

CHAPTER - I

O/O Director, Town & Country Planning, Assam (HQ.Office), Dispur, Guwahati – 6.
Government of Assam.

1. Particulars of organization, function and duties : - O/O Director, Town & Country Planning, Assam (HQ. Office) is the nodal officer for implementing various central and state schemes/projects including preparation of master plans within the State of Assam. The details of its manpower/staff pattern are given below :-

<u>Designation</u>	-	<u>Name of incumbent</u>
01. Director (i/c)	-	- vacant - charge hold by Sri Nagen Kalita
02. Joint Director	-	- vacant -
03. Superintending Engineer	-	Sri Nagen Kalita
04. Senior Research Officer	-	- vacant -
05. Executive Engineer	-	Sri P. K Gogoi
06. Assistant Director (4 Nos.)	-	Smt. Trishna Gogoi, Smt. Rosy Gogoi, Sri Hrishiraj Sarma, vacant – 1 No.
07. Assistant Engineer	-	Sri Kumar Purkayastha
08. Town Planning Assistant (2 Nos.)	-	- vacant – 2 Nos.
09. Finance & Accounts Officer -	-	vacant – charge hold by Sri P. K. Konwar.
10. Assistant Research Officer (2 Nos.)	-	Sri Nripen Sarma, vacant –1 No.
11. Research Assistant (6 Nos.)	-	Smt. Deeparani Takukdar, Smt. Ritu Mahapatra, Sri Mukibur Jamal, Sri Sunil Sahariah, Smt. Anushka Baruah, vacant – 1No.
12. Junior Engineer (A)/(C) (3 Nos.)	-	Smt. Ila Datta Baruah, Smt. Juli Chetia, Smt. Ranjita Barman
13. Draftsman, Grade-I (2 Nos.)	-	Smt. Nirmali Das, Smt. Uttara Das
14. Draftsman, Grade-II (3 Nos.)	-	Smt. Chayanika Gogoi, Smt. Preeti Kashyap, Smt. Dipti Hazarika,
15. Tracer (2 Nos.)	-	Sri Jogesh Ch. Haloi, Sri Amulya Ch. Das
16. Superintendent	-	Sri H. N. Basumatary
17. Senior Assistant (5 Nos.)	-	Sri Jagannath Kumar, Sri Manoj Kumar Sarma, Smt. S.M. Kamei, Sri Gautam Singh, Sri Dharmendra Gogoi
18. Junior Assistant (8 Nos.)	-	Sri Apurba Kumar Das, Sri Samudra Choudhury, Sri Nilim Kalita, Sri Partha Pratim Kakati, Smt. Swagata Baruah, Sri Simanta Borah vacant - 2 Nos.
19. Stenographer, Grade-III	-	- vacant -
20. Copier Operator	-	Sri Anjanjyoti Das
21. Driver (5 Nos.)	-	Sri Dipak Ch. Das, Sri Dilip Sarma, Sri Khalil Ali, - Vacant – 2 Nos.
22. Duftry	-	Sri Jogen Ch. Boro
23. Peon / Grade – iv (3 Nos.)	-	Sri Sib Prasad Hazarika, Sri Uttam Ray - vacant – 1 No.
24. Perro-Printer	-	- vacant –
25. Khalasi (5 Nos.)	-	Sri Prafulla Ch. Das - vacant – 4 Nos.
26. Cleaner	-	- vacant – 1 No.
27. Chowkidar	-	Sri Madan Ch. Das

CHAPTER - II & III

II : - Powers and duties of its officers & employees : - The Director, Town & Country Planning, Assam is the head of the organization who controls supervises and takes policy decisions as per the procedures and rules of Govt. of Assam.

III. :- The function & duties of the officers and staff of the organization is given below: -

Director	Overall in-charge of the Town & Country Planning, Assam.
Joint Director	Assist the Director in all affairs of Town & Country Planning, Assam including supervision of projects.
Superintending Engineer	Monitors all civil engineering schemes/projects for development of towns within Assam and also assist the Director in technical matters etc.
Senior Research Officer	To assist the Director for conducting socio-economic surveys works and preparation of reports for Master Plans etc.
Executive Engineer	Conducting civil engineering surveys and preparation of engineering plans and estimates of various schemes, and assist Director to technical matters
Assistant Director	To assist the Director, Joint Director in administraton and technical matters.
Assistant Engineer	To assist Director, Superintending Engineer, Executive Engineer in discharging technical matters.
Town Planning Asstt.	To assist the head of office in preparation of town planning, civil engineering schemes etc.
Finance &Accounts Officer	To assist the Director in all financial matter, annual budget, Audit matters etc.
Asstt. Research Officer	To conduct socio-economic surveys, preparation of report for Master Plan, schemes and offer guidance to Research Assistants.
Research Assistant	To conduct socio-economic surveys, preparation of report for Master Plan, schemes etc.
Junior Engineer (A)/(C)	For engineering surveys for preparation of Master Plan, development schemes etc.
Draftsman, Gr.I	Preparation of drawing/maps related to Master Plan and other drawing etc.
Draftsman, Grade-II	Preparation of report for Master Plan, schemes and offer guidance to Research Assistant
Tracer	For tracing maps of Master Plan etc.
Superintendent	Over all supervision of the works of the Senior / Junior Assistant including establishment matters etc.
Senior Assistant	For establishment and accounts matters etc.
Junior Assistant	All clerical and typing works and assist the Senior Assistant etc.
Stenographer, Grade-III	Typing and dictation works etc.
Copier Operator	Operate the Xerox machine.
Driver	For driving official vehicles
Duftry	To maintain office files and records etc.
Grade-iv/Peon/Khalasi	To help the officers, dealing assistants, Bank and treasury works , daks etc.
Cleaner	To wash and clean the official vehicles etc.
Ferro-printer	To operate the blue print machine.
Chowkider	To open and close the office and to guard the office premises.

