

**NAGPUR HOUSING & AREA DEVELOPMENT
BOARD, NAGPUR.**

**CENTRAL GOVERNMENTS RIGHT TO INFORMATION
ACT – 2005**

17 MANUALS

NAGPUR HOUSING AND AREA DEVELOPMENT BOARD,
NAGPUR.

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NAGPUR HOUSING AND AREA DEVELOPMENT BOARD,
NAGPUR.

**17 MANNUALS AS PER CLAUSE 4(1)(b) OF RIGHT OF INFORMATION
BILL 2005**

MANUAL – I

The particulars of its organization, functions and duties:

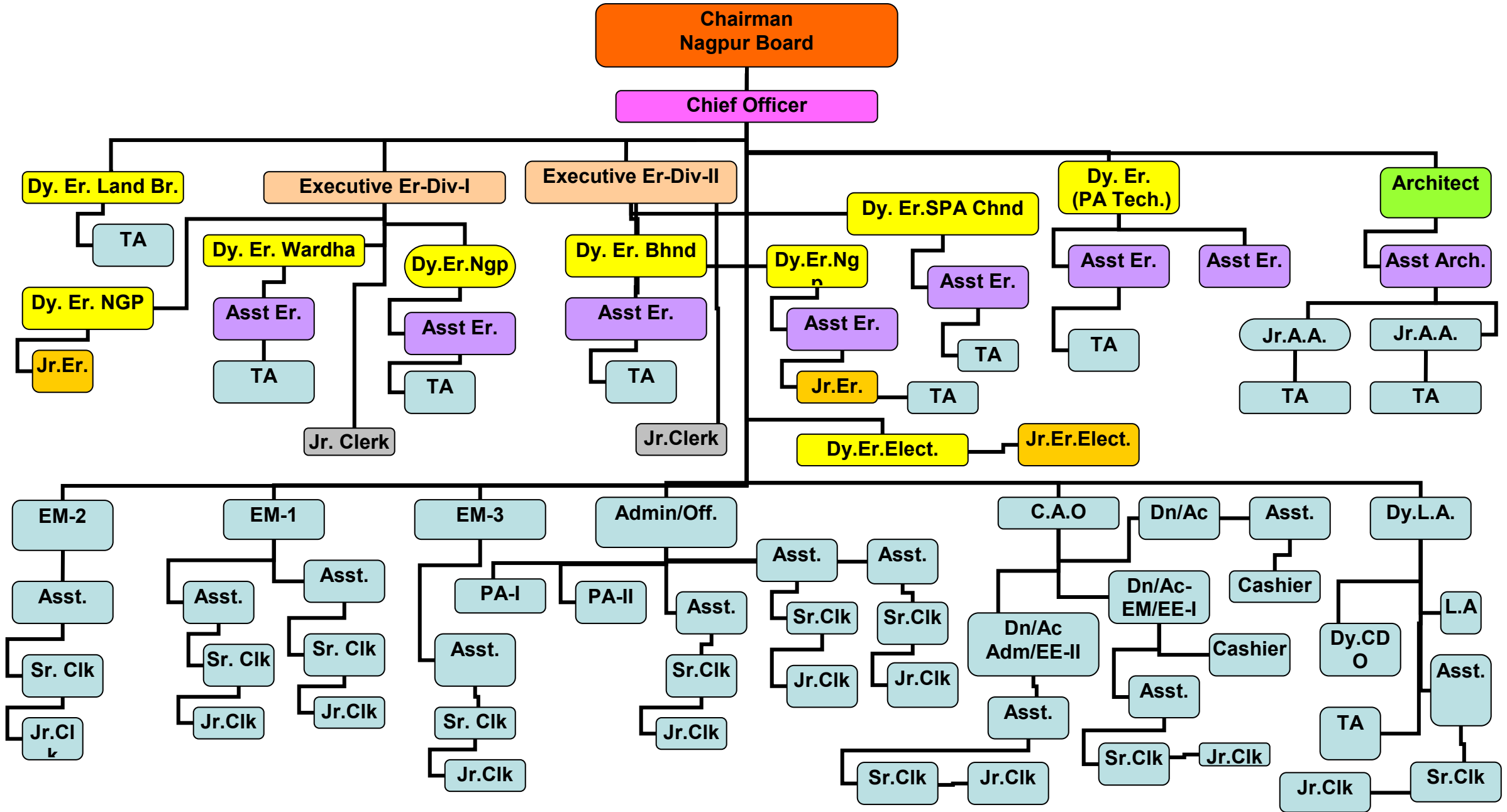
The Nagpur Housing & Area Development Board is one of the regional Board constituted under Section 18 of the MHAD Act 1976 on 5/12/1977. The jurisdiction consists of 6 districts namely Nagpur, Bhandara, Chandrapur, Gadchiroli, Gondia & Wardha and headquarter at Nagpur. The functions & duties of Nagpur Board are as per Section 29 of MHAD Act. The broad functions / duties are as below.

1. To prepare proposals, plans or projects and schemes for different income groups as per norms laid down by MHADA.
2. To implement Housing schemes, for predetermined categories such as Beedi workers, weavers, flood affected persons and other weaker section of society.
3. To monitor the special schemes of the Government as a Nodal Agency such as National Slum Development Programme (NSDP), Valmiki Ambedkar Malin Basti Awas Yojana (VAMBAY), Lok Awas Yojana (LAY) & Jawaharlal Nehru National Urban Renewal Mission (JN-NURM).
4. To enter into contracts on behalf of the MHADA.
5. To function as Special Planning Authority under the Maharashtra Regional & Town Planning Act 1966.
6. To carry out functions & powers as per directions of MHADA from time to time.

The following chart shows hierarchy of the officers working in the Nagpur Housing Board.

