

BRUHAT BANGALORE MAHANAGARA PALIKE
TOWN PLANNING DEPARTMENT (HEAD OFFICE)
RTA 2005 Sec 4 (1)(b)
Powers and duties of officers and employees:

SI No	Designation of the official/ employee	Duties allotted	Powers
1	Addl. Director	<ul style="list-style-type: none"> • Head of the Town Planning Department • Recommendation of proposals for Plan sanction, Commencement Certificate & Occupancy Certificate. • Giving technical opinion relating to Zoning Regulation and Building Bye-laws. • Attending Government level meeting as per as Town Planning is concerned. • Planning proposals for infrastructure development. • Discharging duties as PIO and appellate officer in respect of RTI cases. • Conducting monthly meeting. • Attending meeting held at Bangalore Development Authority. • Inspection of sites if required. • Any other work assigned by the Commissioner time to time. 	<p>As per the orders of the Commissioner letter ION/PR/43/2009-10 dt: 22-03-2012.</p> <ul style="list-style-type: none"> • The power has been delegated to the Addl. Director for submission proposals of Plan sanction / O.C to the Commissioner through proper channel (i.e., through EIC & Special Commissioner. • Approval for issue of Commencement Certificate. • Approval & Registration certificates for qualified Engineers / Architects / Supervisors.
1	Joint Director of Town Planning	<ul style="list-style-type: none"> • Recommendation of proposals and issuing of Plan sanction, Commencement Certificate & Occupancy Certificate. • Giving technical opinion relating to Zoning Regulation and Building Bye-laws. • Accompanying Addl. Director for attending Government level meetings. • Placing proposals for infrastructure developments. • Discharging duties as PIO and appellate officer in respect of RTI cases. • Inspection of sites prior to recommendation for sanction of building, Commencement Certificate & Occupancy Certificate. • Discharging drawing officer duties. • Any other work assigned by the Addl. Director and higher officer's time to time. 	<ul style="list-style-type: none"> • Verification of collection of various fees transactions and deposits of the same to the designated bank. • Drawing salary of officials. • Recommendations of all proposals in respect of Plan sanction, Commencement Certificate & Occupancy Certificate as submitted by DDTP for approval and issue of the same on approved by Competent Authorities.
2	Deputy Director of Town Planning	<ul style="list-style-type: none"> • Verification and recommendation of the proposals for Plan sanction, Commencement Certificate & Occupancy Certificate. • And any other work assigned by the Joint Director of Town Planning and higher officers from time to time • Placing proposals for infrastructure developments. • Discharging duties as PIO & nodal office in respect of RTI cases. • Inspection of sites prior to recommendation for sanction of building, 	<ul style="list-style-type: none"> • Verification and proposals submitted by ADTP's with suitable recommendations to JDTP for onward submission to higher authorities for approval.

Commencement Certificate & Occupancy Certificate.

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3	Asst. Director of Town Planning	<ul style="list-style-type: none"> Scrutiny and recommendation of the proposals for Plan sanction, Commencement Certificate & Occupancy Certificate. And any other work assigned by the higher officers time to time. Placing proposals for infrastructure developments. To put up other technical, RTI and general files. Discharging duties as PIO. Inspection of sites prior to recommendation for sanction of building, Commencement Certificate & Occupancy Certificate. Monitoring of buildings during construction and as and when complaints are received. Intimation to concerned AEE for taking necessary action as per KMC Act in case of violations. 	<ul style="list-style-type: none"> Attending all kinds of correspondences including RTI, scrutiny and processing of plan sanction, proposals with proper recommendation. Regulation of building construction and informing the concerned AEE for taking action against the builder as per KMC Act in case of violations.
4	AE / JE / TP	<ul style="list-style-type: none"> Detailed scrutiny and recommendation of proposals of Plan sanction, Commencement Certificate & Occupancy Certificate. And any other work assigned by the Asst. Director of Town Planning and higher officers from time to time. Placing proposals for infrastructure developments. To put up other technical, RTI and general files. Inspection of sites prior to recommendation for sanction of building, Commencement Certificate & Occupancy Certificate. Monitoring of buildings during construction and as and when complaints are received. Intimation to concerned AEE for taking necessary action as per KMC Act in case of violations. 	<ul style="list-style-type: none"> Attending all kinds of correspondences including RTI, scrutiny and processing of plan sanction proposals with proper recommendations.
5	Manager	<ul style="list-style-type: none"> Maintenance of records pertaining to sanction of Building plan, Commencement Certificate & Occupancy Certificate. Updating and maintenance of Service Registers and personnel files of officials and staff. Updating and maintenance of Cash Receipt and Remittance Register. Other establishment matter as per KCSR. 	<ul style="list-style-type: none"> Submission of Establishment related files to JDTP.
6	FDA	<ul style="list-style-type: none"> Designated to work in the section on establishment matters, preparation of annual increments of officials and staff. 	
7	SDA	<ul style="list-style-type: none"> Receiving fresh applications of proposals for Plan sanction, Commencement Certificate & Occupancy Certificate and other general applications. Receipt of Demand Drafts from the applicants and its remittance. 	
8	Group D	<ul style="list-style-type: none"> Assigned for routine office work & other work assigned on the direction of the higher officers. 	