

Section 2 (H) Format A

Department-wise list of Public Authorities under Section 2(h) RTI ACT 2005

Name of the Dept. – **Planning & Architecture Dept.**

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

Sr.No.	Category	Description of the Authority	Location/Address
1.	By or under the constitution	-----	-----
2.	By any other law made by parliament	-----	-----
3.	By any other law made by State Legislature	Under section 113 A of the MRTP Act 1966.	City & Industrial Development Corporation of Maharashtra Ltd. Location / Address: 2 nd floor, 'Nirmal', Nariman Point, Mumbai-21.
4.	By notification issued or order made by the appropriate Govt.	-----	-----

Section 2 (H) Format B

Name of the Dept. – **Planning & Architecture Dept.**

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

Sr.No.	Category	Description of the Authority	Location/Address
1	Body owned controlled or substantially financed	City & Industrial Development Corporation of Maharashtra Ltd.	2 nd floor, 'Nirmal', Nariman Point, Mumbai-21.
2	Non-Govt. organization substantially financed	-----	-----

Section 4(1) (b) (i)

The particulars of functions & duties of the Public Authority:-
Head of the Office – Managing Director.
Parent Govt. Dept. – Urban Development.
Reporting to which office – Addl. Chief Secretary, UD Dept.
Jurisdiction – Geographical – Maharashtra State.

Mission: CIDCO's corporate mission is to plan and create environment-friendly, model urban settlements with full fledged physical and social infrastructure to meet residential, commercial and industrial need of population at present and in the years to come.

Over 30 years' experience in urban development has earned CIDCO a reputation as the premier town planning agency in Maharashtra. It's success could be attributed to the guiding force of successive Vice-Chairmen and Managing Directors assisted by Joint Managing Directors, both of IAS cadre. Besides it has human resource of experienced specialists from the fields of architecture, town planning, transport, telecommunication, engineering, land survey and development, economics, statistics, marketing, finance, accounts, community development, public health, social welfare, rehabilitation and training.

Vision:

Objectives: CIDCO was given a mandate to undertake all development works and recoup cost of development from the sale proceeds of land and constructed property. Based on the mandate CIDCO set following broad objectives for itself:

1. To prevent population influx into Mumbai diverting it to the new town by providing them another urban alternative, which will allure the citizens wishing to relocate to a city with peace and comfort.
2. To absorb immigrants from other states and promote efficient and rational distribution of industries by preparing a ground for them who otherwise could have opted, for Mumbai.
3. To provide basic civic amenities to all to elevate standards of living of all social and economic strata.
4. To offer healthy environment and energizing atmosphere in order to utilize human resources at their fullest potential.

Functions: The Planning Department comprises Architecture, Planning and Development Permission Sections.

The Planning Section is involved in the preparation of Development Plan, its approval and modification, from time to time. Thereafter, the planning process involves identification of various projects for fulfilling its objectives, evaluation and preparation of nodal and sector plans, detailing of neighbourhood and cluster plans. It also takes a review of the development policy and its interpretation, impact of new laws and regulations, 12.5% schemes for project affected people, urban design proposals, consultancy projects and sundry works like preparation of drawings for marketing, execution of agreements and confirmation of plot dimensions as per site

conditions, suggestion of plots and changes in allotment conditions.

The Development Permission Section is involved in the approval of building plans after due scrutiny with regard to the General and special development control regulations concerning the land allotment, assessment of Development Charges, and correspondence with the applicants.

The Architecture Section prepares the design and detail drawings for certain public buildings and the various housing scheme projects taken up for different income groups in different parts of the city. Architecture (S) Section is looking after Belapur to Uran Nodes towards North and Panvel towards (East) and Architecture (N) Section is looking after from Airoli to Vashi Nodes and new Towns such as Aurangabad, Nashik, Oras, Nanded and some projects in development of Railways Stations.

