



OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGAGARH, GUWAHATI-781005

[An ISO 9001:2008 Certified Organization]

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NO. GMDA/RTI/2012/564/146

Dated: 19 /05/2015

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 2014 is published for general information in this Information Handbook.

Sd/-

Chief Executive Officer

Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-781005

1. PARTICULARS OF AUTHORITY, FUNCTIONS AND DUTIES

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 Dev. Authority: At Annexure-I

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 sale permission 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.

- Project Engineers/Assistant Executive Engineers/Assistant Engineers/Assistant Architects deal with various developmental projects/works, planning permit related works and other works allotted from time to time.
- Jr. Engineers/Jr. Architects deal with planning permit/land sale permission related works, matters related to maintenance of parks and other works allotted from time to time.
- The Superintendent looks after all matters for day-to-day smooth office function of different branches and promote and satisfactory disposal of allotted works.
- Sr./Jr. Assistants deal with all files of different matters. They ensure placing of the files to the concerned officers.
- Drivers are responsible for driving office vehicles and their maintenance.
- Grade-IV staffs are responsible for movements of files, dispatch of official correspondences and for cleanliness of the office.

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-II**.
- (b) Procedure followed in processing of a Building Permission/Planning permission application is at **Annexure-III**.
- (c) Procedure followed in processing of an RTI application is at **Annexure-IV**.
- (d) Procedure followed in case of complaint and public grievances is at **Annexure-V**.

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).
- Building Byelaws for Guwahati Metropolitan Area 1998.
- The Guwahati Non-Bio-Degradable Garbage (Control and Prevention) Act, 2006.
- The Assam Apartment (Construction and Transfer of Ownership) Act, 2006 and Rules framed under it.
- The Building Byelaws for Guwahati Metropolitan Area 2006 (Amended).
- The Guwahati Waterbodies (Preservation and Conservation) Act, 2008 (Amended).
- The Guwahati Building Construction (Regulation) Act 2010.
- The Guwahati Building Construction (Regulation) Byelaws 2014.
- The Guwahati Metropolitan Development Authority Service Bye-laws, 2014.

6. CATEGORIES OF DOCUMENTS THAT ARE HELD BY GMDA OR UNDER ITS CONTROL

- Documents of budget and accounts.
- Documents relating to establishment matter.
- Annual confidential report and gradation list of officials.
- Receipt/Dispatched Registers.
- Documents relating to various projects and schemes undertaken by this Authority.

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.
- Technical Committee.

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

SL.NO	NAME	Designation	Contact No.
1	Shri Capt. Rabin Bordoloi	Chairman	0361-2529650/9824
2	Shri Parimal Das	Deputy Chairman	
3	Shri J.K. Pandey (till September 2014)	Deputy Chairman	
4	Dr. M. Angamuthu, IAS 1 st Appellate (till November 2014) Shri Anurag Singh, IFS 1 st Appellate (From November 2014 till date)	C.E.O. (appointed by Govt.)	
5	Mr. Dhiraj Choudhury, ACS	Secretary (on deputation)	
6	Shri Dipankar Roy, AFS	Chief Accounts Officer (on deputation)	
7	Mr. C.K. Bhuyan, ACS	Development Officer (on deputation)	
8	Mr. M.N. Ngtey, ACS (till April 2014)	D.O. (on deputation)	
9	Mrs. Atryee Gouswami, ACS	D.O. (on deputation)	
10	Mr. S. Alam, ACS	D.O. (on deputation)	

SL.NO	NAME	Designation	Contact No.
11	Mr Debaraj Kalita	Town Planner (on deputation)	
12	Sri Dilip Kr. Pathak	Chief Engineer (on deputation)	
13	Sri Safiul Alom	Assistant Executive Engineer	
14	Mr. P. Kurmi	Assistant Executive Engineer (on Deputation)	
15	Mr Pulak Kalita	Project Engineer	
16	Mr Hitesh Sarma Medhi	Assistant Executive Engineer	
17	Mr Ramani Dhar Sarma	A.E.E.	
18	Mr Pradip Ch. Barman	A.E.E.	
19	Mr Rup Konwar Gogoi	A.E.E.	
20	Mr Padum Prasad Bora	A.E.E.	
21	Ms Alaka Talukdar Bhuyan	J.A.	
22	Ms Pratima Devi	J.A.	
23	Ms Nilima Deka	J.A.	
24	Mr Abatosh Bhuyan	J.E.	
25	Mr Bhubaneswar Barpujari	Superintendent	
26	Mr Mukunda Kalita	Steno	
27	Mr Ashok Kr. Sarma	U.D.A.	
28	Ms Nirupama Das	U.D.A.	
29	Mr Tirtha Nath Sarma	U.D.A.	
30	Mr Hiranya Kr. Saikia	Assistant Accounts Officer	
31	Mr Sukleswar Hazarika	U.D.A.	
32	Mr Subhash Sarmah	S.A.	
33	Mr Pabitra Boro	S.A.	
34	Mr Goreswar Boro	Driver	
35	Mr Prabhat Nath	Driver	
36	Mr Bhupesh Das	Driver	
37	Mr Bhagaban Ch. Pathak	Driver	
38	Mr Dinesh Sarma	Driver	
39	Sri Girin Deka	Driver	
40	Sri Arup Das	Driver	
41	Sri Khagen Kalita	Driver	
42	Md. Tajer All	Driver	
43	Mr Prabin Talukdar (retired on April 2014)	Daftory	
44	Mr Prabin Barman	Grade-IV	
45	Mr Bharat Bordoloi	Grade-IV	

