good governance.*

We achieve this by bringing together practical knowledge, applied research appropriate technology and innovative training of public administrators community-based organizations and people’s representatives”

***Objectives** - YASHADA is a composite training institute having a dual role as an Administrative Training Institute and a State Institute of Rural Development. The objectives of YASHADA are as follows:*

- To promote modern management science as a major instrument for development of economic and social activities of the State Government, Zilla Parishads and other institutions and organizations of the State Government.*
- To develop managerial skills, organizational capability, leadership and decision-making ability for development planning and efficiency in implementation of policies, programmes and projects.*
- To carry on operational and policy-oriented research, to evolve ideas and concepts appropriate to the local, state and national environment and to formulate policy alternatives.*
- To serve as the apex institute for the collection and dissemination of information regarding development administration.*
- To foster, assist and support individuals, organizations and institutions in the use of management science.*



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- *To provide consultancy services in development and public administration.*
- *To function as the nodal State-level training institute in the field of development administration.*

FUNCTIONS OF THE SOCIETY

04. In order to achieve the above objectives, the institute may engage itself in such types of Programmes and activities, and in such subjects, and for the benefit of such subjects, and for the benefit of such persons, areas, and sectors of activity as are exemplified hereunder -
a) Programmes and Activities:

- (i) Training programmes of short and long duration's including seminars, workshops, and conferences, as a means of continuing education for practicing managers, administrators, and scientific and technical cadres;
 - (ii) Policy oriented and operational research;
 - (iii) Consultancy and Extension Services; and
 - (iv) Publication and production of training aids.
- (b) Subjects and Areas of Activities :
- (i) The programmes may cover all concepts., principles and techniques related to management in Government.
 - (ii) The programmes may cover all functionaries of the Departments of Government of Maharashtra as well as, teachers and practitioners of management in Boards, Corporations and other public sector undertakings in all sectors such as, business and industry; commerce and trade; financial and industrial development; banking; insurance; co-operatives; agriculture and rural development forestry; fisheries and animal husbandry; irrigation and power; energy; transportation and communication; education and health services; entrepreneurial development; mass media; tourism and public relations; legal systems; police administration; taxation; urban systems; environment habitat; public works; roads and buildings; appropriate technology; non-organised, decentralised sectors of economic, social and political activity. especially, persons from institutions, bodies and organisations concerned with the use of knowledge in management.

05. The Society may:

- (i) Plan, sponsor and undertake research - policy research for the evaluation and formulation of public policies and assessment of the impact of policies and operations research to improve efficiency and productivity at the unit levels;
- (ii) Assist public and private organisations to improve their administration and management' through consultancy and by extension services, organising conferences, seminars, workshops, exhibitions, meetings, discussions etc.;
- (iii) Publish research papers, treatises, periodicals, books and other literature to disseminate up-to- date information relating to management practices;
- (iv) Evolve and prescribe standards of proficiency, and award diplomas, certificates, medals, and other prizes and distinctions to persons trained in the Institute, as well as, confer distinctions on persons rendering outstanding contribution to the cause of management in Government,



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- (v) Institute and award scholarships, visiting fellowships, stipends, loans and other financial assistance to suitable and deserving students and scholars;
- (vi) Produce, establish and maintain libraries of books, documentation centres, teaching aids, audio-visual presentations, including video films etc.
- (vii) Form affiliations, accept partnership and other classes of professional or technical membership;
- (viii) Establish collaborative linkages with educational and professional institutions in any part of the world, having similar objectives, by exchange of faculty and scholars, by the conduct, of joint research and training programmes and generally in such a manner as may be conducive to the development of common professional objectives;
- (ix) Function generally as the apex institution of Maharashtra State to provide training and services, to set standards of proficiency, and to recommend management inputs in all aspects of public administration and productivity in various organisations, agencies, and institutions;
- (x) Establish, administer, supervise and maintain regional branches or institutions at suitable places in Maharashtra; and
- (xi) Do such other deeds and acts as are conducive or incidental to the achievement of all or any of the above objectives.