In new towns, as Special Planning authority, it monitors the development by granting development permissions to the private land holders, as per the approved plan.

The Architecture Section is concerned with designing of housing like Lower middle and Higher Income Group housing projects in above said nodes. The social facility buildings like Nodal Hospitals and dispensaries, School Buildings, Community centers, Auditorium, Hostels, Model Police Stations, Police H.Q.s, Nodal offices, Crematoria for Hindus, and cemeteries for Christian and Muslim Communities.

Details of Services provided (In Brief) – City development, infrastructure development, consultancy.

Physical Assets – Details of Statement of lands & buildings and other assets may be obtained from Accounts, Estate Departments of CIDCO.

Organisation's structural Chart (Organogram) at each level

Office Timings: 9.30a.m. to 5.30p.m.
 Weekly holidays & specific Service Timings} Saturday, Sunday
 Tel Nos. : CAP – 67918460, ACP (NM) – 67918461,
 ACP (NT) – 67918462, ACA – 67918463.

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

The powers of officers and employees in the office of Planning & Architecture Dept.
 Designation: Chief Architect and Planner

- Powers: A) Financial..... Nil
 B) Administrative..... (i) Internal transfers.
 (ii) Leave sanction.
 C) Magisterial Under which act... Nil
 D) Quasi- Judicial..... First Appellate authority. As per the orders issued by MD under RTI act, 2005
 E) Judicial Under which act..... Nil
 F) Functional..... Policy Formulation, Designation of land uses, D.P. formulation, Development permission, Relaxation of certain conditions/terms, layout approvals at sectoral, nodal levels.

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

The duties of officers and employees in the office of Chief Architect & Planner.

A

S. N.	Designation	Duties	Under which Act/rules/orders/G.R.s/Circulars	Remarks
1.	C A P	To assist the Management in achieving the aims and objectives of the Corporation by contributing his dept.'s skills, knowledge, experience in the field of 1.Urban and Regional Planning, 2. Development and Management, 3.Framing Policies, 4.Conceptualizing Proposals to ensure enriched physical, social quality of life of the citizens of Navi Mumbai, New Towns, VVSR, provide consultancy services, creation of a livable urban environment, promoting brand image of our organization.	MRTP Act, G.R.s issued by Govt. from time to time, GDCR, DCRs of VVSR, New Towns, Waluj.	Nil.

Section 4(1) (b) (iii)

The Procedure followed in the decision-making process, including channels of Supervision and accountability in the office of Chief Architect & Planner.

NAME OF ACTIVITY – Approval to proposals (Planning, Building Permissions.)

Related Provisions – Policy notes, circulars, Board Resolutions, DCRs, MRTTP Act Provisions, Govt. Directives.

Name of the Act / Acts –Maharashtra Regional and Town Planning Act, 1966.

Rules – G.D.C.R.s, N.B.D.L.R.s.

Govt. Resolutions – Urban Dev. Dept., M.OE.F., Housing, Finance Depts., General Administration Dept., Home Dept.

Circulars – G.R.s, Circulars.

Office Orders – Issued by M.D., Jt. MD.

Sr.No.	Activity	Steps involved	Time limit	Remarks
1.	Approval to physical Planning proposals	Asstt. Planner, Asso.Planner, Sr. Planner, ACP – Formulation of proposals.	As may be given by Management	-
2.	Building permissions	Asstt. Engr., ATPO, TPO – Scrutiny of papers, payments recd., use of discretion, if reqd.	Given under MRTTP Act., GDCRs	-

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

Physical and Financial Norms set for discharge of its functions in the office of Chief Architect & Planner.

