

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.

- 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.

- 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

7. Research Officer(H.Q.)

The job profile of the post of Research Officer is given as under :-

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/schemes in respect of Planning/Special Areas constituted under the provisions of H.P. Town & Country Planning Act, 1977.
2. To ensure monitoring, analysis and interpretation of statistical data.
3. Preparation of survey schedule etc., to conduct different kind of survey & studies.
4. Preparation of reports on the basis of data collected by different kinds of surveys & studies
5. Coordination of the Statistical activities within the department and with outside agencies.
6. Any other job assigned by the Controlling Officer/Head of Department.