

Manual 1

The Particulars of its organization, functions and duties.

The particulars of the Architect/ Layout Cell/M.B. is as shown below:

(organizational set up)

S. No.	Designation	No. of Posts
1	Architect	01
2	Asstt Architect	02
3	Junior Architect Assistant	05 1 post vacant
4	Draftsman	01
5	Asst.Draftsman	05 2 post vacant
6	Tracer	vacant
7	Assistant	02 1 post vacant
8	Sr. Clerk	01 1 post vacant
9	Jr. Clerk	02
10	Peon	02 02 post vacant

Details of Present works under Architect Section

- 1) Revision of Layout U/s 33(5)
- 2) Reply to of LAQs & LCQs etc. during assembly session.
- 3) Reply to Application under Right to Information Act, 2005
- 4) Government References / Watch References / Hon. Lok Ayukta References etc.
- 5) Hon. Supreme Court / Hon.High Court /City Civil Court etc.Matters
- 6) Giving opinion as per DCR / AR Resolutions for devp of structures in RG /PG through MLA and MP fund.
- 7) Giving opinion /physibility about turn key project on open plots in various Layouts.

MANUAL 2

Powers and duties conferred up on various officers as well as other employees:

Delegation of powers:- As per Order no 2667 dated 27-06-2001 issued by the Authority , Duties to be performed by the employees are invariably mentioned and issued vide circulars/ compendium comprising these circulars is circulated to various department's heads in the past by the authority.

The duties and responsibilities of the employees are confirmed as per order dated 20/01/2012 issued by the Authority.

MANUAL 3

The procedure followed in the Decision making process including channels of Supervision and accountability.

For Revision of Layouts, Panel Architects appointed to each layout they have to submit the survey reports / Revised proposed layouts to this office for scrutiny, Jr. Architect Assistant / Assistant Architect scrutinize the proposed layout and document and submit report to the Architect / M.B. for further necessary action.

- 1) Architect/ M.B. then submit report to the Joint Chief Officer / M.B. with his comments
- 2) The Joint Chief Officer / M.B. then submit the proposal to Chief Officer / M.B. and thereafter it will be submitted to Hon.V.P./MHADA. Through chief Architect & Planner/Authority
- 3) Hon.V.P./MHADA approved the proposal and thereafter it will be submitted to Layout App Cell/A for approval. After scrutiny of the layout by LAC/A layout get approved as per Development Control Rules.
- 4) Hon V.P./Mhada approved the proposed layout hereafter it will be submitted to LAC/A for approval. After scrutinize by LAC/A. as per development control rule the layout get approved.
- 5) Original Functions of the Architect under order date 20/1/2012 was transferred to Engineers. This may be restored to the Architect service. Original Functions of the Architect are partly (regarding NOC redevelopment proposals) transferred to Engineers vide Authority order dated-20/01/2012

Norm :- Employee wise function.

Sr No	Name of officer	Functions/Duties
1)	Architect (Smt.Sujata Gawande)	<ul style="list-style-type: none">• Preparation of special planning Authority, to design and plan under Metropolitan development Authority .• To take action on policy decision about planning• To get approve , planning provision should be scrutinized for public provisions from Divisional Board.• To observe and prepare a proposal on schemes of housing development in centralized computer system.• To guide schemes of housing development to panel architects.• Layout Revision of Layout U/D.C.R. 33(5) and approve from the Layout Approval Cell/A
2)	Asst.Arch.-I & Appeallate Officer (Smt.Rajashree Joshi)	<ul style="list-style-type: none">• To give comment as per planning policies at the time of land acquiring .• To prepare development plan of acquire land as per Colony wise according to development regulation and Local Planning Authority .• To prepare and check maps from Assistance of various buildings /Plots in layout under various income groups.• To get approval revised layout proposal of maps form Authority and LAC/A• To give report by collecting information to authority for demanding tender for approved building maps .

