

## **RIGHT TO INFORMATION**

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## **Manual-1**

### **PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

**(Reference: Section 4 (1) (b) (i) of RTI Act, 2005)**

## Manual-1

### Organization, Functions and Duties of the National Capital Region Planning Board

The NCR Planning Board was constituted in 1985 under the National Capital Region Planning Board Act, 1985 with the consent of State Govts. through resolutions passed by all the Houses of Legislatures of the States of Haryana, Rajasthan and Uttar Pradesh. As per the NCR Planning Board Act, 1985, the National Capital Region Planning Board has mandate for preparing a Plan for the development of the National Capital Region and for coordinating and monitoring the implementation of such Plan and for evolving harmonized policies for the control of land uses and development of infrastructure in the Region so as to avoid any haphazard development thereof.

The main functions of the Board as per the NCRPB Act, 1985 are as under:

- (i) To prepare the Regional Plan and Functional Plans.
- (ii) To arrange for preparation of Sub-Regional Plans.
- (iii) To coordinate the enforcement of Regional Plans, Functional Plans, Sub-Regional Plans & Project Plans.
- (iv) To ensure proper and systematic programming by participating states & the UT regarding project formulation, determination of priorities and phasing of development.
- (v) To arrange for and oversee the financing of selected development projects in NCR through central & State Plan Funds and other sources of revenue.

### Constituent Areas of NCR

As defined in the Schedule {Section 2(f)} of the NCRPB Act, 1985 and the subsequent notifications dated 14.03.1986, 23.08.2004, 01.10.2013, 24.11.2015 and 16.04.2018, the National Capital Region (NCR) covers the whole of NCT-Delhi and 13 districts of Haryana, 8 districts of Uttar Pradesh and 2 districts of Rajasthan covering an area of about 55,083 sq. kms.

The sub-region wise area details are as under:

Sub-Region	Name of the Districts	Area (in sq kms)
Haryana	Faridabad, Gurgaon, Mewat, Rohtak, Sonapat, Rewari, Jhajjar, Panipat, Palwal, Bhiwani (including Charkhi Dadri), Mahendragarh, Jind and Karnal ( <b>thirteen districts</b> ).	25,327
Uttar Pradesh	Meerut, Ghaziabad, Gautam Budh Nagar, Bulandshahr, Baghpat, Hapur, Muzaffarnagar and Shamli ( <b>eight districts</b> ).	14,826
Rajasthan	Alwar and Bharatpur ( <b>two districts</b> ).	13,447
Delhi	Whole of NCT Delhi.	1,483

### Constitution of the Board

The Present members and Co-opted members of the National Capital Region Planning Board are as follows:-

**Members**

1.	Union Minister of State (Independent Charge), Housing And Urban Affairs	Chairman
2.	Chief Minister, Haryana	Member
3.	Chief Minister, Rajasthan	Member
4.	Chief Minister, Uttar Pradesh	Member
5.	Lieutenant Governor, National Capital Territory of Delhi	Member
6.	Chief Minister of NCT-Delhi	Member
7.	Minister of Urban Development, Government of Rajasthan	Member
8.	Minister, Urban Development, Government of Uttar Pradesh	Member
9.	Chairman, Railway Board	Member
10.	Secretary, Ministry of Road Transport and Highways	Member
11.	Secretary, Ministry of Housing And Urban Affairs	Member
12.	Chief Secretary, Government of Haryana	Member
13.	Chief Secretary, Government of Rajasthan	Member
14.	Chief Secretary, Government of Uttar Pradesh	Member
15.	Chief Secretary, Government of NCT-Delhi	Member
16.	Principal Secretary, Town & Country Planning, Govt. of Haryana	Member
17.	Member Secretary, National Capital Region Planning Board	Member Secretary

**Co-opted Member**

1. Secretary, Ministry of Environment, Forest and Climate Change
2. Chief Planner, TCPO, Govt. of India

## **National Capital Region Planning Board (NCRPB) Secretariat**

Union Minister of Urban Development is the Chairman of the NCRPB. The Member Secretary is the Chief Executive of the office of the Board assisted by the Chief Regional Planner and Director (Administration and Finance). The Chief Regional Planner is the Head of the Technical Wing and is assisted by two Joint Directors, one Deputy Director, and three Assistant Directors. The Director (Administration and Finance), who is also head of the Project Monitoring Cell, is assisted by Assistant Director(PMC), Deputy Director (Admn.), Finance & Accounts Officer, two Assistant Directors (Fin.) and two Assistant Directors(Admn/Estt.).

### **REGIONAL PLAN**

#### **1 Regional Plan-2001**

The Regional Plan-2001, approved by the Board in November 1988 and notified on 23<sup>rd</sup> January, 1989, envisaged the important goal of “a balanced and harmoniously developed region, leading to dispersal of economic activities and immigrants to Delhi, thereby leading to a manageable Delhi”. The Plan proposed “a policy of strict control on creation of employment opportunities within the Union Territory of Delhi, moderate control in the Delhi Metropolitan Area and, encouragement with incentives, in the areas outside Delhi Metropolitan Area within the NCR”. Review of Regional Plan-2001 was carried out in 1999. It recommended that future of Delhi lies in the sequential development of its metropolitan region and a lot remains to be accomplished in the coming decades.

#### **2 Regional Plan-2021**

The Regional Plan-2021 was approved by the Board in its 28th meeting held on 9.7.2005 and notified on 17.9.2005 under Section 13 of the NCRPB Act, 1985 and Rule 27 of the NCRPB Rules, 1985. The Regional Plan-2021 aims to promote growth & balanced development of the National Capital Region to be achieved through providing suitable economic base for future growth, providing efficient and affordable rail and road based transportation networks including Mass Transit System, providing urban infrastructure facilities, rational land use pattern and promoting sustainable development by minimizing the adverse environmental impact of development.

#### **3 Functional Plans**

Section 16 of the NCRPB Act, 1985 provides for the preparation of Functional Plans to elaborate one or more elements of the Regional Plan by the Board with the assistance of the Planning Committee for the proper guidance of the participating States and the Union Territory.

Further, after the notification of Regional Plan-2021, Functional Plans on Transport-2009, and Ground Water Recharge-2009, Economic Development of NCR-2016 and Drainage for NCR-2016 have been prepared by the Board.

#### **4 Sub-Regional Plans**

Under the provisions of Section 17(1) of the Act, 1985 each participating State is required to prepare a Sub-Regional Plan for the Sub-region within the State. Section 19 of the Act, 1985 provides the directions for the submission of Sub-Regional Plan to the Board and Section 20 provides for the implementation of Sub-Regional Plans by each participating State. The constituent States are expected to finalize their respective Sub-Regional Plans in conformity with the Regional Plan.

Within the policy framework of Regional Plan-2001, Sub-Regional Plans of Uttar Pradesh and Rajasthan sub-regions were finalized by the respective State Governments and were approved by the Board in June 1992 and April 1994 respectively. After notification of the RP-2021, the draft SRP-2021 for U.P., Haryana and Rajasthan sub-region were considered by the Board and its observations were communicated to the respective State Govts. for consideration. Subsequently, Govt. of U.P. and Rajasthan has published/notified their respective SRP-2021 in December, 2013 and November, 2015 respectively. In case of Haryana sub-region, Govt. of Haryana has informed that it has finalized SRP-2021 for Haryana Sub-region. However, Govt. of Haryana has to resolve the issues with MoEF&CC. Regarding NCT-Delhi sub-region, it was decided by the Board that the Master Plan for Delhi-2021 prepared under the provisions of Delhi Development Act, 1957 be treated as SRP for NCT-Delhi sub-region. However, the Master Plan must clearly bring out issues of inter-state connectivity.

## **Manual-2**

### **Powers and Duties of officers and Employees**

**(Reference: Section 4 (1) (b) (ii) of RTI Act, 2005)**

## Manual-2

### **Powers and Duties of officers and Employees** (Reference: Section 4 (1) (b) (ii) of RTI Act, 2005)

#### **Powers and Duties of officers and Employees**

##### 1. Shri B K Tripathi, Member Secretary

A full time Member-Secretary of the Board, nominated by the Central Government from amongst officers of, or above, the rank of a Joint Secretary to the Government of India, Member Secretary is the Chief Executive Officer of the Board and responsible to administer the NCRPB Act.

As per the notification No. K-14011/13/85-NCRPB, dated 8.7.1985 Financial Power of the Members Secretary are given below:

Sr.No.	Nature of Power	Extent Power
1.	Operating of Bank Account	Power to open account for the Board in accordance with the rules and to authorize any employee or employees of the Board to operate the Account individually or jointly.
2.	Purchase of Officer Furniture and equipment's	Full powers for purchase, running and maintenance and repair of machinery including office furniture and equipment's.
3.	Purchase of stationery	Full powers.
4.	Telephone Charges	Full power, Full power to get new telephone connection, payment of rentals call charges etc.
5.	Selection of candidates for appointment in the Board.	Selection and appointment to posts the maximum of Scale of pay of which is equal to or less than Rs. 1600/- (Pre-revised) will be made by the Member Secretary.
6.	Purchase and maintenance of Staff Car/ Vehicles.	Full power for purchase, running, maintenance and repair.
7.	Printing charges	Full Power
8.	Contingency expenditure	Full Power
9.	Power grant conveyance allowances to employees of Board.	Full power. The rate and condition of the allowance should be the same as are applicable to the Central Govt. Servants.
10.	To grant honorarium to persons working in the Board as also persons other than those working in the Board for services rendered by them to the Board.	Upto Rs. 1000/- in each case.
11.	To grant earned leave and other kind of leave to staff working in the Board.	Full Power
12.	Grant of leave Salary advance	Full Power
13.	To sanction advance of TA to the staff working in the Board including LTC as applicable under the Govt. rules.	To the extent admissible under the Central Govt. rules.
14.	To exercise all power of controlling officer for traveling allowance bills	Full Power
15.	To incur expenditure on entertainment during:	



