

## 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:

- 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.

### **Constituents Areas of National Capital Region**

The total area of National Capital Region is 33,578 sq. km. This includes:

- i) National Capital Territory of Delhi (1,483 sq.km.)
- ii) Haryana Sub-region (13,413 sq.km.) comprising of nine districts of Faridabad, Gurgaon, Rohtak, Sonapat, Rewari, Jhajjar, Panipat, Mewat and Palwal.
- iii) Rajasthan Sub-region (7829 sq. km.) comprising of Alwar district.
- iv) Uttar Pradesh Sub-region (10,853 sq. km.) comprising of five districts namely, Meerut, Ghaziabad, Gautam Buddha Nagar, Bulandshahr and Baghpat.

### **Constitution of the Board**

The Board is chaired by Union Minister for Urban Development. The Members and co-opted of the National Capital Region Planning Board are as follows:-

#### **Members**

1.	Union Minister for Urban Development	Chairman
2.	Union Minister of housing & urban poverty alleviation	Member
3.	Minister for Power, Government of India	Member
4.	Minister for Telecommunications, Government of India	Member
5.	Minister for Railways, Government of India	Member
6.	Minister for Surface Transport, Government of India	Member
7.	Minister of State for Urban Development, Government of India	Member
8.	Chief Minister, Haryana	Member
9.	Chief Minister, Rajasthan	Member
10.	Chief Minister, Uttar Pradesh	Member
11.	Lieutenant Governor, National Capital Territory of Delhi	Member
12.	Chief Minister National Capital Territory of Delhi	Member
13.	Minister of Town & Country Planning, Government of Haryana	Member
14.	Minister of Urban Development, Government of Rajasthan	Member
15.	Minister, Urban Development, Government of Uttar Pradesh	Member
16.	Secretary, Ministry of Urban Development, Government of India	Member
17.	Chief Secretary, Government of Haryana	Member
18.	Chief Secretary, Government of Rajasthan	Member
19.	Chief Secretary, Government of U.P.	Member
20.	Chief Secretary, Government of National Capital Territory of Delhi	Member
21.	Member Secretary, National Capital Region Planning Board	Member-Secretary

#### **Co-opted Members**

1. Chief Minister, Madhya Pradesh
2. Secretary, Department of Expenditure, Ministry of Finance, Government of India
3. Secretary, Ministry of Commerce & Industry, Department of Industrial Policy & Promotion, Government of India
4. Secretary, Ministry of Roads, Highways and Shipping, Government of India
5. Chairman, Railway Board, Government of India
6. Principal Advisor (HUD), Planning Commission, Government of India
7. Vice Chairman, Delhi Development Authority.
8. Secretary, Ministry of Power, Government of India
9. Secretary, Department of Urban Development & Housing, Govt. of Punjab.
10. Secretary, Department of Urban Development & Housing, Govt. of Madhya Pradesh
11. Secretary, Ministry of housing & urban poverty alleviation.
12. Chief planner, TCPO.

### **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, 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.).

# **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. Mrs. Naini Jayaseelan, 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 Powers of the Member Secretary are given below:-

Sl. No.	Nature of power	Extent of power.
1.	Operation of bank accounts	Power to open accounts 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 Office furniture and equipments.	Full powers for purchase, running and maintenance and repairs of machinery including office furniture and equipments.
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 to grant conveyance allowances to employees of the 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 kinds 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 powers 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) Meetings of the 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 ceilings 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 newspapers and journals.	Full power.
18.	To sanction OTA to eligible staff.	Full power.
19.	Sanction of permanent advance of imprest.	Full power.
20.	Grant of advance to employees of the 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) Through entitled class.	Full power.
	ii) journey by air or by class higher than the entitled class.	Full power.
	iii) reimbursement of actual expenditure	Full power.

	of boarding/ lodging for officers/ employees while on tour in special cases subject to ceiling as prescribed in Govt. rules.	
23.	Non-interest bearing advance; Festival advance/ Medical advance in special cases/ advances 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 :-

Sl. No.	Nature of power	Extent of power.
25.	In addition to the powers referred above, the Member Secretary will exercise the powers of the Head of the Department 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.

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:

Reporting & Reviewing authority for officer/ official	Reviewing Authority for the officer/ official
Dr. Kavitha Gotru, Director (A&F)	Sh. J.N. Barman, Director (Tech.)
Sh. Rajeev Malhotra, Chief Regional Planner	Joint Director (Tech.), Vacant
Smt. Satnam Kaur, PS	Shri P.K. Jain, F&AO
Sh. Ashok Kumar, Steno Gr. 'C'	Shri Deepak Kumar Verma, Dy. Director (Admn.)
Shri Nabil Jafri, Dy. Director (GIS)	
Sh. D.K. Verma, Dy. Director (Admn.)	
Sh. A.Mahatma, Staff Car Driver Shri Balwir Singh, Jr. Assistant Shri Sushil Kumar, Jr. Assistant	

2. Shri Rajeev Malhotra, Chief Regional Planner

- To provide assistance to Member Secretary in technical matters for fulfilling the objectives 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 Committee meetings.
- Legal matters of Planning Wing.
- To supervise the work of all Joint Directors (Tech.) in the Planning Wing.

Reporting Officer/ Reviewing Authority for the following:

Reporting & reviewing authority for officer/ official	Reviewing Authority for the officers
Sh. J.N. Barman, Director (Tech.)	Sh. Nabil Jafri, Deputy Director (GIS)
Joint Director (Tech.) - Vacant	Ms. Nilima Majhi, Asstt. Director (Tech.)
Sh. Brijesh Kumar, Steno. Gr. 'C'	Ms. Anjali Pancholy, Deputy Director (Tech.)
Shri Syed Aqeel Ahmad, Dy. Director (Tech.)	