		<ul style="list-style-type: none"> • To provide all information to various societies according to regulation or after allotment of plot to give details of building norms. • To complete all works by giving entire details Under the Government /Semi Government and official work. • To give report to seniors on proposals of Housing Societies or plot allotted peoples for additional constructions. • Collecting information Under special project and concerned authority and making conceptual plans and for getting approval to give report to seniors . • To provide information as per planning norms Under various schemes of Authority by taking important legal opinions from Legal Advisor.
3)	Asst.Arch.-II & Appeallate Officer (Smt.Minal Bobde)	<ul style="list-style-type: none"> • To give comment as per planning policies at the time of land acquiring . • To prepare development plan of acquire land as per Colony wise according to development regulation and Local Planning Authority . • To prepared and check maps from Assistance of various buildings /Plots in layout under various income groups. • To get approval revised layout proposal of maps form Authority and LAC/A • To give report by collecting information to authority for demanding tender for approved building maps . • To provide all information to various societies according to regulation or after allotment of plot to give details of building norms. • To complete all works by giving entire details Under the Government /Semi Government and official work. • To give report to seniors on proposals of Housing Societies or plot allotted peoples for additional constructions. • Collecting information Under special project and concerned authority and making conceptual plans and for getting approval to give report to seniors . • To provide information as per planning norms Under various schemes of Authority by taking important legal opinions from Legal Advisor

4)	Jr.Arch.Asst.-I & Information Officer (Shri Vishal Aher)	<ul style="list-style-type: none"> • Assisting in preparation on Housing /Area Development Schemes by preparing layout plans and revision of existing layouts dwelling unit plans. • Assisting in preparation/Scrutiny of proposals received for grant of planning approval/Administrative approval • Assisting in dealing with other technical issues and allied administrative matters. • Assisting in policy matters involving technical subject • Assisting Asst.Architect and Planner in above matter and other related subjects of technical nature and offering remarks as per D.P. Provisions and D.C. Regulations or as per sanctioned layout of M.H.A.D.A. Schemes .
5)	Jr.Arch.Asst.-II & Information Officer (Shri Tushar Ahirrao)	<ul style="list-style-type: none"> • Assisting in preparation on Housing /Area Development Schemes by preparing layout plans and Revision of existing layouts dwelling unit plans. • Assisting in preparation/Scrutiny of proposals received for grant of planning approval/Administrative approval • Assisting in dealing with other technical issues and allied administrative matters. • Assisting in policy matters involving technical subject • Assisting Asst.Architect and Planner in above matter and other related subjects of technical nature and offering remarks as per D.P. Provisions and D.C. Regulations or as per sanctioned layout of M.H.A.D.A. Schemes.
6)	Jr.Arch.Asst –III & Information Officer (Kum.Gargi Tadas)	<ul style="list-style-type: none"> • Assisting in preparation on Housing /Area Development Schemes by preparing layout plans and Revision of existing layouts dwelling unit plans. • Assisting in preparation/Scrutiny of proposals received for grant of planning approval/Administrative approval • Assisting in dealing with other technical issues and allied administrative matters. • Assisting in policy matters involving technical subject • Assisting Asst.Architect and Planner in above matter and other related subjects of technical nature and offering remarks as per D.P. Provisions and D.C. Regulations or as per sanctioned layout of M.H.A.D.A. Schemes

