

S. No.	Particulars	Details
(i)	The particulars of its organization, functions and duties	<p>The Directorate of Urban Development was established during the year, 1986 to direct, control and monitor the activities of the Urban Local Bodies in the state of Himachal Pradesh. The Directorate has been assigned the responsibility to look after the legislative, Administrative and Development activities of 49 Municipalities i.e. 1 Municipal Corporation, 20 Municipal Councils and 28 Nagar Panchayats in the State which covers 5,04,082 souls(2001 census) from amongst the urban population of H.P. and which in turn is about 8.29% of the total population of the state.</p> <p>FUNCTIONS</p> <ul style="list-style-type: none"> • Directing, Monitoring and controlling the functioning of ULBs. • Periodical Inspections of Urban Local Bodies. • Ensuring proper utilisation of Grant-in-aid in accordance with the rules. • Settlement of Audit, PAC and CAG paras. • Monitoring of Utilisation Certificate. • Implementation of centrally sponsored Schemes • Scrutiny of development work estimates . • Improving service condition of the Employees of the Urban Local Bodies. • Election matters of Municipalities. • Recommendation for amendments in Acts Rules /Regulations and Bye-Laws of the Urban Local Bodies. • Regulating proceedings of the Urban Local Bodies in accordance with the Rules and Regulations. • Regulating finances of the Urban Local Bodies • Streamline the tax structure of the municipalities to increase their finances. <p>Duties:</p> <p>To perform all the functions of the Department as mentioned above.</p>
(ii)	The Powers and duties of its officers and employees	<p><u>Director(Urban Development)</u> Overall Administrative and Financial control of the department.</p> <p><u>Addl. Director(Urban Development)</u> To assist the Director(UD) in overall administration of Directorate and ULB's level and in the implementation of all planning/schemes/projects etc.</p>

		<p><u>Deputy Controller(Audit)</u> To conduct and supervision of auditing of Urban Local Bodies and settlement of audit paras thereof.</p> <p><u>Joint Controller(F&A)</u> overall control of Finance and accounts of department and to settle the pension/gratuity cases of retired employees of ULBs.</p> <p><u>Executive Engineer(XEN)</u> Overall control, supervision and implementation of development works being carried out by the ULBs.</p>
(iii)	The procedure followed in the decision making process including channels of supervision and accountability	<p>In the Directorate, the Director exercises the powers of the Head of Department. He is assisted by various officers of the Directorate in taking decisions/disposing of the normal workload of the department.</p> <p>The duties to the various officers are assigned by the Director keeping in view the expertise of the officers. The files move to the Director through the concerned officer for final decision.</p>
(iv)	The norms set by it for the discharge of its functions.	<p>The department follows the provisions contained in HPFR rules in all financial matters and other Government rules as adopted by the Government from time to time to deal with all administrative matters.</p> <p>The department conducts Periodic inspections and quarterly / Zonal meetings, conferences etc. with the ULBs to exercise effective control, direction and monitoring of their working at ULB's level. The grants to the ULBs is Linked with the submission of UCs of development works/schemes & realization of House tax etc.</p>
(v)	The Rules, Regulations, instructions, manuals and records held by it or under its control	<p>The various Acts, rules, regulations and instructions are followed while functioning in different works and areas. A list in brief is as under:</p> <p>Acts</p> <ol style="list-style-type: none"> 1 The H.P. Municipal Act, 1994 . 2 The H.P. Municipal Corporation, 1994 3 The H.P. Municipal Service Act, 1994. <p>Rules</p> <ol style="list-style-type: none"> 4 H.P. Municipal Election Rules, 1994. 5 The Himachal Pradesh (Delimitation & Reservation of Wards) Rules, 1994.

