

CLAUSE 4(1) (b) (i)

Amravati Housing and Area Development Board, Amravati.

**AS PER THE CLAUSE 4(1) (b) OF THE RTI BILL FOLLOWING 17 MANUALS ARE PREPARED
PERTAINING TO THIS BOARD.**

MANUAL I

THE PARTICULARS OF THE ORGANISATIONS FUNCTIONS & DUTIES.

The Amravati Housing and Area Development Board, Amravati is a regional unit of MHADA. It is established on 13th August 1992 as per the provisions of section 18 of Maharashtra Housing and Area Development Act, 1976.

The Board is functioning at Regional Head Quarter at Amravati having territorial jurisdiction over 5 Districts of Amravati., Akola, Yavatmal, Buldhana and Washim Districts. The Board is functioning under superintendence and control of the Maharashtra Housing and Area Development Authority, Mumbai.

The functions and duties of the Board are envisaged in section 29 of the said act. They are summed up as under:

1. (a) To prepare proposals, plans, or projects and schemes for Housing and Area Development . as directed by Maharashtra Housing & Area Development Authority as per section 28, making available the shelters to the houseless persons of the community of Economically Weaker Sections, Lower, Middle and Higher Income Groups at a reasonable cost.
2. (b) To implement Housing Scheme, for specific communities such as Beedi Workers, Hamal Mapadi, Gumasta and other like weaker section of society, In short the functions and duties of the Board, are to provide housing accommodation to the sheltersless and needy persons or families.
- (c) To implement the special schemes of the Government, such as National Slum Development Programme, Valmiki Ambedkar Malin Basti Awas Yojna on Agency Basis.
- 2.To entire in contracts in the frame of Authority.
3. To function on behalf of Authority as special Planning Authority under the Maharashtra Regional & Town planning Act, 1976.
4. To carry out such powers as the Authority may delegate to Board.

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MANUAL-II

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

At the Regional Board, the Chief Officer, is the Administrative Head. He is under the Direct Control of the Vice President and Chief Executive Officer, Maharashtra Housing and Area Development Authority, Mumbai. He exercises his powers as delegated to him by the Maharashtra Housing and Area Development Authority as per Resolution No 5681 dated 28/05/2001

The Chief Officer exercises his powers and discharges the duties with the help of Executive Engineer, Chief Account Officer and Estate Manager, Assistant Architect and other subordinate staff of the Board. All these officers work under the superintendence and control of Chief Officer.

The powers and duties of the respective Branch Heads are as follows:

(A) Executive Engineer:

The head quarter of Division is at Amravati. Powers and duties are as under pertaining to division.

- (i) To prepare schemes & its estimates.
- (ii) To accord technical sanction.
- (iii) To call tenders for execution of construction works and accept the appropriate offers.
- (iv) To supervise the execution of construction work.
- (v) To prepare bills of contractors & process it.
- (vi) To prepare the land acquisition proposal.

B)Chief Accounts Officer: He is head of Accounts Branch. His powers & Duties is are as under:

- (i) To prepare Annual Budget of the Board.
- (ii) To prepare and maintain the accounts of the Board and get it audited from auditors of the Authority.
- (iii) To check and make payment of the bills of contractors.
- (iv) The matters of Administrative/Establishment of staff of the board.

(C) Estate Manager: He is head of Estate Management Section of the Board, His powers and duties are as under:

- (i) To manage the Estate of the Authority by allotment to tenements/ plots.
- (ii) Recover the lawful dues of the Authority from the allottees.
- (iii) To regularize the transfer of tenements..
- (iv) To initiate eviction proceedings.
- (v) To do all matters necessary and incidental to the above duties and functions.

(D)Assistant Architect: He is the head of architectural wing of the board. His powers and duties are as under.

- (i) To prepare layout and building plans and lands acquired by MHADA.
- (ii) To obtain approval to the layouts and building plans from Authority and local Authority.
- (iii) To prepare completion plans and numbering plans.
- (iv) To issue layout and buildings plans to tenants.
- (v) To issue N. O. C. to tenants for future construction etc.

