# HOSKOTE PLANNING AUTHORITY, HOSKOTE.

## THE RIGHT TO INFORMATION ACT, 2005

Section 4(1)(b) of RTI Act 2005

For the Financial year of 2022-23

**Chapter 1**

# Organisation, Functions and Duties

**[Section 4(1)(b)(i)]**

## Details of Organisational set up, Functions and Duties of the Authority:

**Hoskote Planning Authority was constituted vide Government Notification No. UDD/ 31/ BRA/ 2006, Dated: 19-07-2006. Hoskote Planning Authority office is situated at 1st cross, Sri Venkatadri Layout, Mission Hospital Road, Hoskote– 562114, Bangalore rural District**

**The Hoskote Planning Authority is a corporate body having its perpetual succession with a Chairman and Members appointed as per Sec 4C of KTCP Act, 1961 by the State Government**

**The important functions of the Planning Authority comprise of:**

1. **To prepare Master plans, revision of Master plans and enforcement of Master plan proposals with in its Local Planning Area.**
2. **Furnishing technical opinion to the Revenue Department for conversion / diversion of land from agricultural uses to non-agricultural purposes & furnishing technical opinion to the Local bodies with in its Local Planning Area jurisdiction for issuing Commencement Certificate (C.C.).**
3. **Scrutinizing & giving approvals to the Residential & non-residential layouts Plans.**
4. **Submitting Change of Land use proposals to the Government through BMRDA for approvals.**

## Chapter 2
## Powers and Duties of Officers and Employees
**[Section 4(1)(b)(ii)]**

### Chairman

**To conduct meetings of the Authority within the jurisdiction of Hoskote Planning Authority. To sign contract or agreement on behalf of the Authority. He will be the chairman for all the committees constituted by the Authority from time to time.**

### Member Secretary

**Joint Director of Town & Country Planning will be the Member Secretary of Hoskote Planning Authority.**

1. **Subject to the general powers of the Planning Authority and without prejudice to the powers of the Chairman under this Act, the Member- Secretary to the Planning Authority shall, —**

   **(a) be the Chief Executive and Technical Officer of the Planning Authority;**

   **(b) be responsible for all budgetary, planning, enforcement and supervisory functions of the Planning Authority;**

   **(c) furnish to the Planning Authority all the information relating to administration and accounts of the Authority as well as other matters whenever called upon by the Authority to do so;**

   **(d) Prepare and submit the Annual Reports and audited accounts of the Planning Authority for its approval within three months of the close of every financial year and thereafter submit copies of the same to the Board, The Director and the State Government.**

2. **If, in the opinion of the Member-Secretary, any resolution passed by the Planning Authority contravenes any provisions of this Act or any other law or of any rule, notification, regulation or bye-law made or issued under this Act or any other law or any order passed by the State Government or its prejudicial or detrimental to the interests of the Planning Authority, he shall, within fifteen days of the passing of such resolution refer the matter to the State Government through the Director for orders and inform the Planning Authority at its next meeting of the action taken by him and until the orders of the State Government on such reference are received, the Member-Secretary of the Planning Authority shall not be bound to give effect to the resolution.]1**

## Deputy Director of Town & Country Planning

**Deputy Director of Town & Country Planning looks after all the technical works at the Authority and co-ordinates / assists Member Secretary in carrying out the activities related to town planning, administration and accounts.**

## Assistant Director of Town & Country Planning

**Assistant Director of Town & Country Planning looks after all the technical works at the Authority and co-ordinates / assists Member Secretary and Deputy Director in carrying out the activities related to town planning, administration and accounts.**

## Town Planner/ Technical Assistant

**The day-to-day technical applications / issues are to be scrutinized and submitted to the higher officers for approval within the stipulated time period.**

## SDA/Typist

**The day-to-day assistance of office administration, Accounts Maintenance and any other miscellaneous works assigned by the Member Secretary after getting approvals in the authority meeting for layouts, updating approval details in E-vinyasa software and to carry out the on time approval procedures apart from attending Day to day typing works of the office both in Kannada and in English.**

## Group 'D' Employees

**Group 'D' employees works as per the instructions given by the officers / staffs with regard to movement of files between sections, cleaning of the office premises and to carry out any other miscellaneous works as directed by the officers / officials and staffs of the authority from time to time.**

