

JOB PROFILE

DUTIES AND RESPONSIBILITIES

OF

VARIOUS POSTS IN THE

DEPARTMENT OF TOWN & COUNTRY PLANNING

HIMACHAL PRADESH

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DUTIES AND RESPONSIBILITY OF VARIOUS POSTS IN DEPARTMENT OF TOWN AND COUNTRY PLANNING, HIMACHAL PRADESH

1. DIRECTOR TOWN AND COUNTRY PLANNING DEPARTMENT

- 1). The Director, being Head of the Department is responsible for the efficient working of this Department and to exercise all administrative and financial powers as enjoined upon the Heads of the departments in the Himachal Pradesh
- 2). He shall exercise all the powers as provided under H.P. Town and Country Planning Act, 1977 and H.P. Town and Country Planning Rules, 1978.
- 3). He shall submit to the Government budget appropriation proposals in a consolidated form for the whole department for consideration and approval of the Govt.
- 4). All the reports and returns to the Government i.e monthly, quarterly, yearly as required by the Government from time to time in respect of the department shall be submitted by him or by his subordinate officers to whom he shall delegate the powers in his behalf.
- 5). Any major policy relating to the professionals activities for example amendment in H.P. Town and Country Planning Act etc. shall be undertaken by him in consultation with senior technical officers of the Department who are specialist in their subject.
- 6). He shall exercise all the powers delegated to him by the State Government from time to time and shall be directly answerable to the Government.

2. STATE TOWN PLANNER, TOWN PLANNING DEPTT.

- 1). The State Town Planner, Town and Country Planning Deptt., shall assist the Director, Town and Country Planning Deptt. in the performance of his duties and responsibilities.
- 2) Being senior most Technical Officer in the Department, he is responsible to monitor/guide and expedite the preparation of development plans/sectoral plans/schemes/projects and to assist the Director to get the same approved from Govt. besides other policy/routine jobs..
- 3) He is functioning as Controlling officer in respect of class-I & II gazetted officers of this Department and will be responsible for getting finalized the establishment matters.
- 4). He is functioning as ex-officio Vigilance Officer to deal with corruption cases in the Town and Country Planning Deptt.
- 5) He is required to inspect the field offices of this Deptt. and after inspecting the offices will record inspection note.
- 6). He is functioning as Public Information Officer to deal with the correspondence relating to RTI Act, 2005.
- 7) He is functioning as Hindi Officer in the Deptt.
- 8) He is functioning as Member Secretary of the Heritage Restricted Area Committee.
- 9) Any other job assigned by the Head of Department from time to time

3. TOWN & COUNTRY PLANNER (HQ)

- 1). The Town & Country Planner(HQ) is responsible to expedite the plan preparation process i.e preparation of development plans/schemes, sectoral plans, model village plans, land pooling & reconstitution schemes(s) and to get the same approved and notified from the competent authority.

- 2) He is responsible to monitor the progress with regard to targets fixed by the Department regarding preparation of Development of Development Plans/Regional Plans/Sector Plans/ Schemes etc.
- 3) He is responsible to get the information relating to planning permission cases collected from the field Offices/SADAs in respect of area falling within the jurisdiction of Planning Area/Special Areas and to compile the information.
- 4) He is responsible to get the status report of construction activities carried out/being carried out by individuals without prior approval of the Department, collected from field Offices/SADAs in respect of Planning Areas/Special Areas and to ensure action against the same as well as to initiate steps to curb the tendency of raising the construction work un-authorizedly.
- 5) He is responsible to get the work relating to conservation of heritage in the state, Single Window System, SADAs and correspondence relating to HIMUDA disposed off.
- 6) He is responsible to get Planning permission/change of landuse proposals received from field offices/SADAs/MCS/NACS as well as from the Govt disposed off.
- 7) He is responsible to get the work /correspondence relating to amendment in H.P. Town and Country Planning Act, 1977, Rules-1978 and regulations contained in DPs/IDPs/Sectoral Plans disposed off.
- 8) He is responsible for computerization in the Deptt. including the work relating to repair & maintenance of computer hardware(s) /software(s) procured by the Deptt.
- 9) He is responsible to get the work relating to printing & publication, to conduct of survey and studies for the preparation of DPs/Schemes disposed off.
- 10) To ensure disposal of Public grievances/complaints received through ~~Public~~ Public representatives.

- 11) Any other job assigned by the State Town Planner/Head of Department from time to time.

