

PRO-ACTIVE DISCLOSURE OF INFORMATION UNDER RIGHT TO INFORMATION ACT, 2005

Particulars of Organizations, functions and Duties :

Town and Country Planning Department is engaged in a social transformation development process to ensure creation of functionally workable , economically viable socially acceptable, environmentally sustainable and aesthetically pleasing living environment for humanity in both rural and urban habitats through optimum, just & balanced use of scarce land resources. This Department is primarily responsible to ensure planned & regulated development in the fast growing urban & rural growth centres coming up within the following Planning Areas/Special Areas which have been constituted under the provisions of H.P. Town & Country Planning Act, 1977:-

Planning Area

Sr.No.	Name of Planning Area	Sr.No.	Name of Planning Area
1.	Bilaspur	17.	Solan
2.	Chamba	18.	Theog
3.	Dalhousie	19.	Una (Urban)
4.	Dharamsala	20.	Wakanaghat
5.	Hamirpur	21.	Chopal
6.	Kullu Valley	22.	Narkanda
7.	Kasauli	23.	Ghumarwin
8.	Mandi	24.	Amb-Gagret
9.	Mehatpur	25.	Nadaun
10.	Nahan	26.	Sujanpur
11.	Palampur	27.	Bhota
12.	Parwanoo	28.	Joginder Nagar
13.	Paonta-Sahib (Urban)	29.	Sunder Nagar
14.	Rampur	30.	Sangrah
15.	Rohroo	31.	Baijnath-Paprola
16.	Shimla	32.	Dhaulakuan-Majra

Special Areas

Sr.No.	Name of Special Area	Sr.No.	Name of Special Area
1.	Barog	18.	Baddi-Barotiwala-Nalagarh
2.	Baba BalakNath	19.	Bir Billing
3.	Bharmour	20.	Chail
4.	Chintpurni	21.	Chamunda
5.	Chamera	22.	Ghanahatti
6.	Garli-Pragpur	23.	Harat
7.	Hatkoti	24.	Jabli
8.	Kufri	25.	Kandaghat
9.	Khajiar	26.	Kaza
10.	Keylong	27.	Manikaran
11.	Ner-chowk	28.	Naggar
12.	Paonta-Sahib (Rural)	29.	Pong Dam
13.	Pangi	30.	Rohtang
14.	Reckong-peo	31.	Sarahan
15.	Shoghi	32.	Solang
16.	Trilokpur	33.	Tabbo
17.	Una (Rural)	34.	Udaipur

In order to regulate the construction activities/Apartments in the fast growing urban & rural growth centres in a planned & regulated manner, the Department of Town & Country Planning prepare development Plans Sectoral Plans/ Model Village Plans/ Schemes of the areas which have been declared as Planning/ Special Areas in the State. Presently development plan of following Planning /Special Areas have been finalized and process for finalization of Development Plan of remaining Planning /Special Areas is in progress:

Development Plans

Sr. No.	Name of Development Plan	Date of notification
1.	Bilaspur	04-08-2005
2.	Chamba	09-10-2007
3.	Dharamshala	15-06-1994
4.	Dalhousie	27-12-2004
5.	Hamirpur	01-07-1994

6.	Kasauli	21-07-1998
7.	Left out area of Kullu Valley Planning Area	15-01-2011
8.	Mandi	10-08-1994
9.	Manali	20-06-2005
10.	Nahan	15-06-1994
11.	Palampur	18-05-2005
12.	Paonta Sahib	26-10-1998
13.	Rampur	18-07-1996
14.	Solan	27-12-2004
15.	Una	23-04-1997
16.	Parwanoo	18-07-1996
17	Baddi-Barotiwala-Nalagarh	11.09.2015

Revised Development Plans

Besides above, following Development Plans have been revised as its period was over:-

Sr. No.	Name of Revised Development Plans	Date of notification
1.	Hamirpur	27-12-2004
2.	Kasauli	21-03-2006
3.	Mandi	20-10-2009
4.	Nahan	27-12-2004

Work for preparation of Development Plans for Hatkoti, Ghumarwin, Amb-Gagret, Nadaun, Sundernagar, Manikaran, Naggur, Baijnath-Paprola, Reckong Peo, Dharamshala and Bir-Billing outsourced by the Department. This will ensure that comprehensive strategy for the development of these Planning/Special Areas is prepared for the year 2035.

