

## **CHAPTER – I**

### **Introduction**

- 1.1. The information hand book under “**THE RIGHT TO INFORMATION ACT, 2005**” is to provide a common platform for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. The constitution of India has established Democratic Republic. The democracy requires an informed citizenry and transparency of information which are vital to contain corruption and to hold Governments and its instrumentalities accountable to the governed. Revelation of information in actual practice is likely to conflict with other public interest including efficient operations of the Governments, optimum use of limited fiscal resources and preservation of confidentiality of sensitive information. In order to harmonize these conflicting interests while preserving the paramountcy of democratic ideal, this information hand book under “**THE RIGHT TO INFORMATION ACT, 2005**” has therefore been framed.
- 1.2. The main objective/purpose of this book is to disclose the functions, duties of Town and Country Planning Department and various schemes being implemented by this Department.
- 1.3. General public who intends to know about the Department, its organizational structure, functions and duties, uses of the lands which are categorized in the Comprehensive Development Plan for Pondicherry, Rules and Regulations under which the Department is empowered to execute its duties.
- 1.4. The details of information containing in this handbook are as follows:

Chapter – 1 - *Introduction*

Chapter – 2 (Manual-1) - *Particulars, Organisation, Functions and Duties.*

Chapter – 3 (Manual-2) - *Powers and Duties of Officers & Employees*

Chapter – 4 (Manual-3) - *Rules, Regulations, Instructions, Manual and Records for Discharging Functions.*

## 2. -

- Chapter – 5 (Manual-4) - *Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.*
- Chapter – 6 (Manual-5) - *A Statement of the categories of documents that are held by the Town and Country Planning Department*
- Chapter – 7 (Manual-6) - *A Statement of Boards, Council, Committees and Other Bodies constituted as its part.*
- Chapter – 8 (Manual-7) - *The Names, Designations and other particulars of the Public Information Officers.*
- Chapter – 9 (Manual-8) - *Procedure followed in Decision Making Process*
- Chapter –10(Manual-9) - *Directory of Officers and Employee*
- Chapter –11(Manual-10) - *The Monthly Remuneration received by the Department Officers and Employees including the System of Compensation as provided in regulation.*
- Chapter –12(Manual-11) – *The Budget Allocated to each Agency*
- Chapter –13(Manual-12) – *The Manner of Execution of Subsidy Programme*
- Chapter –14(Manual-13) – *Particulars of Recipients of Concessions, permits or authorization granted by it*
- Chapter –15(Manual-14) – *Norms set by it for discharge of its functions*
- Chapter –16(Manual-15) – *Information available in an electronic form.*
- Chapter –17(Manual-16) – *Particulars of the facilities available to citizens for obtaining Information*
- Chapter –18(Manual-17) – *Other useful information*

### **1.5. Definitions**

In these hand book, unless the context otherwise requires:-

- (i) **“Act”** means The Pondicherry Town and Country Planning Act, 1969 and amendments issued from time to time.
- (ii) **“Chief Town Planner”, “Senior Town Planner” and “Junior Town Planner”** means the Town Planners appointed by the Government under the said Act;
- (iii) **“Development”** with its grammatical variations, means the carrying out of building engineering, mining or other operations in, on, over or under the land or the making of any material change in any building or land or in the use of any building or land and includes sub-division of land;
- (iv) **“Development Plan”** means an interim development plan or Comprehensive Development Plan or detailed Development Plan prepared under this Act;
- (v) **“Land use Map”** is a map that contains the existing use of every piece of land in the planning area and the existing use of every building therein;
- (vi) **“Land use Register”** is a register which contains a set of Land a Use Building Use Map to record and maintain the Land and Building Use Surveys conducted from time to time;
- (vii) **“Local Newspaper”** means any Newspaper published or circulated within the local planning are;
- (viii) **“Planning Authority”** means any local Planning Authority constituted under the Town and Country Planning Act, 1969;
- (ix) **“Rules”** means a rule made under this Act by the government by notification in the Official Gazette;
- (x) **“Town and Country Planning Department”** means the department set up the Government for purposes assigned to under this Act;
- (xi) **“Union Territory”** means the Union Territory of Pondicherry.

4.

- 1.6. - In case some body wants to get more information on topics given above, ***The Chief Town Planner, Town and Country Planning Department, Jawahar Nagar, Pondicherry*** may be contacted.
- 1.7. In case of getting information not available in the hand book, the public may approach ***the Chief Town Planner, Town and Country Planning Department, Jawahar Nagar, Boomianpet, Pondicherry-5.***



## **CHAPTER – 2 (Manual – 1)**

### **Particulars of Organisation, Functions and Duties**

#### **2.1. Objective / purpose of the Town and Country Planning Department**

The Town and Country Planning Department is responsible for the planned growth of the urban and rural areas in the Union Territory of Pondicherry, through preparation and enforcement of development plans in accordance with the provisions of “The Pondicherry Town and Country Planning Act 1969”. The department advises Government Departments and other quasi Government agencies in deciding locational decisions in the Union Territory.

#### **2.2. Mission / Vision Statement of the Department**

The Mission of the Department is to provide hygienic living environment by way of sustainable development planning.

The vision of the Department is to have a hut-less Pondicherry for a high standard of living conditions.

#### **2.3 Brief history of the Department and context of its formation**

The Town & Country Planning Department was established in Pondicherry during November 1966 as a separate wing of PWD. Since enormous developments had come within as well as outside the urban areas of the Union Territory and in order to control the spatial developments a separate organization in the name of Town and Country Planning Department was established during the year 1971. Subsequently, the Sub-Offices were set up in Karaikal, Mahe and Yanam in March 1974, November 1979 and June 1983 respectively. The present staff strength of the Department is 76.

#### **2.4 Duties of the Department**

##### **1. Preparation of Development Plans:**

“The Pondicherry Town & Country Planning Act, 1969” was brought into force on 15.09.1972 to exercise proper development control and to provide for planning the development and use of urban and rural lands in the Union Territory. Under the above Act, necessary ‘Rules’ and ‘Building Bye-laws and Zoning Regulations” were framed and the same

came into effect during the year 1972 and 1974 respectively. In order to effect development control and to discharge the duties and responsibilities conferred under the Act, Planning Authorities were constituted in each region i.e. Pondicherry, Karaikal, Mahe and Yanam. The Comprehensive Development Plan for Pondicherry was prepared by this Department and the same was notified on 9.3.1982. This Plan was reviewed and notified on 30.9.1997. Subsequently, the Development plans for the other regions i.e., Karaikal, Mahe and Yanam were also prepared. The Comprehensive Development Plan for Yanam was notified in February'99 and the Comprehensive Development Plan for Karaikal was also notified during November '99. With regard to Mahe, the Comprehensive Development Plan could not be notified as many public objections received. Action is being taken to revise the CDP for Mahe.

## **2. Plan Implementation:**

In the absence of a Development Authority in the Union Territory of Pondicherry, this Department undertakes certain Housing and Urban Development Schemes, which forms part of the development plan proposals in the respective regions and is being executed through the implementing agencies.

## **3. Housing:**

The important schemes implemented under the Housing Sector are:-

- i) Land Acquisition & Development Scheme
- ii) Slum Upgradation Programme
- iii) Housing Board Grants-in-aid, and
- iv) Training for Artisans/Masons (Building Centre)

i). Under the Land Acquisition and Development Scheme, large chunks of lands are acquired and developed into residential layouts and sold to income groups of general public on "no profit no loss" basis.

ii). 'Slum Upgradation Programme',- The scheme aims at acquiring sites at different parts of urban areas and to construct tenements and provide developed plots under "Sites and Services" concept to the slum dwellers. Improvement works to the existing Slums are being implemented through the Slum Clearance Board. The tenements in storeyed block are made available to the slum dwellers on rental basis.

Apart from the above, upgradation of slum areas by extending basic amenities, are also proposed to be undertaken.

iii) Under the Housing Board Grants-in-aid scheme, the Pondicherry Housing Board, constituted during the 1973, is provided with Seed Capital to meet out the short fall in implementing the “Two Million Housing Programme” of the Government of India.

iv) Training for Artisans/Masons in the cost-effective building construction techniques is imparted through the ‘Building Centre’ at Villianur. So far 286 unskilled and semi-skilled workers have benefited. It is proposed to impart training to 20 nos. of skilled workers and 40 nos. of unskilled workers in cost effective building techniques during the current financial year.

#### **4. Urban Development :**

Under the Urban Development Sector, the Department is implementing three important schemes :-

- i). Capital Development Project. -
- ii) Environmental Improvements in Urban Slums -
- iii) Traffic & Transportation Improvement and Management Measures in Urban areas.

i) Under the Scheme Capital Development Project, construction of office complexes, improvement to sea-beach, extension of urban amenities to the city and peripheries etc., are being taken up. The present new bus-stand in Pondicherry city was constructed under the scheme. In order to decentralise the commercial activities from city centre, construction of satellite markets are taken up as part of the programme. It is also proposed to develop an “Urban Social Forest” in Pondicherry. The main emphasis under the scheme is to develop the Pondicherry town befitting to be the capital city. Creation of a “Heritage fund” to preserve Architectural/cultural heritage in the boulevard town in Pondicherry is also envisaged. It is also proposed to extend the scheme to Karaikal region during the financial year 2002-2003.

ii) The scheme “Environmental Improvements in Urban Slums (EIUS)” aims at improving the environmental conditions in the existing slums by extension of a package of physical services like roads, drains, toilet blocks, water supply facilities etc. So far, under the scheme improved and constructed 1, 14, 010 meters of road/path-ways, constructed 1,02,997 metres of storm water drains, 162 community baths, 333 community latrines and 100 water taps, serving a slum population of 1,63,342 nos.

iii) Under the scheme “Plan for Traffic and Transportation Improvement and Management Measures in Urban areas”, improvement of major roads within the boulevard and outside, provision of traffic signals to ease traffic problems/bottlenecks and construction of bus shelters are being taken up. During the next financial year, it is proposed to conduct a comprehensive study on the traffic & transportation and formulate a Comprehensive Plan for improvements and management measures for Pondicherry.

The main duties of the Department are to implement various schemes / works undertaken with public interface.

## **2.5 Main activities / functions of the Department**

The following schemes are being operated by this Department:

- (1) Land Acquisition and Development Scheme
- (2) Issue of site clearance to industries
- (3) Appeals filed to the Town & Country Planning Board
- [4] Preparation of Comprehensive Development Plan.