4. TOWN & COUNTRY PLANNER POSTED IN DIVISIONAL TOWN PLANNING OFFICES IN THE STATE.

- 1) Town & Country Planners are responsible to dispose off the work of Planning Area(s) and Special Areas falling within their jurisdiction.
- 2) They are exercising the powers of Head of Office in respect of Divisional Town Planning Office and functioning as Controlling Officer in respect of class-III & IV employees posted in the Divisions.
- 3) They are responsible to perform specialized job like formulation of Regional Plans, policies and programmes for effective implementation of the provisions of HP Town & Country Planning Act, 1977; monitoring; scrutiny and finalization of Plans/Scheme(s) devised by the Asstt Town Planner and Planning Officers.
- 4) They are required to ensure professional standards in the finalization of Development Plans/Sectoral Plans/Schemes etc. in respect of Planning/Special Areas.
- 5) They are responsible to ensure planned and regulated development in the Planning Area/Special Areas falling within their jurisdiction by enforcing the provisions of H.P. Town and Country Planning Act, 1977.
- 6) To get Planning Permission cases including the cases relating to subdivisions of land disposed off within the period as stipulated in the Act *ibid*.
- 7) To stop unauthorized construction(s) coming up within their jurisdiction and to ensure action against the violators as provided under the provisions of H.P. Town and Country Planning Act, 1977.
- 8) To Protect /Preserve hill architecture and preservation of heritage.
- 9) They are responsible to attend the meeting at District Level.

- 10) To ensure disposal of cases received under RTI Act, 2005 within the period as stipulated in RTI Act.
- 11) To ensure disposal of public grievances/complaints received through ~~public~~/public representatives.
- 12) To ensure submission of timely returns as are required to be submitted under Rules.
- 13) Any other job assigned by the State Town Planner/Head of Department from time to time.

5. ASSTT TOWN PLANNER-PJT (HQ)

- 1) Analysis/correspondence relating to notification of Planning/Special Areas.
- 2) Analysis/correspondence relating to finalization of Development Plans./Model Village Plans./Schemes etc.
- 3) Analysis/correspondence relating to land Pooling & reconstitution Scheme(s).
- 4) Any other job assigned by the Town & Country Planner(HQ) /State Town Planner//Head of Department.

6. ASSTT TOWN PLANNER- PLANNING PERMISSMISSION(HQ)

- 1) Correspondence relating to grant of permission for change of land use, planning permission cases received from the field offices and other matters relating to planning regulations.
- 2) Correspondence relating to amendment in Zoning Regulations.
- 3) Analysis/correspondence relating to Environment. Heritage. HIMUDA, Seminar, Public Awareness etc.

- 4) To assist the Town & Country Planner (Headquarter) in the disposal of Public grievances/complaints received through Public/Public representative(s).
- 5) Any other job assigned by the Town & Country Planner /State Town Planner /Director.

7. ASSTT TOWN PLANNER POSTED IN DIVISIONAL TOWN PLANNING OFFICES IN THE STATE.

- 1) The Asstt Town Planner is responsible to dispose off planning permission case upto 151-500 sqmt and other jobs pertaining to environment and heritage conservation.
2. He/She is also responsible to assist the Town & Country Planner in Divisional Town Planning Office functioning in the State in performance of his duties and responsibilities.
3. The Asstt Town Planner is responsible to prepare Development Plan/Sectoral Plans/Scheme for the bigger areas falling within the jurisdiction of Divisional Town Planning Office in the State.
4. He/She is also functioning as pivotal/nodal Officer in Divisional Town Planning Office in the State.
5. Any other job assigned by the Town and Country Planners or any other higher authority from time to time.

8. ASSTT TOWN PLANNERS POSTED IN SUB-DIVISIONAL TOWN PLANNING OFFICES IN THE STATE.

- 1) The Asstt Town Planners posted in Sub-Divisional Town Planning offices are looking after the work of Planning areas and Special ~~Areas~~ falling within their jurisdiction.
- 2) They have been delegated the powers of Head of Office & Drawing & Disbursing Officer in respect of Sub-Divisional Town Planning

Office and are responsible for getting finalized all the establishment /budget & accounts matters.

