

**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR :: TOWN & COUNTRY PLANNING :: ASSAM
DISPUR :: GUWAHATI-6**

No. TP/EST/17/2011/58

Dated Dispur the 14th September' 2012

OFFICE ORDER

In pursuance of the Provisions contained under Section 4(1)(b) of the Right to Information Act' 2005, the require information is published for general information in the Information Manual given herein bellow :-

Information Manual of Office of the Director, Town & Country Planning, Assam, Dispur Guwahati – 6 Under Section 4(1) (b) of the Right to Information Act' 2005.

Chapter – I

Name of the Public Authority :- Office of the Director, Town & Country Planning, Assam, Dispur, Guwahati – 6.

Objective / Functions:

The objective / functions of Director, Town & Country Planning, Assam is as follows :

- (1) Preparation / Revision of Master Plan for the Towns of Assam.
- (2) Monitoring and facilitating construction of Urban Roads, Drains, Markets, Bus-Terminus, Parking Yard etc. by implementing the Centrally Sponsored schemes- UIDSSMT, NLCPR, 10% Pool Fund etc through Urban Local Bodies.
- (3) Monitoring and facilitating providing shelter, street light, sanitation, primary education institute improvement and widening of roads etc. for slum dwellers by implementing the schemes under IHSDP through Urban Local Bodies.
- (4) Providing technical guidance / assistance to the Urban Local Bodies etc.
- (5) Monitoring and facilitating conduct Socio-economic survey, data collection and preparation of report etc. for implementation of various schemes.

Chapter – II

Powers, duties of officers and employees.

Procedures, channels of supervision and accountability.

Designation

- | | | | |
|-----|-------------------------|----|---|
| (1) | Director | :- | Overall in-charge of the T&C.P., Assam. |
| (2) | Joint Director | :- | Assist the Director in all affairs of the T&C.P., Assam including supervision of projects. |
| (3) | Superintending Engineer | :- | Supervise all civil engineering schemes / projects for development of towns within Assam and also assist the Director in technical matters. |

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Designation

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|------|----------------------------|----|--|
| (4) | Senior Research Officer | :- | To assist the Director for conducting socio-economic surveys works and preparation of reports for Master plan and in different schemes, offer guidance to Assistant Research Officer and Research Assistant etc. |
| (5) | Executive Engineer | :- | Conducting civil engineering surveys and preparation of engineering plans and estimates of various schemes, offer guidance to Assistant Engineers as well as Junior Engineers. |
| (6) | Assistant Director | :- | To assist the Director, Joint Director, Deputy Director in administration matters and other technical matters. |
| (7) | Assistant Engineer | :- | To assist Superintending Engineer, Executive Engineer and Head of Offices in discharging technical matters like conducting civil engineering survey, preparation of engineering plans and estimates. |
| (8) | Town Planning Assistant | :- | To assist the head of office in preparation of town planning, civil engineering schemes. |
| (9) | Finance & Accounts Officer | :- | To advice the Director in all financial matters, regarding Annual Budget, Audit matters, preparation of Annual Plan etc. |
| (10) | Assistant Research Officer | :- | To conduct socio-economic surveys, preparation of report for Master plans, preparation of different schemes and offer guidance to Research Assistants. |
| (11) | Superintendent | :- | Overall supervision of the works of the Assistants including establishment matters. |
| (12) | U.D.A. | :- | For establishment and accounts matters. |
| (13) | L.D.A. | :- | All clerical and typing works and assist the U.D.A. in dealing establishment matters. |
| (14) | Research Assistant | :- | To conduct socio-economic survey, analysis of survey works, for project report under various schemes. |
| (15) | Junior Engineer (A) / (C) | :- | For engineering survey required in connection with preparation of Master Plan for town including design and estimate for different development schemes. |
| (16) | D/M – I and D/M – II | :- | Preparation of drawing / maps related to Master Plans of towns within the state and other drawing related matters. |
| (17) | Tracer | :- | For tracing the maps in connection with Master Plans and engineering drawings. |
| (18) | Steno, Gr.-III | :- | To take dictation from the superior officers as well as typing works. |
| (19) | Driver | :- | For driving the official vehicles. |
| (20) | Copier Operator | :- | To operate the Xerox machine. |
| (21) | Duffry | :- | To maintain office files as well as record etc. |
| (22) | Gr.-IV, / Peon / Kahalasi | :- | To help the dealing assistant as well as works related with Banks / Treasuries and survey works. |
| (23) | Cleaner | :- | To wash and clean the official vehicles. |
| (24) | Ferro-Printer | :- | To operate the Blue print machine. |
| (25) | Chowkider | :- | To open and close the office and to guard the Office premises at night. |

Chapter – III

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

The cases are generally processed at every branch and it relates from bottom to top as per requirement of the matter and final decisions are taken by the Director if it is inhouse matter or submitted to Govt. depending upon the matter.

Chapter – IV

The norms set by the Director, Town & Country Planning, Assam for discharge of its functions.

