



OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGGARH, GUWAHATI-781005
[An ISO 9001:2008 Certified Organization]

Website: www.gmda.co.in
E-mail: ceogmdaghy@gmail.com

Tel: 0361-2529650/9824
Fax: 0361-2529991

NO. GMDA/RTI/2012/564/204

Dated: 27th July, 2016

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 2015-16 is published for general information in this Information Handbook.

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

**INFORMATION ON 17 POINTS OF PROACTIVE DISCLOSURE ON
RIGHT TO INFORMATION ACT 2005 FOR THE YEAR 2015-16**

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, notified in 2009 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.

Organizational Structure of Guwahati Metropolitan Dev. Authority is 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 Authority.
- The Secretary of this department looks after various administrative jobs as per allotment of works to various officers/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/planning permit 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, schemes under Annual Operation Plan, 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 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. They are also entrusted duties at parks.
- Sweepers deal with sweeping & cleaning of office premises; corridors & washrooms.

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 Authority with the help of the Secretary and other officers/staffs resolves the issues come up to the department. Normally the administrative assistant staffs put 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 relating to establishment matter
- Letter Receipt/Dispatched Registers.
- Documents of budget and accounts.
- Documents/Reports relating to various projects and schemes undertaken by this Authority.
- Cash Receipt Register, Bill Register, C.L. Register, Stationary Stock Register, Reservation Roster Register.
- Building/Planning Permit files, land Sale Permission files.

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
ON-DEPUTATION		
1	Shri Dhiren Baruah	Chairman

Sl. No.	NAME	DESIGNATION
2	Shri Parimal Das (till 31 st March 2016)	Deputy-Chairman
3	Vacant	Deputy-Chairman
4	Shri Anurag Singh, IFS	Chief Executive Officer & Vice Chairman
5	Vacant	Secretary
6	Shri Anant Lal Gyani, IAS	Development Officer
7	Shri Bhupesh Ch. Das, ACS	Development Officer
8	Smti Atryee Gouswami, ACS	Development Officer
9	Shri S. Alam, ACS	Development Officer
10	Shri Dilip Kr. Pathak	Chief Engineer (Part Time)
11	Shri Serafuddin Ahmed Warchi, AFS	Chief Accounts Officer (Part Time)
12	Shri Debraj Kalita	Town Planner
13	Shri Saiful Alam	Assistant Executive Engineer
14	Shri Prabhat Kurmi	Assistant Executive Engineer
REGULAR EMPLOYEES		
1	Sri Pulak Kalita	Project Engineer
2	Sri Amitabh Barthakur	Project Engineer
3	Sri Hitesh Sarma Medhi	Assistant Executive Engineer (Planning Branch)
4	Sri Ramani Dhar Sarma	Assistant Executive Engineer (Planning Branch)
5	Sri Pradip Barman	Assistant Executive Engineer (Planning Branch)
6	Sri Rup Konwar Gogoi	Assistant Executive Engineer (Planning Branch)
7	Sri Padum Prasad Borah	Assistant Executive Engineer (Developmental Work)
8	Smti Alaka Talukdar Bhuyan	Junior Engineer (Arct.) (Reception Counter)
9	Smti Pratima Devi	Junior Engineer (Arct.) (Planning Branch)
10	Smti Nilima Deka Barman	Junior Engineer (Arct.) (Planning Branch)
11	Sri Abatosah Bhuyan	Junior Engineer (Planning Branch)
12	Syed Misbahul Alam	Junior Engineer (Park)
13	Sri Bhubaneswar Borpujari	Superintendent
14	Sri Hiranya Kr. Saikia	Assistant Accounts Officer
15	Sri Mukunda Kalita	Stenographer (Reception Counter)
16	Sri Ashok Sarma	Senior Assistant (Attached with CEO, GMDA)
17	Smti Nirupama Das	Senior Assistant (Planning Branch)
18	Sri Tirtha Nath Sarma	Senior Assistant (Reception Counter)
19	Sri Sukleswar Hazarika	Junior Administrative Assistant (Cashier)
20	Sri Diganta Dutta	Junior Administrative Assistant (Issue Branch & Computer related work)
21	Sri Pradip Deka	Junior Administrative Assistant (Planning Branch)

Sl. No.	NAME	DESIGNATION
22	Sri Phulen Saharia	Junior Administrative Assistant (RTI Cell & Stationery)
23	Sri Nabajit Ray	Junior Administrative Assistant (Accounts Branch)
24	Miss Pramila Kumari	Junior Administrative Assistant (Attached with Chief Engineer, GMDA)
25	Smti Mridula Sarma	Junior Administrative Assistant (Project related work)
26	Smti Biva Chakrabarty	Junior Administrative Assistant (Attached with CEO, GMDA)
27	Sri Subhash Sarma	Sectional Assistant
28	Sri Pabitra Boro	Sectional Assistant
29	Sri Goreswar Boro	Driver (Attched with Town Planner, GMDA)
30	Sri Prabhat Ch. Nath	Driver (Pull Car)
31	Sri Bhupesh Das	Driver (Pull Car)
32	Sri Bhagaban Pathak	Driver (Attached with GDD)
33	Sri Dinesh Sarma	Driver (Pull Car)
34	Md. Tajer Ali	Driver (Attached with Chief Engineer, GMDA)
35	Sri Khagen Kalita	Driver (GMDA Office)
36	Sri Giren Deka	Driver (GMDA Office)
37	Sri Arup Das	Driver (Attached with CEO, GMDA)
38	Sri Mitra Deka	R.O. (GMDA Office)
39	Sri P. C. Barman	Grade-IV (GMDA Office)
40	Sri Bharat Bordoloi	Grade-IV (GMDA Office)
41	Sri Pohar Das	Grade-IV (Store i/c GMDA)
42	Sri Krishna Ram Deka	Grade-IV (Park)
43	Sri Prafulla Deka	Grade-IV (GMDA Office)
44	Sri Padma Bhuyan	Grade-IV (Park)
45	Sri Khagen Kalita	Grade-IV (GMDA Office)
46	Sri Karuna Sarma	Grade-IV (GMDA Office)
47	Sri Ratneswar Mahanta	Grade-IV (GMDA Office)
48	Sri Aswini Sarma	Grade-IV (Attached with Town Planner, GMDA)
49	Sri Pradip Talukdar	Grade-IV (Attached with planning hall)
50	Sri Paresh Sarma	Grade-IV (Attached with Technical Branch)
51	Sri Nibaran Talukdar	Grade-IV (Attached with Engineer Hall)
52	Sri Dipak Deka	Grade-IV (Park)
53	Sri C.H. Ratnam	Grade-IV (Park)
54	Md. Aijar Ali	Grade-IV (Park)
55	Md. Sabed Ali	Grade-IV (Park)
56	Md. Mohar Ali	Grade-IV (Park)
57	Md. Dilu Ali	Grade-IV (GMDA Office)
58	Md. Islam Ali	Grade-IV (GMDA Office)

