

## RIGHT TO INFORMATION & OBLIGATIONS OF PUBLIC AUTHORITIES

### 1. The particulars of its organization, functions and duties.

The Rajkot Urban Development Authority was established on 30.1.1078 by the Panchayats, Housing and Urban Development Department vide notification No. GHB/24/UDA-1177-646(6)-Q2 under the Gujarat Town Planning & Urban Development Act, 1976, which constitutes the Authority for the said urban development area to be called the Rajkot Urban Development Authority which shall consists of the following members:

| Sr.No | Name of the Member   | Designation            | Tel. Number  |
|-------|--|------------------------|--|
| 1     | Shri Banchchanidhi Pani, IAS<br>Rajkot Urban Development Authority<br>Rajkot.                        | I/c. Chairman          | 0281 - 2476874                                       |
| 2     | Shri P. L. Sharma<br>Chief Town Planner<br>Gujarat State<br>Gandhinagar                              | Ex - Officio<br>Member | 079 – 23231669<br>079 – 23254138<br>Fax 079-23254111 |
| 3     | Shri S. G. Bhatt<br>Dy. Secretary, UD & UH Deptt.<br>Gandhinagar                                     | Ex - Officio<br>Member | 079 – 3251019  |
| 4     | Dr. Rahul Gupta, IAS<br>Collector, Rajkot District,<br>Rajkot  | Ex - Officio<br>Member | 0281 – 2473900                                       |
| 5     | Shri Banchchanidhi Pani, IAS<br>Municipal Commissioner<br>Rajkot Mun. Corporation, Rajkot.           | Ex - Officio<br>Member | 0281 - 2224133                                       |
| 6     | Shri G. H. Makwana, IAS<br>Regional Municipal Commissioner<br>Regional Municipal Commissioner office | Ex - Officio<br>Member | 99784 – 08710  |
| 7     | Shri Chirag Pandiya<br>City Engineer<br>Rajkot Municipal Corporation<br>Rajkot                       | Ex - Officio<br>Member | 97145 - 03719  |
| 8     | Shree Alpaben Khataria<br>President, Jilla Panchayat<br>Rajkot District,<br>Rajkot                   | Ex - Officio<br>Member | 0281 – 2444426<br>94272-07207                        |
| 9     | Shri Uday Kangad<br>Chairman, Standing Committee<br>Rajkot Municipal Corporation<br>Rajkot           | Member                 | 0281 – 2221520<br>98793-77777                        |
| 10    | Shri P. V. Antani<br>Chief Executive Authority<br>Rajkot Urban Development Authority<br>Rajkot.      | Member<br>Secretary    | 0281 - 2476799<br>99784-56900                        |

## **Functions of the Authority:**

As provided in Section 23 of the Gujarat Town Planning & Urban Development Act, 1976 the important functions of the authorities are as under:

- i) to undertake the preparation of development plans under the provisions of this Act, for the urban development area;
- ii) to undertake the preparation of town planning schemes under the provisions of this Act, if so directed by the State Government;
- iii) to carry out surveys in the urban development area for the preparation of development plans or town planning schemes;
- iv) to guide, direct and assist the local authority or authorities and other statutory authorities functioning in the urban development area in matters pertaining to the planning, development and use of urban land;
- v) to control the development activities in accordance with the development plan in the urban development area;
- v-a) to levy and collect such scrutiny fees for scrutiny of documents submitted to the appropriate authority for permission for development as may be prescribed by regulations;
- vi) to execute works in connection with supply of water, disposal of sewerage and provision of other services and amenities;
- vi-a) to levy and collect such fees for the execution of works referred to in clause (vi) and for provision of other services and amenities as may be prescribed by regulations;
- vii) to acquire, hold, manage and dispose of property, movable or immovable, as it may deem necessary;
- viii) to enter into contract, agreement or arrangements, with 'any local authority, person or organization as the urban development authority may consider necessary for performing its functions.

- ix) to carry any development works in the urban development area as may be assigned to it by the State Government from time to time;
- x) to exercise such other powers and perform such other functions as are supplemental, incidental or consequential to any of the foregoing powers and functions or as may be directed by the State Government.

**2. The powers and duties of its officers and employees**

As per Annexure “A” attached.