**Chapter 3**

## Procedure Followed in Decision making Process

**[Section 4(1)(b)(iii)]**

**Procedure to be followed in decision-making process including control and responsibility**

- **The proposals received from the public and other offices are scrutinized and necessary actions were taken for granting approvals as per the jurisdictional powers**.
- **To prepare Master plans or revise Master plans and to enforce the Master Plan proposals with in its Local Planning Area jurisdiction**.
- **Furnishing technical opinion to Revenue Department for conversion / diversion of agricultural lands for non-agricultural purposes as per approved Master Plan.**
- **Scrutinizing and giving approvals to Residential and non-residential layouts (Residential, Commercial, Industrial & others) as per the approved Zonal regulations.**
- **Furnishing Technical opinions to Local bodies for issuing Commencement Certificates (CC).**

## Chapter 4

# Norms set for the Discharge of Functions

**[Section 4(1)(b)(iv)]**

## Procedure for carrying out duties

**The activities of the Planning Authority office are carried out as per the provisions of various Acts, Government Orders, Circulars and the directions given from time to time.**

## Chapter 5

# Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

**[Section 4(1)(b)(v) & (vi)]**

## The Acts and Rules followed by the Hoskote Planning Authority in executing the duties

- **The Karnataka Town and Country Planning Act, 1961**
- **The Karnataka Planning Authorities Rules, 1965**
- **The Bangalore Metropolitan Region Development Authority Act, 1985**
- **The Karnataka Municipalities Act, 1964**
- **The Karnataka Civil Service Rules, 1957**
- **National Highways Act, 1956**
- **Karnataka Highways Rules, 1965**
- **Karnataka Right to Information Act, 2005**

## Chapter 6

# Categories of Documents held by the Hoskote Planning Authority under its Control

**[Section 4(1)(b)v (i)]**

**The documents available with the Authority.**

1. **Interim Master Plan and Zonal Regulations;**
2. **Master Plan, Report and Zonal Regulations;**
3. **Approved multiple sites layout plans / Single Site Layout Plans / Development Plan, etc.;**
4. **Register pertaining to availability of Civic Amenity sites (CA Sites) in the Authority.**
5. **Files pertaining to Conversion opinions given to Revenue Dept. regarding conversion of land from Agriculture to Non-Agriculture uses;**
6. **Change of Land use files;**
7. **Income and Expenditure Cash Book;**
8. **Stock Register.**

## Chapter 7

# Arrangement for consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof

**[Section 4(1)(b)(viii)]**

**Details of arrangements regarding preparation of various plans and consultation with or representation by the members of the public regarding the plans**

Master Plan prepared by Planning Authority was published for the information of the public inviting their comments and suggestions and the same are scrutinized / analyzed as per rules and final plans are prepared & obtained the approval from the Government.

## Chapter 8
## Boards, Councils, Committees and other bodies constituted a part of Public Authority

**[Section 4(1)(b) v(viii)]**

**Committees and other Boards in the Department.**

| Name of Boards, Council, Committees, etc., | Composition | Powers & Functions | Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public |
|---|---|---|---|
| -------- Not Applicable ---------- | | | |

## Chapter 9

# Directory of Officers and Employees

**[Section 4(1)(b)(ix)]**

## Directory of the officers and employees in the Hoskote Planning Authority

| Sl. No. | Name of the Officers/ Employees | Designation | Office Address | Contact Number / e-mail ID |
|---|---|---|---|---|
| 1 | M. MAHADEVA PRASAD | Joint Director of Town and Country Planning | **Sri Venkatadri Layout, Mission Hospital Road Bangalore rural District** | **080-27934470** E-mail: hosakote.pa@gmail.com |
| 2 | D.T. NARASINGA RAO | Deputy Director of Town and Country Planning | | |
| 3 | REVATHI A. | Assistant Director of Town and Country Planning | | |
| 4 | NAGABHUSHANA. K.R. | Technical Assistant (through Outsource) | | |
| 5 | ARATHI S RANGAN | SDA/Typist (through Outsource) | | |
| 6 | TEJASWINI H.B. | Typist (through Outsource) | | |
| 7 | SHRIHARI .M. | 'D' Group (through Outsource) | | |
| 8 | CHANDRA MOHAN J. | | | |
| 9 | MOHAN KUMAR H.M. | | | |