ORGANISATIONAL TARGETS – Monthly, Quarterly, Half Yearly & Yearly

Sr. No.	Designation	Physical Activity Norms	Targets	Financial Targets Time Limit – Financial year – 2009-2010.	Remarks
1.	Chief Architect & Planner	A. Approval to proposals at various levels. B. Approvals to DPs, DCRs etc. as also modifications there to from time to time, from Govt.	There are no physical targets given for the year. As and when need arises, proposals are initiated and pursued to their logical end.	No financial targets given except in VVSR and Navi Mumbai where Rs 40 crores and Rs 26.5 crores respectively are to be collected through various heads while granting building permissions.	Nil

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

Time limit for completion of work:-

Sr.No.	Subject	Days for Completion of Work	Responsible officer	Grievance Officer
1.	No Objection Certificate for NA Commencement Certificate Plinth Completion Certificate Occupancy Certificate Zone Confirmation Statement	30 days 60 days 21 days 21 days 15 days	TPO (VV) " " " "	ACP (NT) " " " "
2.	NOC for NA C.C. P.C.C. O.C. Z.C.s	30 days 60 days 21 days 21 days 15 days	SP(NT) " " " "	ACP (NT) " " " "
3.	NOC for NA C.C. P.C.C. O.C. Z.C.s	30 days 60 days 21 days 21 days 15 days	ATPO (NM) " " " "	ACP (NT) " " " "

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

The rules / regulations related with the functions of Bldg. Permission Dept.

Sr. No.	Subject	G.R./Circular/Office order	Remarks if any
1.	Approvals for NOCs	MRTTP Act, GRs, GDCRs. Office orders	--
2.	Development Permissions	"	--
3.	NOC for any miscellaneous purpose	"	--
4.	Plinth Completion Certificate	"	--
5.	NOC for NA Permission	"	--
6.	Occupancy Certificate	"	--
7.	Zone Confirmation Certificate	"	--

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

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

Sr.No.	Subject	GR No.	Remarks
1.	Training programmes.	--	Planners are sent by rotation for these, as and when, occasion arises, based on their area of interest and organisation's needs within and outside MMR, office etc.
2.	Seminars, Conferences	--	"
3.	Symposia, workshops	--	"

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

The Circulars related with the functions of Planning and Architecture Dept., as released from time to time are followed.

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

The Office Orders related with the functions of Planning and Architecture Dept., issued from time to time for smooth discharge of functions are followed.

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

List of documents available in the office/ Planning and Architecture Dept. is being compiled.

Section 4(1) (a) (vi)

Statement of categories of documents held in the office of Chief Architect & Planner.

Sr.No.	Subject	Type of Document
1.	Case files	Official
2.	Proposals files	Official
3.	Dockets	"
4.	Inward Register	Register
5.	Outward Register	"
6.	RTI file register	"
7.	File movement register	"
8.	Establishment files	Official
9.	DP files	"
10.	Separate scheme files	"
11.	CRZ files	"
12.	Meeting files	"
13.	BP files (policy)	"
14.	Board note files	"
15.	Attendance Register	Administration
16.	Project files	Official
17.	Maps of sub sectors, sectors, nodes, project areas, covering all Planning aspects.	"
18.	Charts.	"

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

-----Not applicable -----

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

The duties of officers and employees in the office of Chief Architect & Planner.

A

Sr. No	Designation	Duties	Under which Act/rules/orders/GRs./Circulars	Remarks
1.	C A P	To assist the Management in achieving the aims and objectives of the Corporation by contributing his dept.'s skills, knowledge, experience in the field of Urban and Regional Planning, Development and Management, framing policies, conceptualizing proposals to ensure enriched physical, social quality of life of the citizens of Navi Mumbai, New Towns, VVSR, provide consultancy services, creation of a livable urban environment, promoting brand image of our organization.	MRTTP Act, G.Rs issued by Govt. from time to time, GDCR, DCRs of VVSR, New Towns, Waluj	Nil

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.