Sectoral Plans

In order to ensure Sectoral level Planning, the **Sectoral Plans** for the following 3 Sectors stand approved by the Government:-

Sr. No.	Name of Sectoral Plan	Date of notification
1.	Jakhoo, Shimla	19.01.1999
2.	Cemetery- Bhatta Kuffer (Phase-II), Shimla	31.08.1999

3.	Hira Nagar, Hamirpur	20.11.1999
4	Brow, Rampur Buser	19.01.1999

With a view to keep a pace with time, technology and taste, Department of Town & Country Planning , H.P. began to imbibe the Information Communication & Technology by developing TCP Web Portal & Him TCP. The mobile App. And thus the facility of e-services has been replicated in the field offices including SADAs and BBNDAs, ICT would defiantly transform & reposition the Department ensuring ease of doing business for the common man.

The Organizational Structure of the Department indicating Directorate and its field offices is as under :

Head of Department

Director of Town & Country Planning
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Project Planning	Administration
State Town Planner Town & Country Planner(HQ) Assistant Town Planners Planning Officers Law Officer Tehsildar Research Officers	State Town Planner Superintendent Grade-I

Field Offices

Divisional Level Offices	Sub-Divisional Offices	Level	Town Planning level Offices
Town & Country Planner Assistant Town Planner Planning Officer(s) Senior Planning Draftsman Junior Engineers Draftsman/Junior Draftsman	Assistant Town Planner Planning Officer(s) Senior Planning Draftsman Junior Engineers Draftsman/Junior Draftsman		Planning Officer Junior Engineer Junior Draughtsman

(i) Functions & Duties :

1. To prepare Development Plans/Sectoral Plans/ Model Village Plans/ Schemes to ensure planned & regulated development in the Planning Areas/ Special Areas which have been constituted in the State in pursuance to the provisions of Act *ibid*.
2. To frame policies / rules in furtherance of the aim & objectives which have been assigned to this Department.
3. To stop haphazard construction.
4. To make optimum use of precious urban land.
5. To create conducive conditions for encouraging planned development.
6. To plan for creating essential urban infrastructure.
7. To sub serve the basic needs of poor, especially urban slum dwellers.
8. To upgrade environment for conducive habitat.
9. To preserve the hill architecture and rich heritage of the State.
10. To curb ribbon development and safeguard highways for community mobility.
11. To provide assistance and advice to the various Govt. agencies & individuals seeking planning permission within the framework of these policies/rules.
12. To approve planning proposals and issue No Objection Certificate for the release of basic amenities.

13. To register Promoters for establishment of colony(s) in the State.
14. To register the Architects/Engineers for the preparation of building proposals/plans.
15. Checking of unauthorized/illegal construction activities.
16. To coordinate the activities of State Government / Special Areas Development Authorities for a concerted effort to achieve our aims.

(ii) Powers & Duties of the Officers and Employees :

All the officers and employees of this Department, perform their duties and exercise powers in accordance with the delegations made by the Government in general with regard to duties and responsibilities common in nature and being performed in all the Departments. For the purpose, delegation of power as made under different set of rules viz H.P.F.R., F.R., S.R., CCS(CCA) Rules and conduct Rules can be referred to.

As regards specific activities of Town and Country Planning Department, the certain powers of the Director under the provisions of H.P. Town & Country Planning Act, 1977 have been delegated to all the field officers of this Department, with a view to expedite the works of general public in a prompt and time bound manner. In order to bring efficiency in the office working, the powers of the Director under different set of rules viz H.P.F.R, F.R. & S.R. have also been delegated to the officers at Directorate & field office level. As regards the duties of the officers and employees the same have been prescribed in the rules/regulations in operation for regulating the activities.