CLAUSE 4(1) (b) (iii)

MANUAL -III

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS ; INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The Maharashtra Housing and Area Development Authority, is a Corporate Body established under section 3 of the Maharashtra Housing and Area Development act, 1976. The said Authority is an autonomous body and the Amravati Housing and Area Development Board, Amravati is it's a regional unit. The president and Vice president and Chief Executive Officer of the MHADA are the Heads of the organization at State level and the chairman and vice chairman cum chief officer are the heads at regional level. The Regional Board (Chairman and Chief Officer and other members) works under the direct supervision and control of the Maharashtra housing and area development authority.

The regional Board has to act & carry-out its functions within the ambit and framework of decisions taken by the MHADA and also within the ambit of powers delegated to the Regional Board. The decisions taken by the Regional Board's must be in conforming with the policy decision taken by MHADA . The Chief Officer implements the schemes/projects in the Regional jurisdiction as per decisions of Boards & as per the sanctions given by the MHADA.

(A)As regards the decisions in Technical and Accounts matters procedure laid down in M P W. Manual, Government Resolution decisions and circulars issued by the MHADA from time to time are followed.

(B)As regards the decisions in Estate Management matters procedure is laid down in following rules and regulations is followed.

(i) Maharashtra Housing and Area Development (Estate Management, Sale, Transfer & Exchange of Tenements) regulations 1981.

(ii) Maharashtra Housing and Area Development (Disposal of land) Rules 1981

(iii) Maharashtra Housing and Area Development (Disposal of land) Regulations, 1982.

(v) Various Government Resolution, Authority decisions, circulars issued by Authority from time to time.

(D) Architectural Wing:

(i) Procedure as laid down in Maharashtra Regional & Town Planning Act 1966, is followed.

(ii) Development control Rules of the concerned planning Authority.

Accountability.

The Staff working in the regional board is accountable and answerable to the Chief Officers of the Board, The Chief officer is accountable answerable to the Chief Executive Officer, Maharashtra Housing and Area Development Authority.

CLAUSE 4(1) (b) (iv)

MANUAL - IV

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Maharashtra Housing and Area Development Authority Mumbai has laid down for fixed norms and also prescribed certain time limit to dispose of matters by the officers/employees. It is therefore, necessary to perform the duties and dispose of the matters by the officers/employees of the Amravati Housing and Area Development Board as per the following norms and time limit prescribed by the Maharashtra Housing and Area Development Authority.

