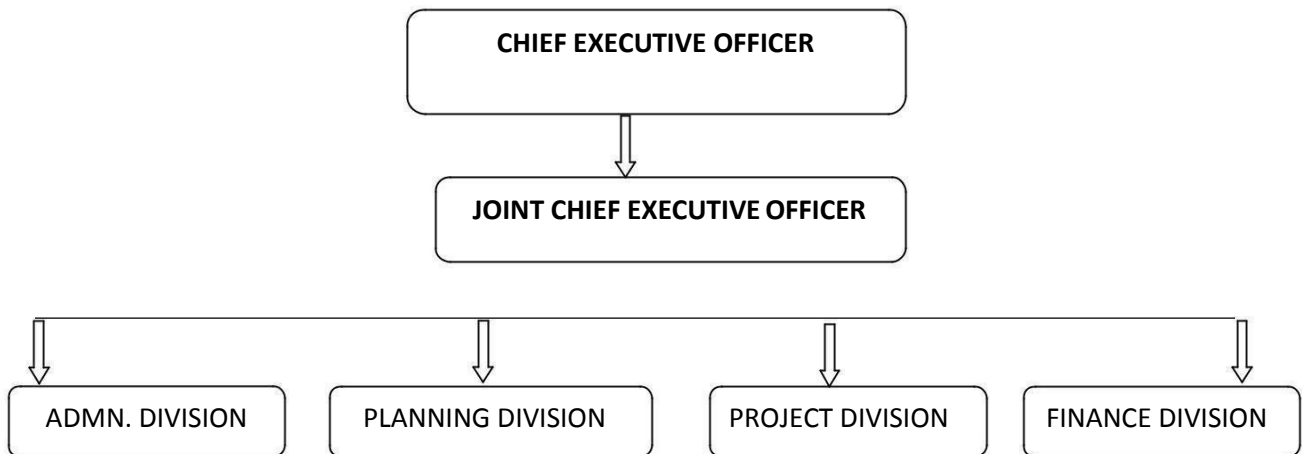


ORGANISATIONAL STRUCTURE

To meet the desired objectives, 64 Nos. posts of various categories have been created consisting of four main Division:-

- (1) Administration Division
- (2) Town & Country Planning Division
- (3) Project Division
- (4) Finance Division

ORGANISATIONAL CHART



The staff strength of the various posts created in the BBNDA is as follows:-



AS ON 24-05-2017

Sr. No.	Name of Post	Sanctioned Posts	Filled in Posts	Vacant Posts	Remarks
1	Chief Executive Officer	1	1	-	IAS Cadre
2	Joint Chief Executive Officer	1	1	-	HAS Cadre
3	Executive Engineer	1	1	-	
4	TCP	1	-	1	Additional Charge to ATP
5	Joint Controller (F&A)	1	1	-	
6	Assistant Engineer	2	2	-	
7	Tehsildar	1	1	-	Charged (Supdt)
8	Supdt. Grade-I	1	1	-	
9	Section Officer (F&A)	1	1	-	
10	ATP	2	2	-	
11	Asstt. Architect	1	0	1	On deputation TCP Deptt
12	Personal Assistant	1	0	1	
13	Junior Engineer	6	4	2	
14	Head Draughtsman	1	1	-	
15	Kanungo	1	1	-	
16	Clerks	3	3	0	One post converted as JOA (IT).
17	Sr. Assistant	1	0	1	
18	Accountant	4	4	-	
19	Sr. Planning Draughtsman	1	1	-	
20	Draughtsman	1	1	0	Charged (Kanungo)
21	Jr. Draughtsman	4	2	2	1 JDM on deputation
22	Jr. Office Assistant (IT)	3	0	3	One post of clerk as JOA(IT) converted.
23	Patwari	3	1	2	
24	Drivers	3	3	-	
25	Surveyor	1	-	1	
26	Work Inspector	2	-	2	
27	Chainman	6	4	2	
28	Peon	6	5	1	
29	Chowkidar	2	2	-	
30	Sweeper	1	1	-	
31	Beldar	1	1	-	
32	Helper	1	1	-	
33	Part Time	1	1	0	
	Total	66	47	19	

ADMINISTRATION DIVISION

This Division is headed by the Additional/Deputy Chief Executive Officer from HPAS cadre. It plays a vital role in the BBND & acts as overall supervisory for all the three divisions i.e. Town & Country Planning Division, Project Division and Finance Division. This Division is also responsible for the following allied jobs.

To maintain all the correspondence and record of establishment.

To frame R&P Rules and other personnel & establishment functions.

To appoint, regularize, disciplinary proceedings, ACR's and other related matters of BBND staff.

To give assistance for coordinated functions.

To monitor all the relevant projects schemes, financial reports and grievance redressal.

PLANNING DIVISION

This Division is headed by the Town & Country Planner. The main functions of this division are as under: -

Grant of Change of Landuse as well as development permission for 7 designated land uses as per the guidelines of National building code (NBC), Urban Development plan formulation and implementation (UDPFI) for BBN Special area under section 18 of Act ibid. Designated land uses are enlisted below: -

- (1) Residential
- (2) Commercial
- (3) Industrial
- (4) Traffic and Transportation
- (5) Public and Semi-Public
- (6) Facilities and services
- (7) Park & Open spaces/ Vacant land/ Agricultural

Grant of NOC's for purchase of land under section 118, service connection for new & old structure(s) under section 83-A of Act ibid.

Planning permission cases received under section 30 & 31 including all kinds of uses like residential, commercial, industrial and other defined uses in around 5300 cases, out of which about 5150 cases have been approved by the Authority. A sum of Rs. 40,46,34,218/- accrued on account of fee for CLU, Development & Composition of Offence fee deposited under the provisions of HP TCP Rules, 1978.

Implementation of State Government Policies/ Schemes i.e. Rain water harvesting system, solar passive system, barrier free access etc.

To prepare Development Plan, Sector Plan, Traffic Management Plan, Model village Plan, Town Development Schemes & Land pooling & reconstitution schemes etc.

PROJECT DIVISION

This division is headed by the Executive Engineer. The main function of Division is as follows: -

To carry out various development works in the authority/ area like roads, paths, street lights etc.

To carry out infrastructure in the newly created sectors of BBNDAs.

To carry out maintenance works of various infrastructure projects. Repair of roads, development of truck parking, construction of bus stands, construction of toilets etc.

To provide municipal services in area so assigned to the authority by the State Government as well as such services in sectors to be developed by the authority.

To provide for the water, sewerage, CETP (Common effluent treatment plant) connection to the users in the area.

Collection of taxes and maintenance & use charges in the area managed by authority or so assigned by the State Government.

FINANCE DIVISION

This division is headed by the Joint Controller (F&A). The main functions of Division are as follows: -

Preparation of Division wise programme to achieve the physical targets fixed by the BBNDA.

To project activities along with allocation of Budget.

Monitoring the financial progress vis-à-vis the allocation.

Cash flow (ways and means) of all requirements.

Plan lodging and investment of surplus funds.

Evaluating and verification of bills of works.

Computerization of accounts including data creative & reconciliation etc.