

THE RIGHT TO INFORMATION ACT, 2005

Under the Right to Information Act 2005, the following officers are designated as **Public Information Officers** and **Asstt. Public Information officers** for the GMADA Offices.

Sr. No.	Name and Designation of Officer		PIO/APIO appointed for the offices
1	Sh. H.S. Sodhi, SE (2), GMADA, Mohali	:	Public Information Officer of GMADA office.
2	Assistant Public Information Officers	:	
i)	Sh. Vimal Kapoor, Administrative Officer (Projects), GMADA, Mohali	:	Chief Town Planner, Projects and Architect Branch, GMADA, Mohali
ii)	Sh. Tarsem Kansal, AO (Payment), GMADA, Mohali.	:	ACA (F&A), GMADA, Mohali.
iii)	Sh. Deepak Bansal, Superintendent, O/o LAC, GMADA, Mohali	:	ACA-cum-LAC, GMADA, Mohali
iv)	Smt. Chanchal Atwal, AEO	:	Estate Office, GMADA, Mohali (for housing works)
v)	Sh. Gurbax Singh, AEO, GMADA, Mohali	:	Estate Office, GMADA, Mohali(For plots work)
vi)	Sh. Ravinder Kumar, Superintendent (Reg.), GMADA, Mohali.	:	Estate Office (Regulatory), GMADA, Mohali.
vii)	Sh. S.K. Goyal, DE (C-1), GMADA, Mohali	:	Chief Engineer, GMADA, Mohali and the Offices under his control.
viii)	Sh. Harmail Singh, SLO (HQ), GMADA, Mohali.	:	Law Branch (HQ), GMADA, Mohali
ix)	Sh. Gurnam Singh, Ad.O. (Cord.), GMADA, Mohali	:	Admn/Policy, Co-ordination and Public Relation office, GMADA, Mohali.
3	Additional Chief Administrator (H.Q./Policy)	:	Appellant Authority

INFORMATION PERTAINING TO MANUALS.

(i) REGARDING THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS & DUTIES.

GMADA is a biggest player in the Greater Mohali Area to provide planned development in the field of housing and other infrastructure. GMADA has been setup U/s 29(1) of the Punjab Regional & Town Planning & Development Act, 1995 by the State Government w.e.f. 14.8.2006 with the provisions of the following members of the Authority:-

- (a) Chairman.
- (b) Chief Administrator who shall be appointed from amongst the officers of the Government of Punjab having such qualification and experience as may be prescribed.
- (c) Other members not exceeding ten to be appointed by the State Government:

Provided that out of the aforesaid members the State Government may appoint a co-chairman and Vice Chairman:-

Provided further that out of the said members atleast three of them will be members of the local authority or local authorities functioning in the area of jurisdiction of the Special Urban Planning and Development Authority.

As per the various sections of this Act, the functions and duties of the Authority has been defined as under: -

1. **Appointment of Committees (U/s 23)** For the purpose of securing efficient discharge of its functions, particularly maintenance of Public amenities and execution of development works and projects, the following committees had been constituted by the Authority, namely-

Name of Committee	Functions of Committee
a Executive Committee	<p>The Constitution of Executive Committee shall be to secure efficient discharge of the functions of GMADA. The Executive Committee will exercise all the powers of GMADA, including the functions as specified below, and decisions taken in the executive Committee shall be placed in the next meeting of the Authority for ratification:-</p> <ul style="list-style-type: none">➤ To approve the selection of Urban Estate, development and areas and new townships within the area of GMADA Authority.➤ To approve housing projects and other projects for development of land in Urban Estates, Development of areas and new townships and other urban development programs.➤ Selection of Public/Private sector collaborators.

- b **Planning & Design Committee**
 - Scrutinize proposals for declaring planning areas and preparations of the regional plan, master plans and town development schemes under the Act and the rules & regulations made thereunder to be recommended to the Authority for necessary approval.
 - Scrutiny of lay out plans for sectors and sub-sectors.
 - iii. Discharge any other functions that the Authority or the Executive Committee may specifically assign.
- c **Finance & Accounts Committee**
 - Scrutiny of budget proposals and annual statements of accounts including balance sheet & to make recommendations thereupon before the same are presented to the Authority for approval.
 - Determining prices/policies for disposal of land/plots/houses provided the same shall be placed for the formal approval of the Executive Committee.
 - Allotment of land to various institutions that may be specifically indicated in accordance with the policy decision of the Authority provided the same shall be placed for the formal approval of the Executive Committee.
 - Discharge any other functions, which Authority or Executive Committee may specifically assign.

2. **Objects & Functions of the Authority (Section 28)** The main object and function of the Authority is to promote and secure better planning & development of the area falls under the jurisdiction of Greater Mohali Area Development Authority and for that purpose the Authority shall have the powers to acquire by way of purchase, transfer, exchange or gift or to hold, manage, plan, develop and mortgage or otherwise dispose of land or other property or to carry out itself or in collaboration with any other agency or through any other agency on its behalf, building, engineering, mining and other operations to execute works in connection with supply of water, disposal of sewerage, control of pollution and other services and amenities and generally to do anything with the prior approval or on direction of the State Government, for carrying out the purpose of this act.

In particular and without prejudice to the generality of the forgoing provisions, the Authority itself or in collaboration with any other agency or through any other agency on its behalf:-

- I. If so required by the State Government, take up the works in connection with the preparation and implementation of Regional plans, master plan and new township plan and town improvement schemes.
- II. Undertake the work relating to the amenities and services to be provided in the Urban Areas in GMADA, promotion of urban development as well as construction of houses.
- III. Promote research, development of new techniques of planning, land development and house construction and manufacture of building material.
- IV. Promote companies, associations and other bodies for carrying out the purposes of the act; and
- V. Perform any other functions which are supplemental, incidental or consequential to any of the functions referred to in this sub section or which may be prescribed.

3. **Control by State Government** (Section 40)

- (1) The Authority shall carry out such directions as may be issued to it, from time to time, by the State Government for the efficient administration

of this Act.

(2) The State Government may depute any officer to inspect or examine the office of the Authority, or its development works and to report thereon and the officer so deputed may, for the purposes of such inspection or examination call for,-

- a. any extract from any proceedings of the Authority or any committee constituted under this Act, record, correspondence, plan or other documents;
- b. any return, estimates, statement of accounts or statistics;
- c. any report, and the Authority shall furnish the same.

4. Acquisition & Disposal of Land by the Authority. (Section 42)

Acquisition of Land

- (i) When any land other than the land owned by the Central Government is required for the purposes of the Authority under this Act, the State Government may, at the request of the Authority, proceed to acquire it under the provisions of Land Acquisition Act, 1894 and payment by the Authority of the compensation awarded under that Act and of any other charges incurred in acquiring the land, the land shall vest in the Authority.
- (ii) For the purposes of the Land acquisition Act, 1894 and any other law for the time being in force, the Authority shall be deemed to be a local authority.

Disposal of Land (Section 43)

1. Subject to any directions by the State Government under this Act, the Authority may dispose of-

- a. any land acquired by it or transferred to it by the State Government without undertaking or carrying out any development thereon; or
- b. any such land after undertaking or carrying out such development as it thinks fit to such persons, in such manner and subject to such terms & conditions as it considers expedient for securing proper development.

2. The transfer of land to any person under sub-section (1) shall be subject to such further conditions as may be prescribed with regard to completion of buildings or parts thereof or with regard to extension of period for such completion and payment of fees for such extension.

3. Nothing in this Act shall be construed as enabling the Authority to dispose of land by way of gift, but subject to this condition, reference in this Act to the disposal of land shall be construed as reference to the disposal thereof in any manner whether by way of sale, exchange, lease or by the creation of any easement, right or privilege or otherwise.

4. Subject to the provisions hereinbefore contained, the Authority may sell, lease or otherwise transfer whether by auction, allotment or otherwise any land or building belonging to it on such terms & conditions as it may from time to time determine.

5. The consideration money for any transfer under sub-section (4) shall be paid to the Authority in such manner as may be determined by the Authority.

6. Notwithstanding anything contained in any other law for the time being in force, any land or building or both, as the case may be, shall continue to belong to the Authority until the entire consideration money together with interest and any other amount, if any, due to the Authority, on account of the transfer of such land or building or both, is paid.

7. Unless and until conditions provided in the regulations made by the Authority are fulfilled, the transferee shall not transfer any of his rights in the land or building except with the previous permission of the authority which may be granted on such terms and conditions and on payment of such fee as may be determined by the Authority.

Powers of the Authority to make Regulations (Section 182)

1. The Authority may make regulations, consistent with this Act and the rules made there under, to carry out the purposes of this Act.

2. In particular and without prejudice to the generality of this power, such regulations may provide for:-
 - a. the summoning or holding of the meetings of the Authority, the time and place where such meetings are to be held and the conduct of business at such meetings under sub-section (1) of section 21;
 - b. the functions to be assigned to the Chief Administrator by the Authority under section 22;
 - c. the appointment of committees under section 23;
 - d. the salaries, allowances and conditions of service of officers and other employees of the Authority under sub-section (2) of section 26;
 - e. the powers & duties of the officers and other employees of the Authority under sub-section (3) of section 26;
 - f. any other matter which has to be, or may be, determined by regulations.

