

# રાજકોટ શહેરી વિકાસ સત્તામંડળ - રાજકોટ



માહિતીનો અધિકાર અધિનિયમ - ૨૦૦૫

માહિતીનો અધિકાર અધિનિયમ - ૨૦૦૫

# પ્રોએક્ટીવ ડીસ્ક્લોઝર

(તા.૦૧/૦૫/૨૦૧૯ની સ્થિતિ મુજબ)

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કચેરીનું નામ:- રાજકોટ શહેરી વિકાસ સત્તામંડળ - રાજકોટ

કચેરીનું સરનામું :- શ્રી ચીમનભાઈ પટેલ વિકાસ ભવન,  
પોસ્ટ બોક્સ નં.-૨૩૮,  
જામનગર રોડ,  
રાજકોટ.

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ફોન નં.- ૨૦૮૧ - ૨૪૪૦૮૧૦, ૨૪૭૬૮૭૪, ૨૪૭૬૭૯૯

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## - : પ્રસ્તાવના :-

ભારતનાં સંવિધાને લોકશાહી ગણરાજ્યની સ્થાપના કરેલ છે. લોકશાહીમાં નાગરિકોને માહિતગાર રાખવા અને તેની કામગીરી તેવી માહિતીની પારદર્શિતા માટે જરૂરી છે. દરેક જાહેર સત્તામંડળને કામકાજમાં પારદર્શિતા લાવવા અને જવાબદારીને ઉત્તેજન આપવાના હેતુથી સંસદે માહિતીના અધિકાર બાબતનો અધિનિયમ - ૨૦૦૫ અમલમાં મુકેલ છે.

આ કાયદા હેઠળ દરેક જાહેર સત્તામંડળે માહિતી મેળવવાના અધિકારને સુવિધાપૂર્ણ બનાવે તેવા સ્વરૂપમાં જાહેર કરવાની જોગવાઈ થયેલ છે. લોકોને સરકારી તંત્રની પારદર્શિતા વિશે જાણકારી આપવા તથા કાયદાની પ્રાપ્ત થયેલ માહિતીના અધિકારોનો ઉપયોગ કઈ રીતે કરવો તેની વિગતો જાહેર કરવાનો આ પુસ્તિકાનો મુખ્ય હેતુ છે.

આ પુસ્તિકામાં અત્રેની કચેરીમાં થતી વિવિધ પ્રકારની કામગીરી કચેરી હસ્તકની સત્તાઓ, કર્મચારી / અધિકારીઓની માહિતી તથા જાહેર માહિતી અધિકારી તથા અપીલ સાંભળનાર અધિકારીશ્રીની વિગતો પ્રસિદ્ધ કરવામાં આવેલ છે. આ માહિતી સામાન્ય પ્રજાજન તથા અન્ય સરકારી કચેરીઓ માટે ઉપયોગી થશે.

મુખ્ય કારોબારી અધિકારી  
રાજકોટ શહેરી વિકાસ સત્તામંડળ  
રાજકોટ

## RIGHT TO INFORMATION & OBLIGATIONS OF PUBLIC AUTHORITIES

### 1. The particulars of its organization, functions and duties.

The Rajkot Urban Development Authority was established on 30.1.1078 by the Panchayats, Housing and Urban Development Department vide notification No. GHB/24/UDA-1177-646(6)-Q2 under the Gujarat Town Planning & Urban Development Act, 1976, which constitutes the Authority for the said urban development area to be called the Rajkot Urban Development Authority which shall consists of the following members:

Sr.No	Name of the Member	Designation	Tel. Number
1	Municipal Commissioner (IAS) Municipal Corporation Rajkot.	Chairman	0281 - 2476874
2	Chief Town Planner Gujarat State Gandhinagar	Ex - Officio Member	079 – 23231669, 079 – 23254138, Fax 079-23254111
3	Joint Secretary, UD & UH Deptt.Gujarat State Gandhinagar	Ex - Officio Member	079 – 3251019
4	Collector IAS Rajkot District, Rajkot	Ex - Officio Member	0281 – 2473900
5	Municipal Commissioner IAS, Rajkot Municipal Corporation, Rajkot.	Ex - Officio Member	0281 - 2224133
6	Regional Municipal Commissioner ( IAS) Regional Municipal Commissioner office, Rajkot	Ex - Officio Member	99784 – 08710
7	City Engineer Rajkot Municipal Corporation, Rajkot	Ex - Officio Member	97145 - 03719
8	President, Jilla Panchayat, Rajkot District, Rajkot	Ex - Officio Member	0281 – 2444426
9	Chairman, Standing Committee Rajkot Municipal Corporation Rajkot	Member	0281 – 2221520
10	Chief Executive Authority Rajkot Urban Development Authority, Rajkot	Member Secretary	0281 – 2476799