- 3) They are responsible for ensuring professional standards in plan preparation and implementation under H.P. Town and Country Planning Act, 1977.
- 4) They are responsible to dispose off Planning permission upto 151-500 sqmt. and initiation of action unauthorized construction cases falling within their jurisdiction; to get specialized job pertaining to special Planning, environment and heritage conservation disposed off.
- 5) To ensure disposal of cases received under RTI Act, 2005 within the period as stipulated in the RTI Act,2005.
- 6) To ensure disposal of public grievances/complaints received from Public or through public representative(s).
- 7) To ensure submission of timely returns as are required to be submitted under Rules.
- 8) Any other job assigned by the Town & Country Planner concerned or by the State Town Planner/HOD.

9. PLANNING OFFICERS POSTED IN HQ

- 1) Planning Officers are responsible to look-after the work relating to preparation and digitization of maps on GIS Software in respect of Planning Areas/Special Areas constituted under H.P. Town & Country Planning Act, 1977 in the State.
- 2) Monitoring of progress relating to Targets and planning assignment fixed by the Department.
- 3) Monitoring of development control returns received from the field offices i.e planning permission cases and unauthorized construction

cases including deviation from approved plan(s).

- 4) Any other job assigned by the Town & Country Planner(IIQ)/State Town Planner or by the Head of Department.

10. PLANNING OFFICERS POSTED IN THE FIELD OFFICES IN THE STATE.

- 1) Planning Officers are responsible to prepare development plan, sectoral plan & scheme(s) of Planning Areas/Special Area(s) falling within the jurisdiction of office where they are working.
- 2) They are responsible to dispose off planning permission cases upto 150 sqmt plot size and other various jobs pertaining to environmental and heritage conservation..
- 3) The Planning Officers are also responsible to assist the SADA/MC Authorities to dispose off the work relating to planning permission, detection/stoppage of un-authorized construction and to prepare Plan/Scheme for planned & regulated development within the jurisdiction of respective SADA/MC.
- 4) They will assist the Town and Country Planner/Asstt Town Planner in Divisional/Sub-Divisional Town Planning Offices in performance of their duties and responsibilities.
- 5) Any other job assigned by the Town and Country Planner /Asstt Town Planner.

11. SENIOR PLANNING DRAFTSMAN POSTED IN HQ/FIELD OFFICES

- 1) Senior Planning Draftsmen are responsible for preparation of drawing in respect of Development Plans, Sectoral Plans/Schemes and drafting of reports thereof.
- 2) They are responsible for the processing of planning permission cases and for disposal of misc. technical matters assigned by the official superiors.
- 3) Any other job assigned by the Planning Officer/Asstt Town Planner/Town and Country Planner.

12. JUNIOR ENGINEER POSTED IN HQ/FIELD OFFICES.

- 1) Junior Engineers are responsible for detection and stoppage of unauthorized construction(s) being raised by the various individuals in violation of the provisions of H.P. Town & Country Planning Act, 1977 and Rules, 1978 thereunder.
- 2) They are responsible for processing of planning permission cases.
- 3) To prepare estimates and to dispose off other misc technical matters .
- 4) Any other job assigned by the higher authorities from time to time.

13. DRAFTSMEN POSTED IN FIELD OFFICES

- 1) Draftsmen are responsible for preparation of drawings in respect of Development Plans, Schemes & analysis thereof and dovetailing of various proposals.

- 2) For disposals of other misc. work assigned by the higher Authorities from time to time.

14. JUNIOR DRAFTSMEN POSTED IN HO/FIELD OFFICES.

- 1) Junior Draftsmen are responsible for preparation of drawing in respect of Development Plans, Sectoral Plans/Schemes.
- 2) Any other misc. job assigned by the Controlling Officer from time to time.

15. SURVEYOR POSTED IN FIELD OFFICES

- 1) Surveyors are responsible to conduct the survey and to ensure report thereof for preparation of Development Plan and inclusion of additional areas in the Planning/Special Areas constituted under the provisions of H.P. Town and Country Planning Act, 1977 in the State.
- 2) Any other job assigned by the Controlling officer from time to time.

16. FERRO PRINTER POSTED IN THE FIELD OFFICES

- 1) Ferro Printers will be responsible to print the maps of the Development Plans/Schemes in the Ferro Printing Machine and Engineering Plant Printer.
- 2) Any other job assigned by the controlling officer.