## **2.6 List of services being provided by the Department with a brief write-up on them.**

The following schemes are being implemented:

### **Scheme No. 1 - LAND ACQUISITION AND DEVELOPMENT SCHEME**

The objective of the Land Acquisition and Development Scheme is to make available housing plots at reasonable price to the needy who do not have any house or plot in the Union Territory of Pondicherry and to check spiraling land cost and speculation in urban land values. The department acquires large chunks of urban land and develops the same into plots with basic infrastructures. The plots are then sold to various income groups of general Public on ‘No Loss – No Profit’ basis.

#### **Procedure adopted:**

Applications are invited from the eligible public through advertisements. The particulars to be furnished by the applicants are:



- (a) Certificate to the effect that the applicant is a domicile of the Union Territory of Pondicherry.
- (b) Income Certificate issued by the Competent authority.
- (c) A declaration made before the First Class Magistrate that the applicant does not own a house or developed plot in any town in the Union Territory of Pondicherry whether in his/her own name or in the name of his/her, wife/husband or minor children.
- (d) Non-allotment certificates from other agencies/departments.

The allotment is made on lot basis in front of the public. When an applicant is allotted with a plot he has to pay 25% of the plot cost along with letter of acceptance within 15 days from the date of receipt of allotment order. If he fails to pay the 25% of the plot cost, his allotment will be cancelled. The applicant has to pay the balance 75% of the plot cost within three months from the date of letter of acceptance. If he fails to pay the amount, his allotment is liable to be cancelled.

### **Scheme No. 2 - ISSUE OF SITE CLEARANCE TO INDUSTRIES**

Site clearances for industrial locations are issued considering the zoning regulations, existing developments at site and future consequences, performance of the unit and its effects on the environment.

#### **Procedure adopted:**

The District Industries Centre under Single Window Concept sends the applications submitted to the Industries Department/District Industries Centre for establishing Small Scale/Medium Scale/Large Scale industries in Pondicherry region to the concerned Municipalities/Local bodies.

The Municipalities/Local bodies forward the applications to various departments as required under the rules. Town and Country Planning Department is one such department. The department provides opinion from spatial planning point of view with respect to industrial locations.

The Government orders in force in this regard are:

- (a) No manufacturing industries shall be permitted within the Boulevard of Pondicherry except service industries with installed capacity of 3 HP without involving any noise/air/water pollution/traffic hazards and handicraft and cottage industries without using power. This also applies to approved and predominant residential areas.
- (b) Outside the Pondicherry Boulevard, but within the urban area; industries with machineries up to 20.0 HP are permitted.
- (c) No chemical or polluting Industries are permitted within the residential areas.
- (d) In Kalapet, no chemical or water based industries shall be permitted.
- (e) Industries, which need more than 10,000, lit. of potable water per day will not be allowed to be set up within 6 kms. from the coastal line of Pondicherry.
- (f) Along seacoast, within 500 metres from High Tide Line on the land ward side, setting up of new industries and expansion of existing industries except those directly related to water front or directly needing foreshore facilities will not be considered.

**Scheme No. 3 - APPEALS FILED TO THE TOWN & COUNTRY PLANNING BOARD**

The Town and Country Planning Act 1969 provides for appeal to the Town & Country Planning Board by the aggrieved parties on the decisions of the Planning Authorities.

**Procedure adopted:**

Any person aggrieved by an order of the Planning Authority can file an appeal against such orders to the Pondicherry Town and Country Planning Board, under various sections of the Act, within 30 days from the date of issue of the order along with a copy of the order appealed against with grounds of appeal. The Chairman of the Board is the Hon'ble Minister for Town Planning. The Board considers the appeal in its meetings and takes decisions on the appeals.

## **2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc.**

The Minister in charge for the Town and Country Planning department is Thiru N. Rangasamy, Hon'ble Chief Minister of Pondicherry. The Secretary in charge of the department is Thiru A.K.Singh, I.A.S., the Head of Department is Thiru R.Pichumani, Chief Town Planner and Thiru S.Sridarane, Senior Town Planner is Head of Office.

### ***Organisational structure:***

The Chief Town Planner heading the department is assisted by a Senior Town Planner with 3 Junior Town Planners, 1 Assistant Planner (Architect) and 1 Junior Accounts officer at Pondicherry and 3 Junior Town Planners in the outlying regions each one at Karaikal, Mahe and Yanam.

### ***Number of employees in the department (category wise) :***

Group 'A' : 1

Group 'B' : 6

Group 'C' : 31

Group 'D' : 25

The organization chart of the Town and Country Planning Department gives a vivid description of the duties allotted to the officers employees of the Department. There are also 3 sub-offices one each in the outlying region of Karaikal / Mahe / Yanam under the control of Junior Town Planner who is also the Member Secretary of the concerned Planning Authorities.

**ORGANISATIONAL CHART OF TOWN AND COUNTRY PLANNING DEPARTMENT**

<b>Chief Town Planner</b>											
<b>Steno Gr. I : 1</b>											
<b>Senior Town Planner</b>											
<b>Steno Gr. II : 1</b>											
<b>J.T.P. (Planning)</b>	<b>J.T.P. (Dev.)</b>	<b>J.T.P. (Housing)</b>	<b>A.P. (Arch)</b>	<b>J.A.O.</b>	<b>J.T.P. (Sub:Office,Karaikal)</b>			<b>J.T.P.(Sub:Office,Mahe)</b>		<b>J.T.P.(SubOffice,Yanam)</b>	
<b>TPA 3</b>	<b>TPA 3</b>	<b>TPA 3</b>	<b>(Vacant)</b>	<b>Supdt. gr.II 1</b>	<b>TPA 1</b>	<b>UDC 1</b>	<b>TPA 1</b>	<b>UDC 1</b>	<b>TPA 1</b>	<b>U.D.C 1</b>	
<b>D'Man 1</b>	<b>D.Man 1</b>	<b>D,Man 1</b>	<b>D,Man 1</b>	<b>S.O. 1</b>							
<b>Helper 3</b>				<b>Comp 1</b>							
				<b>Assistant 1</b>	<b>D'Man 2</b>	<b>L.D.C 1</b>	<b>D'Man 2</b>	<b>LDC 1</b>	<b>D'Man 1</b>	<b>L.D.C 1</b>	
				<b>U.D.C. 3</b>	<b>A.F.P. 1</b>	<b>Driver 1</b>	<b>Helper 1</b>	<b>Driver 1</b>	<b>Helper 1</b>	<b>Driver 1</b>	
				<b>L.D.C. 3</b>	<b>Helper 1</b>	<b>Peon 1</b>		<b>Peon 1</b>		<b>Peon 1</b>	
				<b>Driver 3</b>		<b>San.Asst 1</b>		<b>San.Asst 1</b>		<b>San.Asst 1</b>	
				<b>Peon 4</b>							
				<b>W'Man 2</b>							
				<b>San.Asst 1</b>							

**LEGEND**

<b>C.T.P.</b>	<b>Chief Town Planner</b>
<b>S.T.P.</b>	<b>Senior Town Planner</b>
<b>J.T.P.</b>	<b>Junior Town Planner</b>
<b>A.P.(Arch.)</b>	<b>Assistant Planner (Arch)</b>
<b>J.A.O.</b>	<b>Junior Accounts Officer</b>
<b>S.O.</b>	<b>Statistical Officer</b>
<b>SupdtGr.II</b>	<b>Superintendent (Grade:II)</b>
<b>TPA</b>	<b>Town Planning Assistant</b>
<b>Steno Gr.I</b>	<b>Stenographer (Grade:I)</b>
<b>Steno Gr.II</b>	<b>Stenographer (Grade:II)</b>
<b>Asst.</b>	<b>Assistant</b>
<b>D,Man</b>	<b>Draughtsman</b>
<b>U.D.C.</b>	<b>Upper Divisional Clerk</b>
<b>L.D.C.</b>	<b>Lower Divisional Clerk</b>
<b>A.F.P.</b>	<b>Assistant Ferro Printer</b>
<b>W'Man</b>	<b>Watchman</b>
<b>S.Asst.</b>	<b>Sanitary Assistant</b>

**Technical**

<b>C.T.P.</b>	<b>: 1</b>
<b>S.T.P.</b>	<b>: 1</b>
<b>J.T.P.</b>	<b>: 6</b>
<b>A.P.(Arch.)</b>	<b>: 1</b>
<b>S.O.</b>	<b>: 1</b>
<b>Town Plg.Asst.</b>	<b>:12</b>
<b>Computer</b>	<b>: 1</b>
<b>D,Man</b>	<b>: 9</b>
<b>A.F.P.</b>	<b>: 2</b>
<b>Helper</b>	<b>: 6</b>

**Ministerial**

<b>J.A.O.</b>	<b>: 1</b>
<b>Steno Gr.I</b>	<b>: 1</b>
<b>Supdt.Gr.II</b>	<b>: 1</b>
<b>Assistant</b>	<b>: 1</b>
<b>U.D.C.</b>	<b>: 6</b>
<b>L.D.C.</b>	<b>: 6</b>
<b>Steno.Gr.II</b>	<b>: 1</b>
<b>Driver</b>	<b>: 6</b>
<b>Peon</b>	<b>: 7</b>
<b>Watchman</b>	<b>: 2</b>
<b>San.Asst.</b>	<b>: 4</b>

**Vacancy  
Position**

<b>C.T.P</b>	<b>1</b>	<b>Pondy</b>
<b>A.P.</b>	<b>1</b>	<b>Pondy</b>
<b>Helper</b>	<b>1</b>	<b>Pondy</b>
<b>W,man</b>	<b>1</b>	<b>Pondy</b>
<b>Total</b>	<b>4</b>	

<b>Total</b>	<b>:40</b>	<b>:36</b>
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<b>Total Staff Strength</b>	<b>76</b>
<b>Staff Strength in position</b>	<b>72</b>
<b>Vacant Position</b>	<b>4</b>

**2.8 Expectation of the Department from the public for enhancing its effectiveness and efficiency.**

The Town and Country Planning Department expects active participation from the general Public in finalizing the Comprehensive Development Plan for Pondicherry.

**2.9 Arrangements and methods made for seeking public participation/ contribution.**

The officers can be met during office hours on all the working days. The working locations of the above officers are exhibited in the office layout plan displayed at the entrance of the office.

**2.10 Mechanism available for monitoring the service delivery and public grievance resolution.**

Any grievance/complaints on the matter can be redressed through the following procedure -

The aggrieved party may contact the dealing assistants concerned during office hours.

If the party still needs any clarification, they may approach Junior Town Planner (Planning)-Cum-Public Relations Officer who will also attend to complaints of general nature.

