



OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY

STATFED BUILDING, BHANGAGARH, GUWAHATI-781005

[An ISO 9001:2008 Certified Organization]

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E-mail: ceogmdaghy@gmail.com


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NO. GMDA/RTI/2012/564/61

Dated: 01/04 /2014

NOTIFICATION

In pursuance of the provisions contained under Section 4(1) (b) of the Right to Information Act 2005 the required up-to-date information for the year 2013 is published for general information in this Information Handbook.


(Dr. M. Angamuthu, IAS)
Chief Executive Officer
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-781005

1. PARTICULARS OF AUTHORITY, FUNCTIONS AND DUTIES

About Guwahati

Guwahati, the capital of Assam and the only metropolitan city in the entire North Eastern Region is also the entry point for the North Eastern Region. The city has a rich historical past. Earlier the city was known as Pragjyotishpur which finds mention in Mahabharat, Ramayana, Raghubansha of Kalidas, During British days Guwahati lost its political pre-eminence to Shillong which they chose as state capital. In 1971 with reorganization of Assam State, Guwahati again recovered its political, Pre-eminence in north east region by becoming capital of Assam.

The situation of Guwahati is extremely picturesque. To its north rolls the mightily river Brahmaputra, the south and the eastern sides are surrounded by two rows of semi-circular hillocks, the cardinal points of Guwahati are 26.10⁰ North latitude and 92.49⁰ East longitude. The average elevation of this plain is about 52m from the mid sea level though there are many higher as well as low pockets within the area.

Early settlement took place in this Guwahati plain along the river Brahmaputra and gradually extended upto the railway line and beyond in the south during the fifties and sixties resulting in new settlements

like Sarania, Gandhibasti, Lachit Nagar, Santipur etc. During the same period Maligaon and Jalukbari area were also developed to the west of the Guwahati plain through the Kamakhya corridor, due to establishment of N.E.F Railway Headquarters at Maligaon and the University at Jalukbari. During the seventies due to shift of capital from Shillong the city further expanded into the Beltola plain through the narrow corridor like Fatasil, Dispur and Noonmati. Resulting in developments of settlements such as Khanapara, Basistha, Kahilipara, Kalapahar, Narengi etc. However, further expansion of the city beyond the Beltola plain in the east and south is restricted due to the existence of Khasi and Jaintia Hills ranges.

Guwahati's population reaches about 1.26 million as per 2011 census (Provisional figure). It has turned into a Metropolitan City and is envisaged to reach about 2.2 million by 2025.

About GMDA

The GMDA was established in 1992 as per Guwahati Metropolitan Development Authority Act 1985 (amended). It replaced the erstwhile Guwahati Development Authority constituted in 1962 under the Town and Country Planning Act, 1959 (amended). In order to ensure planned development of the Metropolitan Area, GMDA had adopted the Master Plan and Zoning Regulations prepared by the Town and Country Planning Department, Govt. of Assam in the year 1992. GMDA prepared a new Master Plan and Zoning Regulation 2025 for Guwahati which came into force with effect from 07/07/2009.

As per section 126 of the GMDA Act, with the constitution of this Authority, the relevant section of the GMC Act, 1969 (Assam Act-I of 1973), Assam Town and Country Planning Act, 1959 (Assam Act-I of 1960), Assam Municipal Act, 1956 (Assam Act-IV of 1957) and Assam Panchayat Act 1972, along with its upto-date amendments and rules & regulation there under in consistent with provisions of this Act cease to operate within the territorial limit of Guwahati Metropolitan Area.

Territorial Jurisdiction

As per new revised Master Plan for Guwahati 2025, GMDA's jurisdiction extends over an area of 328 sq.km. covering the entire Guwahati Municipal Corporation area, entire North Guwahati Town Committee area and some revenue villages of Silasundari Ghopa Mouza, Pub Barsar Mouza, Dakhin Rani Mouza, Ramcharani Mouza, Beltola Mouza.

Preamble of the ACT

The preamble of the GMDA Act reads as follows:-

"Whereas it is expedient to provide for the establishment of an Authority for the enforcement and execution of the Master Plan and for

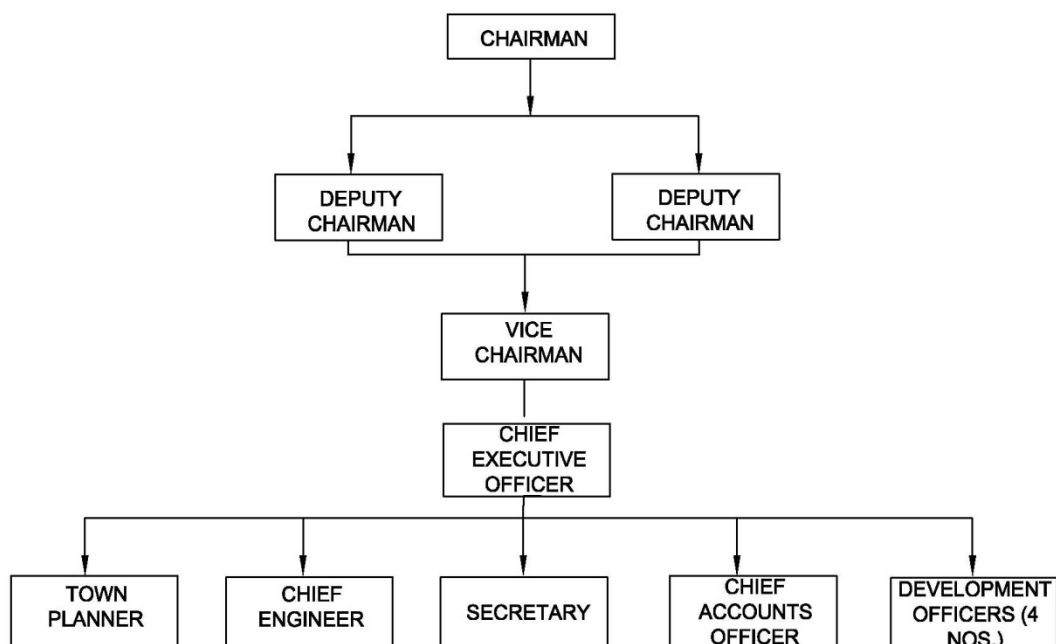
the formulation and execution of schemes for the planned development of Guwahati Metropolitan Area, for the co-ordination and supervision of the execution of such plans and schemes with the object of securing proper living and sanitary conditions, to conserve and promote the public health, safety and general welfare of the people living therein and for matters connected therewith or incidental thereto".