17. RESEARCH OFFICER-I (HQ)

- 1) Research Officer-I is responsible for collection/compilation of data for preparation of Development Plans/Schemes in respect of Kangra, Mandi, Una, Chamba, Hamirpur and Kullu Districts where the provisions of I.L.P. Town and Country Planning Act, 1977 are in force and interpretation of statistical data and preparation of report thereof.
- 2) He is responsible to deal with the work/correspondence relating to NUIS Schemes.
- 3) He is also responsible to dispose off the work relating to computerization in the Deptt. including the work relating to repairs and maintenance of computer hardwares/software which have been acquired by the Department.
- 4) To dispose off the work relating to care-taking and maintenance of office building.
- 5) Any other job assigned by the Town & Country Planner(HQ) /State Town Planner or by the Head of Department.

18. RESEARCH OFFICER-II (HQ)

- 1) The Research Officer-II(HQ) is responsible for collection of data for preparation of Development Plans/Schemes in respect of Shimla, Solan, Sirmour, Bilaspur and Kinnaur Districts and interpretation of statistical data and preparation of report thereof.
- 2) She is responsible for maintenance of office library and related correspondence thereof.
- 3) Printing work and correspondence thereof.
- 4) Any other job assigned by the Town and Country Planner(HQ) /State Town Planner or by the Head of Department.

19. RESEARCH ASSISTANTS

- 1) The Research Assistants are responsible to collect /compilation of data for preparation of Development Plans/Schemes in respect of areas where Town and Country Planning Act, 1977 are in force.
- 2) The Research Assistants will deal with the work of project/library and its maintenance.
- 3) Any other job assigned by the Controlling Officer.

20. FIELD INVESTIGATORS

- 1) The Field Investigators will be responsible to conduct survey for collection of various type of data required for preparation of Development Plans/Schemes in the State.
- 2) Any other job assigned by the Controlling Officer from time to time.

LEGAL WING

21. LAW OFFICER (HQ)

- 1) The Law Officer is responsible to dispose off the work relating to court cases which are lying pending in various courts i.e in Hon'ble Supreme Court, Hon'ble High Court, Lower Court and Consumer Court. He/She is also responsible for pleading/interaction of cases and to assist the higher legal functionaries such as Advocate General, Additional Advocate General in the Hon'ble Court, Sr. Advocates, Additional Solicitor General, Solicitor General at Hon'ble Supreme Court.
- 2) To tender legal advice in the technical/establishment matters.

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- 3) Other job assigned by the Controlling Officer/Head of Department from time to time.

REVENUE WING

22. TEHSILDAR (HQ)

- 1) The Tehsildar is responsible to dispose off the work relating to revenue i.e tendering of advice with regard to revenue aspect involved in the Planning permission process/unauthorized construction cases.
- 2) To get revenue data collected from the concerned revenue authorities and compilation thereof for the preparation of Base Map etc.
- 3) Any other job assigned by the Controlling Officer/Head of Department from time to time.

23. PATWARI POSTED IN HQ/FILED OFFICES OF THIS DEPARTMENT IN THE STATE.

- 1) He will assist the Tehsildar at Headquarter, Town & Country Planner/Asstt Town Planner in Field offices for checking revenue documents submitted by the applicant in connection with planning permission and unauthorized constructions cases.
- 2) To collect revenue data from concerned revenue authorities for the preparation of Base Map.
- 3) Any other job assigned by the Controlling Officer.

24. PERSONAL STAFF

1) Personal Assistant

Personal Assistant will be responsible to dispose of the works as assigned by the Director and to maintain the ACR's of all the officers/ officials of the Deptt.

2) Senior Scale Stenographer

The Senior Scale Stenographer will be responsible to dispose off the works as assigned by the State Town Planner.

3) Steno-typist

Steno-typist will be responsible to dispose off typing work assigned by the Town & Country Planner(HQ), Branch Incharge in the Headquarter, Town and Country Planner in Divisional Town Planning Offices and Asstt Town Planner in Sub-Divisional Town Planning Offices in the field offices.

25. SUPERINTENDENT GRADE-I (HQ)

- 1) The Superintendent Grade-I is responsible to dispose off the work relating service matters including preparation of R&P Rules, of different categories of the Department, finalization of seniority lists, transfer, disciplinary proceedings, vigilance matters, appointment, promotion, pensionary benefits., Budget & Accounts.
- 2) He is functioning as Drawing & Disbursing Officer in respect of Directorate of Town Planning Office, Shimla.
- 3) He is functioning as Controlling Officer in respect of Class-III & IV employees posted in the Directorate.