If the public further needs any assistance or points to be clarified, they may approach Senior Town Planner and Chief Town Planner for all matters. There is also a Complaint Box in the office premises fitted at the entrance itself, which will be opened daily and dealt by the Chief Town Planner.

**2.11 Address of the main office and other offices at different levels.**

**Main Office** - The Chief Town Planner,  
Town and Country Planning Department,  
Jawahar Nagar, Boomianpet,  
Pondicherry – 605 005.

**Sub-Office** - The Junior Town Planner,  
Town and Country Planning Department,  
Sub-Office, Perunthalaivar Kamaraj  
Centenary Building Complex,  
Karaikal – 609 602.

14. -

**Sub-Office** - The Junior Town Planner,  
Town and Country Planning Department,  
Sub-Office, Civil Station Building,  
Mahe – 673 310.

**Sub-Office** - The Junior Town Planner,  
Town and Country Planning Department,  
Sub-Office, Civil Station Building,  
Yanam – 533 464

**2.12 Morning hours of the office** : From 8.45 a.m. to 1.00 p.m.

**Closing hours of the office** : From 2.00 p.m. to 5.45 p.m.



## **CHAPTER – 3 (Manual – 2)**

### **Powers and Duties of Officers and Employees**

#### **3.1. The powers and duties of officers and employees of the Town and Country Planning Authority are as tabled below:**

<b><i>Designation</i></b>	<b><i>Powers</i></b>		<b><i>Duties</i></b>
	<b><i>Administrative</i></b>	<b><i>Financial</i></b>	
Chief Town Planner	Head of Department in respect of Town and Country Planning Department including all sub-offices of outlying regions	As applicable to all Heads of Departments in the U.T.	Advising the State Government / quasi Government agencies on all matters relating to physical development of urban and rural areas, preparation of development plans for all urban and rural settlements and its implementation and preparation of schemes including implementation under Housing and urban development sectors
Senior Town Planner	Head of Office of the Town and Country Planning Dept.	As applicable to all Heads of Offices in the U.T.	Preparation of development plans for all urban and rural settlements and its implementation and preparation of schemes including implementation under housing and urban development sectors. Assisting the Chief Town Planner on all planning / technical and administrative matters.
Junior Town Planner	Section Head	Not applicable	Assisting the Senior Town Planner in preparation of development plans for all urban and rural settlements. Implementation of the schemes under Housing and urban development sectors like Land Acquisition and Development schemes. Slum Upgradation Programme /Capital Development Project/Traffic & Transportation / improvements and management measures and other Centrally Sponsored Scheme.
Town Planning Assistant	Not applicable	Not applicable	To assist the Junior Town Planner in the preparation of development plans for urban and rural settlements, collecting and analysis of data, preparation of maps, charts etc. for preparation of dev. Plans, cost estimate and design works.
D'Man	Not applicable	Not applicable	Plotting of survey details, preparation of base maps, tracing, inking, colouring etc. required for presentation works and visual study of Town and environs



**CHAPTER – 4 (Manual – 3)****Rules, Regulations, Instructions, Manual and Records, for Discharging Functions****4.1. The list of rules, regulations, instructions, manuals used by this Department for discharging the functions are as follows:****Name of the Document:****Land Acquisition and Development Scheme Rules****Brief write-up on the document:**

Under Land Acquisition and Development Scheme, The Town and Country Planning Department acquires land in bulk and developed into plots with all infrastructure facilities for the purpose of housing of various categories, viz., LIG, MIG and EWS. The applications are invited from the eligible public accompanied by the following documents

1. Income certificate issued by the competent authority.
2. Certificate of domicile in the Union Territory of Pondicherry
3. A declaration made before the First Class Magistrate that the applicant does not own a house or developed plot in any town in the Union Territory of Pondicherry, whether in his/her own name or in the name of his/her wife/husband or minor children.
4. Non-Allotment certificates from other agencies/departments.

The allotment is made on lot basis in front of the public. When an applicant is allotted with a plot, he has to pay 25% of the approximate cost of the plot along with the intimation of his acceptance of allotment and remaining 75% within three months from the date of such of acceptance.

The allottee should furnish an undertaking to the effect that

- a. he will get the building plans approved by the Planning Authority before starting the construction
- b. he will start the construction within a period of two years from the date of allotment and complete it within a period of three years.
- c. he will not sell or transfer in any other manner his plot to any person without prior permission of the Government and where such permission is given by the Government, he will sell or transfer his plot subject to the condition that 50% of the un-earned increase in value of the plot is paid to the Government.

Failure to observe any of the conditions mentioned above will entail in cancellation of the allotment and also forfeiture of an amount not exceeding 20% of the amount paid by the allottee along with the intimation of acceptance.



From where one can get a copy of rules, regulations, instructions, manual and records

**Address:** *Town and Country Planning Department,  
Jawahar Nagar, Boomianpet, Pondicherry – 605005.  
Telephone No: 2200051*

Fee charged by the department for a copy of rules, regulations, instruction, manual and records : Nil

**Name of the Document:**

***2. Perunthalaivar Kamaraj Centenary Housing Scheme for Houseless Poor Rules, 2003***

**Brief write-up on the document:**

The object is to provide financial assistance of Rs.40,000/- to each of the Houseless Poor Below Poverty Line to construct a house. To avail the financial assistance, under these rules, the applicant shall be

1. a citizen of India
2. a native/resident of Pondicherry
3. a poor person whose annual income is not more than Rs. 24,000/-
4. a houseless and should own a plot.

The application for construction shall be submitted by the intending poor to the Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/Sub-Collector, as the case may be, in respect of other outlying regions of Mahe and Yanam. The Chief Executive Officer, Pondicherry Slum Clearance Board shall conduct enquiries to ascertain whether the applicant is eligible for the grant assistance and shall convene a Meeting of the Advisory Committee under the Chairmanship of the Chairman, Pondicherry Slum Clearance Board and place the applications recommended before them for the selection of the beneficiaries.

After receipt of the list of beneficiaries, the Town and Country Planning Department will obtain necessary approval and expenditure sanction from the Government and the amount will be given to the Pondicherry Slum Clearance Board for disbursing the amount to the beneficiaries.

The subsidy amount will be disbursed in three installments, viz. Rs. 15,000/- as first installment, Rs.15,000/- as second installment after completion of lintel level of house and third and final installment of Rs. 10,000/-after completion of roof concreting.

From where one can get a copy of rules, regulations, instructions, manual and records

**Address:** *Town and Country Planning Department,  
Jawahar Nagar, Boomianpet, Pondicherry – 605005.  
Telephone No: 2200051*

Fee charged by the department for a copy of rules, regulations, instruction, manual and records : Nil

**Name of the Document:**

***3. The Pondicherry Chief Minister's Sanitation Scheme for Grant of Financial Assistance to Below Poverty Line Families for Construction of Sanitary Latrines Rules, 2005***

**Brief write-up on the document:**

The object is to provide financial assistance for construction of a sanitary Latrine to each Below Poverty Line family who own a house and completed the construction in all respects and do not have a sanitary Latrine. To avail the financial assistance, the applicant shall be

1. a citizen of India
2. a native/resident of Pondicherry
3. a poor person whose annual income is not more than Rs. 24,000/-
4. a BPL family who owns a house and completed the construction in all respects and do not have a sanitary Latrine.

The application for construction shall be submitted by the intending poor to the Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/Sub-Collector, as the case may be, in respect of other outlying regions of Mahe and Yanam. The Chief Executive Officer, Pondicherry Slum Clearance Board shall conduct enquiries to ascertain whether the applicant is eligible for the grant assistance and shall convene a Meeting of the Advisory Committee under the Chairmanship of the Chairman, Pondicherry Slum Clearance Board and place the applications recommended before them for the selection of the beneficiaries.

After receipt of the list of beneficiaries, the Town and Country Planning Department will obtain necessary approval and expenditure sanction from the Government and the amount will be given to the Pondicherry Slum Clearance Board for disbursing the amount to the beneficiaries.

19.

The subsidy amount will be disbursed at category wise as detailed below

a. Rs. 10,000/- for those who will be constructing latrine with Septic tank

b. Rs. 5,000/- for those who will be constructing latrine without septic tank have the outlet linked to underground sewerage system

c. Rs. 2,500/- for those who have constructed their latrine with or without septic tank but not yet plastered or not yet completed the latrine in all respects including connection to the septic tank / underground sewer as the case may be.

From where one can get a copy of rules, regulations, instructions, manual and records

**Address:** *Town and Country Planning Department,  
Jawahar Nagar, Boomianpet, Pondicherry – 605005.  
Telephone No: 2200051*

Fee charged by the department for a copy of rules, regulations, instruction, manual and records : Nil

**Name of the document:**

***(4) Slum Upgradation Programme***

**Brief write-up on the Document:**

Under the scheme “**Slum Upgradation Programme**” developed plots and tenements in storeyed blocks are made available to the slum dwellers on rental basis. Apart from this, Upgradation of slum areas by extending basic amenities, are also proposed to be undertaken.

Copy of rules, regulations, instructions, Manual and records can be obtained from **Town and Country Planning Department, Jawahar Nagar, Boomianpet, Pondicherry – 5. Telephone No: 2200051, Fax: 2206833**

Fee charged by the department for a Copy of rules, regulations, instructions, Manual and records - Nil

**Name of the document:**

***(5) Housing Board Grant – in – Aid***

**Brief write-up on the Document:**

Under the scheme, the Pondicherry Housing Board, constituted during the year 1973, is provided with Seed Capital to make up the short fall while implementing various Housing Schemes.

Copy of rules, regulations, instructions, Manual and records can be obtained from **Pondicherry Housing Board, Pondicherry, Anna Nagar, Pondicherry – 5. Telephone No: 2203061**

**Name of the document:**

**(6) Training Centre for Artisans / Masons (Building Centre)**

**Brief write-up on the Document:**

The Objective of the scheme is to popularize cost effective building technique, through the Building centre Artisans / Masons will be trained in the cost effective Building Techniques at the Building Centre, Villianur and Rural Building Centre at Karaikal.

Copy of rules, regulations, instructions, Manual and records can be obtained from **the Member Secretary, Building Centre, Villianur, Pondicherry – 5. Telephone No: 2202213.**

**Name / title of the document:**

**(7) Valmiki Ambedkar Malin Basti Awas Yojana (Vambay)**

**Brief write-up on the Document:**

The scheme is primarily aimed at ameliorating the housing problems for the slum dwellers living below poverty line in different town and cities all over the country. Under this scheme houses are constructed for the urban slum dwellers at a cost of Rs.40,000/- per houses.