### 3. Dr. Kavitha Gotru, Director (Admn. & Finance)

- To assist Member Secretary in all works 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, Admn. 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:

Reporting & reviewing authority for officer/ official	Reviewing Authority for the officer/ official
Sh. Sanjay Raghuvanshi, Steno Gr. 'C'	Sh. Harsh Kalia, Assistant Director (Admn.)
Sh. P.K. Jain, Finance & Accounts Officer	Shri S.K. Katariya, Assistant Director (Estt.)
Shri Deepak Kr. Verma, Dy. Director (Admn.)	Shri Shireesh Sharma, Assistant Director (Fin.)
Shri Abhijeet Samanta, Asstt. Director (PMC)	
Shri Ravinder Kumar, Jr. Assistant	

### 4. Shri J.N. Barman, Director (Tech.)

- Land Use Planning, Change in Land use matters
- Settlement Pattern and Rural Development
- Energy including Power and Functional Plan for Power
- Review of Regional Plan-2021
- Counter Magnet Area of Dehradun
- Nodal Officer for U.P. Sub-region
- Coordination work to be assisted by Ms. Nilima Majhi, Assistant Director (Tech.)
  - Regional Plan 2021 and its implementation
  - Review of Regional Plan 2021
  - Preparation of Sub-regional Plans 2021
  - Development of New Townships of NCR
  - Counter Magnet Areas
- Coordination work to be assisted by Sh. Ramesh Dev, Asstt. Director (Tech.)
  - Organise Planning Committee Meeting

- Master Plans/Zonal Plans of Haryana, Rajasthan, U.P. and Delhi Sub-region
  - o Legal Cases of NCR related to Planning Wing
  - o Audit Paras related to Planning Wing
- Any other work assigned by MS and CRP

Reporting Officer for the following:

Reporting & reviewing authority for officer/ official	Reviewing Authority for the officer/ official
Sh. Nabil Jafri, Dy. Director (GIS)	Sh. Ramesh Dev, Assistant Director (Tech.)
Ms. Nilima Majhi, Asstt. Director (Tech.)	Sh. Satyabir Singh, Plg. Asstt.
Sh. Rakesh Sardana, Steno Gr. 'D'	

5. Joint Director (Tech.) - Vacant

- Sewerage, Drainage, Irrigation, Solid Waste Management
- Functional Plan for Drainage to be assisted by Sh. Satyabir Singh, Planning Asstt.
  - Nodal Officer for Haryana Sub-region
  - Study on Micro Economics and Households industries in NCR to be assisted by Sh. Satyabir Singh, Plg. Assistant
- Coordination Work
  - Parliament Matters related to Planning Wing
  - Planning Commission matters including Five Year Plans
  - Board Meetings related to Planning Wing
  - Special component Plan related to Planning wing
- Any other work assigned by MS and CRP

Reporting Officer for the following:

Reporting & reviewing authority for officer/ official
Sh. Aqeel Ahmad, Dy. Director (Tech.)
Smt. Anjali P. Roy, Deputy Director (Tech.)
Smt. Veenu Grover, Steno Gr. 'C'
He is also of reviewing officer of Sh. Satyabir Singh, Planning Assistant

6. Shri Nabil Jafri, Deputy Director (GIS)

- All work related to GIS, Remote Sensing including of preparation of maps, drawings, capacity buildings etc.
- Telecommunications
- Environment
- Study on Health Infrastructure in NCR
- Study on Educational Infrastructure in NCR

- Nodal Officer for Delhi
- Coordination Work
  - o Monthly progress review report for the Secretary, UD related to Planning Wing
- Management & support for Computer centre for NCR and other related works
- ESMS
- Presentations related to Planning Wing
- Any other work assigned by MS, CRP

Reporting Officer for the following:

Reporting & reviewing authority for officer/ official
Shri Rakesh Kumar, Steno Gr. 'D'
Sh. Satyabir Singh, Planning Assistant

7. Deputy Director (Power) (Vacant)

8. Shri Deepak Kumar Verma, Deputy Director (Admn.)

- To assist the Director in works related to Admn. Wing
- ☐ Custodian of ACRs
- ☐ Nodal Officer for Parliamentary Questions
- ☐ all work related to Board Meetings
- ☐ Correspondence with the MoUD including Personnel matters, and matters related to Annual Report of MoUD
- ☐ Parliamentary/Consultative Committees and Parliament Questions etc.
- ☐ Laying of Annual Report & Annual Accounts before the Board & Parliament
- ☐ checking of payments to Lawyers
- ☐ Any other work assigned to him by Member Secretary/Director (A&F).

Reporting Officer/ Reviewing Authority for the following:

Reporting & reviewing authority for officer/ official	Reviewing Authority for the officer/ official
Sh. Harsh Kalia, Asstt. Director (Admn.)	AG- II – Vacant
Sh. S. K. Katariya, Asstt Director (Estt.)	Smt. Mamta Rana, AG- II
Shri G.P. Joshi, Steno Gr. D	Smt. Shashi Bisht, AG- II

Smt. Rupa Bhatnagar, AG- II	Sh. Om Prakash, AG- II
Sh. Haripal, Staff Car Driver	
Staff Car Driver- Vacant	

9. Shri P.K. Jain, Finance & Accounts Officer.

- 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 Demands for Grants.
- Additional sources of funds and bonds issues, redemptions and other related Work.
- Loan from ADB and World Bank
- Work relating to NCR Cell
- To provide inputs for various statutory/ non-statutory Committees and follow Up the decisions taken by them.

Reporting Officer/ Reviewing Authority for the following:

Reporting & reviewing authority for officer/ official	Reviewing Authority for the officer/ official
Sh. Shireesh Sharma, Assistant Director (Fin)	Sh. Davinder Kumar, Asstt. Gr. I
Sh. A.K. Chaudhary, Accounts Assistant	Sh. Ratan Ninawe, Asstt. Gr. II

10. Assistant Director (Tech.), vacant

- Demography, Shelter, Informal Sector, Social Infrastructure, Economic Activities and Water
- Study on Integrated Water Management in NCR and Functional Plan for Water
- Study on the Economic Profile on NCR
- Nodal Officer for Rajasthan Sub-region
- Coordination Work
  - Staff Meetings
- Any other assigned by MS, CRP and JD (S)

11. Ms. Nilima Majhi, Assistant Director (Tech.)

- Disaster Management, Heritage & Tourism
- Counter Magnet Area of Dehradun
- To assist JD(B) for following coordination work:-

- Regional Plan 2021 and its implementation
- Review of Regional Plan 2021
- Preparation of Sub-regional Plans 2021
- Development of New townships in NCR
- Counter Magnet Areas
- Presentation related to Planning Wing
- Any other work assigned by MS, CRP and JD (B)

Reporting Officer for the following:

Reporting & reviewing authority for officer/ official
Smt. Synthia Thakur, Steno Gr. D

12. Shri Syed Aqeel Ahmad, Dy. Director (Tech.)

- All works related to Transport Sector including relevant sector
- Study of feasibility and detailed project report for three corridors of RRTS
- Mobility Plans
- Counter-magnet Areas of Patiala & Gwalior
- Coordination Work
  - Chief Coordinator Planners Meetings
- Any other work assigned by MS, CRP and JD(S)

Reporting & reviewing authority for officer/ official
Smt. Shalini Bhagi, Steno Gr. 'D'

13. Shri Abhijeet Samanta, Assistant Director (PMC)

- Receive project proposal from State & CMAs, scrutinize project to ensure receipt of completed DPR.
- Project Appraisal through 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 project funded by the NCR Planning Board and Maintenance of data base on projects.