SR NO	THE NATURE OF WORKS TO BE CARRIED OUT TO RENDER SERVICES TO THE PUBLIC.	IF THE APPLICANT/BENEFICIARY FULFILLED ALL THE REQUIREMENT AS PER RULES AND SUBMIT ALL THE REQUIRED DOCUMENTS. THAN THE TIME LIMIT PRESCIBED TO DISPOSE OF THE MATTERS.
1	2	3
(A)	ESATE MANAGEMNT BRANCH.	
1.	To sale and receipt of application forms for tenements/Plots.	Within 35 days.
2.	To draw the lottery of the Schemes.	Within 45 days.
3.	To send the letters to the applicants/beneficiaries regarding their eligibility.	Within 15 days.
4.	To receive or accept the documents from the beneficiaries.	Within 30 days.
5.	To decide the eligibility of the beneficiaries.	Within 15 days.
6.	To intimate to the beneficiaries regarding their ineligibility and to give them a chance for representation.	Within 7 days.
7.	To give offer letter.	Within 7 days.
8	To give NO OBJECTON CERTIFICATE for taking loan.	Within 7 days.
9	To give the possession of the tenement/plots to the beneficiaries has made the full cost of the tenement/plots.	Within 3 days.
10	To change the tenements or to make exchange of tenements/plots if the beneficiaries makes the payments of fees as per rules.	Within 7 days.
11	To make the refund of amounts to the beneficiaries/applicants.	Within maximum period of 15 days from the date of receipt of application from the application.
12	To issue monthly assessment of demand letter for recovery of dues.	Within 7 days from the date of receipt of file from the concerned branch.
13	To transfer of tenancy of tenements/plots.	Within 90 days from date of receipt of file from the concerned branch..
14.	To regularization of tenancy of tenements/plots.	Within 90 days from date of receipt of file from the concerned branch
15.	To issue NO OBJECTION CERTIFICATE of the Board, to the tenants of the tenements/plots for registration of the Co- operative Housing Societies.	Within 15 days from date of receipt of file from the concerned branch
16.	To supply the list of tenants/members for society for registration of their Co – operative Housing Society.	Within 7 days from date of receipt of file from the concerned branch
17.	To issue layout plans and building plans to the co operative housing society	Within 30 days from date of receipt of file from the concerned branch.
18.	To get the No dues Certificate from the Estate Manager's office.	Within 7 days if the allottee of tenement/plot has made the payment of balance cost of the tenement/plot and cleared all the arrears.
19.	To supply the forms of sale deed and lease deed to the concerned tenants of the tenements/plot holder or to the co –operative housing society of the tenants/plots holders.	Within 7 days if the applicant produces No Dues Certificate.
20.	To intimate to the allotted of Tenements/plots or to the society for depositing the stamp duty for sale deed and lease deed.	Within 15 days in case if the chief officer gives sanction for sale deed and lease deed.
21.	To make conveyance to the allottees of tenements/plot or to the co – operative housing society of tenements/plots.	Within 30 days.
(B)	MATTERS PERTAINING TO DIVISIONS OF EXECUTIVE ENGINEERS.	
1.	TO Call the tenders for the works.	
a.	If the cost of the works is below Rs. 5.00 lakhs.	Within 15 days.
b.	If the cost of the works is between Rs. 5.00 lakhs to 50.00 lakhs.	Within 30 days.
c.	If the cost of works is above Rs. 50.00 lakhs.	Within 45 days.

2.	To process the Tenders and to accept the Tenders.	Within 90 days.
3.	To communicate the acceptance of Tenders.	Within 90 days from the date of receipt of tender.
4.	To hand over possession of tenements/plots.	Within 8 days.

The above said norms and prescribed time limits for disposing of the matters/works are fixed and laid down by the Hon'ble Vice president and Chief Executive Officer of the Maharashtra housing and Area Development Authority, Mumbai vide his D. O. letter dated 16.03.2002 and it is strictly binding upon officers and employees of the regional Boards in disposing the matters.

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MANUAL – V

THE RULES ,REGULATIONS , ISNTRUCTONS,MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

(A) THE RULES MADE BY MAHARASHTRA HOUSNG AND AREA DEVELOPMENT AUTHORITY ARE LISTED AS BELOW:

- 1) The Maharashtra Housing and Area Development (land acquisition)(service of notice) Rules. 1979.
- 2) The Maharashtra Housing And Area Development (land income)(inquiry and notice)Rules.1979
- 3) The Maharashtra Housing And Area Development (Absorption,Seniority,pay and allowances.)Rules 1980.
- 4) The Maharashtra Housing And Area Development (Disposal of land.)Rules.1981.
- 5) The Maharashtra Housing And Area Development (Contributory provident fund)Rules.1985
- 6) The Maharashtra Housing And Area Development (Penalty for Default in payment of rent, Compensation or Amount)Rules.1986.
- 7) The Maharashtra Housing And Area Development (Maharashtra Slum Improvement fund)Rules.1988
- 8) The Maharashtra Civil Services Rules.,1977.

(B) THE REGULATIONS MADE BY THE MAHARASHTRA HOUSING AND AREA DEVELOPMENT AUTHORITY ARE LISTED AS BELOW:

- (1) The Maharashtra Housing and Area Development (EXECUTION OF CONTRACT)Regulations,1976
- (2) The Maharashtra Housing and Area Development (Estate Management, sale Transfer and exchange of Tenements)Regulation,1981.
- (3) The Maharashtra Housing and Area Development (Disposal of land)Regulation 1982
- (4) The Maharashtra Housing and Area Development Authority Employees (House Building Loan)Regulation ,1984.