Sl. No.	NAME	DESIGNATION
59	Sri Bhaskar Pathak	Grade-IV (Park)
60	Md. Idrish Ali	Grade-IV (Park)
61	Md. Mafiluddin Ahmed	Grade-IV (Park)
62	Sri Lalbabu Pasowan	Grade-IV (Park)
63	Sri Sabin Deka	Grade-IV (Park)
64	Sri Nara Nath Baishya	Grade-IV (Park)
65	Sri Mridul Das	Grade-IV (Park)
66	Sri Dhan Baruah	Grade-IV (Park)
67	Sri Pradip Pasowan	Grade-IV (Park)
68	Smti Pramila Rabha	Grade-IV (GMDA Office)
69	Sri Binod Sarmah	Grade-IV (Attached with Project Engineer, GMDA)
70	Sri Samir Das	Grade-IV (Attached with Chief Engineer & RTI Cell, GMDA)
71	Sri Harichandra Das	Grade-IV (Attached with Secretary, GMDA)
72	Sri Jatin Ch. Das	Grade-IV (Park)
73	Md. Tofik Ali	Grade-IV (Park)
74	Md. Ajimuddin Ahmed	Grade-IV (Park)
75	Sri Dhireswar Bezbaruah	Grade-IV (Park)
76	Sri Kanak Bora	Grade-IV (Park)
77	Sri Giren Ch. Das	Grade-IV (Park)
78	Sri Tumon Das	Grade-IV (GMDA Office)
79	Md. Sohidi Ali	Grade-IV (Park)
80	Md. Akhtar Ali	Grade-IV (Park)
81	Md. Rekib Ali	Grade-IV (Park)
82	Md. Dhanmahmud Ali	Grade-IV (Park)
83	Sri Krishna Kanta Das	Grade-IV (Park)
84	Md. Mehbur Rahman	Grade-IV (Park)
85	Sri V. Raju Rao	Grade-IV (Park)
86	Md. Jainul Ali	Grade-IV (Park)
87	Sri Lakheswar Das	Grade-IV (Park)
88	Md. Mukut Ali	Grade-IV (Park)
89	Md. Sofiqul Alam	Grade-IV (Park)
90	Md. Samaddin Ali	Grade-IV (Park)
91	Md. Jalal Ali	Grade-IV (Park)
92	Md. Abdul Waheb	Grade-IV (Park)
93	Sri Nakul Das	Grade-IV (Park)
94	Md. Fazlul Haque	Grade-IV (Park)
95	Sri Utpal Das	Grade-IV (Park)
96	Sri Tapeswar Das	Grade-IV (Park)
97	Md. Majibur Rahman	Grade-IV (Park)

Sl. No.	NAME	DESIGNATION
98	Md. Riaj Ali	Grade-IV (Park)
99	Md. Azizur Rahman	Grade-IV (Park)
100	Md. Nurul Ali	Grade-IV (Park)
101	Md. Ayub Ali	Grade-IV (Park)
102	Sri Lakheswar Borah	Grade-IV (GMDA Office)
103	Sri Prafulla Kr. Roy	Grade-IV (GMDA Office)
104	Sri Padmadhar Das	Grade-IV (Park)
105	Md. Jainul Ali	Grade-IV (Park)
106	Sri Biki Basfore	Grade-IV (Park)
107	Sri Rubul Baishya	Grade-IV (Park)
CONTRACTUAL EMPLOYEES		
1	Sri R. M. Das	Consultant (Ropeway Project & Water Bodies)
2	Sri A. K. Endow	Consultant (Drainage Project)
3	Sri D. K. Gogoi	Urban Consultant
4	Sri Ankur Das	GIS Consultant
5	Sri Mantu Bora	S.E. (MRTS & Ropeway Project)
6	Sri Samudra Kr. Bhuyan	OSD
7	Sri Satyajit Bora	MIS Expert (Online Building Permission)
8	Miss Seema Rabha	Asst. Engineer (MRTS)
9	Miss Pompei Choudhury	Asst. Arct. (Project related works)
10	Sri Kushal Ch. Kumar	M.E. (Sharddhanjali Kanan Park)
11	Sri Kirti Nath Talukdar	M.E. (Water Master Related)
12	Sri Janardan Hazarika	M.E. (Water Master Related)
13	Sri Biswajit Nath	Junior Engineer (Planning Branch)
14	Sri Mintujit Bhuyan	Junior Engineer (MRTS)
15	Smti Mamani Baruah	Jr. Arct. (Planning Branch)
16	Sri Sudipta Prasad Sarma	Jr. Arct. (Planning Branch)
17	Sri Deepjyoti Chakrabarti	Junior Administrative Assistant (Planning Branch)
18	Sri Nayan Moni Das	Junior Administrative Assistant (Establishment & Accounts related)
19	Sri Ritul Das	Junior Administrative Assistant (Attached with GDD)
20	Sri Bubul Kalita	Acct. Assistant (Accounts related works)
21	Smti Kanya Kumari Saikia	Junior Administrative Assistant (Developmental & Project related works)
22	Smti Maloya Roy	Junior Administrative Assistant (Store i/c)
23	Smti Nabanita Medhi	Junior Administrative Assistant (Project & Online Building Permission)
24	Smti Kasturi Das Medhi	Junior Administrative Assistant (CMU Land Sale Permission)

