

NATIONAL CAPITAL REGION PLANNING BOARD

No. A-22017/1/2000-Estt

Dated: 24.02.2025

OFFICE ORDER

Work Distribution of Planning Wing of NCRPB

Due to reliving of Shri Abhijeet Samanta, Dy. Director (Tech) and Smt. Nilima Majhi, Deputy Director (Tech.) number mentioned at Sl. No. 5 & 6 of work distribution order of Planning Wing dated 14.05.2024, and since no new officer has been posted in the Planning wing, and due to the revision of Assessment Scheme related order, the work distribution order dated 14.05.2024 is hereby modified as follows till further orders:

1. Shri Tarun Jain, Joint Director (Tech)

- Preparation of Regional Plan-2041
- Monitoring and Implementation of Regional Plan 2021 especially for sectors of Regional Land Use, Shelter, Transport, Economic Activity, Fiscal policy, Power, Telecommunication, CMAs.
- Monitoring and coordination for implementation of Functional Plans under Regional Plan-2021 i.e. regarding Transport, Economic activity and Micro and Household Enterprises
- Coordination for timely preparation and processing of Sub-Regional Plan of Haryana Sub region & Sub regional Plan of Uttar Pradesh Sub regions
- Master Plans/Development Plans of Haryana and UP sub-regions
- Nodal Officer for Planning Committee Meetings
- Committee of Transport Commissioner/Secretaries (CoTS) Meetings
- Initiatives like Multi-Modal Integration, Extension of Delhi Metro Links, Bypasses, Interchanges, 5 km road loops (RP-41), Trauma Care Network in NCR, EMU/MEMU — NCR & Ring Rail - Delhi
- Work related to all Metros and Regional Rails in NCR.
- Mobility Plans of Cities / Towns in NCR / CMAs.
- Work related to Regional Land Use; Overall Nodal Officer for all Master/Development/Zonal Plans in NCR Sub regions.
- Custodian of all Maps, Satellite data, Aerial photographs, all other data (GIS & non-GIS), etc. reg. Regional Plan 2021 & 2041; Concerned AD (Tech) will assist him for this purpose.
- Preparation and monitoring/implementation of Functional Plans under Regional Plan-2041 regarding Urban Regeneration, Housing & Slum-free NCR; Transport, Economic Corridors & ToD; Education and Skill Development, Smart & Digital NCR
- Development of Universal Governance Interface (UCI), and other Portals for NCR, where he will be assisted by IT consultant
- Nodal Officer from planning side, for all NCRPMCs, including regarding their actions on annual work plans.
- Review and preparations of reports, presentations etc. for all the above
- Any other work given by Member Secretary, CRP
- In the absence of Shri Tarun Jain, his work will be looked after by Shri Mukesh Yadav.
- Files of Shri Tarun Jain will be routed through CRP, and in his absence through Director (A&F)
- Legal Cases of Planning Wing including legal cases related to CMA to be dealt by Shri Tarun Jain, JD (T) and assisted by Shri Satyabir Singh, AD (T) and Smt. Rupa Bhatnagar, AG-II.

Regarding these cases, Shri Tarun Jain, JD (T) will report to Member Secretary through CRP. Consultants (Legal) shall report to Shri Tarun Jain, JD(T) for planning cases.

- Shri Tarun Jain, JD(T) will also assist Director (A&D) as required for Legal cases of Planning wing.