- (5) The Maharashtra Housing and Area Development Authority Employees Gratuity Regulation, 1985
- (6) The Maharashtra Housing and Area Development Authority Employees (Determination of Seniority) Regulation, 1987
- (7) The Maharashtra Housing and Area Development Authority (Classification of Services and Cadres) Regulations, 1987

(C) MANUALS AND CODES.

- I) Public Works Manual .
- II) Public Works Code.

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MANUAL –VI

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT AND UNDER ITS CONTROL.

The document of the following categories are maintained and preserved in the custody at the regional board level under the control of the Chief Officer. This can be termed as the Office Records.

(A) Cash Books. : Maintained for daily cash or financial transactions.

(B) Property Register: Maintained in respect of immovable property/Buildings held by the MHADA as well as tenements/plots allotted by it.

(C) Land Registers:- Maintained in respect of land acquired by MHADA.

(D) Rent Rolls:- Maintained for assessing recovery of HPS installments and lease rents from allottees of tenements/plots

(E) Field Book:- Maintained for assessing the recovery HPS installments and lease rents from allottees of tenements/plots.

(F) Other Documents:- Such as tender paper Running and Final Bills of the works measurement books of works and service book of the officers/employees of the Board.

The above categories of documents are maintained and kept in the custody of the concerned branch heads.

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MANUAL – VII

THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH,OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OF THE ADMINISTRATION THERE OF:

At the Regional Board level the Board as constituted by the Government makes the formulation of policy. The Chairman and 11 members are non-official appointed from the general public.

The Regional Boards constituting the non-official, so nominated by Government & the officials i.e. the Chief Officer, Divisional Commissioner, Deputy Director, Town Planning decide the policy for working of the Board. In this way the Board Members in formulation of the policy of the Board represent the public.

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M A N U A L – VIII

A STATEMENT OF THE BOARDS COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING TO TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THESE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR.

PUBLIC

Following 3 committees consisting of 2 or more members are constituted for assistance of the Board.

1. District level Committee for determination of price of land proposed for purchase under section 52 of The Maharashtra Housing And Area Development ,1976. It consists of following office bearers and members.
 - (i) Additional Collector of concerned district : President.
 - (ii) Chairman of the Regional Board : Member.
 - (iii) Deputy Director of Town planning : Member.
 - (iv) Chief Officer of Regional Board. Member/Secretary of committee.
2. Committee to decide the cases of time bound promotion. Its consists of following office bearer and members.
 - (i) Chief Officer, of Board - Chairman
 - (ii) Chief Accounts Officer - Member/ Secretary
 - (iii) Senior most Executive Engineer. Member.
 - (iv) Secretary/Authority or representative nominated; Invitee.
 - (v) An officer from backward category from at least class –II : Representative of backward employees.

3. Committee for selection of Advocates on panels, members of the Committee are as follows;

- (i) Chairman of the Board.
- (ii) Government pleader, High Court.
- (iii) Joint Secretary law and judiciary Department Govt of Maharashtra
- (iv) Legal Advisor/Deputy legal Advisor/Authority.
- (v) Chief officer, of the Board.

Meeting of all these Committees are not open to the General public. However, copy of minutes of such meetings can be supplied to general public on demand.

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MANUAL IX

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES.