Sl. No.	NAME	DESIGNATION
25	Smti Karabi Mahanta	Junior Administrative Assistant (Project & Online Building Permission)
26	Miss Manolova Mahanta	Junior Administrative Assistant (Project related works)
27	Miss Puja Deka	Junior Administrative Assistant (Accounts related works)
28	Sri Tarun Das	Mandal (Planning Branch)
29	Sri Subhash Mandal	Mandal (Planning Branch)
30	Smti Kalpana Das	Grade-IV (Attached with Project Branch)
31	Sri Kishor Talukdar	Grade-IV (Attached with CEO, GMDA)
32	Sri Pranab Talukdar	Driver (Attached with CEO & V.C. GMDA)
33	Sri Tapan Goswami	Electrician (GMDA)
CASUAL EMPLOYEES		
1	Miss Bandita Hazarika	Junior Engineer (Attached with Project Engineer, GMDA)
2	Miss Anu Moni Das	Computer Operator (Attached with A.E.E., GMDA)
3	Sri Mridul Kr. Bora	Computer Operator (GMDA Office)
4	Sri Ratandeeep Barman	Computer Operator (GMDA Office)
5	Md. Fuzail Islam Barbhuyan	Computer Operator (Attached with Town Planner, GMDA)
6	Sri Jayanta Das	Computer Operator (Attached with Consultant, GMDA)
7	Sri Manas Jyoti Misra	J.A.A. (Attached with Project Engineer, GMDA)
8	Sri Shyam Prasad Sarma	Asstt. to PRO (GMDA Office)
9	Smti Marachi Devi	Cleaner (GMDA Office)
10	Sri Uddhab Ch. Nath	Grade-IV (Attached with Accounts Branch)
11	Sri Chandra Kanta Nath	Electrician (Sharaddhanjali Kanan Park)
12	Sri Kamal Kalita	Worker (Sharaddhanjali Kanan Park)
13	Mustafa Syed Mahmood Musawir	Laser fountain Operator (Sharaddhanjali Kanan Park)
14	Sri Bimal Barman	Mali (GMDA Office)
15	Sri Bakul Barman	Mali (GMDA Office)
16	Sri Apurba Baishya	Mali (Sualkuchi Park)
17	Sri Abani Das	Mali (Sualkuchi Park)
18	Sri Prasan Singh Lama	Laser fountain Operator (Nehru Park)
19	Md. Adil Hussain	Generator Operator (GMDA Office)
20	Sri Chabilal Sarma	Mali to CEO, GMDA
21	Sri Sankar Sarma	Bungalow Peon to CEO, GMDA
22	Sri Sanatan Das	P.S. to Hon'ble Chairman, GMDA
23	Sri Biswajit Shome	P.A. to Hon'ble Chairman, GMDA

Sl. No.	NAME	DESIGNATION
24	Sri Pinku Boruah	Driver to Hon'ble Chairman, GMDA
25	Sri Kandarpa Kalita	Bungalow Peon to Hon'ble Chairman, GMDA
26	Sri Ramasis Sah	Mali to Hon'ble Chairman, GMDA
27	Sri Jitumoni Barman	Driver attached to Hon'ble Chairman, GMDA
28	Sri Dulal Choudhury	Driver attached to CEO, GMDA

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

Sl. No.	NAME	DESIGNATION	Gross Pay (Rs.)
ON-DEPUTAION			
1	Shri Dhiren Baruah	Chairman	75,000.00
2	Shri Parimal Das (till 31 st March 2016)	Deputy-Chairman	35,000.00
3	Vacant	Deputy-Chairman	-
4	Shri Anurag Singh, IFS	Chief Executive Officer & Vice Chairman	152,849.00
5	Vacant	Secretary	-
6	Shri Anant Lal Gyani, IAS	Development Officer	-
7	Shri Bhupesh Ch. Das, ACS	Development Officer	75,120.00
8	Smti Atryee Gouswami, ACS	Development Officer	46,675.00
9	Shri S. Alam, ACS	Development Officer	64,366.00
10	Shri Dilip Kr. Pathak	Chief Engineer (Part Time)	-
11	Shri Serafuddin Ahmed Warchi, AFS	Chief Accounts Officer (Part Time)	-
12	Shri Debraj Kalita	Town Planner	70,341.00
13	Shri Saiful Alam	Assistant Executive Engineer	68,913.00
14	Shri Prabhat Kurmi	Assistant Executive Engineer	-
REGULAR EMPLOYEES			
1	Sri Pulak Kalita	Project Engineer	58,560.00
2	Sri Amitabh Barthakur	Project Engineer	58,677.00
3	Sri Hitesh Sarma Medhi	Assistant Executive Engineer (Planning Branch)	61,415.00
4	Sri Ramani Dhar Sarma	Assistant Executive Engineer (Planking Branch)	58,677.00
5	Sri Pradip Barman	Assistant Executive Engineer (Planning Branch)	57,531.00
6	Sri Rup Konwar Gogoi	Assistant Executive Engineer (Planking Branch)	57,531.00
7	Sri Padum Prasad Borah	Assistant Executive Engineer (Developmental Work)	56,595.00
8	Smti Alaka Talukdar Bhuyan	Junior Engineer (Arct.) (Reception Counter)	48,776.00

