

CIDCO/ECO/CBD/RTI/2009-10/

21st December 2009.

Sub: Submission of Information under Right to Information Act-2005.

Please find enclosed herewith hard copy of Information under Right to Information Act-2005. At present Chief Economist's & Sr.Economist's Posts are vacant. Due to the urgency, the filled-in formats are forwarded / submitted.

After filling of the above Posts, this format will be modified / updated.

Submitted please

Economist

GM (Adm.)

Section 2 (H)**Format A****Department wise list of Public Authorities under Section 2(h) RTI ACT 2005****Name of the Dept. – ECONOMICS**

City & industrial Development Corporation of Maharashtra Limited,
CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Under Section 2(h) a/b/c/d

Sr. No.	Category	Description of the Authority	Location/Address
1	City & industrial Development Corporation of Maharashtra Ltd. (CIDCO Ltd)	Vice Chairman & Managing Director.	City & industrial Development Corporation of Maharashtra Limited, CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Section 2 (H)**Format B****List of public Authorities substantially financed by Govt.****Name of the Dept. – ECONOMICS SECTION.**

City & industrial Development Corporation of Maharashtra Limited,
CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Under Section 2(h) (i) (ii)

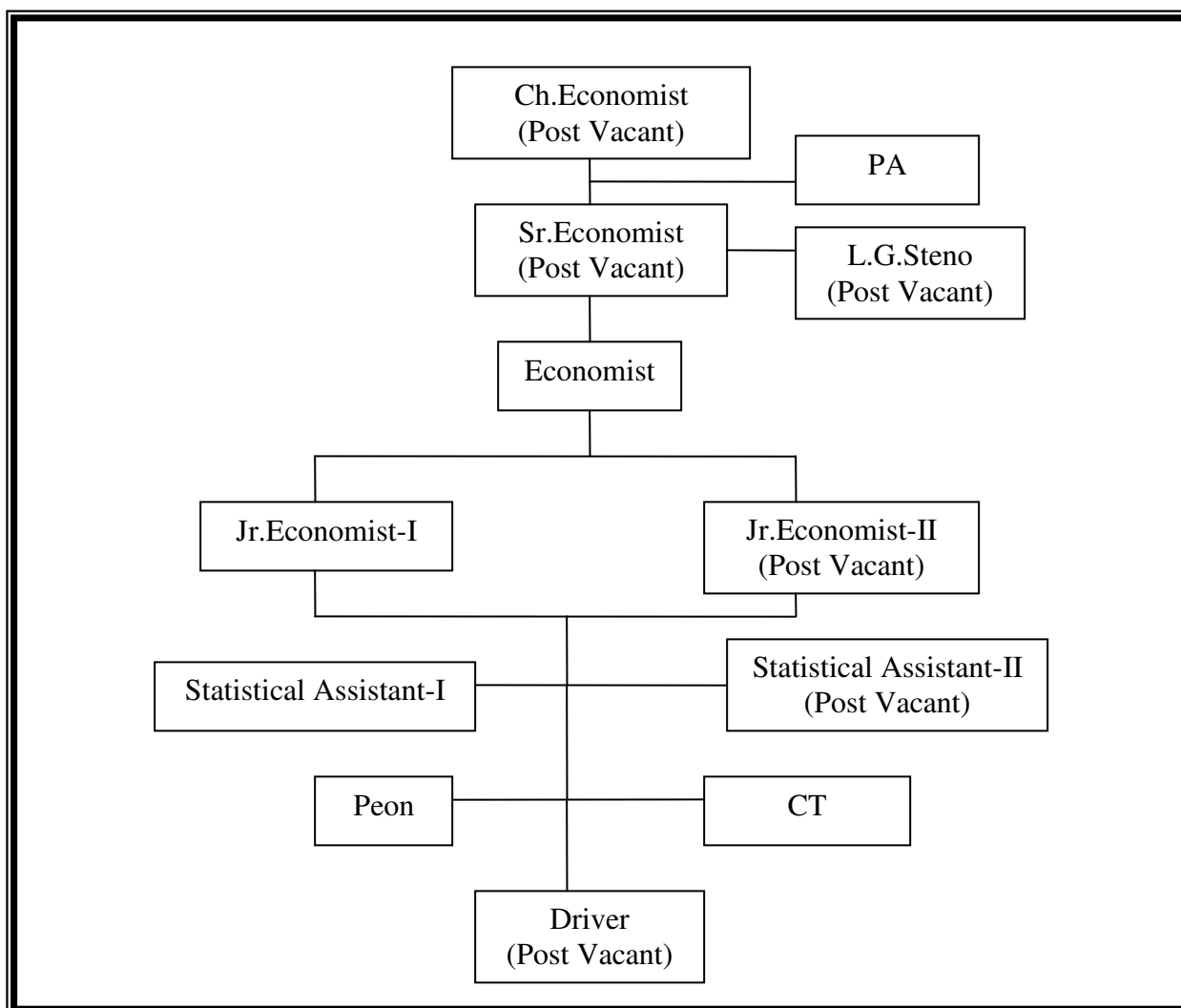
Sr. No.	Category	Description of the Authority	Location/Address
1	Chief Economist	Chief Economist	City & industrial Development Corporation of Maharashtra Limited, CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Section 4(1) (b) (i)

