

## RIGHT TO INFORMATION & OBLIGATIONS OF PUBLIC AUTHORITIES

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

The Rajkot Urban Development Authority was established on 30.1.1978 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 consist of the following members:

Sr.No	Name of the Member	Designation	Tel. Number
1.	Shri Ajay Bhadoo, IAS Municipal Commissioner, Rajkot Municipal Corporation.	I/c Chairman	0281-2476874
2	Shri Rajendra Kumar, IAS Collector, Rajkot District	Ex-Officio Member	0281 – 2473900
3	Shri P.L.Sharma Chief Town Planner, Gujarat State Gandhinagar	Ex-Officio Member	079232 – 54138
4	Shri K.D.Suthar Dy.Secretary, UD & UH Deptt. Gandhinagar	Ex-Officio Member	079232 – 51019
5	Shri Ajay Bhadoo, IAS Municipal Commissioner Rajkot Municipal Corporation.	Ex-Officio Member	0281-2224133
8	Shri J. D. Desai Financial Advisor, UD & UH Deptt. Gandhinagar	Ex-Officio Member	079232 – 52069
6	Smt. Hansaben Pareghi President, Rajkot Jilla Panchayat.	Ex-Officio Member	0281-2444426
7	Shri Chirag Pandya City Engineer, Rajkot Municipal Corporation	Ex-Officio Member	92276 03708
9	Shri Rajendrasinh Zala Chairman, Standing Committee, Rajkot Municipal Corporation	Ex-Officio Member	0281-2224838
10	Shri R. R. Damor Chief Executive Authority Rajkot Urban Development Authority	Member- Secretary	0281-2476799

### 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.

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

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. Budgeted Provision**

<b>1. Street light project:</b>	<b>6,62,00,000</b>
<b>2. Road projects:</b>	<b>61,47,99,800</b>
<b>3.Solid waste management project</b>	<b>1,68,38,400</b>
<b>4.Solid waste management project (UDP-78)</b>	<b>1,94,00,000</b>
<b>5.Affordable Housing Project</b>	<b>66,62,62,650</b>
<b>6.Rajiv Avas Yojana</b>	<b>8,47,25,000</b>
<b>7.S.J.M.M.S.V.Yojana</b>	<b>78,47,80,754</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 currently undertaken housing scheme under "Mukhyamantri GRUH yojana" 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.

**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 A.G.Bhatt (J.T.P.)<br>Technical Section             | Ph. (O) 2440810<br>Mobile : 99254 55545 |
| 2. | Shri A.. M. Gandhi (A.A.E.)<br>Project & Housing Section | Ph. (O) 2440810<br>Mobile : 98251 59839 |

3. Shri T. C. Chavda (I/c Account Officer) Ph. (O) 2440810  
Account Section Mobile : 99099 92769

4. Shri M. N. Nandani (Head Clerk) Ph. (O) 2440810  
Administrative Section Mobile : 99099 92771

6 Shri A. H. Suma (Tracer) Ph. (O) 2440810  
Drawing Section Mobile : 99099 92762

7 Shri B. P. Padmani (Surveyor) Ph. (O) 2440810  
Survey Section Mobile : 99099 92757

**Public Information Officer**

Shri A.G.Bhatt  
Junior Town Planner  
Ph. (O) 2440810  
Mobile : 98254 55545

**Appellate Authority**

Shri R. R. Damor  
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	<b>Shri R. R. Damor</b> 1201, Gokul-Mathura, Madhapar Chokadi, Jamnagar Road Rajkot (M) 99784-56900	Chief Executive Authority
2	Shri A.A.Borad H-304,Copper city, Jamnagar Road Rajkot (M) 98254-14241	Town Planner
<b><u>CLASS - 2</u></b>		
3	Shri Ajay Bhatt "Satva", 145 – Royal Puspa Park, 80 Foot Road, Airodram Road, Jamnagar. (M) 99254-55454	I/c. J. T. P.
<b><u>CLASS - 3</u></b>		
4	<b>Shri Maheshbhai Natwarlal Nandani</b> "Ram Krupa", Surya Nagar, Nanamava Road, Rajkot. (M) 99099-92771	Head Clark
5	<b>Shri T.C.Chavda</b> Nanamava Road,Ambedkarnagar - 6 Rajkot. (M) 99099-92769	Accountant
6	Shri Ashok M. Gandhi Sadguru vandna dham-1,Block No.A/2/104 150 ft.Ring Road Rajkot. (M) 98251-59839	Add.Asstt.Engineer
7	Shri Bipinkumar Parsottambhai Padmani "Gaytri", Ruda site – 2, Uni. Road, Rajkot. (M) 99099-92757	Surveyar
8	Ms. Daxa Pravinchandra Vyas "Aprna" Ruda Site–1, Block No.–121, Kalawad Road, Rajkot	Jr. Draftman
9	Shri Azad Hajimahmad Suma New Ghanchiwad, Near Jilla Garden, Rajkot (M) 99099-92762	Tracer
10	Shri Sudhir Babubhai Masurkar 4 - Government Society, Kidwai Nagar, Raiya Road, Rajkot (M) 99099-92761	Tracer
11	Shri Natubhai Devabhai Hathila Nr. R.C.K. Park, Opp. Bharti Nagar Society, Gandhigram, Rajkot. (M) 99099-46782	Tracer
12	Shri Hiren Kantilal Ghodasara "Ujas" 4-Satyanarayan Park, Block No.–190, Gandhigram, Rajkot. (M) 99099-92759	Tracer
13	<b>Smt. Divya Maheshbhai Pandit</b> 39 – New Jagnath Plot, RamRatan Appertment, Rajkot.	Typist
14	Shri Arjanbhai Devabhai Makvana Ruda – 1, Plot No. – 269, Kalawad Road, Rajkot (M) 99099-92767	Clark Cum Typist