Reporting & reviewing authority for officer/ official
Shri Neeraj Gulani, Steno Gr. 'C'



14. Shri D.K. Verma, Deputy Director (Admn.)

- ☐ Custodian of ACRs
- ☐ Nodal Officer for Parliamentary Questions
- ☐ All work related to Board Meetings
- ☐ Correspondence with the MoUD including Personnel matters, and matters related to Annual Report of MoUD
- ☐ Parliamentary/Consultative Committees and Parliament Questions etc.
- ☐ Laying of Annual Report & Annual Accounts before the Board & Parliament
- ☐ Checking of payments to Lawyers
- ☐ Any other work assigned to him by Member Secretary/Director (A&F).

**Financial powers of Finance & Accounts Officer**

Items of Expenditure	Ceiling for delegation	Conditions
a) Purchase of Safe, Fixture, Furnitures (SFS) and office equipments and their repairs.	Rs. 4,000/- on each occasion	Subject to observing the prescribed rules and procedures and subject to ceiling of Rs. 25,000/- per annum.
b) Purchase of data processing equipments and software.	-do-	-do-
c) Computer stationery, consumables and accessories 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-	-do-
f) Reimbursement of telephone and newspapers expenses to employees as per entitlement.	Rs 2000/- per telephone.	Subject to approval of MS for new connections and shifting.
g) Conveyance allowances to employees (within their entitlements).	Rs 2000/- on each occasion	The rates and conditions of allowances as applicable to Central Government employees.

h) TA advance including LTC to employees and to function as the Controlling Officer for non-gazetted staff.	-do-	As applicable under rules.
i) Telephone bills and newspapers and periodicals for office	Rs 4000/-on each occasion/per Telephone	-do-
j) Petrol, Oil and Lubricants.	Rs. 1,500/- per occasion	Subject to observing the prescribed rules & procedures.

Reviewing authority for officer/ official
Sh. Davinder Kumar, Asstt. Gr. I
Sh. Ratan Ninawe, Asstt. Gr. II
Sh. GP Joshi, Steno Gr. D

15. Smt. Satnam Kaur, Private Secretary

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

Powers as Reporting Officer for the following:

Reporting & reviewing authority for officer/ official
Sh. Ashok Kumar, Steno. Gr. 'D'
Sh. A.Mahatma, Staff Car Driver
Shri Balwir Singh, Jr. Assistant
Shri Sushil Kumar, Jr. Assistant

16. Private Secretary (Vacant)

17. Shri Harsh Kalia, Assistant Director (Admn.)

- Supervision of work relating to :-  
Diary and dispatch, courier bills
- Over Time Allowance / Children Education Allowance/ Leave Travelling Concession Allowance/ House Building Advance/ General Provident Fund Advance & Withdrawal/ Travelling Allowance, Medical/
- Computerization of dak- diary system (PA)
- Pension and Terminal Benefit claims
- Prepare MIS as directed by Director (A&F)
- Telephones
- Leave/Training, Punctuality and attendance
- To supervise the work of Assistants Grade- II.
- Purchase of liveries for entitled staff

- Vehicle Controlling Officer, hiring of taxis for the Board.
- Work related to Official Language Hindi (till appointment of Hindi Translator)
- RTI and VIP Reference
- Processing of annual property returns, maintenance of folder

Any other work assigned by MS, Director (A&F) & Dy. Director (Admn.)

Reporting Officer for the following:

Reporting & reviewing authority for officer/ official
Smt. Reetu Sharma, Steno Gr. C
Smt. Mamta Rana, AG- II
Smt. Shashi Bisht, AG- II
Sh. Om Prakash, AG- II
AG-II Vacant
Sh. Haripal Rathi, Staff Car Driver
Staff Car Driver – Vacant
Sh. M.S. Saxena, Jr. Assistant
Jr. Assistant – Vacant
Smt. Krishna Arya, Jr. Assistant
Sh. Prem Kumar, Jr. Assistant

18. Shri Sushil Katariya, Assistant Director (Estt.)

- Incharge of library.
- Looking after the work of Caretaker (House keeping etc.)/Purchase of stationery and other office items
- Maintenance of office machinery and equipments
- Arrangement of air tickets
- Purchase of office assets
- Arrangement for meetings etc.
- Engagement of casual labour through contractor
- To assist Dy. Director (Admn.) in the following work:
- Disciplinary/ Vigilance cases including Report Returns, replies to various letters received from Ministry
- Pay fixation, periodical increment cases
- Personnel Group Meetings
- Recruitment/promotion/probation/confirmation
- Engagement of Legal Consultant/Court Matters concerning Admn. Branch

Reporting & reviewing authority for officer/ official
Smt. Roopa Bhatnagar, AG-II
Sh. Kartar Singh, AG-II

19. Shri Shireesh Sharma, Assistant Director (Fin.)/ DDO

- ☐ Will act as Drawing & Disbursing Officer
- ☐ Accounts keeping and maintenance of Annual Accounts, Audit & taxation
- ☐ All work relating to Bond Issues and completion of various pre and post Bond formalities including transfer of Bonds, TDS certificates payment of interest and miscellaneous correspondence & correspondence regarding allocation of taxable & tax free Bonds, etc.
- ☐ MIS related to Finance and Accounts Wing. Preparation of Budget etc.
- ☐ Any other work as may be assigned by Member Secretary, Director (A&F) and FAO.
- ☐ Work related to GIA for Delhi Govt.

Reporting authority for officer/ official
Sh. Davinder Kumar, Asstt. Gr. I
Sh. Ratan Ninawe, Asstt. Gr. II

20. Shri Ramesh Dev, Assistant Director (Tech.)

- Training and Seminar related to Planning wing
- To assist Sh. J.N. Barman, JD in following
  - Planning Committee meeting
  - Legal Cases of NCR related to Planning Wing
  - Master Plans/Zonal Plan of Haryan, Rajasthan, U.P. and Delhi Sub Region
  - To Assist Sh. Nabil Jafri, DD (GIS) in the works related to GIS, Remote Sensing, related techniques, preparation of drawings, maps etc.
  - Any other work assigned by MS, CRP and other officers of the Planning Wing

21. 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 for 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/ DD (A).