Besides this, the Authority is also undertaking construction of different type of houses to the needs of the various sections of the society. Special attention is given for the construction of EWS & LIG houses for the poor people of the State. These houses are allotted on easy installments. Residential plots of various sizes are allotted to the needy persons for the construction of houses. Apart from land is allotted to the Co-operative Societies for the construction of multi-stories flats/houses in the Urban Estate, Mohali. Land is also allotted for various other purposes such as construction of schools, Hospitals, Government offices, Petrol Stations, Cattle Pond etc. The Authority also provides infrastructures to the Urban Estates being developed by it.

(ii) REGARDING POWERS & DUTIES OF ITS OFFICERS & EMPLOYEES

GMADA has not framed its rules and regulations policies as yet and as per decision taken in the 1st meeting of the Executive Committee, it has been decided to adopt rules and regulations, Policies etc. framed by the PUDA for the efficient functioning of the GMADA. However, following Powers under the act have been delegated to the officers of the GMADA by Authority as decided by the Executive Committee in its 1st meeting held on 10-1-2007:-

Sr. No.	Section of the Act	Powers of the Authority as incorporated in the Act.	Officer to whom the powers are delegated.
1.	2(r)	To appoint Estate Officer under the Act.	Chief Administrator.
2.	26	To appoint the staff of the Authority.	Chief Administrator.
3.	35	Relation between the State Government the Authority and the local authority etc.	Additional Chief Administrator.
4.	41	Submission of returns and information's to State Government.	Chief Administrator.
5.	42	Acquisition of land.	Chief Administrator.
6.	43	Disposal of land	Chief Administrator.
7.	49	Fund of the Authority.	Chief Administrator.
8.	51	Power of the Authority to borrow or advance money.	Chief Administrator.
9.	52	Budget.	Chief Administrator.
10.	53	Accounts and Audit	Chief Administrator.
11.	54	Annual Report.	Chief Administrator.
12.	139	Levy of Development Charges.	Chief Administrator.
13.	140	Assessment and recovery of development charges.	Chief Administrator.
14.	141	Levy and assessment of betterment charge.	Chief Administrator.
15.	155	Power of entry into or upon any land or Building other than the land or building owned by the Central Government or State Government.	Estate Officer.
16.	164	Sanction for prosecution for any offence punishable under the Act.	Chief Administrator.
17.	167	Authentication of the documents of the Authority.	Chief Administrator.
18.	169	Mode of proof of records of Authority.	Chief Administrator.

Powers of the Chairman

• To preside the meeting of the Authority.	As provided in Section 21 (2) of Punjab Regional & Town Planning & Development Act, 1995.
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<ul style="list-style-type: none"> To approve the minutes of the meeting of the Authority. 	As provided in (Committees & Conduct of Business), Regulations 2006 approved by the Authority by exercising the power of Section 182 of Punjab Regional & Town Planning & Development Act, 1995
<ul style="list-style-type: none"> To visit & check from time to time various field officers and operating units of the Authority within its jurisdiction. 	As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986.
<ul style="list-style-type: none"> Second "Appellate Authority" as the case may be. 	As provided in PUDA Employees (Punishment & Appeal) Regulations 1997.

DUTIES OF CHAIRMAN AS PER CIRCULATION OF GUIDELINES ISSUED BY THE STATE GOVERNMENT VIDE NO: 28-9-78-3PP II/1946 DATED 4-12-1986.

<ul style="list-style-type: none"> To attend meetings of the Authority. 	As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986.
<ul style="list-style-type: none"> To collect the all-significant information through the Chief Administrator concerning the functioning of the Authority. 	-do-
<ul style="list-style-type: none"> Chairman may visit & check various field officers time-to-time and operating units of the Authority within the state. Points for action arising from such visits shall be endorsed to the Chairman. 	-do-
<ul style="list-style-type: none"> To associate with a meeting of the Field Staff convened by the Chief Administrator at headquarter of the Authority. 	-do-
<ul style="list-style-type: none"> Chairman is responsible for furnishing reports to Government & correspondence with Government on behalf of Authority. However, in important matters of policy, it shall be open to the Chairman to send a demi-official communication to the State Government. 	-do-
<ul style="list-style-type: none"> Chairman should confine his powers of general guidelines to matters of Authority management and policy and leave day-to-day administration of the affairs of the Authority to the charge of the Chief Administrator. 	-do-
<ul style="list-style-type: none"> To listen the public grievances & launch the new policies for the development of the State. 	-do-

POWERS OF THE VICE CHAIRMAN-CUM-SHUD

- First & Second "Appellate Authority" as the case may be as provided in GMADA Employees (Punishment & Appeal) Regulations 1997.

DUTIES OF VICE CHAIRMAN-CUM-SHUD AS PROVIDED IN THE PUNJAB REGIONAL & TOWN PLANNING & DEVELOPMENT ACT, 1995 AND REGULATIONS MADE THEREUNDER.

- To attend all the meetings of the Authority.
- To finalize the appeals under the relevant provisions of the concerned Regulations, Acts, against the orders of the Competent Authority, as the case may be.

POWERS OF CHIEF ADMINISTRATOR

- **All powers assigned by the Authority and by the State Government under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 & rules/regulations made there under and powers notified by the State Government under the relevant provisions of the Punjab Apartment & Property Regulation Act, 1995, the Punjab Apartment & Property Regulation Rules, 1995 and the Punjab Apartment Ownership Act, 1995 for day to day functioning of the Authority.**

DUTIES OF THE CHIEF ADMINISTRATOR

- The Chief Administrative shall be the Chief Executive of the Authority and shall arrange for the transaction of business of the Authority, authenticate orders and decisions of the Authority and discharge such other functions of the Authority as may be assigned to him by the Authority under its regulations.

POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (HQ/POLICY)

- To appoint Group-IV employees as provided in PUDA Employees Service Regulations 1999, Regulation No. 7.
- To punish and impose penalty to Group-IV employees as provided in PUDA Employees (Punishment & Appeal) Regulations 1997.
- To initiate / review / accept the ACRs of the officers/officials of GMADA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.

DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (HQ/POLICY)

- To settle/finalize the service matters of the staff of the Authority as per his/her Competency and get it settled from the competent Authority.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.
- To prepare draft policy and to examine other matters relating to disposal of land for obtaining orders of the appropriate Authority.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.

DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (F&A)

- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.
- Preparation of budget proposals for consideration and approval of the Authority.
- To maintain & reconcile the accounts of GMADA every year and finalize the balance sheets of GMADA.
- To make proposal for allocation of funds required by the concerned divisions of GMADA for execution of works and expenditure to be incurred on item under contingency and disbursement of salary to the staff.

POWERS OF THE ADDITIONAL CHIEF ADMINISTRATOR (Mohali)

- Overall in-charge of the concerned zone.

DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (Mohali)

- Appellant Authority against the orders of Estate Officer as per powers delegated by Government vide Notification No 2/3/98-4Hgl/3861-72 dated 19-8-98.
- To locate the new sites to develop into the Urban Estate within the Greater Mohali area Development Authority and submit reports for information and proper approval of the competent Authority.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.
- To settle/finalize the service matters of the staff working under his zone as per his Competency and get it settled from the competent Authority.
- Overall check on the staff of his zone being a head of the concerned zone.

POWERS OF THE ESTATE OFFICER

- Estate Officer is competent to exercise all the powers of the Estate Officer as provided in section 45, 46, 47, 48 of the Punjab Regional & Town Planning & Development Act, 1995 and notifications issued by the State Government under the relevant provisions of this act from time to time.
- All powers assigned by the Authority and Chief Administrator for day-to-day working under the relevant Acts and Regulations/Policies made there under.

DUTIES OF THE ESTATE OFFICER

- To allocate commercial/domestic plots/houses/sites/shops to the general public within their respective jurisdiction as per norms/rates fixed by the Authority / Competent Authority as the case may be.
- To make recovery from allottees and to deposit the same in the GMADA head account.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.

- To settle the disputed cases of allotment.
- To initiate / review / accept the ACRs of the officers/officials of GMADA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.

DUTIES OF THE CHIEF ENGINEER

- To allocate the development / construction works to the concerned technical staff and get it completed within the stipulated period.
- To accord the administrative approval as per his competency and get it approved from the competent Authority.
- Overall check on the staff posted at Chief Engineer Office being a head of the CE office.
- To prepare and approve the estimates of concerned works within the administrative approval.
- To inspect the construction works and get it rectified if any deficiency / quality of material and other concerned jobs and to make sure to complete the structure as per drawings in all respects.
- To arrange the funds for construction from the accounts section of GMADA.
- To call the tenders for allocation of new works.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.

DUTIES OF THE SUPERINTENDING ENGINEER

- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.

DUTIES OF THE DIVISIONAL ENGINEER

- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.

POWERS OF THE SENIOR ARCHITECT

- All powers assigned by the Chief Administrator for day-to-day working for the finalization of structure/drawings of works.
- To initiate / review / accept the ACRs of the officers/officials of GMADA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.

DUTIES OF THE SENIOR ARCHITECT

- Overall check on the staff posted at Architect Wing as a head of the Architect Wing.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.

POWERS OF THE CHIEF TOWN PLANNER

- All powers assigned by Chief Administrator for day-to-day working for the planning of new towns / urban estates / projects etc.
- To initiate / review / accept the ACRs of the officers/officials of GMADA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.