Copy of rules, regulations, instructions, Manual and records can be obtained from **Pondicherry Slum Clearance Board, Savanapet, Pondicherry – 5. Telephone No:**

Fee charged by the department for a Copy of rules, regulations, instructions, Manual and records – Nil.

**Name of the document:**

**(8) Capital Development Project**

**Brief write-up on the Document:**

The main emphasis under the scheme is to develop the Pondicherry town befitting to be the capital city. Construction of office complexes, improvement to sea-beach, extension of urban amenities to the city and peripheries etc., are being taken up. In order to decentralize the commercial activities from city centre, construction of satellite markets are taken up as part of the programme.

Copy of rules, regulations, instructions, Manual and records can be obtained from **Town and Country Planning Department, Jawahar Nagar, Boomianpet, Pondicherry – 5.**  
**Telephone No: 2200051, Fax: 2206833**

Fee charged by the department for a Copy of rules, regulations, instructions, Manual and records – Nil

**Name of the document:**

**(9) Plan for Traffic and Transportation Improvement and Management Measures in Urban Areas**

**Brief write-up on the Document:**

The objective of the scheme is to resolve traffic congestion and bottleneck problems in the urban areas of the U.T. by carrying out improvement works to major roads, provision of missing link and bye pass roads at appropriate locations, spot improvement of junction provision of traffic signals, provision of bus bays, bus stops and pedestrian walk facilities, provision of road markings and road signs and other works related to organize safer movement of all road users.

Copy of rules, regulations, instructions, Manual and records can be obtained from **Town and Country Planning Department, Jawahar Nagar, Boomianpet, Pondicherry – 5.**  
**Telephone No: 2200051, Fax: 2206833**

Fee charged by the department for a Copy of rules, regulations, instructions, Manual and records – Nil

**Name of the document:**

***(10) Environmental Improvements in Urban Slums***

**Brief write-up on the Document:**

The scheme “Environmental Improvements in Urban Slums (EIUS) aims at improving the environmental conditions in the existing slums by extension of a package of physical services like roads, toilet blocks, water supply facilities etc.

Copy of rules, regulations, instructions, Manual and records can be obtained from ***Pondicherry Slum Clearance Board, Savanapet, Pondicherry – 5. Telephone No:***

Fee charged by the department for a Copy of rules, regulations, instructions, Manual and records – Nil.



## **CHAPTER – 5 (Manual – 4)**

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

#### **FORMULATION OF POLICY**

5.1. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

<b>Sl.No.</b>	<b>Subject / Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangements for seeking public participation</b>
1.	Preparation of comprehensive development plan for Urban area's of Pondicherry U.T.	Yes	Public participation is ensured by inviting objection from general public with respect to preparation of comprehensive development plan (CDP) for Urban area's of Pondicherry U.T.

#### **IMPLEMENTATION OF POLICY**

5.2. Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

<b>Sl. No.</b>	<b>Subject / Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangements for seeking public participation</b>
1.	Preparation of comprehensive development plan for Urban area's of Pondicherry U.T.	Yes	As per the provision of the Town and Country Planning Act 1969



## **CHAPTER – 6 (Manual – 5)**

### **A Statement of the categories of documents that are held by it or under its control**

**6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others**

<b>Sl.No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
1.	Act	Town and Country Planning Act, 1969	By giving a requisition letter to the Department and on payment	Chief Town Planner
2.	Rule	Town and Country Planning Rules, 1974	By giving a requisition letter to the Department and on payment	Chief Town Planner
3.	Law	Pondicherry Building Bye-laws & Zoning Regulations, 1972	By giving a requisition letter to the Department and on payment	Chief Town Planner
4.	Map	Existing land use map & land use register (for planning area)	Gazette notification can be obtained from Government Press on payment.	Chief Town Planner
5.	Plan	Comprehensive Development Plan (Master plan for planning area)	Gazette notification can be obtained from Government Press on payment.	Chief Town Planner



## **CHAPTER – 7 (Manual – 6)**

### **A Statement of Boards, Council, Committees and other Bodies constituted as its part**

#### **7.1. Information on Boards, Councils, Committees and other Bodies related to the Department :**

- (1) Town and Country Planning Board
- (2) Environmental Control and Landscaping Committee -
- (3) “Registration Committee” -
- (4) Land Acquisition and Development Scheme Committee -
- (5) Pondicherry Planning Authority
- (6) Karaikal Planning Authority
- (7) Mahe Planning Authority
- (8) Yanam Planning Authority

#### **(1) Town and Country Planning Board**

- ❖ **Type** - Board
- ❖ **Role of the body** -
  - (a) To guide, direct and assist Planning Authorities. -
  - (b) To advise the Government in matters relating to Town and Country Planning, Development and use of rural and urban land in the Union Territory and to perform such other functions as the Govt. may, from time to time, assign to it under the Town & Country Planning Act, 1969.
- ❖ **Structure and Member Composition** – The Official and Non-Official Members of the Pondicherry Town and country Planning Board as detailed below :
  1. The Minister in-Charge of Town Planning. ... Chairman
  2. The Secretary to Government (Town Planning) ... Vice-Chairman
  3. The Collector –cum –District Magistrate ... Member
  4. The Chief Engineer, Public Works Department ... Member
  5. The Director, Health & Family welfare services, ... Member
  6. The Director, Local Administration Department ... Member
  7. Dr. S. Anandavelu, M.B.B.S., D.C.H., M.I.C.P., Ex. M.L.A.,  
No. 3, Thirumurugan Street, Kamaraj Nagar,  
Pondicherry-11. ... Member
  8. Thiru K.Subhas chandra Bose,  
(Retd. Chief Engineer, Public Works Department)  
No. 8, Vallalar Salai, Venkata Nagar, Pdy- 11. ... Member

9. Thiru Yerra Subrahmanyeshwara Rao,  
No. 4-8, Pillaraya Street, Yanam – 533 464. ... Member
10. The Chief Town Planner, T&CP Dept. Pdy ... Member  
Secretary.

- ❖ **Head of the Body** - The Minister Incharge (Town and Country Planning)
- ❖ **Address of Main Office** - Town and Country Planning Department, Pondicherry.
- ❖ **Frequency of Meetings** - Once in every six months.
- ❖ **Public participation** - Only members.
- ❖ **Minutes** - Minutes of the meetings are prepared.
- ❖ **Availability** - Minutes of the meetings are not made available to the public, only as and when requested.

## **(2) Environmental Control and Landscaping Committee**

- ◆ **Type** - Committee
- ◆ **Introduction** - In order to formulate guidelines, norms and standards for planning and designing important public and private buildings and also to scrutinize and approve important buildings for avoiding misuse of landscape and bring in harmony of design with nature a committee named “Environmental Control and Landscaping Committee” was constituted vide G.O.Ms.No.63/86/F6 dt.23.4.1986. All the important buildings to be constructed by the Government and by private citizen/firms and all three storeyed buildings should be got approved by the above committee before it is approved by the concerned local authorities/Planning Authorities. The Committee will be on the lines of Urban Arts Commission of New Delhi.
- ◆ **Role of the Body** - The Committee will serve as was open body and laydown detailed guidelines, norms and standards to control and preserve the quality of environment.

- ◆ **Structure and Member Composition** - The Committee was lastly - reconstituted vide G.O.Ms. No.16/93/Hg, dt.28.9.93 with the following -

1. -Secretary (Town and Country Planning).
2. -Principal Engineer, P.W.D, Pondicherry.
3. -Senior Architect, P.W.D.
4. Thiru N.Ramakrishnan, B.E. -  
No.26, Shanthi Nagar, Pondicherry. -
5. -Tmt.Sakthidevi Kalaivani, B.Arch., -  
No.91, Muthumariamman koil Street, Pondicherry. -
6. -Thiru R.S.Chari, Former Development Commissioner, -  
Ramakrishna Nagar, Muthialpet, Pondicherry. -
7. Senior Town Planner, -  
Town and Country Planning Department, Pondicherry. -

- ◆ **Head of the Body** - The Secretary (Town & Country Planning)
- ◆ **Address of Main Office** - Office of the Town and Country Planning Department
- ◆ **Frequency of Meetings** - As and when necessary
- ◆ **Public participation** - Public can't participate in the meetings.
- ◆ **Minutes** - Minutes of the meetings are prepared.
- ◆ **Availability** - Minutes of the meetings are not made available to the public.

### **(3) "Registration Committee"**

- ◆ **Type** - Committee
- ◆ **Introduction** - The building plans which are submitted to local/planning authorities are prepared and signed by the Registered Engineers/Architects/Licensed Supervisors. The minimum qualification required for a Registered Engineer is a bachelor degree in Civil Engineering and for the Registered Architect is a bachelor degree in Architect. Applicants with a Diploma in Civil Engineering or Diploma in Architectural Assistantship and having five years of experience are eligible for enlistment of licensed supervisors. In order to approve the enlistment of registered Engineers, Architects and Licensed Supervisor a Registration Committee was constituted vide G.O.Ms.No.190/77- ub, dt.21.11.1977.

- ◆ **Role of the body** - The applications received from the planning authorities are duly processed with respect to their qualification and experience and a proposal is submitted to the Registration Committee for approval by the Senior Town Planning / Chief Town Planner. The members of the Committee will approve the enlistment of registered Engineers/Architect/Licensed Supervisor.
- ◆ **Structure and Member Composition** – The Committee comprises the following
  - (1) The Secretary to Government
  - (2) The Principal Engineer/Chief Engineer
  - (3) The Principal, Mothilal Nehru Government Polytechnic
  - (4) The Senior Town Planner/Chief Town Planner.
- ◆ **Head of the Body** - The Secretary (Town and Country Planning)
- ◆ **Address of Main Office** - Town and Country Planning Department, Pondicherry.
- ◆ **Frequency of Meetings** - Proposals are submitted to the Committee by circulation.
- ◆ **Public participation** - Public can not participate in the meetings.
- ◆ **Minutes** - Minutes of the meetings are prepared.
- ◆ **Availability** - Minutes of the meetings are not made available to the public.