Sl. No.	NAME	DESIGNATION	Gross Pay (Rs.)
9	Smti Pratima Devi	Junior Engineer (Arct.) (Planning Branch)	38,761.00
10	Smti Nilima Deka Barman	Junior Engineer (Arct.) (Planning Branch)	37,428.00
11	Sri Abatosah Bhuyan	Junior Engineer (Planning Branch)	37,146.00
12	Syed Misbahul Alam	Junior Engineer (Park)	21,098.00
13	Sri Bhubaneswar Borpujari	Superintendent	47,709.00
14	Sri Hiranya Kr. Saikia	Assistant Accounts Officer	30,810.00
15	Sri Mukunda Kalita	Stenographer (Reception Counter)	49,740.00
16	Sri Ashok Sarma	Senior Assistant (Attached with CEO, GMDA)	41,059.00
17	Smti Nirupama Das	Senior Assistant (Planning Branch)	33,758.00
18	Sri Tirtha Nath Sarma	Senior Assistant (Reception Counter)	32,190.00
19	Sri Sukleswar Hazarika	Junior Administrative Assistant (Cashier)	25,685.00
20	Sri Diganta Dutta	Junior Administrative Assistant (Issue Branch & Computer related work)	18,998.00
21	Sri Pradip Deka	Junior Administrative Assistant (Planning Branch)	18,998.00
22	Sri Phulen Saharia	Junior Administrative Assistant (RTI Cell & Stationery)	18,998.00
23	Sri Nabajit Ray	Junior Administrative Assistant (Accounts Branch)	18,998.00
24	Miss Pramila Kumari	Junior Administrative Assistant (Attached with Chief Engineer, GMDA)	18,998.00
25	Smti Mridula Sarma	Junior Administrative Assistant (Project related work)	18,998.00
26	Smti Biva Chakrabarty	Junior Administrative Assistant (Attached with CEO, GMDA)	18,998.00
27	Sri Subhash Sarma	Sectional Assistant	34,460.00
28	Sri Pabitra Boro	Sectional Assistant	28,470.00
29	Sri Goreswar Boro	Driver (Attached with Town Planner, GMDA)	30,271.00
30	Sri Prabhat Ch. Nath	Driver (Pull Car)	26,293.00
31	Sri Bhupesh Das	Driver (Pull Car)	25,896.00
32	Sri Bhagaban Pathak	Driver (Attached with GDD)	25,194.00
33	Sri Dinesh Sarma	Driver (Pull Car)	25,194.00
34	Md. Tajer Ali	Driver (Attached with Chief Engineer, GMDA)	19,874.00
35	Sri Khagen Kalita	Driver (GMDA Office)	19,874.00
36	Sri Giren Deka	Driver (GMDA Office)	19,874.00
37	Sri Arup Das	Driver (Attached with CEO, GMDA)	19,874.00
38	Sri Mitra Deka	R.O. (GMDA Office)	25,194.00

Sl. No.	NAME	DESIGNATION	Gross Pay (Rs.)
39	Sri P. C. Barman	Grade-IV (GMDA Office)	25,054.00
40	Sri Bharat Bordoloi	Grade-IV (GMDA Office)	25,054.00
41	Sri Pohar Das	Grade-IV (Store i/c GMDA)	24,749.00
42	Sri Krishna Ram Deka	Grade-IV (Park)	22,948.00
43	Sri Prafulla Deka	Grade-IV (GMDA Office)	22,596.00
44	Sri Padma Bhuyan	Grade-IV (Park)	22,948.00
45	Sri Khagen Kalita	Grade-IV (GMDA Office)	22,948.00
46	Sri Karuna Sarma	Grade-IV (GMDA Office)	22,246.00
47	Sri Ratneswar Mahanta	Grade-IV (GMDA Office)	21,590.00
48	Sri Aswini Sarma	Grade-IV (Attached with Town Planner, GMDA)	22,246.00
49	Sri Pradip Talukdar	Grade-IV (Attached with planning hall)	21,332.00
50	Sri Paresh Sarma	Grade-IV (Attached with Technical Branch)	21,332.00
51	Sri Nibaran Talukdar	Grade-IV (Attached with Engineer Hall)	18,713.00
52	Sri Dipak Deka	Grade-IV (Park)	18,713.00
53	Sri C.H. Ratnam	Grade-IV (Park)	18,713.00
54	Md. Aijar Ali	Grade-IV (Park)	18,713.00
55	Md. Sabed Ali	Grade-IV (Park)	18,713.00
56	Md. Mohar Ali	Grade-IV (Park)	18,713.00
57	Md. Dilu Ali	Grade-IV (GMDA Office)	18,713.00
58	Md. Islam Ali	Grade-IV (GMDA Office)	18,713.00
59	Sri Bhaskar Pathak	Grade-IV (Park)	18,713.00
60	Md. Idrish Ali	Grade-IV (Park)	18,713.00
61	Md. Mafiluddin Ahmed	Grade-IV (Park)	18,713.00
62	Sri Lalbabu Pasowan	Grade-IV (Park)	18,713.00
63	Sri Sabin Deka	Grade-IV (Park)	18,713.00
64	Sri Nara Nath Baishya	Grade-IV (Park)	18,713.00
65	Sri Mridul Das	Grade-IV (Park)	18,713.00
66	Sri Dhan Baruah	Grade-IV (Park)	18,713.00
67	Sri Pradip Pasowan	Grade-IV (Park)	18,713.00
68	Smti Pramila Rabha	Grade-IV (GMDA Office)	16,830.00
69	Sri Binod Sarmah	Grade-IV (Attached with Project Engineer, GMDA)	16,830.00
70	Sri Samir Das	Grade-IV (Attached with Chief Engineer & RTI Cell, GMDA)	16,830.00
71	Sri Harichandra Das	Grade-IV (Attached with Secretary, GMDA)	16,830.00
72	Sri Jatin Ch. Das	Grade-IV (Park)	16,830.00
73	Md. Tofik Ali	Grade-IV (Park)	16,830.00
74	Md. Ajimuddin Ahmed	Grade-IV (Park)	16,830.00

