

AMRITSAR DEVELOPMENT
AUTHORITY
(ADA)

PUDA BHAWAN
GREEN AVENUE
AMRITSAR

MANUALS

(As per the Provisions of
Right to Information Act 2005)

[Extract from the Punjab Government Gazette (Extra.) dated 16th July 2007]

Government of Punjab
Department of Housing & Urban Development
(Housing-II Branch)

NOTIFICATION

13/31/07-1HG2/5384

Whereas the Government of Punjab is of the opinion that the object of proper development and re-development of the area falling in and around Amritsar city will be served by entrusting the work of development and re-development there of a Special Authority.

Therefore, in exercise of the powers conferred by Section 29(I) the Punjab Regional and Town Planning & Development Act, 1995 (Punjab Act No.11 of 1995), the Governor of Punjab is pleased to constitute establish the Amritsar Development Authority (ADA) for area falling in Amritsar City as defined in the annexed Drawings No. DTP(ASR)434/07, dated 03.04.07. The Authority shall comprise of the following official members:

Official Members:

1. Chief Minister Punjab	Chairman
2. Housing and Urban Development Minister (when in position)	Member
3. Chief Secretary	Member
4. Principal Secretary (Finance)	Member
5. Principal Secretary (Local Government)	Member
6. Principal Secretary Housing and Urban Development	Member
7. Principal Secretary to Chief Minister Punjab	Member
8. Chief Town Planner, Punjab	Member
9. Chief Administrator, ADA	Member
10. Three non official members to be nominated by the Chief Member.	

1. Chief Administrator of the Authority shall be appointed by the Government.

2. The Headquarters of the Authority shall be at Amritsar. The Estate Officer, PUDA Amritsar will house the office of Amritsar Development Authority and will be expanded as per its requirements.

3. All the powers and functions of the Punjab Urban Planning & Development Authority relating to the development and re-development of area under Amritsar Development Authority shall be exercised by the Amritsar Development Authority as constituted.

SCHEDULE OF BOUNDARY OF AMRITSAR DEVELOPMENT AUTHORITY

NORTH:- Starting from point 'A' which is tri-Junction point of village karyal (HB No. 201), Jastarwala (HB No. 209), Chala (HB No. 208) and moving towards East along the northern boundaries of village chala (HB No. 208), Jauns (HB No. 205), Ugar Aulakh (HB No.213), Bhala Pind (HB No. 306), Mehlawala (HB No. 305), Sehnsra (HB No. 304), Ghujewali (HB No. 246), Kotli Sakkian Wali (HB No. 295), Khalmi Khurd (HB No. 293), Kandowali (HB No. 287), Majjupura (HB No. 282), Bhadewali (HB No. 328), Dadupura (HB No. 329), Majitha (HB No. 131), Harian (HB No. 294), Begeywal (HB No. 296), Dialpur (HB No. 295), Varyam Nangal (HB No. 224), Jhande (HB No. 226), Megha Soie (HB No. 218), Rangilpura (HB No. 219), Chachowali (HB No. 216), Jaintipur (HB No. 215), Pakharpura (HB No. 214), Talwandi Ghuman (HB No. 217), Kotli Dhole shah (HB No. 213), Kadrabad (HB No. 211), Kotli Malian (HB No. 212), up to point 'B' which is the meeting point of Village boundary of kotli Malian (HB No.

212) and Uchoke Khurd (HB No. 205) with the common district boundary of Amritsar and Gurdaspur.

EAST:- Thence from point 'B' and moving towards South along the southern boundary of village Kotli Mallian (HB No. 212), Sarhala (HB No. 196), Fattu Bhillia (HB No. 195), Babowal (HB No. 191), Dhadde (HB No. 235), Mukandpura (HB No. 178), Mian Pander (HB No. 177), Bhullar Hans (HB No. 176), Manghaso Rai (HB No. 174), Mehnia Brahmanan (HB No. 172), Rasulpur Kalan (HB No. 169), Khalaira (HB No. 161), Gadli (HB No. 160), Rana Kala (HB No. 122), Naraingarh (HB No. 124), Bathangarh (HB No. 125), Tangra (HB No. 126), Chhajjal Wadhi (HB No. 127), Bhaini Badechhian (HB No. 87), upto point 'C' which is the tri-junction of villages Bhaini Badechhian (HB No. 87), Thothian (HB No. 88) and Bhorchhi Rajputan (HB No. 86).

SOUTH:- Thence starting from point 'C' and moving towards West along the southern boundary of village Bhaini Badechhian (HB No. 87) and Timmowal (HB No. 132) up to point 'D' where the common boundary of Timmowal (HB No. 132) and Bhorchhi Rajputan (HB No. 86) meets with the common district boundary of Amritsar and District Taran Taran. Thence moving towards the west along the common District boundary of District Taran Taran and District Amritsar upto point 'E' where the common boundary of District Amritsar and District Taran Taran meets with the international boundary of India and Pakistan.

WEST:- Thence from point 'I' and moving towards north-west along the International boundary up to point 'I' where the common boundary of village Dhanola Kala (HB No. 388) and Mula Kot (HB No. 182) meets with the International Border of India and Pakistan. thence from point 'F' and Moving Towards North east along the northern Boundary of village Dhanola Kala (HB No. 388), Mode (HB No. 390), Shshura (HB No. 346), Vanieyke (HB No. 345), Cheleke (HB No. 341), Kohala (HB No. 340), Chogawan (HB No. 329), Taplala (HB No. 189), Bhullar (HB No. 190), Karimpura (HB No. 195), Mahmud Pura (HB No. 196), Chak Kamal Khan (HB No. 197), Kotli Sakka (HB No. 199), Rakh Othian (HB No. 202), Othian (HB No. 203), Cala (HB No. 208) upto point 'A' which is point of Start.

NOTE: - These boundaries have been shown on drawing No. DTP(ASR) 434/07 dated 03.04.2007.

Committees & Function

Appointment of Committees :- For the purpose of securing efficient discharge of its functions, particularly for the purpose of ensuring of the efficient maintenance of Public amenities and execution of development works and project, there shall be following committees of the Authority, namely :-

(I) Executive Committee :- The Executive Committee shall consist of :-

(i) Chief Secretary to Govt., Punjab	Chairman
(ii) Principal Secretary to CM, Punjab	Member
(iii) Principal Secretary, Finance, Punjab	Member
(iv) Principal Secretary, Local Govt., Punjab	Member
(v) Secretary, Housing & Urban Development, Punjab	Member
(vi) Chief Town Planner, Punjab	Member
(vii) Chief Administrator, ADA	Member Secretary

The Committee shall discharge the following functions namely :-

(i) The constitution of Executive Committee shall be to secure efficient discharge of the functions of ADA. The Executive Committee will exercise all the powers of ADA, including the functions as specified below, and decisions taken in the Executive Committee shall be placed in the next meeting of the Authority for ratification.

To approve the selection of Urban Estates, development of areas and new townships.

To approve housing projects and other projects for development of land in Urban Estates, development of areas and new townships and other Urban Development Programme.
Selection of Public/Private Sector Collaborators.

(II) Finance & Accounts Committee :- The Finance & Accounts Committee shall consist of :-

(i) Secretary of Govt. of Punjab	Chairman
Deptt. of Housing & Urban Development	Member
(ii) Secretary to Govt., Punjab , Deptt of Finance	Member
or his representatives	
(iii) Chief Administrator, ADA	Member Convener

(III) Planning & Design Committee :- The Planning & Design Committee shall consist of :-

(i) Secretary to Govt., Punjab	Chairman
Deptt. of Housing & Urban Development.	
(ii) Secretary to Govt., Punjab.	Member
Deptt. of Local Govt. or his representative.	
(iii) Chief Administrator, JDA	Member Convener
(iv) Chief Town Planner, Punjab.	Member
(v) Chief Coordinator & Planner, Punjab.	Member
(vi) Chief Architect, Punjab.	Member

The Committee shall discharge the following functions, namely :-

Scrutinize proposals for declaring planning areas and preparation of Regional Plans, Master Plans and Town Development Schemes under the Act and the rules

Regulations made there under to be recommended to the Authority for necessary approval.

Scrutiny of layout plans for Sectors and Sub-Sectors.

Discharge any other function that the Authority or the Executive Committee may specifically assign.

2. Objects & Functions of the Authority (Section 28) The main objects and functions of the Authority is to promote and secure better planning & development of any area of the State and for that purpose the Authority shall have the powers to acquire by way of purchase, transfer, exchange or gift or to hold, manage, plan, develop and mortgage or otherwise dispose of land or other property or to carry out itself or in collaboration with any other agency or through any other agency on its behalf, building, engineering, mining and other operations to execute works in connection with supply of water, disposal of sewerage, control of pollution and other services and amenities and generally to do anything with the prior approval or on direction of the State Government, for carrying out the purpose of this act.

In particular and without prejudice to the generality of the forgoing provisions the Authority itself or in collaboration with any other agency or through any other agency on its behalf.

i. If so required by the State Government or the Board, take up the works in connection with the preparation and implementation of Regional plans, master plan and new township plan and town improvement schemes.

ii. Undertake the work relating to the amenities and services to be provided in the Urban Areas, Urban Estates, promotion of urban development as well as construction of houses.

iii. Promote research, development of new techniques of planning, land development and house construction and manufacture of building material.

iv. Promote companies, associations and other bodies for carrying out the purposes of the act;

v. Perform any other functions which are supplemental, incidental or consequential to any of the functions referred to in this sub section or which may be prescribed.

3. Control by State Government (Section 40)

(1) The Authority shall carry out such directions as may be issued to it, from time to time, by the State Government for the efficient administration of this Act.

(2) The State Government may depute any officer to inspect or examine the office of the Authority, or its development works and to report thereon and the officer so deputed may, for the purposes of such inspection or examination call for,-

a. any extract from any proceedings of the Authority or any committee constituted under this Act, record, correspondence, plan or other documents;

a. any return, estimates, statement of accounts or statistics;

b. any report, and the Authority shall furnish the same.

4. Acquisition & Disposal of Land by the Authority. (Section 42)

Acquisition of Land

(i) When any land other than the land owned by the Central Government is required for the purposes of the Authority under this Act, the State Government may, at the request of the Authority, proceed to acquire it under the provisions of Land Acquisition Act, 1894 and no payment by the Authority of the compensation awarded under that Act and of any other charges incurred in acquiring the land, the land shall vest in the Authority.

(ii) For the purposes of the Land acquisition Act, 1894 and any other law for the time being in force, the Authority shall be deemed to be a local authority.

Disposal of Land (Section 43)

1. Subject to any directions by the State Government under this Act, the Authority may dispose of

a. any land acquired by it or transferred to it by the State Government without undertaking or carrying out any development thereon; or

b. any such land after undertaking or carrying out such development as it thinks fit to such persons, in such manner and subject to such terms & conditions as it considers expedient for securing proper development.

2. The transfer of land to any person under sub-section (1) shall be subject to such further conditions as may be prescribed with regard to completion of buildings or parts thereof or with regard to extension of period for such completion and payment of fees for such extension.

3. Nothing in this Act shall be construed as enabling the Authority to dispose of land by way of gift, but subject to this condition, reference in this Act to the disposal of land shall be construed as reference to the disposal thereof in any manner whether by way of sale, exchange, lease or by the creation of any easement, right or privilege or otherwise.

4. Subject to the provisions hereinbefore contained, the Authority may sell, lease or otherwise transfer whether by auction, allotment or otherwise any land or building belonging to it on such terms & conditions as it may from time to time determine.

5. The consideration money for any transfer under sub-section (4) shall be paid to the Authority in such manner as may be determined by the Authority.

6. Notwithstanding anything contained in any other law for the time being in force, any land or building or both, as the case may be, shall continue to belong to the Authority until the entire consideration money together with interest and any other amount, if any, due to the Authority, on account of the transfer of such land or building or both, is paid.

7. Unless and until conditions provided in the regulations made by the Authority are fulfilled, the transferee shall not transfer any of his rights in the land or building except with the previous permission of the authority which may be granted on such terms and conditions and on payment of such fee as may be determined by the Authority.

Powers of the Authority to make Regulations (Section 182)

1. The Authority may make regulations, consistent with this Act and the rules made there under, to carry out the purposes of this Act.

2. In particular and without prejudice to the generality of this power, such regulations may provide for,-

- a. the summoning or holding of the meetings of the Authority, the time and place where such meetings are to be held and the conduct of business at such meetings under sub-section (1) of section 21;
- b. the functions to be assigned to the Chief Administrator by the Authority under section 22;
- c. the appointment of committees under section 23;
- d. the salaries, allowances and conditions of service of officers and other employees of the Authority under sub-section (2) of section 26;
- e. the powers & duties of the officers and other employees of the Authority under sub-section (3) of section 26;
- f. any other matter which has to be, or may be, determined by regulations.