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2529650/9824

SL.NO	NAME	Designation	Contact No.
46	Mr Pohar Chandra Das	Grade-IV	
47	Mr Krishna Ram Deka	Grade-IV	
48	Mr Mitra Dhar Deka	R/O	
49	Mr Prafulla Ch. Deka	Grade-IV	
50	Mr Padma Dhar Bhuyan	Grade-IV	
51	Mr Khagen Kalita	Grade-IV	
52	Mr Karuna Sarma	Grade-IV	
53	Mr Ratneswar Mahanta	Grade-IV	
54	Mr Aswini Sarma	Grade-IV	
55	Mr Pradip Talukdar	Grade-IV	
56	Mr Paresh Sarma	Grade-IV	
57	Mr Nibaran Talukdar	Grade-IV	
58	Mr Dipak Deka	Grade-IV	
59	Mr C. H. Ratnam	Grade-IV	
60	Mr Aijar Ali	Grade-IV	
61	Mr Sabed Ali	Grade-IV	
62	Mr Mohar Ali	Grade-IV	
63	Mr Dilu Ali	Grade-IV	
64	Mr Islam Ali	Grade-IV	
65	Mr Bhaskar Pathak	Grade-IV	0361- 2529650/9824
66	Mr Iddrish Ali	Grade-IV	
67	Mr Mafiluddin Ahmed	Grade-IV	
68	Mr Lalbabu Pasowan	Grade-IV	
69	Mr Sabin Deka	Grade-IV	
70	Mr Nara Nath Baishya	Grade-IV	
71	Mr Mridul Das	Grade-IV	
72	Mr Dhan Baruah	Grade-IV	
73	Mr Pradip Pasowan	Grade-IV	
74	Smt. Pramila Rabha	Grade-IV	
75	Sri Prafull Kumar Roy	Grade-IV	
76	Sri Vepada Raju Rao	Grade-IV	
77	Sri Biki Basfor	Grade-IV	
78	Sri Lakheswar Borah	Grade-IV	
79	Md. Ayub Ali	Grade-IV	
80	Sri Dhireswar Bezbaruah	Grade-IV	
81	Sri Utpal Das	Grade-IV	
82	Md. Rekib Ali	Grade-IV	
83	Md. Sohid Ali	Grade-IV	

SL.NO	NAME	Designation	Contact No.
84	Md. Jainul Ali	Grade-IV	0361- 2529650/9824
85	Md. Akhtar Ali	Grade-IV	
86	Md. Mehbur Rahman	Grade-IV	
87	Md. Nurul Ali	Grade-IV	
88	Sri Giren Ch. Das	Grade-IV	
89	Sri Nakul Das	Grade-IV	
90	Sri Krishna Kanta Das	Grade-IV	
91	Md. Fazlul Haque	Grade-IV	
92	Md. Mazibur Rahman	Grade-IV	
93	Md. Azizur Rahman	Grade-IV	
94	Md. Jalal Ali	Grade-IV	
	Md. Tofik Ali	Grade-IV	
95	Sri Tapeswar Das	Grade-IV	
96	Sri Padmadhar Das	Grade-IV	
97	Md. Dhanmahmud Ali	Grade-IV	
98	Md. Ajimuddin Ahmed	Grade-IV	
99	Md. Samaddin Ali	Grade-IV	
100	Sri Kanak Bara	Grade-IV	
101	Sri Rubul Baishya	Grade-IV	
102	Sri Binod Sarmah	Grade-IV	
103	Sri Lakheswar Das	Grade-IV	
104	Md. Sofiqul Alam	Grade-IV	
105	Md. Mukut Ali	Grade-IV	
106	Md. Riaj Ali	Grade-IV	
107	Shri Jatin Ch. Das	Grade-IV	
108	Shri Hari Chandra Das	Grade-IV	
109	Md. Jainul Ali	Grade-IV	
110	Shri Tuman Das	Grade-IV	
111	Shri Samir Das	Grade-IV	
112	Md. Abdul Waheb	Grade-IV	
1	Sri Dalim Kr Gogoi	Consultant	
2	Sri Ramani Mohan Das	Consultant	
3	Sri Ajit Kr. Endow	Consultant	
4	Sri Jadav Goswami	Project Engineer	
5	Sri Mantu Bora	Project Engineer	
6	Sri Samudra Kr Bhuyan	O.S.D.	
7	Sri Diganta Dutta	In-charge-Computer Cell	
8	Sri Pradip Deka	J.A.A.	
9	Sri Phulen Saharia	J.A.A.	
10	Ms Mridula Sarma	J.A.A.	
11	Ms Biva Chakraborty	J.A.A.	
12	Sri Bubul Kalita	Acctt. Asstt.	
13	Sri Nabajit Ray	J.A.A.	
14	Miss Pramila Kumari	Steno	
15	Sri Nayanmani Das	J.A.A.	

