

## **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 {Section2(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, Gurugram, Nuh (erstwhile Mewat), Rohtak, Sonapat, Rewari, Jhajjar, Panipat, Palwal, Bhiwani, Charkhi Dadri, Mahendragarh, Jind and Karnal (fourteen districts).	25,327
Uttar Pradesh	Meerut, Ghaziabad, Gautam Budh Nagar, Bulandshahr, Baghpat, Hapur, Muzaffarnagar and Shamli (eight districts).	14,826
Rajasthan	Alwar and Bharatpur (two districts).	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, Housing & Urban Affairs, Govt. of India	Chairman
2.	Chief Minister of Haryana	Member
3.	Chief Minister of Rajasthan	Member
4.	Chief Minister of 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 of Urban Development, Government of Uttar Pradesh	Member
9.	Minister-In-Charge of Town & Country Planning Department, Government of Haryana	Member
10.	Chairman, Railway Board	Member
11.	Secretary, Ministry of Road Transport & Highways	Member
12.	Secretary, Ministry of Housing & Urban Affairs	Member
13.	Chief Secretary, Government of Haryana	Member
14.	Chief Secretary, Government of Rajasthan	Member
15.	Chief Secretary, Government of Uttar Pradesh	Member
16.	Chief Secretary, Government of NCT-Delhi	Member
17.	Member Secretary, National Capital Region Planning Board	Member Secretary

### **Co-opted Member**

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

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

Hon'ble Minister of Housing and Urban Affairs 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, two Deputy Directors, and three Assistant Directors. The Director (Administration and Finance), who is also head of the Project Monitoring Cell, is assisted by Deputy Director (Admin), Finance & Accounts Officer, two Assistant Directors (Fin.) and two Assistant Directors (Admin/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 28<sup>th</sup> 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. Preparation of Regional Plan -2041 for NCR**

Draft RP-2041 was prepared and circulated to NCR States in January 2021, and including various Ministries of GOI for comments in March 2021. Further, the draft RP-2041 was placed before the Board in its 40th and 41st Meetings held on 31.08.2021 and 12.10.2021. As per NCRPB Act, draft RP-2041 was published for inviting public objections and suggestions on 09.12.2021. In this regard, more than 4000 emails or letters were received from NCR participating States/ their Departments/ Authorities, Central Ministries/ Departments, public representatives, NGOs/ Group of people, individuals, etc. The revised draft Regional Plan -2041 as was reviewed by SPA-Delhi was to be placed before the Board for approval. The matter was proposed to be discussed in the 42nd Board Meeting which was scheduled to be held on 05.07.2022. However, the said meeting was postponed due to unavoidable circumstances. The draft Regional Plan-2041 is expected to be discussed and considered by the Board in the next meeting.

#### **4. 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.

- In anticipation of approval of the Draft Regional Plan -2041 for NCR Area by the Board in its next meeting, RFQ-cum RFP document for preparation of Functional Plans for the following 6 Sectors was prepared and bids were invited in June 2022:

- i) Urban Regeneration, Housing and Slum Free NCR
- ii) Tourism and Heritage
- iii) Health
- iv) Dairy
- v) Education and Skill Development
- vi) Smart and Digital NCR

Subsequently, after evaluation of Technical and Financial Bids, and approval of the Project Sanctioning & Monitoring Group-I (PSMG-I), Letter of Award (LoAs) have been issued to the successful bidders for preparation of the following 04 Functional Plans:

- i) Urban Regeneration, Housing and Slum Free NCR
- ii) Tourism and Heritage
- iii) Health
- iv) Education and Skill Development

#### **5. 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 the irrelative 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 Sub-Regional Plans (SRPs) are prepared/are being prepared by the respective participating State Governments. The status of preparation of SRPs is as und

### 5.1 Preparation of Sub-Regional Plans under Regional Plan-2021 for NCR

<b>Sub-region</b>	<b>Status</b>
NCT-Delhi	It was decided by the MoHUA that DDA/other agency may be involved in creating Sub-Regional Plan as per the provisions of NCRPB Act, 1985, which may be approved by GNCTD and NCRPB before its adoption as Sub-Regional Plan of Delhi. The draft SRP was prepared by DDA and submitted to Govt. of NCT of Delhi on 21.09.2020. Urban Development Department, GNCT of Delhi has informed that final SRP-2021 for Delhi has been uploaded on the website of the Urban Development Department of GNCTD ( <a href="http://www.ud.delhigovt.nic.in">www.ud.delhigovt.nic.in</a> ) and a notice informing the same has been published in two daily leading newspaper on 23.10.21.
Uttar Pradesh	Govt. of U.P. published the SRP on 31.12.2013.
Rajasthan	Govt. of Rajasthan had approved SRP-2021 (Distt. Alwar) on 10.11.2015
Haryana	Govt. of Haryana informed that the SRP-2021 was finalized in 2014. However, Govt. of Haryana has to resolve certain issues with MoEF&CC.

### 5.2 Preparation of Sub-Regional Plans of newly added districts in NCR.

The status of preparation of SRPs for districts added after notification of RP 2021 is as under: -

<b>Sub-region</b>	<b>Status</b>
Rajasthan	Govt. of Rajasthan published the SRP for Bharatpur on 18.02.2020.
Uttar Pradesh	SRP-2021 for new districts in UP sub-region has been published by the Govt. of UP on 07.01.2022.
Haryana	Govt. of Haryana published the SRP on 16.12.2022.

## **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. Ms. Archana Agrawal, IAS, 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:

1710 THE GAZETTE OF INDIA, AUGUST 10, 1985 (SRAYANA 19, 1907) [PART III]		
1	2	3
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 these 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 travelling 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 expenditure of boarding/lodging 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/advances for natural calamities subject to rules as prescribed in GIR 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.	

Any other administrative expenses of the Board the power 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.

M. SHANKAR  
Member Secy. (NCR)

1	2	3	4
5.	379576-P	Shri Ajit Kumar Debnath	10,000/-
6.	182227-P	Shri L. L. Yadav	5,000/-
7.	4207-NM	Shri J. C. Sharma	5,000/-
8.	14311-NM	Shri Ishwar Chandra Acharya	7,000/-
9.	25140-NM	Shri V. Vijayan	5,000/-
10.	184053-C	Shri E. Bala Subramanyam	20,000/-
11.	486439-C	Shri Murlidhar	5,000/-
12.	249676-C	Shri M. V. Kirtane	9,000/-

B. N. SOM  
Director (PLI)

### NATIONAL CAPITAL REGION PLANNING BOARD

New Delhi, the 8th July, 1985

No. K. 14011/13/85-NCR—In exercise of the powers conferred by Section 32 of the National Capital Region Planning Board Act, 1985 the National Capital Region Planning Board (hereinafter called the Board) hereby makes the following delegations:

#### I. Functions Powers and duties under clauses (b), (c) and

##### (c) of sub-section 2 of Section 22:

To identify individual projects against schemes approved by the Board for funding by the Board, to release instalments 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:—

#### PROJECT SANCTIONING AND MONITORING GROUP:

- (i) Secretary, Ministry of Works and 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 Works and Housing — Member
- (v) Secretaries-in-charge of the NCP work in the States and Delhi UT. — Member
- (vi) Chief Planner, TCPO, New Delhi — Member
- (vii) Member Secretary, NCR Planning Board — Convenor

(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 indentified by the Board in accordance with the rules.

(2) The groups will also exercise the powers to commission surveys and studies on behalf of the Board.

#### II. Delegation of functions, powers and duties under Section 31 of the Act:

Subject to the limits and conditions mentioned below the Board delegates its powers to create posts and appoint persons against such posts to the following persons in the Group to be called the personnel Group:

#### PERSONNEL GROUP:

- (i) Secretary, Ministry of Works and Housing — Chairman
- (ii) Secretary (Expenditure) or his representative — Member
- (iii) Secretary in charge of NCR work in the State of Haryana. — Member

(iv) Secretary in charge of NCR work in the State of Rajasthan. — Member

(v) Secretary in charge of NCR work in the State of Uttar Pradesh — Member

(vi) Member Secretary, NCR Planning Board. — Convenor

(a) The Group will have full powers to create posts in the Board.

(b) Selection of personnel for appointment against posts, the maximum of scale of pay of which exceeds Rs. 1,600/- will be made by the Group and appointment of persons selected by the Group will be made after it is approved by the Chairman.

(c) Selection and appointment of posts the maximum of scale of pay of which is equal to or less than Rs. 1,600/- will be made by the member Secretary.

#### III. Delegation of powers under Subsection 22(2) (a):

The functions, powers and duties of the Board (i) to incur administrative expenses of the Board under clause (a) of sub-section 2 of section 22, and (ii) to exercise administrative control and to administer the terms and conditions of employment of the officers and employees of the Board as stipulated in the regulations, is delegated to the Member secretary as detailed below:-

Sl. No.	Nature of power	Extent of power.
1	2	3
1. Operation of bank accounts	(a) power to open accounts for the board in accordance with the rules. (b) to authorise any employee or employees of that 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 power.	
4. Telephone charges.	Full power. Full power to get new telephone connection, payment of rentals call charges, etc.	
5. (a) creation of posts in Board.	Full power to be exercised by the personnel Group.	
(b) selection of candidates for appointments in the Board.	(a) selection and appointment to posts the maximum of scale of pay of which is more than Rs. 1600/- will be done by the personnel Group and will be subject to approval by chairman. (b) selection to other posts to be made by the Member Secretary.	
(c) appointments in the Board.	(a) All appointments to posts, the maximum of scale of pay of which exceeds Rs. 1600/- will be made in the name of Board. (b) In respect of others the appointments will be made by the Member secretary.	

of the Gazette of India, No. 21 dated 23rd May, 1987 (Jyaishta 2, 1909).

1. for the year '1953' appearing in the third line READ the year '1952'.

2. for the word 'services' appearing in the sixth and seventh line of Regulation READ 'service'.

3. for the date '31-12-1980' appearing at S. No. 20 of the Foot Note READ the date '23-12-1980'.

4. for the date '1-3-1986' appearing at S. No. 24 of the Foot Note READ the date '1-8-1986'.

No. P.IV/1(4)85.—In the Notification No. P.IV/1(4)85 dated 7th May, 87 published in Part III, Section-4, of the Gazette of India No. 21 dated 23-5-1987 (Jyaishta 2, 1909).

1. For the word "quired" appearing in the third line of the Saving Clause READ the word "required".

B. K. BHATTACHARYA,  
Central Provident Fund Commissioner.  
AND  
Secretary, Central Board of Trustees,  
Employees' Provident Fund.

#### NCR PLANNING BOARD

New Delhi, the 14th December 1987

No. C-11031/1/86-NCRPB.—In exercise of the powers conferred by section 37 of the National Capital Region Planning Board Act, 1985 (2 of 1985), the Board with the previous approval of the Central Government, hereby makes the following amendment in the National Capital Region Planning Board Regulations, 1986; namely:—

- (1) These regulations may be called the National Capital Region Planning Board (Amendment) Regulations, 1987.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. In the National Capital Region Planning Board Regulations, 1986, for regulation 5, the following regulation shall be substituted, namely:—

"5. House Rent Allowance:

- (1) The officers and employees of the Board who did not opt for the revised scales of pay as recommended by the Fourth Pay Commission shall be entitled

to 20% (twenty per cent) of their pre-revised pay as House Rent Allowance.

- (2) The officers and employees of the Board who have opted for the revised scales of pay as recommended by the Fourth Pay Commission shall be entitled to House Rent Allowance at the slab rates as prescribed by the Government on the recommendation of the Fourth Pay Commission with effect from the 1st October, 1986.

- (3) Other conditions for drawal of House Rent Allowance for all categories of employees shall be the same as are applicable to the Central Government employees".

Foot Note:—The principal National Capital Region Planning Board Regulations, 1986 notified vide Notification No. C-11031/1/86-NCRPB dated 3-3-1986 published in the Gazette of India Part III-Section 4 on 24-5-86 and subsequently amended vide Notification No. C-11031/1/86-NCRPB dated 14-12-87 and particulars of Gazette Notification No. 4 date is still awaited.

No. K-14011/13/85-NCR.—In exercise of the powers conferred by Section 32 of the National Capital Region Planning Board Act, 1985 (2 of 1985), the National Capital Region Planning Board hereby makes the following amendment in the National Capital Region Planning Board notification No. K-14011/13/85-NCRPB dated 8th July, 1985, namely:—

- (1) In the said notification in item-III relating to "Delegation of Powers under Section 22(2)(a), after serial number 24 and the entries relating thereto, the following serial number and entries shall be inserted, namely:—

"25. In addition to the powers referred to 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, General Financial Rules, General Provident Fund, Contributory Provident Fund and Medical Attendance Rules of the Government.

Principal Notification No. K-14011/13/85-NCRPB dated 10-7-85 was published on 10-8-85 in the Gazette of India Part III Section 4.

Attested  
K. K. BHATNAGAR  
Member Secretary

[illegible][illegible]

क्रम सं.	व्यक्तिगत का विवरण	व्यक्तिगत कार्य	व्यक्तिगत कार्य
(1)	संस्थापक	र 1000 लाख तक प्रत्येक वर्ष के लिए	र 20 लाख तक प्रत्येक वर्ष के लिए
(2)	संस्थापक के अलावा अन्य	र 50 लाख तक प्रत्येक वर्ष के लिए	र 50 लाख तक प्रत्येक वर्ष के लिए

श्री श्री विद्यावि, सदायः समीप

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MINISTRY OF URBAN DEVELOPMENT  
NATIONAL CAPITAL REGION PLANNING BOARD  
NOTIFICATION

New York, New York, 1996

No. A-1011413-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-

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

The following notification is the designation of process to the Member Secretary for appointment of Full-time Advisors/Experts and of In-house Consultant on Biodiversity for the term 2019-2021:-

Relinquish of financial powers for appointment of Committee/Advisory Panels	Existing Powers (Rs. each case)	Revised Powers (Rs. each case)
Member Secretary	Up to ₹10 lakh	Up to ₹15 lakh
Committee/Chairman of the following categories:		
• Member Secretary, NCERT (Chairman)	More than ₹10 lakh and upto ₹ 15 lakh	More than ₹15 lakh and upto ₹ 25 lakh
• Joint Secretary & IA or Chief Controller of Accounts, MHRD		
• Joint Secretary or Secretary dealing with NCERT in MHRD		

• Two subject matter specifications to be accepted

The maximum payment per in-house consultant/expert/visitor 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 in the Notification No. 36034/1/2006-Son., dated 29<sup>th</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 the SMI-II have been revised as under:-

Sl. No.	Nature of Power	Existing powers	Revised Powers
A	Sanctioning of (a) Project Plans	(a) Up to ₹ 300 lakhs in each case	(a) Up to ₹ 20.00 crores in each case.
	(b) Conducting studies/surveys	(b) Up to ₹ 20.00 lakhs in each case. (Amended by Board in the 25 <sup>th</sup> meeting held on 24.03.2006 from ₹ 10.00 lakhs to ₹ 20.00 lakhs)	(b) ₹ 30.00 lakhs in each case.