**3. Procedure followed in the decision making process, including channels of supervisor and accountability.**

The Authority’s main function is planning the area of its jurisdiction. For that purpose, Development Plan, Town Planning Schemes are prepared and Development Control Regulations are also framed. Accordingly, development permissions are given, illegal and unauthorized constructions are detected, licences to Architects, Engineers, Structural Engineers, Surveyors (Planners) etc. are issued. All these works are carried out by the Authority through proper channel starting from Surveyor-Planning Assistant-Assistant Town Planner-Deputy Town Planner-Chief Executive and finally it is submitted to the Chairman for approval and decision.

**4. Norms set up by it for the discharge of its functions**

Following are the norms set up by the Authority for the discharge of its functions:

| <b>Sr.No.</b> | <b>Type of cases/applications</b>   | <b>Time limit for disposal</b> |
|---------------|---|--------------------------------|
| 01            | Development permissions   | 90 days                        |
| 02            | Licence to Architects, Engineers, Structural Engineers, Surveyors, Planners, etc. | 30 days                        |
| 03            | Application for mining, quarrying, brick kilning                                  | 30 days                        |
| 04            | Occupancy certificate   | 30 days                        |
| 05            | Zone certificate/Zoning part plan, etc.   | 02 days                        |
| 06            | Zoning advice as per D.P.   | 15 days                        |
| 07            | Certificate of Development Charge   | 00                             |

Project works are undertaken by the Authority by taking prior approval of the Board. The execution formalities are being followed as per the existing procedure of State Public Works Department.

5. **The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.**

The Authority prepares the Development Plan, Town Planning Schemes and frames the Development Control Regulations in accordance with the Gujarat Town Planning & Urban Development Act, 1976 and its Rules, 1979. Site & Service Schemes for residential purposes and commercial complexes are also undertaken by the Authority by purchasing government land. Individual development permission cases are also issued by the Authority. For all these purposes, the employees are discharging their functions by using the G.D.C.R. under its control.

For execution of project work, PWD manual, technical specifications, tender volumes and measurement and payment procedures in the proforma as decided by the State Public Works Department are adopted and followed.

6. **A statement of categories of documents that are held by it or under its control**

The following documents are under the control of the Authority.

| Details  | Amount Rupee |
|--|--------------|
| 1) Part Plan of sanctioned Development Plan          | 300.00       |
| 2) Zoning Certificate of sanctioned Development Plan | 300.00       |
| 3) T.P. Scheme Part Plan                             | 300.00       |
| 4) Final plot sketch of T.P. Scheme                  | 500.00       |
| 5) 'F' Forms of T.P. Schemes                         | 200.00       |
| 6) Copy of sanctioned lay out                        | 1500.00      |
| 7) Copy of the G.D.C.R                               | 1000.00      |
| 8) Copy of sanctioned building plans                 | 1000.00      |
| 9) Copy of occupancy certificate                     | 1000.00      |
| 10) Copy of Board's resolutions                      | 50.00        |

For project works:

- 1) RUDA's resolution for work sanction
- 2) Estimates and draft tender papers
- 3) Tender notice
- 4) Tender forms (submitted)
- 5) Tender evaluation papers
- 6) Work order
- 7) Measurement books
- 8) Running Account Bills and final bill
- 9) Materials consumption register
- 10) Test results of the materials

7. **The particulars of any arrangements that exists for consultation with or representation by members of the public in relation to the formulation of its policy or implementation thereof.**

The following ex-officio members are included in the Board nominated by the Government.

- 1) Chairman of the Authority appointed by Government
- 2) President, District Panchayat
- 3) Chairman, Standing Committee, Municipal Corporation

8. **The 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 meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings accessible for public.**

The minutes of the meeting i.e. resolution is accessible to the public by paying the charges fixed by the Authority. However, public is not allowed to attend the Board Meeting.

