

**ALLOCATION OF WORK TO THE SR. OFFICERS OF MINISTRY OF
URBAN DEVELOPMENT**

**(LAST UPDATED ON 15TH MARCH, 2010)
FILE NO. A -22017/2/2009-Admn. I**

(1) Sh. R. C. Mishra - Additional Secretary (UD) & CVO

- i. All matters relating to the Works Division
- ii. All matters relating to the Directorate of Estates
- iii. National Building Construction Corporation
- iv. Central Public Works Department
- v. Vigilance matters pertaining to this Ministry as CVO

All policy matter to Hon'ble UDM are routed through Secretary (UD). The following officers report to Addl. Secretary (UD) & CVO :

- Director (Works)
- Dy. CVO
- Director of Estates - I
- Director of Estates - II

(I) Sh. J. P. Agrawal (Additional Charge) - Director (Works)

- i. All matters relating to CPWD
- ii. All matters relating to NBCC and Ceremonial Cell
- iii. Work relating to Indian Road Congress, Indian Building Congress and other professional body.
- iv. All matters relating to construction/maintenance of all Government buildings including GPRA (General Pool Residential Accommodation) and GPOA (General Pool Office Accommodation)
- v. Matters relating to Rajghat Samadhi Committee
- vi. Tsunami Rehabilitation Programme/Commonwealth Games project

(II) Sh. Sanjay Kumar - Dy. CVO

- i. Vigilance matters pertaining to Ministry

(III) Dr. D. Suresh - Director of Estates - I

- i. General Administration of Directorate of Estates
- ii. Work relating to Allotment of Type -IV (Spl) and above
- iii. Policy matters
- iv. Regional Estate offices
- v. MP Accommodation
- vi. House Committees of Lok Sabha and Rajya Sabha

(IV) Sh. R. C. Sharma, DS - Director of Estates- II

- i. Work relating to Allotment of Type - I to Type - IV & Hostel
- ii. Allotment of office accommodation
- iii. Matters relating to market and shops
- iv. Matters requiring coordination

(2) Dr. M. M. Kutty - Joint Secretary (D&L)

- i. All matters relating to Delhi Division, Delhi Development Authority, NCRPB and DUAC
- ii. Land & Development Office
- iii. Delhi Rent Control Act
- iv. Delhi Apartment Ownership Act
- v. Issues relating to land and Master Plan in respect of NDMC, MCD and DJB

The following officers report to Joint Secretary (D & L) :

- Director (Delhi Division)
- Land & Development Officer (L&DO)
- Dy. Secretary (UCU)

(I) Mrs. Sujata Chaturvedi - Director (Delhi Division)

- i. All matters relating to Delhi Development Authority, NCRPB & DUAC
- ii. Issues relating to land and Master Plan in respect of NDMC, MCD and DJB

(II) Sh. Nitin Ramesh Gokarn, Director - L&DO, (Additional Charge)

- i. All matters dealt with in Land & Development Office

(III) Sh. R. R. Sharma - Deputy Secretary (UCU)

- i. Delhi Rent Control Act
- ii. Delhi Apartment Ownership Act

(3) Sh. P. K. Srivastava - JS & Mission Director (JNNURM)

- i. Jawaharlal Nehru National Urban Renewal Mission Directorate (JNNURM)
- ii. Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT)
- iii. JNNURM Urban Strengthening and Transformation Project

- iv. National Mission Mode Project on e-governance
- v. Peer Experience and Reflective Learning (PEARL)
- vi. Rapid Training Programme (RTP)
- vii. Communication under JNNURM
- viii. City Development Plan
- ix. Management Information System (MIS) - (JNNURM)
- x. Programme Monitoring and Evaluation System (PMES) - (JNNURM)
- xi. Capacity Building
- xii. Financial Reforms

The following officers reports to Joint Secretary & Mission Director (JNNURM):

- Director (NURM - I)
- Dy. Secretary (NURM - II)
- Director (UIDSSMT/NURM - III)

(I) Sh. Sanjay Kumar - Director (NURM - I)

1. City Development Planning - all the technical and knowledge content that goes into City Development Planning; and matters related thereto.
2. Appraisal of CDPs (1st round), parameters & standards, analysis of experience and actions thereof
Making CPD a living document, preparation of revised toolkits
Immediate improvements in financial & institutional development plans
Preparation of sectoral master plans
Interface with appraisal agencies, their roles & performance management
3. Management Information System (MIS) & Project Monitoring & Evaluation System (PMES) and matters related thereto including:
 - i.) Analysis of all key management information needs of Mission Directorate and systems
 - ii.) Existing MIS performance management, PMES development, O&M, user training
Hardware procurement, space/facility/site preparation, Vendor interface
4. Capacity Building and matters related thereto including:
 - i) Engagement and deployment of Hub and Network institutions
 - ii) Capacity Building proposals/training/activities from the Mission

- iii) Knowledge Centre on the JNNURM website
- iv) PEARL and their Knowledge Managers
- v) Municipal Cadre, other staffing, HRM and OD reforms

5. Financial Reforms; and matters related thereto including:

- i) MFIP recommendations and follow-up actions by partner institutions
- ii) Measures for leveraging institutional finance, Credit Rating
- iii) CAG & ICAI related initiatives

6. Communication; and matters related thereto including:

- i) Website development & Maintenance
- ii) Special events/ general seminars

Matters relating to the following states will also be handled by DS
(NURM - I)

Sl No.	Name of States	Name of the City
1.	BIHAR	BODH GAYA PATNA
2.	JHARKHAND	DHANBAD JAMSHEDPUR RANCHI
3.	MAHARASHTRA	GREATER MUMBAI NAGPUR NANDED NASHIK PUNE
4.	MANIPUR	IMPHAL
5.	MEGHALAYA	SHILLONG
6.	MIZORAM	AIZWAL
7.	NAGALAND	KOHIMA
8.	ORISSA	BHUBANESHWAR PURI
9.	SIKKIM	GANGTOK
10.	TRIPURA	AGARTALA
11.	WEST BENGAL	ASANSOL KOLKATA

(II) Sh. N. Venugopalan - DS (NURM - II)

Project implementation (Project Monitoring Cell at Mission Directorate); and matters related thereto including:

1. Engagement of IRMAs, deployment and supervision
2. Project implementation issues, escalation
3. Setting up and operationalisation of Programme Implementation Units at City level and Programme Monitoring Unit at State level
4. Dissemination of good practices in project implementation
5. Analysis of reports of IRMA and other inputs - feeding the same into CSMC/reviews and other decision making processes
6. Coordination ; and matters related thereto including:
 - i) Coordination - Intra and Inter Ministerial, PMO, NSG
 - ii) Parliament Questions, Parliamentary Standing Committee
 - iii) Plan & Budget for Sub- Mission I; A& OE related to Sub-Mission I Directorate
 - iv) All residual matters

Matters relating to the following states will also be handled by DS (NURM - II)

Sl No.	Name of States	Name of the City
1.	ANDHRA PRADESH	HYDERABAD VIJAYAWADA VISHAKAPATNAM TIRUPATI
2.	ARUNACHAL PRADESH	ITANAGAR
3.	ASSAM	GUWAHATI
4.	CHATTISGARH	RAIPUR
5.	DELHI	DELHI
6.	GOA	PANAJI
7.	GUJARAT	AHMEDABAD RAJKOT SURAT VADODARA PORBANDER
8.	KARNATAKA	BANGALORE MYSORE
9.	KERALA	COCHIN THIRUVANTHAPURAM
10.	PUDUCHERRY	PUDUCHERRY
11.	TAMILNADU	CHENNAI COIMBATORE MADURAI

(III) Sh. Nitin R. Gokarn - Director (UIDSSMT/NURM - III)

1. Urban Infrastructure Development Scheme for Small and Medium Towns
2. Project preparation toolkits, guides, processes, empanelment, training - for project preparation
3. Project sanctioning process, scheduling of CSMC, processes, preparation of minutes of meetings
4. Fund releases, subsequent releases, tracking
5. Reforms Agenda and MoAs (Reforms Monitoring Cell at Mission Directorate); and matters related thereto including:
 - i) Deployment and oversight of reform appraisal agencies' work
 - ii) New elements of reforms
 - iii) Preparation & dissemination of guidance/advisory/model laws/approaches from MoUD
 - iv) Identification and dissemination of good practices in implementing reforms
 - v) Analysis of reports of RAAs and other inputs - feeding into CSMC/reviews and other decision making processes
6. Preparation and dissemination of guidance, advisory & model laws for MoUD, TAG & Community Participation Fund
7. RTI and matters related thereto
8. International Institutions - WB, ADB, CDIA, ICEI,
9. World Bank Capacity Building TA - Project preparation support
10. Mass communication
11. Print Media/Advertisements

Matters relating to the following states will also be handled by
Director(UIDSSMT/NURM - III)

Sl No.	Name of States	Name of the City
1.	CHANDIGARH (UT)	CHANDIGARH
2.	HARYANA	FARIDABAD
3.	HIMACHAL PRADESH	SHIMLA
4.	JAMMU & KASHMIR	JAMMU SRI NAGAR
5.	MADHYA PRADESH	BHOPAL INDORE JABALPUR UJJAIN
6.	PUNJAB	AMRITSAR LUDHIANA

7.	RAJASTHAN	AJMER - PUSHKAR JAIPUR
8.	UTTAR PRADESH	AGRA ALLAHABAD KANPUR LUCKNOW MATHURA MEERUT VARANASI
9.	UTTRAKHAND	DEHRADUN HARDWAR NAINITAL

(4) **Sh.A.K. Mehta, Joint Secretary (UD & Admn.)**

- i) Policies related to Urban Development
- ii) National Urban Sanitation Policy
- iii) North Eastern Region Urban Development (NERUDP)
- iv) National Mission on Sustainable Habitat
- v) Projects/Schemes of NER & Sikkim
- vi) NUIS Scheme/IT
- vii) NIUA
- viii) Grant-in-aid and RCUES
- ix) Implementation of 74th Constitutional Amendment Act
- x) Central Finance Commission/2nd Admn. Reforms Commission/Commission on Centre-State relations/Metropolitan Governance
- xi) Benchmarking of Municipal Services
- xii) Proposals for 10% Lump Sum provision for N-E State including Sikkim
- xiii) Schemes for New Satellite Townships and Counter magnet cities
- xiv) PM's National Award for excellence on Urban Planning and Design
- xv) Tax Free Municipal Bonds
- xvi) Pooled Financed Development Fund (PFDF)
- xvii) Bilateral/Multilateral Urban Development Projects funded by World Bank/Asian Development Bank etc.
- xviii) Administration of M/o Urban Development and Head of Department
- xix) Official Language
- xx) Printing, Stationery and Publication
- xxi) Water Supply & PHE
- xxii) CPHEEO
- xxiii) Matters relating to climate change/Carbon Credit

- xxiv) Town & Country Planning Organization (TCPO)
- xxv) International Cooperation
- xxvi) Public Private Partnership
- xxvii) Global Environment Fund (GEF)
- xxviii) Residual Matters of IDSMT - Megacity Scheme for
Infrastructure Development/Ten
Airfield/AUWSP/SWM Project

The following officers report to Joint Secretary (UD & Admn.) :

- Director (Administration)
- Director (UD)
- Director (WS/LSG/IT)
- Director (OL)
- Deputy Secretary (PSP)

(I) Sh. V. K. Sharma - Director (Admn.)

All Administrative/Establishment matters pertaining to M/o - Urban Development and M/o - HUPA*. (*excluding house keeping jobs)

(II) Sh. Ashutosh Joshi - Director (UD)

- i) Integrated Development of Small and Medium Town Residual Matters
- ii) All administrative matters related to TCPO
- iii) Urban Development (including Externally Aided Projects funded by World Bank/ADB/JBIC etc.
- iv) Asian Development Bank assisted projects including North Eastern Region Urban Development Project (NERUDP)
- v) Barrier free built access to disabled and elderly persons follow up action on the recommendations of the ESCAP.
- vi) Visit abroad by Minister/Senior Officers of Central Government/State Governments in connection with subjects handled by the Division.
- vii) Prime Minister's National Award for Excellence on Urban Planning and Design
- viii) National Urban Policy, Urban Infrastructure, Policies & Projects.
- ix) Commercialization of Urban Infrastructure - Foreign Direct Investment
- x) All ESCAP matters pertaining to Urban Development.
- xi) Tax Free Municipal Bonds.
- xii) Pooled Finance Development Fund Scheme.
- xiii) National Urban Infrastructure Fund.
- xiv) Guidelines for Development of Special Economic Zones (SEZs)

- xv) Matters relating to World Urban Forum (WUF)
- xvi) Matters relating to Cities Alliance
- xvii) Working Group and Steering Committee on Five Years Plans
- xviii) Indo-Japan matters-Indo-Japan Working Group on Urban Development
- xix) Board Meetings of National Trust
- xx) Misc.,Conferences/Workshops/Seminars-Regional/National/International on urban infrastructure
- xxi) Tourism Synergy Programme
- xxii) Urbanisation, Task Force on Urban Perspective & Policy. Regional Action Plan on Urbanisation
- xxiii) ITPI Study, Steering Committee
- xxiv) ICLEI/AIG/ILFS proposal
- xxv) Schemes for New Satellite Township and Counter Magnet Cities
- xxvi) Proposals for 10% Lump Sum Provision for North Eastern States including Sikkim
- xxvii) Coordination Committee on development of Chandigarh and its periphery - Meetings of.

(III) Ms. E. P. Nivedita - Director (WS/LSG/IT)

- i) Water Supply , Sewerage and Solid Waste Management
- ii) National Urban Sanitation Policy - Implementation thereof
- iii) Standard Service Level Benchmarks - Implementation thereof
- iv) WHO fellowships in the field
- v) External Assistance Coordination in Water Supply & Sanitation
- vi) PHE (Public Health Engineering)
- vii) Carbon Credit matters
- viii) Public Private Partnership
- ix) Improvement of Brihan Mumbai Storm Water Drainage Project (BRIMSTOWAD) in Mumbai
- x) Desalination Plant at Nemmeli
- xi) Residual matters of Accelerated Urban Water Supply Programme
- xii) Centrally Sponsored Scheme of Solid Waste Management in 10 selected air field towns
- xiii) Deputation of officers from State Govts./UTs, Ministry and CPHEEO for training/study tours/workshops/seminars abroad on matters relating to water sanitation & solid waste management

- xiv) Grants - in - aid to institutes for refresher training courses and workshops/seminars
- xv) Proposals for UTs for administrative approval of Urban Water Supply and Sanitation scheme
- xvi) Urban Environment
- xvii) External aided projects -
 - Indo-French Working Group
 - JBIC loan, ADB loan
 - World Bank Loan
 - Other bilateral issues
- xviii) Matter relating to Central Finance Commission
- xix) Constitution (74th amendment) Act, 1992 relating to Municipalities and its implementation including Legislative proposals from State Govts, Implementation of recommendation of Admn. Reforms Commission, Commission on Centre - State relations, Metropolitan Governance
- xx) Admin matters & Grants-in-aid (Non-Plan) to Regional Centres for Urban and Environment Studies located at Hyderabad, Mumbai, Lucknow and Delhi and Central Council matters
- xxi) All Establishment Matters pertaining to the National Institute of Urban Affairs and release of Grant-in-Aid (Non-Plan)
- xxii) Undertaking of research/project works under Research and Training Head and release of funds to various institutions
- xxiii) Capacity Building of ULBs, Setting up of Centres of Excellence in Urban Governance/Water Supply
- xxiv) IT matters

(IV) Vacant - Director (OL)

All matters relating to implementation of Official Language.

(V) Sh. R. R. Sharma - DS (UCU & PSP)

- i) All matters relating to Urban Land (Ceiling & Regulation) Act, 1976 and Urban Land (Ceiling & Regulation) Repeal Act, 1999.
- ii) Printing, Stationery & Publication

(5) Sh. S. K. Lohia, OSD (UT)

- i) All Urban Transport Policy/Proposals/Projects
- ii) National Urban Transport Policy and its implementation
- iii) Schemes relating to Urban Transport
- iv) Research proposals relating to Urban Transport
- v) Legislative issues relating to Urban Transport

- vi) IUT (Institute of Urban Transport), UMTC (Urban Mass Transit Company) and joint ownership company for Metro Rail Projects like DMRC, BMRC, KMRC , CMRC etc.
- vii) Safety certification of Metro Rail Systems
- viii) National Urban Transport Information Centre (NUTIC) and Administrative matters relating to Institute of Urban Transport (India)
- ix) All Urban Transport Projects under JNNURM
- x) Overseeing modernization of transport system in delhi
- xi) Centre of excellence in Urban Transport
- xii) Multilateral funding for UT projects

* Director (Urban Transport) reports to OSD (UT).

(I) Sh. A. K. Saroha - Director (UT)

- i) Legislative matters (including Allocation of Business Rules, 1961) relating to rail based MRTS.
- ii) Projects relating to rail-based MRTS (other than Delhi and NCR)
- iii) Bangalore, Kolkata, Chennai, Hyderabad, Mumbai and other Metro Rail Projects.
- iv) BEML.
- v) ETB Chandigarh Project.
- vi) Outer ring road Hyderabad and other projects requiring external assistance.
- vii) Safety certification of Metro Rail Systems.
- viii) Scheme of Urban Transport Planning - Government of India's grant assistance to State Governments/UTs/ULBs for studies/CMP/DPRs etc.
- ix) Sky Bus Metro - development/assessment of.
- x) National Urban Transport Information Centre (NUTIC) and Administrative matters relating to Institute of Urban Transport (India)
- xi) National Urban Transport Policy and various issues relating to this Policy.
- xii) Institute of Urban Transport (IUT) & Mass Transit Company (UMTC) matters.
- xiii) All road based Urban Transport Projects under JNNURM.
- xiv) Coordination matters relating to Urban Transport Division.
- xv) Capacity Building in Urban Transport including organizing conferences & workshops.

(6) Mrs. Aditi S. Ray (Economic Advisor)

- i. Economic Analysis and evaluation of schemes pertaining to Ministry of Urban Development
- ii. Plan Formulation, Plan Coordination and monitoring of all plan schemes of the Ministry of Urban Development
- iii. Proposals of research studies in the fields of various subjects dealt with by Ministry of Urban Development - evaluation and monitoring
- iv. Monitoring of 20 Point Programme in respect of items concerning Ministry of Urban Development
- v. Reform initiatives of the Ministry
- vi. Coordination including RTI
- vii. Parliament and Public Grievance
- viii. Identified States/UTs for JNNURM/UIDSSMT

* Director (Coordination & PG) reports to Economic Advisor.

(I) Sh. J. P. Agrawal - Director (Coordination & PG)

- i) All matters relating to Coordination
- ii) Parliament
- iii) Public Grievances
- iv) RTI matters
- v) JCM/Welfare/Departmental Canteen/Sports/Recreation Club

(7) Smt. Sudha Krishnan (JS & FA)

- i) Budgetary Matters
- ii) Accounts Matters
- iii) Internal Finance Control
- iv) HBA & Policy Matters

The following officers report to JS & FA directly :

- CCA
- Deputy Secretary (Finance)
- Deputy Secretary (FA)

(I) Sh. J.P.S Chawla - Chief Controller of Accounts (CCA)

- i.) Internal Audit
- ii.) Supervision of PAOs & CAs
- iii.) All account matters pertaining to M/o - UD, M/o - HUPA and CPWD

(II) Shri K. K. Mahawar - DS (Finance)

- i) Internal Finance Control in respect of M/o - UD.

(III) Shri V. K. Gupta - Deputy Secretary/Dy. F. A

- i.) IFD matters pertaining to M/o - HUPA

DS (Budget- I) and DS (Budget - II) route all budgetary matters relating to M/o Urban Development and M/o Housing & Urban Poverty Alleviation respectively to JS & FA through CCA.

(IV) Shri Moti Lal - Deputy Secretary (Bt. - I)

All Budgetary matters relating to Ministry of Urban Development.

(V) Shri Ramesh Kumar - Deputy Secretary (Bt. - II)

All Budgetary matters relating to Ministry of HUPA.

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