

CHENNAI METROPOLITAN DEVELOPMENT
AUTHORITY, (ADMINISTRATION DIVISION)

Office Order No. 22 /2012

Dated: 31.12.2012

Sub: Establishment – Rules under section 113-C of the Tamil Nadu Town and Country Planning Act, 1971 for Assessment and Collection of amount for Exemption of Buildings, 2012 – Admission of Applications – Instructions – Issued.

Read: 1. G.O.Ms.No.234, Housing and Urban Development Department, dated 30.10.2012

2. G.O.Ms.No.235, Housing and Urban Development Department, dated 30.10.2012

In the reference 1st and 2nd read above, the Government have notified the Guidelines and Rules under sec.113-C of Town and Country Planning Act 1971 for the Exemption of Buildings and Assessment and Collection of amount for Exemption 2012.

2. The following Officers and staff have been directed to admit the Applications under 113-C for the buildings falling within the jurisdiction of Town Panchayat and Panchayat areas in Chennai Metropolitan Area in addition to their normal duties.

- a) Thiru R. Rajaraman, Assistant Planner, MSB(Reg.Unit)
- b) Thiru P. Mohammed, Planning Assistant Gr.III, MSB (Reg.Unit)
- c) Thiru K. Selvam, Planning Assistant Gr.IV, Reg.II Dvn.

3. The Applications shall be admitted along with the enclosures, scrutiny fee and self assessment amount as prescribed in the Guidelines notified in the ref. 1st cited. The Applications shall be admitted between 10.00 A.M. to 1.00 P.M. on all working days.

4. The Applications may be accepted and acknowledgment given. The Application shall then be handed over to the Tapal Clerk of Reg unit who in turn assigns the current number and hand over to Superintendent. The Superintendent in turn distributes the Applications Division-wise as existed now. The concerned Assistant of the Division shall safeguard the Applications separately. A separate P.R. has to be maintained Division-wise for the Applications received under 113-C. The admission of Applications by the above Team will be in addition to their normal duties. The Admission Team will also act as a Counselling Counter to explain the public about the Scheme. The superintendent shall make alternative arrangement in consultation with Chief planner (Reg) if any officer/staff posted in the admission counter is on leave.

5. On receipt of Applications the details shall be entered in the System by the Data Entry Operator regularly and furnish a report to the Chief Planner (Reg. Unit) on daily basis through Superintendent. A monthly report of the receipt of Applications and amount collected towards self assessment shall be submitted to Member-Secretary. The System Analyst will co-ordinate on the above said matters.

6. This order takes immediate effect.

R. VENKATESAN,
MEMBER-SECRETARY

To

Thiru R. Rajaraman,
Assistant Planner, MSB(Reg.Unit)
Thiru P. Mohammed,
Planning Assistant Gr.III, MSB (Reg.Unit)
Thiru K. Selvam,
Planning Assistant Gr.IV, Reg.II Dvn.
The System Analyst, Computer Cell

Copy to: P.C. to V.C.i/c,
P.C. to Member-Secretary,
Chief Executive Officer i/c,
All Chief Planners/All Senior Planners
Senior Financial Analyst,
Senior Law Officer,
Deputy Planner, 'A' Channel/DD LF Audit.
Assistant Planner, CCC,

:: TRUE COPY :: FORWARDED :: BY ORDER ::

S. Nishan
ADMINISTRATIVE OFFICER. 21/13

Am
21/2013