(iii) Procedure followed in the decision making process including channels of supervision and accountability.

There is a hierarchy of officers and officials to accomplish the activities. In the field Department has a functionary at the lowest level. They are responsible to get the policies/rules implemented at the grass root level. They work under the overall control of Town & Country Planner/Assistant Town Planner. There is a hierarchy of officers which is shown in the Organizational Structure.

Town & Country Planners/Assistant Town Planners/Planning Officers work with complete cohesiveness and all officers are collectively responsible and accountable for the performance unless there is a lapse for which an individual could be solely held accountable. Periodic inspections are conducted by the Supervisory Officers to have effective control.

As regards the decision making process, every case is subject to scrutiny at different levels. It is only after thorough examination of each and every case that decision is taken by the authority prescribed in the Act or Rules.

(iv) Norms Set by the Department for discharge of its functions:

Different functions of the Department at various level are performed in accordance with the rules/policies and as per delegation of powers made by the Government.

(v) Rules, Regulations, Instructions, Manual and records held by Department under its control for discharge of its functions:

The various Act, Rules, Regulations, Instructions are followed while functioning in different works. The position in brief is as under:-

1. H.P. Town & Country Planning Act, 1977.
2. H.P. Town & Country Planning Rules, 1978.
3. Regulations to regulate the construction activities in Core, Restricted, Green, Heritage & other areas.
4. The Bye-Laws of other infrastructural Departments like HP.PWD, Revenue, Forest, I&PH, HPSEB, Municipal Corporation/Councils etc. are also kept in view while processing the cases under the provisions of HP.Town & Country Planning Act, 1977 for grant of requisite planning permission.
5. CCS (Leave) Rules, 1972.
6. CCS (CCA) Rules, 1965, CCS(Conduct)Rules, 1964
7. HPFR Rules.
8. HPFR &SR Rules.
9. Medical Attendance Rules.
10. General Finance Rules.
11. House Building Advance Rules

12. Delegation of Financial Power Rules
13. Leave Travel Concession Rules
14. Budget Manual
15. Office Manual
16. Vehicle Rules
17. CCS (Pension) Rules, 1972
18. GPF Rules

(vi) Statement of categories of the documents that are held by it or under, its control:

1. Development Plans/Sectoral Plans/Model Village Plans/Schemes prepared by the Department to regulate the construction activities within the Planning Areas/special Areas in the State.
2. Regulations which regulate the construction activities within the Core/Restricted/Green/Other areas and the construction activities falling with the Heritage Zones.
3. Annual Administrative Report of the Department.
4. Booklet on allocation of budget under Plan/Non-Plan.
5. Case files relating to grant of planning permission for the construction of residential/commercial buildings/Apartments, change of land use and sub-division of land into plots.
6. Files relating to Court Cases filed by the Department/against the Department.
7. Case files and papers concerning Registration of Promoters, Estate Agents/Architect/Engineers in the Department;

(vii) 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 administration thereof.

Before finalization of any Development Plan/Sector Plan, the Department invites objection/suggestions from the general public and after affording opportunity of personal hearing, incorporates the same in the Development Plans/Sectoral Plans. Further the Department also seeks opinion of the Hon'ble MLAs/MPs/Ministers of H.P. and incorporates their valuable suggestions in the said plans before its finalization.

(viii) Statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part of or for the purpose of its advice and as to whether meetings of these Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public:

In order to regulate the construction activities within the Special Areas/Restricted Areas/Heritage Zones in a planned & systematic manner, the following Special Area Development Authorities and Committees have been constituted under the provisions of H.P. Town & Country Planning Act, 1977:

(a) Special Area Development Authorities:

There are 34 Special Area Development Authorities have been constituted under the provisions of H.P. Town & Country Planning Act, 1977. These authorities consist of Chairman & other official/non-official members as are appointed/nominated by the State Government. The number of the Members is determined by the Govt. from time to time. The meeting of these Special Area Development authorities are required to be convened by their Chairmen once in each quarter. The meetings of these authorities are not open to the public however, its proceedings are easily accessible for them.