SL.NO	NAME	Designation	Contact No.
16	Sri Kanya Kumari Saikia	J.A.A.	0361- 2529650/9824
17	Sri Nabanita Medhi	J.A.A.	
18	Sri Karabi Mahanta	J.A.A.	
19	Sri Ritul Das	J.A.A.	
20	Sri Apurba Kr. Das	J.A.A.	
21	Miss Moloya Roy	J.A.A.	
22	Miss Manolova Mahanta	J.A.A.	
23	Sri Deepjyoti Chakraborty	J.A.A.	
24	Sri Kasturi Das Medhi	J.A.A.	
25	Sri Tarun Das	Mandal	
26	Sri Subhas Ch. Mandal	Mandal	
27	Sri Seema Rabha	A.E.	
28	Smt Pompy Choudhury	Asstt. Arch	
29	Sri Kushal Ch kumar	B.E.	
30	Syed Misbahul Alam	J.E.	
31	Sri Biswajit Nath	J.E.	
32	Smt Mamoni Baruah	JA	
33	Sri Sudipta Prasad Sarma,	JA	
34	Sri Mintujit Bhuyan	J.E.	
35	Sri Pranab Talukdar	Driver	
36	Sri Kishor Talukdar	Grade IV	
37	Sri Kalpana Das	Grade IV	

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

SL.NO	NAME	Designation	Gross Pay (Rs.)
1	Capt. Rabin Bordoloi	Chairman	-
2	Shri Parimal Das	Deputy Chairman	-
3	Shri J.K. Pandey (till September 2014)	Deputy Chairman	-
4	Dr. M. Angamuthu, IAS 1 st Appellate (till November 2014)	C.E.O. (appointed by Govt.)	92763.00
	Shri Anurag Singh, IFS 1 st Appellate (From November 2014 till date)		136421.00
5	Mr. Dhiraj Choudhury, ACS	Secretary (on deputation)	72217.00
6	Shri Dipankar Roy, AFS	Chief Accounts Officer (Addl. charge)	Pay not drawn at GMDA
7	Mr. C.K. Bhuyan, ACS	Development Officer (on deputation)	38999.00
8	Mr. M.N. Ngtey, ACS	D.O. (Addl. charge)	48734.00

SL.NO	NAME (till April 2014)	Designation	Gross Pay (Rs.)
9	Mrs. Atryee Gouswami, ACS	D.O. (on deputation)	44312.00
10	Mr. S. Alam, ACS	D.O. (on deputation)	59320.00
11	Mr Debaraj Kalita	Town Planner (on deputation)	64858.00
12	Sri Dilip Kr. Pathak	Chief Engineer (Addl. charge)	Pay not drawn at GMDA
13	Sri Safiul Alom	Assistant Executive Engineer (on deputation)	65436.00
14	Mr. P. Kurmi	Assistant Executive Engineer (on Deputation)	Pay not drawn at GMDA
15	Mr Pulak Kalita	Project Engineer	54026.00
16	Mr Hitesh Sarma Medhi	Assistant Executive Engineer	56667.00
17	Mr Ramani Dhar Sarma	A.E.E.	54136.00
18	Mr Pradip Ch. Barman	A.E.E.	53093.00
19	Mr Rup Konwar Gogoi	A.E.E.	53093.00
20	Mr Padum Prasad Bora	A.E.E.	52227.00
21	Ms Alaka Talukdar Bhuyan	J.A.	44989.00
22	Ms Pratima Devi	J.A.	35754.00
23	Ms Nilima Deka	J.A.	34534.00
24	Mr Abatosh Bhuyan	J.E.	34306.00
25	Mr Bhubaneswar Barpujari	Superintendent	44047.00
26	Mr Mukunda Kalita	Steno	45844.00
27	Mr Ashok Kr. Sarma	U.D.A.	37852.00
28	Ms Nirupama Das	U.D.A.	31126.00
29	Mr Tirtha Nath Sarma	U.D.A.	29682.00
30	Mr Hiranya Kr. Saikia	Assistant Accounts Officer	28417.00
31	Mr Sukleswar Hazarika	L.D.A.	23688.00
32	Mr Subhash Sarmah	S.A.	31769.00
33	Mr Pabitra Boro	S.A.	26263.00
34	Mr Goreswar Boro	Driver	27929.00
35	Mr Prabhat Nath	Driver	24265.00
36	Mr Bhupesh Das	Driver	23888.00
37	Mr Bhagaban Ch. Pathak	Driver	23244.00
38	Mr Dinesh Sarma	Driver	23244.00
39	Sri Girin Deka	Driver	18389.00
40	Sri Arup Das	Driver	18389.00
41	Sri Khagen Kalita	Driver	18389.00