### **Functions of the Authority:**

As provided in Section 23 of the Gujarat Town Planning & Urban Development Act, 1976 the important functions of the authorities are as under:

- i. to undertake the preparation of development plans under the provisions of this Act, for the urban development area;
- ii. to undertake the preparation of town planning schemes under the provisions of this Act, if so directed by the State Government;
- iii. to carry out surveys in the urban development area for the preparation of development plans or town planning schemes;
- iv. to guide, direct and assist the local authority or authorities and other statutory authorities functioning in the urban development area in matters pertaining to the planning, development and use of urban land;
- v. to control the development activities in accordance with the development plan in the urban development area:
  - v-a) to levy and collect such scrutiny fees for scrutiny of documents submitted to the appropriate authority for permission for development as may be prescribed by regulations;
- vi. to execute works in connection with supply of water, disposal of sewerage and provision of other services and amenities:
  - vi-a) to levy and collect such fees for the execution of works referred to in clause
  - vi-b) and for provision of other services and amenities as may be prescribed by regulations;
- vii. to acquire, hold, manage and dispose of property, movable or immovable, as it may deem necessary;
- viii. to enter into contract, agreement or arrangements, with 'any local authority, person or organization as the urban development authority may consider necessary for performing its functions.
- ix. to carry any development works in the urban development area as may be assigned to it by the State Government from time to time;
- x. to exercise such other powers and perform such other functions as are supplemental, incidental or consequential to any of the foregoing powers and functions or as may be directed by the State Government.

2. **The powers and duties of its officers and employees**

As per Annexure “A” attached.

3. **Procedure followed in the decision making process, including channels of supervisor and accountability.**

The Authority’s main function is planning the area of its jurisdiction. For that purpose, Development Plan, Town Planning Schemes are prepared and Development Control Regulations are also framed. Accordingly, development permissions are given, illegal and unauthorized constructions are detected, and licenses to Architects, Engineers, Structural Engineers, Surveyors (Planners) etc. are issued. All these works are carried out by the Authority through proper channel starting from Surveyor-Planning Assistant-Junior Town Planner- Town Planner- Senior Town Planner-Chief Executive and finally it is submitted to the Chairman for approval and decision.

4. **Norms set up by it for the discharge of its functions**

Following are the norms set up by the Authority for the discharge of its functions:

<b>Sr.No</b>	<b>Type of Cases/Applications</b>	<b>Time limit for Disposal</b>
01	Small Residential Development permissions	15 Days
02	Society/ Complex (Apartment) Development Permissions	30 Days
03	Industrial /Commercial/ Etc Development Permission	30 Days
04	Lay-out plan Development Permissions	60 Days
05	License to Architects, Engineers, Structural Engineers, Surveyors, Planners, etc.	30 Days
06	Occupancy Certificate	15 Days
07	T.P.F Form Copy	03 Days
08	T.P.Part Plan Copy	03 Days
09	D.P.Part Plan Copy	03 Days
10	Certificate of Development Charge	00 Day

**Note:-** Registration of Person on Record, Online application for Development permission and Building use Certificate may be made through following portal.

1. [www.enagar.gujarat.gov.in](http://www.enagar.gujarat.gov.in),

2. [www.ifp.gujarat.gov.in](http://www.ifp.gujarat.gov.in)

Project works are undertaken by the Authority by taking prior approval of the Board. The execution formalities are being followed as per the existing procedure of State Public Works Department.

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 Authority prepares the Development Plan, Town Planning Schemes and frames the Development Control Regulations in accordance with the Gujarat Town Planning & Urban Development Act, 1976 and its Rules, 1979. Site & Service Schemes for residential purposes and commercial complexes are also undertaken by the Authority by purchasing government land. Individual development permission cases are also issued by the Authority. For all these purposes, the employees are discharging their functions by using the C.G.D.C.R. 2017 under its control.

For execution of project work, PWD manual, technical specifications, tender volumes and measurement and payment procedures in the Performa as decided by the State Public Works Department are adopted and followed.

For execution of housing related work under Pradhan Mantri Awas Yojna and Mukhya Mantri Gruh Yojna we are following guidance and circulars been issue by Ministry Of Housing And Urban Affairs (MHUA) and Urban Housing And Urban Development Department Gujarat. Scheme Documents and Time to time issued Circulars are available on Website of Both Authorities.

6. **A statement of categories of documents that are held by it or under its control**

The following documents are under the control of the Authority.