#### **4. Land Acquisition and Development Scheme Committee**

- ❖ Type : Committee
- ❖ Role of the Committee : The functions of the committee are

to identify lands for developing into plots under Land Acquisition and Development Scheme  
 to invite applications from those who are eligible for allotment of plots for residential purposes  
 to scrutinize the applications received  
 to allot the plots after taking into account the preferences, if any, indicated by the applicants

**Structure and Member composition** : The official and non-official members of the Land Acquisition and Development Scheme Committee is as detailed below

1. Minister in-charge of Housing : Chairman
2. Secretary to Government (Housing) : Member
3. Thiru. K. Pandian, S/o. R. Krishnan, : Member  
No.6, Pillaiyar Koil Street,  
Murungapakkam, Pondicherry -4.
4. Thiru. N. Jayaraman, : Member  
S/o. Nandagopal Naiker,  
No.82, Nandha Illam, Main Road,  
Lawspet, Pondicherry-8.
5. -Thiru. R. Somasundaram, Ex. M.L.A., : Member  
No.10, Hospital Road,  
Mettupalayam, Pondicherry-9.
6. -Thiru. A. Narayanasamy, : Member  
S/o. K. Arikrishnan,  
82, Mariamman Koil Street,  
Muthupillaipalayam,  
Pondicherry-10.
7. Thiru. I. Baskaran @ Lekshmanan, : Member  
S/o. Iyyasamy (Ex. M.C.)  
Karaikal - 609 602.
8. Thiru. Remesh Parambath, : Member  
S/o. P.P. Kannan,  
Palloor, Mahe - 670 672.
9. Thiru. Yerra Lakshmana Rao, : Member  
S/o Satyanarayana Murthy,  
Yerra Gardens, Yanam - 533 464.
10. The Chief Town Planner : Member Secretary,  
Pondicherry.

**Head of the Committee** : Minister in charge of Housing.

**Address of main office** : Town and Country Planning Department  
Pondicherry.

<b>Frequency of Meetings</b>	: once in every six months
<b>Public participation</b>	: Only Members
<b>Minutes</b>	: Minutes of the meeting are prepared
<b>Availability</b>	: Minutes of the meetings are not available to the public, only as and when requested.

**(5) THE PLANNING AUTHORITIES IN THE U.T. OF PONDICHERRY**  
**(Constituted under Section 11(2) of the Pondicherry Town and Country Planning Act, 1969)**

**REGION : PONDICHERRY**

<b>Sl.No</b>	<b>Existing Pondicherry Planning Authority committee</b>	
1.	<b>Thiru T. Thiagarajan.</b> ** Non-Official Member (Govt. may notify the change of Chairman as and when required through a notification)	<b>... Chairman</b>
2.	The Superintending Engineer-I, Public Works Department, Pondicherry.	<b>... Member</b>
3.	The Additional District Magistrate, Revenue Department, Pondicherry	<b>... Member</b>
4.	The Deputy Director (Public Health), Pondicherry.	<b>... Member</b>
5.	The Senior Town Planner, Town and Country Planning Department, Pondicherry	<b>... Member</b>
6.	The Commissioner of the respective Commune Panchayat / Municipality.	<b>... Member</b>
7.	Member Secretary, Pondicherry Planning Authority	<b>... Member Secretary</b>

Note:- The above Committee was constituted 155/81- Hg, dated 20-10-1981 and re-constituted Vide G.O.M.S.No.1/96/Hg, dated 2.2.96.

\*\* Note : The appointment of Chairman of the Pondicherry Planning Authority was notified through the notifications vide G.O.Ms.No. 1/96 -Hg, dated 2-2-1996 & 12/97 -Hg, dated 4-12- 1997 & 28/2000 - Hg., dated 11-12-2000 and 2/2005 of dt.11.6.2005 of the Housing Secretariat.

**REGION : KARAIKAL**

<b>Sl.No</b>	<b>Existing Karaikal Planning Authority committee</b>	
1.	Thiru K.P.Udayakumar, ** Non-Official Member (Govt. may notify the change of Chairman as and when required through a notification)	<b>... Chairman</b>
2.	The Executive Engineer -I, PWD, Karaikal.	<b>... Member</b>
3.	The Chief Medical Officer, Government Hospital, Karaikal.(The post was upgraded to Medical Supt., G.H., Karaikal.)	<b>... Member</b>
4.	Commissioner, Karaikal Municipality.	<b>... Member</b>
5.	The Junior Town Planner, Town and Country Planning Department, Karaikal..	<b>... Member Secretary</b>

The above Committee was constituted G.O.Ms.No. 81/74- UD, dated 13-6-1974.

(Note:- The above Committee was reconstituted vide G.O.Ms.No.155/ 81-Hg dt;20.10.81 & amended vide G.O.Ms.No.84/84-Hg dt;8.9.94 for changing the designation from Chief Medical Officer, G.H. Karaikal to Medical Superintendent, G.H. Karaikal. ).

\*\* Note : The appointment of Chairman of the Karaikal Planning Authority was notified through the notifications vide G.O.Ms.No. 4/2005-Hg, dt.6.5.2005 of the Housing Secretariat.

**REGION : MAHE**

<b>Sl.No</b>	<b>Existing Mahe Planning Authority committee</b>	
1.	The Administrator, Mahe.	<b>... Chairman</b>
2.	The Executive Engineer, Public Works Department, Mahe.	<b>... Member</b>
3.	The Chief Medical Officer, Mahe.	<b>... Member</b>

4.	The Commissioner, Mahe Municipality, Mahe.	... <b>Member</b>
5.	The Junior Town Planner, Town and Country Planning Department, Mahe.	... <b>Member Secretary</b>
6.	Nominee of the Yanam Municipality from among The Member's of the Municipal Council (or) Special Officer, Yanam Municipality, in the Absence of the Municipal Council.	... <b>Member</b>

Note:- The above Committee was constituted vide G.O.Ms.No.36/85/ F.6, dated 21-3-1985 of the Finance Department, Pondicherry.

**REGION : YANAM**

<b>Sl.No</b>	<b>Existing Yanam Planning Authority committee</b>	
1.	The Administrator, Yanam.	... <b>Chairman</b>
2.	The Assistant Engineer, Public Works Department, Yanam.	... <b>Member</b>
3.	The Chief Medical Officer, General Hospital, Yanam.	... <b>Member</b>
4.	The Commissioner, Yanam Municipality, Yanam.	... <b>Member</b>
5.	The Junior Town Planner, Town and Country Planning Department, Yanam.	... <b>Member Secretary</b>
6.	Nominee of the Yanam Municipality from among The Member's of the Municipal Council (or) Special Officer, Yanam Municipality, in the Absence of the Municipal Council.	... <b>Member</b>

Note:- The above Committee was constituted vide G.O.Ms.No.69/86/ F.6, dated 6-5-1986 of the Finance Department, Pondicherry.





## **CHAPTER – 8 (Manual – 7)**

### **The Names, Designation and other particulars of the Public Information Officers**

**8.1. Name of the Department : Town and Country Planning  
Department**

**Assistant Public Information Officer :**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>STD code</b>	<b>Phone No.</b>		<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
				<b>Office</b>	<b>Home</b>			
1.	D. Rajendiran	Junior Town Planner	0413	2201952		2206833	<a href="mailto:ctptc@pon.nic.in">ctptc@pon.nic.in</a>	Town and Country Planning Department, Pondicherry

**Public Information Officer : -**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>STD code</b>	<b>Phone No.</b>		<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
				<b>Office</b>	<b>Home</b>			
1.	R. Pichumani	Chief Town Planner	0413	2200050		2206833	<a href="mailto:ctptc@pon.nic.in">ctptc@pon.nic.in</a>	Town and Country Planning Department, Pondicherry

**Department Appellate Authority : -**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>STD code</b>	<b>Phone No.</b>		<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
				<b>Office</b>	<b>Home</b>			
1.	A.K. Singh, I.A.S.	Secy. (Housing)	0413	2336115		2336115		Chief Secretariat, Pondicherry



## **CHAPTER – 9 (Manual – 8)**

### **Procedure followed in Decision Making Process**

#### **9.1. What is the procedure followed to take a decision for various matters?**

- (i) Applications are received from the entrepreneur through the General Manager, District Industries Centre, Pondicherry.
- (ii) The same is scrutinized by the concerned Town Planning Assistant in accordance with the provisions of the Pondicherry Building Bye-laws & Zoning Regulation and relevant Government Orders in force; After inspection of the site, if the plan needs any corrections, the same will be got corrected by the applicant and then the Town Planning Assistant submits his report to Junior Town Planner (Development), a middle level officer in the Department for further scrutinizing / verification.
- (iii) The Junior Town Planner (Development), after scrutiny, submits his recommendation to the Chief Town Planner Authorised Signatory of Site Clearance through Senior Town Planner for issue of Site Clearance for Industries, for taking a decision in the matter. Then the decision taken in the matter is communicated to the Commissioners of concerned Municipalities / Commune Panchayats with copy to the General Manager, District Industries Centre and to the Promoter.
- (iv) All the applications are cleared / disposed of within thirty days time from the date of receipt of application by this department.

#### **9.2. What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

- (i) Applications are received from the applicants through the Revenue Officer, Office of the Additional District Magistrate, Revenue Department, Pondicherry.

- (ii) The same is scrutinized by the concerned Town Planning Assistant in accordance with the Pondicherry Building Bye-laws and Zoning Regulations and relevant Indian Road Congress Code and Guidelines of Ministry of Road Transport and High ways (MORTH). After inspection of the site, the Town Planning Assistant submits his report to Junior Town Planner (Development), a middle level officer in the Department for further scrutinizing / verification.
- (iii) The Junior Town Planner (Development), after scrutiny, inspect the site and submits his recommendation through Senior Town Planner to the Chief Town Planner, Authorised Signatory of Site Clearance for issue of NOC for setting up of Petroleum Retail outlets for taking a decision in the matter. Then the decision taken in the matter is communicated to the Revenue Officer, Office of the Additional District Magistrate, Revenue Department, Pondicherry.
- (iv) All the applications are cleared / disposed of within fifteen days time from the date of receipt of application by this department.

**9.3. *What are the arrangements to communicate the decision to the public?***

The decision with respect to issue of site clearance are being communicated to the concerned Municipalities / Commune Panchayat as well as entrepreneurs through letters by post.

**9.4. *Who are the officers at various levels whose opinions are sought for the process of decision making***

Town Planning Assistant, Junior Town Planner, Senior Town Planner, Chief Town Planner.