B. K. TRIPATHI, Member Secy.

[ADVT. III/4/Enq./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.

**1. Member Secretary is Reporting Officer for the following:**

- a. Chief Regional Planner
- b. Director (A&F)

**Reporting & Reviewing Authority for Officers/Official**

- a. Sh. Sanjay Raghuvanshi, PS to MS
- b. Shri Brijesh Kumar, Steno. Gr. 'C'
- c. Sh. Ravinder Kumar, Jr. Assistant
- d. Shri Prem Kumar, Jr. Assistant

**2. Shri Jugmohan Singh, Chief Regional Planner –**

- a) To assist Member Secretary in all work relating to Planning Wing.

**CRP is Reporting Officer for the following:**

- a. Sh. Tarun Jain, JD(T)
- b. Sh. Mukesh Yadav, JD(T)

**Reporting & Reviewing Authority for Officers/Official**

- a. Sh. Neeraj Gulani, PA

**3. Shri Anubhav Choudhary, Director (A&F)**

- a) To assist Member Secretary in all work relating to Finance and Accounts and Administration and Project Monitoring.
- b) Follow up of the meeting of the Board, decisions of the statutory, non- statutory Committees on Finance, Admin and PMC.
- c) To assist in the monitoring and appraisal of the projects.
- d) To oversee the resource mobilization for the NCR through budgetary and extra budgetary resources.
- e) To supervise the work of Finance & Accounts Officer, Deputy Director (Admn.) and Dy. Director I/C (PMC).
- f) Head of the Office.

**Financial power of Director (A&F)**

Hyperlink Office [Order No. A-35021/13/98-NCRPB \(9125243\) dt. 12.04.2022](#)

**Reporting Officer/Reviewing Authority for the following:**

**Reporting authority for officer/official**

- a. Shri Ajitabh Saxena, Finance and Account Officer.
- b. Shri S. K. Katariya, Dy. Director (Administration)

#### **Reporting & reviewing authority for officer/official**

- a. Smt. Reetu Sharma, Steno Gr. C
- b. Shri Sushil Kumar, Jr. Assistant

#### **4. Shri Tarun Jain, Joint Director (Tech.)**

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

## **5. Shri Mukesh Yadav, Joint Director (Tech.)**

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

## **6. Shri Nabil Jafri, Deputy Director (Tech.)**

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

- e. Work related to Functional Plan under RP-2041 for Urban Regeneration, Housing & Slum - free NCR; Smart & Digital NCR; Education & Skill Development; Transport, Economic Nodes & Industrial Corridors
- f. Follow up of implementation/upgradation of PARIMAN Portal.
- g. Nodal from planning wing for Annual Report, NITI Aayog matters, Audit Paras related to Planning Wing.
- h. Nodal Officer for Counter Magnet Areas, Legal Cases related to CMAs, Preparation of Planning related Agendas & Minutes of Board Meetings for CMA and take follow up action thereof
- i. Nodal Officer for Parliament Questions, VIP References, MoUs and matters including Consultative Committee, Standing Committee and Petitions Committee.
- j. Administrative arrangements for smoothly conducting all planning, state level, COTS and other meetings related to planning wing and supporting the respective sector /subregion Nodal officer(s) who shall make the technical preparations for such meetings.
- k. Review and preparations of reports, presentations etc. for all the above
- l. Any other work given by Member Secretary, CRP
- m. In the absence of Shri Jafri, his work will be looked after by DD(T-RD)
- n. Files of DD(T-NJ) will be routed to CRP through respective JD(Tech) as per their work distribution, and the remaining files, if any, will be routed to CRP through JD(T-MY)

## **7. Shri Ramesh Dev, Deputy Director (Tech)**

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

- a. Nodal Officer for Haryana Sub region.
- b. Preparation of Regional Plan-2041 and/or any other works incidental thereto.
- c. Nodal Officer for Regional Plan 2021.
- d. Dealing Sector of Regional Plan 2021: Regional Land Use, Shelter, Transport, Economic Activity, Fiscal policy, Power, Telecommunication, CMAs, Rural development
- e. Initiatives like Multi-Modal Integration, Extension of Delhi Metro Links, Bypasses, Interchanges, 5 km road loops (RP-41), Trauma Care Network in NCR, EMU/MEMU — NCR & Ring Rail — Delhi, Electric Vehicle Charging System
- f. Work related to all Metros and Regional Rails in NCR.
- g. Mobility Plans of Cities / Towns in NCR / CMAs.
- h. Nodal officer and all work related to Regional Land Use; Nodal Officer for Master/Development/Zonal Plans in NCR Sub regions.
- i. Will assist JD(Tech) who is the Custodian of all Maps, Satellite data, Aerial photographs, all other data (GIS & non-GIS), etc. reg. Regional Plan 2021 & 2041 Multi-Modal Integration
- j. Existing Functional plans under RP-2021: Transport, Economic Development of NCR.
- k. Work related to Functional Plans under RP-2041: Smart & Digital NCR; Education & Skill Development; Transport, Economic Nodes & Industrial Corridors
- l. Nodal Officer for Committee of Transport Commissioner/Secretaries (CoTS) Meetings
- m. Nodal Officer for Board / Planning Committee Meetings / Empowered Committee Meetings
- n. Review and preparations of reports, presentations etc. for all the above
- o. Any other work given by Member Secretary, CRP
- p. In absence of Shri Abhijeet Samanta, his work will be looked after by AD(T-NM)
- q. Files of Shri Samanta (except RP-2041 and related Board Agenda Notes etc ) will be routed to CRP through DD(T-NJ) and thereafter through respective JD(Tech) as per their work distribution, and the remaining files, if any, will be routed to CRP through DD(T-NJ) and onward through JD (T-MY)

## **9. Smt. Nilima Majhi, Assistant Director (Tech)**

- a. Nodal Officer for Rajasthan Sub region.
- b. To provide required inputs/Data/Support to team for the Review /preparation of RP 2021 & RP 2041.
- c. Dealing Sectors of Regional Plan 2021: Sewerage, Solid Waste Management, Drainage & Irrigation, Heritage & Tourism, Disaster Management
- d. New Initiatives like Child Care Facilities, Creches, Old age homes, working women hostels, hospices, etc.
- e. Nodal Officer for Legal/Court Matters pertaining to Planning Wing. Consultants (Legal) shall report to Smt. Nilima Majhi. She will route legal files through respective sectoral dealing JD(T) to CRP.
- f. Nodal officer for Committee of Tourism Secretaries/ Commissioners (CoTS) Meetings.

- g. Existing Functional plans under RP-2021: Drainage; Ground water recharge for NCR.
- h. All work related to functional Plan for Tourism & Heritage; Water & waste Management; Climate & Disaster Resilience
- i. Nodal officer for CPGRAMS
- j. Review and preparations of reports, presentations etc. for all the above
- k. Any other work given by Member Secretary, CRP
- l. In absence of Ms. Nilima Majhi, her work will be looked after by Shri Abhijeet Samanta.
- m. Files of Smt. Nilima Manjhi will be routed to CRP through DD(T-RD) and thereafter through respective JD(Tech) as per their work distribution, and the remaining files, if any, will be routed to CRP through DD(T-NJ) and onward through JD (T-TJ).

#### **10. Shri Naresh Kumar, Assistant Director (Tech)**

- a. Nodal Officer for Uttar Pradesh Sub region.
- b. Preparation of Regional Plan-2041 and/or any other works incidental thereto. RP files will be routed through Shri Abhijeet Samanta to concerned JD(T).
- c. Custodian of all documents/data reg. Regional Plan 2021 & RP 2041.
- d. Dealing Sectors of Regional Plan 2021: Demography Profiles and Settlement Pattern, Shelter.
- e. New Initiatives like Migration Facilitation Centers, etc.
- f. Existing Functional plans under RP-2021: Micro and Household enterprises in NCR.
- g. Functional Plan for Urban Regeneration, Housing & Slum free NCR, Health; and Dairy.
- h. Work related to Environment & Social Management Systems of NCRPB.
- i. Review and preparations of reports, presentations etc. for all the above.
- j. Any other work given by Member Secretary, CRP.
- k. In absence of Shri Naresh Kumar, his work will be looked after by Shri Abhijeet Samanta.
- l. Files of Shri Naresh Kumar (except RP-2041 files) will be routed to CRP through DD(T-NJ) and thereafter through respective JD(Tech) as per their work distribution, and the remaining files, if any, will be routed to CRP through DD(T-RD) and onward through JD (T-MY).

#### **11. Shri Satyabir Singh, Planning Assistant (Assessment)**

- a. Committee of Transport Commissioner/Secretaries (CoTS) meeting files.
- b. Review and preparations of reports, presentations etc. for the above.
- c. Any other work given by Member Secretary, CRP.
- d. All Files of Shri Satyabir Singh (except Tourism) will be routed through Shri Abhijeet Samanta, AD (T-AS).
- e. In absence of Shri Satyabir Singh, his work will be looked after by Shri Sheshant Singh.

#### **12. Shri Sheshant Singh, Planning Assistant**

- a. Shri Sheshant Singh will look after all the work related to Regional Land Use including file management.

- b. Planning Committee meetings
- c. Planning side work of Agenda/ Follow up of Board Meetings
- d. Committee of Tourism Secretaries (CoTS) meeting files, for this he will report to Smt. Nilima Manjhi
- e. Any other work given by Member Secretary, CRP
- f. Files relating to Regional Land use, Board Meetings and Planning Committee meetings, will be routed through Shri Abhijeet Samanta (AD(T-AS)).
- g. All other files of Shri Sheshant Singh (except Regional land Use, Board Meeting and Planning Committee meetings) will be routed through Smt. Nilima Majhi, AD (T-NM)
- h. In absence of Shri Sheshant Singh, his work will be looked after by Shri Satyabir Singh

**13. Shri Ajitabh Saxena, Finance & Accounts Officer (FAO)**

- a. Overall charge of the work of Finance and Accounts and PMC Wing.
- b. Additional sources of funds and bonds issues, redemption and other related Work. Loan from ADB and World Bank and other multilateral agencies.
- c. Work relating to NCR Cell.
- d. To provide inputs for various statutory/non-statutory committee and follow up the decisions taken by them.
- e. He will report to Director (A&F).

**14. Shri S. K. Katariya, Deputy Director (Admin.)**

- a. Overall charge of the work of Admn. and Establishment Wing.
- b. All matters relating to Board Composition & Board Meetings.
- c. He will also function as caretaker.
- d. Housekeeping/computer (Hardware) & other office equipment maintenance, arrangement for official meetings.
- e. Nodal Officer of AEBAS/Biometric Attendance System.
- f. Purchase of stationery & other items, hiring of agencies for house keeping and related work. Any other work assigned by MS/Director (A&F)/FAO.

**15. Shri Shireesh Sharma, Assistant Director (F/DDO)**

- a. Will act as Drawing & Disbursing officer.
- b. Accounts keeping and maintenance of Annual Accounts Audit & Taxation.
- c. 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 Bonds, etc.
- d. MIS related of Finance and Accounts Wing.
- e. Maintenance of GPF and CPF Ledger, Broad sheet statements, calculation of interest, preparation of Pay Bills and working out of the recoveries.
- f. Annual Target/Action Taken Report/Review Meetings.
- g. Preparation of Budget etc. Work related to Grants-in-Aid.

- h. All work relating to NCR Cells.
- i. Any other work, as may be assigned by Member Secretary/Director (A&F) and FAO.
- j. AD (Fin.) will report to FAO.

### **PMC Wing matters**

- a. Management of Funds.
- b. Coordinating with banks and financial institutions for hedging against foreign exchange fluctuation risk.
- c. Prepare/update the interest rate to be charged on loans to sub-borrowers in relation to cost of capital.
- d. Monitor the repayments including interest payments by borrowers on regular basis.
- e. Mobilization of funds from financial institutions, banks, markets and other funding agencies to meet the requirement of funds.
- f. Apprise senior management with regard to debt service obligation of NCRPB. Coordinate and monitor internal audit work

### **16. Shri Harish Meghwani, I/c Assistant Director (Admin) / Consultant (Admin)**

- a. General Administration of the office.
- b. E-office management.
- c. Attendance related works like BAS reports, checking of daily attendance, maintenance of attendance records etc. including punctuality of the staff.
- d. Monitoring & maintenance of Asset registers, Stock registers, Library register etc.
- e. Purchase, procurement of goods and services through GeM and non GeM, Repair maintenance of office equipments, furniture and fixtures etc.
- f. Personal claims of employees in respect of LTC, TA, GPF, mobile/telephone bills etc.
- g. Medical reimbursement claims of employees and pensioners.
- h. Work related to website and duties as Website Information Manager (WIM).
- i. Works related to preparation of MoU related to Administration and compiling of MoU.
- j. All works related to the Board Meetings, Workshops, Seminars etc.
- k. All works related to Parliament Questions, RTI, VIP reference etc. and preparation and compilation of Annual Report of NCRPB and Ministry.
- l. All works related to housekeeping and caretaker.
- m. All works related to vehicle controlling officer (VCO).
- n. All works related to library, dak and diary and dispatch.
- o. All monthly and quarterly reports pertaining to Administration Wing.
- p. Training and other miscellaneous service matters of the employees.
- q. Annual Property Returns of the Employees.

