

**CHENNAI
METROPOLITAN
DEVELOPMENT
AUTHORITY**



**THE INFORMATION HAND BOOK
UNDER RIGHT TO INFORMATION ACT**

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CHAPTER – 1

INTRODUCTION

Right to information is a fundamental Right. It is part of the Fundamental Right to freedom of speech and expression recognized in the constitution and various Supreme Court decisions. The Right is guaranteed in Universal Declaration of Human Rights and Article 19 and 21 of the constitution of India.

All the years' public has had problems in accessing information due to culture of secrecy, lack of accountability, badly maintained records and illiteracy of the people.

In order to set out practical regime of right to information and to promote transparency and accountability in the working of every public authority, the Government of India have enacted the Right to Information Act, 2005 (Central Act 22 of 2005).

The summary of the Act,

Applies to public authorities,

- Establishes statutory right to information.
- To every citizen who applies for information
- Set out exemptions from the right
- Provides for the release of exempt information in public interest.
- Requires public authority to produce publications schemes
- Establishes Independent structure of appeal and penalty
- Establishes Information Commission.

The public Information Officers designated by the Public Authority will provide information to the persons requesting under this Act.

This Hand book is intended for the use of the public those who seek any information on CMDA. This book will promote transparency and accountability in the working of CMDA to every public as under the Right to Information Act.

CHAPTER – 2

PARTICULARS OF ORGNIZATION, FUNCTIONS AND DUTIES

CONSTITUTION :

Chennai Metropolitan Development Authority (CMDA) is a statutory body constituted under the Town and Country Planning Act, 1971, as amended by TamilNadu Act 22 of 1974. The Authority was initially set up as an adhoc body by G.O.Ms.No.2380, RDLA, dated 13.11.1972 and it acquired statutory status on 07.03.1975 (G.O.Ms.No.364, H&UD Dept. (H&UD) Department of the Government of TamilNadu (GTN).

JURISDICTION:

Chennai Metropolitan Development Authority has jurisdiction over the Chennai Metropolitan Area (CMA) covering 1189 sq.km. Which includes Chennai City, 16 Municipalities, 20 Town Panchayat, 10 Panchayat Unions and 2 Cantonments.

OBJECTIVES:

The main objectives of the Authority are:

- a) Planning for physical, infrastructure and economic development of the CMA.
- b) Implementing the Master Plan for CMA and enforcing the Development Control Rules framed under the Master Plan.
- c) Formulating, co-ordinating and implementing projects for Metropolitan Development.

OUR MISSION:

Improving environmental quality as well as quality of life in CMA through the planning process and implementation of plans and urban development projects.

ORGANISATION:

CMDA consists of 7 functional units viz.

- I. Area Plans Units (APU)
- II. Area Development Unit (ADU)
- III. Master Plan Unit
- IV. Project Management Unit
- V. Enforcement Cell
- VI. Construction Wing
- VII. General Unit

Also supported by Administration and Accounts Wings. The total number of employees of the Authority 776. The organization chart of CMDA is annexed.

COMMITTEES:

The Authority has constituted the following committees to assist in its deliberations.

- I. Administrative and Finance Committee
- II. Technical Committee

ADDRESS:

Chennai Metropolitan Development Authority
No.1, Gandh-Irwin Road,
Egmore, Chennai-600 008.
Tamil Nadu, India.

For more details please visit our web site:

Website: <http://www.cmdachennai.gov.in>

Email: mscmda@tn.gov.in

Office Hours: 10.00 A.M. to 5.45 P.M.

CHAPTER-03 (MANUAL-02)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

DELEGATION OF POWERS TO MEMBER SECRETARY.