DUTIES OF THE CHIEF TOWN PLANNER

- Overall check on the staff posted at STP Wing as a head of the STP Wing.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provisions of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.

DUTIES OF THE OTHER STAFF OF THE AUTHORITY

- To assist the in-charge of section in disposal of work assigned to them.

OTHER POWERS OF CHAIRMAN/VICE CHAIRMAN/CHIEF ADMINISTRATOR, ADDITIONAL CHIEF ADMINISTRATOR (H.Q.), ADDITIONAL CHIEF ADMINISTRATOR (F.&A), ADDITIONAL CHIEF ADMINISTRATOR (MOHALI), CHIEF ENGINEER, SUPERINTENDING ENGINEER /HEAD OF OFFICE, DIVISIONAL ENGINEER/DDO ARE AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST. NO. PUDA-ADMNA-EA-4/25812-885 DATED 18-11-97 & AMENDED FROM TIME TO TIME.

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

In Greater Mohali Area Development Authority, the decisions are taken by the Authority itself or Committees/concerned officers authorized by the Authority or the Chief Administrator or any other officer for exercising the powers for taking such decisions. Under Section 175(1) of Punjab Regional and Town Planning and Development Act, the Authority can delegate its powers to any officer, except the power to make Regulations.

On the Administrative side, some decisions are taken by the officers as per Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations, 1997 issued vide No. 29036-130 dated 11-8-03 with amendments made from time to time. Where the power has not been delegated, the decisions are taken by the Authority itself. The decisions are mainly based on the Regulations made by the Authority or Rules framed by Government or the instructions of Punjab Govt. issued from time to time. The following Regulations have been made by the Punjab Urban Planning and Development Authority and adopted by GMADA on the administrative side:-

- i) Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations,
- ii) Punjab Urban Planning and Development Authority Employees (Service) Regulations, 1999.
- iii) PUDA Employees (Conduct) Regulations, 1997.
- iv) PUDA Employees (Punishment & Appeal) Regulations, 1997;

Procedure:

On receipt of a reference from Chairman-Chief Minister, Government or any person, officer, the cases are discussed in detail on respective files. After going through all the pros and cons of the cases, the files are sent to the competent authority for taking a decision. On approval for making decision, the decisions are conveyed to the concerned. However, where the competent authority is Finance & Accounts Committee or the Authority itself, the matters are placed before the Authority/ Finance & Accounts Committee by placing an Agenda for discussion and decision. The Agenda is prepared by the concerned branch and before taking to the Authority / Committee, the Agenda is approved at the level of Vice Chairman. The following types of cases of employees are decided in Administration Wing:-

1. Appointments;
2. Promotions;

3. Clearing probation period;
4. Sanction of Advances for purchase of plot, construction of house, purchase of built-up house, enlargement of house, repair of house, purchase of conveyance;
5. Sanction of advance for meeting with the expenditure for medical treatment of employee or the dependant member of his family.
6. Sanction of leave;
7. Payment of benefits of deceased employees to the dependent members of his family.
8. Compassionate appointments.
9. Maintenance of Annual Confidential Reports of the employees.
10. Decision on disciplinary action cases.
11. Decision regarding appeals against the order of punishing authority.
12. Any other matter related to service matter of the employee.

STAFF OF THE AUTHORITY:

Under Section 26 of the Punjab Regional and Town Planning and Dev. Act, 1995, it is provided;

- (1) The Authority may appoint such number of officers and other employees including experts for technical and legal work as may be necessary for the efficient performance of its functions and may determine their designation and grades.
- (2) The officers and other employees of the Authority shall be entitled to receive, from the fund of the Authority, such salaries and allowances and shall be governed by such conditions of service as may be determined by regulations made in this behalf by the Authority.
- (3) The exercise of any powers or discharge of any duties or functions under sub –section (1) by any officer or other employees of the Authority shall be subject to such restrictions, conditions and limitation, if any, as may be laid down by regulations of the Authority, and shall also be subject to its control and supervision.

Procedure for making appointments:

At present all the staff working in GMADA is on deputation from PUDA and other offices. As such rules and regulations of the concerned department applies to these employees. However, as and when GMADA will recruit its own staff following procedure shall be adopted as being followed by PUDA and as per Govt. instructions from time to time.

On availability of post(s), of direct recruitment, and keeping in view the necessity to fill up the same, these posts are advertised in the leading newspapers

for inviting applications. Detailed qualifications and experience for each post alongwith the number of posts meant for general and reserved categories, scale of pay and allowances admissible is given in the advertisement. On receipt of applications upto the fixed date, the same are scrutinized and the certificates/ testimonials submitted by the applicants are also checked if the same are in consonance with the advertisement. A merit list is prepared and the applicants are called for interview/ checking of original certificates. On the basis of qualification/ experience a merit list is prepared and then final selection is made by obtaining the orders of competent authority. Then appointment letters are issued. The appointments are made on probation for a period of two years which is extendable upto 3 years by the competent authority. Before joining the duty, the applicants are required to get themselves medically checked up and submit a fitness report from the Civil Surgeon or Chief Medical Officer concerned. Apart from this, the character and antecedents of the applicant are also got verified from the concerned District Magistrate.

Procedure for sanction of leave:

Except casual leave, leave applications for grant of earned leave, commuted leave, half pay leave, extra-ordinary leave or any other leave admissible under CSR are to be submitted well in advance i.e. atleast 15 days before the start of leave. Applications are submitted for sanction of leave to the competent authority. The cases are dealt in the concerned office where the official is working. If the controlling officer is not a competent authority to sanction leave, the same is sent to head office for grant of leave alongwith service book of the official. Before sanctioning leave, it is checked whether the leave applied for is due to the official and in case of leave on medical grounds, the application is to be supported by a medical certificate and recommendations of the medical officer/ doctor concerned. The leave is sanctioned by the competent authority and entry in the service book of the official is made.

Procedure for Maintenance of Annual Confidential Reports of the employees.

Every year Annual Confidential Reports are written by the officers under whom the employee is working. The list of the employees working in various offices is sent to head office by the concerned officers. After recording the ACRs, the same are sent to the next higher authority for reviewing and after the reviewing authority has recorded his comments, the same is sent to the next higher authority for acceptance. After acceptance, if there is no adverse remarks, the ACR is filed in record. However, if there are some adverse remarks, the same are conveyed to the concerned official.

The employee concerned can represent against the adverse remarks on which comments of Reporting officer/ reviewing authority / acceptance authority are obtained, the adverse remarks contained in the ACR are confirmed by the competent authority as per Government instructions. The power to expunge or not to expunge the remarks is exercised by the competent authority as per delegation of powers.

Procedure of disciplinary action:

The detailed procedure for proceeding against an employee or a section of employees for mis-conduct or otherwise due to any reason is contained in the PUDA Employees(Punishment and Appeal) Regulations. The competent authority for awarding punishment and the appellate authorities are also described in these Regulations. Procedure for holding enquiry through enquiry officers and awarding punishment and listening to appeal has also been clearly mentioned in these Regulations. Besides employee(s) can also be punished for mis-conduct as per the provisions made in PUDA Employees (Conduct) Regulation.

Procedure for Any other matter related to service matter of the employee.

Besides above, all other cases related to the service matters of the employees such as grant of benefit under ACP Scheme, grant of special increments / Scales or grant of honorarium etc. are also decided by the head office (Admn.Wing) of PUDA or respective department of the employee concerned.

Supervision and Accountability:

Generally, individual cases of employees are dealt in Administration Wing and the files are put up by the concerned Record Keeper to the concerned Sr. Assistant and further files are routed through Supdt (Admn.), Admn. Officer(HQ) and the ACA(HQ) to the competent authority for taking a decision. Though the custodian of record is the concerned Dealing Assistant/ Record Keeper, but it is the duty of the Superintendent and Administrative Officer to check the record and instructions quoted by the Sr. Assistant before submitting the case to higher Officers for decision.

Procedure for getting various works done on allotment side.

As per Section 43 of the Punjab Regional and Town Planning and Development Act, 1995, Authority is empowered to dispose of land belonging to it on such terms and conditions as are determined by it and the allotment policies are decided by the Authority. The allotments for houses/ plots/ sites are made by the concerned Estate Officer after adopting the proper procedure.

On availability of built-up houses/ plots/sites, carved out by GMADA in urban estate, a scheme is approved by the Finance and Accounts Committee and a brochure of the scheme is prepared. Thereafter, applications are invited on the prescribed application form contained in the brochure to be had from various offices/ authorised Banks on payment of price of the brochure as fixed by the competent authority and indicated in the advertisement, for allotment alongwith earnest money specified therein. . Normally 10% of the total cost of house/ plots is demanded as earnest money. The applications are received till the closing date of the scheme. After scrutiny of the applications, date of draw is fixed by the concerned Estate Officer and a public notice is given in the press for the information of general public. Before starting of draw, objections are invited and sorted out on the spot. Every applicant has the right to see if his name slip is included in the draw of lot. A list of successful applicants and the applicants in the waiting list is prepared on the basis of draw of lot and published in the news paper. Then allotment letters are issued indicating total price, price already received as earnest money and the amount to be deposited at the time of possession and the amount to be paid in installments alongwith interest payable and other terms and conditions of allotment as per policy adopted by GMADA. The person applying for allotment of houses shall only be eligible if he is of 18 years age, does not own a residential plot/house in his / her name or in the name of his/ her spouse or any dependant member of his family in the urban estate for which he is applying for allotment of house/plot and his monthly income should be within the prescribed income criteria.

