CHAPTER-I

BASICS OF SETTLEMENT PLANNING

1. EVOLUTION & FORMATION OF SETTLEMENTS

S. Vishwanath Rao
Director (Planning), Hyderabad Metropolitan Development Authority

1. Introduction:

a. From Cave to Village:
   i. When prehistoric man moved from his cave into shelters he constructed of boughs and leaves, he was making the first step toward urbanization.
   ii. Then man cultivated plants, domesticated animals, and introduced agriculture.
   iii. He created possessions in the form of crops, animals and tools. Possessions bred rivalry, which in turn brought in the need for protection.
   iv. For protection, families collected into friendly groups and formed villages in which the agrarian population enjoyed the advantages of mutual protection.
   v. The villages were located on sites offering natural protection of elevated terrain, islands, peninsulas, or they were surrounded with barricades and moats.

b. From Villages to Kingdom:
   i. Man was a gregarious being. He sought companionship of his fellowmen and devised group entertainment and sports.
   ii. The village brought something new to the lives of primitive man. It introduced the necessity for mutual responsibility and cooperation.
   iii. There were varied interests common to all inhabitants, and they were merged into a form of society, a social and political Organisation.
   iv. The stronghold of the village became an appropriate sanctuary for the altar of his deity. It provided a place for worship, a meeting place for assembly, and a center for trade. The environment became popular, and urbanization began.
   v. His protective instinct and self-preservation and superstition led to personal rivalry within the village, and the most powerful assumed the role of tribal leadership, maintaining communal order with the aid of cudgel.
   vi. Rivalry spread between villages, armed conflict ensued, and barricades were transformed into fortified walls. Several villages came under the domination of the victorious tribe, and it’s leader rose to the position of ruler. In time kingdoms were created, and rulers took the titles of king and emperor.

c. Development of the City:
   i. Society has been forged in the crucible of natural forces. In the above scenario, man has faced the necessity to improve economic security, correct social maladjustments, discard mass superstitions, or resist seizure of power by autocrats bent upon personal glory and self-aggrandizement.
ii. Evolving from these conflicts the development of city began and marked the culture of a people.

iii. The physical form of cities has been shaped by the economic, social and political forces of society.

iv. In history of city development, the primary distinction in the pattern of cities is marked by the transitions from a slave to a mercantile economy and from slingshot to gunpowder warfare. Few cities in which great cultures thrived began with a plan. Cities developed by a process of accretion - the growth were irregular in form, sensitive to changes in the habits of people, and dynamic in character. Cities began as free cities which men settled by voluntary choice. Geometric form was introduced according to the manner in which the land was apportioned / divided among the inhabitants. Colonial cities founded by great states were given a formal pattern predetermined by a ruling authority. Privileged land owners subdivided their lands into regular form of plots for allocation to settlers.

v. Cities have been subjected to the process of continuous remodeling through the ages, and the variety of forms and designs is reflected and stamped on the cities by the motives of the city builders, from emperors to sub-dividers.

vi. A civilization is measured by the monuments it produced. Certain cultural characteristics are revealed by these structures. But the city is not the monuments alone nor is it the palace, the temple or a collection of art objects. It means the whole people who inhabit it, the habitation areas, the shops in which they work, the streets they travel, and the places in which they trade.

d. Cities of Ancient Civilizations:

i. Early civilizations mostly from 2000 BC onwards, spread along the fertile valleys of great rivers like Nile (Egypt), Tigris-Euphrates (Mesopotamia), Indus (Indus valley) and the Yangste-kiang (Chinese), where food, water, and transportation were at hand. A series of great and small empires rose, waged wars, and fell. The people were slaves of ruling class, and they bowed before the reigning king as before a deity.

ii. In Egypt, it was the Pharaohs. They built great temples cities, monumental avenues, colossal plazas, and rock-cut tombs (earlier as mastabas and later as Pyramids). Towns were built like huge barracks for the slaves and artisans with sun-dried bricks as cells and compartments about common courtyards. Narrow lanes served as open drainage sewers as well as passageways to the dwellings. Walls surrounded the towns primarily for protection from seasonal floods of the Nile rather than from armies of invading enemies.

iii. In Indus Valley, Harappa and Mohenjo-Daro were principal cities built of burnt bricks. The streets were arranged in a regular pattern with dwellings compactly built about interior courtyards. The heights of buildings were established in proportion to the width of the streets, one and two storeyed buildings predominating. Sanitation was of a relatively high order with system of underground sewers extending about the towns.

iv. In Mesopotamia, a series of empires rose and fell, and humble villages along the valley of Tigris and Euphrates rivers became monumental cities of the kings. Each town was heavily fortified with walls as thick as 35 feet to resist the siege of enemies. The stately palace –temple or ziggurat dominated the city, and people
lived in their urban existence in the shadows of slavery and superstitious religions and with economic hardships.

v. One of the great kings of Babylon, King Hammurabi, seeking to improve the lot of the common people, in 2100 B.C. codified his laws of justice. This was also the dawn of building regulations. The concept of safety in the doctrine “an eye for an eye, a tooth for a tooth” was imposed— if the wall of a building should fall and kill the son of the occupant, then the life of the builder’s son would be sacrificed. Another king was Nebuchadnezzar who built processional avenues, great walls, monumental gates and hanging gardens in Babylon.

e. **Cretan Civilization:**
   Around the same time along the Aegean Sea, another civilization rose called the Cretan Civilization which was an enlightened society in the islands, where the palace served as a center of community life. The towns sites without fortified walls offered natural protection by the sea, while in Greece, during the same time, cities developed with heavy fortifications and ramparts. The palace and town had highly developed systems of water supply, sanitation and drainage. The streets were narrow lanes but were paved with stones meandering along the rough topography of the sites. The people enjoyed free access to the sea and entered into trade with other lands.

f. **Greek Civilization:**
   On the mainland of Greece, during 8th Century B.C, the Greek Civilization succeeded the Cretan Civilization and evolved with acropolis and city-states with democracy set in. There were no palaces, and public buildings were few and simple. For the Greeks the temple was the symbol of democratic way of life and the temples were built with grandeur. The common assembly place was the open-air podium and the agora or market-place which were center of urban activity.

g. **Hippodamus- the Father of Town Planning:**
   Hippodamus, an architect in the 5th Century BC has been credited with the origination of grid-iron street system to obtain a rational arrangement of buildings and circulation. The city plan was conceived as a design to serve all the people, with the individual house as the common denominator, and the city was limited to 10,000 populations. Blocks were shaped to provide appropriate spaces for the dwellings within them. The functional use of buildings was recognized in the arrangement of streets and their orientation.

h. **Roman Civilization:**
   The Romans succeeded the Greeks and set up an imposing civilization on the very same lands of the Greeks. While the Greeks were philosophers, the Romans were conquerors, skilled engineers and aggressive city-builders with a flair for gargantuan scale. They developed water supply and distribution, drainage systems, hot water systems, great highways, huge monuments, triumphant arches, for and colosseums for sports. The scale of these structures, the spaces they enclosed and the architectural fitments and sculptures were imposing.

i. **The Medieval Town of Europe:**
   By the 5th Century AD, the Roman Empire had crumbled under the weight of luxury, pomp and ceremony. European civilization declined,
trade disintegrated, and the urban population returned to rural life. It was the Dark Age. Cities shrunk in size and importance, and social and economic confusion followed. Feudalism had set in and thrived. This gave impetus to return to towns as countryside was not safe, and fortifications were extended to include all dwellings that clustered about the castle and church / monastery. This brought in revival of trade and commerce which was advantageous to the feudal lords. Merchants and craftsmen formed guilds to strengthen their social and economic position. The early medieval town was dominated by the church. The church plaza became the market place, and guilds established town hall along with guild halls. The roads radiated from the church plaza and market square to the fortified gates, with secondary lateral roads connecting them. The pattern was made irregular to confuse the enemy.

j. **The Neo-Classical City:**
   i. The number of towns in medieval age increased rapidly with restriction on population. But their size was restricted by the girth of the fortifications, water supply, and sanitation and the distance across did not exceed one mile. There was no sewage disposal and drainage was by way of streets. Travel was a limiting factor, and hence towns were spaced within ready reach of each other for communication and mutual assistance in times of conflicts. Commerce increased between towns and successful merchants expanded and consolidated their business interest in several towns, and with the danger from military aggression diminishing, safety and travel increased. With the rise of the merchant class and church, the feudal lords power declined. In the towns there emerged town privileged class, the nobles and the clergy. Land ownership gradually shifted to the wealthy merchants. A new economy arose supplementing the feudal economy with money lending, possession and control of money. The manor house of the nobleman grew spacious while the typical dwelling of the common man remained cramped and moved up in the attics.
   
   ii. During this period, the towns reverted to a condition inferior to the days Wheel traffic became congested, dark and filth-ridden from refuse thrown from dwelling windows, and provision for elimination of waste was inadequate. Excreta were disposed in cess pools beneath dwelling floors. Odour from filth in the streets was overcome by keeping windows or shutters closed. Ventilation was by way of chimney only. Overcrowding within the small dwellings of the poor increased the hazards to health and the spread of epidemics. Disease spread rapidly in times of epidemic-in the 14th century AD, the Black Plague wiped out nearly half of the urban population.

k. **Renaissance and the Baroque City:**
   i. Renaissance began in the early 16th Century in all fields of art, political thought, culture, buildings, economy, and way of living. Rulers displayed their affluence and power by improving their cities. The church participated in this movement. Practice of art and working in artistic fields became a profession. The basic form of cities did not change, but the structure was decorated with facades of classic elements. Kings, nobles and Popes became patrons of the arts and bid heavily for the services of the growing number of practitioners. The monumental character of the classic returned to the city. The modeling of spatial forms absorbed the
attention and skills of the designers and planners, and classic elements were ingeniously assembled to form the spaces. Space was of unparalleled proportions and scale of incomprehensible size.

ii. Out of the cramped medieval town were carved formal “squares”. Since fortification was no longer useful, these were torn down and boulevards and promenades were laid.

iii. An air of grandeur permeated the courts of kings. Transition from Renaissance period to Baroque Period was in process.

iv. In the 18th Century, the Baroque City expanded, and dominance of the ruler intensified. For example, in Paris the entire city was designed to revolve around the palace with avenues radiating out and scale became grander. In Rome Piazzas became the focus around which other elements of urban design were laid.

l. New Colonial Development:
Elsewhere in America which was rife with new settlers the mood was different. New towns were laid by formal plans to human scale, but these were neither revolved around monumental features nor were it overpowered by them. The surveyor’s compass and scale dominated not only the town but also the land sub-divisions with rigid grid-iron street patterns. The grid iron pattern adopted in America was not only the simplest form to survey, but also a satisfactory form for the small town or village. A sense of unity was maintained between the town square and dwellings and the agricultural land on outskirts.

m. The Industrial Revolution & Modern Age:
With the 19th Century came the dawn of the Machine Age. The Renaissance and Industrial Revolution transformed the way cities were built, the way people worked and lived and heralded the advent of the new science age. Transportation of both goods and people was revolutionised. Environmental aspects like public health, public safety and sanitation became paramount in settlement planning and habitations. Model towns based on modern town planning principles were developed. The concept of building bylaws, layout and street regulations and Master Plan was evolved. The invention of Portland cement, elevator, RCC, modern plumbing system, modern road constructions methods changed the way buildings were planned, designed and built.

***
2. URBANIZATION

B. Purushothama Reddy
Director of Town and Country Planning, Hyderabad

1. Urban Area:
   As per Census of India, Urban area is defined as an ‘area’ which has
   a. Population more than 5000
   b. Population Density 400 persons per sq.km
   c. 75% of the male working population doing non agricultural activities.
   d. In addition to the above, the State Government may also declare an area
      as urban for administrative purposes.

   Urbanization is Measured Based on the Percent Urban Population and
   Urban-Rural Ratio.

2. World Urbanization:
   a. As given in at Table 1.1, in the World, about 47 percent population lives
      in urban areas by 2001. In the More Developed Countries about three
      quarters of people live in urban areas, in the Least Developed
      Countries only around a quarter of the population live in urban areas.
   b. When measured in terms of urban-rural ratio, in the More Developed
      region of the world, three times as much population lives in urban areas
      in comparison to rural areas. In contrast, in the Least Developed
countries, only about a third of every hundred (person living in rural
areas) lives in urban areas. Among the Continents, the lowest proportion
of urban population is found in Asia being only thirty-seven percent.

<table>
<thead>
<tr>
<th>Table 1.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEGREE OF URBANIZATION IN WORLD, REGIONS, CONTINENTS AND SELECTED COUNTRIES – 2001</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td><strong>11</strong></td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>14</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>16</td>
</tr>
<tr>
<td>17</td>
</tr>
<tr>
<td>18</td>
</tr>
<tr>
<td>19</td>
</tr>
</tbody>
</table>

Note: For India the data relates to Census 2001

   c. The urban-rural ratios for Africa and Asia are almost equal being around sixty, which is strikingly much less when compared with Europe,
      Northern America and South America. Brazil is the most urbanized and
      Bangladesh is the least urbanized among the ten most populous
      countries in the world, with around eighty-one percent and twenty-five
      percent of population living in urban areas respectively. Notwithstanding
      the difference in definitions of what constitutes an urban area in various
countries, it is clear that the degree of urbanization in India is among the lowest in the world.

3. Trend of Urbanization in India:
   a. India shares most characteristic features of urbanization in the developing countries. Number of urban agglomerations / towns has grown from 1827 in 1901 to 5161 in 2001. Number of total population has increased from 23.84 crores in 1901 to 102.7 crores in 2001 whereas number of population residing in urban areas has increased from 2.58 crores in 1901 to 28.53 crore in 2001 and the trend of urbanization in India is shown in Table 1.2 and Fig 1.1. India is at acceleration stage of the process of urbanization.

<table>
<thead>
<tr>
<th>Census Years</th>
<th>Number of Urban Agglomerations / Towns</th>
<th>Total Population (in crores)</th>
<th>Urban Population (in crores)</th>
<th>Rural Population (in crores)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1901</td>
<td>1827</td>
<td>23.84</td>
<td>2.59</td>
<td>21.25</td>
</tr>
<tr>
<td>1911</td>
<td>1825</td>
<td>25.21</td>
<td>2.59</td>
<td>22.62</td>
</tr>
<tr>
<td>1921</td>
<td>1949</td>
<td>25.13</td>
<td>2.81</td>
<td>22.32</td>
</tr>
<tr>
<td>1931</td>
<td>2072</td>
<td>27.90</td>
<td>3.35</td>
<td>24.55</td>
</tr>
<tr>
<td>1941</td>
<td>2250</td>
<td>31.87</td>
<td>4.42</td>
<td>27.45</td>
</tr>
<tr>
<td>1951</td>
<td>2843</td>
<td>36.11</td>
<td>6.24</td>
<td>29.87</td>
</tr>
<tr>
<td>1961</td>
<td>2363</td>
<td>43.92</td>
<td>7.89</td>
<td>36.03</td>
</tr>
<tr>
<td>1971</td>
<td>2590</td>
<td>59.82</td>
<td>10.91</td>
<td>48.91</td>
</tr>
<tr>
<td>1981</td>
<td>3378</td>
<td>68.33</td>
<td>15.95</td>
<td>52.38</td>
</tr>
<tr>
<td>1991</td>
<td>3768</td>
<td>84.43</td>
<td>21.72</td>
<td>62.71</td>
</tr>
<tr>
<td>2001</td>
<td>5161</td>
<td>102.70</td>
<td>28.54</td>
<td>74.16</td>
</tr>
</tbody>
</table>

Fig. 1.1

4. Degree of Urbanization in India:
   a. From table 1.3 it is clear that percent urban has increased from 11% in 1901 to 28% in 2001, whereas percent rural has shown gradual decrease from 89% to 72% over a century. The urban-rural ratio in 2001 is about 38 which mean that against every 100 ruralites there are 38 urbanites in India as per Census, 2001. All these indices pin point that India is in the process of urbanization and it is at the acceleration stage of urbanization as represented in Fig 1.2.
5. Urban Morphology of India:

a. As per 1901 census percentage of population in Class I, IV, V were 26%, 21%, and 20%, respectively. According to 1991 Census, about two third (65%) of the country’s urban population lived in Class I towns with more than 100,000 population. In 2001 it has increased to 69%. Over the years there has been continuous concentration of population in Class I towns. On the contrary, the concentration of population in medium and small towns either fluctuated or declined (Kundu, 1994). The basic reason for the increasing dominance of Class I towns is graduation of lower order towns into Class I category. It may be observed that in 1901 there were only 24 Class I towns that have gone up to 393 in 2001 which explains largely the increase in the share of population in this size category over the years. However in addition to factor of increase in number of large cities, the importance of a faster demographic growth, poverty induced (Mukherjee, 1995) migration to urban informal sector should be taken into account in making urban structure top heavy. This is largely due to the fact that the towns in lower categories have grown in
size and entered the next higher category (Kundu, 1994). Refer table 1.4 and Fig. 1.3.

Table 1.4

<table>
<thead>
<tr>
<th>Census Years</th>
<th>No. of Towns by Size Class</th>
<th>Percentage of Urban population by Size Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I</td>
<td>II</td>
</tr>
<tr>
<td>1901</td>
<td>24</td>
<td>43</td>
</tr>
<tr>
<td>1911</td>
<td>23</td>
<td>40</td>
</tr>
<tr>
<td>1921</td>
<td>29</td>
<td>45</td>
</tr>
<tr>
<td>1931</td>
<td>35</td>
<td>56</td>
</tr>
<tr>
<td>1941</td>
<td>49</td>
<td>74</td>
</tr>
<tr>
<td>1951</td>
<td>76</td>
<td>91</td>
</tr>
<tr>
<td>1961</td>
<td>102</td>
<td>129</td>
</tr>
<tr>
<td>1971</td>
<td>148</td>
<td>173</td>
</tr>
<tr>
<td>1981</td>
<td>218</td>
<td>270</td>
</tr>
<tr>
<td>1991</td>
<td>300</td>
<td>345</td>
</tr>
<tr>
<td>2001</td>
<td>393</td>
<td>401</td>
</tr>
</tbody>
</table>

Class I Greater than 1,00,000 population  
Class II 50,000 – 1,00,000 population  
Class III 20,000 – 50,000 population  
Class IV 10,000 – 20,000 population  
Class V 5,000 – 10,000 population  
Class VI Less than 5,000 population

Fig 1.3

6. Urban Scenario of Andhra Pradesh:

a. Andhra Pradesh is the 5th largest State with Urban Population in India. Urban Population in the State was 18.40 lakhs in 1901 whereas it increased to 205.0 lakhs in 2001. When compared to State’s total population, urban population constituted 9.6% in 1901, whereas it went up to 27.1% (16th rank in the country) in 2001. There were 116 towns in 1901 and were increased to 210 in 2001. The pattern of urbanization in the State is more or less similar to the pattern in India, which can be seen in the table 1.6 below. Significantly there is rapid urbanization both at Country and State levels in the last six decades.

Source: Census of India
Table 1.6

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Year</th>
<th>POPULATION (in crores)</th>
<th>Percentage (Urban)</th>
<th>Decadal Growth rate</th>
<th>No. of towns / U.A's in A.P.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>Urban</td>
<td>Total</td>
<td>Urban</td>
</tr>
<tr>
<td>1</td>
<td>1901</td>
<td>23.83</td>
<td>2.59</td>
<td>1.90</td>
<td>0.18</td>
</tr>
<tr>
<td>2</td>
<td>1911</td>
<td>25.20</td>
<td>2.59</td>
<td>2.14</td>
<td>0.22</td>
</tr>
<tr>
<td>3</td>
<td>1921</td>
<td>25.13</td>
<td>2.80</td>
<td>2.14</td>
<td>0.22</td>
</tr>
<tr>
<td>4</td>
<td>1931</td>
<td>27.89</td>
<td>3.34</td>
<td>2.42</td>
<td>0.27</td>
</tr>
<tr>
<td>5</td>
<td>1941</td>
<td>31.86</td>
<td>4.42</td>
<td>2.73</td>
<td>0.37</td>
</tr>
<tr>
<td>6</td>
<td>1951</td>
<td>36.10</td>
<td>6.24</td>
<td>3.11</td>
<td>0.54</td>
</tr>
<tr>
<td>7</td>
<td>1961</td>
<td>43.92</td>
<td>7.89</td>
<td>3.60</td>
<td>0.63</td>
</tr>
<tr>
<td>8</td>
<td>1971</td>
<td>59.82</td>
<td>10.91</td>
<td>4.35</td>
<td>0.84</td>
</tr>
<tr>
<td>9</td>
<td>1981</td>
<td>68.33</td>
<td>15.94</td>
<td>5.36</td>
<td>1.25</td>
</tr>
<tr>
<td>10</td>
<td>1991</td>
<td>84.43</td>
<td>21.71</td>
<td>6.64</td>
<td>1.78</td>
</tr>
<tr>
<td>11</td>
<td>2001</td>
<td>102.70</td>
<td>28.54</td>
<td>7.57</td>
<td>2.05</td>
</tr>
</tbody>
</table>

b. Out of 213 towns in the State, the majority of the urban population lives in Class-I towns. In 1991 the urban population in Class-I towns constituted 66.9%, i.e. with a population of 119.1 lakhs compared to total 178.1 lakhs urban population in the State. Significantly, though no. of towns are increased in other classes, the percentage of urban population is decreasing over the years from 1971.

7. Urbanisation of Hyderabad:
   a. Hyderabad urban agglomeration with a population of 3.68 million in 2001 is India’s 6th largest city and comprises of 17.98% of the urban population of Andhra Pradesh. In 1901, Hyderabad had less than half a million population. It became a million plus city in 1951, with a population of 1.08 million. The City took almost four decades between 1951 - 1981 to add another million people to its fold and attain a size of 2.25 million. However, in the subsequent two decades, i.e., in half the time span, it has grown by more than a million to attain its present size which is represented in Table 1.7 and Fig. 1.4.

Table 1.7

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Population</th>
<th>Annual Gr. Rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1901</td>
<td>499,082</td>
<td></td>
</tr>
<tr>
<td>1911</td>
<td>627,720</td>
<td>2.32</td>
</tr>
<tr>
<td>1921</td>
<td>586,913</td>
<td>-1.19</td>
</tr>
<tr>
<td>1931</td>
<td>588,217</td>
<td>0.55</td>
</tr>
<tr>
<td>1941</td>
<td>810,790</td>
<td>3.26</td>
</tr>
<tr>
<td>1951</td>
<td>1,083,634</td>
<td>2.94</td>
</tr>
<tr>
<td>1961</td>
<td>1,191,668</td>
<td>0.95</td>
</tr>
<tr>
<td>1971</td>
<td>1,682,284</td>
<td>3.51</td>
</tr>
<tr>
<td>1981</td>
<td>2,251,009</td>
<td>2.96</td>
</tr>
<tr>
<td>1991</td>
<td>3,145,939</td>
<td>3.4</td>
</tr>
<tr>
<td>2001</td>
<td>3,686,460</td>
<td>1.6</td>
</tr>
</tbody>
</table>

Fig 1.4
b. A look at the annual growth rates in the City reveals that there have been fluctuating highs and lows, roughly in the range of -1% to 3% between 1911 - 1961. In 1971, the growth rate peaked to 3.5%, which, by 2001, declined to 1.6% (virtually half in 40 years). This could be indicative of the fact that the City is moving towards greater demographic stability.

c. The comparison of the demographic characteristics of Hyderabad versus the rest of the state reveals that between 1991-01, the decadal population growth rate for the city is 17% which is more than that of the State at 14%. It has to be noted that the growth rate for the city has more than halved (from 38% to about 17%) during the same period. Decadal population growth rate in Hyderabad between 1981-91 at about 40% (or, 4% annual growth rate, on an average) was almost 15% higher than that in the rest of the State (Table 1.8).

| Table 1.8 |
| DEMOGRAPHIC CHARACTERISTICS: HYDERABAD AND ANDHRA PRADESH |
| --- | --- |
| Population 2001 | Decadal Growth Rate (%) |
|  | 1981-91 | 1991-11 |
| Andhra Pradesh | 75,727,541 | 24.20 | 13.86 |
| Hyderabad District | 3,686,460 | 39.76 | 17.18 |

Source: Census of India, 2001

8. Million -Plus Cities in India

a. Number of million plus cities (table: 8) have increased from 5 in 1951 to 23 in 1991 and to 35in 2001. About 37% of the total urban population lives in these million plus/ UA cities. As per 2001 census the newly added million plus cities are 12 in numbers, they are Agra, Meerut, Nashik, Jabalpur, Jamshedpur, Asansol, Dhanbad, Faridabad, Allahabad, Amritsar, Vijaywada, and Rajkot.

| Table 1.9 |
9. Basic Feature and Pattern of India’s Urbanization:
   a. Basic feature of Urbanization can be highlighted as:
      
      i. Lopsided urbanization induces growth of Class I towns.
      ii. Urbanization occurs without industrialization and strong economic base.
      iii. Urbanization is mainly a product of demographic explosion and poverty induced rural-urban migration.
      iv. Rapid urbanization leads to massive growth of slum followed by misery, poverty, unemployment, exploitation, inequalities, degradation in the quality of urban life.
      v. Urbanization occurs not due to urban pull but due to rural push.
      vi. Poor quality of rural-urban migration leads to poor quality of urbanization (Bhagat, 1992).
      vii. Distress migration initiates urban decay.

   b. The big cities attained inordinately large population size leading to virtual collapse in the urban services and quality of life.

10. Problems of Urbanization:
   a. Problems of urbanization are manifestation of lopsided urbanization, faulty urban planning and urbanization with poor economic base and without having functional categories.
   i. Due to such urbanization, certain basic problems are being witnessed in the fields of:
      1) Housing,
      2) Slums,
      3) Transport,
      4) Water supply and Sanitation,
      5) Water pollution and Air pollution,
      6) Inadequate provision for social infrastructure (school, hospital, etc).
   ii. Most of these cities using capital intensive technologies can not generate employment for the distressed rural poor. So there is transfer of rural poverty to urban poverty.
iii. Megacities grow in urban population (Nayak, 1962) not in urban prosperity, and culture. Hence it is urbanization without urban functional characteristics.

iv. Urbanization is degenerating social and economic inequalities (Kundu and Gupta, 1996) which warrants social conflicts, crimes and anti-social activities.

***
3. PROBLEMS OF URBANIZATION - NEED FOR PLANNING

Maheep Singh Thappar
Planning Consultant, Adapt Technologies.

1. THE CHALLENGES:
   a. Demographic – Reality
      i. Million plus cities in India have more than doubled in the last two decades from 23 in 1991 to 48 in 2011.
      ii. The total percentage of urban population living in India has grown from 27.8% in 2001 to 31.8% in 2011.
      iii. India contains around 18% of the total world population this is a significant figure.
   b. Economy-Reality
      i. GDP of some cities is becoming equal or more than a few countries.
      ii. Metropolitan regions have become the size of states and countries.
      iii. Large cities that will account for 70% of the net employment and 85% of the total tax revenues
   c. The Socio-Economic reality & The Political Debate
      i. Urban-Rural Divide. What to focus on?
         1) Tackling this issue at a regional level - Provision of Urban Services in Rural Areas (PURA)
         2) Balancing the relationship between the city core and the periphery.
   d. Standards
      i. Studies have pointed out that Indian cities have on an average 2.7 sq mtrs of open space per capita where the basic minimum is 9 and the best in class is 16 sq mtrs per capita. Will this be sufficient to give a healthy life to all urban citizens?
      ii. Normal practice of greening cities has been largely limited to the physical space.
      iii. Around 10-15% of the city land use if left protected under open or green space
      iv. Is this sufficient?
   e. Infrastructure Gaps
      i. Efficient and environmental friendly mass transport system remains far from achievable and trunk infrastructure is hugely lacking.
      ii. Large scale demand for serviced land
      iii. The future demand for urban infrastructure to the tune of 20 times of what we have today.
   f. Governance Gaps
      i. Cities need to be run efficiently and profitably in financial as well as environmental and social terms.
      ii. Most Municipal Corporation are in financial trouble. Don’t have adequate own resources
      iii. Depend on state on support, Lack technical expertise, suffer from HR problems,
      iv. Bogged down by day to day operations/crisis management
g. Management Gaps
   i. Efficiency Levels in Service Delivery, RoI, Operations is pathetically low
   ii. Human Resource (Over or Under?)- Huge heads on administrative expenses
   iii. Communication and Coordination issues: Left Hand Vs Right Hand
   iv. Poor Financial management/project management

h. Planning Gaps
   i. Traditional Methods of Planning while paradigms have changed
   ii. Non Integrated Approach
   iii. Basics have been forgotten.
   iv. Intangibles not being calculated in the whole process
   v. Delinked from research based planning
   vi. Inadequate number of planners

i. Social Gaps
   i. Planning is no longer participatory
   ii. Institutional Mechanism also doesn’t support public consultation
   iii. Public awareness and interest is very low

j. Cost
   i. Recent studies have also clearly pointed out that building green-field cities is 1.5 times more expensive in per capita terms as rejuvenating existing cities.
   ii. So the debate on Existing Cities versus New Cities.

k. Global Issues
   i. LOCAL
   ii. Climate change related strategies are not being integrated into the urban plans.

The whole scenario of urban development has become “missing the woods for the trees”

Are we putting the cart before the horse

l. Where do we stand today?
   i. India has a long history of Human Settlements
   ii. India is again in focus today due to its size, diversity, economy and resources.
   iii. We have the where withal all we need is to correct ourselves. What do we need to correct are Economic Policies, Social Behavior, Political Standards, Administrative efficiency
   iv. Can we plan Cities better? Is there an answer there. Yes
   v. City Planning keeping in mind the regional issues, economic and environmental issues and management issues can be an answer
vi. Because Urbanisation is a potent force which can used to bring about the change.

m. What are efficient cities?

i. Not just green in color but in character
   1) Energy Efficient
   2) Environmentally sensitive systems
   3) Less polluting cities
   4) Low carbon cities
   5) Cities with Green buildings, green townships

n. How do we plan efficient cities?

i. For Existing cities/Core Areas
   1) Renewal and Rejuvenation Plans
   2) Multiple Land Use
   3) Transit Oriented Development
   4) Decentralised Activities centers (spatio-economic plan)
   5) Leading to walkability, public transportation
   6) Redensification in selected areas
   7) Conservation of environment
   8) Efficiency in urban management
      • Corporatisation of Municipal Corporations
      • Mayoral System of City Governance
      • Refurbishment of all civic services.
      • Public Participation
   9) As many as Green buildings, complexes as possible

ii. For Greenfield cities
   1) Always in relation to core city
      • Urban Nodes around the core connected with mass transportation in case of large cities
      • Extensions of smaller towns.
   2) Sustainable size and environment
   3) Largely private sector driven

iii. Efficient Cities cannot be thought of without understanding
   1) The demographics and its relation with land use
      • Proper land use planning taking into view the environmental concerns can drastically reduce energy and time
      • Density of population, type of urban development, housing typology matters in case of planning for efficiency
   2) Urban management Systems / Service Delivery Systems / Institutional Mechanisms
      • Efficiency needs to be brought into them
   3) Application new technology/practices
      • Water conservation and reuse
      • Energy efficiency, Smart Grids
      • Green Buildings, Townships/Cities

o. The Issue of Core Vs Periphery

i. Keep the core compact and efficient
ii. Connect the periphery with the core
iii. Dis-incentivise peripheral sprawl.
iv. Incentivise Peripheral Nodal Development.
v. Link development with infrastructure provision
vi. Incremental Infrastructure Development Strategy
vii. Conserve all natural resources in core as well as periphery
   1) Identify no development zones.
   2) Demarcate least fertile lands for development.
   3) Provide infrastructure and economic incentives to that zone
viii. Rural Development to go along with urban development to reduce migration.

p. Questions
i. Do we need super regions? What kind of super regions we need
ii. What is the urban form of our future city? What do we want for ourselves
iii. Can we accommodate more population within our core and peripheral areas.
iv. How much population can/should be accommodated in these regions
v. How will these dense cities be then efficient?

2. NEED FOR PLANNING

a. Planning of cities is as ancient as the history of human settlements itself. The basics needs for planning were:
   i. For planned development
   ii. Health and Sanitation
   iii. Socio Economic needs
   iv. Good quality of life

b. Today planning has become a specialised subject and the following specialties exist:
   i. Urban Planning
   ii. Regional Planning
   iii. Transportation Planning
   iv. Environmental Planning
   v. Housing
   vi. Rural Planning

c. The History of Planning of Human Settlements in the Indian context can be seen the examples of the following cities:
   i. Mohenjodaro & Harappa in Ancient times
   ii. Jaipur in the medieval times
   iii. Chandigarh in the post independence time
   iv. Bhubaneswar & Gandhinagar in the recent times

d. Images of planned cities in the Indian context

Mohenjodaro  Harappa  Harappa
e. Images of planned cities in the Indian context

Mohenjodaro  Harappa

Chandigarh  Bhubaneswar

f. The images of planned urban development in the other countries

California  Barcelona
g. Typical images of Indian Urban situation today highlighting the congestion and organic growth

h. Theories of Planning

Ebenezer Howard’s Garden City

Walter Christaller’s Central Place

Various planning interventions are possible to make urban living better. Some of the practices are highlighted below
i. At Planning Level

i. Master Plan guidelines for
ii. Development Control/Promotion

j. At Projects/Action Level

i. Road Widening, RDPs
ii. Lakes Conservation (for e.g. in Hyderabad-Hussain sagar Lake Conservation Project assisted by JICA & 87 urban Lakes conservation project)
iii. Urban Greening
iv. PPP Initiatives especially in Solid Waste management, township development, funding of city infrastructure

k. Lake Preservation and Development
3. Problems in Urbanisation and Need for Planning
A Case Study of Hyderabad

a. History & Background & Planning Initiatives-

Location of Hyderabad

i. Located in the southern India
   1) (17:22’ N, 78’-27’ E; 525.5 Mtrs MSL)

ii. Capital City of the state of Andhra Pradesh

iii. Hyderabad population : 8 Million

iv. River Musi flowing west to east

v. Hussain Sagar Lake in the heart of the city

vi. Hyderabad Metropolitan region is 7200 sq kms
b. Genesis

- Established settlement at Golconda around 11th century, Kakatiyan.
- Golconda fort and town established in the 1500s Qutb Shahis.
- Modern Hyderabad founded in 1591 by Sultan Mohammed Quli Qutb Shah of the Qutb Shahi Dynasty
- British established the Secunderabad cantonment
- Hyderabad was a cosmopolitan centre from many centuries with British, French,
- Centre of Public Sector undertakings and educational & research institutions between 60s and 90s.
- Last two decades Hyderabad establishes as Global Hub for IT & Biotechnology
- Emergence as the global city of India

---

c. Historical Evolution of Hyderabad

- Hyderabad was a city of lakes
  - Around 2000 small and medium tanks within the city region/districts.
  - Kakatiya rulers develop a water management system of interconnected lakes
  - Qutb Shahis and Asaf Jahis strengthened the system
- Golconda fort was supplied water from far off lakes through gravity.
  - Hussain Sagar built in 1562
  - In 1591 city shifted out of Golconda Fort to the present old city around Charminar
- Water was the primary reason
- The spread of the urban area outwards from the river and the lake

---

d. Hyderabad Today

i. Fifth Largest City in India
   1) 8 million population
   2) Metropolitan Area 7100 sq kms (second largest in India)
ii. **One of the fastest growing cities in India**
   1) Population growth of Core Area at 1.6%, Peripheral areas 5-6% per annum
   2) 16% of the Indian IT Exports are from Hyderabad
   3) Growing at 25% per annum (2008-2009)
   4) 15% of the State GDP is generated in Hyderabad
   5) Major Hub for IT, Hardware, BioTech, Pharma, Education, Health, Defence & Aviation industries.

e. **The History of Planning for Hyderabad**

i. **Ancient**
   1) **Kakatiyan** System of interconnected lakes and water bodies.
   2) Flood management system was natural based.

ii. **Medieval**
   1) **Qutb Shahis** shifted from the Golconda Fort towards Musi River, built a quadrant city with an Axis and Focus Monument.
   2) Built Gardens, Water Bodies, Influence from Isfahan.
   3) Strengthened the Kakatiyan system and helped agriculture immensely.

iii. **Early Modern:**
   1) **Asaf Jahis/Nizams** expanded the city, Indo Saracenic/Art Deco, British/Victorian influence. Developed gardens, water supply system.
   2) Most notable was after 1908 floods they appoint Sri Visweshwarayya as Chief Planner.
   3) He proposed embanking the river, developed two large lakes upstream for flood management and drinking water sources.
   4) After 90 years these lakes are still supply around 20% of the drinking water supply to Hyderabad through gravity.

iv. **Modern Planning for Hyderabad**

v. **Hyderabad Urban Development Authority (HUDA)- Established in 1975**
   1) First Master Plan of Hyderabad Municipal Area prepared in 1975.
   2) Reserved lands for open spaces, conserved water bodies.

vi. **Transformed into Hyderabad Metropolitan Development Authority (HMDA ) in August 2008 to address the growing needs of a Global City**
   1) First Master Plan revised after 35 Years in 2010
   2) Most of the city was congested and built up by then
   3) Nalas were narrowed, lakes were shrunk.
   4) Flooding is rampant

vii. **Challenges for Hyderabad**
   1) Ever Increasing Population
   2) Pressure on Infrastructure
      - Large parts of the city do not have underground sewerage system/piped water supply
      - Large scale leakage/pilferage of water
      - Large scale leakage/pilferage of power
      - Lack of storm water drainage system/Wastage of rain water
   3) Public Transport share of trips is only around 40%. This should be around 70%
4) Civic Bodies are not efficiency oriented. Need overhaul.
5) And so many other challenges

**Spatial Structure of Hyderabad**

**Growth dynamics of Core City vis a vis peripheral growth 1991-2001**

The peripheral areas (only surrounding municipalities now part of GHMC) have experienced fast urbanisation and high decadal growth rates of more than 70%.

The Core City Area (erstwhile MCH Area) grew at only 19.2% decadal.

---

**viii. Is it too late then?**
1) No
2) Never
ix. **Conclusion in General:**

x. **Efficient Cities may require the following:**

1) Higher densities in cities, compact cities, vertical growth
2) Refurbishing Existing Cities along with new cities
   - New Cities to be developed as nodes connected to existing cities.
3) Reducing emissions, reducing travel distances, reduction in infrastructure lines, reduction in management costs and effort
   - 2/3rd CO2 emission from cities, 1 BN Tn of solid waste
4) Efficient Urban Management Systems are critical for going green
   - Smart Grids, Incremental Infra Dev.
5) Combine Traditional Indian knowledge with western thought/technology
6) Planning Methodology should be come green
   - Watershed & Catchments analysis should become part of base map
   - Different lands use planning techniques and optimizing the development of land.
   - Saving serviced urban land to the tune of millions of hectares

xi. **Our Cities are vibrant-Striving to make our cities more Livable**

1) Simplification of Byelaws
2) Revision of Master Plan, Metropolitan Plan
3) PPP

xii. **Bibliography**

1) Gallion, Urban Pattern,
2) GoI, Census of India, Abstracts, 2011
3) GoI, Census of India, 2001
6) Patrick Geddes, City Development, A Report to the Carnegie Dunfermline Trust (1904), Rutgers University Press.
10) GoAP, Andhra Pradesh Urban Areas (Development) Act, 1975 (Act I of 1975)

***
CHAPTER – II
TECHNIQUES OF PLAN PREPARATION

1. TYPES OF MAPS & SCALE OF MAP & DATA COLLECTION

P.A.S.M. Lakshman Rao
Joint Director (Regular Establishment), Directorate of Town & Country Planning

1. MAPS - Meaning and Definition:
   a. The map may be defined as the representation of the earth’s pattern as a whole or a part of it, or of the heavens on a plane surface, with conventional signs, drawn to a scale and projection to that each and every point on it corresponds to the actual terrestrial or celestial position. The amount of information to be represented on the map depends on: (i). Scale, (ii). Projection, (iii). Conventional signs, (iv). Skill of the draughtsman, and (v) Methods of map-making.
   b. There are various ways by which the earth is mapped:
      i. by actual survey with the help of the instruments like chain, plane table, prismatic compass and theodolite, etc.,
      ii. by photographs and
      iii. by freehand sketches and diagrams.
      iv. Now, by computer maps are being precisely constructed. Satellites are also being used for mapping large areas of the earth quite accurately.

2. History of Maps:
   a. For the first time, over 3000 years ago, the Egyptians prepared more feasible maps, showing particularly land boundaries with a view to making proper assessment of revenue.

   b. The credit for laying the foundation of modern cartography goes, in fact, to the ancient Greek geographers whose achievements in this Greek geographers like Aristotle, Eratosthenes and Ptolemy etc. The Greek cartography culminated in the works of Ptolemy. His "Geographia" contained a map of the world and other twenty-six detailed maps.

   c. The introduction of airplane photography in the beginning of the 20th century ushered in a new phase in topographical surveying. This method is quicker, cheaper and especially useful for mapping comparatively unknown or unexplored regions of the Chittagong district was prepared on the 6 inches to the mile scale.

3. Types of Maps
   a. Maps are pictures or representations of the Earth’s surface. They show how places are related to each other by distance, direction, and size. Maps are a way of showing a part of the Earth's surface on a flat piece of paper.
b. Maps are flat but they are made to represent an area that is on a sphere, Earth. This can cause what is called distortion (changes in the shape of an object). The areas of a map closest to the equator have little distortion. The closer a map moves towards the poles the more distorted the map becomes. For example, Greenland appears to be much larger on a map than it really is.

4. Maps have keys. The objects on a map are represented using symbols. A symbol is a picture on the map that represents something in the real world. To understand the symbols on a map you need a key. Maps use a key, or legend to explain the meaning of each of the symbols used in the map. The key usually shows a small picture of each of the symbols used on the map, along with a written description of the meaning of each symbol.

While classifying maps into different categories:
   a. Scale and
   b. Purpose or content.

According to scale maps may be classified as follows:

5. Maps have scales. Maps are scaled down so that they fit on paper. When scaling down a map, every part of the map is scaled by the same amount. This is done to make sure that every object on the map is the same proportion as everything else on the map. Because the Earth is round, and maps are flat, it is impossible to create a map with a perfect scale. Some parts of the map will be too large, while others will be too small.
You can read a map or globe. We can identify locations on the Earth’s surface by using a grid system of latitude and longitude. Latitude gives a north and south direction and longitude gives an east and west direction. This system helps us in measuring distances and finding directions between places on the Earth’s surface. The starting point is the prime meridian, with represents 0° longitude. The exact opposite position at 180° is called the International Date Line, which is where the date actually changes.

a. **Cadastral maps:**
The term cadastral is derived from the French word cadastre meaning register of territorial property. The cadastral maps are drawn to register the ownership of landed property by demarcating the boundaries of fields and buildings etc. They are especially prepared by the government to realize revenue and tax. The village maps of our country may be cited as example, which are drawn on a very large scale, varying from 16 inches to the mile to 32 inches to the mile so as to fill in all possible details.

b. **Topographical maps:**
The topographical maps are also prepared on a fairly large scale being based on precise surveys. They show general surface features in detail comprising both natural landscape and cultural landscape. Unlike cadastral maps, the scale of topographical maps varies in general from one inch to the mile to 1/4 inch to the mile. They do not show boundaries of individual plots or buildings; it is rather the principal topographic forms like relief and drainage, swamps and forests, villages and towns and means of communication, etc., that are depicted on them.

c. **Wall maps:**
Drawn boldly so that they may be used in the class-room. The world as a whole or in hemispheres is distinctly represented on the wall maps.

c. **Chorographical or Atlas maps:**
The Atlas maps are drawn on a very small scale and give a more or less highly generalized picture regarding the physical, climatic and economic conditions of different regions of the earth.

The map is, however, named after its content when only one aspect or feature is shown. For example, if only means of communication roads, railways, airways, etc., are shown it may be called **communication map.**

A **population map** denotes distribution of man over an area.
When many features are shown on a map, it may be named either after the main idea reflected by it or according to the total aspect shown by it. For instance, the map showing the distribution of important agricultural,
mineral and industrial products, with important centers linked by various means of communication may be termed economic map because from it the nature of economic development of the region may be interpreted.

d. **Climate Maps** - give general information about the climate and precipitation (rain and snow) of a region. Cartographers, or mapmakers, use colors to show different climate or precipitation zones.

e. **Economic or Resource Maps** - feature the major types of natural resources or economic activity in an area. Cartographers use symbols to show the locations of natural resources or economic activities. For example, wheat on a map of Maryland tells you that wheat is grown there.

f. **Physical Maps** - illustrate the physical features of an area, such as the mountains, rivers and lakes. The water is usually shown in blue. Colors are used to show relief—differences in land elevations. Green is usually used at lower elevations, and orange or brown show higher elevations.
g. **Political Maps** - do not show physical features. Instead, they show state and national boundaries and capital and major cities. A capital city is usually marked with a star within a circle.

![Political Maps](image1)

h. **Street Maps/Road Maps** - street maps illustrate smaller areas such as towns and cities. People use street maps to find directions to a place they want to go. A road map shows the highways or interstates. These maps are also used to find directions.

![Street Maps/Road Maps](image2)

i. **Topographic Maps** - include contour lines to show the shape and elevation of an area. Lines that are close together show steep terrain, and lines that are far apart show flat terrain. Many hikers use topographic maps, especially in areas where there are no roads with signs. Geologists depend on topographic maps to record the types of rocks. Engineers use
topographic maps when they are planning roads, buildings, or other human–made structures.

j. **Thematic Map:** A thematic map is a map that focuses on a particular theme or special topic and they are different from the six aforementioned general reference maps because they do not just show natural features like rivers, cities, political subdivisions, elevation and highways. If these items are on a thematic map, they are background information and are used as reference points to enhance the map’s theme.

---

5.2. **Importance and Uses of Maps:**

No other science is so much dependent upon maps as are called isohyets, [isopluves], isotherms and isobars, etc., respectively. All those maps in which lines of equal values are shown are called isopleth maps. The distribution of sheep or horse or any other object may be shown by putting dots of uniform size, each dot representing a definite number or quantity; these are called dot maps.

---

6. **Scales**

a. **Definition:**

The scale indicates the proportion which a distance between two points on a map bears to the distance between the corresponding points on the actual ground. If for instance, an actual distance of 5 miles is represented on the map by a distance of 1 inch, the scale is 1" = 5 miles.

According to our need we can have “small scales” and "large scales". The scale we choose primarily depends on

i. the size of area to be mapped,

ii. the amount of details to be shown, and

iii. The size of the paper.

b. "Small scales" show miles to the inch; as, for instance, the cycling and motoring maps which are generally either 1 mile to the inch or 2 miles to the inch. The atlas maps are drawn on a still smaller scale. These may vary from a few miles to the inch to several hundred miles to the inch. "Large scales" are scales of inches to the mile. Navigator’s charts and property survey plans, for example, are drawn on large scales of say 6” to 1 mile, or 25” to 1 mile or even larger.

---

6.2. **Representation:**

There are three ways in which the scale is depicted on the map.

a. By such a statement as "3 inches to the mile" or "1/3 mile to the inch."
We are familiar with inch distances and, thus, can easily read off miles on the map.

b. By a graphic scale as shown in Fig. Here a straight line is divided into a number of equal parts and is marked to show what these divisions represent on actual ground.

c. By a Representative Fraction.

d. This expresses the proportion of the scale by a fraction in which the numerator is one and the denominator also in the same unit of length. For example, if the Representative Fraction (Commonly written as R.F.) is stated to be 1/100,000, or 1: 100,000, this means that one unit on the map represents 100,000 of the same unit on the ground. This unit may be an inch or a centimeter or any other foreign unit. The advantage of expressing the scale in terms of the R. F. is that one can judge distances on a foreign map even if he is not familiar with the linear measurements of that country.

Thus \( R.F = \frac{\text{map distance}}{\text{ground distance}} \)

Now the R.F. is always expressed in terms of a fraction in which the numerator is one.

We have \( 2" = 63,360" \)

\[ \therefore 1" = \frac{63,360}{2} = 31,680 \text{ or, the R.F. is } 1/31,680 \text{ or } 1:31,680. \]

6.3. Design and Division of Scales:

a. The scale should always be expressed on a map in all the three ways mentioned, i.e., (a) there should be a linear scale, (b) the scale should be stated in figures e.g., 1/1 = 1 mile, and (c) the R. F. should also be mentioned. On a manuscript map which is to be printed on the same size the scale may be indicated as above but if the map is to be reduced or enlarged for printing, the scale may be conveniently shown only in a graphic form.

b. The length of the scale should be between 4 to 6 inches and thus a round number should be guessed which could be represented by a length between 4” to 6”.

c. It is convenient to make the scale represent distance which is a multiple of 10.

d. There are two designs of Scale division.

i. Fully divided: The scale is divided into small divisions throughout its length.

ii. Open divided: The scale is divided into large divisions called "primaries" and the First primary on the left is subdivided into smaller divisions called "secondaries. This type is more convenient for drawing

6.4. Use of Graphic Scale:

a. To measure distances between two points on the map:

b. To measure out a certain length from the scale:

6.5 Comparative Scales:

a. Different Units:

b. Time Scales:

c. Pace Scales:

d. Revolution Scales:

6.6 Special Types:

If the contours on a map are drawn at an interval of 100 feet, then the Vertical Interval (V.I.) is said to be 100 feet. The horizontal distance between
two successive contours is the Horizontal Equivalent (H.E.), and, obviously, its length varies with the degree of slope. The steeper the slope the smaller the Horizontal Equivalent.

a. **Square Root Scales:**
Sometimes in geographical maps for showing the distribution of certain quantitative elements the use is made of circular graphs (also known as pie graph). Here the area of the circle is made proportional to the quantities represented. The area of a circle being a constant, it is obvious that the radius will be proportional to the square root of the quantity.

b. **Cube Root Scales:**
Sometimes in statistical maps instead of circles, spheres are drawn to represent different quantities. The volume of the spheres is proportional to the quantities represented by each sphere. Since the volume of a sphere is \( \frac{4}{3} \pi r^3 \) or the cube roots of the quantities will be proportionate to the radii of the spheres.

c. **Scales of Verticals:**
Aerial photographs are sometimes used for the map to get detailed information about the natural and cultural features of an area. The most common types are the vertical photos.

d. **Perspective Scales:**
A Perspective scale is used in landscape drawings-block diagrams, field-sketches, etc. A perspective scale decreases from the foreground to a vanishing point on the horizon (Fig. ) in which the lines A B, CD and E F are indicating the same elevation on the ground though they are decreasing in length.

e. **Diagonal Scales:**
A diagonal scale can be conveniently used for dividing a short line into equal parts.

f. **Vernier Scales:**
The vernier is a device which enables a fraction of a division to be estimated with accuracy.

g. **Enlargement or Reduction of Scales:**
This means the changing of the scale of a map or a portion of it. The enlargement is chiefly done (1) to get a base map on which details may be added later by survey and (2) to get more space for labeling further information.

Reduction might become necessary, say, to combine four large scale maps into one.

a. **Square Method:**
1. The method of enlargement or reduction is to work by squares. The map to be enlarged or reduced is divided into any suitable network of squares. Then on a sheet of paper squares are drawn representing the squares to be reproduced on the new scale proportionately larger or smaller. Enlargement or reduction is usually done by squares because certain maps are already divided
into squares and the time to divide the map into squares is saved. Otherwise any other convenient figure, e.g., a triangle can also be used.

ii. After the original map has been divided up into squares and squares have been drawn on a fresh sheet of paper proportionately larger or smaller details are carefully transferred square by square. First the prominent marks like rivers, roads, railways, etc., are lightly sketched in and then other details are interpolated later.

iii. So, calculation is only necessary to find out the size of the squares required on the new scale to represent the squares on the original, and size can be found out from the proportion.

iv. New scale / Old scale = X.

b. Similar Triangle Method:

This method is used for reducing or enlarging a narrow area, such as a road, railway, river, canal which would otherwise be very difficult. Suppose in Fig. the river between A and B is to be reduced on the scale of 8:3.

c. Instrumental Methods:

The instrumental methods of the reduction and enlargement of maps involve the use of proportional compasses which are stated below,

i. Pantograph,
ii. Eidograph,
iii. Camera Lucida,
iv. Photostat and photographic equipment.

7. Pantograph:

The pantograph comprises a framework of four tabular bars—two large ones and two short ones; freely hinged together at the joints to form a parallelogram and is mounted on small wheels (castors) which give it free movement. Its working is based on the principles of similar triangles and its precision on a number of factors amongst which the most important is the accuracy with which the jointed parallelogram has been constructed by the makers. The instrument is generally used for reduction of plans, charts and maps. It can also be used for enlargement, but in so doing, even a little error in the movement of the tracer point on the original map will appear several times magnified on the enlarged copy.

8. Photostat and Photographic Methods:

Photostatic or photographic methods of enlargement and reduction are, no doubt, the costliest of all the methods so far discussed but at the same time are capable of giving the highest degree of precision. However, the operation of the Photostat machine is not simple and it requires one to be fully familiar with their various parts and their functions. The quality of the reduced or enlarged print depends largely upon the accurate working of such photographic processes as focusing, exposing, preparation of solution for developing and fixing, washing, drying, and trimming.

9. Combining Scales:

Sometimes it becomes necessary to combine maps of two adjacent areas on different scales into a map drawn to a scale different from either. For example, if we have two maps with F. 1:10,000,000 and 1:20,000,000, and we are required to draw a new map on a scale of 1:
15,000,000, we can cover the first map with one inch squares and the second map with half inch squares and then the size of the corresponding squares on the new map will be 2/3 inch. See Figs.

10. **Scales from the Length of a Degree of Latitude:**

The length of a degree of latitude on a straight meridian is approximately equal to 69 miles and this fact can be utilized to find the R. F., if the scale is not given on the map. For example, the length of one degree of latitude on a given map is found to be 1.2 inches; the R. F. is equal to 

\[
\frac{1.2}{69} \times 63,360 = \frac{1}{3,643,200}
\]

11. **Measurement of Distance:**

Some difficulty lies in the measurement of the length of irregular lines on a map, such as roads, railways, rivers. The following methods may be followed: (i) if the line is not too irregular it will be convenient to mark off short straight portions on it with dividers and their values may be enumerated to give the length. (ii) A piece of thread or fine wire may be spread along the line following each curve, and then stretched along a scale to give the length.

12. **Measurement of Area:**

**Square Method:**

If maps are drawn on squared paper the area can be easily calculated. Supposing if a map on a scale of 1”= 1 mile has been drawn on a squared paper showing one inch-big squares sub-divided into one-tenth-inch small squares, the area of the map can be calculated by first counting the number of complete big squares and then the number of small squares within the boundary. In counting the small squares the fractions which are more than half within the boundary can be taken as complete squares and those which are less than half can be neglected. In this case I sq. inch= I sq. mile and if there be 20 complete big squares and 35 small squares within the boundary the area of the map will be 20+3.5 sq. miles = 23.5 sq. miles.

***
2. TYPES OF SURVEY & SURVEYING TECHNIQUES

P. Anvesh  
Assistant Director, CUDS, Dr. MCR HRD

1. **TECHNIQUES**
   The techniques used for surveying and land measurement are dependent upon the type of survey being conducted. In this section there are two choices:

2. **TYPES OF SURVEY**
   A simple classification is:
   
   a. Land surveys, which fix property lines, calculate land areas and assist with the transfer of real property from one owner to another.
   
   b. Engineering surveys, which collect the data needed to plan and design engineering projects. The information ensures the necessary position and dimension control on the site so that the structure is built in the proper place and as designed.
   
   c. Informational surveys obtain data concerning topography, drainage and man-made features of a large area. This data is portrayed as maps and charts.

3. Another way to make a simple classification is:
   
   a. Geodetic surveys are precise and over large areas require the curvature of the earth to be considered. Distances and angle measurements must be very, very accurate. A wide variety of techniques are used including triangulation, traversing, trilateration, leveling and astronomical direction fixing.
   
   b. Plane surveys, which consider the surface of the earth to be a plane. Curvature is ignored and calculations are performed using the formulas of plane trigonometry and the properties of plane geometry. These may be considered accurate for limited areas.
   
   c. Sub-categories of the major classes provide more insight into the various fields of surveying as follows:
      
      i. Property surveys determine boundary lines, property corners, rights-of-way provide data necessary for the preparation of land sub-divisions.
      
      ii. Cadastral surveys are executed by the Federal Government in connection with the disposal of vast areas of land known as the public domain.
      
      iii. Route surveys are necessary for the design and construction of various engineering projects such as roads, railways, pipelines, canals and power lines.
      
      iv. Industrial surveys, or optical metrology, are used in the aircraft and other industries where very accurate dimensional layouts are required.
      
      v. Topographic surveys are performed to gather data necessary to prepare topographic maps. These are multicolor contour maps.
portraying the terrain; and rivers; highways, railways, bridges and other man-made features.

vi. Hydrographic surveys map the shorelines of bodies of water; chart the bottom of streams, lakes, harbors and coastal waters; measure the flow of rivers; and assess other factors affecting navigation and water resources. The sounding of depths by radar is involved in this type of survey.

vii. Mine surveys determine the position of underground works such as tunnels and shafts, the position of surface structures and the surface boundaries.

viii. Aerial surveys use photogrammetric to produce a mosaic of matched vertical photographs, oblique views of landscape and topographic maps drawn from the photographs.

ix. Construction surveys fix elevations, horizontal positions and dimensions for construction projects.

x. Control surveys provide basic horizontal and vertical position data. These are called datum. For most surveying work the vertical position of points in terms of height above a curved reference surface is mean sea level.

xi. Techniques

4. TRIANGULATION
5. TRILATERATION
6. TRAVERSE
7. LEVELING
8. RADIATION
9. Triangulation

a. Triangulation consists of a series of connected triangles which adjoin or overlap each other, angles being measured from determined fixed stations. Triangulation reduces the number of measures that need to be taped and for this reason is often a preferred method of survey. A known base-line measurement is required. Three examples of triangulation systems are shown below.

![Chain of Triangles](image1)

![Quadrilaterals](image2)

![Centre Point System](image3)

b. A single chain of triangles is a rapid and economical system for covering a narrow strip of land. A chain of quadrilaterals is more accurate with checks being made by various combinations of angles.
and sides as the survey proceeds. Larger areas use a central point arrangement. A point to note is that all angles should be more than 20°. Angles less than 20° are not considered valid for fixing position. They introduce inaccuracies. This is much the same in navigation where a fix by two bearings requires an angle of intersection of approximately 90°, and for three bearings approximately 60°. Angles less than 30° are not acceptable.

10. **Trilateration**
Trilateration uses electronic distance measuring equipment to directly measure the lengths of the sides of triangles from which the angles can be calculated. It is a very useful method for rough terrain where positions can be accurately carried forward and is seen as an alternative method to triangulation.

11. **Traverse**
a. A traverse consists of a series of lines, whose lengths and directions are measured, connecting points whose positions are to be determined. The route of the traverse line can be adjusted for obstacles such as rough or timbered terrain, swampy land, buildings and areas of heavy traffic. A traverse may be either open or closed as shown below.

![Closed Traverse](image1)

![Open Traverse](image2)

b. An open traverse begins at a point of known position and ends at a station whose relative position is unknown. This type of traverse is frequently used for preliminary surveys for highways. A closed traverse begins and ends at the same point whose position is known. An example of this type of traverse is a perimeter survey of a tract of land.

12. **Leveling**
Leveling is the operation of determining differences of elevation by measuring vertical distances directly on a graduated rod with the use of a leveling instrument such as a dumpy level, transit or Theodolites. This method is called direct leveling or differential leveling. Indirect leveling can be done using the principle that differences in elevation are proportional to the differences in atmospheric pressure. The difference in elevation between two points can also be determined trigonometrically using vertical angles and horizontal or inclined distances.
13. **Differential leveling**

![Diagram of differential leveling](image)

Benchmarks are very important in leveling. They are permanent objects of known elevation located where there is least likelihood of disturbance. They may be a metal or concrete post set close to the ground, a notch in a tree root or a peg or spike in a tree.

14. **Radiation**

*Radiation is a surveying technique often used in conjunction with a plane table. From a fixed position directly above the corresponding location on the ground bearings are taken to various points at the boundary of the survey area. The bearing lines are drawn on the paper on the table. Distances to the points are measured and then converted to the required scale on the survey sheet. Radiation surveying can be performed in a similar way directly on the ground taking bearings and distances from a fixed position and recording them for later work. Similarly plane table surveying may be used with other techniques such as a traverse or triangulation.*

***
3. HOUSE NUMBERING SYSTEM FOR
INTELLIGENT ADMINISTRATION & MANAGEMENT OF
LOCAL BODIES –CASE STUDY OF HYDERABAD

V.R. Satish Chandra
Former Director, House Numbering Cell, GHMC &
B. Purushothama Reddy,
Director of Town & Country Planning

1. Need for House Numbering System:
House Numbering is the very basis for the location of all households and all the buildings in a given settlement whether big or small or urban or rural. It serves several purposes, official as well as non-official, requiring the location of the citizen at his household or the location of a house. It is, therefore, very essential to have a uniform and permanent House Numbering System throughout the country. The advantage of having a good system of house numbering is obvious and it is in the interest of persons living in the houses as well as the local authorities and the Government to maintain the house numbering. The updating of the house numbering is very much essential in view of the purposes explained above. A good and uniform system of house numbering should be able to serve the purpose of all. In fact at present there is anarchy in assigning the house numbers as the numbers are assigned by the tax officer of a Local Body whenever people come up for payment of property tax for the first time or some times the people themselves assign the house numbers without any basis.