### **17. Shri Ashok Kumar, Assistant Director (Estt.)**

- a. Recruitment, preparation of advertisements to publish in the newspapers/employment news/website, preparation of synopsis of the candidates, convening meetings of the Screening/Selection Committees, conducting of tests for various posts. Engagement of Consultants, courts cases in respect of Admin. Wing.

- b. Preparation of Recruitment Rules of the Board, Promotion cases, Pay fixation.
- c. Grant of annual increments etc.
- d. Processing of fortnightly/monthly Vigilance Reports & other Returns to the Central Vigilance Commission/Ministry of Housing and Urban Affairs, processing training programmes cases.
- e. Work related to engagement of consultants.
- f. Dealing with disciplinary and vigilance cases, processing.
- g. Court cases in respect of Administration Wing.
- h. Booking of air tickets for the tour of the officers of the Board.
- i. Work related to appointment of contractual staff.
- j. Looking after the all work related to library.

**18. Shri Atul Chaudhary, Assistant Director (Finance)**

- a. Appraisal of projects from financial angle etc.
- b. Monitoring of loan and interest repayments, MIS for loan recoveries, IEBR Returns.
- c. Maintenance of project loan files & processing release of loan Installment.
- d. All matters relating to Demands for Grants of Board and budget of NCRPB.
- e. Examine files from financial angle, Audit of Bills/Claims TA/DA/LTC, 3<sup>rd</sup> Party Bills including legal fees, checking of annual repayment schedule for loans released by the Board.
- f. Monitoring Bank reconciliation statement of the NCRPB and maintenance of TDS register. Account keeping and maintenance of Annual Accounts on Tally.
- g. Compilation/updating of accounts on monthly basis and preparation of Annual Accounts of the Board.
- h. Any other work assigned by Member Secretary/Director (A&F)/FAO.
- i. He will report to FAO. Files relating to Examination of files from financial angle will be directly submitted to the concerned officers as per delegation of financial powers to FAO.

**19. Shri Sanjay Raghuvanshi, Private Secretary**

- a. To assist Member Secretary in day-to-day work, fix engagement, maintain engagement diary, attend to telephone calls etc. and provide stenographic and other assistance to her regarding official work.

**20. Smt. Deepmala Pandey, Hindi Translator**

- a. All work related to translation from English to Hindi and vice versa.
- b. All work related to Rajbhasha.
- c. All work related to processing and maintaining of all leave orders of all officers/officials/consultants and monthly data of leave.
- d. Nodal Officer of EHRMS.
- e. All work related to all Modules of eHRMS.
- f. All work related to APARs/IPRs of officers/officials/staff.
- g. Any other work as may be assigned by AD(A)/ AD(E)/DD(A)/ Director (A&F)/MS.
- h. She will report to AD (A).

Link Official – Smt. A. Mounika, AG-II

**21. Shri Rakesh Sardana, Account Assistant.**

- a. Report to AD (Finance)/DDO and assist in all work assigned by FAO and AD (Fin.)

**22. Smt. Shashi Bisht, Assistant Grade-I**

- a. All work related to Parliament Questions.
- b. All work related to Board Meeting.
- c. All work related to Right to Information (RTI).
- d. All work related to Library.
- e. Any other work as may be assigned by AD(A)/ AD(E)/DD(A)/ Director (A&F)/MS.
- f. She will report to AD (A).

Link official - Smt. Mamta Rana, AG-II.

**23. Shri Brijesh Kumar, Steno. Gr.-C**

- a. To assist Member Secretary in day-to-day work, fix engagement, maintain engagement diary, attend to telephone calls etc. and provide stenographic and other assistance to her regarding official work.

**24. Smt. Veenu Grover, Steno. Gr.-C**

- a. She will also assist Shri Tarun Jain, JD(T) in day today work and provide stenographic and other assistance in performing of official work assigned to the officer.

**25. Smt. Reetu Sharma, Steno. Gr.- C**

- a. To assist Director(A&F) in his day-to-day work, fix engagement, maintain engagement diary, attend to telephone calls etc. and provide stenographic and other assistance in performing of official work assigned to the officer.

**26. Shri Neeraj Gulani, Steno. Gr.-C**

- a. To assist CRP in his day-to-day work, fix engagement, maintain engagement diary, attend to telephone calls etc. and provide stenographic and other assistance in performing of official work assigned to the officer.

**27. Smt. Shalini Bhagi, Steno. Gr.- D**

- a. To assist Shri Nabil Jafri, DD(T-GIS) and Sh. Ramesh Dev DD(T-URP) in their day-to-day work, fix engagement, maintain engagement diary, attend to telephone calls etc. and

provide stenographic and other assistance in performing of official work assigned to the officer.

**28. Shri G.P. Joshi, Steno. Gr.–D**

- a. To assist Shri Abhijeet Samantha, DD(T) in his day-to-day work and provide stenographic and other assistance in performing of official work assigned to the officer.

**29. Smt. Synthia Thakur, Steno. Gr. –D**

- a. To assist Sh. Mukesh Yadav, JD(T) in his day-to-day work and provide stenographic and other assistance in performing of official work assigned to the officer.

**30. Shri Rakesh Kumar, Steno. Gr.-D**

- a. To assist Shri Naresh Kumar, AD(Tech), in day-to-day work, attend to telephone calls etc. and provide stenographic and other assistance in performing of official work assigned to the officer.

**31. Ms. Priyanka Sharma, Steno.Gr.–D**

- a. To assist Sh. Ajitabh Saxena, FAO in his day-to-day work and provide stenographic and other assistance in performing of official work assigned to the officer.

**32. Smt. Mamta Rana, Assistant Grade-II**

- a. All work related to empanelment of hospitals, medical bills of hospitals and officers/pensioners/officials/staff.
- b. All work related to TA, LTC & Tuition Fees and all other personal claims of officers/officials/staff.
- c. All work related to postage bills.
- d. Any other work as may be assigned by AD(A)/AD(E)/-DD(A)/ Director (A&F)/MS.
- e. She will report to AD (A).

Link Official – Smt. Shashi Bisht, AG-I

**33. Smt. Rupa Bhatnagar, Assistant Grade-II**

- a. All work related to Dak diary & dispatch.
- b. All work related to maintaining and putting up of all legal files, payment of advocate fees etc.
- c. Any other work as may be assigned by AD(A)/AD(E)/-DD(A)/ Director (A&F)/MS.
- d. She will report for (a) to AD (A) and for (b) to Smt. Nilima Majhi, Nodal Officer for legal matters.

Link official – Smt. Mamta Rana, AG-II

**34. Smt. A. Mounika, Assistant Grade-II**

- a. All work related to departmental enquiry
- b. All work related to MACP
- c. All work related to consultants.
- d. All work related to telephone and newspapers.
- e. All work related to Annual Increments of Officers/Officials/staff.
- f. All work related to promotion of officers/officials/staff etc.
- g. All work related to service matters of officers/officials/staff.
- h. All work related to retirement and pension dues.
- i. All work related to training of all levels.
- j. Any other work as may be assigned by AD(A)/AD(E)/-DD(A)/ Director (A&F)/MS.
- k. She will report to AD (E).

Link Official– Smt. Deepmala Pandey, Hindi Translator

**35. Shri Om Prakash, Assistant Grade-II**

- a. All work related to keeping and maintenance of Stores.
- b. All work related to meetings.
- c. All work related to maintenance of office premises/equipments.
- d. All work related to booking of hall, IHC bills, towel washing, flowers bills etc.
- e. All work related to Annual Report of NCRPB and Annual Report of MoHUA.
- f. All work of care taker.
- e. All work related to pantry and canteen.
- f. All work related to celebration of Constitution Day, Women's Day, Republic Day, Independence Day, Flag Day, other important occasion etc.
- g. All work related to vehicle controlling officer (VCO) and all the vehicles.
- h. Any other work as may be assigned by AD(A)/AD(E)/-DD(A)/ Director (A&F)/MS.
- i. He will report to AD (A).

Link official – Shri Gurpreet Singh, AG-II

**36. Shri Gurpreet Singh, Assistant Grade-II**

- a. All work related to all purchases including library books etc.
- b. All work related to GeM Reports, GeM processing etc.
- c. Miscellaneous information to be sent to the Ministry and other departments related to procurements.
- d. Any other work as may be assigned by AD(A)/AD(E)/-DD(A)/ Director (A&F)/MS.
- e. He will report to AD (A).

Link Official – Shri Om Prakash, AG-II.

**37. Shri Ratan Ninawe, Assistant Grade-II**

- a. Handling of cash & cheques & their payment etc.
  - b. Assisted in preparation of salary bills in computer and pay slips, monitoring bank reconciliation statements of the Board, register of TDS deduction/ exemption certification.
  - c. Payment of Newspaper bills and Conveyance claims.
  - d. He will report to DDO.
- 38. Shri A. Mahatma, Staff Car Driver - Driving and upkeep of NCRPB's vehicle.**
- 39. Shri Sushil Kumar, Junior Assistant – Attached with Director (A&F).**
- 40. Shri Ravinder Kumar, Junior Assistant – Attached with MS Secretariat.**
- 41. Shri Prem Kumar, Junior Assistant – Attached with MS Secretariat.**
- 42. Shri Mohan Swaroop Saxena, Junior Assistant**
- a. In-charge of Pantry
  - b. Serving tea, coffee to the staff.

## **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.**

## **1. Administration/Establishment Wing and its operations:**

**1.1** The Administration/Establishment wing deals with overall administration and maintenance of the Board including Establishment matters. Admin. Wing facilitates to convene the various meetings of the Board including Board Meetings, Empowered Committee, PSMG, Project Review Meetings etc. Admin. Wing also facilitates the work and signing of a Memorandum of Understanding (MoU) every year between the Ministry and the Board for assessment of targets and achievements of the Board. Admin. Wing also deals with the work related to Hindi Protsaahan by organizing different competitions for employees of the Board in Hindi language. Admin. wing deals with personal claims such as GPF, Advance/Withdrawals, House Building Advance, Leave Travel Concession Advance, Computer Advance, etc., Reimbursement of Medical claims, over-time allowance, conveyance allowance, Sanction of Leaves including Earned Leave/Casual Leave etc. are to be initiated at the levels of Dealing Assistant almost within two to three days of the receipt of requests and submitted to Assistant Directory/Deputy Director/Director/Member Secretary for their approval. After this the Sanction Orders are issued by the Dealing Officer on approval for payments to concerned.

**1.2** 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.

## **1.3 Disciplinary Cases**

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

## **1.4 Vigilance Matters**

**1.4.1** The CVC appoints part-time Chief Vigilance Officer to look after the vigilance matters for the officers/employees.

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

**1.5.1** 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. Selection and appointment is made by Competent Authority as per Notified Recruitment Rules for the post. Maintains reservation roster as per GoI policy/ guidelines issued from time to time and follow it strictly. One officer of the Board has been nominated as Liaison Officer for SC/ST/OBC, PH (Person with Disabilities) and Minorities in the NCR Planning Board.

## **1.6 Procurements and Maintenance**

**1.6.1** Procurement of Goods and Services are made as per procurement policies of the Govt./GFR and maintenance of Fixed Assets and other items.

## **1.7 Annual Report**

**1.7.1** After the close of a Financial Year on 31<sup>st</sup> March every year, the Annual Report are required to

be prepared/complied giving a full account of its activities during the financial year immediately preceding the financial year in which such report is prepared and forward, before such date as may be prescribed, copies thereof to the Central Govt., the participating State and UT. Further, the audited accounts together with Annual Report are then submitted to the Ministry of Housing and Urban Affairs, for laying on the table of both the houses of the Parliamentary in accordance with the provision of section 26 of NCR Planning Board Act, 1985.

### **1.8 Right To Information (RTI)**

As per Clause 5(1) of RTI Act 2005, Admin Wing take action to depute Public Information Officers (PIOs) and Appellate Authorities in the Board Office. The details of PIOs and Appellate Authorities shall be uploaded on the website of the Board. The Admin Wing ensure that Officers have been sensitized and internal procedure streamlined, right from the receipt of applications to providing of information to the applicant within the prescribed time frame. The prescribed procedure is being followed by all the staff/officers for disseminating information to the applicants. This Admin. Wing has been regularly uploading quarterly and annual returns on Central Information Commission (CIC) website and intimating the same to Ministry of Housing and Urban Affairs.

### **1.9 Promotion of Official Language in NCRPB**

Administration Wing ensures effective implementation of Government's Official Language policy. Regularly train employees for noting and drafting in Hindi language, and organize workshops /seminars and competitions for promotion of Hindi Rajbhasha and also distributed prizes.

## **2. FINANCE WING**

### **2.1 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.

### **2.2 Payments and Statutory Obligations:**

**2.2.1** NCRPB make various payments as per GFR/relevant rules including payments towards pay & allowances and other administrative expenses, other miscellaneous payments to contractors/ vendors, reimbursement to NCR P&M Cell for their expenses as approved by the Board etc. NCRPB also make payments towards taxes, government guarantees, repayment of foreign loans, etc. to the respective agencies Various statutory returns are also filed within due dates wrt TDS, GST, Income Tax Return, etc.

### **2.3 Policy w.r.t. Investment of NCRPB Funds:**

**2.3.1** NCRPB is obtaining Grant-in-Aid (GIA) annually under Capital/Contribution and Revenue (Salary and General) Heads from the Ministry of Housing and Urban Affairs (Ministry) based upon the submitted Budget Estimates. Apart from GIA, NCRPB generates its internal accruals through interest on deposits and financial assistance in the form of soft loans provided to State Governments or their

Implementing Agencies for various infrastructure projects in NCR and CMAs and raise loans from Bi-lateral/Multi-lateral Agencies viz. ADB, KFW, World Bank, etc. as per requirements. These sums are credited to NCRPB Fund/Corpus as per the provisions of Section 22(1) of the NCRPB Act, 1985.

**2.3.2** NCRPB utilize the NCRPB Fund/Corpus as per the provisions of Section 22(2) of the NCRPB Act, 1985. NCRPB keeps its funds with State Bank of India (SBI) under flexi-deposit scheme.