...1...

Organization Chart of Nagpur Housing And Area Development Board, Nagpur.



MANUAL – II

The powers and duties of its officers and employees :

The Chief Officer is the Administrative Head working under the Direct Control of the Vice President and Chief Executive Officer, Maharashtra Housing & Area Development Authority, Mumbai. MHADA vide Resolution No. 5689 dt. 28/5/2001 delegated powers of various levels in order to efficient functioning of MHADA & Regional Board. The delegation of powers mainly comprises for

- 1) Appointing & disciplinary powers.
- 2) Administrative & financial powers.
- 3) Technical powers.
- 4) Store, stationary & misc. powers.

The Chief Officer at Regional Board being Chief Executive Officer has got full powers subject to prior approval of Vice President / Authority & as per the policy adopted by MHADA in regards financial, Administrative, store, Stationary & misc. powers.

Powers delegated to Chief Officer of Regional Board are as under.

- (I) Technical powers.

S.No.	Particulars	Designation	Powers
1.	Administrative approval.	Regional Board Chief Officer	Nil
2.	Technical Sanction	Chief Officer Executive Engineer	Upto 2.00 crores Rs. 25.00 lakhs for each structure subject to cost of project upto Rs. 30.00 lakhs.
3.	Acceptance of Tender	Regional Board Chief Officer Executive Engineer	Upto Rs. 2.00 crores Upto Rs. 25.00 lakhs Upto Rs. 5.00 lakhs

For Administrative Approval of National Housing Agenda Schemes Authority has delegated special powers to the Chief Officer of Regional Board upto Rs.5.00 crores vide Circular No. MH/CE-II(A)/EE-II/70/1641/98 dt. 24th Aug. 1998 in concurrence of Dy.Chief Engineer.

(II) The Estate Manager having powers as per Section (65) (66) of MHAD Act and Estate Manager works as per Estate Management Rules & Regulations & Land Disposal Regulation 1982.

(III) As per Section (172) of MHAD Act, MHADA employee is empowered the power of entry into any building or land i.e. MHADA premises to make any inquiry inspection, measurement, census, valuations or survey and any work authorised to him under Act.

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Functions and duties of officers :-

Dy.Engineer (Land) - procurement of land.

Dy.Engineer (Slum) - monitoring N.S.D.P. programme.

Dy.Engineer (Technical) - monitors budget, work programme, co-ordination of technical matters with MHADA / State Government & M.I.S.

Estate Manager - pre & post allotment of tenements & plots upto conveyance as per Estate Management Rules & Regulations & M.I.S.

Chief Accounts Officer - budget, Govt. funds & works as Drawing and disbursing officer & Administration.

Executive Engineer-I/II - implementation of schemes & operation of contracts.

Legal Asstt. - looks after litigation matters.

Asstt. Director Town Planning – monitoring activities of New Chandrapur (S.P.A.)

Asstt. Architect – planning of schemes.

MANUAL – III

The procedure followed in the decision making process, including channels of supervision and accountability :

Regional Boards working is within the purview of the MHAD Act 1976 subject to the superintendence, direction & control of the MHADA. Accountability is at various levels & cadres as per their duties / responsibilities / functions laid down by MHADA. The Regional Boards functions within the framework of decisions taken by the Maharashtra Housing and Area Development Authority & Govt. and as per powers delegated to the Regional Board confirming with the policy decision taken by the Maharashtra Housing & Area Development Authority. Implementation of schemes / projects in the Regional Board as per the decisions of Boards & as per the sanctions given by the Maharashtra Housing and Area Development Authority.

(A) **Technical** -

Decisions in this matters as per procedure laid down in

- (i) Maharashtra Public Works Manual.
- (ii) Government Resolution, decisions and circulars issued by the Maharashtra Housing and Area Development Authority from time to time.

with concurrence of Chief Engineer / Authority & approval of Vice President / Authority.

(B) **Accounts** -

Decisions in this matters as per procedure laid down in

- (i) Maharashtra Public Works Manual.
- (ii) Government Resolution, decisions and circulars issued by the Maharashtra Housing and Area Development Authority from time to time.

with concurrence of Financial Controller / Authority & approval of Vice President / Authority.

(C) **Estate Management** -

procedure laid down as per rules & regulations

- (i) Maharashtra Housing & Area Development (Estate Management, Sale, Transfer & Exchange of Tenements) regulations 1981.
- (ii) Maharashtra Housing & Area Development (Disposal of land) Rules 1981.
- (iii) Maharashtra Housing & Area Development (Disposal of land) Regulations 1982.
- (iv) Various Government Resolutions, Authority decisions, circulars issued by Authority from time to time.

with concurrence of Dy. Chief Executive Officer / Authority & approval of Vice President / Authority.

(D) **Planning** -

procedure laid down as per

- (i) Procedure as laid down in Maharashtra Regional & Town Planning Act 1966, is followed.
- (ii) Development control Rules of the concerned Planning Authority.
with concurrence of Chief Architect & Planner / Authority & approval of Vice President / Authority.

Accountability –

The staff working in the regional Board is accountable to the Chief Officer of the Board & the Chief Officer is accountable to the Chief Executive Officer, Maharashtra Housing and Area Development Authority.

MANUAL – IV

The norms set by it for the discharge of its functions :

The norms are set to discharge the function of various wings & cadre of Regional Board under MHAD Act & MHADA Rules & Regulations & Maharashtra Regional Town Planning Act for efficient working. Basically time frame stipulation is the main criteria in this regard. The various time frame described in this regard is as below.