Allotment of commercial sites such as SCFs, SCOs, SSS, Booths, School sites etc. and sometime, plots/ houses are also made through AUCTION. On availability of sites, public notices are given in the leading newspapers for the holding of Auction alongwith details of the sites to be auctioned. For participating in the Auction, one is required to pay the eligibility fee before start of auction. Only those persons having deposited the eligibility fee and other eligible, can participate in auction. The Auctions are held in the presence of a committee and the decisions of the competent authority is considered final. The auction is ended in favour of the highest bidder and the higher bidder has to deposit 10% of the

bid at the fall of hammer in his favour. On failure to do so, the auction of the particular property is cancelled and can be put to auction in another auction. In such case, the eligibility fee is forfeited. Allotment letter is issued to the successful bidders by the competent authority i.e. the Estate Officer, indicating the total auctioned price, amount payable within 30 days of the Auction and the remaining amount alongwith interest thereon to be paid in installments or in lumpsum. Other terms and conditions as per policies of PUDA are also incorporated in the allotment letters.

PROCEDURE/ POLICY FOR ALLOTMENT OF LAND TO INSTITUTIONS.

So far as the allotment of land to institutions is concerned, allotment is made as per policy adopted vide Agenda item No. 51.18 of the Finance and Accounts Committee of PUDA. According to this policy sites are disposed of as under:-

1. In case of Govt. Deptt./Public Sector Undertakings and Institutions owned and managed by the Central or State Government, the allotment of land shall be made directly on receipt of applications without going through the process of a public advertisement alongwith token money/earnest money.
2. Institutional sites to other registered trusts and societies is made by way of auction.
3. Land is allotted on lease hold basis for the religious purpose @ Rs. 6/- per sq. yd. per year upto 1000 sq. yds. For additional area, the lease/rent shall be equivalent to 5% of the rate fixed for Charitable Institutions For Mohali rate is Rs. 400/- per sq. yd..
4. Petrol pump sites are allotted in favour of Oil companies, Govt. Departments, State Govt. undertakings at the rates fixed from time to time. At present rates are under revision.
5. School sites to others (Private) are sold by auction.
6. School sites to the State Govt. are allotted free of cost.
7. School sites to Centre Govt., Autonomous/Statutory Bodies/Semi Government/Universities set up by Statute of Centre/State Government/ Societies and Trusts Promoted by State/Centre Government are allotted @ 50% of prevailing highest residential reserve price fixed for the Urban Estate.
8. Built up Dispensaries, Primary Health Centers etc. are allotted to the state Govt. free of cost.

9. Land for dispensaries/Primary Health Centre are allotted to the Central Govt. @ 25% of prevailing highest residential reserve price fixed for the Urban Estate.
10. Land for dispensaries/Primary Health Centre are allotted to the Autonomous / Statutory Bodies promoted by state/Centre Govt. @ 50% of prevailing highest residential reserve price fixed for the Urban Estate.
11. Land for Hospital/Nursing Home to the private parties is allotted by auction.
12. Land for essential services such as Police Station /Fire Station and other similar services is allotted on lease basis @ Rs. 6/- per sq. yd. per year.
13. Land for essential services such as Telephone, post and telegraph, PSEB, Water Supply and Sewerage Board, Bus Stand is allotted @ 50% of prevailing highest residential reserve price fixed for the Urban Estate.
14. land for Office buildings to State Govt. and Courts is allotted @ 75% of prevailing highest residential reserve price fixed for the Urban Estate.
15. Land for Office buildings to Central Govt. is allotted @ the prevailing highest residential reserve price fixed for the Urban Estate.
16. Land for Office buildings to State Govt. Boards / Corporations is allotted @ 1 ½ times of the prevailing highest residential reserve price fixed for the Urban Estate.
17. Land for Office buildings to Central Govt. Boards / Corporations is allotted @ 2 times of the prevailing highest residential reserve price fixed for the Urban Estate.
18. Land for Office buildings to Public Limited Companies such as Banks and other such companies is allotted @ 3 times of the prevailing highest residential reserve price fixed for the Urban Estate.
19. Sites for residential purpose to the State Govt. and Courts are allotted @ 50% of prevailing highest residential reserve price fixed for the Urban Estate.
20. Sites for residential purpose to the Central Govt. and Courts are allotted @ 75% of prevailing highest residential reserve price fixed for the Urban Estate.

21. Sites for residential purpose to the State Govt. Boards/Corporations are allotted @ 75% of prevailing highest residential reserve price fixed for the Urban Estate.
22. Sites for residential purpose to the Central Govt. Boards/Corporations are allotted @ prevailing highest residential reserve price fixed for the Urban Estate.
23. Sites for residential purpose to the Public Limited Companies State and Centre with majority stake of Government are allotted @ 1 ½ time of prevailing highest residential reserve price fixed for the Urban Estate.
24. Sites for multi-stroreyed Group Housing to the private builders /Co-operative Societies is made through auction.
25. Commercial sites like Cinema, SCO, SCF, Booth and Single Storey Shop are allotted through auction.
26. Sites for Charitable Institutions to the Govt. are allotted free of cost.
27. Sites for Charitable Institutions to others - Govt. aided or Private are allotted through allotment on lease basis @ Rs. 6/- per sq. yd. per year upto 1000 sq. yds., for additional area the lease rent shall be equivalent to 5% of the rate fixed for Charitable Institutions for Mohali (Rs. 400/- per sq. yd)
28. Sites for Cultural and Literary Activities are allotted to the Govt. owned Institutions free of cost.
29. Sites for Cultural and Literary Activities to others - Govt. aided or Private Institutions are allotted @ 50% of prevailing highest residential reserve price fixed for the Urban Estate.

Constitution of a committee:

The Authority has constituted a separate committee to be called Scrutiny Committee consisting of following members for scrutiny of the applications received for allotment of sites:-

- 1) Chief Administrator, GMADA;
- 2) Addl. Chief Administrator(F&A), GMADA;
- 3) Addl. Chief Administrator, concerned zone;
- 4) Senior Town Planner GMADA;
- 5) Addl. Chief Administrator (Policy), Member Secretary.
- 6) One expert Member from Education/Health etc.

The Committee examine each and every cause on merit and subject to the approved policy guidelines. The recommendation of the committee are placed before Authority for final consideration and approval.

Scrutiny of application:

Each application is examined by the Scrutiny Committee constituted inter-alia having regard to the background of the applicant, the financial standing, the managerial and organizational capability, past experience/ track record, the minimum functional requirement of land and quality and type of services provided and on the basis of guidelines framed in this regard from time to time.

Price of Land: As determined by GMADA from time to time.

Letter of Intent: After final approval by GMADA, letter of Intent is to be issued for completion of formalities and necessary documents by the concerned Estate Officer.

Mode of payment:

Land cost is to be paid by the Institution in easy installments i.e. 10% alongwith application, 15% within thirty days of the issue of letter of intent to make the initial deposit equal to 25% of the total cost of land being allotted before taking over possession and the balance of 75% either in lump sum within 30 days from the date of issue of allotment letter or in 4 equal annual installments together with interest @ 15% on balance amount chargeable where development work in the area of the sector have already been completed. The price of land is subject to variation to the extent that any enhancement in the premium of land awarded by the competent authority under the Land Acquisition Act shall also be payable proportionately as determined by the Authority within 30 days of the receipt of demand notice and all payments shall be made in the form of Bank Draft.

Issue of allotment letter:

After the institution has paid 25% amount of the total cost of land and executed the requisite agreement and completion of all other formalities, the allotment letter is issued which specifies the terms and conditions of allotment.

Possession:

After the completion of all required formalities by the institutions, the possession of land is handed over within three months w.e.f. issue of allotment letter to the institution .

Ownership:

The ownership of land or any building constructed thereon vests in the Authority. The Authority ,however, permits the allottee to mortgage, hypothecate the land to the extent the payment of the cost of land is made to the Authority for the purpose of raising loan for execution of construction of building.

Time frame for completion of the project:

The entire project is to be completed within 3 years in a phased manner from the date of taking possession of land by the institution.

Cancellation of allotment:

The Authority, may, however, cancel the allotment, if in its opinion, enough progress has not been made. The allotment is also liable to be cancelled in case there is any violation of terms and conditions as decided by the Authority from time to time.

Extension fee and penalty for non completion of the project:

The allottee shall have to complete the building within a period of three years and no extension shall be allowed beyond this period except in exceptional cases for another two years for reasons to be recorded in writing, on payment of extension fee subject to such terms and conditions as determined by the Authority from time to time. In case of non-completion of the project in time, the allotment shall be liable for cancellation and the entire amount deposited shall be forfeited in favour of GMADA.

Regulations of construction:

- 1) All development and construction is to be done as per the Regulations, byelaws & Zoning restrictions applicable to the area and as indicated by the Authority to the allottee.
- 2) All the development and building plans are to be got approved in advance from the Authority and development will be done only as per the approved plans. However, to ensure that delays in the grant of approvals of any kind to the allottee do not cause undue delays in the execution of the project, the Authority undertakes to issue all required approvals promptly .