Efforts are made to deal with the cases as expeditiously as possible in accordance with the Rules, Regulations and other instructions issued from time to time from the Govt.

Chapter – V

Rules, Regulations, Instructions, Manuals and Records held by Director, Town & Country Planning, Assam or under its control or used by its employees for discharge of its functions.

This office discharges its functions in accordance with the Rules, Regulations, Instructions, Manuals etc. issued by the Govt. of Assam from time to time.

There are some Office Memorandum / Notifications / Circulars which are followed in disposal of the cases and guard file is maintained to keep those circulars.

Chapter – VI

Statement of the categories of documents that are held by this office or under its control.

The documents held by this office include relevant files on the subject dealt within the office such as establishment matter, planning matter, project work, financial matter, engineering matter etc.

Chapter – VII

Particulars of any arrangement that exists, for consultation with the members of public comments or suggestion etc are considered at the time of preparation of Master plan for any Towns and such arrangement is maintained as per Assam Town & Country Planning Act.

Chapter – VIII

Statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice in the Office of the Director, Town & Country Planning, Assam is held as and when required such as Town and Country Planning Advisory Council, State Level Co-ordination Committee under different Centrally Sponsored schemes etc.

Chapter – IX

Directory of its Officers and employee are given bellow :-

Directory of Officers and Employees of the Office of the Director, Town & Country Planning, Assam, Dispur, Guwahati – 6.

Sl. No.	Designation	Cadre	No. of post	Name of Officer/ Employee	Contact details Ph. / Fax / E-mail
1	Director	I	1	Smti. Anjali Goswami	2261540 (O) 2261551 (O)
2	Joint Director	I	1	- Vacant -	
3	Superintending Engineer	I	1	Sri. Nagen Kalita	
4	Senior Research Officer	I	1	- Vacant -	
5	Executive Engineer	I	1	- Vacant -	
6	Assistant Director	I	4	Md. Ali Ashraf Smti Trishna Gogoi Vacant – 2	
7	Town Planning Assistant	I	2	Smti. Jamini Boro Sri Jadabananda Dutta	
8	Assistant Engineer	I	1	Sri Kumar Purkayastha	
9	Finance & Accounts Officer	I	1	Sri Debashish Sengupta	
10	Assistant Research Officer	II	2	Sri Nripen Sarma Sri Jatindra Nath Deuri	
11	Superintendent	III	1	Sri A. K.Chakraborty	
12	U. D. Assistant	III	5	Sri Narendra Baishya Sri Hari Narayan Basumatary Smti Meghali Borah Sri Jagadish Chandra Das Sri Pratap Chandra Baishya	
13	L. D. Assistant (Junior Assistant)	III	9	Smti. Reena Das Sri Jagannath Kumar Smti. Shashi Saikia Sri Manoj Sarma Smti. S. Marium Ruangmei Sri Goutam Singh Sri Dharmendra Gogoi Sri Apurba Kr. Das Vacant – 1	
14	Steno, Gr.- III	III	1	Smti. Mainu Devi	
15	Junior Engineer (A)	III	1	Smti R. Barman	
16	Junior Engineer (C)	III	2	Smti. Ila Dutta Baruah (A) Vacant – 1	
17	Draftsman Gr.- I	III	2	Smti. Bimala Nath Smti. Nirmali Das	
18	Draftsman Gr.- II	III	3	Smti. Ajanta Sengupta Smti. Chayanika Gogoi Vacant – 1	
19	Tracer	III	2	Sri Jugal Kishore Bora Sri Jogesh Ch. Haloi	
20	Research Assistant	III	6	Smti. Deepa Rani Talukdar Smti. Ritu Mahapatra Vacant – 4	

Sl. No.	Designation	Cadre	No. of post	Name of Officer/ Employee	Contact details Ph. / Fax / E-mail
21	Copier Operator	III	1	Vacant	
22	Driver	III	5	Sri R.Bora. Sri D.C. Das Sri K. Ali Vacant- 2	
23	Duftry	IV		Vacant	
24	Gr. IV/peon/Khalashi/Ferro-printer/cleaner etc.	IV	10	Sri D.R. Kakati Sri J. Boro Smt. R. Bibi Smt. K. Deka Tahbilder Sri Prafulla Das Vacant- 5	
25.	Chowkider	IV	1	Sri P. Chetry	

Chapter – X

The officer and employees of this Directorate of Town and Country Planning, Assam are being paid monthly remuneration in their respective scale of pay as mentioned below and the allowances as applicable.