Directory of officers and employees of the Amravati Housing and Area Development Board., Amravati is prepared every year. The directory prepared for **2013-2014** is given as below;

SR NO.	NAME OF EMPLOYEES/ OFFICERS.	DESIGNATION.	PLACE OF WORK.
1.	Shri. D.A. Pathan	Chief Officer	Amravati
2.	Shri.J. D. Rajput.	Executive Engineer	Amravati
3.	Shri. P.A.Sonawane	Dy. Engineer	Akola
4.	Shri. V.V.Umalkar	Dy. Engineer.	Amravati
5.	Smt M.N.Aundhekar	Dy. Engineer.	Amravati
6.	Smt D.B.Salunkhe	Dy. Engineer.	Amravati
7.	Shri. M. G. Kachare.	Asst. Architect.	Amravati
8	Shri N.D.Kanchanwar	Estate Manager	Amravati
9	Smt K.G.Kalnahake	Administrative Officer	Amravati
10	Shri. S. S.Parashar	Div Accountant (On Depu.)	Amravati
11	Shri J.N.Chiwande	Div Accountant	Amravati
12	Smt. S.D. Mahajan	Assistant Eng.	Akola
13	Shri. M.T.Borode	Assistant Eng.	Akola
14	Shri A. P.Shirbhate	Assistant Eng.II	Amravati
15	Shri. V.M.Shirpurkar	Sectional Eng.	Amravati
16	Shri C.G.Riyal	Sectional Eng.	Amravati
17	Shri A. N. Holey	Assistant Eng.	Amravati
18	Shri K.P.Salvi	Sectional Eng.	Akola
19	Shri J.V.Kumare	Junior Engineer	Akola
20	Shri. D. P. Pawar.	Draftsman.	Amravati
21	Shri.P.V.Ghute	Tec.Assistant	Akola
22	Shri P.K.Rathod	Stenographer	Amravati
23	Shri. K. B. Tantarapale.	Tracer.	Amravati
24	Shri V.V. Lokhande	Assistant.	Amravati
25	Shri. P.M.Nagose	Assistant	Amravati
26	Shri.S.R.Bharati	Assistant	Amravati
27	Shri.M.M.Fating.	Telex.Operator	Amravati
28	Shri. A.P.Raut	Sr. Clerk	Amravati
29	Shri R.S.Dikkar	Sr. Clerk	Amravati
30	Smt. S. B. Sengraphwar.	Sr. Clerk	Amravati
31	Shri. A.S.Agarkar	Sr. Clerk	Amravati
32	Shri. V.S.Motey.	Sr. Clerk	Akola
33	Shri. P.B.Nagrale.	Sr. Clerk	Amravati
34	Ku.S.H.Deshmukh	Sr. Clerk	Amravati
35	Shri. H.T. Lilhare.	Sr. Clerk	Amravati
36	Shri N.P. Mavaskar	Jr. Clerk-Typist	Amravati
37	Smt. A. D. Mange.	Jr. Clerk	Amravati.
38	Shri P.R.Khandar	Jr. Clerk	Amravati.
39	Shri B.S.Jondhale	Driver	Amravati
40	Smt. S. V. Pajankar.	peon	Amravati
41	Shri. A. G. Ghondge.	peon	Amravati
42	Shri B.R.Ghuge	peon	Amravati
43	Ku.Gausiyabi Rashid Khan	peon	Akola
44	Shri. K. G. Rathod.	peon	Amravati
45	Shri.R. M. Patil.	Mazdoor.	Amravati
46	Shri. S.H. Kahandare.	Mazdoor.	Amravati
47	Shri. S. T. Khadse.	Mazdoor.	Amravati
48	Shri. M. G. Ingole.	Mazdoor.	Amravati

Shri. S. C. Chordaiy. Jr Clerk, On Contract basics.

Shr. P. Mohod. Mazdoor. On contract basics.

Shri. S.S.Kshirsagar. Mazdoor. On Contact basics.