06. The Institute shall consist of residential campus as well as non-residential centres. It shall be open to persons of either sex, of whatever race, creed, caste, class or region. The Board of Governors may make special provisions for the advancement of Scheduled Castes, Scheduled Tribes and socially and educationally backward classes of citizens in accordance with the relevant provisions of the Indian Constitution.

Details of Services provided / duties – *To impart training, provide consultancy, undertake research work, undertake projects, publish case studies, books.*

Physical Assets – Statement of lands & buildings –

DETAILS OF YASHADA AREA

A) Old Plot	42416.92. Sq Mtr	10.482 Acre	10.19.28 Guntha
B) Add New Plot	<u>4722.28 Sq Mts</u>	<u>1.17 Acre</u>	1.6 Guntha
TOTAL	47139.2 Sq.Mtr	11.652 Acre	
C) Residential Area	13740.35 Sq Mtr	3.39 Acre	



SR.No

A+B YASHADA CAMPUS

A	1	Academic Block (Class Room 1 to 8) (Ground + one floor)	1046.40 Sq.Mtr
	2	Lazim Hall (Gr.Floor)	917.00 Sq Mtr
	3	Shammee Hostel . (Ground to 2 floor)	512.00 Sq Mtr
	4	Durva Hostel 1 (Gr + 2 floor)	660.00 Sq Mtr
	5	Durva Hostel 2 - do -	571.31 Sq Mtr
	6	Jublee Hostel (Ground to 2 & Dormetory)	356.80 Sq Mtr
	7	Kojagiri Mess	1085.00 Sq Mtr
	8	Library (Ground + 1 st floor)CDM control room Reception CIT & SIUD	1125.00 Sq Mtr
	9	(a) Hon DG Bunglow (New)	494.50 Sq Mtr
		(b) - do - (Old part)	140.00 Sq Mtr
		(c) Driver Rest Room	33.50 Sq Mtr
		(d) LT Pannel Room	54.0 0 Sq Mr
		(e) Utility Quarters	110.40 Sq Mtr
		(f) Passage & Misc (Steps, Campus,Estate office & Bank etc)	2425.00 Sq Mtr

			Total 9530.96Sq Mtr
		(g) Open Space Garden, Road, Parking etc.	27179.89 Sq.Mtr.
	10	Admin. Building	2900.24 Sq.Mtr
	11	MDC Building	5390.525 Sq.Mtr



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12	MDC Auditorium	2800.00	Sq.Mtr
13	Main Gate	46.8	Sq.Mtr
15	Duplex Bunglow	<u>390.8</u>	<u>Sq Mtr</u>
	TOTAL AREA	48208.57	Sq Mtr

SR.NO	C-RESIDENTIAL AREA		
1	Bakul & Chafa Building	1237	Sq.Mtr
2	Transit & Staff Quarter	679.94	Sq.Mtr
3	Open Space	<u>11823.41</u>	<u>Sq.Mtr</u>
	Total Area	13740.35	Sq.Mtr

Organisations structural Chart at each level-Give linkage of jurisdiction & Address, Tel. No.s & Office Timings –

1. *Orgonogram (As mentioned below)*
2. *Address : Raj Bhavan Complex, Baner Road, Pune 411 007.*
3. *Phone : 25608000*
4. *Office Timings : 9.30 am to 5.15 pm*

Weekly holidays - Saturdays (2nd, 4th) & Sundays.

Specific Service Timings :

Library Services : *From Monday to Friday 9.00 am to 10.00 pm
On Saturday from 9.00 am to 5.15 pm.*

Dispensary : *Morning 07.00 am. To 09.00
Evening 02.00 pm. To 06.00 pm.*

Recreation

Yoga : *Morning 6.00 am To 7.00 am & Evening 5.00 pm to 5.45 pm.*

Swimming : *Morning : 7.00 am To 8.00 & Evening : 6.00 pm To 6.45 pm*

Gym. : *Evening : 5.15 pm to 6.45 pm*

[Orgonogram of YASHADA \(Annexure 1\)](#)



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