Sr No	Details	Amount Rupee
1)	Part Plan of sanctioned Development Plan	300.00
2)	Zoning Certificate of sanctioned Development Plan	200.00
3)	T.P. Scheme Part Plan	300.00
4)	Final plot sketch of T.P. Scheme	500.00
5)	'F' Forms of T.P. Schemes	200.00
6)	Copy of sanctioned lay out	1500.00
7)	Copy of the G.D.C.R	1000.00
8)	Copy of sanctioned building plans	1000.00
9)	Copy of occupancy certificate (Per Page)	1000.00
10)	Copy of Board's resolutions	50.00

**For project works:**

- 1) RUDA's resolution for work sanction
  - 2) Estimates and draft tender papers
  - 3) Tender notice
  - 4) Tender forms (submitted)
  - 5) Tender evaluation papers
  - 6) Work order
  - 7) Measurement books
  - 8) Running Account Bills and final bill
  - 9) Materials consumption register
  - 10) Test results of the materials
7. **The particulars of any arrangements that exists for consultation with or representation by members of the public in relation to the formulation of its policy or implementation thereof.**

The following ex-officio members are included in the Board nominated by the Government.

- 1) Chairman of the Authority appointed by Government
  - 2) President, District Panchayat
  - 3) Chairman, Standing Committee, Municipal Corporation
8. **The statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings accessible for public.**

The minutes of the meeting i.e. resolution is accessible to the public by paying the charges fixed by the Authority. However, public is not allowed to attend the Board Meeting.

9. **A directory of its Officers and employees –**  
As per Annexure "B" attached.
10. **The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations –**  
As per Annexure "C" attached.



11. **The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

Projects works estimated expenditure as budgeted in budget year 2019-20

Sr No	Proposed Project	Year of Approval	Amount of Budgeted Exp 2019-20	Amount of Expenditure made till August 2019
1	Construction of Affordable housed at RUDA Area TP 17 FP 73 & 79 and TP 1 FP 572 (Construction of total 1694 Units under PMAY)	2016-17	76.14	30.64
2	Construction of Affordable housed at different location of RUDA Area (total 2370 Houses under PMAY)	2018-19	80.00	0.00
3	Bulk water supply scheme in 24 Villages of RUDA Area	2019-20	89.00	0.00
4	Road Projects	2019-20	78.00	18.83
5	Streetlight Project along Ring Road - I, Madhapar Chowk to Maliyasan Chowk.	2019-20	440.00	2.85
6	Solid Waste Management Equipment	2016-17	2.00	1.23

12. **The manner of subsidy of execution program, including the amounts allocated and the details of beneficiaries of such programs.**

➤ **Pradham Mantri Awas Yojna & Mukhya Mantri Gruh Yojna - AHP Component**

- Under Vision of Government through Mission “Housing for All- 2022” to provide Pakka Houses to every family of country Pradhan Mantri Awas Yojna is introduced in year 2015. Under that scheme Rajkot Urban Development Authority is also working for providing houses in RUDA Area under various Components of PMAY Scheme.
- Under AHP Component Government will provide Ready Houses to Family who do not have any Residential Property in India and what to have permanent house for their Family Residence. For the same under PMAY Scheme Central Government will assist with Rs. 1.50 Lacs and State Government shall assist with Rs. 1.50 Lacs for EWS Category Houses Total Rs. 3.00 Lacs. And in MMGY Scheme State Government shall assist with Rs. 1.00 Lacs for LIG Category Houses.
- During 2015-16 under RUDA have Constructed 136 Units under PMAY and have allotted houses to Slum area called “Laxmino Dhoro” Located at New 150 Ft Ring Road. Said Awas Yojna has been named as “Dr Ambedkar Nagar”. For the same total Rs. 6.61 Cr has been Assisted (Rs. 4.08 by State and Central Government and Rs. 2.53 by RUDA).