15	Shri Trikambhai Somabhai Chauhan Ruda – 1, Plot No. – 269, Kalawad Road, Rajkot. (M) 99099-46783	Clark
16	Shri Virendrasihn Puransihn Rajput "Vrajbbhoomi", Block No. – 204, Second Floor, Opp. Prajapati Sorathiyawadi, Gandhigram, Rajkot. (M) 99099-60482	Clark
17	Shri Jagdishkumar Jivanlal Vagadiya 4-Vandan vatika society Airport Road Rajkot. (M) 99099-92772	Driver
18	Shri Rajesh Prabhulal Rawal "PrabhuKrupa" 5 - Akshar Nagar, Gandhigram, Rajkot.	Driver
19	Shri Govind Mohanlal Varaniya "Chamunda Krupa", Saibaba Society, Nr. Rail Nagar, Popatpara, Rajkot	Driver
<b>CLASS - 4</b>		
20	Shri Lalit Naranbhai Jadeja New Parsana Nagar, Opp. Julelal Temple, Rajkot.	Peon.
21	Shri Vashant Kanjibhai Gohel Slam Quarters No. – 18, Jamnagar Road, Rajkot.	Peon.
22	Shri Hasmukha Jentilal Rathod Bangla No. – 3, Race course Road, Rajkot.	Peon.
23	Shri Krishnasinh Shivsinh Sisodiya 3 – Akshar Nagar, Opp. Prajapati Sorathiya Wadi, Gandhigram, Rajkot.	Peon.
24	Smt. Neetaben Vithalbai Monpara 3 - Junction Plot, Shivashray Apartment, 1st Floor, Flat No. – 102, Rajkot.	Peon

**RAJKOT URBAN DEVELOPMENT AUTHORITY**

**Statement showing monthly remuneration received by officers and employees**

**ANNEXURE – C**

<b>Sr. NO.</b>	<b>Name, Designation And Pay Scale</b>	<b>Gross Pay</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	Mr. R. R. Damor Chief Executive Authority 34790	75199
2	Mr. A. A. Borad Town Planner 15600-39100	75724
3	Mr. Ajay Bhatt J. T. P.	In charge
4	Mr. T. C. Chavda Accountant 9300-34800	46035
5	Mr. A. M. Gandhi A. A. E. 9300-34800	60058
6	Mr. M. N. Nandani Head Clerk 9300-34800	41807
7	Mr. B. P. Padmani Surveyor 5200-20200	40022
8	Ms. D. P. Vyas Jr. Draft Man 5200-20200	35549
9	Mr. A. H. Suma Tracer 5200-20200	35045
10	Mr. S. B. Masurkar Tracer 5200-20200	33575
11	Mr. N. D. Hathila Tracer 5200-20200	33029
12	Mr. H. K. Ghodasara Tracer 5200-20200	31580
13	Mrs. D. M. Pandit Typist 5200-20200	33029
14	Mr. A. D. Makawana Clerk-cum-Typist 5200-20200	31580
15	Mr. T. S. Chauhan Clerk 5200-20200	31222
16	Mr. V. P. Rajput Clerk 5200-20200	24152
17	Mr. J. J. Vagadia Driver 5200-20200	31147
18	Mr. R. P. Raval Driver 5200-20200	30139

19	Mr.G.M.Varania Driver 5200-20200	24127
20	Mr. L.N.Jadeja Peon 4440-7440	24472
21	Mr.V.K.Gohel Peon 4440-7440	24504
22	Mr.H.J.Rathod Peon 4440-7440	21676
23	Mr.K.S.Sisodia Peon 4440-7440	21335
24	Mrs.N.V.Monpara Peon 4440-7440	20144