2. Efforts made for a Permanent House Numbering System in Andhra Pradesh:
During 1951 Census an attempt was made to introduce a good system of house numbering throughout the State by the former Composite Madras State Government and by the erstwhile Hyderabad State Government. But the system of the house numbering then introduced was not maintained continuously and hence, during the 1961 Census the house numbering had to be got updated.

In view of the imperative need for a good house numbering felt by the various agencies, the Registrar General of Census, India, has suggested to all the State Governments about the implementation of the scheme on Permanent House Numbering on a scientific and systematic basis. But in practice, the updating of the house numbering was not done regularly and the periodicity of the assignment of the house numbering in the State differs from settlement to settlement.

3. Types of House Numbering System:
In Urban areas of Andhra Pradesh, the following three systems of house numbering are in vogue.

i. Ward - Block - House Numbering System:
In certain towns and particularly in Hyderabad City and all the towns in Telangana area the city or town is divided into wards, which are serially numbered. Each of these wards is further subdivided into blocks and these blocks are numbered in a series in each ward. The blocks are demarcated to form compact areas with a reasonable number of houses so as to avoid the allotment of unduly large serial numbers to individual
houses. The houses within each such block are numbered continuously following some order either clockwise or starting from North-East and ending towards South-West and so on. The actual number painted on each house consists of three elements, viz., the ward number, block number and the house number. Thus a house with a number as 16-2-186 indicates that it is House No.186 in Block number 2 of Ward No.16.

ii. **Locality / Ward - Street - House Numbering System:**
Under this system the town is divided into Wards or well-established Localities or Mohallas, which are commonly recognised and have some well-known locality name. Such localities are assigned serial numbers. Within each such locality all the streets are numbered off serially. The houses in each street are then numbered by a separate series.

iii. **Ward or Block - House Numbering System:**
Under this system, a town is merely divided into Wards or Blocks with some definite boundaries and then the houses in the entire ward or block numbered in one continuous series. The house number under this system is a composite one made up of two elements, viz., the Ward or Block number and the House number, e.g. 6-50.

4. **Efforts made for a Permanent House Numbering System in Earstwhile-MCH:**

a. Hyderabad is the 6th largest city in India. The geographical area of the Ex-Municipal Corporation (MCH) is about 172 Sq.Kms. As per 2001 Census the population of Hyderabad is 36, 12, 427 and the growth rate is 21.85%. The jurisdiction of the Ex-MCH is divided into two divisions as Hyderabad division and Secunderabad division for administrative convenience. Hyderabad division is divided into 23 wards and each ward is further divided into blocks. There are 164 blocks in the Hyderabad division. In Secunderabad division the area is divided into 12 wards and 72 blocks. This three digit house numbering is in vogue since 1951 and is being applied to election work and the Census work also.

b. For administrative convenience the Hyderabad division with 23 wards is divided into 6 Circles and the Secunderabad division is divided into 12 wards and having one circle.

c. Under **Section 418 of HMC Act 1955**, the Commissioner, may from time to time, with the sanction of the Corporation, determine the name by which any street shall be known, cause to put up or paint the name of the street and with the sanction of Corporation determine the number by which any premises shall be known and by written notice require the owner of any premises either to put or paint or number on such premises or the work shall be executed under the orders of the Commissioner duly collecting the charges from the owner.

d. The Secretary, General Administration (AR & T) Department in his DO Lr. No. Nil, dt.18.7.1977 has suggested that the prevailing house numbering consisting of three digits viz., Ward-Block-House Number has to be replaced by the Locality and House Number as 20, Malakpet instead of 16-11-20 to facilitate the public. He has stated that such system is in vogue in Bangalore, Madras and desired to examine whether the same
system could be followed. After thorough discussions it has been decided to adopt Ward-Block-House numbering system.

with lot of efforts, it has been decided to under take house-numbering system in MCH with the following objectives:

i) To revise the boundaries of the existing blocks in each ward of the Municipal Corporation so that they can be compact and visible and ,
ii) To evolve a system for numbering the streets and re-numbering the houses with reference to the street numbers.

The rules are also framed “Hyderabad Municipal Corporation (Naming and Numbering of Roads and Streets and Numbering of Streets and Numbering of Houses) Rules 1995” to govern the house numbering system in MCH limits.

5. Procedure adopted in the New System of House Numbering in MCH.

In the new House Numbering System the entire city is delineated into Localities with Streets and Main Roads.

1. The entire city is thus delineated into 254 Localities and 133 Main roads.
2. The Premises are numbered in the Localities and Main Roads separately in a continuous series.
3. The Ward Boundaries are not disturbed while dividing it into Localities as delineation of Ward boundaries is done based on certain parameters and the existing data of all municipal functions are based on ward boundaries. Hence any change in ward boundaries may dislocate the entire administration.

6. Delineation of Localities

Localities are delineated in each Ward, with the following parameters:
a. The Locality is viable in terms of area and population and has distinct boundaries.
b. The name of the area is prominent with reference to Name of the Colony, Revenue Village, Post Office, MCH Council ward etc.
c. The Area is delineated with reference to Ward boundary, Broad Network of roads, Physical Boundaries like Watercourses, Drains, and Railway Lines etc.
d. While delineating the areas smaller localities, colonies, slums that are locally known with reference to prominent locality name are included and comprehensive area is delineated.
e. Each Locality is given a Code number.

7. **Delineation of Main Roads:**

Certain areas are known with reference to roads, Areas, which abut main roads, are delineated and given separate number. Thus these areas may form part of two or more localities, since there are different localities on either side of the main roads.

The Main Roads have unique code for easy identification and for further applications if any.

1. **Assignment of House Numbers:**

   a. Each premises is assigned with one number.
   b. Vacant sites are also assigned with numbers. Depending upon the size of the vacant site or land the numbers are reserved and the series is continued.
   c. Each Apartment / Commercial Complex is assigned, with one general number. Each Flat / Shop / Unit is assigned with by-numbers.
   d. Slums which would normally have number of temporary and small structures, prone for changes in their size and pattern are given one, two or block wise numbers for easy location of the houses or depending on the structural conditions, each premises is numbered for easy identification of the premises.
   e. Normally numbering in a locality starts from the corner nearer to the City center.
   f. The street, which is nearer to the City Centre, will be numbered as street number one. Any number in a locality can be located even without a street number, since the premises are numbered in a single continuous series.
   g. Similarly numbering on a Main Roads will be done from one end of the road to the other end and continue the series on the other side till the starting end. A locality may abut main road / roads where there will be separate series of numbers.
9. **Preparation of Correlation Statements & Locality Maps:**

   a. The correlation statements showing the old and new house numbers, name of the owner, no. of floors, usage of the building etc is to be prepared by conducting house to house survey.

   b. Based on the field survey Locality Maps are prepared duly showing the old and new numbers, streets, main roads, premises numbers, street wise house numbering statement etc. Brochures to be printed for each locality map which will be handy for using the same.

   c. Statement showing the correlation statement of the old & new house numbers

![Map 5: Locality map showing the Streets & Main roads with premises and their numbers](image)

### Table 1

<table>
<thead>
<tr>
<th>MUNICIPAL CORPORATION OF HYDERABAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATEMENT SHOWING THE CORRELATION OF OLD AND NEW HOUSE NUMBERS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S.No</th>
<th>Old house number</th>
<th>If house number is not available, neighbour's House no.</th>
<th>New Premises number</th>
<th>By number of the Unit, if any</th>
<th>Name of the owner</th>
<th>Total no. of Floors in the building C</th>
<th>S</th>
<th>G</th>
<th>U</th>
<th>Total no. of Units in the Building</th>
<th>Usage of the Unit building</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. **Installation of Signboards and Number Plates:**

After preparation of the House Numbering Maps, for the convenience of the public and for identification of houses, signboards and number plates are to be erected as follows
a. **Street signboards** Showing the street No. House Nos. falling in the street and Locality Name are installed at entrance and end of the streets.

![Street Signboards](image)

b. **Main Road Sign Boards** showing the main road and house numbers to be erected at the starting point, mid point and at the end point.

![Main Road Signboards](image)

c. **House number plates**: Square shapes for the houses abutting to Main Roads and Round Shape for houses abutting to Streets are to be fixed.

![House Number Plates](image)

d. Each **Locality** is assigned a **Specific Colour**: The street signboard, Main Road Board, house number plates will have the same colour as base and the letters are in white colour.

e. **Locality Maps** to be erected in 3 or 5 prominent localities in the locality.

f. **Pamphlets showing the locality maps** with Main road No., street No. Old and New house nos. will be prepared for public circulation.

g. The **Correlation statements** showing old and new house numbers will be circulated to all the needy departments.

9. **Uniqueness of the new house numbering system of MCH:**

The New House Numbering System is unique and very simple & convenient not only for the people but also for various administrative and statutory purposes such as Elections, Census, Posts & Telephones, Police, Registration etc.
10. New Address of a Household:

Ex:  
   a. If abutting to a **Main Road**:
      Mr.xxx
      45, Tank Bund – Assembly Road,
      HYDERABAD.
      PIN:

   b. If abutting to a **Street in a Locality**:
      Mr.abc,
      Street No.3,
      H.No.125/5, ABIDS,
      HYDERABAD.
      PIN:

11. **Unique Code: A Unique 14 – digit code** can be generated from the New House Numbering System which can be used for various administrative purposes including designing GIS for the City.

**Unique Code:**

![Unique Code Diagram]

**Ex: 1. For identifying a premises (house) / unit in the city**

12. For identifying some of the other utility codes using the codes of Localities, Main Roads, Premises Number and Unit Number:

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCH Ward Code</td>
<td>01...35</td>
</tr>
<tr>
<td>Locality Code</td>
<td>001 - 254</td>
</tr>
<tr>
<td>Main Road Code</td>
<td>101...109</td>
</tr>
<tr>
<td>Ring Road</td>
<td>301...304</td>
</tr>
<tr>
<td>NH9</td>
<td>401...403</td>
</tr>
<tr>
<td>NH7</td>
<td>501...505</td>
</tr>
<tr>
<td>NH202</td>
<td>601...689</td>
</tr>
<tr>
<td>SH Srisailam Road</td>
<td>0001...999</td>
</tr>
<tr>
<td>SH Nagarjuna Sagar Road</td>
<td></td>
</tr>
<tr>
<td>SH Vikarabad Road</td>
<td></td>
</tr>
<tr>
<td>Major Municipal Roads</td>
<td></td>
</tr>
<tr>
<td>Street Code</td>
<td></td>
</tr>
<tr>
<td>Premises Number</td>
<td></td>
</tr>
</tbody>
</table>
### Item Code Table

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Number</td>
<td>0001...9999</td>
</tr>
<tr>
<td>Usage of the Building</td>
<td>U01...U20</td>
</tr>
<tr>
<td>Tax Zone Code</td>
<td>T001...T999</td>
</tr>
<tr>
<td>Trade Code</td>
<td>TR01...TR25</td>
</tr>
<tr>
<td>Slum Code</td>
<td>S001...S999</td>
</tr>
<tr>
<td>Street Light Code</td>
<td>SL001...SL999</td>
</tr>
<tr>
<td>Dust Bin Code</td>
<td>B001...B999</td>
</tr>
<tr>
<td>Water Supply Connection Code</td>
<td>W01...W99</td>
</tr>
<tr>
<td>Electricity Connection Code</td>
<td>EC01...EC99</td>
</tr>
<tr>
<td>Drainage Connection Code</td>
<td>D01...D99</td>
</tr>
</tbody>
</table>

13. By following the above codes the following utilities will be easily located spatially and it will be convenient for the concerned departments to easily monitor and manage the system.

**For identifying a Water Supply Connection:**

<table>
<thead>
<tr>
<th>Locality Code</th>
<th>Road/Street Code</th>
<th>Premises Number</th>
<th>Unit Number</th>
<th>Water Supply Connection Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**For identifying an Electricity Service Connection:**

<table>
<thead>
<tr>
<th>Locality Code</th>
<th>Road/Street Code</th>
<th>Premises Number</th>
<th>Unit Number</th>
<th>Electricity Service Connection Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**For identifying a Street Light Connection:**

<table>
<thead>
<tr>
<th>Locality Code</th>
<th>Road/Street Code</th>
<th>Street Light Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**For identifying a Dust Bin:**

<table>
<thead>
<tr>
<th>Locality Code</th>
<th>Road/Street Code</th>
<th>Dustbin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>B001</td>
</tr>
</tbody>
</table>

14. **References:**

e. *Field Survey Reports for Circle 6 of House Numbering of MCH.*
CHAPTER–III
URBAN PLANNING & REGIONAL PLANNING

1. PREPARATION OF GENERAL TOWN PLANNING SCHEME AND DETAILED TOWN PLANNING SCHEME UNDER A.P.T.P ACT 1920

A. Sri Rami Reddy
Former Director Town & Country Planning, Hyderabad

1. Introduction:
   i. A Master plan or a Development plan or G.T.P scheme may be defined as a general plan for the future layout of a city showing both, the existing and proposed streets or roads, open spaces, public buildings, residential, commercial areas etc. Thus the G.T.P scheme aims at controlling the future growth of a Town or urban area along pre conceived and predetermined paths. Generally the perspective period for the G.T.P scheme or Master plan is two decades in order to meet the future requirements considering its role, the potential and problems.
   ii. In India, the idea of preparation of development plan is understood to have been flourished after 1915 when the Bombay Town Planning Act was passed and was soon followed by the Madras Town Planning Act in 1920. The first comprehensive Act requiring the preparation of development plans and authorizing its enforcement is the Bombay Town and Country Planning Act, 1954 which actually came into force in 1957. This Act required the preparation of development plans by the concerned local bodies within a specific period.
   iii. A G.T.P scheme or Master is an ideal plan showing the full development of a Town or urban area at some future date. At the same time it should be sufficiently elastic. It is therefore, not a fixed plan, but it is possible to amend it from time to time to keep it in pace with any to accommodate the new Development of any revised estimate of the future growth and requirements of the Town.
   iv. A Detailed Town planning scheme is covered by a part of the Town or a part of General Town planning scheme. The GTP scheme covers all the Land uses with proper infrastructure are achieved through the proper implementation of schemes.

2. Objects of G.T.P Scheme

Following are the main objects of preparing a Master plan for the town:
   i. It aims at intelligent and economic spending of the public funds for achieving welfare of the inhabitants in respect of amenity, convenience and health.
   ii. It arranges the pattern of a town in such way so as to satisfy the present requirements by the coming generation.
   iii. It helps in restricting the haphazard and unplanned growth
   iv. It places various functions which a town has to perform in physical relationship of each other so as to avoid the chances of mutual conflict
   v. It removes the defects of uncoordinated physical growth of the various components of town due to the fact that it considers the entire city area or town as planning and development entity.
3. **Preparation of G.T.P Scheme**

The GTP Scheme is statutory document and they should be prepared duly following the provisions and procedures of APTP Act 1920 and rules made there under.

**Section - 4(1)**

A Detailed Town Planning Scheme may provide for all Land uses or part of Land use.

**Section - 7(1)**

Appointment of Director of Town Planning.

**Section - 9(1)**

Declaration of intention to make or adopt GTP/DTP scheme by the Municipal council by a resolution and shall be published by notification in the prescribed manner.

**Section - 10**

Resolution to make or adopt GTP/DTP schemes

**Section - 11**

a. A copy of every draft scheme with all its enclosures and the maps prepared in connection therewith shall be sent by the executive authority of the municipality, to the Director

b. Municipal council shall be published under section 11 on the notice board of the municipal office by a notification which shall be called Notification No.2 and shall be in Form No. 12

**Section - 12**

a. Any notification of the Government under section 12, published in the Official Gazette, shall be republished by notice in Form No. 16-

i. On the notice board of the office of the municipal council;

ii. on the notice board of the office of every local authority within whose limits any portion of the area included in the scheme is situated; and

iii. In one or more newspapers circulating in the district in which such area is situated.

b. The rules contained in Part S, except rules 32 to 34, shall as far as may be, apply to schemes required to be prepared under section 12.

**Section - 13**

a. A Notice in Form No. 13 shall also be published-

i. On the notice board of the office of every local authority within a whose limits any portion of the area proposed to be included in the scheme is situated.

ii. In the district gazette concerned in case the whole or any portion of such area is situated in any district; and

iii. In one or more newspapers circulating in the districts in which II such area is situated.

A copy of such notice shall also be pasted up in one or more conspicuous places in or near such area.

4. **The Contents of Draft Scheme.**

**Map No. I** indicating present Land use with an explanatory note giving all details of land use and the areas included in the Map.

**Map No. II** showing proposed Land use map, after receipt of the map no I, from the Govt.

**Under Rule - 17**

Submission of progress reports

**Under Rule - 23**

Preparation of GTP under Section 8 shall be under taken in consultation with the Director
**Under Rule - 24**
The Map No 1 along with other details is to be submitted to the Govt. for formal approval.

**Under Rule - 25**
The Govt. after careful examination approve the plan (Map No II) with modifications If necessary either in a separate map no or by alternate in Map No II. Such Separate map or modified map shall be called map no.III and it will be sent to Municipal Council for further action.

**Under Rule - 27**
The draft GTP scheme plan shall be published in form no 1 in notice board Municipal office.

**Under Rule - 28**
Publish the draft GTP scheme plan in form no.2 calling for objections and suggestions (Placing in notice boards, Publication in Gazettes, & daily newspapers etc).

The GTP Scheme, existing land use map etc should be kept for public examination in the Municipal office, for 60 days and Technical staff members should explain the details of the plan to the public during office hours so that they can understand it and submit objections and suggestions if any.

**Under Rule - 29**
The draft GTP Scheme, finally prepared by the Municipal Council shall be submitted in duplicate to the Govt. through the Director of Town Planning.

The Objections & suggestions of the Public should be recorded in writing and placed before the Municipal Council with a note on each and every Objection & Suggestion should be recorded.

The Objections & Suggestions with the recommendation of the Municipal Council should be submitted to the Govt. through Director of Town Planning in form no 14 incorporating the objections & Suggestions recommended by the council in the plan (Map No.III).

A notice about the submission of draft scheme to the Govt. should be published in the notice board of Municipal Office and in District Gazette in form no 15.

**Section - 14**
The Govt. after careful examination of the recommendations of the council and DT&CP Sanction the GTP scheme.

**Section - 15**
*A GTP Scheme sanctioned under section 14 may at any time be varied or revoked* by a subsequent scheme published and sanctioned in accordance with TP Act by state Govt.

If the Govt. orders any modifications in the GTP scheme Map No.III a fresh map Map No.IV shall be prepared incorporating such modifications otherwise Map No.III as corrected with reference to the modifications shall also be called Map No IV is communicated to the Municipal Council for adoption.

The GTP scheme so sanctioned Map No.IV shall be published in official Gazette indicating the place and time required for inspection of the public.
The notification under **Section 14(5)** shall be concluded proof for sanction and the execution of scheme shall commence and publication of GTP scheme in official Gazette.

The sanctioned GTP scheme **Map No.iv** should be prominently kept in Municipal office for public examination for at least 6 months so as to get them acquainted with the proposals wide publicity is to be given about the sanctioned GTP scheme.

5. **Forms prescribed under the A.P.T.P rules**

**Form No - 1**
Notification under section 8.
Under rule 27
The GTP scheme prepared by the local authority for the area described in the schedule a copy is attached. Any person interested in the scheme may communicate in writing to the Commissioner any objections.

**Form No - 2**
Notice under rule 28. -As published under rule 27 The scheme in full shape and the Map No. Ill may be inspected and communicated any objection or suggestion to the commissioner for further action

**Form No - 3**
Progress report of preparation of GTP scheme-under section 8.
-Under rule 51(1)

**Form No - 4**
Notification no 1 under section 10-Under rule 33(a) The local authority passed resolution to prepare the scheme in respect of the area specified. A copy of the plan of the area included in the scheme Map No. 1 will be kept for inspection in Municipal office

**Form No - 5**
Notice of publication of notification no 1 under rule 34(A) Under section 17 no. person may erect or proceed with any building or work without applying for and obtaining permission from Municipal council. Under section 23 betterment contribution and recovery under rule 66

**Form No - 6**
Statement showing Reconstitution of Plots and Redistribution of Boundaries (Under rule 37 of the Andhra Pradesh (Andhra Area) Town-Planning Rules) (Please REFER Andhra Pradesh Town Planning Act)

**Form No - 7**
Ownership and extent of lands included in the scheme under rule 38(1).

**Form No - 8**
List of new streets and widening of existing streets under rule 38(ll)

**Form No - 9**
Lands proposed to be acquired for the scheme under rule 38(ill)

**Form No - 10**
Lands to be proposed to be reserved under section 4(k) under rule 38(iv)
Form No - 11
Estimate of cost of the scheme under rule 39

Form No - 12
Notification no.2 under rule 41 Draft scheme which has been prepared is here by published (Map No II)

Form No - 13
Notice of publication of draft scheme under rule 43
The Scheme in full shape with enclosures and Map may be inspected.

Form No - 14
List of objections and suggestions as regards draft scheme under rule-44

Form No - 15
Notice of submission of draft scheme under section 14(2) under rule 46

Form No - 16
No. of publication notified under section 12

Form No – 17 & 18
Progress reports on GTP Scheme 7 DTP scheme one to be subject

6. Enforcement of the Plan

Section - 17
Permission to be taken for construction etc after publication of the draft scheme.

Section - 18
Obligation of owners to comply with scheme after sanction

Section - 19
Power of responsible authority to enforce scheme duly taking action on the Unauthorized Constructions and recover the cost incurred.

Section - 2 (A)
Application for sanction for with drawl or modification of scheme.

Section - 34
Notification under section 14 to have effect as declaration under section 6 of land acquisition act 1894.

***
2. MASTER PLAN AND ZONAL DEVELOPMENT PLAN PREPARED UNDER AP URBAN AREAS (DEVELOPMENT) ACT, 1975

V. Venugopal Reddy,
Former Director (Planning), Hyderabad Metropolitan Development Authority

1. Introduction
   a. A development plan or a master plan may be defined as a general plan for the future layout of a city showing both the existing and proposed streets or roads, open spaces, public buildings, etc. A development plan is prepared either for improvement of an old city or for a new town to be developed on virgin soil. Thus, a development plan aims at controlling the future growth or a town along preconceived and predetermined paths.
   
   b. The concept of development plan was taken up to provide an instrument for preparing a framework incorporating various town improvement schemes and programmes. The classical development plan aims at comprehensive development. It is rightly said that the effective functional jurisdiction of the city or town extends far beyond its physical boundary. Thus, a well conceived development plan also takes care of the meaning planning and development of the surrounding area.

   c. A development plan is an ideal plan showing the full development of the town at some future date. At the same time, it should be sufficiently elastic. It is, therefore, not a fixed plan. But it is possible to amend it from time to time to keep it in pace with and to accommodate the new developments of any revised estimate of the future growth and requirements of the city.

   d. Master plan is a statutory document prepared under the provisions and procedures prescribed under AP Urban Areas (Development) Act, 1975.

2. Civic Survey of, and Master Plan for Development Area:
   a. The Authority shall, as soon as may be, carry out a civic survey of and prepare a Master Plan for the development area concerned.
   b. The Master Plan shall:
      i. Define the various zones into which the development area may be divided for the purposes of development and indicate the manner in which the land in each zone is proposed to be used (either after carrying out development thereon or otherwise) and the stages by which any such development shall be carried out; and
      ii. Serve as a basic pattern of framework within which the Zonal development plan of the various zones may be prepared.

   c. The Master Plan may provide form any other matter which is necessary for the proper development of the development area.

3. Zonal Development Plans:
   a. Simultaneously with the preparation of Master Plan or as soon as may be there after the Authority shall proceed with the preparation of Zonal development Plan each of the zones into which the development area may be divided.
   b. A Zonal Development plan may:
      i. Contain a site plan and land use plan for the development of the zone and show the approximate locations and extends of land used
proposed in the zones for such purposes as roads, Housing, Schools, recreation, hospitals, industry, business, markets, public works and utilities, public buildings, public and private open spaces and other categories of public and private uses.

ii. Specify the standards of population density and building density and building density.

iii. Show every area in the zone which may, in the opinion of the Authority, be required or declared for development or re-development, and.

iv. In particular, contain provisions regarding all or any of the following matters, namely ..................

1) The division of any site into plots for the erection of buildings.
2) The allotment or reservation or lands for roads, open spaces, gardens recreation, grounds, schools, markets and other public purposes.
3) The development of any area, into a township or colony and the restrictions and conditions subject to which such development may be undertaken or carried out.
4) The erection of buildings of any site and the restrictions and conditions in regard to the open spaces to be maintained in or around buildings and height and character of buildings.
5) The alignment of buildings on any site.
6) The architectural features of the elevation or frontage of any building to be erected on any site.
7) The number of residential buildings which may be erected on any plot or site,
8) The amenities to be provided in relation to any site or buildings on such site whether before or after the erection buildings and the person or authority by whom or at whose expense such amenities are to be provided.
9) The prohibition or restrictions regarding erection of shops workshops, warehouses or factories or buildings of a specified architectural feature or building designed for particular purposes in the locality;
10) The maintenance of wall, fences, hedges or any other structural or architectural construction and the height at which they shall be maintained.
11) The restrictions regarding the use of any site for purposes other than erection of buildings, and.
12) Any other matter which is necessary for the proper development of the zone or any other area the of according to plan and for preventing buildings being erected haphazardly in such zone or area;

4. Procedure to be followed in Preparation and Approval of Plans:

a. In this section and in Sections 9, 10, 12 and 15 the work plan means the Master Plan or the Development Plan for a zone or both, as the case may be.

b. Before finally submitting any plan to the Government of approval, the Authority shall prepare a plan in draft and publish it by making a copy thereof available for inspection publishing a notice in such form and manner as may be prescribed, inviting objections and suggestions from any person with respect to the draft plan before such date as may be specified in the notice.

c. The Authority shall also give reasonable opportunity to every local authority within whose local limits any land included in the plan is
situated to make any representation with respect to the plan.

d. After considering all objections, suggestions and representations that may have been received by the Authority, the Authority shall finally prepare the plan and submit it to the Government for their approval.

e. The form and content of a plan and the procedure to be followed and all other matters connected with the preparation, submission and approval of such plan shall be governed by such provisions, if any, as may be, prescribed in the behalf.

5. Submission of plans to Government for approval:

a. Every Plan shall, as soon as may be after its preparation, be submitted by the Authority to the Government for approval and the Government may either approve the plan without modifications or with such modifications as they may consider necessary or reject the plan with directions to the Authority to prepare a fresh plan according to such directions.

b. The Government may direct the Authority to furnish such information as they may require for the purpose of approving any plan submitted to them under this section.

6. Date of operation of Plan:

a. Immediately after a plan has been approved by the Government, the authority shall publish in such manner as may be determined by regulations, a notice stating that a plan has been approved and naming a plane where a copy of the plan may be inspected during the specified hours and upon the date of the first publication of the aforesaid notice, the plan shall come into separation.

7. Certain Plans already prepared and sanctioned deemed to have been prepared and sanctioned under this Act

a. Any General Town Planning scheme under the Andhra Pradesh (Andhra Area), Town Planning Act, 1920, any development Plan under the Hyderabad municipal corporations Act, 1955 or any Master Plan under the A.P. Municipalities Act, Corporations Act, 1965, already prepared and published by the Local authority concerned and sanctioned by the Government before the commencement of this Act, with respect to any area now forming part or whole of a development area under this act, shall be deemed to be a Master Plan so prepared and published by the Authority and sanctioned by the Government subject to such alterations and modifications as may be considered necessary, under this Act.

b. Any detailed town planning scheme under the Andhra Pradesh (Andhra Area) Town Planning Act, 1920, any improvement Scheme under the Hyderabad Municipal Corporation Act, 1955, or any town development plan under the Andhra Pradesh Municipalities Act, 1965 already prepared and published by the local authority concerned and sanctioned by the Government before the commencement of this Act, with respect to any area now forming part of a development area under this act, shall be deemed to be a development plan, so prepared and published by the authority and sanctioned by the Government, subject to such alterations and modifications as may be considered necessary under this Act.

c. In respect of plans of the nature specified in sub section (1) or sub-section (2) which are at different stages or preparation or publication or pending sanction of the Government at the commencement of this Act, such plans shall be deemed to have been prepared, or published or submitted to Government as the case may be, under this Act, subject to such alterations as may be considered necessary under this Act.
8. Modifications to Plan:

a. The Authority may make such modifications to the plan as it thinks fit being Modifications which, in its opinion, do not effect important alterations in the character of the plan and which do not relate to the extent of land uses or the standards of populations density.

b. The Government may suo mout or on a reference from the Authority make any modification to the plan, whether such modifications are of the nature specified in sub section (1) or otherwise.

c. Before making any modifications to the plan, the Authority or, as the case may be, the Government shall publish a notice in such form and manner as may be prescribed inviting objections and suggestions from any person with respect to the proposed modifications before such date as may be specified in the notice and shall consider all objections and suggestions that may be received by the Authority or the Government.

d. Every modification made under the provisions of this section shall be published in such manner as the Authority or the Government, as the case may be may specify and the modifications shall come operation either on the date of the publication or on such other date as the Authority or the Government may fix.

e. When the Authority makes any modification to the plan under sub section (1) it is shall report to the Government the full particulars of such modification within thirty days of the date on which such modification some into operations.

f. If any questions arises whether the modifications proposed to be made by the authority are modifications which effect important alterations in the character of the plan or whether they relate to the extent of land uses or the standards of population density it shall be referred to the Government, whose decision thereon shall be final.

g. Any reference in any other chapter, except this chapter, to the Master Plan or the Development Plan shall be construed as a reference to the Master Plan or the Development plan as modified under the provisions of this section.
3. PREPARATION OF DATA SHEETS & STUDY MAPS

S. Srinivasulu Naidu  
Former Director of Town & Country Planning

1. **Introduction**

   Master Plan a statutory document facilitating Planned Development is prepared on scientific lines on the basis of Mathematical and Statistical data analysis.
   
a. Critical reasoning in the light of Socio-Economic aspects and the aspirations, affordability of people both present and future.
   b. In simple terms Study of People and Land.

2. **Development Plan should contain the Following:**

   a. Existing Conditions and Development issues
   b. Projected requirements and Assessment of Deficiencies
   c. Development aims and objectives;
   d. Development proposals;
   e. Resource mobilization proposals;
   f. Implementation;
   g. Monitoring and review.

   The details of each of the major sub-heads of a development plan are given in the following sections.

   As soon as the Process & Preparation is started it is designable to make following initiatives
   a. Intimate to para statal departments in charge of basic and Social Infrastructure.
   b. Convene meetings
   c. Obtain information about the ongoing and future projects.
   d. Assist the department and to indicate the projects on town maps.
   e. This will facilitate timely collection of data on the required formats.

3. **Existing Conditions and Developmental Issues**

   **Physical Characteristics and Natural Resources**

   a. Location and Regional setting map. Brief history of development, economy of the Region and the
   i. Location: Location in State map
   ii. Location: Location in Regional map, Regional setting.
   iii. Brief History
   iv. Development of the town and growth of the town over decades – Map showing the stages of Physical growth of the town with landmarks.
   v. Topography: Geographical Data.
   vi. Economy of the Region: - Table – Occupational Structure Mandal wise.
b. **Climate:**

**Temperature**

<table>
<thead>
<tr>
<th>Month</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td>M</td>
</tr>
<tr>
<td>February</td>
<td>i</td>
<td>n</td>
<td>n</td>
<td>i</td>
<td>n</td>
<td>n</td>
<td>i</td>
<td>n</td>
<td>n</td>
<td>i</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>December</td>
</tr>
</tbody>
</table>

**Rainfall**

<table>
<thead>
<tr>
<th>Month</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Rainfall</td>
<td>Rainy Days</td>
<td>Rainfall</td>
<td>Rainy Days</td>
<td>Rainfall</td>
<td>Rainy Days</td>
<td>Rainfall</td>
<td>Rainy Days</td>
<td>Rainfall</td>
<td>Rainy Days</td>
</tr>
<tr>
<td>February</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>December</td>
</tr>
</tbody>
</table>

c. **Existing Land Use:** Table and plan, growth of town of over to decades – Plan.

**LAND USE PARTICULARS ACCORDING TO CENSUS LOCALITIES OF THE TOWN (IN ACs)**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

**LAND USE QUESTIONNAIRE**

<table>
<thead>
<tr>
<th>Enumerator Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colony Name</td>
</tr>
<tr>
<td>Ward No.</td>
</tr>
<tr>
<td>Revenue No.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>House Number</th>
<th>Occupied (Pucca-F, Semi-P, Kutcha-K)</th>
<th>Type of Building (Pucca-P, Semi-P, Kutcha-K)</th>
<th>Access Road</th>
<th>No. of Floors</th>
<th>No. of Households</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>
d. Environmentally and ecologically sensitive areas. (Map)
   Showing the areas. Lush green areas, etc.
e. Topography - Natural - Hillocks, water courses - Maps
   Manmade - Road network - Maps
f. Heritage Sites, Buildings and Areas
   (AMP) Showing the areas.

4. Demography

a. Existing population
b. Migration
c. Household characteristics.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Population</th>
<th>Growth rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1951</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1961</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1971</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1981</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1991</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years</th>
<th>Total area</th>
<th>Built up area</th>
<th>Increase (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Census ward no.</th>
<th>Population</th>
<th>Area in sq.km.</th>
<th>Population density (persons/sq.km)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Ward No</th>
<th>Total Population - Male - Female</th>
<th>Age Group</th>
<th>M-F</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Year</th>
<th>Population</th>
<th>Total Births</th>
<th>Birth Rate (Births per 1000 Persons)</th>
<th>Total Deaths</th>
<th>Deaths Rate (Deaths per 1000 Persons)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>
### Population Density of the Town

<table>
<thead>
<tr>
<th>Census Locality Number</th>
<th>Net Area of the Locality</th>
<th>Population of the Locality</th>
<th>Population Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

### Occupational Structure of the Region

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Mandal</th>
<th>Total Pop.</th>
<th>Urban</th>
<th>Rural</th>
<th>Workers</th>
<th>Non-Workers</th>
<th>Primary</th>
<th>Secondary</th>
<th>Tertiary</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

### Household Survey-1

<table>
<thead>
<tr>
<th>Name of the Area:</th>
<th>Ward:</th>
<th>Street No:</th>
<th>House No:</th>
<th>Name:</th>
<th>Land Use</th>
<th>Social Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Education Hospital Access to Community facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Distance</td>
</tr>
<tr>
<td>Colony Name:</td>
<td>Occupancy</td>
<td>Type of Use</td>
<td>Education</td>
<td>Hospital</td>
<td>Access to Community facilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Resi</td>
<td>Kinder</td>
<td>Area</td>
<td>Playground</td>
<td>Fire</td>
<td></td>
</tr>
<tr>
<td>Ward No:</td>
<td>Comm</td>
<td>Primary</td>
<td>Pvt.</td>
<td>Clinic</td>
<td>Library</td>
<td>e-seva</td>
</tr>
<tr>
<td>Rev. No:</td>
<td>Vacant</td>
<td>Resi+</td>
<td>High</td>
<td>School</td>
<td>UHC</td>
<td>Community hall</td>
</tr>
<tr>
<td>Survey No.</td>
<td>Plot Size</td>
<td>Resi+</td>
<td>Junior</td>
<td>College</td>
<td>Hospital</td>
<td>Bank</td>
</tr>
<tr>
<td>H.No</td>
<td>Built up area</td>
<td>Resi+</td>
<td>Marked</td>
<td>Post</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inst</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Household Survey-2

<table>
<thead>
<tr>
<th>Household</th>
<th>Place of origin</th>
<th>Reason for Migration</th>
<th>Connection with native place</th>
<th>Family System</th>
<th>Cooking fuel</th>
<th>Education level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age groups</td>
<td>Local</td>
<td>Employment</td>
<td>Occasional Visits</td>
<td>Joint</td>
<td>LPG</td>
<td>Illiterates</td>
</tr>
<tr>
<td>1 to 15</td>
<td>Migrant</td>
<td>Natural Disaster</td>
<td>Extended family</td>
<td>Nuclear</td>
<td>Kerosene</td>
<td>&lt; SSC</td>
</tr>
<tr>
<td>15 to 25</td>
<td>Year</td>
<td>Education</td>
<td>Owns Property</td>
<td>Caste</td>
<td>Wood</td>
<td>SSC</td>
</tr>
<tr>
<td>25 to 35</td>
<td>Other</td>
<td>Cultivating</td>
<td>OC</td>
<td>Other</td>
<td>Inter</td>
<td></td>
</tr>
<tr>
<td>35 to 45</td>
<td>BC</td>
<td></td>
<td></td>
<td>SC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Household Survey-3

<table>
<thead>
<tr>
<th>Housing</th>
<th>Type of House</th>
<th>Type of House</th>
<th>Roof</th>
<th>Cond. of Struc</th>
<th>No. of Rooms</th>
<th>No. of floors</th>
<th>Parking</th>
<th>Aid for cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pucca</td>
<td>Independent</td>
<td>R.C.C</td>
<td>Good</td>
<td>1</td>
<td>Gmd</td>
<td>Inside the plot</td>
<td>Govt.</td>
<td></td>
</tr>
<tr>
<td>Semi-pucca</td>
<td>Apartment</td>
<td>Tiled</td>
<td>Fair</td>
<td>2</td>
<td>1st</td>
<td>On road</td>
<td>Bank loan</td>
<td></td>
</tr>
<tr>
<td>Kutcha</td>
<td>Own</td>
<td>Thatch</td>
<td>Poor</td>
<td>3</td>
<td>2nd</td>
<td>Own</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rented</td>
<td>Asbestos</td>
<td>Dilapidated</td>
<td>4</td>
<td>3rd</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent/ Month</td>
<td></td>
<td></td>
<td>5</td>
<td>4th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### HOUSEHOLD SURVEY-4
#### Economy

<table>
<thead>
<tr>
<th>Employment</th>
<th>Nature of Job</th>
<th>If Agriculture</th>
<th>Agr. Land</th>
<th>Irrigation</th>
<th>Finance</th>
<th>Ration card</th>
<th>Dist. to work (in Kms)</th>
<th>Family Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job holders</td>
<td>Govt.</td>
<td>Self employed</td>
<td>Cultivated or</td>
<td>Own</td>
<td>Open well</td>
<td>Gramin bank</td>
<td>White</td>
<td>&lt; 5 (Kms)</td>
</tr>
<tr>
<td>Dependents</td>
<td>Pvt.</td>
<td>Professional</td>
<td>Labour</td>
<td>Lease</td>
<td>Bore well</td>
<td>Money lender</td>
<td>Pink</td>
<td>5 - 10 (Kms)</td>
</tr>
<tr>
<td>Unemployed</td>
<td>Labour</td>
<td>Entrepreneurs</td>
<td>Others</td>
<td>Dry Land</td>
<td>Canals</td>
<td>DWACRA</td>
<td>Housing</td>
<td>&gt; 10 (Kms)</td>
</tr>
<tr>
<td>Artisans</td>
<td></td>
<td></td>
<td></td>
<td>Wet Land</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HOUSEHOLD SURVEY-5
#### Physical Infrastructure

<table>
<thead>
<tr>
<th>Tap</th>
<th>Bore well/ Moth</th>
<th>Han pum p</th>
<th>Tanker</th>
<th>Can Water</th>
<th>Quality</th>
<th>Power cut</th>
<th>Toilets</th>
<th>Drainage</th>
<th>Type of Drain</th>
<th>Open cleaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>At home</td>
<td>Municipal</td>
<td>Rs. / Can</td>
<td>Good</td>
<td>1-2 hrs</td>
<td>At home</td>
<td>Kutcha</td>
<td>Open/Drain</td>
<td>Occasional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community tap</td>
<td>Pvt.</td>
<td>No. of Cans/ day</td>
<td>Medium</td>
<td>2-4 hrs</td>
<td>Open defecation</td>
<td>Semi-Kutcha</td>
<td>Covered</td>
<td>Regular</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs. / Vessel</td>
<td></td>
<td>Refill every day</td>
<td>Poor</td>
<td>4-6 hrs</td>
<td>Community toilets</td>
<td>Pucca</td>
<td>Underground</td>
<td>Never</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More</td>
<td></td>
<td></td>
<td></td>
<td>6-8 hrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HOUSEHOLD SURVEY-6
#### Roads

<table>
<thead>
<tr>
<th>Type of Road</th>
<th>Collection</th>
<th>Frequency</th>
<th>Access</th>
<th>Preference</th>
<th>Alighting Point</th>
<th>Quality of Air</th>
<th>Initiatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kutchha</td>
<td>Open</td>
<td>Every day</td>
<td>Rly stn</td>
<td>Public transport</td>
<td>&lt;100 mts</td>
<td>No issues</td>
<td>Ban on plastic</td>
</tr>
<tr>
<td>CC</td>
<td>Bin</td>
<td>1 in 2</td>
<td>Bus stand</td>
<td>Paratransit</td>
<td>100-250 mts</td>
<td>Vehicular pollution</td>
<td>Urban forestry</td>
</tr>
<tr>
<td>BR</td>
<td>At door / welfare</td>
<td>1 in 3</td>
<td>Bus stop</td>
<td>Auto</td>
<td>250-500 mts</td>
<td>Industrial pollution</td>
<td>PPP in SWM</td>
</tr>
<tr>
<td>Metal</td>
<td>At street/ municipality</td>
<td>Uncertain</td>
<td>Auto stand</td>
<td>Own Vehicle</td>
<td>&gt;500 mts</td>
<td>Sewage treatment</td>
<td></td>
</tr>
</tbody>
</table>

#### Solid Waste

<table>
<thead>
<tr>
<th>Environment</th>
</tr>
</thead>
</table>

#### Transportation

| Environment |

#### Environment

| Environment |

### SHOWING S.C & S.T POPULATION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Census Ward</th>
<th>Total Population</th>
<th>Male</th>
<th>Female</th>
<th>SC</th>
<th>ST</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

Household survey - table-ward wise data, decadal growth, age structure, age pyramid-tables and graphs

5. **Economic Base And Employment, Occupational Structure-Table**

   a. **Formal Sector**
      
i. **Primary**: Urban Agriculture, Mining, Quarrying.
   
   ii. **Secondary**: Industries, trade, Commerce, etc
   
   iii. **Tertiary**: Transport, Government and semi government service and other services.

### OCCUPATIONAL STRUCTURE OF THE REGION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Mandal</th>
<th>Total Pop.</th>
<th>Urban</th>
<th>Rural</th>
<th>Workers</th>
<th>Non-Workers</th>
<th>Primary</th>
<th>Secondary</th>
<th>Tertiary</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OCCUPATIONAL STRUCTURE OF POPULATION OF THE TOWN

<table>
<thead>
<tr>
<th>Census Locality No.</th>
<th>Total Population</th>
<th>Total Workers</th>
<th>Cultivators</th>
<th>Agricultural Labour</th>
<th>Mining and Quarrying</th>
<th>Household Industry</th>
<th>Manufacture other than House Hold</th>
<th>Construction</th>
<th>Transport &amp; Commerce</th>
<th>Other Services</th>
<th>Transport &amp; Communications</th>
<th>Non Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OCCUPATIONAL STRUCTURE OF POPULATION OF THE TOWN

<table>
<thead>
<tr>
<th>Educational Level</th>
<th>Total Workers</th>
<th>Cultivators</th>
<th>Agricultural Labour</th>
<th>Mining &amp; Quarrying</th>
<th>Etc.</th>
<th>Household Industry</th>
<th>Manufacture other than House Hold</th>
<th>Construction</th>
<th>Transport &amp; Commerce</th>
<th>Other Services</th>
<th>Transport &amp; Communications</th>
<th>Non Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illiterates</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Literates without Educational Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary &amp; Junior Basic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Higher Secondary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Diploma</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Diploma</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree or Post Graduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Degree or Post Graduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Medicine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Agriculture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Veterinary &amp; Dairying</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Teaching</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WARD WISE CLASSIFICATION OF WORKERS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Ward no</th>
<th>Total Population</th>
<th>Total Worker</th>
<th>Cultivators</th>
<th>Agricultural Quarrying</th>
<th>Mining &amp; Labour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

WARD WISE CLASSIFICATION OF WORKERS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Ward no</th>
<th>Total Population</th>
<th>Total Worker</th>
<th>Cultivators</th>
<th>Agricultural Quarrying</th>
<th>Mining &amp; Labour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>12</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

OCCUPATIONAL STRUCTURE OF POPULATION OF THE TOWN

I. Persons Seeking Employment for the First Time

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Educational Level</th>
<th>Total Unemployed</th>
<th>Total</th>
<th>Age Group</th>
<th>Age Not Stated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
<td>Female</td>
<td>15-19</td>
<td>20-24</td>
</tr>
<tr>
<td></td>
<td>Illiterates</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Literates</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Primary &amp; Junior Basic</td>
<td>12</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Higher Secondary</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Technical Diploma</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Non Technical Diploma</td>
<td>17</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Degree or Post Graduate</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Technical Degree or Post Graduate</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

6. Housing and Shelter (Both Formal and Informal)

<table>
<thead>
<tr>
<th>Ward No.</th>
<th>No. of Pucca Houses</th>
<th>Semi Pucca</th>
<th>Katcha</th>
<th>No. of Slums</th>
<th>No. of Houses</th>
<th>Remarks</th>
</tr>
</thead>
</table>

SHOWING SLUMS AND SLUM POPULATION – PERSONS ENGAGED IN INFORMAL SECTOR

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Ward</th>
<th>Name of the SLUM</th>
<th>Population</th>
<th>Area</th>
<th>Reasons Engaged in Informal Sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

7. Transportation

a. Mode of Transportation

<table>
<thead>
<tr>
<th>Rail</th>
<th>Road</th>
<th>Air</th>
<th>Water ways</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>People-goods</td>
<td>People-goods</td>
<td>People-goods</td>
<td>People-goods</td>
<td></td>
</tr>
</tbody>
</table>

Net work of Roads, Railways, Waterways and their intercalation ship with major activity, major activity nodes - Maps of road networks, rail, water, and Airport.
b. **Transport Terminals-Map**

<table>
<thead>
<tr>
<th>CATEGORY WISE NUMBER OF REGISTERED VEHICLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Category</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Stage and Contract Carriages</td>
</tr>
<tr>
<td>Goods Carriages</td>
</tr>
<tr>
<td>Tractor Trailers</td>
</tr>
<tr>
<td>Taxi Cabs</td>
</tr>
<tr>
<td>Auto Rickshaws</td>
</tr>
<tr>
<td>Motor Cycles</td>
</tr>
<tr>
<td>Motor Cars &amp; Jeeps</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAFFIC COUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Vehicle</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Two Wheelers</td>
</tr>
<tr>
<td>Three Wheelers</td>
</tr>
<tr>
<td>Autos</td>
</tr>
<tr>
<td>Cars</td>
</tr>
<tr>
<td>Busses</td>
</tr>
<tr>
<td>LUV</td>
</tr>
<tr>
<td>MUV</td>
</tr>
<tr>
<td>HCV</td>
</tr>
<tr>
<td>Animal Drawn</td>
</tr>
<tr>
<td>Cycles</td>
</tr>
<tr>
<td>Taxi</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAFFIC SURVEY DETAILS OF THE TOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junction No.</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAFFIC VOLUME SURVEY AT IMPORTANT JUNCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junction Name</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DAILY BUS SERVICES TO AND FROM THE TOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming From</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>
### Andhra Pradesh Town & Country Planning Training Manual

#### ROADS

<table>
<thead>
<tr>
<th>R&amp;B Roads</th>
<th>Name</th>
<th>Length (kms)</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ULB main Roads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ULB other Roads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WBM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kutcha</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- No. of Bridges: On main road
- No. of Culverts: On side roads

---

#### ROAD DETAILS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Road Description</th>
<th>Road width (m) c/w</th>
<th>Foot path (m)</th>
<th>Shoulder (m)</th>
<th>Road Condition (Good/ Fair/ Poor)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SPEED AND DELAY CHARACTERISTICS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>From</th>
<th>Via Route</th>
<th>To</th>
<th>Distance (Mts)</th>
<th>Travel Time (Sec)</th>
<th>Running Time (Sec)</th>
<th>Journey Speed (KMPH)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### RECOMMENDED ROAD WIDTHS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Road</th>
<th>From</th>
<th>To</th>
<th>Approx. Length of the Road</th>
<th>Road width Recommended</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### 8. Facilities

#### Education - Map showing the Location

**STATEMENT SHOWING THE PARTICULARS OF EDUCATIONAL FACILITIES**

| Sl. No. | Photo No. | Ward No. | Block No. | T.S.No. | D.No. | Name of the Institution | Type | Own / Rented | Staff Quarters | Area in Sq. Mts | No. of Storeys | No. of Class Rooms | Approx. Area of Class Rooms | Attendance of Children | Type of Service | Average Patients per Day | Total No. of Staff | Expansion |
|---------|-----------|----------|-----------|---------|------|-------------------------|------|-------------|----------------|----------------|---------------|------------------------|-------------------------|-----------------|------------------------|------------------------|-----------|
| 1       |           |          |           |         |      |                         |      |             |                |                |               |                        |                         |                 |                        |                        |           |           |

**Remarks**

Schools which do not confirm to minimum standards

#### Health Care - Map showing the Location

**STATEMENT SHOWING THE PARTICULARS OF MEDICAL FACILITIES**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Photo No.</th>
<th>Ward No.</th>
<th>Block No.</th>
<th>T.S.No.</th>
<th>D.No.</th>
<th>Name of the Institution</th>
<th>Type</th>
<th>Area in Sq. Mts</th>
<th>No. of Storeys</th>
<th>Staff Quarters</th>
<th>Average Patients per Day</th>
<th>Total No. of Staff</th>
<th>Expansion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks**

Institutions not confirming to minimum requirement
c. **Recreation – Parks, Play Ground**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Ward</th>
<th>Parks more than 4 hectares</th>
<th>Recreational Clubs</th>
<th>Playgrounds, Stadiums</th>
<th>Remarks</th>
</tr>
</thead>
</table>

d. **Religious - Map**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

Buildings in the road margins

e. **Socio-Cultural – Map**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Ward</th>
<th>Function Hall / Marriage Hall</th>
<th>Area</th>
<th>Parking Area</th>
<th>Remarks</th>
</tr>
</thead>
</table>

f. **Cinema Theater – Map**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8 (a)</td>
<td>8 (b)</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. **Infrastructure**

a. **Water Supply**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Ward No.</th>
<th>No. of Houses</th>
<th>Households with water connection</th>
<th>Houses and Households depending on public water stand posts</th>
<th>Liters / Capita</th>
<th>Bore wells</th>
</tr>
</thead>
</table>

Map showing the water supply network

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Source</th>
<th>Water Treatment Plants</th>
<th>Pumping Station</th>
<th>Water tanks</th>
<th>GHT, GLR Capabilities</th>
<th>Main s</th>
<th>Distributio n mains</th>
<th>Sub main s</th>
<th>Local Distributionary lines with diameter</th>
</tr>
</thead>
</table>

**WATER SUPPLY STORAGE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water supply</td>
<td>MLD</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Nos.</td>
<td></td>
</tr>
<tr>
<td>Distribution length</td>
<td>Km</td>
<td></td>
</tr>
<tr>
<td>ELSRs</td>
<td>Nos.</td>
<td></td>
</tr>
<tr>
<td>GLSRs</td>
<td>Nos.</td>
<td></td>
</tr>
<tr>
<td>Storage capacity</td>
<td>MLD</td>
<td></td>
</tr>
<tr>
<td>Per capita supply</td>
<td>LPCD</td>
<td></td>
</tr>
<tr>
<td>House hold connections</td>
<td>Nos.</td>
<td></td>
</tr>
<tr>
<td>Public stand posts</td>
<td>Nos.</td>
<td></td>
</tr>
</tbody>
</table>
b. Drainage:

i. **Storm water**: Natural Drains Storm water drains along the road network, major, local drains, and side drains, type of drains, earthen, masonry, concrete etc., **Table-and map** showing the drainage system both upstream and downstream with their width.

<table>
<thead>
<tr>
<th>STORM WATER DRAINAGE</th>
<th>Description</th>
<th>Length in kms</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pucca drains</td>
<td>Tones/day</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Kutcha drains</td>
<td>Tones/day</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total drains</td>
<td>Gm/day</td>
<td>3</td>
</tr>
</tbody>
</table>

ii. **Underground sewerage system, (sewage)**: Mains, sub-mains, pumping stations, manholes, treatment plants, disposal of solids, and sewage etc.

<table>
<thead>
<tr>
<th>SOLID WASTE DISPOSAL</th>
<th>Description</th>
<th>Unit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Waste generated</td>
<td>Tones/day</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Waste collected</td>
<td>Tones/day</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>per capita waste</td>
<td>Gm/day</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Collection points</td>
<td>No.s</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vehicles</td>
<td>No.s</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collection capacity</td>
<td>Tones/day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disposal points</td>
<td>No.s</td>
<td></td>
</tr>
</tbody>
</table>

c. **Sanitations and Refuse:**

<table>
<thead>
<tr>
<th>SANITATION</th>
<th>Description</th>
<th>Unit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Septic tanks</td>
<td>Nos.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Low cost sanction</td>
<td>Nos.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Dry Latrines</td>
<td>Nos.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HHS with sanction</td>
<td>Nos.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HHS with out sanction</td>
<td>Nos.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public conveniences</td>
<td>Nos.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seats in public conveniences</td>
<td>Nos.</td>
<td></td>
</tr>
</tbody>
</table>

Sanitation is the most important and challenging job in Urban Management. It demands efficient infrastructure and day in layout maintenance

d. **Communications**: Telephone network both on ground and underground-area connected, cell phone towers, receivers etc.

e. **Energy** :- Source-Power houses-Sub-Stations-H.T. Lines, L.T. Lines, Street lights-Voltages underground lines-Energy supplied-to domestic / non domestic/ Industries-Per day/ months-Remarks

|---------|----------|---------------------------|-----------|-------|-------------|--------|--------------|--------------------|----------|

i. **Police protection**:- Police Stations / Offices/ With grades Maps.

ii. **Fire Stations**:- Location-Table, with the no. of Vehicles capacity, men and other equipment Map

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Ward No.</th>
<th>Name of the Area</th>
<th>Area of the Fire Station</th>
<th>No. of Vehicles</th>
<th>Equipment</th>
<th>Men</th>
<th>Remarks</th>
</tr>
</thead>
</table>
f. Cremation and Grave yards:- Location, extents on the Town Map:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Ward No.</th>
<th>Name of the Area</th>
<th>Extent</th>
<th>Facilities</th>
<th>Remarks</th>
</tr>
</thead>
</table>

10. Special Problem Areas of Disaster Prone Areas (Map Showing The Areas):

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Ward No.</th>
<th>Floodable/ Landslides / Extents</th>
<th>Ownerships</th>
<th>Remarks</th>
</tr>
</thead>
</table>

**Highly Polluted areas** – i. Areas polluted due to Industrial waste etc.

11. Resources:

a. **Fiscal**: - Municipal finance and affordability.

**The Revenue Receipts**:

i. Taxes,  
ii. Non-taxes  
iii. Assigned revenue  
iv. Non-plan grants  
v. Plan grants

b. **Man Power**: - Review the existing man power and propose for securing the required technical man power.

c. **Prepare Bar Chart**:

<table>
<thead>
<tr>
<th>YEARS</th>
<th>ASSESSED REVENUES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tap rate Charges</th>
<th>Water Charges</th>
<th>Water Supply contribution</th>
<th>Market fees</th>
<th>Quarter fees</th>
<th>Slum Dwell House fees</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7 (a)</td>
<td>7 (b)</td>
<td>7 (c)</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>2005-06</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006-07</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007-08</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008-09</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009-10</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

d. **Prepare Bar Chart for Theaters**:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>ASSESSED REVENUES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Entertainment Tax |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service charge on Stamp Duty |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Professio Tax compensation |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 |
e. **Prepare Bar Chart:**
   **Expenditure:**
   i. Maintenance expenditure
   ii. Capital expenditure

f. **Land:** Detailed Inventory of Government lands, Including roads, Canal margins, Hills, Water courses etc.

12. **Receipts during last 5 years:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assigned Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants / capital receipts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** - (1) Generate bar charts for the above year wise, (2) Percentages of Receipts:

a. Details of different types of tax shares in tax revenue
b. Non – Taxes
c. Details of different types of assigned revenues
d. Revenue share of different types of plans grants
e. Comparison of revenue between Taxes and non-taxes (Rs. In lakhs)
f. Details of receipts (in lakhs).
g. Details of expenditure for the last 5 years.
   i. Maintenance Expenditure
   ii. Capital Expenditure

a. **Technical man-power:** Proposal for man power resource mobilization

b. **Land:** Government and Institutional lands, including road and canal margins, hills, water course and water tanks etc.

13. **Development Management**

a. **Institutional set-up**
   i. Institutional Hierarchy and strengths and short comings.

b. **Legal support:** Ways and means to strengthen acts and rules in administering the development and maintenance activity.
   i. **Inter Departmental Co-Operation and Integration of Development Efforts.** Inter departmental co-operation and integration is essential in preparing and implementing the development plans. It is necessary to have first hand information
about the projects of the departments connected with basic and
social infrastructure and programme of / Basic Implementation.

ii. **Ongoing Programmes:** Detailed Study of ongoing programmes a
projects and stages of implementation in respect of infrastructure
and poverty alleviation.

14. **Major Development Issues:**

Major Development issues which are required to be taken immediately, and
which are taken over the plan periods are to be highlighted, whether it is
the respect of 1. Environment, 2. Infrastructure, 3.Town Extension &
Institutional.

15. **Swot Analysis**

Details out strengths, weaknesses, opportunities and threats of the town.

**Projected Requirements**

**Projections are done choosing the suitable models.**

**a. Population Projection for example:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Arithmetical Progression</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Incremental increase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Geometrical Increase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Arithmetic Increase</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Write the aims and objectives of development of the town covering each of the
issues identified under i) Physical characteristics and natural courses, ii) Major
Development issues.

**Some other Methods**

b. Plotting the population and time on ‘Y’ and ‘X’ axis and compute the
projected population

c. **Employment method:** This method goes on the assumption that there
is strong interaction between Population and employment

d. **Productivity method:**

\[
\text{Output} = \text{Workers} \\
\text{Output} / \text{worker} = \text{Workers}
\]

Data Analysis in respect of the existing scenario presents short comings,
and provides the scale and magnitude of future requirements.

Hence, the further requirement over the plan period computed with suitable
Mathematical and statistical models.

Future requirement for the plan periods are to be properly recorded,
incorporated in the plan and programme of implementation.

In the most cases the projections stabilize around linear form: population
projections, areas, infrastructure requirements go with almost in linear
form, with small and marginal variations, depending upon the investment, development initiatives in the town.

The assessments of projected requirement of
a. Population
b. Economic base and employment
c. Housing and shelter
   i. Based on the projected population and economic activities determine. The locals of demand for housing and other facilities.
   ii. Housing need and demand are required to be analyzed.
   iii. Housing demand depends on the affordability, rents, profitability on investment and changing life styles and income.

d. Shopping Centers:
   i. Location, Connectivity and related development, environment.
   ii. Similarly other land uses are decided while Preparing Development Plan.

e. Transportation
f. Facilities
g. Infrastructure

h. Land requirements for
   a. Residential areas
      i. Primary Residential
      ii. Mixed Residential
      iii. Unplanned/ informal residential
         1) The densities vary from 100 to 150 pph in plain areas and 60 to 75 in case of hill areas.
         2) In terms of areas in percentage, vary from 45 to 35 in respect of small town to metros.

j. Commercial areas
   i. Retail shopping
   ii. General business and commercial district/ centers
   iii. Wholesale, godowns, warehousing/ regulated markets
      1) In respect of commercial, it vary from 2% to 5%.

k. Manufacturing areas
   i. Service and light industry
   ii. Extensive and heavy industry
   iii. Special industrial, hazardous, noxious and chemical
      1) It vary from 8% to 14%.

l. Public and Semi Public
   i. Govt. / Semi Govt./ public offices
   ii. Govt. land (use undetermined)
   iii. Educational and research
   iv. Medical and health
   v. Social, cultural and religious
   vi. Utilities and services
   vii. Cremation and burial grounds
      1) It varies from 6% to 16%.

m. Park, Play Grounds and Open Spaces
   i. Playground/ stadium/ sports complex
   ii. Parks & gardens-public open spaces
iii. Special recreational – restricted open spaces
iv. Multi-purpose open space (maidan)
   1) It varies from 12% to 25%.

n. **Transport and Communication**
i. Roads
ii. Railways
iii. Airport
iv. Seaports and dockyards
v. Bus depots/ truck terminals and freight complexes
vi. Transmission and communication
   1) It varies from 10% to 18%.

o. **Special areas**
i. Old built-up (core) area
ii. Heritage and conservation areas
iii. Scenic value areas
iv. Disaster-prone areas

p. **Agricultural**
i. Agricultural
ii. Forest
iii. Poultry and dairy farming
iv. Rural settlements
v. Brick kiln and extractive areas

q. **Water Bodies**
Special Activities If any, like tourism or pilgrimage which result in increase of floating population and demand for facilities and infrastructure. This will particularly be useful for hill towns and pilgrimage towns. The balance areas are under this category and special activity areas.