Sl. No.	Name of Post	Scale of pay
01	Director	Rs. 12000 -- 40,000/- (PB-4) + G.P. Rs. 7400/-
02	Joint Director	Rs. 12000 -- 40,000/- (PB-4) + G.P. Rs. 6400/-
03	Superintending Engineer	Rs. 12000 -- 40,000/- (PB-4) + G.P. Rs. 6600/-
04	Senior Research Officer	Rs. 12000 -- 40,000/- (PB-4) + G.P. Rs. 6300/-
05	Executive Engineer	Rs. 12000 -- 40,000/- (PB-4) + G.P. Rs. 6300/-
06	Assistant Director	Rs. 12000 -- 40,000/- (PB-4) + G.P. Rs. 5900/-
07	Town Planning Assistant	Rs. 12000 -- 40,000/- (PB-4) + G.P. Rs. 5400/-
08	Assistant Engineer	Rs. 12000 -- 40,000/- (PB-4) + G.P. Rs. 5400/-
09	Finance & Accounts Officers	Rs. 12000 -- 40,000/- (PB-4) + G.P. Rs. 5400/-
10	Assistant Research Officers	Rs. 8000 -- 35,000/- (PB-3) + G.P. Rs. 5100/-
11	Superintendent	Rs. 8000 -- 35,000/- (PB-3) + G.P. Rs. 4600/-
12	Research Assistant	Rs. 8000 -- 35,000/- (PB-3) + G.P. Rs. 4300/-
13	U.D.A.	Rs. 5200 -- 20,200/- (PB-2) + G.P. Rs. 3100/-
14	L.D.A. (Jr. Assistant)	Rs. 5200 -- 20,200/- (PB-2) + G.P. Rs. 2400/-
15	Steno Gr. III	Rs. 5200 -- 20,200/- (PB-2) + G.P. Rs. 2900/-
16	Junior Engineer (A) (C)	Rs. 5200 -- 20,200/- (PB-2) + G.P. Rs. 3300/-
17	Draftsman, Gr. I	Rs. 5200 -- 20,200/- (PB-2) + G.P. Rs. 3300/-
18	Draftsman, Gr.II	Rs. 5200 -- 20,200/- (PB-2) + G.P. Rs. 2700/-
19	Tracer	Rs. 5200 -- 20,200/- (PB-2) + G.P. Rs. 2200/-
20	Copier Operator/Driver	Rs. 5200 -- 20,200/- (PB-2) + G.P. Rs. 2100/-
21	Gr. IV/Duftry	Rs. 4560 -- 15,000/- (PB-1) + G.P. Rs. 1800/-
22	Grade.IV/Khalasi/Peon/Ferro-printer/Cleaner/Chowkider etc.	Rs. 4560 -- 15,000/- (PB-1) + G.P. Rs. 1500/-

Chapter-XI

The budget allocated to each its agency for the financial year 2011-2012

Budget provisions under different heads of accounts during the financial year 2011-2012 of this Directorate is shown as below :-

(Rs. in lakhs)

Sl. No	Grant No.	Heads of accounts	Plan	Non-Plan	Total
2215 – Urban development					
1	01	Salary		114.26	114.26
2	03	T.E		60	60
3	04	O.E		1.25	1.25
4	14	Minor Works		.36	.36
5	15	Machinery & equipment		.40	.40
6	17	Maintenance		1.25	1.25
7	18	Materials & Supply		12.00	12.00
2217- Urban Development					
8	01	Salary		108.96	108.96
9	02	Wages		12.00	12.00
10	03	T.E.		1.74	1.74
11	04	O.E.		9.54	9.54
12	06	Rent		12.98	12.98
13	07	Publication		.50	.50
14	10	Scholarship		1.50	1.50
15	15	M & E		.50	.50
16	16	Motor Vehicle		.34	.34
17	17	Maintenance		.60	.60
18	19	M & S		.30	.30
2217-Urban Development					
	21	Sub Major Head – 03 IDSMT			
Minor Head - 800					
	Sub Head	250	8.00		8.00
		1824	200.00		200.00
		3622	443.79		443.79
		3914	872.65		872.65
		4086	1200.00		1200.00
		3421	75.00		75.00
		3420	8522.45		8522.45
		3419	3325.51		3325.51
	Minor Head - III	671	25.00		25.00
	III Csw –Sub - Head	3036	1000.00		1000.00
		3421	75.00		75.00

Chapter – XII

This Directorate is not monitoring such type of schemes but different District Offices of Town & Country Planning are involved in such schemes like – SJSRY.

- Nil-

Chapter – XIII

The particulars of facilities available to Citizens for obtaining information, including the working hours of a library or reading room, if mention for public use.

At present one conference room is available for official meeting purpose and library facilities are not available at present.

-Nil-

Chapter-XIV

Details in respect of the information, available to or held by it, reduced in an electronic form.

Except some matter almost all information both in technical and non-technical are in electronic form available for public.

Chapter-XV

The Names, Designation and other particulars of the Public Information Offices.

1. First Appellate Authority:- Smt. Anjali Goswami, Director, Town & Country Planning, Assam.
2. State Public Information Officer:- Sri. Nagen Kalita, Superintending Engineer. Town & Country Planning, Assam.

Yours faithfully,

(A. Goswami)
Director,
Town & Country Planning, Assam
Dispur, Guwahati-6