22. Shri Davinder Kumar, Assistant Grade- I

- ☐ 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
- ☐ Accounts keeping and maintenance of Annual Accounts on Tally

- ☐ Compilation/updating of accounts on monthly basis and preparation of Annual Accounts of the Board
- ☐ All work relating to NCR Cells
- ☐ Any other work assigned by Member Secretary/ Director (A&F)/DD (A).

23. Shri Atul Kumar Chaudhary, Accounts Assistant

- Maintenance of loan files, release of loans, maintenance of loan accounts
- Prepare loan schedule, monitor recovery and issue letters to agencies for repayments, resetting of loans
- Preparation/submission of periodical repayment of loan/loan registers
- Investment of funds
- Report and Returns of Finance Wing i.e. Standing Order and MIS.
- Providing material for Annual Report & Budget, submission of reports and returns etc.
- Assist in Preparation of Annual Accounts of the Board

24. Shri Brijesh Kumar, Stenographer Grade- C

- To assist Chief Regional Planner in his day to day work, fix engagement, maintained engagement diary, attend to telephone calls etc. and provide stenographic assistance to the Chief Regional Planner.

25. Shri Sanjay Raghuvanshi, Stenographer Grade- C

- To assist Director (A&F) in his day to day work, fix engagement, maintained engagement diary, attend to telephone calls etc. and provide stenographic assistance to the Director (A&F).

26. Smt. Veenu Grover, Stenographer Grade- C

- To assist Shri Nabil Jafri, Deputy Director (Tech.) in his day to day work, attend to telephone calls etc. and provide stenographic assistance to the officer.

27. Smt. Reetu Sharma, Stenographer Grade- C

- To assist Asstt. Director (Admn.) in his day to day work, Hindi Typing, attends to telephone calls etc. and provides stenographic assistance.

28. Shri Ashok Kumar, Stenographer Grade- C

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

29. Shri Neeraj Gulani, Stenographer Grade- C

- To assist Shri Abhijeet Samanta, Assistant Director (Tech.) in PMC work and in his day to day work, attend to telephone calls etc. and provide stenographic assistance to him.

30. Shri G.P. Joshi, Stenographer Grade- D

- To assist Deputy Director (Admn.) in his day to day work, attend to telephone calls etc. and provide stenographic assistance.
31. Smt. Shalini Bhagi, Stenographer Grade- D
- To assist Shri Aqeel Ahmad, Assistant Director (Tech.) and Ms Anjali Pancholy, Assistant Director (Tech.) in their day to day work, , attend to telephone calls etc. and provide stenographic assistance to them.
32. Shri Rakesh Kumar Sardana, Stenographer Grade- D
- To assist Shri J.N. Barman, Joint Director (Tech.) in his day to day work, fix engagement, maintained engagement diary, attend to telephone calls etc. and provide stenographic assistance to the Joint Director (Tech.).
33. Steno Gr. 'D' – vacant
34. Smt. Synthia Thakur, Stenographer Grade- D
- To assist Finance & Account Officer in day to day work, attend to telephone calls etc. and provide stenographic assistance.
35. Shri Rakesh Kumar, Stenographer Grade- D
- To assist Assistant Director (Tech) in his day to day work, attend to telephone calls etc. and provide stenographic assistance.
36. Stenographer Grade- D (vacant)
37. Shri Satyabir Singh, Planning Assistant
- Preparation, examination and analysis of layout plans, site plans, various drawings, maps etc. including Cartography work.
  - To assist Sh. R.C. Shukla, JD (S) for the preparation of :-
    - Functional Plan for Drainage
    - Study Micro Economics and Households industries in NCR
  - Any other work assigned by MS, CRP, JD (B), JD (S) and other officers of the Plg. Wing
38. Assistant Grade- II - Vacant
- Dak-diary, receipt and dispatch of dak, computerized dak diary
  - Hindi Typing
  - Processing of Courier bills, maintenance of stamp accounts, maintenance of OR register
  - Maintenance of old records, Registers of old files
  - Process of OTA Bills & Tuition Fees
  - Processing of files relating to Republic Day, Independence Day and purchase of liveries for Group 'C' & 'D'
39. Smt. Shashi Bisht, Assistant Grade- II

- Processing of training courses/seminars files.
- Hindi Typing work
- Maintain File Movement Register of Establishment Wing
- Maintain Register of active files/ new files opened in the office
- Process of all types of leave i.e. CL/CH/EL/HPL of all the officers/ officials of the Board
- Identity Cards
- Maintain the Guard Files

40. Smt. Mamta Rana, Assistant Grade- II

- Maintenance of Service Books and Personal Files
- Issue of blank ACR forms
- Processing of Telephone bill and maintain their files
- Processing of Annual Increment Cases
- IHC payments, IHC membership
- Typing
- Shifting of telephones
- Initiation of cases of retirement dues

41. Smt. Roopa Bhatnagar, Assistant Grade- II

- Purchase and Distribution of Stationery items etc.
- English & Hindi Typing
- Engagement of Contract labour for housekeeping work
- Maintenance of Office equipment/AMC
- Work related to Canteen/arrangement for meetings etc.
- Providing assistance to Shri S.K. Katariya, Assistant Director (Estt.) in his other day-to-day office work.
- Library Work

42. Shri Ratan Ninawae, Assistant Grade- II

- Handling of cash & cheques & their payments etc.
- Assisted in preparation of salary bills in computer and pay slips, monitoring bank reconciliation statements of the Board, register of TDS deduction/exemption certificates
- Payment of Newspaper bills and Conveyance claims

43. Shri Kartar Singh, Assistant Grade- II

- Diary and Dispatch work in MS Secretariat
- Processing of file relating to procurement of consumable/non-consumable items except stationary
- Record management, keeping of record of assets of the Board and matters related to stores
- Caretaking work

44. Shri Om Prakash, Assistant Grade- II



- Initiating of all types of advances and withdrawals such as LTC/GPF/HBA/TA etc.
- Processing of medical claims etc.
- Maintenance of office vehicles, hiring of private taxis
- Processing of all cases of forwarding of applications of the officers and officials of the Board

45. Staff Car Driver (vacant)

46. Shri Haripal, Staff Car Driver

- Driving and upkeep of NCRPB's vehicle.

47. Shri A. Mahatma, Staff Car Driver

- Driving and upkeep of NCRPB's vehicle.