The particulars of functions & duties of the Public Authority:-

Name of the Public Authority:-	Chief Economist.
Address –	CIDCO Ltd., CIDCO Bhavan, 5th floor, Economics Section, CBD-Belapur, Navi Mumbai 400614
Head of the Office –	Vice Chairman & Managing Director
Parent Govt. Dept. –	Urban Development Department, Mantralaya.
Reporting to which office –	Managing Director /Joint-Managing Director
Jurisdiction – Geographical	Navi Mumbai & New Towns.
* Mission –	Nil
* Vision –	Nil
Objectives –	As mentioned below.
Functions –	<ol style="list-style-type: none"> 1) Preparation of Project Reports for different Nodes of Navi Mumbai & New Towns 2) Fixation of Reserve Price of Land 3) Study of Financial / Economic viability of a Project 4) Formulation of Land Pricing & Land Disposal Policy 5) Fixation of Sale Price of Housing Schemes, Shopping & Office Complexes, School & Other Constructed Premises of CIDCO 6) Calculation of Economic Rent of Constructed Premises 7) Formulation of various Projects for obtaining Loan from various agencies like HUDCO, MMRDA, World Bank, JBIC, IOB & other financial institutions for housing and infrastructure works 8) Co-ordination of Projects covered under Mega City, ASIDE Schemes, SEZ's etc. 9) Financial Analysis of Infrastructure Projects like Railway, Water Supply, Water Transport, Dams etc.
Details of Services provided (In Brief)	All above mentioned services.
Physical Assets	– - NA-
Services Available	: Economics Website

Organization's structural Chart (Orgonogram) at each level-Give linkage of jurisdiction and Address:-



Give Linkages of Jurisdiction & Address & Tel Nos.

: Economics Department
5th Floor, CIDCO Bhavan,
Navi Mumbai.
022- 67918521.

Office Timings:-

(09.30 A.M. to 5.30 P.M.)

Weekly holidays &
Specific Service Timings.

: Saturdays & Sundays

* Note – May be relevant to all the administrative departments at Mantralaya level.

* Mission as fixed by parent Govt. Dept.

* Vision as fixed by parent Govt. Dept.

