

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	Dr. Vikrant Pandey, IAS Rajkot Urban Development Authority Rajkot.	I/c. Chairman	0281 - 2476874
2	Shri P. L. Sharma Chief Town Planner Gujarat State Gandhinagar	Ex - Officio Member	079 – 23231669 079 – 23254138 Fax 079-23254111
3	Shri S. G. Bhatt Dy. Secretary, UD & UH Deptt. Gandhinagar	Ex - Officio Member	079 – 3251019
4	Dr. Vikrant Pandey, IAS Collector, Rajkot District, Rajkot	Ex - Officio Member	0281 – 2473900
5	Shri Banchchanidhi Pani, IAS Municipal Commissioner Rajkot Mun. Corporation, Rajkot.	Ex - Officio Member	0281 - 2224133
6	Shri Chirag Pandiya City Engineer Rajkot Municipal Corporation Rajkot	Ex - Officio Member	97145 - 03719
7	Shri H. D. Selat Financial Advisor, UD & UH Deptt. Gandhinagar	Ex - Officio Member	079 – 23250618 Fax 079-23257440
8	Shree Nileshbhai Virani President, Jilla Panchayat Rajkot District, Rajkot	Ex - Officio Member	0281 – 2444426 94272-07207
9	Shri Pushkarbhai Patel Chairman, Standing Committee Rajkot Municipal Corporation Rajkot	Member	0281 – 2221520 98793-77777
10	Shri P. B. Pandya Chief Executive Authority Rajkot Urban Development Authority Rajkot.	Member Secretary	0281 - 2476799 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:

Sr.No.	Type of cases/applications	Time limit for disposal
01	Development permissions	30days
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

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

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 R.V.Koradia (J.T.P.)
Technical Section | Ph. (O) 2440810
Mobile : 89808 08562 |
| 2. | Shri A.. M. Gandhi (A.A.E.)
Project & Housing Section | Ph. (O) 2440810
Mobile : 98251 59839 |

3. Shri P.V.Vaidhya (I/c Account Officer)
Account Section
Ph. (O) 2440810
Mobile : 99099 92770
4. Shri A.D.Makwana (I/c Head Clerk)
Administrative Section
Ph. (O) 2440810
Mobile : 99099 92767
5. Shri A. H. Suma (Tracer)
Drawing Section
Ph. (O) 2440810
Mobile : 99099 92762
6. Shri B. P. Padmani (Surveyor)
Survey Section
Ph. (O) 2440810
Mobile : 99099 92757

Public Information Officer

Shri R.V.Koradia
Junior Town Planner
Ph. (O) 2440810
Mobile : 89808 08562

Appellate Authority

Shri P. B. Pandya
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
<u>CLASS - 1</u>		
1	Shri. P. B. Pandya (M) 99784-56900	I/c. Chief Executive Authority
2	Shri K. R. Sumra Rajkot (M) 98254-14241	Town Planner
<u>CLASS - 2</u>		
3	Shri R.V.Koradia B/10, Gol Residency, Behind Vrundavan Society, Kalawad Road, Near Nanamauva Village, Rajkot-5 (M) 89808-08562	I/c. Admin Officer
4	Shri P.V.vaidhya 102, "Uma" Apartment, 5 Manhar Plot, Rajkot. (M) 89808-08564	I/c. Accounts Officer
5	Shri A. G. Bhatt (M) 99254-55545	I/c. J. T. P.
6	Shri R.V.Koradia B/10, Gol Residency, Behind Vrundavan Society, Kalawad Road, Near Nanamauva Village, Rajkot-5 (M) 89808-08562	J. T. P.
<u>CLASS - 3</u>		
7	Shri P.V.vaidhya 102, "Uma" Apartment, 5 Manhar Plot, Rajkot. (M) 89808-08564	Accountant
8	Shri A. M. Gandhi Sadguru vandna dham-1,Block No.A/2/104 150 ft.Ring Road, Rajkot. (M) 98251-59839	Add.Asstt.Engineer
9	Ms. H. M. Modhiya C-5/59, Government Quarter, Near Bahumali Bhawan, Rajkot (M) 89808-08563	Planning Assistant
10	Shri B. P. Padmani "Gaytri", Ruda site – 2, Uni. Road, Rajkot. (M) 99099-92757	Surveyar
11	Shri A.D. Makvana Ruda – 1, Plot No. – 269, Kalawad Road, Rajkot (M) 99099-92767	I/c Head Clark Clark Cum Typist
12	Ms. D.P. Vyas "Aprna" Ruda Site–1, Block No.–121, Kalawad Road, Rajkot (M) 99099-46778	Jr. Drafts man
13	Shri A.H. Suma New Ghanchiwad, Near Jilla Garden, Rajkot (M) 99099-92762	Tracer
14	Shri S.B. Masurkar 4 - Government Society, Kidwai Nagar, Raiya Road, Rajkot (M) 99099-92761	Tracer
15	Shri N.D. Hathila Nr. R.C.K. Park, Opp. Bharti Nagar Society, Gandhigram, Rajkot. (M) 99099-46782	Tracer