***
4. PREPARATION OF DEVELOPMENT PLAN & REPORT

S. Srinivasulu Naidu  
Former Director of Town & Country Planning

1. **Introduction:**
   Preparation of Development Plan needs detailed knowledge plot the urban certain data and anlaysis various aspects & Recion, economic, demographics, distruction, landuse, growth trends and future requirements.

2. **Delineate planning units, activity nodes, facility centers and road network.**
   a. Commercial activity nodes and corridors.
   b. Industrial Activity nodes.
   c. Residential
   d. Open spaces system
   e. Higher order facility centers
   f. Public and Semi public offices
   g. Transportation Network and Transport activity nodes.
   h. Renewal and redevelopment areas
   i. Proposed land use (Master Plan)

3. **Resource mobilization**
   Proposals for fiscal resource mobilization including grants.

4. **Preparation of Report**

1. **Report shall contain**
   a. **Chapter 1: Introduction**
      i. Aims and objective in preparation of Master Plan
      ii. Location
      iii. Regional setting and economy and the Urban, rural, Industries, the connectivity, dependency
      iv. History
      v. Climate and Rain fall
      vi. Growth of the Town and the Grade
      vii. Population
      viii. Existing land use
      ix. Environment, Sensitive areas, Heritage sites and areas.

   b. **Chapter 2: Regional Setting and Economy**
      i. Introduction
      ii. Agriculture
      iii. Irrigation
      iv. Forests
      v. Industries
      vi. Urban and Service centers
      vii. Connectivity
      viii. Dependency

   c. **Chapter 3: Demography**
      i. Population
      ii. Population Growth
      iii. Migration
      iv. Household
      v. Characteristics
vi. Observations
vii. Projected Population and Requirements

d. **Chapter 4: Economic Base and Employment**
   Formal Sector
   2. Primary 2. Secondary and 3. Territory

e. **Chapter 5: Housing**

f. **Chapter 6: Transportation**

g. **Chapter 7: Facilities**

h. **Chapter 8: Infrastructure**

i. **Chapter 9: Special Problems**

j. **Chapter 10: Resources**

k. **Chapter 11: Development Management**

l. **Chapter 12: Major Development Issues.**

Formatting the above chapters shall be on the basis of data analysis as indicated under Chapter 5 (Preparation Data sheets and study maps).
5. NEED FOR REGIONAL PLANNING &
DISTRICT DEVELOPMENT PLANNING

P. Thimma Reddy
Addl. Chief City Planner, Greater Hyderabad Municipal Corporation

1. Concept and Meaning of Region
   A ‘region’ in planning terms can be administrative or at least partially functional, and is likely to include a network of settlements and character areas.

   Region-area larger than the community three locality groups
   a. Neighbourhood:
      A group of people experiencing social interaction within a localized area with one or two social institutions as the local point or means by which the area can be identified physically is thus a neighborhood.
   b. Community is the first social group in modern life that approaches self-sufficiency (a group is self-sufficient when it possess most of the important major social institutions.
   c. Region Delineation
      i. To divide the space into relatively homogeneous units
      ii. To further our analysis and understanding of specific studies

2. Purpose of the Region Delineation:
   a. Delineation of the space into homogenous units
   b. To study the human association within a specific regional environment
   c. To facilitate comparison

3. Definition of region is limited by the purpose
   a. A large tract of land; a country; a more or less defined portion of earth’s surface, as distinguished by certain natural features, climatic conditions, a special fauna and flora or the like
   b. An area, space, or place of more or less definite extent or character.
   c. Any portion of space considered as possessing certain characteristics-Mill
   d. An area of earth’s surface differentiated (from adjoining areas) by one or more features or characteristics which give it a measure of unity, According to the criteria employed in differentiating regions are termed as physiographic regions, political regions and economic regions.
   e. An area homogenous with respect to certain announced criteria-James
   f. Any portion of earth’s surface where physical conditions are homogeneous can be considered to be a region in the geographic sense-Joerg
   g. A region is a complex of land, water, air, plant, animal and human beings, having spatial relationship, which constitute a definite portion of earth’s surface-Herberor
   h. An area with in which historical and environmental factors have combined to create relatively homogeneous social structure and a conciseness of individually

4. Types / Classification of regions
   a. By using indicators
      Single factor regions e.g. Physiographic, Agriculture, Economics
      Composite regions e.g. backward regions
   b. Based on relationship
      i. Macro e.g. India
      ii. Meso e.g. South India
iii. Micro e.g. Tamilnadu

c. Based on administrative convenience Region making forces
   i. Geographic and physiography
   ii. History
   iii. Culture

5. Principles
Specific interventions and solutions will depend entirely on the needs of each region in each country, but generally speaking, regional planning at the macro level will seek to:
   a. Resist development in flood plains or along earthquake faults. These areas may be utilised as parks, or unimproved farmland.
   b. Designate transportation corridors using hubs and spokes and considering major new infrastructure
   c. Some thought into the various ‘role’s settlements in the region may play, for example some may be administrative, with others based upon manufacturing or transport.
   d. Consider designating essential nuisance land uses locations, including waste disposal.
   e. Designate Green belt land or similar to resist settlement amalgamation and protect the environment.
   f. Set regional level ‘policy’ and zoning which encourages a mix of housing values and communities.
   g. Consider building codes, zoning laws and policies that encourage the best use of the land.

7. Regional Planning
Regional planning & development deals with designing, placing infrastructure & other elements across a large area/region. Regional planning zones encompass several towns, cities or even parts of different states. Each planning zones could have their own planning offices in realm of “Urban Planning”. The concept is encapsulated in spatial planning using a Eurocentric definition. Regional planning is anticipating the needs of a community or group of communities before those needs arise.
A planning region is (or should be) large enough:
   a. To enable substantial changes in the distribution of population & employment to take place within its boundaries.
   b. But small enough for its planning problems to be tackled effectively.
   c. It should have a viable resource base, a manpower base, and internal homogeneity/cohesiveness.
8. Need For Regional Planning
   a. The area outside the proposed urbanisable limits of towns and cities were not really seen as problem area in the past but economic growth and migration fuelled Urbanisation.
   b. Mega and metropolitan cities expand; the planning exercise has to increase its scope to the city’s region encompassing the surrounding hinterland by developing satellite towns.
   c. Unplanned development of urban fringes and out growths.
   d. Unplanned development of fringe areas leads to the lack of public facilities- public open spaces, health centers and schools & degradation of environment as the required sanitary and water disposal services are not provided.

9. Regional Vs. Master Plan
   Regional Plan:
   - Analysis of overall settlement hierarchy & allocation of economic activities as per the potential of the settlements
   - Analysis of different order to settlements to achieve balanced development of the region,
   - Efficient placement of land use, infrastructure and settlements for expected growth.
   Master Plan:
   - Analysis of availability of existing physical and social infrastructure facilities
   - Analysis of holding capacity of city as whole duly taking into future urbanizable area.
   - Policies for densification, re-densification, renewal/redevelopment and
   - Issues like disaster management, environment management, heritage conservation

10. Types of Regions

<table>
<thead>
<tr>
<th>Types of Regions:</th>
<th>Regions in Multi-level planning:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan Regions</td>
<td>National level</td>
</tr>
<tr>
<td>Urban/Congested Regions</td>
<td>Macro level</td>
</tr>
<tr>
<td>Climatic Regions</td>
<td>Sate level</td>
</tr>
<tr>
<td>Backward Regions</td>
<td>Andhra Region</td>
</tr>
<tr>
<td>Resource Regions</td>
<td>Rayalaseema Region</td>
</tr>
<tr>
<td>Mineral Regions</td>
<td>Telangana Region</td>
</tr>
<tr>
<td>Manufacturing Regions</td>
<td>Meso level and</td>
</tr>
<tr>
<td>River Valley Region (DVC)</td>
<td>Micro level</td>
</tr>
</tbody>
</table>

Regional planners predict how & where the population of a region is going to grow over the next decade & recommend building of roads & other infrastructure to support that growth before it happens.

11. Regional Planning Process
   a. Regional Planners work with the local governments, within their regional planning zone to discuss such issues as regional land use community & Economic development, long-range & environmental planning, along with Housing
b. Regional planning often walks a fine line between serving the needs of the community, protecting the environment and taking into account the rights of individual land owners & community members at regional scale.

c. Regional planners depending on circumstances may serve exclusively as an advisory board, as a research arm of the member cities, or as a governmental entity that approves Building permits or neighborhood plans in the region or in unincorporated areas of the region.

12. Regional Planning Examples

a. In the past many regional plans like Dandkarnaya region, Damodar Valley region, South East Resource region, Singrauli region, Western Ghats region, Chandigarh inter state region were formulated but not really implemented on account of absence of enabling legislation.

b. Perhaps, the only successful examples of regional planning efforts in India among others the National Capital Regional Plan, Mumbai Metropolitan Region Plan, Bangalore Metropolitan Region Plan, Hyderabad Metropolitan Plan and Delhi Metropolitan Area Plan.

13. Conclusion

a. Regional planning is the science of efficient placement of infrastructure and zoning for the sustainable growth of a region.

b. Advocates for regional planning such as new Urbanist Peter Cal Thorpe, promote the approach because it can address region-wide environmental, social, and economic issues which may necessarily require a regional focus.

c. In most European countries, regional and national plans are ‘spatial’ directing certain levels of development to specific cities and towns in order to support and manage the region depending on specific needs, for example supporting or resisting, Polycentrism.

'State of the World’s Cities 2010-2011'- UN-HABITAT

a. Mega-regions are becoming the new engines of global and regional economies;
   Urban sprawl is becoming a global trend that widens the urban divide;
   Many cities in the world are faced with accommodating an increasing number of displaced people;

b. By2050 more than 50% of the populations is urbanized occupying 5% of the Land Area

DISTRICT PLANNING – NECESSITY & BACKGROUND

1. Definition: District Plan in in short it is a Regional Plan at Micro Level.
   An integrated plan for the local government sector in a district covering the sectoral activities and schemes assigned at district level & below, over laid on spatial plans which are implemented through local governments.

2. Necessity: District is the most suitable administrative unit for decentralized planning as it possesses the required heterogeneity. It is small enough to include people into planning process, implementation and to improve productivity. District planning is an important tool to direct investments in districts and areas which lag behind in development.

3. Background: With the 73rd and 74th Constitutional amendments, decentralization of planning is emphasized and methodology changed.
4. **Critique:** In most States, DPCs are yet to function as envisaged in the Constitution. They neither consolidate nor prepare draft district developmental plans and **do not** prepare **spatial plans** which are important for taking “locational decisions”.

5. **Preparation of District Plan**
   a. District Planning committee is created as per article 243 ZD of the constitution of India for planning at the district and below.
   b. Planning starts with the preparation of **vision documents** by district planning committee (DPC).
   c. The committee **consolidates** the plans prepared by the Panchayats & the Municipalities in the district & prepares a draft development plan for the district.
   d. The sequence in the preparation of district plan can be as follows:
   e. Preparation of **District Vision, Block Vision & Gram Panchayat** level vision.
      i. Preparation of participatory plan involving Gram Panchayats to Zilla Parishad.
      ii. Preparation of plans by **Urban Local Bodies**.
      iii. Consolidation of plans prepared by Local Bodies by **Dist. Plng. Committees**.

6. **Structure of DPC**

7. **District Visioning**
   - A vision document is for **10 to 15 years** is to be prepared by the district and for each local government based on a **participatory assessment**.
   - The DPC may hold formal interactions with local governments and other key stakeholders on this and then finalize it.
   - The document should clearly identify the key reasons for **backwardness / development shortcomings** and address issues impeding **development**.
   - **District vision** document will cover the following
     - **Agriculture** and allied sectors.
     - Availability and development of **water sources**.
     - Industries – especially **traditional**, small industries including food processing.
     - Infrastructure including **power**.
     - Drinking water and sanitation.
     - **Literacy**, school education.
     - **Health** and medical facilities.
     - Poverty reduction and **basic needs**.
     - Gender and children.
     - **Social justice** – SC / ST, Persons with disability etc.
8. Mandal Vision
   a. The vision document for each mandal need not be **completely different** because the *agro-ecological* conditions of some planning units at this level may be same, particularly when a district is divided into a large number of *Intermediate Panchayats* as in the case of *Andhra Pradesh*.
   b. Even though the same vision is adopted for some blocks / mandals, it is necessary to have the vision owned by the *Intermediate Panchayat*.
      i. This exercise will be done by a team of *experts* at block level.
      ii. The same team will be responsible for plans at the GP level.
      iii. However, the team will take some members like *professionals or retired* persons belonging to the *area* to assist the team in the preparation of the plan.
      iv. The general formats for planning at the *lowest unit* level viz., GP or ULB will be prepared at the district level and they will be adopted with certain modifications at the block level.
      v. Vision of the Gram Panchayat will also be prepared accordingly. The vision of the GP will be based on the *Socio-economic Profile* of the GP and views of the *GP*.

9. Plan for Grama Panchayat / Municipality
   a. At the *third* stage, the plan at the *GP or ULB* will be prepared. This will be prepared by the team with the help of *people's participation*.
   b. The team will first interact with the GP and prepare a vision on the lines of the *district vision*.
   c. Once the Gram Panchayat vision is approved, the team will conduct several *Group Discussions* to find out the *potentials*, needs and constraints of the village *economy* in Gram Sabha.
   d. The *felt needs* of these communities and the support needed for improving their *livelihood* conditions will be elicited. Once this exercise is completed, it will be discussed in the Gram Sabha.
   e. This approach will help to study the situation *thoroughly* and prepare the plan. In particular, all the schemes CSS State sponsored schemes will be examined thoroughly with a view to understand their *suitability to the area*.

10. Plan for Mandal Panchayats
    a. The above *three* steps followed the *top down* approach in the preparation of the district plan. After this GP Plan is prepared and no plan is ready at *higher* levels except the vision.
    b. The Plans at the higher levels will be prepared in the next steps. In this step, the *GP plans* will be *consolidated* and put before the IP.
    c. In the GP plans, the benefits of some of the schemes will go beyond the GP and such schemes may figure in the other GP plans also.
    d. Hence, they have to be separated and *duplication* has to be avoided. Similarly, some schemes which provide *benefits* beyond the GP level may not be identified in any GP.
e. The Mandal Plan has to identify those schemes / projects. This exercise will be done at the meetings of the Intermediate Panchayat level.

11. District Plan
   a. The final stage is the preparation of the District plan.
   b. This will be finalized after the Mandal Plans are finalized in the same way as the Block Plan is finalized on the basis of the GP Plans in the Block.
   c. The schemes that will not figure in the Block Plans, but are essential for the development of the district will be identified at this stage.
   d. Further, an attempt will have to be made to achieve functional and spatial integration and use the norms for the provision of social infrastructure.
   e. The above five steps will help in the preparation of the perspective plan.
   f. To work out the annual plans, the financial resources available have to be taken into account.
   g. The local government component of the District Plan would emerge out of the resource envelope containing the following sources of funds:
      i. Own resources available for development.
      iii. Finance Commission grants passed on by the State Government.
      iv. Untied grants for local planning.
      v. Grants in respect of Centrally Sponsored Schemes etc.

12. Integration of Entire Local Plans
   a. In realizing district vision, district plans will need to be put together from all sources including, CSSs, special programmes such as Employment Guarantee, Sarva Shiksha Abhiyaan, Rural Health Mission, Grants-in-aid for specific purposes from Finance Commission, Bharat Nirman etc.
   b. Therefore consolidation is a task that goes much beyond compilation and connotes a degree of value addition through integration of local plans.

13. Spatial integration
   This would mean integration of schemes such as roads that run through one or more Panchayats. Such kinds of Multi Panchayat infrastructure projects could be taken up with proportionate contributions from the Panchayats concerned dovetailed into the funding available from above and entrusted to one local government for execution.

14. Sectoral integration
   This relates to the integration that takes place within a sector. For instance, an integrated approach to agricultural development would require the integration of several schemes relating to agriculture, such as horticulture, drip irrigation, high yielding varieties and integrated pest management.

15. Conclusion
   a. In short, the district planning starts with a vision and end up in an integrated plan for the district.
   b. Preparation of a district vision is the first significant event in district planning. On the basis of district vision document, a plan will be prepared at the Gram Sabha level. The Gram Panchayat may finalize its plan based on priorities emerging from the Gram Sabha and earmarking suggestions for the Intermediate Panchayat.
c. Projects and activities which can be implemented at the Gram Panchayat level should be included as “Gram Panchayat Plan”.

d. Those projects and activities which can be implemented only in more than one Gram Panchayat, will be forwarded to the Intermediate Panchayats to be considered for inclusion into the “Intermediate Panchayat Plan”.

e. Based on the Gram Panchayat Plans, the intermediate Panchayat Plans and District Panchayat Plans, the District Planning Committee shall finalize the District Plan for the District and will form part of the State plan.

***
6. RESOURCE DEVELOPMENT PLANS

K. Anand Babu  
Addl. Director of Town & Country Planning  
Pradeep B Kumar  
Town Planning Assistant, O/o DT&CP

1. Definitions  
   a. A resource development plan is simply a written plan to guide a nonprofit organization’s immediate fundraising and longer-term resource development efforts. The purpose of a resource development plan is to ensure that the fundraising activities are carried out effectively, with all necessary tasks completed in time to contribute to the overall effort and allow the organization to meet its fundraising objectives and make the organization sustainable in the long term.  
   b. Resource development planning has two main phases: gathering information and creating the plan.

2. Contents of a Resource Development Plan  
   A resource development plan can take many different forms. The only requirement is that it be complete and clear. Usually, it is helpful to start out with a one-year plan, although one may also want some longer-term objectives.

3. What Goes into a Resource Development Plan?  
   A Resource Development Plan should be practical and easy to use. It should include the following kinds of information.  
   a. Total funding needs for the year as well as needs by project or component  
   b. Specific objectives  
      i. Types of funders  
      ii. Resource development capacity within the organization  
   c. A work plan, including activities, responsibilities, and time deadlines, to ensure that you meet your objectives  
   d. Organizational background and mission. Start the plan with a summary of the organization’s history and mission.  
   e. Organizational status, strengths, and weaknesses.  
   f. Results of your resource development audit.  
   g. Program priorities.  
   h. Resources for resource development.  
      i. Staff and  
      ii. Volunteer time,  
      iii. The degree of Board involvement and  
      iv. Equipment or materials.  
   i. Numerical objectives stating resources to be raised.  
      i. Specify the amount of money  
      ii. Specific projects
j. **The actual resource development work plan.**
   i. **More detailed numerical objectives** –
      ii. Foundation grants,
      iii. Public agencies,
      iv. Special events,
      v. Volunteer drive

k. **Capacity-building objectives** – establishing an active Resource Development Committee.

l. **Tasks and steps**

m. **Responsibilities for carrying out each task or step** – List the individuals – staff, Board, or volunteers, who will be responsible for each task.
   i. Time deadlines for completing each task,
   ii. Where necessary, an explanation of how you will judge task completion

* * *
7. TRANSPORTATION PLANNING – REGIONAL CONTEXT

A. Sri Rami Reddy
Former Director Town & Country Planning, Hyderabad

1. Introduction
The traffic and transportation planning is concerned with the preparation of traffic and transportation plans to ensure a safe, orderly and fully integrated transportation system. This phase of activity concerns itself with the relation of land use with transportation and study of travel characteristics. On the analysis of the results of such a study mathematical models are formulated to predict how a system will behave under a given set of conditions, alternative solutions for the development of the street system are then thought out and are evaluated for their comparative merits and demerits. The optimal solution is then selected and implemented.

2. Role of Transportation in Regional Context
Transportation contributes to the economic, industrial, social and cultural development of any country. Transportation is vital for the economic development of any region since every commodity produced whether it is Food, clothing, industrial products or medicine needs transport and production and distribution stages.

3. Economic Activity and Transport
The economic activities are the processes by means of which the products are utilized to satisfy human wants. Two important factors well known in economic activity are:
   i. Production or supply and
   ii. Consumption for human wants or demand.

4. Social Effects of Transportation
Progress follows the lines of transportation. Population always settled along the river shores, road sides and near the railway stations. In the present concept of transportation network, this kind of ribbon development is greatly discouraged. Attempts are being made to decentralize the population centers away from the sides of the main transportation routes. Thus town planning patterns are rapidly changing to avoid congestion around the populated areas suburban living and industrial enterprises are developing. These suburbs and satellite towns, acting as counter-magnets should be linked up with transit systems. The various social effects of transportation may be further elaborated as follows:

   a. Sectionalism and Transportation:
   Improved transportation has important implication in reducing sectionalism within the country and also outside the country. Under-developed colonies and tribes are improving their living condition since the distances have been reduced with short time of travel. More frequent travels in other parts of the country and outside the country tend to increase knowledge of other sections of the community. The international understanding for the better peace and order also improves with efficient network of transportation.

   b. Concentration of Population into Urban Area:
The improved transportation network brings prosperity to the urban population. The prosperity and employment opportunities of urban areas
attract the population from other areas resulting in enhanced economic activities. Adequate mass transportation facilities are needed to cater for the internal movements in urban area such as daily movements to factories, offices, schools, hospitals and other social needs. Efficient rapid transit facilities are necessary for sub-urban and inter-city long distance travel for business needs, social visits and tourist activities. This also encourages the people to live in places away from their work centers, thus helping to decrease the growth of slums in urban areas. In general the transportation facilities are essential for the well being of the community.

c. **Aspect Of Safety, Law and Order:**
For rushing aids to effected area, transport is a must. To maintain law and order at home, it is required to have an efficient system of transport network. To defend the territory of the country against the external aggression and to guard the borders with foreign territories, transport facilities are needed to reach the farthest distances from the head quarters or capitals. This alone may be a sufficient reason to develop a transport network which may not involve any economic and social benefit directly.

5. **The Elements of Regional Transport & Planning**
a. Regional transport planning involves development of transport system in such a way that it provides easy access to the facilities/activities within the region. Transport infrastructure should offer economical, efficient, comfortable and attractive mode of transport. Such a System should satisfy the need of the region in the context of national, regional and local transportation.
b. The elements of regional transport Planning includes:
   i. Road transportation
   ii. Railway transportation
   iii. Water transportation
   iv. Air transportation
   v. Pipeline/tube transportation

6. **Road Transportation**
The classification of rural roads (non urban) in India is based on I.R.C. The classes are
a. Express way
b. National Highway
c. State Highway
d. District Roads
e. Major District road
f. Minor District road
g. Village Roads

a. The Kanpur road development plan (1981-2001) of India has introduced the concept of primary, secondary and tertiary system of roads. Primary system comprises of Expressways and National Highways, the Secondary system consists of State Highways and Major Districts Roads; other Districts Roads and the village roads together form the tertiary road systems.
b. While major roads – Expressways, National Highways, State Highways and Major District Roads connect different cities across the length and breadth of the country, Other District Roads and the village roads play an
important role in gearing up backward areas and the accelerating their socio economic development by connecting them with the major roads. The rural roads are understandably of a lower order, yet, are necessary for the development of villages providing the basic and in most cases providing accessibility.

7. **Functions of Traffic Engineering:**

8. Collection, analysis and interpretation of data pertaining traffic. The traffic engineering is to organize and implement various surveys and studies aimed at collection of data pertaining to traffic characteristics. The studies include:
   a. Origin and destination survey
   b. Volume counts
   c. Speed, travel time and delay measurements
   d. Accidents Statistics
   e. Parking characteristics
   f. Pedestrian behavior and use of streets
   g. Capacity studies
   h. Economics loss caused by inferior traffic facilities

9. **Traffic Design**
   This part relates with geometric design of Highways and streets, intersection design, schemes for grade separated interchanges, design of streets and on street parking facilities and design of terminal facilities for trucks and buses.

10. **Measures for Operation of Traffic**
    For efficient and safe operation of traffic the following measures such as:
    a. Legislation and enforcement measures for regulating the driver vehicle and road users like the pedestrians, cyclists and motor cyclists.
    b. Management measures such as one way streets prohibited turnings at junctions and tidal flow arrangements exclusive bus lanes etc. with a view to get the maximum use out of the available street facilities.
    d. Traffic control devices such as traffic signs, traffic signals, pavement markings and channelization techniques to guide and secure the safe and efficient flow of traffic.

11. **Administration:**
    Traffic Engineer is to organize and administer the various Programs intended to secure safe and efficient traffic in Towns and cities and also associated with the legal and administrative frame work of the city department dealing with educational, legislation & enforcement measures.

12. **Geometric Design:**
    Is an aspect of road design dealing with the visible dimensions of a road way. The safe, efficient and economic operation of a road is governed to a large extent by the care with which the geometric design has been worked out. Efficient and comfortable operation of traffic is possible one if the design elements have been meticulously considered. A well designed road has to be consistent with economy. The design elements are horizontal and vertical alignment, sight distances, cross section components, lateral clearances, intersection treatment, control of access etc.
13. Points are to be considered for Geometric Design

While designing the road some points are to be considered while selecting design standards.

a. The volume and composition of traffic in the design Right of way should be the basis of design.
b. Faulty geometries are costly to rectify at later date and so due consideration should be given to geometric design at the initial stage itself.
c. Design should be consistent and the standards proposed for the different elements should be compatible with one another.
d. The design includes geometrics of the road signs, markings, lighting, intersection access control etc.
e. The way should be considered as an element of the total environment and its location and design are to be part and parcel of environment and also to control pollution.

14. Indian Standards:

The design standards in this country are prescribed by the Indian roads Congress.

15. Classification of Roads:

The following classification gives a brief idea of the components to be taken up for study, place for designing and plans of Transportation within the places and its connection with other places for various purposes of the population.

There are two types of roads

a. Urban
b. Rural (Non Urban)

16. The classification of urban roads

a. Express ways
b. Arterial Streets
c. Sub arterial Streets
d. Collector Streets
e. Local Streets

17. Functions and Characteristics of urban roads

18. Space Standards of urban roads

19. Cross sectional elements of different types of urban roads

20. Rural Roads (Non Urban)

a. Express ways
b. National Highways
c. State Highways
d. District Roads
   i. Major District road
   ii. Minor District road
e. Village Roads


22. Space standards of rural roads (non urban)
23. Design Controls and Criteria
   The geometric design of the road that are controlled by some features are
   a. Topography
   b. Traffic
      i. Importance traffic data in design
      ii. Design hour volume
      iii. Directorial Distribution of traffic
      iv. Traffic composition
      v. Future traffic estimates
         1) Current traffic
         2) Future traffic
         3) Different type of vehicles
         4) Design Speed
         5) Capacity
         6) Horizontal alignment
         7) Super elevation
         8) Vertical alignment
         9) Sight distance
            • Stopping sight distance
            • Overtaking sight distance

24. Intersections:
   An intersection is defined as the general area where two or more roads join
   or cross within which are included the road way and road side facilities for
   traffic.
   a. Importance of design of the intersection
   b. Principles to be considered for good design of intersection
   c. At grade intersection
   d. Channelization
   e. Main purpose of channelization
   f. Features of channelizing islands
   g. Median openings minimum design
   h. Design for ‘U’ turns
   i. Gap in median at junctions
   j. ‘T’ intersections
   k. ‘Y’ intersections
   l. Staggered intersections
   m. Cross roads
   n. Rotary (round about)
   o. Advantages of round about
   p. Disadvantages of rotary intersections
   q. Guide lines for selecting a rotary type of intersection
   r. Rotary design elements
   s. Mini round about

   The following sections give an outline of the aspects to be considered while
   planning the transportation and traffic for any place/area.

   a. Grade separated intersections
   b. Criteria for selection of grade separated intersections
   c. Types of grade separated intersections
   d. Design considerations for interchange

25. Location of Bus stops
   a. Guidelines for the location of bus stops
Andhra Pradesh Town & Country Planning Training Manual

b. Layout of bus bays
c. Guide lines for the location of bus bays
d. Drive ways

26. Design for pedestrian facilities
   a. Footways
   b. Foot way and widths standards
   c. Pedestrian bridges and subways

27. Cycle tracks
   a. Design criteria for separate cycle tracks

28. Traffic and Parking problems
   a. Ill effects of Parking
   b. Congestion
   c. Accidents
   d. Obstruction to fire fighting operation
   e. Environment
   f. Parking spaces standards for different land uses as per I.R.C.

Parking spaces standards for different land uses as per G.O's issued now in force
   g. Design standards for on street parking
      i. Parallel parking
      ii. 30 angle parking
      iii. 45 angle parking
      iv. 60 angle parking
      v. Right angle parking

h. Traffic Regulatory measures for on street parking
   i. Off street parking
      i. Surface car parking
      ii. Multi Storied car parking
      iii. Roof parking
      iv. Mechanical car parking
      v. Underground parking

j. Peripheral parking schemes
k. Park and walk
l. Park and ride
m. Kiss and ride

29. Truck terminals
   a. Location of truck terminals
   b. Design criteria for truck terminals

30. Importance of traffic signs
   a. General Principles of traffic signs
   b. Types of traffic signs
   c. I.R.C. Traffic sign standards as per I.R.C

31. Markings
   a. Importance of roads markings
   b. Types of road markings
   c. General principles for road markings
   d. Different type of road markings
32. Traffic Signals
   a. Advantages or disadvantages of traffic signals
   b. Type of Traffic signals
   c. Design of traffic signals
   d. Indicators and maintenance of signals

33. Street furniture
   a. Road way Delineators
   b. Street section elements

34. Regulation of traffic
   a. Need for regulation of traffic
   b. Scope of traffic regulation
   c. Traffic laws
   d. Regulation of speed
   e. Need for regulation of speed
   f. Speed limits in urban areas
   g. Speed limits for rural areas
   h. Speed limits for different types of Vehicles
   i. Enforcement of speed limits
   j. Speed Zoning
   k. Regulation of Vehicles
      1. Vehicle regulations
      2. Contents or equipment of vehicles
      3. Size, weight and loads of vehicles
      4. Lighting of vehicles
      5. Inspections of vehicles
      6. Controls of vehicles
      7. Insurance
   l. Regulations concerning the drive
   m. Rules for safety of cycle traffic
   n. Some precautions for safe movements of motor Cycles & Scooters
   o. Rules for Pedestrian traffic
   p. Rules for animals drawn vehicles
   q. Rules for animals on streets

35. Street lighting
   a. Need for Street lighting
   b. Different lantern arrangements
   c. Types of lamps

36. Traffic management
   a. Need for management measures
   b. Well known traffic management measures
      i. Restricting the Heavy vehicles
      ii. One way streets
      iii. Tidal flow operation
      iv. Exclusive bus lanes
      v. Closing side streets

37. Transportation systems in Indian urban areas.
   a. Urban structure, movement and transportation
   b. Classification of transportation systems
   c. Capacity and productivity of urban transport modes
38. Urban Transportation planning process
   a. Collecting of basic information and data
      i. Defining study area
      ii. Traffic zones
      iii. Data on urban activity
      iv. Travel data
      v. Survey methods
      vi. Survey analysis
      vii. Trip forecasting
      viii. Trip generation
      ix. Trip distribution
      x. Modal split
      xi. Trip assignment
      xii. Evaluation of transportation proposals

39. Road widening proposals as per Z.D.P/D.P/D.T.P Scheme
   a. Basic data collection
   b. Criteria for road widening
   c. Economic evaluation of road widening
CHAPTER-IV
PLAN APPROVAL & IMPLEMENTATION

1. STATUTORY PROVISIONS

K.V. Subba Reddy
Former Joint Director of Town & Country Planning

1. Introduction:
   a. Constitution is the supreme law of the Country. The present constitution of India has come into effect from 26.1.1950. The constitution established a Sovereign, Socialist, Secular, Democratic, Republic of India. It established the parliamentary form of Government and provided fundamental rights to the people. A federation with strong centralizing tendency, Independent Judiciary, Secular State, Single Citizenship and fundamental duties for citizens, are high lights of constitution. Any Act, rules & regulations made by the government should not infringe rights envisaged in the constitution.

   There are three important branches of Government viz.,
   i. The Legislation.
   ii. Judiciary and
   iii. Execution.

   b. The Parliament has legislative powers, Supreme Court has judicial powers and the Administrators have executive powers. The administrative authorities are empowered to take preventive steps, such as Law and Order, Licencing, rate fixing etc., These preventive measures save the people from unnecessary harassment and litigation. “Welfare of the people is the philosophy of our Constitution besides law and Order”. Taking this inspiration, the Parliament and State Legislature have enacted several Acts.

   c. If any legislation is made beyond the scope of the authority conferred by the statute or if it is conflict with the delegating statute or if it is against the procedural aspects, it will be held as “Ultra-Virus” by the courts. The courts can declare, squash or set-aside any legislation, when it is found to be un-constitutional, in consistence, un-reasonable, malafied exclusion of judicial review or retrospective effect. If any procedures prescribed in the Act, such as publication of draft rules, laying on the table of the legislature, consultation with public etc., are not followed while formulating the rules and regulations under the Acts, they will be held ultra-virus by the courts. Therefore due care should be taken while formulating rules and regulations by the executives.

2. Functions and Powers of Executive:
   a. The Parliamentary functions of executives are execution of laws evolving and implementing the Government policies, providing public health, safety and morality standards of life in the nation. For the performance of these vast and large functions and for the best administration, and to obtain required goals, they need powers. Such powers are delegated by legislature to Administrators. It has also become necessary team power them with discretionary powers for the speedy and efficient administration. These vast discretionary powers which are vested with executive should be used for public welfare and should not be used for selfish needs. It is a general rule the court should not interfere with administrative functions and Actions taken by administrative Authorities.
in exercise of discretionary powers. But too much of discretionary power causes abuse of powers. Therefore judicial review over wide and arbitrary, discretionary powers and Actions is felt necessary to keep administrative officials within their boundaries. The judicial review will be on;

i. Failure to exercise discretion.
ii. Excess or abuse of discretion.
iii. Violation of fundamental rights.

There are 4 kinds of judicial remedies, such as;

i. Prerogative remedies i.e. writs.
ii. Statutory remedies i.e. Civil Suits, appeals.
iii. Equitable remedies i.e. declaration, injunctions etc., and
iv. Common law remedies i.e. Tortuous liability of Government,
   Contractual liability of Government.

b. Therefore, the administrators should be well-versed with the Acts, rules and regulations and the procedures in implementing the laws and also in suing their discretionary powers since any Action taken against the law will invite interference by judiciary.

c. The principles of “Natural justice” should not violate while implementing the Acts, rules and regulations by the executives. The principles of Natural justice are
   i. Notice i.e., 1st stage of fairness and
   ii. Hearing which is 2nd stage of fairness.

3. Acts, Rules & Regulations:
   a. The Parliament and state legislature make various Acts within the preview of the constitution of India to ensure adequate social and economic living conditions for the people of the society. The Acts may relate to law and other, prevention of abuse of powers, licencing, taxation and registration of properties, Municipal Administration and Town Planning etc., The Acts are prepared by the administrations taking into consideration of various needs for socio-economic development of the people and after obtaining cabinet approval they will be placed before the legislature (State Assembly or Parliament) for enactment.
   b. The rules are made for implementation of the Acts, enumerating the procedures, executive powers and requirements. These rules are made by the concerned departments in consultation with law department and approved by the cabinet. The rules made by the Government should be placed on the table of the legislation in its next session.
   c. The regulations are made by the Government for issuing licences and permission or control of development or taxation etc,. The regulations should be made as per the provisions of the Act and rules and should be duly notified for public comments before issue of final orders.
   d. The Bye-laws are made by the local bodies within the preview of the Act and rules for rendering services viz,. licences for water supply connections, sewerage connections etc. Ex:- Bye-laws relating to appointment of Standing Consents, Licenced Surveyors and plumbers etc.,

4. A.P. Municipalities Act 1965:
   a. Government of Andhra Pradesh has adopted the Madras District Municipalities Act 1920 till 1st April 1965, and the Act was repealed by A.P. Municipalities Act 1965, which has come into force with effect form
2nd April, 1965. This Act consists of various provisions for granting of permissions for buildings, factories, control of unauthorized constructions, encroachments and prevention of developments which are objectionable for public health and safety and also penalty for un-lawful buildings etc., The following are the sections related of Town Planning in the Act, which are relevant for controlling the developments.

i. **Section 2** - Definitions

ii. **Section 137** - Prohibition of buildings on water mains.

iii. **Section 148** - Owners of buildings, to pay for clearance of salt age water from their buildings, by connecting their house drains with public drains.

iv. **Section 174** - Acquisition of land and buildings. For improvement of streets.

v. **Section 175** - Power to specify buildings. Line and street alignment.

vi. **Section 176** - Buildings. Not to be constructed within street alignment of building. Line.

vii. **Section 177** - Setting back, projecting buildings. Or walls.

viii. **Section 178** - Settings building. Forward to improve line or streets.

ix. **Section 181** - Temporary closure of streets.

x. **Section 189** - Prohibition of obstruction in or over streets.

xi. **Section 198** - Licence for work on buildings likely to cause obstructions.

xii. **Section 199** - Clearing of debris of fallen house etc., by occupier.

xiii. **Section 202** - Construction of buildings. For public worship.

xiv. **Section 203** - Permission for construction new buildings. Not to be granted on certain sites.

xv. **Section 204** - Buildings. Site and construction of buildings.

xvi. **Section 205** - Power of council to regulate future construction of certain classes of buildings in particular street or localities.

xvii. **Section 206** - Building at corner of street.

xviii. **Section 207** - Prohibition of use of inflammable materials buildings without permission.

xix. **Section 211** to **218** - Provision of buildings other than Huts.

xx. **Section 219** - Application of certain section to wells.

xxi. **Section 220** to **228** - Provisions for Huts.

xxii. **Section 229** - Exemptions for certain buildings.

xxiii. **Section 230** - Application of schedule III, i.e, Building rule.

xxiv. **Section 231** to **235** - Dangerous obstructions, streets and places.

xxv. **Section 264** - Application of construction, establishment or installation of factory, workshop of work place.

xxvi. **Section 268** - Notification of I.C.R Areas.

xxvii. **Section 340** - Penalty for unlawful building.

xxviii. **Section 342** - Wrongful restraint of Municipal Authority of officer or his delegates from entering into
land and building.

xxix. **Section 344** - General Provisions regarding licences and permission (sub-section (6) Revocation of licences or permissions).

xxx. **Section 353** - Method of serving documents/notice.

xxi. **Section 357** - Power to entry to inspect, survey or execute the work.

xxxii. **Section 359 to 360** - Power to enforce licensing provisions.

xxxiii. **Section 373** - Indemnity to the Municipal Authority, Officer or Employee.

xxxiv. **Section 378** - Duties of police Officers

b. Apart from the above provisions of the A.P Municipal Act 1965 the following rules are very useful in discharging their duties effectively.


iv. Fees for grant of permission and licenses for installations of power driven machinery rules, 1970.


x. Rules relating to the personal conduct of officers and servants of Municipal Councils.

5. **Building Rules:**

a. The Building Rules are made under APM Act, 1965 in Schedule III and are applicable to all the Municipalities. The book “Building Regulations for Happy and Healthy living” published by DT & CP is a simple, self explanatory and very useful guide to all the Town Planners and Municipal Commissioners the applicability of B.Rs.

b. The following are some of the important rules which should be kept in mind during the scrutiny of building applications and to take action on the building which are made against the rules.

i. **Rule 4** : Withhold permissions in case there is no sufficient clearance as provided in the rule of between the building and electric lines. Restriction of height of buildings near Aerodromes as provided in the rule.

ii. **Rule 5** : Site approvals – sites in which constructions are permitted Religious buildings etc.,

iii. **Rule 6** : Foundations

iv. **Rule 7** : Basement. It shall be minimum 0.50 mts above ground or site/road level.

v. **Rule 8** : Superstructure walls, Floors and roofs.

vi. **Rule 9** : Space around buildings and height of buildings.

vii. **Rule 10** : Minimum height to be provided for habitable rooms, bath rooms, W.Cs and non –residential buildings.
viii. **Rule 11**: Minimum size of habitable rooms, bath rooms, W.Cs.

ix. **Rule 12**: Lighting and Ventilation to be provided in the buildings.

x. **Rule 12 (2)**: An open space equivalent to one fourth of height of the building should be left as open space adjacent to the windows & ventilators to ensure required natural light and ventilation.

xi. **Rule 15**: Staircases and lifts to be provided in the building having more than on floor.

xii. **Rule 16**: Special rules for huts.

c. Following appendixes of the building rules are made under APM Act, 1965 need to be referred for the proformas mentioned.

i. Appendix ‘A’ to the rules prescribes the proforma for building application.

ii. Appendix ‘B’ proforma of application for huts.

iii. Appendix ‘C’ requirements of site plan

iv. Appendix ‘D’ requirements of building plan

v. Appendix ‘E’ particulars of specifications.

### Latest Building Rules issued by the Govt. for the ULBs in the State.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>G.O.Ms.No. and Date</th>
<th>Area applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>86 MA, dt.03-03-2006</td>
<td>G.H.M.C and H.M.D.A</td>
</tr>
<tr>
<td>2.</td>
<td>623 M.A, dt.01-12-2006</td>
<td>VGTM UDA and VUDA</td>
</tr>
<tr>
<td>5.</td>
<td>281 M.A, dt.01-04-2008</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>302 M.A, dt.15-04-2008</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>569 M.A, dt.23-08-2008</td>
<td></td>
</tr>
</tbody>
</table>

### 6. Layout Conditions:

a. A set of layout conditions are prescribed by the DT & CP while approving the layouts which, apart from the minimum amenities to be provided in the layout by the layout owners, also prescribed the front, rear and side set backs to be provided to the buildings in the layout plot. The corners of plots at inter-section of roads should be splayed and this should be specifically marked in the approved plans and insisted as it is very important to provide minimum sight distance to the vehicles.

b. The building permissions in the layout should be granted only after the fulfillment of the layout condition by the owners and after all the roads and open spaces are handed over to the Municipality through registered gift deed.

c. No building permissions should be granted in un-authorized sub-divided plots unless they are regularized with the approval DT & CP/ RDDTP.
7. **APTP ACT 1920:**
   a. APTP ACT 1920 is An Act exclusively dealing with Town Planning in A.P, upto 1975. In 1975, APUA (Dev.) Act 1975, was enacted for constitution of Urban Development Authorities in A.P. The Act, 1920 envisages preparation of Master Plans for all the local bodies within 4 years from their constitution as Municipalities. The DT&CP, is appointed by the Government, under this Act. Since the local bodies do not have technical expertise and manpower for preparation of M.Ps. DT&CP has taken up the responsibility of preparation or M.P. under this Act.

   b. The Master Plan consists of land uses i.e Residential, Commercial, Industrial, Public and Semi-public roads etc., and they are prepared in scientific manner taking into consideration of socio-economic development of the settlement.

**Procedures followed for preparation of Master Plans:**
   a. The Base map of the Town and vicinity area is prepared by conducting physical survey or using the areal photography/Satellite imageries.
   b. The existing land use structural conditions, details of public and semi-public building etc., are marked in the plans by conducting survey.
   c. Demographic, Socio-economic, infrastructure data will be collected from primary and secondary sources.
   d. The data will be analyzed and necessary projections and requirements for future planning period of 20 years are made to provide facilities, infrastructure for the plan period.
   e. The proposed land use plan and report are prepared and submitted to Government for formal approval of the proposals.
   f. The draft Master Plan proposals are sent to Municipal Council for notification calling for objections and suggestions from the public.
   g. The objections and suggestions received from public are enumerated and examined and necessary changes. If required, will be carried out in the proposals. The final proposals are adopted Municipal Council will be submitted to the Government for final sanction.
   h. Sanction of Master plan will be notified for the information of the public in A.P Gazette and news papers.

The Master plan consisting of zoning regulations, which prescribe the minimum requirements for the construction of building development of lands. It should be implemented by the executive Authorities from the date of sanction of Master plan.

8. **Master Plan Zoning Regulations:**
   a. The Zoning Regulations are issued along with the Master Plan (General Town Planning Schemes) sanctioned by the government as per the APTP Act 1920.
   b. The Zoning Regulations are intended to control the bulk of building, use of building and provision of parking space etc., which are not mandatory under building rules and layout conditions. i.e, some of the provisions missing in building rules and Layout rules are incorporated in Zoning Regulations.
c. The Zoning Regulation consists of the Regulation for land use control as per Master Plan (General Town Planning Schemes) and Regulations for building control.

d. **Land-Use-Control:**

<table>
<thead>
<tr>
<th></th>
<th>Residential Use</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a) Low density</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Medium density</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) High density</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Intensive density</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Commercial Use</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Local Commercial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) General Commercial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) General Commercial</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Industrial Use</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Light Industrial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Heavy Industrial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Special Industrial</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Public and Semi-Public use zone</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Agricultural Use Zone</td>
<td>Apart from this is circulation pattern i.e., hierarchy of roads which consists of widening of the existing roads and new road which should be taken into consideration while allowing the developments.</td>
</tr>
</tbody>
</table>

Presently, the land use classification is done in a simpler format; i.e. Residential, Commercial, Industrial etc without further sub-classification.

e. **Zoning Regulation – 2:** The definitions and general information given in this regulation are very important and should be noted carefully.

f. **Zoning Regulation – 3:** Uses permissible in various land use zones are given. In each landuse zone the uses permitted are divided into three parts. They are-

   In Part 1 : Uses permissible by local authority are given.
   In Part 2 : Uses permissible on appeal to the competent authority i.e., DT&CP / UDA are given.
   In Part 3 : The uses prohibited are given.

   g. **Zoning Regulation – 3 (a):** Provides Special Regulations for detached and Semi Detached building which consists of plot size, frontage of plots, no. of floors, plot coverage, set-back lines.

   h. **Zoning Regulation – 3 (b):** Provides special regulations from tenamental and storied flats i.e., plot size, no. of floors, maximum floor coverage (FAR, FSI) lifts, parking and garbage.

   i. Similarly special regulations are provided from light industry, Heavy industry, Special industry, public and semi-public uses.

   j. The Annexure give the list of services industries, light industries, heavy industries, Special industries, Noxious industries and also the list of industries exempted for taking permission. Only the industries listed in the annexure are allowable in the light, heavy, special industries use zones in usual courses.

   k. The roads proposed in the Master Plan should be verified correctly and the site effected for road widening and new roads should be taken over through registered gift deeds before releasing building permissions. No construction should be allowed in the road widening portions.

9. **A.P. Urban Areas (Development Act 1975):**
a. It is the latest Act enacted by the Government of A.P., for constitution of UDAs in A.P under section 13 of the Act, where the Government considered it necessary to do so for purposes of proper development of any Urban area or group of urban areas in the state, they may be notification declared such Urban area or group of urban areas to be a development area. The UDA should prepare Mps and ZDPs under the Act and obtain the approval of the Government for their implementation UDA are empowered to accord permissions for development construction buildings and development control and also acquisition and disposal of lands. The following are the main provisions in APUA (D) Act, 1975.

i. Section 2 - Definitions
ii. Section 3 - Constitution of UDA
iii. Section 4 - Appointment of Officers
iv. Section 6 to 8 - Preparation of MPs and ZDPs
v. Section 12 - Modification of plan
vi. Section 13 - Declaration of Development areas and development of lands
vii. Section 14,15,16 - Permission for developments/buildings
viii. Section 17 - Modification of MPs
ix. Section 18 & 19 - Acquisition and disposal of lands
x. Section 27 - Lay, Assessment and recovery of Development charges
xi. Section 38 - Powers of Government to appoint special officer

ADVERTISEMENT TAX

SKY-SIGNS AND ADVERTISEMENTS UNDER MUNICIPAL CORPORATION ACT, 1955

Section 420:

Regulations as to sky signs:-

1. No person shall, without the written permission of the Commissioner, erect, fix or retain any sky-sign, whether now existing or not, and no such written permission shall be granted, or renewed, for any period exceeding two years from the date of each such permission or renewal:

Provided that in any of the following cases a written permission or renewal by the Commissioner under this section shall become void, namely:-

a. If any addition to the sky-sign be made except for the purpose of making it secure under the direction of the municipal city engineer;
b. If any change be made in the sky-sign, or any part thereof;
c. If the sky-sign or any part thereof falls either through accident, decay or any other cause;
d. If any addition or alteration be made to, or in the building or structure upon or over which the sky-sign is erected, fixed or retained, if such addition or alteration involves the disturbance of the sky-sign or any part thereof;
e. If the building or structure upon or over which the sky-sign erected, fixed or retained become unoccupied or be demolished or destroyed.

2. Where any sky-sign shall be erected, fixed or retained upon or over any land, building, or structure, save and except as permitted as hereinbefore
provided, the owner or person in occupation of such land, building or structure shall be deemed to be the person who has erected, fixed or retained such sky-sign in contravention of the provision of this section unless he proves that such contravention was committed by a person not in his employment or under his control, or was committed without his connivance.

3. If any sky-sign be erected, fixed or retained contrary to the provisions of this section, or after permission for the erection, fixing or retention thereof for any period shall have expired or become void, the Commissioner may, by written notice require the owner or occupier of the land, building or structure, upon or over which the sky-sign is erected, fixed or retained, to take down and remove such sky-sign.

4. The expression "sky-sign" shall in this section mean any word, letter, model, sign, devise or representation in the nature of an advertisement, announcement or direction, supported on or attached to any post, pole, standard framework or other support wholly or in part upon or over any land, building or structure which, or any part of which sky-sign, shall be visible against the sky from some point in any street and includes all and every part of any such post, pole, standard, frame-work or other support. The expression "sky-sign" shall also include any balloon, parachute, or other similar device employed wholly or in part for the purpose of any advertisement, announcement or direction upon or over any land, building or structure or upon or over any street, but shall not include-

a. Any flagstaff, pole vane or weathercock, unless adopted or used wholly or in part for the purpose of any advertisement, announcement or direction;

b. Any sign, or any board, frame or other contrivance securely fixed to or on the top of the wall or parapet of any building, or on the cornice or blacking course of any wall, or to the ridge of a roof: Provided that such board, frame or other contrivance be of one continuous face and not open work and do not extend, in height more than three feet above any part of the wall, or parapet or ridge to, against, or on which it is fixed or supported;

c. Any word, letter, model, sign, device or representation as aforesaid, relating exclusively to the railway administration and place wholly upon or over any railway, railway station, yard, platform or station approach belonging thereto, and so placed that it cannot fall into any street or public place;

d. Any notice of land or buildings to be sold, or let, placed upon such land or buildings.

421. Regulation and control of advertisements: No person shall without the written permission of the Commissioner, erect, exhibit, fix or retain any advertisement whether now existing or not, upon any land, building, wall, hoarding or structure:

2. Provided always that such permission shall not be necessary in respect of any advertisement which is not an illuminated advertisement nor a sky-sign and which

a. Is exhibited within the window of any building;

b. Relates to the trade or business carried on within the land or building upon which such advertisement is exhibited or to any sale or letting of such land or building or any effects therein, or to any sale, entertainment or meeting to be held upon or in the same, or to the trade or business carried on by the owner of any vehicle upon which
such advertisement is exhibited;
c. Relates to the business of any railway administration;
d. Is exhibited within any railway station or upon any wall or other property of a railway administration except any portion of the surface of such wall or property fronting any street

Section 421:

1. Corporation cannot give a contract for setting up signboards with an option given to the contractor to let out the vacant space therein to others, without inviting tenders. 2001 (4) ALD 146. Levy of advertisement tax on illuminated advertising boards is not illegal.

2. Where any advertisement shall be erected, exhibited, fixed or retained after three months from the enactment of this section upon any land, building, wall, hoarding or structure save and except as permitted or exempted from permission as hereinbefore provided, the owner or person in occupation of such land, building, wall, hoarding or structure shall be deemed to be the person who has erected, exhibited, fixed or retained such advertisement in contravention of the provisions of this section unless he proves that such contravention was committed by a person not in his employment or under his control or was committed without his connivance.

3. If any advertisement be erected, exhibited, fixed or retained contrary to the provisions of this section after the written permission for the erection exhibition, fixing or retention thereof for any period shall have expired or become void, the Commissioner may, by notice in writing, require the owner or occupier of the land, building, wall, hoarding or structure upon which the same is erected exhibited, fixed or retained, to take down or remove such advertisement.
   a. The word "structure" in this section shall include a tramcar, omnibus and any other vehicle and any movable board used primarily as an advertisement or an advertising medium; and
   b. the expression "illuminated advertisement" in this section shall not include an illuminated display of goods if such display-
      i. is of goods merely bearing labels showing the name of the article or of its manufacturer or of both, and
      ii. is made by lighting which is not, in the opinion of the Commissioner, more than is necessary to make the goods and labels visible at night.

TAX ON ADVERTISEMENTS UNDER A.P.MUNICIPALITIES ACT, 1965

Section 114:

1. **Tax on advertisements:** Every person who erects, exhibits, fixes, or retains upon or over, any land, building, wall, hoarding or structure, any advertisement or who displays any advertisement to public view in any manner whatsoever, in any place whether public or private, shall pay on every advertisement which is so erected, exhibited, fixed, retained or displayed to public view, a tax calculated at such rates and in such manner and subject to such exemptions as the council may, with the approval of the Government, by resolution determine:

2. Provided that the rates shall be subject to the maximum and minimum laid down by the Government in this behalf;

3. Provided further that no tax shall be levied under this section on any advertisement or a notice-
   a. of a public meeting; or
   b. of an election to any legislative body or to the council; or
c. of a candidature in respect of such an election

4. Provided also that no such tax shall be levied on any advertisement which is not a sky-sign and which
   a. Is exhibited within the window of any building; or
   b. Relates to the trade or business carried on within the land or building upon or over which such advertisement is exhibited or to any sale, or letting of such land or building or any effects therein or to any sale, entertainment or meeting to be held upon or in the same; or
   c. Relates to the name of the land or building upon or over which the advertisement is exhibited or to the name of the owner or occupier of such land or building; or
   d. Relates to the business of any railway administration; or
   e. Is exhibited within any railway station or upon any wall or other property of a railway administration except any portion of the surface of such wall or property fronting any street

Explanation I:- The word "structure" in this section shall include any movable board on wheels used as an advertisement or an advertisement medium

Explanation II:- The expression "sky-sign" shall, in this section, mean any advertisement, supported on or attached to any post, pole, standard, framework or other support wholly or in part upon or over any land, building, wall or structure, which, or any part of which, shall be visible against the sky from some point in any public place and includes all and every part of any such post, pole, standard, framework or other support. The expression "sky-sign" shall also include any balloon, parachute or other similar device employed wholly or in part for the purposes of any advertisement upon or over any land, building or structure or upon or over any public place but shall not include
   a. any flagstaff, pole, vane or weathercock, unless adapted or used wholly or in part for the purpose of any advertisement: or
   b. any sign or any board, frame or other contrivance securely fixed to or on the top of the wall or parapet of any building or on the cornice or blocking course of any wall or to the ridge of a roof
      Provided that such board, frame or other contrivance be of one continuous face and not open work, and does not extend in height more than one metre above any part of the wall, or parapet or ridge, to against or on which it is fixed or supported; or
   c. any advertisement relating to the name of the land or building upon or over which the advertisement is exhibited or to the name of the owner or occupier of such land or building; or
   d. any advertisement relating exclusively to the business of a railway administration and placed wholly upon or over any railway, railway station, yard, platform or station approach belonging to a railway administration and so placed that it cannot fall into any street or public place; or
   e. any notice of land or building to be sold or let, placed upon such land or building

Explanation III:- "Public place" shall, for the purpose of this section, means any place which is open to the use and enjoyment of the public, whether it is actually used or enjoyed by the public or not.

Section 115:

1. **Prohibition of advertisements without written permission of Commissioner:**
No advertisement shall be erected, exhibited, fixed or retained upon or over any land, building, wall, hoarding or structure within the municipality or shall be displayed in any manner whatsoever in any place without the written permission of the Commissioner.

2. **The Commissioner shall not grant such permission if-**
   i. The advertisement contravenes any bye-laws made by the council under clause (30) of Section 330; or
   ii. The tax, if any, due in respect of the advertisement has not been paid.

3. Subject to the provisions of sub-section (2) in the case of an advertisement liable to the advertisement tax, the Commissioner shall grant permission for the period to which the payment of the tax relates and no fees shall be charged in respect of such permission;

4. Provided that the provisions of this Section shall not apply to any advertisement relating to the business of a railway administration erected, exhibited, fixed or retained on the premises of such administration.

**Section 116 :**

**Permission of the Commissioner to become void in certain cases:** The permission granted under Section 115 shall become void in the following cases, namely:

a. If the advertisement contravenes any bye-law made by the council under clause (30) of Section 330;

b. If any addition to the advertisement be made except for the purpose of making it secure under the direction of Municipal Engineer, or the Commissioner;

c. If any material change be made in the advertisement or any part thereof;

d. If the advertisement or any part thereof falls otherwise than through accident;

e. If any addition or alteration be made to or in the building, wall or structure upon or over which the advertisement is erected, exhibited, fixed or retained, if such addition or alteration involves the disturbance of the advertisement or any part thereof; and

f. If the building, wall or structure upon or over which the advertisement is erected, exhibited, fixed or retained, be demolished or destroyed.

**Section 117:**

**Owner or person in occupation to be deemed responsible:** Where any advertisement is erected, exhibited, fixed or retained upon or over any land, building, wall, hoarding or structure in contravention of the provisions of Section 114 or Section 115 or after the written permission for the erection, exhibition, fixation or retention thereof for any period has expired or become void, the owner or person in occupation of such land, building, wall, hoarding or structure shall be deemed to be the person who has erected, exhibited, fixed or retained such advertisement in such contravention, unless, he proves that such contravention was committed by a person not in his employment or under his control or was committed without his connivance.
Section 118:

Removal of unauthorized advertisements:- If any advertisement is erected, exhibited, fixed or retained contrary to the provisions of Section 114 or Section 115 or after the written permission for the erection, exhibition, fixation or retention thereof for any period has expired or become void, the Commissioner may, by notice in writing require the owner or occupier of the land, building, wall, hoarding or structure upon or over which the same is erected, exhibited, fixed or retained, to take down or remove such advertisement or may enter any building, land or property and have the advertisement removed, and the costs thereof shall be recoverable in the same manner as property tax.

Section 119. Collection of tax on advertisements:- The Commissioner may farm out the collection of any tax on advertisement leviable under Section 114 for any period not exceeding one year at a time on such terms and conditions as may be determined by the council.

***
2. PROCEEDURE FOR APPROVAL OF LAYOUT PLANS

N.P. Bhujagendra Naidu
Former Joint Director of Town & Country Planning

1. Introduction

Layout is an essential plan indicating the sub-division of large chunks of open land, with reference to the set norms and also with reference to the surrounding developments and as per the proposals envisaged in the GTP Scheme and Section 185 of APM Act, 1965 read with the Layout Rules, 1970 clearly specify the norms of the layout and the procedure to be adopted for applying a layout. Number of Government orders and circular instructions of the Director of Town and Country Planning, A.P., Hyderabad have been issued from time to time as guidelines in addition to the specific provision in the APM Act, 1965 and Layout Rules, 1970.

2. Section – 184 of APM, Act, 1965

Land owner’s obligation to make layout to from roads before sub-dividing and disposing land as building site has been covered under this section.

3. Agricultural Land

Generally all lands other than building sites, Gramkhantam etc., agricultural lands as per Revenue Records. Revenue classifications have to be taken into consideration to decide whether the land is agricultural or not. Earlier some Municipalities entertained certificate from Tahsildar / MRO stating that the particular land was non-agricultural land and exempted from payment of conversion fee which is not correct. Generally conversion fee have to be collected for all vacant sites meant for layout.

4. Conversion Fee:

a. Conversion fee have to be collected at the rate not less than 25 paise and not exceeding Rs.1/- per sq.mt of the total area of the area of the layout site. The Govt. in G.O.Ms.No.115 MA, dt: 10-02-69 have directed to fix-up zones in each Municipality for the purpose of collection of conversion fee basing on the proximity to infrastructure / facilities at the rate of 0.25 paise, 0.50 paise and Rs.1.00 per sq.mt. Each Municipality has to adopt such rates and publish / notification for the purpose of collecting conversion fee for different uses viz., Residential, Commercial and Industries sites.

b. Conversion fee once remitted can’t be refunded to the application even if he withdraws his layout application, as per Govt. order in G.O.Ms.No.68 MA, dt: 31-01-1992.

5. Essential requirements of layout / sub-division and when permission for construction of buildings can be granted on such sites.

a. There must be an existing access to the layout site.

b. Site should not be a water logged area and it should be suitable for development and should be designated as residential use zone in the G.T.P.Scheme ICR Areas.

c. Roads must be formed with minimum width specified duly providing access to all the plots (Except where the sites abut to existing road).

d. Reserved open space of 10% of total area of the layout site is to be provided for public purpose at a suitable place.

e. The plot size must satisfy the minimum prescribed area under rules.

f. Conversion fee must be paid.
g. Security deposit @ Rs.3/- per sq.mt for the gross area of the layout either in cash or Bank guarantee or in the shape of mortgage of part of site whose value should not be less than the amount of security deposit should be fulfilled.

h. **Clearance is required under Andhra Pradesh Agricultural Land (Conversion for Non-agricultural Purposes) Act -2006 from the respective Revenue Divisional Officer (RDO).**

6. **Procedure for submission of layout application, processing and sanctioning under section 185 of APM Act, 1965.**

   a. The written layout application as prescribed along with plans should be submitted by the person intending to make a layout and form new road to the Municipal Commissioner.

   b. The layout proposal should contain the following:-

   i. The level direction and width of road.

   ii. Building line.

   iii. Arrangements relating to leveling, paving, metalling, flagging, channeling, sewering, draining, conserving, street lighting of roads and provision of water supply mains.

   iv. Reserved open space of 10% for public purpose.

   v. Certificate regarding payment of conversion fee.

   vi. Security deposit in the form of cash payment or mortgage of land or Bank guarantee in favour of Municipality for the purpose of fulfillment of obligations on the part of layout applicant.

   vii. Copies of title deeds attested by gazette officer.

   viii. Non-encumbrance certificate.