(b) Committees:

1. Heritage Conservation Advisory Committee:

The heritage buildings/areas in Shimla & Chamba towns which are of historical importance and possess distinct architectural designs, facade elevations and religious as well as tourism importance and are linked to our past, have been identified and notified as Heritage Zones. A **Heritage Conservation Advisory Committee** consisting of eminent Historians, Architects, Heritage Experts and Engineers has been constituted by the Govt. under the Chairmanship of Secretary(TCP) to the Govt. of H.P. to render advice on all the matters pertaining to Shimla's historical features. Director(Art, Language & Culture), Commissioner, (M.C), Sr. Architect, H.P. Public works Department and State Town Planner are its officials members. A few non-official

members are also there in the Committee. The meetings of this Committee are not open to the public. However, the minutes of such meetings are accessible for them.

(ix) Directory of its officers and employees:

1. Director(TCP)
2. State Town Planner
3. Town & Country Planner at HQ and Divisional level offices
4. Assistant Town Planner at HQ and Divisional/Sub-Divisional level offices
5. Planning Officer at HQ
6. Research Officer at HQ
7. Law Officer at HQ
8. Tehsildar at HQ
9. Superintendent Gd.I at HQ
10. Superintendent Gd.II
11. Personal Assistant
12. Sr. Planning D/Man at HQ and Divisional/Sub-Divisional level offices
13. Junior Engineer at HQ and Divisional/sub-Divisional/Town Planning level offices
14. Draughtsman at HQ and Divisional/Sub-Divisional level offices
15. Jr. Draughtsman at HQ and Divisional/Sub-Divisional/Town Planning level offices
16. Surveyor in Shimla and Dharamshala Division.
17. Patwari at HQ and Divisional/Sub-Divisional level offices
18. Ferro Printer at Solan/Mandi/Hamirpur
19. Research Assistant at HQ
20. Field Investigator at HQ
21. Sr. Assistant at HQ and Divisional/Sub-Divisional level offices.
22. Sr. Scale Stenographer at HQ
23. Computer Operator at (HQ)
24. Jr. Assistant/Clerk at HQ and Divisional/Sub-Divisional level offices
25. Junior Office Assistant(IT) at HQ & Divisional level Office(s)
26. Drivers at HQ and Divisional level offices
27. Process Server at HQ
28. Peons at HQ and Divisional /Sub-Divisional level offices

29. Chainman at HQ and Divisional /Sub-Divisional level offices
30. Sweeper-cum-Chowkidar at HQ and Divisional/Sub-Divisional level officers
31. Sweeper at HQ & Shimla Division.
32. Other staff engaged on daily waged basis

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

Sr.No.	Name of posts	Pay Scale Rs.
1.	Director	37400-67000+10000GP
2.	State Town Planner	37400-67000+8700GP
3.	Town & Country Planner	15600-39100+7600GP
4.	Asstt. Town Planner	15600-39100+5400GP
5.	Planning Officer	10300-34800+5000GP
6.	Law Officer	10300-34800+4800GP
7.	Tehsildar	10300-34800+4400GP
8.	Superintendent Gd. I	15600-39100+5400GP
9.	Superintendent Gd.II	10300-34800+4800GP
10.	Research Officer	10300-34800+5000GP
11.	Personal Assistant	10300-34800+4800GP
12.	Sr.Planning Draughtsman	10300-34800+4200GP
13.	Draughtsman	10300-34800+3800GP
14.	Sr.Scale Stenographer	10300-34800+4400GP
15.	Senior Assistant	10300-34800+4400GP
16.	Junior Engineer	10300-34800+3800GP
17.	Research Assistant	10300-34800+3600GP
18.	Junior Assistant	10300-34800+3600GP
19.	Field Investigator	5910-20200+2400GP
20.	Junior Draughtsman	5910-20200+2400GP
21.	Surveyor	5910-20200+2400GP
22.	Computer Operator	10300-34800+3200GP
23.	Steno Typist	5910-20200+2000GP
24.	Driver	5910-20200+2000GP
25.	Clerk	5910-20200+1900GP
26.	Junior Office Assistant(IT)	5910-20200+1900GP
27.	Ferro Printer	5910-20200+1900GP
28.	Patwari	5910-20200+1900GP
29.	Process Server	4900-10680+1400GP
30.	Peon	4900-10680+1300GP
31.	Chainman	4900-10680+1300GP

