

Town Planning and Building Overseer:

He plays a key role in the enforcement of regulations relating to construction of buildings.

Responsibilities:

1. He shall undertake outdoor Inspection daily for a period of 4 hours in the forenoon to attend to the responsibilities entrusted to him.
2. Scrutiny of building applications, advertisement applications and files pertaining to court cases and legal matters and processing thereof.
3. Prompt detection of and taking action against all unauthorized constructions and violations to sanctioned plans.
4. Survey, data collection and drafting of plans for preparation and implementation of G.T.P Schemes and other schemes related to town planning in the areas, other than those covered under UDA jurisdiction.
5. Detection of and taking action against unauthorized hoardings and advertisements wherever this subject is allotted to him.
6. Detection and removal of objectionable encroachments.
7. Maintenance of registers as specified under the Acts, Rules and Government Orders pertaining to town planning.
8. Regularization of encroachments and removal of unlicensed encroachments.
9. Maintenance of dairy of the work performed.
10. Action against dilapidated structures. After issuing notices to the occupiers of dilapidated structures and after obtaining necessary orders, the case shall be referred to the Engineering Section for demolition.
11. Responsible for maintaining the Mortgage Register.
12. Responsible for making entries 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.
13. Any work assigned by Assistant City Planner / Deputy City Planner / City Planner / Commissioner