Sl. No.	NAME	DESIGNATION	Gross Pay (Rs.)
75	Sri Dhireswar Bezbaruah	Grade-IV (Park)	16,830.00
76	Sri Kanak Bora	Grade-IV (Park)	16,830.00
77	Sri Giren Ch. Das	Grade-IV (Park)	16,830.00
78	Sri Tumon Das	Grade-IV (GMDA Office)	16,830.00
79	Md. Sohid Ali	Grade-IV (Park)	16,830.00
80	Md. Akhtar Ali	Grade-IV (Park)	16,830.00
81	Md. Rehib Ali	Grade-IV (Park)	16,830.00
82	Md. Dhanmahmud Ali	Grade-IV (Park)	16,830.00
83	Sri Krishna Kanta Das	Grade-IV (Park)	16,830.00
84	Md. Mehbur Rahman	Grade-IV (Park)	16,830.00
85	Sri V. Raju Rao	Grade-IV (Park)	16,830.00
86	Md. Jainul Ali	Grade-IV (Park)	16,830.00
87	Sri Lakheshwar Das	Grade-IV (Park)	16,830.00
88	Md. Mukut Ali	Grade-IV (Park)	16,830.00
89	Md. Sofiqul Alam	Grade-IV (Park)	16,830.00
90	Md. Samaddin Ali	Grade-IV (Park)	16,830.00
91	Md. Jalal Ali	Grade-IV (Park)	16,830.00
92	Md. Abdul Waheb	Grade-IV (Park)	16,830.00
93	Sri Nakul Das	Grade-IV (Park)	16,830.00
94	Md. Fazlul Haque	Grade-IV (Park)	16,830.00
95	Sri Utpal Das	Grade-IV (Park)	16,830.00
96	Sri Tapeswar Das	Grade-IV (Park)	16,830.00
97	Md. Majibur Rahman	Grade-IV (Park)	16,830.00
98	Md. Riaj Ali	Grade-IV (Park)	16,830.00
99	Md. Azizur Rahman	Grade-IV (Park)	16,830.00
100	Md. Nurul Ali	Grade-IV (Park)	16,830.00
101	Md. Ayub Ali	Grade-IV (Park)	16,830.00
102	Sri Lakheshwar Borah	Grade-IV (GMDA Office)	16,830.00
103	Sri Prafulla Kr. Roy	Grade-IV (GMDA Office)	16,830.00
104	Sri Padmadhar Das	Grade-IV (Park)	16,830.00
105	Md. Jainul Ali	Grade-IV (Park)	16,830.00
106	Sri Biki Basfore	Grade-IV (Park)	16,830.00
107	Sri Rubul Baishya	Grade-IV (Park)	16,830.00
CONTRACTUAL EMPLOYEES			
1	Sri R. M. Das	Consultant (Ropeway Project & Water Bodies)	40,000.00
2	Sri A. K. Endow	Consultant (Drainage Project)	40,000.00
3	Sri D. K. Gogoi	Urban Consultant	40,000.00
4	Sri Ankur Das	GIS Consultant	40,000.00
5	Sri Mantu Bora	S.E. (MRTS & Ropeway Project)	72,668.00
6	Sri Samudra Kr. Bhuyan	OSD	26,000.00

Sl. No.	NAME	DESIGNATION	Gross Pay (Rs.)
7	Miss Seema Rabha	Asst. Engineer (MRTS)	30,900.00
8	Miss Pompei Choudhury	Asst. Arct. (Project related works)	30,000.00
9	Sri Kushal Ch. Kumar	M.E. (Sharddhanjali Kanan Park)	18,540.00
10	Sri Kirti Nath Talukdar	M.E. (Water Master Related)	14,000.00
11	Sri Janardan Hazarika	M.E. (Water Master Related)	14,000.00
12	Sri Biswajit Nath	Junior Engineer (Planning Branch)	14,420.00
13	Sri Mintujit Bhuyan	Junior Engineer (MRTS)	14,420.00
14	Smti Mamani Baruah	Jr. Arct. (Planning Branch)	14,420.00
15	Sri Sudipta Prasad Sarma	Jr. Arct. (Planning Branch)	14,420.00
16	Sri Deepjyoti Chakrabarti	Junior Administrative Assistant (Planning Branch)	12,875.00
17	Sri Nayan Moni Das	Junior Administrative Assistant (Establishment & Accounts related)	12,875.00
18	Sri Ritul Das	Junior Administrative Assistant (Attached with GDD)	12,875.00
19	Sri Bubul Kalita	Acct. Assistant (Accounts related works)	13,138.00
20	Smti Kanya Kumari Saikia	Junior Administrative Assistant (Developmental & Project related works)	12,875.00
21	Smti Maloya Roy	Junior Administrative Assistant (Store i/c)	12,875.00
22	Smti Nabanita Medhi	Junior Administrative Assistant (Project & Online Building Permission)	12,875.00
23	Smti Kasturi Das Medhi	Junior Administrative Assistant (CMU Land Sale Permission)	12,875.00
24	Smti Karabi Mahanta	Junior Administrative Assistant (Project & Online Building Permission)	12,875.00
25	Miss Manolova Mahanta	Junior Administrative Assistant (Project related works)	12,875.00
26	Sri Tarun Das	Mandal (Planning Branch)	8,240.00
27	Sri Subhash Mandal	Mandal (Planning Branch)	6,500.00
28	Smti Kalpana Das	Grade-IV (Attached with Project Branch)	10,949.00
29	Sri Kishor Talukdar	Grade-IV (Attached with CEO, GMDA)	11,598.00
30	Sri Pranab Talukdar	Driver (Attached with CEO & V.C. GMDA)	11,073.00
31	Sri Tapan Goswami	Electrician (GMDA)	6,000.00
CASUAL EMPLOYEES			
1	Miss Bandita Hazarika	Junior Engineer (Attached with Project Engineer, GMDA)	6,500.00