		<p>6 The H.P. Municipal (Reservation and Election to the office of President & Vice-President) Rules, 1995.</p> <p>7 The H.P. Municipal Corporation, Election Rules, 1996</p> <p>8 The H.P. Municipal Corporation (Delimitation & Reservation of Wards) Rules, 1995.</p> <p>9 The H.P. Municipal Corporation (Reservation and Election to the office of Mayor & Dy. Mayor) Rules, 1996.</p> <p>10 Himachal Pradesh Municipality employees (Pension, Gratuity & General Provident Fund) Rules,2000.</p> <p>11 The Leasing out of Shops / Stalls constructed by Municipalities in H.P. Rules, 2001.</p> <p>12 The R&P Rules for the different categories of Employees of Directorate and ULBs.</p> <p>13 CCS & CCA Rules</p> <p>14 HPFR & SR Rules</p> <p>15 Medical re-imburement, General leave, Leave Travel Concession , House Building Advance and CCS Leave Rules</p> <p>Manuals</p> <p>16 Model Municipal Law</p> <p>17 Office Mannual</p> <p>18 Budget Mannual</p>
(vi)	A statement of the categories of the documents that are held by it or under its control.	<p>This office has normally the following kinds of documents/files in respect of Directorate and ULBs :</p> <ul style="list-style-type: none"> • Annual Administrative Report, Account Code of ULBs and Development Works Document <p>Files /documents relating to Directorate level</p> <ul style="list-style-type: none"> • Personnel Information & Service Matters viz. Continuance, increments, leave a/c etc • Annual Plan, Budget Estimates, Budget allocation,Excess Surrender. • Court cases i.e. CWP, OA, Suites etc • Vidhan Sabha matters and CAG, PAC Paras <p>Files /documents relating to ULBs level</p> <ul style="list-style-type: none"> • Personnel Information, creation of posts, seniority fixation, transfer, extension etc. • Annual Income & Expenditure information from own income & GIA, Utilization Certificates of development works under GIA,Schemes and projects etc

		<ul style="list-style-type: none"> • Taxes, Fees and Allocation of Shops & Stalls by ULBs • Court cases i.e. CWP, OA, Suites and files relating resolutions need approval from Directorate. • Allocation & release of funds under various schemes to the ULBs Expenditure under various schemes. Physical & Financial Progress alongwith utilization certificates. 																						
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or administration thereof.	A time bound Public Redressal System is available in the Department in each office and every level.																						
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	<p>State Urban Development Agency(SUDA)</p> <p>The Government of Himachal Pradesh vide its Notification No. UD-C(10)-8/97 dated 12th Feb,1998 has constituted State Urban Development Agency(SUDA) to supervise, review and monitor the implementation of Swarna Jayanti Shahari Rojgar Yojana being implemented in the Urban Towns of the Pradesh.</p> <p>Following is the composition of this agency:</p> <table border="0"> <tr> <td>Secretary(UD) to the Govt. of Himachal Pradesh</td> <td>Chairman</td> </tr> <tr> <td>Secretary(Finance) to the Govt. of Himachal Pradesh or his representative.</td> <td>Member</td> </tr> <tr> <td>Secretary(Planning) to the Govt. of Himachal Pradesh or his representative.</td> <td>Member</td> </tr> <tr> <td>Secretary(Housing) to the Govt. of Himachal Pradesh or his representative.</td> <td>Member</td> </tr> <tr> <td>Advisor Planning, H.P.</td> <td>Member</td> </tr> <tr> <td>Director, Social Welfare, Himachal Pradesh</td> <td>Member</td> </tr> <tr> <td>Managing Director, Institutional Finance, Himachal Pradesh</td> <td>Member</td> </tr> <tr> <td>Director, SC/ST Development Corporation, Himachal Pradesh</td> <td>Member</td> </tr> <tr> <td>Two nominees of the Department of Urban Employment & Poverty Alleviation, Government of India.</td> <td>Member</td> </tr> <tr> <td>Secretary-cum-Chief Engineer, Himachal Pradesh Housing Board</td> <td>Member</td> </tr> <tr> <td>Director, Urban Development, Himachal Pradesh</td> <td>Member Secretary - cum-Convener</td> </tr> </table>	Secretary(UD) to the Govt. of Himachal Pradesh	Chairman	Secretary(Finance) to the Govt. of Himachal Pradesh or his representative.	Member	Secretary(Planning) to the Govt. of Himachal Pradesh or his representative.	Member	Secretary(Housing) to the Govt. of Himachal Pradesh or his representative.	Member	Advisor Planning, H.P.	Member	Director, Social Welfare, Himachal Pradesh	Member	Managing Director, Institutional Finance, Himachal Pradesh	Member	Director, SC/ST Development Corporation, Himachal Pradesh	Member	Two nominees of the Department of Urban Employment & Poverty Alleviation, Government of India.	Member	Secretary-cum-Chief Engineer, Himachal Pradesh Housing Board	Member	Director, Urban Development, Himachal Pradesh	Member Secretary - cum-Convener
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(ix)	A directory of its officers and employees.	1 Director 2 Additional Director 3 Executive Engineer 4 Joint Controller(F&A) 5 Assistant Engineer 6 Project Officer. 7 Supdt. Grade-1. 8 Asstt. Town Planner 9 Jr. System Analyst-cum-Programmer 10 Personal Assistant 11 Supdt. Grade- II. 12 Legal Assistant 13 Sr.Assistant 14 Junior Engineer 15 Statistical Assistant 16 Computer Operator 17 Jr. Scale Steno 18 Jr. Assistant 19 Clerk 20 Driver 21 Peon Audit Staff on Deployment from LAD, H.P. 1 Deputy Controller (Audit) 2 Assistant Controller(Audit) 3 Section Officer(Audit) 4 Auditor	
(x)	The Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	Director Additional Director Executive Engineer Asstt.Engineer(Civil) Dy.Controller (F&A) Asstt.Town Planner Project Officer. Jr. System Analyst-cum-Programmer Superintendent Grade-I Superintendent Grade-II Personal Asstt.(PA) Senior Asstt. Legal Assistant Junior Engineer. Statistical Assistant Computer Operator Junior Scale Stenographer Jr. Assistant Clerks Driver Peons Audit staff from LAD Deputy Controller (Audit) Assistant Controller(Audit) Section Officer(Audit) Auditor	Super Time IAS Scale HAS Scale (Rs. 10025-15100) (Rs. 8000-13500) (Rs. 7880-11660) (Rs. 7220-11660) (Rs. 7220-11660) (Rs. 7220-11660) (Rs. 7220-11660) (Rs. 6400-10640) (Rs. 6400-10680) (Rs. 5800-9200) (Rs.6400-10640) (Rs. 5800-9200) (Rs. 5800-9200) (Rs. 5000-8100) (Rs. 4400-7000) (Rs, 4400-7000) (Rs. 3120-5160) (Rs. 3330-6200) (Rs. 2620-4140) (Rs. 7880-11660) (Rs. 7220-11660) (Rs. 7000-1098) (Rs. 6400-10640)