	(a) Meetings of the Board	Full Power
	(b) Meeting of the Group	Full Power
	(c) Meeting of Committee	Subject to a ceiling of Rs. 2000/- in a quarter.
	(d) Other official meetings.	Subject to a ceiling of Rs.1000/- per month. The above ceiling will be subject to relaxation by the Chairman if the circumstances so warrant.
16.	To sanction purchase of Drawing stationery	Full Power
17.	To advertise in newspaper and journals.	Full Power
18.	To sanction OTA to eligible staff.	Full Power
19.	Sanction of permanent advances of imprest.	Full Power
20.	Grant of advance to employees of Board for the purchase of bicycle.	Full Power
21.	To incur expenditure on provision of liveries to Peons/ Drivers.	Full Power
22.	Approval of tour of officers/ employees of the Board.	
	i) Trough entitled class	Full Power
	ii) Journey by air or by class higher than the entitled class	Full Power
	iii) Reimbursement of actual expenditure of boarding / loading for officers/ employees while on tour in special cases subject to ceiling as prescribed in Govt. rules.	Full Power
23.	Non- interest bearing advance; Festival advance/ Medical advance in special cases/ advance for natural calamities subject to rules as prescribed in GFR 1963, FR/SR and other Instructions issued by the govt. of India from time to time.	Full Power
24.	Comprehensive insurance of vehicles	Full Power

As per the notification No. K-14011/13/85-NCRPB dated 14.12.1987, in the said notification, in item III relating to "Delegation of Powers under Section 22(2)(a), after serial number 24, the following serial number and entries shall be added, namely :-

Sr.No	Nature Power	Extent of Power.
25	In addition to the powers referred above, the Member Secretary will exercise the powers of the HOD under various rules namely, Fundamental rules, Supplementary rules, Delegation of financial power rules,1971 of the central government.	Full Power. Rules, Orders, restrictions or scales subject to which the expenditure shall be incurred as specified in the relevant rules, orders shall be observed.
26	Condemnation of Motor vehicles.	Full power subject to the conditions stipulated in DFPR.
27	Deficiencies & depreciations in the value of store (other than motor vehicles included in stock & other accounts).	-----DO-----.

## - दो सहयोजित विषयवस्तु विशेषज्ञ

सदस्य सचिव द्वारा नियुक्त प्रत्येक इन - हाउस परामर्शदाता/ सलाहकार/ विशेषज्ञ को ₹ 015 लाख से अधिक भुगतान नहीं किया जा सकता। उल्लेखित कमेटी द्वारा नियुक्त प्रत्येक इन - हाउस परामर्शदाता/ सलाहकार/ विशेषज्ञ को ₹ 025 लाख से अधिक भुगतान नहीं किया जा सकता। अधिसूचना सं ए-36024/1/2006-स्था दिनांक 23/8/2006 की अन्य नियम एवं शर्तें बिना किसी बदलाव के लागू होंगी।

उपरोक्त "परियोजना योजनाओं की संस्वीकृति तथा "अध्ययन/ सर्वेक्षण संचालन" शीर्ष के अंतर्गत दिनांक 9/1/1997 की अधिसूचना में पी एस एम् जी-II को प्रत्यायोजित शक्तियों का संशोधन निम्न प्रकार से किया गया है:-

क्रम सं	शक्तियों का प्रकार	वर्तमान शक्तियाँ	संशोधित शक्तियाँ
(क)	संस्वीकृति	₹ 500 लाख तक प्रत्येक मामले में	₹ 20 करोड़ तक प्रत्येक मामले में
	(क) परियोजना योजनाओं की		
	(ख) अध्ययन/ सर्वे संचालन की	₹ 20 लाख तक प्रत्येक मामले में (24.5.2006 की 29वीं बैठक में बोर्ड द्वारा संशोधित ₹ 10 लाख से ₹020 लाख तक)	₹ 50 लाख प्रत्येक मामले में

बी. के. त्रिपाठी, सदस्य सचिव

[विज्ञापन-III/4/असा./274 (126)]

**MINISTRY OF URBAN DEVELOPMENT  
(NATIONAL CAPITAL REGION PLANNING BOARD)  
NOTIFICATION**

New Delhi, the 11th August, 2016

**No. A-36024/1/2006-Estt.**—In exercise of the powers conferred by Section 32 of the National Capital Region Planning Board Act, 1985 (2 of 1985), National Capital Region Planning Board hereby further amends Notification No. K-14011/13/85-NCRPB, dated 10.8.1985 whereby financial powers were delegated to the Member Secretary of the Board under Section 22(2)(a) under item III Serial No. 26, by virtue of his being Head of the Department under various Rules. The above said Notification has been amended from time to time in the exigencies of public interest by Notifications 14<sup>th</sup> December, 1987, 4<sup>th</sup> July, 1991, 9<sup>th</sup> January, 1997, 23<sup>rd</sup> August, 2006 and 10<sup>th</sup> February 2010 and 15<sup>th</sup> July 2015 leading to this amendment for enhancing the financial powers of the Member Secretary, which has been approved in the 36<sup>th</sup> Meeting of the National Capital Region Planning Board held on 15.6.2016.

This Amendment shall be deemed to have come into force with effect from the date of intimation of approval by the chairman, National Capital Region Planning Board i.e. 8.7.2016.

The following modifications in the delegation of powers to the Member Secretary for appointment of Part-time Advisors/Experts and of in-house Consultant on fixed tenure basis have been made:-

Delegation of financial powers for appointment of Consultants/Advisors/Experts	Existing Powers (in each case)	Revised Powers (in each case)
Member Secretary	Upto ₹10 lakhs	Upto ₹15 lakhs
Committee consisting of the following Members: • Member Secretary, NCRPB (Chairman) • Joint Secretary & FA or Chief Controller of Accounts, MoUD • Joint Secretary or Director dealing with NCRPB in MoUD	More than ₹10 lakhs and upto ₹ 20 lakhs	More than ₹15 lakhs and upto ₹ 25 lakhs

- Two subject matter specialists to be co-opted

The maximum payment per in-house consultant/expert/advisor will not exceed ₹ 15 lakhs in respect of appointments made-by Member Secretary & ₹25 lakhs in respect of appointments made by the said Committee. Rest of the terms & conditions remain the same as notified vide Notification No.A-36024/1/2006-Estt., dated 23<sup>rd</sup> August, 2006 .

In the above mentioned notification dated 9<sup>th</sup> January,1997, under the heading "sanctioning of project plans" and "conducting studies/ surveys", the delegation of powers to PSMG-II have been revised as under:-

Sl. No.	Nature of Power	Existing powers	Revised Powers
A	Sanctioning of (a) Project Plans	(a) Upto ₹ 500 lakhs in each case	(a) Upto ₹ 20.00 crores in each case.
	(b) Conducting studies/surveys	(b) Upto ₹ 20.00 lakhs in each case. (Amended by Board in the 29 <sup>th</sup> meeting held on 24.05.2006 from ₹ 10.00 lakhs to ₹ 20.00 lakhs)	(b) ₹ 50.00 lakhs in each case.

B. K. TRIPATHI, Member Secy.

[ADVT. III/4/Exty./274 (126)]

Any other administrative expenses of the Board to incur which has not been included in the list above

shall be incurred by the Member Secretary with the approval of the chairman of the Board.

Member Secretary is reporting Officer/ Reviewing Authority for the following:

<b>Reporting &amp; Reviewing Authority for officers/ official</b>
Sh. Sushil Purohit, Director (A&F)
Smt. Ruchi Gupta, Joint Director (Tech.)
Smt. Satnam Kaur, Private Secretary
Sh. Ashok Kumar, Steno Grade 'C'
Ms. Priyanka Sharma, Steno Grade 'D'
Sh. Balwir Singh, Jr. Assistant
Sh. Ravinder Khanna, Jr. Assistant
Sh. A. Mahatma, Staff Car Driver

2. \_\_\_\_\_ Chief Regional Planner. (Vacant)

To provide assistance to Member Secretary in technical matters for fulfilling the objective of the NCRPB Act.

Overall charge of Planning Wing.

Preparation of Regional Plan

Parliament matters (relating to Planning Wing)

Follow-up of the decisions of the Board regarding technical aspects and

Planning. Legal matters of Planning Wing.

TO supervise the work of all Joint Director (Tech.) in the Planning Wing.

3. Sh. Sushil Purohit, Director (A&F)

To assist Member Secretary in all work relating to Finance and Accounts and Administration and Project Monitoring.

Follow up of the meeting of the Board, decisions of the statutory, non-statutory Committees on Finance, Admin. And PMC.

To assist in the monitoring and appraisal of the projects.

To oversee the resource mobilization for the NCR through budgetary and extra budgetary resources.

To supervise the work of Finance & Accounts Officer, Deputy Director (Admn.) and Assistant Director (PMC) - Head of the Office.

Reporting Officer/ Reviewing Authority for the following:

<b>Reporting &amp; Reviewing authority for officer/ official</b>
Sh. P.K.Jain, Finance and Account Officer.
Sh. Harsh Kalia, Assistant Director (Administration)
Sh. Sushil Kumar Katariya, Assistant Director (Establishment)
Sh. Syed Husain Asghar , AD (FM/PMC)
Sh. Radhey Shyam Gangwar, AD (Safeguards)
Sh. Sanjay Raghuvanshi, Steno. Gr.-C
Sh. Sushil Kumar, Junior Assistant

4. Smt. Ruchi Gupta, Joint Director (Tech.)

Following Sectors:

- Policy Zones
- Rural Development
- Review of Regional Plan-2021 (overall & relevant sectors)
- Preparation of Regional Plan-2041 (overall coordination)
- Nodal Officer for U.P. Sub-region

First Appellate Authority for all CPIOs of Planning Wing

Coordination Work to be assisted by Smt. Nilima Majhi, Asstt. Director (Tech.) ○ Regional Plan-2021 & its Implementation

- Preparation of Sub-Regional Plans-2021
- Counter-Magnet Areas
- Parliamentary matters including Consultative Committee and Standing Committee
- Audit Paras related to Planning Wing
- Annual Report, Outcome Budget, Result Framework Document
- Agenda & Minutes of Board Meetings (Planning Wing related)
- NITI Aayog
- PG Portal (matter related to Planning Wing)

Sh. Naresh Kumar, Asstt. Director (Tech.) will report to JD (RG) for following:

- Nodal Officer for Rajasthan Sub-Region.
- CPIO of Rajasthan Sub Region.
- Demographic Profile ,Settlement Pattern and Shelter of Regional Plan-2021.
- Functional Plan on Micro and Household Enterprises in NCR.
- Study on Micro and Household Enterprises in NCR.
- Special Component Plan related to Planning Wing.
- Sub Regional Plan of Rajasthan Sub Region.
- Any other work assigned by MS and report of Member Secretary.
- In absence of Shri Naresh Kumar the above work will be looked-after by Ms.Nilima Majhi,DD(Tech).

