

**GOVERNMENT OF PUNJAB
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

“RIGHT TO INFORMATION ACT , 2005”

MANUAL No.-I

The particulars of its organization, functions and duties.

Organization

The department is headed by Secretary/Principal Secretary and Supervised by Deputy Secretary /Joint Secretary/ Additional Secretary/ Special Secretary.

The work of the department is conducted by two (Housing-1 & II) Branches.

Both Branches are headed by Superintendent Grade-I with their respective supporting staff.

Each Branch headed by Superintendent Grade-I has 5-5 Sr. Assistants Two (2) Clerks, One Steno typist and One Peon in both branches.

(A) Functions & Duties

The Department of Housing deals with the Housing Policies through out Punjab

1. Formulating and implementation of the following schemes:-
 - a) Low Income Group Housing Scheme;
 - b) Middle Income Group Housing Scheme;
 - c) Crash Rental Housing Scheme;
 - d) Subsidized Industrial Housing Scheme; and
 - e) Site and Service Scheme.
2. All matters relating to:-
 - a) the State Advisory Committees in respect of Housing Schemes;
 - b) the International Year of Shelter for Homeless
 - c) the houses for landless agricultural laborers;
 - d) the houses for economical weaker sections; and
 - e) the construction of houses for Government employees at Focal Points.
3. All matters relating to the Punjab Regional and Town Planning and Development Board, 1995
4. All matters relating to the establishment of the Directorate of Housing.

(B) URBAN DEVELOPMENT WING

1. Administration of the following Acts and Rules made thereunder:
 - a) The Punjab New Capital (periphery) Control Act,1952 as applicable to the periphery areas within the territories of the State of Punjab.
 - b) The Punjab Regulation of Colonies Act,1975;and
 - c) The Urban Land (Ceiling and Regulation) Act, 1976.
2. Control of Ribbon Development along Scheduled Roads,
3. Release of land out of controlled areas for industrialists, colonizers in the ring and other towns of the State, in accordance with the Master Plans.
4. Acquisition of land for setting up of Urban Estates and disposal of developed land.
5. Landscaping.

(C) TOWN AND COUNTRY PLANNING WING

1. Establishment of the office of the Chief Town Planner Punjab,
2. Miscellaneous work connected with Town and Country Planning including legislative measures, implementation of suggestions of All India Conference of State Ministers and Annual Administration Reports.
3. Rendering technical advice to the Municipal Committees and Improvement Trusts in their Town Planning Scheme.
4. Interim General Plans, Master Plans and Regional Plans for the ring towns and other important towns in the State and also the Development of such towns.

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MANUAL No.-II

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The Department is headed by the Secretary/Principal Secretary, Housing and Urban Development and controlled by the Deputy Secretary/Joint Secretary/Additional Secretary/Special Secretary. It has following Branch Officers::-

(i) **Deputy Secretary/Joint Secretary/Additional Secretary/Special Secretary Housing**

He controls and looks after the functioning of Both Branches(Housing-I & II Branch)

Above Branch Officer receives Files from Branch Superintendents and the Fresh Receipts from Secretary Housing and Urban Development Department and after thorough consideration, put up the matter to the Secretary Housing , which disposes of such cases at his level as per the delegations under the Standing Orders and further submits files to the Hon'ble Chief Minister as Minister Incharge of Housing & Urban Development.

Internal Restructure of Branches is given in Annexure-I, giving the description of duties of each dealing- hand i.e. Senior Assistant and Clerks in each Branch.

MANUAL No.-III

THE PROCEDURE FOLLOWING IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

As per the procedure laid down in the “Manual of Office Procedure of Punjab Government (Punjab Civil Secretariat).” any fresh receipt or file is received by the Diarist, marked by the Superintendent to the Dealing-hand, i.e. Senior Assistant, which examines the case as per policy instructions and Rules etc. and put up the same to the Superintendent.