A) **General Correspondence**

- | | | | |
|------|--|---|--------|
| (i) | Disposal of Regular files | - | 7 days |
| (ii) | Disposal of files related urgent matters | - | 3 days |

B) **Specific works**

(I) **Technical**

Acceptance of tenders received to be decided in 90 days for which time limit prescribed at different levels is as -

- | | | |
|--------------------------------------|---|---------|
| • Office of Executive Engineer | - | 25 days |
| • Office of Chief Accounts Officer | - | 5 days |
| • Chief Officer & Dy. Chief Engineer | - | 15 days |
| • Chief Engineer / Authority | - | 30 days |
| • Financial Controller / Authority | - | 15 days |

(II) **Estate Management**

Pre-allotment

- To Sale and Receipt of application forms for Tenements / Plots
- To draw the lottery of applications received
- To send the letters to the applicants for wanting documents.
- To receive or accept the documents from the beneficiaries.
- To decide the eligibility of the beneficiaries
- To intimate to the beneficiaries about their ineligibility and to give them a chance for appeal.
- To give the offer letter to eligible applicants.

within 60 days

- To give No Objection Certificate for taking loan as request. - within 7 days
- To make the refund of EMD to the unsuccessful applicant. - Within maximum period of 15 days from the date of receipt of application.
- In case of allotment under H.P.S. to collect IDP before allotment. - As per time frame mentioned in offer letter / Advt.
- In case of allotment under Advance contribution scheme to collect full cost before allotment. - In installments prescribed in offer letter.
- In case of commercial premises, developed plots under MIG & HIG. - within 90 days from offer letter.

Post-allotment

- To transfer of tenancy of Tenements / Plots - within 90 days
- To regularise tenancy of Tenements / plots. - within 90 days from the date of receipt.
- To issue No Objection Certificate of the Board, to the tenants of Tenements / Plots for Registration of Co-operative Housing Societies. - within 15 days from the date of receipt of file.
- To supply the list of Tenants / Members to the society for Registration of their Co-operative Housing Society. - within 7 days from the date of receipt of file.
- To issue layout plans and building plans to the Co-operative Housing Society. - within 30 days from the date of receipt of file from the concerned branch.
- To get the No Dues Certificate from the Estate Manager's Office. - within 7 days.
- To make conveyance to the Allottees of Tenements / Plots OR to the Co-operative Housing Society of Tenements / Plots. - within 30 days.

MANUAL – V

The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions ;

The Rules, Regulation & Manuals used by the employees for discharging its functions are :

(A) **The Regulations made by the Maharashtra Housing & 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) Regulations, 1981.
- (3) The Maharashtra Housing and Area Development (Disposal of Land) Rules, 1982.
- (4) The Maharashtra Housing and Area Development Authority Employees (House Building Loan) Regulations, 1984.
- (5) The Maharashtra Housing and Area Development Authority Employees Gratuity Regulations, 1985.
- (6) The Maharashtra Housing and Area Development Authority Employees (Determination of Seniority) Regulations, 1987.
- (7) The Maharashtra Housing and Area Development Authority (Classification of Services and Cadres) Regulations, 1987.

(B) **The Rules made by Maharashtra Housing & 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.

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- (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.

(C) **Manuals And Codes** :

- i) Public Works Manual.
- ii) Public Works Code.

MANUAL – VI

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

Following documents are maintained by the Head of Department under the control of Chief Officer.

S.No.	Wing	In-charge	Documents / Record.
1.	Technical	Executive Engineer	Tender papers, measurement books of works, final bills of work.
2.	PA Tech	Deputy Engineer (Technical)	Work Program, Final sale price.
3.	Accounts	Chief Accounts Officer	Annual Account, Monthly Account, Budget, Cash Books.
4.	Management	Estate Manager	Rent Rolls & field books for recovery of Hire Purchase Installments, Property Register of allottees.
5.	Land	Deputy Engineer (Land)	Land record for lands acquired by MHADA.
6.	Planning	Architect	Approved plans of Schemes. D.C. Rules of corporations & Councils.

MANUAL – VII

the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or administration thereof ;

Every Board function subject to the superintendence, directions and control of the MHADA, however the Board is established under Section 18 of the said Act by the State. The State appoints Chairman & 11 members. The Chief Officer of such board is the ex-officio Vice Chairman. The Board consist of public representatives as well as ex-officio members viz. Divisional Commissioner, Municipal Commissioner, Deputy Director Town Planning of that region.

MANUAL – VIII

A statement of the boards, councils, committees, and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public ;

Section 27 read with Section 25 of the MHAD Act 1976 read with MHADA transactions of Business Regulations 1980 deals with procedure to be followed in the meetings. These meetings are not open to the public or the minutes are accessible for public through Public Information Act 2002. The resolutions passed by the Board are subject to concurrence of MHADA & approval of the State.

Constitution of Board consist of

- | | | | |
|------|-------------------------------|---|-------------------------|
| i) | Chairman | - | appointed by Govt. |
| ii) | Vice Chairman | - | Chief Officer of Board. |
| iii) | Members (11 Nos.) | - | appointed by Govt. |
| iv) | Divisional Commissioner | - | Ex-officio Member. |
| v) | Municipal Commissioner | - | Ex-officio Member. |
| vi) | Deputy Director Town Planning | - | Ex-officio Member. |

Following Committees are constituted for assistance of the Board.

1. For acquisition of land under Section 52 of MHAD Act for determination of price of land Committee of following members is constituted by Govt.