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MANUAL – X

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

The Statement of monthly remuneration paid to each of the officer/employees of the Amravati Housing and Area Development Board is given as below:

SR NO.	NAME OF EMPLOYEES/ OFFICERS.	DESIGNATION.	MONTHLY SALARAY	Place of Work
1.	Shri. D.A. Pathan	Chief Officer	61916	Amravati
2.	Shri.J. D. Rajput.	Executive Engineer	65678	Amravati
3	Shri. P.A.Sonawane	Dy. Engineer	54672	Akola
4	Shri. V.V.Umalkar	Dy. Engineer.	65173	Amravati
5	Smt M.N.Aundhekar	Dy. Engineer.	47509	Amravati
6	Smt D.B.Salunkhe	Dy. Engineer.	41240	Amravati
7	Shri. M. G. Kachare.	Asst. Architect.	51330	Amravati
8	Shri N.D.Kanchanwar	Estate Manager	36798	Amravati
9	Smt K.G.Kalnahake	Administrative Officer	34802	Amravati
10	Shri. S. S.Parashar	Div Accountant (On Depu.)	38642	Amravati
11	Shri J.N.Chiwande	Div Accountant	31710	Amravati
12	Smt. S.D. Mahajan	Assistant Eng.	12948	Amravati
13	Shri. M.T.Borode	Assistant Eng.	32977	Akola
14	Shri A. P.Shirbhate	Assistant Eng.II	34821	Amravati
15	Shri. V.M.Shirpurkar	Sectional Eng.	59758	Amravati
16	Shri C.G.Riyal	Sectional Eng.	56283	Amravati
17	Shri.A. N. Holey	Assistant Eng.	56634	Amravati
18	Shri. K.P.Salvi	Sectional Eng.	25443	Akola
19	Shri J.V.Kumare	Junior Engineer	33766	Akola
20	Shri. D. P. Pawar.	Draftsman.	37604	Amravati
21	Shri.P.V.Ghute	Tec.Assistant	39042	Akola
22	Shri P.K.Rathod	Stenographer	27863	Amravati
23	Shri. K. B. Tantarpare.	Tracer.	25607	Amravati
24	Shri V.V. Lokhande	Assistant.	30119	Amravati
25	Shri. P.M.Nagose	Assistant	34074	Amravati
26	Shri.S.R.Bharati	Assistant	28122	Amravati
27	Shri.M.M.Fating.	Telex.Operator	32001	Amravati
28	Shri. A.P.Raut	Sr. Clerk	19625	Amravati
29	Shri R.S.Dikkar	Sr. Clerk	22448	Amravati
30	Smt. S. B. Sengraphwar.	Sr. Clerk	21315	Amravati
31	Shri. A.S.Agarkar	Sr. Clerk	22831	Amravati
32	Shri. V.S. Motey	Sr. Clerk	24282	Akola
33	Shri. P.B.Nagrle.	Sr. Clerk	22831	Amravati
34	Ku.S.H.Deshmukh	Sr. Clerk	22831	Amravati
35	Shri. H.T. Lilhare.	Sr. Clerk	24781	Amravati
36	Shri N.P. Mavaskar	Jr. Clerk-Typist	17724	Amravati
37	Smt. A. D. Mange.	Jr. Clerk	17705	Amravati
38	Shri P.R.Khandar	Jr. Clerk	16687	Amravati
39	Shri B.S.Jondhale	Driver	23879	Amravati
40	Smt. S. V. Pajankar.	peon	18722	Amravati
41	Shri. A. G. Ghondge.	peon	16057	Amravati
42	Shri B.R.Ghuge	peon	11196	Amravati
43	Ku.Gausiyabi Rashid Khan	peon	10622	Akola
44	Shri. K. G. Rathod.	peon	15997	Amravati
45	Shri.R. M. Patil.	Mazdoor.	22699	Amravati
46	Shri. S.H. Kahandare.	Mazdoor.	18522	Amravati
47	Shri. S. T. Khadse.	Mazdoor.	18522	Amravati
48	Shri. M. G. Ingole.	Mazdoor.	18522	Amravati

Shri. S. C. Chordiya. Jr. clk. (On Contract Basis)

Shri. P. Mohod, Mazdoor. (N.M.R.)

Shri. S. Kshirsagar, Mazdoor.(N.M.R.)

As regards compensation. There are no statutory provision in service regulation for awarding or giving compensation to the officers/employees. However, the claims of officers/ employees of the board in respect of sudden death while in service, accident while discharging the official duties and victims of serious or incurable decease, are decided as per provisions of Maharashtra Civil Services Rules, government resolutions adopted by MHADA and policy decision of MHADA Mumbai.