The Superintendent reads the Note of the Senior Assistant and if satisfied, signs the same and if he/she finds any deficiency then records its own note and submits the file to the Deputy Secretary/Joint Secretary/Additional Secretary/Special Secretary, Housing & Urban Development Deptt..

The Branch Officer also reads and reconsiders the issue threadbare and passes it on after signing the note of the Branch or by adding his note , if considers necessary, to the Secretary, Housing & Urban Development Deptt.

The Secretary, Housing & Urban Development Deptt.. also applies his mind and if finds the proposal submitted in view of the policy and procedure, he passes order for final disposal of the case, if it falls within his competence as per standing Order of the Department, otherwise, refers back for reconsideration. If the case falls within the competence of the Hon’ble Chief Minister, as Minister Incharge of the Department for disposal, then he refers the file to him.

Every Official/ Officer handling the cases is responsible for dealing, supervision and accountability.

MANUAL No.-IV

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

The norms to discharge of the functions of the Department are depending upon the standing Order. A copy of the same may be seen at Annexure-II.

MANUAL No.-V

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

1. The Punjab Regional and Town Planning and Development, Act 1995.
2. Punjab Apartment and Property Regulation Act,1995 and Punjab Apartment and Property Regulation Rules ,1995.
3. Punjab Nw Capital Periphery (Control) Act,1952.
4. Punjab New Capital Periphery Control Policy-2006.
5. Land Acquisition , Act 1894,

The policy instructions issued thereafter, are individually taken into consideration while dealing the matters.

MANUAL No.-VI

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

- (i) Acts/Rules:- (As Given in Manual-V)

MANUAL-VII

THE 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.

The Policies and Rules formulated and framed by the Department of Housing & Urban Development fundamentally relate to the Housing & Urban Development, therefore, there is no scope for consultation of any member of the public.

Manual-VIII

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

1. Punjab Urban Planning and Development Authority(PUDA)
2. Greater Mohali Area Development Authority(GMADA)
3. Greater Ludhiana Area Development Authority(GLADA)
4. Patiala Development Authority(PDA)
5. Bathinda Development Authority(BDA)
6. Jalandhar Development Authority(JDA)
7. Amritisar Development Authority(ADA)

MANUAL-IX

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sr. No	Name of officer/ Official	Designation	Office Room No	Phone No.	Residence
	Sarv Shri/Smt.				
1.	Dr. S.S. Sandhu	Secretary	19, Pb. Civil Sectt.	2740855	65/7, Chd
2.	Dilraj Singh	J.S.H.U.D	408/4	2744162 (o)	1638/39,Chd.
3.	Suresh Kumar	PS/SHUD	27, Pb. Civil Sectt.	4748(PBX)	-
4	Ramesh Batish	PA/JSHUD	409/4	2744162	627, Ward No. 4, Zirakpur
Housing -1 Branch,Mini Secretrait					
1.	Joga Singh	Supdt.	402/4	98550-80716 PBX-306	1009-A/Sec-20-B,Chd.
2.	Smt.Davinder Kaur	Sr.Asstt.	402/4	98888-11350	1350/5,Phase-XI, Mohali
3.	Sobha Chauhan	Sr.Asstt.	402/4	0172-2217457	4599-B,Sec-70,Mohali
4.	Darshan Bajaj	Sr.Asstt.	402/4	0172254082 3	2201,Sec.19-C,Chd.
5.	Surinder Pal Kaur	Sr.Asstt.	402/4	99145-45422	2414-A,Sec-39/C,Chd.
6.	Sh.Shukla Sharma	Sr.Asstt.	402/4	98556-96966	2571-B,Sector/39-C,Chd
7.	Angrej Singh	Steno	402/4	98555-11375	103,Shivalik Complex, Near Fauji Cycle Stand Zirakpur
8.	Parwinder Kaur	Clerk	402/4		HL-66,Ph-II,Mohali
9.	Pal Singh	Peon	402/4		V.Jhanjeri The Kharar, Distt. Kharar.
	Housing-II	Branch		-	
1.	Hardman Singh	Supdt.	402/4	93160-10916	1162/Ph-X,Mohali
2.	Bhagat Singh	Supdt.G-2	402/4	98728-45193	1693-C,Gobind Colony, Gurudawara Road, Kharar.
3.	Balbir Singh	Sr.Asstt.	402/4	98722-47255	2463-A,Sec-19/C,Chd.
4.	Archana	Sr.Asstt.	402/4	99147-32345	2470/39,Chd.
5.	RamIshwar	Sr.Asstt.	402/4	99141-14085	
6.	Parmjit Kaur	Clerk	402/4		