32.	Chowkidar-cum-Sweeper	4900-10680+1300 GP
33.	Sweeper	4900-10680+1300GP
34.	Daily wagers	As per the rates fixed by the Finance Dep't. from time to time

In addition to this all admissible allowance are also paid.

(xi) Budget allocated to each of its agency, indicating the particulars of plans, proposed expenditures and reports on disbursement made:

S.O.E wise budget is allocated to each establishment functioning at head quarter as well as at Divisional/Sub-Divisional level, Town Planning Offices and expenditure is regularly monitored. The detail of Budget Provision which has been allocated to this Department during the current financial year i.e. 2016-17 under Plan & Non-Plan head of Accounts duly indicating therein the expenditure incurred as on 31.8.2016 is given as under:-

Head of Account	Budget Provision	Expenditure upto 31.8.2016
Major Head 2217-Urban Development 80-General. 001-Direction & Admn. 02-TCP Deptt.(PLAN)	1348.15 lacs	4,36,40,000.00
4217-Capital Outlay on Urban Dev. 03-IDSMT, 051-Construction 05-Prep. of Draft Development Plan (PLAN)	138.00 lacs	15,33,851.00
2235-Medical Reimbursement to Pensioners (NON PLAN)	4.24 lacs	3,23,555.00
2059-Maintenance of Office Bldgs.(NON PLAN)	0.01 lac	-Nil-
2217- Urban Development. 03-IDSMT 796-TASP 01-Grant-in-Aid to SADAs(PLAN)	84.00 lacs	-Nil-

(xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:

The Town & Country Planning Department does not implement the programmes involving subsidy directly. However, the Govt. is providing Grant-in-Aid to 7 Special Area Development Authorities namely-Keylong, Kaza, Reckong Peo, Pangi, Bharmour, Tabo & Udaipur which are located in tribal areas from Tribal Sub-Plan for following purposes:

- Acquisition of land
- Creation of income generating assets
- Creation of assets benefiting community, and
- Providing municipal service/civic functions

(xiii) Particulars of recipients of concessions, permits or authorization granted by it:

Promoters, Estate Agents, Architects/Engineers who are engaged built properties or in the preparation of maps of residential/commercial buildings within the jurisdiction of this Department, have been/are being registered in this Department. Presently 126 Promoters and Estate Agents 40 are registered with this Department. Accordingly, as on 24.9.2016 total 582 permits (category A=220 , Category B=200 & Category C= 162) have been granted to various professionals to prepare drawings/maps in the State. The professionals having Degree in AITP/Civil Engineering/Architecture are registered in Category-A; the professionals having 3 years Diploma in Civil Engineering/Architecture are registered in Category-B and the personnel having certificate course in Draughtsman ship from I.T.I. are registered in Category-C.

(xiv) Details in respect of the information available to or held by the Department reduced in an electronic form:

All information pertaining to the Department which includes forms to be used for planning permission, sub-division of land, change of landuse cases, Registration/Renewal of Promoters , Estate Agents, Architects, Engineers are available on the departmental Web site tcp-hp.in. From the above web site the position of planning permission/unauthorized construction and court cases can be viewed by the public. The information regarding applicable Acts, Rules & regulations is also available on the departmental web site.

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

The public can have information from the field offices of this Department or the Directorate from 10.00 A.M. to 5.00 P.M. on all working days of the week. The information of common interest can also be had from the website of the Department under the official Web Site of the State Govt. which is being updated to provide additional information to public. The common man can use Him TCP Mobile App for online registration, building plan permission information access through smart phones and accordingly the professionals Architects, Engineers, Promoters etc. can check status, pay fees and access information through this App.

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