7)	Jr.Arch.Asst –IV& Information Officer (Shri Amit Shirpurkar)	<ul style="list-style-type: none"> • Assisting in preparation on Housing /Area Development Schemes by preparing layout plans and Revision of existing layouts dwelling unit plans. • Assisting in preparation/Scrutiny of proposals received for grant of planning approval/Administrative approval • Assisting in dealing with other technical issues and allied administrative matters. • Assisting in policy matters involving technical subject • Assisting Asst.Architect and Planner in above matter and other related subjects of technical nature and offering remarks as per D.P. Provisions and D.C. Regulations or as per sanctioned layout of M.H.A.D.A. Schemes
8)	Shri Girish Kulkarni .Draftsman	<ul style="list-style-type: none"> • Draughting of unit Plans and Layout Plans. • Assisting Jr.Architect and Asst.Architect <ul style="list-style-type: none"> i)Preparation of schemes ii)Preparation of Planning Administrative Approval for submission to MHADA. iii) Preparation of Municipal and working drawing iv)Preparation of layouts.
9)	Shri Jalindar Joshi Asst. Draftsman	<ul style="list-style-type: none"> • Draughting of unit Plans and Layout Plans. • Assisting Jr.Architect and Asst.Architect <ul style="list-style-type: none"> i)Preparation of schemes ii)Preparation of Planning Administrative Approval for submission to MHADA. iii) Preparation of Municipal and working drawing iv)Preparation of layouts.
10)	Shri Rahul Patil Asst. Draftsman	<ul style="list-style-type: none"> • Draughting of unit Plans and Layout Plans. • Assisting Jr.Architect and Asst.Architect <ul style="list-style-type: none"> i)Preparation of schemes ii)Preparation of Planning Administrative Approval for

		<p>submission to MHADA.</p> <p>iii) Preparation of Municipal and working drawing</p> <p>iv)Preparation of layouts.</p>
11)	Shri Swapnil Jadhav Asstt.Draftsman	<ul style="list-style-type: none"> • Draughting of unit Plans and Layout Plans. • Assisting Jr.Architect and Asst.Architect <p>i)Preparation of schemes</p> <p>ii)Preparation of Planning Administrative Approval for submission to MHADA.</p> <p>iii) Preparation of Municipal and working drawing</p> <p>iv)Preparation of layouts.</p>
12)	Smt.Girija Tillu (Assistant)	<ul style="list-style-type: none"> • To work on the LAQ, RTI, Government references • Establishment work & correspondence to be done • To type Development proposals under D.C.R.33(5) in Marathi/English towards Board Meeting for approval • To Assist to all architects for giving there official notes and other official work . • To keep records and scrutinize all Official files • To work as per the order of all architect and give reports on time
13)	Shri Sanjay Survade Senior Clerk	<ul style="list-style-type: none"> • To Assist to all architects for giving there official notes and other official work . • To work as per the order of all architect and give reports on time
14)	Smt.Kiran Dhangare Junior Clerk cum Typist	<ul style="list-style-type: none"> • To Inward Outward Tapal/ File Work & Typing work • To work as per the order of all architect and give reports on time
15)	Smt.Shobha Tayde Junior Clerk cum Typist	<ul style="list-style-type: none"> • To Inward Outward Tapal/ File Work & Typing work • To work as per the order of all architect and give reports on time
16)	Peons	<ul style="list-style-type: none"> • Distributing Tapals doing the work on the instructions given by the officers. • maintaining the section clean and tidy. • To work as per the order of all architect • 2 post vacant

MANUAL 5

The rules, regulations, instructions, manuals and Records held by its Control or used by its employees for discharging its functions.

The following rules, regulations, manuals and records are available to discharges the function of employees.

- 1) Compendium of Circulars, guidelines issued by Maharashtra Housing Area Development Board (MHADB) time to time.
- 2) Development Control Rules 33(5)
- 3) Development Control Rules 2034

MANUAL 6

A Statement of the categories of Documents that are held by it or under its Control.

The following documents, Rules / Regulations are available in the office of the Architect Dept./Mumbai Board).

- 1) Compendium of Circulars, guidelines issued by Maharashtra Housing & Area Development Authority (MHADA) and Mumbai Housing and Area Development Board (MHADB) from time to time.
- 2) Development Control Rules 33(5)
- 3) Development Control Rules 2034

MANUAL 7

The particulars of any arrangement that exists for the consolation with or representation by the Members of public in relation to the formulation of its policy or implementation thereof

No MLA / MLC funds are utilized in the scheme under the jurisdiction of this office and hence information cannot be furnished in this regard.

MANUAL 8

A statement of boards councils committees and other bodies consisting of 2 or more persons constituted as its part or for the purpose of its and as to whether the meetings of those boards councils committees etc are open to the public or the minutes of such meetings are accessible to public.