   (Note: This is applicable to all the layout applications in the state.)

   1) (a) On receipt of layout application, the Municipal Commissioner shall call for from the applicant any other further particulars or forward the proposals to the DT&CP within 15 days. If further particulars are called for by the Municipal Commissioner, the applicant shall furnish the same within 10 days and the proposals with full particulars shall be forwarded to the DT&CP within 15 days from the date of receipt of further particulars.

   (b) The DT&CP within 60 days from the date of receipt of proposals in his office shall forward his recommendation with conditions for sanction of the layout (approved layout) to the Municipal Commissioner.

   (c) The layout can also be recommended for refusal by the DT&CP and the reasons for refusals must be recorded in writing.

   2) Reasons for refusal of any layout application are:

   (a) If the layout proposals are contrary to the General Town Planning Scheme / Master Plan / ICRA.

   (b) If the roads are not in conformity with the layout rules.

   (c) If at least one of the proposed roads is not connected to the existing road which is already open.

   (d) If 10% reserved open space is not set apart in the layout.

   3) No person shall make a layout without sanction of the Council or in contravention to the approved layout During the period, when
further particulars are called for, no steps should be taken to form new roads and demarcated plots are disposed.

If the layout application is not disposed off within 150 days from the date of its receipt or receipt of further particulars as called for, then the layout is deemed to have been sanctioned in accordance with provisions of the Act.

7. **Action on unauthorized layouts / sub-divisions:**
   a. Wherever any land owner makes unauthorized layout or sub-division of sites for building construction or utilizes, sells, leases or other-wise disposes of such land or any portion there of, as sites for construction of building the Municipal Commissioner can issue notice under section 184 read with 360 of APM Act, 1965. If directions issued in the notice were not complied with such land owners have to be prosecuted for the offence under the provisions of the Act.
   b. Generally the stones erected for unauthorized sub-divisions are removed by the Municipality, once the unauthorized sub-divisions are detected.
   c. Prompt action has to be taken to check the unauthorized sub-division and a register should be maintained by the Town Planning Staff in respect of unauthorized layouts and sub-divisions. The Director of Town and Country Planning in his circular in D.Dis.No.14531/76-D5, dt: 16-11-67 and 17465/68-D5, dt:29-11-68 has instructed regarding prompt action to be taken on such cases and model register to be maintained in this regard.

8. **Layout Rules 1970 under APM Act, 1965:**
   a. As per the Layout Rules, 1970 read with amendments from time to time, Circular instructions of the DT&CP and the Govt. orders, the procedure for applying for sanction of layout processing at Municipal and DT&CP level at different stages has been summarized.
   b. The application should be accompanied by a receipt of payment of security deposit at the rate of Rs.3/- per sq.mt of the total layout site. This deposit is intended as security against the layout applicant who is obliged to fulfill the layout conditions. The applicant has to form roads, provide infrastructure facilities like drainage water supply mains, street lighting, avenue tree plantation etc., and hand over the reserved open space along with roads to the Municipality through a registered gift deed after the layout is sanctioned and before obtaining its release for selling the plots or utilizing the plots for constructing of individual buildings. After getting permission from the Municipality, if the layout owner fails to fulfill any of the obligations or only partly fulfills layout conditions, he will have to fore go the deposit and the Municipality can take-up provision of such facilities with the deposit amount available with it after giving sufficient time to the applicant by way of notices and after forfeiting such deposit amount into Municipal Funds. If all the layout conditions and obligations of the layout owner under section 184 of APM Act are fulfilled such deposit will be refunded to the applicant.
   c. As the mortgage is with conditional sale, In case of failure of the application to fulfill his obligation the mortgaged property can be sold by the Municipality and the facilities provided in the layout with the amount realized by the sale of the mortgaged property.
   d. Similarly the municipality can proceed to realize the security amount from the bank as per the Guarantee and take action to provide facilities as specified in the layout condition in case the applicant fails to perform his obligations within the specified time limit and even after sufficient notice.
The practice of producing Bank Guarantee with time limits of the one year or so should not be accepted. Bank Guarantee with out time limit should be produced to avert the scope of escape of the applicant from his obligations due to administrative and other delays in the Municipal Office as per DT&CP Circular  Lr Roc.No.11412/84/85. Dt. 8-09-84.

9. **Plan and other particulars:** The layout application should essentially contain the following plans.
   a. **Site plan:** It is otherwise called topo detailed plan and it should be drawn to a scale of not less than 1:1000 on a tracing cloth plus 4 copies of this plan should contain the topo details of the surrounding land within a distance of 100 mtrs. The particulars such as Sy.Nos, prominent existing features should be marked in the plan must be signed by the Municipal licensed surveyor and the applicant.
   b. Detailed plan on a tracing cloth plus 4 copies in the scale not less than 1:500. This plan should contain the boundaries based on certified survey record with details of Sy.Nos, alignment and width of proposed roads. Building lines, sizes of the proposed roads 10% reserved open space to be set- apart for publice purpose as per sec 184(2) (b) of A.P act electrical lines, water mains, sewers etc. and alignment of existing roads passing through and the contour map of the layout site with levels taken at 15 mtrs, intervals from the connecting road the plan should also show a pucca huts commercials or industrial use buildings. All the details specified under rules have to be shown in the site plan duly signed by the Municipal licensed surveyor and the applicant.
   c. Other important documents to be enclosed to the layout applications are Non- Encumbrance certificate from the registration Department covering the layout land. Certified copies of the title deed (in case the application is by General power of Attorney hold. Such certified deed should also enclosed) and a statement showing the arrangements to be made for leveling, paving,metalling, flagging, channeling, sewerage, draining, conserving of water and lighting of streets. The street and provision of water supply mains as per sec.185 (1) ( c ) of A.P.M. Act in conformity with the specifications maintained in appendix ‘B’ of layout rules.

10. **Incomplete application:** Application not received in the prescribed from not accompanied by the documents maintained in rules 5 of layout Rules (as started above) shall be rejected at the initial stage by Municipality

11. **Roads and Plots:** Road widths as specified and indicated in Appendix ‘C’ of layout Rules subject to the road widths provided in General Town Planning Scheme (Master Plan) or D.T.P.Scheme or both have to be maintained in the layout which shall have to be followed.
   a. The minimum road width in a layout shall be 12m (40') as per G.O.Ms.No. 528 MA dated 25.09.1998)
   b. The minimum extent of the plot and its width as per 9(1) of layout Rules are 200 sq.mts & 9.00 mts respectively for residential plots except in the case of huts, weaker section housing plots, industrial workers plots etc. as specified therein. The size of the plot shall not be less than 8 m x 12 m for residential purpose (Rule 9 (2)) and for non-residential plots. It shall be fixed in consultation with DT&CP Rule 9 (3) corner plots shall have to be splayed off to such an extent as approved by the DT&CP., A.P., Hyderabad as per Rule 9(4).
12. **Sub-division of plot**: No plot approved by the DT&CP in a layout shall be sub-divided or utilized for any other purpose without prior approval of DT&CP Rule 9(5).

13. **Reserved open space**: The extent of reserved open space to be set-apart and handed over to the Municipality along with the roads free of cost through a registered gift deed i.e. 10% of the total area of the layout site. The reserved open space is essential in any layout including in those approved for weaker section housing etc.

14. When a layout site is covered by the Master Plan or Detailed Town Planning Scheme of any Town, such 10% reserved open space must be provided in same part of General open space shown in the Master Plan / GTP scheme and handed over to the Municipality free of cost and the additional general open space of such Master plan or GTP Scheme falling within layout site should also be handed over to the Municipality and the applicant is entitled for compensation for such excess open space over and above 10% at the prevailing market rate.

15. In case where the extent of layout site is less than half hectare, the owner in such cases also should set apart and transfer such extents prescribed under sub-rule(1) of the total extent to the Municipality. But the council is at liberty to dispose of such land with the concurrence of the Director or Town and Country Planning provided it does not form part of compact block of open space which could be carved out with the neighboring layout areas to any body at the rate fixed by the District Collector; Provided that the rate so fixed by the District Collector shall not be less than the registration rate fixed by the Registration Department for the said localities and utilize the amount so realized for acquisition and development of a larger piece of land required for community facilities in the locality as may be decided by the Council with the approval, of the Director or Town and Country Planning.

16. The DT&CP in his Circular Lr.Roc.No.1141/84/D5, dt: 08-09-84, has clearly issued guidelines relating the above reserved open space issue and also other relevant aspects related to the layout.

17. The Government vide G.O. Ms.No. 72 MA, dt.20-02-2002 have directed that all Nagar Panchayats/ Municipalities/ Municipal Corporations in the State shall not propose to utilize the reserved open spaces of a layout for the purpose other than the intended original use such as a park, paly gound, community structure, urbn forestry and similar eco-conservation programme. Alienation proposals in respect of Municipal vacant lands if any available which are other than the reserved open spaces can be proposed for remunerative purposes like shopping/office complexes etc.

18. **In the G.O. Ms.No.161 MA, dt: 21-03-1984** have amended the layout rules adding rule 10(5) as follows.

**Rule 10(5):** The land to be set apart under clause (b) of subsection (2) of Section 184 as required by sub Rule(1) and (3) in respect of the site of the layout not exceeding one hectare may be provided in the area set apart for public purpose in the sanctioned GTP Scheme (Master Plan) in the vicinity of the layout areas as may be decided by the Council with the approval of Director of Town and Country Planning so as to secure larger extents of land for public purpose".
The provision is usually called as “exchange of open space” and it can be used to acquire larger extent of open spaces provided in master plan (public and semi public use) care should be taken that the site proposed to be handed over in lieu of the open space in the layout should have clear title and access from public street as per the instructions issued by Director of Town and Country Planning. One percent extra site should be taken over by the Municipality as exchange and got registered by gift deed along with the roads of the layout after fulfilling the layout conditions. Before exchange of such open space the land value of layout site Master plan open space where exchanged site to be provided shall be obtained from Revenue and Registration dept, according the extent of exchanged site should be worked out.

**Rule 14.** All the roads and open spaces such as parks and play grounds earmarked in accordance with theses rules in a layout which is approved under sub-section of (3) of sanction 185 shall automatically stands transferred free of cost, and vest with the municipal council, free from all encumbrances. After such vesting, the municipality shall maintain all such open spaces for the purposes for which they have been earmarked.” (G.O. Ms. No. 114 MA dt. 14.03.2000).


1. **Section 388:** Every person who intends to sell or let on lease any land, to divide land into building plots, to make a layout or forming private street shall submit a Notice to Commissioner under section 388.

2. **Section 389:** Commissioner may call for further particulars under section 389 which the Commissioner deems necessary to enable him to deal satisfaction.

3. **Section 391:** Laying out of land, dimensions and area of each plot, laying out of private streets and heights of buildings to be determined by Commissioner.

4. **Section 392:** Land not to be appropriated for building and Private Street not to be laid out until expiration of notice not otherwise than in accordance with Commissioner's direction.

5. **Section: 393.** Renewal of notice of intention to carry out works not executed in pursuance of approval given under Section 391.

**6. LAYOUT RULES**


a. These rules may be called the Municipal Corporation of Hyderabad (Layout) Rules, 1965.

b. They shall come into force from the date of publication in the official Gazette. (i.e. from 20-01-1966).

c. Every application for sub-division of land into plots or layout of private streets shall be made in the form specified in Appendix A to the rules.

d. The application shall bear the signature of the owner of the land and licensed surveyor or architect together with his qualifications and licence number.
e. Each application shall be affixed with a court fee stamp of the value of rupee 1.

f. The applicant shall deposit in advance layout fee, which may be specified by the Corporation, from time to time, in the municipal treasury and attach the receipt of payment to the application.

g. The application shall be accompanied by a site plan drawn to scale of Rs. 1:500 on tracing cloth in triplicate and blue prints in duplicate signed by a licensed surveyor and the owner of the land furnishing the following particulars.

i. Boundaries of the land based on survey records, indicating S.Nos, within and around and contour levels at 15 metres intervals.

ii. Topographical details of the land upto 90 metres around the boundary of the site indicating, existing buildings, huts, roads, open spaces natural water-courses, big trees and other permanent features, which cannot be disturbed normally, the layouts already approved and developments which have taken place.

iii. High-tension electric lines, water mains main sewers, alignment of National Highways passing through the lands as certified by the concerned authorities.

iv. The direction and means of access from existing public or private street, intended level and width of proposed street and sections, the street alignments, the building lines, as per standard specification specified in Appendix “B” to the rules.

v. The position, number and size of individual buildings, plots, open spaces for parks, playgrounds and other communal purposes, such as schools, shops, bus stops and parking places.

i. The applicant shall also furnish a statement of arrangements made for providing approaches from the existing public or private streets, for levelling, metalling and asphalting the proposed roads, conservancy, storm water and underground drainage, street lighting and plantation of avenue trees, indicating the works which he undertakes to carry out and the remaining which he wants to be carried out at his expense by the Corporation.

j. A non-encumbrance certificate from Registration Departments for the lands covered by the layout, together with a true copy of the title deed attested by a Gazetted Officer or by a Corporation Officer authorised by the Commissioner in this behalf shall be enclosed.

k. The layout plan shall satisfy the following requirements.

l. The proposed roads shall have the following widths with reference to their length subject to the provisions of the Developments plan approved under the Act.

<table>
<thead>
<tr>
<th>Length of the road</th>
<th>Width of the road</th>
</tr>
</thead>
<tbody>
<tr>
<td>0’ to 500’-</td>
<td>40’ or 13 metres.</td>
</tr>
<tr>
<td>501’ to 1000’-</td>
<td>50’ or 16 metres.</td>
</tr>
<tr>
<td>1001’ to 1200’-</td>
<td>60’ or 19 metres.</td>
</tr>
<tr>
<td>1501’ to 2000’-</td>
<td>80’ or 25 metres</td>
</tr>
</tbody>
</table>
m. The area reserved for roads, parks and playgrounds shall not be less than 40% of the gross area of the land covered by the layout subject to the condition that the land covered by roads shall not in any case be less than 20% of the gross area.

n. Building lines shall be indicated in the site plan according to the following standards:

<table>
<thead>
<tr>
<th>Width of the road.</th>
<th>Minimum depth of setback from the nearest edge of the road.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) 40 feet</td>
<td>10’ or 3.05 metres.</td>
</tr>
<tr>
<td>(b) 50 feet</td>
<td>15’ or 4.58 metres.</td>
</tr>
<tr>
<td>(c) 60 feet</td>
<td>20’ or 6.1 metres.</td>
</tr>
<tr>
<td>(d) 80 feet</td>
<td>20’ or 6.1 metres.</td>
</tr>
<tr>
<td>(e) 100 feet</td>
<td>25’ or 7.6 metres.</td>
</tr>
</tbody>
</table>

o. A plot intended for residential building shall not be less than 300 sq. yards, or 270 sq. metres, having a minimum width of 35 feet or 10.7 metres.

p. Sites intended for non-residential purpose, such as shops or godowns etc., shall not be less than 300 sq. feet or 28 sq. metres, with a minimum width of 12 feet or 4.2 metres.

q. Corner plots at the junction of roads shall be splayed with 10 feet 3.05 metres offset or rounded off.

7. All roads and open spaces such as parks and playgrounds earmarked in accordance with these rules in a layout, which is approved by the Corporation shall automatically stand transferred to free of cost; and vest with the Corporation free from all encumbrances. After such vesting, the Corporation shall maintain all such open spaces or the purposes for which they have been earmarked.

a. Having regard to the needs of the area and its neighbourhood, the Commissioner may earmark sufficient area in the layout for shops or shop-cum-residential plots with a minimum set-back of 20 feet or 61 metres from the nearest edge of the road to allow adequate space for pedestrians and parking of cars and buses in addition to an areadcti verandah 10 feet or 3.05 metres deep in front of such shops or buildings. The Commissioner shall, while approving the layout, indicate in the sanctioned plan the plots approved for residential or non-residential purpose.

b. No residential plot or part thereof shall be utilised or permitted to be utilised for construction of buildings for non-residential or commercial purposes.

c. The Commissioner shall within 60 days of the receipt of the application with all the above particulars communicate to the applicant the conditions and modification subject to which the layout will be considered for approval and also inform him of the estimated cost of development and provision of public amenities.

d. The applicant shall within seven days after the receipt of letter under rule 13 communicate to the Commissioner his agreement in the form prescribed in Appendix D to raise the level of the site
suitably, metal and asphalt the roads as per specifications prescribed by the Commissioner and plant avenue trees at such intervals as are indicated in the plan, or request the Commissioner to carry out the said works on his behalf and deposit the cost thereof as per estimates furnished by the Commissioner.

e. If no reply is received from the applicant within 15 days of receipt of the communication from the Commissioner referred to in rule 13 the Commissioner may treat the application as having lapsed.

f. Where an applicant is permitted to carry out any work, he shall complete the works according to specifications within twelve months from the date of receipt of sanctioned layout and transfer these along with site earmarked for parks and playgrounds, free of cost to the Corporation through a registered gift deed within one month of their completion for maintenance.

g. Notwithstanding anything contained in rule 16, the applicant shall deposit the estimated cost of laying sewers and underground storm water drains, which shall be carried out by the Corporation.

h. The applicant shall deposit the entire cost of works or furnish Bank guarantee in the form prescribed in Appendix E or execute a registered mortgaged deed in the form prescribed in Appendix C to cover the entire estimated cost of such works.

i. Unless and until the provisions of rule 14, 16, 17 and 18 are complied with the Commissioner shall not accord final approval for the layout.

j. When the owner fails to complete the works to the satisfaction of the Commissioner within the prescribed period, the Commissioner will be at liberty to auction the plots so mortgaged and with the amount so realised execute such works and recover the excess amount, if any, incurred by the Corporation as arrears of property tax.

k. The owner shall undertake not to utilise, sell, lease or otherwise dispose of the land as sites for construction of buildings for residential or non-residential or industrial purposes until all the provisions of rules 13 to 20 (both inclusive) are complied with to the satisfaction of the Commissioner.

l. No layout shall be approved on the basis of individual payment of charges towards the cost of works as laid down above.

m. The Government may, either suo motu or an application made to them exempt any layout or each of class of layouts from the operation of all or any of the provisions of these rules.

APPENDIX A.
(See rule 3)
Layout Application
(Please see the HMC ACT 1955)

APPENDIX B
[Rule 7 (4)].
Specification for Asphalt or Bitumen Road.
(Please see the HMC ACT 1955)
APPENDIX C
(Rule 18)
Deed of Mortgage by Conditional Sale
(Please see the HMC ACT 1955)

APPENDIX D.
(Rule 14)
Agreement Deed
(Please see the HMC ACT 1955)

APPENDIX E
(Rule 18)
(Under taking for not to revoke Bank Guarantee)
(Please see the HMC ACT 1955)

LAYOUT CONDITIONS
(Please see the HMC ACT 1955)
CHECKLIST FOR SUBMISSION OF LAYOUTS
(To be filled in and furnished along with Layout and required enclosures)

A. General:
1. Name of the Municipality / G.P.
2. The layout is meant for Residential Commercial / Industrial plots
3. The proposals is forwarded by the M.C., of ........ in his Lr.No........ dt:..........

B. Particulars of the fee-charge collected:
1. Layout fee Rs........ in Challan No........ dt:........
2. Conversion fee Rs........ in challan No........ dt:........
3. Scrutiny deposits Rs........ in challan No........ dt:........
4. If Bank Guarantee is given in lieu of security deposits the same may be furnished ........
5. If a part of site is mortgaged in lieu of security deposit the details of mortgaged area to be given as follows extent & .......... Sq.mts / Sq.yds land value Rs........ as per the rate fixed by the Dist. Collector.

C. Location:
The particulars of the site under reference:
1. S.No. / T.S.No. / R.S.No. / D.No.
2. Extent of the layout site
3. Whether F.M.B. Sketch enclosed
4. Whether topo detailed map to radius of 100m around the site furnished Y / N
5. Whether extract of village/ town map showing the site under ref. furnished Y / N
6. Whether the layout (with L.P.Nos) falling within 100m radius furnished
7. Whether there is any drain / channel / Water course / electrical / telephone line passing through the site and the same has been shown in plan

D. Access:
1. Whether the site is accessible through an established existing road
   a) The status of the road - NH / SH / Mpl / G.P / Pvt
   b) The width of the road - Existing ........ Mts
      - Proposed........ Mts
2. Whether the site gets access from the roads in an already approved layout in the adjacent site.
   Y / N
   a) L.P.No........
   b) Whether the road giving access has been handed over to the Municipality
      Y / N

E. Ownership:
1. The site under reference is a private Mpl / Govt. / Endowment land.
2. In case, the land belongs to a public / Govt. Agency. Please indicate.
   1. Registered Doc.No................
   2. Allotment order............... 
   3. Lease deed....................
   In case, it is a private land please furnish
   1. Regd. Sale deed
   2. Adangal / Pahani
3. In case, the applicant is GPA holder, please furnish 1. Regd. GPA deed
4. Whether the extent and dimensions of the site tally with the adangal and Regd. Sale deed if not, please rectify the discrepancies and forward with an explanatory note.
   Y / N

F. Master Plan:
1. Whether the town is covered by a sanctioned GTP / CRA / DTP Scheme if, yes please indicate the land use of the site under reference
   Y / N
   (Residential / Commercial / Industrial / Agricultural / Public and semi-public)
2. Whether any Master Plan roads passing through the site under reference
   Y / N
   If yes, please indicate the width
   Existing - M / Ft
   Proposed - M / Ft

G. Reports:
1. Whether a detailed technical report of the head of the Town Planning Section enclosed
   Y / N
2. Any other information necessary for scrutiny of the case may also be furnished
   Y / N

TPO / TPS / B.I Municipal Commissioner
Kakinada
RULES RELATING TO THE APPROVAL OF LAYOUTS BY MUNICIPAL COUNCILS


In exercise of the powers conferred by clause(s) of sub-section (2) of Section 326 read with section 185 of the Andhra Pradesh Municipalities Act 1965 (Act 6 of 1965), the Governor of Andhra Pradesh hereby makes the following rules relating to the approval of layouts by municipal councils the same having been previously published at Pages 105~120 of Rules Supplement to part I of the Andhra Pradesh Gazette, dated 3rd April, 1969, as required under clauses (a) and (b) of sub-section (1) the said Act.

RULES RELATING TO APPROVAL OF LAYOUTS BY MUNICIPAL COUNCILS

1. These rules may be called the Andhra Pradesh Municipalities (layout) Rules, 1970.

2. In these rules
   (a) “Act” means the Andhra Pradesh Municipalities Act, 1965;
   (b) “General Town Planning Scheme” or “Detailed Town Planning Scheme” and “Master Plan” mean the General Town Planning Scheme or Detailed Town Planning Scheme sanctioned under the Andhra Pradesh (Andhra Area) Town Planning Act 1920 and the master plan sanctioned under Chapter-XIV of the Andhra Pradesh (Telangana Area) District Municipalities Act, 1956 saved by subsection (2) of Section 391 of the Act.
   (c) “Government” means, the Government of Andhra Pradesh; and (d) “Section” means, the section of the Act.

3. Every application under sub-section (1) of section 185 of the Act, for sanction of a layout and forming a new private street of road shall be sent to the Municipal Office in the form prescribed in Appendix “A”.

4. Every such application bear the signature of the owner of the land and licensed surveyor and it shall be affixed with a court fee stamp of the value as may be prescribed by the Government from time to time.

5. The application shall be accompanied with the following particulars namely
   (i) a site plan in quadruplicate which shall also be signed by a licensed surveyor and the owner of the land down to a scale of nor less than :1000 on a tracing cloth showing the top details of the land and sanction layouts if any, within a distance of 100 meters around the proposed site clearly indicating survey numbers within and around the existing roads in and around the sites, buildings, huts open spaces, natural water courses, big trees and permanent features which cannot be disturbed normally, and other developments if any taken place and the streets or roads, giving access to the site and connecting them with any existing public or private street of road.
   (ii) the detailed plans in quadruplicate of the site under reference drawn to a scale of not less than (1:500) accurately drawn and on a tracing cloth which shall be in consonance with the particulars mentioned in sub-section (1) of section 185 and shall also show
      (a) The boundaries of the land based on certified survey Records and with survey number indicated;
      (b) Alignment of the proposed streets;
      (c) The proposed width of the streets;
      (d) The proposed building lines;
      (e) The proposed sizes and number of plots;
      (f) places set apart in the layout for the proposes mentioned in clause (b) of sub-section (2) of section 184 and also places set apart for other communal and public purposes such as shops bus-stops and parking places;
      (g) the purposes of utilisation of the plots such as pucca buildings, huts, tenements, detached, semi-detached, or row houses or for factories, shops, etc.
      (h) Electric lines (high tension or low tension). Water mains and sewers if any telephone and telegraph lines, etc. alignment of National and State Highways and major and minor district roads passing through the land.
      (i) the spot levels at intervals of 15 metres for the whole area under reference and also along the existing roads from which access is sought to a length of at least 100 metres; and
   (iii) a statement of the arrangements made for providing plantation of avenue trees, in addition to the arrangements so made as per clause (c) of sub-section (1) of section 185.
   (iv) a non-encumbrance certificate from the Registration Department for the lands covered by the layout together with a true copy of the title and attested by the Gazetted officer, and
   (v) A receipt of the Municipality showing the amount of non-interest bearing security deposit at the rate of `[Rs.3.00 per sq. metre (total area of land covered by the layout for the due fulfillment of the obligations imposed under section 184 or in lieu of cash deposit. A security in the shape of land of such extent equivalent to the value of cash deposit in the area covered by the layout shall be “mortgaged through a registered mortgagee in favour of the Municipality or in the form of Bank guarantee equivalent to the amount of security deposit in the Form prescribed in Appendix “G”.

6. Applications not received in the prescribed form and not accompanied by the documents mentioned in Rule 5 above rejected

7. The arrangements to be made for levelling, metalling roads with approaches from the existing public or private
roads under sub-section (1) of section 185 shall be in conformity with the specifications mentioned in Appendix ‘B’ to these rules.

**Note:** Drainage works (both sewers as well as storm water drains) water supply mains and lighting shall be executed by the Municipality at the expenses of the applicant and the remaining items, viz. plantation of avenue, trees, formation of roads, etc., shall be executed by the applicant, as per the specifications prescribed in these rules.

8. The width of the streets and roads in the layout shall conform to the minimum requirements as indicated in Appendix C', and also subject to the provision of the General town Planning Schemes or the Detailed Town Planning Schemes or both or the Master Plans.

9. (1) A plot intended for residential purposes shall not be less than [100 sq. meters] with a minimum width of [6 meters] in all areas of the Town other than those set apart for

(a) Hut areas declared as such under section 205,
(b) Slum clearance and rehabilitation areas as notified under the Andhra Pradesh Slum Improvements (Acquisition of Lands) Act, 1956,
(c) areas to be developed by the Government or the Municipality or any other authority authorised by the Government or the concerned Municipality for housing Harijans, persons belonging to weaker sections of the society persons engaged in unclean occupation; and
(d) Housing for Industrial workers.

(2) A plot intended for residential purposes shall not be less than 100 Sq.Mts with a minimum width of 6.00 Mts in all areas set apart for:

- a) hut releases authorities under categories (a), (b), (c), and (d) mentioned in Sub-rule (1) above shall not be less than 8 Meters X 12 meters.

(3) the size of the plots for non-residential buildings shall be fixed by the council in consultation with Director of Town Planning.

(4) The corner plots at the junction of the roads shall be splayed off with such offset or rounded off to such extent as may be made by the Director of Town Planning while recommending the proposal under sub-section (3) of section 185.

(5) No plot in a layout shall be sub-divided or utilised for any purpose other than the purpose for which the layout is approved and sanctioned except with the prior approval of Director of Town planning who will consider the need and necessity for such sub-division or such other purpose, with due regard to the changes, taking into consideration the and other land use proposals or regulations.

10. (1) The area of land required to be set apart under clause (b) of sub-section (2) of section 184 shall not be less than.5% of the gross area covered by the layout with not more than 8 plots per gross Hectare over and above this for the increase of every two plots per gross hectare, the open spaces to the provided shall increase by one more percent. [Such open spaces shall, however, be limited to 10% a maximum, irrespective of the size of plots when minimum, extent and width safety as per sub-rule (1) of Rule 9.]

(2). In case the area, for which a layout is sought for, falls in a Master Plans or in a Town Planning Scheme and for which a draft scheme is already furnished by the Director of Town Planning or in a sanctioned Town Planning Scheme or Master Plan, if a portion of his land falls in the area ear-marked in such plans for a common public purpose in the interest of general development of that locality, the owner of such land shall transfer such percentage of the area of layout as prescribed in sub-rule (1) free of cost to the municipality. In other cases i.e., if the areas so earmarked in the layout under reference are more than such percentage as prescribed in sub-rule (1), he shall also transfer the entire area so proposed to be reserved in the layout and he is entitled to receive compensation at the prevailing market rates from the Municipality for the part of his site which is in excess of the extent of land which he was to provide as per sub-rule (1).

(3) Irrespective of the fact, whether an area lies in a notified or sanctioned Town Planning Scheme or the area covered by Master Plan, if the area of land covered by a layout is fairly small say less than half hectare in extent, the owner in such cases also should set apart and transfer such extents prescribed under sub-rule (1) of the total extent to the Municipality. But the Council is at liberty to dispose of such land with the concurrence of the Director of Town Planning provided it does not form part of compact block of open space which could be carved out with the neighboring layout areas to any body at the rate fixed by the District Collector; Provided that the rate so fixed by the District Collector shall not be less than the registration rate fixed by the Registration Department for the said localities and utilise the amount so realised for acquisition and development of a larger piece of land required for community facilities in the locality as may be decided by the Council with the approval, of the Director of Town and Country Planning

(4) The Municipality shall not use the land so transferred for any purpose other than that for which it is so transferred or shall not utilise; amount for any other purpose other than the acquisition of the land for the purpose for which it is so transferred.

(5) The land to be set apart under clause (b) of sub-section (2) of Section 184 as required by sub-rules (1) and (3) in respect of the size of the layout not exceeding one hectare may be provided in the areas set apart for public purpose in the sanctioned General Town Planning Scheme (Master Plan) in the vicinity of the layout areas as may be decided by the Council with the approval of the Director of Town and Country Planning so as to secure larger extents of land for public purposes.

The Executive Committee shall within fifteen days of the receipt of the application with all the particulars

communicate to the applicant conditions and modifications subject to which the layout will be considered for
approval indicating the estimated cost of development and the amenities.

12 (1) the applicant shall within ten days after the receipt of communication under rule 11 communicate to the
Executive Committee through the Secretary of the Municipality his agreement in the form prescribed in Appendix D’ to execute the works etc., as per specifications referred to in Appendix ‘B’ and as per plans and drawings
enclosed by the Secretary depending upon the nature of soil; or request the Secretary to carry out the said works
on his behalf and deposit the cost thereof on a provisional basis as per the estimates furnished by the secretary
less the initial deposit already made under Rule 5(v) and also an additional non-returnable deposit of a sum
equivalent to 5% of the provisional estimated cost of works to the executed by the Municipality at the expense of
the applicant towards supervision charges.

(2) If it is not possible for the applicant to deposit the amount referred to above in cash he shall furnish as a
guarantee from a chartered Bank in the form prescribed in Appendix E’ or execute a Registered Mortgage deed
at his cost hypothecating such extent of the land covered by the layout or the number of plots whose value is not
less than the total estimated cost of the work referred to in sub-rule (1) in the form prescribed in Appendix ‘F’
subject to the condition that any unforeseen expenditure over and above the provisional estimated cost plus supervision charges is met by the applicant by supplemental deposit to the extent necessary over and above the
initial cash deposit made or a guarantee from a Chartered Bank given already.

Explanation: - The word unforeseen’ includes inter alia, administrative delay in the execution of the work by the
Municipality caused due to reason beyond its control.

13. If a reply is not received from the applicant within ten days of the receipt of the communication referred to in
Rule11 the original application shall be treated as having lapsed and the deposit amount deposited under Rule
(5) (V) shall be refunded after deducting 2 per cent towards cost of scrutiny inspection, etc, on application made
by the applicant.

14. On fulfillment of the conditions laid down in section 148to the entire satisfaction of the Secretary, the owner of the
layout shall within a reasonable period which shall not exceed one year from the date of communication of
approval of the layout under subhsection (3) of section 185, of transfer the private streets or roads along with the
lands set apart for parks, play-grounds, educational institutions or for any other public purposes under clause (b)
of subsection (2) of Section 184 or under sub-rule (1) Rule 10 to the Municipality

APPENDIX ‘A’
(See Rule 3)
Layout Applications

(under sub-section (1) of Section 185 of the Andhra Pradesh Municipalities Act, 1965)

APPENDIX ‘B’
(See Rule 7)
Specification for Water Bound Macadam Road

The water bound road shall be formed in the following manner:

After shaping the road bed to the required chamber, if the sub-grade is of hard gravel soil then the metal is spread in two
layers of 11 cms. thick to get a consolidated depth of 15cm. A power roller of 8 to 10 tonnes weight is generally to be used.
The dry rolling should not be successive so as the cause the crushing of metal. The rolled surface is then watered
moderately, and thoroughly rolled until hard and compact so that a highly loaded vehicle makes no impression while
travelling on it. The screenings from the metal gravel fine lime stone or kankar than be spread in small quantities uniformly
on the surface about 1 cm, in thickness in total and watered and rolled properly. Finally a top dressing of 0.50 cm. thickness
of sand is spread on the surface only and finished of with final rolling. The surface is then kept moist for about two weeks
after opening to traffic.

Scheduled Carriage way widths: - The width of carriage way for one lane of traffic should not be less than 4 meters and for
two lanes of traffic not less than 7 metres. Accordingly the carriage way widths are indicated in the sketch referred to in
Appendix ‘C’

Raised foot paths on either side of Carriage Way- It is necessary that the footpath shall be 15cm above the road edge level
to provide a measure of protection to the pedestrian from vehicles. These are usually of available earth and gravelled and
well consolidated to the satisfaction of the secretary.

Kerb stones are structurally necessary to prevent lateral spread of road surface materials and preserve the bearing value of
sub-soil by preventing ingress of sewage water. Granite or Cement concrete is usual materials used for. Granite kerbs one
meter long by 30cm x 20cm. are usually adopted and laid flat on roads carrying light traffic in residential areas where its
effect will only to be give appearance to the street lines. To be effective and to give lateral support the depth of concrete
should be more. The top surfaces which are exposed should evenly be dressed and tooled. The ends of granite kerbs
should be dressed square. The top surface is tooled down to the slope of the foot path generally. This top surface is tooled
down to the slope of the foot path generally. This aids drainage. The storm water drains, culverts, etc, shall be constructed
according to the sizes and specifications as may be prescribed by the Secretary in consultation with the Municipal Engineer.
Appendix-C  
(See Rule -8)  

<table>
<thead>
<tr>
<th>Minimum Permissible length of street</th>
<th>Function of the street</th>
<th>Minimum permissible width of the street</th>
<th>Width between building lines</th>
<th>Width of the splay required at the junction of the street</th>
<th>Minimum width of the passing for the carriage way of the street</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 50 meters</td>
<td>Minor residential cul-de-sac street (dead end street) with 13M. 13M square space running of vehicles at the dead end.</td>
<td>8.00 Mts</td>
<td>13.0 Mts</td>
<td>2.00 Mts</td>
<td>4.00 Mts</td>
<td>This type of road can be permitted only at the description of the Municipality and in consultation with Director of Town and Country Planning.</td>
</tr>
<tr>
<td>Up to 250 Metres</td>
<td>Minor residential loop street</td>
<td>12.20 Mts (40'-0&quot;)</td>
<td>16.00 Mts</td>
<td>2.00 Mts</td>
<td>6.00 Mts</td>
<td>Total length of loop streets shall not exceed 150 Mts and both the ends of loop street shall join in a street having a width of not less than 13.00 Mts in width.</td>
</tr>
<tr>
<td>Up to 600 Mts</td>
<td>Residential street</td>
<td>13.00 Mts</td>
<td>19.00 Mts</td>
<td>3.00 Mts</td>
<td>7.00 Mts</td>
<td>Explained in the diagram</td>
</tr>
<tr>
<td>Length of the road exceeding 600.00 meters</td>
<td>Residential collector street</td>
<td>18.00 Mts</td>
<td>24.00 Mts</td>
<td>4.50 Mts</td>
<td>11.00 Mts</td>
<td></td>
</tr>
</tbody>
</table>

APPENDIX ‘D’  
(See Rule 12(1))  
Agreement Deed

APPENDIX ‘E’  
[See rule 12(2)]  
Guarantee Deed

APPENDIX ‘F’  
[See Rule 12(2)]  
Deed of Mortgage by Conditional Sale

This indenture made this day ____________ of one thousand nine hundred between ____________
Sri ____________, S/o. ____________, resident at ____________, (herein after called the Mortgagor which expression shall unless excluded by or is repugnant to the subject or context, include his heirs executors, administrators and assigns) of the one part, and municipal council called “The Mortgagee” which expression shall unless excluded by or is repugnant to the subject or context, include his successor in office and assign of the other part:

Whereas the Mortgagor is the absolute and sole beneficial owner and is seized, possessed of or otherwise well and sufficiently entitled to the land and premises hereinafter described in the schedule hereunder written and for greater clearance delineated on the plan annexed hereto and thereon shown with boundaries thereof coloured ____________, and expressed to be hereby conveyed, transferred and assured (hereinafter referred to as the said mortgaged property).

And whereas the Mortgagor applied for permission under Section 184 and 185 of the Andhra Pradesh Municipalities Act, 1965, to make a layout and from a new private street or road and building plots for residential/ nonresidential/Industrial purposes, and in the land bearing S.Nos. situated at ____________.

And whereas the Mortgagor having accepted the same has sanctioned the layout Plan/in File No. ____________ subject to the condition that the following works as per specifications appended will be completed by the Mortgagor within one year from the date of release of the approved layout.

(i) Water bound Macadam roads estimated to cost Rs. ____________.
(ii) Planting of Avenue trees at ________ Metres intervals estimated to cost Rs. ____________.

And whereas Mortgagor according to the terms and conditions of grant has separately credited Rs. ____________ in the municipal treasury through Challan No. ____________ and dated ____________ towards the following works to be executed by the Municipality within one year of the date or release of the approved layout.

(i) Laying of underground sewers along the or roads of the lay out estimated to cost Rs.
(ii) Laying of storm water drain culverts, etc., along the roads of the layout and construction estimated to cost Rs.
(iii) Providing streetlights along the street of the layout at metres ________ intervals estimated to cost Rs.

And whereas the Mortgagor having deposited 50% of the provisionally estimated cost of works mentioned above and to provide and complete the works as started in para 2 with a period of one year from the date of release of the approved layout, in addition to the lands expressly conveyed, transferred and assured as per the description given in the Schedule towards the balance of 50% of the said estimated cost of the works.

Now this indenture a witnesseth as follows:

(i) In pursuance of the rules relating to as the approval of layout (hereinafter referred to as the said rules) and in consideration of the deposit and hypothecating of the acquired lands by the Mortgagee to the Mortgagor pursuant to the provisions contained in the said Rules, the Mortgage do hereby covenant with the Mortgagor that the shall always duly observe and perform all the terms and conditions of the said rules.

(ii) With possession of the lands and the deposit in favour or the mortgages if the mortgagor completes the work as stated in para supra to the satisfaction of the Secretary, with in the agreed period of one year from the date of release of the approved layout, the mortgages shall at the cost of mortgagor be entitled to the retransfer of the said plots or land to the mortgager without any further liability on the same towards the execution of works contemplated in para supra.

(iii) It is hereby expressly agreed and declared that if there shall be any breach by the mortgagor of the covenants it shall be lawful for the Mortgagee to sell the mortgaged properties or any part thereof in any manners as to the Mortgagee shall think fit and the mortgagor shall forfeit the right of redemption as against the mortgagee.

(iv) (a) And it is hereby declared that the mortgagee, shall be free to complete the said works with amount so realised and the mortgagor, shall not be entitled to question the unfettered right of the mortgagee in any court of law.

(b) If the mortgagee has to spend additional amount for execution of the said works over and above the sale proceeds referred to in the above para it shall be realised from “mortgagor” or the purchasers of individual plots in the said layout area in the same manner as properly tax and the other plots not covered by the mortgagee will be under the first charge towards the said excess amount spent by the Municipality.

(c) The mortgagor shall separately convey the private streets and roads with the amenities mentioned in paras supra and the sites reserved for parks and playgrounds, etc., in the layout areas to the Municipality free, of encumbrance at the his cost within a fortnight after expiry of one year period allowed for the completion of the works either by the Mortgagor or Mortgagee as the case may be.

(d) The mortgagor shall not during the continuance of these present charge, encumber, alter or otherwise dispose of the mortgaged property and other plots unless and until the private streets and roads, and open space intended, for parks, and playgrounds, etc., are conveyed to the Municipality for treating them as public as indicated in para supra.

(e) That the mortgagee shall be in actual possession of the plots and continue to retain the same till the completion of the said works and the mortgagor shall not interfere with possession, interest, rights, and title of the mortgagee over the said plots in any ways detrimental to the interest, rights accrued insecurity and change over the said plots to the mortgagee till the works are completed as agreed upon.

(f) The mortgagor does also hereby agree to the Government Revenue, municipal taxes over the said property if any, till the redemption of the property as the same vests automatically in favour of the Municipality.

(g) The terms and conditions of this deed are binding and shall continue to be binding on the mortgagor, his heirs, successors in interests, right as well as a title and ownership and none of them shall be entitled to question the correctness or the genuineness of the terms and conditions of this deed anywhere at any time in any count.

In witness whereof the said mortgagor here into set his hand the day and the year first above written.

Signed by the said (mortgagor)

In the presence of:
1. Witness: 
   Address
   Occupation
2. Witness: 
   Address
   Occupation

Signed by Sri ________________ in the office of the Municipal Council for and on behalf of the Council in the presence of:
1. Witness: 
   Address
   Occupation
2. Witness: 
   Address
   Occupation

Signed by Special Secretary to Government.
Whereas ________________________________________is / are required to furnish a Bank Guarantee to the Chairman / Municipal Council for a sum of Rs.______ ________ (Rupees_________________________________________________________.) as per the requirements under Rule 5 (v) for sanctioning of a layout in respect of Sl. No.___________ situated at _________________________________________________________________.

I / We hereby undertake to pay the Chairman Municipal Council, the said sum of Rs. ___________ (Rupees.____________________________________________________.) on demand.

I / We undertake not to revoke the guarantee without written authority from the Chairman / Municipal Council.

Witness:
1__________________________
2__________________________

(Sd.)
Signature.

Section Officer.

. Provisions relating to approval of layouts in Gram Panchayaths

1. As per Section 121 of Andhra Pradesh Panchayat Raj Act 1994, “no piece of land shall be used as a site for construction of a building and no building shall be constructed or reconstructed and no addition or alteration shall be made to an existing building without the permission of the Gram Panchayat granted in accordance with the provisions of any rules or bye-laws made under this Act, relating to the use of building sites or the construction or reconstruction of buildings”.

2. The Government has issued ‘Andhra Pradesh Gram Panchayats Land Development (Layout & Building) Rules-2002 vide G.O.Ms. No. 67 PR&RD dt. 26.02.2002. As per said Rules (Sub Section (3) of Section 1 of Layout and Building Rules of the said GO) the land owner shall submit written Application in prescribed form in the concerned Gram Panchayat under Rule 11, the Director of Town & Country Planning is the competent Authority for the Technical Approval of Layouts in Grampanchayats..

3. The Director of Town & Country Planning (DT&CP) has delegated certain powers including approval of layouts to Regional Deputy Directors (RDDTPs) and District Town & Country Planning Officers (DTCPOs). There are 6 Regional offices and 22 District offices working under the Director of Town & Country Planning.
3. FIRE PROTECTION REQUIREMENTS FOR BUILDINGS

1. INTRODUCTION:
   a. Precautions from fire is more safe, easy and economical than fighting the fire. Whether it is in a forest or in a settlement, fire is always destructive and danger to life, property, environment etc. The occurrence of fire is an irreversible chemical process. The occurrence of fire in buildings is not only dangerous to human lives but also to property. Irrespective of the use of the building and size of the structure the necessary precautions have to be taken to save the life and valuable property from the fire accident. In case of residential buildings it is more important to take all necessary steps not only to prevent fire but also to combat the fire if it occurs, because the residential buildings are always with people living in it.
   b. Not only the use of the building but the height of the building has got a major role in combating the fire. More the height of the building, it is more difficult to fight the fire and causes more threat to the lives of the inmates of the building and also to the property.
   c. There is a need to have proper blend of inbuilt Fire Safety measures in view of difficulties in extinguishing Fires from outside. If proper Means of Escape are not provided, Smoke and Poisonous Gases from Fire may cause suffocation and deaths.

2. NEED FOR FIRE SAFETY IN BUILDINGS:
   The Fire Fighting and Rescue operations in the residential buildings are very difficult due to the following characteristics of Fire accidents.
   a. Intensity of Fire is severe in view of use and storage of highly inflammable materials such as LPG (Cooking Gas), Furniture, Carpets, Curtains, Plastics, etc.,
   b. Occupation of the Building by different types of people.
   c. Fire and smoke spread through vertical openings such as Staircases, Lift shafts, Service Ducts, Air Conditioning ducts, etc.,
   d. Smoke filled building makes it difficult to locate the seat of Fire.
   e. In the absence of Electricity, Fire Fighters have to carry equipment up the stairs.
   f. Lack of adequate access around the building makes it difficult for Fire Engines to maneuver effectively.
   g. Suffocation due to Carbon-di-oxide and Carbon Monoxide causing large number of deaths.
   h. Parking in the set back open spaces causes obstruction for movement of Fire Units.
   i. Lack of adequate water storage in the premises for Fire Fighting.
   j. Fire spreads fast due to high wind in upper floors.
   k. Close proximity of flats/ apartments (residential buildings).
   a. There is need to provide inbuilt safety measure during construction stage itself in the interest of safety of the inmates as Fire Fighting externally is very difficult in High Rise Buildings.
3. CLASSIFICATION OF BUILDINGS AS PER NATIONAL BUILDING CODE:

a. As per Clause 3.1, Part 4 of National Building Code of India, 2005, the Buildings are classified according to the use (or) the character of occupancy.

They are
i. Group A : Residential
ii. Group B : Educational
iii. Group C : Institutional
iv. Group D : Assembly
v. Group E : Business
vi. Group F : Mercantile
vii. Group G : Industrial
viii. Group H : Hazardous

b. Clause 3.1.2, Part 4 of National Building Code of India, 2005 defined Group "A" Residential Buildings as "any building in which sleeping accommodation is provided for normal residential purposes with or without cooking or dining or both facilities."

c. Buildings and structures under Group "A" are further sub-divided as follows:

<table>
<thead>
<tr>
<th>Sub - division A - 1</th>
<th>Lodging or rooming houses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub - division A - 2</td>
<td>One or two family private dwellings.</td>
</tr>
<tr>
<td>Sub - division A - 3</td>
<td>Dormitories.</td>
</tr>
<tr>
<td>Sub - division A - 4</td>
<td>Apartment houses (Flats).</td>
</tr>
<tr>
<td>Sub - division A - 5</td>
<td>Hotels.</td>
</tr>
<tr>
<td>Sub - division A - 6</td>
<td>Hotels (Starred).</td>
</tr>
</tbody>
</table>

Similarly other buildings in different groups also subdivided depending on the type of use.

4. STATUTORY PROVISIONS:

a. DEFINITION OF HIGH RISE BUILDINGS:

i. NATIONAL BUILDING CODE OF INDIA, 2005:

   Clause 2.25:
   For the purpose of this part, all buildings 15 Meters or above in height shall be considered as High Rise Buildings.

ii. HYDERABAD REVISED BUILDING RULES 2006:

   (G.O.Ms.No.86, MA & UD Dept, dated 3.3.06) (Definition 2 (v))
   High-Rise building means a building 18 m or more in height. However, chimneys, cooling towers, boiler, rooms/ lift machine rooms, cold storage and other non-working areas in case of industrial buildings and water tanks, and architectural features in respect of other buildings may be permitted as a non-High Rise building. Buildings less than 18 m including stilt floor/ parking floor stand excluded from the definition of high-rise buildings.
Note: Similar provisions are incorporated in the building rules extended to other ULBs.

b. **STATUTORY REQUIREMENT TO COMPLY WITH FIRE PROTECTION & SAFETY MEASURES IN RESIDENTIAL BUILDINGS:**

**ANDHRA PRADESH FIRE SERVICE ACT, 1999:**

a. **Section (13):**

"Any person proposing to construct a building of more than 15 Meters height for Commercial/ Business purpose, 18 Meters and above height for Residential purpose, and buildings of public congregation like schools, cinema halls, function halls, religious places, which are more than 500 Sq. Meters in plot area or 6 Meters and above in height shall apply to the Director General or any member of the service duly authorized by him in this behalf, before submission of such building plans to the authority or officer competent to approve the same under the relevant law, for the time being in force, for a no objection certificate along with such fee as may be prescribed".

b. **Section 13 (2):**

The Director General or any member of the service duly authorized by him in this behalf, shall within sixty-days of receipt of such application, on being satisfied about the provision of fire prevention and safety measure as stipulated in the National Building Code of India, or any other law for the time being in force regulating such purpose or activity, shall issue a no objection certificate with such conditions may be considered necessary and if not so satisfied, reject the same for reasons to be recorded in writing.

5. **FIRE PREVENTION MEASURES**

a. **ELECTRIC SAFETY:**

i. Before occupying the building the Electrical wiring and installations shall be certified by the Electrical Engineers to ensure electrical fire safety.

ii. Air-conditioning shall have fire protection measures as per Rule 15 (f) of A.P. Apartments (Promotion of Construction and ownership) Rules, 1987.

iii. Transformers shall be protected with 4 hours rating fire resistant constructions as per Rule 15 (e) of A.P. Apartments (Promotion of Construction and ownership) Rules, 1987. Transformers if provided indoors or in basement, it should be provided with automatic High Pressure water spray (Mulsifyre) system.

b. **COOKING GASES:**

i. LP Gas pipelines shall be run in separate shafts exclusively for this purpose and these shall be on external walls away from the staircases.

ii. Adequate ventilation shall be provided for the storage of LPG Cylinders and for the cooking gases.
c. **FIRE DRILLS:**

i. Fire Drills shall be conducted once in six months.

ii. Fire notices/orders shall be prepared to fulfill the requirements of the fire fighting and evacuation from the buildings in the event of fire and other emergency.

iii. The occupants shall be made thoroughly conversant with their actions in the event of the emergency by displaying fire notices at vantage points.

iv. Such notices should be displayed prominently in broad lettering and illuminated exit way marking Signs.

d. **AUGMENTATION OF WATER SUPPLY FOR FIRE FIGHTING PURPOSE:**

Implementation of Government instructions issued vide Government Memo. No. 10904/ A1/2005-1, Municipal Administration, Dated 23-05-2005 by the Commissioners and Special Officers of all the Municipalities and Corporations in the state to make necessary arrangements for augmenting Water supply for Fire Fighting purposes by repairing Static Water Tanks, Fire Hydrants and providing additional hydrants at all the vulnerable and required Places.

6. **GENERAL FIRE SAFETY MEASURES SUGGESTED:**

The following general Fire Safety measures are suggested to ensure the Fire & Life safety of the inmates.

i. Stilt Floor and Basement shall be used for exclusively for parking purpose and no other construction and activity shall be permitted.

ii. Under no circumstances conversion of Residential Buildings for other purposes i.e., Shops, Storages, etc., shall be permitted.

iii. Certification of Electrical Wiring & Installations by qualified Electrical Engineer once in every 5 years.

iv. Preparation of Fire Safety Plan as per Annexure ‘E’, Part 4 of NBC of India.

v. Training of all the Security staff/Watchman/Employees in First Aid Fire Fighting at A. P. Fire Services and Home Guards Training Institute, Vattinagulapally, Ranga Reddy District.

vi. Provision of Ventilation at every landing of the Staircase in all Floors.

vii. Keeping the Corridors and Staircases free of obstructions.

viii. Periodical checking of LPG Stoves/Pipes/Cylinders by the authorized Mechanic of Gas distributor.

ix. Keeping the Terrace door unlocked.

x. Good Housekeeping should be ensured.

[Note: Please study “Part 4: Fire and Life Safety” from the National Building Code 2005 for detailed information]

Please refer part IV (Fire Protection) of National Building Code of India (Part of Extract is given below)

7.8 **MEANS OF ACCESS**

As provided in Building Bye-Laws 4.7.
7.9.1 **Provisions of Exterior Open Spaces around the Building**: As provided in building bye-laws 4.9.4.

7.9 **EXIT REQUIREMENT**

As provided in Building Bye-Laws 4.8.

7.9.1 **Type of Exits**: As provided in Building Bye-Laws 4.8.1

7.9.2 **Number of Size of Exits**: As provided in Building Bye-Laws 4.8.2

7.9.3 **Arrangements of Exits**: As provided in Building Bye-Laws 4.8.3

7.9.4 **Occupant Load**: As provided in Building Bye-Laws 4.1

7.9.5 **Capacity of Exit**: As provided in Building Bye-Laws 4.8.4

7.9.6 **Staircase Requirements**: As provided in Building Bye-Laws 4.8.5

7.9.7 **Minimum Width Provision for Stairways**: As provided in Building Bye-Laws 4.8.6

7.9.8 **Minimum Width Provision for Passageway/Corridors**: As provided in Building Bye-Laws 4.8.7

7.9.9 **Doorways**: As provided in Building Bye-Laws 4.8.8

7.9.10 **Stairways**: As provided in Building Bye-Laws 4.8.9

7.9.11 **Fire Escapes or External Stairs**:

a. Fire escape shall not be taken into account while calculating the number of staircases for a building.

b. All fire escapes shall be directly connected to the ground.

c. Entrance to the fire escape shall be separate and remote from internal staircase.

d. The route to fire escape shall be free of obstructions at all times except the doorway leading to the fire escape which shall have the required fire resistance.

e. Fire escape shaft shall be constructed of non-combustible materials.

f. Fire escape stairs shall have straight flight not less than 125 cm wide with 25 cm treads and risers not more than 19 cm.

g. Handrails shall be at a height not less than 100 cm.

h. Fire escape staircase in the mercantile, business, assembly, hotel buildings above 24 m. height shall be a fire tower and in such a case width of the same shall not be less than the width of the main staircase. No combustible material shall be allowed in the fire tower.

7.9.12 **Spiral Stairs**

a. The use of spiral staircase shall be limited to low occupant load and to a building height 9 m.

b. A spiral stair shall not be less than 150 cm in diameter and shall be designed to give the adequate headroom.

7.9.13 **Staircase Enclosures**

a. The external enclosing walls of the staircase shall be of the brick or the R.C.C. construction having fire resistance of not less than two hours. All enclosed staircases shall have access through self-closing door of one-hour fire resistance. These shall be single swing doors opening in the direction of the escape. The door shall be fitted with the check action door closers.

b. The staircase enclosures on the external wall of the building shall be ventilated to the atmosphere at each landing.

c. Permanent vent at the top equal to the 5% of the cross sectional area of the enclosure and openable sashes at each floor level with area equal to 1 to 15% of the cross sectional area of the enclosure on external shall be provided. The roof of the shaft shall be at least 1 m. above the surrounding roof. There shall be no glazing or the glass bricks in any internal closing wall of staircase. If the staircase is in the core of the building and cannot be ventilated at each landing, a positive of 5-mm. w.g. by an electrically operated blower/blowers shall be maintained.

d. The mechanism for pressurizing the staircase shaft shall be so installed that the same shall operate automatically on fire alarm system/sprinkler system and be provided with manual operation facilities.

7.9.14 **Ramps**

a. Ramps of slope of not more than 1 in 10 may be substituted for and shall comply with all the applicable requirements of all required stairways as to enclosure capacity and limiting dimensions. Larger slopes shall be provided for special uses but in no case greater than 1 in 8. For all slopes exceeding 1 in 10 and where the use is such as to involve danger of slipping, the ramp shall be surfaced with approved non-slippering material.

b. The minimum width of the ramps in the Hospitals shall be 2.4 m. and in the basement using car parking shall be 6.0 m.

c. Handrails shall be provided on both sides of the ramp.

d. Ramp shall lead directly to outside open space at ground level or courtyards of safe place.

e. For building above 24.0 m. in height, access to ramps from any floor of the building shall be through smoke fire check door.

f. In case of nursing homes, hospitals etc. area exceeding 300 sq m. at each floor one of the exit facility shall be a ramp of not less than 2.4 m. in width.

7.10 **PROVISION OF LIFTS**

a. Provision of the lifts shall be made for all multi-storeyed building having a height of 15.0 m. and above.

b. All the floors shall be accessible for 24 hrs. by the lift. The lift provided in the buildings shall not be considered as a means of escape in case of emergency.

c. Grounding switch at ground floor level to enable the fire service to ground the lift car in case of emergency shall also be provided.

d. The lift machine room shall be separate and no other machinery be installed in it.
7.10.1 Lift Enclosure/lift

General requirements shall be as follows:

a. Walls of lift enclosures shall have a fire rating of two hours. Lift shafts shall have a vent at the top of area not less than 0.2 sq m.
b. Lift motor room shall be located preferably on top of the shaft and separated from the shaft by the floor of the room.
c. Landing door in lift enclosures shall have a fire resistance of not less than one hour.
d. The number of lifts in one lift bank shall not exceed four. A wall of two hours fire rating shall separate individual shafts in a bank.
e. Lift car door shall have a fire resistance rating of 1 hour.
f. For buildings 15.0 m. and above in height, collapsible gates shall not be permitted for lifts and solid doors with fire resistance of at least one hour shall be provided.
g. If the lift shaft and lobby is in the core of the building a positive pressure between 25 and 30 pa shall be maintained in the lobby and a possible pressure of 50 pa shall be maintained in the lift shaft. The mechanism for the pressurization shall act automatically with the fire alarm/sprinkler system and it shall be possible to operate this mechanically also.
h. Exit from the lift lobby, if located in the core of the building, shall be through a self-closing fire smoke check door of one-hour fire resistance.
i. Lift shall not normally communicate with the basement. If however, lifts are in communication, the lift lobby of the basement shall be pressurized as in (g) with self closing door as in (h).
j. Grounding switch (es), at ground floor level shall be provided to enable the fire service to ground the lifts.
k. Telephone/talk back communication facilities may be provided in lift cars for communication system and lifts shall be connected to the fire control room of the building.
l. Suitable arrangements such as providing slope in the floor of the lift lobby shall be made to prevent water used during fire fighting, etc at any landing from entering the lift shafts.
m. A sign shall be posted and maintained on every floor at or near the lift indicating that in case of fire, occupants shall use the stairs unless instructed otherwise. The sign shall also contain a plan for each floor showing the location of the stairways. Floor marking shall be done at each floor on the wall in front of the lift-landing door.
n. Alternate power supply shall be provided in all the lifts.

7.10.2 Fire Lift

Following details shall apply for a fire lift in addition to above requirements:

a. To enable fire service personnel to reach the upper floors with the minimum delay, one or more of the lifts shall be so designed so as to be available for the exclusive use of the fireman in an emergency and be directly accessible to every dwelling/lettable floor space on each floor.
b. The lift shall have a floor area of not less than 1.4 sq.mt. It shall have a loading capacity of not less than 545 kg. (8 persons lift) with automatic closing doors.
c. The electric supply shall be on a separate service from electric supply mains in a building and the cables run in a route safe from fire, that is within a lift shaft. Lights and fans in the elevator shall have wooden paneling or sheet steel construction shall be operated on 24-volt supply.
d. In case of failure of normal electric supply, it shall automatically switchover to the alternate supply. For apartment houses, this changeover of supply could be done through manually operated changeover switch. Alternatively, the lift should be so wired that in case of power failure, it comes down at the ground level and comes to stand still with door open.
e. The operation of a fire lift shall by a single toggle of two-button switch situated in a glass-fronted box adjacent to the lift at the entrance level. When the switch is on landing; call points will become inoperative and the lift will be on car control only or on a priority control device. When the switch is off, the lift will return to normal working. This lift can be used by the occupants in normal times.
f. The words ‘FIRE LIFT’ shall be conspicuously displayed in fluorescent paint on the lift landing doors at each floor level.
g. The speed of the fire lift shall be such that it can reach to the top floor from ground level within one minute.