Functions of GMDA

GMDA's functions include the following:

| | |
|-------------------------------|--|
| Planning | : Preparation & enforcement of Mater Plan and Zoning Regulation. |
| Development | : Preparation and execution of development schemes. To carry out or cause to be carried out such works as are contemplated in the Master Plan. |
| Regulation and Control | : To regulate and control the development through statutory plans and other measures. |
| Co-ordination | : To co-ordinate development activities of other public agencies operating within Guwahati Metropolitan Area. |

ORGANIZATION STRUCTURE OF GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY



2. POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

- The Chief Executive Officer of this department exercises all powers of the department as the Administrative Head of the department.
- The Secretary of this department looks after various administrative jobs as per allotment of works to various officer/staffs and put up the files to Chief Executive Officer with views and suggestion for final decision.
- The Development Officers supervise various projects and developmental activities.
- The Town Planner of this department looks after the Master Plan works along with the building and land related works.
- The Chief Accounts Officer of this department looks after various accounts related matters of the department.
- The Chief Engineer of this department looks after the development works of the annual plans schemes, CRF schemes, One time Grants works etc.
- Engineers/JEs deal with various developmental works and building permission related works and other works allotted from time to time.
- Assistants deal with all the files and they are custodian of all departmental files.
- Grade-IV staffs are responsible for movements of files and for cleanliness of the department.

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

- (a) Procedure followed in processing of a Land Sale Permission application is at Annexure-I.
- (b) Procedure followed in processing of a Building Permission application is at Annexure-II.
- (c) Procedure followed in processing of an RTI application is at Annexure-III.
- (d) Procedure followed in case of complaint and public grievances is at Annexure-IV.

4. THE NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTION

The Chief Executive Officer of the department with the help of the Secretary and other officers/staffs resolves the issues come up to the department. Normally the clerical staff's puts up the files along with other related document to the immediate superior and finally the Chief Executive Officer of the department disposes the issues with decision and direction and accordingly the subordinate officers discharge their duties.

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

- The Guwahati Metropolitan Development Authority Act, 1985 (Amended).
- The Guwahati Non-Bio-Degradable Garbage (Control and Prevention) Act, 2006.
- The Assam Apartment (Construction and Transfer of Ownership) Act, 2006.
- The Guwahati Building Construction (Regulation) Act 2010.
- The Building Byelaws for Guwahati Metropolitan Area 2006 (Amended).

6. DOCUMENTS THAT ARE HELD BY GMDA

- The New Revised Master Plan 2025 for Guwahati Metropolitan Area.
- Guwahati Metropolitan Development Authority Act 1985 (Amended).
- Building Byelaws for Guwahati Metropolitan Area 2006 (Amended).

7. ARRANGEMENT FOR CONSULTATION/REPRESENTATION OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION

There is provision in the GMDA Act for public objections and suggestions to be obtained before finalizing the Master Plan, Development Scheme etc.

8. BOARDS/COUNCILS/COMMITTEES HELD BY GMDA

- Sub-Committee on Zoning Appeal (For building permission)
- Common Technical Committee (For building permission)

9. DIRECTORY OF THE OFFICERS AND EMPLOYEES OF GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY

| Sl. | Name | Designation | Contact No. |
|-----|-----------------------|---|------------------------------|
| 1 | Cap. Robin Bordoloi | MLA, East Guwahati LAC & Chairman, GMDA | 0361-2529824/ 2529650 (O) |
| 2 | Shri J. K. Pandey | Deputy Chairman | |
| 3 | Shri Parimal Das | Deputy Chairman | |
| 4 | Dr. M. Angamuthu, IAS | Chief Executive Officer | |
| 5 | Sri Dhiraj Choudhury | Secretary | |
| 6 | Sri C.K. Bhuyan | Development Officer | |
| 7 | Sri M.N. Ngathey | Development Officer | |
| 8 | Smti Atryee Goswami | Development Officer | |
| 9 | Sri Debaraj Kalita | Town Planner | |
| 10 | Sri Safiul Alom | Assistant Executive Engineer | |
| 11 | Sri Amitabh Barthakur | Project Engineer | |
| 12 | Sri Pulak Kalita | Project Engineer | |