2. Shri Mukesh Yadav, Joint Director (Tech)

- Any work related to RP-2021 including implementation of Regional Plan 2021 in NCR.
- Monitoring and Implementation of Regional Plan 2021 -especially for sectors of Water, Sewerage, SWM, Drainage & Irrigation; Tourism & Heritage, Social infrastructure, Environment & Disaster Management, Rural development
- Monitoring and coordination for implementation of Functional Plans under Regional Plan-2021 i.e. regarding Drainage; and Ground Water Recharge
- Coordination for timely preparation and processing of Sub regional Plan of Rajasthan Sub region & Sub regional Plan of Delhi Sub region.
- Preparation and monitoring/implementation of Functional Plans under Regional Plan-2041 regarding Tourism & Heritage; Health; Water and Waste Management; Dairy.
- Initiatives like Electric Vehicle Charging System in NCR, Migration Facilitation Centre, Child Care Facilities, etc.
- PARIMAN Geo-Portal
- Parliamentary Questions, VIP References, MoUs and matters including Consultative Committee, Standing Committee and Petitions Committee.
- Audit Paras related to Planning Wing.
- Empowered committee meetings
- Coordination for State Level Steering Committees for all sub-regions
- Annual Report, Outcome Budget, RFD.
- NITI Aayog matters.
- Nodal Officer for providing inputs to Administration Wing for Planning Agendas & Minutes of Board Meetings and follow up action thereof
- Committee of Tourism Secretaries/ Commissioners (CoTS) Meetings
- 1st Appellant Authority for RTI matter related to the Planning Wing.
- Review and preparations of reports, presentations etc. for all the above
- Any other work given by Member Secretary, CRP
- In the absence of Shri Mukesh Yadav, his work will be looked after by Shri Tarun Jain.
- Files of Shri Mukesh Yadav will be routed through CRP, and in his absence through Director (A&F)

3. Shri Nabil Jafri, Deputy Director (Tech.-GIS)

- To provide required inputs/Data/Support to team for the preparation of Regional Plan 2041.
- Dealing Sectors of Regional Plan 2021: Shelter, Telecommunication, Social Infrastructure (Education, Health, etc.), Regional Land use, Environment, & Disaster Management, Counter Magnet Areas
- Future work related to GIS, RS and Mapping. CHS Consultant, if available, will assist Shri Nabil Jafri
- Examination and coordination of future work related to preparation, analysis of GIS based Master/Development Plans, various GIS based drawings/GIS maps, GIS Data,
- Work related to Functional Plan under RP-2041 for Urban Regeneration, Housing & Slum - free



NCR; Smart & Digital NCR; Education & Skill Development; Transport, Economic Nodes & Industrial Corridors.

- Follow up of implementation/upgradation of PARIMAN Portal.
- Nodal from planning wing for Annual Report, NITI Aayog matters, Audit Paras related to Planning Wing.
- Nodal Officer for Counter Magnet Areas, Preparation of Planning related Agendas & Minutes of Board Meetings for CMA and take follow up action thereof
- Nodal Officer for Parliament Questions, VIP References, MoUs and matters including Consultative Committee, Standing Committee and Petitions Committee.
- Administrative arrangements for smoothly conducting all planning, state level, COTS and other meetings related to planning wing and supporting the respective sector /subregion Nodal officer(s) who shall make the technical preparations for such meetings.
- Review and preparations of reports, presentations etc. for all the above
- Any other work given by Member Secretary, CRP
- In the absence of Shri Jafri, his work will be looked after by DD(T-RD)
- Files of DD(T-NJ) will be routed to CRP through respective JD(Tech) as per their work distribution, and the remaining files, if any, will be routed to CRP through JD(T-MY).

4. Shri Ramesh Dev, Deputy Director (Tech.-URP)

- To provide required inputs/Data/Support to team for the preparation/implementation of RP 2021 & RP 2041.
- Dealing Sectors of Regional Plan 2021: Water, Sewerage, SWM, Drainage & Irrigation; Tourism & Heritage, Rural development
- Work related to Functional Plans under RP-2041: Tourism & Heritage; Health; Dairy Sector; Water Management and Waste Management
- Will work as In-charge PMC. During the absence of Shri Ramesh Dev. Shri Ajitabh Saxena will be the link officer to look after the work of PMC Wing. The In-charge PMC shall obtain inputs regarding Planning aspects from the concerned Nodal Officer/dealing sector officer.
- Overall CPIO for all RTI matter related to Planning Wing and coordination of planning RTI's.
- Administrative arrangements for smoothly conducting all planning, state level, COTS and other meetings related to planning wing and supporting the respective sector /subregion Nodal officer(s) who shall make the technical preparations for such meetings.
- Review and preparations of reports, presentations etc. for all the above
- Any other work given by Member Secretary, CRP
- In the absence of Shri Ramesh Dev, his work will be looked after by DD(T-NJ)
- Files of DD(T-RD) will be routed to CRP through respective JD(Tech) as per their work distribution, and the remaining files, if any, will be routed to CRP through JD(T-TJ)