-----Not applicable -----

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

List of committees constituted for day to day functioning:

S. N.	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 or not
1	Project Steering Committee for Navi Mumbai Wetland Centre	MD, JMD, CAP (Member Secretary)	Monitoring the progress of development	Monthly	No	Yes
2	Project management unit for above	MD, JMD, CAP (Member)			"	"
3	Golf Course	MD, JMD, CAP (Member Secretary)			"	"
4	Exhibition Centre	MD, JMD, CAP (Member)			"	"
5	NRI Housing	"			"	"
6	Planning Committee for considering suggestions/ objections on proposals under section 37 M.R.& T.P. Act,1966	MD, JMD, CAP (Member Secretary)		As and when required	Yes	"
7	CIDCO Yuva Building Centre	MD, CIDCO CAP, CIDCO (Vice Chairman), Executive Director YUVA (Member Secretary), Senior Advisor YUVA (Member), Treasurer (Member), HUDCO Representative (Member)	Monitor progress of installation of recycling plant for waste construction material	As and when required	No	"

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

List of boards constituted

-----Not applicable -----

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

List of councils set up

-----Not applicable -----

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

List of other bodies set up

-----Not applicable -----

Section 4(1) (b) (ix) & (x)

Directory of the officers and employees:

S.N	Designation	Name	Dt. Of Joining the post	Contact Details			Scale
				Phone	Fax	E-mail	
1	Chief Architect & Planner	Shri D V Shekdar	26/02/08	022 67918402	022 67918436	shekdar.dv@cidcoindia.com	37400-67000-8900
2	Additional Chief Planner(NM)	Shri M D Lele	07/04/03	" 8461	-	acp.nm@cidcoindia.com	37400-67000-8700
3	Additional Chief Planner (VV/NT/Khopta)	Shri K A Shinde	26/03/08	" 8462	-	shinde.ka@cidcoindia.com	"
4	Senior Planner (C)	Shri R N Dengele	24/02/03	" 8418	-	senior_planner_c@cidcoindia.com	15600-39100-7600
5	Senior Planner (SS)	Shri P. Suresh Babu	08/04/04	" 8403	-	-	"
6	Senior Planner (DP & GIS)	Shri KVRK Ravikumar	10/04/07	" 8432/58	-	ravikumar.kvrk@cidcoindia.com	"
7	Senior Planner(BP)	Shri V Venugopal	26/03/08	67121009	-	venugopal.vv@cidcoindia.com	"
8	Senior Planner (S/SEZ)	Smt A V Vedula	10/10/08	67918435	-	vedula.av@cidcoindia.com	"
9	Associate Planner (SS)	Shri R M Mankar	10/06/09	" 8443	-	mravindra04@yahoo.co.in	15600-39100-6600
10	Associate Planner(S)	Mrs A G Pai	18/06/09	" 8433	-	pai.ag@cidcoindia.com	"
11	Associate Planner(C)	Mrs M Nayak	16/06/09	" 8415	-	manjula.n@cidcoindia.com	"
12	Associate Planner (GIS)	Mrs Priya K.	30/04/07	" 8483	-	priya.k@cidcoindia.com	"