Besides this the Authority is also undertaking construction of different type of houses to the needs of the various sections of the society. Special attention is given for the construction of EWS & LIG houses for the poor people of the State. These houses are allotted on easy installments. Residential plots of various sizes are allotted to the needy persons for the construction of houses. Apart from land is allotted to the Co-operative Societies for the construction of multi-stories flats/ houses in all the urban estates. Land is also allotted for various other purposes such a construction of schools, Hospitals, Government offices, Petrol Stations, Cattle Pond etc. The Authority also provides infrastructures to the Urban Estates being developed by it.

II

**REGARDING POWERS AND DUTIES OF
ITS OFFICERS AND EMPLOYEES**

2

C/S

ਅੰਮ੍ਰਿਤਸਰ ਡਿਵੈਲਪਮੈਂਟ ਅਥਾਰਟੀ, ਗਰੀਨ ਐਵੀਨਿਊ, ਪੁੱਡਾ ਭਵਨ, ਅੰਮ੍ਰਿਤਸਰ।



RECEIVED
Supdt./.../D.O (W)
[Signature]
22.7.09

ਸੇਵਾ ਵਿਖੇ

ਸੰਯੁਕਤ ਸਕੱਤਰ
ਮਕਾਨ ਤੇ ਸ਼ਹਿਰੀ ਵਿਕਾਸ ਵਿਭਾਗ
ਚੌਥੀ ਮੰਜਿਲ, ਮਿੰਨੀ ਸੈਕਟਰੀਏਟ,
ਚੰਡੀਗੜ੍ਹ।

ਨੰ: ਏਡੀਏ/ਮੁ: ਪ੍ਰ: /ਅੰਮ੍ਰਿਤਸਰ/ਸ-3/2009/

ਮਿਤੀ/

ਵਿਸ਼ਾ:- ਡੈਲੀਗੇਸ਼ਨ ਆਫ ਪਾਰਵਜ ਫਾਰ ਵਰਕਸ।

ਅੰਮ੍ਰਿਤਸਰ ਵਿਕਾਸ ਅਥਾਰਟੀ, ਅੰਮ੍ਰਿਤਸਰ ਦੇ ਹੇਠ ਵਿੱਚ ਆਉਣ ਤੇ ਬਾਅਦ ਇਸ ਦਫਤਰ ਵੱਲੋਂ ਅਪਰੂਵ ਕੀਤਿਆਂ ਡੈਲੀਗੇਸ਼ਨ ਆਫ ਪਾਰਵਜ ਆਪ ਨੂੰ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀਆਂ ਜਾਂਦੀਆਂ ਹਨ।

[Signature]
ਮੁੱਖ ਪ੍ਰਸ਼ਾਸਕ
ਅੰਮ੍ਰਿਤਸਰ ਡਿਵੈਲਪਮੈਂਟ ਅਥਾਰਟੀ
ਅੰਮ੍ਰਿਤਸਰ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: ਏਡੀਏ/ਮੁ: ਪ੍ਰ: /ਅੰਮ੍ਰਿਤਸਰ/ਸ-3/2009/ 982

ਮਿਤੀ/ 22/7/09

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸਮੇਤ ਡੈਲੀਗੇਸ਼ਨ ਆਫ ਪਾਰਵਜ ਫਾਰ ਵਰਕਸ ਦੀ ਕਾਪੀ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਮੁੱਖ ਪ੍ਰਸ਼ਾਸਕ ਪੁੱਡਾ-ਮੋਹਾਲੀ।
2. ਮਿਲਖ ਅਫਸਰ, ਅੰਮ੍ਰਿਤਸਰ ਵਿਕਾਸ ਅਥਾਰਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
3. ਮੰਡਲ ਇੰਜੀਨੀਅਰ (ਸਿਵਲ) ਅੰਮ੍ਰਿਤਸਰ ਵਿਕਾਸ ਅਥਾਰਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

[Signature]
ਮੁੱਖ ਪ੍ਰਸ਼ਾਸਕ
ਅੰਮ੍ਰਿਤਸਰ ਡਿਵੈਲਪਮੈਂਟ ਅਥਾਰਟੀ
ਅੰਮ੍ਰਿਤਸਰ।

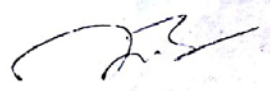
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AMRITSAR DEVELOPMENT AUTHORITY, AMRITSAR (3)

I. K.S. Pannu, IAS, C.A., ADA, Amritsar is pleased to delegate the powers to officers for both functioning of ADA as under:-

SECTION 1-A (GENERAL)				
Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated		Remarks
2	3	4		5
Power to declare headquarter of an employee	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Full powers for employees in the scale of pay which is less than scale of pay of Rs.2200-4000. (iii) Full Powers for work-charged employees drawing pay in the scale which is less than the scale of pay of Rs.2200-4000.		
Power to sanction the absence of an employee on duty beyond his sphere of duty.	(i) ACA (ii) CE/SE	(i) Full Powers for employees working under his/her control. (ii) Full powers for work-charged employees.		
Power to sanction absence of the employees beyond their sphere of duty for training in India	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.		
Power to dispense with the production of medical certificate of fitness	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.		
Power to suspend lien of an employee	(i) CA (ii) ACA	(i) Full Powers for one year only. (ii) Full Powers in respect of Group-D employees for one year only.		
Power to transfer lien of an employee	CA	Full Powers		
Power of relax the provision of rule 3.22 of the Punjab Civil Services, Rules Volume-I, Part-I	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees		
Power to declare that provisions of rule 3.23 of the Punjab Civil Services Rules, Volume-I, Part-I will not be applicable to any particular case.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees		
Power to grant pay and allowances to an employee treated on duty under rule 2.16(b) of the Punjab Civil Services Rules Vol-I, Part-I.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees		
10. Power to issue a declaration as to the relative degree of responsibility attaching to two posts in case of doubt.	CA	Full Powers		
11. Power to grant premature increment to an employee in a time scale of pay in order to fix initial pay in excess of the amount permissible under rule 4.4 and 4.14 of the Punjab Civil Service Rule, Vol-I, Part-I	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.		

	2	3	4	5
Power to grant advance increments to the officers who go abroad to improve their qualifications.	(i) VC (ii) CA	VC CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	
Power to decide whether the officiating pay should or should not be given in case of clerical and subordinate posts not borne on regular scales of pay.		CA	Full Powers	
Power to reduce the pay of an officiating employee	(i) VC (ii) CA (iii) ACA	VC CA ACA	(i) Full powers for group A & B (ii) Full powers for group C. (iii) Full powers for group D.	
Power to fix pay	(i) ACA	ACA	(i) Full powers for employees working under his/her control.	
Power to appoint and grant honorarium to the employees who hold charge of current duty of another post in addition to their own duties. Power to waive or reduce the amount of rent to be recovered from any employee or class of employees or waive or to reduce the amount of municipal and other taxes not being house tax or property tax to be recovered from any employee.	(i) VC (ii) CA	VC CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	
Power to Grant or permit an employee to receive honorarium	(i) VC (ii) CA (iii) ACA (iv) CE/SE	VC CA ACA CE/SE	(i) Full powers for group A & B. (ii) Full powers for group C & D. (iii) Upto Rs.500/- during an year. (iv) Upto Rs.500/- during an year.	
B. GRANT				
Power to sanction the taking of work for which a fee is offered and the acceptance of fee thereof.	(i) CA (ii) ACA	CA ACA	(i) Full Powers (ii) Upto Rs.50,000/-.	
Power to treat the period of suspension of an employee as a period spent on duty for any specified purpose.	(i) CA (ii) ACA	CA ACA	(i) Full powers for group A, B & C (ii) Full powers for group D	
Power to grant leave	(i) CA (ii) ACA (iii) CE/SE (vi) Divisional Engineer	CA ACA CE/SE Divisional Engineer	(i) Full powers (including Ex-India leave) (ii) Full Powers (excluding Ex-India Leave) for employees working under his/her controls. (iv) Upto one month (Excluding Ex-India Leave) for all employees working under his control. (vi) Upto one month for Group-D employees (Excluding Ex-India leave)	
2. Power to grant extension in joining time.	(i) CA (ii) ACA	CA ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	
3. Power to grant permission to an employee on leave to accept employment or to take up service.	(i) VC (ii) CA	VC CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	

2	3	4	5
Power to permit the calculation of joining time by a route other than, which travelers habitually use.	(i) ACA (ii) CE/SE	(i) Full Powers (ii) Full Powers	
Power to fix pay in foreign service	CA	Full Powers	
Power to decide the date of reversion of an employee returning after leave from foreign service.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	
Power to appoint an employee to hold temporary post or to officiate in more than one post.	(i) VC (ii) CA (iii) ACA	(i) Full Powers for group A & B (ii) Full Powers for group C & D (iii) Full Powers for group C & D within his/her jurisdiction.	
Power to determine the amount of pay and allowances which may be paid to an employee under rule 7.3(4), 7.3(A) (2) and 7.3 (B) (5) of the Punjab Civil Services Rules, Vol-I, Part-i	(i) VC (ii) CA	(i) Full Powers for group A & B (ii) Full Powers for group C & D	
(i) Extra-ordinary leave including that under item in clause (ii) of the rule 8.137 (i) and (ii) of the Punjab Civil Services Rules, Vol-I, Part-I	(i) VC (ii) CA (iii) ACA	(i) Full Powers for group A & B (ii) Full Powers for group C. (iii) Full Powers for group D	
(ii) Medical leave under the conditions in clause (ii) of Rule 8.137 of the Punjab Civil Service Rules Vol-I, Part-I	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers for staff within his/her jurisdiction.	
To sanction advance out of the contributory Provident Fund.	(i) CA (ii) ACA	(i) Full Powers for group A & B (ii) Full Powers for group C & D	
Issuing of No Objection Certificate, No dues certificates for obtaining Passport	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers for Group-D employees.	
B Issue of No due Certificate to the <u>PUDA</u> employees	(i) ACA (ii) CE/SE	(i) Full powers for staff except CE/SE. (ii) Full powers for regular work charged staff.	
Extension in deputation period of an employee	(i) VC (ii) CA	(i) Full Powers for group A & B (ii) Full Power for group C & D (Technical & Non-Technical).	
Forwarding of applications to the organization to whom they are addressed as per government instructions and permission to pursue further studies by the employee in every class through correspondence or privately or any other examination.	(i) ACA (ii) CE/SE	(i) Full powers (ii) Full powers for work-charged employees.	

2	3	4	5
To allow annual grade increments except in the case of proficiency selection grade or senior scale or when stopped by the competent Authority.	Drawing and Disbursing Officer	Full Powers	(6)
Grant of proficiency/ selection grade and senior scale/ placement in the higher scale and grant of class-II status to JE under Assured Career Progression Scheme.	(i) VC (ii) CA (iii) ACA (iv) CE/SE	(i) Full Powers for group A & B Officers. (ii) Full Powers for group C employees. (iii) Full Powers for group D employees. (iv) Full Powers for work charged staff under his control. Note:- The cases in which it is to be denied on account of poor record would be put up to C.A.	
Power to engage lawyers as per fees fixed by the Authority for cases in lower courts	(i) ACA	(i) Full powers.	
Posting & transfers of employees	(i) Chairman (ii) VC (iii) CA (iv) CE/SE	(i) Full Powers to transfer Officer of the level of SE and above. (ii) Full powers to transfer group A & B below the rank of SE. (iii) Full powers for group C & D (Technical & Non Technical) (iv) Full powers for work charged staff.	
To sanction house building advance and conveyance advance to the employees	(i) VC (ii) ACA (iii) CE/SE	(i) Full powers for group A & B. (ii) Full Powers for group C & D (Tech & Non-Tech). (iii) Full powers for work charged staff.	
To sanction Group D posts.	Authority	Full Powers.	
To sanction engagement of agencies, staff and professional experts on contract basis.	(i) CA (ii) ACA	(i) Full Powers for two years at a time. (ii) Full Powers to appoint revenue staff only for two years at a time at the rates approved by the Authority.	
To sanction post retirement benefits viz, payment of gratuity, leave encashment payment of C.P.F. & GIS etc. to employees of JDA	(i) VC (ii) CA (iii) ACA	(i) Full Powers for Group-A & B. (ii) Full Powers for Group-C. (iii) Full powers for Group-D employees.	
2. Clearance of probation period	(i) VC (ii) CA (iii) ACA (iv) CE/SE	(i) Full powers for group A & B (ii) Full powers for group C. (iii) Full powers for group D. (iv) Full powers for work-charged staff.	
3. Power to sanction Leave Travel Concession	(i) CA (ii) ACA (iii) CE/SF	(i) Full Powers (ii) Full Powers for employees under his/her jurisdiction. (iii) Full Powers for work charged staff.	