## **FINANCE & ACCOUNTS MANNUAL OR SOP FOR EFFECTIVE ACCOUNTING AND CONTROL**

**NCR Planning Board was enacted under an Act of Parliament i.e NCRPB Act, 1985. As per the Act following are the functions of NCRPB:**

- (a) To prepare the Regional Plan and the Functional Plans;
- (b) To arrange for the preparation of Sub-Regional Plans and Project Plans by each of the participating states and the Union territory;
- (c) To co-ordinate the enforcement and implementation of the Regional Plan, Functional Plans, Sub-Regional Plans and Project Plans through the participating States and the Union territory;
- (d) To ensure proper and systematic programming by the participating States and the Union territory in regard to project formulation, determination of priorities in the National Capital Region or sub-regions and phasing of development of the National Capital Region in accordance with stages indicated in the Regional Plan;
- (e) To arrange for, and oversee, the financing of selected development projects in the National Capital Region through Central and State plan funds and other sources of revenue.
- (f) For Financing Functions i.e. Budget, Accounts, Audit, Procedure for sanction of loan and monitoring have been defined in notified NCRPB Rules, 1985 which acts as the manual of NCRPB. In additions to this, Board has been following provisions contained in GFR, FRSR and various applicable Rules in day to day operations.
- (g) Annual accounts of the Board are prepared or drawn up in the Uniform Format of Accounts prescribed by the Ministry of Finance. The Annual Accounts of NCRPB are placed before the Board and laid down before the both houses of the Parliament. The operational working in NCRPB is shown in Operational Manual of NCRPB. Further, Finance and Accounts Manual in detail has comprised the following:

<b>S. No.</b>	<b>Content</b>	<b>Annexure</b>
1.	Accounting & Finance Activities with Time Schedule	I
2.	Significant Accounting Policies	II
3.	Guidelines for financial assistance from NCRPB	III
4.	Detailed Terms & Condition for Sanction of Loan	IV

**Accounting & Finance Activities with Time Schedule**

S.No.	Activity	Time Schedule
1.	Payment towards Pay and Allowances	Last working day of each month (on 2 <sup>nd</sup> April for the month of March)
2.	Payments/ Remittances towards Recoveries from Pay and Allowances	7 <sup>th</sup> of the following month
3.	Other Payments	Within 3 working days from receipt of Sanction Order
4.	Statutory Payments (Income Tax, TDS, GST, Govt. Guarantees, etc.)	Within stipulated due dates or extended timelines as applicable
5.	Statutory Filing of Returns (Income Tax, TDS, GST, etc.)	Within stipulated due dates or extended timelines as applicable
6.	Repayment of Foreign Loans (ADB, KfW)	On or before due dates against receipt of invoice
7.	Payment of Govt. Guarantee Fee against foreign currency loan (ADB/KfW Loan)	In the month of April every year.
8.	IEBR/CAPEX/Govt. Guarantee Reports to the Administrative Ministry	On monthly/quarterly basis or as required by MoHUA
9.	Annual Budget Estimates (RE and BE)	As required by MoHUA on receipt of Budget Circular
10.	Bank Reconciliation	On monthly basis
11.	TDS Reconciliation	On quarterly basis against receipt of Form-26 AS on the Income Tax Portal
12.	Voucher Entry and Cash Book Maintenance	On regular basis
13.	Finalization of Annual Accounts	30 <sup>th</sup> June of the following financial year
14.	Reconciliation for Receipt of Loan Repayments	On monthly basis
15.	Maintenance of Loan Registers	On monthly basis
16.	Issue of Administrative Loan Sanction Order to IA/Borrower	Within 1 month after approval of PSMG and submission of required documents
17.	Issue of Sanction Order for Disbursement of Loan	On receipt of Utilization Certificate and other required documents and examination by concerned wings and approval by the Competent Authority
18.	Issue of monthly e-alerts with details through PMIS to all concerned users for due instalments of loan repayments and bank guarantees	On 1 <sup>st</sup> and 15 <sup>th</sup> of every month. For due loan instalments one month before and for due bank guarantees two months before. Further, reminder letter for BG renewal before seven days from Director (A&F) and one day from MS
19.	Internal Examination/Audit	All procurement and service matter proposals are internally examined on regular basis. Further, coordinated Internal Audit on semi-annual basis by a certified Chartered Accountant Firm
20.	Tax Audit	Coordinated on annual basis by a certified Chartered Accountant Firm
21.	Statutory Audit	Coordinated on annual basis by Indian Audit & Accounts Department, CAG

## SIGNIFICANT ACCOUNTING POLICIES

1. **Format of Accounts:** The Annual Accounts of the NCR Planning Board are prepared in Uniform Format of Accounts prescribed for Central Autonomous Bodies as per instruction issued by Principal Directorate of Audit, Indian Audit and Accounts Department.
2. **Accounting Convention:**
  - a) NCRPB maintains its Accounts on the basis of historical cost convention and on the basis of accrual method of accounting, unless otherwise stated in the accounting policies stated below.
  - b) The figures in the Annual Accounts are rounded off to the nearest rupee.
  - c) Grants/Subsidies received from MoHUA Govt. of India are accounted on realization basis, where “Contribution” grant is transferred to the NCRPB Fund and Grant-in Aid (General & Salaries) are used for its specified purpose.
3. **Income Recognition:**
  - a) All income are recognized on accrual basis except certain income viz. income tax refunds etc. which are uncertain in their realization are taken on cash basis.
  - b) The income pertains to previous years, if any, is separately taken in the prior period items.
4. **Expenditure Recognition:**
  - a) All expenses are recognized on accrual basis.
  - b) The expenses pertain to previous years, if any, are separately taken in the prior period items.
5. **Fixed Assets:**

Fixed Assets are stated at written down value after charging depreciation.
6. **Depreciation** on fixed assets is charged on w.d.v. (written down value) method as per rate prescribed under Income Tax Act 1961.
7. **Inventories:**

NCR Books and Publications: The cost of NCR Books and Publications sold and distributed free as complimentary copies are charged to Income & Expenditure Account and sale proceeds of NCR Books is also shown as income from sale of NCR Books & Publication. The stock of unsold books at the close of the Financial Year are valued at cost and shown in the Balance Sheet. Balance stock of stationery at the close of the Financial Year are valued at cost and shown in the Balance Sheet.
8. **Retirement Benefits:**

Necessary provisions for retirement benefit i.e. Leave Encashment, Gratuity, Pension and Medical facilities/benefits in respect of NCRPB employees, pensioners and their dependents on actuarial basis as per Actuarial Valuation Report are made in accordance with Accounting Standard – 15 (AS15) in the Income & Expenditure Account and Balance Sheet of the Board. The annual provision is made from internal accruals of the Board. Provisions for pension and medical reimbursements are bifurcated into current and non-current for amount due within 12 months and amount due after 12 months respectively, in accordance with AS-15, as per actuarial report.
9. **Provident Fund:** The Board is maintaining General Provident Fund Account which has been recognized by the Department of Pension and Pensioners Welfare, Govt. of India. The liability

towards GPF interest is charged to revenue in the relevant year and transferred to the Provident Fund Account of the Board.

- 10. New Pension Scheme Fund:** The Govt. had introduced a New Pension Scheme (NPS) for new recruits to the Central Govt. service w.e.f. 01.01.2004. The monthly contribution is 10% of the Basic Pay and D.A. to be paid by the employee and applicable contribution (i.e. 14% of Basic Pay and DA with effect from 01.04.2019 vide OM dated 26-08-2021 issued by DOE, MoF) to be made by the Board. Accordingly New Pension Scheme fund had been created by keeping the monthly contribution amount in Nationalized Bank in respect of employees appointed in the Board w.e.f. 01.01.2004. Ministry of Finance, Department of Expenditure, vide their OM dated 17.08.2009 had issued instructions that all employees covered under NPS were compulsorily to register with National Security Depository Limited, Central Record Keeping Agency, Mumbai. In compliance to this, necessary registration has been done with NSDL, CRA in Sept.-2009. As per instruction issued by NSDL, CRA, NPS funds in respect of employees covered under NPS has been transferred to NSDL, CRA Mumbai w.e.f. 2009-10. Subsequently, the Board is sending monthly contribution of NPS recovered from employees and applicable contribution by the Board to NSDL, CRA Mumbai. NPS fund in respect of employees of the Board covered under NPS scheme is now being maintained by NSDL, CRA Mumbai.
- 11. Group Insurance liability:** The Board during the year 2005-06 had taken a policy called Group Insurance Scheme with LIC in order to meet any such liability as and when it will accrue. The Board is making necessary deductions from the salary of the employees and remitting the same to LIC every month. On retirement/death/resignation of the employees, their claims are forwarded to LIC for payment of saving benefits along with interest under said policy including insurance cover wherever applicable.
- 12. Studies & Surveys:** All expenses incurred on Studies & Surveys (excluding studies met from earmarked fund) are charged to Income & Expenditure Account.
- 13. NCR Planning & Monitoring Cells:**  
All the expenses towards pay and allowances and prescribed ceiling of recurring office expenses on all four NCR Cells are reimbursed by NCRPB to respective State Governments after verification of claims furnished by respective NCR Cell/State Government as per policy approved by the Board.
- 14. Income Tax:**  
The appropriate Income Tax Authority i.e. Ministry of Finance, Department of Revenue, Director General of Income Tax (Exemptions) New Delhi vide Order No. Director General of Income Tax Exemption (E)/10(23C)(iv)/2008 dated 02.05.2008 has approved the National Capital Region Planning Board under sub-clause (iv) of the Clause (23 C) iv of Section 10 of the Income Tax Act 1961 (43 of 1961) from the Assessment Year 2003-04 onwards. The said approval has been extended up to AY 2026-27 (FY 2025-26) by the Income Tax Authorities vide Certificate in Form No. 10AC dated 07.04.2022 with Unique Registration No. AAAJN0289NA2021101. Therefore, provision for Tax is not provided in the accounts.

**15. Grant for infrastructure projects:**

The NCR Planning Board in its 32<sup>nd</sup> Meeting held on 22.03.2012 has approved providing Grant-in-Aid upto 15% of the sanctioned project cost for water, sewerage and drainage projects in the NCR & CMA Towns. All the new projects in water, sewage and SWM sector sanctioned by PSMG after 01.04.2012 as well as for projects sanctioned by PSMG after 46<sup>th</sup> PSMG (held on 04.08.2011) meeting, where loans have not been disbursed till 01.04.2012 are eligible for grant component. Grant is to be disbursed on reimbursement basis after completion of project and fulfilment of stipulated conditions of loan. Accordingly, necessary provisions/ Contingent Liability, if arise, are shown in Annual Accounts.

**16. Foreign Currency Transactions:**

Transactions denominated in foreign currency are accounted at the exchange rate prevailing at the date of transaction. Foreign Currency loans i.e. loan in USD from ADB and loan in Euro from KfW are converted into Rupees at the exchange rate prevailing at the year end and resultant gain/loss is charged to Income and Expenditure account.

**GUIDELINES FOR FINANCIAL ASSISTANCE FROM NCRPB**

**(A) Submission of Request for Financial Assistance Project Reports & Loan Sanctioning Procedure**

- i. In accordance with Section 7(e) and 8 (e) of the NCRPB Act, 1985, NCRPB provides financial assistance to the constituent States and their implementing agencies for infrastructure development projects in the NCR and CMAs. Financial assistance is approved by the NCRPB's Project Sanctioning & Monitoring Group (PSMG).
- ii. The projects, however, need to be in line with the Regional Plan of NCR Planning Board and the respective Sub-regional Plan/Master Plan prepared by the concerned State Govt./their departments, as the case may be.
- iii. The agency seeking financial assistance need to prepare and submit Detailed Project Reports covering the technical, financial, environmental and social aspects. The Environmental & Social aspects need to be prepared as per NCRPB circular dated 23.06.2023 available at NCRPB website.
- iv. Alongside the project needs to have the necessary administrative and financial approvals of the State Govt. The project should preferably be not under implementation/tendered as this shall undermine the appraisal work and in such cases no revision of reports and accordingly implementation becomes tedious both for loan borrowing agency and agency whom work is already awarded.
- v. The Borrowing /Implementing Agency should submit request for loan assistance in prescribed loan application along with three sets of Detailed Project Reports (including one advance copy to NCRPB) and a soft copy to the NCRPB Delhi through the respective NCR Planning & Monitoring Cells of the participating States. The Cells after appraising the project, in terms of its conformity with the Regional / Sub-Regional/Functional Plan and Master Plan of the town techno-eco feasibility of the project in the context of Regional Plan, submit the project report along with their Satisfactory Assessment Note to NCRPB Office.

**(B) Eligible Agencies To Borrow**

- i. State Government Departments of Urban Development/Housing or any Department/Agency of the State Government implementing physical and social infrastructure projects as envisaged in its development plans related to:–
  - Power,
  - Water,
  - Sewerage,
  - Road Transport (Roads & ROBs, Bus Stands, Transport Nagar etc.),
  - Drainage,
  - SWM or Public Health,
  - Metro/RRTS.
  - through concurrence of Finance Department of concerned State Government to get funding through State budget for specific project.

- ii. Development Authorities / Urban Improvement Trusts.
- iii. State Industrial Development Corporations.
- iv. State Power authorities and distribution agencies.
- v. Municipal Corporation/Municipal Councils/ Notified area Committees / Nagar Nigams/ Nagar Panchayats/ Nagar Palikas which are implementing the Sub-Regional Plans and the Project Plans in NCR or developing a counter-magnet town/city.
- vi. Metro Rail Corporation/Transport Corporation/departments.

**(C) Type of Projects Eligible For Funding:**

- i. **Water Supply and Sanitation Sector: -**
  - Water Supply (Source development/ Treatment/ storage and distribution).
  - Drainage and Sewerage Collection & Disposal/Solid Waste Management/Low Cost Sanitation etc.
- ii. **Transport Sector: -** Roads, Widening/ Strengthening/ Tunnels/ Bridges/ Flyovers, Metro LRT/MRT/Rapid Rail and RRTS etc.
- iii. **Power Sector: -** Generation, HT & LT Transmission and Distribution.
- iv. Affordable/EWS Housing.
- v. **Social Infrastructure projects:-** Hospitals, Educational institutions, Recreation Facility, Abattoir etc.
- vi. Other schemes as the Project Sanctioning and Monitoring Group (PSMG) may find compatible with the objectives of the NCR Regional Plan.