CLAUSE 4(1) (b) (xi)

MANUAL – XI

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURE AND REPORTS AND DISBURSEMENT MADE.
B U D G E T.

The Budget of the Board for every financial year (1st April to 31st March) is prepared by the Chief Officer, Section 30(3)(4) It is submitted to the Board for approval. Approved budget is submitted to the Authority.

Section 31 This approved budget becomes the part and parcel of the budget of the Authority.

Section 30 (1) The budget of the Authority is prepared by the Chief Executive Officer, of Maharashtra Housing & Area Development Authority and is submitted to the Authority for approval.

Section 32 Every budget approved by the Authority is submitted to the Govt for information.

The budget estimate consists of provision for following items /heads.

(a) Proposals, plans and projects which the Authority process to execute whether in part or whole during the every year.

(b) The due fulfillment of all liabilities of the Authority

(c) The implementation of the provision of the MHADA ACT , 1976.

A budget provisions is also made for the Govt sponsored community Development Scheme, such as Valmiki Ambedkar Malin Basti Aawas Yojna(VAMBAY) and National Slum Development Programme (NSDP) and for such other scheme as are assigned to the Regional Boards b the MHADA

The disbursement or expenditure incurred by the Board on the above schemes/works is reported monthly and annually to the MHADA Mumbai and it is also subject to audit/verification by MHADA and Govt. Chief Officer is responsible officer for managing the budgetary provision and reporting officer to MHADA.

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MANUAL – XII

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

At present there are two centrally sponsored schemes which are being implemented

- i) Valmiki Ambedkar Malin Basti Awas Yojna, Popularly known as VAMBAY.
- ii) National Slum Development projects, in which grant-aid is sanctioned by Central Govt.

As regards VAMBAY the scheme is implemented declared slums situated in towns and cities having 50,000 or more population as per 1991 & 2001 census. Under this scheme 50% of the total budgetary requirement is provided by the Central Govt. and 50% by the State Govt. in the form of grant-in aid, The Beneficiaries from BPL and EWS category are selected by the committee consisting of Municipal Corporation Commissioners/Collector and Mayor and President of Corporation and Municipal Councils respectively and also all MLA/MLC/MP concerned, Chief Executive Officer, Zilla Parishad, Social Welfare Officer, City Engineer of concern Municipal Corporation/Council and local district Housing Officer of MHADA as member secretary.

The NSDP is also implemented in declared slum of above said town/cities. In this scheme the Municipal Corporation / Municipal Councils spend on the providing basic amenities to the slum dwellers and 100% expenditure is reimbursed by MHADA, from the Grant received from Central Govt, and State Govt.

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MANUAL XIII

PARTICULAR OF RECEPIENTS OF CONCESSIONS PERMIT OR AUTHORISATON GRANTED BY IT.

The recipients of the concession or grants from the Govt are the persons who are below provery line. Economically weaker section in VAMBAY Scheme and Slum dwellers in NSDP schemes. The Concession to beneficiaries is by way of cost restriction and non charging of the profit in the Housing schemes implemented by the board. No permit or authorization is granted by the Board.

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MANUAL XIV

DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT
REDUCED IN AN ELECTRONIC FORM.

At present the following information is reduced and is available in an electronic form.

01. Pay bills.
02. Tenement wise arrears of Higher Purchase installments dues of the Authority as on dated
31 .3.2005.
03. Monthly Progress Report Of land acquisition.
04. Relevant details of staff members of the board.

CLAUSE 4(1) (b) (xv)

MANUAL –XV

THE PARTICULAR OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

There is no library or reading room maintained for public use. However the information in respect of the various housing schemes, plotted development schemes and other ancillary schemes/works are displayed on the notice board of the office for making available to the public.

In addition during office hour on all working days., all required information is provided to the public through the public information officer designated for this purpose at the board level.

