

JUNIOR TOWN PLANNER OFFICE, DIU

SUO-MOTO PUBLICATION OF 17-MANUALS

POSTAL ADDRESS

**THE JUNIOR TOWN PLANNER
TOWN AND COUNTRY PLANNING DEPARTMENT
OLD COURT BUILDING,
FORT ROAD,
DIU - 362520.
PHONE NO: 02875-252239
FAX NO: --**

WORKING HOURS

MONDAY TO FRIDAY

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

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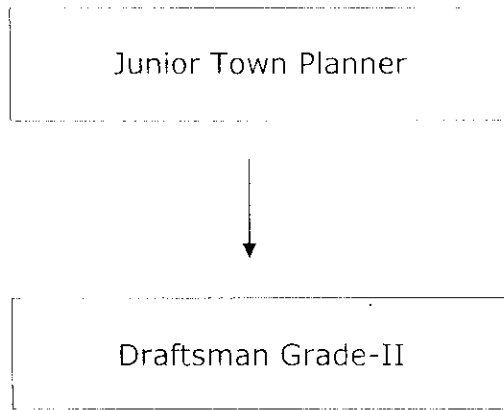
THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

FUNCTIONS AND DUTIES:

- Preparation of Regional Plan and Land Use Map of the region.
- Preparation of Development Plan.
- Preparation of Developmental Schemes.
- 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.
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Cont...2/-

Organization Structure



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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 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.

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 Junior Town Planner for approval.
- Carry out inspection of the site in respect of the above proposals and put up the factual report to the Junior Town Planner with comments as regards recommendations of the proposal.
- Take Site Elevation data for the land.
- Assist the Junior Town Planner in routine office work other than technical matter.

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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 Junior Town Planner for perusal and for action to be taken in the matter.
- The Junior 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 LDC as deem fit by the JTP.
- 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 Junior 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 time bound period in case of building permission proposal and time bound period in case other technical proposal including site elevation data. Zone information letter is normally issued within time.
- The Junior 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.

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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.

Cont...4/-

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 Diu district (after revision of Regional Plan of Diu District).
4. Special Building (Vulnerable to Natural Hazards) Regulation
5. Petroleum Regulation, 2010
6. Zoning Regulation

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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.
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.

Cont...5/-

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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.

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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

Contd...6/-

6. Six members nominated by the Central Govt. to represent – Member
Their Ministries of that Govt. dealing with –

- (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.

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[B] Planning and Development Authority (PDA)

Functions and power of Planning and Development Authorities:

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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.
1	Shri J. B. Makwana	Junior Town Planer	27-03-2014 (As a JTP)	9824561311
2	Shri R. V. Solanki	Draft men-II	16-09-1987	9574929066
3	Shri P. R. Solanki	LDC	03-11-2013 (In JTP)	9979667144

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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
1	Shri J. B. Makwana	Junior Town Planer	PB-3 Rs. 15600-39100 GP Rs.5400	Rs. 48,580/-
2	Shri R. V. Solanki	Draft men-II	PB-1 Rs. 5200-20200 GP Rs. 2800	Rs. 39,300/-
3	Shri P. R. Solanki	LDC	PB-1 Rs. 5200-20200 GP Rs. 1900	Rs. 17,841/-

Contd...8/-

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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. 14,50,000/-	Rs. 10,96,611/-	Rs. 3,53,389/-
2.	12.00.02-Wages	Rs. 2,15,000/-	Rs. 1,75,337/-	Rs. 39,663/-
3.	12.00.11- Domestic Travel Expenses	Rs. 10,000/-	0	Rs. 10,000/-
4.	12.00.13- Office Expenses	Rs.50,000/-	Rs. 22,008/-	Rs. 27,992/-
5.	2217- Plan Urban Development 80- General 800- Other expenditure 12- Architect Town Establishment 12.00.01-Salaries 12.0013 -Office Expenses	Rs.50,000/-	Rs. 36,511/-	Rs. 13,489/-

MANNUAL-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.

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

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

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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

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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.

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

Name : Shri J. B. Makwana
 Designation : Junior Town Planner
 Tele : 02875-252239
 Office Address : Junior Town Planner, Town and Country Planning Department
 Old Court Building, Fort Road, Diu.

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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.

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