Part-1 Administrative:

1. To accept the resignation of the persons in the posts for which Member-Secretary is the appoint authority.
2. To sanction all kinds of leave to the Officers and Staff in accordance with rules.
3. To impose all punishments for good and sufficient reasons on all officers and staff in the posts for which Member-Secretary is the appointing authority.
4. To depute officers and employees for seminars any where in India.
5. To permit any employee of the Authority to proceed on duty to any part of India with the permission of Chairman.
6. To sanction all kinds of allowances and advances to all the officers and staff including medical reimbursement according to the government Rules for corresponding posts
7. To authorize travel by air or by train in a class of accommodation higher than to which an employee of the authority is entitled with the concurrence of the Chairman.
8. To sanction periodical increments to all the officers and staff in the posts for which Member-Secretary is the appointing authority.
9. To order disbursement of Pay and Allowances of the staff employed under the Authority and to draw his own pay and allowances as admissible.
10. To sanction honoraria to staff etc., conducting training courses and other courses arranged by the Authority and to sanction stipends to the persons undergoing such training according to rules to be approved by the Authority.
11. To fix working hours of the Authority and the holidays of the Authority within the frame work of Government policy.
12. To participate in Seminars, Conferences or meeting in India with the permission of the Chairman and to meet all expenditure connected there with.

Part-II Financial Division – Personnel

13. To grant charge allowance for a period not exceeding 3 months, subject to the provisions of Fundamental Rules.
14. To sanction all contingent charges.

Purchase and Operation

1. To sanction the purchase of Stationery articles, drawing materials and instruments subject to the financial powers of Rs.25,000/- at a time within the budget provision.

(Financial limit enhanced to Rs.50,000/- at a time within the budget provision vide Proc.No.E1/28436/93, dt. 25.5.94) (Enhanced to Rs.50,000/- vide A.R.No.215/2000, dated 24.11.2000).

2. To sanction expenditure on furniture, stationery and all kinds of office equipment and installations up to an extent of Rs.10,000/- at a time subject to the provisions in the budget of the authority.

(Financial limit enhanced to Rs.50,000/- at a time subject to budget provision vide Proc.No.E1/21735/86, dated 22.9.86).

(Financial limit again enhanced to Rs.75,000/-j at a time subject to the budget provision vide Proxc.No.E1/28436/93, dt. 25.5.94)(Enhanced to Rs.10 lakhs vide A.R.No.215/2000 dated 24.11.2000).

3. To sanction installation of telephones in the office of the Authority only(and also in the residence of the Officers as per eligibility vide A.R.No.215/2000 dated 24.11.2000)
4. To sanction repairs to the furniture and repairs of the vehicles of this Authority subject to an annual limit of Rs.10,000/-.

(Financial limit to sanction repairs to the furniture enhanced to an annual limit to Rs.25,000/- subject to budget provision vide Proc.No.E1/28436/93, dated 25.05.94).

5. To incur expenditure on maintenance and repair of the vehicles of the Authority.
6. To incur expenditure on printing.
7. To sanction expenditure on advertisement.
8. To purchase materials at controlled rates without calling for tenders subjects to budget provision. The purchase should, however, be according to the rate contract system adopted by the Director General of Supplies and Disposals.
9. To make payments up to 90% against proof of dispatch required in connection with the purchase.
10. To invite, accept and award contracts with regard to limited tenders for work and purchase of stores up to a limit of Rs.50,000/- in respect of the schemes approved by the Authority for the reasons to be recorded in writing. (Enhanced to Rs.5.00 lakhs for the purchase of stationery articles, drawing materials, instruments, etc., at a time within the suggest provision.
11. To adopt single tender system for purchase of stores and execution of works up to a limit of Rs.5,000/- for the reasons to be recorded in writing.
12. To declare stores, equipment, machinery, vehicles etc., as unserviceable or obsolete, to fix their prices and prescribe the mode of their disposal with reference to the rules.

LOSSES:

1. Sanction claims for demurrage; wharf age etc., up to Rs.100/- in each individual case. (Enhanced to Rs.1, 000/- in each case subject to budget provision vide A.R.No.215/2000 dated 24.11.2000).
2. To write off losses due to thefts and negligence up to an extent of Rs.500/- at a time subject to an annual limit of Rs.5,000/- for reasons to be recorded in writing (Enhanced to Rs.5,000/- in each case annual limit of Rs.25,000/- subject to budget provision vide A.R.No.215/2000, dated 24.11.2000).
3. To waive earnest money, security deposits, Bank guarantee etc., not exceeding Rs.5,000/- for good and sufficient reasons. (Enhanced to Rs.50,000/- subject to Budget provision vide A.R.No.215/2000 dated 24.11.2000).