48. Staff Car Driver – Vacant

49. Shri Balwir Singh, Junior Assistant

- Attached with MS Secretariat.

50. Shri Ravinder Kumar, Junior Assistant

- Attached with Director (A&F), also doing photocopying work of the Board.

51. Shri Satpal, Junior Assistant

- Attached with Chief Regional Planner, performing Messenger's duties.

52. Shri Sushil Kumar, Junior Assistant

- Attached with MS Secretariat and performing Messenger's duties.

53. Shri Prem Kumar, Junior Assistant

- Distribution of Dak.

54. Shri Mohan Saxena, Junior Assistant

- In-charge of Pantry
- Serving tea, coffee to the staff.

55. 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 level 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/ instructions 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 Dr. Kavitha Gotru, Director (Admn. & Fin.), as a part-time Chief Vigilance Officer to look after the vigilance matters for the officers/ employees.

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

As and when a post falls vacant as result of retirement/ resignation/ 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 applications 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 laying on the table of both the houses of the Parliament 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 23.9.2003 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 compliance 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 empanelled Branches containing following instructions:-*
- (i) *Quotation shall be addressed to 'Member Secretary', NCR Planning Board.*
  - (ii) *Quotation shall be submitted compulsorily in a properly sealed envelope and marked '**Quotation 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 Quotation Box placed in the office of the Board.*
  - (iv) *Quotation 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 open the quotations, put a serial number on them and mark their initials on each quotation. The recommendations of the Committee will be in writing. The rate of interest quoted by each Bank would be indicated in the recommendations along with general observations of the Committee members.*
- (h) *The funds would be invested with the highest bidder.*

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### **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 appointed by the Board for this purpose besides internal appraisal by the PMC Wing, Finance wings and the Planning wing from technical point of view and to ensure conformity with the Regional Plan. This appraisal work is initiated 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 –I**

As per Notification No. K-14011/13/85-NCR dt. 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 Urban Development (erstwhile Ministry of Works & Housing)	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 Urban Development	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.	Convenor

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

1. 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 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-14011/13/85-NCR dt. 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, powers and duties of the Board are delegated to the following persons in the Group :-

i)	Member Secretary, NCR Planning Board	Chairman
ii)	Joint Secretary (Fin.), Ministry of Urban Development or his representative	Member
iii)	A representative of the Ministry of Urban Development	Member
iv)	A representative of the Planning Commission	Member
v)	Secretary in charge of National Capital Region in the States and the Union Territory	Member
vii)	<u>Chief Regional Planner</u> , NCR Planning Board.	Convenor

### 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 identified by the Board in accordance with the rules.	Upto Rs.500 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 Wing also coordinate/conduct PSMG meeting and other review meetings to monitor progress of the projects funded by the Board.

PMC Wing in conjunction with Finance wings monitors & conduct financial & physical verification of utilization certificate.

## **PLANNING WING**

### **Regional Plan – preparation and finalization**

As per the provisions 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 inviting 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 for important sectors / elements of the Regional Plan for the proper guidance of the participating States. The Functional Plans prepare with the assistance of the Planning Committee and placed before the Board for approval.

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

As per the provisions of the NCRPB Act, 1985 each participating State will prepare a Sub-Regional Plan for the sub-region 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 such Plan is in conformity with the Regional Plan. The Board after examining a Sub-Regional Plan prepare 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 observations of the Planning Committee are 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 constituted for the purpose. The Evaluation Committee after evaluation of technical and financial proposals recommend a consultant for award of the study. The study proposals 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.

### **Processing of Landuse Change proposals**

After receiving the landuse change proposals from participating State Governments / DDA, the Board's Secretariat examines the proposals and prepare observations on the proposals. The landuse change proposals are then placed before the Planning Committee along with observations. The Planning Committee, after detailed deliberations give its recommendations/observations on these proposals.

The proposals along with the recommendations of the Planning Committee are sent to the Ministry of Urban Development for decision of the Chairman, NCRPB and Hon. Urban Development Minister. The decisions on the landuse change proposals received from the Ministry are communicated to the concerned State Govts./DDA.

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

For routine work, files / matters are initiated/examined at the level of Assistant Director (Technical) / Deputy Director (Technical) 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**  
**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/Programme	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 Audit & Service Ministries,, (C&AG). Audited Accounts 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 atleast 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 BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

S.No.	Name of the Document	Notification
1.	NCRPB Act, 1985	Notification no. 2 of 1985, dated 9.2.1985.
2.	NCR Planning Board Rules, 1985	Notification No. K-14011/13/85-NCR dt. 8th July, 1985.
3.	NCR Planning Board Contributory Provident Fund Regulations, 1990	Notification No. C- 11031/1/88-NCRPB, dated 19th 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 dt. 17th 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 dt. 28.3.2001.
7.	NCR Planning Board (Amendment) Regulations, 2004	-do-
8.	NCR Planning Board (Amendment) Rules, 2004	Notification No.K-14011/6/95-DD-IB/VI(Vol.II) dt. 18th 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 Fundamental Rules, Supplementary Rules, Delegation of Financial Power Rules, 1971 on the Central Government.	Notification No. K-14011/13/85-NCRPB dt. 9th January, 1997
10.	TA/DA admissible to employees of the Board.	-do-
11.	Instructions for investments by the NCR Planning Board	Instructions
12.	Instructions for Parliament Questions	Instructions
13.	Guidelines for Financing and NCRPB projects	Guidelines
14.	Annual Reports	Statutory Reports 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.	Project 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 dt, 31.10.2005
25	NCR Planning Board Recruitment & Promotion Rules -2006	A-12011/1/2005-Estt dt. 25.10.2006



## **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 held by it or are under its control.**

<b>S.No.</b>	<b>Name of documents</b>
1.	NCR Directory
2.	NCR Delhi-1999 A Fact Sheet
3.	Growth & Development
4.	Industrial Potential
5.	Fiscal Plan-2005
6.	Draft Regional Plan-2021
7.	Regional Plan-2001
8.	Regional Plan-2021
8.	Delhi Emerging Scenario Need for Development of National Capital Region
9.	Outline for Basic Strategies and Financing Mechanisms for the utilization of Funds for the Eight Five Year Plan (1992-97) for the Development of National Capital Region

## **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 authorities 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 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.**