5. Shri Naresh Kumar, Assistant Director (Tech)

- Nodal Officer for Haryana Sub region and Uttar Pradesh Sub region.
- Preparation of Regional Plan-2041 and/or any other works incidental thereto.
- Nodal Officer for Regional Plan 2021.
- Dealing Sector of Regional Plan 2021: Regional Land Use, Shelter, Transport, Economic Activity, Fiscal policy, Power, Telecommunication, CMAs, Rural development.
- Nodal officer and all work related to Regional Land Use; Nodal Officer for Master/Development/Zonal Plans in NCR Sub regions.
- Will assist JD(Tech) who is the Custodian of all Maps, Satellite data, Aerial photographs, all other data (GIS & non-GIS), etc. reg. Regional Plan 2021 & 2041 Multi-Modal Integration.



- Nodal Officer for Board / Planning Committee Meetings / Empowered Committee Meetings
- Custodian of all documents/data reg. Regional Plan 2021 & RP 2041
- Dealing Sectors of Regional Plan 2021: Demography Profiles and Settlement Pattern, Shelter
- New Initiatives like Migration Facilitation Centers, etc.
- Existing Functional plans under RP-2021: Micro and Household enterprises in NCR
- Functional Plan under RP-2041 for Urban Regeneration, Housing & Slum free NCR; Health; Dairy; and Smart & Digital NCR.
- Work related to Environment & Social Management Systems of NCRPB
- Review and preparations of reports, presentations etc. for all the above.
- RP-2041 work will be look after by Shri Naresh Kumar and he shall put up to CRP through Shri Tarun Jain, JD (T).
- Files of Shri Naresh Kumar (except RP-2041 files) will be routed to CRP through DD(T-NJ) and DD(T-RD) as per their work distribution and thereafter through respective JD(Tech) as per their work distribution.
- Any other work given by Member Secretary, CRP
- In absence of Shri Naresh Kumar, AD (T) his work will be looked after by Shri Satyabir Singh, AD (T).

6. Shri Satyabir Singh, Assistant Director (Tech.) (Assessment)

- Nodal Officer for Delhi and Rajasthan Sub region.
- Initiatives like Multi-Modal Integration, Extension of Delhi Metro Links, Bypasses, Interchanges, 5 km road loops (RP-41), Trauma Care Network in NCR, EMU/MEMU — NCR & Ring Rail — Delhi, Electric Vehicle Charging System.
- Work related to all Metros and Regional Rails in NCR.
- Mobility Plans of Cities / Towns in NCR / CMAs.
- Existing Functional plans under RP-2021: Transport, Economic Development of NCR.
- Work related to Functional Plans under RP-2041: Transport, Economic Nodes & Industrial Corridors.
- Nodal Officer for Committee of Transport Commissioner/Secretaries (CoTS) Meetings.
- To provide required inputs/Data/Support to team for the Review /preparation of RP 2021 & RP 2041.
- Dealing Sectors of Regional Plan 2021: Sewerage, Solid Waste Management, Drainage & Irrigation, Heritage & Tourism, Disaster Management
- New Initiatives like Child Care Facilities, Creches, Old age homes, working women hostels, hospices, etc.
- Nodal officer for Committee of Tourism Secretaries/ Commissioners (CoTS) Meetings
- Existing Functional plans under RP-2021: Drainage; Ground water recharge for NCR
- All work related to functional Plan for Tourism & Heritage; Water & Waste Management; Education & Skill Development under RP-2041.
- Nodal officer for CPGRAMS
- Sub-Regional Plan of NCT-Delhi Sub-region.
- Work related to Transport Sector including relevant studies.
- CPIO for Transport Sector.
- Work related to RRTS, NCRTC, DMRC, GMRC etc.
- Committee(s) on issues related to RRTS.
- Mobility Plan of Cities/Town in NCR/CMA.



