

Section 4 (1)(b) (i)

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

Name of the Public Authority – City & Industrial Development Corporation of Maharashtra Ltd. (CIDCO Ltd.)

Address – Nirmal, 2nd Floor, Nariman Point, Mumbai-400 021

Head of the Office – Managing Director, CIDCO Ltd.

Parent Govt. Dept. – Urban Development Department, Mantralaya, Mumbai-400 032.

Branch Office – CIDCO Ltd., Ambika Complex, 2nd Floor, Navghar Vasai(E),
Dist. Thane-401210

Reporting to which office – Joint Managing Director, CIDCO Ltd. 2nd Floor, CBD,
Belapur Navi Mumbai.

Jurisdiction – Geographical – Vasai-Virar Sub Region – 380 sq.km. – 4 Municipal Councils & 67 Gram Panchayats.
(Refer Govt. Notification No.TPS-1288/639/CR-126/UD-12 dtd. 14/5/1990)

*Mission – Planned City Development

*Vision – Preparation of Development Plan and Development Control Regulation for implementation of D.P. preparation for VVSR (Refer D.P. published and sanctioned by State Govt. dtd. 9/2/2007).

Objectives –

1. Preparation and Implementation of Development Plan for Vasai Virar Sub Region.
2. Grant of Development Permission/NOC for N.A. permission
3. Removal/control on unauthorized development.
4. Development of infrastructure as per D.P.

Scope – To function as Special Planning Authority within the provision of MRTP Act, 1966.

Functions –

- 1.. For grant of development permission/NOC for Non-Agricultural use.
 - Accept applications.
 - Scrutinize them as per sanctioned Development Control Regulation and Development Plan proposals of VVSR.
2. Issue challans for payment of development charges/fees/deposits etc. for submission of proposals to applicants.
3. Grant permission under Section 45 of MRTP Act, 1966.
4. To take actions on unauthorized development under Section 52, 53, 54, 55, 135 & 139 of MRTP Act, 1966.
5. To decide priorities of physical infrastructure development as per DP sanctioned for VVSR.

Details of service provided (In brief) – CIDCO is Special Planning Authority for VVSR and do not own any land hence the municipal services are provided by respective Municipal Council and Gram Panchayat to the area vested in them.

Physical Assets – Nil

Organization's structural Chart (Orgonogram) at each level – Enclosed. Anex – I

Weekly holidays – Saturday & Sunday

Specific service timing – 9.30 am. To 1.00 pm.

Lunch time - 1.00 pm. to 1.45 pm

1.45 pm. to 5.30 pm.

Tel. No.- 95250-2390487

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

The power of officer & employee in the office of CIDCO VASAI VIRAR

A

Sr.No.	Designation	Power – Financial	Under which Legislation / rules / order / GRs.	Remarks
	ADM ADO TPO ATPO EE CUC LSO AAO(VV)	Nil		

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

The power of officer & employee in the office of CIDCO VASAI VIRAR

B

Sr.No.	Designation	Power – Administrative	Under which Legislation / rules / order / GRs.	Remarks
	ADM(VV) ADO TPO ATPO EE CUC LSO AAO(VV)	ADM(VV)	MR & TP Act, 1966 Service Regulation	

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

The power of officer & employee in the office of CIDCO VASAI VIRAR

C

Sr.No.	Designation	Power – Magisterial	Under which Legislation / rules / order / GRs.	Remarks
	ADM ADO TPO ATPO EE CUC LSO AAO(VV)	Nil		

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

The power of officer & employee in the office of CIDCO VASAI VIRAR

D

Sr.No.	Designation	Power – Quasi Judicial	Under which Legislation / rules / order / GRs.	Remarks
	ADM ADO TPO ATPO EE CUC LSO AAO(VV)	Nil		

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

The power of officer & employee in the office of CIDCO VASAI VIRAR

E

Sr.No.	Designation	Power – Judicial	Under which Legislation / rules / order / GRs.	Remarks
	ADM ADO TPO ATPO EE CUC LSO AAO(VV)	Nil		

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

The duties of officer & employees in the office of CIDCO VASAI VIRAR

Sr.No.	Designation	Duties - Financial	Under which Act / rules / order / GRs. / Circulars	Remark
	ADM ADO TPO ATPO EE CUC LSO AAO(VV)	Nil		