9

SECTION 1-B (GENERAL)

Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated	Remarks
2	3	4	5

A. TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF CAPITAL ASSETS PROVIDED IN THE SANCTIONED BUDGET.

To sanction expenditure on purchase of vehicles such as Cars, Jeeps Pick-up Vans, Trucks Buses, etc.	CA	Full Powers	
To sanction expenditure on purchase of:-			
(i) Furniture & fixtures	(i) CA	(i) Full Powers	
	(ii) ACA	(ii) Rs.25,000/- in a year	
(ii) Office equipment such as fax machine duplicators, typewriters, Photostat machines and cycles.	(i) CA	(i) Full Powers	
	(ii) ACA	(ii) Rs.50,000/- per year.	
(iii) Computers and related equipments	(i) CA	(i) Full Powers	
To sanction expenditure on purchase of air-conditions, water coolers, air-coolers and electrical fans.	(i) CA	(i) Full Powers	
	(ii) ACA	(ii) Rs.30,000/- for A.C. & Rs.5,000/- for rest	
To sanction expenditure on purchase of books and maps	(i) CA	(i) Full Powers	
	(ii) ACA	(ii) Upto Rs.1,000/- in an individual case of nonrecurring expenditure.	
	(iii) CE/SE	(iii) Upto Rs.1,000/- in an nonrecurring expenditure	
5. To sanction expenditure on installation of telephone & internal telephone system.	(i) CA	(i) Full Powers	
	(ii) ACA	(ii) Upto Rs.10,000/-	

B. TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF MACHINERY PROVIDED IN THE SANCTIONED BUDGET.

6. To sanction expenditure on purchase of construction equipment such as road rollers, mixers and vibrators etc.	(i) CA	(i) Full Powers	
	(ii) ACA	(ii) Rs.50,000/-	
	(iii) CE/SE	(iii) Rs.50,000/-	
7. To sanction expenditure on purchase of scientific apparatus, laboratory equipment, mathematical, drawing, surveying, electrical instruments, weighing machines, meters equipments.	(i) CA	(i) Full Powers	
	(ii) ACA	(ii) Rs.50,000/-	
	(iii) CE/SE	(iii) Rs.50,000/-	

2		3		4		5	
TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD CONTINGENCIES PROVIDED IN THE SANCTIONED BUDGET.							
(i) To sanction expenditure on printing	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Rs.10,000/- in an individual case. (iii) Rs.1,000/- in an individual case.					
(ii) To sanction expenditure on preparation and typing of project reports	CE/SE	Full Powers					
To sanction expenditure on purchase of stationery without obtaining tenders	(i) Committee consisting of ACA, EO, SE/DE & A.O./SO (ii) CA (iii) ACA (iv) SE/DE (v) EO	(i) Full Powers (ii) Upto Rs.15,000/- on one single occasion and Rs.50,000/- in an year. (iv) Upto Rs.10,000/- on one single occasion and Rs.50,000/- in an year. (iv) Upto Rs.5000/- on one single occasion and Rs.20,000/- in an year. (v) Upto s.5000/- on one single occasion and Rs.20,000/- in an year.					
To sanction expenditure on account of rent for office accommodation	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.3,000/- per month subject to the condition that no lease is entered into for a period of more than one year.					
1. To sanction expenditure on account of telephone charges, rental charges of telephones and other miscellaneous charges.	ACA, SE/DE, Drawing and Disbursing Officer	Full Powers subject to verification of telephone bills and within the ceiling limit imposed by the Govt./Authority on local calls.					
2. To sanction expenditure on purchase of postage stamps.	(i) CA (ii) ACA (iii) CE/SE (iv) Estate Officer. (v) A.O. (vi) DE	(i) Full Powers. (ii) Full Powers within his/her jurisdiction. (iii) Full Powers. (iv) Upto Rs.2,000/- at one time. (v) Upto Rs.2,000/- at one time. (vi) Upto 2000/- at one time.					
13. To sanction expenditure on electricity and water charges bills.	Drawing and Disbursing Officer	Full Powers subject to verification of bills by the concerned officer.					
14. To sanction supply of liveries to drivers and Class-IV employees	ACA	Full Powers according to scale and conditions laid down by the Govt./ Authority for its employees.					
15. To sanction purchase of periodicals and newspapers required for official use.	(i) CA (ii) ACA (iii) CE/SE (iv) EO	(i) Full Powers (ii) Upto Rs.3,000/- per year. (iii) Upto Rs.3,000/- per year. (iv) Upto Rs.3,000/- per year.					

2	3	4	5
To sanction expenditure on miscellaneous office expenses such as hire charges and repair of office furniture, office equipment, fans, charges for carriage of office record.	(i) CA (ii) Head of Office	(i) Full Powers (ii) Hiring charges upto 6 months and repair charges upto Rs.2,000/- in an individual case.	
To incur expenditure on entertainment in the interest of the Authority's business activities.	(i) VC (ii) CA (iii) ACA (iv) EO (v) CE/SE (vi) S.T.P. (vii) D.T.P. (viii) ADO (ix) Senior Architect (x) DE (xi) AEO	(i) Upto Rs.4000/- per month (ii) Full Powers. (iii) Upto Rs.3000/-per month (iv) Upto Rs.2000/-per month (v) Upto Rs.2000/-per month (vi) Upto Rs.500/-per month (vii) Upto Rs.200/-per month (viii) Upto Rs.200/-per month (ix) Upto Rs.1000/-per month (x) Upto Rs. 200/- per month (x) Upto Rs.200/-per month	

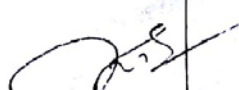
D. TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD MISCELLANEOUS EXPENDITURE PROVIDED IN THE SANCTIONED BUDGET.

7-A	(i) To incur expenditure on entertainment during the meeting held by the Officers of the Authority.	ACA	Upto Rs.10,000/- PM.	
8.	To sanction legal expenditure in connection with Civil Suits/Complaints/ Appeals for and against the Authority.	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.20,000/-	
19.	To sanction expenditure on publicity and on advertisement through the media of the radio and press through the empanelled agencies.	CA	Full Powers	
20.	(i) To sanction expenditure on repair and replacement of parts of vehicles (Major repair)	(i) CA (ii) ACA, CE/SE	(i) Full Powers (ii) Full Powers within his jurisdiction & within sanctioned estimate approved by competent authority as per norms fixed.	
	(ii) To sanction expenditure on running & maintenance of vehicles and generator including repair & replacement of parts.	(i) CA (ii) ACA, CE/SE (iii) Drawing and Disbursing Officer	(i) Full Powers (ii) Full Powers(within the ceiling imposed) (iii) Full powers within the ceiling imposed as per instruction issued from time to time.	
21.	To sanction expenditure for insurance of vehicles or other capital assets.	Drawing & disbursing officer	Full Powers	

SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD ESTABLISHMENT PROVIDED IN THE SANCTIONED BUDGET.

To sanction pay, traveling allowance and other claims of the employees.	Drawing & Disbursing Officer	Full Powers except tour abroad	
3. To sanction reimbursement of medical expenses incurred by the employees	(i) CA (ii) ACA (iii) CE/SE (iv) Drawing and Disbursing Officer	(i) T.A. should be reimbursed after getting the tour programme approved from the ACA/ Chief Engineer for the employees serving under their respective control. In case of Tour Programme of Superintending Engineer, approval of ACA/Chief Engineer will be required. (ii) Superintending Engineer/ Estate Officer within State for the employees working under their respective control. (iii) In case of tour programme for abroad and tour programme of ACA and Chief Engineer approval of the Chief Administrator will be required. (i) Full Powers (ii) Full Powers for employees working under his control. (iii) Full Powers for employees working under their control. (iv) Upto Rs.3,600/- in an individual case.	

F. OTHER ITEMS

To declare stores and stocks surplus or unserviceable	(i) Condemnation committee consisting of the CA, ACA, CE/SE (ii) Condemnation committee for respective zone consisting of ACA, SE/DE, Accounts Officer/SO and SDE concerned. (iii) CA (iv) ACA	(i) Full Powers (ii) Upto Rs.50,000/- each item (Book value) (iii) Upto Rs.20,000/- each item (book value) (iv) Upto Rs.5,000/- each item (book value)	
To sanction sale of articles of stocks and stores declared un-serviceable.	(i) At book value or by private negotiation at less than book value (ii) By public auction	Committee consisting of: ACA, EO and CE/SE Committee consisting of: ACA, EO and CE/SE Full Powers Full Powers	

	2	3	4	5
	To sanction the writing off finally of the un-recoverable value of stores of the Authority's money lost by fraud or negligence of individuals or due to any other cause.	Committee consisting of ACA, EO and CE/SE	Full Powers	
7.	To write off books	CA	Full Powers	
8.	To write off book value of stores and stocks due to depreciation or any other cause.	(i) Committee consisting of VC, CA and ACA (ii) Committee consisting of ACA, CE/SE, Accounts Officer/SO and DE concerned	(i) Full Powers (ii) Upto Rs.1,00,000/-	
9.	To sanction payment of municipal taxes of the Authority which have been assessed by the Competent Authority.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers	
10.	To sanction the payment of rates or taxes levied by a statute or by local Rules or orders (as for instance terminal tax or octroi levied on the Authority).	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers	
31.	To approve the undertaking of defence of the employees in criminal proceedings at the expense of the Authority	CA	Full Powers	
31-A	To issue certificate of residential proof to the officers/ officials.	ACA	Full Powers	
32.	To reimburse an employee whose conduct has been the subject matter of inquiry for expenditure on account of defence witness.	CA	Full Powers	
33.	To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations.	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Upto Rs.25,000/- per item. (iii) Upto Rs.25,000/- per item.	
34.	To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations.	CA	Full Powers	

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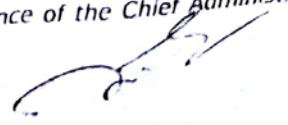
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(SECTION II WORKS)

12

Nature of Power 2	Authority or officer to whom power is delegated 3	Extent of powers delegated 4	Remarks 5
To accord Administrative approval to proposals for works (a) For original works or projects (b) For extension of new works or executed works maintenance or repairs.	(i) VC (ii) CA (iii) ACA ACA CE/SE	(i) Full Powers (ii) Upto Rs.500.00 Lacs (iii) Upto Rs.25.00 Lacs Upto Rs.5.00 Lacs Full Powers	
To accord technical sanction to the detailed estimates of works. To accept tenders for execution of works	(i) Committee consisting of CA, ACA CE/SE and A.O./SO (ii) Committee consisting of ACA, CE/SE & A.O./SO (iii) SE (iv) DE	(i) Works above Rs.50.00 Lacs subject to approval of Chairman in case of single tender or tender other than the lowest. (ii) Works between Rs.20.00 Lacs to Rs.50.00 Lacs subject to approval of CA in case of single tender or tender other than the lowest. (iii) Upto Rs.20.00 Lacs except for single tender where it will be submitted to next higher authority. (iv) Upto 2.00 lacs except for single tender	
To purchase stores for sanctioned works	HIGHER PURCHASE COMMITTEE Committee consisting of : (a) CA (b) ACA (c) CE/SE (d) A.O./SO	Full Powers	
	UPPER PURCHASE COMMITTEES Committee consisting of: (a) ACA (b) CE/SE (c) A.O./SO	To incur expenditure on the purchase of building material upto Rs.20.00 Lacs at a time on one item subject to the ceiling of Rs.50.00 Lacs on each item during the financial year.	
	LOWER PURCHASE COMMITTEE Committee consisting of: (a) SE (b) A.O (c) DE concerned (d) S.O(W)	To incur expenditure on the purchase of building material up to Rs.25000/- at a time subject to ceiling of Rs.50000/- on each item during the financial year.	

NOTE: In the case of Lower Purchase Committee, presence of Superintending Engineer/Divisional Engineer for the upper purchase committee, presence of Addl. Chief Administrator and for Higher Purchase Committee, presence of the Chief Administrator shall be essential to form quorum.



2	3	4	5
To accord sanction to non-scheduled or extra items.	(i) VC (ii) CA (iii) CE/SE	(i) Full Powers. (ii) Upto Rs.50.00 Lacs subject to maximum of 10% of contract value. (iii) Upto Rs.20.00 Lacs subject to maximum of 10% of contract value.	
Acceptance of a single tender or where tender other than the lowest is accepted.	(i) VC (ii) CA (iii) ACA (iv) CE/SE	(i) Full Powers. (ii) Upto Rs.50.00 Lacs (iii) Rs.25.00 Lacs (iv) Upto Rs.10.00 Lacs	
Write off infructuous expenditure on construction: Passing of first & final running bill.	Authority Divisional Engineer	Full Powers Full Powers after pre-audit of odd running and final bills.	
To sanction expenditure under the Workmen Compensation Act, 1923 and the Industrial Dispute Act, 1947.	CA	Full Powers	
To accord sanction to expenditure on ceremonies connected with laying of foundation stones and opening of Authority building, holding of draw of lots, auction of sites and the like.	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.25000/-	
To fix the limit of reserve stocks	Committee consisting of: (a) CA, ACA & CE/SE (b) ACA	(a) Full Powers (b) Upto Rs.5.00 Lacs	
2. To sanction repairs and carriage of tools and plants, construction equipment, Scientific equipment and laboratories	Committee consisting of: (i) CA, ACA and CE/SE (ii) ACA, SE/ & DE concerned	(i) Full Powers (ii) Upto Rs.1.00 Lacs	
3. To sanction carriage and handling of stock material chargeable to stock	(i) CA (ii) Divisional Engineer	(i) Full Powers (ii) Full Powers at the rates within the scheduled rates plus premium sanctioned from time to time.	
14. To declare stores (Tools & Plants) articles surplus, un-serviceable or obsolete and fix the resale price and prescribe the mode of disposal.	(i) Committee consisting of: (a) CA, CE/SE, EO and Accounts Officer/SO (b) ACA, CE/SE & A.O. (c) CE/SE, DE, & A.O. /SO	(i) Full Powers (ii) Upto Rs.50000/- (iii) Upto Rs.25000/-	

Provided the provision of para 4.4 of the Punjab Public Works Department Code are complied with and it is certified that the material declared surplus will not be required for the execution of any Authority's works in the foreseeable future and the material declared as un-serviceable or obsolete is beyond repair or renovation.