- | | | | |
|------|--|---|------------------------------------|
| 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. For time bound promotion of employee following Committee is there

- | | | | |
|------|---|---|--|
| 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. For Selection of Advocates on panels, the Committee is as under.
- i) Chairman of the Board.
 - ii) Government Pleader, High Court.
 - iii) Joint Secretary Law & Judiciary Department, Government of Maharashtra.
 - iv) Legal Adviser / Deputy Legal Adviser / Authority.
 - v) Chief Officer of the Board.
4. For implementation of Valmiki Ambedkar Awas Yojana, Govt has formed district wise Committee as below.
- a) Nagpur Municipal Corporation Area Committee.
 - i) President - Municipal Commissioner, N.M.C. Nagpur.
 - ii) Other Members - Mayor / M.P./M.L.A./ M.L.C. (in whose jurisdiction the local council falls) Collector, Distt. Social Welfare Officer, Distt. Project Officer (Tribal Development), Additional Director – Town Planning.
 - iii) Member Secretary - Local Distt. Housing Officer of MHADA.
 - b) Other Municipal Council Area Committee -
 - i) President - Concerned District Collector.
 - ii) Other Members - Local Municipal Council's President
M.P. / M.L.A. / M.L.C. (in whose jurisdiction the local council falls), Chief Executive Officer – Zilla Parishad, Chief Officer – Municipal Council, Distt. Social Welfare Officer, City Engineer – Municipal Council.
 - iii) Member Secretary - Local Distt. Housing Officer of MHADA.

MANUAL – IX

A directory of its officers and employees ;

A directory of Officers and Employees of the Nagpur Housing & Area Development Board for the year-2011 is as under.

Nagpur Housing & Area Development Board
Gruha Nirman Bhavan, Civil Lines, Temple Road,
Nagpur-440 001
S.T.D. Code – 0712 Fax – 2564939

Class-I

Sr. No.	Name of Employees & Designation	Phone No.
1.	Shri S.D.Balveer, Chief Officer	(O) – 2565692
2.	Shri A.S. Ankalagi, Executive Engineer-I	(O) – 2565692
3.	Shri Shivkumar Aade, Executive Engineer-II	(O) – 2565692
4.	Shri A.R.Borse, Dy.Engineer (Land)	(O) – 2565692
5.	Shri N. M. Madame, Dy.Engineer (Wardha)	(O) – 2565692
6.	Shri.N.B.Shinde, Dy.Engineer (PA Tech)	(O) – 2565692
7.	Sou. Usha Tembhurne, Dy.Engineer, SPA Chandrapur	(O) – 2565692
8.	Shri.N.B.Shinde, Dy.Engineer (Bhandara Sub Div. Add charge)	(O) – 2565692
9.	Shri V.C. Solanki, Dy.Engineer	(O) – 2565692
10.	Sou. Renuka Awatade, Dy.Engineer	(O) – 2565692
11.	Shri A.P. Bhure, Dy.Engineer	(O) – 2565692
12.	Sou. J.R. Kaware, Asstt. Architect (Addl.charge A.D.T.P., S.P.A. Chandrapur)	(O) – 2565692
13.	Shri A.H.Uikey, Assistant Architect	(O) – 2565692
14.	Shri A.S. Phatak, Dy. Legal Adviser.	(O) – 2565692

Class-II

Sr. No.	Name of Employees & Designation	Phone No.
1.	Shri A. B. Karekar, Chief Accounts Officer.	(O) – 2565692
2.	Shri J.T. Raghuvanshi, Estate Manager/AO	(O) – 2565692
3.	Shri J.T. Raghuvanshi, Estate Manager/AO(Add charge of EM-I)	(O) – 2565692
4.	Shri J.T. Raghuvanshi, Estate Manager/AO(Add charge of EM-II)	(O) – 2565692
5.	Shri J.T. Raghuvanshi, Estate Manager/AO(Add charge of EM-III)	(O) – 2565692
6.	Shri.K.R.Bais, Asstt. Engineer Grade-II	(O) – 2565692
7.	Shri S.B. Bhagwat, Asstt. Engineer Grade-II	(O) – 2565692
8.	Shri D.K. Ajwani, Asstt. Engineer Grade-II	(O) – 2565692
9.	Shri V.S.Uikey, Asstt. Engineer Grade-II	(O) – 2565692
10.	Shri.A.S.Budhkondwar, Asstt. Engineer Grade-II	(O) – 2565692
11.	Shri.R.J.Jawade, Asstt. Engineer Grade-II (On Deputation to NHAI)	(O) – 2565692
12.	Shri.S.M.Bhusari, Sectional Engineer	(O) – 2565692
13.	Shri A.N. Holey, Sectional Engineer	(O) – 2565692
14.	Shri.S.R.Chavan, Sectional Engineer	(O) – 2565692
15.	Shri.S.E.Jog, Sectional Engineer	(O) – 2565692
16.	Shri D.C. Lampuse, Sectional Engineer	(O) – 2565692
17.	Shri.G.M.Surey, Sectional Engineer	(O) – 2565692
18.	Shri.M.C.Kurve, Sectional Engineer	(O) – 2565692
19.	Shri M.R.Durbale, Divisional Accountant, On Deputation (Estt)	(O) – 2565692
20.	Shri.L.P.Khapre, Divisional Accountant	(O) – 2565692