4. To exempt firms and contractors of established, repute and reliability from the execution of agreement if the value of the order of work does not exceed Rs.5,000/-.

GENERAL:

1. To sanction purchase of books, journals and periodicals.
2. To execute power of attorney, instruments, deeds, contracts and agreement on behalf of the Authority subject to periodical review by the Authority.
3. To sanction and carry on legal proceedings on behalf of the Authority.
4. To abandon or compromise any legal proceedings with the approval of the Authority.
5. To insure any property of the Authority.
6. To sanction legal charges at the rates not exceeding Govt. rates.
7. To refund amounts standing to the credit of parties as per the rules of the Authority.
8. To entertain any distinguished person, expert, visitors, consultant etc., and to incur expenditure for such entertainment by Chairman, Vice-Chairman and Member-Secretary subject to an annual limit of Rs.32, 000/- (Rupees Thirty two thousand only). (Enhanced to Rs.50, 000/- at a time subject to an annual limit of Rs.3, 00,000/- and subject to budget provision vide a.R.No.215/2000 dated 24.11.2000). (Amended vide Proc.Roc.No.E1/20123/81, dated 14.7.81). (Financial limit enhanced to Rs.30,000/- at a time and subject to an annual limit of Rs.1,00,000/- vide Proc.No.E1/28436/93, dated 25.5.94).
9. To sanction light refreshment charges to persons attending Authority meetings and other meetings, Seminar, etc., organized by the Authority to an extent of Rs.10, 000/- per annum. (Amended vide Proc.No.E1/6251/81, dated 24.3.81). (Enhanced to Rs.1,00,000/- per annum subject to Budget provision vide A.R.No.215/2000, dated 24.11.2000). (Financial limit enhances to Rs.50, 000/- per annum vide Proc.No.E1/28436/93, dated 25.5.94).
10. To sanction necessary expenditure for ceremonial occasions to an extent of Rs.3,000/- per annum. (Enhanced to Rs.25, 000/- per annum subject to budget provision vide A.R.No.215/2000, dated 24.11.2000). (Financial limit enhanced to Rs.10, 000/- per annum vide Proc.No.E1/28436/94, dated 25.5.94).
11. To open and close accounts with banks approved by the Authority.
12. To deposit the funds at the disposal of the Authority which are not going to be utilized in the immediate future in short term or fixed deposits in any of the nationalized banks to the best advantage of the Authority and to withdraw such deposits whenever necessary.

13. To make all arrangements and all such acts on behalf of the Authority as may be necessary and incidental to the attainment of the object of the Authority in the event of emergency and to take of the Authority at the earliest opportunity.

14. To exercise the powers as conferred such measures as may be appropriate in his opinion of safeguard the interest to a head of department of Government in any of the items not covered by these delegations.

CHIEF URBAN PLANNER / SENIOR PLANNER / CHIEF EXECUTIVE OFFICER ADMINISTRATIVE POWER

1. To countersign the Personal files initiated by the Divisional Heads for Planning Assistant Grade-I and Assistant Planners and equivalent posts.

2. To sanction increments of Deputy Planners or equivalent posts.

3. To sanction all kinds of leave up to 30 days to all Deputy Planners or equivalent posts.

FINANCIAL POWERS:

1. To sanction T.A. Tour Advance etc., of all Divisional Heads concerned under their control.

2. To countersign all T.A.Bills, Tour Advance etc., in respect of all Divisional Heads under their control.

3. To sanction expenditure on Taxation and Insurance to Vehicles under their control.

4. To sanction expenditure for repairs to Motor Vehicles under their control up to a limit of Rs.300/- at a time subject to an annual limit of Rs.1,500/-taking into consideration the ceiling fixed under code Rules (Tamil Nadu Financial Code Volume-II) as amended in Government Memorandum No.114614/Salaries/76-4, Finance, dated 1.11.1976. The above was amended as follows in Proc.E1/28436/93, dated 25.5.94. To sanction expenditure on repairs to Vehicles under their control as per the ceiling fixed by Government for each type of vehicle.