- Empowered Committee (planning matters).
- Parliamentary Questions and Audit Paras related to relevant sectors and sub-region.
- Review and preparations of reports, presentations etc. for all the above
- Any other work given by Member Secretary, CRP
- All Files of Shri Satyabir Singh will be routed through Shri Nabil Jafri, DD(T-GIS)/Shri Ramesh Dev, DD(T-URP) as per their work distribution and thereafter through JD(T-MY)/JD(T-TJ) as per their work distribution.
- In absence of Shri Satyabir Singh, AD(T) his work will be looked after by Shri Naresh Kumar, AD (T).

7. Shri Sheshant Singh, Planning Assistant

- Shri Sheshant Singh will look after all the work related to Regional Land Use including file management.
- Planning Committee meetings
- Planning side work of Agenda/ Follow up of Board Meetings
- Committee of Tourism Secretaries (CoTS) meeting files, for this he will report to Shri Satyabir Singh, AD(T)
- Any other work given by Member Secretary, CRP
- Files relating to Regional Land use, Board Meetings and Planning Committee meetings, will be routed through Shri Naresh Kumar AD(T).
- All other files of Shri Sheshant Singh (except Regional land Use, Board Meeting and Planning Committee meetings) will be routed through Shri Satyabir Singh, AD (T).

8. Duties of Sub-Region/State Nodal Officers:

- Respective State Nodal Officers shall be responsible for follow up of implementation of Regional Plan 2021 and Existing Functional Plans for their respective Sub region/assigned sectors. They shall also coordinate with sub-regions for appropriate projects for NCRPB funding for implementation of RP-21/RP-41.
- State Nodal Officers shall be responsible for Sub regional Plan for their respective Sub region, work related to Preparation of Master/Development/Zonal Plans in their respective Sub region and coordination with the respective sub region/NCRPMCs for preparation of requisite Plans and for overall conformity of such Plans with Regional Plan.
- The Subregion/State/Sectoral Nodal Officer shall also be responsible for the following:-
 - Preparation of reports, presentations regarding the assigned Sub region/sectors
 - Providing necessary inputs to Nodal Officer for Board Meetings / Planning Committee Meetings / Empowered Committee Meetings as and when required on timely basis
 - Parliamentary Questions, VIP References and Audit Paras related to relevant sectors and assigned Subregion.
 - Providing inputs to nodal officer CPGRAMS related to assigned sub region/sector
 - CPIO of assigned Sub region and shall provide necessary inputs to Overall CPIO Planning for RTI matters related to their Sub region /assigned sector/tasks.
 - Steering Committee Meeting of assigned Sub region.
 - Providing inputs on Legal Cases related to assigned Sub region.
 - Coordination with assigned NCRPMC for all Planning works including regarding

their actions on annual work plans, etc.

- Ensure/maintain a flawless communication between NCRPB and NCRPMCs/State Governments.
- Ensure that any query raised from any Subregion is dealt accordingly. The Nodal Officers for Sub regions will make sure that required information is provided to Nodal Officer for Regional Landuse on timely basis.

General Guidelines:

- Sectoral updates: Where sectors are not clear, Subregion Nodal Officers will collect and provide the updates to the RP Team.
- For any work not covered in the above Work Distribution, the concerned Nodal Officer of the Sub region shall be responsible, who may take input from the sector dealing officer.
- Dy. Director (Admin) will be Nodal Officer for the all Legal cases other than the cases of Planning Wing.


(Archana Agrawal) 24/02/25
Member Secretary

To,

1. Chief Regional Planner
2. All Concerned Officers

Copy to:

1. Director (A&F)
2. FAO
3. DD(A)
4. Guard File
5. Notice Board