MANUAL-X

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

There is no such provisions in this Department.

MANUAL-XI

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.

There is no such provision in this Department.

MANUAL-XII

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

There is no such scheme in this Department.

MANUAL-XIII

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

There is no such provision in this Department.

MANUAL-XIV

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HEALD BY IT, REDUCED IN AN ELECTRONIC FORM

Acts and Rules of Housing & Urban Development Department are being converted/ reduced in an Electronic Form by the Information Technology Department.

MANUAL-XV

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

Since, there is no public dealing in the Department of Housing & Urban Development Department, therefore, there is no need for any infrastructure required here.

MANUAL-XVI

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS**

APPOINTMENTS OF :-

(a) **Assistant Public Information Officer:-**

Sh.Sucha Singh, 2742243 Ext.-306
Superintendent Housing-I Branch

And

Sh.Hardaman Singh, 2742243 Ext.-315
Superintendent Housing-II Branch

(b) **Public Information Officer:-**

Sh. Dilraj Singh,PCS,
Joint Secretary,Housing &Urban Development Deptt 2744162

(c) **Appellate Authority :-**

Dr. S.S Sandhu,IAS,
Secretary ,Housing &Urban Development Deptt. 2740855

MANUAL-XVII

SUCH OTHER INFORMATION, AS MAY BE PRESCRIBED.

-Nil-

FORM – II
ANNUAL RETURN FOR EAC

ADMINISTRATIVE DEPARTMENT (PUBLIC AUTHORITY WISE)

Department :- **Housing & Urban Development**

Period from :- **01-01-2008 to 31-12-2008**

Sr. No.	Name of Public authorities with the Department	Public authorities who have filed annual returns (Yes/No)	Number of requests received	Decisions where applications for information rejected	Number of cases where disciplinary action taken against any officer in respect of administration of RTI Act	Number of times various provisions were invoked while rejecting requests <u>Relevant Sections of RTI Act 2005</u>														Total registration fee collected (Rs.)	Total additional fee collected (Rs.)	Total penalty levied collected (Rs.)
						Section 8 (1)										other sections						
						(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	other			
6	7	8	9	10	11	12	13	14	15	16	17	18	19									
0	1	2	3	4	5															20	21	22
01	Admn. Department	Yes	14	Nil	Nil	----- Nil-----														150/-	Nil	Nil
02	PUDA, HQ Mohali	Yes	101	Nil	-	-----Nil-----														970/-	4944/-	Nil
03	P.D.A.. Patiala	Yes	86	Nil	Nil	----- Nil -----														320/-	2925-	Nil
04	A.D.A. Amritsar	Yes	67	1	Nil	----- Nil----- 63														315/-	199/-	Nil
05	J.D.A. Jalandhar	Yes	297	Nil	Nil	----- Nil -----														5740/-	Nil	Nil
06	B.D.A. Bathinda	Yes	42	Nil	Nil	----- Nil -----														420/-	1460/-	Nil
07	GMADA	Yes	415	-	-	----- Nil -----														4150/-	11850/-	Nil
08	GLADA	Yes	208	Nil	Nil	----- Nil -----														2080/-	11619/-	Nil
09.	Chief Town Planner,Pb.	Yes	148	-	Nil	----- Nil -----														800/-	626/-	Nil

[ANNEXURES REGARDING 17 MANUALS](#)