2	3	4	5
Disposal of surplus Tools & Plants	CA	Full Powers	
(a) Articles, Surplus Unserviceable or obsolete material or tools & plants articles.			
(b) To dispose of material (Tools & Plants) articles, declared surplus, unserviceable or obsolete and sanctioning resultant loss therein, if any.	(i) Committee consisting of: VC, CA, ACA, CE/SE & A.O. (ii) SE/DE	(i) Full Powers (ii) Upto Rs.10000/-	

The Authority sanctioning the write off shall satisfy itself that the loss has not resulted from excess or injudicious purchase of stores or on account of negligence of any functionary and shall forward a certificate thereof to the Accounts Section of the Authority.

To sanction dismantling of temporary buildings and structures when purpose for which the construction was undertaken has been fulfilled.	(i) Committee consisting of: VC, CA, CE/SE & A.O. (ii) CE/SE	(i) Full Powers (ii) Temporary construction upto the cost of Rs.20000/-	
To incur expenditure for getting preliminary study reports prepared regarding new projects.	(i) CA (ii) CE/SE	(i) Full Powers (ii) Upto Rs.10000/-	
Opening of tenders called for execution of works	(i) Tender Committee under the Chairmanship of SE, DE with Accounts Officer as its members. (ii) Divisional Level Tender Committee consisting of DE, SO(W) and the office Superintendent	(i) Full Powers (ii) Full powers in respect of tender called or received in the Divisional Office.	
Passing of bills of work charged establishment	Divisional Engineer	Full Powers subject to the condition that the appointment is made by the Appointing Authority.	
Grant of extension of time for completion of work	(i) CA (ii) ACA	(i) Full Powers (ii) For works below Rs.25 Lacs	
1. To write off articles (Tools & Plants) & office furniture rendered unserviceable through wear & tear if the original purchase value of the article is not known.	(i) Committee consisting of VC, CA & CE/SE (ii) CE (iii) SE	(i) Full Powers (ii) Upto Rs.20000/- (iii) Upto Rs. 10000/-	
2. To write off actual loss of stocks and tools and plants articles.	(i) Authority (ii) SE/DE	Full Powers Upto Rs.5000/-	
3. To sanction the purchase of Ferro- Chemicals	(i) CA (ii) SE (iii) DE	(i) Full Powers (ii) Upto Rs.10,000/- (iii) Upto 5000/-	

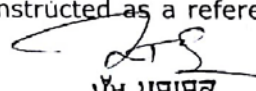
To sanction the payment of the rates and taxes levied by a statute or by local rules or orders as per instance octroi on Authority's stores, house tax, property tax etc.		Drawing & Disbursing Officer	(157) Full Powers subject to the Budget Provision
To sanction expenditure in connection with compensation under the Fatal Accident Act, 1855 for private persons.		CA	Full Power upto the amount as admissible to a workman under Schedule-IV of the Workmen's Compensation Act, 1923 in similar circumstances or cases when monthly wages will be got assessed through the State Revenue Authority or the Gram Panchayat.
To incur expenditure on testing of samples with a view to enforce quality	(i) (ii)	CE/SE DE	(i) Full Powers (ii) Upto Rs.2000/- Charge- able to the works subject to call of proper quotations and that higher rates are not paid than those contained in common schedule of rates plus sanctioned premium.
To create posts of work charged staff		Authority	Full Powers
To appoint Work- Charged staff against sanctioned posts and to punish work charged staff.	(i) (ii)	VC CA	(i) Full Powers for group A & B (ii) Full Powers for group C & D
To appoint staff on daily wages on muster-roll basis for the execution of departmental works & maintenance works.		Committee consisting of: ACA, CE/SE and DE	Full Powers
To delegate powers of the Authority under section-2, sub-section v of the Punjab Urban Planning & Dev. Authority (Building) Rules, 1996 (i.e.) declaring Authorized Officers)		CA	Full Powers
1. To delegate powers of Chief Administrator to subordinate officers and to withdraw the same.		CA	Full Powers
2. To amend these regulations in order to facilitate day to day working		CA	Full Powers
3. A new committee to be called "THE CONCEPT APPROVAL COMMITTEE" which would finalize the Architectural Drawings and specifications for materials (Based on which DNTI).		Committee consisting of: (i) VC, CA, ACA, SE/DE, & DTP (ii) CA, ACA, CE/SE & DTP	(i) Works Rs.1.00 Crore and above. (ii) Works below Rs.1.00 Crore

(16)

2	3	4	5
Power to fix levy of the departmental charges of the projects to be carried out by JDA as deposit work.	CA	Full Powers	
(i) Sanction expenditure on loose papers, printing of Dos, visiting-cards, purchase of books, binding misc, purchase like banquet for functions, photography etc.	DE	Upto Rs.1000/- Note: The expenditure should not exceed Rs.10000/- in a year.	
(ii) To clear the files regarding release of advts eg. Court notice, Public notice, tender notice, notifications, service matters, corrigendum through the media of radio and press.	(i) ACA (ii) EO (iii) CE/SE	(i) Full Powers (ii) Full Powers (iii) Full Powers	

OTE:-

- 1) The quorum in the meetings of the Committees constituted in these regulations shall be as under:
- (a) for the committees consisting of three members, two members shall form quorum and
 - (b) for the committees consisting of more than three members, three members shall form quorum.
 - (c) In respect of the financial matters, not specifically stated in these regulations, the provisions of the Financial Hand Book No.3 of the Department of Finance, Government of Punjab shall be applicable and references to the Executive Engineer in the aforesaid Hand Book shall be constructed as a reference to the Divisional Engineer of the Authority.


 ਮੁੱਖ ਪ੍ਰਸ਼ਾਸਕ
 ਮੰਮਿਤਸਰ ਵਿਕਾਸ ਅਥਾਰਟੀ
 ਮੰਮਿਤਸਰ

AMRITSAR DEVELOPMENT AUTHORITY

PUDA BHAWAN, GREEN AVENUE, AMRITSAR.

OFFICE ORDER

In exercise of powers conferred vide Sr. No. 32 of Section-II (Works) of Amritsar Development Authority (Delegation of powers) issued vide endst. Letter no. ADA/CA/ASR/SA-3/2009/982 dated 22-07-2009, I, Komal Mittal, IAS, Chief Administrator, ADA, Amritsar hereby amend the delegation of powers as shown at Sr.No.21 of Section 1-A, Sr. No. 7,9,16,17 of Section 1-B and Sr. No. 2,3,5,12,20 of Section-II (Works) of these Regulation as under:-

SECTION I-A (General)

Sr.No.	Sr. No. in existing delegation of powers	Nature of Power	Authority or Officer to whom powers delegated	Extent of powers delegated
1	2	3	4	5
1	21	Power to Grant leave	i) CA ii) ACA iii) CE iv) SE v) DE	i) Full Powers (Excluding Ex-India Leave) ii) Full Powers for Group A, B, C & D (excluding Ex-India Leave) for employees working under their respective control iii) Full Powers for Group A, B, C & D (Except Superintending Engineer) for employees working under their respective control (Excluding Ex-India Leave) iv) Full Powers for Group A, B, C & D (Except Divisional Engineer) for employees working under their respective control (Excluding Ex-India Leave) v) Full Powers for Group A, B, C & D (Except Sub Divisional Engineer) for employees working under their respective control (Excluding Ex-India Leave)

SECTION I-A (General)

2	7	To sanction expenditure on purchase/repair of scientific apparatus, laboratory equipment, mathematical, drawing, surveying, electronic/electrical instruments, weighing machines, meters equipments	i) CA ii) ACA iii) CE/SE iv) DE	i) Full Powers ii) Rs. 1,00,000/- iii) Rs. 1,00,000/- iv) Rs. 50,000/-
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Sr.No.	Sr. No. in existing delegation of powers	Nature of Power	Authority or Officer to whom powers delegated	Extent of powers delegated
1	2	3	4	5
3	9	To sanction expenditure on purchase of stationary without obtaining tenders report	i) Committee consisting of ACA, EO, SE/DE & AO/SO ii) CA iii) ACA iv) SE/DE v) EO	i) Full Powers ii) Rs. 25,000/- on single occasion and Rs. 1,00,000 in a year. iii) Rs. 15,000/- on single occasion and Rs. 1,00,000 in a year. iv) Rs. 10,000/- on single occasion and Rs. 50,000 in a year. v) Rs. 10,000/- on single occasion and Rs. 50,000 in a year.
4	16	To sanction expenditure on miscellaneous office expenses such as hire charges and repair of office furniture, office equipment, fans, charges for carriage of office record.	i) CA ii) ACA iii) EO/DE	i) Full Powers ii) upto Rs. 20,000/- iii) Hiring Charges upto 6 months and repair Charges upto 10,000 in an individual Case
5	17	To incur expenditure on entertainment in the interest of the Authority's business activities	i) VC ii) CA iii) ACA iv) EO v) CE/SE vi) S.T.P. vii) D.T.P. viii) ADO ix) Senior Architect x) DE xi) AEO	i) Full Powers ii) Full Powers iii) Up to 5,000/- per month iv) Up to 3,000/- per month v) Up to 3,000/- per month vi) Up to 2,000/- per month vii) Up to 2,000/- per month viii) Up to 1000/- per month ix) Up to 2,000/- per month x) Up to 2,000/- per month xi) Up to 1000/- per month

SECTION II (Works)

6	2	To accord technical sanction to the detailed estimates of works	i) CE/SE ii) DE	i) Full Powers ii) Up to Rs 7.00 Lac
7	3	To accept tenders for execution of works	i) Committee consisting of CA, ACA, CE/SE and Sr. AO	i) Full powers.

Sr.No.	Sr. No. in existing delegation of powers	Nature of Power	Authority or Officer to whom powers delegated	Extent of powers delegated
			ii) Committee consisting of ACA, SE & SAO iii) SE iv) DE	ii) Works between Rs. 20.00 Lacs to Rs. 50.00 Lacs subject to approval of CA in case of single tender or tender other than the lowest. iii) Up to Rs. 20.00 Lacs subject to the approval of CA in case of single tender or other than limit. iv) Upto 7.00 lacs except for single tender where it will be submitted to next higher authority.
8	5	To accord sanction to Non Scheduled items	i) CE ii) SE iii) DE	i) Full Powers ii) Up to Rs. 20.00 Lac subject to a maximum of 10% of contract value iii) Up to Rs. 1.00 Lac subject to a maximum of 10% of contract value
9	12	To sanction repairs and carriage of tools and plants, construction equipment, scientific equipment and laboratories	Committee consisting of: i) CA, ACA & CE/SE ii) ACA, SE and DE concerned iii) CA iv) ACA v) DE	i) Full Powers ii) Up to Rs. 3.00 Lac iii) Upto Rs. 1.00 Lac iv) Upto Rs. 50,000/- v) Upto Rs. 20,000/-
10	20	Grant of extension of time for completion of work.	i) CA ii) ACA iii) CE iv) SE v) DE	i) Full powers ii) Full Powers iii) Full Powers iv) Rs.25.00 Lacs v) Upto Rs. 10.00 Lac

The above orders supersedes the previous orders issued vide endst no. 5761-64 dated 07.08.12 & endst. no. 14979-985 dated 24.06.2015


Dated : 03.07.2019

Komal Mittal, IAS,
Chief Administrator
ADA, Amritsar.

Endst. No. ADA/C.A/ASR/2019/11299-11307 Dated.....8/7/19

Copy of the above is forwarded to the following for information and necessary action:-

1. Chief Administrator, PUDA, SAS Nagar.
2. Additional Chief Administrator, ADA, Amritsar.
3. Chief Engineer, ADA/GMADA, SAS Nagar.
4. Estate Officer, ADA, Amritsar.
5. Divisional Engineer (Civil/PH/Elec/Horticulture), ADA, Amritsar
6. Chief Account Officer, ADA, Amritsar.


Chief Administrator
ADA, Amritsar.

III

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF UPERVISION AND ACCOUNTABILITY

In Amritsar Development Authority, the decisions are taken by the Authority itself or Committees/concerned officers authorized by the Authority or the Chief Administrator or any other officer for exercising the powers for taking such decisions. Under Section 175(1) of Punjab Regional and Town Planning and Development Act, the Authority can delegate its powers to any officer, except the power to make Regulations.