- 4) He is responsible to look-after the work relating to Vidhan Sabha Committees, Assurances, monitoring of revenue receipt, settlement of Audit reports /Paras, PAC/CAG matters.
- 5) He is responsible to organize the meetings of Efficiency -in- Administration, meeting of Committee of Secretaries and JCC meeting etc.
- 6) To ensure proper up-keepment of vehicles at Directorate level and related correspondence besides the correspondence relating to purchase of new vehicles, enhancement of existing fleet strength etc..
- 7) To get instructions issued for bringing transparency and efficiency in the office working and to ensure effective administration.
- 8) To look-after the work relating R.T.I Act, 2005, release of Grant-in-Aid to the Tribal SADAs and collection of UCs thereof.
- 9) To get the matters/complaints relating to misuse of official powers, allegation of corruption against any officer/official of the Department, etc. disposed off.
- 10) Any other job assigned by the State Town Planner/Director from time to time.

26. SUPERINTENDENT GRADE-II (HQ)

- 1) Superintendent Grade-II is responsible to assist Superintendent Grade-I in the disposal of work relating Budget and Account
- 2) He is responsible for monitoring of revenue receipt, settlement of audit report/Paras, PAC/CAG matters.

- 3) He is responsible to look-after the work relating to Vidhan Sabha committee, Estimate Committee and General Development Committee.
- 4) He is responsible to look-after the work relating to Grant-in-Aid to Tribal SADAs.
- 5) Any other job assigned by Superintendent Grade-I/State Town Planner/Director from time to time.

27. SUPERINTENDENT GRADE-II(SHIMLA DIVISION)

- 1). Superintendent Grade-II is responsible to look-after the work relating establishment, Budget and Accounts.
- 2) He is responsible to look-after the work relating to monitoring of revenue receipt, settlement of audit Report/Paras, PAC/CAG matters.
- 3) He is responsible to look-after the work relating to Vidhan Sabha matters
- 4) Any other job assigned by the Town & Country Planner from time to time.

28. SENIOR ASSISTANTS/JUNIOR ASSISTANTS POSTED IN HQ/FIELD OFFICES

- 1) The Senior Asstt/Junior Asstt is responsible to deal with the work relating to up-keepment of stores, stocks and stationery articles.
- 2) They are responsible to deal with the work relating to Budget, Accounts, Traveling allowance, medical reimbursement and contingencies, Grant in Aid to the SADAs & Audit Paras.

- 3) They are responsible to deal with the work relating Public Accounts Committee, Estimate Committee, Assurances and RTI Act etc.
- 4) They are responsible to deal with the work relating to Service/ Establishment matters including Recruitment and Promotion Rules, Pension cases, disciplinary and Vigilance matters.
- 5) They are responsible to deal with the work of meeting i.e. Efficiency-in-Administration, Committee of Secretaries and JCC etc.
- 6) They are responsible to do the typing work of their seat.
- 7) Any other job assigned by the controlling Officer concerned from time to time.

29. CLERK POSTED IN HQ AND FIELD OFFICES IN THE STATE

- 1) Clerks are responsible to dispose the work relating to Diary and Dispatch.
- 2) They are responsible to do the work of Treasury and preparation of bill etc.
- 3) They will assist the Senior Asstt/ Junior Asstt to deal with the work relating to upkeepment of stores, stocks, stationery articles and establishment matter.
- 4) They will do the typing work
- 5) Any other job assigned by the Controlling Officer concerned from time to time.

30. DIRVERS POSTED IN HQ AND FIELD OFFICES IN THE STATE

To play the Departmental Vehicles.

CLASS-IV WING

30. PROCESS SERVER POSTED IN HQ

- 1) He is responsible to deliver notice(s)/letter(s) issued by the 'Authorities' to the applicants/various Govt. functionaries.
- 2) Any other job assigned by the Controlling Officer.

31. PEON POSTED IN HEADQUARTER / FIELD OFFICES

He/She will attend the officers/officials concerned and will ensure to deliver the dak/files /cleanliness of tables/chairs.

32. CHAINMAN

- 1) He will assist the Senior Planning Draftsman, Junior Engineers, Draftsman and Junior Draftsman for taking measurement on the spot of ~~houses~~ made by the applicant(s) in connection with Planning permission cases & un-authorized constructions coming-up with their respective jurisdiction as well as taking of measurement of structures to be incorporated in the existing land use register/map.
- 2) Any other job assigned by the Controlling Officer.