**9.5. *Who is the final authority that wets the decision?***

Chief Town Planner

**9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

<b>Sl.No.</b>	<b>1.</b>	<b>2.</b>
<b>Subject on which the decision is to be taken</b>	Issue of site clearance for setting up of industries	Issue of NOC for setting up of petroleum retail outlets
<b>Guideline/Direction if any</b>	Pondicherry Building Bye-laws and Zoning Regulations, 1942 and relevant G.O.s in force. i.e. G.O.Ms.No.148/87/F6 dt.3.8.1987 of Finance Department (Housing); G.O.Ms.No.134/88/F6 dt.24.11.88 of Finance Department (Housing); G.O.Ms.No.12/92/F6 dt.27.3.92 of Finance Department (Housing)	Building Byelaws and Zoning Regulations 1972, Indian Road Congress code and guidelines of Ministry of Road Transport and Highways (NORTH)
<b>Process of Execution</b>	Scrutiny of applications and plans followed by site inspection, taking decisions regarding issue of site clearance	Scrutiny of applications and plans followed by site inspection taking decision regarding issue of NOC
<b>Designation of the officers involved in decision making</b>	Town Planning Assistant, Junior Town Planner, Senior Town Planner, Chief Town Planner.	Town Planning Assistant, Junior Town Planner, Senior Town Planner, Chief Town Planner.
<b>Contact information of above mentioned officers</b>	Office - 2200051 - 2201952 CTP (per) - 2200050 STP (per) - 2202397 JTP (per) - 2202213	Office - 2200051 - 2201952 CTP (per) - 2200050 STP (per) - 2202397 JTP (per) - 2202213
<b>If not satisfied by the decision, where and how to appeal.</b>	Industrial Promotion Council. (Directorate of Industries and Commerce)	District Magistrate (Revenue Department)

## **Land Acquisition and Development Scheme**

### ***What is the Procedure followed to take a decision for various matters:***

- i. Applications are received from the eligible public seeking allotment of housing plots under different category
- ii. The received applications are verified category wise by the Town Planning Assistant for correctness of the application. After verification, the Town Planning Assistant submits the report to the Junior Town Planner (Housing), who is a middle level officer. The Junior Town Planner will submit his views to the Chief Town Planner through the Senior Town Planner
- iii. The plots are allotted by way of lot basis in front of the public by the members of the Land Acquisition and Development Scheme Committee under the Chairmanship of the Minister for Housing. The lot will be made according to the category wise reservations.
- iv. After finalizing the list of allottees and approved by the Members of the LAD Scheme Committee, the Town Planning Assistant will prepare a letter of intimation of allotment to the allottee and submit it to the Chief Town Planner through Junior Town Planner and Senior Town Planner.
- v. The allottee shall inform the Committee his acceptance of the allotment within 15 days from the date of receipt of the allotment order along with 25% of the cost of the plot and with an undertaking to the effect that
  - a. the allottee will get building plans approved by the Planning Authority before starting the construction
  - b. he will start the construction within a period of two years from the date of allotment and complete it within a period of three years.
  - c. the allottee will not sell or transfer in any other manner his plot to any persons without prior permission from the Government and where such permission is given by the Government, he will sell or transfer his plot subject to the condition that 50% of the unearned increase in value of the plot is paid to the government.

- vi. The Town Planning Assistant after receipt of letter of acceptance along with the undertaking as specified above and subject of remittance of 25% of plot cost by the allottee will work out the final cost of the plot and difference between the final cost and 25% of the plot cost paid by the allottee and submit it to the Junior Town Planner (Housing). The Junior Town Planner will check the accuracy of the final cost and submit it to the Chief Town Planner who is the Secretary of the LAD Scheme Committee through Senior Town Planner.
- vii. The Chief Town Planner will intimate the allottee the final cost and difference in amount which is to be paid by the allottee. After remitting the balance amount, the sale deed of allotment made will be issued by the Chief Town Planner to the allottee.

***What are the documented procedures / laid down procedures/Defined criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?***

The applications received are scrutinized by the Town Planning Assistant and it will be verified according to the Land Acquisition and Development Scheme Rules, 1969 and submit the report to the Junior Town Planner (Housing). The Junior Town Planner will verify the applications again and submit it to the Chief Town Planner who is the Secretary of the LAD Scheme Committee through the Senior Town Planner.

***What are the arrangements to communicate the decision to the public?***

The decision in respect of issue Allotment order is being communicated to the applicants through post.

***Who are the officers at various levels whose opinions are sought for the process of decision making?***

Town Planning Assistant, Junior Town Planner, Senior Town Planner, Chief Town Planner.

***Who is the final authority that wets the decision?***

Minister In-Charge of Housing who is the Chairman of the Land Acquisition and Development Scheme Committee



## CHAPTER – 10 (Manual – 9)

### Directory of Officers and Employee

#### Technical

Sl. No	Name and Designation	STD code	Phone No.		Fax	E-mail	Address
			Office	Home			
	Tvl./Tmt.						
1.	R. Pichumani, CTP	0413	2200050		2206833		TCPD, Pdy
2.	S. Sridarane, STP	0413	2202397				TCPD, Pdy
3.	M. Kandar Selvan, JTP	0413	2202213				TCPD, Pdy
4.	V. Vidjea Nehru, JTP.	-do-	2201952				TCPD, Pdy
5.	D. Rajendiran, JTP.	-do-	-do-				TCPD, Pdy
6.	P. Sundarnadarajan, TPA	-do-	-do-				TCPD, Pdy
7.	C. Mayavel, TPA	-do-	-do-				TCPD, Pdy
8.	R. Indumathy, TPA	-do-	-do-				TCPD, Pdy
9.	B. Ramanathan, TPA	-do-	-do-				TCPD, Pdy
10.	G. Panneerselvam, TPA	-do-	-do-				TCPD, Pdy
11.	K. Mookiah, TPA	-do-	-do-				TCPD, Pdy
12.	P. Sangaradasse, TPA	-do-	-do-				TCPD, Pdy
13.	A. Francis, TPA	-do-	-do-				TCPD, Pdy
14.	R. Rama, TPA	-do-	-do-				TCPD, Pdy
15.	B. Ravichandiran, D.man	-do-	-do-				TCPD, Pdy
16.	R. Vengadasalam, D'man	-do-	-do-				TCPD, Pdy
17.	T. Thirumurugaiyan, D'man	-do-	-do-				TCPD, Pdy
18.	B. Shyemala, D'man	-do-	-do-				TCPD, Pdy
19.	T. Mariasusainathan AFP	-do-	-do-				TCPD, Pdy
20.	P. Ravichandran, Helper	-do-	-do-				TCPD, Pdy
21.	T.Sivaramakrishnan, Helper	-do-	-do-				TCPD, Pdy

## Ministerial

<b>Sl. No</b>	<b>Name and Designation</b>	<b>STD code</b>	<b>Phone No.</b>		<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
			Office	Home			
	Tvl./Tmt.		Office	Home			
1.	M. Sivadoss, JAO	-do-	-do-				TCPD, Pdy
2.	Surya Prabha Prakash, Supdt.	0413	220005 1		2206833		TCPD, Pdy
3.	A. Jamsin Moncher, P.A to. CTP	-do	-do-				TCPD, Pdy
4.	D. Raja, S.O.	-do-	-do-				TCPD, Pdy
5.	S. Balassoundary, PA to STP	-do-	-do-				TCPD, Pdy
6.	M. Sivajothi, Asst.	-do-	-do-				TCPD, Pdy
7.	S. Datchinamoorthy, Computer	-do-	-do-				TCPD, Pdy
8.	S. Ramajothi, UDC	-do-	-do-				TCPD, Pdy
9.	S. Banumathy, UDC	-do-	-do-				TCPD, Pdy
10.	B.Anandavally, UDC	-do-	-do-				TCPD, Pdy
11.	V. Natarajan, LDC	-do-	-do-				TCPD, Pdy
12.	P. Manisekaran, LDC	-do-	-do-				TCPD, Pdy
13.	S. Maheswari, LDC	-do-	-do-				TCPD, Pdy
14.	S. Suthagar, Driver	-do-	-do-				TCPD, Pdy
15.	S. Elumalai, Driver-I	-do-	-do-				TCPD, Pdy
16.	Surender Kumar, Driver	-do-	-do-				TCPD, Pdy
17.	N. Davamanydevy, Peon	-do-	-do-				TCPD, Pdy
18.	P. Natarajan, Peon	-do-	-do-				TCPD, Pdy
19.	P. Panneerselvam, Peon	-do-	-do-				TCPD, Pdy
20.	M. Ramanujam, Peon	-do-	-do-				TCPD, Pdy
21.	V. Balabaskaran, Watchman	-do-	-do-				TCPD, Pdy





## CHAPTER – 11 (Manual – 10)

### The Monthly Remuneration received by each of its Officers and Employees, including the System of Compensation as provided in regulations

#### **11.1. Remuneration details are as follows:**

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Monthly remuneration</i>	<i>Compensation / Compensatory allowance</i>	<i>The procedure to determine the remuneration as given in the regulation</i>
<i>1.</i>	<i>2.</i>	<i>4.</i>	<i>5.</i>	<i>6.</i>	<i>7.</i>
1.	Tvl. R.Pitchumani	Chief Town Planner	Holding additional charge (Salary claimed by PWD)	-	Based on Government orders
2.	S.Sridarane,	Senior Town Planner	24,130	-	- do -
3.	M.Kandar Selvan,	Junior Town Planner	14,327	-	- do -
4.	D.Rajendiran,	Junior Town Planner	13,953	-	- do -
5.	V.Vdijea Nehru,	Junior Town Planner	14,557	-	- do -
6.	V.Sivadosh,	Junior Accounts Officer	16,718	-	- do -
7.	D.Raja,	Statistical Officer	14,161	-	- do -
8.	Surya Prabha Prakash,	Superintendent	13,735	-	- do -
9.	A.Jamsin Monchere,	Steno Grade I	14,716	-	- do -
10.	S.Balassoundary,	Steno.Gr.II	9,533	-	- do -
11.	M.Sivajothi,	Assistant	10,933	-	- do -
12.	P.Sundara Natarajan,	Town Planning Assistant	13,580	-	- do -
13.	C.Mayavel,	Town Planning Assistant	13,580	-	- do -
14.	B.Ramanathan,	Town Planning Assistant	11,719	-	- do -
15.	R.Indumathy,	Town Planning Assistant	11,008	-	- do -
16.	G.Panneerselvan,	Town Planning Assistant	10,933	-	- do -
17.	K.Mookiah,	Town Planning Assistant	10,933	-	- do -
18.	P.Sangaradasse,	Town Planning Assistant	10,093	-	- do -
19.	A.Francis,	Town Planning Assistant	11,008	-	- do -