## CHAPTER-10

**Monthly remuneration received by each of its officers and employees for the month of Mar-2023.**

| Sl. No. | Name of the Officer | Designation | Monthly remuneration (Including DA & HRA) |
|---|---|---|---|
| 1 | **M. MAHADEVA PRASAD** | Joint Director of Town and Country Planning | Rs. 1,19,679/- |
| 2 | **D.T. NARASINGA RAO** | Deputy Director of Town & Country Planning | Rs. 94,274/- |
| 3. | **REVATHI .A.** | Assistant Director of Town & Country Planning | Rs. 74,921/- |
| 4 | **NAGABHUSHANA. K.R** | Technical Assistant (through Outsource) | Rs. 31,950/- |
| 5 | **ARATHI .S. RANGAN** | Second Division Assistant (through Outsource) | Rs. 19,503/- |
| 6 | TEJASWINI H.B. | Typist (through Outsource) | Rs. 19,503/- |
| 7 | **SRI HARI. M.** | ‘D’ GROUP (through Outsource) | Rs. 15,113/- (Each) |
| 8 | **CHANDRA MOHAN. J.** | | |
| 9 | **MOHAN KUMAR. H.M.** | | |

## CHAPTER -11

Budget allocated to each agency including Plans etc.,

[Section 4(1)(b)xi]

| Agency | Plan/Programme/Scheme/ Project/Activity/Purpose for which budget is allotted | Proposed Expenditure as on last year | Expected outcomes | Report on disbursement made or where such details are available (Website, reports, notice board etc.,) |
|---|---|---|---|---|
| ----------Not applicable--------- | | | | |

## Chapter 12
## Manner of Execution of Subsidy Programmes
**[Section 4(1)(b)xii]**

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

| Name of programme/Activity | Nature/Scale of subsidy | Eligibility criteria for grant of subsidy | Designation of officer grant subsidy |
|---|---|---|---|
| ---------- Not Applicable ---------- | | | |

## Chapter 13

## Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

**[Section 4(1)(b)xiii]**

| **Institutional Beneficiaries** | | | | |
|---|---|---|---|---|
| **Name of programme/scheme** | | | | |
| **Sl.No.** | **Name & address of recipient institutions** | **Nature /guantum of benefit granted** | **Date of grant** | **Name & designation of granting authority** |
| ---------- Not Applicable ---------- | | | | |

**Chapter 14**

## Information Available in Electronic Form

**[Section 4(1)(b)x(iv)]**

- Details in respect of the information available to or held by it reduce in an electronic form

| Electronic | Description (Site adder/location where available) | Contents or Title | Designation and address of custodian of information held by whom? |
|---|---|---|---|
| In the office Pc | Hoskote Planning Authority Website URL:hoskote.tpa.gov.in | Hoskote Master Plan and report | Member Secretary |
| In the office Pc | E-vinyasa URL: https://www.e-vinyasa.kar.nic.in | Approved Layout plans | Member Secretary |
| In the office Pc | - | Technical opinion furnished to the Revenue dept. for conversion of land | Member Secretary |
| In the office Pc | - | Technical opinion furnished to the CMC, Hoskote and Gram Panchayats for issuing Building license | Member Secretary |

## Chapter 15
## Particulars of Facilities available to Citizens for Obtaining Information
**[Section 4 (1)(b)xv]**

The particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information

| Facility | Description (Location of Facility/Name etc.,) | Details of information made available |
|---|---|---|
| Hoskote Master Plan sets and reports | Authority office / Website URL: hoskote.tpa.gov.in | Approved copies |
| Approved Layout Plans | Authority office/ E-vinyasa URL: https://www.e-vinyasa.kar.nic.in | Approved copies |
| Technical opinion furnished to the Revenue dept. for conversion of land | Authority office | Year wise List of cases |
| Technical opinion furnished to the CMC, Hoskote and Gram Panchayats for issuing Building license | Authority office | Year wise List of cases |

## Chapter 16

## Names, Designations and other Particulars of Public Information Officers

**[Section 4(1)(b)xvi]**

**Statement showing the names, designation of the Public Information Officers in the Hoskote Planning Authority during 2022-23**

| Name of the Office | Name & Designation of the Officer | Designation | Telephone No. |
|---|---|---|---|
| **Office of the Hoskote Planning Authority, Hoskote** | **Sri. D.T. NARASINGA RAO, Deputy Director of Town & Country Planning** | **Public Information Officer** | **080-27934470** |
| | **Sri. M. MAHADEVA PRASAD Joint Director of Town & Country Planning & Member Secretary.** | **Appellate Authority** | |

## CHAPTER- 17
## Other useful information

**(Section 4(1)(b)xvii)**

Such other information as may be prescribed; and thereafter update these publications every year

The publication will be updated every year