

TOWN AND COUNTRY PLANNING DEPARTMENT

SUO-MOTO PUBLICATION OF 17-MANUALS

POSTAL ADDRESS

**THE ASSOCIATE TOWN PLANNER
TOWN AND COUNTRY PLANNING DEPARTMENT
FORT AREA , MOTI DAMAN-396220.
PHONE NO: 0260-2242874
FAX NO: 0260-2242874**

WORKING HOURS

MONDAY TO FRIDAY

**Time: 9.30 AM TO 6.00 PM
1.30 PM TO 2.00 PM**

MANUAL – 1

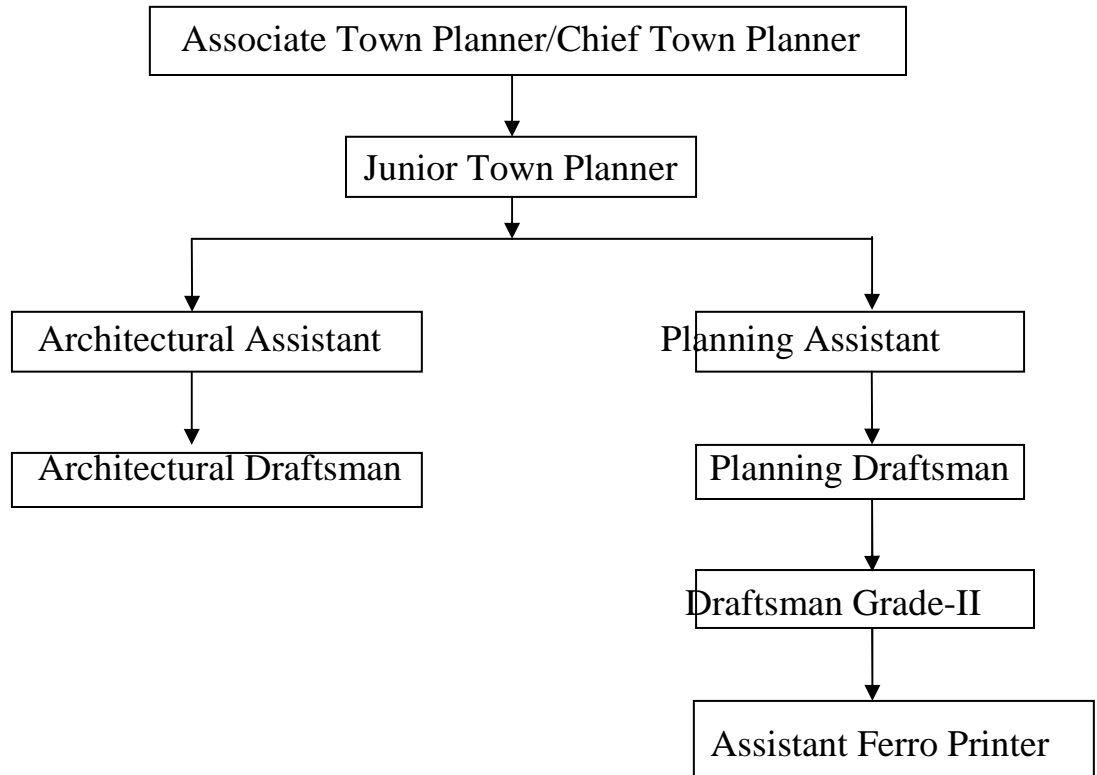
THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

FUNCTIONS AND DUTIES:

- Preparation of Regional Plan and Land Use Map of the region.
- Preparation of Development Plan.
- Preparation of Developmental Schemes.
- Acting as Nodal agency for Urban Developmental Schemes(Centrally Sponsored) of the Ministry of Urban Development and the Ministry of Housing and Urban Poverty Alleviation, GoI.
- Monitoring the implementation of Centrally Sponsored Schemes(CSS)of the Ministries.
- Technical Scrutiny of Construction permission proposal
- Technical Scrutiny and inspection of the site from planning point of view for proposal of N.A. Permission of land, received from Collector's Office.
- Scrutiny (including inspection of site) of proposal of Sale/Gift permission of land received from the Collector's Office.
- Scrutiny (including inspection of site) of proposal for Sub-division/Amalgamation of land received from the Collector's Office.
- Information regarding Zone of the land.
- Providing Site Elevation Data to the land owners.
- Issue of NOC asked from the various departments for acquisition proposal.
- Communicate the progress report/UCs to the concerned Ministries in respect of CSS.

