

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY

Ref. No.: CEO/SYS/787.

Dated : 31-12-2001

Office-Order

Management Information System of Planning Division is being prescribed with this order. The first report on this format will be submitted on the 10th of January,2002. The monthly reports will be submitted on 10th of every month and weekly reports on 3rd, 10th, 17th and 24th of every month. The fortnightly reports will be submitted on 3rd and 17th of every month. The quarterly reports will be submitted on 5th of April/July/October/January of every year. This order comes into force with immediately effect.

Sd/-

(Brijesh Kumar)
Chief Executive Officer

Copy To :

1. P.S. to CEO
2. ACEO(U/G/A)
3. DCEO
4. OSD(P/C/R/V)
5. All GM's and HOD's
6. All Managers

Chief Executive Officer

MIS - SYSTEM

PLANNING DIVISION

The formats are enclosed herewith description of each report is as under. The following reports are being prescribed.

1. **Report Name :** MONTHLY LAND AVAILABILITY PLAN (L.A.P.) MIS-PLG-01

Objective: This report is for overall availability of Land with the Authority.

Data entry : By Planning Division on the basis of reports of Land and Legal Division, Master Plan and Action Plan of the year.

Frequency: Monthly (On 10th of every month).

Submission: To CEO/DCEO by G.M.(PLG.).

2. **Report Name :** MONTHLY SECTOR PLANNING STATUS (MIS-PLG-02)

Objective : The report is to evaluate the status of acquired land vis a vis Planning.

Data Entry: Planning Division will prepare this report.

Frequency: Monthly (On 10th of every month).

Submission: To CEO/DCEO by G.M.(PLG.).

3. **Report Name :** MONTHLY STATUS OF CITY LEVEL INFRASTRUCTURE DEVELOPMENT PROJECTS (MIS-PLG-03)

Objective: Only City Level Infrastructure Projects will be reported through this report for monitoring.

Prepared By : Planning Division.

Frequency : Monthly (on 10th of every month.).

Submission : To CEO/DCEO by G.M.(PLG.).

4. **Report Name :** SECTOR AREA STATEMENT (MIS-PLG-04)

Objective : This report is required for overall costing of the sector and will be sent to Manager (Costing), whenever a new sector is planned. Also the report will be sent to GM(Estate Management) and I/c (Marketing) to prepare a scheme to market it.

Prepared By : Planning Division.

Frequency : Whenever a new sector is planned or modified.

Submission : To CEO/DCEO by G.M. (PLG).

5. **Report Name :** **POCKET WISE AVAILABILITY OF PLOTS(Institutional/ Commercial/ Residential) DETAILS (MIS-PLG-05A to 05C)**

Objective: This report will be generated by **Planning Division** and will be guiding for allotment and placement of Soft Infrastructure.

Data Entry: Initially the report will be made for all sectors developed till date and subsequently the report will be updated (Not made fresh) every time a new sector/facility/pocket/is planned. Updated REPORT will be mailed to the **Estate Division/ Marketing Division.**

Frequency : Updated on a monthly basis for any new facilities planned or modified.

Submission : To CEO/DCEO by G.M.(PLG.).

6. **Report Name :** **MONTHLY SECTORWISE/CATEGORY WISE BUILDING PLAN STATUS - (MIS-PLG-06)**

Objective: This report is to monitor the efficiency of **Building Plan Cell**, as also the Completion Certificates issued will give an insight to the population projections and facility planning.

Prepared by: Building Cell from the Daily Monitoring Report.

Frequency: Monthly (Status of 1st to 31st/30th of month) on every 10th of the month.

Submission: To CEO/DCEO by G.M.(PLG.)/Manager (Building Cell).

7. **Report Name :** **DAILY STATUS OF VIOLATION OF BUILDING BYE LAWS-MOBILE SQUAD - (MIS-PLG-07)**

Objective : To inform the Mobile Squad to initiate action against deviations /illegal constructions

Prepared by : I/c. Mobile squad

Frequency: After every inspection.

Submission : To CEO/DCEO by I/c (Mobile Squad).

