

## **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 – *Director General, YASHADA*

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”*

\*Vision -

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

Scope – To impart training to IAS, IFS, IPS, Class I & Class II officers mainly. To train the people for projects/research/publications which are taken by Academy.

## **Functions**

### 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,
- (v) Institute and award scholarships, visiting fellowships, stipends, loans and other financial assistance to suitable and deserving students and scholars;

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

Organisations structural Chart at each level-Give linkage of jurisdiction & Address, Tel. No.s & Office Timings - **1. Orgonogram 2. Address : Raj Bhavan Complex, Baner Road, Pune 411 007. 3. 25608000 4. Office Timings : 9.30 am to 5.15 pm**

Weekly holidays - **2<sup>nd</sup> , 4<sup>th</sup> Saturday & Sunday.**

Specific Service Timings :

**Library Services : From Monday to Friday 9.00 to 10.00 pm**

**On satuday from 9.00 to 5.15 pm.**

**Laundry Services : Daily 8.30 am to 9.30 am**

**Doctor's services : Morning 09.00 pm. To 11.00**

**Evening 4.00 pm. To 6.00 pm.**

**Yoga services : Morning 7.00 am To 8.00 am**

**Evening 5.00 pm to 5.45 pm.**

**Swimming : Morning : 7.00 am To 8.00**

**Evening : 6.00 pmTo 6.45 pm**

**Gym. Services - : Morning : 6.00 am To 8.00**

**Evening : 6.00 pmTo 8.00 pm**

**DETAILS OF YASHADA AREA**

A	Old Plot		42416.92	Sq. Mtr.	10.482	Acre	10.19.28	Guntha
B	Add New Plot		4722.28	Sq. Mtr.	1.17	Acre	1.6	Guntha
		<b>Total</b>	<b>47139.20</b>	<b>Sq. Mtr.</b>	11.652			
C	Residential Area		13740.35	Sq. Mtr.	3.39	Acre		

**A + B - YASHADA CAMPUS**

SR. NO.	Name	Area	Unit
1.	Academic Block, Class Room 1 to 8, Gr. Floor + One Floor	1046.40	Sq. Mtr.
2.	Lezim Hall (Gr. Floor)	917.00	Sq. Mtr.
3.	Shamsee Hostel, Gr. Floor + 2 Floor	512.00	Sq. Mtr.
4.	Durva 1 (Gr. + 2 Floor)	660.00	Sq. Mtr.
5.	Durva 2 ( Gr. + 2 Floor)	571.31	Sq. Mtr.
6.	Jublee Hostel, Gr. + 2 & Dormitory)	356.80	Sq. Mtr.
7.	Canteen	1085.00	Sq. Mtr.
8.	Library (Gr. + 1 <sup>st</sup> Floor) CDM Control Room, Reception, CIT & SIUD Misc	1125.00	Sq. Mtr.
9.	Hon. D.G. Bungalow (New)	494.50	Sq. Mtr.
	Hon. D.G. Bungalow (Old)	140.00	Sq. Mtr.
	Driver Rest Room	33.50	Sq. Mtr.

	Generator Room	23.40	Sq. Mtr.
	Utility Quarters	110.40	Sq. Mtr.
	Passage & Misc (Steps, Campus, Estate Office & Bank etc.)	2425.00	Sq. Mtr.
10.	Open Space Garden, Road, Parking etc.	27179.89	Sq. Mtr.
11.	Admin Building	2900.24	Sq. Mtr.
12.	MDC Building	5390.525	Sq. Mtr.
13.	Auditorium Building	2800.00	Sq. Mtr.
14.	Main Gate	46.80	Sq. Mtr.
15.	Duplex Bungalow	390.80	Sq. Mtr.
	<b>Total Area</b>	<b>48208.56</b>	Sq. Mtr.

**C – Residential Area**

1.	Bakul & Chafa Building	1237	Sq. Mtr.
2.	Transit & Staff Quarter	679.94	Sq. Mtr.
3.	Open Space	11823.41	Sq. Mtr.
	<b>Total Area</b>	<b>13740.35</b>	Sq. Mtr.

## ORGONOGRAM

### परिशिष्ट - 2

#### विविध विभाग व केंद्रासाठी प्रमुख नियंत्रक अधिकारी

प्रशासकीय सोईस्तव वरील संदर्भांकित आदेश अधिक्रमीत करून प्रशासकीय सोईस्तव उपमहासंचालक, राप्रनिमूयं व उपमहासंचालक, यशदा यांचेकडे खालीलप्रमाणे विभागांच्या कामाचे वाटप करण्यात येत आहे.

उपमहासंचालक, यशदा	उपमहासंचालक, राप्रनिमूयं यांचेकडील विभाग
राज्य ग्रामीण विकास संस्था	लोकप्रशासन संस्था
समता व सामाजिक न्याय केंद्र	राज्य प्रशिक्षण नियोजन व मूल्यमापन यंत्रणा
मानव विकास केंद्र	राज्य नागरी विकास संस्था
माहिती अधिकार केंद्र	पर्यावरण विकास केंद्र
पायाभूत विकास व्यवस्थापन केंद्र	अध्ययन व प्रशिक्षण मंडळ
डॉ. आंबेडकर स्पर्धा परीक्षा मार्गदर्शन केंद्र	वसतिगृह व आवार व्यवस्थापन
आपत्ती व्यवस्थापन केंद्र	स्थावर व्यवस्थापन
माध्यम व प्रकाशन केंद्र	माहिती तंत्रज्ञान केंद्र
संशोधन व प्रलेखन केंद्र	
प्रापण कक्ष	
व्यवस्थापन विकास केंद्र	

02 वरीलप्रमाणे विभागांच्या कामाच्या वाटपानुसार संबंधित विभागांच्या नस्ती / प्रस्ताव उपमहासंचालक, राप्रनिमूयं व उपमहासंचालक, यशदा यांचेकडे सादर होतील. त्यापूढे वित्तीय, प्रशासकीय अधिकारांंप्रमाणे उपमहासंचालक, संचिका अतिरिक्त महासंचालक/महासंचालक यांचेकडे सादर करतील.

03 वरील तक्त्यामध्ये नमूद नसलेले प्रशासन विभाग, लेखाशाखा हे विभाग मा महासंचालक, यशदा यांचे अखत्यारीत काम पाहतील.