**(D) Mode of Sanction:**

- i. The DPRs are appraised by the concerned NCR Cell/Consultants and NCR Planning Board.
- ii. The preliminary observations, if any, obtained are forwarded to implementing agencies for incorporation/revision of DPRs.
- iii. Project proposals are taken up in the Project Sanctioning and Monitoring Group (PSMG) under the chairmanship of Secretary, Ministry of Housing & Urban Affairs.

**(E) Financial Terms And Conditions:**

- i. **Financing Pattern**
  - Loan from NCRPB– upto **75%** of the estimated cost of the project.
  - Grant-in-aid-- upto **15%** of the sanctioned project cost for water supply and sanitation projects, on completion, subject to fulfilment of terms & condition laid down by Board.
  - State Govt./Implementing agency -- Remaining share.
- ii. **Present Rate of interest**

Type of Project / Category	Interest rate *
Priority Infrastructure Projects viz. Water Supply, Sewerage, Sanitation, Drainage and Solid Waste Management, Roads, ROBs & Flyovers, Metro/Rapid Rail/RRTS	<b>7.00% p.a.</b>
Affordable/EWS Housing	<b>7.00% p.a.</b>
Power Sector (transmission, distribution and generation)	<b>7.50% p.a.</b>
Other Infrastructure Projects	<b>8.50% p.a.</b>

\* *Rebate/Incentive of 0.25% by reduction in interest rate for timely payment of loan instalments, strictly as per repayment schedule, shall be available.*

- iii. Repayment of Loan/Interest-** The loan alongwith interest shall be repaid by the Borrower annually on or before the anniversary date of the drawal of loan as per repayment schedule. Each instalment of loan shall be treated as separate loan for the purpose of repayment of Principal and payment of interest.
- Tenure for repayment of loan- upto 10 years.
  - Moratorium period for payment of principal- upto 2 years  
(**Upto 15 year loan with 3 year moratorium** for public health and environment related infrastructure projects like water supply, sewerage & sanitation including drainage, solid waste management etc.).  
(**Upto 20 years loan tenure with 5 years moratorium** for Metro /Rapid Rail/ RRTS projects)
  - Moratorium period for payment of interest - Nil
- iv. Penalty, Pre-Payment Charges, etc.**
- Penal rate of interest – 2.75% over and above the normal rate of interest for the delayed period on overdue amount.
  - Prepayment Charges – 1% of the principal loan amount outstanding.
  - There shall be Commitment Charges on non-drawal and delayed drawal of loan. Accordingly, commitment charge @ 0.05%per annum will be levied on non-drawal and delayed drawal of loan after sanction as per instalment. The commitment charges shall be levied only after loan sanction and shall be leviable after six months from due date of instalment as per sanction order, in case of road projects and after one year of the same in other cases.
- v. Guarantee and Securities:**
- The loan shall be guaranteed fully, unconditionally and irrevocably either by the State Government (not less than 100%) or by the any scheduled commercial bank (not less than 133.33% of the loan amount) as per provisions under NCRPB Rules, 1985.

**(F) General Terms and Conditions:**

- i.** In case where land acquisition is involved in project, loan will be released after confirmation about possession of land, compliance with the requisite Social & Environmental Guidelines of NCRPB as per NCRPB Circular dated 23.06.2023.
- ii.** Necessary required clearances/ NOCs, if any, should be arranged by IA in a timely manner and IA should ensure that the project should be implemented as per the schedule.
- iii.** The Borrower shall maintain proper separate accounts and other records in respect of NCRPB Scheme so that in flow, out flow and utilization of expenditure on each project can be identified. Board reserves the right to ask for these records, till the loan is fully repaid.

- iv.** The borrower shall not invest any part of the loan amount advanced by way of deposits, loans, share capital or otherwise, without the prior permission of the Board.
- v.** It would be open to the Board to depute its Officers/nominees for inspection of record relating to this loan and its purposes. The inspecting staff shall be provided full access to such books, records and stores of the Borrowers as will be deemed necessary by the inspecting Officers/ nominees.
- vi.** The funds released for one scheme should not be diverted to other scheme and the borrowing agency must maintain separate books of accounts for each scheme.
- vii.** During the course of execution or on completion of the project, whichever is earlier, if the Implementing Agency comes to know that there is likely to be reduction in the sanctioned cost estimates of the various components, it shall be the obligatory on the part of the Implementing Agency to refund immediately the excess amount of loan obtained from the Board calculated on the pro-rata basis in respect of the decreased cost of the project.
- viii.** The Borrower shall furnish periodic progress Reports in the formats, as prescribed by the Board, on the utilization of this loan and on the physical progress of the Project/Scheme on a monthly or quarterly basis (as required) in physical form or updation in NCRPB's software (P-MIS) as decided by NCRPB alongwith Geo-tagged Photograph of milestone achieved for the project with dated stamped.

## **TERMS AND CONDITIONS FOR SANCTION OF LOAN**

### **1.0 AGREEMENT**

- 1.1** Before release of the loan installment, the Borrower shall execute a Memorandum of Agreement (MOA) in the form prescribed by National Capital Region Planning Board hereafter referred to as 'the Board' for the purpose of availing loan and submit all other documents as required within 30 days of the date of letter of sanction of loan. However, in case the Borrower applies before the expiry of 30 days with valid reasons, the Board reserves the right to give a time extension.

### **2.0 RATE OF INTEREST**

- 2.1** The Borrower shall pay interest on the said Loan at the rate of interest prevailing on the date of each disbursement. The current rate of interest is .....% (without incentive & rebate). A total incentive of 0.25% in the form of reduction of interest rate shall be available towards timely payment of loan installments (Principal & interest) strictly as per repayment schedule. The interest in favour of the Board shall begin to accrue from the date of cheque issued by the Board. The installment of interest will be payable annually and shall accrue from the date of disbursement by the Board and shall be payable on the anniversary date every year. The amount of interest payable will be calculated at the applicable rate upto the date immediately preceding the due date of payment. Computation of interest shall be made on a daily basis using a factor of 365 days.
- 2.2** Notwithstanding anything stated herein above, the Board shall be at liberty and shall have the right to revise the rate of interest on the loan amount or part thereof yet to be disbursed by giving prior written notice to the Borrower of such revision. For this purpose, rate of interest on the loan shall be linked to the rates of 10- year Government Securities prevailing on the date of sanction of the Project by the Project Sanction and Monitoring Group of the Board and there shall be no revision in the interest rate till increase of 50 basis points thereto. The Board, however, reserves the right to revise the rate of interest on loan amount, if the increase is over 50 basis points. The revised rate shall take effect from such date as may be specified by the Board in this behalf. In case the Borrower does not agree to the reset rate, the Borrower shall have the option to prepay the entire loan amount alongwith pre-payment charges.

### **3.0 REPAYMENT OF LOAN**

- 3.1** The loan shall be repaid by the Borrower annually on or before the anniversary date of the drawl as per the schedule placed at Appendix -I.

### **4.0 PENALTY, PRE-PAYMENT CHARGES, COMMITMENT CHARGES ETC.**

- 4.1** In the event of the interest or the principal not being paid to the Board by the Borrower on the due date as indicated in the foregoing clauses, the Borrower shall pay to the Board a penal interest of 2.75% over and above the rate of interest at which the loan is sanctioned as mentioned in Appendix-I.
- 4.2** Under normal circumstances the Board shall not accept prepayment more than 25% of the loan component released (till the date of proposed prepayment) for the particular project. In the event of a Borrower deciding to pre-pay the loan after withdrawal of one or more installments, the Borrower will pay a pre-payment charge @ 1% of the principal loan amount outstanding. Prepayment shall not be accepted during the moratorium period of the Project. Notwithstanding anything stated above, it is stipulated that for cases with litigation or where the Project is completed before the schedule and the borrower is

getting huge cash inflow etc., it will be at the discretion of the PSMG to accept prepayment more than 25% on the case to case basis.

- 4.3 The Borrower shall also pay on demand all costs, charges, expenses, losses and other money that may be incurred by the Board, in connection with remittance/ receipt of moneys to or to the order of or from the borrower, or in connection with protecting and/or enforcing the rights of the Board under the Memorandum of Agreement and/or Guarantee Deed and/or any other document for the loan in question. The decision of the Board with regard to the amount/loss incurred on these, shall be final and binding on the Borrower.
- 4.4 There shall be Commitment Charges on non-drawal and delayed drawal of loan. Accordingly, commitment charge @ 0.05% per annum will be levied on non-drawal and delayed drawal of loan after sanction as per instalment. The commitment charges shall be levied only after loan sanction and shall be leviable after six months from due date of instalment as per sanction order, in case of road projects and after one year of the same in other cases.

## **5.0 APPROPRIATION OF AMOUNT PAID BY THE BORROWER**

- 5.1 The money paid by the Borrower shall be appropriated in the following order:
- a) Costs, charges, expenses, losses, applicable taxes, statutory duties and other moneys,
  - b) Interest on costs, charges, expenses, losses, applicable taxes, statutory duties and other moneys,
  - c) Penal interest,
  - d) Interest,
  - e) Repayment of principal in the order of the occurrence of the dues; &
  - f) Prepayment of principal.

## **6.0 ALL PAYMENTS TO BE RELALISABLE AT PAR IN NEW DELHI**

- 6.1 The Borrower shall so arrange that the amounts due and payable to the Board are realizable by the Board at par on the due date of the relevant payments in New Delhi.
- 6.2 In case the standard due date falls on a Saturday, Sunday, or a public holiday the payment made on the next working day following Saturday / Sunday or a public holiday shall be regarded as payment on the due date and no interest/ penal interest shall be charged for the day or days by which the recovery is postponed.

## **7.0 ENVIRONMENT AND SOCIAL SAFEGUARDS COMPLIANCE**

- 7.1 The Borrower shall comply with the Environmental & Social Guidelines of NCRPB as circulated vide NCRPB circular dated 23.06.2023 and prepare and submit compliance report / certificate with respect to environmental and social aspects alongwith Utilization Certificate.
- 7.2 The Borrower shall remain in compliance with the Environment and Social Assessment Report.
- 7.3 The Borrower shall remain in compliance with the Environmental Management Plan and in the event that the NCRPB requires modifications to the Environment Management Plan, the Borrower upon notice, by NCRPB unconditionally undertakes to comply with the modifications in the Environment Management Plan for the Project as may be required by NCRPB.
- 7.4 The Borrower shall remain in compliance with the Resettlement and Rehabilitation Action Plan and in the event that the NCRPB requires modifications to the Resettlement and Rehabilitation Action Plan, the Borrower upon notice, by NCRPB unconditionally undertakes to comply with the modifications in the Resettlement and Rehabilitation Action Plan for the Project as may be required by NCRPB.

## **8.0 GUARANTEE AND SECURITIES:**

**8.1** The loan shall be guaranteed fully, unconditionally and irrevocably either by the State Government (not less than 100%) or by the any scheduled commercial bank (not less than 133.33% of the loan amount) as per provisions under NCRPB Rules, 1985 in respect of repayment of principal, interest leviable, service charges thereon, penal interest and payment of other charges such as recall charges, pre-payment charges and deferment charges (if applicable) and the State Government or any of the Banks as aforesaid shall execute the Guarantee Deed/ Guarantee Bond in the form prescribed by the Board for this purpose.

OR

### **CHARGE ON ASSETS:**

I. The loan together with all interest (including penal interest), costs, expenses and other moneys whatsoever stipulated in the Memorandum of Agreement shall be secured by:

- a) a first charge, by way of mortgage with reference to stipulated immovable properties in favour of the Board;

AND

- b) a first charge by way of hypothecation in favour of the Board of all the Borrower's movable assets (save and except book debts), including movable machinery, machinery spares, tools and accessories, fuel stock, spares and material at project sites ( \_\_\_\_\_), during the course of implementation of the Project.

The Borrower shall make out a good marketable title of its properties to the satisfaction of the Board and comply with all such formalities as may be necessary or required for the said purpose.

**II.** Creation of additional security: The Borrower undertakes that if, at any time during the subsistence of this Agreement, the Board is of the opinion that the security provided by the Borrower has become inadequate to cover the balance of the loan then outstanding, the Borrower shall provide and furnish to the Board additional security as may be acceptable to the Board to cover such deficiency.

**III.** Registration of charge: The Borrower shall submit the particulars of the charge/s to be registered with the Registrar of companies (ROC) as per the Companies Act and will get the same registered within stipulated time. In compliance of this requirement, the Borrower shall submit a certificate from the ROC certifying the registration of charge/s.

And/or

The borrower shall have the particulars of charge/s registered with the Sub-Registrar of Assurances in case of English Mortgage wherever executed.

**8.2** The borrower shall open an Escrow Account for the entire pendency of the loan to the satisfaction of the NCRPB, if required by NCRPB in its sanction conditions. In such cases the Escrow mechanism shall be fully implemented by the borrower.

## **9.0 MAINTENANCE OF ACCOUNTS AND AUDIT:**

**9.1** The Borrower shall maintain proper separate accounts and other records in respect of NCRPB Scheme so that in flow, out flow and utilization of expenditure on each project can be identified. Board reserves the right to ask for these records, if required.

## **10.0 CONTROL OF EXPENDITURE:**

The implementing agencies shall be responsible for the control of expenditure against the sanctioned loan and appropriations placed at their disposal. The state government shall adhere to the due standards of financial propriety and ensure that the expenditure does not exceed the budget allocation and is incurred for the purpose for which funds have been provided and the expenditure is in public interest.

## **11.0 PROCUREMENT OF GOODS AND SERVICES:**

The borrower shall ensure transparency, competition, fairness and elimination of arbitrariness in the procurement process, tender evaluation and contract award to secure the best value for money. The state Governments shall also ensure efficiency, economy and accountability in the system at every stage of project implementation till the completion of the project.