Contd...2/-

Organization Structure



MANUAL – 2

THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Powers and Duties of Associate Town Planner/Chief Town Planner:

- He is the Head of Office/DDO who has been delegated Financial Powers under the provision of Delegation of Financial Rules and having all powers of Administrative, Establishment for functioning of the office.
- To carry out functions stipulated under the Act being a designated Chief Town Planner.
- To prepare regional plan/Zoning Map of the region and formulate the Development Control Rules for proper development of the region.
- To assist Planning and Development Authority in preparation of Development Plan and the Development Schemes for the notified Planning Area of the region.
- To look after the Establishment matter and prepare the budget of the Department.
- To furnish Technical Reports to the Collector/Dy. Collector for the proposal of NA/Sale/Gift/Amalgamation/Sub-Division permission.
- Conveying Sanction of the building permission.
- Scrutinize the proposal pertaining to building regulations and other such matters receives from the Municipalities/other department.

Contd....3/-

Technical Staff:

- Scrutiny of the proposals by referring the norms/rules in respect of Building Permission, NA/Sale/Gift/Amalgamation/Sub-Division Proposal and put up with his/her comments to the Associate Town Planner for approval.
- Carry out inspection of the site in respect of the above proposals and put up the factual report to the Associate Town Planner with comments as regards recommendations of the proposal.
- Take Site Elevation data for the land.
- Assist the Associate Town Planner in routine office work other than technical matter.

MANUAL-3

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS, SUPERVISION AND ACCOUNTABILITY

- On receipt of the proposal/letters/reference by the inward clerk, he places the same on the same day to the Associate Town Planner for perusal and for action to be taken in the matter.
- The Associate Town Planner marks the technical proposal to any of technical staffs on the same day depending upon the work load for scrutiny purpose. Non technical letters are marked to the UDC/LDC as deem fit by the ATP.
- The concerned staff opens the new file by making necessary entry of file No. , Subject and reference in the file registered maintained in the office. After examining/scrutinizing the proposal in context to relevant/applicable norms, they put up the file (proposal) to the Associate Town Planner with detailed report and the report of the site inspection(if it is required in a case) with their clear remarks whether the proposal can be approved/recommended or not. This is to be done by the concerned dealing hands within period 15 days period in case of building permission proposal and 10 days period in case other technical proposal including site elevation data. Zone information letter is normally issued within 3 days.
- The Associate Town Planner, after going through the report and site inspection (if feels necessary), approve/recommend the proposal and send the report to the concerned agency/department /authority within a period of 7 days.
- In case of policy decision matter, the Associate Town Planner/Chief Town Planner put up the proposal with detailed note thereof with necessary references to the Development Commissioner/Secretary(UD) for perusal/approval and further approval of the Government. After approval of the competent authority, he conveys/notifies the policy and the orders/documents thereof for implementation and for information to the public in general.

Contd...4/-

MANUAL -4

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-

The department is discharging its duties by referring the procedures stipulated under the Daman and Diu Town and Country Planning Act in respect of spatial planning of the region and in formulation of regulation for the purpose. In respect of technical proposal related to building permission and NA/Sale/Gift/Amalgamation/Sub-division permission, the department follows the norms stipulated under the Development Control Rules-2005 and the Zoning Regulation stipulated therein. Norms pertaining to establishment of Petroleum Outlets are referred as stipulated under the Rules for location of Petroleum and its retails outlet Rules,2010 applicable to this UT. Further, Special Regulations (Building) ,2009 are being followed in respect of buildings vulnerable to manmade disasters.

MANUAL – 5

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

1. Daman and Diu Town and Country Planning (Amended) Regulation.
2. Map of Regional Plan
3. Development Control Rules-2005 of Daman district.
4. Special Building(Vulnerable to Natural Hazards) Regulation
5. Petroleum Regulation,2010
6. Zoning Regulation

MANUAL – 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;

- 1.Matter pertaining to MACP/ACP /Probation clearance of staff.
2. Recruitment Rules for all departmental posts.
3. Personnel files in respect of all staff.
- 4.ACR's /APAR's for Group 'B' & 'C' departmental posts.
- 5.Cash Book.
- 6.Pay Bill Register /Bill Register.
- 7.BCR Register.
- 8.G.P.F. Register for Group 'D' staff.

Contd...5/-

9. Dead stocks register.
10. Cheque register.
11. Monthly/Quarterly Report file.
12. Pay Bill File.
13. Contingency bill file.
14. Budget file.
15. Hindi Files.
16. Outward & Inward Registered.
17. Log Book.
18. File Register.

MANUAL – 7

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:

This department has no direct dealing with the public. All the major decisions regarding formulation of policy related to spatial planning and development regulations are finalized as per the procedures stipulated under the Act and after consultation of major stakeholders and obtaining recommendations and approval of the T&CP Board/Planning and Development Authority as the case may be, if required, and the Government /as per the orders of the Competent Authority.