S.No.	Description	Are minutes of the meeting prepared
1.	<b>NCR Planning Board</b> Constitution given under manual (1)	Yes
2.	<b>Planning Committee</b> <b>Constitution of the committee is as under :</b> <b>Chairman</b> Member Secretary- NCRPB  <b>Members</b> Joint Secretary, M/o Urban Development dealing with Housing & Urban Development Secretary, In charge of Urban Development, Haryana In charge of Urban Development, Rajasthan In charge of Urban Development U.P In charge of Urban Development NCT Delhi Vice-Chairman, Delhi Development Authority Chief Planner Town & Country Planning Organisation Director Town Planning Department, Haryana Chief Town Planner, Govt. of Rajasthan Chief Town Planner, Govt. of Uttar Pradesh  <b>Co-opted Members</b> Representative each Ministries of Road Transport & Highways, Communications, Railways, Deptt. of Power, Deptt. of Environment Representative Planning Commission Chairman-cum-MD HUDCO Chief Regional Planner-NCRPB	Yes

	<p>The functions of the committee are given below : - Under Section 9 (1) of NCRPB Act, 1985 the functions of the Planning Committee shall be to assist the Board in:</p> <ul style="list-style-type: none"> <li>• The preparation and coordinated implementation of the Regional Plan &amp; Functional Plans and</li> <li>• Scrutinizing the Sub-Regional Plans and all Project Plans to ensure that the same are in conformity with the Regional Plan</li> <li>• The Committee may also make recommendations to the Board to amend or modify any Sub-Regional Plan or any Project Plan</li> <li>• Shall perform such other functions as may be entrusted by the Board</li> </ul>	
3.	<p><b>PSMG-I</b> The constitution of the Group is as under :</p> <p><b>Chairman</b> Secretary, Ministry of Urban Development,</p> <p><b><u>Members</u></b> Secretary, Deptt. of Expenditure or his representative Advisor, Planning Commission or his representative Joint Secretary- In-charge of NCR in the M/o UD Secretary-In-charge of the NCR States and Delhi U.T. Chief Planner TCPO, New Delhi</p> <p><b><u>Convenor</u></b> Member Secretary, NCRPB</p> <p>The Group has the powers to sanction projects with estimated cost above Rs. 5 crores.</p>	Yes
4.	<p><b>PSMG-II</b> The constitution of the Group is as under :</p> <p><b>Chairman</b> Member Secretary, NCRPB,</p>	Yes

	<p><b><u>Members</u></b>  Joint Secretary (F), M/o Urban Development or his representative  Representative M/o Urban Development  Representative Planning Commission  Secretary-In-charge of NCR States and Delhi U.T.  Sr. Planning Engineer NCRPB  <b>Convenor</b>  <b><u>Joint Director (PMC)--?</u></b></p> <p>-  The Group has the powers to sanction projects with estimated cost upto Rs. 5 crores.</p>	
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5.	<p><b>PERSONNEL GROUP</b>  The Constitution of the Group is as under :</p> <p><b>Chairman</b>  Secretary, Ministry of Urban Development</p> <p><b>Members</b>  Secretary, Deptt. of Expenditure, MoF or his representative  In-charge of NCR Work, Haryana  In- charge of NCR Work, Rajasthan  In- charge of NCR Work, U.P.  <b>Convenor</b>  Member Secretary, NCR Planning Board</p>	As and when required	Yes
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**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 newspapers, 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.N o.	Name & Designation	Address	Tel. Nos. & E-mail
1.	Smt. Naini Jayaseelan, Member Secretary	House No.B-6, Type VI, Tower No. 9, New Moti Bagh, New Delhi	24642285 (O)
2.	Sh. Rajeev Malhotra, Chief Regional Planner	B-220, Lok Vihar, Pitam Pura, Delhi.	24642289 (O) 27351762 (R ) <a href="mailto:ncrpb-crp@nic.in">ncrpb-crp@nic.in</a>
3.	Dr. Kavitha Gotru, Director (A&F)	C-301, Pragati Vihar Hostel, Lodhi Road, Lodhi Colony, New Delhi – 110003	24603138 (O), <a href="mailto:ncrpb-dr@nic.in">ncrpb-dr@nic.in</a>
4.	Vacant – Jt. Dir. (Tech.)		24642169(O), <a href="mailto:ncrpb-jd2@nic.in">ncrpb-jd2@nic.in</a>
5.	Sh. J.N. Barman, Dir. (Tech.)	12, Prashant Apartment, I.P. Extension, Delhi- 92.	24628179(O), 22726321 (R). <a href="mailto:ncrpb-jd1@nic.in">ncrpb-jd1@nic.in</a>
6.	Shri Nabil Jafri, Dy. Dir. (GIS)	B-2/507, Satyam Apartments, 20 Vasundara Enclave, Delhi-96.	24642287 (O),
7.	Shri D.K Verma Dy. Dir.(Admn.)	I-70, Delta-II Pink Mohar Estate 3 <sup>rd</sup> Cross Street Greater Noida, U.P. Distt. Gautam Budh Nagar	24654590 (O), 0120-6499912 <a href="mailto:ncrpb-aao3@nic.in">ncrpb-aao3@nic.in</a>
8.	Shri P.K. Jain, Finance and Accounts Officer	A-178, MIG, Anukampa, Abhay Khand-IV, Indira Puram, Ghaziabad, U.P.	24615349 (O), 95120-2606476 ® <a href="mailto:ncrpb-aa02@nic.in">ncrpb-aa02@nic.in</a>

9.	Vacant – AD (Tech.)		24642284(O),
10.	Ms. Nilima Majhi AD(Tech.)	C/o. H.No. 85 Gr. Floor, Near Local Post Office, Madangir Village, New Delhi - 61	24642287 Extn.21
11.	Sh. Aqeel Ahmad, DD (Tech.)	259 C/201 Tahir Aptt., (IInd Floor), Nayyar Manzil, Jamia Nagar, New Delhi-25.	24642284 (O), ncrpb-adt@nic.in
12.	Shri Abhijeet Samanta, AD(PMC)	B/108, Shakti Apartments, Plot No.5, Sector-9, Rohini, Delhi- 110085	24635966 (o) samantabhi@rediff mail.com
13.	Asstt. Director (Fin.)	Vacant	
14.	Smt. Satnam Kaur, PS to MS	O-44, Majnu Ka Tila, Magzine Road, Civil Lines, Delhi-110054.	24642285 (O), 23818265 (R)
15.	Sh. Harsh Kalia, AD (Admn.)	177-A, Anukampa, Abhay Khand-IV, Indira Puram, Ghaziabad, U.P.	9873436028 harsh.kalia@yahoo. co.in
16.	Sh. Sushil Kumar Katariya, Assistant Director (Estt.)	180- B, MIG, Anukampa, Abhay Khand-IV, Indira Puram, Ghaziabad, U.P.	24642287 (O), 9811111438
17.	Sh. Shireesh Sharma Assistant Director (Fin.)/ DDO	26, Vasudha Apartment, Sector – 9, Rohini, Delhi - 110085	24642287(O)
18.	Sh. Ramesh Dev, Assistant Director (Technical)	33, Sec. 19, Faridabad, Haryana.	24642287 (O).
19.	Sh. Davinder Kumar, Asstt. Grade- I	RZ-162 CA, Street No. 1, Sadh Nagar, Palam colony, Palam, New Delhi-45.	24642287 (O),