| Sl. | Name | Designation | Contact No. |
|-----|--------------------|---------------------------|------------------------------|
| 13 | Sri H.S. Medhi | Assistant Engineer | 0361-2529824/ 2529650 (O) |
| 14 | Sri R.D. Sarma | Assistant Engineer | |
| 15 | Sri Pradip Barman | Assistant Engineer | |
| 16 | Sri RK Gogoi | Assistant Engineer | |
| 17 | Sri P.P. Bora | Assistant Engineer | |
| 18 | Sri Alaka Talukdar | Jr. Architect | |
| 19 | Smti P. Devi | Jr. Architect | |
| 20 | Smti N. Deka | Jr. Architect | |
| 21 | Sri A. Bhuyan | Jr. Engineer | |
| 22 | B. Barpujari | UDA, Superintendent (i/c) | |
| 23 | Mukunda Kalita | Steno | |
| 24 | Ashok Sarma | LDA | |
| 25 | Nirupama Das | LDA | |
| 26 | T.N.Sarma | LDA | |
| 27 | Hiranya Saikia | Accounts Supervisor | |
| 28 | Sukleswar Hazarika | LDA | |
| 29 | Subhash Sarma | S.A. | |
| 30 | Pabitra Boro | Driver | |
| 31 | Goreswar Boro | Driver | |
| 32 | Prabhat Nath | Driver | |
| 33 | Bhupesh Das | Driver | |
| 34 | Bhagaban Pathak | Driver | |
| 35 | Dinesh Sarma | Driver | |
| 36 | Sri Girin Deka | Driver | |
| 37 | Sri Arup Das | Driver | |
| 38 | Sri Khagen Kalita | Driver | |
| 39 | Md. Tajer Ali | Driver | |
| 40 | Prabin Talukdar | Daftory | |
| 41 | Prabin Barman | Grade-IV | |
| 42 | Bharat Bordoloi | Grade-IV | |
| 43 | Pohar Das | Grade-IV | |
| 44 | Krishna Deka | Grade-IV | |
| 45 | Mitra Deka | Grade-IV | |
| 46 | Prafulla Deka | Grade-IV | |
| 47 | Padma Bhuyan | Grade-IV | |
| 48 | Khagen Kalita | Grade-IV | |
| 49 | Karuna Sarma | Grade-IV | |
| 50 | Ratneswar Mahanta | Grade-IV | |
| 51 | Aswini Sarma | Grade-IV | |
| 52 | Pradip Talukdar | Grade-IV | |
| 53 | Paresh Sarma | Grade-IV | |
| 54 | Nibaran Talukdar | Grade-IV | |
| 55 | Dipak Deka | Grade-IV | |
| 56 | C.H. Ratnam | Grade-IV | |
| 57 | Aijar Ali | Grade-IV | |
| 58 | Sabed Ali | Grade-IV | |
| 59 | Mohar Ali | Grade-IV | |
| 60 | Dilu Ali | Grade-IV | |
| 61 | Chandeswar Pasowan | Grade-IV | |
| 62 | Islam Ali | Grade-IV | |
| 63 | Bhaskar Pathak | Grade-IV | |
| 64 | Idrish Ali | Grade-IV | |
| 65 | Mafiluddin Ahmed | Grade-IV | |
| 66 | Lalbabu Pasowan | Grade-IV | |
| 67 | Sabin Deka | Grade-IV | |

| Sl. | Name | Designation | Contact No. |
|-----|-------------------------|-------------|------------------------------|
| 68 | Nara Nath Baishya | Grade-IV | 0361-2529824/ 2529650 (O) |
| 69 | Mridul Das | Grade-IV | |
| 70 | Dhan Baruah | Grade-IV | |
| 71 | Pradip Pasowan | Grade-IV | |
| 72 | Smt. Pramila Rabha | Grade-IV | |
| 73 | Sri Prafulla Kumar Roy | Grade-IV | |
| 74 | Sri Vepada Raju Rao | Grade-IV | |
| 75 | Sri Biki Basfor | Grade-IV | |
| 76 | Sri Lakheswar Borah | Grade-IV | |
| 77 | Md. Ayub Ali | Grade-IV | |
| 78 | Sri Dhireswar Bezbaruah | Grade-IV | |
| 79 | Sri Utpal Das | Grade-IV | |
| 80 | Md. Rekib Ali | Grade-IV | |
| 81 | Md. Sohid Ali | Grade-IV | |
| 82 | Md. Jainul Ali | Grade-IV | |
| 83 | Md. Akhtar Ali | Grade-IV | |
| 84 | Md. Mehbur Rahman | Grade-IV | |
| 85 | Md. Nurul Ali | Grade-IV | |
| 86 | Sri Giren Ch. Das | Grade-IV | |
| 87 | Sri Nakul Das | Grade-IV | |
| 88 | Sri Krishna Kanta Das | Grade-IV | |
| 89 | Md. Fazlul Haque | Grade-IV | |
| 90 | Md. Mazibur Rahman | Grade-IV | |
| 91 | Md. Ajijur Rahman | Grade-IV | |
| 92 | Md. Jalal Ali | Grade-IV | |
| 93 | Md. Tofik Ali | Grade-IV | |
| 94 | Sri Tapeswar Das | Grade-IV | |
| 95 | Sri Padmadhar Das | Grade-IV | |
| 96 | Md. Dhanmahmud Ali | Grade-IV | |
| 97 | Md. Ajimuddin Ahmed | Grade-IV | |
| 98 | Md. Samaddin Ali | Grade-IV | |
| 99 | Sri Kanak Bara | Grade-IV | |
| 100 | Sri Rubul Baishya | Grade-IV | |
| 101 | Sri Binod Sarmah | Grade-IV | |
| 102 | Sri Lakheswar Das | Grade-IV | |
| 103 | Md. Sofiqul Alam | Grade-IV | |
| 104 | Md. Mukut Ali | Grade-IV | |
| 105 | Md. Riaj Ali | Grade-IV | |
| 106 | Shri Jatin Ch. Das | Grade-IV | |
| 107 | Shri Hari Chandra Das | Grade-IV | |
| 108 | Md. Jainul Ali | Grade-IV | |
| 109 | Shri Tuman Das | Grade-IV | |
| 110 | Shri Samir Das | Grade-IV | |
| 111 | Md. Abdul Waheb | Grade-IV | |