MANUAL – 8

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE. AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC :

[A] Daman and Diu Town and Country Planning Board :

The Daman and Diu Town and Country Planning Board has been constituted under the Chairmanship of Hon'ble Administrator under Section 4 of the Daman & Diu Town and Country Planning (Amendment) Regulation, 1999 (Read with Principal Act- Goa, Daman & Diu Country Planning Act, 1974), consisting the following members:

1. Administrator -Chairman
2. Secretaries dealing -Member
 - (i) Town & Country planning
 - (ii) Local Self Government

- (iii) Planning
(iv) Industries
3. Head of the Public Works Department, Daman & Diu -Member
 4. Head of the Forests Department, Daman & Diu -Member
 5. Director of - -Member
 - (i) Agriculture
 - (ii) Tourism
 - (iii) Transport
 - (iv) Health Services
 6. Six members nominated by the Central Govt. to represent Their Ministries of that Govt. dealing with – -Member
 - (i) Director of Planning, Ministry of Railways
 - (ii) Defence Estate officer, Ministry of Defence
 - (iii) Deputy Secretary, Ministry of Transport
 - (iv) Regional Director, Ministry of Tourism
 - (v) Deputy Secretary, Ministry of Home Affairs
 - (vi) Senior Town Planner, Ministry of Urban Affairs
And Employment
 7. Additional Chief Planner, City & Industrial Development Corporation, Maharashtra -Member
 8. Shri Suleman Charania, Architect, Daman -Member
 9. Member of Parliament, Daman and Diu -Member
 10. President of Daman and Diu Industries Association - Member
 11. President cum Chief Counselor of District Panchayat Of the Union territory - Member
 12. Chairman of the District Planning Committee of Daman and Diu - Member
 13. Chief Town Planner - Member

Functions and Powers of the Board.:

- Guide, direct and assist the Planning and Development Authorities, to advise the Government in matters relating to the planning, development and use of rural and urban land in the Union territory, and to perform such other functions as the Government may, from time to time, assign to the Board.
- direct the preparation of development plans by the Planning and Development Authorities:
- Undertake, assist and encourage the collection, maintenance and publication of statistics, bulletins and monographs on planning and its methodology:
- co-ordinate and advise on the planning and implementation of physical development programs in the Union Territory:
- prepare and furnish reports relating to the working of this Act; and
- perform such other functions as are incidental, supplemental or consequential to any of the functions aforesaid or which may be prescribed.
- The Board may exercise all such powers as may be necessary or expedient for the purpose of carrying out its functions under this Act.

[B] Planning and Development Authority (PDA)

Planning and Development Authority has been constituted under the Chairmanship of Finance Secretary under Section 20 of the Daman & Diu Town and Country Planning (Amendment) Regulation, 1999 (Read with Principal Act- Goa, Daman & Diu Country Planning Act, 1974), constituting the following as members:

1. Finance Secretary - Chairman
2. President, Daman Municipal Council - Member
3. President, District Panchayat, Daman & Diu - Member
4. Dr. B. K. Katti (Expert) - Member
5. Shri B. K. Patel (Expert) - Member
6. Shri Vikas Dilawari (Expert) - Member
7. Associate Town planner - Member Secretary

Functions and power of Planning and Development Authorities:

Subject to the provisions of the Act and the rules framed under the Act and subject to any directions of the Government, the functions of every Planning and Development Authority shall be-

- (a) To prepare an Existing Land Use Map
- (b) To prepare an Outline Development Plan;
- (c) to prepare a Comprehensive Development Plan;
- (d) to prepare and prescribe uses of land within its area; and
- (e) to prepare schemes of development and undertake their implementation, and for these purposes, it may carry out or cause to be carried out, surveys of the planning area and prepare reports of such surveys, and to perform such other functions as may be prescribed.

MANUAL – 9

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

The Directory of Officers and employees of the department is given below:

Sr.No.	Name of the Incumbent	Designation	Date of joining	Contact No.
01	Shri P.P.Parmar	Associate Town Planner, Daman	24.03.2003	9825560945
02	Shri Swadheen Badmera	Architectural Assistant	20.05.1988	9904094801
03	Smt. Ramben C.Patel	Architectural Assistant	01.06.1988	9727562285
04	Shri Kant D. Pamsi	Planning Draughts man-I	01.08.1988	9824176154
05	Shri Sudhir G. Patel	Architectural Draughtsman	01.08.1988	9924747256
06	Shri Jayesh S.Damania	Planning Draughtsman-I	19.09.1990	9825782640