SL.NO	NAME	Designation	Gross Pay (Rs.)
42	Md. Tajer All	Driver	18389.00
43	Mr Prabin Talukdar (retired on April 2014)	Daftory	22499.00
44	Mr Prabin Barman	Grade-IV	23111.00
45	Mr Bharat Bordoloi	Grade-IV	23111.00
46	Mr Pohar Chandra Das	Grade-IV	22823.00
47	Mr Krishna Ram Deka	Grade-IV	21180.00
48	Mr Mitra Dhar Deka	R/O	23244.00
49	Mr Prafulla Ch. Deka	Grade-IV	20846.00
50	Mr Padma Dhar Bhuyan	Grade-IV	21180.00
51	Mr Khagen Kalita	Grade-IV	21180.00
52	Mr Karuna Sarma	Grade-IV	20536.00
53	Mr Ratneswar Mahanta	Grade-IV	19914.00
54	Mr Aswini Sarma	Grade-IV	20536.00
55	Mr Pradip Talukdar	Grade-IV	19692.00
56	Mr Paresh Sarma	Grade-IV	19692.00
57	Mr Nibaran Talukdar	Grade-IV	17313.00
58	Mr Dipak Deka	Grade-IV	17313.00
59	Mr C. H. Ratnam	Grade-IV	17313.00
60	Mr Aijar Ali	Grade-IV	17313.00
61	Mr Sabed Ali	Grade-IV	17313.00
62	Mr Mohar Ali	Grade-IV	17313.00
63	Mr Dilu Ali	Grade-IV	17313.00
64	Mr Islam Ali	Grade-IV	17313.00
65	Mr Bhaskar Pathak	Grade-IV	17313.00
66	Mr Iddrish Ali	Grade-IV	17313.00
67	Mr Mafiluddin Ahmed	Grade-IV	17313.00
68	Mr Lalbabu Pasowan	Grade-IV	17313.00
69	Mr Sabin Deka	Grade-IV	17313.00
70	Mr Nara Nath Baishya	Grade-IV	17313.00
71	Mr Mridul Das	Grade-IV	17313.00
72	Mr Dhan Baruah	Grade-IV	17313.00
73	Mr Pradip Pasowan	Grade-IV	17313.00
74	Smt. Pramila Rabha	Grade-IV	15595.00
75	Sri Prafull Kumar Roy	Grade-IV	15595.00
76	Sri Vepada Raju Rao	Grade-IV	15595.00
77	Sri Biki Basfor	Grade-IV	15595.00
78	Sri Lakheswar Borah	Grade-IV	15595.00

SL.NO	NAME	Designation	Gross Pay (Rs.)
79	Md. Ayub Ali	Grade-IV	15595.00
80	Sri Dhireswar Bezbaruah	Grade-IV	15595.00
81	Sri Utpal Das	Grade-IV	15595.00
82	Md. Rekib Ali	Grade-IV	15595.00
83	Md. Sohida Ali	Grade-IV	15595.00
84	Md. Jainul Ali	Grade-IV	15595.00
85	Md. Akhtar Ali	Grade-IV	15595.00
86	Md. Mehbur Rahman	Grade-IV	15595.00
87	Md. Nurul Ali	Grade-IV	15595.00
88	Sri Giren Ch. Das	Grade-IV	15595.00
89	Sri Nakul Das	Grade-IV	15595.00
90	Sri Krishna Kanta Das	Grade-IV	15595.00
91	Md. Fazlul Haque	Grade-IV	15595.00
92	Md. Mazibur Rahman	Grade-IV	15595.00
93	Md. Azizur Rahman	Grade-IV	15595.00
94	Md. Jalal Ali	Grade-IV	15595.00
95	Md. Tofik Ali	Grade-IV	15595.00
96	Sri Tapeswar Das	Grade-IV	15595.00
97	Sri Padmadhar Das	Grade-IV	15595.00
98	Md. Dhanmahmud Ali	Grade-IV	15595.00
99	Md. Ajimuddin Ahmed	Grade-IV	15595.00
100	Md. Samaddin Ali	Grade-IV	15595.00
101	Sri Kanak Bara	Grade-IV	15595.00
102	Sri Rubul Baishya	Grade-IV	15595.00
103	Sri Binod Sarmah	Grade-IV	15595.00
104	Sri Lakheswar Das	Grade-IV	15595.00
105	Md. Sofiqul Alam	Grade-IV	15595.00
106	Md. Mukut Ali	Grade-IV	15595.00
107	Md. Riaj Ali	Grade-IV	15595.00
108	Shri Jatin Ch. Das	Grade-IV	15595.00
109	Shri Hari Chandra Das	Grade-IV	15595.00
110	Md. Jainul Ali	Grade-IV	15595.00
111	Shri Tuman Das	Grade-IV	15595.00
112	Shri Samir Das	Grade-IV	15595.00
113	Md. Abdul Waheb	Grade-IV	15595.00

CONTRACTUAL EMPLOYEES

1	Sri Dalim Kr Gogoi	Consultant	40000.00
2	Sri Ramani Mohan Das	Consultant	40000.00
3	Sri Ajit Kr. Endow	Consultant	40000.00
4	Sri Jadav Goswami	Project Engineer	45602.00
5	Sri Mantu Bora	Project Engineer	52439.00
6	Sri Samudra Kr Bhuyan	O.S.D.	26000.00
7	Sri Diganta Dutta	In-charge-Computer Cell	16820.00
8	Sri Pradip Deka	J.A.A.	15650.00
9	Sri Phulen Saharia	J.A.A.	15020.00