Reporting & Reviewing authority for officer/ official
Sh. Abhijit Samanta, DD (Tech.)
Sh. Sachin Eknath Suryawanshi, Deputy Director (GIS.)
Sh. Ramesh Dev, Deputy Director (Tech.)
Ms. NilimaMajhi, Assistant Director (Tech.)
Sh. Naresh Kumar, Assistant Director (Tech.)
Sh. Satyabir Singh, Assistant Director (Tech.)
Sh. Rakesh Sardana, Steno Grade 'D'
Sh. Satpal, Junior Assistant

5. Joint Director (Tech.)- Vacant

6. Shri. Pramod Kumar Jain, FAO

Overall In charge of Finance & Accounts Wing

Financial appraisal of new projects received from States and CMAs. Maintenance of loan files on projects.

Preparation of Plan, non-Plan budget. Preparation of IEBR budget.

Preparation/ compilation of Performance budget. Short term Investment of funds.

Providing material for Annual Report relating to Finance Wing and Parliament Questions.

Compilation/ preparation of material for Standing Committee on Urban Development on Demand for Grants.

Additional sources of funds and bounds issues, redemption and other related Work. Loan from ADB and World Bank.

Work relating to NCR Cell.

To provide inputs for various statutory/ non- statutory committee and follow up the decisions taken by them.

**Financial power of Finance & Accounts Officer**

Items of Expenditure	Ceiling for delegation	Conditions
a) Purchase of safe, fixture, Furniture (SFS) and office equipment's and their repairs.	Rs. 4,000/- on each occasion	Subject to observing the prescribed rules and procedure and subject to ceiling of Rs. 25,000/- per annum,
b) Purchase of data processing equipment and software	-do-	-do-
c) Computer stationery, Consumable and accessories and other stationery and other stationery items.	-do-	Subject to observing the prescribed rules and procedures.
d) Printing & Binding	-do-	-do-
e) Contingency expenditure/ misc. items including hospitality etc.	-do-	Subject to approval of MS for new connections and shifting.
f) Reimbursement of telephone and newspapers expenses to employees as per entitlement.	Rs. 4000/- on each occasion	The rates and condition allowances as applicable to Central Government employees.
g) Conveyance allowances to employees (within their entitlements).	Rs. 4000/- on each occasion	The rates and conditions of allowances as applicable to Central Government Employees.
h) TA advances including LTC after sanction by MS to employees and to function as the Controlling Officer for non-gazetted staff.	-do-	As applicable under rules
i) Telephone bills and newspaper and periodicals for office.	Rs. 4000/- on each occasion/ Telephone per	-do-
j) Petrol, Oil and Lubricants.	Rs. 1500/- per occasion	Subject to observing the prescribed rules and procedures.

Reporting Officer/ Reviewing Authority for the following:

<b>Reporting &amp; reviewing authority for officer/Official</b>
Sh. Shireesh Sharma, AD (F)
Sh. Atul Chaudhary, Account Assistant
Sh. Davinder Kumar, AG-I
Sh. Ratan Ninawe, AG-II

7. Shri. Nabil Jafri, Deputy Director (GIS)

Review of Regional Plan-2021.

GIS and Remote Sensing.

Nodal Officer for Uttar Pradesh Sub-Region.

Regional land Use Planning matters.

Preparation of Regional Plan-2041.

Sub Regional Plan of Uttar Pradesh Sub Region.

Legal Cases of NCR related to Uttar Pradesh Sub-Region.

CPIO for Uttar Pradesh Sub-Region.

CMA's in the Uttar Pradesh Sub-Region

Any other work assigned by Ms. Shri Nabil Jafri will report to MS.

In absence of Shri Nabil Jafri the above work will be looked-after by DD(Tech.)(RD)

Shri Nabil Jafri and Shri Ramesh Dev will look after the work related to GIS & RS. For other work mentioned above Shri Naresh Kumar will assist Shri Nabil Jafri.

8. Abhijeet Samanta, Deputy Director (Tech.)

Following Sectors:

- Power
- Social Infrastructure
- Economic Activity

Nodal Officer for Haryana Sub-Region

Study of Economic Profile of NCR

Preparation of Functional Plan on Economic Profile of NCR

Preparation of Functional Plan on Drainage in NCR

Planning Committee meetings

Study for Re-delineation of NCR and Meetings of the Committee for Re-delineation of NCR

Meetings of the Committee constituted for examining the re-alignment of RRTS corridors

CPIO for Haryana and UP sub-regions

Any other work assigned by MS, CRP and JD (RG)



9. Sh. Ramesh Dev, Deputy Director (Tech.)

Training & Seminar related to Planning Wing

To Assist JD (RG) in following:

- Organize Planning Committee meetings
- Agenda & Minutes of Planning Committee Meetings (Planning Wing related)
- Master Plans/Development Plans of Haryana, Rajasthan, U.P. & Delhi Sub-region
- Legal Cases of NCR related to Planning
- Parliamentary matters related to Petition Committee

To Assist Shri Sachin Eknath Suryawanshi, DD (GIS) in the works related to GIS, Remote Sensing, related techniques, preparation of drawings, maps, etc. and maintain records related to GIS, Imageries, Pictures, Drawings, Maps, etc.

Preparation, Examination and Analysis of Maps, Drawings, etc., including Cartography work.

Misc. works such as procurement of data, primary analysis of data, preparation of Maps & Drawings, etc. Any other work assigned by M.S., CRP, JD(RG) and other officers of the Planning Wing

10. Shri. Harsh Kalia, Assistant Director (Finance.)

Maintenance of GPF and CPF Ledger, BROADSHEET statements, calculation of interest, preparation of Pay Bills and working out of the recoveries.

Annual Target/ Action taken report/ Review Meetings.

Monitoring Bank reconciliation statement of the NCRPB and maintenance of TDS register. Account keeping and maintenance of Annual Accounts on Tally.

Compilation / updating of accounts on monthly basis and preparation of Annual Accounts of the Board. He will also function as caretaker.

Housekeeping / computer (Hardware) & other office equipment maintenance, arrangement for official meetings.

Purchase of stationery & other items, hiring of agencies for housekeeping and related work. Any other work assigned by MS/ Director (A&F)/ FAO.

11. Shri. S.K. Katariya, Assistant Director (Estt.)

Disciplinary cases/ vigilance cases including Reports/ returns, replies to various letters received from Ministry/ Central Vigilance Commission etc.

Engagement of Legal Consultants /Court matters concerning Admn.

Branch. Recruitment. Promotion/ Probation. Confirmation.

Maintenance of Personal files and Services

Books. RTI Matters.

Pay Fixation, Periodic Increment Cases.

Amendments & work relating to Recruitment Rules/ Assessment

Scheme Work related to library.

All work relating to ACRs.

Any other work assigned by Member Secretary/ Director (A&F).

AD (Estt.) will report to Director (A&F).

During his absence, Shri Harsh Kaila, Assistant Director (Admn.) will look after his work in addition to his own duties.

12. Shri. Shireesh Sharma, Assistant Director (Finance)

Will act as Drawing & Disbursing officer.

Accounts keeping and maintenance of Annual Accounts Audit & Taxation.

All work relating to Bond Issues and compilation of various pre and post Bond formalities including transfer of Bonds, TDS certificates payment of interest and miscellaneous correspondence & Correspondence regarding allocation of taxation & tax free Bonds, etc.

MIS related of Finance and Accounts Wing. Preparation of Budget etc. Work related to Grants in Aid.

All work relating to NCR Cells.

Any other work, as may be assigned by Member Secretary /Director (A&F) and FAO.

AD (Fin.) will report to FAO.

13. Smt. Nilima Majhi, Deputy. Director (Tech.)

Nodal Officer for NCT-Delhi Sub-region.

CPIO for NCT-Delhi Sub-region.

Disaster Management, Heritage and Tourism sectors of Regional Plan-2021.

Telecommunication Sector of Regional Plan.

Presentation related to Planning Wing.

Preparation of Functional Plan on Heritage & Tourism in NCR.

Preparation of Functional Plan on Health Infrastructure in NCR (To Assist Shri J N Barman, Consultant as and when Required).

Any other work assigned by MS. She will report to Member Secretary.

In absence of Ms.Majhi the above work will be looked-after by Shri Abhijeet Samantha, DD (Tech).

14. Shri Naresh Kumar, Assistant Director (Tech.)

Nodal Officer for Rajasthan Sub-Region.

CPIO of Rajasthan Sub Region.

Demographic Profile ,Settlement Pattern and Shelter of Regional Plan-2021.

Functional Plan on Micro and Household Enterprises in NCR.

Study on Micro and Household Enterprises in NCR.

Special Component Plan related to Planning Wing.

Sub Regional Plan of Rajasthan Sub Region.

Any other work assigned by MS and report of Member Secretary.

In absence of Shri Naresh Kumar the above work will be looked-after by Ms.Nilima Majhi,DD(Tech).

15. Sh. Syed Husain Asghar , AD (FM/PMC)

Receive project proposal from State & CMAs, scrutinize project to ensure receipt of completed DPR.

Project Appraisal though NIs & Planning Wing.

Submit proposal to Project Appraisal Committee & PSMG-I & PSMG-II for their approval. To assist the Director in evaluation and monitoring of projects.

Monitoring of progress of the projects funded by the NCR Planning Board and Maintenance of database on projects.

#### Management of Funds.

Coordinating with banks and financial institutions for hedging against foreign exchange fluctuation risk.

Prepare/update the interest rate to be charged on loans to sub-borrowers in relation to cost of capital.

Monitor the repayments including interest payments by borrowers on regular basis.

Mobilization of funds from financial institutions, banks, markets and other funding agencies to meet the requirement of funds.

Apprise senior management with regard to debt service obligation of NCRPB.

Coordinate and monitor internal audit work.

In addition, he will be required to perform other work as may be assigned by Member Secretary and Director (A&F) of the Board. He will report to Director (A&F) as well as to the Finance & Account Officer.

#### 16. Shri Radhey Shyam Gangwar, AD (Safeguards)

Maintain and update the ESMS (Environment & Social Management Systems of NCRPB)

Ensure all subprojects financed by NCRPB are screened, categorized and reviewed in accordance with the ESMS

During screening provide advise to the sub-borrower to ensure that safeguard (environment, involuntary resettlement, and indigenous peoples) impacts are avoided or minimized.