5. To sanction payment towards drawal of petrol, lubricants and servicing etc., in the authorized service station/workshop for the vehicles under their control subject to a monthly ceiling on consumption of petrol to be fixed by the Member-Secretary. In addition to the above powers the Chief Executive Officer is also delegated with following powers:-

i) To deposit advances to implementing agencies of Maraimalai Nagar, Manali and Special projects Schemes.

ii) To sanction refund of Earnest Money Deposit (EMD) and also to order forfeiture of E.M.D. etc., in respect of Maraimalai Nagar and Manali and Special Projects.

iii) To sanction payment of land cost including compensation awarded by the court.

ADMINISTRATIVE POWERS:

1. To initiate personal files of Planning Assistant Grade I and Assistant Planners or equivalent posts.

2. To sanction and maintain the Casual leave account of all Officers and staff in the Division concerned.

3. To initiate disciplinary action in all cases for sufficient reasons on all officers and staff of the rank of Assistant Planner and below working under their control and award censure. Where punishment such as stoppage of increment and above is proposed, the files should be submitted to Member-Secretary through the Administration Division.

FINANCIAL POWERS:

1. To incur an expenditure on tea at meeting not exceeding Rs.25/- per month.

2. (Financial limit enhanced to Rs.75/- p.m. vide Proc.No.E1/28436/93, dated 25.5.94). Enhanced to Rs.200/- vide A.R.No.215/2000 dated 24.11.2000.

3. To sanction T.A. Tour Advance etc., for all the staff under their control.

4. To sanction expenditure for repairs to Motor Vehicles under their control up to a limit of Rs.300/- at a time subject to an annual limit of Rs.1,500/- and also taking into consideration the ceiling fixed under Code Rules (Tamil Nadu Financial Code Volume – II) as amended in Government Memo. No.114614/Salaries/76-4, Finance, dated 1.11.1976.

5. To sanction expenditure on insurance to the vehicles under their control.

6. To sanction all bills relating to advertisement survey and similar routine expenditure charges. The bills may be sanctioned subject to the condition that the charges are as per approved rates of Government and also such advertisements were ordered to be published by the competent authority.

POWER DELEGATED TO THE CHIEF EXECUTIVE OFFICER IN RESPECT OF URBAN NODE NEW TOWN AND SPECIAL PROJECTS DIVISION.

FINANCIAL POWERS:

1. To sanction purchase of stationery articles, drawing materials, instruments etc. subject to budget provision and observing usual formalities. If the works are to be entrusted in special circumstances to private agencies, Chief Executive Officer will pass specific order.
2. To sanction expenditure on purchase of furniture, office equipments and installation up to Rs.10,000/- at a time, subject to budget provision. (Enhanced to Rs.50,000/- vide A.R.No.215/2000 dated 24.11.2000).
3. To sanction expenditure on repairs to furniture up to Rs.500/- at a time subject to annual limit of Rs.5,000/- and subject to budget provision. (Finance limit enhanced to Rs.800/- at a time subject to annual limit of Rs.10,000/- and subject to budget provision vide Proceedings No.E1/28436/93 dt. 25.5.94). (Enhanced to Rs.5,000/- at a time subject to the annual limit of Rs.25,000/- vide A.R.No.215/2000 dated 24.11.2000).
4. To sanction expenditure on servicing and repairs of typewriters duplicators and Bradma machine accessories etc., up to Rs.500/- at a time subject to annual limit of Rs.5,000/- and subject to budget provision.
5. (Financial limit enhanced to Rs.3000/- on servicing and repairs of typewriters duplicators and Bradma machine accessories etc at a time subject to annual limit of Rs.25,000/- and subject to budget provision vide Proceedings No.E1/28436/93 dated 25.5.94). (Enhanced to Rs.5,000/- at a time and annual limit of Rs.50,000/- and subject to budget provision and also to enter AMC for those machines if it is cost effective than maintaining the machines own equipments by office).
6. To sanction expenditure on major repairs to vehicles up to Rs.10,000/- at a time subject to annual limit of Rs.20,000/- and subject to budget provision. Rules of maintenance and repairs to Government Vehicles should be followed pending framing of rules for Authority Vehicles. Modified as follows vide Proceedings No.E1/28436/93, dated 25.5.94. "To sanction expenditure on repairs to vehicles under his control as per the ceiling fixed by Government for each type of vehicle".
7. To sanction expenditure on printing of forms and registers etc., up to Rs.10,000/- per annum subject to budget provision through the Government Press or by approved Government agencies. If the works are to be entrusted to private agencies. Chief Executive Officer will pass specific orders recording reasons before placing orders. Modified as follows vide proceedings No.E1/28436/93, dated 25.5.94. "To sanction expenditure on printing of forms and registers etc., up to Rs.20,000/- per annum subject to budget provision entrusting the work to an agency, following the institutional priority ordered in G.O.Ms.No.330, Finance (BPE) Department, dated 3.5.91 as amended from time to time.