Class-III

Sr. No.	Name of Employees & Designation	Phone No.
1.	Shri.R.M.Gajbhiye, Asstt. Town Planner (On Deputation), Chandrapur.	(O)- 07172-287075
2.	Sau. Anjali Bhandari, Jr. Architect Assistant.	(O) – 2565692
3.	Ku.Bhagyashree R.Khelkar, Jr. Architect Assistant.	(O) – 2565692
4.	Shri P.B. Niwal, Jr.Engineer	(O) – 2565692
5.	Shri D.S. Dhok, Jr.Engineer	(O) – 2565692
6.	Shri N.B. Gajbe, Legal Asstt.	(O) – 2565692
7.	Shri. Ramesh Sherekar, Assistant.	(O) – 2565692
8.	Shri.G.B. Uikey, Assistant	(O) – 2565692
9.	Shri.F.G.Gaikwad, Assistant	(O) – 2565692
10.	Shri N.K. Chandekar, Assistant..	(O) – 2565692
11.	Shri.V.J.Devikar, Assistant	(O) – 2565692
12.	Shri J.G.Bhimte, Assistant..	(O) – 2565692
13.	Shri A.V. Dhole, Sr. Clerk	(O) – 2565692
14.	Shri.A.M.Deoke, Sr.Clerk	
15.	Ku. M. N. Chaudhari, Sr.Clerk	(O) – 2565692
16.	Shri S.A.Patil, Sr.Clerk	(O) – 2565692
17.	Sou.Pooja Dhole, Sr. Clerk	(O) – 2565692
18.	Shri.V.V.Dhole, Sr.Clerk	
19.	Shri S.B.Mudgal, Sr. Clerk	(O) – 2565692
20.	Shri.S.Z.Karpate, Sr.Clerk	
21.	Sou M.K.Gadbail, Sr.Clerk	(O) – 2565692
22.	Shri D.N.Bhure, Sr.Clerk	(O) – 2565692
23.	Shri.P.G.Kawale, Sr.Clerk	(O) – 2565692
24.	Shri.Y..W.Khapekar, Stenographer (Lower grade)	(O) – 2565692
25.	Sou.Sneha Pawar, Technical Asstt.	(O) – 2565692
26.	Shri.P.W.Kolhe, Technical Assistant	
27.	Shri.D.B.Ugale, Technical Asstt.	(O) – 2565692
28.	Shri.M.S.Modshe, Technical Asstt.	(O) – 2565692
29.	Shri.S.N.Kusare, Technical Asstt.	
30.	Ku.Ravina Narvariya, Technical Asstt.	
31.	Smt. Smita M.Gharde, Technical Asstt.	(O) – 2565692
32.	Shri. M.M.Shaikh, Technical Assistant	(O) – 2565692
33.	Shri.A.D.Pathak, Technical Assistant	(O) – 2565692
34.	Shri.G.M.Jadhav, Tracer	(O) – 2565692
35.	Ku.Madhuri T.Sahare, Jr.Clerk	(O) – 2565692
36.	Shri.N.M.Gaherwar, Jr.Clerk	(O) – 2565692
37.	Mr.A.J.Shambharkar, Jr.Clerk	(O) – 2565692
38.	Shri S.D.Shende, Jr. Clerk	(O) – 2565692
39.	Shri. A.R.Bawane, Jr. Clerk	(O) – 2565692

40	Ku.K.H.Ramteke, Jr. Clerk	(O) – 2565692
41	Ku.S.M.Ladukar, Jr.Clerk	(O) – 2565692
42	Shri. H.W.Khobragade, Jr.Clerk	(O) – 2565692
43	Shri R.R.Birha, Jr. Clerk (Suspended)	(O) – 2565692
44	Shri B.L.Masram, Driver	(O) – 2565692
45	Shri.O.R.Gour, Driver	(O) – 2565692
46	Shri Avinash Bisen, Driver	(O) – 2565692

On Workcharge Establishment

Sr. No.	Name of Employees & Designation	Phone No.
1	Mr.S.G.Kamble, Jr.Er.	(O) – 2565692
2	Mr.R.M.Deshmukh,CEA	(O) – 2565692
3	Mr.V.M.Belsare, CEA	(O) – 2565692
4	Mr.M.N.Kailkar,CEA	(O) – 2565692
5	Mr.D.M.Waghmare, Maintenance Surveyor	(O) – 2565692

Class-IV

1.	Shri.G.B.Wahule, Peon	(O) – 2565692 (Ext) –
2.	Shri.K.P.Pal, Peon	(O) – 2565692 (Ext) -
3.	Ku.Rashmi E.Pande, Peon	(O) – 2565692 (Ext) -
4.	Sau.Usha D. Kumbhre, Peon	(O) – 2565692 (Ext) –
5.	Shri.V.D.Shriame, Peon	(O) – 2565692 (Ext) -
6.	Shri.B.K.Jinwal, Peon	(O) – 2565692 (Ext) -
7.	Smt.Sunita N. Dagore, Peon	(O) – 2565692 (Ext) -
8.	Shri.V.D.Gumgaonkar, Daptari	(O) – 2565692 (Ext) -
9.	Sau, Kusum L.Bhandare, Peon	(O) – 2565692 (Ext) -
10.	Shri.Gopal L.Chowre, Mazdoor	(O) – 2565692 (Ext) -
11.	Shri.P.L.Nadekar, Mazdoor	(O) – 2565692 (Ext) -
12.	Shri.S.S.Kathane, Mazdoor	(O) – 2565692 (Ext) -
13.	Shri.M.N.Bhujade, Mazdoor	(O) – 2565692 (Ext) -
14.	Shri. Vasudev Sahare, Chowkidar	(O) – 2565692 (Ext) -
15.	Shri. R.G.Mundrikar, Chowkidar	(O) – 2565692 (Ext) -
16.	Shri. K.D.Maske, Chowkidar	(O) – 2565692 (Ext) -
17.	Sh.S.D.Baghele, Chowkidar	(O) – 2565692 (Ext) -
18.	Shri.M.B.Rangari, Chowkidar	(O) – 2565692 (Ext) -
19.	Shri.S.R.Arkhel, Sweeper	(O) – 2565692 (Ext) -

On Workcharge Establishment

1	Mr.D.T.Asole, Chowkidar	(O) – 2565692
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**Sd/-
Chief Officer,
Nagpur Housing And Area Development Board,
Nagpur**

MANUAL – X

A 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 each of the Officers / Employees of the Nagpur Housing & Area Development Board, Nagpur is given as below.