- Also During 2016-17 RUDA has constructed 336 Units of LIG Category Houses and 684 Units of EWS Category under Mukhya Mantri Gruh Yojna. Said total 1020 Houses has been allotted to Economical Weaker Class Group and Lower Income Class Group Beneficiaries. Said Awas Yojna has been named as “Vir Savarkar Nagar”. For the same total Rs. 25.08 Cr has been Assisted (Rs. 18.75 by State and Central Government and Rs. 6.33 by RUDA).
- Under Pradhan Mantri Awas Yojna in year 2016-17 RUDA has submitted DPR for construction of 1694 Units of EWS Category Houses [910 Units of EWS 2 (Approx 40 Sq Mtr) Category and 784 Units of EWS 1 (Appx 30 Sq Mtr) Category]. Out of which 1568 units have been started for construction in year 2017-18 and balance is under planning for which constructed shall be started soon. In this scheme Beneficiary shall pay Rs. 3.00 lacs for EWS 1 and Rs. 5.50 Lacs for EWS 2. Central and State Government will give Total Rs. 3.00 per units. For this 1568 units for which construction has been started in year 2017-18 have been allotted through Computerized Draw which was done by Hon’ble Chief Minister of Gujarat Shri Vijaybhai Rupani. All 1568 Units have been allotted to beneficiary and expected Completion of Project is estimated up to July 2020. After completion of Construction Beneficiary shall get possession of Houses soon. Total Estimated Expenditure for the said project is Rs. 125.36 Cr.
- To provide more assistance to Applicants and looking to demand of the City During 2018-19 RUDA proposal for Additional 2370 Units of EWS Category under PMAY Scheme [368 Units of EWS 1 (Approx 30 Sq Mtr) Category and 2002 Units of EWS 2 (Approx 40Sq Mtr) Category]. Which has been sanctioned by State and Central Government. Construction of the same has been started in year 2019-20. Demand Survey through form distribution shall be done very shortly. And allotment shall be made through computerized draw system. Total Estimated Expenditure for the said project is Rs. 125.36 Cr. Out of which beneficiary will pay Rs. 73.57 Cr., State and Central Government will pay Rs. 50.82 Cr. And RUDA will bear Rs. 0.97 Cr.
- Also during year 2019-20 RUDA will plan to construct more houses as per the demand survey of the City and need of peoples.

➤ **Pradhan Mantri Awas Yojna - BLC Component**

- Under Vision of Government through Mission “Housing for All- 2022” to provide Pakka Houses to every family of country Pradhan Mantri Awas Yojna is introduced in year 2015. Under that scheme Rajkot Urban Development Authority is also working for providing houses in RUDA Area under various Components of PMAY Scheme.
- Under BLC Component Government will provide assistance to family for construction of house on their own plot subject to that family must not have any other residence house in entire India. For the same Central Government will assist with Rs. 1.50 Lacs and State Government shall assist with Rs. 2.00 Lacs Total Rs. 3.50 Lacs for New Construction.
- Under this scheme during 2018-19 RUDA has done demand survey in All 52 Villages of RUDA Area and have identified 1260 Beneficiaries for which houses has been approved and for the same first installment has also been released. Construction for the same is under progress.
- Under this scheme survey for year 2019-20 is also going on. Out of which total 185 beneficiary has been recommended to state government for approval. Survey team is working for providing maximum assistance to the person residing in RUDA Villages.
- Also person who is resided in RUDA Villages and have their own plot on which construction is not done or construction is too old which need to dismantle and want to have new construction of house shall apply for the assistance under the scheme by fulfilling condition for the scheme through help of RUDA.

➤ **Pradhan Mantri Awas Yojna - CLSS Component**

- Under Vision of Government through Mission “Housing for All- 2022” to provide Pakka Houses to every family of country Pradhan Mantri Awas Yojna is introduced in year 2015. Under that scheme Rajkot Urban Development Authority is also working for providing houses in RUDA Area under various Components of PMAY Scheme.
- Under CLSS Component Government will provide assistance in Loan Interest Expense for new house or expenditure made for construction of house through bank loan. For the same all category people shall take benefits under EWS, LIG and MIG Category for which Income Criteria shall be set up to 22.50 Lacs. Beneficiary can get maximum assistance under scheme is Rs. 2.67 Lacs.
- Said scheme is run under assistance of Bankers. Bank shall take proposal of Applicant and shall forward the same to State and Central Government for Approval.
- Under this component RUDA is providing assistance to in the issues of Applicants and have also arranged many public awareness seminars for the same.
- Up to 12/09/2019 under this scheme from date of implication of the scheme total 11646 beneficiaries has taken benefit of the same and more beneficiaries will be provided with said assistance with a view to provide houses to all.

13. **Particulars of recipients of concessions, permits or authorizations granted by it** The Authority does not grant or permit any concession to anyone.

14. **Details in respect of the information available to or held by it, reduced in an electronic form**

No information is available in an electronic form.

15. **The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room it maintained for public use**

No such provision is kept.