Sl. No.	NAME	DESIGNATION	Gross Pay (Rs.)
2	Miss Anu Moni Das	Computer Operator (Attached with A.E.E., GMDA)	6,500.00
3	Sri Mridul Kr. Bora	Computer Operator (GMDA Office)	6,500.00
4	Sri Ratandeeep Barman	Computer Operator (GMDA Office)	6,500.00
5	Md. Fuzail Islam Barbhuyan	Computer Operator (Attached with Town Planner, GMDA)	6,500.00
6	Sri Jayanta Das	Computer Operator (Attached with Consultant, GMDA)	6,500.00
7	Sri Manas Jyoti Misra	J.A.A. (Attached with Project Engineer, GMDA)	6,500.00
8	Sri Shyam Prasad Sarma	Asstt. to PRO (GMDA Office)	6,500.00
9	Smti Marachi Devi	Cleaner (GMDA Office)	6,500.00
10	Sri Uddhab Ch. Nath	Grade-IV (Attached with Accounts Branch)	6,500.00
11	Sri Chandra Kanta Nath	Electrician (Sharddhanjali Kanan Park)	6,500.00
12	Sri Kamal Kalita	Worker (Sharddhanjali Kanan Park)	6,500.00
13	Mustafa Syed Mahmood Musawir	Laser fountain Operator (Sharddhanjali Kanan Park)	6,500.00
14	Sri Bimal Barman	Mali (GMDA Office)	6,500.00
15	Sri Bakul Barman	Mali (GMDA Office)	6,500.00
16	Sri Apurba Baishya	Mali (Sualkuchi Park)	6,500.00
17	Sri Abani Das	Mali (Sualkuchi Park)	6,500.00
18	Sri Prasan Singh Lama	Laser fountain Operator (Nehru Park)	6,500.00
19	Md. Adil Hussain	Generator Operator (GMDA Office)	6,500.00
20	Sri Chabilal Sarma	Mali to CEO, GMDA	6,500.00
21	Sri Sankar Sarma	Bungalow Peon to CEO, GMDA	6,500.00
22	Sri Sanatan Das	P.S. to Hon'ble Chairman, GMDA	20,000.00
23	Sri Biswajit Shome	P.A. to Hon'ble Chairman, GMDA	10,000.00
24	Sri Pinku Boruah	Driver to Hon'ble Chairman, GMDA	8,000.00
25	Sri Kandarpa Kalita	Bungalow Peon to Hon'ble Chairman, GMDA	6,500.00
26	Sri Ramasis	Mali to Hon'ble Chairman, GMDA	6,500.00
27	Sri Jitumoni Barman	Driver attached to Hon'ble Chairman, GMDA	8,000.00
28	Sri Dulal Choudhury	Driver attached to CEO, GMDA	6,500.00

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. They may also view/download Guwahati Master Plan, Building Byelaws, Citizen Charter and other information uploaded in the office website from time to time.

In order to make planning permission more transparent, speedy, user friendly and hassle free for persons seeking building/planning permission, GMDA has introduced the CAD Based Computerized Building/Planning Permission System w.e.f. 15-08-2015.

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

First Appellate Authority	State Public Information Officer
Shri Anurag Singh, IFS Chief Executive Officer, Guwahati Metropolitan Dev. Authority Bhangagarh, Guwahati-781005	Smt. A. Goswami, ACS (till 8 th March 2016) Sri Debaraj Kalita (from 9 th March 2016) State Public Information Officer
Ph- 0361- 2529650 (O), Email: ceogmdaghy@gmail.com & ceo.gmda-as@nic.in Website: www.gmda.co.in	

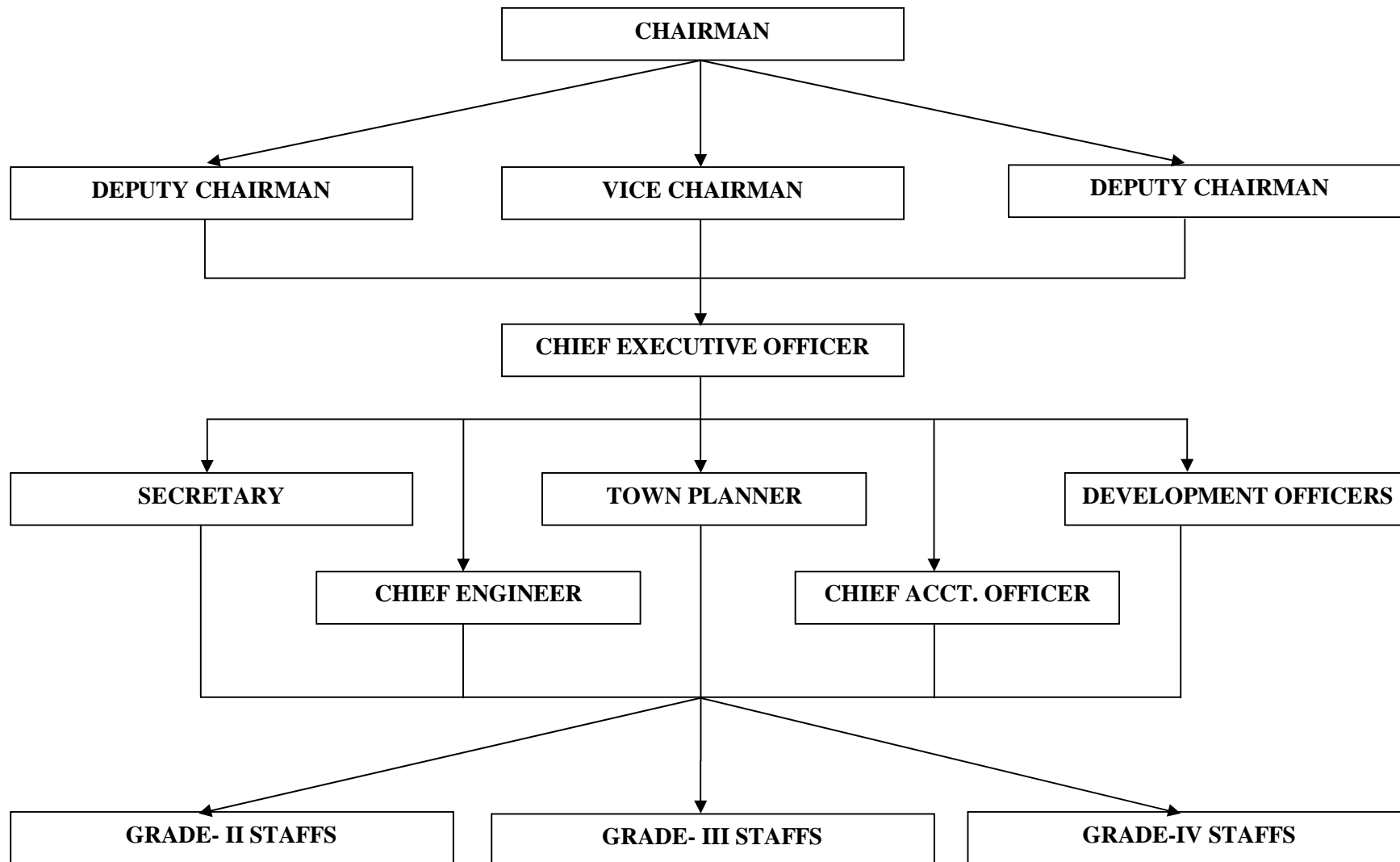
17. SUCH OTHER INFORMATION MAY BE PRESCRIBED

To provide information to the public as a whole, the services of Directorate of Information and Public Relation, local newspapers or national dailies, official website are utilized by publishing advertisement, press notes etc.