13	Associate Planner(N)	Mrs A N Karnam	17/06/09	" 8417	-	anupama.k@cidcoindia.com	"
14	Associate Planner(C)	Shri A V Uikey	01/08/09	" 8423	-	-	"
15	Deputy Planner(NA)	Mrs S S Shirodkar	06/07/98	" 8410	-	shirodkar.ss@cidcoindia.com	15600-39100-5400
16	Deputy Planner(TA)	Shri A E Nikhade	06/01/06	" 8475	-	nikhade.ae@cidcoindia.com	"
17	Deputy Planner(N)	Shri J B Patil	01/06/09	" 8442	-	patil.jb@cidcoindia.com	"
18	Deputy Planner(S)	Mrs Pranjali Mane	24/05/06	" 8427	-	-	"
19	Deputy Planner(SS)	Mrs S P Kale	04/10/06	" 8454	-	-	"
20	Deputy Planner(C)	Mrs S S Phadtare	23/03/07	" 8441	-	-	"
21	Deputy Planner(S)	Mrs V V Mahakalkar	28/01/08	" 8439	-	-	"
22	Deputy Planner(TA)	Mrs D R Bhugaonkar	11/08/08	" 8480	-	-	"
23	Deputy Planner(DP & GIS)	Shri B R Chaudhari	28/07/08	" 8446	-	-	"
24	Deputy Planner(S)	Shri P T Waghmare	08/08/08	" 8474	-	-	"
25	Deputy Planner(SS)	Mrs R B Chaudhari	28/07/08	" 8445	-	-	"
26	Deputy Planner(N)	Ms S P Pohekar	21/08/09	" 8480	-	-	"
27	Deputy Planner(C)	Mrs S M Bodhankar	30/07/09	" 8441	-	-	"
28	Deputy Planner(N)	Ms Shubhangi Galat	22/09/09	" 8480	-	-	"
29	Additional Chief Architect	Mrs S V Autee	16/07/09	" 8413	-	autee.sv@cidcoindia.com	37400-67000-8700
30	Sr. Architect(N)	Shri H M Patil	14/10/04	" 8426	-	-	15600-39100-7600
31	Sr. Architect (S)	Mrs. Rekha Dhar	17/11/09	" 8438	-	dhar.rp@cidcoindia.com	"
32	Associate Architect(NT/RP)	Shri P K Gaikwad	14/10/04	" 8450	-	gaikwad.pk@cidcoindia.com	15600-39100-6600
33	Associate Architect	Shri V A Sankhe	17/11/09	" 8408	-	-	"
34	Associate Architect	Mrs V V Gotmare	17/11/09	" 8455	-	-	"
35	Assistant Architect(S)	Shri T J Vaidya	29/10/04	" 8477	-	-	15600-39100-5400
36	Assistant Architect(N)	Mrs A S Pujar	04/01/08	" 8411	-	-	"
37	Associate Planner (Aurangabad)	Shri D R Bhade	11/06/09	(0240) 2485787	(0240) 2485324	-	15600-39100-6600
38	Deputy Planner(Aurangabad)	Shri R B Waghmare	28/01/08	(0240) 2485921	-	-	15600-39100-5400
39	Deputy Planner (Aurangabad)	Shri A P Gaikwad	25/08/08	(0240) 2485921	-	-	"
40	Deputy Planner (Aurangabad)	Shri M J Patil	05/09/08	"	-	-	"
41	Associate Planner(VV)	Shri Y S Reddy	30/04/07	(0250) 2390486	(0250) 2390466	-	15600-39100-6600
42	Associate Planner(VV)	Shri P T Gedam	30/04/07	"	-	-	"
43	Deputy Planner(VV)	Shri M P Main	05/12/05	(0250) 2390487	-	-	15600-39100-5400
44	Deputy Planner(Latur)	Shri N V Golkhande	01/07/04	(02382) 244151	-	-	"
45	Deputy Planner(Aurangabad)	Mrs Kanchan Bodhale	21/11/05	952532392679	(0253) 2392801	-	"

Section 4(1) (b) (xi)

Details of allocation of budget & disbursement made in the office of Chief Architect & Planner for the year 2009-10.