10. MONTHLY REMUNERATION RECEIVED BY THE OFFICERS AND STAFFS OF THIS DEPARTMENT

| Sl. | Name | Designation | Gross Pay |
|-----|-----------------------|-------------------------|-----------|
| 1 | Dr. M. Angamuthu, IAS | Chief Executive Officer | 82503.00 |
| 2 | Sri Dhiraj Choudhury | Secretary | 64806.00 |
| 3 | Sri C.K. Bhuyan | Development Officer | 35845.00 |
| 4 | Sri M.N. Ngathey | Development Officer | 48734.00 |
| 5 | Smti Atryee Goswami | Development Officer | 40965.00 |
| 6 | Sri Debaraj Kalita | Town Planner | 57418.00 |

| Sl. | Name | Designation | Gross Pay |
|-----|-----------------------|------------------------------|-----------|
| 7 | Sri Safiul Alom | Assistant Executive Engineer | 58767.00 |
| 8 | Sri Amitabh Barthakur | Project Engineer | 48655.00 |
| 9 | Sri Pulak Kalita | Project Engineer | 48553.00 |
| 10 | Sri H.S. Medhi | Assistant Engineer | 50931.00 |
| 11 | Sri R.D. Sarma | Assistant Engineer | 48655.00 |
| 12 | Sri Pradip Barman | Assistant Engineer | 47733.00 |
| 13 | Sri RK Gogoi | Assistant Engineer | 47733.00 |
| 14 | Sri P.P. Bora | Assistant Engineer | 46954.00 |
| 15 | Sri Alaka Talukdar | Jr. Architect | 40424.00 |
| 16 | Smti P. Devi | Jr. Architect | 32142.00 |
| 17 | Smti N. Deka | Jr. Architect | 31035.00 |
| 18 | Sri A. Bhuyan | Jr. Engineer | 30873.00 |
| 19 | B. Barpujari | UDA, Superintendent (i/c) | 35,328.00 |
| 20 | Mukunda Kalita | Steno | 41,149.00 |
| 21 | Ashok Sarma | LDA | 30,756.00 |
| 22 | Nirupama Das | LDA | 25,446.00 |
| 23 | T. N. Sarma | LDA | 24,524.00 |
| 24 | Hiranya Saikia | Accounts Supervisor | 22,802.00 |
| 25 | Sukleswar Hazarika | LDA | 21,285.00 |
| 26 | Subhash Sarma | S.A. | 28,542.00 |
| 27 | Pabitra Boro | Driver | 23,601.00 |
| 28 | Goreswar Boro | Driver | 25,098.00 |
| 29 | Prabhat Nath | Driver | 21,797.00 |
| 30 | Bhupesh Das | Driver | 21,469.00 |
| 31 | Bhagaban Pathak | Driver | 20,895.00 |
| 32 | Dinesh Sarma | Driver | 20,895.00 |
| 33 | Sri Girin Deka | Driver | 16,575.00 |
| 34 | Sri Arup Das | Driver | 16,575.00 |
| 35 | Sri Khagen Kalita | Driver | 16,575.00 |
| 36 | Md. Tajer Ali | Driver | 16,575.00 |
| 37 | Prabin Talukdar | Daftory | 24,319.00 |
| 38 | Prabin Barman | Grade-IV | 20,772.00 |
| 39 | Bharat Bordoloi | Grade-IV | 20,772.00 |
| 40 | Pohar Das | Grade-IV | 20,506.00 |
| 41 | Krishna Deka | Grade-IV | 19,050.00 |
| 42 | Mitra Deka | Grade-IV | 20,895.00 |
| 43 | Prafulla Deka | Grade-IV | 18,743.00 |
| 44 | Padma Bhuyan | Grade-IV | 19,050.00 |
| 45 | Khagen Kalita | Grade-IV | 19,050.00 |
| 46 | Karuna Sarma | Grade-IV | 18,456.00 |
| 47 | Ratneswar Mahanta | Grade-IV | 17,902.00 |
| 48 | Aswini Sarma | Grade-IV | 18,456.00 |
| 49 | Pradip Talukdar | Grade-IV | 17,697.00 |
| 50 | Paresh Sarma | Grade-IV | 17,697.00 |
| 51 | Nibaran Talukdar | Grade-IV | 15,625.00 |
| 52 | Dipak Deka | Grade-IV | 15,625.00 |
| 53 | C.H. Ratnam | Grade-IV | 15,625.00 |
| 54 | Aijar Ali | Grade-IV | 15,625.00 |
| 55 | Sabed Ali | Grade-IV | 15,625.00 |
| 56 | Mohar Ali | Grade-IV | 15,625.00 |
| 57 | Dilu Ali | Grade-IV | 15,625.00 |
| 58 | Chandeswar Pasowan | Grade-IV | 15,625.00 |
| 59 | Islam Ali | Grade-IV | 15,625.00 |
| 60 | Bhaskar Pathak | Grade-IV | 15,625.00 |
| 61 | Idrish Ali | Grade-IV | 15,625.00 |
| 62 | Mafiluddin Ahmed | Grade-IV | 15,625.00 |