SL.NO	NAME	Designation	Gross Pay (Rs.)
10	Ms Mridula Sarma	J.A.A.	14075.00
11	Ms Biva Chakraborty	J.A.A.	13130.00
12	Sri Bubul Kalita	Acctt. Asstt.	12755.00
13	Sri Nabajit Ray	J.A.A.	14264.00
14	Miss Pramila Kumari	Steno	14264.00
15	Sri Nayan Moni Das	J.A.A.	12500.00
16	Sri Kanya Kumari Saikia	J.A.A.	12500.00
17	Sri Nabanita Medhi	J.A.A.	12500.00
18	Sri Karabi Mahanta	J.A.A.	12500.00
19	Sri Ritul Das	J.A.A.	12500.00
20	Sri Apurba Kr. Das	J.A.A.	12500.00
21	Miss Moloya Roy	J.A.A.	12500.00
22	Miss Manolova Mahanta	J.A.A.	12500.00
23	Sri Deepjyoti Chakraborty	J.A.A.	12500.00
24	Sri Kasturi Das Medhi	J.A.A.	12500.00
25	Sri5 Tarun Das	Mandal	8000.00
26	Sri Subhas Ch. Mandal	Mandal	6000.00
27	Sri Seema Rabha	A.E.	30000.00
28	Smt Pompy Choudhury	Asstt. Arch	18000.00
29	Sri Kushal Ch kumar	B.E.	18000.00
30	Syed Misbahul Alam	J.E.	14000.00
31	Sri Biswajit Nath	J.E.	14000.00
32	Smt Mamoni Baruah	JA	14000.00
33	Sri Sudipta Prasad Sarma,	JA	14000.00
34	Sri Mintujit Bhuyan	J.E.	14000.00
35	Sri Pranab Talukdar	Driver	10750.00
36	Sri Kishor Talukdar	Grade IV	11260.00
37	Sri Kalpana Das	Grade IV	10630.00

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 uploaded from time to time 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 (till November 2014)
Shri Anurah Singh, IFS (from November 2014 till date)
st
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.

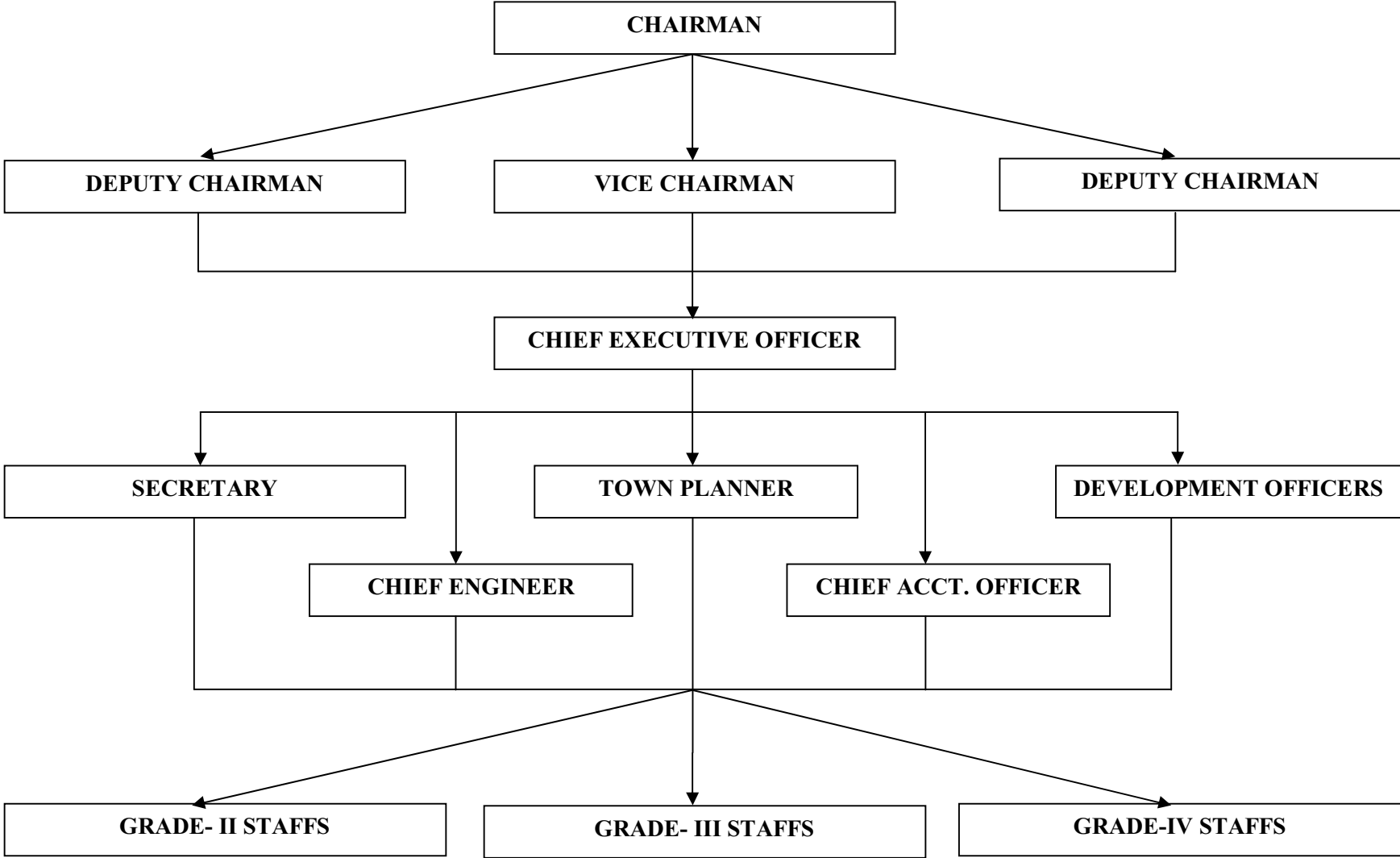
17. SUCH OTHER INFORMATION MAY BE PRESCRIBED

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.