1.	2.	4.	5.	6.	7.
20.	R.Rama,	Town Planning Assistant	10,093	-	- do -
21.	R.Vengadasalam,	D'Man	8,039	-	- do -
22.	T.Thirumurugayan,	D'Man	8,039	-	- do -
23.	B.Ravichandran,	D'Man	8,039	-	- do -
24.	B.Shyemala,	D'Man	7,665	-	- do -
25.	S.Dhakshnamoorthy,	Computer	11,214	-	- do -
26.	S.Banumathy,	UDC	9,421	-	- do -
27.	B.Anandavally	UDC	9,720	-	- do -
28.	S.Ramajothi,	UDC	9,396	-	- do -
29.	P.Manisekaran,	LDC	6,536	-	- do -
30.	V.Natarajan,	LDC	7,237	-	- do -
31.	S.Maheswari	LDC	5,836	-	- do -
32.	S.Elumalai	Driver Gr.I	10,572	-	- do -
33.	S.Suthagar,	Driver Gr.II	9,078	-	- do -
34.	T.Mariasusainathan,	Helper	7,712	-	- do -
35.	P.Ravissandirane,	Helper	5,302	-	- do -
36.	R.Sivaramakrishnan,	Helper	6,826	-	- do -
37.	P.Panneerselvam,	Peon	7,462	-	- do -
38.	N.Davamani Devi,	Peon	6,463	-	- do -
39.	P.Natarajan,	Peon	6,493	-	- do -
40.	M.Ramanujam,	Peon	6,333	-	- do -
41.	V.Balabaskaran,	Watchman	5,377	-	- do -
42.	C.Jacquilin,	Sanitary Assistant	4,872	-	- do -



**CHAPTER - 12 (MANUAL - 11)**

***The Budget Allocated to each Agency***

(Particulars of all plans, proposed expenditure and report on disbursement made)

**For Public Authorities responsible for developmental, construction, technical works**

**PONDICHERRY SLUM CLEARANCE BOARD**

Year 2004 – 2005:

Sl. No	Name of the scheme/Head	Activity	Starting date of the activity	Planned end of the activity	Amount proposed	Amount released/ disbursed (No. of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of work
2.	<b>HOUSING</b> Slum Upgradation Programme	Construction of 150 tenements in Pondicherry	17.03.2005	16.04.2006	266 lakhs	177 lakhs	177 lakhs	C.E.O Pondicherry Slum Clearance Board
5.	Shelter for Houseless Poor	Issue of financial assistance to 7500 beneficiaries at the rate of Rs.40,000 per house	04.05.2004	31.03.2006	4875 lakhs	4350 lakhs	4350 lakhs	C.E.O Pondicherry Slum Clearance Board
6.	Construction of Sanitary Latrine	To Provide financial assistance to 3000 Nos. of beneficiaries who are BPL families to construct a sanitary latrine.	15.07.2005	31.03.2006	300 lakhs	300 lakhs	300 lakhs	C.E.O Pondicherry Slum Clearance Board
7.	VAMBAY	Construct of 485 houses & 5 toilet Blocks	24.05.2005	23.05.2006	113 lakhs	100 lakhs	100 lakhs	C.E.O Pondicherry Slum Clearance Board
2.	URBAN DEVELOPMENT Environmental improvement in Urban Slum	Providing basic amenities like road, drain, toilet, to the slum dwellers to keep clean the Environment of the urban slums	28.08.2004	06.07.2005	70.96 lakhs	34 lakhs	34 lakhs	C.E.O Pondicherry Slum Clearance Board

**PONDICHERRY HOUSING BOARD**

**Year 2004 – 2005:**

(Rs. In Lakhs)

Sl. No	Name of the scheme/Head	Activity	Starting date of the activity	Planned end of the activity	Amount proposed	Amount released/disbursed (No. of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of work
1	<b>HOUSING</b> Housing Board Grants-in-Aid	Construction of MIG, LIG flats in Suthanthira Pon Vizha Nagar			75.00	75.00 (1)	75.00	The Secretary Pondicherry Housing Board

45.

**BUILDING CENTRE**

**Year 2004 – 2005:**

(Rs. In Lakhs)

Sl. No	Name of the scheme/Head	Activity	Starting date of the activity	Planned end of the activity	Amount proposed	Amount released/disbursed (No. of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of work
1	Land Acquisition and Development Scheme	Construction of compound wall in the land at Olandai Revenue village.			1.00	1.00 (1)	1.00	Member Secretary Building centre, Villianur.
2.	Training for artisans / Masons (Building	Training for unskilled and skilled labourers.			10.00	10.00 (1)	10.00	Member Secretary Building centre, Villianur.

	centre)						
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46.

**PONDICHERRY MUNICIPALITY**

Year 2004 – 2005:

(Rs. In Lakhs)

Sl .No	Name of the scheme/Head	Activity	Starting date of the activity	Planned end of the activity	Amount proposed	Amount released/ disbursed (No. of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of work
1	Capital Development Project	Asia Urbs Programme, Improvements to important roads and construction of Office and Market complex			40.00	35.74 4.26	40.00	The Commissioner, Pondicherry Municipality, Pondicherry.
2.	Traffic and Transportation Improvement and Management Measures	Construction of Model Bus stops, provision of road markings on important thoroughfares and road junctions			1.809	0.356 1.453	1.809	The Commissioner, Pondicherry Municipality, Pondicherry

47.

**OULGARET MUNICIPALITY**

Year 2004 – 2005:

(Rs. In Lakhs)

Sl.	Name of the	Activity	Starting	Planned end	Amount	Amount	Actual	Responsible officer
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No	scheme/Head		date of the activity	of the activity	propo- sed	released/ disbursed (No. of instal- ments)	expenditure for the last year	for the quality and the complete execution of work
1.	Traffic and Transportation Improvement and Management Measures	Providing WBM roads for the proposed truck terminal, provision of road markings on important thoroughfares and road junctions, Improvements to important roads and road infrastructure			58.191	1.223 8.468 48.500	58.191	The Commissioner, Oulgaret Municipality, Pondicherry

48.

**KARAIKAL MUNICIPALITY**

Year 2004 – 2005:

(Rs. In Lakhs)

Sl. No	Name of the scheme/Head	Activity	Starting date of the activity	Planned end of the activity	Amount propo- sed	Amount released/ disbursed (No. of instal- ments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of work
1.	Traffic and Transportation Improvement and Management	Improvements to important roads and road infrastructure			3.00	3.00	3.00	The Commissioner, Karaikal Municipality, Pondicherry

	Measures							
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49.

**MAHE MUNICIPALITY**

Year 2004 – 2005:

(Rs. In Lakhs)

Sl. No	Name of the scheme/Head	Activity	Starting date of the activity	Planned end of the activity	Amount proposed	Amount released/ disbursed (No. of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of work
1.	Traffic and Transportation Improvement and Management Measures	Construction of Bus shelter			1.00	1.00	1.00	The Commissioner, Mahe Municipality, Pondicherry

50.

**YANAM MUNICIPALITY**

Year 2004 – 2005:

(Rs. In Lakhs)

Sl .No	Name of the scheme/Head	Activity	Starting date of the activity	Planned end of the activity	Amount proposed	Amount released/ disbursed (No. of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of work
1.	Traffic and Transportation Improvement and Management Measures	Improvements to important roads and road infrastructure			1.00	1.00	1.00	The Commissioner, Yanam Municipality, Pondicherry





## **CHAPTER – 13 (Manual – 12)**

### **The Manner of Execution of Subsidy Programme**

<b>1</b>	<b>Name of the Programme</b>	<b>Perunthalaivar Kamarajar Centenary Housing Scheme for Houseless poor</b>
<b>2</b>	<b>Duration of the programme / scheme</b>	
<b>3.</b>	<b>Objective of the programme</b>	The object of the scheme is to provide financial assistance to each of the Houseless Poor, Below Poverty Line families to construct a house who do not possess a pucca house on his/her/their own plot in urban or rural areas
<b>4</b>	<b>Physical and financial targets of the programme (2004-2005)</b>	Physical : 7500 Financial : Rs.43,50,00,000/-
<b>5</b>	<b>Eligibility of beneficiary</b>	(i) a citizen of India; (ii) a native/resident of Pondicherry; (iii) a poor person whose annual family income is not more than Rs.24,000/- or a person who is having Red Ration Card. (iv) a Houseless as defined in rule 2 (m) of Perunthalaivar Kamarajar Centenary Housing Scheme
<b>6</b>	<b>Pre-requisites for the benefit</b>	Should own a plot
<b>7</b>	<b>Procedure to avail the benefits of the programme</b>	The application for the construction shall be submitted to the Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/sub-collector, as the case may be in respect of other outlying regions like Mahe and Yanam.
<b>8</b>	<b>Criteria for deciding eligibility</b>	a person whose annual family income is not more than Rs.24,000/- or a person who is having Red Ration Card.

<b>9</b>	<b><i>Details of the benefits given in the programme (also mention the amount of subsidy or other help given)</i></b>	The Object of the scheme is to provide financial assistance of Rs.40,000/- (Rupees forty thousand only) to each of the Houseless Poor Below Poverty Line to construct a house.
<b>10</b>	<b><i>Procedure for the distribution of the subsidy</i></b>	The subsidy amount will be disbursed in three installments at the rate of Rs.15,000/- towards first instalment and Rs.15,000/- towards second instalment and Rs.10,000/- towards third and final instalment. Second instalment will be issued only after completion of lintel level of house and third instalment will be issued only after completion of roof.
<b>11</b>	<b><i>Where to apply or whom to contact in the office for applying</i></b>	The application for the construction shall be submitted to the Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/sub-collector, as the case may be in respect of other outlying regions like Mahe and Yanam.
<b>12</b>	<b><i>Application fee</i></b>	Nil
<b>13</b>	<b><i>Other fees</i></b>	Nil
<b>14</b>	<b><i>Application format</i></b>	As per enclosure

15	<b>List of attachments</b>	<p>a. Income Certificate obtained from an Officer not below the rank of a Tahsildar or Red Ration Card issued by Civil Supplies Department.</p> <p>b. Original Documentary evidence to prove that the applicant possess a free plot issued by the Government or having own house or having thatched hut in his own plot/house site.</p> <p>c. Certificate of Nativity by Birth or Residence, Ration Card and Election Identity Card.</p> <p>d. In the case of physically disabled, necessary certificates from the competent authority of the Health Department. In the case of widow, death certificate of the husband along with her marriage certificate and in the case of deserted person, necessary order from the Family Court.</p>
16	<b>Format of attachments</b>	
17	<b>Where to contact in case of process related complaints</b>	The Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/sub-collector, as the case may be in respect of other outlying regions like Mahe and Yanam.
18	<b>Details of the available fund ( At various levels like District level, Block Level, etc)</b>	
19	<b>List of beneficiaries in the format given below</b>	

54. -

1	<b>Name of the Programme</b>	<b>The Pondicherry Chief Minister's Sanitation Scheme for Grant of Financial Assistance to Below Poverty Line families</b>
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		<b><i>for Construction of Sanitary Latrines.</i></b>
<b>2</b>	<b><i>Duration of the programme / scheme</i></b>	
<b>3.</b>	<b><i>Objective of the programme</i></b>	The object of the scheme is to provide financial assistance for Construction of a sanitary latrine to each Below Poverty Line family Who own a house and completed the construction in all respects and do not have a sanitary latrine.
<b>4</b>	<b><i>Physical and financial targets of the programme (2004-2005)</i></b>	Physical : 3000 Financial : Rs.3,00,00,000/-
<b>5</b>	<b><i>Eligibility of beneficiary</i></b>	(v) a citizen of India; (vi) a native/resident of Pondicherry; (vii) a poor person whose annual family income is not more than Rs.24,000/- or a person who is having Red Ration Card.
<b>6</b>	<b><i>Pre-requisites for the benefit</i></b>	Should own a house without a sanitary latrine
<b>7</b>	<b><i>Procedure to avail the benefits of the programme</i></b>	The application for the construction shall be submitted to the Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/sub-collector, as the case may be in respect of other outlying regions like Mahe and Yanam.
<b>8</b>	<b><i>Criteria for deciding eligibility</i></b>	a person whose annual family income is not more than Rs.24,000/- or a person who is having Red Ration Card.
<b>9</b>	<b><i>Details of the benefits given in the programme (also mention the amount of subsidy or other help given)</i></b>	The Object of the scheme is to provide financial assistance of Rs.10,000/- (Rupees Ten thousand only) to each Below Poverty Line family who own a house and completed the construction in all respects and do not have a sanitary latrine.

