

Deputy City Planner / Assistant City Planner / Town Planning Officer (Sel. Grade):

1. In major Municipal Corporations Deputy City Planner / Assistant City Planner is kept in-charge of zone / circle.
2. In smaller municipal Corporations Assistant City Planner / Town Planning Officer - Sel. Grade are posted with specific jurisdiction in the Corporation limits.

(Note: As already stated there is no uniformity in the staffing pattern of various branches / sections in Municipal Corporations.)

3. He is the technical head of town planning section in the zone / circle / area allotted to him.

Responsibilities:

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to supervise the work of Town Planning Supervisors, Town Planning and Building Overseers and to attend to the responsibilities entrusted to him.
2. He is responsible for the integrated and planned development of the area allotted to him.
3. He is responsible for implementation of land uses Building Rules, Zoning Regulations, Layout Rules and other Rules relating to Town Planning.
4. He is responsible for proper implementation of the terms and conditions of layouts.
5. He has to initiate action against all unauthorized constructions and land uses, deviations to sanctioned plans, illegal layouts, sub-division of plots etc.
6. He has to ensure that Register of Applications for house construction, re-construction, extension etc. is maintained properly.
7. He has to ensure that written permission is obtained by the applicants in advance for erection of advertisements and hoardings wherever the subject is allotted to him.
8. He is responsible for preparation and Implementation of GTP Scheme wherever such schemes are planned.
9. He is responsible for preparation of plans for Road Development, Road-Junctions, Traffic Islands etc.,

10. He has to ensure proper maintenance of the building line and street alignment etc., as per the field measurement book (FMB),
11. He is responsible to get all the details of immovable properties of the Corporation in his jurisdiction surveyed by the Surveyors and to get them recorded in Assets Register, provided that all other wings of the Corporation supply the information on day to day developments.
12. Protection of municipal lands and Government lands vested in the Corporation free from encroachment.
13. He has to initiate action for acquisition and alienation of lands.
14. He has to ensure numbering of buildings as required under GHMC Act 1955.
15. He has to ensure that prompt action is taken against all objectionable encroachments.
16. Administrative control of town planning staff in his jurisdiction.
17. Supervision over the work of Town Planning Supervisors, Town Planning and Building Overseers
18. Transfer of employees within his jurisdiction with the approval of the Commissioner where he is % section head.
19. Responsible to attend the Corporation meetings and preparation of agenda of town planning section.
20. Checking the diaries of the town planning staff, to ensure that they perform their duties properly
21. To ensure proper maintenance of various registers relating to town planning section and check them every month.
22. Maintenance of diary of the work performed.
23. Responsible for implementation of Citizen Charter pertaining to Town Planning Section.
24. All other matters relating to town planning as per the Act, Rules and Government instructions in the matter,
25. Responsible to monitor the Mortgage Register,

26. He has to ensure that entries are made in the Property Watch Register of the Registration department and obtain an acknowledgment from the Sub-Registrar in the duplicate register maintained by the Corporation.

27. Any other work assigned by the City Planner /Chief City Planner / Commissioner