Class-I

Sr. No.	Name of Employees & Designation	Total Monthly remuneration in Rs.
1.	Shri S.D.Balveer, Chief Officer	65598/-
2.	Shri A.S. Ankalagi, Executive Engineer-I	73233/-
3.	Shri Shivkumar Aade, Executive Engineer-II	73233/-
4.	Shri A.R.Borse, Dy.Engineer (Land)	64997
5.	Shri N. M. Madame, Dy.Engineer (Wardha)	68194
6.	Shri.N.B.Shinde, Dy.Engineer (PA Tech)	66181
7.	Sou. Usha Tembhurne, Dy.Engineer, SPA Chandrapur	61093
8.	Shri.N.B.Shinde, Dy.Engineer (Bhandara Sub Div. Add charge)	NA
9.	Shri V.C. Solanki, Dy.Engineer	63776
10.	Sou. Renuka Awatade, Dy.Engineer	49235
11.	Shri A.P. Bhure, Dy.Engineer	68194
12.	Sou. J.R. Kaware, Asstt. Architect (Addl.charge A.D.T.P., S.P.A. Chandrapur)	67346
13.	Shri A.H.Uikey, Assistant Architect	80598
14.	Shri A.S. Phatak, Dy. Legal Adviser.	68271

Class-II

Sr. No.	Name of Employees & Designation		Total Monthly remuneration
1.	Shri A. B. Karekar, Chief Accounts Officer.	Rs.	44217
2.	Shri J.T. Raghuvanshi, Estate Manager/AO	Rs.	36817
3.	Shri J.T. Raghuvanshi, Estate Manager/AO(Add charge of EM-I)	Rs.	36817
4.	Shri J.T. Raghuvanshi, Estate Manager/AO(Add charge of EM-II)	Rs.	36817
5.	Shri J.T. Raghuvanshi, Estate Manager/AO(Add charge of EM-III)	Rs.	36817
6.	Shri.K.R.Bais, Asstt. Engineer Grade-II	Rs.	57393
7.	Shri S.B. Bhagwat, Asstt. Engineer Grade-II	Rs.	56228
8.	Shri D.K. Ajwani, Asstt. Engineer Grade-II	Rs.	56098
9.	Shri V.S.Uikey, Asstt. Engineer Grade-II	Rs.	29180
10.	Shri.A.S.Budhkondwar, Asstt. Engineer Grade-II	Rs.	29180
11.	Shri.R.J.Jawade, Asstt. Engineer Grade-II (On Deputation to NHAI)	Rs.	Pay drawn by NHAI.
12.	Shri.S.M.Bhusari, Sectional Engineer	Rs.	56246
13.	Shri A.N. Holey, Sectional Engineer	Rs.	57393
14.	Shri.S.R.Chavan, Sectional Engineer	Rs.	39647
15.	Shri.S.E.Jog, Sectional Engineer	Rs.	56246
16.	Shri D.C. Lampuse, Sectional Engineer	Rs.	52868
17.	Shri.G.M.Surey, Sectional Engineer	Rs.	44938
18.	Shri.M.C.Kurvey, Sectional Engineer	Rs.	57393
19.	Shri M.R.Durbale, Divisional Accountant, On Deputation (Estt)	Rs.	29253
20.	Shri.L.P.Khapre, Divisional Accountant	Rs.	27080

Class-III

Sr. No.	Name of Employees & Designation		Total Monthly remuneration
1.	Shri.R.M.Gajbhiye, Asstt. Town Planner (On Deputation), Chandrapur.	Rs.	NA
2.	Sau. Anjali Bhandari, Jr. Architect Assistant.	Rs.	49235
3.	Ku.Bhagyashree R.Khelkar, Jr. Architect Assistant.	Rs.	29094
4.	Shri P.B. Niwal, Jr.Engineer	Rs.	42174
5.	Shri D.S. Dhok, Jr.Engineer	Rs.	42914
6.	Shri N.B. Gajbe, Legal Asstt.	Rs.	43616
7	Shri. Ramesh Sherekar, Assistant.	Rs.	0/-
8.	Shri.G.B. Uikey, Assistant	Rs.	27374
9.	Shri.F.G.Gaikwad, Assistant	Rs.	28835
10	Shri N.K. Chandekar, Assistant..	Rs.	35236
11	Shri.V.J.Devikar, Assistant	Rs.	33645
12	Shri J.G.Bhimte, Assistant..	Rs.	33109
13	Shri A.V. Dhole, Sr. Clerk	Rs.	26464
14	Shri. Atul M.Deoke, Sr. Clerk	Rs.	22215
15	Ku. M. N. Chaudhari, Sr.Clerk	Rs.	27376
16	Shri S.A.Patil, Sr.Clerk	Rs.	23695
17	Sou.Pooja Dhole, Sr. Clerk	Rs.	22048
18	Shri V.V.Dhole, Sr. Clerk	Rs.	20753
19	Shri S.B.Mudgal, Sr. Clerk	Rs.	26969
20	Shri.S.Z.Karpate, Sr. Clerk	Rs.	25413
21	Sou M.K.Gadbail, Sr.Clerk	Rs.	27820
22	Shri D.N.Bhure, Sr.Clerk	Rs.	28246
23	Shri.P.G.Kawale, Sr.Clerk	Rs.	25703
24	Shri.Y. W.Khapekar, Stenographer (Lower grade)	Rs.	37734
25	Sou.Sneha Pawar, Technical Asstt.	Rs.	39954
26	Shri.P.W.Kolhe, Technical Assistant	Rs.	41904
27	Shri.D.B.Ugale, Technical Asstt.	Rs.	30765
28	Shri.M.S.Modshe, Technical Asstt.	Rs.	30765
29	Shri.S.N.Kusare, Technical Asstt.	Rs.	22215
30	Ku.Ravina Narvariya, Technical Asstt.	Rs.	23326
31	Smt. Smita M.Gharde, Technical Asstt.	Rs.	0/-
32	Shri. M.M.Shaikh, Technical Assistant	Rs.	39954
33	Shri.A.D.Phatak, Technical Assistant	Rs.	39954
34	Shri.G.M.Jadhav, Tracer	Rs.	16001
35	Ku.M.T.Sahare, Jr. Clerk	Rs.	16240
36	Shri.N.M.Gaherwar, Jr.Clerk	Rs.	16240
37	Shri.A.J.Shambharkar, Jr. Clerk	Rs.	14596
38	Shri S.D.Shende, Jr. Clerk	Rs.	24860
39	Shri. A.R.Bawane, Jr. Clerk	Rs.	16260