20.	Sh. Atul Kumar Chaudhari, Accounts Assistant	C- 109, sector- 49, NOIDA (UP)	24642287 (O), 95120-2572917(R).
21.	Sh. Brijesh Kumar, Steno Grade-C	N- 340, Sector- 25, Jalvayu Vihar, Noida.	24642289 (O).
22.	Sh. Sanjay Raghuvanshi, Steno Grade-C	H-8, Dharma Apts. Patparganj Delhi	24603138 (O)
23.	Smt. Veenu Grover, Steno Grade-C	WZ-1182, Rani Bagh, Delhi-34.	24642169 (O), 27020838 (R)
24.	Smt. Reetu Sharma, Steno Grade-C	65-D, E-Pocket, Dilshad Garden, Delhi-95.	24642287 (O).
25.	Sh. Ashok Kumar, Steno Grade-C	J-138 Jahangir Puri, Delhi -33.	24642285 (O).
26.	Sh. Neeraj Gulani, Steno Grade-C	4/2, Single Storey, Ramesh Nagar, New Delhi-15.	24642287 (O),
27.	Smt. Deepmala Pandey Hindi Translator	J-47, Pandav Nagar, New delhi-92	24642287 (O),
28.	Sh. Ganesh Prasad Joshi, Steno Grade-D	386-F, Pkt-II, Mayur Vihar- Ph.-I, Delhi-91.	24654590 (O).
29.	Smt. Shalini Bhagi, Steno Grade-D	A-6/74, Paschim Vihar, New Delhi-63.	24642287 (O).
30.	Sh. Rakesh Kumar Sardana, Steno Grade-D	Flat No. 269-A 2 <sup>nd</sup> Floor, Arjun Nagar, Safdurjung Enclave New Delhi-110029	24628179 (O), ncrsardana@rediffmail.com
31.	Smt. Synthia Thakur, Steno Grade-D	B-4, 223-B, Lawrence Road, Delhi-35.	24642287 (O).
32.	Sh. Rakesh Kumar, Steno Grade-D	A-7/208, Sector-17, Rohini-85.	24642284 (O), 27850138 (R).
33.	Sh. Satyabir Singh, Planning Asst.	184-A, First Floor, Hari Nagar Ashram, New Delhi-14.	24642284 (O).
34.	Vacant AG-II		24642287 (O).

35.	Smt. Shashi Bisht, AG-II	B-131, INA Colony, New Delhi.	24642287 (O).
36.	Smt. Mamta Rana, AG-II	H.No. 1185, Sector- 9, YMCA Road, NIT Faridabad.	24642287 (O).
37.	Smt. Rupa Bhatnagar, Librarian/AG- II	B-84/203, Shalimar Garden, Ext.-II, Sahibabad, Distt. Gaziabad, UP.	24642287 (O).
38.	Sh. Ratan Ninawe, AG-II	H.No. 3/189, Sector-3, Vasundhra, Gaziabad.	24616125(O).
39.	Sh. Kartar Singh, AG-II	A/10, Khazoori Khas, PO-Gokul Puri, Delhi-95.	24642287(O).
40.	Sh. Om Prakash, AG-II	C-161, Shyam Gali, Basti Nanak Chand Kotla, Mubarak Pur, New Delhi-3.	24642287 (O).
41.	Sh. Haripal, Staff Car Driver	Plt No. 8, Main Bahadurgarh Road, near New Anajmandi, Najafgarh Delhi - 43.	24631389 (O).
42.	Sh. A. Mahatama, Staff Car Driver	Flat No. 296-A, Shakti Khand-I, Indira Puram, Distt. Ghaziabad, (U.P.)-201012.	24642285 (O).
43.	Sh. Balwir Singh, Jr. Asstt.	C-90 A, West Vinod Nagar, Gali No. 11, Delhi-110092.	24642285 (O).
44.	Sh. Ravinder Kumar, Jr. Asstt.	WZ 20, D-2, Gali No. 12, Krishna Park (Near Tilak Nagar), New Delhi-18.	24642285 (O).
45.	Sh. Satpal, Jr. Asstt.	H.No. 124, RZU Block New Roshanpura Nazafgarh, ND- 43.	24653644 (O).

46.	Sh. Sushil Kumar, Jr. Asstt.	E-71, Ganga Vihar, Gokal Puri Delhi.	24642285 (O).
47.	Sh. Prem Kumar, Jr. Asstt.	B-901, Jwala Puri, Nangloi, New Delhi.	24642287 (O).
48.	Sh. M.S. Saxena, Jr. Asstt.	D-24, Pandav Nagar, Near Mother Dairy, Delhi - 92.	24642284 (O).
49.	Smt. Krishna Arya, Jr. Asstt.	556, Gole Market, R.K. Ashram Lane, New Delhi.	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 30.4.2012)

Sl. No.	Name & Designation of the employee	BP	Grade Pay	Total of Pay & Grade Pay
1	NAINI JAYASEELAN	79000	0	79000
	MEMBER SECRETARY			
2	RAJEEV MALHOTRA	50590	8900	59490
	CHIEF REGIONAL PLANNER			
3	Dr. KAVITHA GOTRU	38790	8700	47490
	DIRECTOR(A&F)			
4	JITENDRA NATH BARMAN	34000	7600	41600
	DIRECTOR(TECH.)			
5	PRAMOD KUMAR JAIN	21950	6600	28550
	FINANCE & ACCOUNTS OFFICER			
6	<b>Vacant</b>			
	Assistant Director(Tech.)			
7	DEEPAK KUMAR VERMA	20860	6600	27460
	DEPUTY DIRECTOR (A)			
8	NABIL JAFRI	21950	6600	28550
	DY. DIRECTOR(TECH.)			
9	SYED AQEEL AHMAD	19680	6600	26280
	DY. DIRECTOR(TECH.)			
10	ABHJEET SAMANTA	18950	5400	24350
	ASSISTANT DIRECTOR (T.)			
11	NILIMA MAJHI	15600	5400	21000
	ASSISTANT DIRECTOR (T.)			
12	SATNAM KAUR	18950	5400	24350
	PRIVATE SECRETARY			
13	HARSH KALIA	18360	5400	23760
	ASSISTANT DIRECTOR(ADMN.)			
14	SUSHIL KUMAR KATARIYA	16950	5400	22350
	ASSISTANT DIRECTOR(ESTT.)			
15	SHIREESH SHARMA	15600	5400	21000
	ASSISTANT DIRECTOR (FIN.)			