9. **A directory of its Officers and employees – As per Annexure “B” attached.**
10. **The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations – As per Annexure “C” attached.**
11. **The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

**Projects works - estimated expenditure as budgeted in budget year 2015-2016**

|  |                     |
|--|---------------------|
| <b>1. Street light project:</b>          | <b>10,00,00,000</b> |
| <b>2. Road projects:</b>                 | <b>30,00,00,000</b> |
| <b>3. Solid waste management project</b> | <b>1,94,00,000</b>  |
| <b>4. Affordable Housing Project</b>     | <b>32,00,00,000</b> |
| <b>5. Rajiv Avas Yojana</b>              | <b>5,27,00,000</b>  |
| <b>6. S.J.M.M.S.V.Yojana</b>             | <b>70,00,00,000</b> |

12. **The manner of subsidy of execution programme, including the amounts allocated and the details of beneficiaries of such programmes.**

The Authority constructed 552 housing units at Kothariya R.S. No. 237/P under the E.W.S. Housing Scheme (under 15 points programme of the Hon. Chief Minister) in 2002. The project cost was Rs. 357.00 lakhs. The unit cost is Rs. 67,000/- Rs. 5,000/- per unit is given by the state government as subsidy (Total Rs. 27.60 lakhs from Government). The Authority availed loan from the National Housing Bank at Rs. 50,000/- per unit (total Rs. 276 lakhs).

The Authority has undertaken housing scheme under "Mukhyamantri Gruh yojana" and "Rajiv Avas Yojna" for E.W.S. and L.I.G. housing. Under this scheme subsidy/grant will be released by the government according to eligibility of beneficiaries. The Mukhyamantri Gruh yojana consists 1020 flats of EWS and LIG type and RAY consists 136 flats for EWS.

13. **Particulars of recipients of concessions, permits or authorizations granted by it**

The Authority does not grant or permit any concession to anyone.

14. **Details in respect of the information available to or held by it, reduced in an electronic form**

No information is available in an electronic form.

15. **The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room it maintained for public use**

No such provision is kept.

16. **The names, designation and other particulars of the public information officers.**  
**Asstt. Public Information Officers:**

- |    |  |   |
|----|--|---|
| 1. | Shri P. M. Chauhan (J.T.P.)<br>Technical Section         | Ph. (O) 2440810<br>Mobile : 94262-01394 |
| 2. | Shri A.. M. Gandhi (A.A.E.)<br>Project & Housing Section | Ph. (O) 2440810<br>Mobile : 98251 59839 |

3. Shri T. R. Langhanja (Account Officer)  
Account Section  
Ph. (O) 2440810  
Mobile : 99099 92770
4. Shri V. P. Rajput (I/c Head Clerk)  
Administrative Section  
Ph. (O) 2440810  
Mobile : 99099 60492
5. Shri A. H. Suma (Tracer)  
Drawing Section  
Ph. (O) 2440810  
Mobile : 99099 92762
6. Shri Keyur Vanparia (Planning Assistant)  
Survey Section  
Ph. (O) 2440810  
Mobile : 99099 92757

**Public Information Officer**

Shri P. M. Chauhan  
Junior Town Planner  
Ph. (O) 2440810  
Mobile : 94262-01394