33. CHOWKIDAR-CUM-SWEEPER

- 1) He will keep watch and ward of the office premises during and after office hours.
- 2) To take precautionary measures for prevention of fire and damage to Govt. property and to clean the office.

35. SWEEPER

He/She will sweep, clean & mop the rooms of the office

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Court Matter

Time Bound

TOWN & COUNTRY PLANNING DEPARTMENT
HIMACHAL PRADESH

NO.HIM/TP/ESTT/COURT/07- 4163

Dated 31-7-09

To

The Principal Secretary (TCP) to the
Government of Himachal Pradesh,
Shimla-171002.

Subject:- CWP-68/06 Ram Parkash Moghta Vs State of H.P. & Ors.

Madam,

With reference to your office letter No. TCP-E(3)-3/2006 dated 20-7-2009 on the subject cited above, it is submitted that in order to have a copy of duties and responsibilities of the post of Research Officer existing in other Departments of the State Govt., the Engineer-in-Chief, HPWD, Advisor(Planning) and Economic Advisor, Economics & Statistics Department were requested vide this office letter No. HIM/TP/Estt/Court/07-3823-25 dated 23-7-09 to supply the copy of job profile of the post of Research Officer but the information in question has only been received from Economics & Statistics Department, copy of which is enclosed herewith for ready reference. Therefore, Comparative statement highlighting therein the Job & responsibilities of the post of Research Officer of this Department as well as of the Economic & Statistics Department is given below for favour of information & further necessary action in the matter, please :-

Job & Responsibilities of Research Officer in	
Town & Country Planning Deptt.	Economics & Statistics Deptt.
1. To monitor surveys and studies conducted by the officials of the Deptt. pertaining to Housing, Socio Economic status, Trade & Commerce, Industry, Tourism, Facilities, Services, Utilities, Offices, Institutions and Traffic & Transportation for Regional Plans/Development Plans	1. Analysis and interpretation of Statistical data. 2. Preparation of reports, reviews memoranda etc. 3. Supervision of survey Studies /price inspections in the fields. 4. Participation in the State level, district level meetings/conferences in and out side

<p>1. Schemes in respect of Planning/Special Planning areas constituted under the provisions of H.P. Town & Country Planning Act, 1977.</p> <p>2. To ensure monitoring, analysis and interpretation of statistical data.</p> <p>3. Preparation of survey schedule etc. to conduct different kind of survey & studies.</p> <p>4. Preparation of reports on the basis of data collected by different kinds of surveys & studies.</p> <p>5. Coordination of the statistical activities within the department & with outside agencies.</p> <p>6. Any other job assigned by the Controlling Officer/Head of Department.</p>	<p>the State.</p> <p>5. Coordinating the statistical activities within the department and with outside agencies.</p> <p>6. Preparation of survey schedule studies.</p> <p>The Job profile of Research Officer/ Statistician will vary from department to department looking into the work and assignment of the department.</p>
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As far as information relating to the remaining two departments is concerned, special messenger is being deputed time & again to collect the same. As and when, the same would be provided by the said departments, it would be made available to your office forthwith, please.

Yours faithfully,

[Signature]
Director,

Town & Country Planning Dept.,
Himachal Pradesh, Shimla-171009.

Encl:-As Above.

DUTIES AND RESPONSIBILITY OF VARIOUS POSTS IN TOWN & COUNTRY PLANNING DEPARTMENT

2. STATE TOWN PLANNER, TOWN & COUNTRY PLANNING DEPTT.

- 1) The State Town Planner, Town & Country Planning Deptt., shall assist the Director Town & Country Planning Department in performance of his duties and responsibilities.
- 2) To monitor/guide and expedite the preparation of development plans /sectoral plans/schemes/projects and to assist the Director to get the same approved from Govt. besides other policy/routine jobs.
- 3) Monitors the progress of the action taken against the violation/court cases.
- 4) To function as Controlling Officer in respect of Class-I & II gazetted officer of this Department and will be responsible for getting finalized the establishment matters.
- 5) To function as ex-officio Vigilance Officer to deal with corruption cases in the Town & Country Planning Deptt.,
- 6) To inspect the field offices of this Department and after inspecting the offices will record inspection note.
- 7) To function as Public Information Officer to deal with the correspondence relating to RTI Act, 2005.
- 8) To function as Hindi Officer in the Department
- 9) To function as Member Secretary of the Heritage & Restricted Area Committee.
- 10) Any Job Assigned by the Head of Department from time to time.