7.11 BASEMENT

As provided in Chapter- 3 and Building Bye-Laws 4.5.5

7.11.1 Requirements

a. The access to the basement shall be either from the main or alternate staircase providing access and exit from higher floors. Where the staircase is continue the same shall be enclosed type serving as a fire separation from the basement floor and higher floors. Open ramps shall be permitted if they are constructed within the building line subject to the provision of the (iv).
b. In case of basement for office, sufficient number of exit ways and access ways shall be provided with a travel distance not more than 15.0 m. The travel distance in case of dead-end shall be 7.5 m.
c. The basement shall be partitioned and in no case compartment shall be more than 500 sq m. and less than 50 sq m. area except parking. Each compartment shall have ventilation standards as laid down in Bye-Laws separately and independently. The partition shall be made in
consultation with Chief Fire Officer.

d. The first basement (immediately below ground level) can be used for services/parking/other permissible services. Lower basement, if provided, shall exclusively be used for car parking only.

e. Each basement shall be separately ventilated. Vents with cross-sectional area (aggregate) not less than 2.5 percent of the floor area spread evenly round the perimeter of the basement shall be provided in the form of grills or breakable starboard lights or pavement lights or by way of shafts. Alternatively a system of air inlets shall be provided at basement floor level and smoke outlets at basement ceiling level. Inlets and extractors may be terminated at ground level with starboard or pavement lights as before. But ducts to convey fresh air to the basement floor level have to be laid. Starboard and pavement lights should be in positions easily accessible to the firemen and clearly marked “SMOKE OUTLET” or “AIR INLET” with an indication of area served at or near the opening.

f. The staircase of basement shall be of enclosed type having fire resistance of not less than two hours and shall be situated at the periphery of the basement to be entered at ground level only from the open air and in such positions that smoke from any fire in the basement shall not obstruct any exit serving the ground and upper stories of the building and shall communicate with basement through a lobby provided with fire resisting self closing door of one hour rating. In case of basement being used as car parking only, the travel distance shall be 45 m.

b. In multi-storied basements, intake duct may serve all basements levels, but each basement and basement compartment shall have separate smoke outlet duct or ducts. Mechanical extractors for smoke venting system from lower basement levels shall also be provided. The system shall be of such design as to operate on actuation of smoke, heat sensitive detectors/sprinklers, if installed, and shall have a considerably superior performance compared to the standard units. It shall also have an arrangement to start it manually.

c. Mechanical extractors shall have an internal locking arrangement so that extractors shall continue to operate and supply fans shall stop automatically with the actuation of fire detectors. Mechanical extractors shall be designed to permit 30 air changes per hour in case of fire or distress call. However, for normal operation, only 30 air changes or any other convenient factor can be maintained.

d. Mechanical extractors shall have an alternate source of power supply.

e. Ventilating ducts shall be integrated with the structure and made out of brick masonry or RCC as far as possible and when this duct crosses the transformer area of electrical switchboard, fire dampers shall be provided.

f. Kitchens working on gas fuel shall not be permitted in basement/sub-basement.

g. If cutouts are provided from basement to the upper floors or to the atmosphere, all side cutout openings in the basements shall be protected by sprinkler heads at closed spacing so as to form a water curtain in the event of a fire.

h. Dewatering pump shall be provided in all basements.

7.12 PROVISION OF HELIPAD

All high-rise buildings 50 m. and above shall have provision for a Helipad on the terrace. The same shall be approved by the Authority.

7.13 SERVICE DUCTS/REFUGE CHUTE

a. Service duct shall be enclosed by walls and door, if any, of 2 hours fire rating. If ducts are larger than 10 sq. m. the floor should seal them, but provide suitable opening for the pipes to pass through, with the gaps sealed.

b. A vent opening at the top of the service shall be provided between one-fourth and one-half of the area of the shaft. Refuge chutes shall have an outlet at least of wall of non-combustible material with fire resistance of not less than two hours. They shall not be located within the staircase enclosure or service shafts or air-conditioning shafts. Inspection panel and door shall be tight fitting with 1 hour fire resistance; the chutes should be as far away as possible from exits.

c. Refuge chutes shall not be provided in staircase walls and A/C shafts etc.

7.14 ELECTRICAL SERVICES

Electrical Services shall conform to the following:

a. The electric distribution cables/wiring shall be laid in a separate duct shall be sealed at every floor with non-combustible material having the same fire resistance as that of the duct. Low and medium voltage wiring running in shaft and in false ceiling shall run in separate conduits.

b. Water mains, telephone wires, inter-com lines, gas pipes or any other service lines shall not be laid in ducts for electric cables.

c. Separate conduits for water pumps, lifts, staircases and corridor lighting and blowers for pressuring system shall be directly from the main switch panel and these circuits shall be laid in separate conduit pipes, so that fire in one circuit will not affect the others. Master switches controlling essential service circuits shall be clearly labeled.

c. The inspection panel doors and any other opening in the shaft shall be provided with airtight fire doors having fire resistance of not less then 1 hour.

d. Medium and low voltage wiring running in shafts, and within false ceiling shall run in metal conduits. Any 230 voltage wiring for lighting or other services, above false ceiling should have 660V grade insulation. The false ceiling including all fixtures used for its suspension shall be of non-combustible material.

e. An independent and well-ventilated service room shall be provided on the ground floor with direct access from outside or from the corridor for the purpose of termination of electrical supply from the licensees service and alternative supply cables. The doors provided for the service room.
shall have fire resistance of not less than 1 hour
f. MCB and ELCB shall be provided for electrical circuit.

7.15 STAIRCASE AND CORRIDOR LIGHTS
The staircase and corridor lighting shall be on separate circuits and shall be independently connected so that it could be operated by one switch installation on the ground floor easily accessible to fire fighting staff at any time irrespective of the position of the individual control of the light points, if any. It should be of miniature circuit breaker type of switch so as to avoid replacement of fuse in case of crisis.
a. Staircase and corridor lighting shall also be connected to alternate source of power supply.
b. Suitable arrangement shall be made by installing double throw switches to ensure that the lighting installed in the staircase and the corridor does not get connected to two sources of supply simultaneously. Double throw switch shall be installed in the service room for terminating the stand by supply.
c. Emergency lights shall be provided in the staircase and corridor.

7.16 AIR-CONDITIONING
a. Air-conditioning system should be installed and maintained so as to minimise the danger of spread of fire, smoke or fumes thereby from one floor of fire area to another or from outside into any occupied building or structure.
b. Air-conditioning systems circulating air to more than one floor area should be provided with dampers designed to close automatically in case of fire and thereby prevent spread of fire or smoke. Such a system should also be provided with automatic controls to stop fans in case of fire, unless arranged to remove smoke from a fire, in which case these should be designed to remain in operation.
c. Air-conditioning system serving large places of assembly (over one thousand persons), large departmental stores, or hostels with over 100 rooms in a single block should be provided with effective means for preventing circulation of smoke through the system in the case of fire in air filters or from other sources drawn into the system even though there is insufficient heat to actuate heat smoke sensitive devices controlling fans or dampers. Such means shall consist of approved effective smoke sensitive controls.

7.16.1 Air-Conditioning should conform to the following:
a. Escape routes like staircase, common corridors, lift lobbies; etc should not be used as return air passage.
b. The ducting should be constructed of metal in accordance with BIS 655:1963
c. Wherever the ducts pass through fire walls or floor, the opening around the ducts should be sealed with fire resisting material of same rating as of walls / floors.
d. Metallic ducts should be used even for the return air instead of space above the false ceiling.
e. The material used for insulating the duct system (inside or outside) should be of flame resistant (IS 4355: 1977) and non-conductor of heat.
f. Area more than 750 sq m. on individual floor should be segregated by a firewall and automatic fire dampers for isolating should be provided.
g. In case of more than one floor, arrangement by way of automatic fire dampers for isolating the ducting at every floor from the floor should be made. Where plenums used for return air passage, ceiling and its features and air filters of the air handling units, these should be flame resistant. Inspection panels should be provided in the main trenching. No combustible material should be fixed nearer than 15 cm. to any duct unless such ducting is properly enclosed and protected with flame resistant material
h. In case of buildings more than 24 m. in height, in non-ventilated lobbies, corridors, smoke extraction shaft should be provided.

7.16.2 Fire Dampers
a. These shall be located in air ducts and return air ducts/passes at the following points:
i) At the fire separation wall.
ii) Where ducts/passes enter the central vertical shaft.
iii) Where the ducts pass through floors.
iv) At the inlet of supply air duct and the return air duct of each compartment on every floor.
b. The dampers shall operate automatically and shall simultaneously switch off the air-handling fans. Manual operation facilities shall also be provided.

Note: For blowers, where extraction system and dust accumulators are used, dampers shall be provided.
c. Fire/smoke dampers(for smoke extraction shafts) for building more than 24 m. in height. For apartment houses in non-ventilated lobbies /corridor operated by detection system and manual control sprinkler system. For other buildings on operation of smoke/ heat detection system and manual control/sprinkler system.
d. Automatic fire dampers shall be so arranged so as to close by gravity in the direction of air movement and to remain tightly closed on operation of a fusible link.

7.17 BOILER ROOM
Provisions of boiler and boiler rooms shall conform to Indian Boiler Act. Further, the following additional aspects may be taken into account in the location of boiler/ boiler room
a. The boiler shall not be allowed in sub-basement, but may be allowed in the basement away from the escape routes.
b. The boilers shall be installed in a fire resisting room of 4 hours fire resistance rating, and this room shall be situated on the periphery of the basement. Catch pits shall be provided at the low level.

c. Entry to this room shall be provided with a composite door of 2 hours fire resistance.

d. The boiler room shall be provided with fresh air inlets and smoke exhaust directly to the atmosphere.

e. The furnace oil tank for the boiler if located in the adjoining room shall be separated by fire resisting wall of 4 hours rating. The entrance to this room shall be provided with double composite doors. A curb of suitable height shall be provided at the entrance in order to prevent the flow of oil into boiler room in case of tank rupture.

f. Foam inlets shall be provided on the external walls of the building near the ground level to enable the fire services to use foam in case of fire.

7.18 ALTERNATE SOURCE OF ELECTRIC SUPPLY

A stand by electric generator shall be installed to supply power to staircase and corridor lighting circuits, lifts detection system, fire pumps, pressurization fans and blowers, P.A system, exit signs, smoke extraction system, in case of failure of normal electric supply. The generator shall be capable of taking starting current of all the machines and circuits stated above simultaneously.

If the standby pump is driven by diesel engine, the generator supply need not be connected to the standby pump. The generator shall be automatic in operation.

7.19 SAFETY MEASURES IN ELECTRIC SUB-STATION

1. Clear independent approach to the sub-station from outside the building shall be made available round the clock.
2. The approaches/corridors to the sub-station area shall be kept clear for movement of men and material at all times.
3. The sub-station space is to be provided with proper internal lighting arrangements.
4. In addition to natural ventilation proper ventilation to the sub-station area is to be provided by grill shutters and exhaust fans at suitable places so as to discharge all smoke from the sub-station without delay in case of fire so that sub-station operations can be carried out expeditiously.
5. Cable trenches of 0.6 m. X 0.6 m. dummy floor of 0.6 mt. depth shall be provided to facilitate laying of cable inside the building for connecting to the equipment.
6. Steel shutters of 8’X 8’ with suitable grills shall be provided for transformers and sub-station room.
7. The floor of the sub-station should be capable of carrying 10 tons of transformer weight on wheels.
8. Built up substation space is to be provided free of cost.
9. Sub-station space should be clear from any water, sewer, air conditioning, and gas pipe or telephone services. No other service should pass through the substation space or the cable trenches.
10. Proper ramp with suitable slope may be provided for loading and unloading of the equipment and proper approach will be provided.
11. RCC pipes at suitable places as required will be provided for the cable entries to the substation space and making suitable arrangement for non-ingress of water through these pipes.
12. The substation space is to be provided in the approved/sanctioned covered area of the building.
13. Any other alteration / modification required while erection of the equipment will be made by the Owner / builder at site as per requirement.
14. Adequate arrangement for fixing chain pulley block above the fixing be available for load of 15 tons.
15. Provision shall be kept for the sumps so as to accommodate complete volume of transformer oil, which can spillover in the event of explosion of the transformer in the basement of the building. Sufficient arrangement should exist to avoid fire in the sub-station building from spread of the oil from the sumps.
16. Arrangement should be made for the provision of fire retardent cables so as to avoid chances of spread of fire in the sub-station building.
17. Sufficient pumping arrangement should exist for pumping the water out, in case of fire so as to ensure minimum loss to the switchgear and transformer.
18. No combustible material should be stacked inside the substation premises or in the vicinity to avoid chances of fire.
19. It should be made mandatory that the promoters of the multi-storied building should get substation premises inspected once a year to get their license revalidated for the provision of electric supply from Electricity Board so that suitable action can be taken against the Owner / Builder in case of non-implementation of Bye-Laws.
20. The sub-station must not be located below the 1st basement and above the ground floor.
21. The sub station space should be totally segregated from the other areas of the basement by fire resisting wall. The ramp should have a slope of 1 : 10 with entry from ground level. The entire Sub-station space including the entrance at ground floor be handed over to the licensee of electricity free of cost and rent.
22. The sub-station area shall have a clear height of 12 feet (3.65 m.) below beams. Further the Sub-station area will have level above the rest of basement level by 2 feet.
23. It is to be ensured that the Sub-station area is free of seepage / leakage of water.
24. The licensee of electricity will have the power to disconnect the supply of the building in case of violation of any of the above points.
25. Electric sub station enclosure must be completely segregated with 4-hours fire rating wall from remaining part of basement.
26. The Sub-station should be located on periphery/sub basement and (not above ground floor).
27. Additional exit shall be provided if travel distance from farthest corner to ramp is more than 15 m.
28. Perfect independent vent system 30 air changes per hour linked with detection as well as automatic high velocity water spray system shall be provided.
29. All the transformers shall be protected with high velocity water spray system / Nitrogen Injection System Carbon Dioxide total flooding system in case of oil filled transformer. In addition to this, manual control of auto high velocity spray system for individual transformers shall be located outside the building at ground floor.
30. Suitable arrangement for pump house, water storage tanks with main electrical pump and a diesel-operated pump shall be made if no such arrangement is provided in the building. In case the water pumping facilities are existing in the building for sprinkler system, the same should however be utilized for high velocity water spray system. Alternatively automatic CO2 total flooding system shall be provided with manual controls outside the electric sub-station.
31. System shall have facility to give an audio alarm in the basement as well as at the control room.
32. Fire control room shall be manned round the clock.
33. The electric sub station shall have electric supply from alternate source for operation of vent System lighting arrangements.
34. Cable trenches shall be filled with sand.
35. Party walls shall be provided between two transformers as per the rules.
36. Electric control panels shall be segregated.
37. Exits from basement electric substation shall have self-closing fire smoke check doors of 2-hours fire rating near entry to ramp.
38. All openings to lower basement or to ground floor shall be sealed properly.
39. Yearly inspection shall be carried out by electrical load sanctioning Authority.
40. Ramp to be designed in a manner that in case of fire no smoke should enter the main building.
41. Electric sub station transformer shall have clearance on all sides as per BBL/relevant electric rules.
42. Other facility will be as per Building Bye-Laws and relevant electric rules.
43. Rising electrical mains shall consist of metal bus bars suitably protected from safety point of view.
44. Oil less transformer shall be preferred.

7.20 FIRE PROTECTION REQUIREMENTS
Buildings shall be planned, designed and constructed to ensure fire safety and this shall be done in accordance with part IV Fire Protection of National Building Code of India, unless otherwise specified in these Bye-Laws. In the case of buildings (identified in Bye-Laws No. 7.1) the building schemes shall also be cleared by the Chief Fire Officer.

7.20.1 First Aid /Fixed Fire Fighting /Fire Detection Systems and other Facilities
Provision of fire safety arrangement for different occupancy from. SI no. 1 to 23 as indicated below shall be as per Annexure ‘A’ ‘B’ & ‘C’.

1. Access
2. Wet Riser
3. Down Comer
4. Hose Reel
5. Automatic Sprinkler System
6. Yard Hydrant
7. U.G. Tank with Draw off Connection
8. Terrace Tanks
9. Fire Pump
10. Terrace Pump
11. First Aid Fire Fighting Appliances
12. Auto Detection System
14. P.A System with talk back facility
15. Emergency Light
16. Auto D.G. Set
17. Illuminated Exit Sign
18. Means of Escape
19. Compartmentation
20. MCH /ELCB
21. Fire Man Switch in Lift
22. Hose Boxes with Delivery Hoses and Branch
23. Pipes Refuge Area

Note for Annexure ‘A’ ‘B’ & ‘C’

1. Where more than one riser is required because of large floor area, the quantity of water and pump capacity recommended in these Annexures should be finalized in consultation with Chief Fire Officer.
2. The above quantities of water shall be exclusively for fire fighting and shall not be utilized for domestic or other use.
3. A facility to boost up water pressure in the riser directly from the mobile pump shall be provided in the wet riser, down comer system with suitable fire service inlets (collecting head) with 2 to 4 numbers of 63 mm inlets for 100-200 mm dia main, with check valve and a gate valve.
4. Internal diameter of rubber hose for reel shall be minimum 20 mm. A shut off branch with nozzle of 5 mm. size shall be provided.
5. Fire pumps shall have positive suctions. The pump house shall be adequately ventilated by using normal/mechanical means. A clear space of 1.0 m. shall be kept in between the pumps and enclosure for easy movement /maintenance. Proper testing facilities and control panel etc. shall be provided.
7. In case of mixed occupancy, the fire fighting arrangement shall be made as per the highest class of occupancy.
8. Requirement of water based first aid fire extinguishers shall be reduced to half if hose reel is provided in the Building.
7.21 STATIC WATER STORAGE TANK

a. A satisfactory supply of water exclusively for the purpose of fire fighting shall always be available in the form of underground static storage tank with capacity specified in Annexure-A with arrangements of replenishment by town’s main or alternative source of supply @ 1000 liters per minute. The static storage water supply required for the above mentioned purpose should entirely be accessible to the fire tenders of the local fire service. Provision of suitable number of manholes shall be made available for inspection repairs and insertion of suction hose etc. The covering slab shall be able to withstand the vehicular load of 45 tonnes in case of high rise and 22 tonnes in case of low rise buildings. A draw off connection shall be provided. The slab need not strengthened if the static tank is not located in mandatory set- back area.

b. To prevent stagnation of water in the static water tank the suction tank of the domestic water supply shall be fed only through an over flow arrangement to maintain the level therein at the minimum specified capacity.

c. The static water storage tank shall be provided with a fire brigade collecting branching with 4 Nos. 63mm dia instantaneous male inlets arranged in a valve box with a suitable fixed pipe not less than 15 cm dia to discharge water into the tank. This arrangement is not required where down comer is provided.

7.22 AUTOMATIC SPRINKLERS

Automatic sprinkler system shall be installed in the following buildings:

a. All buildings of 24 m. and above in height, except group housing and 45 m. and above in case of apartment /group housing society building.

b. Hotels below 15 m. in height and above 1000 sq m. built up area at each floor and or if basement is existing.

c. All hotels, mercantile, and institutional buildings of 15 m. and above.

d. Mercantile building having basement more than one floor but below 15 m. (floor area not exceeding 750 sq m.)

e. Underground Shopping Complex.

f. Underground car / scooter parking /enclosed car parking.

g. Basement area 200 sq m. and above.

h. Any special hazards where the Chief Fire Officer considers it necessary.

i. For buildings up to 24 m. in height where automatic sprinkler system is not mandatory as per these Bye-Laws, if provided with sprinkler installation following relaxation may be considered.
   i) Automatic heat/smoke detection system and M.C.P. need not be insisted upon.
   ii) The number of Fire Extinguisher required shall be reduced by half.

7.23 FIXED CARBON DI-OXIDE / FOAM / DCO WATER SPRAY EXTINGUISHING SYSTEM

Fixed extinguishing installations shall be provided as per the relevant specifications in the premises where use of above extinguishing media is considered necessary by the Chief Fire Officer.

7.24 FIRE ALARM SYSTEM

All buildings of 15 m. and above in height shall be equipped with fire alarm system, and also residential buildings (Dwelling House, Boarding House and Hostels) above 24 m. height.

a. All residential buildings like dwelling houses (including flats) boarding houses and hostels shall be equipped with manually operated electrical fire alarm system with one or more call boxes located at each floor. The location of the call boxes shall be decided after taking into consideration their floor without having to travel more than 22.5 m.

b. The call boxes shall be of the break glass type without any moving parts, where the call is transmitted automatically to the control room without any other action on the part of the person operating the call boxes.

c. All call boxes shall be wired in a closed circuit to a control panel in a control room, located as per Bye-Laws so that the floor number from where the call box is actuated is clearly indicated on the control panel. The circuit shall also include one or more batteries with a capacity of 48 hours normal working at full load. The battery shall be arranged to be a continuously trickle charged from the electric mains.

d. The call boxes shall be arranged to sound one or more sounders so as to ensure that all occupants of the floor shall be warned whenever any call box is actuated.

e. The call boxes shall be so installed that they do not obstruct the exit ways and yet their location can easily be noticed from either direction. The base of the call box shall be at a height of 1.5 m. from the floor level.

f. All buildings other than as indicated above shall, in addition to the manually operated electrical fire alarm system, be equipped with an automatic fire alarm system.

g. Automatic detection system shall be installed in accordance with the relevant standard specifications. In buildings where automatic sprinkler system is provided, the automatic detection system may not be insisted upon unless decided otherwise by the Chief Fire Officer.

* * *
4. UNAUTHORIZED CONSTRUCTIONS IN URBAN LOCAL BODIES

K. Purushotham Reddy  
Joint Director of Town & Country Planning

a. Due to rapid pace of urbanization, there is a greater spurt in construction activity in urban areas to meet the increased demand for buildings due to migration from rural areas, coupled with general economic development of these areas. In this process of development, it is noticed that large number of unauthorized buildings are cropping up in all urban areas. The unauthorized constructions have become a menace and this has to be curbed at the initial stage itself. The main function of the Town Planning officials particularly at the field level is to bring the developments coming up in an orderly manner and to stop the illegal developments so as to facilitate healthy and good living conditions to the people.

b. Reasons for unauthorized constructions
1. Eagerness of applicant for maximum utilization of site to get maximum returns;
2. High land cost and smaller plot sizes;
3. Building regulations not being accepted by applicants;
4. Non-regulation of unauthorized layouts both by owners and authorities;
5. Land use controls;
6. Ineffective and Inadequate development control machinery;
7. Dependence on lower staff for detection, issue of notices and demolition;
8. Frequent interference of Courts in Unauthorized Constructions;
9. Non-fixation of clear responsibilities on lower staff, officers and Municipal Commissioners;
10. Lack of co-ordination between parastatal departments Viz. Electricity, Water Supply, Engineering, Revenue, Health (Trade Licences) etc., for controlling unauthorized development activity;

c. Necessity of controlling unauthorized constructions
1. Unauthorized Constructions are seriously affecting the planned development of the city causing various problems to community at large;
2. Unauthorized Constructions are affecting the general health of the occupants denying them natural light & air;
3. Serious traffic problems are created on account of not providing required parking space;
4. Provision of urban Infrastructure is becoming an uphill task on account of unauthorized and irregular development of buildings;
5. Roads with proper width and adequate open spaces could not be provided due to unapproved layouts;
6. Change in usage of buildings is creating problems to traffic, safety and health of the residents of the neighbourhood.

d. Major types of violations in unauthorized constructions
1. Projections/ Extension of RCC roof into the all round setbacks.
2. Enclosing open balconies into built up area;
3. Covering the duct portions;
4. Covering the off set portions;
5. Covering the tot-lot;
6. Reducing the common area & converting into built up area;
7. Reduction of all-round setbacks;
8. Construction of additional floors;
9. Conversion of parking places at stilt, cellar & sub-cellar into saleable/habitable areas:
10. Conversion of normal residential building into Flats;
11. Conversion of residential buildings into commercial purpose;

**e. Constraints in controlling unauthorized constructions**

1. Lack of awareness among the citizens regarding the necessity of having a building with adequate open spaces to provide natural light and ventilation;
2. Lack of professionalism among the builders, licensed architects, structural engineers about the necessity to construct building as per building regulations;
3. Gross inadequate Town Planning staff in ULBs to regulate unauthorized constructions;
4. Lack of modern equipment and trained personnel to demolish unauthorized constructions;
5. Lack of willing co-operation from police authorities to Town Planning staff in demolition of unauthorized constructions;
6. Stay orders, status quo orders by various Courts even in the absence of issuance of notices by Municipal Authorities;
7. Absence of Building Appellate Tribunal to try Town Planning cases exclusively as in the case of several other matters like Land Grabbing, Consumer Courts;
8. Non-insistence on submission of Occupancy Certificate to get essential services namely Electricity, Water, Sewerage etc;
9. Registration of unauthorized constructions without sanctioned plan from the Corporation.
10. Lack of support to the administration from the Local Leadership.

**f. Preventive action for regulating unauthorized constructions:**

In addition to levy of heavy fines on unauthorized constructions, there is every necessity to initiate preventive action for regulation of unauthorized constructions. The following preventive measures are suggested for controlling unauthorized constructions:

1. Simplification of the Rules and Procedures for easy understanding by the public and implementation and codification of all Rules, Byelaws and orders as one Building Code for all ULBs/UDAs
2. As already stated, there is no awareness among citizens regarding advantages of complying with building rules in the construction of buildings. Hence, it is suggested that Awareness Campaign may be launched with various stakeholders regarding the necessity and advantages of complying Building Byelaws as is being done in the case of health campaign.
3. Municipal Authorities may publish booklets regarding the procedure to be followed for obtaining building permission and the consequences of resorting to unauthorized constructions. In fact, a publicity campaign may be launched in this matter, as is being done in the case of health programmes.
4. ULBs may publish a Monthly Bulletin pertaining to building permissions granted and Layouts approved with all details and this may be made available to the public at a reasonable cost. In addition, list of unauthorized layouts and unauthorized constructions may be included in the bulletin. The above information may be posted in the
5. It is noticed that several citizens and NRIs are purchasing apartments and open plots without fully apprising the transactions and later on facing innumerable problems in the enjoyment of the property. Hence, it is suggested that a Counseling Center / Facilitation Center may be opened in the ULBs with participation of all concerned Departments / Institutions to provide, among others, the following information at a reasonable cost within a stipulated time.

a. Ownership information of the property in question as per records available in ULBs/ Revenue Department;
b. Approval of Layout by competent authority;
c. Approval from the competent authority for construction of a building;
d. Land Use as stipulated in Master Plan and Zonal Development Plan;
e. Usage of the building as per sanctioned plan;
f. Any other information as deemed fit by the authority;

This information may be posted in the Web site of ULBs.

6. It is suggested that third party inspection may be conducted on the status of constructions in plots exceeding 500 sq.mtrs by engaging licensed technical personnel. Monthly status reports shall be submitted by licenced technical personnel on payment of prescribed fee. Guidelines may be evolved for the engagement of technical personnel for third party inspection.

7. Further there is no modern equipment and trained / skilled personnel to undertake demolition of deviations and unauthorized constructions. The ULBs may outsource the activity relating to demolition of deviations and unauthorized constructions by engaging qualified agencies for this task.

8. Separate Tribunals for trying Town Planning matters may be set up with a Town Planning member on the Board.

g. **Statutory Provisions to take action against unauthorized Developments:**

1. **A.P. Municipalities Act 1965**

   i. While dealing with the unauthorized constructions and deviations/ violations, the Municipalities should identify such constructions at the initial stages and they should take action as per the provisions of AMP Act 1965.

   ii. In this context, as per the APM Act, 1965 and the procedure Laid down, the following series of action is required to initiate while dealing with Unauthorized constructions/ deviations/ violations duly recording them at the initial stages itself (which will make easy rectification) and issue a provisional order U/s 228 (1) & (2) of APM Act by giving specified time to comply of the owner. If they does not comply with the notice then the P.O issued shall be confirmed and a confirmation notice shall be issued U/s 228 (3) of APM Act by giving specified time to comply even then if the own does not comply, charge sheet shall be filed in the court of law, U/s 340 of APM Act and the owners to be convicted and fined.

   iii. After conviction, the Local Body has to issue a notice U/s 360 of APM Act, directing the owner to demolish the deviations, violations and un-authorized portions of the building and bring, the constructions in conformity with the rules otherwise the
Municipalities will demolish the said portions of construction and recover the expenses incurred from the owner.

iv. Further when the owner is convicted and fined in the Court of law for unlawful construction, such offence shall be treated as continued offence till the owner brings the construction in conformity with the rules by removing the deviations/violations and obtains permission from the Municipality. Under section 340 of APM Act a fine for continuous offence which may extend in the case of buildings to one hundred rupees subject to minimum of ten rupees and in the case of a well or hut to ten rupees subject to a minimum of two rupees, for each day from the day after the date of conviction.

v. All the Municipality Commissioners are instructed to follow the above course of action strictly in respect of unauthorized constructions and deviations/violations.

**Latest Amendment to Section 340**

i. 340. (1) Notwithstanding anything contained in the Act, any person who, whether at his own instance or at the instance of any other person or anybody including a department of the Government, undertakes or carries out construction or development of any land in contravention of the statutory master plan or without permission, approval or sanction or in contravention of any condition subject to which such permission, approval or sanction has been granted shall be punished with imprisonment for a term which may extend to three years, or with fine which may extend to ten percent of the value of land or building including land in questions as fixed by the Registration Department at the time of using the land or building. Provided that the fine imposed shall, in no case be less then fifty percent of the said amount.

ii. 340 - A (1) It shall be lawful for the Commissioner, at any time, before or after making an order for the removal or discontinuance of any unauthorized development or construction under section 228, to make an order directing the sealing of such development or property or taking the assistance of the police, for the purpose of carrying out the provisions of this Act.

iii. (2) Where any development or property has been sealed, the Commissioner, may for the purpose of removing or discontinuing such development or property, order such seal to be removed.

iv. No person shall remove such seal except,-

a. under an order made by the Commissioner, or

b. under an order of the Appellate Tribunal or the appeal made in this behalf.

2. **H.M.C Act 1955**

i. As per the provisions contained under sections 428 & 433 of HMC Act, 1955, every person who intends to construct a building (or) intends to make additions (or) alterations to the existing building shall obtain sanction from the Commissioner, GHMC who is the Executive Authority. Once sanction is accorded, work has to be executed strictly as per the sanctioned plan without any deviations
ii. If no permission is taken under said sections, it is deemed to be unauthorised construction and the Commissioner, GHMC is empowered to take action for demolitions against the deviations made to the sanctioned plan and also against the unauthorised construction made without permission under sections 452, 461 & 636 of HMC Act, 1955. (The process being followed in GHMC as per circular instructions Cir.No.7700/TPS/HO/GHMC/2009, Dt:05.01.2011)

3. **A.P.Urban Areas (Development) Act 1975**

Under Section 41 of APUA (D) Act 1975,

a. Any person who, whether at his own instance or at the instance of any other person or any body including a department of the Government, undertakes or carries out development of any land in contravention of the Mater Plan or Zonal Development Plan or without the permission, approval or sanction referred to in section 13 or in contravention of any condition subject to which such permission, approval or sanction has been granted shall be punishable with fine which may extend to ten thousand rupees, and in the case of a continuing offence, with further fine which may extend to five hundred rupees for every day during which such offence continues after conviction for the first commission of the offence.

b. Any person who, who uses any land or building in contravention of the provisions of Section 15 or in contravention of any terms and conditions determined by regulations under the provision to the section, shall be punished with fine which may extend to five thousand rupees, and in the case of a continuing offence with further fine which may extend to two hundred and fifty rupees for every day during which such offences continues after convictions for the first commissioner of offence.

c. Any person, who obstructs the entry of a person authorized under Section 40 to enter into or upon any land or building or molests such persons after such entry, shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees, or with both.

**Order or demolition of building under section (42)**

Under Section 42 of APUA (D) Act 1975,

1. Where any development has been commenced or is being carried on or has been completed in contraventions, of the master plan or zonal development plan or without the permission approval or sanction referred to in section 13 in contravention of any condition subject to which such permission, approval or sanction has been granted........

   i. In relation to a development area, any officer of the Authority empowered by it in this behalf.

   ii. In relation to any other area within the local limits of a local authority, the competent authority thereof, may in addition to any prosecution that may be instituted under this Act, make an order directing that such development shall be removed by demolition, felling or otherwise by the owner thereof or by the person at whose
instance the development has been commenced or is being carried out or has been completed, within such period being not less than five days and not more than fifteen days from the date on which a copy of the order of removal, with a brief statement of the reasons therefore has been delivered to the owner or that person as may be specified in the order; and on his failure to comply with the order, the officer of the authority or, as the case may be, the competent authority may remove or cause to be removed the development and the expenses of such removal shall be recovered from the owner or the person at whose instance the development was commenced or was being carried out or was completed as arrears of land revenue;

Provided that no such order shall be made unless the owner or the person concerned has been given a reasonable opportunity to show cause why the order should not be made.

2. If any development in an area specified in sub-section (7) of section 13 has been commenced or is being carried on or has been completed in contravention of the Master Plan or Zonal Development plan or without the permission, approval or sanction referred to in Section 13 or in contravention of any condition subject to which permission, approval or sanction has been granted and the competent authority has failed to remove or cause to be removed the development within the time that may be specified in this behalf by the Director of Town Planning, the Director may, after observing such procedure as may be prescribed, direct any officer to remove or cause to be removed such development and that officer shall be bound to carry out such direction and any expenses of such removal may be recovered from the owner or the person at whose instance the development was commenced or was being carried out or was completed as arrears of land revenue.

3. Any person aggrieved by an order under sub-section (1), may appeal to the Vice-Chairman of the Authority against that order within thirty days from the date thereof, and the Vice-Chairman may after hearing the parties to the appeal either allow or dismiss the appeal or may reverse or vary any part of the orders:

4. Provided that where the original order is passed by the Vice-Chairman himself the appeal shall lie to the Authority.

5. Any person aggrieved by the direction of the Director under sub-section (2), may appeal to the Government within thirty days from the date of thereof; and the Government may, after giving an opportunity of hearing to the person aggrieved, either allow or dismiss the appeal or may reverse or vary any part of the direction.

6. The decision of the Vice Chairman or the Authority or the government and subject to any decision on appeal, the order under sub-section (1) or, as the case may be, the direction under sub-section (2), shall be final and shall not be questioned in any court of law.

7. The provisions of this section shall be in addition to, and not in derogation of, any other provisions relating to demolition of buildings contained in any other law for the time being in force.

8. In the section, and in Section 43, ‘competent Authority’ in relation to a local authority means any authority or officer of that local authority empowered or authorized to order demolition of buildings or stoppage of building operations contained in any other law for the time being in force.
Power to stop unauthorized developments under section (43) of APUA (D) Act 1975

1. Where any development in any area has been commenced in contravention of the provisions of Section 13 or without the permission, approval or sanction referred to in that section or in contravention of any condition subject to which such permission, approval or sanction has been granted.
   i. In relation to development are ‘the authority or any officer of the authority empowered by it in this behalf;
   ii. In relation to any other area specified in sub-section (7) of Section 13 within the local limits of a local authority, the competent authority thereof; may in addition to any prosecution that may be instituted under this Act, make an order requiring the development to be discontinued.

2. Where such development is not discontinued under sub-section (1) the Authority may remove the developments that has been commenced within such time as may be specified.

3. If any development specified under sub-section (7) of section 13 has been commenced in contravention of mater plan/ zonal plan or without permission/ approval or sanction has been granted and competent authority failed to make an order under sub-section (1), a requisition under sub-section (2) within the specified time in this behalf by the Director of Town Planning, the Director may, after observing such procedure as may be, shall be bound to carry out such direction, and order or direction made by him in pursuance of the direction shall be complied with accordingly.

4. After the requisition under sub-section (2) or sub-section (3) has been complied with, the Authority or the Competent Authority or the officer to who mm the direction was issued by the Director under sub-section (3), as the case may be, may depute, by a written order, a police officer or employee of the authority or local Authority concerned to watch the place, in order to ensue that the development is not continued.

5. Any person failing to comply with an order under sub-section (1) or as the case may be under sub-section (3), shall be punished with fine which may extended to two hundred rupees for every day during which the non compliance continues after the service of the orders.

6. No compensation shall be claimed by any person for any damage which he may sustain in consequence of the removal of any development under Section 42 after discontinuance of the development under this section.

7. The provisions of this section shall be in addition to, an not in derogation of any other provision relating to stoppage of building operations contained in any other law for time being in force.

Latest Amendment to Section 41

1. In Andhra Pradesh Urban Areas (Development) Act, 1975, in section 41,-A
   i. In sub-section (1), for the words, "shall be punishable with fine which may extend to ten thousand rupees, the words "shall be punishable with imprisonment for a term which may extend to
three years or with fine which may extend to ten thousand rupees or with both," shall be substituted;

ii. In sub-section (2), for the words, "shall be punishable with fine which may extend to five thousand rupees," the words "shall be punishable with imprisonment for a term which may extend to three years or with fine which may extend to five thousand rupees or with both," shall be substituted;

2. After section 43, the following new section shall be inserted, namely:-

43 - A (1) It shall be lawful for the authority or the local authority, as the case may be, at any time, before or after making an order for the removal or discontinuance of any unauthorized development or construction under section 42, to make an order directing the sealing of such development or property or taking the assistance of the police, for the purpose of carrying out the provisions of the Act.

3. Where any development or property has been sealed, the Authority or the local Authority, as the case may be, may, for the purpose of removing or discontinuing such development or property, order such seal to be removed.

4. No person shall remove such seal except,-
   a. Under an order made by the authority or the local authority, or
   b. Under an order of the Appellate Tribunal on the appeal made in this behalf.

h. **General Instructions to Town Planning Staff:**
   Various Penal Provisions available for taking action against the unauthorized constructions in Urban Areas

3. **Common Building Rules issued:**
   i. In case of all buildings which do not have Occupancy Certificate Property Tax shall be collected @ of 200 % (double the property tax)
   ii. The functional agencies viz., TRANSCO and HMWSSB shall collect 3 times the rate in the absence of Occupancy Certificate.

4. **Guidelines issued in BPS Scheme :**
   i. A penalty of 25% on property tax shall be levied till the unauthorized construction is demolished or regularized.
   ii. Unauthorised construction shall be treated as continuing offence and exemplary penalty shall be levied as per the provisions of HMC Act.

5. **Provisions available under HMC Act (New Amendments made in 2008):**
   i. Sealing of Premises under Section 461-A of HMC Act 1955 (Act 6 of 2008) which reads as follows
      “It shall be lawful for the Commissioner, at any time, before or after making an order for the removal or discontinuance of any unauthorized development or construction under section 461, to make an order directing the sealing of such development or
property or taking, the assistance of Police, for the purpose of
carrying out the provisions of this Act"

ii. Treating the unauthorized construction activity as Cognizable
offence and booking a criminal case against the concerned under
the provisions of Section 461 (4) of HMC Act (Act 6 of 2008) which
reads as follows

“Notwithstanding anything contained in the Act any person who,
whether at his own instance or at the instance of any other person
or any body including a department of the Government undertakes
or carries out construction or development of any land in
contravention of the statutory master plan or without permission,
approval or sanction or in contravention of any condition subject to
which such permission, approval or sanction has been granted
shall be punished with imprisonment for a term which may extend
to three years, or with fine which may extend to ten percent of the
value of land or building including land in question as fixed by the
Registration Department at the time of using the land or building.
Provided that the fine imposed shall in no case be less than fifty
percent of the said amount.

6. Levy of Exemplanary Penalties under the provisions of Schedule U
and Schedule V of HMC Act (New Amendments made in 2008) viz.,

i. levy of penalty @ of 10 % of the value of Building including land as
fixed by the Registration Department in case conversion of building to
other purposes (Section 441)

ii. levy of fine equivalent to 400% of the value of the land in question
which is in force as fixed by the Registration Department for the
violated floor area in case of unauthorized buildings of Non MSB
category(Section 452)

iii. levy of fine equivalent to 600% of the value of the land in question
which is in force as fixed by the Registration Department for the
violated floor area in case of unauthorized buildings of MSB category
(Section 452)

iv. levy of penalty of 5% of the value of the land and building in question
as fixed by the Registration Department in case of buildings which do
not have Occupancy Certificate from GHMC (Section 455)
Copy of circular instructions for  
Prevention of unauthorized constructions in GHMC

GREATER HYDERABAD MUNICIPAL CORPORATION

Office of the, Commissioner
Town Planning Section, (H.O.),
GHMC, Tankbund, Hyderabad

Circular Instructions

Cir.No.7700/TPS/HO/GHMC/2009
Dt:05.01.2011

Sub:-GHMC –TPS –HO - Prevention of unauthorized constructions / constructions in contrary to sanctioned plan, land use, zoning regulations – Certain Instructions Issued – Regarding

Ref: - 1. Section 452, Section 461, Section 596, Section 636 of HMC Act
2. Act 6 of 2008

Enforcement powers are conferred on the Commissioner GHMC under various provisions of HMC Act viz., section 452, section 636, section 461-A, section 464(4) and Section 596 of HMC Act (amended by Acts 6 & 9 of 2008). Moreover, these were delegated to the circle offices to take timely action on unauthorized constructions or constructions made contrary to sanctioned plan. Whereas, it has come to notice of the undersigned that in some cases, the powers are not being exercised with due diligence and notices are being issued in a casual manner e.g., without precisely indicating deviations made contrary to the sanctioned plan, without citing the relevant rule provision, thereby, persons who are taking up the construction contrary to the sanctioned plan or building unauthorisedly are filing the cases against the GHMC and getting ex-parte orders.

Therefore, to strictly enforce the building rules and regulations and to prevent the unauthorized constructions, misuse of earmarked parking spaces, illegal conversion of usage of lands and buildings etc., the following instructions are issued:

1. As soon as any unauthorized construction / construction contrary to the sanctioned plan, land use, zoning regulations is noticed, immediate action shall be taken to issue show cause notice to the concerned person under section 452(1) of GHMC Act directing them to appear before the DC on a given time and date, not later than (7) days as to why the deviated portion / unauthorized construction shall not be removed, altered or pull down. In the notice the deviated portion has to be specifically indicated. Simultaneously, in the same notice under the provisions of section 461(1) of GHMC Act the concerned person shall be directed to stop the work forthwith.

2. After the applicant submits an explanation by appearing personally or otherwise within the stipulated time period or fails to show sufficient cause or does not submit reply or appear before the DC a speaking order shall be passed under section 452(2) of HMC Act; moreover, the following action shall be initiated:
(a) notice under section 636(1) of HMC Act shall be issued directing the applicant to remove the unauthorized construction / deviated portion within 24 hours
failing which same shall be removed by the concerned circle office of GHMC under the provisions of section 636(2) of HMC Act and the expenses thereof shall be recovered from the applicants or

(b) fine (not compounding fee) required to be levied as per the schedule U of section 596 of HMC Act has to be calculated i.e, fine equivalent to 400% of the value of land in question which is in force as fixed by the Registration Dept., for the extent of violated floor area or 600% of value of land in case of multistoried buildings and a notice shall be issued under the provisions of section 596 of HMC Act directing the applicant to pay the said fine within 7 days to GHMC or

(c) orders may be passed to seal the premises under the provisions of section 461-A of HMC Act duly recording the reasons thereon and seal the property forthwith.,

1. According to the court judgements the nature of deviation – major or minor has to be examined. Further, hardship cause to public in general, or neighbours in particular, has to be thought of. Ultimately a speaking order has to be issued and the responsibility is of the ZC / DC or the Town Planning Officer.

2. The delegated powers shall be exercised with due diligence and reasonable opportunity shall be given to the concerned persons before initiating any action under section 636, 596, 461-A and 461 (4) of the HMC Act. While issuing notices relevant provisions of HMC Act and unauthorized constructions or deviations made by the applicant shall be indicated clearly without any ambiguity to avoid misinterpretation later date. Standardized proformas for issue of notices and orders under the above said provisions are enclosed herewith for taking further action in this matter. These are also available for downloading on the website www.ghmc.gov.in ( viz., go to GHMC website Home Page → select link “What’s new” → click on “show cause notices for unauthorized constructions ” ).

The above instructions shall be followed scrupulously.

Encl: As above. Commissioner

Greater Hyderabad Municipal Corporation
Proformae of various notices to be issued to curb the unauthorized construction under HMC Act 1955

GREATER HYDERABAD MUNICIPAL CORPORATION

Office of the, Dy.Commissioner
Circle No...... GHMC, Hyderabad

NOTICE UNDER SECTION 452(1) & 461(1) OF HMC ACT 1955

Notice No:……………………………………….    Date : ……………….

Sub:BGHMC – Circle No……. – TPS –Deviation to the sanctioned plan / unauthorized construction at ........................................ Situated at .................................. – Notice under Section 452(1) & 461(1) of HMC Act – Issued – Regarding

Ref:-This Office Permit No......................... dt:………..

*** *** ***

Whereas, it has come to the notice of the undersigned that you have made following deviations to the sanctioned plan / constructing the building unauthorisedly in Pr.No............................situated at ................................................. .........contrary to the provisions of HMC Act and Bye-Laws made there under as given below.

Details of the deviations / unauthorized constructions.

1. .................................................................
2. .................................................................

Therefore, you are hereby directed to show sufficient cause by a statement in writing or by an agent duly authorized by you in this behalf why the above deviated portion / unauthorized construction shall not be removed, altered or pull down. Further you hereby directed to stop the work forthwith. Please appear before the Deputy Commissioner on ............... at.........or submit a reply within (7) days from the date of receipt of this notice failing which further action will be taken to remove, alter or pull down the deviated portion / unauthorized construction and expenses thereof will be recovered from you / further action will be taken as per section 596 / section 461(4) / section 461-A of HMC Act.

Deputy Commissioner
Circle ...... , GHMC

To

.................................................................
GREATER HYDERABAD MUNICIPAL CORPORATION

Office of the, Dy.Commissioner
Circle No……. GHMC, Hyderabad

ORDERS UNDER SECTION 452(2) OF HMC ACT 1955

Order No:………………………………………… Date : ...............

Sub:-GHMC – Circle No……. – TPS –Deviation to the sanctioned plan / unauthorized construction at ………………………………. Situated at ………………………………. – Order for sealing of unauthorized construction / construction made in deviation to the sanctioned plan – Issued – Regarding

Ref:- 1. This Office permit No……………………………………. dt:……………
2. This Office Show-Cause Notice No……………………….dt:………..
3. Reply dated ……………………submitted by Sri………….

*** *** ***

ORDER :–

Whereas, it has come to the notice of the undersigned that one Sri/Smt…………………………. has made the following deviations to the sanctioned plan / constructing the building unauthorisedly in Pr.No……………………… situated at …………………………………… …………………

contrary to the provisions of HMC Act and Bye-Laws made there under as detailed below.
1. ………………………………………………………….
2. ………………………………………………………….

Whereas, in the reference 2nd cited a show cause notice under section 452(1) of HMC Act was issued to him / her to show cause why the portion of construction made by him / her in contrary to the sanctioned plan / unauthorizedly in Pr.No…………………. situated at …………………………………… ………………… should not be removed , altered or pulled down. Whereas, in the reference 3rd cited Sri/Smt……………………………………….have submitted reply to the above said show-cause notice stating that ………………………………………………………………………….………………..(****).

Therefore the request made by Sri…………………………………. is hereby rejected / Sri/Smt………………………………………. has not submitted reply to the above said show-cause notice . Therefore, further action will be taken as per Section 636 / Section 596 / Section 461(4) / Section 461BA of HMC Act.

Deputy Commissioner
Circle ……. , GHMC

To
Sri/Smt. ………………………………………
…………………………………………………..

2. The Asst.City Planner, Circle No……..., GHMC

(**** give the gist of the reply , examine the reply in the context of nature of deviations and hardship cause to public in general and neighbor in particular and a write paragraph with reasons to reject the averments given in the reply)
GREATER HYDERABAD MUNICIPAL CORPORATION

NOTICE UNDER SECTION 636 OF HMC ACT 1955

Notice No:........................................ Date: ............... 

Sub: GHMC – Circle No….. – TPS – Deviation to the sanctioned plan / unauthorized construction at ........................................ situated at ........................................ Notice under Section 636 of HMC Act – Issued – Regarding

Ref: - 1. This Office permit No........................................ dt:.............. 
2. This Office Show-Cause Notice No......................dt:.............. 
3. Your reply dated ......................... 
4. This Office order No. dated ............... 

*** *** ***

Whereas, in the reference 2nd cited a show cause notice under Section 452(1) of HMC Act was issued to you to show cause why the portion of construction made by you in contrary to the sanctioned plan / unauthorizedly in Pr.No........................... situated at ........................................ should not be removed , altered or pulled down.

Whereas, in the reference 3rd cited you have submitted reply to the above said show-cause notice stating that.................................................................(***).

Therefore vide reference 4th cited the request made by you has been rejected / you have not submitted reply to the above said show-cause notice ..

Therefore, under the provisions of Section 636(1) of HMC Act you are hereby directed to remove the following unauthorized construction / deviated portion within 24 hours failing which same will be removed by the GHMC and the expenses thereof will be recovered from you.

Details of the deviated portion / unauthorized constructions to be removed.

1. .......................................................... 
2. ..........................................................

Deputy Commissioner 
Circle …….., GHMC

To
........................................
........................................
........................................

(**** give the gist of the reply , examine the reply in the context of nature of deviations and hardship cause to public in general and neighbor in particular and a write paragraph with reasons to reject the averments given in the reply)
GREATER HYDERABAD MUNICIPAL CORPORATION

Office of the, Dy.Commissioner
Circle No...... GHMC, Hyderabad

ORDERS UNDER SECTION 461-A OF HMC ACT 1955

Order No:............................................. Date : ......................

Sub:-GHMC – Circle No....... – TPS – Deviation to the sanctioned plan / unauthorized construction at .............................................. Situated at ................................. – Order for sealing of unauthorized construction / construction made in deviation to the sanctioned plan – Issued – Regarding

Ref:- 1. This Office permit No............................................. dt:...........
   2. This Office Show-Cause Notice No.......................... dt:...........
   3. Reply dated .................... submitted by Sri..................
   4. This Office order No.......................... dt:...........

*** *** ***

ORDER :

Whereas, it has come to the notice of the undersigned that one Sri/Smt. has made the following deviations to the sanctioned plan constructing the building unauthorisedly in Pr.No.......................... situated at .............................................. contrary to the provisions of HMC Act and Bye-Laws made there under as detailed below.

1. .................................................................
2. .................................................................

Whereas, in the reference 2nd cited a show cause notice under section 452(1) of HMC Act was issued to him / her to show cause why the portion of construction made by him / her in contrary to the sanctioned plan / unauthorizedly in Pr.No.................. situated at .............................................. should not be removed, altered or pulled down.

Whereas, in the reference 3rd cited Sri/Smt.......................... has submitted reply to the above said show-cause notice stating that ..................................................

Therefore vide reference 4th cited the request made by Sri.......................... has been rejected / Sri/Smt.......................... has not submitted reply to the above said show-cause notice.

Therefore, under the provisions of Section 461-A of HMC Act, it is hereby ordered that the ACP, Circle No.......,, GHMC shall seal the building immediately on

Deputy Commissioner
Circle ...... , GHMC

To
Sri/Smt. .................................................................

(**** give the gist of the reply, examine the reply in the context of nature of deviations and hardship cause to public in general and neighbor in particular and a write paragraph with reasons to reject the averments given in the reply)
NOTICE ISSUED UNDER SECTION 596 OF HMC ACT 1955

Notice No:.............................. Date: .................

Sub: GHMC – Circle No…… – TPS – Deviation to the sanctioned plan / unauthorized construction at ……………………………….. Situated at…………………………….. – Notice under section 596 of HMC Act – Issued – Regarding

Ref:- 1. This Office permit No……………………………………. dt:………
2. This Office Show-Cause Notice No……………………….dt:………..
3. Your reply dated …………………
4. This Office order No……………………….dt:………..

*** *** ***

Whereas, it has come to the notice of the undersigned that you have made the following deviations to the sanctioned plan / constructing the building unauthorisedly in Pr.No………………………. situated at…………………………….. contrary to the provisions of HMC Act and Bye-Laws made there under as given below.
1. …………………………………………………………..
2. …………………………………………………………..

Whereas, in the reference 2nd cited a show cause notice under section 452 of HMC Act was issued to you to show cause why the portion of construction made by you in contrary to the sanctioned plan / unauthorizedly in Pr.No………………………. situated at…………………………….. should not be removed, altered or pulled down.

Whereas, in the reference 3rd cited you have submitted reply to the above said show-cause notice stating that……………………………………………………..

Therefore vide reference 4th cited the request made by you has been rejected / you have not submitted reply to the above said show-cause notice.

Therefore, as per Schedule U of Section 596 of HMC Act you are liable for payment of fine equivalent to 400% (for non-MSB buildings) / 600% (for MSB Buildings) of the value of the land in question which is in force as fixed by the Registration Dept., for the extent of violated floor area which worked out to Rs………………….. Therefore, you are hereby directed to pay an amount of Rs………………….. as fine through a D.D. in favour of Commissioner, GHMC within (7) days from the date of receipt of this notice failing which further action will be taken as per the provisions of HMC Act.

Deputy Commissioner
Circle ……., GHMC

To
Sri/Smt. ………………………………..

(**** give the gist of the reply, examine the reply in the context of nature of deviations and hardship cause to public in general and neighbor in particular and a write paragraph with reasons to reject the averments given in the reply)
5. DEVELOPMENT RESTRICTIONS RELATED TO HERITAGE, ARCHEOLOGICAL MONUMENTS, ENDOWMENTS, AIRPORTS, FIRE SERVICES, DEFENSE & WATER BODIES

Syed Muzafar Hussain  
Former Director of Town & Country Planning

In addition to the Master Plan, the regulations given in the following Acts / Orders have to be followed in preparation, approval and implementation of Plans.

3. Defence Act 1903
4. Airport Authority Act 1996
6. Power Supply Act
7. Water Supply Act
8. Z-Security
9. Railway
10. Environmental Pollution and Protection Act and Wild Life Protection Act
11. Highways and Other roads.

1. Archeological Survey of India:
   a. The Government of India has passed an act in the year 1958 for protection of ancient archeological sites and monuments having archeological and historical importance.
   b. This act has been amended in the year January, 2010 and it is called as Ancient Monuments and archeological sites and remains (amendment and validation) act 2010.
   c. Following monuments in the state are covered by the act called “Ancient Archeological Sites & Monuments”.
      1. Chairmanar
      2. Golconda etc.
   d. According to the provision of the act an area around the monuments to an extent of 300 mtrs has to be restricted for any type of development. The act is being implemented by Archeological Survey of India. Within the area of 300 sqm radius: there are three zones specified around such monuments A) No Construction Zone (100 m) B) Restricted Construction Zone (100m-200m) C) Regulated Construction Zone (200m to 300m).

2. Department of Archeology and Monuments
   Like the ASI at Central Government level, we have Department of Archeology and Monuments to implement the A.P Ancient Archeological Sites and Monuments Act of 1960. There are 560 such sites and monuments declared to be protected under the Act similar restrictions for development around these sites and monuments are specified by the State Act also.

3. Defence:
   a. The areas under the use by Military, wherein regular exercises are taken up and wherein military installations are housed required a cover of security to safeguard the secrecy. Some restrictions have to be exercised in the interest of secrecy & security.
b. As per the Defense Act 1903, there is restriction on development activity around sites of defense installation to an extent of 500m from the boundary of the site keeping in view secrecy and security.

c. No construction/development activity can be allowed to an extent of 500m from the boundary of the site between 500m –1000m the development activity has to be with the approval of commanding officer.

d. To a distance of 2000 yards from the crest of the outer parapet:

e. No variation shall be made in the ground level, No building, wall, bank or other construction of above the ground level shall be maintained, erected, altered to alter otherwise than with the written approval of the General Officer Commanding the District and on such conditions as he may prescribe.

f. No wood, earth, stone, brick, gravel, sand or other material shall be stacked, stored or otherwise accumulated, provided that with the written approval of the General Officer Commanding the District and on such conditions as he may prescribe.

g. While preparing the base map of the town/ city, if there are existing military areas, the staff of the local body can not enter up on and does the survey work as provided in the Municipal / Town Planning Act.

4. Airport Authority of India:

a. As per Airport Authority Act keeping in view the flight operations, the heights of the buildings that can be permitted is to be approved by the Airport Authority for their purpose funnel zone is specified by the Airport Authority which identified the area wherein the NOC of the A.A.I. is required for approval of building plans.

b. Similarly in respect of all multistoried buildings beyond 18m height NOC of the A.A.I is required by approval of building plans.

5. WAKF Boards & Endowment Department:

a. The lands which are abutting the ownership of endowment / WAKF department lands require clearance (NOC) from the Department for any application made for development activity and the conditions of such a clearance have to be insisted in the building permit or a layout plan while approving the same.

b. A letter of intimation has to be issued by Commissioner informing of such an application being made to ULB for construction/development giving a 15 days time.

6. State Disaster Response and Fire Service Department

a. A.P. Fire Service Act 1999 is being implemented by the State Disaster Response and Fire Service Department

b. As per the provisions of the Act all multistoried buildings, housing complexes, commercial buildings and assembly buildings and commercial sites more than 500 sqm area and the educational institutions require NOC for Fire Safety in buildings, all the conditions insisted by the Department for issue of ‘NOC’ for construction have to be insisted while issuing building permit.

7. G.O.Ms.No.86 MA, Dt.03-03-2006 read with G.O.Ms.No.623 MA, Dt.01-12-2006

a. The expanse of the water body like Rivers, Lakes, and Nalas very during the rainy season and other month of the year. During the rainy season when the water bodies are full flowing to the brim will cause
lose of human life, if the developments are permitted in the area vice-versa the developments are permitted in the FTL area they can effect the water body, resulting in lot quality of water and permanent enforcements in Full Tank Level (FTL area. The will shrink the surface area of the water body, which can have adverse effect on the underground water table also.

b. For protection of water bodies like Rivers, Lakes, Ponds, Cheruvus and Nalas the development activity is restricted including that in the Full Tank Level (FTL) and it is to be maintained as open land where in only Recreational Activity/ Green Buffer are to be allowed.

c. The specifications are as follows.
   i. 30m from the boundary of the lake of surface area 10 Ha and above
   ii. 9m from the boundary of lakes of area less than 10 Ha.
   iii. 9m form the boundary of canal, vagu etc
   iv. 2m from the boundary of Nala

d. Full Tank Level (FTL) has to be ascertained from Irrigation Department or from Geological Survey of India Maps.

e. These are required to be insisted in addition to the required buildings set backs.

8. **Power supply and other important services:**
   a. The High Tension (H.T) and Low Tension (L.T) lines carrying the power supply generate magnetic field around supply, which can attract metallic articles and also interfere with the functioning of the equipments, which can cause danger to human life. Hence it is necessary to maintain clearance between the supply line and the construction/ developmental activities.
   b. For safety of inmates minimum of 3m (both vertical and horizontal) has to be maintained from L.T line for any construction of buildings and 5m in respect of H.T lines.
   c. In respect of layouts if the H.T lines with towers are passing through layout area: The land below the H.T line and the tower has to be left with the 20’ buffer on either side.
   d. The orders issued by Central/ State Government in respect of post & telegraph, telephones, wireless broad casting and other form of communication should be followed for preparing plans / reports/ permissions.

9. **Z- Security:**
   In respect of certain important personalities their security becomes important and certain arrangement will be made by the Government in the interest of their security, which is called as Z- security. While considering any building application or development project application no objection of the Police Department will have to be taken by getting the plans or proposal okayed. Among other things height of the structure to be permitting near the residence of such persons will be of prime importance.

10. **Sound:**
    a. Sound effects the human health and behavior to great extent, sound pollution is one of the major killers. The sound level will effect the human health resulting in many disorders like BP, Deafness etc.
    b. The Ambient Air Quality Standards in respect of Noise as per the Notification cited are as follows.
<table>
<thead>
<tr>
<th>Area Code</th>
<th>Category of Area/Zone</th>
<th>Limits in DB (A) Day time</th>
<th>Nighttime</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>Industrial Area</td>
<td>75</td>
<td>70</td>
</tr>
<tr>
<td>(B)</td>
<td>Commercial Area</td>
<td>65</td>
<td>55</td>
</tr>
<tr>
<td>(C)</td>
<td>Residential Area</td>
<td>55</td>
<td>45</td>
</tr>
<tr>
<td>(D)</td>
<td>Silent Zone</td>
<td>50</td>
<td>40</td>
</tr>
</tbody>
</table>

i. Day time shall mean from 6.00 am. To 10.00 p.m.

ii. Night time shall mean from 10.00 p.m. to 6.00 p.m.

iii. Silence Zone is defined as an area comprising not less than 100 meters around hospitals, educational Institutions and Courts. The Silence Zones are Zones which are declared as such by the competent Authority, i.e., Town Planning Department.

iv. Mixed categories of areas may be declared as one of the four above mentioned categories by the Competent Authority.

11. **Competent Authority:**
The Director of Town and Country Planning has been identified as the Competent Authority to notify landuse zones.

12. **Railway:**
There are standing instruction of Central Government vide Circular 7274/201995-H1, dt.10-10-1995 (Approval of Layouts / Buildings adjacent to Railway Track) that to maintain a buffer area to a depth of 30m from the Railway boundary, while permitting any development or construction activity. In respect of the Railway stations/ junctions and the railway tracks there could be proposals by the railways to upgrade the existing facility like expansion of shunting yards, lying of parallel to the existing land, expansion of the railway stations etc. for which land will be required.

13. **Oil and Gas Pipes Line:**
   a. In respect of lying of lines for supply of oil and gas lands will be required and in respect of existing pipe lines steps has to be taken for safety and security of the pipe line.
   b. Necessary clearances from the authorities are required to be taken for permitting any building/ development activity through which the service lines are passing are proposed to be run.