MANUAL 9

A Directory of the officers and employees

Name of the Office:- Architect,/Layout Cell/Mumbai Board

Phone Numbers:- 26591975, 66405308 / 09 / 10 / 43

S. No.	Name of Employee	Designation	Address	Office Phone No.
1.	Smt Sujata Gawande	Architect	Architect Office, Room No.468, 3rd Floor,Kalanagar,Mu-400 051.	2266405310

2.	Smt.Rajshree Joshi	Asst.Architect-1	Architect Office, Room No.468, 3rd Floor,Kalanagar,Mu-400 051..	2266405310
3	Smt Minal Bobde	Asstt. Arch.-2	Architect Office, Room No.468, 3rd Floor,Kalanagar,Mu-400 051.	2266405310
4	Shri Vishal Aher	Jr Arch Asst.-1	Architect Office, Room No.468, 3rd Floor,Kalanagar,Mu-400 051.	2266405308
5	Shri Tushar Ahirrao	Jr. Arch. Asstt-2	Architect Office, Room No.468, 3rd Floor,Kalanagar,Mu-400 051.	2266405308
6	Kum.Gargi Tadas	Jr. Arch. Asstt-3	Architect Office, Room No.468, 3rd Floor,Kalanagar,Mu-400 051.	2266405308
7	Shri Amit Shirpurkar	Jr. Arch. Asstt-4	Architect Office, Room No.468, 3rd Floor,Kalanagar,Mu-400 051.	2266405308
8	Shri Girish Kulkarni	Draftsman	Architect Office, Room No.468, 3rd Floor,Kalanagar,Mu-400 051.	2266405308
9	Shri Jalindar Joshi	Asst.Draftsman	Architect Office, Room No.468, 3rd Floor,Kalanagar,Mu-400 051.	2266405308
10	Shri Rahul Patil	Asst.Draftsman	Architect Office,Room No.468,3rd	2266405308

			Floor,Kalanagar,Mu-400 051.	
11	Shri Swapnil Jadhav	Asst.Draftsman	Architect Office,Room No.468,3rd Floor,Kalanagar,Mu-400 051.	2266405308
12	Smt.Girija G.Tillu	Assistant	Architect Office, Room No.468, 3rd Floor,Kalanagar,Mu-400 051	2266405308
13	Shri Sanjay Survade	Sr. Clerk	Architect Office,Room No.468, 3rd Floor,Kalanagar,Mu-400 051	2266405308
14	Kum.Kiran Dhangare	Jr.Clerk	Architect Office,Room No.468, 3rd Floor,Kalanagar,Mu-400 051	2266405308
15	Smt.Shobha Solanke	Jr.Clerk	Architect Office,Room No.468, 3rd Floor,Kalanagar,Mu-400 051	2266405308

MANUAL 10

Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation

This information is available with A-branch/Mumbai board. It may be taken from the Administrative officer/MB.

MANUAL 11

Debit /credit /budgetry provision of Architect / M.B.

This information is available with centralized accounts department i.e Chief Accounts Officer/ MB and the details may be sought from the said dept.

MANUAL 12

Source of funds ,govt grants ,provision of procedure for implementation of work amount and beneficiaries of Arch./M.B.

This information is available with CAO/ MB and details may be sought from the said dept.

MANUAL 13

Benefit permission to the authorized beneficiaries under jurisdiction of Arch./M.B.

This information is available with Director Marketing/ Mumbai Board and the details can be sought from the said department.

MANUAL 14

Availability of details in respect of information in electronic media

Following information is available in electronic media (with respect to Architect Section).

MANUAL 15

Supply of official information /details to the public in office hours of Architect / M.B.