3. TOWN & COUNTRY PLANNER(HQ) :-

- 1) Supervising the work of Asstt Town Planners and other technical staff working under them.
- 2) The Town & Country Planner(HQ) is responsible to expedite the plan preparation process i.e. preparation of development plans /schemes, sectoral plans, model village plans, land pooling & reconstitution schemes(s) and to get the same approved and notified from the competent authority.

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3) To monitor the progress with regard to targets fixed by the Department regarding preparation of Development Plans/Regional Plans/Sector/Plans/Schemes etc.

4) Town & Country Planner(HQ) assist the State Town Planner in formulating the opinion on cases of grant of CLU permission and approval of building plans and composition of offences under the Acts administered by the Department and collection of information thereof.

5) Town & Country Planner(HQ) also generates report techno- legal-policy parameters.

6) To get the status report of construction activities carried out /being carried out by individuals without prior approval of the Department, collected from Field Offices/SADAs in respect of Planning Areas/Special Areas and to ensure action against the same as well as to initiate steps to curb the tendency of raising the construction work un-authorizedly.

7) To get the work relating to conservation of heritage in the State, Single Window System, SADAs and correspondence relating to HIMUDA disposed off.

8) Any other job assigned by the State Town Planner/Head of Department from time to time.

4. TOWN & COUNTRY PLANNERS POSTED IN DIVISIONAL TOWN PLANNING OFFICES IN THE STATE :-

1) Supervising the work of Asstt Town Planners and other technical staff working under them.

2) Town & Country Planners are responsible to dispose off the work of Planning Area(s) and special Areas falling within their jurisdiction.

3) To exercise the powers of Head of Office in respect of Divisional Town Planning Office and functioning as Controlling Officer in respect of Class-III & IV employees posted in the Divisions.

4) To perform specialized job like formulation of Regional Plans, policies and programmes for effective implementation of the provisions of HP Town & Country Planning Act, 1977: monitoring: scrutiny and finalization of Plans/Scheme(s) devised by the Asstt Town Planner and Planning Officers.

5) To ensure professional standards in the finalization of Development Plans/Sectoral Plans/Schemes etc. in respect of Planning/Special Areas.

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- 6) To ensure planned and regulated development in the Planning Area/Special Areas falling within their jurisdiction by enforcing the provisions of H.P. Town & Country Planning act, 1977.
 - 7) To get Planning Permission cases including the cases relating to subdivisions of land disposed off within the period as stipulated in the Act ibid.
 - 8) To stop unauthorized construction(s) coming up within their jurisdiction and to ensure action against the violators as provided under the provisions of H.P. Town & Country Planning act, 1977.
 - 9) To Protect/Preserve hill architecture and preservation of heritage.
 - 10) To attend the meeting at District level.
 - 11) To ensure disposal of cases received under RTI Act, 2005 the period as stipulated in RTI Act.
 - 12) To ensure disposal of public grievances/complaints received through public/public representatives.
 - 13) To ensure submission of timely returns as are required to be submitted under Rules.
 - 14) Any other job assigned by the State Town Planner/Head of Department from time to time.

5. ASSTT TOWN PLANNER-PJT (HQ) :-

- 1) Asstt Town Planner(HQ) does the coordinating work between the drawing branch and Town & Country Planners in Divisional Town Planning Offices in H.P.
- 2) Analysis/Correspondence relating to notification of Planning/ special Areas.
- 3) Analysis/correspondence relating to land /Model Village Plans/ Schemes etc.
- 4.) Analysis /Correspondence relating to land Pooling & reconstitution Schemes (s).
- 5.) Any other job assigned by the Town & Country Planner(HQ)/State Town Planner/Head of Department.

6. ASSTT TOWN PLANNER- PLANNING PERMISSON (HQ):-

- 1) Asstt Town Planner(HQ) does the coordinating work between the drawing branch and Town & Country Planners in Divisional Town Planning Offices in H.P.

- 2) Asstt Town Planner at the Headquarter does the coordinating work between the drawing branch and District Town Planners.
- 3) Correspondence relating to grant of permission for change of land use, planning permission cases received from the field offices and other matters relating to planning regulations.
- 4) Correspondence relating to amendment in Zoning Regulations.
- 5) Analysis/correspondence relating to Environment, Heritage, HIMUDA, seminar, Public Awareness etc.
- 6) Any other job assigned by the Town & Country Planner/State Town Planner/Director