14. **LAW RELATING TO ENVIRONMENTAL POLLUTION AND PROTECTION ACT AND WILD LIFE PROTECTION ACT**
Proceeding sites of natural environmental value have to be prepared. In this regard National Parks are notified by the Central Government for presentation and use of general public, no development activity has to be allowed in the notified area.

i. Kasu Brahmananand Reddy National Park, 1994 (1.42 sq.km)
ii. Mrugavani National Park, 1994 (3.60 sq.km)
iii. Sri Venkateshwara National Park, 1989 (353.62)

15. **NATIONAL HIGHWAYS AUTHORITY AND R&B DEPARTMENT OF ANDHRA PRADESH**
   a. The national highway authority, State R&B department have specified road width for different categories of roads while processing files for
approval of building applications or layout applications the required road width shall be taken over as a precondition of permit.

b. The width of such roads should be incorporated in the plans for any project / scheme to be under taken by the ULB.

c. No construction/ development activity shall be allowed in the specified margins of these notified roads such roads are National Highways, State Highway, Major district roads, district roads and Z.P/ Gram Panchayat roads.

d. The projects under taken by the District Administration should also be flowed while going permissions for construction / development.

***
6. PUBLIC PRIVATE PARTNERSHIP

K. Anand Babu  
Addl. Director of Town & Country Planning  
Pradeep B. Kumar  
Town Planning Assistant, O/o Directorate of Town & Country Planning

1. What is PPP in infrastructure?  
a. Physical infrastructure, such as roads, water and sanitation networks, and transportation systems, involve large investments that can put a strain on the public purpose. This strain is especially great for countries, such as India, whose economies is undergoing rapid development and urbanization and has a great need for expanded infrastructure.  
b. Public-private partnerships (PPPs) are increasingly being used by governments and public sector authorities throughout the world as a way of increasing access to infrastructure services for their citizenry and economies at a reduced cost.

2. A PPP typically has the following characteristics:  
a. The private sector is responsible for carrying out or operating the project and takes on a substantial portion of the associated project risks.  
b. During the operational life of the project the public sector’s role is to monitor the performance of the private partner and enforce the terms of the contract.  
c. The private sector’s costs may be recovered in whole or in part from charges related to the use of the services provided by the project, and may be recovered through payments from the public sector.  
d. Public sector payments are based on performance standards set out in the contract.  
e. Often the private sector will contribute the majority of the project’s capital costs, although this is not always the case.

It will often be necessary to build or add to existing assets in order to meet the infrastructure needs of the economy and users. However, an important part of the infrastructure PPP concept is that:

i. A PPP is focused on outputs, and  
ii. The outputs of the PPP are infrastructure services, not infrastructure assets.

a. The reason for the focus on outputs and services rather than assets is to encourage efficient use of public resources and improved infrastructure quality.

b. A PPP brings the public and private sectors together as partners in a contractual agreement, for a pre-defined period (eg. 30 years) matched to the life of the infrastructure assets used to provide the services. The private partners (investors, contractors and operators) provide specified infrastructure services and, in return, the public sector either pays for those services or grants the private partner the right to generate revenue from the project. For example, the private partner may be allowed to charge user fees or receive revenue from other aspects of the project.

c. The best PPPs will have the public and private partners working together to build and sustain a long-term relationship that is of benefit to all.
3. Advantages of PPP

The advantages of PPP include:

- Access to private sector finance
- Efficiency advantages from using private sector skills and from transferring risk to the private sector
- Potentially increased transparency
- Enlargement of focus from only creating an asset to delivery of a service, including maintenance of the infrastructure asset during its operating lifetime
- This broadened focus creates incentives to reduce the full life-cycle costs (i.e., construction costs and operating costs)

All of these provide strong reasons in favour of using PPPs in India and elsewhere.

4. Access to private sector finance

India has a very large infrastructure need and an associated funding gap. PPPs can help both to meet the need and to fill the funding gap. PPP projects often involve the private sector arranging and providing finance. This frees the public sector from the need to meet financing requirements from its own revenues (taxes) or through borrowing.

5. Higher efficiency in the private sector

A well designed and managed PPP should take advantage of the potential for efficiency gains from using the private sector.

6. Increased transparency in the use of funds

The key to increased transparency and reducing opportunities for corrupt practices is the release of information to the public domain, for use in the media and by interested and concerned individuals, NGOs, and the private sector participants themselves.

7. When should PPP be used?

The use of PPP for infrastructure projects should only be considered when:

- The public sector environment is suited to supporting PPPs
- The project is suitable to being carried out as a PPP
- The potential barriers to successful project implementation have been identified and can be overcome
- Given that these conditions are satisfied, the project must be commercially viable for the private sector and offer value for money (VFM) for the public sector

* * *
7. IMPLEMENTATION, PROGRESS REPORT & REVIEW OF PLANS

S. Srinivasulu Naidu
Former Director of Town & Country Planning

1. IMPLEMENTATION:

Implementation is a process involving timely action in achieving planned development in broad frame of Master Plan / Development Plan while effectively exercising planning tools namely layouts, building and land-use regulations.

a. Priorities: Classify various projects identify as a part of development proposals, by priority.
   i. Essential (Top priority)
   ii. Necessary (second priority)
   iii. Acceptable and Desirable (third priority)
   iv. Deferrable (fourth priority)

   In the above the components may be environmental, road network, housing, parks town extensions etc.

b. Phasing: Phase the development in 4 phases of 5 years each.

2. PROGRESS REPORTS

Implementation is a process of time bound programme which necessitates prompt review and assessing the progress requires to be submitted in the shape of reports in prescribed formats. This will help to review the plan implementation in a systematic manner.

a. Monthly progress at the local level and quarterly reports at Directorate level are required to be checked.

b. Priorities are to be checked and varied depending on the need.

c. Required support may be financial, departmental and interdepartmental coordination may be facilitated.

3. REVIEW OF THE PLANS

a. Review of the Master Plans and its implementation, changes occurred.

b. Roads implemented

c. Change of land use occurred / authorized, unauthorized.

d. New extension authorized / unauthorized.

e. No. of Layouts approved / Regularized

f. Initiatives taken for area development schemes for town extension etc.

g. Govt. lands protected / utilized.

h. Successes, failure, areas of conflicts – necessitating revision of objectives and priorities.

4. Resource Mobilization:

a. Proposals for fiscal resource mobilization including:
   i. Grants – Proposals for obtaining grants, under Master Plan.
   ii. Aids – Aids from World Bank and other organizations.
   iii. Internal resources (Land based taxes, non-taxes resources, and other receipts)
   iv. Vacant land taxes, land rents, leases etc.
   v. Institutions finance – Finance mobilize from institutions like LIC, Banks, etc.
   vi. Market barrowing and through bonds etc.

b. Proposals for land resource mobilization including.
i. Acquisition of land – Procuring the lands under project
ii. Through land acquisition, though negotiation of otherwise.

c. **Assembly of land though**
   i. Land Pooling:– uniting the land owners covered project areas through land pooling scheme in order to achieve the planned development while implementing road network projects, housing, together with infrastructure with logic and social - and allotting developed plots to land owners in proportion to their lands.
   ii. Transferable Development rights
   iii. Process of procuring the lands, regulating the development through TDR where the owners are allowed to – have facility to utilize the right to development in terms of built up area at the other places in lieu of the site of land under the restricted area of the land required for public purpose.

d. **Proposals for manpower resource mobilization including**
   i. Required man power both technical and non-technical is to be mobilized for implementing the Master Plan and other related Urban Development Projects.

e. **Other Initiatives**:
   i. Create awareness among the people in respect of planned development and the advantages there in.
   ii. Prepare RDP's for all the arterial and main roads and Ring roads.
   iii. Demarcate and convene owner meetings.
   iv. Convene meetings with owners where the major peoples in respect of industries, market, commercial complexes and other recreational proposals are made.

***
CHAPTER – V
73rd & 74th CONSTITUTIONAL AMENDMENT ACT 1992
(FROM 73rd & 74th CONSTITUTIONAL AMENDMENT ACT 1992)

The Constitution (73rd Amendment) Act, 1992 (commonly referred to as the Panchayati Raj Act) went into effect on April 24, 1993, and the Constitution (74th Amendment) Act, 1992 (the Nagarpalika Act), came into effect on June 1, 1993.

1. THE CONSTITUTION (SEVENTY-THIRD AMENDMENT) ACT, 1992:

   a. Though the Panchayati Raj Institutions have been in existence for a long time, it has been observed that these institutions have not been able to acquire the status and dignity of viable and responsive people’s bodies due to a number of reasons including absence of regular elections, prolonged supersessions, insufficient representation of weaker sections like Scheduled Castes, Scheduled Tribes and women, inadequate devolution of powers and lack of financial resources.

   b. In the light of the experience in the last forty years and in view of the shortcomings which have been observed, it is considered that there is an imperative need to enshrine in the Constitution certain basic and essential features of Panchayati Raj Institutions to impart certainty, continuity and strength to them.

   c. Accordingly, it is proposed to add a new Part relating to Panchayats in the Constitution to provide for among other things, Gram Sabha in a village or group of villages; constitution of Panchayats at village and other level or levels; direct elections to all seats in Panchayats at the village and intermediate level, if any, and to the offices of Chairpersons of Panchayats at such levels; reservation of seats for the Scheduled Castes and Scheduled Tribes in proportion to their population for membership of Panchayats and office of Chairpersons in Panchayats at each level; reservation of not less than one-third of the seats for women; fixing tenure of 5 years for Panchayats and holding elections within a period of 6 months in the event of supersession of any Panchayat; disqualifications for membership of Panchayats; devolution by the State Legislature of powers and responsibilities upon the Panchayats with respect to the preparation of plans for economic developments and social justice and/or the implementation of development schemes; sound finance of the Panchayats by securing authorisation from State Legislatures for grants-in-aid to the Panchayats from the Consolidated Fund of the State, as also assignment to, or appropriation by, the Panchayats of the revenues of designated taxes, duties, tolls and fees; setting up of a Finance Commission within one year of the proposed amendment and thereafter every 5 years to review the financial position of Panchayats; auditing of accounts of the Panchayats; powers of State Legislatures to make provisions with respect to elections to Panchayats under the superintendence, direction and control of the chief electoral officer of the State; application of the provisions of the said Part to Union territories; excluding certain States and areas from the
application of the provisions of the said Part; continuance of existing laws and Panchayats until one year from the commencement of the proposed amendment and barring interference by courts in electoral matters relating to Panchayats.

243A. Gram Sabha.-
A Gram Sabha may exercise such powers and perform such functions at the village level as the Legislature of a State may, by law, provide.

243B. Constitution of Panchayats.-
1. There shall be constituted in every State, Panchayats at the village, intermediate and district levels in accordance with the provisions of this Part.
2. Notwithstanding anything in clause (1), Panchayats at the intermediate level may not be constituted in a State having a population not exceeding twenty lakhs.

243C. Composition of Panchayats.-
1. Subject to the provisions of this Part, the Legislature of a State may, by law, make provisions with respect to the composition of Panchayats: Provided that the ratio between the population of the territorial area of a Panchayat at any level and the number of seats in such Panchayat to be filled by election shall, so far as practicable, be the same throughout the State.
2. All the seats in a Panchayat shall be filled by persons chosen by direct election from territorial constituencies in the Panchayat area and; for this purpose, each Panchayat area shall be divided into territorial constituencies in such manner that the ratio between the population of each constituency and the number of seats allotted to it shall, so far as practicable, be the same throughout the Panchayat area.
3. The Legislature of a State may, by law, provide for the representation-
   a. Of the Chairpersons of the Panchayats at the village level, in the Panchayats at the intermediate level or, in the case of a State not having Panchayats at the intermediate level, in the Panchayats at the district level;
   b. Of the Chairpersons of the Panchayats at the intermediate level, in the Panchayats at the district level;
   c. Of the members of the House of the People and the members of the Legislative Assembly of the State representing constituencies which comprise wholly or partly a Panchayat area at a level other than the village level, in such Panchayat;
   d. Of the members of the Council of States and the members of the Legislative Council of the State, where they are registered as electors within-
      i. A Panchayat area at the intermediate level, in Panchayat at the intermediate level;
      ii. A Panchayat area at the district level, in Panchayat at the district level.
4. The Chairperson of a Panchayat and other members of a Panchayat whether or not chosen by direct election from territorial constituencies in the Panchayat area shall have the right to vote in the meetings of the Panchayats.

5. The Chairperson of -(a) a Panchayat at the village level shall be elected in such manner as the Legislature of a State may, by law, provide; and (b) a Panchayat at the intermediate level or district level shall be elected by, and from amongst, the elected members thereof..

243D. Reservation of seats.-

1. Seats shall be reserved for-
   a. The Scheduled Castes; and
   b. The Scheduled Tribes, in every Panchayat and the number of seats of reserved shall bear, as nearly as may be, the same proportion to the total number of seats to be filled by direct election in that Panchayat as the population of the Scheduled Castes in that Panchayat area or of the Scheduled Tribes in that Panchayat area bears to the total population of that area and such seats may be allotted by rotation to different constituencies in a Panchayat.

2. Not less than one-third of the total number of seats reserved under clause (1) shall be reserved for women belonging to the Scheduled Castes or, as the case may be, the Scheduled Tribes.

3. Not less than one-third (including the number of seats reserved for women belonging to the Scheduled Castes and the Scheduled Tribes) of the total number of seats to be filled by direct election in every Panchayat shall be reserved for women and such seats may be allotted by rotation to different constituencies in a Panchayat.

4. The offices of the Chairpersons in the Panchayats at the village or any other level shall be reserved for the Scheduled Castes, the Scheduled Tribes and women in such manner as the Legislature of a State may, by law, provide:

5. Provided that the number of offices of Chairpersons reserved for the Scheduled Castes and the Scheduled Tribes in the Panchayats at each level in any State shall bear, as nearly as may be, the same proportion to the total number of such offices in the Panchayats at each level as the population of the Scheduled Castes in the State or of the Scheduled Tribes in the State bears to the total population of the State:

6. Provided further that not less than one-third of the total number of offices of Chairpersons in the Panchayats at each level shall be reserved for women:

7. Provided also that the number of offices reserved under this clause shall be allotted by rotation to different Panchayats at each level.

8. The reservation of seats under clauses (1) and (2) and the reservation of offices of Chairpersons (other than the reservation for women) under clause (4) shall cease to have effect on the expiration of the period specified in article 334.

9. Nothing in this Part shall prevent the Legislature of a State from making any provision for reservation of seats in any Panchayat or offices of...
Chairpersons in the Panchayats at any level in favour of backward class of citizens.

243E. Duration of Panchayats, etc.-

1. Every Panchayat, unless sooner dissolved under any law for the time being in force, shall continue for five years from the date appointed for its first meeting and no longer.

2. No amendment of any law for the time being in force shall have the effect of causing dissolution of a Panchayat at any level, which is functioning immediately before such amendment, till the expiration of its duration specified in clause (1).

3. An election to constitute a Panchayat shall be completed-

   a. before the expiry of its duration specified in clause (1);
   b. before the expiration of a period of six months from the date of its dissolution: Provided that where the remainder of the period for which the dissolved Panchayat would have continued is less than six months, it shall not be necessary to hold any election under this clause for constituting the Panchayat for such period.

4. A Panchayat constituted upon the dissolution of a Panchayat before the expiration of its duration shall continue only for the remainder of the period for which the dissolved Panchayat would have continued under clause (1) had it not been so dissolved.

243F. Disqualifications for membership.-

1. A person shall be disqualified for being chosen as, and for being, a member of a Panchayat-

   a. If he is so disqualified by or under any law for the time being in force for the purposes of elections to the Legislature of the State concerned: Provided that no person shall be disqualified on the ground that he is less than twenty-five years of age, if he has attained the age of twenty-one years;
   b. If he is so disqualified by or under any law made by the Legislature of the State.

2. If any question arises as to whether a member of a Panchayat has become subject to any of the disqualifications mentioned in clause (1), the question shall be referred for the decision of such authority and in such manner as the Legislature of a State may, by law, provide.

243G. Powers, authority and responsibilities of Panchayats.-

Subject to the provisions of this Constitution, the Legislature of a State may, by law, endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of self-government and such law may contain provisions for the devolution of powers and
responsibilities upon Panchayats at the appropriate level, subject to such conditions as may be specified therein, with respect to-

a. The preparation of plans for economic development and social justice;
b. The implementation of schemes for economic development and social justice as may be entrusted to them including those in relation to the matters listed in the Eleventh Schedule.

243H. Powers to impose taxes by, and Funds of, the Panchayats.-

The Legislature of a State may, by law,-

a. Authorise a Panchayat to levy, collect and appropriate such taxes, duties, tolls and fees in accordance with such procedure and subject to such limits;
b. Assign to a Panchayat such taxes, duties, tolls and fees levied and collected by the State Government for such purposes and subject to such conditions and limits;
c. Provide for making such grants-in-aid to the Panchayats from the Consolidated Fund of the State; and
d. Provide for Constitution of such Funds for crediting all moneys received, respectively, by or on behalf of the Panchayats and also for the withdrawal of such moneys there from, as may be specified in the law.

243-I. Constitution of Finance Commission to review financial position.-

1. The Governor of a State shall, as soon as may be within one year from the commencement of the Constitution (Seventy-third Amendment) Act, 1992, and thereafter at the expiration of every fifth year, constitute a Finance Commission to review the financial position of the Panchayats and to make recommendations to the Governor as to-

a. The principles which should govern-

   i. The distribution between the State and the Panchayats of the net proceeds of the taxes, duties, tolls and fees leviable by the State, which may be divided between them under this Part and the allocation between the Panchayats at all levels of their respective shares of such proceeds;
   ii. The determination of the taxes, duties, tolls and fees which may be assigned to, or appropriated by, the Panchayat;
   iii. The grants-in-aid to the Panchayats from the Consolidated Fund of the State;

b. The measures needed to improve the financial position of the Panchayats;
c. Any other matter referred to the Finance Commission by the Governor in the interests of sound finance of the Panchayats.
2. The Legislature of a State may, by law, provide for the composition of the commission, the qualifications which shall be requisite for appointment as members thereof and the manner in which they shall be selected.

3. The Commission shall determine their procedure and shall have such powers in the performance of their functions as the Legislature of the State may, by law, confer on them.

4. The Governor shall cause every recommendation made by the Commission under this article together with an explanatory memorandum as to the action taken thereon to be laid before the Legislature of the State.

243J. Audit of accounts of Panchayats.- The Legislature of a State may, by law, make provisions with respect to the maintenance of accounts by the Panchayats and the auditing of such accounts.

243K. Elections to the Panchayats.-

1. The superintendence, direction and control of the preparation of electoral rolls for, and the conduct of, all elections to the Panchayats shall be vested in a State Election Commission consisting of a State Election Commissioner to be appointed by the Governor.

2. Subject to the provisions of any law made by the Legislature of a State, the conditions of service and tenure of office of the State Election Commissioner shall be such as the Governor may by rule determine:

Provided that the State Election Commissioner shall not be removed from his office except in like manner and on the like grounds as a Judge of a High Court and the conditions of service of the State Election Commissioner shall not be varied to his disadvantage after his appointment.

3. The Governor of a State shall, when so requested by the State Election Commission, make available to the State Election Commission such staff as may be necessary for the discharge of the functions conferred on the State Election Commission by clause (1).

4. Subject to the provisions of this Constitution, the Legislature a State may, by law, make provision with respect to all matters relating to, or in connection with, elections to the Panchayats.

243L. Application to Union territories.-

The provisions of this Part shall apply to the Union territories and shall, in their application to a Union territory, have effect as if the references to the Governor of a State were references to the Administrator of the Union territory appointed under article 239 and references to the Legislature or the Legislative Assembly of a State were references, in relation to a Union territory having a Legislative Assembly, to that LEGISLATIVE ASSEMBLY:

Provided that the President may, by public notification, direct that the provisions of this Part shall apply to any Union territory or part thereof subject to such exceptions and modifications as he may specify in the notification.
243M. Part not to apply to certain areas.-

243N. Continuance of existing laws and Panchayats.-

Notwithstanding anything in this Part, any provision of any law relating to Panchayats in force in a State immediately before the commencement of the Constitution (Seventy-third Amendment) Act, 1992, which is inconsistent with the provisions of this Part, shall continue to be in force until amended or repealed by a competent Legislature or other competent authority or until the expiration of one year from such commencement, whichever is earlier:

Provided that all the Panchayats existing immediately before such commencement shall continue till the expiration of their duration, unless sooner dissolved by a resolution passed to that effect by the Legislative Assembly of that State or, in the case of a State having a Legislative Council, by each House of the Legislature of that State.

243-O. Bar to interference by courts in electoral matters.-

Notwithstanding anything in this Constitution,-

a. The validity of any law relating to the delimitation of constituencies or the allotment of seats to such constituencies, made or purporting to be made under article 243K, shall not be called in question in any court;

b. No election to any Panchayat shall be called in question except by an election petition presented to such authority and in such manner as is provided for by or under any law made by the Legislature of a State.'.

Constitution, after sub-clause (b), the following sub-clause shall be inserted, namely:-

"(bb) the measures needed to augment the Consolidated Fund of a State to supplement the resources of the Panchayats in the State on the basis of the recommendations made by the Finance Commission of the State;".

Constitution, the following Schedule shall be added, namely:-

“ELEVENTH SCHEDULE”

(Article - 243G)

1. Agriculture, including agricultural extension.
2. Land improvement, implementation of land reforms, land consolidation and soil conservation.
3. Minor irrigation, water management and watershed development.
4. Animal husbandry, dairying and poultry.
5. Fisheries.
6. Social forestry and farm forestry.
7. Minor forest produce.
8. Small scale industries, including food processing industries.
10. Rural housing.
11. Drinking water.
12. Fuel and fodder.
13. Roads, culverts, bridges, ferries, waterways and other means of communication.
14. Rural electrification, including distribution of electricity.
15. Non-conventional energy sources.
17. Education, including primary and secondary schools.
18. Technical training and vocational education.
19. Adult and non-formal education.
21. Cultural activities.
22. Markets and fairs.
23. Health and sanitation, including hospitals, primary health centres and dispensaries.
24. Family welfare.
25. Women and child development.
26. Social welfare, including welfare of the handicapped and mentally retarded.
27. Welfare of the weaker sections, and in particular, of the Scheduled Castes and the Scheduled Tribes.
28. Public distribution system.
29. Maintenance of community assets.

2. THE CONSTITUTION (SEVENTY-FOURTH AMENDMENT) ACT, 1992

In many States local bodies have become weak and ineffective on account of a variety of reasons, including the failure to hold regular elections, prolonged supersessions and inadequate devolution of powers and functions. As a result, Urban Local Bodies are not able to perform effectively as vibrant democratic units of self-government. Having regard to these inadequacies, it is considered necessary that provisions relating to Urban Local Bodies are incorporated in the Constitution particularly for-

a. Putting on a firmer footing the relationship between the State Government and the Urban Local Bodies with respect to-

b. The functions and taxation powers; and

c. Arrangements for revenue sharing;

d. Ensuring regular conduct of elections;

e. Ensuring timely elections in the case of supersession; and

f. Providing adequate representation for the weaker sections like Scheduled Castes, Scheduled Tribes and women. Accordingly, it is proposed to add a new part relating to the Urban Local Bodies in the Constitution to provide for-

1. Constitution of three types of Municipalities:
   i. Nagar Panchayats for areas in transition from a rural area to urban area;
   ii. Municipal Councils for smaller urban areas;
iii. Municipal Corporations for larger urban areas. The broad criteria for specifying the said areas is being provided in the proposed article 243-0.

2. Composition of Municipalities, which will be decided by the Legislature of a State, having the following features:
   i. persons to be chosen by direct election;
   ii. representation of Chairpersons of Committees, if any, at ward or other levels in the Municipalities;
   iii. representation of persons having special knowledge or experience of Municipal Administration in Municipalities (without voting rights);

3. Election of Chairpersons of a Municipality in the manner specified in the State law;

4. Constitution of Committees at ward level or other level or levels within the territorial area of a Municipality as may be provided in the State law;

5. Reservation of seats in every Municipality-
   i. for Scheduled Castes and Scheduled Tribes in proportion to their population of which not less than one-third shall be for women;
   ii. for women which shall not less than one-third of the total number of seats;
   iii. in favour of backward class of citizens if so provided by the Legislature of the State;
   iv. for Scheduled Castes, Scheduled Tribes and women in the office of Chairpersons as may be specified in the State law;

6. Fixed tenure of 5 years for the Municipality and re-election within six months of end of tenure. If a Municipality is dissolved before expiration of its duration, elections to be held within a period of six months of its dissolution;

7. Devolution by the State Legislature of powers and responsibilities upon the Municipalities with respect to preparation of plans for economic development and social justice, and for the implementation of development schemes as may be required to enable them to function as institutions of self-government;

8. Levy of taxes and duties by Municipalities, assigning of such taxes and duties to Municipalities by State Governments and for making grants-in-aid by the State to the Municipalities as may be provided in the State law;
   a. a Finance Commission to review the finances of the Municipalities and to recommend principles for-
      i. determining the taxes which may be assigned to the Municipalities;
      ii. Sharing of taxes between the State and Municipalities;
      iii. grants-in-aid to the Municipalities from the Consolidated Fund of the State;

9. Audit of accounts of the Municipal Corporations by the Comptroller and Auditor-General of India and laying of reports before the Legislature of the State and the Municipal Corporation concerned;

10. Making of law by a State Legislature with respect to elections to the Municipalities to be conducted under the superintendence, direction and control of the chief electoral officer of the State;
11. Application of the provisions of the Bill to any Union territory or part thereof with such modifications as may be specified by the President;

12. Exempting Scheduled areas referred to in clause (1), and tribal areas referred to in clause (2), of article 244, from the application of the provisions of the Bill. Extension of provisions of the Bill to such areas may be done by Parliament by law;

13. Disqualifications for membership of a Municipality;


Under the provisions of this Act, the Legislature of a State may, by law, provide-

a. For the representation in a Municipality of-
   i. Persons having special knowledge or experience in Municipal administration;
   ii. The members of the House of the People and the members of the Legislative Assembly of the State representing constituencies which comprise wholly or partly the Municipal area;
   iii. The members of the Council of States and the members of the Legislative Council of the State registered as electors within the Municipal area;
   iv. The Chairpersons of the Committees constituted under clause (5) of article 243S: Provided that the persons referred to in paragraph (i) shall not have the right to vote in the meetings of the Municipality;

b. The manner of election of the Chairperson of a Municipality.

243S. Constitution and composition of Wards Committees, etc.-

1. There shall be constituted Wards Committees, consisting of one or more wards, within the territorial area of a Municipality having a population of three lakhs or more.

2. The Legislature of a State may, by law, make provision with respect to-
   a. The composition and the territorial area of a Wards Committee;
   b. The manner in which the seats in a Wards Committee shall be filled.

3. A member of a Municipality representing a ward within the territorial area of the Wards Committee shall be a member of that Committee.

4. Where a Wards Committee consists of-
   a. One ward, the member representing that ward in the Municipality; or
   b. Two or more wards, one of the members representing such wards in the Municipality elected by the members of the Wards Committee, shall be the Chairperson of that Committee.

5. Nothing in this article shall be deemed to prevent the Legislature of a State from making any provision for the constitution of Committees in addition to the Wards Committees.

243T. Reservation of seats.-

1. Seats shall be reserved for the Scheduled Castes and the Scheduled Tribes in every Municipally and the number of seats so reserved shall bear, as nearly as may be, the same proportion to the total number of
seats to be filled by direct election in that Municipality as the population of the Scheduled Castes in the Municipal area or of the Scheduled Tribes in the Municipal area bears to the total population of that area and such seats may be allotted by rotation to different constituencies in a Municipality.

2. Not less than one-third of the total number of seats reserved under clause (1) shall be reserved for women belonging to the Scheduled Castes or, as the case may be, the Scheduled Tribes.

3. Not less than one-third (including the number of seats reserved for women belonging to the Scheduled Castes and the Scheduled Tribes) of the total number of seats to be filled by direct election in every Municipality shall be reserved for women and such seats may be allotted by rotation to different constituencies in a Municipality.

4. The officers of Chairpersons in the Municipalities shall be reserved for the Scheduled Castes, the Scheduled Tribes and women in such manner as the Legislature of a State may, by law, provide.

5. The reservation of seats under clauses (1) and (2) and the reservation of offices of Chairpersons (other than the reservation for women) under clause (4) shall cease to have effect on the expiration of the period specified in article 334.

6. Nothing in this Part shall prevent the Legislature of a State from making any provision for reservation of seats in any Municipality or offices of Chairpersons in the Municipalities in favour of backward class of citizens.

243U. Duration of Municipalities, etc.-

1. Every Municipality, unless sooner dissolved under any law for the time being in force, shall continue for five years from the date appointed for its first meeting and no longer:

2. Provided that a Municipality shall be given a reasonable opportunity of being heard before its dissolution.

3. No amendment of any law for the time being in force shall have the effect of causing dissolution of a Municipality at any level, which is functioning immediately before such amendment, till the expiration of its duration specified in clause (1).

4. An election to constitute a Municipality shall be completed,-
   a. before the expiry of its duration specified in clause (1);
   b. before the expiration of a period of six months from the date of its dissolution:

5. Provided that where the remainder of the period for which the dissolved Municipality would have continued is less than six months, it shall not be necessary to hold any election under this clause for constituting the Municipality for such period.

6. A Municipality constituted upon the dissolution of a Municipality before the expiration of its duration shall continue only for the remainder of the period for which the dissolved Municipality would have continued under clause (1) had it not been so dissolved.

243V. Disqualifications for membership.-

1. A person shall be disqualified for being chosen as, and for being, a member of a Municipality-
a. If he is so disqualified by or under any law for the time being in force for the purposes of elections to the Legislature of the State concerned: Provided that no person shall be disqualified on the ground that he is less than twenty-five years of age, if he has attained the age of twenty-one years;

b. If he is so disqualified by or under any law made by the Legislature of the State.

2. If any question arises as to whether a member of a Municipality has become subject to any of the disqualifications mentioned in clause (1), the question shall be referred for the decision of such authority and in such manner as the Legislature of a State may, by law, provide.

243W. Powers, authority and responsibilities of Municipalities, etc.-Subject to the provisions of this Constitution, the Legislature of a State may, by law, endow-

1. The Municipalities with such powers and authority as may be necessary to enable them to function as institutions of self-government and such law may contain provisions for the devolution of powers and responsibilities upon Municipalities, subject to such conditions as may be specified therein, with respect to-
   a. the preparation of plans for economic development and social justice;
   b. the performance of functions and the implementation of schemes as may be entrusted to them including those in relation to the matters listed in the Twelfth Schedule;

2. The Committees with such powers and authority as may be necessary to enable them to carry out the responsibilities conferred upon them including those in relation to the matters listed in the Twelfth Schedule.

243X. Power to impose taxes by, and Funds of, the Municipalities.-The Legislature of a State may, by law,-

1. Authorise a Municipality to levy, collect and appropriate such taxes, duties, tolls and fees in accordance with such procedure and subject to such limits;

2. Assign to a Municipality such taxes, duties, tolls and fees levied and collected by the State Government for such purposes and subject to such conditions and limits;

3. Provide for making such grants-in-aid to the Municipalities from the Consolidated Fund of the State; and

4. Provide for constitution of such Funds for crediting all moneys received, respectively, by or on behalf of the Municipalities and also for the withdrawal of such moneys therefrom. as may be specified in the law.

243Y. Finance Commission.-

1. The Finance Commission constituted under article 243-I shall also review the financial position of the Municipalities and make recommendations to the Governor as to-
   a. The principles which should govern-
      i. The distribution between the State and the Municipalities of the net proceeds of the taxes, duties, tolls and fees leviable
by the State, which may be divided between them under this Part and the allocation between the Municipalities at all levels of their respective shares of such proceeds;

ii. The determination of the taxes, duties, tolls and fees which may be assigned to, or appropriated by, the Municipalities;

iii. The grants-in-aid to the Municipalities from the Consolidated Fund of the State;

b. The measures needed to improve the financial position of the Municipalities;

c. Any other matter referred to the Finance Commission by the Governor in the interests of sound finance of the Municipalities.

2. The Governor shall cause every recommendation made by the Commission under this article together with an explanatory memorandum as to the action taken thereon to be laid before the Legislature of the State.

243Z. Audit of accounts of Municipalities.-

The Legislature of a State may, by law, make provisions with respect to the maintenance of accounts by the Municipalities and the auditing of such accounts.

243ZA. Elections to the Municipalities.-

1. The superintendence, direction and control of the preparation of electoral rolls for, and the conduct of, all elections to the Municipalities shall be vested in the State Election Commission referred to in article 243K.

2. Subject to the provisions of this Constitution, the Legislature of a State may, by law, make provision with respect to all matters relating to, or in connection with, elections to the Municipalities.

243ZB. Application to Union territories.-

1. The provisions of this Part shall apply to the Union territories and shall, in their application to a Union territory, have effect as if the references to the Governor of a State were references to the Administrator of the Union territory appointed under article 239 and references to the Legislature or the Legislative Assembly of a State were references in relation to a Union territory having a Legislative Assembly, to that Legislative Assembly:

2. Provided that the President may, by public notification, direct that the provisions of this Part shall apply to any Union territory or part thereof subject to such exceptions and modifications as he may specify in the notification.

243ZC. Part not to apply to certain areas.-

1. Nothing in this Part shall apply to the Scheduled Areas referred to in clause -(1), and the tribal areas referred to in clause (2), of article 244.

2. Nothing in this Part shall be construed to affect the functions and powers of the Darjeeling Gorkha Hill Council constituted under any law for the time being in force for the hill areas of the district of Darjeeling in the State of West Bengal.
3. Notwithstanding anything in this Constitution, Parliament may, by law, extend the provisions of this Part to the Scheduled Areas and the tribal areas referred to in clause (1) subject to such exceptions and modifications as may be specified in such law, and no such law shall be deemed to be an amendment of this Constitution for the purposes of article 368.

243ZD. Committee for district planning.-
1. There shall be constituted in every State at the district level a District Planning Committee to consolidate the plans prepared by the Panchayats and the Municipalities in the district and to prepare a draft development plan for the district as a whole.
2. The Legislature of a State may, by law, make provision with respect to-
   a. the composition of the District Planning Committees;
   b. the manner in which the seats in such Committees shall be filled:
3. Provided that not less than four-fifths of the total number of members of such Committee shall be elected by, and from amongst, the elected members of the Panchayat at the district level and of the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the district;
   a. The functions relating to district planning which may be assigned to such Committees;
   b. The manner in which the Chairpersons of such Committees shall be chosen.
4. Every District Planning Committee shall, in preparing the draft development plan, have regard to-
   a. matters of common interest between the Panchayats and the Municipalities including spatial planning, sharing of water and other physical and natural resources, the integrated development of infrastructure and environmental conservation;
   b. the extent and type of available resources whether financial or otherwise;
   c. Consult such institutions and organisations as the Governor may, by order, specify.
5. The Chairperson of every District Planning Committee shall forward the development plan, as recommended by such Committee, to the Government of the State.

243ZE. Committee for Metropolitan Planning.-
1. There shall be constituted in every Metropolitan area a Metropolitan Planning Committee to prepare a draft development plan for the Metropolitan area as a whole.
2. The Legislature of a State may, by law, make provision with respect to-
   a. The composition of the Metropolitan Planning Committees;
   b. The manner in which the seats in such Committees shall be filled:
   b. Provided that not less than two-thirds of the members of such Committee shall be elected by, and from amongst, the elected
members of the Municipalities and Chairpersons of the Panchayats in the Metropolitan area in proportion to the ratio between the population of the Municipalities and of the Panchayats in that area;

c. The representation in such Committees of the Government of India and the Government of the State and of such organisations and institutions as may be deemed necessary for carrying out the functions assigned to such Committees;

d. the functions relating to planning and coordination for the Metropolitan area which may be assigned to such Committees;

e. The manner in which the Chairpersons of such Committees shall be chosen.

3. Every Metropolitan Planning Committee shall, in preparing the draft development plan, have regard to-

i. The plans prepared by the Municipalities and the Panchayats in the Metropolitan area;

ii. Matters of common interest between the Municipalities and the Panchayats, including co-ordinated spatial planning of the area, sharing of water and other physical and natural resources, the integrated development of infrastructure and environmental conservation;

iii. the overall objectives and priorities set by the Government of India and the Government of the State;

iv. the extent and nature of investments likely to be made in the Metropolitan area by agencies of the Government of India and of the Government of the State and other available resources whether financial or otherwise;

v. consult such institutions and organisations as the Governor may, by order, specify.

4. The Chairperson of every Metropolitan Planning Committee shall forward the development plan, as recommended by such Committee, to the Government of the State.

243ZF. Continuance of existing laws and Municipalities.- Notwithstanding anything in this Part, any provision of any law relating to Municipalities in force in a State immediately before the commencement of THE CONSTITUTION (Seventy-fourth Amendment) Act, 1992, which is inconsistent with the provisions of this Part, shall continue to be in force until amended or repealed by a competent Legislature or other competent authority or until the expiration of one year from such commencement, whichever is earlier:

Provided that all the Municipalities existing immediately before such commencement shall continue till the expiration of their duration, unless sooner dissolved by a resolution passed to that effect by the Legislative Assembly of that State or, in the case of a State having a Legislative Council, by each House of the Legislature of that State.

243ZG. Bar to interference by courts in electoral matters.- Notwithstanding anything in this Constitution,-
1. the validity of any law relating to the delimitation of constituencies or the allotment of seats to such constituencies, made or purporting to be made under article 243ZA shall not be called in question in any court;

2. no election to any Municipality shall be called in question except by an election petition presented to such authority and in such manner as is provided for by or under any law made by the Legislature of a State.

3. Amendment of article 280.- In clause (3) of article 280 of the Constitution, sub-clause (c) shall be relettered as sub-clause (d) and before sub-clause (d) as so relettered, the following sub-clause shall be inserted, namely:-

4. the measures needed to augment the Consolidated Fund of a State to supplement the resources of the Municipalities in the State on the basis of the recommendations made by the Finance Commission of the State;”.

5. Addition of Twelfth Schedule.-After the Eleventh Schedule to the Constitution, the following Schedule shall be added, namely:-

“TWELFTH SCHEDULE”
(Article 243W)

1. Urban planning including town planning.
2. Regulation of land-use and construction of buildings.
3. Planning for economic and social development.
4. Roads and bridges.
5. Water supply for domestic, industrial and commercial purposes.
6. Public health, sanitation conservancy and solid waste management.
7. Fire services.
8. Urban forestry, protection of the environment and promotion of ecological aspects.
9. Safeguarding the interests of weaker sections of society, including the handicapped and mentally retarded.
10. Slum improvement and upgradation.
11. Urban poverty alleviation.
12. Provision of urban amenities and facilities such as parks, gardens, playgrounds.
13. Promotion of cultural, educational and aesthetic aspects.
14. Burials and burial grounds; cremations, cremation grounds and electric crematoriums.
15. Cattle pounds; prevention of cruelty to animals.
16. Vital statistics including registration of births and deaths.
17. Public amenities including street lighting, parking lots, bus stops and public conveniences.
18. Regulation of slaughter houses and tanneries.

***
CHAPTER – VI
ORGANIZATION STRUCTURE

1. DEPARTMENTS UNDER THE MINISTRY OF MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT

S. Bala Krishna
Addl. Director, Hyderabad Metro Rail Limited

In Andhra Pradesh, the urban civic governance comes under Municipal Administration and Urban Development Department (MA&UDD).

The Department of Municipal Administration and Urban Development is the governing body comprising of following departments.

1. Commissioner and Director of Municipal Administration (C&DMA)
2. Public Health Engineering Department (PHED)
3. Town & Country Planning Department (DT&CP)
4. Andhra Pradesh Urban Finance & Infrastructure Development Corporation (APUFIDC)
6. Urban Development Authorities (UDA)
7. Hyderabad Metropolitan Water Supply and Sewerage Board (HMWSSB)

1. **Commissioner and Director of Municipal Administration**
   a. The CDMA is the head of the department which provides guidance to Municipal Corporations and Municipalities in performing their day to day activities in adherence to the policies, procedures and guidelines provided by MA & UD Deptt to achieve effective civic administration. The Directorate is headed by the Commissioner and Director of Municipal Administration (CDMA).
   b. CDMA administers through the Office of Directorate of Municipal Administration (DMA), Regional Offices (RDMA) and Urban Local Bodies (ULBs) spread across the State.
   c. CDMA, in its supervisory role, monitors the functioning of the ULBs against key parameters such as the tax collections, project and civic works executed, the implementation of the schemes of the Government etc. It also includes the supervision of the regulatory and developmental functions of the ULBs.
   d. CDMA interacts with several other departments such as Public Health Engineering Department, Town and Country Planning Department, Local Fund Audit Department, Urban Developmental Authorities, Municipal Corporations, and HMWSSB etc to enable seamless delivery of urban civic services to the citizen.

2. **Engineer in Chief (Public Health & Municipal Engineering Department)**
   a. The Public Health & Municipal Engineering Department is under administrative control of Municipal Administration and Urban Development Department at the Secretariat level.
   b. The Department is incharge of Investigation, Designs, and Execution of Water Supply and Sewerage Schemes in all Municipalities and
Municipal Corporations in the state besides the technical control over all the engineering works in these Municipal Towns and Corporations.

c. After completion, the Water Supply and Sewerage Schemes are being handed over to the concerned Municipal Corporations and Municipalities for operation and maintenance.

d. PH & ME Department offers the following services to the ULBs (Urban Local bodies i.e, Municipal Corporations and Municipalities)
   i. Approval of designs of Municipal works.
   ii. Technical sanction to estimates.
   iii. Technical opinion to the Municipalities in finalization of tenders.
   iv. Check measurement of works executed by the Municipal Engineers grade II & III.
   v. Periodical inspection of water supply and sewerage schemes maintained by Municipalities.
   vi. Approval of Bye-laws for water supply in Urban Local Bodies.

3. Directorate of Town and Country Planning

a. The Director of Town & Country Planning is head of the organization. The department is in charge of planning and development in urban and rural areas. The development is achieved through Master Plans prepared for the urban centers and rural areas by way of General Town Planning Schemes (Master Plans) and Indicative Land Use Plans (ILUPs). Development plans for mandal headquarters are prepared by the department. The planned development is achieved through approval of layouts and by regulating the developments through building rules and zoning regulations and approval of industrial installations.

b. The Directorate of Town and Country Planning has two distinct functions, one under urban front and the other on the rural front. In respect of urban area particularly the Municipal towns are planned and regulated under the provisions of APTP Act, 1920 and under the provisions of local body acts, viz., Municipal Corporation Act, Andhra Pradesh Municipalities Act and A.P Urban Areas (Development) Act and A.P. Cinematography Act. In respect of rural Areas, the developments are regulated under the provisions of Andhra Pradesh Panchayat Raj Act, 1992 in respect of approval of layouts and granting permissions for industries and installations.

c. The department assists the Government in all Town and Country Planning matters as well as in coordinating with various departments involved in area development like A.P. Housing Board, A.P. State Housing Corporation. A.P. Industrial and Infrastructure Development Corporation and Industries Department etc.

d. Various schemes involving area planning and development of Environmental Improvement schemes are formulated and monitored by the department. The department provides technical assistance to various departments involved in planning and development of urban areas.

e. The department offers technical remarks to the Government in the matters like modification to the Master Plans (change of land use, deletion / alignment of master plan roads in the notified master plans), alienation of lands and in the matters related to formulation and relaxation of any building rules and regulations.

f. The department is able to achieve a fairly reasonable level of developments in most of the urban centers by way of suggesting and implementing layouts and regulating the industries and other buildings as per the norms. Apart from the above, the department is also suggesting and getting implemented various Environmental
4. HMWSSB (Hyderabad Metropolitan Water Supply & Sewerage Board)

a. The Board was constituted on 1.11.1989 under the provisions of Hyderabad Metropolitan Water Supply and Sewerage Act 1989 (Act No.15 of 1989), with the following functions & responsibilities in the Hyderabad Metropolitan Area.

i. The Supply of potable water including planning, design, construction, maintenance, operation & management of water supply system.
ii. Sewerage, Sewerage Disposal and sewerage treatment works including planning, design, construction, maintenance, operation & management of all sewerage and sewerage treatment works.

<table>
<thead>
<tr>
<th>The Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hon'ble Chief Minister of Andhra Pradesh</td>
</tr>
<tr>
<td>Hon'ble Minister for Municipal Administration &amp; Urban development</td>
</tr>
<tr>
<td>Chairman A.P Pollution Control Board</td>
</tr>
<tr>
<td>Principal Secretary, Municipal Admin &amp; Urban Devt Govt. of A.P</td>
</tr>
<tr>
<td>Secretary Finance (IF) Govt. of A.P</td>
</tr>
<tr>
<td>Special Officer &amp; Commissioner, Municipal Corporation of Hyderabad</td>
</tr>
<tr>
<td>Director, Health, Govt. of A.P</td>
</tr>
<tr>
<td>Director (Technical), HMWSSB</td>
</tr>
<tr>
<td>Director (Finance), HMWSSB</td>
</tr>
<tr>
<td>Managing Director, HMWSSB</td>
</tr>
</tbody>
</table>

5. MEPMA (Mission for Elimination of Poverty in Municipal Areas)

a. Government have issued G.O Ms No 414 dated 4.6.2007, establishing a Mission called MEPMA (Mission for Elimination of Poverty in Municipal Areas) for formulating strategies to implement poverty reduction programmes in urban areas.

b. **Mission Goal**

All the 30 lakh poor families will have improved quality of life by accessing services from all organizations through their own strong self reliant and self managed institutions.

c. **Objective of the Mission**

To enable the urban poor particularly the poorest of the poor to eliminate poverty and vulnerability in a sustainable manner and improve their quality of life in urban areas.

**MEPMA** is registered as society under AP societies registration act bearing No: 1120/2007 dated 10.7.2007 with

i. Hon’ble Chief Minister as Chairman  
ii. Hon’ble Minister for MA &UD as Vice-chairman  
iii. Secretary MA & UD as convener &  
iv. Principal Secretary to Govt Rural development  
v. Principal Secretary to Govt Women Development & child welfare  
vi. Principal Secretary to Govt (IF) Finance department  
vii. Commissioner & Director of Municipal Administration  
viii. CEO, SERP, Hyderabad  
ix. Mission Director, MEPMA &  
x. GM,SLBC as members
d. Support Mechanism placed in all ULBs
i. In order to improve the group dynamics and self-reliance among the SHGs lot of hand holding, nurturing and facilitation supports are provided through Institution Building and Capacity Building trainings. In this process the Urban Community Resource Persons system was introduced to create highly trained social capital at grass root level in all poverty aspects i.e., Institutional Building, Micro Finance, Health & Nutrition, and vulnerability.

ii. Community Organizers/Town Project Officers at ULB level besides the Specialists (Institutional Building, Livelihood, Micro Finance and Disability) at district level are positioned. The entire field staff was kept under the control of Project Director.

iii. Full fledged sensitive support mechanism was kept at all levels through recruitment by District Selection Committee headed by the Collector & District Magistrate.

e. MEPMA Initiative - 1: Managerial Support to SLF (NHC)
To make SLF/NHC, financially viable and self-managed it is necessary to provide trained managerial support developed among them and supported for proper record keeping and follow up action.

f. MEPMA Initiative – 2: Community Enhancement Fund (CEF)
It is proposed to assist SLFs by providing financial assistance in form of CEF till become financially viable and self managed.

g. MEPMA Initiative – 3: Establishment of Multi Purpose Community Resource Centers
This programme shall seek to provide wage employment to beneficiaries living below the poverty line within the jurisdiction of urban local bodies (ULBs) by utilising their labour for construction of socially and economically useful public assets.

h. MEPMA Initiative – 4: Monitoring Mechanism
i. First of its kind in the development sector, MEPMA has introduced the online monitoring system from the gross root level i.e., Urban Local Body (Municipality).

ii. Online reporting systems to monitor the progress and Tracking the physical progress. The following are the online applications developed in house of MEPMA.
   2) Self Help Groups Formation.
   3) Placement Linked Skill Trainings
   4) Urban Self Employment Programme.
   5) Street Vendors Information.
   6) Positioning of Staff at Dist / ULB Level.
   7) SHGs of PWDs
   8) Slum Profiling.
   9) Household Survey (Under testing stage).
   10)40% Utilisation of Municipal funds (to be strengthened)

iii. Facilitated to Govt. of India in preparation of Operational Guidelines for Programme Administration & Monitoring under Swarna Jayanti Shahari Rozgar Yojana (SJSRY).
   1) State Level Monitoring Committee
   2) State UPA Cell
   3) District Level – District UPA Cell
   4) City Level – Town UPA Cell
i. **MEPMA Initiative – 5: Utilization of 40% of net municipal funds in Urban Local Bodies**
   Utilization of 40% of net municipal funds in Urban Local Bodies for development of slum areas – Opening of a separate account for UPA fund – Guidelines were Issued video GO Ms No.1048 MA Dt.23.07.2009. MEPMA initiated Online monitoring of the funds utilization.

j. **SHG Bank Linkage & Pavalavaddi**
   i. Per group linkage increased from Rs.23,000/- in the year 2004 to Rs.1.21 Lakhs during this year.
   ii. TFI/Debt Swapping is under implementation @ 1 town for per DISTRICT.
   iii. First of its kind, Town Level Bankers Committee Meeting Introduced by MEPMA.
   iv. **MEPMA is formulating strategies to provide Rs.1.00 Lakh of Bank Loans to each SHG member by 2013-14 to make each member “Lakshadikari”**

k. **Town Level Bankers Meeting**
   For close monitoring the credit flow to the urban groups and review the progress of finance Town Level Bankers Meeting (TLBC) duly inviting the Project Director and Municipal Commissioner is introduced first of its kind in Andhra Pradesh.

l. **Interest Subsidy (PAVALAVADDI)**

m. **SIRICILLA INITIATIVE**
   In Siricilla Municipality of Karimnagar District which is predominately inhabitant by the poor people belonging to Weavers community. With the active support of banks Micro Credit Plans are prepared for about 1348 SHGs have been assisted with a bank loan of Rs.63.10 Crores, which works outs to Rs.5.00 Lakh per SHG. With this initiative all the members of these SHGs could re-pay their high cost debts + take to some Income Generating Activity of their choice. Similar initiative is extended to all senior groups in all 124 Urban Local Bodies in the state.

6. **Livelihoods**
   a. **Placement Linked Trainings**
   b. **Urban Self Employment Programme**
      i. Under this programme, conducted awareness camps on USEP and introduced Community Based Identification for identification of beneficiaries by SHGs/SLFs/TLFs.
      ii. MEPMA initiative - Community based selection
      iii. The SHG (NHG) / SHGs of PWDs, preferably senior best performing SHG/SLF, will take the applications under USEP for setting up economic activity

7. **Social Security – Insurance**
   a. **Janasree Bhima Yojana / Other Group Insurance.**
      Government of Andhra Pradesh has taken up an initiative of facilitating affordable life insurance with optimal coverage of risk to people below
the poverty line. Self Help Groups are motivated to pay the premium in a no cash transaction, authorizing the banks to credit the premium amount to the LIC of India.

b. **Dr. YSR - Abhayahastam**
   In order to secure dignified life to women and providing income security in their old age. Govt. have to introduced "co-contributory pension scheme" for the SHG women in rural & urban areas to give them monthly pension. The programme is called **"Dr-YSR Abhayahastam"** and it is under active phase of implementation. As per the instructions of Hon’ble Chief Minister, Individual policy bonds are being issued to all the enrolled SHG women from 1st November, 2009.

### 8. VULNERABILITY - DISABILITY INTERVENTION

MEPMA has pioneered a distinctive approach to mainstreams persons with Disabilities (PWDs) in all its efforts for poverty reduction. In consonance with the latest national and international trends, the approach of MEPMA incorporates “Social model” of disability as distinguished from the “individual model”

### 9. Other Initiatives

a. **Organising Riksha Pullers MACS.**
   MEPMA has proposed to take up the occupational rehabilitative measures through introducing the concept of **Rickshaw Bandhu**

b. **STREET VENDORS POLICY**
   As part of the national policy, the strengthening and sustainability of the livelihoods of the Street Vendors (SVs) has been proposed to be implemented in all ULBs in the state.
   i. A one-day State Level Workshop on "Street Vendors Policy in ULBs of Andhra Pradesh" was organized on 10th Nov, 2009.
   ii. A model bill on Street Vendors based on deliberations of the workshop is under process.
   iii. A survey of street vendors to know the approximate number of SVs and other details is under progress. Upto Mar, 2010, 79,019 Street Vendors data profiled and kept on web site.

### 1. APMDP (Andhra Pradesh Municipal Development Project)

Andhra Pradesh Municipal Development Project (APMDP) is a $ 350 (Rs.1400 crores) million project being implemented by Government of Andhra Pradesh (GoAP) with support from World Bank

#### Objectives

a. **High-priority urban services in selected ULBs of AP**
   Urban services to be improved will be chosen and implemented by eligible ULBs who select themselves in a demand driven manner based on access criteria established under the project which would be approved by the Steering Committee in the Government of AP. The project will support improvements in the financial, technical, and management capacities of all ULBs of Andhra Pradesh through technical assistance

b. **Capacity of ULBs to develop and manage urban services**
   The project will also pursue improvement of the state-level framework that defines ULBs’ autonomy, accountability, and incentives for performance, as well as GoAP’s capacity to monitor, and provide policy
and technical support for, ULBs performance and development. The project will also lay the groundwork for capacity building of the urban poor through studies and community training centers. There are 4 components in this project as given below

c. **Component A: State Level Policy and Institutional Development Support Consultancy and TA to**
   i. Improve the State’s policy and institutional framework
   ii. Improve service delivery and capacity building by ULBs
   iii. Evaluate options to improve GoAP's systems of urban finance
   iv. Draft and implement streamlined town planning procedures
   v. Establishing Geographic Information System (GIS) at state and at ULB level
   vi. Urban Academy
   vii. Preparation of a detailed program for MEPMA

d. **Component B: Municipal Capacity Enhancement**
   i. Professionalization of ULB management: through training of ULB staff in finance, management, Poverty alleviation, planning, procurement, and engineering
   ii. Preparation of GIS maps and General Towns Plans for about 30 ULBs

e. **Component C: Urban Infrastructure Investment**
   i. Provide investment support (loans, project support grants and guarantees) accessible to ULBs for upgrading urban services, such as water supply (improvements), solid waste management, urban roads, street lighting, slum up gradation, and other select obligatory and discretionary municipal services
   ii. Establishment of Multipurpose Community Resource Centers targeted for the urban poor

f. **Component D: Project Management Technical Assistance**
   i. Subproject preparation, implementation, and monitoring
   ii. Assistance to prepare and manage public-private partnership schemes
   iii. A Sub-project Technical Assistance Facility for implementing investment sub-projects, reforms and GAAP (Governance and Accountability Action Plan).
   iv. Technical Assistance to the implementing agencies like DTCP, MEPMA, APUIF, PHED, and ULBs

2. **SERVICE LEVEL BENCH MARKING**
   a. Monitoring urban service delivery outcomes is a critical part of the overall Monitoring & Evaluation system for APMDP. The urban service delivery indicators that will be monitored under APMDP will be consistent with the JNURM framework for indicators.
   b. Tracking service delivery outcomes in a systematic manner will require two main steps:
      i. Baseline indicators to be collected / compiled when a ULB initially submits the Initial Project Proposal (IPP).
      ii. Service delivery outcomes to be measured after completion of the sub-project at the ULB.
3. **APUFIDC (Andhra Pradesh Urban Finance and Infrastructure Development Corporation)**

The Andhra Pradesh Urban Finance and Infrastructure Development Corporation Limited has been constituted during 1993 with an objective to channalise the funds from the financial institutions, government of Andhra Pradesh, Government of India to Urban Local Bodies.

a. **Intended Users**

The Intended users of this manual are all Urban Local Bodies, Officers and staff of the Municipal Administration Department

b. **Definitions and Key terms:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>APUFIDC</td>
<td>Andhra Pradesh Urban Finance and Infrastructure Development Corporation Limited.</td>
</tr>
<tr>
<td>2.</td>
<td>APUIF</td>
<td>Andhra Pradesh Urban Infrastructure Fund.</td>
</tr>
<tr>
<td>3.</td>
<td>APURMSP</td>
<td>Andhra Pradesh Urban Reforms and Municipal Services Project</td>
</tr>
<tr>
<td>4.</td>
<td>DPR</td>
<td>Detailed Project Report</td>
</tr>
<tr>
<td>5.</td>
<td>JNNURM</td>
<td>Jawaharlal Nehru National Urban Renewal Mission</td>
</tr>
<tr>
<td>6.</td>
<td>UIDSSMT</td>
<td>Urban Infrastructure Development Scheme for Small &amp; Medium Towns</td>
</tr>
<tr>
<td>7.</td>
<td>IHSDP</td>
<td>Integrated Housing and Slum Development Programme</td>
</tr>
</tbody>
</table>

4. **Urban Development Authorities in the State**

Urban Development Authorities (UDAs) have been constituted under the provisions of AP Urban Areas (Development) Act 1975.

a. **There are 12 UDAs in the State.**

i. Hyderabad Metropolitan Development Authority (HMDA which was earlier known as HUDA)
ii. Vijayawada-Guntur-Tenali-Mangalagiriurban Development Authority (VGTMUDA).
iii. Visakhapatnam Urban Development Authority (VUDA)
iv. Kakatiya Urban Development Authority (KUDA)
v. Tirupathi Urban Development Authority (TUDA).
vi. Sri Satyasai Urban Development Authority (SSUDA)
vii. The Quli Qutub Shah Urban Development Authority (QQSUDA)
viii. The CDA (Cyberabad Development Authority)
ix. Hyderabad Airport Development Authority (HADA)
x. Buddhapurnima Project Development Authority
xi. Rishivalley Special Area Development Authority
xii. Basara Urban Development Authority

b. **Objectives:**

i. Preparation of Master Plan and ensuring development as envisaged in the same.
ii. Co ordination of development activities with various agencies and providing infrastructure facilities.
iii. Formulation of projects in sectors and their implementation.
iv. to regulate and control the development through statutory plans and other measures.
c. **Functions:**
   i. To prepare the Master Plan, Zoning Development Plans (ZDP) for the entire Development Area of their respective jurisdiction.
   ii. To undertake land acquisition and development.
   iii. To achieve planned development by undertaking satellite townships and sites and services.
   iv. To undertake housing projects for various income group under the Public Housing Groups with the financial assistance of HUDCO.
   v. Road widening schemes / new road development projects.
      Providing infrastructure in the township areas, colonies and layouts undertaken by UDAs.
   vii. Allotment of houses and plots to various income groups.
   viii. Development of recreational facilities.
   ix. Urban forestry.

d. **Funds and Finance:**
UDA’s funds include their own revenue i.e. development charges, sale receipts on disposal of developed plots and built up houses / plots, rents etc, besides the annual grants and special grants for specific purposes from the State and Central Governments, loans, debentures etc.

5. **Urban Local Bodies in the State**
   a. **Organisation Structure of ULBs**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Municipal Corporations</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>Selection Grade Municipalities</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Special Grade Municipalities</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>First Grade Municipalities</td>
<td>22</td>
</tr>
<tr>
<td>5</td>
<td>Second Grade Municipalities</td>
<td>41</td>
</tr>
<tr>
<td>6</td>
<td>Third Grade Municipalities</td>
<td>31</td>
</tr>
<tr>
<td>7</td>
<td>Nagarpanchayats</td>
<td>32</td>
</tr>
<tr>
<td>8</td>
<td>Municipalities (Grade to be declared)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>161</strong></td>
</tr>
</tbody>
</table>

   b. **Administrative Sections**
   i. Establishment Section
   ii. Revenue Section
   iii. Engineering Section
   iv. Secretarial Section
   v. Town Planning Section
   vi. Urban Poverty Alleviation
   vii. Accounts & Audit Section
   viii. Health Section

c. **Establishment Section**
The main functions of the Establishment (General Administration) are
i. Personnel management
ii. Election relate matter such as conduct of parliamentary and other elections

iii. Monitoring of the court cases

iv. Management of all immoveable properties of the ULB,
v. Leasing and monitoring the leases of the properties

vi. Collection of the rents

d. **Revenue Section**
The main functions of the revenue section are

i. Assessment and levy of various taxes such as property tax, Vacant land tax,

ii. Collection and monitoring of the taxes

e. **Engineering Section**
The main functions of the Engineering Section are

i. Preparation of plans and estimates for civil works

ii. Construction and maintenance of roads

iii. Construction of buildings

iv. Execution of civil works

v. Construction and maintenance of drains

vi. Maintenance of water supply

f. **Secretarial Section**
The main function of the secretarial section is to provide secretarial support to the deliberative wing of the ULB and assist in the conduct of meeting, maintain the minutes of the meeting, communicate the decisions of the governing body to the executive wing.