| Sl. | Name | Designation | Gross Pay |
|-----|-------------------------|-------------|-----------|
| 63 | Lalbabu Pasowan | Grade-IV | 15,625.00 |
| 64 | Sabin Deka | Grade-IV | 15,625.00 |
| 65 | Nara Nath Baishya | Grade-IV | 15,625.00 |
| 66 | Mridul Das | Grade-IV | 15,625.00 |
| 67 | Dhan Baruah | Grade-IV | 15,625.00 |
| 68 | Pradip Pasowan | Grade-IV | 15,625.00 |
| 69 | Smt. Pramila Rabha | Grade-IV | 14,086.00 |
| 70 | Sri Prafulla Kumar Roy | Grade-IV | 14,086.00 |
| 71 | Sri Vepada Raju Rao | Grade-IV | 14,086.00 |
| 72 | Sri Biki Basfor | Grade-IV | 14,086.00 |
| 73 | Sri Lakheswar Borah | Grade-IV | 14,086.00 |
| 74 | Md. Ayub Ali | Grade-IV | 14,086.00 |
| 75 | Sri Dhireswar Bezbaruah | Grade-IV | 14,086.00 |
| 76 | Sri Utpal Das | Grade-IV | 14,086.00 |
| 77 | Md. Rekib Ali | Grade-IV | 14,086.00 |
| 78 | Md. Sohid Ali | Grade-IV | 14,086.00 |
| 79 | Md. Jainul Ali | Grade-IV | 14,086.00 |
| 80 | Md. Akhtar Ali | Grade-IV | 14,086.00 |
| 81 | Md. Mehbur Rahman | Grade-IV | 14,086.00 |
| 82 | Md. Nurul Ali | Grade-IV | 14,086.00 |
| 83 | Sri Giren Ch. Das | Grade-IV | 14,086.00 |
| 84 | Sri Nakul Das | Grade-IV | 14,086.00 |
| 85 | Sri Krishna Kanta Das | Grade-IV | 14,086.00 |
| 86 | Md. Fazlul Haque | Grade-IV | 14,086.00 |
| 87 | Md. Mazibur Rahman | Grade-IV | 14,086.00 |
| 88 | Md. Ajijur Rahman | Grade-IV | 14,086.00 |
| 89 | Md. Jalal Ali | Grade-IV | 14,086.00 |
| 90 | Md. Tofik Ali | Grade-IV | 14,086.00 |
| 91 | Sri Tapeswar Das | Grade-IV | 14,086.00 |
| 92 | Sri Padmadhar Das | Grade-IV | 14,086.00 |
| 93 | Md. Dhanmahmud Ali | Grade-IV | 14,086.00 |
| 94 | Md. Ajimuddin Ahmed | Grade-IV | 14,086.00 |
| 95 | Md. Samaddin Ali | Grade-IV | 14,086.00 |
| 96 | Sri Kanak Bara | Grade-IV | 14,086.00 |
| 97 | Sri Rubul Baishya | Grade-IV | 14,086.00 |
| 98 | Sri Binod Sarmah | Grade-IV | 14,086.00 |
| 99 | Sri Lakheswar Das | Grade-IV | 14,086.00 |
| 100 | Md. Sofiqul Alam | Grade-IV | 14,086.00 |
| 101 | Md. Mukut Ali | Grade-IV | 14,086.00 |
| 102 | Md. Riaj Ali | Grade-IV | 14,086.00 |
| 103 | Shri Jatin Ch. Das | Grade-IV | 14,086.00 |
| 104 | Shri Hari Chandra Das | Grade-IV | 14,086.00 |
| 105 | Md. Jainul Ali | Grade-IV | 14,086.00 |
| 106 | Shri Tuman Das | Grade-IV | 14,086.00 |
| 107 | Shri Samir Das | Grade-IV | 14,086.00 |
| 108 | Md. Abdul Waheb | Grade-IV | 14,086.00 |

11. BUDGET ALLOTTED TO EACH OF ITS AGENCY

There is no agency under GMDA for which budget allotment is provided.

12. MANNER OF EXECUTION OF SUBSIDY PROGRAMME

Nil

13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION OF GRANTS

Does not arise

14. DETAILS IN RESPECT OF INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Public may visit GMDA's website www.gmda.co.in for status of their application for building/land sale permission, Master Plan, Building Byelaws, Citizen Charter and other information of the Authority.

15. FACILITIES AVAILABLE FOR CITIZENS FOR OBTAINING INFORMATION INCLUDING WORKING HOURS OF LIBRARY OR READING ROOM, IF MAINTAIN FOR PUBLIC USE

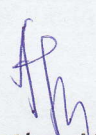
- Through the direct contact with the department
- Through the Guwahati Development Department

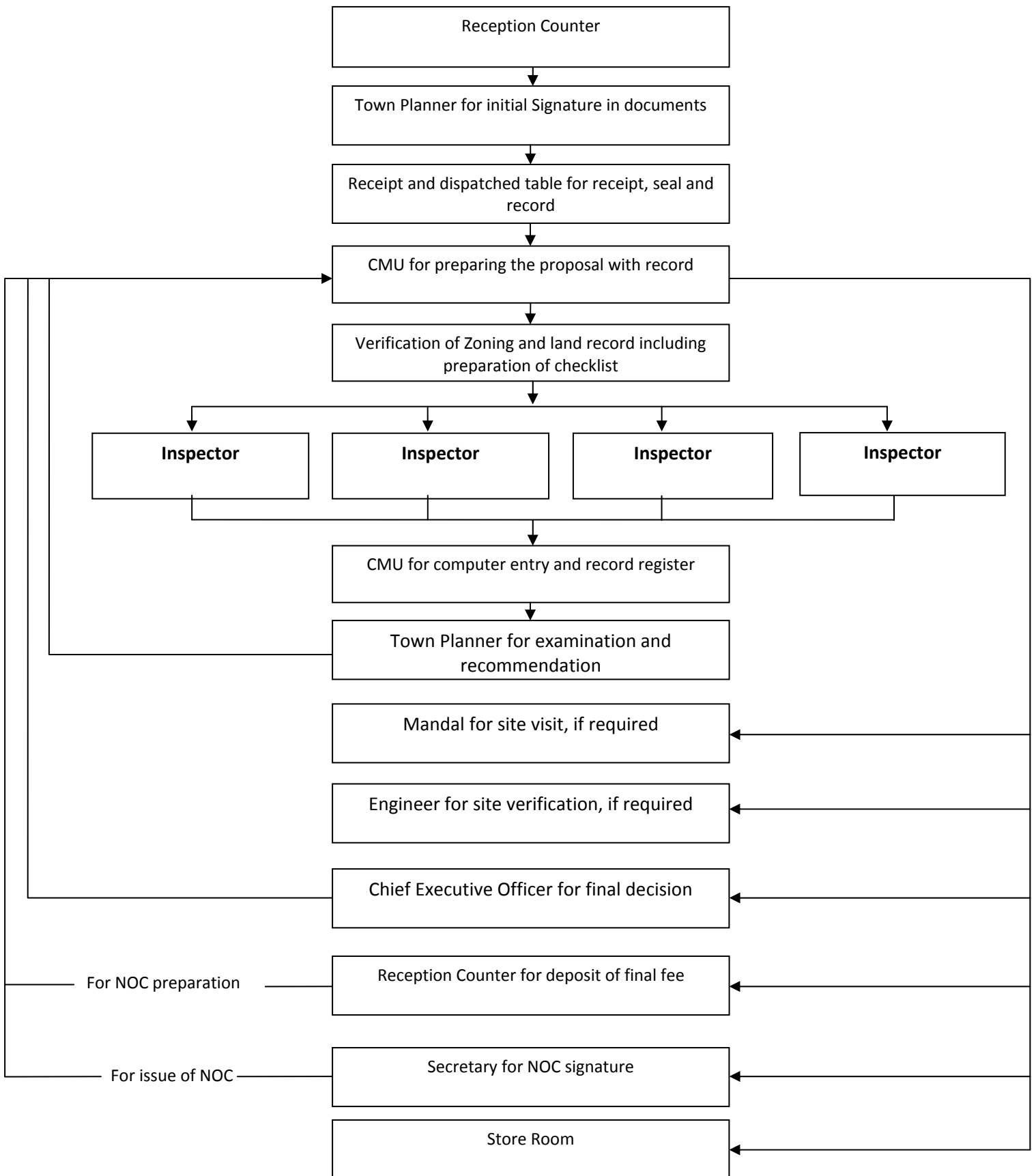
16. NAMES AND DESIGNATION OF 1ST APPELLATE AUTHORITY AND STATE PUBLIC INFORMATION OFFICER