CLAUSE 4(1) (b) (xvi)

MANUAL - XVI

THE NAMES , DESIGANTIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Following officers of the Amravati Housing and Area Development Board, Amravati have been appointed as information officer for providing the information to the public under the provision of Maharashtra Right to Information Act 2002 .

SR No	NAME OF OFFICER.	DESIGNATION.	SUBJECT OF INFORMAITON.
01	Shri.J. D. Rajput	Executive Eng.	For giving information of Amravati Division in respect of Technical Matters.
02	Shri. S.D Bele.	Chief Account Officer	For giving information in respect of Estt & Account matter.
03	Shri. M. G. Kachare.	Assistant Architecture.	For giving information of layout & Building plans of the Schemes.
04	Shri. N.D.Kanchanwar	Estate Manager	For giving information of Estate Management's matters.

If the information, as required by the public, is not provided in time or if information is not fully provided by the information officer, the aggrieved personae prefer first appeal to the Appellate officer i.e. the Chief Officer, of the Amravati Housing and Area Development Board, Amravati. Against the order of the Appellate Officer, aggrieved person may perfer a second appeal the Lok Aayutka And Upper Lok Aayukta of the Maharashtra State for getting their grievance redressed.

CLAUSE 4(1) (b) (xvii)

MANUAL – XVII

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED.

The Amravati Housing and Area Development Board, Amravati is functioning and carrying out its works under the overall Superintendence and Control of the Maharashtra Housing & Area Development Authority, Mumbai Every effort is made and is being made to reduce the entire required information in electronic form so that it can be made available on line to the General Public.

AMRAVATI HOUSING AND AREA DEVELOPMENT BOARD, AMRAVATI.

Sr. No	MANUAL NUMBER	PARTICULARS OF MANUAL	PAGE NO
1	MANULA – (I)	THE PARTICULARS OF THIS ORGNISATIONS FUNCTIONS & DUTIES.	
2	MANUAL (II)	THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES .	
	MANUAL (III)	THE PROCUDURE FOLLOWED IN THE DECISION MAKIN PROCESS INCULDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.	
	MANUAL (IV)	THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.	
	MANUAL (V)	THE RULES,REGULATIONS, INSTRUCTIONS,MANUALS AND RECORDS HELD BY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.	
	MANUAL(VI)	A STATEMENT OF THE CATEGORIES OF DOCUMENT THAT ARE HELD BY IT AND UNDER ITS CONTROL.	
	MANUAL (VII)	THE PARTICULAS OF ANY ARRANGEMENT THAT EXITS FOR COUSULTATION WITH OR REPRESESANTATION BY THE MEMBERS OF THE PUBLIC IN RELATIONS TO THE FORMULATIONS OF ITS POLICY OF ADMINISTRATION THEREOF.	
	MANUAL (VIII)	A STAMENENT OF THE BOARDS,COUNCIULS, COMMITTEES AND OTHER BODIES CONSITING TO TWO OR MORE PERSONS CONSTITUED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THESE BOARDS,COUNCILS COMMITTIEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE. FOR.	
	MANUAL (IX)	A DIRECTORY OF ITS OFFICERS AND EMPLOYEES.	
	MANUAL (X)	THE MONTHLY REMUNERATION RECIVED BY EACH OF ITS OFFICERS AND EM PLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.	
	MANUAL (XI)	THE BUDGET ALLOCATED TO EACH OF ITS AGENCY ,INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURE AND REPORTS AND DISBURSEMENT MADE.	
	MANUAL (XII)	THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEMFICIERIES OF SUCH PROGRAMMES	
	MANUAL (XIII)	PARTICULARS OF RECEPIENTS OF CONCESIONS,PERMIT OR AUTHORISATION GRANDED BY IT.	

	MANUAL (XIV)	DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.	
	MANUAL (XV)	THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOUSE OF A LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE.	
	MANUAL(XVI)	THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.	
	MANUAL (XVII)	SUCH OTHER INFORMATION AS MAY BE PRESCRIBED.	