(xi)	The budget allocated to each of its agency, indicating the particulars of all plans , proposed expenditure and reports on disbursements made.	SOE wise detail of budget allocated to this Directorate and actual expenditure incurred during the financial year 2005-06 is as under:
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Demand No. 28(Plan0 2008-09				Rs. in lacs.
Sr. No.	Major/Minor/Sub Head	Approved Outlay		Expenditure up to 31-12-2008
1	2	3	4	5
1	2217-Urban Development			
	03-Dev. Of Small & Medium Towns.			
	191-Assistance to Municipal Corporation			
	01-IDSMT(C50N)	0.00	0.00	0.00
	01-IDSMT(S50N)	0.00	0.00	0.00
	192-Assistance to Municipalities/ Municipal Councils			
	01-IDSMT (C48N)	0.00	0.00	0.00
	01-IDSMT (S32N)	0.00	0.00	0.00
	02-UIDSSMT(C80N)	0.01	0.01	0.00
	02-UIDSSMT(S50N)	50.00	50.00	0.00
	193-Assistance to Nagar Panchayats / Notified Area Committees or equivalent thereof.			
	01-IDSMT(C50N)	0.01	0.01	0.00
	01-IDSMT(S50N)	00.00	0.00	0.00
	2217-Urban Development			
	80-General			
	191-Assistance to Municipal Corporation.			
	04-SJSRY	1.99	1.99	0.38
2	41-JNNURM (C-80N)	0.01	280.29	280.29
	41-JNNURM (S-10N)	1036.00	1017.05	0.00
	192-Assistance to Municipal Councils			
	04-SJSRY	6.00	0.00	2.00
	008-RGURF	50.00	50.00	0.00
	09-IHSDP (C-90N)	0.0	170.80	170-80
	09-IHSDP (S-10N)	0.00	89.95	89.95
	193-Assistance to Nagar Panchayats /Notified Area Committees or equivalent thereof.			
	04-SJSRY(S00N)	6.00	0.00	1.50
	08-RGURF	50.00	50.00	50.00
	4217-Capital outlay on U.D.			
	60-other urban development schemes			
	051-Construction			
	02-Drainage sanitation sewerage schemes in various districts (SOON)			
	37-Major Works	2250.00	2250.00	2250.00
	2059-PublicWorks			
	01-office Building			
	053-Maintance &Repair			
	95-Maintance of UD building (soon)	0.01	0.01	0.00
	Total Plan	3450.02		
	NON PLAN			
3	2217-Urban Development			
	80-General			
	191-Assistance to Municipal Corporation			
	01-SFC Award.	1063.20	1063.20	980.92