1. Dr. M. Angamuthu, IAS
1st Appellate Authority
and
Chief Executive Officer,
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-781005.
Ph- 0361- 2529650 (O)
2. Smt. A. Goswami, ACS
State Public Information Officer,
and
Development Officer
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-781005.

17. SUCH OTHER INFORMATION MAY BE PRESCRIBED

To provide information to the public as a whole, the services of Directorate of information and Public Relation is utilized by publishing advertisement issuing press notes etc. in local news papers or national dailies from time to time.


[Dr. M. Angamuthu, IAS]
Chief Executive Officer
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-781005

FLOW CHART OF THE PROCESS OF LAND SALE PERMISSION**Time Slot:**

- | | |
|--|--|
| A. Counter- 2 (two) working days | F. Assessment Fee after approval by CEO- 2 (Two) days |
| B. CMU- 4 (four) working day | G. Preparation & issue of NOC after approval from CEO and after receipt of additional fee from the applicant- 3 (Three) days |
| C. Inspection/verification of zone- 7 (Seven) working days | |
| D. Town Planner- 7 (Seven) days | |
| E. Secretary- 3 (Three) days | |

N.B. (1) Seven (7) days have been kept as grace days for unforeseen development.

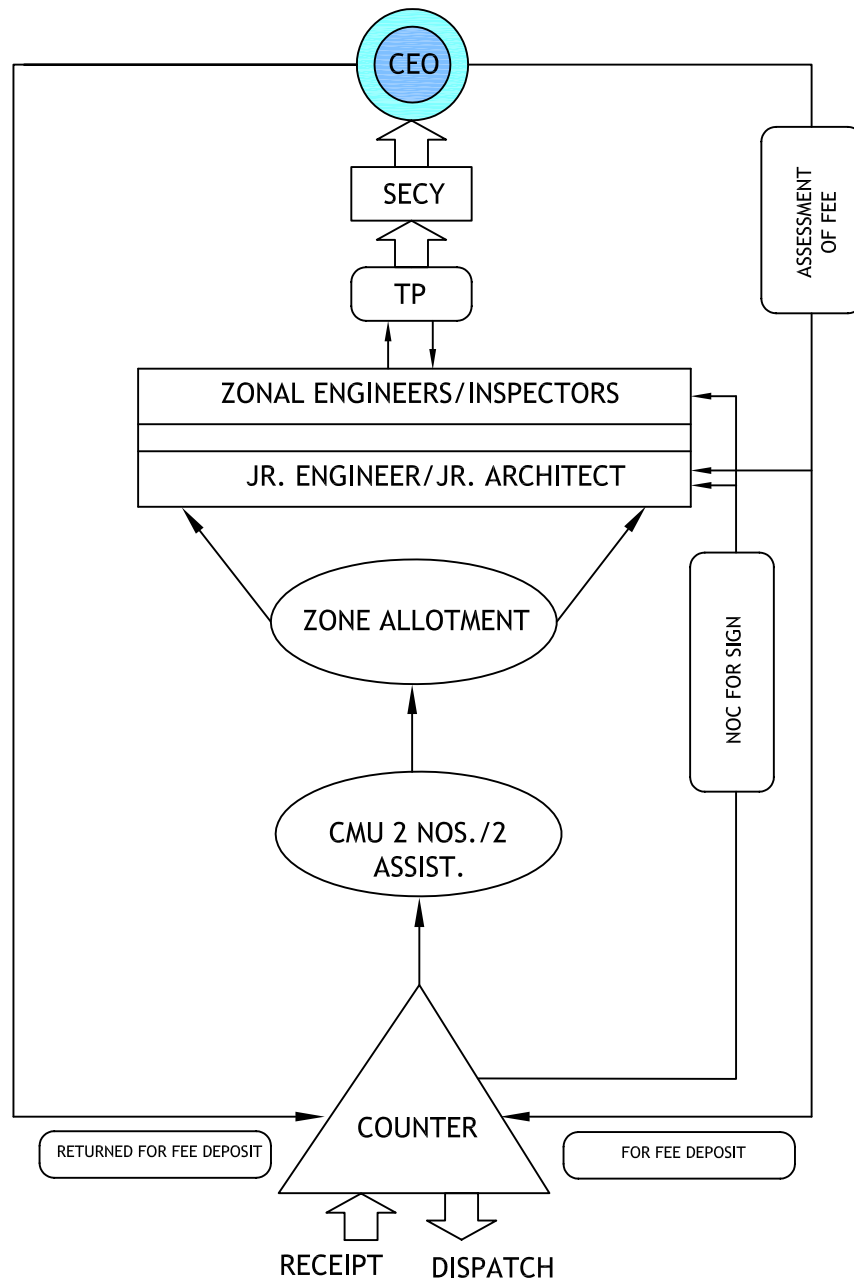
(2) The time frame is for proposals without any objection.