16. **The names, designation and other particulars of the public information officers.**

Sr. No.	Branch Name	PIO	Asst. PIO	Contact Number
1	Administrative, Awas, Estate Branches	Mamlatdar	Head Clerk	(O) 0281 2440810
2	Unauthorized Construction Branch	Mamlatdar	Deputy Mamlatdar	(O) 0281 2440810
3	Account Branch	J.T.P	Accountant	(O) 0281 2440810
4	Technical Branch	Account Officer	Planning Assistant	(O) 0281 2440810
5	PMU Branch	Projects Director	Deputy Executive Engineer	(O) 0281 2440810

**Appellate Officers**

Sr. No	Name	Contact Number
1	Chief Executive Authority (Administrative, Account, Awas, Estate and PMU Branches)	(O) 0281- 2476799,
2	Senior Town Planner (Technical and Unauthorized Construction Branches )	(O) 0281- 2440810

**17. Such other information as may be prescribed**

Nil

**RAJKOT URBAN DEVELOPMENT AUTHORITY**  
**POINT – 9**  
**ANNEXURE - B**

Sr. NO	Name And Address	Designation
1	2	3
<b><u>CLASS - 1</u></b>		
1	Shri. C.B.Ganatra	I/c. Chief Executive Authority
2	Shri. K.D.Sagathiya	I/c. Senior Town Planner
3	Shri. P. M. Chauhan	I/c. Town Planner
<b><u>CLASS - 2</u></b>		
4	Shri. A.R.Chavda	I/c. Administrative Officer
5	Shri. T. R. Langhnonja	Account Officer
6	Shri. P. M. Chauhan	J. T. P
7	Shri. Nirzar Patel	J. T. P
8	Shri. Arth Patel	J. T. P
<b><u>CLASS - 3</u></b>		
9	Shri. H. R. Bakutra	Accountant
10	Shri. R. B. Masurkar	Planning Assistant
11	Shri. K. M. Thebhani	Planning Assistant
12	Shri. Keyur Vanparia	Planning Assistant
13	Shri. S. D. Bagda	Planning Assistant
14	Shri. A. P. Popat	Surveyor
15	Shri. H. S. Siddhpura	Surveyor
16	Shri. A. H. Suma	Tracer
17	Shri. S. B. Masurkar	Tracer
18	Shri. N. D. Hathila	Tracer
19	Shri. H. K. Ghodasara	Tracer
20	Shri. V. P. Rajput	Clerk
21	Shri. D. C. Vyas	Clerk
22	Shri. J. J. Vagadia	Driver
23	Shri. R. P. Raval	Driver
24	Shri. G. M. Varania	Driver
25	Shri. N. J. Khimsuriya	Driver
<b><u>CLASS - 4</u></b>		
26	Shri. H. J. Rathod	Peon
27	Shri. K. S. Sisodia	Peon
28	Shri. N. V. Monpara	Peon
29	Shri. L. M. Parecha	Peon
30	Shri. G. R. Parmar	Peon

**RAJKOT URBAN DEVELOPMENT AUTHORITY**

Statement showing monthly remuneration received by officers and employees

**ANNEXURE – C**

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>	<b>Basic Pay</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Shri. C. B. Ganatra	Chief Executive Authority	In Charge
2	Shri. K.D.Sagathiya	Senior Town Planner	In Charge
3	Shri. P. M. Chauhan	Town Planner	In Charge
4	Shri. A.R.Chavda	Administrative Officer	In Charge
5	Shri. T. R. Langhnoja	Account Officer	44900
6	Shri. P. M. Chauhan	J. T. P	80200
7	Shri. Nirzar Patel	J. T. P	53100
8	Shri. Arth Patel	J. T. P	53100
9	Shri. R.B.Masurkar	Planning Assistant	58600
10	Shri. H. R. Bakutra	Accountant	38090
11	Shri. K. M. Thebhani	Planning Assistant	38090
12	Shri. Keyur Vanparia	Planning Assistant	38090
13	Shri. S. D. Bagda	Planning Assistant	38090
14	Shri. A. P. Popat	Surveyor	31340
15	Shri. H. S. Siddhpura	Surveyor	31340
16	Shri. A. H. Suma	Tracer	21690
17	Shri. S. B. Masurkar	Tracer	20450
18	Shri. N. D. Hathila	Tracer	20080
19	Shri. H. K. Ghodasara	Tracer	19130
20	Shri. V. P. Rajput	Clerk	13540
21	Shri. D. C. Vyas	Clerk	8460
22	Shri. J. J. Vagadia	Driver	17410
23	Shri. R. P. Raval	Driver	16820
24	Shri. G. M. Varania	Driver	13120
25	Shri. N. J. Khimsuriya	Driver	8720
26	Shri. H. J. Rathod	Peon	11910
27	Shri. K. S. Sisodia	Peon	11730
28	Shri. N. V. Monpara	Peon	10910
29	Shri. L. M. Parecha	Peon	6290
30	Shri. G. R. Parmar	Peon	6100