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

The duties of officer & employees in the office of CIDCO VASAI VIRAR

Sr.No.	Designation	Duties - Administrative	Under which Act / rules / order / GRs. / Circulars	Remark
	ADM ADO TPO ATPO EE CUC LSO AAO(VV)	Grant of CL, EL, etc maintenance of leave record.	-	-

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

The duties of officer & employees in the office of CIDCO VASAI VIRAR

Sr.No.	Designation	Duties - Magisterial	Under which Act / rules / order / GRs. / Circulars	Remark
	ADM ADO TPO ATPO EE CUC LSO AAO(VV)	Nil		

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

The duties of officer & employees in the office of CIDCO VASAI VIRAR

Sr.No.	Designation	Duties – Quasi Judicial	Under which Act / rules / order / GRs. / Circulars	Remark
	ADM ADO TPO ATPO EE CUC LSO AAO(VV)	Nil		

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

The duties of officer & employees in the office of CIDCO VASAI VIRAR

Sr.No.	Designation	Duties - Judicial	Under which Act / rules / order / GRs. / Circulars	Remark
	ADM ADO TPO ATPO EE CUC LSO AAO(VV)	Nil		

Section 4 (1) (b) (iii)

The Procedure followed in the decision-making process, including channels of supervision and accountability in the office of CIDCO Ltd., VVSR

CIDCO Vasai Virar Sub Region office is functioning as Special Planning Authority under MRTP Act,1966. Accordingly following procedure channels of supervision and accountability is followed in the office CIDCO Ltd. VVSR

1. Administrator(VV) is the administrative head of VVSR.
2. Additional Chief Planner is planning head of VVSR.
3. Controller of Unauthorized Constructions is functional head of CUC.
4. Executive Engineer is a technical officer for design and execution of engineering works in VVSR. He is working under Superintending Engineer (Vashi).
5. Assistant Accounts Officer(VV) is working under Chief Accounts Officer.
6. TPO/Sr. Planner(VV) to grant development permission/OC and NOC for NA permission.
7. ATPO.
8. AEE
9. Asstt. Planner.
10. Surveyor.
11. Steno.
12. Clerk/Typist
13. Accounts Clerk

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

Physical and Financial Norms set for discharge of its functions in the office of CIDCO Ltd., VVSR

ORGANISATIONAL TARGETS – Yearly

Sr. No.	Designation	Activity	Physical Targets units to be covered	Financial Targets in Rs. (in lacs)	Time Limit	Remarks
	CAO					
	ADM	N.A.	N.A.	N.A.	-	-
	TPO/ATPO	i) development charges	-	1000	1 year	Achieved 12 crores by July 2008
		ii) lease premium	-	100	1 year	
		iii) Misc. receipts	-	100	1 year	
	EE	physical infrastructure	150	-		

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

The rules / regulations related with the functions of CIDCO Ltd. at VVSR.

Sr. No.	Subject	G.R./Circular/Office Order. Rule No. Notification etc. date	Remarks if any
1.	Grant of Development permission/NA/NOC.	i) DCR ii) MRTP Act. iii) Delegation of power by Govt. Notification No.TPS-1288/639/CR-126/UD-12 dtd.14/5/1990	
2.	Control of unauthorized development.	i) MRTP Act, 1966 ii) Govt. G.R. No.CUC-1797/12/PRA KRA-68/PART-2/UD-20 dtd.9/3/2000	

Section 4 (1) (b) (vi)

Statement of Categories of documents held in the office of CIDCO Ltd. at VVSR.

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of preservation
1	2	3	4	5	6
1	Sanctioned DCR for VVSR, 2004.	Book			
2	Sanctioned DP Report 2001	Plan			
3	Development plans 1:10000, 8 sheets	Plan			
4	Draft CRZ Survey map	Plan			
5.	Existing land use survey(NRSA)	Plan			
6	Tender documents of work awarded	Book			

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 CIDCO, VVSR

Sr. No.	Consultation for	Details of the Mechanism	Under which act/ rule/ circular	Periodicity
1.	Policy matters/ allotment matter/approvals etc.	Chairman of CIDCO is a public representative nominated by State Govt. There are other two public representative nominated by State Govt. on CIDCO's Board as member of Board of Directors.	Under Companies Act, 1956	Every month.