Inspection by Authority officials:

The allottee will permit the Authority functionaries to inspect any or all works connected with the execution of the project for ensuring that all terms and conditions proposed by the Authority at the time of allotment of land are being observed and that the development is being done strictly in accordance with the approved plans and the quality of works conforms to generally minimum specifications for such projects.

Arbitration:

All disputes and differences arising out of or in any way touching or concerning the allotment or execution of the project shall be referred to the Chief Administrator as a sole Arbitrator or any other officer appointed by him on his behalf. The decision of such an arbitrator shall be final and binding on both the parties.

Appeals:

Under Section 45(5) of the Act, any person aggrieved by an order of the Estate Officer for resumption and forfeiture of breach of transfer, has the right to appeal to the concerned Additional Chief Administrator against the order of Estate Officer within a period of 30 days of the date of communication to him of such order. The Additional Chief Administrators are exercising the powers of Chief Administrator. However, the appellate authority may entertain the appeal after the expiry of 30 days, if he is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time. The appellate authority may after hearing the appeal, confirm, vary or reverse the order appealed from and may pass such order as he thinks fit.

The appellate authority may either on his own motion or on an application, received in this behalf at any time within a period of six months from the date of the order, call for the record of any proceedings in which the Estate Officer has passed an order for the purpose of satisfying himself as to the legality or propriety of such order and may pass such order in relation thereto as he thinks fit: Provided that the Chief Administrator shall not pass an order under this section prejudicial to any person without giving him a reasonable opportunity of being heard. (Section 44(7).

Further Under Section 45(8) where a person is aggrieved by any order of the Chief Administrator (Addl. Chief Administrator), deciding the case under subsection (6) or sub section (7) may within thirty days of the date of communication of such order, make an application in writing to the State Government for revision against the said order and the State Government may, confirm, alter or rescind the order of the Chief Administrator.

Procedure for other related works being done by Estate Office:

Besides allotment, some other works related to the allotments are also being done by the Estate Offices which are as under:-

- 1) Transfer of allotment;
- 2) Issue of re-allotment letters.
- 3) Transfer of ownership;
- 4) Issue of No due certificate;
- 5) Issue of No Objection Certificate for the sale of residential house/ plot/ commercial property.
- 6) Issue of Permission to mortgage of property for raising loan from other departments/ banks for making full payment of the plot/ house or construction/ renovation and additional alteration of the house.
- 7) Getting the conveyance deed registered.
- 8) Getting the plans approved from the Estate Officers;
- 9) Getting roof level/ slab level certificates;
- 10) Getting Occupation certificate after completion of building
- 11) Depositing the amount of installments/ other dues with GMADA.
- 12) Any other work related to the disposal or maintenance of property allotted by GMADA.

For getting these works done, a **SINGLE WINDOW SYSTEM** has been introduced in GMADA where prescribed applications forms are available free of cost. The application forms are to be filled by applicants and submitted complete in all respects alongwith prescribed affidavits and documents / fee prescribed for the purpose (if any). Then a slip in token of receipt of the application is given to the applicant indicating therein the date of collection of letter of approval/ sanctions as the case may be. The document to be submitted with the application form is also indicated in the form.

On receipt of the application form, the cases are marked to the concerned dealing Assistant who gets report regarding payment of dues and about unauthorized construction, if required. After getting all the relevant information, the cases are put up to the Estate Officer for decision / approval. The letters of approval are sent to Single Window Service System from where the applicant can collect the letter on due date. If the applicant does not come on the due date to collect the letter, then the same is dispatched to the applicant at the given address. However, if there is any objection the same is also intimated to the concerned applicant so that the objection is removed by doing the needful. The cases are routed through Dealing Assistant/Superintendent/ AEO.

PROCEDURE FOR GETTING SEWERAGE CONNECTION:

After getting the Occupation Certificate issued from the Estate Officer, the allottee is required to apply immediately to the concerned Divisional Engineer(PH) on the prescribed form available at Single Window Service System free of cost, for getting the sewerage connection. He is required to complete the required formalities as given in the form.

PROCEDURE FOR ENLISTMENT OF CONTRACTORS FOR EXECUTING DEVELOPMENT WORKS.

The following categories of contractors for executing Civil/ Public Health/ Electrical/ Horticultural works are enlisted in GMADA:-

Class-D Contractor	For executing work upto Rs. 5 lacs
Class-C Contractor	For executing work upto Rs. 25 lacs
Class-B Contractor	For executing work upto Rs. 1.00 crores.
Class-A Contractor	For executing Work for unlimited amount.

The enlistment form is available with the Divisional Engineers' offices in GMADA. If the firm is already registered with Punjab PWD , then the firm is not required to get itself enlisted with GMADA. The enlistment is allowed by the

respective committees constituted for the purpose. The enlistment is allowed, if the contractor/ firm is equipped with the following:-

1. Having Civil/PH/Hort. Engineers/ experts. The Electrical Contractor/firm should have the valid license issued by the Chief Electrical Inspector, Punjab.
2. Should have the required technical staff i.e. Beldars/ Work-Munshies/ Inspectors/ Foreman etc.
3. Should be equipped with the Tools and plants/ machinery required for executing the work;
4. Should submit the list of works executed with value of each work.
5. Should have Income Tax clearance certificate.
6. Should have done the works as per the norms fixed for each category of contractor.
7. Should submit a list of moveable/ immovable properties in the name of contractor/ firm to be enlisted.

The Contractor once enlisted in any Division of GMADA, can give tender and get work in any other division also and no separate enlistment is required for this purpose. However, the contractor who is enlisted as Civil Contractor is not entitled to do other stream work such as PH/ Electrical/ Horticulture and vice-versa.

PROCEDURE FOR ALLOTMENT OF EXECUTING DEV. WORKS.

To get the development works executed, quotations/ tenders are called by the concerned Divisional Engineers. Quotations are called for executing the work below Rs.50,000/- and if the value of the work is above Rs.50,000/-, then tenders are called. Quotations are called after vide publicity i.e. sending letters to all the enlisted contractors, all SEs/DEs of GMADA for vide publicity and placing a copy of the same on notice board. However, for calling tenders, vide publicity is also given by sending the tender notice to Press atleast in two leading newspapers. Tenders/quotations are given on the prescribed tender form available from the Divisional offices on payment of the prescribed cost of tender form. Tenders/quotations are opened in the presence of Tender Opening Committee on the fixed date. Comparative statement is prepared by the Divisional Head Draftsman and the works are allotted on the basis of rates quoted to the lowest tenderer. After the allotment the work is started by the contractor after getting green signal from the concerned site engineer of GMADA. The work is required to be completed within the stipulated time period, failing which action under the relevant clause of the agreement can be taken. However, if in view of the competent authority and

on the report of site engineers it is felt that the circumstances were beyond the control of executing agency, then time limit can be granted at the level of Superintending Engineer concerned.

In case, there is any dispute between the parties regarding any clause of the work agreement signed between the parties, the concerned Superintending Engineer works as Arbitrator as provided in the work agreement. But if the concerned SE is anyhow involved in the dispute, then the Chief Administrator can appoint another SE to act as Arbitrator.

Supervision and Accountability:

So far as the supervision and accountability of staff is concerned, on ministerial side, the Superintendent / Administrative Officer or Asstt. Estate Officers are required to supervise the work. On the technical side, the work is done by the contractor. However, supervision of JE / SDE is required and they are accountable for any wrong done in the execution of work. The bills of the contractor for payment of works are checked by the Drawing staff and Accounts staff and they are liable to check the bills in accordance with the rules/ regulations and rates.

(IV) THE NORMS SET BY GMADA FOR DISCHARGE OF ITS FUNCTIONS

Greater Mohali Area Development Authority has been constituted under section –29 of the Punjab Regional and Town Planning and Development Act, 1995 for the development and redevelopment of the area following under its jurisdiction with the objects and functions as under:-

- 1) The object of the Authority shall be to promote and secure better planning and development of any area of the State and for that purpose the Authority shall have the powers to acquire by way of purchase, transfer, exchange or gift or to hold manage, plan develop and mortgage or otherwise dispose of land or other property or to carry out itself or in collaboration with any other agency or through any other agency on its behalf, building engineering , mining and other operations to execute works in connection with supply of water, disposal of sewerage, control of pollution and other services and amenities and generally to do anything with the prior approval or on direction of the State Government, for carrying out the purposes of this Act.
- 2) In particular and without prejudice to the generality of the foregoing provisions, the Authority itself or in collaboration with any other agency or through any other agency on its behalf :-
 - i) If so required by the State Government or the Board, take up the works in connection with the preparation and implementation of Regional Plans, Master Plans and New Township plans, and town improvement scheme;
 - ii) undertake the work relating to the amenities and services to be provided in the urban areas, urban estates, promotion of urban development as well as construction of houses;
 - iii) promote research, development of new techniques of planning, land development and house construction and manufacture of building material;
 - iv) promote companies, associations and other bodies for carrying out the purposes of the Act; and
 - v) perform any other functions which are supplemental, incidental or consequential to any of the functions referred to in this sub-section or which may be prescribed.

To achieves the above said objects certain Norms, Guidelines, Rules and Regulations have been framed.