Section 4(1) (b) (ii)

Format A

The powers of officers & employees in the office of Chief Economist

A

Sr. No.	Designation	Powers-Financial	Under which legislation/rule s/orders/GRs.	Remarks
1	Chief Economist	Nil	VC & MD / As per CIDCO's norms & rules & order	-

B

Sr. No.	Designation	Powers-Administrative	Under which legislation/rule s/orders/GRs.	Remarks
1	Chief Economist	Nil	VC & MD / As per CIDCO's norms & rules & order	-

C

Sr.No.	Designation	Powers-Magisterial	Under which legislation/rules/orders/GRs.	Remarks
-----NIL-----				

D

Sr.No.	Designation	Powers-Quasi judicial	Under which legislation/rules/orders/GRs.	Remarks
-----NIL-----				

E

Sr.No.	Designation	Powers-Judicial	Under which legislation/rules/orders/GRs.	Remarks
-----NIL-----				

Note: The officers and employees of every Public Authority may not have at the above powers delegated to them. Only a few Public Authorities have the powers i.e. judicial, quasi-judicial and magisterial powers.

Section 4(1) (b) (ii)

Format B

The duties of officers & employees in the office of Economics Department

Sr. No.	Designation	Duties	Under which Act/rules/orders/GRs./Circulars	Remarks
1	Chief Economist	Chief Economist is the Head of the Economics Dept. He is responsible for all the Economics Section Works. He is Adversary to the Management in the matter pertaining to Economic Section.	As per Delegation of Powers given by Board / Management for smooth functioning.	-

Sr. No.	Designation	Duties	Under which Act/rules/orders/GRs./Circulars	Remarks
2	Sr. Economist	Sr. Economist is the next subordinate Officer to Chief Economist . He assists Chief Economist in all the work / functions of Economics Section.	As per Delegation of Powers given by Chief Economist for smooth functioning.	Chief Economist
3	Economist	Economist is the next subordinate Officer to Sr. Economist. He assists the Chief Economist in all the work / functions of Economics Section.	As per Delegation of Powers given by Board for smooth functioning.	Chief Economist
4	Jr. Economist	Jr.Economist is the next subordinate Officer to Economist. He assists the Economist in all the work / functions of Economics Section.	As per Delegation of Powers given by Board for smooth functioning.	Chief Economist
5	Stat.Asstt.	S.A. is the next subordinate Officer to Jr. Economist. He assists the Chief Economist in all the work / functions of Economics Section.	As per Delegation of Powers given by Board for smooth functioning.	Chief Economist

II) Administrative : N.A.

III) Magisterial : N.A.

IV) Quasi-Judicial : N.A.

V) Judicial : N.A.

Section 4(1) (b) (iii)

The Procedure followed in the decision-making process, including channels of supervision and accountability in the office of ECONOMICS Department, CIDCO Navi Mumbai.

NAME OF ACTIVITY – N.A.

Related Provisions – N.A.

Name of the Act / Acts – N.A.

Rules – N.A.

Govt. Resolutions – N.A.

Circulars – N.A.

Office Orders – N.A.

Sr.No.	Activity	Steps involved	Time Limit	Authority Role & Responsibility of the employee/officer in connection with each activity. (mention designation)	Remarks
1	-----	-----Not	Applicable	-----	-----

Section 4(1) (b) (iv)

Format (A)

Physical and Financial Norms set for discharge of its functions in the office of ECONOMICS Section

ORGANISATIONAL TARGETS – Monthly, Quarterly, Six monthly & Yearly

Sr.No.	Designation	Activity	Physical Targets units to be covered	Financial Targets in Rs.	Time Limit	Remarks
-----N.A.-----						

Note :- A separate chart will be required for each activity as the targets (Physical and Financial) as well as the time limit will be different.

Section 4(1) (b) (iv) format (B)

Time limit of Economics Section For completion of work

Time limit of each work

Sr.No.	Subject	Days/hours for completion work	Responsible officer	Grievance Officer
-----N.A.-----				

Section 4(1) (b) (v) format (A)

The rules / regulation related with the functions of ECONOMICS SECTION CENTRE

Sr.No.	Subject	G.R./Circular/Office Order. Rule No. Notification etc. date.	Remarks if any
-----N.A.-----			

Section 4(1) (b) (v) format (B)

The Government Resolution related with the function of Employment & Training Schemes.