CHAPTER - IV

The norms set by it for the discharge It functions : - While discharging official works/functions by the employees and officers of the office the existing norms/rules/procedures and provisions as laid down is followed.

CHAPTER - V

The rules, regulation, instruction, manuals and records held by or under its control or used by its employees for discharging its function : - The employees of this office while discharging official works normally follow the rules/regulation as provided in Govt. level.

CHAPTER - VI

Categories documents under its control : - District wise staff pattern sanctioned posts, budget distribution, seniority list of non-gazetted staff etc.

CHAPTER - VII

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulations of its policy or implementation thereof : - No such arrangement exists in this office.

CHAPTER - VIII

Boards, councils committees, other bodies constituted for the purpose of advising whether the meeting of these councils, boards are open to or accessible for public : - No such arrangements exists.

CHAPTER - IX

Directory of its officers and employees : - As given in chapter II & III.

CHAPTER - X

Monthly remuneration received by each of its officers, employees including the system of compensation provided in its regulations. Monthly remuneration is received by each of its Officers/staff member as per the pay scales shown against their names :-

Sl.No.	Name of post/cadre	Pay scale (Rs.)	Grade Pay (Rs.)
1	Director	30000-110000	16900
2	Joint Director	30000-110000	15100
3	Superintending Engineer	30000-110000	15700
4	Executive Engineer	30000-110000	14500
5	Senior Research Officer	30000-110000	14500
6	Assistant Director	30000-110000	13300
7	Assistant Engineer	30000-110000	12700
8	Town Planning Assistant	30000-110000	12700
9	Finance & Accounts Officer	30000-110000	12700
10	Assistant Research Officer	22000-87000	11500
11	Junior Engineer (A/C)	14000-60500	8700
12	Draftsman-Gr.I	14000-60500	8700
13	Draftsman-Gr.II	14000-60500	6800
14	Research Assistant	22000-87000	9400
15	Tracer	14000-60500	5600
16	Copier Operator	14000-60500	5000
17	Superintendent	22000-87000	10300
18	Senior Assistant	14000-60500	8000
19	Junior Assistant	14000-60500	6200
20	Stenographer Gr.III	14000-60500	7400
21	Driver	14000-60500	5000
22	Duffry	12000-37500	4400
23	Khalasi /Peon/Chowkidar etc.	14000-60500	3900

CHAPTER - XI

Budget allocated to its agency indicating particulars of all plans, proposed expenditures and reports on disbursements made : - Ceiling is issued by the Department after receipt of the same from Finance budget Department to the concerned implementing agencies with copies to Treasury Officers.

CHAPTER - XII

Manner of execution of the subsidy programmes including the amount allocated and details of the beneficiaries of such programmes : - No such subsidy programmes is executed in this office.

CHAPTER - XIII

Particulars of receipts of concessions permits and authorisation granted by it : - No concessions, permits or authorization are issued.

CHAPTER - XIV

Details of information reduced in an Electronic Form :- No such information is available except the information made available in the website- www.tcp.assam.gov.in.

CHAPTER - XV

Particulars of facilities available to citizens for attaining information including the working hours Library of reading room if maintained for the public :- No such information is available.

CHAPTER - XVI

Name, designation and other particulars of the public information officers

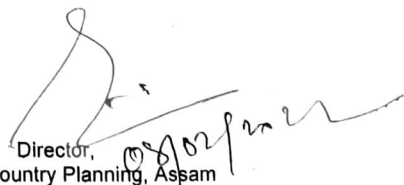
1. Sri Kumar Purkayastha, Assistant Engineer - State Public Information Officer
2. Sri Nagen Kalita, Director i/c, Town & Country Planning, Assam. - First Appellate Authority.

CHAPTER - XVII

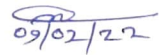
Some useful information

The State Information Office of this office maintains a register on the number of applications received from the members of the public. The register is maintained date-wise.

Application submitted are maintained chronologically by the State Information Officer acknowledge the receipt of the application.


Director,
Town & Country Planning, Assam
08/02/22, Dispur, Guwahati - 6.

Sri M. Jamal, R. A. please update the Information Manual (under RTI Act, 2005) in office website.


09/02/22
Superintendent
Town & Country Planning
Dispur, Guwahati-6