16	Shri H.K. Ghodasara "Ujas" 4-Satyanarayan Park, Block No.–190, Gandhigram, Rajkot. (M) 99099-92759	Tracer
17	Shri V.P. Rajput "Vrajbbhoomi", Block No.–204, Second Floor, Opp. Prajapati Sorathiyawadi, Gandhigram, Rajkot. (M) 99099-60482	Clark
18	Shri D. C.Vyas "Shree" 8- Master Society, Near SorathiyaWadi Chowk , 80 Feet Road, Rajkot (M) 99099-92764	Clark
19	Shri J.J. Vagadiya 4-Vandan vatika society Airport Road Rajkot. (M) 99099-92772	Driver
20	Shri R.P. Rawal "PrabhuKrupa" 5 - Akshar Nagar, Gandhigram, Rajkot.	Driver
21	Shri G.M. Varaniya Ruda Site No.-3, Plot No.-12/B, Near Iscone Temple, Kalawad Road, Rajkot	Driver
22	Shri N. J. Khimsuriya 3, Sarvoday Society, Aqurate Opp. Way-Bridge, 80 Feet Road, Rajkot (M) 99099-60495	Driver
	<u>CLASS - 4</u>	
23	Shri H.J. Rathod Bangla No. – 3, Race course Road, Rajkot.	Peon.
24	Shri K.S. Sisodiya 3 – Akshar Nagar, Opp. Prajapati Sorathiya Wadi, Gandhigram, Rajkot.	Peon.
25	Smt. N.V. Monpara 3 - Junction Plot, Shivashray Apartment, 1st Floor, Flat No. – 102, Rajkot.	Peon
26	Shri L. M. Parecha 1- Manharpur , Opp. Dwarkadhish Petrol Pump, Jamnagar Road, Rajkot	Peon.
27	Shri G.R.Parmar Rajkot	Peon.

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

Sr. NO.	Name, Designation And Pay Scale	Gross Pay
1	2	3
1	Shri P. B. Pandya Chief Executive Authority 37630	In charge
2	Shri. K. R. Sumra Town Planner 15600-39100	91024
3	Shri. R.V.Koradia I/c. Admin Officer	In charge
4	Shri. P.V.Vaidhya I/c. Accountant	In charge
5	Shri. A.S. Sanghavi J. T. P. 9300-34800	57003
6	Shri. R.V.Koradia J. T. P. 9300-34800	57003
7	Shri.A.M.Gandhi A.A.E. 9300-34800	72095
8	Shri. P.V.Vaidhya Accountant	15500
9	Ms. H. M. Modhiya P.A	15500
10	Ms. R.B. Parmar P.A	17500
11	Shri. Sindu Kumar P.A.	17500
12	Shri .B.P.Padmani Surveyor 9300-34800	53517
13	Shri A.D.Makawana I/c Head Cleark , Clerk-cum-Typist 9300-34800	31580
14	Ms. D.P.Vyas Jr.Drafts Man 5200-20200	44814
15	Shri. A.H.Suma Tracer 5200-20200	44503
16	Shri. S.B.Masurkar Tracer 5200-20200	42496
17	Shri. N.D.Hathila Tracer 5200-20200	41779
18	Shri.H.K.Ghodasara Tracer 5200-20200	37883
19	Shri.V.P.Rajput Clerk 5200-20200	28906
20	Shri. D. C.Vyas Junior Clerk 5200-20200	19125

21	Shri.J.J.Vagadia Driver 5200-20200	39439
22	Shri.R.P.Raval Driver 5200-20200	38148
23	Shri.G.M.Varania Driver 5200-20200	29980
24	Shri. N.J. Khimsuriya 5200-20200	19175
25	Shri.H.J.Rathod Peon 5200-20200	27342
26	Shri.K.S.Sisodia Peon 5200-20200	26907
27	Mrs.N.V.Monpara Peon 4440-7440	24307
28	Shri. L. M. Parecha Peon 4440-7440	14374
29	Shri. G.R.Parmar Peon 4440-7440	14374