On the Administrative side, some decisions are taken by the officers as per Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations, 1997 issued vide No. 29036-130 dated 11-8-03 with amendments made from time to time. A copy of the delegation of powers is at Annexure-I. Where the power has not been delegated, the decisions are taken by the Authority itself. The decisions are mainly based on the Regulations made by the Authority or Rules framed by Government or the instructions of Punjab Govt. issued from time to time. The following Regulations have been made on the administrative side:-

- I. Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations,
- II. Punjab Urban Planning and Development Authority Employees (Service) Regulations, 1999.
- III. PUDA Employees (Conduct) Regulations, 1997.
- IV. PUDA Employees (Punishment & Appeal) Regulations, 1997;
- V. PUDA (Committees and Conduct of Business), Regulations, 1996.

Procedure:

On receipt of a reference from Chairman-HUDM, Government or any person, officer, the cases are discussed in detail on respective files. After going through all pros and cons of the cases the files are sent to the competent authority for taking a decision. On approval for making decision, the decisions are conveyed to the concerned. However, where the competent

authority is Finance & Accounts Committee or the Authority itself, the matters are placed before the Authority/ Finance & Accounts Committee by placing an Agenda for discussion and decision. The Agenda is prepared by the concerned branch and before taking to the Authority / Committee the Agenda is approved at the level of Chairman. The following types of cases of employees are decided in Administration Wing of ADA:-

1. Appointments;
2. Promotions;
3. Clearing probation period;
4. Sanction of Advances for purchase of plot, construction of house, purchase of built-up house, enlargement of house, repair of house,
5. purchase of conveyance;
6. Sanction of advance for meeting with the expenditure for medical
7. Treatment of employee or the dependant member of his family.
8. Sanction of leave;
9. Payment of benefits of deceased employees to the dependent members of his family.
10. Compassionate appointments.
11. Maintenance of Annual Confidential Reports of the employees.
12. Decision on disciplinary action cases.
13. Decision regarding appeals against the order of punishing authority.
14. Any other matter related to service matter of the employee.

STAFF OF THE AUTHORITY:

Under Section 26 of the Punjab Regional and Town Planning and Dev. Act, 1995, it is provided;

- (1) The Authority may appoint such number of officers and other employees including experts for technical and legal work as may be necessary for the efficient performance of its functions and may determine their designation and grades.
- (2) The officers and other employees of the Authority shall be entitled to receive, from the fund of the Authority, such salaries and allowances and shall be governed by such conditions of service as may be determined by regulations made in this behalf by the Authority.
- (3) The exercise of any powers or discharge of any duties or functions under sub –section (1) by any officer or other employee of the Authority shall be subject to such restrictions, conditions and limitation, if any, as may be laid down by regulations of the Authority, and shall also be subject to its control and supervision.

Procedure for making appointments of ADA Employees:

On availability of post(s), of direct recruitment, and keeping in view the necessity to fill up the same, these posts are advertised in the leading

newspapers for inviting applications. Detailed qualifications and experience for each post along with the number of posts meant for general and reserved categories, scale of pay and allowances admissible are also given in the advertisement. On receipt of applications upto the fixed date, the same are scrutinized and the certificates/ testimonials submitted by the applicants are also checked if the same are in consonance with the advertisement. Then a merit list is prepared and the applicants are called for interview/ checking of original certificates. On the basis of qualification/ experience a merit list is prepared and then final selection is made by obtaining the orders of competent authority. Then appointment letters are issued. The appointments are made on probation for a period of two years which is extendable up to 3 years by the competent authority. Before joining the duty, the applicants are required to get themselves medically checked up and submit a fitness report from the Civil Surgeon or Chief Medical Officer concerned. Apart from this, the character and antecedents of the applicant are also got verified from the concerned District Magistrate.

Procedure for making promotions of ADA Employees:

On availability of posts meant for promotion, the cases of promotion are taken up by the Administration Wing. The promotions are made as per criteria mentioned in the PUDA Employees (Service) Regulations, Government instructions issued from time to time. Due reservation is given to reserved categories keeping in view the instructions issued by the Welfare Department, Govt. of Punjab. Promotions are generally made on seniority-cum-merit basis upto class-III posts and merit-cum-seniority for class I & II posts. Panel of officials as per seniority list is prepared. The confidential record of the employees is also considered as per Government instructions. Then the case is submitted to the competent authority i.e. Chief Administrator (for group 'C' and 'D' posts) and Chairman (for group 'A' and 'B' posts) for approval. Pending enquiry/ charge sheets etc. are also kept in view while taking a decision on promotion. The promoted official remains on probation for a period of one year which is extendable upto 3 years by the competent authority.

Procedure for clearing probation period:

The employees appointed by direct recruitment are on probation for a period of two years extendable upto 3 years by the competent authority and the employees appointed by promotion are on probation for a period of one

year extendable upto 3 years by the competent authority. On the eve of completion of initial period of probation, the work and conduct of the employee which is described in the Annual confidential report or the special reports which are got written from the controlling officer of the official is taken into account and the factor of enquiry/ charge sheet pending, if any, against the official is kept in view before clearing the probation period of the official. The employee against whom no serious charges are framed or his/ her work and conduct is found satisfactory, his probation is cleared by the competent authority and in the event of failure to meet with these requirements, the period of probation is extended upto maximum period of three years. However, if the maximum period of probation is over and the work and conduct of the official is not found upto the mark, then the competent authority may take action either to revert him/her to the post from which he was promoted (in case of promotion) or remove him /her from service (in case of direct recruitment). The probation period is also extendable if the employee has failed to pass the departmental examination, if any, prescribed under Service Regulations within a period of 2 and half years from the date of appointment.

Procedure for Sanction of Advances for purchase of plot, construction of house, purchase of built-up house, enlargement of house, repair of house, purchase of conveyance for JDA Employees:

The applications for these advances are sent to Administration Wing by the employees on the prescribed forms through their controlling officers. On receipt of the application for the above noted advances, the documents submitted by the applicants are checked up as per instructions issued by the Punjab Government and the cases are dealt on the individual files. Before proceeding further, it is checked that:-

1. The advance demanded is as per his entitlement,
2. The documents are in order as per Govt. instructions;
3. The carry home salary of the official is 40% of the total emoluments after deducting normal deductions and proposed monthly installment towards the repayment of advance.
4. If the amount of advance and interest thereon can be easily recovered during the entire service of the official.

After checking the above, the funds are earmarked to each of the applicants. After approval, the necessary sanction is issued. It is also mentioned here that the advance for construction of house is released in two

equal installments. On utilization of first installment, the employee submit an affidavit that he has consumed the amount of first installment released and the 2nd installment is also issued after getting approval of the competent authority. All other advances are released in one installment. After getting advance for the purchase of plot/ built up house, an employee is supposed to submit the original title deed of the property and mortgage the same in favour of ADA. For the purchase of vehicle, the employee is required to submit the documents showing the purchase of vehicle and the same is also mortgaged in favour of ADA by signing a mortgage deed in the prescribed form. Application form and other documents required for this purpose are as given in the PFR.

Procedure for Sanction of advance for meeting with the expenditure for medical treatment of employee or the dependant member of his family:

If any employee or his dependant family member has to undergo indoor treatment in a Government hospital or private hospital approved by the Govt./ADA and the heavy expenses are required for treatment, then the employee can ask for an advance submitting the estimate of treatment duly signed by the concerned hospital authority. An amount equal to 75% of the estimated cost can be released as advance to the employee which is adjustable at the time of reimbursement of medical expenses. The request of the employee is scrutinized as per Government instructions in the Administration Wing and the cases are decided at the level of Chief Administrator for grant of advance for this purpose.

Procedure for sanction of leave of ADA Employees:

Except casual leave, leave applications for grant of earned leave, commuted leave, half pay leave, extra-ordinary leave or any other leave admissible under CSR are to be submitted well in advance i.e. atleast 15 days before the start of leave. Applications are submitted for sanction of leave to the competent authority. The cases are dealt in the concerned office where the official is working. If the controlling officer is not a competent authority to sanction leave, the same is sent to head office for grant of leave alongwith service book of the official. Before sanctioning leave, it is checked whether the leave applied for is due to the official and in case of leave on medical grounds, the application is to be supported by a medical certificate and recommendations of the medical officer/ doctor concerned. The leave is sanctioned by the competent authority and entry in the service book of the official is made.

Procedure for making Payment of benefits of deceased employees to the dependent members of his family of ADA Employees:

Normally the payment of benefits like CPF and leave encashment is made to the dependant of deceased employee within one month. Before making payment of the dues, death certificate in original and legal heir certificate issued by the competent authority is obtained from the dependant members. Amount of CPF alongwith employee's own contribution is intimated by Accounts Officer(CPF) and the bill for leave encashment is prepared by the Drawing and Disbursing officer concerned and pre-checked by the concerned A.O(CC). After the amount is intimated by the A.O.(CPF) and DDO, sanction to release the amount is obtained at the level of competent authority and order issued. Gratuity is paid after the amount of gratuity is intimated by Accounts Wing of Head office. Group gratuity Scheme of LIC of India has been adopted by JDA and the payment of gratuity is accordingly made. Similarly, the amount of GIS is also paid when the same is intimated by the Accounts Wing at head office. Final sanctions are issued by the Admn. Wing of PUDA.

Procedure for Maintenance of Annual Confidential Reports of the employees of ADA :

Every year Annual Confidential Reports are written by the officers under whom the employee is working. The list of the employees working in various offices is sent to head office by the concerned officers. After recording the ACRs the same are sent to the next higher authority for reviewing and after the reviewing authority has recorded his comments, the same is sent to the next higher authority for acceptance. After acceptance, if there is no adverse remarks, the ACR is filed in record. However, if there are some adverse remarks, the same are conveyed to the concerned official.

The employee concerned can represent against the adverse remarks on which comments of Reporting officer/ reviewing authority / acceptance authority are obtained, the adverse remarks contained in the ACR are confirmed by the competent authority as per Government instructions. The power to expunge or not to expunge the remarks is exercised by the competent authority as per delegation of powers.

Procedure of disciplinary action against PUDA Employees:

The detailed procedure for proceeding against an employee or a section of employees for mis-conduct or otherwise due to any reason is

contained in the PUDA Employees(Punishment and Appeal) Regulations (Copy at Annexure-III). The competent authority for awarding punishment and the appellate authorities are also described in these Regulations. Procedure for holding enquiry through enquiry officers and awarding punishment and listening to appeal has also been clearly mentioned in these Regulations. Besides employee(s) can also be punished for mis-conduct as per the provisions made in ADA Employees (Conduct) Regulations (Copy at Annexure-II).

Procedure for Any other matter related to service matter of the employee of ADA:

Besides above, all other cases related to the service matters of the employees such as grant of benefit under ACP Scheme, grant of special increments / Scales or grant of honorarium etc. are also decided by the head office (Admn.Wing). The cases are put up to the concerned competent authorities for taking a decision.

Any amendment to the Regulations concerning the service matters of the employees is taken up by the Admn.Wing and Agenda is prepared for consideration and approval by the Authority.

Supervision and Accountability:

Generally, individual cases of employees are dealt in Administration Wing and the files are put up by the concerned Record Keeper to the concerned Sr. Assistant and further files are routed through Supdt(Admn.)/EO /ACA to the ACA (HQ) or to the competent authority for taking a decision. Though the custodian of record is the concerned Dealing Assistant/ Record Keeper, but it is the duty of the Superintendent and Administrative Officer to check the record and instructions quoted by the Sr.Assistant before submitting the case to higher Officers for decision.

Procedure for getting advance out of contributory provident fund:

Any employee can get refundable or non-refundable advance out of his contribution towards CPF. He is required to apply on the prescribed application form devised for the purpose. The purpose for which the advance is required is to be clearly mentioned. The purposes for non-refundable advance and refundable advance are clearly mentioned in the Contributory Provident Fund Rules made by the Govt. for the employees of ADA. The quantum of amount to be released as refundable/ non-refundable is also

mentioned. The competent authority for grant of advance from CPF is the Additional Chief Administrator(F&A). Before sanctioning the advance, the amount lying at the credit of employee in his CPF account is got verified from the CPF Branch. The competent authority has the right to release the lesser amount than applied for.

Procedure for getting various works done on allotment side:

As per Section 43 of the Punjab Regional and Town Planning and Development Act, 1995, Authority is empowered to dispose of land belonging to it on such terms and conditions as are determined by it and the allotment policies are decided by the Finance & Accounts Committee constituted by the Authority in exercise of the powers conferred by section 182 of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No.11 of 1995) vide Regulations issued vide No. PUDA-Admn-I-EA-3/96/21021 dated 4.6.96. A copy of such Regulations is at Annexure-II. So far ADA has also not made its Regulations for disposal of Land and Buildings. The allotments for houses/ plots/ sites are made by the concerned Estate Officer after adopting the proper procedure.