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

Statement of Boards, Councils, Committees or other bodies CIDCO Ltd. at VVSR

Sr. No	Name of the Committee/ Board/ Council/ Other Bodies	Composition of Committee Board/ Council/ Other Bodies	Purpose of the Committee Board/ Council/ Other Bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
	Board of Directors		Decision policies	Monthly	No.	No	Company Secretary CBD Belapur
	Jt.M.D. level committee						
	Grant of Post facto permission & OC certificates	Committee constituted vide Board Resolution No.6545 dtd.23/12/94 MD/JMD/ ACP(VV)/ TPO(VV)	To decide with the cases reported after construction of building without proper permission/ or illegal	Quarterly	No	Yes	VVSR office

Section 4 (1) (b) (xi)

Details of allocation of budget & disbursement made
in the office of CIDCO at VVSR for the year 2008-09

- Publish copy of the budget (In Rs.)
- Publish copy of grant distribution

Format A for current year (2008-09)

Sr. No.	Budget Head description	Grants Received	Planned use (Give details areawise or workwise in a separate form)	Remarks
	Budget copy is enclosed	Annexure - II		

Format B for previous year (2007-08)

Sr. No.	Budget Head	Grants Received	Grants Utilised	Grants Surrendered	Results
	The previous Budget copy is enclosed	Annexure-III			

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

Details of beneficiaries of subsidy program

In the office of CIDCO Ltd. at VVSR

Name of the scheme/program -- For the year ----

Sr.No	Name and Address of Beneficiary	Amount of Subsidy/concession sanctioned
	Nil	

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

Details of beneficiaries of subsidy program
in the office of CIDCO Ltd. at VVSR

Name of the scheme/program -- For the year --

Sr.No	Name and Address of Beneficiary	Amount of Subsidy/concession sanctioned
	Nil	

Section 4 (1)(b) (xiv)

Details of information available in electronic form
in the office of CIDCO Ltd., VVSR

Sr. No.	Type of Document File/Register	Sub Topic	In which electronic format it is kept	Person in charge
			i) Tape ii) Film iii) CD iv) Floppy v) Any other	
	CD	DCR DP Report	CD	TPO

Section 4 (1)(b) (xv)

Particulars of facilities available for citizen for obtaining information
In the office of CIDCO Ltd. VVSR

Types of facilities –

- . Information about visiting hours.
- . Information about interactive website.
- . Facilitation center.
- . Information about facilities for inspection of record.
- . Information about facilities for inspection of works.
- . Information about facilities for providing samples.
- . Information about Notice boards.
- . Information about library.
- . Information about Inquiry window or Reception etc.

Sr. No.	Type of facility	Timings	Procedure	Location	Person in charge
1	Visiting pass	2.00 pm. to 5.00 pm.	Visiting slip	Vasai	Security
2	website	24 hours	www.cidcoindia.com .		
3.	Facilitation	2.00 pm. to 5.00 pm.		Vasai	Adm(vv)
4.	Inspection of Record	9.30 am. To 5.30 pm.	Prior appointment	Vasai	Concerne d officer
5	Inspection of works	9.30 am. To 5.30 pm.	Prior appointment	Vasai	Adm(vv)
6	Providing samples	9.30 am. To 5.30 pm.	N.A.	Vasai	
7	Notice Board	9.30 am. To 5.30 pm.	Displayed	Vasai	Adm(vv)
8	Library		N.A.		
9	Enquiry/Reception		N.A.		

Section 4 (1)(b) (xvi)

Details of Public Information Officers/APIOs/Appellate Authority
In the jurisdiction of (public authority) CIDCO Ltd., VVSR

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	Mrs.M.J. Lawande	Adm(vv)	VVSR	Ambika Complex 2 nd floor Vasai(E), Dist. Thane / Ph No. 2391822		Shri Kiran Shinde ACP(NT) Planning Section, 4 th Floor CIDCO Bhavan, C.B.D.

APIOs

B

Sr No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph.No.
1	Mr. Ravindra Mankar	ATPO	Vasai Virar Sub Region	Ambika Complex 2 nd floor Vasai(E), Dist. Thane/Ph 2390487

Appellate Authority

C

Sr No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
1	Mr.Kiran Shinde	ACP(NT)	Vasai Virar Sub Region	Mrs. M.J. Lawande, ADM(VV)	Shinde.ka@cidcoindia.com