**Appellate Authority**

Shri P. V. Antani  
Chief Executive  
(O) 2476799  
Mobile : 99784 56900

17. **Such other information as may be prescribed - Nil**

**RAJKOT URBAN DEVELOPMENT AUTHORITY**  
**POINT – 9**  
**ANNEXURE - B**

| No                      | Name & Address                          | Designation                        |
|-------------------------|---|------------------------------------|
| 1                       | 2                                       | 3                                  |
| <b><u>CLASS - 1</u></b> |   |                                    |
| 1                       | Shri. P. V. Antani<br>(M) 99784-56900   | I/c. Chief Executive Authority     |
| 2                       | Shri K. R. Sumra<br>(M) 98254-14241     | Town Planner                       |
| <b><u>CLASS - 2</u></b> |   |                                    |
| 3                       | Shri P. M. Chauhan<br>(M) 94262-01394   | I/c. Admin Officer                 |
| 4                       | Shri T.R.Langhanja<br>(M) 89808-08564   | Accounts Officer                   |
| 6                       | Shri P. M. Chauhan<br>(M) 94262-01394   | J. T. P.                           |
| 7                       | Shri Nirjar Patel<br>(M) 96627-70444    | J. T. P.                           |
| 8                       | Shri Arth Patel<br>(M) 95588-48811      | J. T. P.                           |
| <b><u>CLASS - 3</u></b> |   |                                    |
| 9                       | Shri P.V.vaidhya<br>(M) 89808-08564     | Accountant                         |
| 10                      | Shri A. M. Gandhi<br>(M) 98251-59839    | Add.Asstt.Engineer                 |
| 11                      | Ms. H. M. Modhiya<br>(M) 89808-08563    | Planning Assistant                 |
| 12                      | Shri Keyur Vanpariya<br>(M) 76004-65606 | Planning Assistant                 |
| 13                      | Shri V. P. Rajput<br>(M) 99099-60492    | I/c Head Clark<br>Clark Cum Typist |
| 14                      | Shri A.H. Suma<br>(M) 99099-92762       | I/c Jr. Drafts man                 |
| 15                      | Shri S.B. Masurkar<br>(M) 99099-92761   | Tracer                             |
| 16                      | Shri N.D. Hathila<br>(M) 99099-46782    | Tracer                             |
| 17                      | Shri H.K. Ghodasara<br>(M) 99099-92759  | Tracer                             |
| 18                      | Shri V.P. Rajput<br>(M) 99099-60482     | Clark                              |
| 19                      | Shri D. C.Vyas<br>(M) 99099-92764       | Clark                              |
| 20                      | Shri J.J. Vagadiya<br>(M) 99099-92772   | Driver                             |
| 21                      | Shri R.P. Rawal                         | Driver                             |
| 22                      | Shri G.M. Varaniya                      | Driver                             |
| 23                      | Shri N. J. Khimsuriya                   | Driver                             |
| <b><u>CLASS - 4</u></b> |   |                                    |
| 24                      | Shri H.J. Rathod                        | Peon.                              |
| 25                      | Shri K.S. Sisodiya                      | Peon.                              |
| 26                      | Smt. N.V. Monpara                       | Peon                               |
| 27                      | Shri L. M. Parecha                      | Peon.                              |
| 28                      | Shri G.R.Parmar                         | Peon.                              |



**RAJKOT URBAN DEVELOPMENT AUTHORITY****Statement showing monthly remuneration received by officers and employees****ANNEXURE – C**

| <b>NO.</b> | <b>Name And Designation</b>                    | <b>Gross Pay</b> |
|------------|--|------------------|
| <b>1</b>   | <b>2</b>                                       | <b>3</b>         |
| 1          | Shri P. V. Antani<br>Chief Executive Authority | 99800            |
| 2          | Shri. K. R. Sumra<br>Town Planner              | 69700            |
| 3          | Shri. P. M. Chauhan<br>I/c. Admin Officer      | In charge        |
| 4          | Shri T. R. Langhanja<br>Account Officer        |                  |
| 6          | Shri. P.V.Vaidhya<br>I/c. Accountant           |                  |
| 7          | Shri. P. M. Chauhan<br>J. T. P.                | 80200            |
| 8          | Shri Nirjar Patel<br>J.T.P.                    |                  |
| 9          | Shri Arth Patel<br>J.T.P.                      |                  |
| 10         | Shri.A.M.Gandhi<br>A.A.E.                      | 85100            |
| 11         | Shri. P.V.Vaidhya<br>Accountant                | 38090            |
| 12         | Ms. H. M. Modhiya<br>P.A                       | 38090            |
| 13         | Shri Keyur Vanparia<br>P.A                     | 38090            |
| 14         | Shri. A.H.Suma<br>Tracer                       | 21690            |
| 15         | Shri. S.B.Masurkar<br>Tracer                   | 20450            |
| 16         | Shri. N.D.Hathila<br>Tracer                    | 20080            |
| 17         | Shri.H.K.Ghodasara<br>Tracer                   | 19130            |
| 18         | Shri.V.P.Rajput<br>Clerk                       | 13540            |
| 19         | Shri. D. C.Vyas<br>Junior Clerk                | 8460             |
| 20         | Shri.J.J.Vagadia<br>Driver                     | 17410            |
| 21         | Shri.R.P.Raval<br>Driver<br>5200-20200         | 16820            |
| 22         | Shri.G.M.Varania<br>Driver                     | 13120            |
| 23         | Shri. N.J. Khimsuriya<br>Driver                | 8720             |
| 24         | Shri.H.J.Rathod<br>Peon                        | 11910            |
| 25         | Shri.K.S.Sisodia<br>Peon                       | 11730            |
| 26         | Mrs.N.V.Monpara<br>Peon                        | 10910            |
| 27         | Shri. L. M. Parecha<br>Peon                    | 6290             |
| 28         | Shri. G.R.Parmar<br>Peon                       | 6100             |