(3) Permission having objection will follow the same time frame from the stage where objection has taken place.

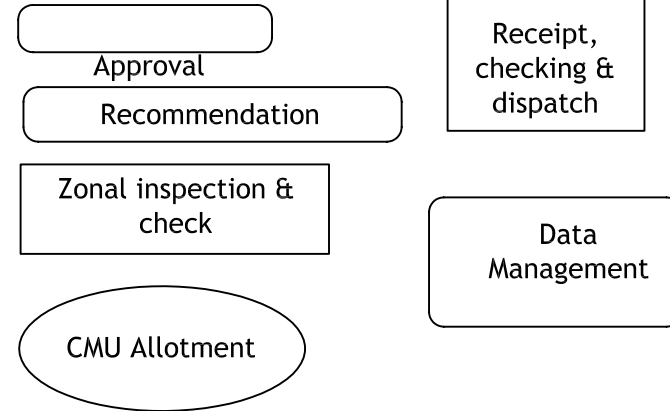
(4) Applicant can view file status by entering file no. in GMDA's website.

ANNEXURE-II

FLOW CHART OF THE PROCESS OF BUILDING PERMISSION UPTO G+2



ACTIVITIES



Time Slot:

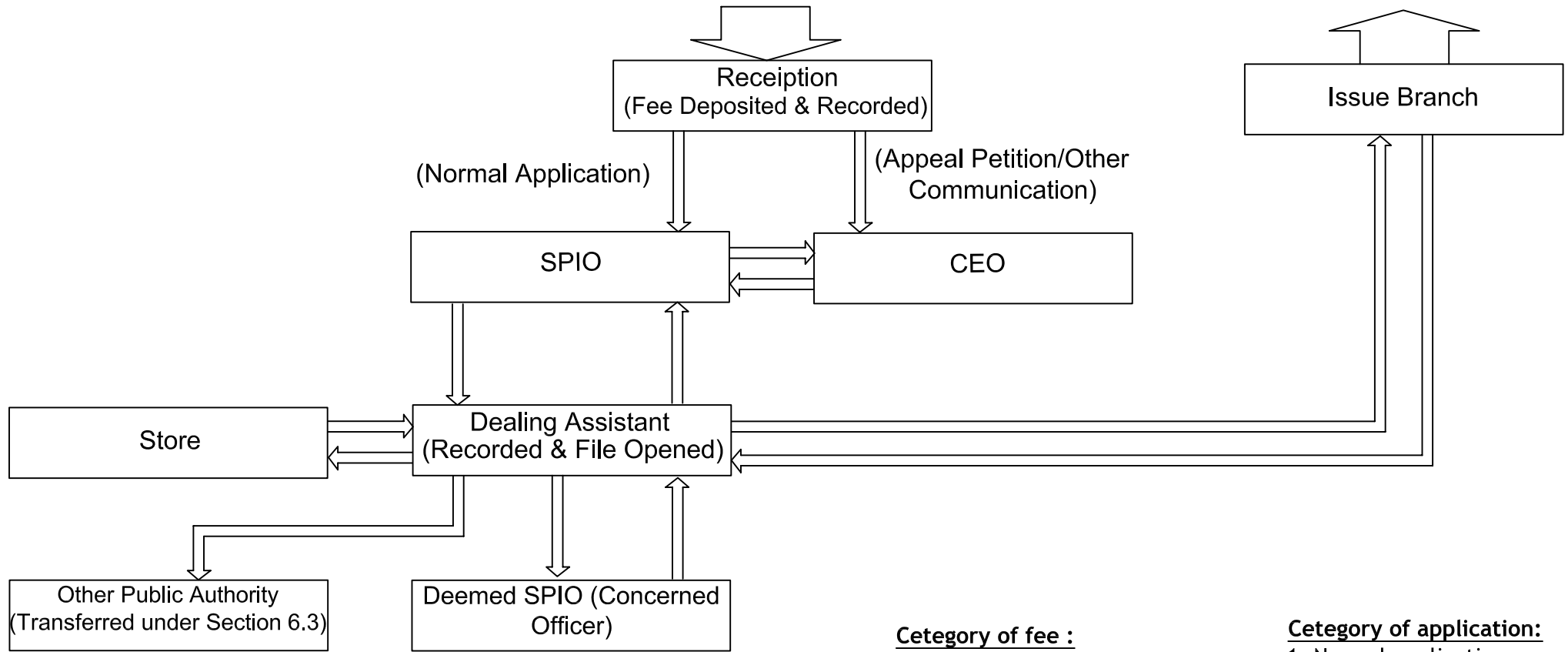
- A. Counter to CMU Same day
- B. CMU- 1 (One) day
- C. Inspecting staff- 7 (Seven) working days
- D. Town Planner- 7 (Seven) days
- E. Secretary- 3 (Three) days
- F. Assessment Fee after approval by CEO- 2 (Two) days
- G. Preparation & issue of NOC after approval from CEO and after receipt of additional fee from the applicant- 3 (Three) days
- H. Building above G+2 will require approval of High-Rise Committee.
- I. Construction with deviation will require approval of Sub-committee and Vice Chairman for compoundable regularization.