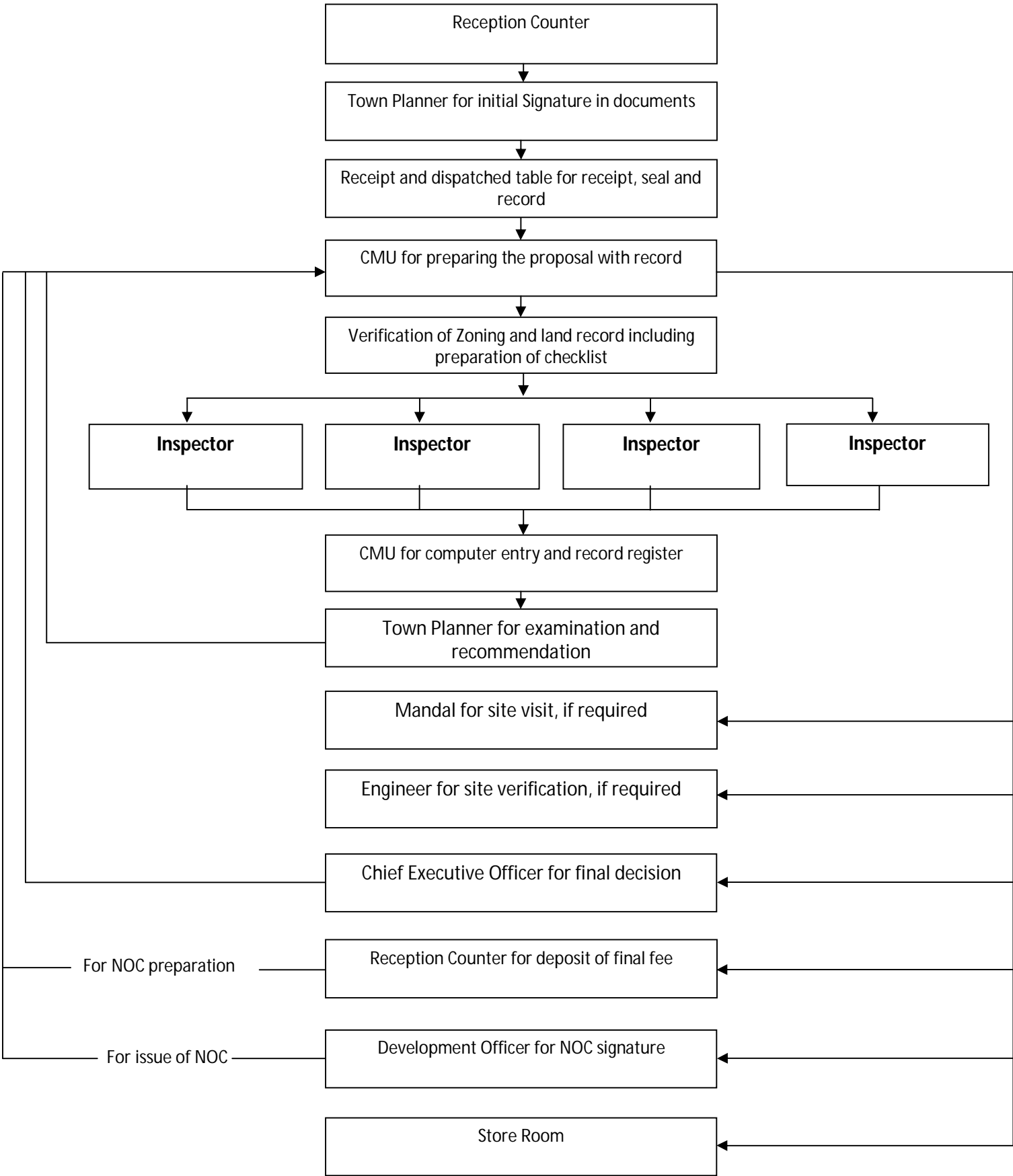


Chief Executive Officer
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-781005