8. To sanction expenditure relating to freight charges.
9. To sanction expenditure on Telephone, Electricity, Postage, Taxes and other obligatory payment.
10. To sanction expenditure relating to payment of rent water charges and maintenance of office buildings.
11. To sanction expenditure for renewal of licence of Drivers.
12. To sanction payment of interest on loans.
13. To sanction expenditure on purchase of Books and periodicals etc., up to Rs.2,000/- per annum subject to budget provision. (Financial limit enhanced to Rs.5,000/- per annum subject to budget provision vide Proceedings No.E1/28436/93, dated 25.5.94) (Enhanced to Rs.10,000/- per annum vide A.R.No.215/2000 dated 24.11.2000).
14. To approve the proposals relating to legal proceedings and payments of law charges and legal expenses.
15. To sanction expenditure in connection with inaugural functions, ceremonial occasions etc., up to Rs.2,000/- per annum. (Enhanced up to Rs.5,000/- vide A.R.No.215/2000, dated 24.11.2000).
16. To sanction medical reimbursement claim in respect of officers and staff up to and inclusive of the level of Divisional Heads under his control.
17. To sanction festival advance and other miscellaneous advances in respect of staff and officers eligible up to and inclusive of the level of Divisional Heads under his control.
18. To sanction advance payment on proforma invoice and documents negotiation through Banks.
19. To invite, accept and award contracts in respect of the schemes approved by the Authority adopting limited tenders for each works and purchase of stores up to Rs.10,000/- at a time for the reasons to be recorded subject to budget provision.
20. The expenditure on agreement, contract, lease deeds etc., on behalf of the Authority in respect of items under his control.

GENERAL POWERS:

To exercise the powers as conferred on the Heads of Offices in the code rules in respect of items not covered by these delegations.

LOSSES:

To condemn and dispose of unserviceable stores and articles, obsolete forms etc., which Executive Officer is empowered to purchase. Before condemnation it should be ensured the assets have served their normal period of use and further

repairs will be uneconomical. To sanction payment of demurrage, wharfage etc., up to Rs.100/- in each individual cases. (Enhanced up to Rs.500/- vide A.R.No.215/2000 dated 24.11.2000).

POWER DELEGATED TO ADMINISTRATIVE OFFICER:

1. To sanction annual increments to all subordinate staff both-technical and non-technical as per rules in force from time to time.
2. To sanction all kinds of leave up to 30 days in accordance with rules to all subordinate staff both technical and non technical.
3. To sanction repairs to furniture up to a limit of Rs.50/- at a time subject to an annual limit of Rs.500/- and budgetary provision thereto. (Financial limit enhanced to Rs.300/- at a time subject to an annual limit of Rs.2,000/- and subject to budget provision (vide Proc. No.E1/28436/93, dated 25.5.94). (Enhanced to Rs.2,500/- at a time subject to an annual limit of Rs.25,000/- vide A.R.No.215/2000 dated 24.11.2000).
4. To sanction expenditure for repairs to vehicles under the control of Administration and Urban Development Project Divisions up to a limit of Rs.200/- at a time subject to an annual limit of Rs.1,000/- on any one vehicle and also subject to observing usual formalities and within the ceilings fixed by Government on the amount of repair on Motor Vehicle, with reference to period served and mileage done. Modified as follows in Proc. No.E1/28436/93, dated 25.5.94. "To sanction expenditure on repairs to vehicles under his control as per the ceiling fixed by Government for each type of vehicle".
5. To sanction expenditure for repairs to type writers, Kor Estate Copier, Duplicator, Electrical Installations, Ammonia Continuous Printer with developer etc., up to Rs.100/- at a time subject to a maximum of Rs.2,000/- per annum subject to the budgetary provisions.
6. To pay quarterly taxation, insurance, registration to vehicles, license and renewal fee to the drivers under the control of Administration and Urban Development Project Divisions.
7. To carry out repairs to bicycle at a time for Rs.25/- subject an annual limit of Rs.200/- and subject to the condition that expenditure on repairs should not exceed Rs.100/- per annum for each cycle. (Enhanced to Rs.300/- subject to annual limit of Rs.5,000/- vide A.R.No.215/2000, dated 24.11.2000). (Financial limit enhanced to Rs.200/- at a time with an annual limit of Rs.2,000/- with a condition that expenditure on repairs on each cycle should not exceed Rs.250/- per annum. Vide Proc.No.E1/28436/93, dated 25.5.94).