07	Smt. Shipla C. Tandel	Architectural Draughts man	15.06.1994	9904138103
08	Shri Govind G. Patel	Draughtsman-II	26.02.1993	9825570485
09	Shri Kanu D. Thakur	UDC	05.09.1989	9925567133
10	Shri Ramesh D. Patel	LDC	07.09.1978	9737001600
11	Shri Raman M. Halpati	Asstt. Perrio Printer	06.07.1983	9979938325
12	Smt. DaxabenRocha	Peon	03.03.2002	9727427520

MANUAL -10

The Monthly Emoluments Received By Each Officers And Employees, Including The System Of Compensation As Provided In Is Regulations:

Sr.No.	Name of the Incumbent	Designation	Pay Band	Total Emoluments
01	Shri P.P.Parmar	Associate Town Planner,Daman	PB-3-Rs. 15600-39100 GP Rs.6600	Rs.65260/-
02	Shri Swadheen Badmera	Architectural Assistant	PB-2- Rs.9300-34800 GP Rs.4800	Rs.55300/-
03	Smt. Ramben C.Patel	Architectural Assistant	PB-2- Rs.9300-34800 GP-Rs.4800	Rs.55300/-
04	Shri Kant D. Pamsi	Planning Draughts man-I	PB-2- Rs.9300-34800 GP-Rs.4600	Rs.52400/-
05	Shri Sudhir G. Patel	Architectural Draughtsman	PB-2- Rs.9300-34800 GP-Rs.4600	Rs.52400/-
06	Shri Jayesh S.Damania	Planning Draughtsman-I	PB-2- Rs.9300-34800 GP-Rs.4600	Rs.50320/-
07	Smt. Shipla C. Tandel	Architectural Draughtsman	PB-2- Rs.9300-34800 GP-Rs.4200	Rs.43580/-
08	Shri Govind G. Patel	Draughtsman-II	PB-2- Rs.9300-34800 GP-Rs.4200	Rs.43010/-
09	Shri Kanu D. Thakur	UDC	PB-1- Rs.5200-20200 GP-Rs.2800	Rs.29800/-
10	Shri Ramesh D. Patel	LDC	PB-1- Rs.5200-20200 GP-Rs.1900	Rs.24680/-
11	Shri Raman M. Halpati	Asstt. Perrio Printer	PB-1- Rs.5200-20200 GP-Rs.1900	Rs.23660/-
12	Smt. Daxaben Rocha	Peon	PB-1- Rs.5200-20200 GP-Rs.1800	Rs.20235/-

Contd...9/-

MANUAL- 11

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS , PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE :-

Budget Allocation for the department for the Financial year 2013-14 is as under:

As on 01.02.2014

(Rs. In thousand)

Sr.No.	Budget Head	Allocation For the year 2013-14	Expenditure	Balance Amount
1.	2217- Non Plan Urban Development 80- General 800- Other expenditure 12 -Architect Town Establishment 12.00.01-Salaries	Rs.79,00,000	Rs.76,37,821.00	Rs. 2,62,179.00
2.	12.00.11- Domestic Travel Expenses	Rs. 75,000.00	Rs. 67,613.00	Rs. 7,387.00
3.	12.00.13- Office Expenses	Rs.10,50,000	Rs. 4,08,468.00	Rs. 6,41,532.00
4.	2217- Plan Urban Development 80- General 800- Other expenditure 12- Architect Town Establishment 12.00.01-Salaries 12.0013 –Office Expenses	Rs.1,00,000 Rs. 50,000.00	Nil Rs.39,520.00	Rs.1,00,000 (to be Surrendered) Rs.10,480.00

MANUAL-12

THE MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

No any subsidy programme is being executed by this Department.

MANUAL -13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:

There is no recipient of concession, permit or authorization provided by this Department.

Contd...10/-

MANUAL – 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AND ELECTRONIC FORM.

Sl.No.	Activities for which electronic data available	Nature of information available	Can it be shared with Public	Is it available on website or is being used as back and data base
01	Tenders	All the tenders/notice	Yes	Yes
02	Telephone Directory	Directory of name and mobile nos	Yes	Yes
03	Act/Regulation	Goa, Daman and Diu Town and Country Planning Act,1974	Yes	Yes

MANUAL – 15

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;

There are no such facilities available with the department.

MANUAL - 16

THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

Name : Prakash P.Parmar
Designation : Associate Town Planner
Telefax : 0260-2230874
Office Address : Town and Country Planning Department
UT Administration of Daman and Diu
Fort Area,Moti Daman.

MANUAL – 17

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;

All Information are updated in the official website such as orders, notification, tender etc.

===== * ===== * =====