In accordance with the ESMS ensure that safeguard documents (environmental management plan, resettlement plan, and indigenous peoples plan) as required are prepared

Set loan conditions for subprojects and ensure all safeguards requirements are fulfilled including but not limited to award of civil works contracts only after compensation where involuntary resettlement occurs.

Monitor subproject to ensure safeguards compliance in accordance with safeguards documents prepared for subprojects.

17. Sh. Satyabir Singh, Asstt. Director (Tech.)

Following Sectors of Regional Plan:

1. Water
2. Sewerage
3. Drainage
4. Irrigation and Solid waste management

Work Related to Regional Rapid Transit System (RRTS)

Work related to National Capital Region Transport Corporation (NCRTC)

Preparation, Examination and Analysis of Maps, Drawings, etc., including Cartography work.

Misc. works such as procurement of data, primary analysis of data, preparation of Maps & Drawings, etc.

Empowered Committee (Planning Matters)

Committee on Transport Commissioners.

Mobility Plans of NCR Towns.

Court cases relevant to Transport sector.

Nodal officer for NCT-Delhi Sub-

Region. CPIO for NCT-Delhi.

Work related to transport sector including relevant studies.

Any other work assigned by M.S., CRP, JD (RG) and other officers of the Planning Wing.

18. Sh. Davinder Kumar, AD (Admin)

All matters relating to Board Composition & Board

Meetings. Nodal Officer for Parliament Questions.

LTC/GPF/HBA/TA/Medical claims/ Conveyance advance/ Computer advance/ OTA/Telephone bills uniform purchase etc.

Pension and Terminal Benefit Claims.

Issue of I-Cards of NCRPB/MHA to officers/ officials of NCRPB and Medical Cards/I Card to pensioners.

Training and other miscellaneous service matters including punctuality & attendance. Processing of Annual Property Returns.

Work related to official Language (Hindi).

He will function as Vehicle Controlling Officer/ hiring of taxies.

Work related to Centralized Public Grievances Redress and Monitoring System (CPGRAMS)/ Grievance Cell.

Nodal Officer of AEBAS / Biometric Attendance System. All work relating to Housekeeping

Purchase of Stationery/Equipment's from Kendriya Bhandar, etc.  
Maintenance of Canteen and related purchases  
Maintenance of photocopiers, fax and related registers  
Organizing meeting /workshops etc.  
Compiling and laying of Annual Report & Annual Accounts before the Board and Parliament.  
Engagement of agencies for housekeeping work  
Maintenance of Office equipment and annual maintenance contract  
Maintenance of Asset Register and matters relating to Stores.  
Any other work assigned by Member Secretary, Director (A&F).

AD (Admn.) will directly report to Director (A&F).

During his absence, Shri S.K. Katariya, Assistant Director (Estt.) will look after his work in addition to his own duties.

19. Vacant, Assistant Director (Tech.)

20. Smt. Deepmala Pandey, Hindi Translator

All type of translation work from Hindi to English and vice versa. Reports and returns to the Ministry and other related work of Hindi.

Organization of O.L.I.C. Meetings, preparation of Agenda and Minutes.

Quarterly Progress Report to be sent to MoUD and follow-up of actions on the comments.

Half yearly reports.

Annual Reports.

Translation of documents specified in section 3(3) of O.L.Act, 1963. Sending reply of Hindi letters.

Originating correspondence in Hindi to A, B& C Regions in implementation of official language rules. Annual Programme.

Implementation of rule 8(4) of OL Rules 1976.

Translation of forms and registers etc. under rule 11 of OL Rules 1976. Advise of purchase of Hindi Books.

Organizations of workshops.

Organization of Hindi week, Hindi Fortnight etc.

Organizing of various competitions etc.

Hindi translation of Board/ PSMG/ Planning Committee & other Meeting etc. / Agendas and minutes. Hindi and English typing.

In addition she will also attend work processing/ maintenance of parliament question files/ Guard files and any other work that may be assigned to her by MS/ Director(A&F)/ DD(A).

21. Sh. Atul Chaudhary, Account Assistant Grade I

Appraisal of projects from financial angle etc.

Monitoring of loan and interest repayments, MIS for loan recoveries, IEBR Returns. IEBR Returns.

Maintenance of project loan files & processing release of loan installment. All matters relating to Demands for Grants of Board and budget of NCRPB.

Internal Audit, Audit of Bills/Claims TA/DA/LTC, Party Bills including legal fees, checking of annual repayment schedule for loans released by the Board.

Any other work assigned by Member Secretary/ Director (A&F)

He will report to FAO and Director (A&F). Files relating to internal audit will be directly submitted to the concerned officers as per delegation of financial powers to FAO or Director A& F.

22. Smt. Satnam Kaur, Private Secretary

To assist Member Secretary in day to day work, fix engagement, maintain engagement diary, attend to telephone calls etc. and provide stenographic assistance.

23. Shri Brijesh kumar, Steno. Gr. - C

To assist Shri Naresh Kumar, AD (Tech.) in day to day work, fix engagement, maintain engagement diary, attend to telephone calls etc. and provide stenographic assistance.

24. Shri Sanjay Raghuvanshi, Steno. Gr. - C

To assist Director (A&F) in day to day work, attend to telephone calls etc. and provide stenographic assistance.

25. Smt. Veenu Grover, Steno. Gr. - C

To assist Shri Abhijeet Samanta, DD (Tech) in day to day work and provide stenographic assistance.

26. Smt. Reetu Sharma, Steno. Gr. - C

To assist Shri Harsh Kalia, AD (A) in day to day work, attend to telephone calls etc. and provide stenographic assistance.

27. Shri Ashok Kumar, Steno. Gr. - C

To assist Member Secretary in day to day work, fix engagement, maintain engagement diary, attend to telephone calls etc. and provide stenographic assistance.

28. Shri Neeraj Gulani, Steno. Gr. - C

To assist Shri Syed Husain Asghar, AD (FM/PMC) in PMC work and in his day to day work, attend to telephone calls etc. and provide stenographic assistance to him.

29. Shri G.P. Joshi, Steno. Gr. - D

To assist Ms. Nilima Majhi AD (T) in her day to day work and provide stenographic assistance to her.

30. Smt. Shalini Bhagi, Steno. Gr. - D

To assist Shri S.K.Katariya AD (E) in his day to day work and provide stenographic assistance to them.

31. Shri Rakesh Sardana, Steno. Gr. - D

To assist Smt. Ruchi Gupta JD (Tech.) in their day to day work, attend to telephone calls etc. and provide stenographic assistance to her.

32. Smt. Synthia Thakur, Steno. Gr. - D

To assist Shri Sachin Eknath, DD (GIS) and Shri Satyabir Singh AD (T) in day to day work for provide stenographic assistance.

33. Shri Rakesh kumar, Steno. Gr. - D

To assist Shri Ramesh Dev, DD (Tech), in day to day work, attend to telephone calls etc. and provide stenographic assistance.

34. Ms. Priyanka Sharma, Steno. Gr. - D

To assist Member Secretary in day to day work, fix engagement, maintain engagement diary, attend to telephone calls etc. and provide stenographic assistance.

35. Smt. Shashi Bisht, Assistant Grade-II

Official Language (Hindi) Work  
Processing of training cases  
Identity Cards  
All types of leave  
Processing of GPF cases, Tuition Fee  
Any other work assigned by Member Secretary/ Director (A&F)/ AD(A)

She will submit files through AD (A). For Hindi Works, she will assist the Hindi Translator.

During her absence, Smt. Rupa Bhatnagar, AG-II will look after her work in addition to her own duties.

36. Smt. Mamta Rana, Assistant Grade-II

Maintenance of files relating to RTI matters and VIP references  
Maintenance of service book and personal files and periodical increment cases.  
All work relating to ACRs and maintenance of related files  
All works relating to maintenance of Library  
Any other work assigned by Member Secretary / Director (A&F)/ AD(E)

She will submit files through AD (E).

37. Smt. Rupa Bhatnagar, Assistant Grade-II

Dak-diary, Receipt and dispatch of dak, computerized diary, Processing of Courier Bills, Maintenance of Stamp accounts, maintenance of original Reference Register.  
Maintenance of Files relating to Republic Day, and Independence Day Etc.  
Initiation of retirement dues, Processing of OTA Bills, Telephone bills of Officers / Office, and maintenance of their files  
Processing of files related to purchase of liveries for Group-C&D employees, and checking uniforms.  
Any other relating assigned by Member Secretary/ Director (A&F)/AD(A)

She will submit files through AD (A).

38. Shri Kartar Singh, Assistant Grade-II

All work relating to Housekeeping

Purchase of Stationery/Equipment's from Kendriya Bhandar, etc. (relating to outdoor work) Maintenance of Canteen and related purchases

Maintenance of photocopiers, fax and related registers Organizing meeting /workshops etc.

IHC payments, maintenance expenditure of office accommodation IHC membership

Any other work assigned by Member Secretary/ Director (A&F)/ AD (A)

He will submit his files through Shri Davinder Kumar to AD (A)

39. Shri Om Prakash, Assistant Grade-II

Initiating of all types of advances/ withdrawals such as LTC/HBA/ TA etc.

Processing of Medical claims cases

Maintenance of office vehicles, Hiring of private taxis

Processing of all cases of forwarding of applications of the officers / officials of the Board. Any other work assigned by Member Secretary/ Director (A&F)/ AD (A)

He will submit his files through AD (A).

During his absence Smt. Mamta RANA, AG-II will look after his work in addition to her own work

40. Shri Ratan Ninawae, Assistant Grade-II

Handling of cash & cheques & their payment etc.

Assisted in preparation of salary bills in computer and pay slips, monitoring bank reconciliation statements of the Board, register of TDS deduction/exemption certification.

Payment of Newspaper bills and Conveyance claims

41. Ms. A. Mounika, Assistant Grade-II

Purchase/keeping stock/ distribution of stationery,

items Engagement of agencies for housekeeping work

Maintenance of Office equipment and annual maintenance contract

Maintenance of Asset Register and matters relating to Stores.

Any other work assigned by Member secretary/ Director (A&F)/ AD (A)

She will submit their files through AD (A).

42. -----, Staff Car Driver

Driving and upkeep of NCRPB's vehicle.