For setting up the norms of the working of Estate Offices of PUDA certain guidelines had been issued vide letter No. PUDA –ACA-C/TE-2000/9591-9600 dated 3-7-2000 (Copy of which is attached at Annexure-I)

NORMS FOR SERVICE MATTERS :

The Service matters of the employees of the authority are regulated under the Punjab Urban Planning & Development Authority (Employees Service) Regulations, 1999 which had been framed by the PUDA in exercise of its powers under section – 182 of the Punjab Regional and Town Planning and Development Act, 1995 and have been adopted by GMADA.

The above said Rules specifically made it clear that the matters not provided under these rules shall be governed by the Punjab Civil Service Rules and instructions issued from time to time by the Punjab Government.

The norms for appointment and promotion for various categories of employees of the Authority have been mentioned in this regulations.

The norms for provident funds had been prescribed under the Punjab Housing & Development Board (Provident Fund) Rules 1983 which contained provisions for withdrawal of the advances from the fund and deposit of contribution towards the funds.

THE NORMS FOR EXECUTION OF WORKS BY THE ENGINEERING WING OF THE AUTHORITY :-

The development works are executed by the Authority through its Engineering Wing headed by the Chief Engineer of the Punjab Urban Planning and Development Authority. The works are executed as per PWD norms which are prescribed under the PWD code and PWD manual.

(V & VI) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS, RECORDS AND STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY GMADA OR UNDER ITS CONTROL

Sr No.	Description of documents	Page No.
1.	Punjab Urban Planning & Development Authority Employees (Employees Service) Regulations, 1999	1-106
2.	Punjab Urban Planning & Development Authority Employees (Traveling Allowance) Regulations, 1997.	1-9
3.	Punjab Urban Planning & Development Authority Employees (Medical Facilities) Regulations, 1997.	1-8
4.	Punjab Urban Planning & Development Authority Employees (House Rent Allowance) Regulations, 1997.	1-5
5.	Punjab Urban Planning & Development Authority Employees (.Conduct) Regulations, 1997.	1-22
6.	Punjab Urban Planning & Development Authority Employees (Punishment & Appeal) Regulations, 1997.	1-21
7.	Greater Mohali Area Development Authority (Committees & Conduct of Business) Regulations, 2006.	1-3
8.	Punjab Urban Planning & Development Authority (Delegation of Powers) Regulations, 1997	1-33
9.	Punjab Regional & Town Planning & Development (General) Rules, 1995	1-23
10.	Punjab Apartment and Property Regulation Act, 1995 alongwith Punjab Apartment and Property Regulation Rules, 1995 (PAPRA Act)	1-68
11.	Punjab Civil Services (Revised Pay) Rules, 1998.	1-45
12.	Punjab Civil Services (Revised Pay) (First Amendment) Rules, 1998.	1-52
13.	Punjab Housing Development Board (Provident Fund) Rules, 1983.	1-13
14.	Punjab Civil Services Rules Vol.1 Part I	Published by Pb. Govt.
15.	Punjab Civil Services Rules Vol.1 Part II	Published by Pb. Govt.
16.	Punjab Civil Services Rules Vol.II	Published by Pb. Govt.
17.	Punjab Civil Services Rules Vol.III	Published by Pb. Govt.
18.	Punjab Financial Rules Vol. I	Published by Pb. Govt.
19.	Punjab Financial Rules Vol. II	Published by Pb. Govt.
20.	Punjab Govt. National Emergency (Concession) Rules, 1965	1-3
21.	Punjab Govt – Revised Model Services Rules, 1973	1-6

22.	Punjab Civil Services (Pre mature Retirement) Rules, 1975	1-3
23.	Punjab Services Medical Attendance Rules, 1940	1-9
24.	Punjab PWD Code Manual.	Published by Pb. Govt.
25.	Punjab PWD (B&R)Manual.	Published by Pb. Govt.
26.	Punjab Departmental Financial Rules.	Published by Pb. Govt.

(vii) The particulars of any arrangement that exists for consultation with, or representative by the members of the public in relation to the formulation of its policy or implementation thereof.

Being a public Organization, the main object of GMADA is to do planned development of plots and houses etc. At first stage, Land is acquired for setting up of Urban Estates and after providing basic amenities, the plots/houses are allotted on cheap rates to the public.

Suggestions from the public are taken while making the policies right from its start to the end of its process. Thereafter policies are finalised so that the public may not suffer. Although the number of office orders to issue these policies, are less, but various committees are functioning:-

1) Setting up of Authority:

The matters concerned with the Greater Mohali Area Planning Development are considered and decided in the meeting of the Authority. Apart from official members, three Non Official Members have also been nominated in the Authority.

2) Nomination of Welfare Association:

Although, Advisory Committees have not been constituted in GMADA, but, representatives of all the Welfare Associations of Urban Estates developed by GMADA, are invited on the inauguration of all types of the activities of GMADA and information regarding activities of GMADA is given to them and necessary action is also taken on the suggestions given by the representatives of these societies.

3. Regarding Land Acquisition:

Whenever land is required for the purpose of setting up of Urban Estates or for any other purpose, notification under the Land Acquisition Act, 1894 for acquisition of said land is published and written objections are sought from the land owners which are sent to the Government with recommendations for decision. The rates for the land are fixed by the District Land Price Fixation Committee constituted at the level of State Government in which concerned M.Ps and M.L.As are the members who are the elected representatives of the public who represents the rights of the public.

4. Need Based Committee:

Suggestions were invited from the public through news papers from time to time regarding problems due to lack of basic living amenities being faced by them. To sort out the problems of the resident, a committee comprising of the following members has been constituted in GMADA:-

- | | | |
|----|---------------------------------------|----------|
| 1. | Additional Chief Administrator, GMADA | Chairman |
| 2. | Architect, GMADA | Convener |
| 3. | Advisor (Technical),GMADA | Member |
| 4. | Senior Town Planner, GMADA | Member |
| 5. | Senior Law Officer, GMADA | Member |

(viii) **STATEMENT OF BOARDS, COUNCIL, COMMITTEE AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ADVISE AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCIL , COMMITTEE AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

Sr. No	Name of Boards, Council, Committee or other body	Members of the Boards, Council, Committee or other body	Function of Boards, Council, Committee or other body	Whether minutes of such meetings are open to public or not	Remarks
1.	GMADA Authority	<p><u>OFFICIAL MEMBERS</u> Chairman –CM Co-Chairman - HUDM Member -Chief Secretary Member- Principal Secretary to CM Member-P.S. Deptt. of Finance Punjab Member- SHUD Member- Secretary Local Govt. Punjab Member-Chief Town Planner Punjab Member-Chief Administrator GMADA</p> <p><u>NON OFFICIAL MEMBERS</u> Member-Sh. Jaspal Singh, Municipal Councilor, MC, Zirakpur. Member- Sh. Amritpal Singh, President, MC, Derabasi Member-Sh. Rajinder Singh Rana, President, MC, Mohali.</p>	To discuss all the matters of the Authority as well as Administrative , Civil and Financial matters relating to Greater Mohali Area Dev. Authority	All the proceedings of the meeting can be made open to public with the approval of competent authority .	As per provisions in the Punjab Regional and Town Planning and Development Act. 1995 Chapter-III Clause No. 17 (3).

2.	Executive Committee	Chairman -Chief Secretary Member- Principal Secretary to CM Member-P.S. Deptt. of Finance Punjab Member- Secretary Local Govt. Punjab Member- SHUD Member-Chief Town Planner Punjab Member Secretary-Chief Administrator GMADA	Executive Committee will exercise all the powers of GMADA, including the functions as specified below, and decisions taken in the Executive Committee shall be placed in the next Meeting of the Authority for ratification:- <ul style="list-style-type: none"> • To approve the selection of Urban Estates, development of areas and new townships. • To approve housing projects and other projects for development of land in Urban Estates, development of areas and new townships and other Urban Development Programme. • Selection of Public/Private Sector collaborators. 	-do-	
3.	Finance & Accounts Committee	Chairman –SHUD Member- Secretary Finance or his representative Member-CA, GMADA <u>SUB COMMITTEE FOR ITEM AT S. NO. (III)</u> Chief Administrator GMADA. Addl. Chief Administrator(F&A) , GMADA. Addl. Chief Administrator, Mohali. Addl. Chief Administrator, Policy GMADA. Senior Town Planner, GMADA.	i) Scrutiny of budget proposals and annual statement of accounts including balance sheets and to make recommendations before approval of authority. ii) Determining prices/ policies for disposal of lands/plots/houses . iii) Allotment of lands to various Institutions as per policy decision of PUDA. iv) Any other duty assigned specifically by Authority.	-do-	PUDA (Committee and conduct of Business), regulations ,1996 vide regulation No PUDA-Admn/I/EA-3/96-21021 dt. 6-6-96