55. -

<b>10</b>	<b><i>Procedure for the distribution of the subsidy</i></b>	The subsidy amount will be disbursed at category wise as detailed below :- Category (i) Rs.10,000 for those who will be
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		<p>constructing latrine with septic tank.</p> <p>Category (ii) Rs. 5,000 for those who will be constructing latrine without septic tank having the outlet linked to underground sewerage system.</p> <p>Category (iii) Rs.2,500 for those who have constructed their latrine with or without septic tank but not yet plastered or not yet completed the latrine in all respects including connection to the septic tank / underground sewer as the case may be.</p>
<b>11</b>	<b><i>Where to apply or whom to contact in the office for applying</i></b>	The application for the construction shall be submitted to the Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/sub-collector, as the case may be in respect of other outlying regions like Mahe and Yanam.
<b>12</b>	<b><i>Application fee</i></b>	Nil
<b>13</b>	<b><i>Other fees</i></b>	Nil
<b>14</b>	<b><i>Application format</i></b>	As per enclosure

56. -

<b>15</b>	<b><i>List of attachments</i></b>	<p>a. Income Certificate obtained from an Officer not below the rank of a Tahsildar or Red Ration Card issued by Civil Supplies Department.</p> <p>b. Original Documentary evidence to prove that the applicant possess a free plot issued by the Government or having own house or having thatched hut in his own plot/house site.</p> <p>c. Certificate of Nativity by Birth or Residence, Ration Card and Election Identity Card.</p> <p>d. In the case of physically disabled, necessary certificates from the competent authority of the Health Department. In the case of widow, death certificate of the husband along with her marriage certificate and in the case of deserted person,</p>
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		necessary order from the Family Court.
<b>16</b>	<b>Format of attachments</b>	
<b>17</b>	<b>Where to contact in case of process related complaints</b>	The Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/sub-collector, as the case may be in respect of other outlying regions like Mahe and Yanam.
<b>18</b>	<b>Details of the available fund ( At various levels like District level, Block Level, etc)</b>	
<b>19</b>	<b>List of beneficiaries in the format given below</b>	

57. -

<b>1</b>	<b>Name of the Programme</b>	<b>Valmiki Ambedkar Malin Basti Awas Yojana (VAMBAY)</b>
<b>2</b>	<b>Duration of the programme / scheme</b>	
<b>3.</b>	<b>Objective of the programme</b>	The object of the scheme is primarily aimed at ameliorating the housing problems for the slum dwellers living below poverty line in different town and cities all over the country. Under this scheme houses are constructed for the urban slum dwellers at a cost or Rs. 40,000/- per houses.
<b>4</b>	<b>Physical and financial targets of the programme (2004-2005)</b>	Physical : Financial :
<b>5</b>	<b>Eligibility of beneficiary</b>	(viii) a citizen of India; (ix) a native/resident of Pondicherry; (x) a poor person whose annual family income is not more than Rs.24,000/- or a person who is having Red Ration Card.
<b>6</b>	<b>Pre-requisites for</b>	Should own a plot

	<b><i>the benefit</i></b>	
<b>7</b>	<b><i>Procedure to avail the benefits of the programme</i></b>	The application for the construction shall be submitted to the Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/sub-collector, as the case may be in respect of other outlying regions like Mahe and Yanam.
<b>8</b>	<b><i>Criteria for deciding eligibility</i></b>	a person whose annual family income is not more than Rs.24,000/- or a person who is having Red Ration Card.
<b>9</b>	<b><i>Details of the benefits given in the programme (also mention the amount of subsidy or other help given)</i></b>	The Object of the scheme is to provide financial assistance of Rs.40,000/- (Rupees forty thousand only) to each of the Houseless Poor Below Poverty Line to construct a house.

58. -

<b>10</b>	<b><i>Procedure for the distribution of the subsidy</i></b>	The subsidy amount will be disbursed in three installments at the rate of Rs.15,000/- towards first instalment and Rs.15,000/- towards second instalment and Rs.10,000/- towards third and final instalment. Second instalment will be issued only after completion of lintel level of house and third instalment will be issued only after completion of roof.
<b>11</b>	<b><i>Where to apply or whom to contact in the office for applying</i></b>	The application for the construction shall be submitted to the Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/sub-collector, as the case may be in respect of other outlying regions like Mahe and Yanam.
<b>12</b>	<b><i>Application fee</i></b>	Nil
<b>13</b>	<b><i>Other fees</i></b>	Nil
<b>14</b>	<b><i>Application format</i></b>	As per enclosure

59. -

<b>15</b>	<b>List of attachments</b>	<p>a. Income Certificate obtained from an Officer not below the rank of a Tahsildar or Red Ration Card issued by Civil Supplies Department.</p> <p>b. Original Documentary evidence to prove that the applicant possess a free plot issued by the Government or having own house or having thatched hut in his own plot/house site.</p> <p>c. Certificate of Nativity by Birth or Residence, Ration Card and Election Identity Card.</p> <p>d. In the case of physically disabled, necessary certificates from the competent authority of the Health Department. In the case of widow, death certificate of the husband along with her marriage certificate and in the case of deserted person, necessary order from the Family Court.</p>
<b>16</b>	<b>Format of attachments</b>	
<b>17</b>	<b>Where to contact in case of process related complaints</b>	The Chief Executive Officer, Pondicherry Slum Clearance Board, Pondicherry in respect of Pondicherry and Karaikal regions and to the Deputy Collector/sub-collector, as the case may be in respect of other outlying regions like Mahe and Yanam.
<b>18</b>	<b>Details of the available fund ( At various levels like District level, Block Level, etc)</b>	
<b>19</b>	<b>List of beneficiaries in the format given below</b>	





**CHAPTER - 14 (Manual - 13)**

**Particulars of Recipients of Concessions,  
permits or authorization granted by it**

**The recipients list is available at Pondicherry Slum Clearance Board.**

## **CHAPTER – 15 (Manual – 14)**

### **Norms set by it for the discharge of its functions**

#### **15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities / programmes.**

As provided in the Town and Country Planning Act, 1969, Town and Country Planning Rules, 1974, Pondicherry Building Bye-laws and Zoning Regulations, 1972, Land Use Map and Register and Comprehensive Development Plan (Master Plan) for the urban areas of all the four regions (Pondicherry, Karaikal, Mahe and Yanam) of the Union Territory of Pondicherry are being prepared.



## **CHAPTER – 16 (Manual – 15)**

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

**16.1. Yes, formulation is under process and will be available in the net through web site and e-mail.**

Website - [www.Town Planning.nic.in](http://www.Town Planning.nic.in). -

E-mail - [ctp.tcp@pon.nic.in](mailto:ctp.tcp@pon.nic.in). -

All the information can be had from this department in the CD format. -



## **CHAPTER – 17 (Manual – 16)**

### **Particulars of the facilities available to citizens for obtaining information**

#### **17.1**

- ◆ Office Library
- ◆ Notice Board
- ◆ Inspection of Records in the Office
- ◆ Printed Manual Available on payment
- ◆ Website of the Department – Yet to be formulated



## **CHAPTER – 18 (Manual – 17)**

### **Other Useful Information**

#### **18.1 Frequently Asked Questions and their Answers by Public**

#### **18.2 Related to seeking Information**

- ◆ Application form (a copy of filled application form for reference)(enclosed Appeal Form –V as required under Town and Country Planning Rules,1974 for filing appeal by the aggrieved persons in connection with refusal of the Planning authorities regarding planning permission. )
- ◆ Fee - Proposal has been sent to Government for fixing Appeal fees. Awaiting orders of the Government..
- ◆ How to write a precise information request – Application form can be had from this Department on request.
- ◆ Right of the Citizen in case of denial of information and procedure to appeal – May file a petition to the Secretary to Govt.(Housing)

#### **18.3 With relation to training imparted to public by Department**

- ◆ **NIL**

#### **18.4 With relation to Certificate, No objection certificate etc. issued by the Department not included in Manual-13**

- ◆ Name and description of the certificates and NOCs - Nil.
- ◆ Eligibility for applying – As specified under the Section 38 of the Town and Country Planning Act, 1969.
- ◆ Contact Information for applying - to enquire in the Department
- ◆ Application Fee – NIL
- ◆ Other Fees – NIL
- ◆ Application Form (In case (he application is made on plain paper, please mention the details which the applicant has to provide) – Model form enclosed.

- ◆ List of enclosures / documents – In respect of Town and Country Planning Board, (i) refusal letter of the Planning Authorities ; (ii) Grounds of appeal by the appellant shall be furnished for examination by the Board.
- ◆ Format of enclosures / documents – NIL
- ◆ Procedure of application – to submit the form to the Department
- ◆ Process followed in the Public Authority after the receipt of application
- ◆ Normal time taken for issuance of certificate – 1 Day
- ◆ Validity period of certificate – D/A
- ◆ Process of renewal – D/A

**18.5 With relation to registration process**

NIL

**18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc)**

NIL

**18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation / Municipalities / UPCL)**

NIL

**18.8 Details of any other public services provided by the Department**

NIL

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