

CHENNAI METROPOLITAN DEVELOPMENT  
AUTHORITY, CHENNAI-600 008.  
(ADMINISTRATION DIVISION)

Office Order No. 03/2020

Dated: 07.09.2020

Sub: CMDA – APU – Reclassification Division – Processing of  
Reclassification proposals – Certain modifications –  
Ordered.

Read: 1) O.O.No.09/2018, dated 29.05.2018.  
2) Note orders of MS, dated 02.09.2020.

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In order to cope up with the various stages of reclassification applications, the officials working in this division have to work consistently according to the various stages of the files pending with the division. But presently due to the shortage of officials and the pattern of concentrating in disposing the files is not focusing to the strategy of processing all the files at various stages on day to day basis, it started accumulating at a particular officials levels which causes the 11<sup>th</sup> hour work pressure when the Technical Committee Meeting / Authority Meeting is proposed to be convened. Due to this 11<sup>th</sup> hour work, the quality of work also would deteriorate which is inevitable.

2. Hence in order to make the Division consistently in day to day basis and getting the files prepared to place the files before Technical Committee Meeting / Authority Meeting on the regular period itself, the Division officials are re-arranged in the following manners:

- i) The Assistant receiving the files and submitting to the officials will be a single person. The processing of files could be divided into two arms, one would be having Planning Assistant Grade-I and Senior Planner reporting to Chief Planner (this was the earlier ongoing practice), the other arm would be Assistant Planner reporting to the Chief Planner. Therefore the influx of the files would be divided into 50/50 between these two arms.
- ii) The earlier existing files would be divided adopting even No. allotted to the Senior Planner and the odd No. will be allotted to the Assistant Planner.
- iii) In respect of the inspection is concerned, the Assistant Planner is the inspection authority for the entire files i.e. for both the arms.

3. This order takes immediate effect.

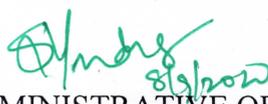
Sd/- D. KARTHIKEYAN  
MEMBER SECRETARY.

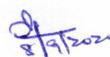
To

The Chief Planner (APU)  
The Senior Planner (Reclassification)  
The Assistant Planner (Reclassification)  
The Planning Assistant Gr.I (Reclassification)

Copy to: PC to VC (i/c)  
PC to MS  
PC to ADS (Tech)  
PC to all CPs / SPs  
SA to host in CMDA's Website  
Stock File / Spare

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

  
ADMINISTRATIVE OFFICER (i/c).

  
8/9/2020