	42-Misc.grant	0.00	195.07	195.07
	192-Assistance to Municipalities/ Municipal Councils			
	01-SFC Award.	2181.14	2181.14	2021.36
	06-T.F.C.Award	160.00	160.00	0.0
	193-Assistance to Nagar Panchayats / Notified Area Committees or equivalent thereof.			
	01-SFC Award.	931.66	931.66	873.71
	06-T.F.C.Award	0.00	0.00	0.00
	3054-Roads and Bridges			
	04-Distt.& other roads.			
	105-Maintance & repair			
	04- Maintenance of ULB's road	600.00	600.00	600.00
1	2217-Urban Development			
	80-General			
	001-Direction and Admn.			
	01-Directorate of UD.			
	01-Salary	148.17	148.17	76.43
	02-Wages	0.75	0.75	0.62
	03-Travels Exp.	1.32	1.32	1.10
	04-Livery	0.00	0.00	0.00
	05-Office Exp.	10.29	10.29	10.25
	06-M.R.	4.59	4.59	2.34
	07-R.R.T	2.25	2.25	2.08
	12-PSS*	0.01	0.01	0.00
	30. Motor Vehicles	3.34	3.34	3.33
	64-Transfer Exp.	0.04	0.04	0.03
	Sub-Total:-	170.76	170.76	96.18
Demand No. 19				
1	2235-Social Security and Welfare			
	60-Other Social Security and Welfare Programme			
	200-Other Programmes			
	11-Reimbursement of Medical Exp. Of Pensioners.	6.00	6.00	0.51
Demand No. 32 (SOOS)				
	2217-Urban Development			
	80-General			
	789-SC sub plan			
	01- EIUS M Corp.)	12.00	12.00	9.00
	03-EIUS (MCS)	120.00	120.00	90.00
	04-EIUS (NPS)	112.00	112.00	84.00
	Total (SOOS)	244.00	244.00	183.00
Demand No29				
1	2071-Pension and Other Retirement Benefits			
	01-Civil			
	104-Graduity (DC RG).	0.00	0.00	5.96
	115-Leav encashment benefits.(12)	0.00	0.00	1.59
	Total:-	0.00	0.00	7.55

(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable as this office does not interact with public.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Not applicable.
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	The Directorate has its website containing information regarding this Directorate's organization structure, listing if ULBs, annual activities, functions, Status of various projects/schemes undertaken by ULBs, pension scheme, municipal finance etc. This site will be on internet shortly after being it is hosted and registered by NIC Shimla under domain gov.in.
(xv)	The particulars of facilities available to citizens for obtaining information, including, the working hours of a library or reading room , if maintained for public use.	<p>The public can have information from this office from 10.00AM to 5.00PM in 6 days a week except holidays.</p> <p>The public will have access to the information regarding this Directorate and its various activities through its official website shortly as soon as it is hosted and registered by NIC Shimla under domain gov.in.</p> <p>This Directorate also prints its Administrative Report every year. This report can be referred to have insight into this office and its working annually.</p>
(xvi)	The names, designation and other particulars of the Public Information Officers.	The names, designation and other particulars of the Public Information Officer, Assistant Public Information Officer and Appellate Authority are as under: