

## **Item-wise Manuals / Information about TCPO as per Clause (b), Sub-section (1) Section 4 of the Right To Information Act – 2005**

### **Item (i): Particulars of the organization, its functions and duties.**

Town and Country Planning Organisation (TCPO) was created in 1962 by merging the erstwhile Town Planning Organisation (TPO) and Central Regional and Urban Planning Organisation (CRUPO). Since then it has been functioning as a Technical Wing of the Ministry of Urban Development, Government of India. It is an apex technical advisory and consultancy organization on matters concerning urban and regional planning strategies, research, monitoring and evaluation of Central Government schemes and development policies. It also advises and assists the State Governments, Public Sector Undertakings on matters pertaining to Town Planning, Metropolitan Planning, Human Settlement Policies, Planning Legislation, Urban and Regional Information System, Urban Mapping and Research & Training. TCPO is a subordinate office of the Ministry. The Chief Planner is the head of the organization who is assisted by a multi-disciplinary team of Town Planners, Architects, Engineers, Social Scientists, Economists and Environmental Planners, etc. The major functions and duties of the Organisation are given below:

- Appraisal and monitoring of central sector projects / programmes such as Integrated Development of Small and Medium Towns (IDSMT) Scheme, Urban Mapping Scheme, National Urban Information System (NUIS) Scheme.
- Assistance to the Ministry of Urban Development, Planning Commission and other central Ministries in formulation of Town Planning and Urban Development policies and strategies.
- Technical advice to State Town and Country Planning Departments and Public Sector Undertakings.
- Undertaking applied research in the areas of topical interest.
- Preparation of Manuals and Guides on various aspects of urban & regional planning and development.

- Organising training programmes, conferences and workshops for in-service planners and planning officials in the field of urban and regional planning and development.
- Providing consultancy services in planning projects at various levels.
- Developing Urban and Regional Information System.

**Item (ii) : Powers and duties of the officers and employees of TCPO.**

Joint Secretary (UD), Ministry of Urban Development, Government of India is the ex-officio Chairman of the organization. Chief Planner is the Head of the Department. Financial powers meant for the Head of the Department of a subordinate office under GFR and SR have been delegated to the Chief Planner. Duties being performed by the officers and staff at various levels are given below post-wise.

**Joint Secretary (Urban Development)**, Ministry of Urban Development is the ex-officio Chairman of TCPO. All the Policy matters are referred to the Chairman for his consideration/ decision.

**Chief Planner** is the Head of the Department who is delegated with all the powers of the Head of the Department of a subordinate office under 'Financial Power Rules'. The Chief Planner approves all the technical matters, reports, studies, projects; etc., dealt by the organization.

**Additional Chief Planner** is next to the Chief Planner. He is overall incharge of a few divisions in TCPO and also functions as head of the office.

**Town and Country Planner / Sr. Social Scientist / Industrial Planner**, next in hierarchy; are the heads of the divisions. The Divisional Head is responsible to supervise, conduct, formulate and monitor the technical work assigned to the respective division. The organization is structured into eight divisions (Chart-I) supported by Administrative section.

**Associate Town & Country Planners / Senior Research Officers / Planning Engineers and Associate Architects**, next in hierarchy, are the middle level officers in the organization. They are incharge of various technical projects, studies, monitoring work assigned to the concerned division. They submit all such work to the divisional head for consideration, who in turn forwards the same to the Chief Planner for his consideration and approval.

**Assistant Town & Country Planners / Research Officers** are the lower rung officers attached with various divisions depending upon the workload. They scrutinize, formulate, assess, appraise and workout various studies and planning projects including monitoring of schemes. They submit their work to the next senior officer or divisional head, as the case may be for his perusal, guidance and consideration.

**Planning Assistants / Research Assistants and Planning Draughtsman / Investigators** are the supporting staff at subordinate level, attached with various divisions depending upon nature and quantum of work. They are responsible for collection, compilation and scrutiny of information, conducting surveys, preparation of drawings and maps and provide all other necessary support to the supervisory officers and divisional head.

**Jr. Modeler** is responsible to provide assistance in preparation and upkeep of 3-D models of the planning and design projects and helps in arranging exhibition of planning projects, studies from time to time.

**Administrative Officer** is the incharge of the administrative section supported by Superintendents, Assistants, Upper Division Clerks and Lower Division Clerks. As per FR and SR, Chief Planner may delegate some financial power to the Administrative Officer to discharge day-to-day administrative works.

**Senior P.A.** a Class – II Gazetted Officer and senior most in the cadre of stenographers, is attached directly to the Chief Planner. Sr. P.A. is responsible for maintaining the engagement diary and provides other secretarial assistance to the Chief Planner who is a Joint Secretary level officer.

**Hindi Officer**, a Class – II Gazetted Officer is incharge of Hindi Section in the organization. He is responsible to look after the matters related with promotion of Hindi in the organization.

**Superintendent** is the incharge of one section of the Administration and provides support to the Administrative Officer in disposing off assigned administrative matters.

**Stenographers Grade I, II and III** attached with various divisions depending upon workload; provide stenographic, computer and secretarial assistance to the supervisory officers and the divisional head.

**Assistants** (Head Clerks) is looking after one branch of the administrative section who is supported by the Upper Division Clerks and Lower Division Clerks depending upon the nature and quantum of the work assigned to the branch.

**Hindi Translator** is responsible to translate all the technical matters from English to Hindi and provide support to the Hindi Officer and other senior officers in all such matters.

**Upper Division Clerks and Lower Division Clerks** at the lower administrative hierarchy are the supporting staff to the Assistant / Superintendent and Administrative Officer. They initiate the administrative files and are responsible for maintaining the records and upkeep of files.

**Staff Car Drivers**, besides driving the official vehicles, are also responsible for maintaining and upkeep of official vehicles and staff car log books.

**Daftry and Peons** (Class – IV staff) are posted in various divisions and administrative section of the organization to provide support in sorting of records, movement of files and diary and dispatch work.

**Farash and Safaikaramcharies** under Class – IV staff are responsible for cleaning the office premises including officers' rooms.

**Item (iii): The procedure followed in the decision making process, including channels of supervision and accountability.**

All the technical matters such as preparation of plans and projects, appraisal reports of central sector schemes, comments on technical documents received from the central Ministries and other concerned agencies, policy notes and guidelines are processed and scrutinized at the middle level officers with the help of supporting staff and put up to the divisional head for consideration. The concerned divisional head forwards all such matters to the Chief Planner, TCPO for his consideration and approval. Once it is technically cleared by the Chief Planner, the matter is sent to the Ministry for consideration and further necessary action.

For all the technical matters supervision is done by the middle level officers at the level of Associate Planner / Sr. Research Officer and finalized by the divisional level officers i.e. Town & Country Planner / Sr. Social Scientist before putting up to the Chief Planner for consideration / approval.

**Responsibility and accountability for the work at various levels in the division.**

<b>S. No.</b>	<b>Type of Work</b>	<b>Responsibility / Accountability</b>
1	Initiating and putting up the administrative / technical files	Secretarial and administrative staff such as stenographer / UDC / LDC.
2	Initial scrutiny and processing of technical matters / files	Supporting Staff such as Planning Assistant / Planning Draughtsman, Research Assistant / Investigators.
3	Assessment of technical matters and preparation of draft report / plan / reply	Middle level / lower rung officers such as Associate Planner / Sr. Research Officer or Assistant Planner / Research Officer, as the case may be.
4	Finalisation of technical matters / plans / studies / projects / reports / comments, policy notes, guidelines	Divisional heads such as Town & Country Planner, Sr. Social Scientist, Industrial Planner.
5	Approval	Chief Planner

**Item (iv): The norms set by the organization for discharging its functions.**

- While taking up any work relating to preparation of plan / project and conducting study, a specific time period is stipulated based on the nature, scope and coverage of the work and the same is completed accordingly. For taking up any study the time period is generally 6 months to one year depending upon the coverage and quantum of work.
- As regard monitoring IDSMT Scheme, the Guidelines provide that project report received from the state government should be assessed and appraisal report be prepared within 15 days and sent to the state government for consideration of State Level Sanctioning Committee. Annual targets both physical and financial; are fixed and efforts are made to achieve the quarterly targets as per provision in the Annual Plan.
- VIP references and other important technical matters are attended on priority and disposed off within a week within the receipt of the reference as per the instructions received from the Ministry from time to time.
- With reference to administrative matters within the office, the Chief Planner TCPO has issued instructions for disposal of various administrative matters such as advances and withdrawals required by the staff and processing of various applications within 1 – 4 weeks depending upon the nature of work, vide office circular no. C.11018/2/2001-TCPO/Admn.III dated 29.01.2002

All the technical and administrative matters are processed, supervised and coordinated at the divisional level and finally disposed off with the approval of Chief Planner.

**Item (v): The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

The provision in Financial Rules and Service Rules and the Office Procedure Manuals, as published by Government of India, from time to time alongwith other necessary instructions issued by the Department of Personnel and Training, Ministry of Finance as well as Ministry of Urban Development; are followed in discharging various functions of the organization.

Ministry of Urban Development have formulated Guidelines for Integrated Development of Small and Medium Towns (IDSMT) Scheme, which are followed for preparation of assessment reports of the IDSMT projects received from the state government and for monitoring the IDSMT Scheme.

Ministry have also formulated Urban Development Plan, Formulation and Implementation (UDPFI) Guidelines which are referred for various technical matters.

In addition, TCPO formulated a number of Manuals and Guides on various aspects of urban and regional planning and development, which are referred while dealing with various technical matters, and preparation of plans and projects.

TCPO in consultation with Ministry also formulated Guidelines and Design & Standards Document for the new scheme on National Urban Information System (NUIS) to operationalise the scheme further.

**Item (vi): A statement of the categories of documents held by the organization or under its control.**

Since inception, TCPO prepared a number of Manuals and Guides on various aspects of urban and regional planning and development and published technical documents which are being used as reference material while taking up plans, projects, studies and other technical work. Some of the important documents prepared by TCPO are listed below:

### **Manuals and Guides**

- Manual for Preparation of Town and Regional Planning Maps - 1972
- Guide to Survey of Industrial Establishments for the preparation of Development Plans -1972
- Guide to Preliminary Planning Surveys for Small and Medium Size Towns - 1972
- Guide to Analyzing Industrial Development in connection with Regional Planning - 1973
- Guide to Land Use Classification for Planning Purposes – 1973
- Report on Norms and Space Standards for Planning of Public Sector Project Towns – 1974
- Guide to Classification of Industries on the basis of their Sustainability for Different Land Use Zones in Urban Areas – 1975
- Guide to Survey of Industrial Establishments for the Preparation of Development Plans – 1975
- Guide to Demographic Survey for Regional and Urban Planning – 1976
- Guide to Industrial Zoning – 1976
- Guide to Industrial Regionalisation – 1976
- Guide to Preliminary Planning Survey of Urban Areas Including Land Use Classification – 1977
- Norms and Space Standards for Urban Water Supply and Sewerage – 1980
- Guide on Plant Materials for Landscaping in India – 1980
- Guide to Preliminary Planning Surveys of Urban Area including Land Use Classification – 2003

### **Scheme Guidelines**

- IDSMT Guidelines – 1995
- IDSMT : Status Report 2004-05
- NUIS Standards Document – 2005
- NUIS Guidelines – 2005

### **Modal Guidelines**

- Modal Regional and Town Planning and Development Law – 1966
- Legislation on Town & Country Planning in India – 1991
- UDPMI Guidelines – 1996 (published by the Ministry of Urban Development)
- Master Plan Approach : Efficacy and Alternatives – 1997

- Model Building Bye-laws (Draft) – 2002
- Model Building Bye-Laws – 2004

### **Technical Documents**

- Town & Country Planning in India – 1962
- Regional Planning Efforts in India – 1982
- Urban land Use and Density Patterns in India – 1983
- A Compendium on Indian Slums – 1996
- Urban and Regional Planning and Development in India – 1996
- TCPO : Retrospect and Prospect – 2001

### **Office and Employees Records**

- Personal Service Books of Officers and Employees of TCPO
- Office files maintained in the divisions as well as administrative section.
- Office Stock register.
- Office Car / Jeep Log Books

- vii) the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof;**

TCPO's working is not directly linked to general public. However, concerned persons from state town and country planning departments and other concerned government agencies, planning schools, students and researchers do visit TCPO for seeking certain technical information and guidance on various aspects of urban and regional planning.

In connection with central sector projects / schemes taken up or being monitored by the organization; representatives from the state governments / local bodies also visit this office to know the status of such projects / schemes. For such purposes, visitors meet the Chief Planner or the concerned divisional head for seeking the required information.

Henceforth, all such visitors may approach Public Information Officer / Assistant Public Information Officer as well as any other designated official assisting the Public Information Officer for seeking the required information under the provision of RTI Act.

**Item (viii): A statement of the boards, councils, committees and other bodies 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 are accessible for public**

TCPO is the nodal agency for organizing the Prime Minister's National Award for Excellence in Urban Planning and Design. The Award is instituted by the Ministry of Urban Development, Government of India and is given away biennially. The Award is open to the practicing architects and planners, institutions, NGOs, Government departments and Public Sector Undertakings as per rules and regulations. For this purpose a Jury under the Chairmanship of Secretary (Urban Development) is constituted from time to time to assess the entries for the above awards. Decision of the Jury is conveyed to the winners of the Award. All the participants including awardees are invited to attend the award ceremony where Award winning entries are also displayed.

For Urban Mapping and NUIS Scheme, Technical Advisory Committee and Steering Committee have also been constituted by the Ministry of Urban Development which oftenly meet to advice on various issues of the Scheme. The Minutes of the Meeting of the above Committees are accessible to public.

**Item (ix): A directory of its officers and employees**

As on date (September 20, 2005) there are 179 sanctioned posts in various Groups out of which 155 are filled as per details given below.

Group	Sanctioned	Filled	Vacant
'A'	41	26	15
'B' (Gazetted)	3	3	-
'B' (Non-Gazetted)	37	34	3
'C'	61	58	3
'D'	37	34	3
<b>Total</b>	<b>179</b>	<b>155</b>	<b>24</b>

A list of officers and employees (group – wise) is given at [Annexure – I.](#)

**Item (x): The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

A list of officers and employees with their name, designation, scale of pay, basic pay, gross pay is given at [Annexure – II.](#)

**Item (xi): The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

TCPO is a subordinate office of the Ministry and does not have any branch or field office. Budget Expenditure and Estimates (Non-Plan) of TCPO for 2003-04, 2004-05 and 2005-06 is given below.

(Rs. in thousands)

Head	Actual Expenditure 2003-04	Revised Expenditure 2004-05	Budget Estimates 2005-06
Salaries	25513	28989	36397
Wages		30	60
Medical Treatment		638	700
Overtime Allowance	100	150	150
Domestic Travel Exp.	695	725	750
Office Expenses	695	725	750
Other Expenses	1100	2445	1325
<b>Total</b>	<b>28103</b>	<b>33702</b>	<b>40132</b>

**Item (xii): The manner of execution of subsidy programmes, including the details of beneficiaries of such programmes**

The organization is not operating any subsidy programme, however, as a nodal agency, it is monitoring centrally assisted IDSMT Scheme. Under the IDSMT Scheme Grant-in-aid is given in 60 : 40 ratio by the central and state governments to the Urban Local Bodies / Implementation Agencies for implementation of the Scheme. As on 31<sup>st</sup> March 2005, 1854 towns have been covered under the Scheme and a central assistance of Rs. 850.49 crores was released. The state governments provided state share of Rs. 534.47 crores and a total expenditure of Rs. 1056.51 crores was reported.

During the current financial year 2005-06 no new projects are taken under IDSMT Scheme and the scheme is proposed to be subsumed in the new scheme known as 'Urban Infrastructure Development Scheme for Small & Medium Towns (UIDSSMT)' which is yet to be approved by the Government.

TCPO is also monitoring another new scheme known as 'National Urban Information System' (NUIS). Under NUIS grant will be given in 75 : 25 ratio by the central and state government for creation of digital database and development of Geographic Information System for 137 identified cities and towns. The scheme is yet to be operationalised.

**Item (xiii): Particulars of recipients of concessions, permits or authorizations granted by the organization.**

TCPO is not dealing with the subject and as such has not issued any concession or permit under any programme.

**Item (xiv):** Details in respect of the information, available in TCPO in electronic form.

- IDSMT Scheme
- NUIS Scheme
- Model Building Bye-Laws – 2004.
- Information on PM National Award for Excellence in Urban Planning and Design.
- TCPO's organisational structure
- TCPO Budget (Non-Plan) and Salary Account.

**Item (xv): The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

Library maintained in the organization has about 11,000 documents containing reference books, Census publications, technical documents, general subject books, copies of Master Plans of various towns received from the state government and TCPO's publications. The library is not open for general public use, however, students of planning and architecture and researchers are allowed to refer the documents with the permission of Chief Planner.

For obtaining any other information available in TCPO, visitors may approach the Chief Planner or the concerned divisional head. Henceforth, under the RTI Act, information may be obtained from Public Information Officer / Assistant Public Information Officer designated for the purpose.

**Item (xvi): The names, designations and other particulars of the Public Information Officers**

Public Information Officer	Shri M.L. Chotani Town & Country Planner Tel : 23370620, Fax : 23379197 email : mlchotani@yahoo.co.in
Assistant Public Information Officer	Shri K.B. Singh Administrative Officer Tel : 23378950 Fax : 23379197
Appellate Authority	Shri K.T. Gurumukhi Chief Planner Tel : 23379353 Fax : 23379197

**Item (xvii): Such other information as may be prescribed**

As provided under Sub-section (4) of Section 5 of the RTI Act, in order to discharge duties of Public Information Officer smoothly, a small Cell under PIO drawing skeleton staff from the organization will be set up to look after day to day work under RTI Act. For this purpose, Smt. Chander Kanta, Planning Assistant; Shri Hemendra Singh, Planning Draughtsman and Shri Tribhuvan Kumar, Jr. Stenographer will be assisting the Public Information Officer in addition to their normal duties assigned to them in the SMT Division.