8. To sanction expenditure on printing and binding up to a limit of Rs.100/- and Rs.50/- respectively, at a time subject to an annual limit of Rs.1,000/- and Rs.500/- respectively. (Enhanced to Rs.5,000/- on printing vide A.R.No.215/2000, dated 24.11.2000). The above was amended as follows vide Proc. No.E1/28436/93, dated 25.5.94. "To sanction expenditure either on printing or on binding up to a limit of Rs.1,000/- at a time" subject to budget provision.
9. To jointly sign cheques of all kind up to a limit of Rs.10,000/- with Senior Accounts Officer and in the absence of Senior Accounts Officer any officer specifically nominated by the Member-Secretary for the purpose. The above was amended as follows vide Proc. No.E1/28436/93, dated 25.5.94. "To jointly sign cheques of all kinds with Senior Accounts Officer,irrespective of the value after obtaining approval from the competent authority".
10. To sanction payment towards drawl of petrol, lubricants and servicing etc., in the authorized service stations / workshops for the vehicles under the control of Administration and Urban Development Project Division subject to a monthly ceiling on consumption of petrol to be fixed by the Member-Secretary when such ceiling is exceeded specific sanction of Member-Secretary should be obtained.
11. To sanction expenditure on postage up to Rs.50/- at a time subject to an annual limit ofRs.200/- (To sanction expenditure on postage subject to budget provisions vide A.R.No.215/2000, dated 24.11.2000).
12. To sanction servicing charges for typewriters, duplicators, korestate copies etc., up to a limit of Rs.500/- at a time subject to a maximum of Rs.5,000/- annually.
13. To sanction expenditure for telephone and electricity bill.
14. To sanction expenditure up to a limit of Rs.50/- at a time in connection with meetings, conference, visits of V.I.P.s. etc., subject to budget provision. (Enhanced to Rs.1,000/- vide A.R.No.215/2000, dated 24.11.2000).(Financial limit enhanced to Rs.200/- at a time subject to budget provision vide Proc.No.E1/28436/93, dated 25.5.94).
15. To sanction the purchase of stationery articles up to a limit ofRs.200/- at a time subject to budget provision and observing the formalities.
16. To sanction Traveling Allowance and Medical reimbursement to officers and staff of all Divisions who are not self-drawing officers as per rules and regulations in force from time to time.
17. To draw and disburse the pay and allowances of all officers and staff who are not self-drawing officers.

FINANCIAL POWERS:

1. To sanction all festival advances to admissible officers and staff members of the Authority.

2. To sanction medical reimbursement claims in respect of self-drawing officers.
3. To waive the cost of publications of Chennai Metropolitan Development Authority supplied to VIPs/ Other Government Officers etc.,
4. To sanction expenditure on printing of forms registers etc., subject to an annual limit of Rs10,000/- and also subject budget provision, if these works are entrusted to Government press or Government approved agencies. Whenever, these works are entrusted in special circumstances, to be recorded in writing to private agencies, the Committee consisting of Administrative Officer / Senior Accounts Officer should decide before placing orders. Enhanced to Rs.20,000/- vide A.R.No.215/2000, dated 24.11.2000.
5. To sanction the purchase of Stationery articles subject to budget provision and observing all formalities, provided annual requirement is generally approved by the Member-Secretary, if entrusted to Government approved agencies. Whenever these works are entrusted, in special circumstances, to be recorded in writing, to private agencies, the committee consisting of Administrative Officer and senior Accounts Officer should decide before placing orders.
6. To sanction expenditure on repairs and maintenance to Typewriters, Korestate copies, Duplicator, Ammonia etc., subject to budget provision. A.R.No.215/2000, dated 24.11.2000.
7. To condemn and dispose of all unusable articles subject to ceiling of the sale proceeds up to Rs.1,000/-, if it exceeds Rs.1,000/- subject to confirmation by the Member-Secretary. Enhanced to Rs.5,000/- vide A.R.No.215/2000, dated 24.11.2000.
8. To dispose of all old magazines once in a year and all news papers once in six months.
9. To sanction leave salary and pension contribution for all officers and staff at the rates fixed by Accountant – General.

CHAPTER – 4

RULES, REGULATIONS, INSTRUCTIONS, MANNUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

	PRICE
1. Development Control Rules for CMA 2004 September. (as amended up to September 2004)	Rs. 80/-
2. Booklet on Internal Circulars, Instructions and Office orders relating to Development Regulations.	Rs. 50/-
3. “ உங்கள் சந்தேகங்களின் அடிப்படையில் எழும் கேள்விளுக்கு விளக்கமும் பதிலும் “	Rs.10/-
4. CITIZENS' CHARTER	--
5. Manual on office procedure	--

(a)	Name/title of the document	All rules, regulations, codes as applicable to Public Works Department of Govt. of Tamil Nadu. The Tamil Nadu Transparency in Tenders Act, 1998 is followed.
	Brief write-up on the Document	The documents governing rules and regulations relating to execution of works either by engaging contractors or departmentally.
	From where one can get a copy of rules, regulations, instructions, manual and records	Generally printed publications can be had from Govt. press/Book House.
	Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As noted in the books itself.

(b)	Name/title of the document	Tender documents
	Brief write-up on the Document	Contains all details and conditions relating to the work for which tenders are called for
	From where one can get a copy of rules, regulations, instructions, manual and records	Office of Executive Engineers Concerned, Construction Wing/CMDA, Egmore.Chennai-8
	Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As notified in the Tender notice

(c)	Name/title of the document	Application for allotment of shops
	Brief write-up on the Document	Full details of the applicant are called for with general conditions for allotment.
	From where one can get a copy of rules, regulations, instructions, manual and records	Office of the Superintending Engineers Concerned Construction Wing /CMDA Egmore, Chennai-8.
	Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As noted in the advertisement for allotment of shops.

CHAPTER- 05 (Manual-04)

As per the statutory requirements of the act as and rules made there under a Master Plan for C.M.A. has been prepared and being enforced from 05.08.75. Since the Master plan is not exhaustive and cannot provide detailed information's, the Master plan is to be supplemented by detailed plans at Micro level. Under Sec.19 of the T & CP Act, the Detailed Development Plans were prepared for entire city area.

Steps in the preparation on Detailed Development Plan.

- The resolution of the Authority under rule 19(1) of the Act deciding to prepare or adopt a development plan shall be published in form 1 as Notification No.1
- The Plan prepared showing the boundaries of the areas included in the plan shall be called as Map.No.1 (scale not less than 1:12000).
- Exhibit Map No.1 in the Office Notice Board along with Form No.1 for a month time from the date of publication in the Gazette.
- Re-publish the Notification No.1 in two daily Newspapers one in Tamil and One in English.
- Re-publish the Form.1 in the Govt. Gazette concerned and also request the concerned Local authorities to exhibit.
- Within three months from the date of publication of the Notification under section 19(2) of the Act or within such further time as the Government may permit, the Authority has to prepare a DDP for the area, (which shall be called as Map No.2).
- As per rule 7 of DDP Rules, after obtaining Authority approval, for convening owners meeting, a venue for the owner meeting in prominent place in the area covered by DDP to be selected, which is easily accessible to the public. The same will be published in the daily newspapers. Apart from the above owners meeting venue and date will be announced in All India Radio and Television. Further invite the welfare associations and the local authority. In the owners meeting objections and suggestions of the public with reference to Detailed Development Plan are collected.
- After processing the objection and suggestion, from the public the draft DDP will be placed before the technical committee.
- With the recommendation of the Technical Committee the DDP will be placed before the Authority for approved.