On availability of built-up houses/ plots/sites, carved out by ADA/ PUDA in any of its urban estate, scheme is approved by the Finance & Accounts Committee and a brochure of the scheme is prepared. Thereafter, applications are invited on the prescribed application form contained in the brochure to be had from various offices/ authorized Banks on payment of price of the brochure as fixed by the competent authority and indicated in the advertisement, for allotment alongwith earnest money specified therein. . Normally 10% of the total cost of house/ plots is demanded as earnest money. The applications are received till the closing date of the scheme. After scrutiny of the applications, date of draw is fixed by the concerned Estate Officer and a public notice is given in the press for the information of general public. Before starting of draw, objections are invited and sorted out on the spot. Every applicant has the right to see if his name slip is included in the draw of lot. A list of successful applicants and the applicants in the waiting list is prepared on the basis of draw of lot and published in the news paper. Then allotment letters are issued indicating total price, price already received as earnest money and the amount to be deposited at the time of possession and the amount to be paid in instalments alongwith interest payable and other terms and conditions of allotment as per policy adopted by ADA. The person applying for allotment of houses shall only be eligible if he is of 18 years age,

does not own a residential plot/house in his / her name or in the name of his/her spouse or any dependant member of his family in the urban estate for which he is applying for allotment of house/plot and his monthly income should be within the prescribed income criteria.

Allotment of commercial sites such as SCFs, SCOs, SSS, Booths, School sites etc. and sometime, plots/ houses are also made through AUCTION. On availability of sites, public notices are given in the leading newspapers for the holding of Auction alongwith details of the sites to be auctioned. For participating in the Auction, one is required to pay the eligibility fee before start of auction. Only those persons having deposited the eligibility fee and other eligible, can participate in auction. The Auctions are held in the presence of a committee and the decisions of the competent authority is considered final. The auction is ended in favour of the highest bidder and the higher bidder has to deposit 10% of the bid at the fall of hammer in his favour. On failure to do so, the auction of the particular property is cancelled and can be put to auction in another auction. In such case, the eligibility fee is forfeited. Allotment letter is issued to the successful bidders by the competent authority i.e. the Estate Officer, indicating the total auctioned price, amount payable within 30 days of the Auction and the remaining amount alongwith interest thereon to be paid in instalments or in lumpsum. Other terms and conditions as per policies of ADA / PUDA are also incorporated in the allotment letters.

Procedure/Policy for allotment of land to Institutions:

So far as the allotment of land to institutions is concerned, allotment is made as per policy adopted vide Agenda item No. 14.09. According to this policy, the Authority may out of institutional sites available in any Urban Estate, allot all or few sites/ buildings to the institutions provided:-

- (a) it directly serves the interest of the residents of the area in which the site or the building is situated.
- (b) it is generally conducive to the planned development of the area;
- (c) it is society registered under the societies registration Act, 1860 or is an institution which is owned or controlled by the State Government or is constituted or established under any law for the time being enforce.
- (d) It is in possession of sufficient funds to meet the cost of land and the construction of building.

Provided, the total area allotted to such institutions in each case shall be subject to the land use restrictions and zoning plans.

Offer of allotment:

Due publicity is given in respect of the institutions as indicated in the enclosed annexure through two leading news papers indicating specifically their location, number and use purpose and last date for submission of application forms.

Eligibility:

The Authority shall consider the case of each institution on its merits and shall have special regard to the following principles in making the selection.

- a. The objectives and activities of the institution and the public cause served by it since its establishment;
- b. The financial position of the institution;(statement of Bank account for the preceding three years).
- c. The present location of the institution;
- d. The benefits likely to accrue to the general public of the locality by allotment of the institutional site;
- e. The bonafide and genuineness of the institution as made out in the annual reports, audit report etc.
- f. Minimum 10 years experience in the concerned field in responsible capacity.
- g. The need of the institutional site by the Institution for providing the necessary service in question.
- h. Complete layout plan of the area required for allotment indicating all components including further sub components such as in the case a scheme (i) total area required for class rooms, library, playground, office room, principal's office, computer room, laboratory, parking for cycles, scooters, cars etc.(ii) in case of hostel, the area required for rooms, dining room, kitchen, park etc. (iii) list of teaching staff, their qualification and experience(iv) list of the salary paid to the staff for the preceding 3 years (v)enforcement of the provisions of CPF as per the requirement of the law(vi) disbursement of salary of the staff through Banks (vii) fee structure of the school (viii) mode of recruitment of the staff.
- i. Constitution of the society/ Trust/ association and list of executive
- j. members and their interrelationship among them, qualification and experience if any.

Constitution of a committee:

The Authority can constitute a separate committee to be called Scrutiny Committee consisting of atleast five senior officers at the headquarter of the Authority as follow:-

- 1) Chief Administrator, ADA;
- 2) Addl. Chief Administrator, concerned zone;
- 3) EO, ADA,
- 4) S.E.(Civil), ADA.
- 5) Senior Town Planner;

The Committee examine each and every cause on merit and subject to the approved policy guidelines. The recommendation of the committee are placed

before ADA for final consideration and approval.

Scrutiny of application:

Each application is examined by the Scrutiny Committee constituted inter-alia having regard to the background of the applicant, the financial standing, the managerial and organizational capability, past experience/ track record, the minimum functional requirement of land and quality and type of services provided and on the basis of guidelines framed in this regard from time to time.

GUIDELINES FOR ALLOTMENT:

1. For allotting land to institutions except the institutions indicated in Annex.'A', only those applications which are invited through press advertisement are considered. No application which is submitted otherwise, is dealt and examined by the Allotment Committee.
2. The applications so received are examined by the committee and the recommendations of the committee are put up to the Authority and the decision of the Authority is final.
3. Land is allotted on free hold basis except Petrol Pump sites at the rates fixed from time to time.
4. As far as possible, the Authority does not allot land to caste and biradari based organizations.
5. Allotment of land to religious bodies is made only if there is a demand by local residents and suitable site is available for the purpose with the JDA provided further if there are inadequate number of religious places of the concerned religion in the urban estate.
6. Allotment of land to Charitable institution is made only if there is a demand by reputed organization having minimum of 10 years experience in the concerned field and also having no profit motive in running such institutions is considered for allotment.
7. Institutions having sufficient funds to meet the cost of land and building proposed thereon as per project report with a greater public concern and having no profit motive should be given priority over others.

Price of Land: As determined by ADA from time to time.

Letter of Intent: After final approval by ADA, letter of Intent is to be issued for completion of formalities and necessary documents by the concerned estate officer.

Mode of payment:

Land cost is to be paid by the Institution in easy installments i.e. 10% alongwith application, 15% within thirty days of the issue of letter of intent to make the initial deposit equal to 25% of the total cost of land being allotted before taking over possession and the balance of 75% either in lump sum within 30 days from the date of issue of allotment letter or in 4 equal annual installments together with interest @ 12% on balance amount chargeable where development work in the area of the sector have already been completed. The price of land is subject to variation to the extent that any enhancement in the premium of land awarded by the competent authority under the Land Acquisition Act shall also be payable proportionately as determined by the Authority within 30 days of the receipt of demand notice and all payments shall be made in the form of Bank Draft.

Issue of allotment letter:

After the institution has paid 25% amount of the total cost of land and executed the requisite agreement and completion of all other formalities, the allotment letter is issued which specifies the terms and conditions of allotment.

Possession:

After the completion of all required formalities by the institutions, the possession of land is handed over within three months w.e.f. issue of allotment letter to the institution.

Ownership:

The ownership of land or any building constructed thereon vests in the Authority. The Authority, however, permits the allottee to mortgage; hypothecate the land to the extent the payment of the cost of land is made to the Authority for the purpose of raising loan for execution of construction of building.

Time frame for completion of the project:

The entire project is to be completed within 4 years in a phased manner from the date of taking possession of land by the institution.

Cancellation of allotment:

The Authority, may, however, cancel the allotment, if in its opinion, enough progress has not been made. The allotment is also liable to be cancelled in case there is any violation of terms and conditions as decided by the Authority from time to time.

Extension fee and penalty for non completion of the project:

The allottee shall have to complete the building within a period of three years and no extension shall be allowed beyond this period except in exceptional cases for another three years for reasons to be recorded in writing, on payment of extension fee subject to such terms and conditions as determined by the Authority from time to time. In case of non- completion of the project in time, the allotment shall be liable for cancellation and the entire amount deposited shall be forfeited in favour of ADA.

Regulations of construction:

- 1) All development and construction is to be done as per the Regulations, byelaws & Zoning restrictions applicable to the area and as indicated by the Authority to the allottee.
- 2) All the development and building plans are to be got approved in advance from the Authority and development will be done only as per the approved plans. However, to ensure that delays in the grant of approvals of any kind to the allottee do not cause undue delays in the execution of the project, the Authority undertakes to issue all required approvals promptly .

Inspection by Authority officials:

The allottee will permit the Authority functionaries to inspect any or all works connected with the execution of the project for ensuring that all terms and conditions proposed by the Authority at the time of allotment of land are being observed and that the development is being done strictly in accordance with the approved plans and the quality of works conforms to generally minimum specifications for such projects.

Arbitration:

All disputes and differences arising out of or in any way touching or concerning the allotment or execution of the project shall be referred to the Chief Administrator as a sole Arbitrator or any other officer appointed by him on his behalf. The decision of such an arbitrator shall be final and binding on both the parties.

Appeals:

Under Section 45(5) of the Act, any person aggrieved by an order of the Estate Officer for resumption and forfeiture of breach of transfer, has the right to appeal to the concerned Additional Chief Administrator against the order of Estate Officer within a period of 30 days of the date of communication to him of such order. The Additional Chief Administrators are exercising the powers of Chief Administrator. However, the appellate authority may entertain the appeal after the expiry of 30 days, if he is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time. The appellate authority, may after hearing the appeal, confirm, vary or reverse the order appeal from and may pass such order as he thinks fit.

The appellate authority may either on his own motion or on an application, received in this behalf at any time within a period of six months from the date of the order, call for the record of any proceedings in which the Estate Officer has passed an order for the purpose of satisfying himself as to the legality or propriety of such order in relation thereto as he thinks fit: Provided that the Chief Administrator shall not pass an order under this section prejudicial to any person without giving him a reasonable opportunity of being heard. (Section 44(7).

Further Under Section 45(8) where a person is aggrieved by any order of the Chief Administrator (Addl. Chief Administrator), deciding the case under subsection (6) or sub section (7) may within thirty days of the date of communication of such order, make an application in writing to the State Government for revision against the said order and the State Government may, confirm, alter or rescind the order of the Chief Administrator.

Procedure for other related works being done by Estate Office:

Besides allotment, some other works related to the allotments are also being done by the Estate Offices which are as under:-

- 1) Transfer of allotment;
- 2) Issue of re-allotment letters.
- 3) Transfer of ownership;

- 4) Issue of No due certificate;
- 5) Issue of No Objection Certificate for the sale of residential house/ plot/ commercial property.
- 6) Issue of Permission to mortgage of property for raising loan from other departments/ banks for making full payment of the plot/ house or construction/ renovation and additional alteration of the house.
- 7) Getting the conveyance deed registered.
- 8) Getting the plans approved from the Estate Officers;
- 9) Getting roof level/ slab level certificates;
- 10) Getting Occupation certificate after completion of building
- 11) Depositing the amount of installments/ other dues with JDA.
- 12) Any other work related to the disposal or maintenance of property allotted by ADA.

For getting these works done, a **SINGLE WINDOW SYSTEM** has been introduced in ADA where prescribed applications forms are available free of cost. The application forms are to be filled by applicants and submitted complete in all respects alongwith prescribed affidavits and documents / fee prescribed for the purpose (if any). Then a slip in token of receipt of the application is given to the applicant indicating therein the date of collection of letter of approval/ sanctions as the case may be. The documents to be submitted with the application form is also indicated in the form.

On receipt of the application form, the cases are marked to the concerned dealing Assistant who gets report regarding payment of dues and about unauthorized construction, if required. After getting all the relevant information, the cases are put up to the Estate Officer for decision / approval. The letters of approval are sent to Single Window Service System from where the applicant can collect the letter on due date. If the applicant does not come on the due date to collect the letter, then the same is despatched to the applicant at the given address. However, if there is any objection the same is also intimated to the concerned applicant so that the objection is removed by doing the needful. The cases are routed through Dealing Assistant/ Superintendent/ AEO.

Procedure for getting sewerage connection:

After getting the Occupation Certificate issued from the Estate Officer, the allottee is required to apply immediately to the concerned Divisional

Engineer(PH) on the prescribed form available at Single Window Service System free of cost, for getting the sewerage connection. He is required to complete the required formalities as given in the form.

Procedure for enlistment of contractors for executing development works :

The following categories of contractors for executing Civil/ Public Health/ Electrical/ Horticultural works are enlisted in ADA:-

Class-D Contractor	For executing work upto Rs. 5 lacs
Class-C Contractor	For executing work upto Rs. 25 lacs
Class-B Contractor	For executing work upto Rs. 1.00 crores.
Class-A Contractor	For executing Work for unlimited amount.