43. Shri A.Mahatma, Staff Car Driver

Driving and upkeep of NCRPB's vehicle.

44. Shri Balwir Singh, Junior Assistant

Attached with Ms Secretariat.

45. Shri Ravinder Kumar , Junior Assistant-

Attached with Ms Secretariat, also doing photocopying work of the Board.



46. Shri Satpal , Junior Assistant-

Attached with Joint Director (Tech.), performing Messenger's duties.

47. Shri Sushil Kumar, Junior Assistant

Attached with Director (A&F), performing Messenger's duties.

48. Shri Prem Kumar, Junior

Assistant Distribution of Dak.

49. Shri Moahn Swaroop Saxena, Junior Assistant

In-charge of Pantry

Serving tea, coffee to the staff.

50. Smt. Krishna Arya, Junior Assistant

Performing sweeping, dusting duties In the Board.

# **Manual- 3**

## **PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

(Reference: Section 4 (1) (b) (iii) of RTI Act, 2005)

## **Manual-3**

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

### **ADMINISTRATION WING**

Personal claims such as GPF, Advance/Withdrawals, House Building Advance, Leave Travel Concession Advance, Car/Computer/Scooter Advance, Festival Advance, Cycle Advance, Reimbursement of Medical claims, over-time allowance, conveyance allowance, Sanction of Earned Leave/Casual Leave etc. are initiated at the levels of Dealing Assistant almost within two to three days of the receipt of requests and submitted to Assistant Director/Deputy Director/Director/Member Secretary for their approval. After this the sanctions are issued by the Dealing Assistant within on receipt of the files. The payments are released to the concerned officers/officials.

The above issues are dealt with by the Board in accordance with the Rules of the Board & Orders/instruction issued by the Govt. of India from time to time.

### **Disciplinary cases**

The procedure as laid down in CCS (Conduct) Rules and CCS (CCA) rules, 1965 are followed by the Board.

### **Vigilance Matters**

The CVC has appointed Smt. Ruchi Gupta JD (Tech.), part-time Chief Vigilance Officer to look after the vigilance matters for the officers/employees.

### **Procedure to fill vacant posts**

As and when a post falls vacant as result of retirement/registration/removal of an official from service, the same is advertised in the newspapers after observing the statutory provisions for reservation for SC/ST/OBC/PH. Applications are invited from the perspective candidates. These application are scrutinized and candidates are short-listed on the recommendations of a Screening Committee in accordance with the eligibility criteria laid down in the Recruitment Rules for the post. If required, a written test/skill test is conducted before conducting the interview of the short-listed candidates. The interviews of the candidates are conducted by the Selection committee under the Chairmanship of the Appointing Authority for the said post. After the selection is made, the person is appointed to the said post.

### **FINANCE WING**

#### **Annual Accounts**

After the close of a Financial Year on 31<sup>st</sup> March every year, the Annual Accounts are required to be prepared/ complied within 3 months as per the Section 25 of NCR Planning Board Act 1985/ standing instruction of Committee on Parliamentary matters, Ministry of Parliamentary Affairs. Under Rule 33 of the National Capital Region Planning Board Rules, 1985 amended on 18.3.2004, the Accounts are authenticated and approved by the Member Secretary on behalf of the Board. The Accounts are required to be audited under section 26 of NCR Planning Board Act 1985 by Principal Director of Audit, Economic & Service Ministries, and New Delhi. After audit, Principal Director of audit issues Audit Report & Audit Certificate. The audited accounts together with Annual Report are then submitted to the Ministry of Urban Development, for lying on the table of both the houses of the Parliamentary in accordance with the provision of section 26 of NCR Planning Board Act, 1985.

Procedure for investment of surplus funds by the Board:-

Investment is done as per Office Order, dated 23.09.2003 which is reproduced below:

Member Secretary on 20.3.2003 had laid down procedures for investment of surplus funds by the Board on the file. These procedures have been followed scrupulously since then. Besides, guidelines issued by DPE and Ministry of Finance from time to time are invariably followed. However, for the purpose of formal record and future compliance, the following may be noted and compliances be ensured at each level:-

- (a) Preferential rates shall be obtained from high value bank branches located in nearby areas or Connaught Place area, preferably nominated by Zonal Offices/Head offices of respective Public Sector/Nationalized Banks.
- (b) The Finance Wing will closely monitor the availability of surplus funds with the Board. In case of receipts of funds in form of maturity value of term deposit etc. Where the date of receipt of funds is available, the proposal shall be put up at least five working days before the date of maturity/re-investment. In case of receipt of unexpected repayments, proposal; shall be submitted within 24 hours

(On a working day) of receipt of credit in Board's Bank account. The tenure of the fixed deposits for investment of surplus funds shall be approved by MS.

- (c) Quotations shall be invited through letter/fax from all the empaneled Branches containing following instructions:-
  - (i) Quotations shall be addressed to 'Member Secretary,' NCR Planning Board.
  - (ii) Quotation shall be submitted compulsorily in a properly sealed envelope and marked 'Quotations for investment of surplus funds' unsealed quotations will not be considered.
  - (iii) Quotations shall be submitted by authorized representative of the Bank and shall be dropped in the Quotations box placed in the office of the Board.
  - (iv) Quotations shall be submitted to the Board's office by the given date and time within a stipulated validity date.
  - (v) Quotations received after closing date and time shall not be considered.
- (d) The quotation box shall be placed near the reception and keys shall be kept in the personal custody of director (A&F).
- (e) Quotation Box will be opened by a Committee constituted by MS consisting of Director (A&F), FAO and an officer from Planning Wing. Different (Planning Wing) Officer would be nominated by MS every time.
- (f) The envelope shall be cut open in such a way (from top) so that the proof of seal etc. is intact.
- (g) Committee will the quotations, put a serial number on them and mark their initials on each quotation. The recommendations of the would be indicated in the recommendations along with general observations of the Committee members.
- (h) The funds would be invested with the highest bidder.

### **PMC WING**

Projects are generally received in the PMC wing through NCR Planning & Monitoring Cells of the Sub-region or through nodal agencies of CMA towns. Detailed projects reports are forwarded by the NCR Cells concerned to the Board after ascertaining compliance with various Plans. The projects are appraised in the Board with the help of various appraisal agencies appointment by the Board for this purpose besides internal appraisal by the PMC Wing, Finance Wing and the Planning Wing from technical point of view and to ensure conformity with the Regional Plan. This appraisal and coordinated by the PMC Wing.

After appraisal, the project proposal is placed before the Project Sanctioning & Monitoring Group for final decision.

### Composition of Project Sanctioning & Monitoring Group-

As per Notification No. K-14011/13/85-NCR, dated 8.7.1985, to identify individual projects against schemes approved by the Board for Funding by the Board, to release installments for the same and for carrying out a constant review of the progress of the projects, the functions, powers and duties of the Board are delegated to the following persons in the Group:-

i)	Secretary, Ministry of Housing and Urban Affairs	Chairman
ii)	Secretary (Expenditure) or his representative	Member
iii)	Adviser, Planning Commission or his representative	Member
iv)	Joint Secretary in charge of NCR in the Ministry of Housing and Urban Affairs	Member
v)	Secretaries-in-charge of the NCR work in the States and Delhi UT	Member
vi)	Chief Planner, TCPO, New Delhi	Member
vii)	Member Secretary, NCR Planning Board.	Convener

### **Powers of Project Sanctioning & Monitoring Group-I**

1. The group is empowered to sanction loans grants for the implementation of sub-regional plans and project plans and for the development of the counter-magnet area identified by the Board in accordance with the rules.
2. The group will also exercise the powers to commission surveys and studies on behalf of the Board.

### **Composition of Project Sanctioning & Monitoring Group-II**

As per Notification No. K-14011/12/85-NCR dated 4.7.1991 and 9.1.1997, to identify individual projects against schemes approved by the Board for funding by the Board, to release installments for the same and for carrying out a constant review of the progress of the projects, the functions, power and duties of the Board are delegated to the following persons in the Group:-

i)	Member Secretary, NCR Planning Board.	Chairman
ii)	Joint Secretary (Finance), Ministry of Housing and Urban Affairs or his representative	Member
iii)	A representative of the Ministry of Housing and Urban Affairs	Member
iv)	A representative of the Planning Commission	Member
v)	Secretaries-in-charge of the NCR States and the Union Territory	Member
vi)	Chief Regional Planner, NCR Planning Board	Member

### **Powers of Project Sanctioning & Monitoring Group-II**

The group is empowered to sanction loans and grants for the implementation of sub-regional plans and project plans and for the development of the counter-magnet area identifies by the Board in accordance with the rules.	Upto Rs. 500.00 lakhs in each case
Conducting studies/ surveys	Upto Rs. 20.00 lakh in each case

Minutes are issued on the decision taken by PSMG & loan sanction released by Finance Wing.

PMC Wing also undertakes periodical verification of projects on the basis of QPR. It also verifies the completion certificate.

PMC Wing also prepares data base in respect of completed, ongoing & withdrawn projects as also updation of website also being done by this Wing. PMC also coordinate/ conduct PSMG meeting and other review meetings to monitoring progress of the projects funded by the Board.

PMC Wing conjunction with Finance Wing monitors & conducts financial & physical verification of utilization certificate.

## **Planning Wing**

### **Regional Plan- preparation and finalization**

As per the provision of the NCRPB Act, 1985 the board has to prepare Regional Plan. Before preparing the Regional Plan finally the Board will prepare a draft Regional Plan with the assistance of the Planning Committee and publish it by making a copy thereof available for inspection and publishing a notice in a prescribed manner inciting objections and suggestions from any person with respect to the draft Regional Plan before such date as may be specified in the notice.

The Board shall give reasonable opportunities to every local authority, within whose local limits any land touched by the Regional Plan is situate, to make any representation with respect to the draft Regional Plan.

After considering all objections, suggestions and representations that have been received by the Board will finally prepare the Regional Plan.

Immediately after the Regional Plan has been finally prepared, the Board will publish, a notice stating that the Regional Plan has been finally prepared by it and naming the places where a copy of the Regional Plan may be inspected at all reasonable hours and upon the date of first publication of the aforesaid notice, the Regional Plan come into operation.