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*	

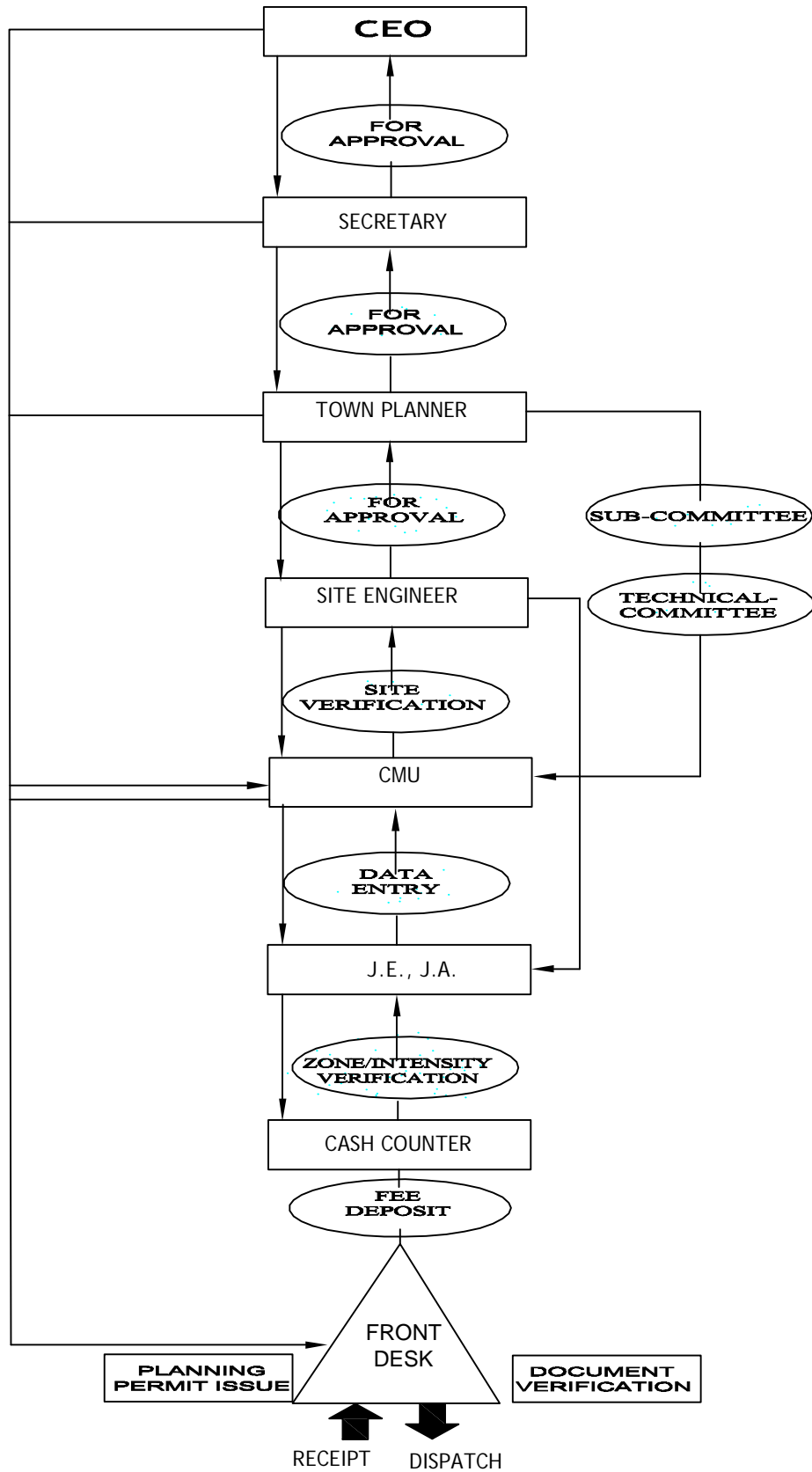
*In case of Rejection: Reject letter will be issued in 3 days other steps remain same.

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

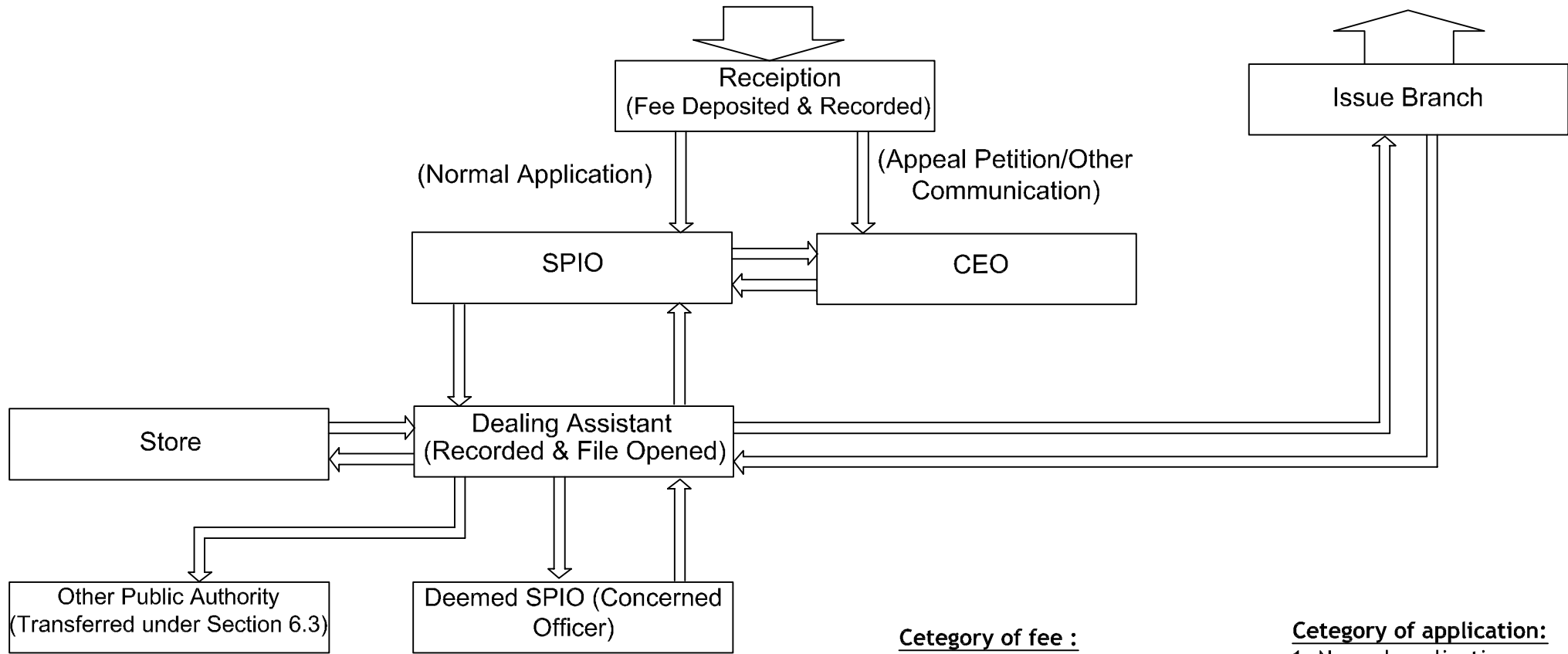


NOTE:

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.