The enlistment form is available with the Divisional Engineers' offices in ADA. If the firm is already registered with Punjab PWD , then the firm is not required to get itself enlisted with ADA. The enlistment is allowed by the respective committees constituted for the purpose. The enlistment is allowed, if the contractor/ firm is equipped with the following:-

1. Having Civil/PH/Hort. Engineers/ experts. The Electrical Contractor/firm should have the valid license issued by the Chief Electrical Inspector, Punjab.
2. Should have the required technical staff i.e. Beldars/ Work-Munshies/ Inspectors/ Foreman etc.
3. Should be equipped with the Tools and plants/ machinery required for executing the work;
4. Should submit the list of works executed with value of each work.
5. Should have Income Tax clearance certificate.
6. Should have done the works as per the norms fixed for each category of contractor.
7. Should submit a list of moveable/ immovable properties in the name of contractor/ firm to be enlisted.

The Contractor once enlisted in any Division of ADA, can give tender and get work in any other division also and no separate enlistment is required for this purpose. However, the contractor who is enlisted as Civil Contractor is not entitled to do other stream work such as PH/ Electrical/ Horticulture and vice-versa.

Procedure for allotment of executing development works :

To get the development works executed, quotations/ tenders are called by the concerned Divisional Engineers. Quotations are called for executing the work below Rs.50,000/- and if the value of the work is above Rs.50,000/-, then tenders are called. Quotations are called after vide publicity i.e. sending letters to all the enlisted contractors, all SEs/DEs of ADA for vide publicity and placing

a copy of the same on notice board. However, for calling tenders, wide publicity is also given by sending the tender notice to Press atleast in two leading newspapers. Tenders/quotations are given on the prescribed tender form available from the Divisional offices on payment of the prescribed cost of tender form. Tenders/ quotations are opened in the presence of Tender Opening Committee on the fixed date. Comparative statement is prepared by the Divisional Head Draftsman and the works are allotted on the basis of rates quoted to the lowest tenderer. The allotment the work is started by the contractor after getting green signal from the concerned site engineer of ADA. The work is required to be completed within the stipulated time period, failing which action under the relevant clause of the agreement can be taken. However, if in view of the competent authority and on the report of site engineers it is felt that the circumstances were beyond the control of executing agency, then time limit can be granted at the level of Superintending Engineer concerned.

In case, there is any dispute between the parties regarding any clause of the work agreement signed between the parties, the concerned Superintending Engineer works as Arbitrator as provided in the work agreement. But if the concerned SE is anyhow involved in the dispute, then the Chief Administrator can appoint another SE to act as Arbitrator.

Supervision and Accountability:

So far as the supervision and accountability of staff is concerned, on ministerial side, the Superintendent / Administrative Officer or Asstt. Estate Officers are required to supervise the work. On the technical side, the work is done by the contractor. However, supervision of JE / SDE is required and they are accountable for any wrong done in the execution of work. The bills of the contractor for payment of works, are checked by the Drawing staff and Accounts staff and they are liable to check the bills in accordance with the rules/ regulations and rates.

V

**THE RULES, REGULATIONS,
INSTRUCTIONS, MANUALS AND
RECORDS, HELD BY ADA OR UNDER
ITS CONTROL OF USED BY ITS
EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

Sr.No.	Description of documents
1.	Punjab Urban Planning & Development Authority Employees (Employees Service) Regulations, 1999
2.	Punjab Urban Planning & Development Authority Employees (Travelling Allowance) Regulations, 1997.
3.	Punjab Urban Planning & Development Authority Employees (Mecial Facilities) Regulations, 1997. (Stayed)
4.	Punjab Urban Planning & Development Authority Employees (House Rent Allowance) Regulations, 1997. (Stayed)
5.	Punjab Urban Planning & Development Authority Employees (.Conduct) Regulations, 1997. (Stayed)
6.	Punjab Urban Planning & Development Authority Employees (Punishment & Appeals) Regulations, 1997.
7.	Punjab Urban Planning & Development Authority (Committees & Conduct of Business) Regulations,1996.
8.	Punjab Urban Planning & Development Authority (Delegation of Powers) Regulations, 1997.
9.	Punjab Regional & Town Planning & Development (General) Rules, 1995. Issued vide letter No.1204-11 dated 03.10.2008.
10.	Punjab Apartment and Property Regulation Act, 1995 alongwith Punjab Apartment and Property Regulation Rules, 1995 (PAPRA Act)
11.	Punjab Civil Services (Revised Pay) Rules,1998 & Revised pay rules from time to time
12.	Punjab Civil Services (Revised Pay) (First Amendment) Rules,1998 & amended from time to time.
13.	Punjab Housing Development Board (Provident Fund) Rules, 1983.
14.	Punjab Civil Services Rules Vol.1 Part I & amended from time to time.
15.	Punjab Civil Services Rules Vol.1 Part II & amended from time to time.
16.	Punjab Civil Services Rules Vol.II & amended from time to time.
17.	Punjab Civil Services Rules Vol.III & amended from time to time.
18.	Punjab Financial Rules Vol. I & amended from time to time.
19.	Punjab Financial Rules Vol. II & amended from time to time.
20.	Punjab Govt. National Emergency (Concession) Rules, 1965 & amended from time to time.
21.	Punjab Govt – Revised Model Services Rules, 1973 & amended from time to time.
22.	Punjab Civil Services (Pre mature Retirement) Rules, 1975 & amended from time to time.
23.	Punjab Services Medical Attendance Rules, 1940 & amended from time to time.
24.	Punjab PWD Code Manual & amended from time to time.
25.	Punjab PWD (B&R)Manual & amended from time to time.
26.	Punjab Departmental Financial Rules & amended from time to time.

VI

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY ADA OR UNDER ITS CONTROL

Following documents are kept by the office under its control:-

1. Personal file of every officer/officials
2. Service Book of every officer/official
3. Annual Confidential Reports (record).
4. Ledgers containing GPF/CPF accounts of every officer/official.
5. Cash Book containing receipt/payments.
6. Stock Register
7. Policy Files
8. Roaster Registers

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATIVE BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OF ADMINISTRATION THEREOF

ਅੰਮ੍ਰਿਤਸਰ ਡਿਵੈਲਪਮੈਂਟ ਅਥਾਰਟੀ ਪੰਜਾਬ ਸਰਕਾਰ ਦਾ ਪਬਲਿਕ ਅਦਾਰਾ ਹੋਣ ਦੇ ਨਾਤੇ ਇਸ ਦਾ ਮੁੱਖ ਮੰਤਵ ਇਸ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਵਿੱਚ ਸਮੂਹਿਕ ਵਿਕਾਸ ਕਰਨਾ ਹੈ। ਬੁਨਿਆਦੀ ਸੁਵਿਧਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰਨ ਉਪਰੰਤ ਮਕਾਨਾਂ, ਰਿਹਾਇਸ਼ੀ ਪਲਾਟਾਂ, ਵਪਾਰਿਕ ਥਾਵਾਂ ਅਤੇ ਸੰਸਥਾਵਾਂ ਆਦਿ ਦੀ ਅਲਾਟਮੈਂਟ ਸਰਕਾਰ ਦੀ ਨਿਯਮਤ ਪਾਲਿਸੀ ਅਨੁਸਾਰ ਕਰਨਾ ਹੈ।

ਪਾਲਿਸੀ ਬਣਾਉਣ ਵਿੱਚ ਸ਼ੁਰੂ ਤੋਂ ਲੈ ਕੇ ਹਰ ਤੱਕ ਪਬਲਿਕ ਦੇ ਸੁਝਾਉ ਲਏ ਜਾਂਦੇ ਹਨ। ਇਸ ਉਪਰੰਤ ਪਾਲਿਸੀਆਂ ਤਿਆਰ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ ਤਾਂ ਕਿ ਲੋਕਾਂ ਨੂੰ ਔਕੜਾਂ ਦਾ ਸਾਹਮਣਾ ਨਾ ਕਰਨਾ ਪਵੇ ਜਿਥੋਂ ਤੱਕ ਇਹਨਾਂ ਪਾਲਿਸੀਆਂ ਨੂੰ ਜਾਰੀ ਕਰਨ ਦੇ ਦਫਤਰੀ ਹੁਕਮਾਂ ਦਾ ਸਬੰਧ ਹੈ, ਉਹ ਭਾਵੇਂ ਘੱਟ ਹੀ ਹਨਫਰ ਵੀ ਵੱਖ ਵੱਖ ਕਮੇਟੀਆਂ ਕੰਮ ਕਰਦੀਆਂ ਹਨ।

1 ਅਥਾਰਟੀ ਦੇ ਮੰਤਵ:

ਅੰਮ੍ਰਿਤਸਰ ਡਿਵੈਲਪਮੈਂਟ ਅਥਾਰਟੀ ਨਾਲ ਸਬੰਧਤ ਮਸਲੇ ਅਥਾਰਟੀ ਦੀ ਮੀਟਿੰਗ ਵਿੱਚ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਵਿਚਾਰੇ ਜਾਂਦੇ ਹਨ। ਅਥਾਰਟੀ ਵਿੱਚ ਆਫਿਸ਼ੀਅਲ ਮੈਂਬਰਾਂ ਤੋਂ ਇਲਾਵਾ ਇਸ ਸਮੇਂ 3 ਨਾਨ ਆਫਿਸ਼ੀਅਲ ਮੈਂਬਰ ਵੀ ਸ਼ਾਮਿਲ ਕੀਤੇ ਜਾਣੇ ਤਜਵੀਜ ਕੀਤੇ ਗਏ ਹਨ। ਜਿਨ੍ਹਾਂ ਵਿੱਚ 2 ਪਬਲਿਕ ਦੇ ਨੁਮਾਇੰਦੇ ਅਤੇ ਇਕ ਪੰਜਾਬ ਸਰਕਾਰ ਦਾ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀ ਹੋਵੇਗਾ ਜੋ ਪਬਲਿਕ ਦੀ ਨੁਮਾਇੰਦਗੀ ਕਰਨਗੇ।

2 ਸੁਝਾਉ:

ਅੰਮ੍ਰਿਤਸਰ ਡਿਵੈਲਪਮੈਂਟ ਅਥਾਰਟੀ ਦਫਤਰ ਵੀ ਸਵਾਗਤ ਕਰਤਾ ਕਾਊਂਟਰਾਂ ਦੇ ਨਾਲ ਸੁਝਾਉ ਬਕਸੇ ਰੱਖੇ ਗਏ ਹਨ ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਪਬਲਿਕ ਅਪਣੇ ਸੁਝਾਉ ਲਿਖ ਕੇ ਪਾ ਸਕਦੀ ਹੈ। ਇਹਨਾਂ ਪ੍ਰਾਪਤ ਸੁਝਾਵਾਂ ਤੇ ਵਿਚਾਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਢੁਕਵੀਂ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

3. ਵੈਲਫੇਅਰ ਐਸੋਸੀਏਸ਼ਨਾਂ ਦੀ ਨੁਮਾਇੰਦਗੀ ਬਾਰੇ:

ਭਾਵੇਂ ਕਿ ਏ.ਡੀ.ਏ. ਵੱਲੋਂ ਐਡਵਾਈਜਰੀ ਕਮੇਟੀਆਂ ਗਠਿਤ ਨਹੀਂ ਕੀਤੀਆਂ ਗਈਆਂ ਫਿਰ ਵੀ ਜੇ.ਡੀ.ਏ. ਵੱਲੋਂ ਵਿਕਸਤ ਸਾਰੀਆਂ ਸ਼ਹਿਰੀ ਮਿਲਖਾਂ ਦੀਆਂ ਵੈਲਫੇਅਰ

ਐਸੋਸੀਏਸ਼ਨਾਂ ਦੇ ਨੁਮਾਇੰਦਿਆਂ ਨੂੰ ਏ.ਡੀ.ਏ. ਦੀਆਂ ਹਰ ਤਰ੍ਹਾਂ ਦੀਆਂ ਉਦਘਾਟਨੀ ਗਤੀਵਿਧੀਆਂ ਵਿੱਚ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਜੇ.ਡੀ.ਏ. ਦੀਆਂ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਗਤੀਵਿਧੀਆਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਉਹਨਾਂ ਵੱਲੋਂ ਦਿੱਤੇ ਸੁਝਾਵਾਂ ਤੇ ਵੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

4. ਭੌਂ ਪ੍ਰਾਪਤੀ ਸਬੰਧੀ:

ਸ਼ਹਿਰੀ ਮਿਲਕਾਂ ਦੇ ਵਿਸਥਾਰ ਜਾਂ ਇਸ ਨਾਲ ਸਬੰਧਤ ਕਿਸੇ ਮੰਤਵ ਲਈ ਭੌਂ ਦੀ ਲੋੜ ਹੁੰਦੀ ਹੈ ਤਾਂ ਉਸ ਦੀ ਪ੍ਰਾਪਤੀ ਲਈ ਨੋਟੀਫਿਕੇਸ਼ਨ ਪ੍ਰਕਾਸ਼ਿਤ ਕਰਵਾਉਣ ਉਪਰੰਤ ਭੌਂ ਪ੍ਰਾਪਤੀ ਐਕਟ, 1894 ਮੁਤਾਬਿਕ ਭੌਂ ਮਾਲਕਾਂ ਤੋਂ ਇਸ ਦੀ ਪ੍ਰਾਪਤੀ ਸਬੰਧੀ ਲਿਖਤੀ ਇਤਰਾਜ਼ ਲਏ ਜਾਂਦੇ ਹਨ ਜਿਹੜੇ ਕਿ ਸਿਫਾਰਸ਼ ਸਹਿਤ ਸਰਕਾਰ ਨੂੰ ਫੈਸਲਾ ਕਰਨ ਲਈ ਭੇਜ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ। ਇਸ ਭੌਂ ਦੇ ਰੇਟ ਜਿਲ੍ਹਾ ਭੌਂ ਫਿਕਸੇਸ਼ਨ ਕਮੇਟੀ ਵੱਲੋਂ ਫਿਕਸ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਰੇਟ ਫਿਕਸ ਕਮੇਟੀ ਦੇ ਮੈਂਬਰ ਹੇਠ ਅਨੁਸਾਰ ਹਨ:

1. ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਚੇਅਰਮੈਨ
2. ਮੈਂਬਰ ਪਾਰਲੀਮੈਂਟ ਹਲਕਾ
3. ਐਮ.ਐਲ.ਏ.
4. ਐਲ.ਏ.ਸੀ.