### **Functional Plan- preparation and finalization**

After the Regional Plan has come into operation, the Board with the assistance of the Planning Committee will prepare Functional Plans important sectors/ elements of the Regional Plan for the proper guidance of the participating States. As per the decision of the Board in its 35<sup>th</sup> meeting held on 09/06/2015, Member Secretary will finalize and approve the Functional Plans, Prepared with the assistance of the Planning Committee.(enclosed notification)

### **Sub-Regional Plan-preparation and finalization**

As per the provision of the NCRPB Act, 1985 each participating State will prepare a sub-Regional Plan for the sub-regional within that State and the Union territory will prepare a Sub-Regional Plan for the sub-region. Before publishing any Sub-Regional Plan each participating State will refer such Plan to the Board to enable the Board to ensure that the Plan is in conformity with the Regional Plan. The Board after examining a Sub-Regional Plan prepares its observations with regard to the Sub- Regional Plan and placed before the Planning Committee for consideration of the Sub-Regional Plan along with the observations. The Sub-Regional Plan along with observation of the Planning Committee is then placed before the Board for consideration and approval. After approval of the Board, the decision/ observations of the Board with regard to Sub- Regional Plan are communicated to the participating States by which such Plan was referred to it. The Participating States after due consideration of the observations made by the Board, finalize the Sub- Regional Plan after ensuring that it is in conformity with the Regional Plan.

## **Studies**

For conducting the studies, the Board invites Expression of Interest (EOI) from the consultants through advertisements in the leading newspapers. The applications received in response to the advertisements were evaluated and short listed by a Committee constituted for the purpose. The detailed Request for Proposal (RFP) are issued to the short listed applicants/ consultants with a request to submit the proposal within prescribed date. The proposals (technical and financial) received for the shortlisted consultants are evaluated by an Evaluation Committee technical and financial proposals recommend a consultant for award of the study. The study proposal along with the cost estimates are then placed before the Project Sanctioning & Monitoring Group (PSMG) for approval. After approval of the PSMG the study is awarded to the Consultant.

## **Procedures followed in the decision making for the other aspects.**

For routine work, files/ matter are initiated/ examined at the level of Assistant Director (tech.)/ Deputy Director (Tech.) and submitted to the Joint Director / Chief Regional Planner and Member Secretary for approval.

# **Manual- 4**

## **THE NORMS SET BY THE BOARD FOR THE DISCHARGE OF ITS FUNCTIONS.**

**(Reference: Section 4 (1) (b) (iv) of RTI Act, 2005)**



## Manual.4

### Norms set by the Board for the discharge of its functions.

S.N	Nature of Activity/Prograame	Norms/Standards Set/followed by the Board
1.	Personal Claims as detail out in Manual-3	Disposal within fifteen days from the date of receipt of the claims.
2.	Letters/Fax	Within two weeks.
3.	VIP Reference	Within 15 Days.
4.	Parliament Question	Immediately
5.	Preparation and laying of Annual Accounts in the Parliament	Preparation Within three month from the closing of Financial Year. Auditing: The Annual Accounts are audited by the Principal Director of commercial Audit, MAB-1, (C&AG) Audited account laid on the Tables of both the Houses of Parliament within 9 months from the closing of the Financial Year.
6.	Loan released	As per the loan Schedule sanctioned by the Project Sanctioning & Monitoring Group (PSMG) after verification of physical and financial progress of the projects.
7.	Board meeting	The Board ordinarily meet at least once in every six months for the transaction of business and also at such other times as a Meeting may be specially convened by the Chairman.
8.	Planning Committee meeting	As and when required.
9.	Project sanctioning & Monitoring Group-I	As and when there are projects for sanction
10.	Project sanctioning & Monitoring Group-II	As and when there are projects for sanction
11.	Personnel Group	As and when interviews are required to be conducted for selection.

## **Manual- 5**

**THE RULES, REGULATIONS INSTRUCTIONS, MANUALS AND  
RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS  
EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

**(Reference: Section 4 (1) (b) (v) of RTI Act, 2005)**

## Manual- 5

### THE RULES REGULATIONS INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED ITS EMPLOYEES FOR DISCHARGEING ITS FUNCTION.

S.No.	Name of the Document	Notification
1.	NCRPB Act, 1985	Notification no. 2 of 1985, dated 9.2.2015.
2.	NCR Planning Board Rules, 1985	Notification No. K-14011/13/85-NCR, dated 8 <sup>th</sup> July, 1985.
3.	NCR Planning Board Contributory Provident Fund Regulations, 1990	Notification No. C-11031/1/88-NCRPB, dated 19 <sup>th</sup> March, 1990.
4.	NCR Planning Board General Provident Fund Regulations, 1990	-do-
5.	Recruitment Rules and Assessment Scheme for NCR Planning Board Staff.	Notification No. A-12018/1/97-PMC-NCRPB, dated 17 <sup>th</sup> June, 1997.
6.	Recruitment Rules for NCR Planning Board Director, Joint Director (Finance) and Joint Director (Technical)	Notification No. A-12018/1/99-PMC-NCRPB dated 28.3.2001.
7.	NCR Planning Board (Amendment Regulation, 2004	-do-
8.	NCR Planning Board (Amendment) Rules, 2004	Notification No. K-14011/6/95-DD-IB/VI (Vol.II) dated 18 <sup>th</sup> March, 2005.
9.	Delegation of powers to Member Secretary, NCR Planning Board to exercise the powers of the Head of the Department under various Rules, Namely FundamentalRules,SupplementaryRules, Delegation of Financial Power Rules, 1971 on the Central Government.	Notification No. K-14011/13/85-NCRPB dated 9 <sup>th</sup> January, 1997.
10.	TA/ DA admissible to employees of the Board	-do-
11.	Instructions for investment by the NCR Planning Board	Instruction
12.	Instruction for Parliament Questions	Instructions
13.	Guidelines for Financing and NCRPB projects	Guidelines
14.	Annual Reports	Statutory Report of NCRPB
15.	Annual Accounts and Audit	-do-
16.	Regional Plan-2001, Regional Plan-2021	-do-
17.	Agenda Notes and Minutes of the meetings of Board, Planning committee, PSMG-I & II, Personnel Group.	Agenda and Minutes
18.	Manuals all regulations of rules, regulations of Central Govt.	Misc.
19.	Service Books	
20.	Correspondence	
21.	Parliament Question Files	
22.	Projects files.	
23.	Recruitment Rules for the Transport Cell of the NCR Planning Board.	Gazette Notification No. A-11013/1/2004-Estt, dated 8.6.2005
24.	NCRPB Medical attendance Scheme for Pensioners-2005	No. K-14011/58/NCRPB (26 <sup>th</sup> )-2003-04, dated 31.10.2005.
25.	NCR Planning Board Recruitment & Promotion Rules-2006.	A-12011/1/2005-Estt, dated 25.10.2006.

26.	Delegation of powers to the Member Secretary for appointment of Part-time, advisors/ experts and of In-House consultants	Gazette Notification No. A-36024/1/2006/Estt., dated 10.2.2010
27.	Modification in the delegation of powers to the Member Secretary for appointment of Part-time, advisors/ experts and of In-House consultants	Gazette Notification No. A-36024/1/2006/Estt., dated 15.7.2015

## **Manual- 6**

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT  
ARE HELD BY IT OR UNDER ITS CONTROL.**

**(Reference: Section 4 (1) (b) (vi) of RTI Act, 2005)**

## Manual-6

Statement of the categories of documents that are hold by it or are under its control

S.No.	Name of Documents
1.	NCR Delhi-1999 a fact Sheet
2.	Regional Plan-2001
3.	Regional Plan- 2021
4.	Functional Plan on Transport-2032 for NCR
5.	Functional Plan on Ground water Recharge in NCR
6.	Functional Plan for Economic Development of NCR
7.	Functional Plan on Drainage for NCR
8.	Final Report on study of Economic Profile of NCR
9.	Final Report on study of Micro & Household enterprises in NCR
10.	Final Report on study of Health infrastructure in NCR

**Manual- 7**

**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

**(Reference: Section 4 (1) (b) (vii) of RTI Act, 2005)**

## **Manual- 7**

**Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation the formulation of its policy or implementation thereof.**

There is a provision under Section 12 of the NCRPB Act, 1985 for inviting suggestions/objections from any person with respect to the draft Regional Plan. There is also a provision to give opportunities to every local authority within whose local limits any land touched by the Regional Plan is situated, to make any representation with respect to the draft Regional Plan.



## **Manual- 8**

**A STATEMENT OF THE BOARDS, COUNCILS,  
COMMITTEES AND OTHER BODIES CONSISTING OF  
TWO OR MORE PERSONS  
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.**

**(Reference: Section 4 (1) (b) (viii) of RTI Act, 2005)**

## Manual-8

**A statement of the Boards, councils, committees and other bodies consisting of two or more persons constitutes 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.**

Sr.No.	Description	Are minutes of the meeting prepared
1.	<b>NCR Planning Board</b> Constitutions given under manual (1)	Yes
2.	<p><b>Planning Committee</b>  <b>Constitution of the Committee is a under:</b>  <b>Chairman</b>  Member Secretary-NCRPB  <b>Members</b>  Joint Secretary, M/o Urban Development dealing with Housing &amp; Urban Development.  Secretary, In Charge of Urban Development , Haryana  Secretary, In Charge of Urban Development, Rajasthan  Secretary, In Charge of Urban Development, Uttar Pradesh  Secretary, In Charge of Urban Development, NCT Delhi  Vice- Chairman, Delhi Development Authority  Chief Planner, Town &amp; Country Planning Organization  Director, Town &amp; Country Planning Department,  Haryana Chief Town Planner, Govt. of Rajasthan  Chief Town and Country Planner, Govt. of Uttar Pradesh.</p> <p><b>Co-opted Members</b>  Senior Adviser (HUD), Planning Commission (now NITI Aayog)  Chairman-cum-Managing Director,  HUDCO Joint Secretary (UT), MoHUA  Joint Secretary (IA), MoEF  Chief Regional Planner, NCRPB</p> <p>As stipulated under Section 9 of NCR Planning Board Act, 1985 the key functions of the Planning Committee are:  9. (1) The functions of the Committee shall be to assist the Board in</p> <p style="padding-left: 40px;">(a) The preparation and coordinated implementation of the Regional Plan and the Functional Plans; and  (b) Scrutinizing the Sub-Regional Plans and all Project Plans to ensure that the same are in conformity with the Regional Plan.</p> <p style="padding-left: 40px;">(2) The Committee may also make such recommendation to the Board as it may think necessary to amend or modify any Sub-Regional Plan or any Project Plan.</p> <p style="padding-left: 40px;">(3) The Committee shall perform such other functions as may be entrusted by the Board.</p>	
3.	<b>PSMG-I</b>	Yes