Sr.No.	Subject as indicated in the resolution	GR No. & its date	Remarks if any
-----N.A.-----			

Section 4(1) (b) (v) format (C)

The Circulars related with the functions Employment & Training Schemes.

Sr.No.	Subject as indicated in the circular	Circular No. & its date	Remarks if any
-----N.A.-----			

Section 4(1) (b) (v) format (D)

The Office Order/Policy Circulars related with the functions of Employment & Training.

Sr.No.	Subject as indicated in the office order	No. & office order date	Remarks if any
-----N.A.-----			

Section 4(1) (b) (v) format (E)

List of documents available in the office/section/ward/branch of Directorate, Employment & Training.

Sr.No.	Subject as indicated in the office order	No. & office order date	Remarks if any
-----N.A.-----			

Section 4(1) (a) (vi)

Statement of categories of documents held in the office of Economics Section.

Sr. No.	Subject	Type of Document file or register	Particulars	Periodicity of preservation on
1	Attendance Reports	Register	Attendance of Employee	2 yrs
2	Inward & Outward	Register	Taking note on day to day tapal	2yrs
3	Payment Register	Register	Taking note of Bills for payment	2yrs
4	Proposal Files	Document File	Taking entry of new proposal file	2 yrs
5	RTI	Document File	Taking entry of RTI documents.	1 yrs

Section 4(1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office Economics Section.

Sr.No.	Consultation for	Details of the Mechanism	Under which act/rule/circular	Periodicity
-----N.A.-----				

Section 4(1) (b) (viii) Format A

List of committees to be published under

Sr. No.	Name of the Committee	Composition of Committee	Purpose of the Committee	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-----N.A.-----						

Section 4(1) (b) (viii) Format B

List of boards to be published under

Sr.No.	Name of the boards	Composition of boards	Purpose of the boards	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-----N.A.-----						

Section 4(1) (b) (viii) Format C

List of councils to be published under

Sr.No.	Name of the councils	Composition of Councils	Purpose of the Councils	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-----N.A.-----						

Section 4(1) (b) (viii)

Format D

List of other bodies to be published under

Sr.No.	Name of the bodies	Composition of bodies	Purpose of the other bodies	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-----N.A-----						

Section 4(1) (b) (ix)

Directory of the officers and employees in the office of Economics Section.

Sr. No.	Name of the officers/employees	Designation	Cadre	Date Of Joining the Corp.	Contact Details Ph/Fax./E-mail
1	Post vacant	Chief Economist	1	-	-
2	Post vacant	Sr. Economist	1	-	-
3	Mr. M.M. Kalyankar	Economist	1	26/10/1984	67918518 kalyankar.mm @cidcoindia.com
4	Mr. M.B. Raj	Jr. Economist	2	05.11.1984	67918508
5	Mr. M.R. Jadhav	Statistical Assistant	2	15/09/1992	67918509
6	Mr. K.S.Hariharan	Selection Grade Steno	2	03/01/1977	67918521
7	Mr. A.S. Mhaskar	Clerk-Typist	3	13.10.1983	
8	Mrs. V.V. Mhatre	Peon	4	08/10/1990	

Section 4(1) (b) (x)

Details of remuneration of officers & employees in the office of Economics Section.

Sr.No.	Name	Designation Cadre	Basic Pay	DA	HRA	CCA	Special Allowance transport Allowance Project Allowance	Total
Remuneration / Salary as per CIDCO's norms								

Section 4(1) (b) (xi)

**Details of allocation of budget & disbursement made in the office of Economics Section
at Navi Mumbai for the year 2009-10. - N.A.**

Format A for current year

(In Rs.)

Sr.No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
N.A.				

Format B for previous Year

(In Rs.)

Sr.No.	Budget Head	Grants received	Grants utilised	Grants Surrendered	Results
N.A.					

Section 4(1) (b) (xii) (A) format

Manner of execution of subsidy program in the office of Economics Section.