Jr.Assistant Architects -----Asst.Public information officer

MANUAL 16

Appellate officer/ public information officer and assistant of public information office

Architect and Planner ----- Appellate officer Assistant
Architect- 1&2/ M.B. ----- Public information officer

MANUAL 17

Other Details

Sr No	Name of officer	Functions/Duties
1)	Architect-I (Smt.Sujata Gawande)	<ul style="list-style-type: none">• Preparation of special planning Authority, to design and plan under Metropolitan development Authority .• To take action on policy decision about planning• To get approve , planning provision should be scrutinized for public provisions from Divisional Board.• To observe and prepare a proposal on schemes of housing development in centralized computer system.• To guide schemes of housing development to panel architects.
2)	Asst.Arch.-I (Smt.Rajashree Joshi)	<ul style="list-style-type: none">• To give comment as per planning policies at the time of land acquiring .• To prepare development plan of acquire land as per Colony wise according to development regulation and Local Planning Authority .

		<ul style="list-style-type: none"> • To prepared and check maps from Assistance of various buildings /Plots in layout under various income groups. • To get approved proposal of maps form LAC/ Authority • To give report by collecting information to authority for demanding tender for approved building maps . • To provide all information to various societies according to regulation or after allotment of plot to give details of building norms. • To complete all works by giving entire details Under the Government /Semi Government and official work. • To give report to seniors on proposals of Housing Societies or plot allotted peoples for additional constructions. • Collecting information Under special project and concerned authority and making conceptual plans and for getting approved to give report to seniors . • To provide information as per planning Under various schemes of Authority by taking important legal opinions from Legal Advisor.
3)	Asst.Arch.-II (Shri Minal Bobde)	<ul style="list-style-type: none"> • To give comment as per planning policies at the time of land acquiring . • To prepare development plan of acquire land as per Colony wise according to development regulation and Local Planning Authority . • To prepared and check maps from Assistance of various buildings /Plots in layout under various income groups. • To get approved proposal of maps form LAC/ Authority • For all approved maps and build able tender produce to consent Engineer for activating. • To provide all information to various societies according to regulation or after allotment of plot to give details of building norms. • To complete all works by giving entire details Under the Government /Semi Government and official work. • To give report to seniors on proposals of Housing Societies or plot allotted peoples for additional constructions. • Collecting information Under special project and concerned authority and making conceptual plans and for getting approved to give report to seniors .

		<ul style="list-style-type: none"> • To provide information as per planning Under various schemes of Authority by taking important legal opinions from Legal Advisor
4)	Jr.Arch.Asst.-I (Shri Vishal Aher)	<ul style="list-style-type: none"> • Assisting in preparation on Housing /Area Development Schemes by preparing layout plans and dwelling unit plants. • Assisting in preparation/Scrutiny of proposals received for grant of planning approval/Administrative approval • Assisting in dealing with other technical issues and allied administrative matters. • Assisting in policy matters involving technical subject <p>Assisting Asst.Architect and Planner in above matter and other related subjects of technical nature and offering remarks as per D.P. Provisions and D.C. Regulations or as per sanctioned layout of M.H.A.D.A.Schemes.</p>
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list of Functions / Duties performed by Officers / Employees -

Sr No	Name of officer	Functions/Duties
1	Architect-I (Smt.Alka Bhivandkar)	<ul style="list-style-type: none"> • Preparation of special planning Authority, to design and plan under Metropolitan development Authority . • To take action on policy decision about planning • To get approve , planning provision should be scrutinized for public provisions from Divisional Board. • To observe and prepare a proposal on schemes of housing development in centralized computer system. • To guide schemes of housing development to panel architects.
2)	Asst.Arch.-I (Smt Rajshree Joshi)	<ul style="list-style-type: none"> • To give comment as per planning policies at the time of land acquiring . • To prepare development plan of acquire land as per Colony wise according to development regulation and Local Planning Authority . • To prepared and check maps from Assistance of various buildings /Plots in layout under various income groups. • To get approved proposal of maps form M.C.G.M. and Authority • To give report by collecting information to authority for demanding tender for approved building maps . • To provide all information to various societies according to regulation or after allotment of plot to give details of building norms. • To complete all works by giving entire details Under the Government /Semi Government and official work. • To give report to seniors on proposals of Housing Societies or plot allotted peoples for additional constructions. • Collecting information Under special project and concerned authority and making conceptual plans and for getting approved to give report to seniors . • To provide information as per planning Under various schemes of Authority by taking important legal opinions from Legal Advisor.