## **12.0 INSPECTIONS:**

- 12.1 It would be open to the Board to depute its Officers/nominees for inspection of record relating to this loan and its purposes. The inspecting staff shall be provided full access to such books, records and stores of the Borrowers as will be deemed necessary by the inspecting Officers/ nominees. The Borrower shall extend all courtesy and facilities to the inspecting officers/ nominees for the purpose of carrying out inspections and render such explanation or elucidation as may be required by the Officers of the Board and or its nominees as well as permit photocopies of/or extracts of documents.
- 12.2 The Board, if it deemed necessary shall appoint a Third Party Inspection and Monitoring agency to carry out physical and financial monitoring of the Project. The cost incurred on such TPI&M work shall be an integral part of the total project cost and will be borne by the borrower. In case the project is being implemented with the finance /collaboration of a PSU or any other body supported by the Central Govt. which has a well-developed institutional system for TPI&M, the Board reserves the right to desist from engaging a separate TPI&M agency.
- 12.3 The Board reserves the right to recover in full from the Borrower, all the expenses incurred by it in connection with the inspection of such sites/works, books of accounts etc. by it and/or its nominee(s).

## **13.0 REPORTS:**

- 13.1 The Borrower shall also furnish to the Board such Reports on its working, either in general or with specific reference to this loan as and when required by NCRPB and in the manner prescribed by the Board from time to time.
- 13.2 The Board shall monitor the progress of the Project/ Scheme financed by it on a continuous basis. In this respect:
  - a) The Borrower shall furnish periodic progress Reports in the formats, as prescribed by the Board, on the utilization of this loan and on the physical progress of the Project/Scheme on a monthly or quarterly basis (as required) in physical form or updation in NCRPB's software (P-MIS) as decided by NCRPB alongwith Geo-tagged Photograph of milestone achieved for the project with dated stamped.
- 13.3 The Borrower shall furnish a Completion Certificate along with Final Utilization Certificate on the successful completion of the Project within three months of the date of completion (physical & financial) of the project/Scheme as per the format prescribed by the Board.

- 13.4 In case the Board is not satisfied with the progress of the Project/ Scheme financed or the utilization of financial assistance provided, it may resort to remedial measures as stipulated in the DEFAULT clause given hereunder.

#### **14.0 DEFAULT:**

- 14.1 In case the Board comes to the considered conclusion at any time during the implementation of the Project or the pendency of the loan that the amount already disbursed has not been properly and effectively utilized by the Borrower for the Project/ Scheme or the progress achieved in its implementation is inadequate or certain condition(s) of this loan have not been complied with, the Board shall have absolute discretion to suspend, reduce, cancel, alter or delay disbursement of said loan and/or installments in any manner and may decline to disburse any or all the remaining installments without assigning any reason thereof to the Borrower and without being liable for any losses or damages.
- 14.2 ***Recall of Loan:*** If the Borrower defaults in the payment of principal or interest or any other payment required under the loan agreement, the Board may issue a Notice to the Borrower and to the guarantor, for recall of the principal amount outstanding, the interest payable and other charges leviable thereon. The Borrower will be required to reply within 21 days of the date of issue of the said Notice. In case the Board does not find the reply tenable, the Board reserves the right to recall the entire principal amount, interest payable and other charges leviable thereon in one full and final payment. In the event of the Board deciding on Recall, the Borrower shall comply with the Recall by making the said full and final payment within 15 days of the order of Recall. In case the Borrower delays the full and final payment beyond 15 days from the order of recall, the delay will attract a penal interest @ 2.75% per annum over and above the normal rate till the date of full and final payment without prejudice to the right of the Board to initiate action with regard to recovery of the principal amount outstanding, the interest payable and other charges leviable thereon by invoking guarantees, charge on assets and other securities.

#### **15.0 UTILISATION OF LOAN AND COMPLETION OF PROJECT:**

- 15.1 The Borrower shall ensure that the equipment/ materials for which the loan has been obtained from the Board are utilized for the implementation of the stated Project.
- 15.2 The Borrower shall take all necessary steps to ensure that the project is completed by \_\_\_\_ months from date of sanction i.e. by the end of \_\_\_\_ as envisaged in the manner and according to the time schedule envisaged.
- 15.3 The borrower shall spent an amount of not less than 25% of the project estimated cost, direct at project level as its counterpart share.
- 15.4 Borrower shall submit Utilization Certificate, along with Extension-in-time (if applicable) of the preceding installment of loan, at the time of submitting the request for second or subsequent instalment of loan alongwith project progress report & dated stamped Geo-tagged photographs of Project Site.
- 15.5 The borrower shall furnish a final Certificate of Utilization of loan (UC) towards loan drawn from NCRPB alongwith Completion Report duly signed by Head of Department / CEO or an Officer authorized by them for this purpose of a Development Authority, on the successful completion of the project within three (3) months of the completion of the Project/ Schemes (physical & financial) as per the format prescribed by the Board.

#### **16.0 DRAWAL OF LOAN:**

- 16.1 The Borrower shall furnish to the Board, if asked by NCRPB a Execution Schedule with Expenditure Details (ESED) in the prescribed form indicating complete details of the activities/tasks completed/to be completed alongwith task-wise cost and Date of

Completion of each task for which the payments are required to be made or become due at the time of drawal of loan instalments.

- 16.2 The loan will be disbursed in instalments. The second or subsequent instalment will be released by the NCRPB on receipt of Utilization Certificate and on-site dated stamped Geo-tagged photographed. The Borrower shall submit an Application for drawal of the loan duly supported by various Certificates and Documents as prescribed by the Board.
- 16.3 The loan shall be disbursed after completion of land acquisition as planned in the project, according to the disbursement procedure of the Board as modified/ amended from time to time.
- 16.4 The Board shall not be liable for any charge whatsoever for which the Borrower may become liable due to delayed payment by the Borrower in respect of equipments/ materials ordered/ supplied or in respect of civil/ electrical works executed by agencies (appointed by the Borrower).
- 16.5 The borrower shall draw the loan as per drawal schedule and the closing date of loan shall be by the end of \_\_\_\_\_ or such other date as may be agreed to by the Board.

## **17.0 UNDERTAKINGS FROM THE BORROWER:**

- 17.1 The Borrower shall furnish following undertakings, by an Officer authorized for this purpose, at the time of execution of MOA to the effect that:
  - i) The borrower shall not sell/ transfer or abandon the Project at any stage in any manner whatsoever without prior written consent of the NCR Planning Board.
  - ii) In case of sale/ transfer/ abandonment of the project or assets, the Borrower shall pay to NCRPB the entire loan outstanding and interest thereon due along with other charges leviable thereon in one installment or in a manner as may be agreed upon between NCRPB and the Borrower before such transfer is affected.
  - iii) The borrower shall carry out and operate the project with due diligence and efficiency and in accordance with sound administrative, financial, economic, engineering, environmental, social safeguards, and business practices, including maintenance of adequate accounts and records;
  - iv) the Goods, Works and consulting services to be financed out of the proceeds of the Loan shall be used exclusively in the carrying out of the project;
  - v) the borrower shall carry out and operate the project in compliance with NCRPB safeguards requirements and the ESMS as specified by NCRPB;
  - vi) NCRPB shall have the right to audit and examine the records, documents, and accounts of the Borrower, project, suppliers, and contractor relating to the project;
  - vii) The borrower shall take out and maintain with responsible insurers insurance against such risks and in such amounts as shall be consistent with sound business practices, and, without any limitation upon the foregoing, such insurance shall cover hazards incident to the acquisition, transportation and delivery of Goods financed out of the proceeds of the Loan to the place of use or installation, and for such insurance any indemnity shall be payable in a currency freely usable to replace or repair such Goods;
  - viii) NCRPB shall be entitled to obtain all such information as each shall reasonably request relating to the loan, the Goods, Works and consulting services financed out of the proceeds of the Loan, the project, the borrower and other related matters; and
  - ix) the NCRPB shall be entitled to suspend or terminate further access by the borrower to the use of the proceeds of the Loan upon failure by the borrower to perform its obligations under its agreement with the NCRPB.

- x) Borrower will provide adequate staff for execution of the subprojects. Borrower shall ensure that the sub-borrowers submit procurement plans and implementation schedule as part of the request for financing, if required by NCRPB.
- xi) borrower will make adequate annual budget allocations and release in a timely manner the counterpart funds and other resources, as shall be necessary or required, in addition to the proceeds of the loan, for the successful implementation of the subprojects;
- xii) borrower shall ensure that adequate resources are allocated as part of budget process to ensure proper operations and maintenance of assets and also shall explore as the first option possibilities of outsourcing of operations and maintenance;

**18.0 MISCELLANEOUS PROVISIONS:**

- 18.1 The Borrower shall be bound to follow and give effect to all instructions/ recommendations of the Board with regard to payment of loan and other charges as well as reports and returns related to the Project / Scheme.
- 18.2 The said loan shall also be subject to such further terms and conditions as may be laid down in the form of an agreement to be executed by the Borrower with the Board.
- 18.3 The Borrower shall during the currency of the loan and the implementation of the Project bear all such imposts, duties and taxes or any other charges as may be levied in relation to the Project / Scheme from time to time by the Government or any other competent authority.
- 18.4 The Borrower shall obtain all the necessary statutory approvals including pollution clearance and other clearances as may be required for the implementation of the Project.
- 18.5 The Borrower shall make necessary arrangements for tying up the finances for implementation of the scheme.

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## **PLANNING WING**

### **OPERATION MANUAL**

1. The NCR Planning Board was constituted in 1985 under the National Capital Region Planning Board Act, 1985 (Act). The constitution of Board is as under:

	Union Minister, Housing & Urban Affairs, Govt. of India	Chairman
2.	Chief Minister of Haryana	Member
3.	Chief Minister of Rajasthan	Member
4.	Chief Minister of 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 of Urban Development, Government of Uttar Pradesh	Member
9.	Minister-In-Charge of Town & Country Planning Department, Government of Haryana	Member
10.	Chairman, Railway Board	Member
11.	Secretary, Ministry of Road Transport & Highways	Member
12.	Secretary, Ministry of Housing & Urban Affairs	Member
13.	Chief Secretary, Government of Haryana	Member
14.	Chief Secretary, Government of Rajasthan	Member
15.	Chief Secretary, Government of Uttar Pradesh	Member
16.	Chief Secretary, Government of NCT-Delhi	Member
17.	Member Secretary, National Capital Region Planning Board	Member Secretary

### **Co-Opted Members**

1.	Secretary, Ministry of Environment, Forest & Climate Change, Govt. of India
2.	Chief Planner, Town and Country Planning Organization, Govt. of India

1.1 As defined in the Schedule {Section 2(f)} of the NCRPB Act, 1985 and the subsequent notifications of 14.03.1986 and 23.08.2004 (to include remaining part of Alwar district) the National Capital Region (NCR) covered an area of about 34,144 sq. km. falling in the territorial jurisdictions of four State Governments, namely, National Capital Territory of Delhi, Haryana, Uttar Pradesh and Rajasthan. The Regional Plan-2021 prepared for the aforementioned area was notified in 2005.

Subsequently, certain more areas/districts were added in the NCR. Details are as under:

Bhiwani & Mahendragarh districts of the State of Haryana and Bharatpur district of the State of Rajasthan	Govt. of India vide Gazette Notification dated 01.10.2013
Jind and Karnal districts of the State of Haryana and Muzaffarnagar district of the State of Uttar Pradesh	Govt. of India vide Gazette Notification dated 24.11.2015
Shamli district of the State of Uttar Pradesh	Govt. of India vide Gazette Notification dated 16.04.2018.

Consequent to the aforesaid notifications, the present area of NCR is about 55,083 sq. km. with a population of about 581.5 lakhs (as per Census 2011). The sub-region wise area details are as under:

<b>Sub-Region</b>	<b>Name of the District</b>	<b>Area in sq. km.</b>	<b>Population as per Census 2011 (in lakhs)</b>
Haryana	Faridabad, Gurugram, Nuh (erstwhile Mewat), Rohtak, Sonapat, Rewari, Jhajjar, Panipat, Palwal, Bhiwani, Charkhi Dadri, Mahendragarh, Jind and Karnal	25,327	164.3
Uttar Pradesh	Meerut, Ghaziabad, Gautam Budh Nagar, Bulandshahr, Baghpat, Hapur, Muzaffarnagar and Shamli	14,826	187.1
Rajasthan	Alwar and Bharatpur	13,447	62.2
Delhi	Whole of NCT Delhi	1,483	167.9
	<b>Total</b>	<b>55,083</b>	<b>581.5</b>

1.2 The NCRPB Act, 1985 under Section 8 (f) empowers the Board to select, any urban area, outside the NCR having regard to its location, population and potential for growth as a ‘Counter Magnet Area (CMA)’ in consultation with the concerned State Government for development in order to achieve the objectives of the Regional Plan. There are nine CMAs as under:

- i. Hisar in Haryana
- ii. Ambala in Haryana
- iii. Bareilly in Uttar Pradesh
- iv. Kanpur-Lucknow corridor in Uttar Pradesh
- v. Kota in Rajasthan
- vi. Jaipur in Rajasthan
- vii. Gwalior in M.P.
- viii. Patiala-Rajpura corridor in Punjab
- ix. Dehradun in Uttarakhand

### 1.3 Functions / Powers

#### **Functions**

The Functions of the NCR Planning Board as per Section 7 of the NCRPB Act, 1985 are:

- (a) To prepare the Regional Plan and the Functional Plans;
- (b) To arrange for the preparation of Sub-Regional Plans and Project Plans by each of the participating states and the Union territory;
- (c) To co-ordinate the enforcement and implementation of the Regional Plan, Functional Plans, Sub-Regional Plans and Project Plans through the participating States and the Union territory;
- (d) To ensure proper and systematic programming by the participating States and the Union territory in regard to project formulation, determination of priorities in the National Capital Region or sub-regions and phasing of development of the National Capital Region in accordance with stages indicated in the Regional Plan;
- (e) To arrange for, and oversee, the financing of selected development projects in the National Capital Region through Central and State plan funds and other sources of revenue.