NAVI MUMBAI PROJECT
PROJECT OPERATION-PLANNING & ARCHITECTURE DEPARTMENT

Rs. in lakh

SR. NO.	PARTICULARS	BUDGET ESTIMATE 2008-09	ACTUALS 2008-09	BUDGET ESTIMATE 2009-10
A CONSULTANCY FEES				
Architectural Design & PMC				
1	Spaghetti Housing Scheme-Kharghar	16	0	16
2	Gharkul (Mass Housing Scheme) -Kharghar	9	0	9
3	Millennium Towers-Sanpada	2	0	2
4	NRI (Seawoods) Phase-II	50	0	50
5	Gharonda Housing Schemes at Ghansoli	8	0	8
6	Mathadi Housing Scheme Ghansoli	7	0	7
7	Mangrove Park	149	0	149
TOTAL-A		241	0	241
B NEW TOWNSHIPS				
1	Preliminary Works, Survey & Investigation	10	0	10
TOTAL-B		10	0	10
C OTHER WORKS				
1	Preparation of Revised Development Plan NMDP	0	0	0
2	Development Pedestrian Parsik Hill CBD	0	0	0
3	Deposit works- NIFT Ph. I & II	13	0	13
4	Deposit works- Meghalaya	0	0	0
5	Deposit works- Nagaland	0	0	0
TOTAL-C		13	0	13
GRAND TOTAL		264	0	264

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

Manner of execution of subsidy program in the office of Chief Architect & Planner
 -----Not applicable -----

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

Details of beneficiaries of subsidy program in the office of Chief Architect & Planner
 -----Not applicable -----

Section 4(1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the Office of Chief Architect & Planner at CIDCO Bhavan.

This Department grants NOCs, development permissions on a routine basis to people.

Section 4(1) (b) (xiv)

Details of information available in electronic form in the office of Chief Architect & Planner.

Sr.No.	Type of Document	Format	Person in-charge
1	Nodal Plans	AutoCAD	Senior Planners
2	DP of NM	"	Senior Planner(DP)
3	MMR RP	"	Senior Planner(DP)
4	Reports	Word	Senior Planners
5	Statements	Excel	"
6	Presentations	PowerPoint	C.A.P., A.C.P.s, A.C.A., Sr.Planners
7	Notings	Word	All Planners

Section 4(1) (b) (xv)

Particulars of facilities available for citizens for obtaining information in the office of Chief Architect & Planner:

Types of facilities –

Accessibility to officers without appointment on weekdays:

Visiting Hours: 2p.m. to 5 p.m.

Interactive website: www.cidcoindia.com

}Facilities for inspection of record

}Facilities for inspection of works

}Notice Boards

Section 4(1) (b) (xvi)

Details of Public Information Officers/A.P.I.O.s/Appellate authority in the jurisdiction of (public authority): Chief Architect & Planner.

A.P.I.O.s

A

Name of APIO: Shri K V R K Ravikumar.

Designation: Sr. Planner (DP & GIS).

Jurisdiction as APIO under RTI: Planning Dept. of NM and Architecture Dept.

Address/Ph.No. : 4th floor, CIDCO Bhavan, CBD-Belapur.

Tel.: 67918432.

P.I.O.

B

Name of P.I.O.: Mr. M D Lele.

Designation: Addl. Chief Planner (NM).

Jurisdiction as P.I.O. under RTI: Planning Dept. of NM and Architecture Dept.

Address/Ph.No. : 4th floor, CIDCO Bhavan, CBD-Belapur.

Tel. : 67918461.

E-mail id for purpose of R.T.I.: acp.nm@cidcoindia.com

First Appellate authority: Shri D V Shekdar,
Chief Architect & Planner.

First Appellate authority

C

Name of Appellate Authority: Shri D V Shekdar,

Designation: Chief Architect & Planner.

Jurisdiction as Appellate Authority: Planning Dept. of NM and Architecture Dept.

PIO reporting: Mr. M D Lele.

Designation: Addl. Chief Planner (NM).

E-mail id for purpose of RTI: shekdar.dv@cidcoindia.com

Section 4(1) (b) (xvii)

Common administrative information published

Could be had from Manager (Personnel), Company Secretary.

Section 4(1) (c):

1. In house journal: Nirmiti

2. Website links.www.cidcoindia.com

3. Advertisements: Released from time to time in English and vernacular newspapers

4. Notice Boards: 4th floor Planning Department

Section 4(1) (d):

Administrative powers to CAP:

1. Internal transfers of planners, staff.

2. Leave sanction.

3. Term Approvals