- Two copies of DDP's will be sent to Government, within 6 months time from the notification, along with the list of objection/suggestions received from the public for getting Government consent under section 24(2) of the Act for the above DDP.
- If Government accord consents without any modifications, it will be numbered Map on No.3.
- If Government directs to modify the plan, the DDP will be suitably revised and numbered as Map No 3 and sent to Government for consent.
- After obtaining consent from the Government that will be intimated to the local authorities for enforcing the DDP from the date of consent.
- Within 15 days from the date of receipt of the consent a notice will be published, Under Section 26 (2) of the Act, inviting objection and suggestion in writing from any person in respect of the said plan, fix a time limit of not less than 2 months from the date of publication in the gazette for inviting objection and suggestion.
- Further it will be published in the newspapers, and also send individual notices to the owners whose properties are to be acquired.
- The same will be sent to heads of departments for suggestions. Also this will be announced in All India Radio and Television.
- Under Section 14 of the DDP rules, a subject will be placed before the authority with the recommendation of the Technical committee.
- After obtaining Authority approval the DDP will be sent to Government for approval under section 15 of the DDP Rules.
- As soon as the Government accords their approval the DDP will be published in the Gazette and also republished in two daily Newspapers, and in the District Gazette.
- Exhibit the same in the Notice Board and also in the Notice Board at Collectorate.

CHAPTER – 6 (Manual -5)

A statement of the categories of documents that are held by it or under its control

Category of the document	Tender documents
Name of the document and its introduction in one line	Tender documents for works
Procedure to obtain the document	One request in writing along with prescribed fee. The copies can be down loaded from website.
Held by / under control of	Concerned Executive Engineers and Superintending Engineers of Construction Wing / CMDA, Egmore, Chennai-8.

CHAPTER-7 (MANUAL-6)

A Statement of boards, council, committees and other bodies constituted as its part

CHENNAI METROPLITAN DEVELOPMENT AUTHORITY:

1.	Hon'ble Minister for Housing and Urban Development	Chairman
2.	Vice Chairman, CMDA	Vice Chairman
3.	Secretary to Government, H&UD	Member
4.	Member-Secretary, CMDA	Member
5.	Secretary to Government, Industries Department	Member
6.	Secretary to Government, Finance Department	Member
7.	Secretary to Government, Transport Department	Member
8.	Commissioner, Corporation of Chennai	Member
9.	Chief Engineer (General),	Member

	Highways and Rural Works Department	
10.	Chief Architect to Government	Member
11.	Chairman, Tamil Nadu Slum Clearance Board	Member
12.	Managing Director, CMWSS Board	Member
13.	Chief Urban Planner	Member
14.	Joint Director, Town & Country Planning	Member
15.	Chairman, Tamil Nadu Housing Board	Member
16.	Thiru. V.S. Babu, M.L.A.	Member
17.	Thiru. S.R. Raja, M.L.A.	Member
18.	Representation from Local Bodies in CMA (4)	Member
19.	Tamil Nadu Pollution Control Board	Special Invitees

I. ADMINISTRATIVE AND FINANCE COMMITTEE:

1.	Vice Chairman, CMDA	Chairman
2.	Secretary to Government, Finance Department	Member
3.	Secretary to Government, Housing and Urban Development Department	Member

II. TECHNICAL COMMITTEE:

1.	Member-Secretary, CMDA	Chairman
2.	Chief Urban Planner, Master Plan, CMDA	Member
3.	Senior Planner, CMDA	Member/Convenor
4.	Chief Engineer, PWD	Member
5.	Engineering Director, CMWSSB	Member
6.	Chief Engineer, Corporation of Chennai	Member
7.	Chief Engineer, Tamil Nadu Housing Board	Member
8.	Member-Secretary, TNPCB	Member
9.	Director, Industries & Commerce	Member
10.	Joint Director, Town and Country Planning	Member