ਐਮ.ਐਲ.ਏ. ਅਤੇ ਐਮ.ਪੀ. ਪਬਲਿਕ ਦੇ ਚੁਣੇ ਹੋਏ ਨੁਮਾਇੰਦੇ ਹੁੰਦੇ ਹਨ ਜਿਹੜੇ ਕਿ ਪਬਲਿਕ ਦੇ ਹੱਕਾਂ ਲਈ ਪ੍ਰਤੀਨਿੱਧਤਾ ਕਰਦੇ ਹਨ।

5. ਨੀਡ ਬੇਸਿਜ਼ ਚੇਂਜਿਜ਼ ਕਮੇਟੀ:

ਨੀਡ ਬੇਸਿਜ਼ ਚੇਂਜਿਜ਼ ਕਮੇਟੀ ਬਨਾਉਣ ਲਈ ਸਰਕਾਰ ਨੂੰ ਲਿਖਿਆ ਜਾ ਰਿਹਾ ਹੈ।

IX

DIRECTORY OF IT'S OFFICERS & EMPLOYEES

Sr. No.	Name (Sar/Sri/Smt.)	Designation	Telephone No (Office/Resi.)
1	Sh. Bhagwant Singh Mann	Chairman	0172-2740325-O
3	Sh Ghanshyam Thori IAS	Chief Administrator, Amritsar Development Authority, Amritsar	0181-2224783 -O
4	Smt. Lovejeet Kalsi, PCS	Chief Administrator Amritsar Development Authority, Amritsar	0183-5217571 -O
6	Er. Gurpreet Singh	DE(PH) ADA, Amritsar	0183-5217586 -O
7	Er. Charanjit Singh	DE(Civil) ADA, Amritsar	0183-5217573 -O
8	Er. Vasdev Singh	DE(ELE) ADA, Amritsar	0183-5217574 -O

2. OFFICERS UNDER RTI, ACT.

Sr. No.	Name(Sar/Sri/Smt.)	Designation	Telephone No (Office/Resi.)
1	Er. Gurpreet Singh	Public Information Officer-cum-DE(PH)	0183-5217586-O

X

Monthly Remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Payroll of staff of Estate Officer PUDA Amritsar for the Month of 05/2022

Sr. No	Emp Id	Employee Name	Gross Salary
		Designation	
1	1970	Gurmeet Singh	88923
		Administrative Officer / AEO	
2	2003	Pawana Devi	48410
		Khalasi	
3	2005	Gurdial Singh	48410
		Khalasi	
4	2040	Jaswinder Singh	48410
		Khalasi	
5	2114	Swinder Singh	37658
		Helper	
6	2131	Sukhdev Singh	43048
		Peon	
7	2214	Madan Lal	91532
		SO - Non S.A.S.	
8	2239	Kiran Kumari	70347
		Senior Assistant	
9	2250	Hardeep Singh	66194
		Senior Assistant	
10	2269	Pritam Singh	52716
		Beldar	
11	2315	Harjit Singh	37598
		Labourer - Skilled	
12	2336	Vijay Kumar	37598
		Sweeper	
13	2367	Ram Lubhaya	37598
		Sewarman	
14	2376	Papu Masih	37498
		Sweeper	
15	2387	Suraj	38718
		Sewarman	
16	2388	Jit Singh	39535
		Chowkidar	
17	2389	Satnam Singh	35235
		Helper	
18	2390	Gurmukh Singh	56791
		Pump Operator	
19	2391	Hardeep Singh	39535
		Mali Chowkidar	

20	2403	Baljinder Singh	56791
		Pump Operator	
21	2404	Veeru	37498
		Helper	
22	2407	Ravinder Singh	56791
		Pump Operator	
23	2414	Baljinder Singh	37598
		Helper	
24	2416	Gulzar Singh	37498
		Bill Distributor	
25	2421	Sarwan Kumar	39420
		Mali Chowkidar	
26	2439	Raju	32161
		Sewarman	
27	2686	Prem Chand	39695
		Chowkidar	
28	3000	Bhupinder Kaur	63535
		Senior Assistant	
29	3002	Ashwani Kumar	47148
		Clerk-cum-Data Entry Operator	
30	3044	Gurpinder Singh	49924
		Clerk	
31	3191	Jagdish Chand	56891
		Pump Operator	
32	3388	Kuljit Singh	63016
		Junior Assistant	
33	3402	Ambika Parshad	32182
		Chowkidar - Workcharged	
34	3435	Gurditar Singh	56548
		Supervisor - Workcharged	
35	3474	Hira Singh	63911
		Clerk	
36	3480	Nripjeet Singh	62931
		Clerk	
37	3509	Gurjaipal Singh	71308
		Junior Engineer	
38	3513	Jagbir Singh	73413
		SDE	
39	3527	Harpreet Singh	71308
		Junior Engineer	
40	3534	Manbir Singh	75405
		SDE	
41	3541	Gurpreet Singh	99242

		SDE	
42	3569	Pritpal Singh	85108
		SDE	
43	3571	Ishwar Sani	47148
		Clerk-cum-Data Entry Operator	
44	3576	Rajesh Kumar	67971
		Senior Assistant - Accounts	
45	3619	Satish Kumar	93107
		SO - Non S.A.S.	
46	3661	Saurav Sharma	62969
		Clerk	
47	3821	Sukhdev Singh	37498
		Sweeper	
48	3863	Parveen Kumar	67538
		Senior Assistant - Accounts	
49	3885	Charanjit Singh	90899
		SDE	
50	3917	Agyapal Singh	52936
		Clerk-cum-Data Entry Operator	
51	3923	Prabhjot Singh	52936
		Clerk-cum-Data Entry Operator	
52	3931	Sandeep	41898
		Clerk	
53	3945	Gurpreet Singh	49924
		Clerk-cum-Data Entry Operator	
54	3954	Kulwinder Singh	63697
		Senior Assistant - Accounts	
55	4038	Pankaj Baboria	54690
		Junior Engg Civil	
56	4095	Ankita	55013
		Senior Assistant - Accounts	
57	4113	Pankaj Bhatti	41918
		Clerk-cum-Data Entry Operator	
58	4118	Mohit Kumar	41918
		Clerk-cum-Data Entry Operator	
59	4126	Priya	24099
		Peon	
60	4132	Paviter Singh	55013
		Senior Assistant - Accounts	
61	4166	Navneet Singh	54690
		Junior Engg Civil	
62	4168	Vimal Kumar	54690
		Junior Engg Civil	

63	4180	Deepak Kumar	41918
		Clerk-cum-Data Entry Operator	
64	4183	Davinder Saini	63124
		SDE	
65	4191	Vivek	41918
		Clerk-cum-Data Entry Operator	
66	4207	Gursharan Singh	40695
		Clerk-cum-Data Entry Operator	
67	4208	Mandeep Lal	53115
		Junior Engg (PH)	
68	4214	Simarpreet Singh Batra	54690
		Junior Engg Civil	
69	4244	Monika .	21462
		Peon	
70	4249	Ketan Saggar	52604
		Draftman	
71	4262	Lovejeet kalsi	114464
		Addl CA	
72	4275	Dinesh Kumar	53115
		Junior Engineer	
73	4276	Sandeep Singh	52604
		Draftman	
74	4277	Davinderpal Singh	53115
		Junior Engg Civil	
75	4284	Jatinder Singh	53115
		Junior Engineer	
76	4302	Tejinderpal Singh	12891
		Junior Engineer	
77	4303	Ravneet Kaur	12891
		Junior Engineer	
78	4310	Amitpal .	12891
		Junior Engg Civil	
79	4335	Amarjot Singh	12891
		Junior Engineer	
80	4356	Amandeep Singh	12891
		Junior Engg Civil	
81	4387	Sanjeev Kumar	12891
		Clerk-cum-Data Entry Operator	
82	4449	Mohit Batra	14644
83	4519	Anita Devi	18000
		Peon	
84	4543	Ashu	18000

		Peon	
85	4463	Zorawar Singh Sandal	95440
		SDE	

XI

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULAR OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

Section 52 of the Punjab Regional and Town Planning and Development Act, 1995 read with rule 17 of the Punjab Regional and Town Planning and Development (General) Rules, 1995, specifies that the Authority shall prepare its annual budget for the next financial year showing the estimated receipts and expenditure of the Authority in the form set out in schedule I to the rules before or by the 31st January proceeding the commencement of the said financial year and shall forward five copies of the budget so prepared and sanctioned by the Authority to the State Government within thirty days from the date of its sanction.

A copy the Budget Estimates for the year 2019-20 is attached- [Annexure-1](#)
The disbursement of funds to the executing offices i.e. Divisional Engineers / Estate Officers for execution of works as well as establishment expenditure is made every month on the recommendation of the Superintending Engineer and the Estate Officer.

XII

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Amritsar Development Authority (ADA) has been constituted under the Punjab Regional and Town Planning and Development Act 1995. It has been constituted with the objective of implementing plans and programs under the Act. Planning, development and regulation of Estates & Construction of housing schemes are the main functions of the Authority. Construction of Social Houses includes the construction of subsidized houses for Economically Weaker Section (EWS) and Lower Income Group (LIG) sections of the society.

Income criteria for allotment of houses to weaker section of society is as under; -

Monthly Income

- | | |
|---------------------------------------|----------------------|
| (i) Economically Weaker Section (EWS) | Upto Rs. 3300/- |
| (ii) Lower Income Group (LIG) | Rs. 3301/- to 7300/- |

To allot houses to the above sections of the society at reasonable and affordable prices, the Authority subsidizes the land cost for construction of Economically Weaker Section (EWS) as well as Lower Income Group (LIG) categories of houses.

XIII

**PARTICULARS OF RECIPIENTS
OF CONCESSIONS PERMITS OR AUTHORIZATIONS
GRANTED BY IT.**

Nil

XIV

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY ADA.

Information Available on ADA's Website www.adaDPULWVDU JRY LQ

XV

THE PARTICULAR OF FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

1. Facilities available to citizens for obtaining information:

- a) Reception counter operating.
- b) Introduced Single Window System (Proformas enclosed)
- c) Introduced own Web site.
- d) Network such as telephone facility, inter-com system and fax etc.
- e) Installation of Notice Boards.
- f) Created public grievances cell.
- g) Introduced IVRS (Proformas enclosed)
- h) Through Newspapers/ Advertisements and Press Notes.
- i) Printed Brochures and Hand Bills.
- j) Publication of Annual Administration reports.

2. Working hours of library or reading room of public use.

In this connection it is submitted that though we have our own library but the facility is only extended to ADA staff and there is no such facility to use the library by the General public.

3. Forms

All the relevant Forms are available at ADA's Website www.adaamritsar.gov.in

XVI

THE NAMES, DESIGNATION AND OTHERS PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Under the Right to Information Act 2005, the following officers are designated as **Public Information Officers** and **Asstt. Public Information officers** for the ADA Amritsar

APPELLATE AUTHORITY

Addl. Chief Administrator,
PUDA

PIO OFFICER

Er. Gurpreet Singh
PIO-cum-Divisional Engineer (PH)
Amritsar Development Authority,
Puda Bhawan,
Green Avenue, Amritsar.
0183-5217586(O)

APIO OFFICER

1. Smt Kiran Kumari Superintendent- 84271-83305 (M)
2. Sh Gurmeet Singh Superintendent- 81960-60004(M)
3. Er. Davinder Saini, SDE- 84274-27729(M)
4. Er. Manbir Singh, SDE- 98728-06817 (M)
5. Er. Pritpal Singh, SDE- 89688-03900 (M)
6. Er. Rajbir Singh, SDE- 89689-41443(M)

XVII

**SUCH OTHER INFORMATION AS
MAY BE PRESCRIBED, AND THEREAFTER UPDATE
THESE PUBLICATIONS EVERY YEAR**

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