	<p>The constitution of the Group is as under:-</p> <p><b>Chairman</b> Secretary, Ministry of Housing and Urban Affairs,</p> <p><b>Members</b> Secretary, Department of Expenditure or his representative Advisor, Planning Commission/ Niti Aayog or his representative Joint Secretary In-charge of NCR in the M/o UD Secretaries In- Charge of the NCR States and NCT of Delhi</p> <p>Chief Planner TCPO, New Delhi</p> <p><b>Convener</b> Member Secretary, NCRPB</p> <p>The Group has the powers to sanction projects with estimated cost above Rs. 20.00 crores &amp; commission studies and surveys on behalf of Board costing above Rs. 50.00 crores.</p>		
4.	<p><b>PSMG-II</b> The Constitution of the Group is as under:</p> <p><b>Chairman</b> Member Secretary, NCRPB.</p> <p><b>Members</b> Joint Secretary (F), M/o Housing and Urban Affairs or his representative Representative M/o Housing and Urban Affairs Representative Planning Commission/Niti Aayog or his representative Secretaries In Charge of NCR States and NCT of Delhi. JD (PMC), NCRPB Convener</p> <p>The Group has the powers to sanction projects with estimated cost upto Rs. 20.00 crores &amp; commission studies and surveys on behalf of Board costing upto Rs. 50.00 crores.</p>	Yes	
5.	<p><b>PERSONAL GROUP</b> The Constitution of the Group is as under:</p> <p><b>Chairman</b> Secretary, Ministry of Housing and Urban Affairs</p> <p><b>Members</b> Secretary (Expenditure), or his representative Secretary In-charge of NCR Work, Haryana Secretary In- charge of NCR Work, Rajasthan Secretary In-charge NCR Work, Uttar Pradesh</p> <p><b>Convener</b> Member Secretary, NCR Planning Board.</p>	As and when required	Yes

**These Board, committee and groups are not open to public. The minutes of the Board, committees and groups are not made available to public. However there is no restriction in the Act/ Rules on giving the information regarding their decisions taken in the meetings through newspaper, website etc.**

## **Manual- 9**

# **DIRECTORY OF OFFICERS AND EMPLOYEES**

(Reference: Section 4 (1) (b) (ix) of RTI Act, 2005)

## Manual- 9

### DIRECTORY OF OFFICERS AND EMPLOYEES

(Reference: Section 4 (1) (b) (ix) of RTI Act, 2005)

Directory of officers and employees of the NCR Planning Board			
S.No.	Name & Designation	Address	Tel. Nos. & E-mail
1.	Shri B K Tripathi Member Secretary	House No.C-1/19 Bapa Nagar New Delhi	24642285 (O) 9599223898 (M) <a href="mailto:ncrpb-ms@nic.in">ncrpb-ms@nic.in</a>
2.	Shri P.K. Jain Finance & Accounts Officer	178-A, Anukampa apartment, Abhay Khand-IV, Indirapuram Ghaziabad, U.P.	24615349 (O) 95120-2606476 (R) 9999032281 (M) <a href="mailto:ncrpb-aa02@nic.in">ncrpb-aa02@nic.in</a>
3.	Shri Abhijeet Samanta, Deputy Director (Tech.)	B/108, Shakti Apartments Plot No.5, Sector-9, Rohini Delhi- 110085	24635966 (O) 9811365890 (M) <a href="mailto:pl2.ncrpb@gov.in">pl2.ncrpb@gov.in</a>
4.	Shri Ramesh Dev, Deputy Director (Tech.)	1192,Sec.16, Faridabad, Haryana	24642287(O) <a href="mailto:pl6.ncrpb@gov.in">pl6.ncrpb@gov.in</a>
5.	Sh. Harsh Kalia AD (Finance)	177-A, Anukampa apartment, Abhay Khand-IV, Indirapuram Ghaziabad, U.P.	24642287 (O) 9873436028 (M) <a href="mailto:ncrpb-ada@nic.in">ncrpb-ada@nic.in</a>
6.	Sh. Sushil Kumar Katariya, Assistant Director (Estt.)	180-A, Anukampa apartment, Abhay Khand-IV, Indirapuram Ghaziabad, U.P.	24642287 (O) 9811111438 (M) <a href="mailto:ade.ncrpb@gov.in">ade.ncrpb@gov.in</a>
7.	Smt. Satnam Kaur PS to MS	B-233, 3 <sup>rd</sup> Floor, Shivaji Vihar, Janta Colony, New Delhi-27	24642285 (O) 9999033245 (M) <a href="mailto:satnamkaur_ncr@rediffmail.com">satnamkaur_ncr@rediffmail.com</a>
8.	Sh. Shireesh Sharma Assistant Director (Fin.)/ DDO	26, Vasudha Apartment, Sector – 9, Rohini, Delhi -110085	24642287(O) <a href="mailto:adf1.ncrpb@nic.in">adf1.ncrpb@nic.in</a>
9.	Ms. Nilima Majhi AD(Tech.)	Plot No-61, Prashant Appartment, I.P. Extention, New Delhi-92	24642287(O) <a href="mailto:pl5.ncrpb@gov.in">pl5.ncrpb@gov.in</a>
10.	Shri Naresh Kumar AD (Tech.)	H 11/2, 3 <sup>rd</sup> Floor, Malviya Nagar, New Delhi-17	24642284(O) <a href="mailto:pl4.ncrpb@gov.in">pl4.ncrpb@gov.in</a>
11.	Shri Satyabir Singh,  Assistant Director (Technical)	184,Front portion, southern side,  second floor, Hari Nagar, Ashram, New Delhi-14	24642284(O) <a href="mailto:pl7.ncrpb@gov.in">pl7.ncrpb@gov.i n</a>

12.	Shri Syed Husain Asghar, Assistant Director (FM/PMC)	Flat No 507, Pocket Q, Dilshad Garden, Delhi-95	24642287(O) <a href="mailto:ddpmc.ncrpb@gov.in">ddpmc.ncrpb@gov.in</a>
13.	Shri Radhey Shyam Gangwar, Assistant Director (Safeguards)	497 SF, Nitikhand III, Indirapauram, Ghaziabad, U.P.	24642287(O) <a href="mailto:radhey.ncrpb@gmail.com">radhey.ncrpb@gmail.com</a>
14.	Sh. Davinder Kumar, Assistant Director (Admin.)	RZ-162 CA, Street No.1 Sadh Nagar, Palam Colony, Palam, New Delhi-45	24642287(O)
15.	Sh. Brijesh Kumar, Steno Grade-C	N- 340, Sector-25, Jalvayu Vihar, Noida-201301	24642289(O)
16.	Sh. Sanjay Raghuvansi, Steno Grade-C	H-8 Dharma Apts. Patparganj Delhi	24603138(O)
17.	Smt. Veenu Grover, Steno Grade-C	WZ-1182, Rani Bagh, Delhi-34	24642169(O)
18.	Smt. Reetu sharma, Steno Grade-C	65-D, Pocket-E, Dilshad Garden, Delhi-95	24642287(O)
19.	Sh. Ashok Kumar, Steno Grade-C	J-138 Jahangir Puri Delhi-33	24642285(O)
20.	Sh. Neeraj Gulani, Steno Grade-C	B-305, Arjun Apartment, Plot -8C, Sector -7, Dwarka, New Delhi.	24642287(O)
21.	Smt. Deepmala Pandey, Hindi Translator	159-G Pocket-4, Mayur Vihar-I, Delhi-110091	24642287(O)
22.	Sh. Ganesh Prasad Joshi, Steno Grade-D	386-F, Pocket-II Mayur Vihar-Ph- I, Delhi-91	2465590(O)
23.	Smt. Shalini Bhagi, Steno Grade-D	A-6/74, Paschim Vihar, New Delhi- 63	24642287(O)
24.	Sh. Rakesh Kumar Sardana, Steno Grade-D	Flat No. 269-A 2 <sup>nd</sup> Floor, Arjun Nagar, Safdurjung Enclave New Delhi-110029	ncrsardana@gmail.com
25.	Smt. Synthia Thakur, Steno Grade-D	B-4, 223-B, Lawrence Road, Delhi- 35	24642287(O)
26.	Sh. Rakesh Kumar, Steno Grade-D	A-7/208, Sector-17, Rohini Delhi-89.	24642284(O)
27.	Ms. Priyanka Sharma, Steno Grade-D	MB 162, Street No.4, Shakarpur, Delhi-92	
28.	Ms. A. Mounika, AG-II	International House, 92-A, Sant Nagar, East of Kailash, New Delhi-65	24642287(O)
29.	Smt. Shashi Bisht, AG-II	B-131, INA Colony, New Delhi.	24642287(O)
30.	Smt. Mamta Rana, AG-II	H.No.1185, Sector-9, YMCA Road, NIT Faridabad.	24642287(O)
31.	Smt. Rupa Bhatnagar, Librarian/AG-II	B-84/203, Shalimar Garden, Ext-II Sahibabad, Distt. Ghaziabad, UP.	24642287(O)
32.	Sh. Ratan Ninawe, AG-II	H. No. 3/189, Sector-3, Vasundhra, Ghaziabad.	24616125(O)
33.	Sh. Kartar Singh, AG-II	A7/7, H. No. 202, First Floor, DLF Ankur Vihar, Ghaziabad, UP.	24642287(O)
34.	Sh. Om Prakash, AG-II	C-161, Shyam Gali, Basti Nanak Chand, Kotla Mubarakpur, New Delhi-3	24631389(O)

35.	Sh. A. Mahatama, Staff Car Driver	Flat No. 296-A, Shakti Khand-I Indira Puram, Distt. Ghazibad, (U.P.)	24642285(O)
36.	Sh. Balwir Singh, Jr. Asstt.	C-90A, West Vinod Nagar, Gali No. 11, Delhi-110092	24642285(O)
37.	Sh. Ravinder Kumar, Jr. Asstt.	WZ 20, D-2, Gali No. 12, Krishna Park (Near TilakNagar), Delhi-18.	24642285(O)
38.	Sh. Satpal, Jr. Asstt.	H.No. 124, RZU Block New Roshanpura, Nazafgarh, ND- 43.	24653644(O)
39.	Sh. Sushil Kumar, Jr. Asstt.	E-71, Ganga Vihar, Ioni Border GokalPuri ,Delhi-94	24642285(O)
40.	Sh. Prem Kumar, Jr. Asstt.	A-104 S.L.F. VedVihar, LoniGhabzibad	24642287(O)
41.	Sh. M.S. Saxena, Jr. Asstt.	D-24, Pandav Nagar, Near Mother Dairy, Delhi-92	24642284(O)
42.	Smt. Krishna Arya, Jr. Asstt.	D-36, Mohan Garden, Uttam Nagar	24642284(O)