4.	Planning & Design Committee	Chairman-SHUD Member-P.S. Deptt of Local Govt. (Pb.) Member-Chief Administrator GMADA-Convenor Member- CTP, Punjab. Member- Chief Country Planner, Punjab Member –Chief Architect.	Scrutinize Proposals of declaring planning areas and preparation of Regional plans, Master Plans, and Town Development schemes under the Act/Rules & Regulations and recommendations to Authority for approval. Scrutiny of layout plans of Sectors and Sub sectors. Discharge any other functions as assigned by Authority Specifically.	-do-	PUDA (Committee and conduct of Business), regulations ,1996 vide regulation No PUDA-Admn/I/EA-3/96-21021 dt. 6-6-96
5.	Regional P&D Committee (Zonal)	Chairman-Addl. Chief Administrator GMADA, Mohali. Member-Estate Officer. Member-Divisional Town Planner (Pb.) (convenor) Member- Divisional Engineer(Civil-1) Member- Divisional Engineer(PH-1) Member- Architect. Member- Architect (Town Planning Wing, PUDA)	Approval of building plans of public buildings, special commercial blocks, group Housing Schemes, Zoning Plans of individual buildings/sites and determination of land use of Pockets reserved for public buildings or any other special purposes.	-do-	As per decision taken by the Authority in its meeting dt. 14-5-96 regional P&D committee constituted vide agenda item No. 5.07.
6.	Layout Plans of Colonies approval Committee.	Competent Authority- C.A. Member- Chairman Pb. Pollution Control Board, Patiala. Member- Chief Town Planner (Pb.) Member- Chief Engineer(Comm.) PSEB, Patiala. Member- Chief Engineer, GMADA. Member- ACA, GMADA, Mohali. Member- Senior Town Planner, GMADA.	Approval of layout plans of various colonies to be developed by PUDA approved PROMOTERS.	-do-	Chief Administrator PUDA issued a depth examination of issues regarding layout plans of colonies vide No. PRO-PUDA/98/5736-48 dt. 2-6-98.

		Member- Land Acquisition Collector, GMADA Member- E.O. of concerned M.C.			
7.	Punjab and Planning Board. Regional and Town Dev.	Chairman- Chief Minister (Pb.) Vice Chariman- MHUD Member- PSHUD Not more than 12 ex-official members to be nominated by state Govt. from among Ministers including Ministers of Housing & Urban Dev. , Local Govt. and Secretaries of Govt. of Punjab including Secretary Deptt. of local Govt. and other officers of State of Punjab. Not more than 3 Non-official members to be nominated by State of Punjab from among persons having special knowledge or practical experience in matters relating with town planning, development and management thereof.	To advise State Govt. and to guide and direct planning agencies with respect to matters relating to planning Dev. and use of Urban and Rural land in the State & any other function assigned specifically by Govt. of Punjab.	-do-	As per provisions in the Punjab Regional and Town Planning and Development Act. 1995 Chapter-II Clause No. 4(i)
8.	Departmental Selection Committee.	For class I & II employees:- Chairman- Chairman GMADA Member- Vice Chairman-cum-SHUD Member- Chief Administrator Member- Subject Matter Expert Member- One S.C. Officer in case there is no S.C., Member in the Committee.	To scrutinize all the relevant data like qualification, experience, confidential records, Govt. instructions roaster register/points legal implications etc. This committee has been constituted only for direct recruitment.	-do-	As per notification of Punjab Govt. issued vide No. 1/46/96-4HG1/2283 dt. 27-5-96

		<p style="text-align: center;">For Class III & IV employees</p> <p>Chairman- Chief Administrator, GMADA Member- Secretary Member- Subject Matter Expert Member- One S.C. Officer in case there is no S.C. Member in the Committee.</p>	<p>NOTE: However for departmental promotions of employees of GMADA their is a provision in PUDA's Service regulations (Clause No. 8.3 & 8.4) that all appointments by promotion shall be made on Merit-cum-seniority basis and as per notification of Punjab Govt. issued vide No. 1/46/96-4HG1/2283 dt. 27-5-96 that Class-I and II officers Promotion cases decided at the level of Chairman and Class-III & IV shall be decided at the level of C.A. PUDA.</p>		
9.	Need based changes Committee.	<p>Chairman - Additional Chief Administrator, GMADA Convener - Architect, GMADA Member - Advisor (Technical),GMADA Member - Senior Town Planner, GMADA Member - Senior Law Officer, GMADA</p>	To examine the need based changes in the existing LIG/MIG/HIG houses etc. constructed by PUDA keeping in view the day to day needs of the residents and structural stability of the structures.	-do-	As per information supplied by the Policy Branch this Committee was constituted by the C.A. vide order dt. 10-1-2005.
10.	Reservation Committee.	<p>Chairman-Addl. Chief Administrator (Policy) Member-Addl. Chief Administrator , Mohali. Member-Estate Officer, Mohali.</p>	To consider the matter regarding rationalization of reservation policy in allotment of houses & Plots by GMADA.	-do-	As per information supplied by the Policy Branch this Committee was constituted by the C.A. vide order dt. 10-1-2005.

11.	Committee for purchase of Computer Consumables like toners/cartridges etc.	Chairman – Superintending Engineer (II) Member – Divisional Engineer (H.Q.) Member – Accounts Officer (Recovery)	To examine case for purchase of all kind of computer consumables like toners/cartridges etc.	-do-	
12.	Committee for A & M of Computer & Peripherals	Chairman – Superintending Engineer (II) Member – Divisional Engineer (H.Q.) Member – Accounts Officer (Recovery)	To open and evaluate quotations for Annual Maintenance of computers and Peripherals installed in PUDA Bhawan, Mohali.	-do-	
13.	Committee for approval of Building plans upto 10 Marla houses under PUDA(Bldg.) Rules 1995.	Chairman- Estate Officer, GMADA Member- Divisional Town Planner, GMADA, Mohali. Member- Divisional Engineer(P.H), GMADA,	To sanction the building plans of plots/houses developed by GMADA (upto 10 marla only)	-do-	As per the decision of the meeting held on 3-9-2003 under the Chairmanship of Chief Administrator PUDA .
14	Committee for approval of Building plans above 10 Marla houses under PUDA(Bldg.) Rules 1995	Chairman- Estate Officer, GMADA Member- Divisional Town Planner, GMADA, Mohali. Member- Divisional Engineer(P.H), GMADA, Member-Architect , GMADA.	To sanction the building plans of plots/houses (having area more than 10 marlas) developed by GMADA	-do-	As per the decision of the meeting held on 3-9-2003 under the Chairmanship of Chief Administrator PUDA .

15.	Committee for approval of Residential and commercial Institutional sites Building plans under PUDA(Bldg.) Rules 1995	Chairman- Estate Officer, GMADA, Mohali. Member- Divisional Town Planner, of Town & Country Planning Deptt. Member- Divisional Engineer(P.H), GMADA Member-Architect , GMADA.	To sanction building plans of Institutional sites commercial as well as residential like schools, hospitals etc in U.E. developed by GMADA`	-do-	As per the decision of the meeting held on 3-9-2003 under the Chairmanship of Chief Administrator PUDA .
16	Sexual Harassment Committee	Chairman – Namita Kalsi, Architect Member- Smt. Charanjit Kaur, Superintendent. Member- Smt. Baljinder Kaur, Sr. Assistant.			
17.	Site Selection Committee	Chairman- D.C. of the Distt. Member-ACA, Mohali GMADA Member-S.D.M. Concerned Member-STP/DTP concerned Member-SE, PWD (B&R) concerned Member-SE, PWD (PH) concerned Member-SE, Irrigation & Drainage concerned Member-Chief Agriculture officer concerned Member- Chief Forest Officer concerned	To examine the cases regarding selection of sites including acquisition of land , for setting up of Urban Estates .	-do-	As per information supplied by the Project wing of PUDA and a proceedings of the site selection Committee meeting held on 6-10-2003 was given .
18	District level Price Fixation Committee	Chairman- D.C. of the Distt. Member-M.P. Concerned Member-M.L.A. Concerned. Member-District Revenue Officer. Member-S.D.M.	To determine the market price of various district level lands, for acquisition purpose. Where land to be acquired fall in more than one district, Commissioner of the Division will Chair the meeting.	-do-	Punjab Govt. Revenue Deptt. standing order No. 28 vide notification No. 1/55/78-LR-1/1979 dt. 13-3-2000 .

19.	State level land acquisition Board (SLLAB)	Chairman- Financial Commissioner (Revenue)Distt. Member-Financial Commissioner & Secretary Agriculture (Pb.) Member-Principal Secretary, Town & Country Planning Deptt (Pb.) Member- Principal Secretary PWD (B&R) Member- Principal Secretary PWD Public Health. Member- Principal Secretary Finance Member- Principal Secretary Irrigation & Drainage. Member- Principal Secretary Housing & Urban Dev. Member- Principal Secretary Local Govt. Member-Director Land Records Acquisition. Member- D.C.	To examine the cases for acquisition of land at State level, under land acquisition Act. 1894(area more than 25 acres), acquisition of area more than 5 acres of land in and on the periphery of Municipal Towns or any area declared surplus, under Punjab land Reforms Act. 1972.	-do-	Punjab Govt. Revenue Deptt. standing order No. 28 vide notification No. 1/55/78-LR-1/1979 dt. 13-3-2000 .
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(IX) Directory of Officers and Employees.

Directory of Officers and Employees of GMADA, who are the incharges of the various wings is as under:-

PUDA BHAWAN, SECTOR 62, MOHALI (PHONE NUMBERS)				
EPABX- 2215206-2215308-2215310-311				
Sr.No.	Name & Address	Designation	Telephone No.	
	Sarv Shri/Smt.		Office	Resi
1	Parkash Singh Badal	Chairman-PUDA/GMADA	2740325	2740737
	PUDA/GMADA		2740769	
	K.No. 45, Sector 2, Chd.			
2	Arun Goel, IAS	PSHUD	2742357	2698902
	H. No. 902/39-A, Chd.			
		PUDA Phones	2215528	
			2215529	
			2215530-F	
3	Vivek Partap Singh, IAS,	CA, GMADA	2215522	2722157
	H.No. 3438, Sec. 24, Chd.		2215021-F	
4		ACA(HQ/Policy)	2215504-F	
			2215505	
5		ACA (F&A)	2215506	
6	K.K. Kaul	CTP	2213555	2603950
	2875/42-C, Chd.			
7	Namrita Kalsi	Architect	2210081	2688911
	906/39-A, Chd.			
8	A.K. Batish	PA/CA GMADA	2215522	329804
	2607/67, Mohali.		2215021-F	
9	Harmail Singh	SLO(HQ)	2215518	2240026
10	Subash Sethi	Ad.O., GMADA	2215517	2272796
11	Jagdish Kumar	A.O.	2212014	2262688
12	H.S.Rana	S.D.E.(H.Q.)	5093177	9855188777

	MOHALI ZONE			
1	Balwinder Singh,PCS	ACA(M)-cum-LAC	2215301	2636648
	H.No.1645, Sec. 39B, Chd.		2215302-F	
			2215305	
2	Sukhjeet Pal Singh,PCS	EO	2215303	9855110783
	H.No. 1, MLA Flat, Sec-3,		2213535	
	Chandigarh.			
3	Rajiv Modgil	C.E.	2210087	2266726
	H.No. 3501, Sec. 52, Mohali			
4	H.S. Sodhi	SE	2215403	2229211
	3409, Sec.71, Mohali			
5	Sunil Kansal	D.E. (PH)	2215409	2772222
6	H.S.Dhaliwal	D.E.(Hort)	2215411	2660075
7	Davinder Singh	D.E. (PH)	5093176	2273747
8	A.K. Kataria	DE (Elect.)	2225260	2224707
	1648/Ph-7, Mohali.			
9	S.K. Goyal	DE (C-1)	2215408	2578972
	K.No. 972, Sector 2, Pkl.			
10	J.S. Tiwana	D.E. (C-2)	5097496	22265752
11	Jatinder Mohan	D.E.(HQ)	6570620	2405084
12	R.S. Cheema	DE (Electricity)	2212014	2696427
13	Sh. Surinder Singh	SDO (R)		9814931431

(X) Monthly Remuneration received by each of its officers and employees

Since all the staff working in GMADA is on deputation from PUDA or others offices, as such pay and allowances are paid as per normal terms and conditions of deputation of the employee concerned. However, as and when GMADA recruits its own staff, the payment of remuneration shall be as per Punjab Urban Planning and Development Authority(Employees service) Regulations, 1999 and as per instructions issued by the State Government from time to time.

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

Section 52 of the Punjab Regional and Town Planning and Development Act, 1995 read with rule 17 of the Punjab Regional and Town Planning and Development (General) Rules, 1995, specifies that the Authority shall prepare its annual budget for the next financial year showing the estimated receipts and expenditure of the Authority in the form set out in schedule I to the rules before or by the 31st January proceeding the commencement of the said financial year and shall forward five copies of the budget so prepared and sanctioned by the Authority to the State Government within thirty days from the date of its sanction.

The disbursement of funds to the executing offices i.e. Divisional Engineers / Estate Officer for execution of works as well as establishment expenditure is made every month on the recommendations of the Chief Engineer and the concerned Additional Chief Administrator.

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

Greater Mohali Area Development Authority (GMADA) has been constituted under the Punjab Regional and Town Planning and Development Act 1995. It has been constituted with the objective of implementing plans and programs under the Act. Planning, development and regulation of Estates & Construction of housing schemes are the main functions of the Authority. Construction of Social Houses includes the construction of subsidized houses for Economically Weaker Section (EWS) and Lower Income Group (LIG) sections of the society.

1 Houses

Income criteria for allotment of houses to weaker section of society is as under; -

		Monthly Income
(i)	Economically Weaker Section (EWS)	Upto Rs. 3300/-
(ii)	Lower Income Group (LIG)	Rs. 3301/- to 7300/-

To allot houses to the above sections of the society at reasonable and affordable prices, the Authority subsidizes the land cost for construction of Economically Weaker Section (EWS) as well as Lower Income Group (LIG) categories of houses as under:-

Sr. No.	Category	Rs./ Sq. Yds
1	EWS Category	115/-
2	LIG Category	1000/-

02 Residential Plots

Similarly, the residential plots upto 100 Sq yds are also subsidized as under;-

Sr. No.	Station	Rs/ Sq yds
1	Mohali	3150/-
2	Zirakpur	2100/-

Beneficiary of the subsidy programme:-

1. EWS Category:-

PUDA/GMADA has constructed 1736 Houses for Economically Weaker Section of the society at subsidized rates.

2. LIG Category.

PUDA/GMADA has constructed 5092 Houses for lower Weaker Section of the society at subsidized rates. Further 144 houses have been completed and allotment of these houses is under process.

(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORIZATIONS GRANTED BY IT.

5.835 acres land to Army Welfare Education Society at SAS Nagar (Sector 68) for the purpose of setting up Army Law College @ Rs. 708/- per Sq. Yd. ----- thereby reduction of Rs. 832/- per Sq. Yd. with the approval of Finance & Accounts Committee (Rate of land was Rs. 1540/- per Sq. Yd.).

(xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY GMADA.

- 1. Facilities available to citizens for obtaining information:**
 - a) Reception counter operating at zonal level.
 - b) Introduced Single Window System (Proformas enclosed)
 - c) Network such as telephone facility, inter-com system and fax etc.
 - d) Installation of Notice Boards.
 - e) Through Newspapers/ Advertisements and Press Notes.
 - f) Printed Brochures and Hand Bills.
 - g) Publication of Annual Administration reports.

(xvi) THE NAMES, DESIGNATION AND OTHERS PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Under the Right to Information Act 2005, the following officers are designated as **Public Information Officers** and **Asstt. Public Information officers** for the GMADA,

GMADA Head Quarter

PUDA Bhawan, Sector 62, SAS Nagar (Mohali)

Sr. No.	Name and Designation of Officer	PIO/APIO appointed for the offices
1	Sh. H.S. Sodhi, SE (2), GMADA, Mohali	: Public Information Officer of GMADA office.
2	Assistant Public Information Officers	:
i)	Sh. Vimal Kapoor, Administrative Officer (Projects), GMADA, Mohali	: Chief Town Planner, Projects and Architect Branch, GMADA, Mohali
ii)	Sh. Tarsem Kansal, AO (Payment), GMADA, Mohali.	: ACA (F&A), GMADA, Mohali.
iii)	Sh. Deepak Bansal, Superintendent, O/o LAC, GMADA, Mohali	: ACA-cum-LAC, GMADA, Mohali
iv)	Smt. Chanchal Atwal, AEO	: Estate Office, GMADA, Mohali (for housing works)
v)	Sh. Gurbax Singh, AEO, GMADA, Mohali	: Estate Office, GMADA, Mohali (For plots work)
vi)	Sh. Ravinder Kumar, Superintendent (Reg.), GMADA, Mohali.	: Estate Office (Regulatory), GMADA, Mohali.
vii)	Sh. S.K. Goyal, DE (C-1), GMADA, Mohali	: Chief Engineer, GMADA, Mohali and the Offices under his control.
viii)	Sh. Harmail Singh, SLO (HQ), GMADA, Mohali.	: Law Branch (HQ), GMADA, Mohali
ix)	Sh. Gurnam Singh, Ad.O. (Cord.), GMADA, Mohali	: Admn/Policy, Co-ordination and Public Relation office, GMADA, Mohali.
3	Additional Chief Administrator (H.Q./Policy)	: Appellant Authority

(xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED, AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR.

Will be updated every year.

Staff structure of GMADA has been approved by the Authority in its 1st meeting held on 04-10-2007. Copy of the approved staff structure is enclosed herewith.

(V & VI) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS, RECORDS AND STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY GMADA OR UNDER ITS CONTROL

Sr No.	Description of documents	Page No.
1.	Punjab Urban Planning & Development Authority Employees (Employees Service) Regulations, 1999	1-106
2.	Punjab Urban Planning & Development Authority Employees (Traveling Allowance) Regulations, 1997.	1-9
3.	Punjab Urban Planning & Development Authority Employees (Medical Facilities) Regulations, 1997.	1-8
4.	Punjab Urban Planning & Development Authority Employees (House Rent Allowance) Regulations, 1997.	1-5
5.	Punjab Urban Planning & Development Authority Employees (.Conduct) Regulations, 1997.	1-22
6.	Punjab Urban Planning & Development Authority Employees (Punishment & Appeal) Regulations, 1997.	1-21
7.	Greater Mohali Area Development Authority (Committees & Conduct of Business) Regulations, 2006.	1-3
8.	Punjab Urban Planning & Development Authority (Delegation of Powers) Regulations, 1997	1-33
9.	Punjab Housing Development Board (Provident Fund) Rules, 1983.	1-13