8. **Report Name :** INSPECTION REPORT - BUILDING APPROVAL CELL (MIS-PLG-08)

Objective : This report is for general monitoring of the inspections of Building Approval Cell.

Prepared by : Planning Division.

Frequency : Monthly on 10th of every month.

Submission : To CEO and DCEO by G.M.(PLG./Incharge (Building Cell).

9. **Report Name :** DETAILS OF WORKS (UNDER PROGRESS) - MIS-PLG-09

Objective : This report for Details of Works (Under Progress) of the inspection Work Circle (HRT) Sub Division.

Prepared by : Planning Division.

Frequency: Monthly on 10th of every month.

Submission : To CEO/DCEO by G.M.(PLG).

10. **Report Name :** QUARTERLY HORTICULTURE REPORT (MIS-PLG-10)

Objective : This report is to evaluate the work of horticulture and get an insight of the works being carried by the Landscaping section.

Prepared : Prepared by Horticulture Division.

Frequency: Quarterly on 10th April, 10th July, 10th October, 10th January of every year.

Submission: To CEO/DCEO by G.M.(PLG)/Incharge Horticulture.

PLANNING DIVISION**MONTHLY LAND AVAILABILITY PLAN (L.A.P.)**

To,

CEO/DCEO

Month :

Land in Hectares

Land Use	Total Area (As per MASTER PLAN 2011) (hectares)	Acquired up to 31 st March	Target for Curre nt Year 2001- 2002	Acquisition during the month		% age achievement vis. a vis.		Reasons for short fall (if any)
				Target As per action plan	Achievem ent	Master plan Targets	Current Year Targets	
Residential	2640							
Commercial	720							
Industrial	3000							
Institutional	1200							
Recreational	2760							
Transport	1680							
<u>Total</u>	12000							

Sr. Manager (Plg)**General Manager (Planning)**

• Ecotech-III								
Institutional—								
• Knowledge park I								
• Knowledge park II								
Recreational								
◆ Name of project								
Transport								
• Name of Road								
Total								

Sr. Manager (Plg)

General Manager (Planning)

3.	Horticulture and Landscaping Projects	<ul style="list-style-type: none"> ◆ Theme Parks ◆ Sector parks 										
4	Special Projects	<ul style="list-style-type: none"> ◆ Airport 										
5.	Any other											

Sr. Manager (Plg)

General Manager (Plg.)

PLANNING DIVISION

MIS-PLG-04

To,
CEO/DCEO,

**SECTOR AREA STATEMENT
(Whenever a new Sector is Planned or modified)**

Particulars	Sector	
	Area (Sq.Mtrs)	%
Gross Area of Sector		
Area under Half Dev. Plan Roads		
Area under M.P. Green Belt		
Net Area of Sector		
Area under Roads		
Areas under open spaces		
Other Non saleable areas (specify)		
Total Non Saleable Area		
Area under Residential Plots		
Area under Group Housing		
Area under Commercial (Sector)		
Area under Facility		
Other saleable areas (specify)		
Total Saleable Area		
TOTAL		

Sr. Manager (Plg)

General Manager (Planning)

PLANNING DIVISION

MIS-PLG-05A

POCKET WISE AVAILABILITY OF PLOTS(Institutional/Commercial/Residential)DETAILS

**To,
CEO/DCEO,**

Sector :

(Whenever a sector is Planned/modified)

S. N O	Sector	Nurser y schools \		Sr. second ary school		nursin g homes		Religiou s building		Commu nity hall		Milk /veg booth		Taxi stand		Bank		Post Office		Convenient Shopping		Any other	
		Plot no	area	Plot no	area	Plot no	area	Plot no	area	Plot no	area	Plot no	area	Plot no	area	Plot no	area	Plot no	area	Plot no	area	Plot no	area
1	Alpha1																						
	Pocket-a																						
	Pocket-b																						
	Pocket-c																						
	Pocket-d																						
	Pocket-e																						
	Pocket-f																						

Sr. Manager (Plg)

General Manager(Plg.)

PLANNING DIVISION

MIS-PLG-05B

COMMERCIAL FACILITIES PLANNED

To,
CEO/DCEO

(Whenever a sector is Planned)

Sector	Commercial Plots		Shop		Kiosk		Built Space				Any other
	No.	Area	No.	Area	No.	Area	No.	Area	No.	Area	

Sr. Manager (Plg.)

