

Greater Noida Industrial Development Authority

No. : CEO/2000/Plg./371

Dated: August 19, 2000

Office - Order

The work distribution and movement of files of Planning Division shall be carried out by officers indicated in the enclosed list of works.

The aforesaid orders shall be implemented immediately.

**Sd/-
(Brijesh Kumar)
Chief Executive Officer**

Copy to

1. Dy. Chief Executive Officer
2. General Manager (Planning)
3. Senior Manager (Planning)
4. Senior Manager (Communications)
5. Regional Manager (UPSIDC, Surajpur, Greater Noida)
6. All Concerned Officers for compliance.
7. Guard File.

Chief Executive Officer

The movement of files within the Planning Division shall be follows:-

1.1 LAND MANAGEMENT:

2.9.1	Preparation of master plans revisions in the same from time to time.	Manager.(Planning)/ Senior Manager (Planning)/G. M. (Planning)
2.9.2	Preparation of annual action plans and quarterly action plans.	Manager (Arch.)V/Senior Manager.(Plng)/ G. M. (Plng.)
2.9.3	Co-ordination with the Land Acquisition Division for matters relating to land acquisition and superimposition of sajra maps on master plan/sector layouts.	Mgr.(Planning)/Senior Manager (Planning)
2.9.4	Co-ordination with consultant appointed for this purpose.	Manager.(Planning)/ Senior Manager (Planning)/G. M. (Planning).
2.9.5	Co-ordination with various external agencies namely CT & CP (Department of U.P.), NCR, DDA, HUDCO for development of township in regional context.	Manager.(Planning)/ Senior Manager (Planning)/ G. M. (Planning)

1.2 LANDSCAPING AND SECTOR LAYOUTS:

1.2.1 SECTOR LAYOUTS:

	Preparation of detailed sector plans for various land uses and co-ordination with all departments (internal/external) for their finalisation.	Manager (Arch.)V./Senior Manager (Planning)/ Gen. Manager (Planning.)
	Internal plotting of the sectors.	Manager (Arch.)V./Sr. Manager (Planning)/ Gen. Manager (Planning.)
	Co-ordinating with the marketing and Industrial Development Division for sale of property.	Manager (Arch.)V./Sr. Manager (Planning)
	Assistance to the concerned department for selection of sites within framework of zoning regulations for allotment of land for group housing, community facilities, public utilities and other commercial/institutional proposals received from time to time from various departments.	Manager (Arch.)V./Sr. Manager (Planning)

1.2.2 LANDSCAPE DESIGN AND IMPLEMENTATION:

	Landscaping design of the city as a whole and for particular areas sectors projects.	Assistant Manager / Dy. Manager / Sr. Manager (Plng.)/ General Manager (Plng) as per officer order No. SM(Plng.) Landscape/ 2000/242 dated : 05-08-2000
	Preparing aboriculture & Plantation plans and their implementation.	Sr. Manager (Planning)/ General Manager (Planning.)

1.2.3 Project Financing and Costing:

	Preparation of project financing proposals.	Manager (Planning)/ Senior Manager (Planning.).
	Giving costing inputs to the finance department for costing of schemes.	Manager (Planning)/ Senior Manager (Planning.).

1.3 URBAN DESIGN:

1.3.1	All activities necessary for maintaining and preserving the character and nature of the city as planned.	Senior Manager (Planning)/ General Manager (Planning.)
1.3.2	Framing of zoning regulations and other development controls for planned development of township.	Senior Manager (Planning)/ General Manager (Planning.)
1.3.3	Standardisation of Urban laws for the city.	Senior Manager (Planning)/ General Manager (Planning.)
1.3.4	Framing of directions/regulations u/s 8 & 9 of the industrial development authorities act and any other section/regulations pertaining to the urban design.	Senior Manager (Planning)/ General Manager (Planning.)
1.3.5	Preparation of amended building regulations and directions and compounding bye laws.	Senior Manager (Planning)/ General Manager (Planning.)
1.3.6	Advising on specific issues referred by Estate/Urban services department regarding setbacks, permissible ground coverage, FAR, height restrictions etc. for sites of various land uses.	Senior Manager (Planning)/ General Manager (Planning.)
1.3.7	Co-ordination with legal cell for framing of laws.	Senior Manager (Planning)/ General Manager (Planning.)

Infrastructure Planning:

2.1 Hard Infrastructure:

2.1	Hard Infrastructure- Hard Infrastructure includes roads, bridges, power, telecom, sewerage & drainage system, water supply, water management etc.	
2.1.1	Co-ordination with P.D.C./consultant appointed for this purpose.	General Manager (Planning & Arch.)
2.1.2	Evaluation of projects formulated by PDC's/ consultants.	General Manager (Planning & Arch.)
2.1.3	Co-ordination with all departments (internal/ external) for conceptualisation and implementation of hard infrastructure development projects.	General Manager (Planning & Arch.)
2.1.4	Detailed planning of road cross sections and road junctions including facility points.	Senior Manager (Planning)/ General Manager (Planning.)
2.1.5	Implementation of decisions/recommendations of PDC's till execution stage.	General Manager (Planning.)

2.2 Soft Infrastructure:

2.2	Soft Infrastructure- Soft Infrastructure includes basic service infrastructure like P&T, banks, petrol pumps, gas agencies, milk/vegetable booths, post offices, community centre, rail/road transports, govt. offices, govt. hospital & govt. schools etc.	
2.2.1	Planning for the above mentioned facilities.	Manager (Arch.)V/ Senior Manager (Planning)
2.2.2	Co-ordination with the Marketing Division regarding the site location etc. of the above facilities.	Manager (Arch.)V/ Senior Manager (Planning)

II. BUILDING CELL:

3.1 BUILDING DESIGN CELL:

3.1	One or more work sections of this cell can be assigned to any person of the planning Division by G. M. at any given time.	
3.1.1	Preparation of design of housing units for different categories, shopping complexes, community centres, barat ghars, labour housing, offices, group housing etc. to be constructed by GNIDA.	Specific projects to be given to specific officers.
3.1.2	Interior designing.	Specific projects to be given to specific officers.
3.1.3	Development of standard alternative building designs for standards plot sizes for sale to public.	Specific projects to be given to specific officers.

3.2 Building Plan Approval:

3.2.1	Approving the building plans submitted by residents/industrialists/others according to bye laws.	
	A. Standard Building Plan (Residential).	Manager (Arch.)V.*
	B. Other Building Plan (Residential).	Manager (Planning) *
	C. Group Housing/ Institutional/ Industrial/ Commercial/ Recreational.	Manager (Planning)/ G. M.(Plng./Arch.)
	D. Industrial Plots in area of UPSIDC, Greater Noida.	Manager (Arch.) M.

* Appeal with G. M. (Plng.).

3.3 IMPLEMENTATION & COMPLETION:

3.3.1	Issue of occupancy certificates for construction of building in the Notified area.	Manager (Planning) / G. M. (Planning)
3.3.2	Issue of completion certificates:	Manager (Planning) / G. M. (Planning)
3.3.3	Calculation of the fees/penalties to be recovered.	Manager (Planning) / G. M. (Planning)
3.3.4	Generating MIS reports as per prescribed systems.	Manager (Arch.) V.
3.3.5	Industrial Plots in UPSIDC area, Greater Noida.	Manager (Arch.) M.

1. Files, which have to be moved through Dy. Chief Executive Officer/Chief Executive Officer, will be as per present orders in this regard.
2. These orders do not effect the overall responsibility of the General Manager (Planning) for the Planning Division and that of Sr. Manager (Plng.) for the Master Plan and Town Planning Section.