40	Ku.K.H.Ramteke, Jr. Clerk	Rs.	18446
41	Ku.S.M.Ladukar, Jr.Clerk	Rs.	21421
42	Shri. H.W.Khobragade, Jr.Clerk	Rs.	18299
43	Shri R.R.Birha, Jr. Clerk (Suspended)	Rs.	0/-
44	Shri B.L.Masram, Driver	Rs.	24948
45	Shri.O.R.Gour, Driver	Rs.	24226
46	Shri Avinash Bisen, Driver	Rs.	23949

On Workcharge Establishment

Sr. No.	Name of Employees & Designation		Total Monthly remuneration
1	Mr.S.G.Kamble, Jr.Er.	Rs.	25350
2	Mr.R.M.Deshmukh,CEA	Rs.	18684
3	Mr.V.M.Belsare, CEA	Rs.	17493
4	Mr.M.N.Kailkar,CEA	Rs.	18684
5	Mr.D.M.Waghmare, Maintenance Surveyor	Rs.	17493

Class-IV

Sr.No	Name of Employees & Designation		Total Monthly remuneration
1.	Shri.G.B.Wahule, Peon	Rs.	18732
2.	Shri.K.P.Pal, Peon	Rs.	18732
3.	Ku.Rashmi E.Pande, Peon	Rs.	15605
4.	Sau.Usha D. Kumbhre, Peon	Rs.	14907
5.	Shri.V.D.Shrirame, Peon	Rs.	15827
6.	Shri.B.K.Jinwal, Peon	Rs.	19213
7	Smt.Sunita N. Dagore, Peon	Rs.	0/-
8.	Shri.V.D.Gumgaonkar, Daptari	Rs.	19213
9.	Sau, Kusum L.Bhandare, Peon	Rs.	16518
10	Shri.Gopal L.Chowre, Mazdoor	Rs.	20785
11	Shri.P.L.Nadekar, Mazdoor	Rs.	18972
12	Shri.S.S.Kathane, Mazdoor	Rs.	21044
13	Shri.M.N.Bhujade, Mazdoor	Rs.	18972
14	Shri. Vasudev Sahare, Chowkidar	Rs.	20471
15	Shri. R.G.Mundrikar, Chowkidar	Rs.	20767
16	Shri. K.D.Maske, Chowkidar	Rs.	20452
17	Sh.S.D.Baghele, Chowkidar	Rs.	18972
18	Shri.M.B.Rangari, Chowkidar	Rs.	19285
19	Shri.S.R.Arkhel, Sweeper	Rs.	12094

On Workcharge Establishment

1	Mr.D.T.Asole, Chowkidar	Rs.	0/-
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**Chief Officer,
Nagpur Housing And Area Development Board,
Nagpur**

There are no statutory provisions in service Regulations for awarding or giving Compensation of the Officers / Employees.

In case of sudden death of employee of Board while in service, Accidents while discharging the official duty and victims of serious or incurable disease are decided as per provisions of Maharashtra Civil Services Rules Government Resolutions adopted by MHADA and Policy Decisions of the Maharashtra Housing & Area Development Authority, Mumbai.

MANUAL – XI

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made ;

The budget of the Board for every financial year (1st April to 31st March) is prepared by the Chief Officer and submitted to the Board for approval as per MHAD Act 1976 Section 30 (3)(4).

The budget allocated to each head indicates the particulars of all plans, proposed expenditure and reports on disbursement made. The budget of Board being prepared as per the guidelines of MHADA & submitted to Authority after due approval of Board with concurrence of Financial Controller / Authority. The revised budget is being prepared after taking eight monthly review of Budget.

As per the directions given by the Authority budget is being prepared which consist of Revenue receipt, capital receipt & revenue expenditure, capital expenditure shown as under.

<u>Revenue & Capital Receipt</u>		<u>Revenue & Capital Expenditure</u>	
1)	Receipt from Beneficiaries	1)	Administration & Estt. expenditure.
2)	Grants	2)	Refund of loan.
3)	Misc. Receipt	3)	Work expenditure.

- The Revenue Receipt comprises receipt from beneficiaries & miscellaneous receipts.
- The Capital Receipt comprises Grant / subsidy received from Govt.
- The Revenue Expenditure comprises Administrative & establishment expenses.
- The Capital Expenditure comprises expenditure against work.

The Chief Accounts Officer, Nagpur Board is monitoring the Budget & also drawing & disbursing Officer.

MANUAL – XII

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;

No cash subsidy is rendered. Subsidy extended in kind of providing physical amenities for slum dwellers under National Slum Development Programme. The beneficiaries under National Slum Development programme are slum dwellers residing in the notified slum on or before 1/1/1995.

For VAMBAY sponsored by State and Central Govt. scheme, the beneficiaries are slum dwellers residing in the slum on or before 1/1/1995 and should be Below poverty-line. Amount allocated as per relevant Govt. Resolution & budgetary allocation of Govt.