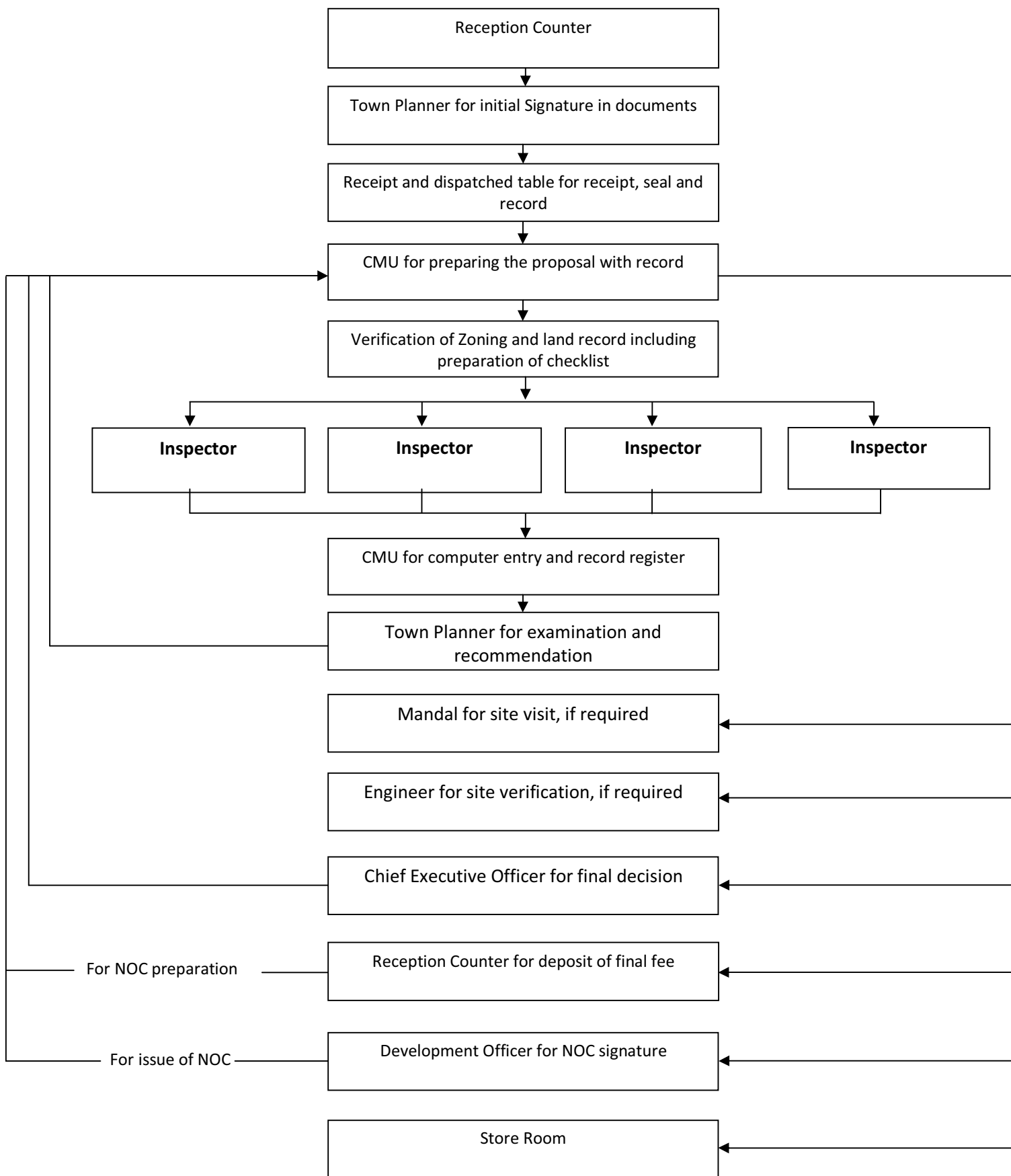
Sd/-

Chief Executive Officer
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-781005