### **Powers**

The Powers of the NCR Planning Board as per Section 8 of the NCRPB Act, 1985 are:

- a) Call for reports and information from the participating States and the Union territory with regard to preparation, enforcement and implementation of Functional Plans and Sub-Regional Plans;
- b) Ensure that the preparation, enforcement and implementation of Functional Plan or Sub-Regional Plan, as the case may be, is in conformity with the Regional Plan
- c) Indicate the stages for the implementation of the Regional Plan
- d) Review the implementation of the Regional Plan, Functional Plan, Sub-Regional Plan and Project Plan;
- e) Select and approve comprehensive projects, call for priority development and provide such assistance for the implementation of those projects as the Board may deem fit
- f) Select, in consultation with the State Government concerned, any urban area, outside the National Capital Region having regard to its location, population and potential for growth, which may be developed in order to achieve the objectives of the Regional Plan; and
- g) Entrust to the Committee such other functions as it may consider necessary to carry out the provisions of this Act.

1.4 Operations of NCRPB is divided in following 4 Wings.

- a) Planning Wing
- b) Administration/Establishment Wing
- c) Finance & Accounts Wing
- d) Project/PMC Wing

## **2. Planning Wing and its operations**

### **2.1 Planning Committee and its functions:**

**2.1.1** Section 4(1) & (2) of the NCRPB Act mandates the constitution of a Planning Committee. The Member Secretary of the Board is the ex-officio Chairman of the Planning Committee. The constitution of the Planning Committee is as follows:

1.	Member Secretary, NCR Planning Board	Chairman
2.	Joint Secretary, Ministry of Urban Development (now Ministry of Housing and Urban Affairs) dealing with Housing and Urban Development	Member
3.	Secretary-in-charge of Urban Development, Haryana	Member
4.	Secretary-in-charge of Urban Development, Rajasthan	Member
5.	Secretary-in-charge of Urban Development, Uttar Pradesh	Member
6.	Secretary-in-charge of Urban Development, NCT Delhi	Member
7.	Vice-Chairman, Delhi Development Authority	Member
8.	Chief Planner, Town and Country Planning Organization	Member
9.	Director, Town and Country Planning Department, Haryana	Member
10.	Chief Town Planner, Government of Rajasthan	Member
11.	Chief Town and Country Planner, Government of Uttar Pradesh	Member

**Co-opted Members:**

1. Senior Adviser (HUD), Planning Commission (now NITI Aayog)
2. Chairman-cum-Managing Director, Housing & Urban Development Corpn.
3. Joint Secretary (UT), Ministry of Urban Development (now Ministry of Housing and Urban Affairs),
4. Joint Secretary (IA), Ministry of Environment & Forest, Govt. of India
5. Chief Regional Planner, NCRPB

**2.1.2 Functions of the Planning Committee**

- (1) to assist the Board in-
  - (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.
- (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.
- (3) The Committee shall perform such other functions as may be entrusted to it by the Board.

**2.2 Committee of Transport Secretaries/Commissioners (CoTS) and its functions:**

1.	Member Secretary, NCR Planning Board, Ministry of Housing and Urban Affairs	Chairperson
2.	Principal Secretary, Transport Department, Government of Haryana	Member
3.	Principal Secretary, Transport Department, Government of UP	Member
4.	Principal Secretary-cum-Commissioner, Transport Department, Government of NCT-Delhi	Member
5.	Principal Secretary, Transport Department, Government of Rajasthan	Member

6.	Chief Regional Planner	Convenor-Member
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The terms of reference of the Committee is to look into all aspects of inter-state movement of vehicles and also deliberates on a common format for multi-lateral agreement for all the constituents of NCR which could be signed by the constituent States to facilitate seamless movement of traffic in NCR.

### **2.3 Committee of Tourism Secretaries/Commissioners (CoTS) and its functions:**

The Empowered Committee of NCRPB under the chairmanship of Secretary, Ministry of Urban Development, Government of India in its 3<sup>rd</sup> meeting held on 25.02 had *inter-alia* decided that a Committee would be constituted in the NCRPB with the Secretaries/Commissioners of the Tourism Department of the constituent States of NCR and representatives from the Ministry of Tourism, ASI (Central and State both), etc. to discuss and resolve various issues related to development of tourism sector in NCR on the pattern of Committee of Transport Secretaries/ Commissioners.

This matter was deliberated by the Planning Committee under the chairpersonship of Member Secretary in its 67<sup>th</sup> meeting held on 15.07.2019. Accordingly, a Committee of Tourism Secretaries / Commissioners of NCR States with representative of Ministry of Tourism, Archaeological Survey of India (Centre & States both) has been constituted vide Order dated 08.08.2019. The mandate of the Committee will be to make tourism circuits /plans etc. and to resolve various issues related to development of tourism section in NCR. The Committee will also explore ways of implementations, including funding from NCRPB and/or other sources.

The said Committee has been re-constituted vide Order dated 10.08.2023 and 27.09.2023. The revised constitution of the Committee of Tourism Secretaries/Commissioners of NCR States is as under: -

i)	Member Secretary, NCR Planning Board	Chairperson
ii)	Principal Secretary, Tourism Deptt. Govt. of Haryana	Member
iii)	Principal Secretary, Tourism and Culture Department, Govt of UP	Member
iv)	Principal Secretary, Tourism Department, Govt. of Rajasthan	Member
v)	Secretary (Tourism), Department of Tourism, Govt. of NCT of Delhi	Member
vi)	Joint Secretary, Ministry of Culture, Govt. of India	Member
vii)	Director General (Tourism), Ministry of Tourism, Govt. of India	Member
viii)	Director (TT), Ministry of Tourism, Govt. of India	Member
ix)	Jt. Director General (Monuments), Archaeological Survey of India, Govt. of India	Member
x)	Deputy Director, Archaeology and Museums Department, Haryana	Member
xi)	Superintending Archaeologist, Agra Circle, Archaeological Survey of India, Uttar Pradesh	Member
xii)	Deputy Director, Department of Archaeology & Museums, Rajasthan	Member
xiii)	Deputy Director/Head of Office (Archaeology), Department of Archaeology, NCT of Delhi,	Member
xiv)	Chief Regional Planner, NCR Planning Board	Member Convener

## **2.4 NCR Planning & Monitoring Cells and their functions:**

NCR Planning Board approved the setting up of the NCR Cells in its 5th meeting held on 17.2.1987. NCR Planning & Monitoring Cells (NCR Cells) have been established in each of the NCR participating State of Haryana, Uttar Pradesh, Rajasthan & NCT of Delhi under the administrative control of the respective State Government. NCRPB is to reimburse 100% of expenditure on pay & allowances and recurring office expenditure as per approved ceilings. The NCR Cells are responsible to carry out certain duties and functions, such as:

- a. Preparation of Sub-Regional Plan,
- b. Implementation of the Regional Plan 2021, Functional Plans & Sub Regional Plans;
- c. Coordination with various State Govt. agencies with respect to preparation of Plans, implementation of the above said Plans, etc.;
- d. Monitoring of implementation of the Regional Plan and in case of any violations, bringing the same to the notice of the Board;
- e. Preparation of Master Plan for Urban centres falling in the NCR,
- f. Assistance to the implementing agencies in preparation of projects and schemes and forwarding them to the NCRPB for financing and monitoring of the projects,
- g. Feed back to the NCR Planning Board in matters relating to Planning, development and projects etc.

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

**2.5.1** As per the Section 10 to 15 of the Act 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 in citing objections and suggestions from any person with respect to the draft Regional Plan before such date as may be specified in the notice after approval of the Board.

**2.5.2** 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.

**2.5.3** After considering all objections, suggestions and representations that have been received, the Board finally prepare and approve the Regional Plan.

**2.5.4** 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. Further, Board needs to review the Regional Plan after every 5 years.

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

**2.6.1** As per the Section 16 of the Act, 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.

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

**2.7.1** As per the Section 17, 19 and 20 of the Act, 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 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.

## **2.8 Studies**

**2.8.1** 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 shortlisted 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 short-listed consultants are evaluated by an Evaluation Committee for technical and financial proposals who 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 the study is awarded to the Consultant.

## **3. Project/PMC Wing and its operations:**

**3.1** As per the Section 8(e) of the Act, Board has powers to select, approve and call for comprehensive and/or priority development projects and provide assistance for their implementation.

**3.2** NCR States/CMAAs or their Implementing Agencies prepares project proposals based on the infrastructure requirements of their Sub-region and submit a Detailed Project Report (DPR) along with other required documents with the concerned NCRP&M Cell for seeking financial assistance from NCRPB as per Section 22(2)(c) and (d) of the Act. The project proposals submitted for financial assistance are duly approved by the concerned NCR State through their competent body/SFC or by the Competent Board in case of project proposals submitted by the Govt. Companies/Corporations. The concerned NCR Cell submits the DPR to the Board after ascertaining compliance with various Plans of NCR. These DPRs are appraised in-house by the Project/ PMC Wing, Planning Wing from technical point of view and to ensure conformity with the Regional Plan and Finance Wing with financial perspective. After appraisal, the project proposal is placed before the Project Sanctioning & Monitoring Groups for final decision for consideration. NCRPB's financial assistance in the form of loan is limited to maximum 75% of the estimated cost of the project.

**3.3** In exercise of power conferred by Section 32 of the NCRPB Act 1985, Powers of the Board are delegated to Project Sanctioning & Monitoring Group-I (PSMG-I) and Project Sanctioning & Monitoring Group-II (PSMG-II).

**3.4** The PSMG-I under the Chairmanship of Secretary, Ministry of Housing & Urban Affairs is empowered to sanction loans for projects with an estimated cost of more than Rs. 20.00 Cr and Consultancy Studies with an estimated cost of above Rs. 50.00 Lakhs. Whereas, for projects having an

estimated cost of up to Rs. 20.00 Cr and Consultancy Studies with an estimated cost of up to Rs. 50.00 Lakhs are to be placed in the PSMG-II chaired by Member Secretary, NCR Planning Board for sanction.

### **3.5 Composition of Project Sanctioning & Monitoring Group-I:**

1.	Secretary	Ministry of Housing and Urban Affairs	Chairman
2.	JS & FA	Ministry of Housing and Urban Affairs	Member
3.	Advisor	Niti Aayog or his representative	Member
4.	Joint Secretary	In-charge of NCR in the Ministry of Housing and Urban Affairs	Member
5.	Pr. Secretaries	Pr. Secretaries-in-charge of the NCR work in the States and NCT of Delhi	Member
6.	Chief Planner	TCPO, New Delhi	Member
7.	Member Secretary	NCR Planning Board	Convener

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

1.	Member Secretary	NCR Planning Board	Chairman
2.	Joint Secretary (Finance)	Ministry of Housing and Urban Affairs or his representative	Member
3.	Representative	Ministry of Housing and Urban Affairs	Member
4.	Representative	Niti Aayog	Member
5.	Secretary	In-charge of the NCR States and Delhi U.T.	Member
6.	Joint Director (PMC)	NCR Planning Board	Convener

**3.7** Project/PMC wing arranges the monitoring of projects regularly through various Review Meetings and uploading the project status quarterly on the portal of NCRPB. Also, coordinating with the Implementing Agencies for various implementation issues of the projects including project progress, seeking documentary information, extension-in-time, etc.

### **3.8 Environmental and Social Guidelines of NCRPB**

NCRPB has issued revised Environmental & Social Guidelines vide Circular dt. 23.06.2023 which are applicable on projects received by NCRPB for financial assistance and not yet placed before PSMG.

## **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 database in respect of completed, ongoing & with drawn 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 previous 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 in citing 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 shortlisted 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 short listed 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.

## **Whistle Blower Policy**

1. The Government of India has authorized the Central Vigilance Commission as the ‘Designated Agency’ to receive written complaints for disclosure on any allegation of corruption or misuse of office and recommend appropriate action. Whereas the Central Vigilance Commission vide its Office Order No. 33/5/2004 dated 17<sup>th</sup> May, 2004 and Office Order No. 04/02/12 dated 13<sup>th</sup> February, 2012 has issued instructions on the Public Interest Disclosure & Projection of Informers (PIDPI) – guidelines thereon. Under these office orders, there is a set procedure to be followed for filing whistle blower complaints under PIDPI Resolution for protecting identity of complainants/informers.

2. Following guidelines, as laid down by CVC, will be followed while handling complaints received under “Whistle Blower Policy – Public Interest Disclosure and Protection of Informer”:

- (i) National Capital Region Planning Board (NCRPB) shall, as the Designated Agency appointed by the Government of India, receive written complaints or disclosure on any allegation of corruption or of misuse of office by any employee of the NCRPB.
- (ii) The Designated Agency will ascertain the identity of the complainant, if the complainant is anonymous/ pseudonymous, it shall not take any action in the matter.
- (iii) The identity of the complainant will not be revealed unless the complainant himself/herself has made either the details of the complaint public or disclosed his / her identity to any other office or authority.
- (iv) While calling for further report/investigation, NCRPB shall not disclose the identity of the informant and also shall request the concerned head of the organization to keep the identity of the informant a secret, if for any reason the head comes to know the identity.
- (v) NCRPB shall be authorized to call upon the CVC or CBI or the police authorities, as considered necessary, to render all assistance to complete the investigation pursuant to the complaint received.
- (vi) If any person is aggrieved by any action on the ground that he is being victimized due to the fact that he had filed a complaint or disclosure, he may file an application before NCRPB seeking redress in the matter wherein NCRPB may give suitable directions to the concerned person or the authority.
- (vii) If NCRPB is of the opinion that either the complainant or the witnesses need protection, it shall issue appropriate directions to the concerned offices.
- (viii) In case NCRPB finds the complaint to be motivated or vexatious, it shall be at liberty to take appropriate steps.
- (ix) NCRPB shall not entertain or inquire into any disclosure in respect of which a formal and public inquiry has been ordered under the Public Servants Inquiries Act, 1850, or a matter that has been referred for inquiry under the Commissions of Inquiry act, 1952.
- (x) In the event of the identity of the informant being disclosed in spite of NCRPB’s directions to the contrary, NCRPB is authorized to initiate appropriate action as per extant regulations against the person or agency making such disclosure.