**Town Planning Section**
The main functions of the Town Planning Section are

i. formulation of building rules, master plan rules and Zoning regulation

ii. Implementation of master plans

iii. Road widening programmes

iv. Public spaces, Roads and Junctions improvement

v. Issuance of permission for buildings and layouts

vi. Regularization and demolition of unauthorized constructions

vii. Removal of encroachments

g. **Urban Poverty Alleviation Section**
The main function of the UPA section is to implement the developmental schemes of the Government. Depending on the objectives of the scheme, it need to formulate the strategy, identify the beneficiaries and administer the scheme.

h. **Accounts and Audit Section**
The main functions of the Accounts and Audit Section are

i. Preparation of the budgets, Processing of the bills and payment vouchers, Monitoring of the revenue generation, Maintenance of the books of account, Maintenance of the payroll, general provident fund, Management of treasury

ii. Conducting a pre-audit of all the receipts and payments. Based on the verification and approval of the audit section, payments will be released

i. **Health Section**
The main functions of the public health / sanitation section are
i. Cleaning of the streets and supervision of sanitation
ii. Lifting of garbage and dumping of the same in dumping yard
iii. Spraying disinfecting materials under anti malaria schemes
iv. Maintenance of vehicles, diesel bunks, vehicle sheds, and work shops
v. Registration of births and deaths
vi. Regulation of dangerous and offensive trades
vii. Maintenance and management of slaughter houses and certification of animals for slaughter
viii. Prevention of epidemics
ix. Prevention of food adulteration
x. Management of dispensaries of Indian Medicine System and allopathic system

* * *
CHAPTER – VII
FINANCE RESOURCES AND MANAGEMENT OF ULBs

1. MUNICIPAL ADMINISTRATION – FINANCES IN ULBs

M. Prasada Rao, IAS (Retd.),
Retired Commissioner & Director of Municipal Administration, AP

1. Introduction:
Municipal Bodies have a long history in India. The first such body, called a “Municipal Corporation” was set up in the former presidency town of Madras in the year 1688, and was followed by the establishment of similar Corporations in Bombay and Calcutta in the year 1726. The first Municipality was constituted in Andhra Pradesh for Bheemunipatnam town in the year 1851.

2. Urbanization trends in AP:
The population of Urban Areas is 20.50 millions out of a total population of 75.12 millions in AP as per 2001 census figures. The proportion of urban population to total population in AP is 27.08% as against the all India figure of 27.78%. Andhra Pradesh has witnessed rapid urbanization in the last three decades as urban population has increased from 8.40 millions in 1971 to 20.50 millions in 2001 registering a growth of 144%. AP ranks seventh in terms of urbanization in India.

There are three Metropolitan cities in Andhra Pradesh, viz., Greater Hyderabad Municipal Corporation (54.04 lakhs population), Greater Vishakhapatnam Municipal Corporation (14.35 lakhs population), Vijayawada Municipal Corporation (8.51 lakhs population) as per 1991 census and they account for 37.50% of the state urban population.

3. Constitution 74th Amendment Act (CAA), 1992:
The Constitution has been amended by Constitution (74th Amendment) Act 1992 with a main objective of making urban local bodies as institutes of self-governance. The Act has come into force from 1-6-1993. It provides for a board structure for organizing urban governance with an accountable and decentralized system.

a. Salient features of CAA:
The CAA provides for constitution of three types of Municipalities namely:

i. Nagar Panchayat for transitional area (i.e. an area in transition from a rural area to an urban area),
ii. Municipal Council for a smaller urban area, and
iii. Municipal Corporation for a larger urban area.
b. **Composition of Municipality:**
The CAA provides that all the seats in a Municipality shall be filled by
direct elections. However, the State Legislature will have power to make
law for nominations of representatives of certain categories of people.

c. Reservation of seats and offices of Chairpersons
d. Duration of Municipalities
e. Constitution of State Election Commission for the purpose of conducting
regular elections to the Municipalities.
f. Constitution of State Finance Commission to review financial position of
the Municipalities and to recommend sanction of grant in aid from the
Government.
g. Committee for District Planning
h. Committee for Metropolitan Planning
i. Powers, Authorities and Responsibilities
j. Resources of Municipalities

4. **A.P. Municipal Laws Amendments, 1994:**
Municipal Laws in A.P have been amended through Act. No.17 of 1994 in
The amended Act has come into force with effect from 1-6-1994.

5. **Frame Work of Municipal Laws in A.P.:**
Till the promulgation of the Andhra Pradesh Municipalities Act, 1965, the
Andhra Region was governed by the Madras District Municipalities Act, 1920
and the Telangana Region by the Hyderabad District Municipalities Act,
1956. Since 1965, the Municipalities in the entire state are administered
under one Act. Municipal Administration in the State dates back to the year
1860 when Bheemunipatnam town in Visakhapatnam District was first
constituted into Municipality.

a. **Salient Features of A.P. Municipalities Act, 1965 :**
i. Constitution of Municipalities
ii. Appointment of Municipal Authorities
iii. Powers and Functions of Municipal Authorities
iv. Controlling Authorities and their powers
v. Officers and Employees of Municipal Councils
vi. Taxation
vii. Municipal Finances – Municipal Fund – Budget – Loans & Advances
viii. Water supply, Drainage and Lighting
ix. Sanitation
x. Public Streets
xi. Building Regulations
xii. Licences & Fees
xiii. Vital Statistics and Prevention of Diseases
xiv. Rules, Bye-laws and Regulations
xv. Penalties
xvi. Procedure and Miscellaneous – Licences and Permissions
6. Criteria for constitution of Municipalities (Statutory Rules):

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Nagar Panchayat</th>
<th>Municipality</th>
<th>Mpl. Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Population</td>
<td>20,000 – 40,000</td>
<td>Above 40,000 and upto 3 lakhs</td>
<td>3 lakhs and above</td>
</tr>
<tr>
<td>2.</td>
<td>Density of population per sq. km.</td>
<td>400</td>
<td>400</td>
<td>Not less than 5,000</td>
</tr>
<tr>
<td>3.</td>
<td>Economic Importance</td>
<td>Availability of market facilities and potentialities to attract industries</td>
<td>Availability of market facilities and potentialities to attract industries</td>
<td>Established industries, potential for growth of industries, commerce, higher education, medical facilities and adequate infrastructure necessary for economic and industrial growth</td>
</tr>
<tr>
<td>4.</td>
<td>Other factors</td>
<td>Local area acquiring urban characteristics</td>
<td>Local area acquiring urban characteristics</td>
<td>The number of peripheral villages whose growth and expansion are towards the proposed larger urban area.</td>
</tr>
</tbody>
</table>

7. Urban Local Bodies (ULBs) in AP:
There are three categories of ULBs in AP:
- a. Municipal Corporations - 16
- b. Municipalities - 102
- c. Nagar Panchayats - 6
  **Total** - 124

8. Municipal Authorities (Section 4):
The Municipal Authorities charged with carrying out the provisions of A.P. Municipalities Act, 1965 are:
- a. a Council
- b. a Chairperson
- c. a Commissioner
- d. Ward Committee

9. Strength of Municipalities (Section 5):
Strength of the council will be fixed by the Government based on grade and population. The present strength of Municipal Councils ranges from 23 to 45. A Municipality shall be divided into as many single member wards as the number of elected members.

10. Constitution of Municipal Council (Section 5):
There shall be constituted for each Municipality a body of members to be called the Municipal Council having authority over the municipality.

  The Council shall consist of the following members:
  - a. Elected members
  - b. Ex-Officio members with voting rights
  - c. 3 Co-opted members without voting rights

11. MPs, MLAs and MLCs to be Ex-officio members:
The following persons are ex-officio members of Municipal Councils with voting rights.
- a. Every member of the Legislative Assembly of the State representing a constituency of which a municipality or portion thereof forms part.
b. Every member of the Legislative Council of the State registered as an elector within the area of the municipality as on the date of filing nomination for becoming MLC.

c. Every member of the House of People (M.P. Loksabha) of the State representing a constituency of which a municipality or portion thereof forms part.

d. Every member of the Council of States (M. P. Rajyasabha) registered as an elector within the area of the municipality.

12. Co-option of members without voting rights (Section 5) :
   a. One person having special knowledge or experience in Municipal Administration
   b. Two persons belonging to minorities of whom one shall be woman.

13. Contest of Elections on Party Basis (Section 5A) :
   The election to the office of Chairperson and ward members shall be conducted on party basis.

14. Electoral Rolls :
   The electoral roll for Assembly Constituency shall be adopted as electoral roll for the Municipality.

15. Conduct of Elections:
   a. The preparation of electoral rolls for and the conduct of elections to all Municipalities in the State shall be under the superintendence, direction and control of the State Election Commission.
   b. The Commissioner & Director of Municipal Administration is the Election Authority
   c. The District Collector is the District Election Authority.
   d. Municipal Commissioner is the Election Officer.

16. Term of the Council (Section 20) :
   The term of the office of the Chairperson and elected members shall be five years from the date of the first meeting of the Council.

17. Reservation to the offices of Chairpersons and Members of Wards (Sections 8, 23) :
   Out of the total number of offices of Chairperson and members of wards, reservation shall be made as follows:

   a. SCs and STs : As per the proportion of the population of SCs and STs to the total population
   b. BCs : One third of the offices.
   c. Women : Not less than one third of the offices including not less than one-third of the officers reserved for SCs, STs and BCs.

18. Election of Chairperson and Vice-Chairperson (Section 23) :
   The elected members and ex-officio members shall elect one of its elected members to be Chairperson and another to be its Vice-chairperson at the first meeting of the Council after ordinary elections.
19. Gradation of municipalities:-
   The municipalities have been graded on the basis of annual income as stated below:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Annual Income</th>
<th>No. of Municipalities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Grade</td>
<td>Rs.8 crores and above</td>
<td>5</td>
</tr>
<tr>
<td>Special Grade</td>
<td>Rs.6 crores and above; and below Rs.8 crores</td>
<td>10</td>
</tr>
<tr>
<td>First Grade</td>
<td>Rs.4 crores and above; and below Rs.6 crores</td>
<td>22</td>
</tr>
<tr>
<td>Second Grade</td>
<td>Rs.2 crores and above; and below Rs.4 crores</td>
<td>38</td>
</tr>
<tr>
<td>Third Grade</td>
<td>Rs.1 crore and above and below Rs.2 crores</td>
<td>27</td>
</tr>
</tbody>
</table>

There are 6 Nagar Panchayats which are considered as Municipalities for all purposes with an income of less than Rs. 1.00 crore.

20. Functions of Municipalities:
   a. Cleaning of streets, drains, removal of rubbish, scavenging and solid waste management
   b. Supply of protected water
   c. Construction and maintenance of roads, bridges, cause ways and culverts
   d. Construction and maintenance of storm water and sullage water drains
   e. Lighting of public streets (Street lighting)
   f. Town planning – Zones and Building Regulations
   g. Construction and maintenance of buildings
   h. Public Health, control of malaria and other epidemic diseases.
   i. Prevention of Food Adulteration
   j. Maintenance of hospitals, maternity and child welfare centers, dispensaries
   k. Maintenance of Elementary & Secondary Schools
   l. Registration of births and deaths
   m. Provision of slaughter houses and markets
   n. Maintenance of parks and play grounds
   o. Slum improvement and Urban poverty alleviation
   p. Implementation of urban development schemes
   q. Maintenance of burial grounds
   r. Urban forestry

Municipalities are performing all the functions listed out in 12th Schedule of the Constitution except fire services.

21. Finances of Municipalities:
   The following are the main sources of Income to the Municipalities:

   a. Taxes
      i. Property Tax
      ii. Advertisement Tax
The State government have taken over the Levy and Collection of profession tax from Municipalities from 1987-88 and paying compensation to the Municipalities.

b. Non-Taxes
   i. Water Charges
   ii. Fee from Markets and Slaughter Houses
   iii. Rents from Commercial Complexes
   iv. Building Licence Fee
   v. Trade Licence Fee
   vi. Betterment and development charges
   vii. Encroachment Fee
   viii. Contributions towards water supply connections

c. Assigned revenues from the Government
   i. Entertainment Tax:
      90% of Entertainment Tax collected by Commercial Tax Department is assigned to ULBs on quarterly basis.

   ii. Surcharge on stamp duty:
      Surcharge on Stamp Duty is levied @ 2% of the value of the instrument by Registration Department and 100% of the Surcharge on Stamp Duty is allocated to ULBs on quarterly basis.

d. Non-Plan Grants from Government:
   Grants under 12th Finance Commission.

e. Plan Grants from Government
   i. Jawaharlal Nehru National Urban Renewal Mission (UG&I, BSUP, UIDSSMT, IHSDP, )
   ii. APMDP – World Bank Project
   iii. Swarna Jayanthi Shahari Rozagar Yojana
   iv. Indira Kranti Padham (Urban)
   v. Rajiv Nagar Baata
   vi. 12th Finance Commission Grants - Solid Waste Management
   vii. Environmental Improvement in Urban Slums
   viii. Municipal internal roads
   ix. Assistance for Pavalavaddi Scheme
   x. Assistance to New Municipalities for developmental works
   xi. Indiramma Programme for Water Supply, ILCS
   xii. Indiramma Programme for Infrastructure
   xiii. Provision of basic facilities in Municipal Schools
   xiv. Fencing of parks and playgrounds in ULBs
   xv. Grants under Backward regions grant fund

f. Statement showing income and expenditure of Urban Local Bodies except GHMC in Andhra Pradesh during 2008-09
Income

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>(Rs. In Crores)</th>
<th>% to total income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Taxes</td>
<td>544.30</td>
<td>25</td>
</tr>
<tr>
<td>2.</td>
<td>Non-Taxes</td>
<td>369.60</td>
<td>17</td>
</tr>
<tr>
<td>3.</td>
<td>Assigned Revenues</td>
<td>201.00</td>
<td>10</td>
</tr>
<tr>
<td>4.</td>
<td>Plan Grants</td>
<td>196.30</td>
<td>9</td>
</tr>
<tr>
<td>5.</td>
<td>Non-Plan Grants</td>
<td>111.50</td>
<td>5</td>
</tr>
<tr>
<td>6.</td>
<td>Loans</td>
<td>79.90</td>
<td>4</td>
</tr>
<tr>
<td>7.</td>
<td>Other Income</td>
<td>652.70</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>2155.30</td>
<td>100</td>
</tr>
</tbody>
</table>

Expenditure

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>(Rs. in Crores)</th>
<th>% to total Exp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Establishment</td>
<td>402.10</td>
<td>21</td>
</tr>
<tr>
<td>2.</td>
<td>Maintenance of Civic Services</td>
<td>299.00</td>
<td>16</td>
</tr>
<tr>
<td>3.</td>
<td>Capital Works</td>
<td>531.60</td>
<td>28</td>
</tr>
<tr>
<td>4.</td>
<td>Loan Repayment</td>
<td>38.60</td>
<td>02</td>
</tr>
<tr>
<td>6.</td>
<td>Management and other Expenditure</td>
<td>632.20</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>1903.50</td>
<td>100</td>
</tr>
</tbody>
</table>

22. Meetings of Municipal Council:

a. Ordinary Meeting:
   The Council shall meet for the transaction of the business atleast once in
every month and also at other times as often as a meeting is called by the
Chairperson. Three clear days notice has to be given for ordinary
meetings.

b. Preparation of Agenda:
   The agenda for the meeting shall be prepared by the Commissioner in
consultation with the Chairperson. The Commissioner may include in the
agenda any subject which in his opinion should be considered by the
Council and shall include therein any subject specified by the
Chairperson. Rough agenda has to be prepared by the Municipal
Commissioner and circulated to the Municipal Chairperson for perusal.

c. Maintenance of minutes book:
   Minutes of the proceedings at each meeting of the Council shall be drawn
up and entered in a book to be kept for that purpose and shall be signed
by the Presiding Member and the said minutes shall, at all reasonable
times and without charge, be open at the Municipal Office to the
inspection of any person who pays any tax under this Act. in the
Municipality.

23. Preparation of Annual Development Plan with grants under XIII Finance
Commission:
   The XIII Finance Commission, has recommended two categories of grants to
Urban Local Bodies namely 1) General Basic Grant  2) General Performance
grant amounting to Rs.1919.20 crores to all ULBs for the five year period
commencing from 2010-11. The grant recommended for the year 2010-11 is
Rs. 178.66 crores for ULBs in the State.
Detailed guidelines have been issued in G.O.Rt.No. 532 MA dated 14-5-2010 for preparation of Annual Development Plan in ULBs for improvement of Urban Services with grants under XIII FC. The following sectors are admissible for inclusion in the Annual Development Plan.

a. Integrated Solid Waste Management under PPP mode
b. Town-wide sullage drain projects
c. Service Level Bench Marking (SLB)
d. Protection of lakes and tanks
e. Urban forestry and Development of parks
f. Improvement of Municipal School Buildings and facilities in Municipal Schools

All the Municipalities have submitted Annual Development Plan for the year 2010-11 to the Government through the C&DMA for approval. Action has to be initiated to implement the Annual Development Plan after receipt of the approval from the Government.

24. Payment of salaries to Municipal employees through Treasuries:

In G. O. Ms. No. 179 MA dated 25-2-2009 of MA&UD Dept., Government have issued orders for payment of salaries and pensions to municipal employees including municipal teachers in all the Municipalities and Municipal Corporations except GHMC, GVMC and VMC under detailed head of account “010-salaries”, through treasuries with effect from 1-4-2009 in lieu of statutory and non-statutory grants to be released to these urban local bodies. Annual financial commitment for implementing these orders for payment of salaries and pensions to municipal employees excluding teaching staff would be Rs. 408.00 crores. 28,750 municipal employees will be assured of getting salaries regularly on first day of the month on account of these orders.

25. Citizens’ Charter of Urban Local Bodies in Andhra Pradesh

a. Preamble:

All Urban Local Bodies (ULBs) in Andhra Pradesh have launched citizens’ charter on 14-5-2001. This charter is a commitment of Urban Local Bodies to provide all residents of urban areas the following services:-

i. Adequate and effective sanitary arrangements;
ii. Adequate and safe drinking water;
iii. Proper roads and drains;
iv. Adequate street lighting;
v. Sufficient no. of parks;
vi. Prompt registration of births and deaths.

b. Commitment:

Municipalities and Municipal Corporations shall carry out the functions and duties entrusted to them with the following mission:-

i. Commitment for quality and standard of service;
ii. Courtesy, time bound and helpful attitude;
iii. Objectivity and transparency;
iv. Promptness and efficiency;
v. Leaflets will be provided about the procedure to be followed for obtaining various permissions / certificates.

c. **Service Centers:**
Service centers have been opened in all Municipalities and Municipal Corporations with effect from 14-5-2001 as a part of Citizens’ Charter to receive applications and dispose off them in a time bound manner as shown hereunder:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activity</th>
<th>Time Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assessment of property tax and allocation of door no.</td>
<td>15 days</td>
</tr>
<tr>
<td>2.</td>
<td>Disposal of building applications</td>
<td>15 days</td>
</tr>
<tr>
<td>3.</td>
<td>Sanction of water supply house service connection</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>General category</td>
<td>30 days</td>
</tr>
<tr>
<td>b.</td>
<td>OYT</td>
<td>10 days</td>
</tr>
<tr>
<td>4.</td>
<td>Issuance of birth and deaths certificates</td>
<td>5 days</td>
</tr>
</tbody>
</table>

Detailed instructions have been issued by the Government in respect of mechanism for implementation of the Service Centers and monitoring the functioning of Service Centers in G.O.Ms.No.158 MA dated 25-4-2001. A significant feature of Citizen Charter is the direction given to ULBs to pay compensation of Rs. 50/- per day to the applicants if the time schedule is not followed by ULBs in according permissions and issuance of certificates towards loss of their valuable time. This amount has to be collected by ULBs from the employees responsible for the delay in rendering the services. This step is aimed to adhere to the time schedule by the ULBs in providing the above services.

d. **Grievance Redressal:**
Public grievances relating to the following services will be redressed as shown hereunder:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item of work</th>
<th>Time frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Garbage clearance</td>
<td>1 day</td>
</tr>
<tr>
<td>2.</td>
<td>Clearing of drains</td>
<td>2 days</td>
</tr>
<tr>
<td>3.</td>
<td>Anti – arrival operations</td>
<td>Once in two weeks</td>
</tr>
<tr>
<td>4.</td>
<td>Provision of dust bins</td>
<td>2 weeks</td>
</tr>
<tr>
<td>5.</td>
<td>Repairs to pipe line leakages</td>
<td>1 day</td>
</tr>
<tr>
<td>6.</td>
<td>Replacement of Street lights</td>
<td>5 days</td>
</tr>
<tr>
<td>7.</td>
<td>Repairs to road cuttings</td>
<td>7 days</td>
</tr>
</tbody>
</table>

e. **ULBs expect Citizens:**

i. To be prompt in payment of property tax, water charges, trade license fee;
ii. To use dust bins for depositing garbage and not to throw it in the drains;
iii. To use drinking water without any wastage;
iv. To avoid open defecation;
v. To construct buildings in approved layouts;
vi. To construct buildings as per approved plan;
vii. To avoid un-authorized constructions and deviations to sanctioned plans;
viii. To help city administration in rendering services in an efficient manner.

26. **Heads of Departments**:
The there are three Heads of Departments in Municipal Administration and Urban Development as shown here under:

a. Commissioner & Director of Municipal Administration  
b. Engineer-in-Chief (Public Health)  
c. Director of Town & Country Planning

27. **Supervising Officials**:
In addition to the Heads of the Departments at State Level Government have appointed the following officers to supervise the functioning of the Municipalities at Regional Level:

a. Regional Director of Municipal Administration (6 Nos.)  
b. Superintending Engineer of Public Health (7 Nos.)  
c. Regional Deputy Director of Town planning (7 Nos.)

28. **Controlling Authorities and their Powers**:

a. **Government’s Power to Cancel or Suspend Council Resolution in the following cases**
   Government is competent to cancel or suspend a council resolution whenever any resolution is:
   
   i. Not passed in accordance with law  
   ii. In excess of the powers conferred under the Act.  
   iii. Likely to cause financial loss to municipality, danger to human life, health or safety  
   iv. Likely to lead to riot or breach of peace  
   v. Against public interest

b. **Government’s power to suspend Chairperson or Vice Chairperson or Member (Section 59 A)**:
   Government are competent to suspend any Chairperson, or Vice Chairperson, or Member, who in their opinion
   
   i. Willfully misbehaves or manhandled any other member, officer or employee of the Council  
   ii. Destroys property of the Council  
   iii. Uses unparliamentary language, or  
   iv. Abuses his position in the course of meetings of the council or discharge of any duty.

c. **Government’s power to remove Chairperson or Vice-Chairperson (Section 60)**: Government are competent to remove any Chairperson or Vice-Chairperson in the following cases who in their opinion.
i. Willfully omits or refuses to carry out or disobeys the provisions of the Act or any rules issued thereunder

ii. Abuses his position or the powers vested in him

d. **Government’s powers to dissolve the Council (Section 62)**:

   Government are competent to dissolve the Council after giving a show cause notice in the following cases:

   i. Council is persistently making default in performing the duties.
   
   ii. Council has abused its powers
   
   iii. A situation exists in which municipal administration cannot be carried in accordance with the provisions of the Act.

**e. Role of District Collector (Sections 66,67,68)**:

   The District Collector is entrusted with important powers to ensure proper functioning of Municipalities as shown hereunder.

   i. The District Collector may enter on and inspect or cause to be entered on and inspect, any immovable property or any work under progress under the control of any municipal authority in his District.
   
   ii. The District Collector may call for any document, any return, plan, estimate, statement, account from the Commissioner or Chairperson.
   
   iii. The District Collector in cases of emergency, direct the execution of any work which is necessary for the safety of the public and may direct the expense incurred for executing such work shall be paid from the municipal fund.
   
   iv. The District Collector is competent to suspend the resolution, order, licence, permission or act of any municipal authority as the case may be whenever it is found that they have not been passed as per the municipal laws, or in excess of the powers conferred under the Act or they are likely to cause financial loss to municipality, danger to human life, health or safety or is likely to lead to a riot or breach of peace or is against public interest.

**f. Power to give directions (Section 387 A)**:

   The Government is competent to give directions to the municipalities as it may consider necessary for carrying out the provisions of the Act.

29. **Priorities for Municipalities**:

   In addition to the statuary functions, the priorities for Municipalities may listed as follows:

   a. **Implementation of Centrally Sponsored Schemes namely**:

   i. Jawaharlal Nehru National Urban Renewal Mission (JNNURM) consisting of the following components
      
      a. Urban Infrastructure Development Scheme for small and medium towns (UIDSSMT)
      
      b. Integrated Housing and Slum Development Programme (IHSDP)
      
      c. Basic Urban Services of the Poor (BSUP)
   
   ii. Swarna Jayanthi Shahari Rozagar Yojana (SJSRY)
   
   iii. Rajiv Awas Yojana (RAY)
iv. Backward Regions Grant Fund (BRGF)

b. A.P Municipal Development Project (APMDP) World Bank Aided Project
c. Poverty Alleviation Programmes launched by MEPMA
d. Utilization of grants released under XII Finance Commission
e. Utilization of grants released under XIII Finance Commission
f. Implementation of various Plan Schemes sanctioned by the State Government
g. Solid Waste Management with focus on source segregation of garbage, door-to-door collection and scientific end disposal of Solid Waste including setting up of waste to energy projects and scientific landfills by private participation.
h. Implementation of ULB level reforms under JNNURM.

* * *


2. TOWN PLANNING FEE AND CHARGES (SCHEDULE OF RATES)

B.Purushothama Reddy
Director of Town & Country Planning

1. The Urban Local Bodies (ULBs) responsible for providing civic service are facing acute shortage of capacity and resources. Most Urban Local Bodies are starved of resources on account of their inability to effectively use their revenue raising powers, particularly, relating to Land and Property. The increase in population will further aggravate the already overburdened ULBs with regard to the financial self-sufficiency. More the population means more the services required and which require more money. The Central and State Governments support is negligible and unless the ULBs make their own efforts it would be very difficult to survive and there is every possibility that the basic services required to be provided to the citizens will be paralyzed beyond cure. To come to the rescue of the ULBs to give financial support, there are some statutory powers which need to be rationally and judiciously implemented for a healthy and sound financially viable ULB.

2. Land is a major financial resource to a Local Body in urban areas. Whenever any permission is given by a local body, there are various components under which fee and charges are levied. Urban land is also a major resource for urban development through the use of the various instruments through the enabling statutory powers under the respective Acts.

3. The following are the various Acts governing the permissions being accorded to the citizens in urban areas in Andhra Pradesh.
   g. Government Orders issued from time to time.

4. The Schedule of fee and charges being followed in GHMC is appended at Annexure 1. Similar provisions are available in the respective Municipalities also under A.P. Municipalities Act.

5. Fee & Charges being collected in Municipal Corporations is given below.

5.1 Permission to obtain Layout / Sub-division of Site / Plot:
Every person who intends to sell the land to erect buildings thereon or to divide the land in to building plots or use any land or a portion thereof or permit the same to be used for building purposes or to make a layout a private street whether it is intended to allow the public a right of passage or access over such street or not shall obtain the permission under section 388 of HMC Act, 1955 from the Municipal Corporation. Under the said provisions he shall pay the drainage, betterment charges as fixed by the Corporation. Under these provisions in order to process the layout
application the fee is fixed which has to be paid in advance to process the application.

5.2 Betterment Charges for Internal Amenities / Works for site / Plot area.
   a. (Under Section 388 of HMC Act, 1955 & Layout Rules 1965 issued under the said Act.):
   b. As stated above it is mandatory to pay the betterment charges along with the layout application.

5.3 External Betterment Charges (for Arterial roads, Lung spaces, other city wide amenities)
   a. (Under Section 388 of HMC Act, 1955 & Layout Rules 1965 issued under the said Act.):
   b. Under this it is empowered to collect External Betterment Charges at the time of according approval to layouts or sub-division of plot or issue of building permit. These charges are collected for the laying of major infrastructure such as major roads, flyovers, regional parks etc.

5.4 Permission to Construct or Reconstruct or Additions or Alterations
   b. Every person who intends to erect a building or reconstruct / alter shall obtain the building permission from the Municipal Corporation under sections 428 and 433 of HMC Act, 1955 respectively. In such a case under 5.2 of Municipal Corporation Building Bye laws, 1981 it is mandatory to pay the Building Permit Fee by the Applicant.

5.5 Betterment charges for Built up area (for internal amenities)
   a. (Under Section 444 (a) of HMC Act, 1955)
   b. Under Section 444 (a) of HMC Act, 1955, it is mandatory to pay the betterment charges along with the Building Application.

5.6 External Betterment charges for Built up area (External-City-wide amenities) (Under Section 444 (a) of HMC Act, 1955)
   a. HMC Act has been amended to enhance the scope of levy of betterment charges to include external betterment. Under this concept it is empowered to collect external betterment charges at the time of according approval to layouts or sub-division of plot or issue of building permit. These charges are collected for the laying of major infrastructure such as major roads, flyovers, regional parks etc.
   b. The Betterment Charges, External Betterment Charges, Sub-Division Charges and Open Space Contribution Charges on Plot area shall be collected where the sites are not covered by Approved Layouts / Approved Sub-Divisions and previous Sanctioned Plan.
   c. The Betterment Charges, External Betterment Charges on Built up area shall be collected in all cases i.e. whether the previous approved plans are available or not the site or building.

5.7 Development Charges (under Section 27 & 28 of AP Urban Areas (Development) Act, 1975)
   In case of the site falls in the jurisdiction of Urban Development Authority area and when person intends to change the use of the land or building or development of any land or building for which permission is required under the AP Urban Areas (Development) Act, 1975, shall pay the Development
Charges under Sections 27 & 28 of the said Act and the rules made there under. The use of land and buildings are classified into the following categories: Industrial, Commercial, Residential, Agricultural and Miscellaneous and the fee is prescribed for the land and building for institution or change of use from one use to the other. The prevailing development charges being levied is at Annexure-2

5.8 Impact Fee (as prescribed by Government from time to time):
(G.O.Ms No.766 MA & UD dt: 18/10/2007)

Government of AP permitted the MCH to levy impact fees to mitigate the impacts of construction of commercial buildings that lead to increased traffic and necessitates decongestion measures. This fee is levied for the sites abutting to certain important potential roads where there is demand for commercial activity. Distinction is made between on-site and off-site development cost and city wide impact. The facilities financed out of impact fees may include on-site and off-site infrastructure such as roads, water supply, sewerage, storm water drainage, flood control measures, open space, solid waste management, fire protection, libraries, schools, police services, public buildings and administration. The impact fees are meant to address city wide problems emanating from high density commercial development. This fees collected is utilised for implementation of capital improvement and decongestion plan i.e. for works such as Road Widening, Link Roads, Slip Roads, Parallel Roads, Junction improvements, Flyovers etc. Impact fees are 'one-time' charges collected to pay for public infrastructure required by new developments. They are imposed as a condition for approval to proceed with development. The extract of the rates in at Annexure-3

5.9 City Level Infrastructure Impact Fee:
   a. (G.O.Ms No.86 MA & UD deptt. dt: 03/03/2006 (Under rule17) vide Annexure-4
   b. With a view to ensuring development of City Level Infrastructure facilities and levy of Impact Fees, buildings are categorized as follows:
   c. Type I: Buildings up to height 15 m excluding stilt parking floor.
   d. Type II: Buildings of height above 15 m (excluding stilt floor).
   e. The City level Infrastructure Impact Fees would be levied for Buildings under Type II above as follows:
   f. First 15 m or 5 floors (whichever is less): No levy of Impact fee.
   g. For any additional floors or part thereof: at differential rates specified in the G.O. will be collected.
   h. The amount levied and collected under above Rule shall be credited and maintained in a separate escrow account by the concerned sanctioning authority and 50% utilised for development of infrastructure in the same area and balance utilised towards improvement of city level capital infrastructure in the area. An Infrastructure Plan and Action Plan for implementation are required to be undertaken by the competent authority and the said Fund utilised accordingly.

5.10 Special Fees & Other Provisions
   a. (G.O.Ms No.86 MA & UD dt 03/03/2006 (Under rule16) As prescribed by the Government from time to time).
   b. The Sanctioning Authority with the specific approval of the Government may, when implementing such Projects, levy Special fees and other fees / charges for lands / sites / premises abutting or in the vicinity of the Ring Road or other highways / major roads or the Mass Rail Transit...
5.11 Value Addition Charges in CDA Area.
   a. (Serelingampalli Municipal Circle (CDA area)
   b. In case of the area falling in the jurisdiction of Cyberabad Development Authority, for the developments coming up in this area will be levied @ Rs.310 per Sq. m built up area.

5.12 Rain Water Harvesting Charges:
   For all categories of buildings an amount of Rs. 2000 to 10000 per sq. m built up area is levied.

5.13 Vacant Land Tax (as per Registration Value in Sale Deeds)
   As per G.O.Ms.No.538 MA, dt: 29/10/2001, Vacant Land Tax is levied @0.5% on the prevailing Registration value + Library Cess @ 8% on vacant land cost.

5.14 Compounding Fee
   a. Under Section 399 of HMC Act, 1955, the Compounding fee for violation of Building Regulations within the competence / for Starting the construction before permission (if necessary) is released may be levied.
   b. The Act provides the penalty for such violations as stipulated in Schedule U & V.
   c. In case a building is constructed without permission but satisfies the rule position and on filing the application for permission, the enhanced fee (@33%) shall be collected by the Corporation under Section 455 (a) of the said Act.

5.15 Demolition Expenses
   a. Under Section 452 (2) & 636 of HMC Act, 1955 in respect of persons resorting to unauthorised construction face demolition shall have to pay for the demolition of their own buildings.
   b. Under Section 456 (4) of HMC Act, 1955 in respect of Removal of Dilapidated Structure Demolition, the Cost & Administrative Expenses towards such demolition shall have to be paid by such owners.

5.16 Unobjectionable Sunshades, Balconies, Canopy, Steps, etc. Projecting into Street Margins (For one Year)
   a. (Under Section 440 of HMC Act, 1955). As fixed by the Govt. From time to time) (Under Schedules "U" & "V" of HMC Act 1955)

   b. Under the municipal laws, provisions exist for collection of projection charges from unobjectionable projections into the footpaths or streets by way of balconies, sheds, etc. Permissions for such projections should be issued only if there are no objections from the traffic point of view. Projection

5.17 Open Space Contribution
   MCH has introduced open space contribution to be collected from persons applying for development permission. This is required only in the case of lands belonging to layouts, which have not provided 40 percent statutory open space for roads and parks. The contributions are used to take up parks, avenue plantation and compensatory greening.
5.18 In addition to the above the following are also some of the tools where land is found as a resource.

a. **Sale of Bits and Pieces of Land:**
   Many Municipalities and Municipal Corporations own small and large extents of lands. The small pieces cannot be used productively for any public purpose like parks or playgrounds. Some of these are already under encroachment for a long period of time. In view of this position, a scheme of sale of bits and pieces of lands, which are becoming liabilities to the civic bodies and not earning any returns, may need to be implemented. As there is already a Government Order permitting Municipalities to sell small extents of useless bits and pieces of land, it is proposed that the scheme may be implemented in all urban local bodies in the interest of effective land administration and also to raise resources.

b. **Leasehold to Freehold:**
   Most Municipalities have not been able to administer their leased properties for a long time. There is no point in keeping records for properties whose lease period goes up to 99 years. Such records are seen to be lost in many cases and most urban local bodies are found to be poor in record-keeping. In many cases vested interests have also resulted in the lease papers not being traceable. It is proposed that all municipal bodies go in for a Leasehold-to-Freehold conversion scheme following the pattern adopted by the Delhi Development Authority and some State Governments. The leasehold properties may be converted to freehold subject to payment of certain portion of the market value.

c. **Road Widening Scheme:**
   The Municipal Corporation of Hyderabad (MCH) has been undertaking road widening on a massive scale by using planning permission, including Floor Space Index, as a resource. With the objective of facilitating the widening of roads to decongest Hyderabad, the Government of Andhra Pradesh has granted special powers to the Commissioner, MCH. The latter is competent to grant permission to those surrendering land for road widening to take up additional construction over and above that permitted by the Zoning and Building Regulations. Land surrendered horizontally is compensated by additional construction vertically. The Municipal Corporation rebuilds the demolished compound walls and other structures. The extent to which vertical construction is to be permitted depends on the extent of land surrendered by parties and the prevailing FSI in the area. If there is no scope for going vertical, the landowner can avail Transferable Development Rights for using the same elsewhere or selling to others. In some cases even the construction of buildings for non-residential use (commercial/institutional) is permitted to induce landowners to part with valuable land for road widening. Through the process of using FSI as a resource.

d. **Building Penalization / Regularization Fee:**
   There are number buildings constructed with deviation or without approval in many of the urban areas. The existing statutory provisions may not contain any such mechanism to allow regularizing such structures. In the absence of this many buildings remain illegal and due to this many of the building owners suffer as they may not either sell or go for any additional constructions. The local body is also helpless as they can either demolish such structures or officially allow such structures to remain like this. But in Andhra Pradesh under previous BRS or present BPS schemes could regularize many such
buildings. It also helped in improving the financial resources of the ULBs.

**e. Layout Regularization Fee:**
Similarly there are number of plots / layouts without approval. Due to this the plot owners are unable construct in an authorized manner. LRS helped many plot holders to get their plots regularized and this also resulted in improved financial position of the ULB and the ULB could provide the basic amenities in the town.

---

### Annexure-1

**GREATER HYDERABAD MUNICIPAL CORPORATION**

**SCHEDULE OF TOWN PLANNING CHARGES & FEES**

Item No.16 of Agenda No.21


Section (HO) – Building Permit Fee & others Charges – Schedule of Rates – Rationalization of rates (Town Planning Charges & Fees) in the entire GHMC Area – Proposals submitted for Revision – Approval – Requested.

RESOLUTION NO.94 DATED: 30.06.2008

The Resolution No.416, dated: 30.6.2008 of the Standing Committee, GHMC is considered.

The Corporation accorded approval for rationalizing the schedule of rates to have uniform rates (Town Planning charges & Fees) in the entire GHMC area and also to enhance the rates reasonably as the rates prevailing in erstwhile MCH area / erstwhile surrounding municipalities were lastly revised during 1994-2003. These rates are applicable to the entire GHMC area with effect from 01.07.2008 as detailed in the statement and annexure appended below:

---

**SCHEDULE OF TOWN PLANNING CHARGES & FEES WITH EFFECT FROM 01-07-2008**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Section / HMC Act 1955 / Rules</th>
<th>Category</th>
<th>Existing Rs. Per sq.mt.</th>
<th>Proposed Rs. Per Sq.mt.</th>
<th>Unit</th>
<th>Minimum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>388 &amp; Layout Rules 1965</td>
<td>Permission to obtain Layout/ Sub-division of Site / Plot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i. Residential</td>
<td>8.5 to 10</td>
<td>15</td>
<td>1 sq mt.</td>
<td>5000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. Non-Residential</td>
<td>10 to 15</td>
<td>20</td>
<td>1 sq mt.</td>
<td>7500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. Open spaces contribution charges: Un-authorized layouts / sub-division cost of 14% total plot area</td>
<td>Prevailing Registration Value</td>
<td>Prevailing Registration Value</td>
<td>1 sq mt.</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td>2.</td>
<td>388 &amp; Layout Rules 1965</td>
<td>I. Betterment Charges for Internal Amenities / Works for site / Plot area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. External Betterment Charges (for Arterial roads, Lung spaces, other city wide amenities)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A Residential Buildings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i. Other Areas</td>
<td>86</td>
<td>125</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. B’Hills &amp; J’Hills</td>
<td>107.50</td>
<td>175</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B Commercial / Institutional / Industrial / Cinema Hall / Function Hall / Other Buildings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i. Other Areas</td>
<td>107.50</td>
<td>175</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. B’Hills &amp; J’Hills</td>
<td>129</td>
<td>225</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td>3.</td>
<td>428 to 433 &amp; Building Bye Laws 1981</td>
<td>Permission to Construct or Reconstruct or Additions or Alterations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A Residential Buildings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i. upto 200 Sq Mt of plot area</td>
<td>10 to 33</td>
<td>10</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. from 201 to 500Sq Mt. of Plot area</td>
<td>33 to 55</td>
<td>50</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. from 501 to 750Sq Mt. of Plot area</td>
<td>5 5</td>
<td>70</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv. above 750 Sq Mt Plot Area</td>
<td>55</td>
<td>80</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>v. High-rise Building</td>
<td>77</td>
<td>100</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B Commercial / Institutional / Industrial / Cinema Hall / Function Hall / Other Buildings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i. upto 200 Sq Mt. of plot area</td>
<td>55 to 82.50</td>
<td>50</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. from 201 to 500Sq Mt. of Plot area</td>
<td>82.50 to 88</td>
<td>90</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. from 501 to 750Sq Mt. of Plot area</td>
<td>88</td>
<td>100</td>
<td>1 Sq mt. of Site Area</td>
<td>As per Prevailing Rules</td>
</tr>
</tbody>
</table>
### Schedule of Town Planning Charges & Fees with Effect from 01-07-2008

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Section / HMC Act 1955 / Rules</th>
<th>Category</th>
<th>Existing Rs. Per sq.mt.</th>
<th>Proposed Rs. Per Sq.mt.</th>
<th>Unit</th>
<th>Minimum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>iv.</td>
<td>above 750 Sq Mt. Plot Area</td>
<td></td>
<td>88</td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>High rise Building</td>
<td></td>
<td>99</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Religious Buildings</td>
<td>i.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prayer Hall</td>
<td>A. Exempted Only from Building Permit Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii. Other than religious</td>
<td>B. All other charges as per schedule of rates have to be paid in full.</td>
<td>55</td>
<td>Rates as prescribed for the respective uses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>structures for Residential /</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Commercial / Other uses.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Other Buildings</td>
<td>i.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Charitable Buildings on</td>
<td>A. 50% of Building Permit Fee to be paid.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>submission of Income Tax Returns</td>
<td>B. All other charges as per schedule of rates as per uses have to be paid in full.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii. Petrol Pump Service Station</td>
<td>6% of Cons. Cost</td>
<td>6% of Construction Cost</td>
<td>5.5</td>
<td>10</td>
<td>1 Sq mt. (Site Area)</td>
</tr>
<tr>
<td></td>
<td>/ Canopy / Cabins / Weighing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bridge, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii. Construction / Establishment of Exhibition Grounds, Fair, Circus, Industrial / Handicrafts / Handlooms Exhibition / Govt. Sponsored Exhibition</td>
<td>5.5</td>
<td>10</td>
<td>1 Sq mt. (Site Area)</td>
<td>As per Prevailing Rules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv. Opening of Gate, Window,</td>
<td>110 to 330</td>
<td>250</td>
<td>Each Opening</td>
<td>As per Prevailing Rules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ventilators, Opening of Door,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replacement of Shutter etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>v. Construction of Compound /</td>
<td>7</td>
<td>20</td>
<td>1 Rmt</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boundary Wall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. 444 (a)

A Betterment charges for Built-up area (for internal amenities)

B External Betterment charges for Built up area amenities (External-City-wide)

i. Individual Residential Building/Prayer Hall | 86 | 100 | 1 Sq mt.

ii. Group Housing / High rise Building | 143 | 150 | 1 Sq mt.

iii. Commercial / Institutional / Industrial / Other Buildings (Non High Rise) | 143 to 176 | 175 | 1 Sq mt.

iv. Commercial / Institutional / Industrial / Other Buildings (High Rise) | 176 | 225 | 1 Sq mt.


Development Charges As prescribed by the Government from time to time


Impact Fee As prescribed by the Government from time to time

7. G.O.Ms.No.86 MA & UD dt.03/03/2006 (Under rule17)

City Level Infrastructure Impact Fee As prescribed by the Government from time to time

8. G.O.Ms.No.86 MA & UD dt.03/03/2006 (Under rule16)

Special Fees & Other Provisions As prescribed by the Government from time to time

9. Serelingampalli Circle (CDA area)

Value Addition Charges in CDA Area | 310 (2008) | 1 sq.mt | As per Prevailing Rules

10. Rain Water Harvesting Charges

All categories of Buildings | 2000 to 10000 | 8 | 1 sq.mt of built-up area | As per Prevailing Rules


Vacant Land Tax 0.50 % on prevailing Registration value + Library Cess @ 8% on Vacant Land Tax

12. 440

Compounding Fee

i. Compounding fee for 22 As fixed by the
# Schedule of Town Planning Charges & Fees with Effect from 01-07-2008

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Section / HMC Act 1955 / Rules</th>
<th>Category</th>
<th>Existing Rs. Per sq.mt.</th>
<th>Proposed Rs. Per Sq.mt.</th>
<th>Unit</th>
<th>Minimum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>399</td>
<td>Violation of Building Regulations within the competence / for Starting the construction before permission (if necessary) is released</td>
<td>Govt. From time to time (Under Schedules &quot;U&quot; &amp; &quot;V&quot; of HMC Act 1955)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td>Demolition Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>452(2) &amp; 636</td>
<td>i. In respect of Un-Authorised Construction</td>
<td>500</td>
<td>2500 per sq. mt. of demolished area or Actual expenses incurred</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. Removal of Dilapidated Structure</td>
<td></td>
<td>Demolition Cost &amp; Admin. Expenses as determined by Commissioner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td>Bye laws relating to the Grant of Certified Copies or Extracts from Mpl. Records</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Issue of Certified Copies of Sanctioned Building Plans / Sanctioned Layout Plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i. Up to 2 acres extent</td>
<td>1000 to 1100 per year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii. For every one additional acre of land</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii. Building Plan Upto 100 Sq.Mts of Plinth area.</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv. For every Additional 100 Sq.Mts of Plinth Area.</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Sec 596 of HMC Act 1955 &amp; Building Bye Laws, 1981andas per G.O.Ms.No. 86 MA dt: 03.03.06</td>
<td>Licence Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i. Architects / Engineers / Structural Engineers / Town Planners / Real Estate Companies / Developers / Builders</td>
<td>10000</td>
<td></td>
<td></td>
<td></td>
<td>5 years</td>
</tr>
<tr>
<td></td>
<td>ii. Surveyors</td>
<td>1100 per year</td>
<td></td>
<td></td>
<td></td>
<td>5 years</td>
</tr>
<tr>
<td>17.</td>
<td>Postage &amp; Advertisement Charges</td>
<td>i. Individual Residential Buildings</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. Group Housing / Commercial Buildings and etc.</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. High Rise Building</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Annexure to Schedule of Fees & Charges

1. The 2% of Building Permit Fee / Licence Fee shall be paid along with the Building Application subject to a Maximum of Rs.10,000/- as initial fees. The balance building Permit / Licence fee together with other fees and Charges shall be levied and collected before the issue of permission / sanction. In case of rejection of the application, the above initial fees would be forfeited.

2. Construction / Erection / Additions / Alternations of buildings, the fees chargeable shall be as the same for erection of new buildings as stated under Sl.No.3 of Schedule.

3. For additions and alterations in the existing building, the fees shall be chargeable on the proposed added portions only.

4. No permit fee shall be chargeable for re-submission of revised plan by the party within six months where area does not exceed the area of previous sanctioned plan. In case where revised plans are submitted after the expiry of six months and within one year 50 per cent of original permit fee shall be chargeable. If submitted after one year fresh building permit fee under Sl.No.3 of the schedule of rates shall be collected.

5. In case of additions and alterations of buildings if the use of the sanctioned building is also changed, then the chargeable fees shall be calculated on the use proposed under Sl.No.3 of Schedule, 6.

6. In case of basement / Cellar / Sub-cellar / Stilt meant for parking no charges under Sl.No.3 of the schedule shall be collected as per GO Ms. No. 86 MA dt: 03.03.2006.
7. In the case of buildings with principal and subsidiary occupancies in which the fees leviable are different then the fees for the total Building shall be calculated as per the rates for respective occupancies as given under Sl.No.3 of Schedule.

8. The Building Permit Fee for religious building proposed for prayer halls including Staircase, Balconies, Corridors, Toilets are exempted under Sl.No.3 C (i) of Schedules, where as the Building Permit Fee for other uses shall be collected under Sl.No.3 C (ii) of Schedule.

9. If the building application is exclusively for Bore-well / Shutters / Doors / Windows / Ventilators / Gates the Building Permit Fee / Licence Fee shall be collected as prescribed under Sl.No.3 D (iv) of Schedule. And the same need not be collected for regular building application.

10. The Betterment Charges, External Betterment Charges, Sub-Division Charges and Open Space Contribution Charges on Plot area shall be collected where the sites are not covered by Approved Layouts / Approved Sub-Divisions and previous Sanctioned Plan as prescribed under Sl.No.1 & 2 of Schedule.

11. The Betterment Charges, External Betterment Charges on Built up area shall be collected in all cases as prescribed under Sl.No.4 of Schedule.

Sd/-
Special Officer,
GHMC

Annexure-2

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (II) DEPARTMENT

G.O.Ms.No.439

Dated the 13th June, 2007.

Read the following:

5. From Vice-Chairman, Tirupati Urban Development Authority, Tirupati, Letter R.No.2363/G1/06, dated 06.01.2007.

ORDER:

Under sub-section (1) of section 58 of the Andhra Pradesh Urban Areas (Development) Act, 1975 (Andhra Pradesh Act No.1 of 1975) Government have issued the Urban Development Authority (Hyderabad) Rules, 1977 which came into force from the 21st April, 1977. The Vice-Chairmen of Hyderabad Urban Development Authority, VGTU Urban Development Authority and Tirupati Urban Development Authority, in their letters 4th to 6th read above, have proposed to enhance the rates of development charges, including those relating to residential, commercial, industrial, agricultural and recreational use. As there is enormous increase in the cost of infrastructure development since 1996, the Urban Development Authorities have to implement essential schemes like traffic improvement, construction of bridges and development of green belts, parks etc., from out of their own resources.

Government, after careful consideration, hereby revises the rates of development charges for all Urban Development Authorities in the State. Accordingly the following amendment is issued to the Urban Development Authority (Hyderabad) Rules, 1977 issued in G.O. Ms. No. 215, HMA & UD (MA) Department, dated 1-4-1977.

The amount so collected by Urban Development Authorities shall be kept in a separate account by Vice-Chairmen of Urban Development Authorities. The Urban Development Authorities shall utilise 85% of the income to implement the provisions of Master Plans viz., (a) traffic improvement; (b) construction of bridges; (c) development of Green Belts and Parks etc., and remaining 15% can be utilized for administration and other maintenance.

The Urban Development Authorities shall prepare an action plan every year for the implementation of Master Plan proposals utilizing the amount received towards the Development Charges.

The appended notification shall be published in the extraordinary issue of the Andhra Pradesh Gazette dated 14-06-2007.

The Commissioner of Printing, Stationary and Stores Purchase is requested to publish the notification in the next issue of the Andhra Pradesh Gazette and supply 2000 copies of the notification for placing them on the table of the House as required under sub-section (3) of section 58 of the Andhra Pradesh Urban Areas (Development) Act, 1975.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.P. SINGH,
PRINCIPAL SECRETARY TO GOVERNMENT
APPENDIX

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 58 of the Andhra Pradesh Urban Areas (Development) Act, 1975 (Andhra Pradesh Act No.1 of 1975), the Governor of Andhra Pradesh hereby makes the following amendment to the Urban Development Authority (Hyderabad) Rules, 1977, issued in G.O.Ms.No.215, Housing, Municipal Administration and Urban Development Department, dated the 1st April, 1977 and published at pages 269-282 of the Rules Supplement to part-I of Extraordinary issue of Andhra Pradesh Gazette dated the 21st April, 1977 as amended from time to time.

AMENDMENT

In rule 15 of the said rules, for the table, Note and Exemption under sub-rule (6), the following shall be substituted, namely:

| TABLE - 1 |
| Rates of Development Charges to be levied under Section 28 of Andhra Pradesh Urban Areas (Development) Act, 1975 and under Rule 15(6) of the Urban Development Authority Rules, 1977 for Hyderabad Urban Development Authority / Buddha Poornima Project Authority / Hyderabad Airport Development Authority / Cyberabad Development Authority Areas. |

<table>
<thead>
<tr>
<th>FOR INSTITUTION OF USE OR CHANGE OF USE</th>
<th>For Land</th>
<th>For Built up area</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Vacant to Residential</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>b. Vacant to Commercial</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>c. Vacant to Industrial</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>d. Vacant to Miscellaneous</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>a. Recreational to Residential</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td>b. Recreational to Commercial</td>
<td>225</td>
<td>150</td>
</tr>
<tr>
<td>c. Recreational to Industrial</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td>d. Recreational to Miscellaneous</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td>e. Agricultural / Conservation or Green Belt to Residential</td>
<td>150</td>
<td>100</td>
</tr>
<tr>
<td>f. Agricultural / Conservation or Green Belt to Commercial</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td>g. Agricultural / Conservation or Green Belt to Industrial</td>
<td>150</td>
<td>100</td>
</tr>
<tr>
<td>h. Agricultural / Conservation or Green Belt to Miscellaneous</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>i. Residential to Commercial</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td>j. Residential to Industrial</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>k. Residential to Miscellaneous</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>l. Commercial to Residential</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>m. Commercial to Industrial</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>n. Commercial to Miscellaneous</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>o. Industrial to Residential</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>p. Industrial to Commercial</td>
<td>150</td>
<td>100</td>
</tr>
<tr>
<td>q. Industrial to Miscellaneous</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>r. Miscellaneous to Residential</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>s. Miscellaneous to Commercial</td>
<td>150</td>
<td>100</td>
</tr>
<tr>
<td>t. Miscellaneous to Industrial</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>
TABLE – 2

RATES OF DEVELOPMENT CHARGES TO BE LEVIED UNDER SECTION 28 OF ANDHRA PRADESH URBAN AREAS (DEVELOPMENT) ACT, 1975 AND UNDER RULE 15(6) OF THE URBAN DEVELOPMENT AUTHORITY RULES, 1977 FOR VISAKHAPATNAM URBAN DEVELOPMENT AUTHORITY / VIJAYAWADA, GUNTUR, TENALI, MANGALAGIRI URBAN DEVELOPMENT AREAS.

Rates in Rupees per Square Meter.

<table>
<thead>
<tr>
<th>FOR INSTITUTION OF USE OR CHANGE OF USE</th>
<th>Land</th>
<th>Built up area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Visakhapatnam / Vijayawada / Guntur</td>
<td>Other Municipalities</td>
</tr>
<tr>
<td>I. INSTITUTION OF USE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Vacant to Residential</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>b. Vacant to Commercial</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>c. Vacant to Industrial</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>d. Vacant to Miscellaneous</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>II. CHANGE OF LAND USE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Recreational to Residential</td>
<td>125</td>
<td>60</td>
</tr>
<tr>
<td>b. Recreational to Commercial</td>
<td>150</td>
<td>80</td>
</tr>
<tr>
<td>c. Recreational to Industrial</td>
<td>125</td>
<td>60</td>
</tr>
<tr>
<td>d. Recreational to Miscellaneous</td>
<td>125</td>
<td>60</td>
</tr>
<tr>
<td>e. Agricultural / Conservation or Green Belt to Residential</td>
<td>100</td>
<td>60</td>
</tr>
<tr>
<td>f. Agricultural / Conservation or Green Belt to Commercial</td>
<td>125</td>
<td>75</td>
</tr>
<tr>
<td>g. Agricultural / Conservation or Green Belt to Industrial</td>
<td>100</td>
<td>60</td>
</tr>
<tr>
<td>h. Agricultural / Conservation or Green Belt to Miscellaneous</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>i. Residential to Commercial</td>
<td>125</td>
<td>75</td>
</tr>
<tr>
<td>j. Residential to Industrial</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>k. Residential to Miscellaneous</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>m. Commercial to Residential</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>n. Commercial to Miscellaneous</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>o. Industrial to Residential</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>p. Industrial to Commercial</td>
<td>80</td>
<td>60</td>
</tr>
<tr>
<td>q. Industrial to Miscellaneous</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>r. Miscellaneous to Residential</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>s. Miscellaneous to Commercial</td>
<td>80</td>
<td>60</td>
</tr>
<tr>
<td>t. Miscellaneous to Industrial</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>
TABLE – 3

RATES OF DEVELOPMENT CHARGES TO BE LEVIED UNDER SECTION 28 OF ANDHRA PRADESH URBAN AREAS (DEVELOPMENT) ACT, 1975 AND UNDER RULE 15(6) OF THE URBAN DEVELOPMENT AUTHORITY RULES, 1977 FOR KAKATIYA URBAN DEVELOPMENT AUTHORITY / TIRUPATI URBAN DEVELOPMENT AUTHORITY / PUTTAPARTHY URBAN DEVELOPMENT AUTHORITY AREAS.

Rates in Rupees per Square Meter.

<table>
<thead>
<tr>
<th>FOR INSTITUTION OF USE OR CHANGE OF USE</th>
<th>In Municipal Corporation / Municipalities area</th>
<th>In Gram Panchayat areas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Land</td>
<td>Built up area</td>
</tr>
<tr>
<td>I. INSTITUTION OF USE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Vacant to Residential</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>b. Vacant to Commercial</td>
<td>25</td>
<td>40</td>
</tr>
<tr>
<td>c. Vacant to Industrial</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>d. Vacant to Miscellaneous</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>II. CHANGE OF LAND USE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Recreational to Residential</td>
<td>70</td>
<td>40</td>
</tr>
<tr>
<td>b. Recreational to Commercial</td>
<td>75</td>
<td>45</td>
</tr>
<tr>
<td>c. Recreational to Industrial</td>
<td>65</td>
<td>45</td>
</tr>
<tr>
<td>d. Recreational to Miscellaneous</td>
<td>65</td>
<td>20</td>
</tr>
<tr>
<td>e. Agricultural / Conservation or Green Belt to Residential</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>f. Agricultural / Conservation or Green Belt to Commercial</td>
<td>75</td>
<td>45</td>
</tr>
<tr>
<td>g. Agricultural / Conservation or Green Belt to Industrial</td>
<td>50</td>
<td>40</td>
</tr>
<tr>
<td>h. Agricultural / Conservation or Green Belt to Miscellaneous</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>i. Residential to Commercial</td>
<td>80</td>
<td>45</td>
</tr>
<tr>
<td>j. Residential to Industrial</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>k. Residential to Miscellaneous</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td>l. Commercial to Residential</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>m. Commercial to Industrial</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td>n. Commercial to Miscellaneous</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>o. Industrial to Residential</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>p. Industrial to Commercial</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>q. Industrial to Miscellaneous</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>r. Miscellaneous to Residential</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>s. Miscellaneous to Commercial</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>t. Miscellaneous to Industrial</td>
<td>30</td>
<td>40</td>
</tr>
</tbody>
</table>

Note: In case of developments involving change of land use and institution of use (consts) both the charges shall be payable separately.

S.P. SINGH
PRINCIPAL SECRETARY TO GOVERNMENT
SECTION OFFICER
Commercial activities under the above Categories will be allowed subject to payment of Impact Fee as given below which will be levied and collected by the Commissioner, Greater Hyderabad Municipal Corporation while granting development / building permissions along the notified commercial roads:

<table>
<thead>
<tr>
<th>Category</th>
<th>Impact fee per sft. For Ground and First floor (for 2nd floor and upper floors the rate is 50% of the rates given hereunder)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A (along Roads given in Annexure I)</td>
<td>Rs.400/- per sq ft on total built up area</td>
</tr>
<tr>
<td>Category B (along Roads given in Annexure II)</td>
<td>Rs.300/- per sft on total built up area</td>
</tr>
<tr>
<td>Category C (along Roads given in Annexure III)</td>
<td>Rs.200/- per sft on total built up area</td>
</tr>
</tbody>
</table>

Where an owner proposes to develop commercial activity under Category B on roads notified under Category C the Impact fee will be 3 times the rate given in Category C

Where an owner proposes to develop commercial activity under Category A on roads notified under Category B the Impact fee will be 3 times the rate given in Category B

Commercial activities which are permitted under Category A are not permitted on the roads notified under Category C viz., change from Category C to Category A is not permissible.

Apart from the above categorization of Commercial areas, commercial uses will be considered only as Category "C" on a case to case basis as regular Change of land use case, subject to site abutting a minimum road width of 18 m (60 ft.) and levy of impact fee of 3 times the rate given in Category C of above Table.

The above Impact fees will be over and above the City level Infrastructure Impact fees given in the Hyderabad Revised building Rules, 2006 and will be levied and maintained separately.