ORGANIZATION STRUCTURE OF GUWAHATI METROPOLITAN DEV. AUTHORITY



FLOW CHART OF THE PROCESS OF LAND SALE PERMISSION



Process No. : QMS/GMDA/LAND/02
 Process Name : Land Sale Permission

SI No.	Input	Sub-Process	Out-Put	Control Method	Process Indicator	Process Owner	KPI	Record Reference	Remarks
1	Land sale application form received	Forwarded to JE	Application form	Application form	Time	Reception counter/front desk officer	1 day	GMDA/LS/ File No./Date*	
2	Application form	Preparation of checklist & putup file to ATP	Forwarded file	Guide lines byelaws checklist	Time	JE	6 days	GMDA/LS/ File No./Date*	
3	Forwarded file	Forwarded to Mandal	Forwarded file	Guide lines byelaws checklist	Time	ATP	10days	GMDA/LS/ File No./Date*	
4	Forwarded file	Site verification by Mandal & intimation to applicant	Site verification report	Guide lines byelaws checklist	Time	Mandal	18 days	GMDA/LS/ File No./Date*	KPI includes 15 days for intimation which is to be done three lines, in case of failure the application is rejected
5	Site verification report	Forwarded to ATP	Forwarded file to D.O.	Guide lines byelaws checklist	Time	ATP	15 days	GMDA/LS/ File No./Date*	
6	Forwarded file to D.O.	Forwarded file to CEO	Approved file	Guide lines byelaws checklist	Time	CEO	5 days	GMDA/LS/ File No./Date*	3 days for forwarded & 2 days for approval/rejection
7	Approved file	Intimation letter preparation	Intimation letter	Guide lines byelaws checklist	Time	JE	1 day	GMDA/LS/ File No./Date*	The file will be in the counter
8	Intimation letter & fees deposit receipt in the note sheet	Preparation of NOC	NOC	Guide lines byelaws checklist	Time	JE	3 days	GMDA/LS/ File No./Date*	
9	NOC	Signing/Authorization by DO	Authorised/ Signed NOC	Guide lines byelaws checklist	Time	DO	2 days	GMDA/LS/ File No./Date*	

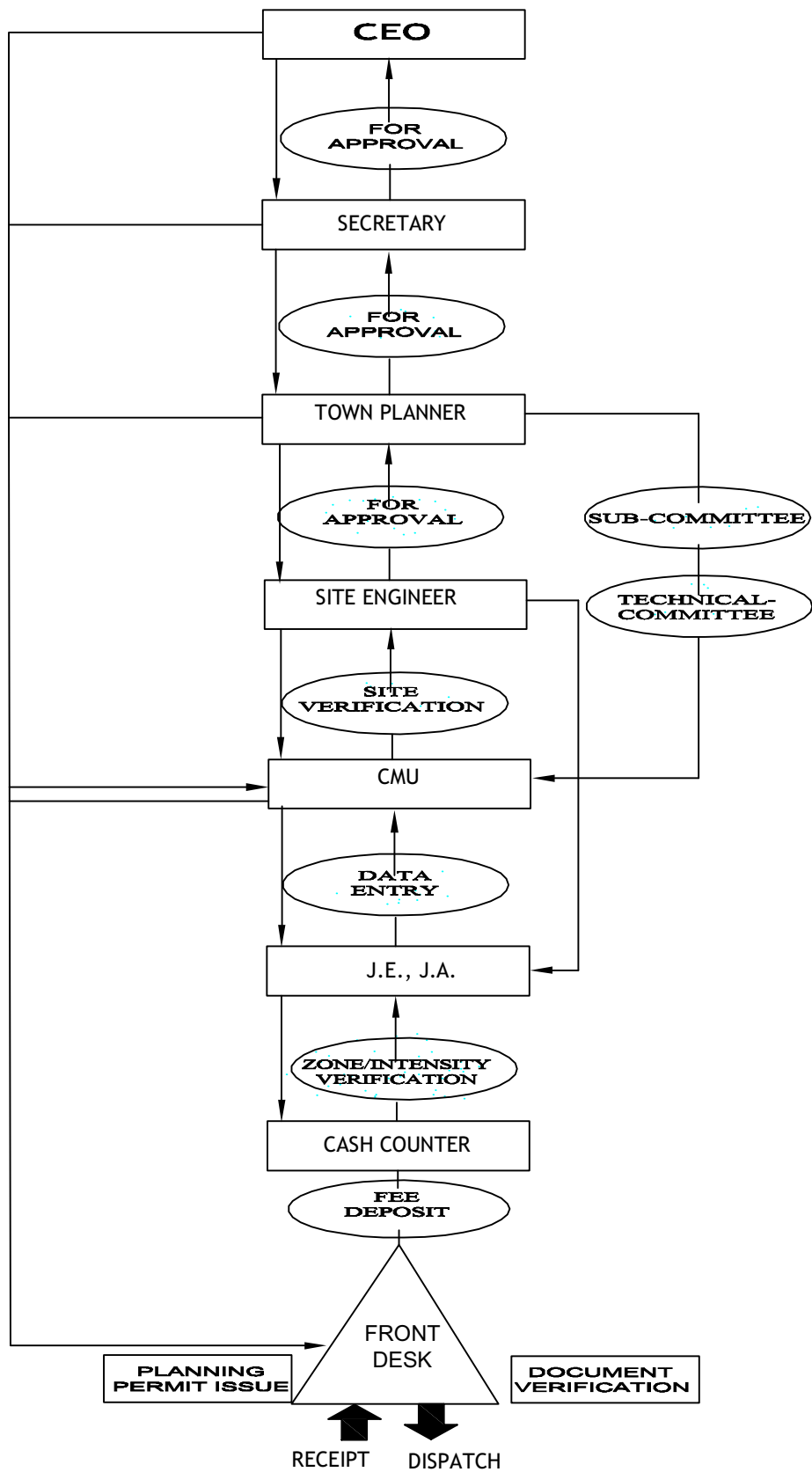
*In case of Rejection: Reject letter will be issued in 3 days other steps remain same.