Valmiki Ambedkar Malin Basti Awas Yojana –

The scheme sponsored by Central & State Government being implemented in the 80 towns & cities as per the Govt. Resolution No. HSG-2002/Case-4/GND-1 dated 19/9/2002, No. LAY-1002/Case-183/GND-II, dated 12/1/2004, No. LAY-1002/ Case-22/GND-II dated 5/5/2004.

For this scheme 50% grant from Central & 50% grant from State is provided as a subsidy.

The scheme is implemented as per the Resolution passed by Govt. of Maharashtra under the guidance of District Housing Committee. MHADA is the nodal Agency for implementation of scheme.

At present in the jurisdiction of Nagpur Board, VAMBAY is applicable to Nagpur, Kamptee, Bhandara, Gondia, Wardha, Hinganghat, Chandrapur, Ballarpur & Bhadravati. Govt. of India has declared a new scheme of IHSDP & BSUP under JN-NURM in Dec. 2005 by combining the existing scheme of VAMBAY & NSDP. G.R. from GOM is yet to be publish for implementation of said scheme.

National Slum Development Programme ---

The scheme implemented in town or cities where the National Slum Development Programme is applicable.

Govt. of Maharashtra is giving 100% subsidy to the local bodies for implementation of this scheme through MHADA.

The local statutory authority is the implementing Authority & MHADA is nodal Agency.

The scheme is implemented under co-ordination of District Urban Development Authority.

This scheme is applicable to Nagpur, Kamptee, Bhandara, Gondia, Wardha, Hinganghat, Chandrapur, Ballarpur & Bhadravati.

MANUAL – XIII

Particulars of recipients of concessions, permits or authorisations granted by it ;

The recipients of concession are

- Slum dwellers residing in notified slum area under National Slum Development Programme.
- Slum dwellers residing in slum area & who are Below poverty line under Valmiki Ambedkar Awas Yojana.
- As per pricing policy of MHADA, Nagpur Board is implementing Housing / Plotted development schemes on “No loss No profit basis” for the peoples under Economically Weaker Section & Low Income Group (Form No. 9 of Pricing Policy)
- As per pricing policy of MHADA, there is 25% rebet in cost of land & development for schemes under Economically Weaker Section (Form No.8) & 20% rebet in land for Low Income Group schemes. (Form No.7).

MANUAL – XIV

Details in respect of the information, available to or held by it, reduced in an electronic form ;

Presently following data is available in electronic form.

- i) All Monthly Progress Reports.
- ii) Budget
- iii) Work Programme
- iv) Availability of tenements.
- v) Details of arrears of H.P.I. of individual allottee.

MANUAL – XV

The particulars 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 are displayed on the notice board of the office for public as or when required.

During office hours on all working days, all required information is provided to the public through concerned section head.

MANUAL – XVI

The names, designations and other particulars of the Public Information Officers ;

Following officers of the Nagpur Housing & Area Development Board, Nagpur have been appointed as Appellate Officer & Information Officer for providing the information to the public under the provisions of Central Govt. Right of Information Act, 2005.

Appellate Officer

Sr. No.	Name of Officer	Designation	Subject of Information
1.	Shri .S.D.Balveer	Chief Officer.	As a Appellate Officer to decide all cases received from Information Officer i.e. Executive Engineer-I & II, Asstt. Architect & Asstt. Director Town Planning, Estate Manager and Deputy Engineer, Land Branch.

Information Officer

Sr. No.	Name of Officer	Designation	Subject of Information
1.	Shri A.S. Ankalagi	Executive Engineer-I	For giving information of Technical matters.
2.	Shri S.W. Aade	Executive Engineer-II	For giving information of Technical matters.
3.	Shri.A.B.Karekar	Chief Accounts Officer	For giving information in respect of Establishment & Accounts matters.
4.	Sou. J.R. Kaware	Architect	For giving information of Layout & Building Plans of the schemes & the information related to it.
5.	Shri.A.R.Borse	Dy.Engineer, land	For giving information of Land acquisition.
6.	Shri.N.B.Shinde	Dy.Engineer, PA-Tech	For giving information of Technical matters.
7.	Sau.Usha Tembhone	Dy.Engineer, Special Planning Authority, Chandrapur.	For giving information of Technical matters.
8.	Shri.J.T.Raghuwanshi	Estate Manager/AO (Addl. Charge 1/2/3)	For giving information of Estate Management's matters.

The names, designations and other particulars of the Asstt. Public Information Officers ;

Following officers of the Nagpur Housing & Area Development Board, Nagpur have been appointed as Asstt. Information Officer for providing the information to the public under the provisions of Central Govt. Right of Information Act, 2005.

Sr. No.	Name of Officer	Designation	Subject of Information
1.	Shri.N.B.Shinde	Dy.Engineer	For giving information of Technical matters.
2.	Shri.S.B.Bhagwat	Asstt. Engineer, Grade-II	For giving information of Technical matters.
3.	Shri.A.H.Uikey	Assistant Architect	For giving information of Layout & Building Plans of the schemes & the information related to it.
4.	Shri .L.P.Khapre	Dn. Accountant	For giving information of Estate Management's Accounts matters.
5.	Shri.J.T.Raghuwanshi	Estate Manager/AO (Addl. Charge 1/2/3)	For giving information of Estate Management's section.

MANUAL – XVII

Such other information as may be prescribed ;

The Nagpur Housing & Area Development Board, Nagpur is a Regional Unit of MHADA works under the overall superintendence & control of the Maharashtra Housing & Area Development Authority, Mumbai. To make the information available to public under Right of Information Act, the concerned Head of the sections has instructed to take appropriate action.