Name of the Program -
 Eligibility of Beneficiary
 Pre-requisites for the benefit
 Procedure to avail the benefits of the programme
 Criteria for deciding eligibility
 Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
 Procedure for the distribution of the subsidy
 Where to apply or whom to contact in the office for applying
 Application Fee (where applicable)
 Other fees (where applicable)
 Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
 List of Annexure (Certificates/documentws)
 Format of Annexure
 Where to contact in case of process related complaints
 Details of the available fund (At various levels like District Level, Block Level etc.)
 Yearwise List of beneficiaries in the format given.
 Target (If any)
 Remarks

-----N.A.-----

Section 4(1) (b) (xii) (B) format

Details of beneficiaries of subsidy program in the office of Economics Section.

Name of the scheme/program -

For the year_____

Sr.No.	Name and address of Beneficiary	Amount of subsidy/ concession sanction
-----N.A.-----		

Section 4(1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Economics Section.

Type of license/permission/concession –
Licensing Authority

Sr.No.	Name of the license	License No.	Issued on	Valid upto	General Conditions	Details of the license **
-----N.A.-----						

* * Details of the license – The subject matter of the license should be mentioned. In case of non-agricultural use permission, survey No. or part thereof, will have to be mentioned.

Section 4(1) (b) (xiv)

Details of information available in electronic form in the office of Economics Section.

Sr.No.	Type of Document File/Register	Sub Topic	In which electronic format it is kept	Person in charge
-----N.A.-----				

Section 4(1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Economics Section.

Types of facilities –

- | | |
|---|--|
| • Information about visiting hrs. | 2.00 to 5.00 p.m. |
| • Information about interactive website | www.cidcoindia.com |
| • Facilitation center | Office of the Ch.Economist
CIDCO Bhavan |
| • Information about facilities for inspection of record | N.A. |
| • Information about facilities for inspection of works | N.A. |
| • Information about facilities for providing samples | N.A. |
| • Information about Notice Boards | N.A. |
| • Information about library | N.A. |
| • Information about Inquiry window or Reception etc. | N.A. |

Sr.No.	Type of facility	Timings	Procedure	Location	Person in charge
-----N.A.-----					

Section 4(1) (b) (xvi)

Details of Public Information Officers/APIOs/Appellate authority in the jurisdiction of (public authority) Economics Section.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.No.	E-mail id for purpose of RTI	Appellate authority
1	(Post Vacant)/	Chief Economist	Economics Section of CIDCO	CIDCO Ltd., CIDCO Bhavan, 5 th floor, Economics Section, CBD-Belapur, Navi Mumbai 400614, 67918518		Jt.MD.
2	(Post Vacant)	Sr.Economist				

APIOs

B

Sr.No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph.No.
1	Shri M.M. Kalyankar (**)	Economist	Economics Section of CIDCO	CIDCO Ltd., CIDCO Bhavan, 5 th floor, Economics Section, CBD-Belapur, Navi Mumbai 400614, 67918518

(**)-

1. In the absence of Chief Economist (PIO) & Sr.Economist (APIO), temporarily acting as APIO.

Appellate authority

C

Sr.No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
1	Shri.Dilip Jadhav	Joint- Managing Director	CIDCO Ltd., CIDCO Bhavan, 2 nd floor, CBD- Belapur, Navi Mumbai 400614, 67918624	Jt.MD.	jtdm@cidcoindia.com

Section 4(1) (b) (xvii)

Common administrative information published

Section 4(1)(c)

List out the routine decisions / important policies which you foresee will effect public.
Formalize the details about publications in such cases.
Publish such information under this heading

Section 4(1)(k)

Prepare a list of issues in which administrative & quasi-judicial decisions are generally taken in your office. Declare that henceforth you will provide reasons for such decisions to affected persons.

Note : The Public Authority / PIO can take the recourse to Notice Boards, News, Papers, Public announcement, Media, Broadcasts Internet etc. for the purpose of disseminating information.