N.B.

- (1) Seven (7) days have been kept as grace days for unforeseen development.
- (2) The time frame is for proposals without any objection.
- (3) Permission having objection will follow the same time frame from the stage where objection has taken place.
- (4) Applicant can view file status by entering file no. in GMDA's website.

FLOW CHART, CELL: RTI

Annexure-III



Category of fee :

1. Electronic fees for 17 points disclosures
2. Application fees
3. Photocopy cost
4. Electronic medium Disc. Etc.
5. Other charges, inspection etc.

Category of application:

1. Normal application
2. Appeal petition
3. Other Communication

Annexure-IV

Complaint and Public Grievances

- (1) Secretary, GMDA is the In-charge of the Public Grievances Cell.
- (2) One LDA maintains all records and timely disposal of the matters.
- (3) All Engineers and Inspectors make inspection on every 2nd and 4th Fridays of every month in their respective zones.
- (4) They submit report to Secretary through the Town Planner.
- (5) Action against unauthorized construction is initiated as per Section 87 & 88 of GMDA Act as per above report.
- (6) Minimum five days notice is required for demolition, sealing of property as per provision of the Act.
- (7) District and Session Judge is the Appellate Authority to hear all appeals arising out of orders given by the Authority.

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FORMAT-I

SUO MOTU DISCLOSURE UNDER SECTION 4 (1) (b)

| Sl. No. | Department | No. of Public Authorities | No. of Public Authorities which published the disclosures under Section 4 (1) (b) | No. of Public Authorities which updated the disclosures during the year | No. of Public Authorities which displayed the disclosures online |
|---------|---|---------------------------|---|---|--|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 01 | Guwahati Metropolitan Development Authority | 1 | 1 | 1 | 1 |

FORMAT-II

DESIGNATION OF PIOs/ APIOs AND APPELLATE OFFICERS

| Sl. No. | Department | No. of Public Authorities | No. of Public Information Officers designated | No. of Assistant Public Information Officers designated | No. of Appellate Officers designated |
|---------|---|---------------------------|--|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 01 | Guwahati Metropolitan Development Authority | 1 | 1 Mrs. Atrayee Goswami, ACS, State Public Information Officer | Nil | 1 Dr. M. Angamuthu, IAS 1 st Appellate |

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FORMAT-III

DISPOSAL OF INFORMATION REQUESTS BY PUBLIC INFORMATION OFFICERS

| Name of Deptt. | No. of requests pending at end of last year | No. of requests received during the year | Total No. of requests | No. of requests disposed | No. of requests rejected | No. of requests deemed to be refused: 2(2) | % of cases access to information denied |
|---|---|--|-----------------------|--------------------------|--------------------------|--|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| Guwahati Metropolitan Development Authority | Nil | 349 | - | 349 | 0 | NIL | - |

FORMAT-IV

INFORMATION REQUESTS REJECTED BY PUBLIC INFORMATION OFFICERS

| Name of Deptt. | Total No. of requests rejected | No. of requests rejected Section 8 | No. of requests rejected Section 9 (Copy right) | No. of requests rejected Section 11 (Third party objection) | No. of requests rejected Section 24 (Security organizations) | No. of requests rejected other Sections (Non payment of application fee) |
|---|--------------------------------|------------------------------------|---|---|--|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| Guwahati Metropolitan Development Authority | NIL | NIL | NIL | NIL | NIL | NIL |

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FORMAT-V

DISPOSAL OF FIRST APPELLATE BY DESIGNATED APPELLATE OFFICERS

| Name of Deptt. | No. of first appeals pending with Appellate Officers | No. of first appeals preferred during the year | Total No. of first appeals with Appellate Officers | No. of first appeals disposed | No. of first appeals rejected | % of first appeals rejected | No. of first appeals pending for more than 45 days |
|---|--|--|--|-------------------------------|-------------------------------|-----------------------------|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| Guwahati Metropolitan Development Authority | NIL | 30 | - | 30 | NIL | NIL | NIL |

FORMAT-VI

SUMMARY OF COSTS, FEES AND CHARGES COLLECTED

| Name of Deptt. | Cost collected Section 4 (4) (Electronic fees for 17 points disclosures) | Fee collected Section 6 (1) (Application fees) | Cost collected Section 7 (1) (Photocopy cost etc.) | Cost collected Section 7 (5) (Electronic medium Disc. Etc.) | Other charges, inspection etc. collected (Specify) | Total collected |
|---|--|--|--|---|--|-----------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| Guwahati Metropolitan Development Authority | - | Rs. 4130/- | Rs. 7714/- | - | - | Rs. 11,844/- |

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FORMAT-VII

SIGNIFICANT INITIATIVES TAKEN BY GOVERNMENT/ PUBLIC AUTHORITIES IN SUO MOTO DISCLOSURE

| Department | Key initiatives undertaken during the year |
|--|--|
| Guwahati Metropolitan Development Authority Website: www.gmda.co.in | - |

FORMAT-VIII

SIGNIFICANT INITIATIVES TAKEN BY GOVERNMENT/PUBLIC AUTHORITIES TO IMPLEMENT THE RTI ACT: TRAINING & AWARENESS BUILDING PROGRAMMES

| Department | No. of PIOs/ APIOs/ Other officials trained | No. of CSO/ NGO/ Citizen Group/ Public Representative trained | Awareness building activities undertaken |
|---|---|---|--|
| Guwahati Metropolitan Development Authority | Yes. SPIO | - | - |