Process No. : QMS/GMDA/LAND/02
 Process Name : Land Sale Permission (Objection Cases)

SI No.	Input	Sub-Process	Out-Put	Control Method	Process Indicator	Process Owner	KPI	Record Reference	Remarks
1	Land sale application form received	Forwarded to JE	Application form	Application form + Guide lines & byelaws	Time	Reception counter/front desk officer	1 day	GMDA/LS/ File No./Date*	
2	Application form	Preparation of checklist & putup the file to ATP	Forwarded file	Guide lines byelaws checklist	Time	JE	6 days	GMDA/LS/ File No./Date*	
3	Forwarded file	a) Forwarded to Mandal for site verification b) Objection by JE/ATP	Objections from Mandal/JE/ATP	Guide lines byelaws checklist	Time	ATP/JE/ Mandal	10days	GMDA/LS/ File No./Date*	
4	Objections from Mandal/JE/ATP	Preparation of objection letter	Objection letter	Guide lines byelaws checklist	Time	JE	3 days	GMDA/LS/ File No./Date*	
5	Objection letter	Forwarded to ATP for authorization & issuens	Authorization letter & issued	Guide lines byelaws checklist	Time	ATP	2 days	GMDA/LS/ File No./Date*	

ANNEXURE-III

FLOW CHART OF THE PROCESS OF PLANNING PERMIT

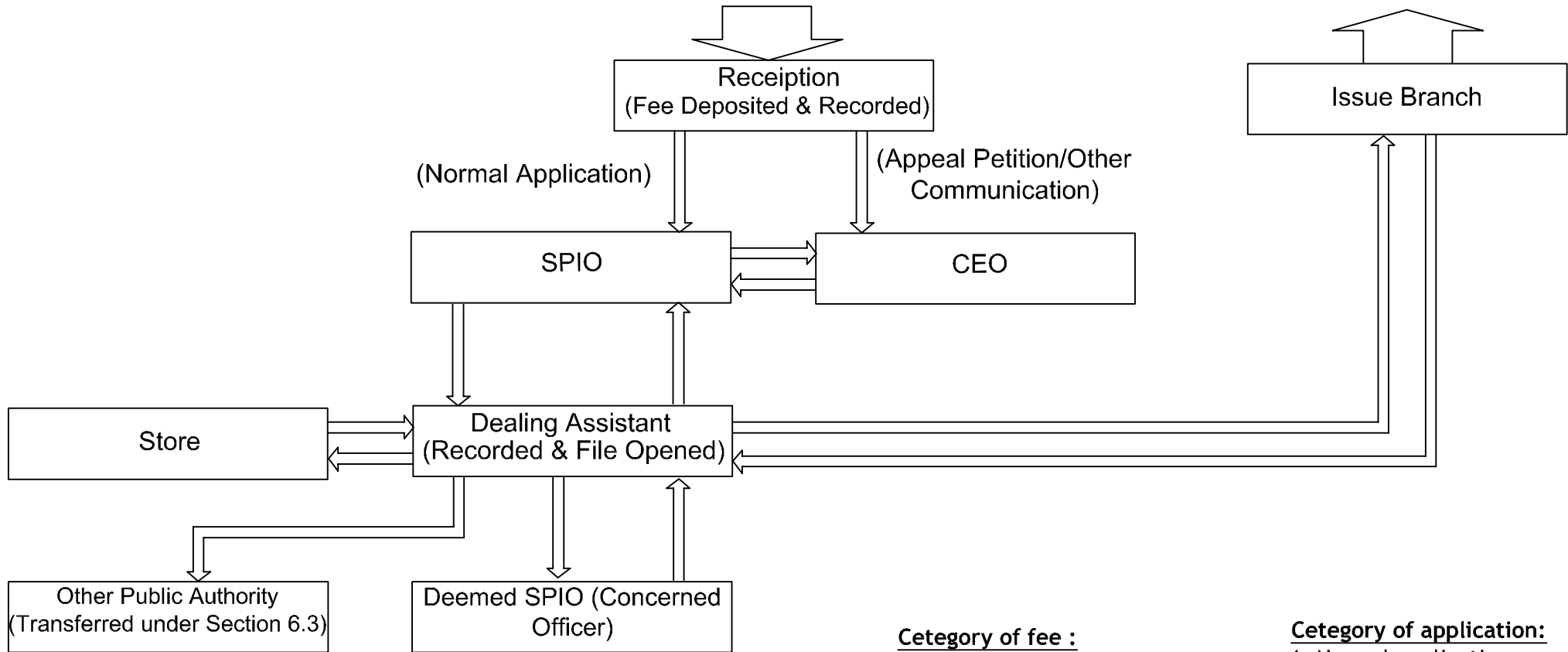


NOTE:

The time frame for issuing Planning Permit, without any objection, is within 30 (thirty) days from the date of receipt of the application.

FLOW CHART, CELL: RTI

Annexure-IV



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-V

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 case to case basis 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.

ANNUAL REPORT ON RTI ACT FOR THE YEAR 2014

**REPORTING YEAR: 1st JANUARY 2014 TO 31st DECEMBER 2014
GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY**

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 (till November 2014) Shri Anurag Singh, IFS 1 st Appellate (From November 2014 till date)

ANNUAL REPORT ON RTI ACT FOR THE YEAR 2014

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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	284	-	284	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

ANNUAL REPORT ON RTI ACT FOR THE YEAR 2014

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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	31	-	31	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/-

ANNUAL REPORT ON RTI ACT FOR THE YEAR 2014

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GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY**

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	-	-	-