General Manager (Plg.)

PLANNING DIVISION

MIS-PLG-05C

RESIDENTIAL FACILITIES PLANNED

To,
CEO/DCEO

(Whenever a sector is Planned)

Sector Name	Plot Size	Nos. of Planned	Built Houses Size		Group Housing Plots		Builders Plots		Any other
			Area	Nos.	Area	Nos.	Area	Nos.	

Sr. Manager (Plg.)

General Manager(Plg.)

PLANNING DIVISION

MIS-PLG-06

MONTHLY Sector wise/Category wise Building Plan Status

Frequency : Monthly (Status of 1st to 31st/30th of month) on every 10th of the month.

Scheme Name	Building Plans Recieved (for the Month)						Cumulative numbers upto the month of Plans received						Pendency up to the Month				Remarks		
	Building Plans		Sanction		Completi n Cert.		Building Plans		Sanction		Completion Cert.		Building Plans		Sanction			Completion Cert.	
	Std.	Own.	Std.	Own	recti ficat ion	issu ed	Std.	Own	Std	Own.				Own	Std	Ow n		iss ue d	rectifi cation
<u>Residential</u>																			
• Alpha																			
• Beta																			
• Gamm a																			
• Delta																			
• RHO 1																			
• TAU																			
• PHI																			
• PI																			

Industry																			
Institutional																			
Group Housing																			
Commercial																			
Cooperatives																			

Manager (Building Cell)

General Manager (Plg.)

PLANNING DIVISION

MIS-PLG 07

Daily Status of Violation of Building bye laws - Mobile Squad

To,

CEO/DCEO

Date of Inspection: _____

S. No.	Address of the building Inspected	Deviations if any	Action Proposed	Time given for correction (if any)

I/c (mobile squad)

PLANNING DIVISION

MIS-PLG-08

Inspection Report :- Building Approval Cell.

To,
CEO/DCEO

S. No		No. of Construction reported	Total No. sites inspected			Action taken			Remarks
			Under construction 'A'	For completion 'B'	Inspections of completion/ deviation/ rectification/	Against deviations for Buildings under construction	Completion issued	Any other	
a.	Mobile Squad								
b.	Manager-1 (Buldg. Cell)								
c.	Manager-2 (Buldg. Cell)								
d.	GM(Planning)								

I/c. (Building Cell)

GM(Plg.)

PLANNING DIVISION

MIS-PLG-09

DETAILS OF WORKS (UNDER PROGRESS)

To,
CEO/DCEO

PROGRESS REPORT UP TO.....

WORK CIRCLE(HRT) SUB DIVISION

Page No.8

S. No.	Name of work	Name of Contract or	Nos. of Trees	Nos. of Shrubs	Nos. of Creeper	Area of Lawn (Acre)	Estimated Cost in (Rs. Lacs)	Tender Amount in (Rs. Lacs)	Date of Start	Date of Completion	Date of completion of Maintenance	Cpmulative % progress upto for Maintenance				Remarks	
												Financial		Physical			
												Trag.	Achi.	Trag.	Achi.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

G.Total No. of Plants Planted for All Division

(No. of Plants Planted)						
Trees	Shrubs	Creeper	Lawn	Hedge Plants	Estimated Cost (Rs. In Lacs.)	Tender Amount (Rs. In Lacs.)

PLANNING DIVISION

MIS-PLG-10

Frequency : Quarterly on 10th April, 10th July, 10th October, 10th January of every year.

To,
CEO/DCEO

QUARTERLY HORTICULTURE REPORT

S. No.	Sector	No. of Trees Planted during the month in								No. of Parks Developed		No. of rotaries developed	
		Green Belts		Parks		Roads		Any other		T	A	T	A
		T	A	T	A	T	A	T	A				
1.	Alpha-1												
2.	Alpha-2												
3.	Beta-1												
4.	Beta-2												
5.	Special Plantation												
	Project-A												
	Project-B												
	Project-C												

I/c. Horticulture

GM(Plg.)