3. Modalities to be observed while lodging complaints under Whistle Blower Policy:

Any complaint which is to be made under this policy should comply with the following aspects:-

- (i) The complaint should be in a closed / secured envelope and must be sent directly to the Member Secretary, NCR Planning Board, 1<sup>st</sup> Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi – 110 003.
- (ii) The envelope should be addressed to the Member Secretary, NCR Planning Board and should be super-scribed “Complaint under the Public Interest Disclosure”. If the envelope is not super-scribed and closed, it will not be possible for NCRPB to protect the complainant under the above resolution and the complaint will be dealt with as per the normal complaint policy of NCRPB. The complainant should give his/her name and address in the beginning or end of complaint or in an attached letter.
- (iii) NCRPB will not entertain anonymous /pseudonymous complaints.
- (iv) The text of the complaint should be carefully drafted so as not to give any details or clue as to his/her identity. However, the details of the complaint should be specific and verifiable.
- (v) In order to protect identity of the person, NCRPB will not issue any acknowledgement and the whistle-blowers are advised not to enter into any further correspondence with NCRPB in their own interest. NCRPB assures that subject to the facts of the case being verifiable, it will take the necessary action, as provided under the Government of India Resolution on PIDPI (Public Interest Disclosure and Protection of Informer). If any further clarification is required, NCRPB will get in touch with the complainant.
- (vi) The NCRPB can also take action against complainants making motivated / vexatious complaints under this Resolution.

4. Procedure of Lodging Complaint under “Whistle Blower Policy – Public Interest Disclosure and Protection of Informer’s Resolution (PIDPIR)” Complaints under “Public Interest Disclosure and Protection of Informer” Resolution can be made only by post. The envelope should be super-scribed “PIDPI” or “Whistle Blower”. The complainant should refrain from giving his name on the body of the letter. The personal details should be separately given or given at the top or end of the letter so that they can be easily blocked out.
5. If any person is victimized due to the fact he had filed a complaint under the Whistle Blower provisions, he may file an application before the NCRPB seeking redressal in the matter. NCRPB would then intervene suitably to protect the complainant. Whistle Blower Complaints – Public Interest Disclosure and Protection of Informer’s Resolution (PIDPR).
6. If a complainant while exposing a case of corruption wants his identity to be kept secret, he/she should lodge a complaint under Public Interest Disclosure and Protection of Informers Resolution (PIDPIR)- popularly known as Whistle Blower Provision. CVC/NCRPB is mandated not only to maintain the secrecy of the complainant’s identity but also provide protection to the complainant against any physical threat, harassment or victimization.

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## **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.

Sr. No.	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. <b>Auditing:</b> 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 atleast once in every six months for the transaction of business and also at such other times as a Meeting maybe 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 Fundamental Rules, Supplementary Rules, 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(26th)-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 held by it or are under its control.**

<b>S.No.</b>	<b>Name of Documents</b>
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
11.	Regional Plan-2041 (Draft)

## **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: Section4 (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.	NCR Planning Board Constitutions given under manual (1)	Yes
2.	<p>Planning Committee Constitution of the Committee is as under: <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 <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:</p> <p>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</p> <p style="padding-left: 40px;">(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.	<p><b>PSMG-I</b></p> <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/oUD Secretaries In- Charge of the NCR States and NCT of Delhi 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>	Yes	
4.	<p><b>PSMG-II</b></p> <p>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>PERSONALGROUP</b></p> <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 (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 <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)

Sl.No.	Name	Designation	Tel. (O)	E-mail
1	Smt. Archana Agrawal	Member Secretary	24642285 24642163(Fax)	ncrpb-ms[at]nic[dot]in
2	Shri Sanjay Raghuvanshi	PS to Member Secretary	24642285	pstoms[at]ncrpb[dot]nic[dot]in
3	Shri Jugmohan Singh	Chief Regional Planner	24642289 24642163(Fax)	ncrpb-crp[at]nic[dot]in
4	Shri Neeraj Gulani	PA to Chief Regional Planner	24642289	ngulani[at]ncrpb[dot]nic[dot]in
5	Shri Anubhav Choudhary	Director (Admin. & Finance)	24603138	ncrpb-dr[at]nic[dot]in
6	Smt. Reetu Sharma	PA to Director (Admin. & Finance)	24603138	patodr[at]ncrpb[dot]nic[dot]in
7	Shri Tarun Jain	Joint Director (Technical)	24642284	jtdir[at]ncrpb[dot]nic[dot]in
8	Shri Mukesh Yadav	Joint Director (Technical)	24628179	jtdir2[at]ncrpb[dot]nic[dot]in
9	Shri Nabil Jafri	Deputy Director (Tech-GIS)	24642287	ddgis[dot]ncrpb[at]nic[dot]in
10	Shri Ramesh Dev	Deputy Director(Tech-Urban/ Regional Planning)	24642289	ddturp[at]ncrpb[dot]nic[dot]in
11	Shri Ajitabh Saxena	Finance & Accounts Officer	24615349	fao[at]ncrpb[dot]nic[dot]in
12	Shri Sushil Kumar Katariya	Deputy Director (Administration)	24654590	ncrpb-dda[at]nic[dot]in
13	Shri Abhijeet Samanta	Assistant Director (Technical)	24635966	adtcas[at]ncrpb[dot]nic[dot]in
14	Smt.Nilima Majhi	Assistant Director (Technical)	24654590	adtcnm[at]ncrpb[dot]nic[dot]in
15	Shri Naresh Kumar	Assistant Director (Technical)	24642287	adtnk[at]ncrpb[dot]nic[dot]in
16	Shri Shireesh Sharma	Assistant Director (Finance) / DDO	24642287	adf1[dot]ncrpb[at]nic[dot]in
17	Shri Atul Kumar Chaudhari	Assistant Director (Finance)	24642284	atul[dot]kc[at]ncrpb[dot]nic[dot]in
18	Shri Ashok Kumar	Assistant Director(Estt.)	24642284	ncrpb-ade[at]nic[dot]in
19	Shri Harish Meghwani	Incharge Asst. Director (Admin)/Consultant	24642287	consult-admn@ncrpb.nic.in

### Details of Official/employees of NCRPB

Sl. No.	Name and Designation	Telephone
1.	Smt. Shashi Bisht, AG-I	24654590 (O)
2.	Shri Rakesh Kumar Sardana, Account Asst.	rksardana@ncrpb.nic.in
3.	Shri Brijesh Kumar, Steno. Grade-C	24642285(O)
4.	Smt. Veenu Grover, Steno. Grade-C	24642284 (O)
5.	Smt. Reetu Sharma, Steno. Grade-C	24603138(O)
6.	Shri Neeraj Gulani, Steno. Grade-C	24642289(O)
7.	Smt. Deepmala Pandey, Hindi Translator	24654590(O)
8.	Smt. Shalini Bhagi, Steno. Grade-D	24642289(O)
9.	Shri Ganesh Prasad Joshi, Steno. Grade-D	2465590(O)
10.	Smt. Synthia Thakur, Steno. Grade-D	24628179(O)
11.	Shri Rakesh Kumar, Steno. Grade-D	24642287(O)
12.	Smt. Priyanka Sharma, Steno. Grade-D	24615349(O)
13.	Smt. Mamta Rana, AG-II	24654590(O)
14.	Smt. Rupa Bhatnagar, Librarian/AG-II	24654590(O)
15.	Shri Ratan Ninawe, AG-II	24615349(O)
16.	Shri Om Prakash, AG-II	24654590(O)
17.	Smt. A. Mounika, AG-II	24654590(O)
18.	Sh. Gurpreet Singh, AG-II	24654590(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 30.04.2024)

S.N.	Name & Designation of the employee	Pay Level
1.	Smt. Archana Agrawal Member Secretary	17
2.	Shri Jugmohan Singh Chief Regional Planner	13A
3.	Shri Anubhav Choudhary Director (Administration & Finance)	13
4.	Shri Tarun Jain Joint Director (Tech.)	12
5.	Shri Mukesh Yadav Joint Director (Tech.)	12
6.	Shri Nabil Jafri Deputy Director (Tech-GIS)	12
7.	Shri Ajitabh Saxena Finance & Account Officer	11
8.	Shri Ramesh Dev Deputy Director (Tech.)	11
9.	Shri Sushil Kumar Katariya Deputy Director (Admn.)	11
10.	Shri Abhijeet Samanta Assistant Director (Tech.)	11
11.	Ms. Nilima Majhi Assistant Director (Technical)	11
12.	Shri Naresh Kumar Assistant Director (Tech.)	11
13.	Shri Shireesh Sharma Assistant Director (Finance) / DDO	10
14.	Shri Atul Kumar Chaudhari Assistant Director (Finance)	9
15.	Shri Ashok Kumar Assistant Director (Estt.)	8
16.	Shri Sanjay Raghuvanshi Private Secretary	9
17.	Shri Brijesh Kumar Steno. Gr. 'C'	8
18.	Smt. Veenu Grover Steno. Gr. 'C'	9
19.	Smt. Reetu Sharma Steno. Gr. 'C'	8
20.	Shri Neeraj Gulani Steno. Gr. 'C'	8

21.	Smt. Shashi Bisht AG-I	7
22.	Shri Rakesh Kumar Sardana Accounts Assistant	7
23.	Smt. Shalini Bhagi Steno. Gr. 'D'	7
24.	Shri Satyabir Singh Planning Assistant (Assesment)	7
25.	Shri Sheshant Singh Planning Assistant	6
26.	Smt. Deepmala Pandey Hindi Translator	6
27.	Shri Ganesh Prasad Joshi Steno. Gr. 'D'	5
28.	Smt. Synthia Thakur Steno. Gr. 'D'	6
29.	Shri Mamta Rana AG-II	6
30.	Smt. Rupa Bhatnagar AG-II	6
31.	Shri Ratan Ninawe AG-II	6
32.	Shri Om Prakash AG-II	6
33.	Shri Rakesh Kumar Steno. Gr. 'D'	5
34.	Mrs. Priyanka Sharma Steno. Gr. 'D'	4
35.	Mrs. A. Mounika AG-II	4
36.	Shri Gurpeet Singh AG-II	4
37.	Shri A. Mahatma Staff Car Driver (Special Grade)	6
38.	Shri Ravinder Kumar Junior Assistant	4
39.	Shri Sushil Kumar Junior Assistant	3
40.	Shri Mohan Swaroop Saxena Junior Assistant	3
41.	Shri Prem Kumar Junior Assistant	3

## **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

(Rs. In Crores)

Five year/ Annual Plans	Plan Funds released by Central Govt.	GNCTD Contribution	Loan released	Total Expenditure including Loan released (Plan)
XI PLAN				
2007-08	100.00	50.00	705.37	741.97
2008-09	50.00	50.00	723.06	777.85
2009-10	50.00	0.00	814.56	894.88
2010-11	50.00	0.00	598.77	948.24
2011-12	50.00	0.00	613.65	790.14
XII PLAN				
2012-13	55.00	0.00	418.51	637.05
2013-14	60.00	0.00	355.44	643.76
2014-15	80.00	0.00	237.91	523.56
2015-16	80.00	0.00	165.15	514.40
2016-17	50.00 2.42 (for RRTS study)	0.00	1654.48	1809.02
2017-18	50.00 3.36 (for RRTS study)	0.00	1695.43	1943.53
2018-19	50.00	0.00	993.44	993.44
2019-20	50.00	0.00	795.96	795.96
2020-21	35.00	0.00	346.99	346.99
2021-22	50.00	0.00	205.79	205.79
2022-23	50.00	0.00	313.40	313.40
2023-24	50.00	0.00	408.82	408.82

## **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, including the amounts allocated and the details of beneficiaries of such 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 2019-20

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

Draft Regional Plan 2041

## **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)**

## National Capital Region Planning Board

No. Y-11017/30/2020 (9099389)

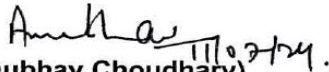
Date: 11.07.2024

### OFFICE ORDER

In continuation of this Board's Office Order of even number dated 19.05.2023 the undersigned is directed to convey the approval of the Competent Authority, as per the provision of RTI u/s 7(1) of RTI Act (Life or Liberty), for appointment of the following officers of NCRPB, as CPIOs and Appellate Authorities under the Right to Information Act, 2005:

Sl. no.	Name, Designation & Contact no. of CPIOs	Subject matter	Name, Designation & Tel no. of Appellate Authorities	Fax no.
1.	Sh. Ramesh Dev Deputy Director (URP) Tel.no. 011-24642287 E-mail: <a href="mailto:ddturp@ncrpb.nic.in">ddturp@ncrpb.nic.in</a>	All Planning matters	Sh. Mukesh Yadav Jt. Director (Tech) Tel no. 011-24628179 E-mail: <a href="mailto:jtdir2@ncrpb.nic.in">jtdir2@ncrpb.nic.in</a>	24642163
2		Project Monitoring and Coordination (PMC) matters	Sh. Ajitabh Saxena Finance & Accounts Officer Tel no. 011-24615349 E-mail: <a href="mailto:fao@ncrpb.nic.in">fao@ncrpb.nic.in</a>	24642163
3.	Sh. Ashok Kumar Assistant Director (Estt) Tel.no 011-24642287 E-mail: <a href="mailto:ncrpb-ade@nic.in">ncrpb-ade@nic.in</a>	Administration	Sh. Sushil Kr. Katariya Dy. Director (Admn.) Tel no. 011-24642284 E-mail: <a href="mailto:ncrpb-dda@nic.in">ncrpb-dda@nic.in</a>	24642163
4.	Sh. Atul Choudhary Assistant Director (F)/ DDO Tel.no 011-24642287 E-mail: <a href="mailto:atul.kc@ncrpb.nic.in">atul.kc@ncrpb.nic.in</a>	Finance & Accounts	Sh. Ajitabh Saxena Finance & Accounts Officer Tel no. 011-24615349 E-mail: <a href="mailto:fao@ncrpb.nic.in">fao@ncrpb.nic.in</a>	24642163

The Nodal Officer for RTI matters will be Asst. Director (Admn.)/ IC Asst. Director (Admn.).

  
(Anubhav Choudhary)  
Director (Admn. & Fin.)

To,  
All Concerned Officers

**Copy to:**

1. PS to MS
2. PA to CRP
3. Personal File of Officer Concerned
4. Guard File, Notice Board & Website of NCRPB

## **Manual-17**

### **OTHER USEFUL INFORMATION.**

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

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