16	RAMESH DEV	14850	5400	20250
	ASSISTANT DIRECTOR(TECH.)			
17	DAVINDER KUMAR	14570	4800	19370
	ASSISTANT GRADE-I			
18	ATUL KUMAR CHAUDHARI	14570	4800	19370
	ACCOUNTS ASSTT.			
19	BRIJESH KUMAR	15320	4600	19920
	STENO GRADE'C'			
20	SANJAY RAGHUVASHI	14570	4800	19370
	STENO GRADE'C'			
21	VEENU GROVER	14230	4800	19030
	STENO GRADE'C'			
22	ASHOK KUMAR	12670	4600	17270
	STENO GRADE'C'			
23	REETU SHARMA	13000	4600	17600
	STENO GRADE'C'			
24	Smt. Deepmala Pandey Hindi translator	9300	4200	13500
25	GANESH PRASAD JOSHI	12060	2800	14860
	STENO GRADE'D'			
26	SHALINI BHAGI	12170	4600	16770
	STENO GRADE'D'			
27	RAKESH KUMAR SARDANA	11120	2800	13920
	STENO GRADE'D'			
28	NEERAJ GULANI	11380	4600	15980
	STENO GRADE'C'			
29	SYNTHIA THAKUR	11120	2800	13920
	STENO GRADE'D'			
30	SATYABIR SINGH	10810	4200	15010
	PLG.ASSISTANT			
31	ANIKA KUSHWAHA	2065	542	2607
	ASSISTANT GRADE-II			
32	SHASHI BISHT	10470	2800	13270
	ASSISTANT GRADE-II			
33	MAMTA RANA	10070	2400	12470
	ASSISTANT GRADE-II			
34	RUPA BHATNAGAR	10070	2400	12470
	ASSISTANT GRADE-II			
35	RATAN NINAWA	10070	2400	12470
	ASSISTANT GRADE-II			
36	KARTAR SINGH	10070	2400	12470
	ASSISTANT GRADE-II			
37	OM PRAKASH	10070	2400	12470
	ASSISTANT GRADE-II			
38	HARIPAL	8880	2400	11280
	STAFF CAR DRIVER			
39	A. MAHATMA	8330	1900	10230
	STAFF CAR DRIVER			
40	BALWIR SINGH	8490	1900	10390
	JUNIOR ASSISTANT			
41	RAVINDER KHANNA	8490	1900	10390

	JUNIOR ASSISTANT			
42	SATPAL	8320	1900	10220
	JUNIOR ASSISTANT			
43	SUSHIL KUMAR	8320	1900	10220
	JUNIOR ASSISTANT			
44	PREM KUMAR	7470	1900	9370
	JUNIOR ASSISTANT			
45	MOHAN SWAROOP SAXENA	8170	1900	10070
	JUNIOR ASSISTANT			
46	KRISHNA ARYA	8320	1900	10220
	JUNIOR ASSISTANT			

## **Manual- 11**

### **THE BUDGET ALLOCATED TO EACH AGENCY**

**(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 Cr.)

Five Year / Annual Plans	Plan Funds released by Central Govt.	GNCTD Contribution	Loan Released to State Govt., Implementing agencies	Total Expenditure including Loan release (Plan)#
<b>X PLAN</b>				
2002-03	55.00	--	110.86	402.11
2003-04	52.00	30.00	274.08	510.54
2004-05	61.70	30.00	275.72	511.65
2005-06	70.00	30.00	364.95	555.04
2006-07	75.00	27.00	416.46	465.57
<b>Sub Total</b>	<b>313.70</b>	<b>117.00</b>	<b>1442.07</b>	<b>2444.91</b>
<b>XI PLAN</b>				
2007-08	100.00	50.00	705.38	741.91
2008-09	50.00	50.00	723.06	776.81
2009-10	50.00	Nil	814.55	894.88
2010-11	50.00	Nil	598.78	948.24
2011-12**	50.00	Nil	613.65	790.14

# The expenditure in excess of the Grants/budgetary contribution was met from the market borrowings, loan repayments and Board's own internal accruals.

\*\* Figures are tentative since the account of the Board for 2011-12 are yet to be finalised.

# **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 Mobilisation - Annual Accounts 2003-04 to 2010-11** Sources of Funds

### **GIS Database - Digital Data**

### **Annual Report - 2003-04 to 2009-10**

### **Right to Information - All manuals prepared as per section 4 of the Act, 2005.**

## **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,  
1<sup>st</sup> 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 PIOs	Subject matter	Name, Designation & Tel. Nos. of Appellate Authorities	Fax No.
1.	Sh. D.K. Verma Deputy Director (Admn.) Tel.: 011-24615349	Administration	Dr. Kavitha Gotru, Director (A&F), Tel.: 011-24603138	011-24642163.
2.	Shri P.K. Jain, Finance & Accounts Officer, Tel.: 011-24615349	Finance & Accounts and Project Monitoring.	Dr. Kavitha Gotru, Director (A&F), Tel.: 011-24603138	011-24642163.
3.	Shri J.N. Barman, Director(Tech.) Tel.: 011-24628179	Planning- NCR Region U.P., Delhi and subject allotted i.e. landuse matters, settlement pattern, rural development, functional plan for power and legal cases related of NCR Planning.	Shri Rajeev Malhotra, Chief Regional Planner, Tel.: 011-24642289	011-24642163.
4.	Sh. J.N. Barman Director (Tech.), Tel.: 011-24642169.	Planning- NCR Region Haryana, Rajasthan and subject allotted i.e. sewerage, solid waste management, drainage irrigation, functional plan for drainage, legal cases related to relevant sectors and parliament matters	Shri Rajeev Malhotra, Chief Regional Planner, Tel.: 011-24642289	011-24642163.

# **Manual- 17**

## **OTHER USEFUL INFORMATION.**

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

# **Manual- 17**

## **Other useful information**

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