## **Manual- 10**

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS  
OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF  
COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

**(Reference: Section 4 (1) (b) (x) of RTI Act, 2005)**



## Manual- 10

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

(As on 31.07.2017)

S.N.	Name & Designation of the employee	Pay	Gross (Rs.)
1.	Sh. B K Tripathi Member Secretary	225000	234000
4.	Sh. Pramod Kumar Jain Finance & Account Officer	88400	120640
6.	Sh. Abhijeet Samanta Deputy Director (Tech.)	80900	107836
7.	Smt. Satnam Kaur Private Secretary	75400	104000
8.	Sh. Harsh Kalia Deputy Director (Admn.)	73200	101184
9.	Sh. Sushil Kumar Katariya Assistant Director (Estt.)	69000	95808
10.	Sh. Shireesh Sharma Assistant Director (Finance)	65000	90688
11.	Ms. Nilima Majhi Deputy Director (Tech.)	65000	88132
12.	Sh. Naresh Kumar Assistant Director (Tech.)	61300	83540
13.	Sh. Ramesh Dev Assistant Director (Tech.)	69000	95808
14.	Sh. Satyabir Singh Assistant Director (Tech.)	59500	83648
15.	Sh. S. Husian Asghar Assistant Director (FM)	63100	88256
16.	Sh. Radhey Shyam Gangwar Assistant Director (Safeguard)	59500	83648
17.	Sh. Davinder Kumar AG-I	60400	81056
18.	Atul Kumar Chaudhari A/c Assistant	60400	81056
19.	Sh. Brijesh Kumar Steno Gr. 'C'	64100	85792
20.	Sh. Sanjay Raghuvanshi Steno Gr. 'C'	60400	81056

21.	Smt. Veenu Grover Steno Gr. 'C'	58600	78752
22.	Sh. Ashok Kumar Steno Gr. 'C'	56900	76576
23.	Smt. Reetu Sharma Steno Gr. 'C'	58600	78752
24.	Sh. Neeraj Gulani Steno Gr. 'C'	50500	68384
25.	Smt. Shalini Bhagi Steno Gr. 'D'	52000	70304
26.	Smt. Deepmala Pandey Hindi Translator	41100	54732
27.	Sh. Ganesh Prasad Joshi Steno Gr. 'D'	46800	63648
28.	Sh. Rakesh Kumar Sardana Steno Gr. 'D'	42800	58528
29.	Smt. Synthia Thakur Steno Gr. 'D'	42800	58528
30.	Smt. Shashi Bisht AG-II	41600	47008
31.	Sh. Mamta Rana AG-II	41600	56992
32.	Smt. Rupa Bhatnagar AG-II	41600	56992
33.	Sh. Ratan Ninawe AG-II	41600	57592
34.	Sh. Kartar Singh AG-II	41600	56992
35.	Sh. Om Prakash AG-II	41600	56992
36.	Sh. Rakesh Kumar Steno Gr. 'D'	40400	57616
37.	Ms. A. Mounika AG-II	28700	39328
38.	Ms. Priyanka Sharma Steno Gr. 'D'	28700	39328
39.	Sh. A. Mahatma Staff Car Driver	37000	51104
40.	Sh. Balwir Singh Junior Assistant	36400	50336
41.	Sh. Ravinder Khanna Junior Assistant	35300	48928
42.	Sh. Satpal Junior Assistant	34000	47264
43.	Sh. Sushil Kumar Junior Assistant	33000	45984
44.	Sh. Mohan Swaroop Saxena Junior Assistant	33000	45984

45	Smt. Krishna Arya Junior Assistant	34000	47264
46.	Sh. Prem Kumar Junior Assistant	29300	38908

## **Manual- 11**

### **THE BUDGET ALLOCATED TO EACH AGNECY**

**(Particulars of all plans, proposed expenditures and reports on disbursements made. (Reference: Section 4(1) (b) (xi) of RTI Act, 2005**

# Manual 11

The Budget allocated and expenditure

(Rs. In Crores)

<b>Five Year/ Annual Plans</b>	<b>Plan Funds released by Central Govt.</b>	<b>GNCTD Contribution</b>	<b>Loan Released</b>	<b>Total Expenditure including Loan released (Plan)</b>
<b>XI Plan</b>				
2007-08	100.00	50.00	705.37	<b>741.97</b>
2008-09	50.00	50.00	723.06	<b>777.85</b>
2009-10	50.00	0.00	814.56	<b>894.88</b>
2010-11	50.00	0.00	598.77	<b>948.24</b>
2011-12	50.00	0.00	613.65	<b>790.14</b>
<b>XII Plan</b>				
2012-13	55.00	0.00	418.51	<b>637.05</b>
2013-14	60.00	0.00	355.44	<b>643.76</b>
2014-15	80.00	0.00	237.91	<b>523.56</b>
2015-16	80.00	0.00	165.15	<b>514.40</b>
2016-17	50.00	0.00	1654.48	<b>1809.02</b>

## **Manual- 12**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**  
**(Reference: Section 4 (1) (b) (xii) of RTI Act, 2005)**

## **Manual- 12**

### **The Manner of Execution of Subsidy Programmes**

The National Capital Region Planning Board is a planning body. It does not execute any subsidy programme.

## **Manual- 13**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS,  
PERMITS OR AUTHORIZATION GRANTED BY IT.  
(Reference: Section 4 (1) (b) (xiii) of RTI Act, 2005)**



## **Manual- 13**

### **Particulars of recipients of concessions, permits or authorization granted by it.**

The National Capital Region Planning Board is a planning body and does not provide concession/ permit/ authorization.

**Manual- 14**

**INFORMATION AVAILABLE IN AN ELECTRONIC  
FORM (Reference: Section 4 (1) (b) (xiv) of RTI Act, 2005)**

## **Manual- 14**

### **Information available in an electronic form**

Overview: NCR - Evolution of NCR  
Constitution of the Board - Area of NCR  
- Members of NCR  
Powers & Functions of the Board.  
Gazette Notification (NCRPB Act 1985 NCRPB Rules 1985)

Regional Planning: Regional Plan 2021  
Financing Projects: Guidelines for funding projects  
List of borrowing Agencies

Interest Rates charged by the Board

Loan Documentation

Monitoring Reports Proforma

Project Status Details

Resource Mobilization - Annual Accounts 2009-10 to 2016-17 Sources of Funds

GIS Database - Digital Data

Annual Report - 2009-10 to 2016-17

Right to Information - All manuals prepared as per section 4 of the Act,

## **Manual- 15**

**PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS  
FOR OBTAINING INFORMATION INCLUDING THE WORKING  
HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR  
PUBLIC USE.**

**(Reference: Section 4 (1) (b) (xv) of RTI Act, 2005)**

## **Manual -15**

Facilities available to the public for dissemination of information are as under: Notice Board.

Printed Manuals available as laid down in Right to Information Act, 2005.

NCRPB priced publications.

The individual seeking information may see the NCRPB website at the following address:  
<http://ncrpb.nic.in>

Individual may send his request in writing to PIO in writing on following address:

**National Capital Region Planning Board,  
1st Floor, Core- IV B, India Habitat Centre,  
Lodhi Road, New Delhi- 110003.  
Fax No. 011-24642163**

## **Manual- 16**

**NAME, DESIGNATION AND OTHER PARTICULARS OF THE  
PUBLIC INFORMATION OFFICER.**

**(Reference: Section 4 (1) (b) (xvi) of RTI Act, 2005)**

# Manual- 16

## Particulars of the Public Information Officer

Sl. No.	Name, Designation & Tel Nos. of CPIOs	Subject Matter	Name, Designation & Tel. Nos. of Appellate Authorities	Fax No.
1.	Shri Shireesh Sharma, Assistant Director (Admin.) Telephone No. 011-24642287	Administration	Shri Harsh Kalia, Deputy Director(Admn.), Telephone No. 011-24654590	24642163
2.	Shri Sushil Kumar Katariya, Assistant Director (F)/DDO Telephone No. 011-24642287	Finance & Accounts	Shri .P K Jain, Finance & Account Officer Telephone No. 011-24615349	24642163
3.	Shri Syed Hussain Asghar, Assistant Director (PMC/FM) Telephone No. 011-24642169	Project Monitoring and Coordination	Shri .P K Jain, Finance & Account Officer, Telephone No. 011-24603138	24642163
4.	Shri Abhijeet Samanta, Assistant Director (Admin.) Telephone No. 011-24642287	Planning NCR Region Haryana and U.P All Matters related to Haryana & U.P including Legal Cases, parliament Matters and Counter Magnet area	Shri Nabil Jafri, Deputy Director(GIS.), Telephone No. 011-24642287	24642163
5.	Ms. Nilima Majhi Deputy Director (Tech.) Telephone No. 011-24642284	Planning-All Matters related to Delhi sub region including Legal Cases, Parliament Matters and Counter Magnet Area.	Shri. Nabil Jafri, Deputy Director (GIS.), Telephone No. 011-24642287	24642163
6.	Shri Naresh Kumar Assistant Director (Tech.) Telephone No. 011-24642284	Planning-All Matters related to Rajasthan sub region including Legal Cases, Parliament Matters and Counter Magnet Area.	Shri. Nabil Jafri, Deputy Director(GIS.), Telephone No. 011-24642287	24642163

7.	Shri Satyabir Singh,  Assistant Director (Tech.) Telephone No. 011-24642287	Planning-All work related to Transport Sector including relevant Studies, Legal Cases, Parliament Matter and counter Magnet area	Shri Nabil Jafri, Deputy Director(GIS.), Telephone No. 011-24642287	24642163
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## Manual- 17

### OTHER USEFUL INFORMATION.

(Reference: Section 4 (1) (b) (xvii) of RTI Act, 2005

Please see NCRPB Website: <http://ncrpb.nic.in>