---

### Annexure-4

**EXTRACT OF G.O.Ms. No. 86 M.A&UD, Dt.03-03-2006 & orders issued from time to time**

**CITY LEVEL INFRASTRUCTURE IMPACT FEES APPLICABLE IN CERTAIN CASES**

<table>
<thead>
<tr>
<th>Occupancy / Use</th>
<th>Height of Building (in metres) and rate in Rs. per sq m of built up area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Above 15 m &amp; up to 21 m</td>
</tr>
<tr>
<td>Residential</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Municipal Corporation Area</td>
</tr>
<tr>
<td></td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>250</td>
</tr>
<tr>
<td>Commercial, Offices, ITES</td>
<td>Municipal Corporation Area</td>
</tr>
<tr>
<td></td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Institutional, educational &amp; Others (except Industrial sheds)</td>
<td>Municipal Corporation Area</td>
</tr>
<tr>
<td></td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

---

### Annexure-5

Statement showing the fee & charges collected while granting the Layout & Building Permissions during 2009-10 & 2010-11

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Regions / UDAs / Corporations</th>
<th>Total Amount collected during the year (Rs. in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2009-10</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>All Municipalities in the state</td>
<td>2433.26</td>
</tr>
<tr>
<td>2</td>
<td>Corporations</td>
<td>5870.10</td>
</tr>
<tr>
<td>3</td>
<td>UDAs</td>
<td>2307.42</td>
</tr>
<tr>
<td>4</td>
<td>GHMC</td>
<td>20482.19</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>31092.97</td>
</tr>
</tbody>
</table>
**Annexure 6**

Statement showing the fee & charges collected under different heads while granting the Layout & Building Permissions during 2009-10 & 2010-11

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category</th>
<th>Total Amount collected during the year (Rs. in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2009-10</td>
</tr>
<tr>
<td>1</td>
<td>Building permit fee</td>
<td>7241.71</td>
</tr>
<tr>
<td>2</td>
<td>Development Charges</td>
<td>7899.71</td>
</tr>
<tr>
<td>3</td>
<td>Betterment charges</td>
<td>6491.91</td>
</tr>
<tr>
<td>4</td>
<td>External Betterment charges</td>
<td>982.8</td>
</tr>
<tr>
<td>5</td>
<td>Impact fee</td>
<td>4100.74</td>
</tr>
<tr>
<td>6</td>
<td>City level infrastructure improvement impact fee</td>
<td>6.86</td>
</tr>
<tr>
<td>7</td>
<td>Open space contribution</td>
<td>1962.51</td>
</tr>
<tr>
<td>8</td>
<td>Encroachment fee</td>
<td>325.11</td>
</tr>
<tr>
<td>9</td>
<td>Rainwater Harvesting charges</td>
<td>466.42</td>
</tr>
<tr>
<td>10</td>
<td>Sub-division charges</td>
<td>302.35</td>
</tr>
<tr>
<td>11</td>
<td>Vacant land tax</td>
<td>1312.85</td>
</tr>
<tr>
<td></td>
<td><strong>GRAND TOTAL</strong></td>
<td>31092.97</td>
</tr>
</tbody>
</table>

**Annexure 7**

Abstract statement showing various fees & charges collected in Municipalities in Six Regions, Corporations, Urban Development Authorities & Greater Hyderabad Municipal Corporation in the State during 2009-10 and 2010-11

<table>
<thead>
<tr>
<th>SL no.</th>
<th>Category</th>
<th>All Municipalities</th>
<th>All Corporations</th>
<th>All UDA's</th>
<th>Other Panchayat bodies</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>778.23</td>
<td>710.32</td>
<td>597.77</td>
<td>649.62</td>
<td>229.11</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>1239.57</td>
<td>1074.87</td>
<td>1222.86</td>
<td>899.26</td>
<td>156.80</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>42.59</td>
<td>37.36</td>
<td>2173.02</td>
<td>3322.64</td>
<td>5.37</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>5354.83</td>
<td>4950.74</td>
<td>4158.80</td>
<td>2952.42</td>
<td>5211.71</td>
</tr>
<tr>
<td></td>
<td><strong>GRAND TOTAL</strong></td>
<td>7081.71</td>
<td>6638.56</td>
<td>7808.71</td>
<td>6295.18</td>
<td>1441.91</td>
</tr>
</tbody>
</table>

***
3. INVENTORY OF ASSETS & ASSET MANAGEMENT

Extracted from “Manual of Assets and Asset Management prepared by CGG”

1. Classification of Assets
   The classification of fixed assets can be done in several ways – function-wise for example water works and sewerage and drainage or nature-wise such as plant and machinery, etc. The APMAM provides a structure for fixed assets classification based on a mix of ‘function’ and ‘nature’.

2. Infrastructure Assets
   APMAM prescribes fixed assets to be divided into two main categories:
   a. Infrastructure Assets; and
   b. Other Assets

   ‘Infrastructure assets’ are long-lived capital assets associated with governmental activities that are normally stationary in nature and can be preserved for significantly greater number of years than other capital assets (e.g. roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems) Buildings are excluded from the definition of infrastructure assets, unless they are an ancillary part of a network of infrastructure.

   As per IPSAS (International Public Sector Accounting Standards), ‘infrastructure assets’ usually display some or all of the following characteristics:
   a. They are part of a system or network;
   b. They are specialized in nature and do not have alternative uses;
   c. They are immovable; and
   d. They may be subject to constraints on disposal

3. Asset Classification as per APMAM
   The account coding structure prescribed in APMAM classified assets into 11 major groups, all under the broad head of ‘Fixed Assets’:

   a. Land
   b. Buildings
   c. Roads and Bridges
   d. Sewerage and Drainage
   e. Water Works
   f. Public Lighting
   g. Plant & Machinery
   h. Vehicles
   i. Office & Other Equipments
   j. Furniture, Fixtures, Fitting and Electrical Appliances
   k. Other Fixed Assets

   Among these, items (iii), (iv), (v) and (vi) can be classified as ‘infrastructure assets’.

4. Land:
   Land includes parks, playgrounds, agricultural land, dhobighat, dumping ground, cart / rickshaw / taxi (other than underground taxi stands) / cycle stand, parking places (other than those which are covered) and any vacant site on which no construction has taken place. Where assets such as
buildings, roads, bridges, etc, are constructed on land, all land (including covered land) should be shown under this head.

5. **Buildings (including Structures):**
a. Buildings include office-buildings, school-buildings, public-conveniences, hospital, dispensaries, maternity and child welfare centers, shopping complexes, town hall buildings, community centers, staff quarters, rest-houses, workshop buildings, stores buildings, covered taxi stands, covered parking areas, lavatory blocks, urinals, garbage collection points, etc.

b. Structures include public fountains and others which cannot be classified as buildings, but are nevertheless of a permanent nature. Land under buildings should be separated and shown distinctly under ‘Land’.

6. **Roads & Bridges:**
This includes several types of assets including roads, pavements, footpaths, bridges, subways, over bridges, flyovers, culverts, and causeways.

7. **Sewerage and Drainage:**
This includes items like roadside drains, underground drains, sewerage network etc., Plant and machinery for pumping stations including pumps would be classified under this head. If land and buildings for sewerage are already classified under ‘Land’ and ‘Building’ earlier, they should not be included here.

8. **Water Works:**
This includes all items related to water works such as bore wells, treatment plants, reservoir, overhead tanks, pipelines, plant and machinery for water works etc. If land and buildings for Water Works are already classified under ‘Land’ and ‘Building’ earlier, they should not be shown here.

9. **Public Lighting:**
This covers all assets related to lighting and includes electrical installations like transformers, cables, lamps, fittings and poles. Any electrical installations other than for public lighting would be covered under the head ‘Furniture, Fixtures & Electrical Appliances.’

10. **Plant and Machinery:**
Plant and machinery include all engineering equipments like road rollers, bull dozers etc. medical equipments used in hospitals, dispensaries and maternity centers, scientific equipments, generators etc. This will not include plant and machinery used specifically in water works, pumping stations, sewerage treatment plants etc. which are already classified under those heads. However, plant and machinery used for other purposes should be included under this head.

11. **Vehicles:**
Vehicles include all types of trucks, water tankers, buses, jeeps, cars, two-wheelers, three-wheelers and loaders, etc, mobile machinery such as Road Rollers and Bulldozers would not be classified as vehicles, as their primary purpose is not transportation.
12. **Office & Other Equipments:**

All items of office use such as computers, peripherals, photocopy machines, type-writers, communication and telecom equipments would be recorded under this head. Other equipment (which may not be used in office) should also be recorded under this head.

13. **Furniture, Fixtures, Fittings & Electrical Appliances:**

a. They include metal as well as wooden chairs, tables, racks, cupboards, water coolers, fans, air-conditioners, refrigerators, TVs, etc. Items which can be classified as Office and Other Equipment should be first classified under that head, else, should be included here.

b. It would also include all types of installation cables, lamp posts, mercury vapor lamps, sodium vapor lamps, light fittings, power points, etc. used in the buildings and other premises used by the ULB (other than those used for street-lighting as they are included under the heading ‘Public Lighting’).

14. **Other Fixed Assets:**

a. This will include all other assets not specifically covered in any of the earlier heads. It will include for instance, intangible assets such as software, rights etc.

b. Specific assets with different valuation or re-use norms (such as heritage assets, works of arts etc.) may also be classified as separate sub-groups under this head.

15. **Issues in classification:**

There are a few fixed assets where classification, at times, may lead to confusion. The following may be adopted for such assets:

16. **Traffic signals:**

Traffic signals, if any, are to be classified as part of ‘Other Fixed Assets’.

17. **Network of pipes:**

There is sometimes a question of whether the network of pipes within the total land of a water works is to be taken as part of ‘Sewerage & Drainage’, or as part of ‘Water works’. Whatever falls within the identified area of the ‘water works’ is to be taken as a part of it.

18. **Fountains and decorative structures:**

To be taken under ‘Buildings’ which includes all civil structures.

19. **Road over-bridge:**

To be taken under ‘Roads and Bridges’

20. **Mobile generators:**

It should be taken as part of ‘Plant & Machinery’.

21. **Earth moving equipments:**

It should be included under ‘Plant & Machinery’.

22. **Status and Monuments:**

Where the valuation and re-use policy is substantially different from other buildings, this should be shown as a separate sub-group under ‘Other Assets’.
23. **Works of Art and History:**

Assets like paintings, manuscripts etc, should be taken under ‘Other Assets’. Heritage Buildings and structures, if they are different in nature from ‘Buildings’ may also be classified in ‘Other Assets’.

24. **Minor Movable Assets:**

Like office phones, calculators, tools etc. If these are below the threshold for capitalization as per the accounting policies (see next chapter), they should not be capitalized. If they are beyond the threshold, they should be grouped appropriately under ‘Office Equipment’, ‘Plant & Machinery or ‘Other Assets’.

25. **Stand-by equipment and servicing equipment:**

Machinery spares which are not specific to a particular item of fixed asset but can be used generally for various items of fixed assets should be treated as inventories for the purpose of AS 2 and such machinery spares should be charged to the statement of income and expenditure as and when issued for consumption in the ordinary course of operations; otherwise it shall be capitalized as per AS 10. Stand-by equipment such as generator or a water pump is fixed asset by itself and should be treated as such.

26. **Major Spare Parts:**

AS 10 states that if some spare parts can be used only in connection with a specific item of fixed assets and their use is expected to be irregular, then, they should be capitalized separately at the time of their purchase. So far as classification is concerned, such spares should be tagged to the item of equipment to which they refer.

27. **Capital Work in Progress:**

a. In addition to the above categories, one more category is important ‘Capital Works in Progress’. This includes costs of constructing fixed assets before construction is substantially complete. The identification of an item of construction as ‘Capital Work in Progress’ means that the item is intended to be capitalized once it is complete / put into use.

b. Capital Work in Progress (CWIP) is included in the ‘Fixed Assets’ group of assets but is only an interim account, until the asset is put into use. In particular

i. CWIP is not recorded in any of the ‘asset’ registers. Instead, a separate CWIP Register is maintained to record progressive bills for construction;

ii. Any amount paid for purchase / construction of an asset which has not been completed / put to use should be shown as CWIP and recorded in CWIP Register;

iii. No depreciation is charged on CWIP since the asset has not been put to use;

iv. The asset should be transferred from CWIP to Fixed Asset Register when it is put into use. Hence, CWIP register should be reviewed regularly for such items.

28. **Suggested coding of Assets:**

a. A proper classification of fixed assets should employ a code for each asset. By using the code, a ULB becomes ready for computerization of its Fixed Assets Management System. Further, with such a code, it is easy to cross-classify data and to roll up categories to have the
possibility of making a wide variety of reports. The classification code is for the group of fixed assets:

<table>
<thead>
<tr>
<th>GROUP</th>
<th>MINOR HEAD CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Land : 10</td>
<td></td>
</tr>
<tr>
<td>ii) Buildings : 20</td>
<td></td>
</tr>
<tr>
<td>iii) Roads &amp; Bridges : 30</td>
<td></td>
</tr>
<tr>
<td>iv) Sewerage and drainage : 31</td>
<td></td>
</tr>
<tr>
<td>v) Water Works : 32</td>
<td></td>
</tr>
<tr>
<td>vi) Public Lighting : 33</td>
<td></td>
</tr>
<tr>
<td>vii) Plant and Machinery : 40</td>
<td></td>
</tr>
<tr>
<td>viii) Vehicles : 50</td>
<td></td>
</tr>
<tr>
<td>ix) Office &amp; Other equipments : 60</td>
<td></td>
</tr>
<tr>
<td>x) Furniture, fixtures, fitting and Electrical appliance : 70</td>
<td></td>
</tr>
<tr>
<td>xi) Other Fixed Assets : 80</td>
<td></td>
</tr>
</tbody>
</table>

b. Further classification to group heads can be made based on the need of the ULB, and should be aligned to the Accounting Manual and Fixed Asset Registers. The suggested structure of coding is as follows:

i. Major Head Code - xxx
ii. Minor Head Code- xx
iii. Detailed Head Code - xx
iv. Ward Location Code - xxx
v. Serial Number Code - xxx

c. The minor head code and detailed head code for the group of assets are provided in the APMAM. The ward location code is the location of asset with 3 digits and the last level would be the serial number of the asset with 3 digits.

29. **Record Keeping – Fixed Asset Register:**
   a. Once the assets have been identified, listed and valued by the ULB, their record needs to be maintained and continually updated. This is achieved through the Fixed Asset Register (FAR). If the FAR is not continually updated, the efficacy of the entire asset identification, valuation and management will be greatly reduced.
   b. The FAR will form the basis for further planning and maintenance under the Asset Life Cycle Management (ALCM) strategy for the ULB. Hence, this document will have a record keeping and planning function.

30. **Using IT for asset management:**
    a. Since most ULBs will have a large number of assets, it would be most efficient to use appropriate IT tools for their management. Asset tracking can be done through FARs which can be maintained on databases. Maintenance plans and schedules can be best managed through project management and resources scheduling software. Preparation of various reports should be automated and schedules (such as for depreciation) generated through software.
    b. Most of these functions can be achieved through basic computer applications and minimal programming. It is strongly emphasized that ULBs should not, at the initial stages at least, look to use complex ERP systems which are difficult to implement.

* * *
CHAPTER - VIII
GOVERNMENT SCHEMES

1. HOUSING SCHEMES

V.R. Satish Chandra
Former Director, House Numbering Cell.

1. Introduction

- House and Human being can-not be separated. Housing is a fundamental requirement of Human being.
- Housing is accepted as a responsibility of welfare state.
- Housing as important role in social environment.
- A house is not a merely shelter for the family. (like it is said at houses are built by hands while homes are made by hearts).
- Directive principles of the constitution say that at social just is shall be achieved with the growth.
- In developing economy like India there is a mismatch between Housing supply and demand.
- Like rate of construction in housing in India is below 3 houses per 1000 population for year.
- Given recommendation say desired rate shall be 10 houses per 1000 population for year. To achieve self sufficiency in housing by the turn of the country.
- Which proves that even in 2011, there is large deficiency in housing even today in India.
- Homelessness and houselessness are universal problems. (It is not only economical but varies factors like care city livable land, exorbitant land values, absence of basic services etc.)
- Providing housing is a dynamic process.
- Housing doesn’t end with four walls and a roof.
• In order to understand what housing is and the process in world then we have no different step like a

• Historical growth and human settlements and housing problems.
• What is difference between house and housing.
• Housing in the context of Socio-Economic element of a country.
• Housing in the context of social welfare and policy.
• Housing is sub system in a larger system of human settlements.

• Assess housing needs and demand in given country at given time.
• Housing policies and programme every five years.
• Public participation in housing and role of beneficiary is in housing development.
• Role of self help housing and added self help housing.
• To know the problem of the urban poor and informal sector.

• Role of housing co-operatives.
• To know the Cost efficiency in all components of housing system.
• To understand Importance of land reforms housing managements or entire process of monitoring system.
• Need for research development programmes.
• To know the dangerous slums squatters settlements.
• If other words, unable to provide required amenities at the pace required.
• Because in 1901 urban growth was 10.5% incase 12.5% in 1931, 17.6% in 1951 and 24.5% in 1981. and so on.
• That backlog was 13 million houses in 1981. It is backlog is in 2007-2008 is 24.71 Millions.
• This process urbanisation are mainly because in the Industrialization in the context of agriculture development and rural transformation which expects control rural urban migration.

• In order to access the housing shortage which is important step to be taken.
• To identity the problem in detail like what is magnitude housing shortage.
• Therefore data has to reliable organized and correct.
• Reports of National sample’s Survey etc., updated from time to time are major sources of information on housing.

• To understand the basic problems Housing design.
• Different accepts of Housing finance.
• Roll of certain public sector agencies in providing shelters like national NHB, LIC, HDFC, HFC and KUNFC etc.
• To know the important scene of taking up in public program such as site and service of slum, up gradation etc.,
• To know the signification housing survey’s and Housing statistics.
• How to compute the housing shortage is quantitative and qualitative term of the above topic only 2 are deep in detail like.
• Housing Shortage:
• When ever you of housing there is a always a word used like housing shortage.

2. Housing Shortage:-

• Housing Shortage is important but it is a complicated subject.
• Though makes it a look simple from out side
• It requires a reliable data base.
• For example national census and hand books, Reports of NSS updated from time to time, by field surveys are the major sources of information and Housing statistics.

• The data so collected shall have problem at a given time, at given place, is a number of Households or either Houseless or substandard Houses like slums and Squatter settlements.
• Housing Shortage is nothing but subtracting total number of dwelling houses in a settlement, from the number of households.
• This is only numerical shortage or that is Quantitative shortage.
• This numerical shortage can be of two types. One quantitative two qualitative.
Qualitative shortage indicates number of uninhabitable houses among the existing stock computed on the basis of some standards.

These Standards vary from region to region, depends upon the climate, family size, income etc.

In other words housing shortage quantitative or qualitative shortage.

In housing standards play an important role

This can be done by fixing space standards, structural standards and quality standards.

Space standards deals with size of rooms ventilation and minimum standards of doors and windows etc.,

In structural standards deal with material used for construction of different component like foundation, super structure or roofing.

One the basis of structural conditions a house can be classified of pucca or kachha house.

3. **A Pucca Type (House):**

   Is one having walls made of burnt brick, metal sheet and roof of stones or cement concrete. Pucca are those where roof is of tiles with GI sheets or any other metal, AC sheets or | Rcc roof | etc.
• Life span expected of minimum 25 years from the data of survey.

• To find out deficiency in housing as recommended by NBO that kachha type houses in rural areas and kachha type in urban areas are considered as substandard.
• Required demolition / Replacement. based on this housing shortage is calculated in 2007-2008 is 24.71 millions.

4. **Need for housing survey:**

   a. In planning nothing is possible without statistical data so also in housing.
   b. In ordered to know future requirement it as to be protected properly.
2. REMUNERATIVE & NON REMUNERATIVE SCHEMES

Venkata Ratnam
Chief Planner, GVMC

1. **Introduction:**
   a. The process of urbanization helps an economy to achieve rapid economic growth, with rapid urbanization; there is a possibility of deterioration in the physical environment and quality of life in urban areas. This resulted in widening the gaps between demand and supply in the provision of urban infrastructure facilities.
   b. There is a need to have qualitative improvement in the civic amenities. Municipal Services, infrastructures facilities on an increasing scale through a comprehensive approach it is also necessary to ascertain availability of physical, financial and institutional resources and strategies to be adopted to meet the growing needs.

   The development activities under various schemes can be broadly classified in to 1) Remunerative Schemes and 2) Non-Remunerative Schemes.

2. **Remunerative Schemes:**
   a. If the income generated from a scheme is sufficient to repay the loan amount with interest, such scheme is included in the Remunerative category.
   b. Urban local bodies were encouraged to undertake different remunerative schemes such as construction of commercial complexes, market complexes etc., to augment their source of income.

3. **Good will Auction Mode:**
   a. As a part of generating adequate resources to the ULB’s to meet their capital expenditure, the ULB’s may take up the constructions of commercial complexes on the land belonging to the ULB.
   b. Generally, the ULB’s have been permitted under the relevant acts to take-up the constructions of shopping complexes and letting them to the public on public auction. The auction of shop is on monthly rental basis.
   c. It has become necessary to find out ways and means to improve the receipts of ULB’s as well as to find out resources to take-up construction of shopping complexes.
   d. The Government of A.P. in their orders G.O.Ms.No. 389 MA Dt. 24-09-2004 have issued orders that the Municipal Corporations and the Municipalities can take-up the constructions of shopping complexes on the lands belonging to them duly following the procedure mentioned herein.
   e. Whenever a Municipal site for constructions of shopping complex is identified the Municipal Commissioner should prepare an appropriate design. He should enlist one or two local architects (at district level) for the preparation of detailed designs and estimates.
   f. The Architect should have a good reputation and should be an Income Tax Assesses. A maximum of one of the project cost can be paid as consultancy fees to the Architect. No advance payment of consultancy fees will be made to the Architect. 50 % of the fee will be paid after Technical sanction of the estimate is obtained from the Superintending Engineer (PH) or the Engineer –in-Chief (PH) as the case may be. The
remaining 50% will be paid after the administrative sanctions for the project is received from the Government.
g. The design has to be got approved by the Director of Town and country Planning and the estimate has to be got approved by the Superintending Engineer (PH) or the Engineer –in-Chief (PH), as the case may be, as per the existing rules.
h. As a measure to raise revenues for the constructions of shopping complex, the proposed shop rooms (as per the approved design) have to be put to public auction. The public auction should be on the basis of the Non-refundable Deposit (Goodwill).
i. The lease period should not exceed 12 years and the lease period is initially for 5 years. The lease can be renewed for 3 years @ 33 1/3 % excess over the lease amount.
j. The Municipal Council can fix a reasonable monthly rent for the proposed shop rooms and the auction should relate to goodwill amount, The goodwill amount may be collected in four installments i.e. 25 % immediately after approval, 25 % when the construction come up to lintel stage, 25 % after the roof is laid, and the balance 25 % when the shops are handed over.
k. The project should get the administrative sanction of the Government before putting the shops to public auction. The bid of goodwill in the public auction needs to be accepted by the Council.
l. The identification of site, appropriate selection of Architect design, publicity, auction of shops on the basis of goodwill and execution of work need be supervised by a Committee at the District level. The Committee will be formed by the Collector & District Magistrate and shall consist of the Regional Director-cum-Appellate Commissioner of Municipal Administration, the Superintending Engineer (PH), the Regional Deputy Director of Town Planning and the Chairpersons and the Commissioners of the Municipalities concerned.
m. Constructions of shopping complexes should be done economically with cement flooring and minimum electrical points. The lessees may be permitted to take flooring and electrical points as required by them at their own cost. They shall not disturb the main structure of the shop rooms but they can make internal arrangements at their, own cost to suit the business. They shall bear the maintenance charges of the shop rooms.
n. The shop rooms shall be handed over to the lessees within a period of one year from the date of entering into agreement with the Municipality after payment of initial deposit.
o. The transaction should be in writing and the relevant agreements should be registered as per law.
p. The usual reservation for SC, ST and physical handicapped in the matter of letting out the shops will continue following all the above guidelines and procedure.

4. **Land Pooling Scheme:**
a. As we know, land is precious resource for any development or project. Due to so many reasons, land acquisition could not be concluded for development projects. In this scheme, the small pieces of land are pooled from various land owners, a layout will be prepared and developed land will be shared among the land owners and ULB as per the understanding.
b. The Government of A.P. in their orders G.O.Ms.No. 875 MA Dt. 04-12-2007 have approved the proposal for acquiring Ac. 226.54 cents of land at Gollapudi and Jakkampudi Villages to take up 15,000 houses
of weaker sections of Vijayawada Municipal Corporation under JNNURM scheme on sharing of net developed land at the rate of 60:40 share, without cash compensation in the proposed colony, in exchange of the land acquired from such land owners by consent award under section 31 (4) of the L.A. Act subject to condition that the proposed colony does not involve allotment of any Government land.

c. Accordingly, the land was acquired from the land owners and the Visakhapatnam Municipal Corporation has constructed the housing complex under JNNURM in an extent of Ac.96.55 leaving the remaining land to an extent of Ac. 129.99 to the land owners duly developed with infrastructure.

5. **PPP in Urban Sanitation:-**
   a. The cities are bearing the brunt of rapid Urbanization and urban sanitation and sewerage sector has not kept pace with this growth. It is now widely accepted that Government alone will be unable to meet the infrastructures requirement, both interms of financing the infrastructure and also interms of meeting the delivery standards. Public private partnerships represent an option to augment the Government infrastructure delivery standards.
   b. The agency like "Sulabh" “Toilets and Toilets “etc will be identified by tender process of public conveniences at the required places. The agency shall complete the constructions with in stipulated time and operates the public convenience as per terms and conditions as may be agreed by both the ULB and the agency. The agency shall collect user charges from the users.

6. **PPP in Waste to Energy:-**
   a. Waste Management poses a major challenge to the environment in the 21st century. In a climate of public concern, conflicting rhetoric from suppliers and interest groups, rapidly changing regulation and guidance, and continuing economic pressures, waste management requires a strategic framework. Waste to Energy must be a major element of this strategic framework.
   b. It is estimated that India currently generates about 1.60 lakh MT of Municipal Solid Waste (MSW) every day. Large majority of this waste goes to urban landfill sites. Municipal Corporations across the country have already acknowledged the acute shortage of landfill sites and are in search for desperate measures.
   c. Conversion of waste into various energy forms offers great potential. But, it is also a significant revenue source. The process not only addresses the environmental issues related with waste but also generates much needed energy.
   d. In this scheme the public partner i.e. ULB is to give required land on nominal lease basis and ensure the agreed quantity of solid waste. The end products are compost, eco-brick or sand and green coal. Project viability of waste processing projects depends upon sale of power, sale of manure / compost etc. In our state waste to energy projects were installed at Hyderabad and Vijayawada.

7. **Non-Remunerative Scheme:-**
   a. All other schemes which are not included in the remunerative category are classified as Non-Remunerative Scheme.
   b. The ULB’s also undertake Non-Remunerative Scheme in the interest of general public.
c. Some of such schemes are given below:
   i. Development of parks and play grounds:-
      In thickly populates towns and cities, parks and play grounds functions as a lung space and recreation place.
   ii. Traffic and Transportation Projects:-
      Due to enormous increase of vehicular traffic as well as pedestrian, there is an imperative need to take up the traffic and transportation projects such as formation of new roads / link roads; road widening, junction developments etc., even though they are not Remunerative.
   iii. Slum Improvement Schemes:-
      d. As a process of rapid urbanization people from rural areas migrate to urban areas and due to lack of resources, they live in substandard environment thereby creation of slums with un-hygienic conditions.
      e. The ULB’s are taking up the slum improvement scheme with the aid of some international agencies like DFID and by the assistance of the Government of India under various schemes like EI Schemes; JNNURM some of the other Non-Remunerative Schemes includes constructions of school buildings, constructions of office buildings, maintenance of Burial grounds etc.

8. CONCLUSION:
   a. With the rapid urbanization in urban local bodies, there is a need to have qualitative improvement in civic amenities, Municipal Services, infrastructure facilities through a comprehensive approach.
   b. The functions / developmental activities under various schemes can be broadly classified into
      i. Remunerative Schemes which generate income to ULB’s and
      ii. Non-Remunerative Schemes which are to be undertaken by ULB’s in the interest of general public even though they do not generate income.
   c. Sometimes, schemes which are initiated as Remunerative may become Non-Remunerative due to lack of proper planning. For instance, a shopping complex constructed without demand survey or without proper design as per market trends will become a burden to ULB thereby become Non-Remunerative.
   d. Likewise, some Non-Remunerative schemes can be transformed to Remunerative with proper planning and by tapping the market potentiality. Waste to energy project in solid waste management, can be a remunerative by proper management.
   e. Non-Remunerative schemes like junction developments, Foot over bridges, Bus-shelters etc. taken up under PPP made by giving advertisement rights to the developer/ Agency can construct and maintain the project at this cost and entitled to make advertisements at the said project for a specified period. The agency may pay royalty also to the ULB.
3. JAWAHARLAL NEHRU
NATIONAL URBAN RENEWAL MISSION (JNNURM)
AND
URBAN INFRASTRUCTURE DEVELOPMENT SCHEME FOR
SMALL AND MEDIUM TOWNS (UIDSSMT)

S. Devender Reddy
Addl. Director, MA&UD

1. Introduction
Rapid urbanization has paved to a multi lateral development of the cities, the increase in population, plus the influx of rural poor migrants streaming into the cities has led to the increasing need to rework and extend the existing urban infrastructure to meet the ever increasing demand of the urban population. While the future of the country is in the growing cities the challenge is in meeting up to the demands for infrastructure and facilities in these urban areas. It is in this context that Jawaharlal Nehru National Urban Renewal Mission; a seven year reform linked urban development programme was launched in December, 2005. The programme is administered by two Ministries in GoI, i.e. Ministry of Urban Development (MoUD) and Ministry of Housing and Urban Poverty Alleviation (MoHUPA).

The MoUD administers two components, i.e. Urban Infrastructure and Governance (UI&G) and UIDSSMT (Urban Infrastructure Development Scheme for Small and Medium Towns), aimed at creation of city-wide infrastructure such as water supply, sanitation, sewerage, solid waste management, transportation, renewal, etc. The Ministry of Housing and Urban Poverty Alleviation (MoHUPA) administers the remaining two components, i.e. BSUP (Basic Services for Urban Poor) and IHSDP (Integrated Housing and Slum Development Programme), aimed at development of housing, infrastructure, and social amenities in slums.

2. The Mission
Mission Statement: The aim is to encourage reforms and fast track planned development of identified cities. Focus is to be on efficiency in urban infrastructure and service delivery mechanisms, community participation, and accountability of ULBs/ Parastatals agencies towards citizens.

3. Objectives of the Mission
The objectives of the JNNURM are to ensure that the following are achieved in the urban sector;

a. Focussed attention to integrated development of infrastructure services in cities covered under the Mission;
b. Establishment of linkages between asset-creation and asset-management through a slew of reforms for long-term project sustainability;
c. Ensuring adequate funds to meet the deficiencies in urban infrastructural services;
d. Planned development of identified cities including peri-urban areas, outgrowths and urban corridors leading to dispersed urbanisation;
e. Scale-up delivery of civic amenities and provision of utilities with emphasis on universal access to the urban poor;
4. **Scope of the Mission**

The Mission shall comprise two Sub-Missions, namely:

a. **Sub-Mission for Urban Infrastructure and Governance**: This will be administered by the Ministry of Urban Development through the Sub-Mission Directorate for Urban Infrastructure and Governance. The main thrust of the Sub-Mission will be on infrastructure projects relating to water supply and sanitation, sewerage, solid waste management, road network, urban transport and redevelopment of old city areas with a view to upgrading infrastructure therein, shifting industrial and commercial establishments to conforming areas, etc.

b. **Sub-Mission for Basic Services to the Urban Poor**: This will be administered by the Ministry of Urban Employment and Poverty Alleviation through the Sub-Mission Directorate for Basic Services to the Urban Poor. The main thrust of the Sub-Mission will be on integrated development of slums through projects for providing shelter, basic services and other related civic amenities with a view to providing utilities to the urban poor.

5. **Strategy of the Mission**

The objectives of the Mission shall be met through the adoption of the following strategy:

a. **Preparing City Development Plan**: Every city will be expected to formulate a City Development Plan (CDP) indicating policies, programmes and strategies, and financing plans.

b. **Preparing Projects**: The CDP would facilitate identification of projects. The Urban Local Bodies (ULBs) / parastatal agencies will be required to prepare Detailed Project Reports (DPRs) for undertaking projects in the identified spheres. It is essential that projects are planned in a manner that optimises the life-cycle cost of projects. The life-cycle cost of a project would cover the capital outlays and the attendant O&M costs to ensure that assets are in good working condition. A revolving fund would be created to meet the O&M requirements of assets created, over the planning horizon. In order to seek JNNURM assistance, projects would need to be developed in a manner that would ensure and demonstrate optimisation of the life-cycle costs over the planning horizon of the project.

c. **Release and Leveraging of Funds**: It is expected that the JNNURM assistance would serve to catalyse the flow of investment into the urban infrastructure sector across the country. Funds from the Central and State Government will flow directly to the nodal agency designated by the State, as grants-in-aid. The funds for identified projects across cities would be disbursed to the ULB/Parastatal agency through the designated State Level Nodal Agency (SLNA) as soft loan or grant-cum-loan or grant. The SLNA / ULBs in turn would leverage additional resources from other sources.

d. **Incorporating Private Sector Efficiencies**: In order to optimise the life-cycle costs over the planning horizon, private sector efficiencies can be
inducted in development, management, implementation and financing of projects, through Public Private Partnership (PPP) arrangements.

6. **Duration of the Mission**
   The duration of the Mission would be seven years beginning from the year 2005-06. Evaluation of the experience of implementation of the Mission would be undertaken before the commencement of Eleventh Five Year Plan and if necessary, the program calibrated suitably.

7. **Expected Outcomes of the JNNURM**
   On completion of the Mission period, it is expected that ULBs and parastatal agencies will have achieved the following:
   
   a. Modern and transparent budgeting, accounting, financial management systems, designed and adopted for all urban service and governance functions
   b. City-wide framework for planning and governance will be established and become operational
   c. All urban residents will be able to obtain access to a basic level of urban services
   d. Financially self-sustaining agencies for urban governance and service delivery will be established, through reforms to major revenue instruments
   e. Local services and governance will be conducted in a manner that is transparent and accountable to citizens
   f. E-governance applications will be introduced in core functions of ULBs/Parastatal resulting in reduced cost and time of service delivery processes.

8. **A snapshot of JnNURM programme in Andhra Pradesh**
   In its final year of implementation the JnNURM programme has been a big step in improving quality of life of citizens in urban Andhra Pradesh. The benefits of the programme have already begun accruing to citizens, with as many as 20 urban infrastructure projects and construction of 86,301 houses having been completed under BSUP. The programme has generated a favorable environment for adoption of key governance reforms at the State and ULB levels. It has encouraged urban managers to evolve city development strategies in consultation with communities and address long standing problems in civic infrastructure and issues of delivery of basic services and housing in a holistic manner.

9. **Service Delivery in JnNURM mission cities of Andhra Pradesh**
   Andhra Pradesh has received sanction for 251 projects to be implemented in 89 ULBs out of the 125 ULBs in the State at a project cost of Rs. 11,877.58 crore with Additional Central Assistance (ACA) of Rs 6466.29 crore, under the ongoing Jawaharlal Nehru National Urban Renewal Mission. The component wise details of the projects sanctioned are as follows:
   
   a. 54 projects under Urban Infrastructure and Governance (UI&G) costing Rs. 5267.50 crore;
   b. 36 projects costing Rs. 3010.20 crore under Basic Services to the Urban Poor (BSUP);
   c. 84 projects costing Rs. 2460.78 crore under Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT); and
d. 77 projects costing Rs. 1139.08 crores under Integrated Housing and Slum Development Programme (IHSDP).

10. A status on sanctions and progress of projects in the State:
   a. Out of the 54 Urban Infrastructure and Governance (UI&G) projects sanctioned under the programme, 20 projects have been completed at a cost of Rs 2636.28 crore against the total project cost of Rs. 5267.50 crore, in the Water Supply, Storm Water Drains, Underground drainage, and Roads segment and 12 projects are proposed to be completed by September 2011 and 22 projects are underway, slated for completion by March 2012.
   b. Out of 1, 31,321 houses sanctioned for three Mission Cities under the Basic Services for the Urban Poor (BSUP) component, 86,211 houses have been completed and the value of expenditure incurred was Rs 2176.59 crore against the total project cost of Rs 3010.20 crore. 45,020 houses are proposed to be completed by March 2012.
   c. Under Urban Infrastructure Development for Small and Medium Towns (UIDSSMT), 36 projects costing Rs.718.57 crore have been completed against a project cost of Rs. 2460.78 crore, by paving way to grounding of continuous water supply, improved infrastructure through underground drainages, CC roads and healthier environment through solid waste management projects.35 projects are proposed to be completed by September 2011, and 15 projects are proposed to be completed by March 2012.
   d. Out of 47,896 houses sanctioned under Integrated Housing & Slum Development Programme (IHSDP), 21,503 have been completed at the cost of Rs.624.16 crore as against the total project cost of Rs 1139.10 crore and 6,549 houses are proposed to be completed by September 2011 and 18, 844 houses are proposed to be completed by June 2012.

11. Benefits of the Programme:
   a. Benefits of the programme are palpably impressive across the State of Andhra Pradesh under the Urban Infrastructure and Governance (UI&G) component a population of 60 lakh in the Mission cities of Hyderabad, Visakhapatnam and Vijayawada have benefited with continuous water supply through the accrual of 685 MLD and 4.18 lakh water connections. While the completion of 193 kms of storm water drains has improved the living conditions of 70 lakh people, the addition of 85 MLD underground drainage, in Visakhapatnam and Vijayawada has benefitted a population of 11 lakh through 85 thousand connections issued.
   b. The Basic Services to Urban Poor (BSUP) scheme is designed to strive for integrated development of slums by providing housing, including development of infrastructure facilities in slums either as in-situ slum improvement or rehabilitation of slum people to the relocated area. A slum population of about 10 lakhs will benefit by occupying about 1.80 lakh houses by June 2012.
   c. Efforts to improve the infrastructure in the Small and Medium towns have fructified wherein hitherto levels of service delivery of basic services including water and underground drainage required improvement on account of want of capital investment in renewal, augmentation, and expansion of infrastructure amenities. The last mile coverage through 100% water supply 47 towns has raised the bar to provide 3.5 lakh new water connections in 61 ULBs with the addition of 736 MLD to an existing capacity of 521 MLD in 61 towns.
292 kms are covered through storm water drains in 9 ULBs covering 100% of the areas in the towns. Laying of 280kms of roads in 4 ULBs has resulted in ease of traffic, and improved mobility for the citizens.

d. As the Integrated Housing & Slum Development Programme (IHSDP) aims for having an integrated approach in ameliorating the conditions of the urban slum dwellers that do not possess adequate shelter and reside in dilapidated conditions. About 30 lakh slum population from 1379 slums will benefit by way of improved infrastructure in terms of a road network of 1450 kms, there will be better livelihood options because of a healthy environment due to the construction of 1950 kms of drains. As the IHSDP programme aims at holistic development of the urban slum community 228 community centre/informal centers will become the cynosure for women and youth empowerment programmes in the State

***
4. RAJIV AWAS YOJANA (RAY)

B. Ramesh Babu  
Addl. Mission Director, MEPMA

1. **Introduction**  
Rajiv Awas Yojana (RAY) scheme was announced by the Govt. of India with a vision of “Slum-free India” with inclusive and equitable cities in which every citizen has access to basic civic and social services and decent shelter, through encouraging States/Union Territories to tackle the problem of slums in a definitive manner.

2. **General Conditions of Slums in Andhra Pradesh:**  
Majority of the slums in Andhra Pradesh are inhabited by slum dwellers with low incomes, lack of tenure security, substandard and dilapidated housing with poor ventilation and lighting, poor environmental conditions like squalor, water contamination, lack of sanitation and unhygienic conditions. The slums are plagued by inadequate water supply, toilets, access, street lighting, and proper drainage disposal. They also lack critical social infrastructure like Urban Health Centers, Primary Schools, Anganwadis, Community Halls, livelihood development centers and night shelters etc. Thus the environmental, social and economic conditions of slum dwellers result in low human development, which will in turn lead to their lower productivity and lower contribution to the city’s economic development.

3. **Basic data on slums in Andhra Pradesh:**  
In AP, there are 125 ULBs in which there are a total of 7447 slums (5367 notified, 2012 non-notified and 68 slum pockets) with 18.99 lakh slum households and 89.54 lakh population residing in slums. Of the 7447 slums, 4638 are non-hazardous and non-objectionable slums (62%), 2809 are hazardous/objectionable slums (38%). Majority of these slums (4119) are located on Govt. & Municipal lands (55%).

4. **RAY 1st Phase 27 ULBs**  
a. **Mission Cities – 4** (GHMC, GVMC, VMC, TMC)  
c. **Pilot towns (for slum household survey) - 3** - Chirala, Dharmavaram, Suryapet  
d. **Municipalities – 9** - Khammam, Machilipatnam, Ongole, Zaheerabad, Sanga Reddy, Yellandu, Venkatagiri, Nalgonda, Kandukur (newly added)

The 1st phase ULBs have submitted their tentative Slum-free City Plans of Action. They have been consolidated and the State Slum-Free Action Plan has been prepared and submitted to Government.

5. **Steps involved in the Preparation of Slum Free City Plans:**  
a. Constitution of City Level Technical Cell  
b. Orientation workshops to Mayors/Commissioners, ULB staff, CBOs, CRPs & NGOs  
c. Procurement Town Base Map if available from DT&CP or procurement of Satellite Image for the preparation of Town Base Map.
d. Identification and inventory of all slum clusters in the urban agglomeration
e. Notification of Non-notified Slums
f. Re-verification of Hazardous/ Objectionable Slums
g. Prioritization of Slums based on Poverty Index and Infrastructure deficiency
h. Topographical Survey of all slums using total station
i. Preparing Enumeration Blocks of about 200 households each
j. Conducting household survey with one enumerator for each enumeration block
k. Data Entry of socio-economic household data in MEPMA’s MIS database
l. Verification and certification of the data at different levels
m. Integration of spatial and non-spatial data in GIS, develop GIS based slum maps
n. Analysis and interpretation of the data
o. Preparing development models (minimum 2) for each slum
p. Community consultation and selection of development models
q. Preparing Slum Free City Plan of Action for the ULB
r. Preparing Detailed Project Reports (DPRs) for slum or cluster of slums
s. Implementation of the approved DPRs

6. **Housing, Environmental & Social Infrastructure Requirements:**
   a. In all 1st Phase RAY ULBs the assessed requirement of housing units is based on the availability of pucca houses constructed under different schemes and urban poor living in *katcha* and semi pucca houses. The existing housing stock in the 1st year slums is 88,812 pucca houses, out of which 14,165 have been constructed under INDIRAMMA and 1394 have been constructed under JnNURM. Under RAY the ULBs have proposed 1,00,888 new houses of which, 98,883 houses in 939 slums under in-situ redevelopment and 2005 houses in 11 slums under relocation, which will replace the existing *katchcha* and semi-pucca houses in the proposed 1st year slums.
   b. The 1st Phase ULBs have made an assessment of on-site and off-site infrastructure requirement, duly considering the existing infrastructure. The total requirement under infrastructure is Rs.1477.22 Crores, out of which 38% comprises roads costing Rs.557.65 Crores, 21% sewerage (Rs.316.73 Crores), 19% storm water drainage (Rs.289.09 Crores), 16% water supply (Rs.232.45 Crores) and remaining 6% community & ILCS (Rs.28.45 Crores), street lighting (Rs.35.86 Crores) and solid waste management (Rs.16.98 Crores).
   c. The social infrastructure (pre-schools (Anganwadies), primary schools; urban health centers and dispensaries, livelihood centers, multipurpose community resource centers, parks and playgrounds) requirement for the 1st Year of RAY is Rs.207.87 Crores. More than 50% of the social infrastructure cost goes to pre-schools (Anganwadis) and primary schools (Rs.115.42 Crores), 7.28% proposed for livelihood (Rs.15.13 Crores) and 21.35% for MPCRCs (Rs.44.39 Crores), 10.58% for parks and playgrounds (Rs.21.99 Crores), 5.26% on urban health centers and dispensaries (Rs.10.94 Crores).

7. **Andhra Pradesh State expectations from RAY:**
   By tackling the shortages in housing, environmental and social infrastructure in the 1st phase ULBs under RAY, the state of Andhra Pradesh envisages that all the slum dwellers will be provided with decent and affordable housing with property rights, access to basic civic amenities.
and social infrastructure. Similarly, the state envisions the inclusion of remaining ULBs under RAY to make Andhra Pradesh Slum Free. This is expected to develop the city in an inclusive and equitable manner with improved human development indicators and unlock the hidden potential and productivity of the urban poor in accelerating the development of urban areas in AP.

8. **State Level Initiatives:**
   a. **State Level Steering Committee** has been constituted under the Chairmanship of Hon'ble Chief Minister, AP; vide GO Ms. No.188 MA Dated 01.05.2010
      i. To decide projects and their priorities for seeking central assistance under RAY
      ii. To guide, review and monitor implementation of legislation.
      iii. To prepare and implement Slum-Free City and State Plans of Action

   b. **State Level Technical Cell** has been constituted under the Chairmanship of Prl. Secretary to Government, MA&UD Dept.

   c. A **State Level Committee** has been constituted under the Chairmanship of Commissioner and Director Municipal Administration vide GO Ms. No. 577 MA Dated 17.09.2009.
      i. To draft state legislative framework for regularization of slums
      ii. To confer property rights on slum dwellers
      iii. Policy on Slum Free AP unveiled

   d. A **Departmental Committee** has been constituted under the Chairmanship of Director Town and Country Planning to suggest amendments to the existing town planning laws.

   e. **SLNA** - The GoAP has designated the Mission for Elimination of Poverty in Municipal Areas (MEPMA) as the State Level Nodal Agency (SLNA) to implement / monitor the RAY activities in the state.

   f. **Andhra Pradesh Property Rights to Slum Dwellers Act, 2011** for conferring property rights to the slum dwellers is prepared and is under the consideration of GoAP for enactment. It broadly contains clauses relating to: identification and notification of slum areas, survey and Identification of slum dwellers, Protection from eviction, Ensuring property rights, the property rights assigned shall be inalienable and shall not be transferable for a period of 15 years, but shall be mortgageable to enable the slum-dwellers to have access to credit facility, and shall be heritable, Constitution of state, district and ULB level slum redevelopment authority, Re-development, relocation & rehabilitation of slum areas and prevention of future growth of slums.

   g. **Issued instructions** to ULBs to utilize 40% of net municipal funds on UPA activities

   h. **Earmarking of land/ dwelling space to EWS and LIG** – GoAP constituted and deployed 6 teams to various states to study and report. Based on their report, orders will be issued within one month.

   i. **Draft Rent Control Act 2010** is prepared and is under consideration of Govt. for enactment.

   j. **Guidelines and trainings** - The SLNA has prepared and circulated the Tool Kit for RAY, ToR, RfP for GIS based slum mapping and preparation of DPRs, model DPR format, legend, symbology, data
structures for GIS work, and conducted trainings to Community Resource Persons and Municipal Functionaries in slum household socio-economic survey, and Orientation to municipal officials and consultants in DPR preparation.

k. **Templates for preparation of Slum-free City Plan of Action**
   prepared and circulated to all 1st phase ULBs.

l. Process for **notification of all Non-notified slums** in all ULBs has been initiated

m. Process for **re-verification of all listed hazardous and objectionable slums** by a committee headed by Jt. Collector of the district has been initiated by all ULBs in the State.

9. **Brief Description of work done by the 1st phase ULBs under RAY**
   a. All the 125 ULBs have conducted slum profiling earlier at the slum level in 2009 under SJSRY.
   b. 27 towns in 1st phase have initiated the slum household socio-economic profile with Community Resource Persons and data entry of which 11 ULBs have completed the same and the rest are in different stages of progress.
   c. 14 towns have completed their pilot slum mapping and has been vetted by the DTCP headed technical committee
   d. The other towns are in the process of piloting for one slum.
   e. Two Mission Cities – GHMC and GVMC have submitted the DPRs for pilot slum/s which have been reviewed by SLNA and forwarded the feedback to the Cities.

10. **Road Map:**
    a. All the 1st Phase ULBs are in the process of preparing DPRs for pilot slum(s). Based on the lessons from the pilot slum exercise necessary course corrections will be made in the process of preparation SFCPoA & DPRs.
    b. Apart from the 1st Phase 27 ULBs the remaining 98 ULBs in AP are proposed to be included under RAY in subsequent phases to make the entire state Slum Free.
       i. Phase II – 61 ULBs
       ii. Phase III – 37 ULBs

***
5. NATIONAL URBAN INFORMATION SYSTEM

R.Hari Prasad
Assistant Director of Town & Country Planning

1. Introduction
The Ministry of Urban Development has launched the National Urban Information System (NUIS) Scheme during the Tenth Five Year Plan (March 2006) to develop GIS databases for 137 towns/cities (now 152) in the country in two Scales i.e., 1:10000 and 1:2000.

In addition, utility mapping on 1:1000 Scales will also be undertaken for 24 towns (now 22). Collection of NUDB&I data for 153 (137 NUIS Towns and 16 UNCHS Towns) now 168 (152 NUIS Towns and 16 UNCHS Towns). Total outlay of the Scheme is Rs. 66.28 Crore of which 75% will be borne by the Central Govt. and the 25% will be State-matching share.

2. Objectives of NUIS Scheme
a. The objective of NUIS Scheme is to establish a comprehensive information system in the urban local bodies for planning, management and de-centralised governance in the context of provisions of scientific planning and implementation of the 74th Constitution Amendment Act (CAA) and to this end the specific objectives are as follows:
   i. Enabling preparation of Master/Zoning plans
   ii. Creating a database at Urban Local Body level for monitoring and management of at least relevant functions enlisted in the 12th schedule of 74th CAA.
   iii. Use modern data sources such as Satellite and Aerial platforms to generate a comprehensive 3-tier GIS database in the scale of 1:10,000 for Master Plan and 1: 2,000 for detailed town planning Schemes and 1:1000 for Utilities planning.
   b. Develop attribute as well as spatial data base for various levels of urban planning and decision support to meet requirements of urban planning and management by
   i. Enabling preparation of Master/Zoning plans
   ii. Creating a database at Urban Local Body level for monitoring and management of at least relevant functions enlisted in the 12th schedule of 74th CAA.
   c. Develop a model in Utility mapping on pilot basis using Ground Profiling/ Penetrating Radar (GPR) technology.
   d. Integrate conventional data sources with modern data sources to develop GIS database.
   e. Develop standards for USIS as well as NUDB&I with regard to database, methodology, equipment software, data exchange format etc.
   f. Develop automated integration/application techniques in GIS to provide inputs for Master/Zoning Planning and utilities management – to be utilised by the urban planners/administrators/decision makers.
   g. To create a town level repository of urban database through National Urban Databank and Indicators (NUDB&I) Unit which would also assist development of urban indicators for National Urban Observatory (NUO) on pilot basis.
   h. Build capacity among town planning professionals in the use of modern automated methods.
   i. Decentralize data generation, storage and manipulation at various levels of planning.
3. **Components of NUIS Scheme**

The NUIS Scheme comprises three major components as given under:

i. Urban Spatial Information System (USIS)
ii. National Urban Databank and Indicators (NUDB&I)
iii. Hardware and Software (HW/SW)

3.1 **Urban Spatial Information System (USIS)** –

Includes development of GIS based multi-hierarchical database, with application tools, to support Master/Zoning plan preparation; Urban Local Bodies (ULB) administration and utilities management.

3.1.1 **Objectives:**

a. Generate a comprehensive 3-tiered GIS database for each town/city that will be able to support the main objective of Urban Planning and management.

b. 1:10,000 scale GIS with parameters of spatial and attribute information that will be the core of Master Planning and Zoning Planning exercises in urban settlements

c. 1:2,000 scale GIS database with parameters of spatial and attribute information in support of detailed town planning Schemes and urban administration.

d. Establish a 1:1000 scale utilities GIS on a pilot basis with inclusion of power, water-supply, sewerage and other utilities that will support Utilities Planning and Management in urban settlements.

e. Develop automated integration/application techniques in GIS to provide inputs to Master/Zoning level Planning and utilities management – to be utilised by the urban planners/administrators.

3.2 **National Urban Databank and Indicators (NUDB&I)**

Includes designing and establishing a comprehensive data bank and integration of these parameters to support planning and derive indicators for National Urban Observatory (NUO) for monitoring the health of urban settlements.

3.2.1 **Objectives:**

a. Design a standard set of data parameters to be collected to support planning, and routine municipal functions listed in the 12th Schedule of the 74th CAA as part of NUDB&I for each urban settlement. The guidelines of TCPO/MOUD will be useful for this design.

b. Design a database for the NUDB&I and also develop front-end and integration software that will provide the indices. This design can also link the USIS and NUDB&I database, as required.

c. Develop town level NUDB&I databases for each town

d. Enable the establishment of a Local Urban Observatory (Luo) in each State which will integrate the NUDB&I databases for all towns within the State.

e. Support the National Urban Observatory (NUO) by integrating the NUDB&I database of all States and for each town at TCPO/MOUD.

3.3 **Hardware and Software (HW/SW)** –

Under this component hardware and software will be procured for Urban Local Bodies, State Nodal Agency and TCPO etc. for implementation of NUIS Scheme.
4. **Methodology**

Keeping in view the primary objective of developing an urban database to build an information system, NUIS Scheme envisages to establish a methodology based on advanced state-of-art technology.

The source and methods in the development of spatial database would involve the following:

a. Multispectral satellite images for 1:10,000 mapping.

b. Aerial Survey and Imaging as main source of images for 1:2,000 maps.

c. The images for mapping will be corrected/ registered using Global Positioning System (GPS) from the ISRO/DOS GPS library points.

d. Ground Profiling/Penetrating Radar (GPR) techniques will form the base for mapping underground utilities at 1:1,000 from 1:2,000 databases in selected towns for core-area planning.

e. Geographic Information System (GIS) will form the core of NUIS Scheme spatial database. The GIS techniques will be used to develop integration/ application software that will generate outputs for planning and management.

f. Standardized GIS-based application packages that will allow users in Towns/States to extract specific inputs for their planning process.

g. Application packages that will be linked to the NUIS Scheme database of each town and ported onto the NUIS Scheme system of the town.

h. The source and methods in the development of National Urban Databank and Indicators (NUDB&I) would involve the following:

i. The NUDB&I database for each town to support planning and management in relation to actual departmental functions as identified will be generated/ compiled by the ULB to be linked to the spatial database.

j. The data so generated will be processed to derive indicators to support NUO.

k. Application packages for these indicators extraction will be developed so that they can be aggregated at national level to support country level urban indices in turn to be transmitted in the Global Urban Observatory (GUO) of UNCHS.

5. **Deliverables**

a. The end product of the NUIS Scheme deliverables would amount to the following:

b. An urban, standardized GIS database of 1:10,000 to enable preparation of development/ master plan and 1:2,000 GIS database to monitor and implement most of urban local body functions specified in the 12th schedule of 74th CAA and 1:1000 Utility GIS database for utilities planning. The product components shall include:

i. One set of contact prints of Images of NUIS Scheme towns mapped.

ii. One set of copy of the digital orthophotos of NUIS Scheme towns mapped.

iii. One set of Image data example photo index, date of images and GCPs etc.

iv. Global Positioning System (GPS) data.

v. 1:1,000 utilities maps using Ground Penetrating Radar (GPR) techniques from 1:2,000 database.

vi. One set of Town level mosaic base map (line maps) for each of two scales mentioned above in digital as well as hard color copy format.

vii. One set of GIS data sets containing all layers as specified in the Standards Document.
c. Core trained personnel along with computer systems with appropriate GIS software.
d. A set of user-friendly application utilities that will allow extraction of outputs from the NUIS Scheme databases for planning and management activities.
e. In order to manage the above-mentioned deliverables, computer system that will host the NUIS Scheme in each town and State Nodal Agency has been identified.

6. Capacity Building
One of the important requirements of NUIS Scheme is the availability of trained manpower in towns and States. The training is anticipated at 3 levels:

a. Operators and Technicians level – which will be mainly to train State/Town personnel on how to generate inputs, maintain and operate the NUIS Scheme and database. Details of design of NUIS Scheme will also be covered. This will be of 4-weeks duration.
b. Planning level – mainly to train State/Town personnel on using the NUIS Scheme and database for generating inputs for urban planning and management. This will be of 2-weeks duration.
c. Administrators level – mainly as an orientation on NUIS Scheme. This will be of 3-days duration.

7. Mode of Implementation
a. Given the widely varying range of tasks in the NUIS Scheme involving multiple agencies including Central, State, Local Bodies and Private Sector, the implementation mechanism becomes fairly complex. The magnitude of the work being very large, there will be need to involve not only multiple government agencies, with technical expertise, but also the involvement of competent private sector, who can contribute specific services in the field of GIS and Remote Sensing.
b. The structure of implementation and management can be broadly grouped under Central, State, local bodies and private sector defining specific roles in the Scheme as given below:

7.1 National/Central

7.1.1 Ministry of Urban Development (MOUD)
a. The NNRMS SC-U would be the apex coordinating, guiding and reviewing body for the NUIS Scheme chaired by the Secretary (UD), to provide necessary policy and technical direction.
b. The Town and Country Planning Organisation (TCPO), under the Ministry of Urban Development would be the nodal agency, which will function as NUIS Secretariat with full responsibility to implement National Urban Information System (NUIS) Scheme with identified NUIS Scheme Coordinator as the head and other appropriate technical and administrative staff to manage the mission.

7.1.2 Support Agencies
A NUIS Technical Advisory Committee (TAC) comprising of Deptt. of Space, Survey of India, National Informatics Centre, selected State Nodal Agencies etc. would be constituted by MOUD for coordinating the technical implementation and resolve technical and managerial issues (standards, system specification, Quality Assurance procedures, reviews/ evaluation
etc). The NUIS Technical Advisory Committee may establish necessary sub-committees to address specific technical issues if required.

### 7.2 State

As part of NUIS Scheme implementation, the respective State Governments will have the following obligations:

a. Establish a NUIS Scheme State Coordination Committee (SCC), at State level (including the Union Territories) in consultation with MOUD as a monitoring / reviewing agency to

b. Consider the appraisal reports submitted by the State Level Nodal Agency.

b. Approve and recommend the release of Central assistance to the Ministry of Urban Development through TCPO.

c. The State Governments may make changes in the composition of the State Government representatives as required.

d. The head of the Nodal Agency shall the Nodal Officer for the scheme in the state.

d. The MOUD will nominate representative from Ministry of UD/ TCPO.

### 7.3 State Nodal Agency

a. Normally the State Town Planning Departments (STPD) would act as the State Nodal Agency unless an alternate is recommended by the NUIS Scheme State Coordination Committee (SCC) for the implementation and monitoring of the NUIS Scheme in the respective State.

b. The State Nodal Agency would provide the necessary guidance and mechanisms for the urban settlements in the State to implement and adopt the GIS databases for planning and management in coordination with the NUIS Scheme Secretariat (TCPO).

c. The State Nodal Agency would set up State NUIS Scheme Cells with clearly identified personnel for USIS and NUDB&I units.

d. As part of NUIS Scheme, the respective State Nodal Agency will have the following obligations:

   i. Identify a Nodal Agency for implementing NUIS Scheme in the State besides the Head of Nodal Agency.

   ii. Establish NUIS Scheme Cell with an identified physical space for augmentation of the cell.

   iii. Establish NUDB&I database and Local Urban Observatory (LUO) for the State and link this to the NUO.

   iv. Establish a corps of trained manpower on NUIS Scheme for its promotion and usage.

   v. Supervise, oversee and guide the Urban Local Bodies to develop, maintain and utilize NUIS Scheme.

   vi. Provide routine and regular report and access to the NUIS Scheme activities of the State to MOUD.

e. The NUO pilot study towns may be selected by the State Nodal Agency from among the NUIS Scheme towns and be carried out under the NUDB&I component.

f. The NUO study may be undertaken either by State Planning Departments/ ULBs/ Outsourced Agencies.
7.4 Urban Local Body (ULB)

7.4.1 Towns

While the State NUIS Nodal Agency through its NUIS Cell will coordinate the activities of the selected towns, the success of the database development will depend upon the commitment and cooperation of the Urban Local Bodies particularly with reference to NUDB&I where regular and periodic data is to be collected and compiled.

a. As part of the NUIS Scheme, each town/city will have the following obligations:
   i. Identify a focal point / Agency (Corporation, Municipality, Development Authority etc. as consented by the State in the town for the NUIS Scheme activity of that town.
   ii. Support the NUIS Scheme development by providing appropriate level of manpower support to develop, accept and run the NUIS Scheme
   iii. Agree to train persons to maintain and utilize NUIS Scheme
   iv. Identify a suitable place to house the NUIS Scheme system and database
   v. Agree to maintain and upkeep the NUIS Scheme system and database
   vi. Collect and compile NUIS Scheme attribute data from various city deptts.
   vii. Agree to prepare/revise Master/Zoning Plan; administer town and manage utilities (where the town is selected for utility mapping) using the NUIS Scheme database.
   viii. Update further the NUIS on their own efforts.
   ix. Provide routine and regular report and access to the NUIS Scheme activities of the town to the State Nodal Agency.

7.5 Private Sector

a. The State Governments/ NUIS Scheme State Coordination Committee (SCC) may recommend and encourage involvement of the private sector or adopt public-private partnerships to the extent possible.
   i. Private sector could mainly provide services and products for the NUIS Scheme. It may have a major role to play, especially when a large amount of human resources are required.
   ii. The NUO study may also be undertaken by competent private and autonomous agencies at the discretion of the State Nodal Agency.

b. Thus, the implementation of NUIS Scheme must be an inter-agency effort, under the lead of MOUD and the involvement of all the above.

7.6 Review and Monitoring

The NUIS activities are proposed to be reviewed on a regular basis, as follows:

a. Annually by the NNRMS SCBU – especially to monitor/ review overall progress and achievements and address any inter-agency issues.

b. Quarterly once, by the
   i. NUIS Scheme Technical Advisory Committee – especially to oversee the progress of technical issues and also to oversee the technical implementation.
   ii. The NUIS Scheme State Coordination Committee (SCC) shall meet every quarter and the terms of reference will include the following:

c. Periodically monitor the progress of funds mobilization and implementation of various projects taken up under the Scheme;
d. Minor changes within approved projects maybe permitted by the NUIS Scheme State Coordination Committee (SCC) during the course of implementation. Every such change should be intimated to the MOUD/TCPO.

e. Review the implementation of the Scheme keeping in view its broad objectives and ensure that the programmes taken up are in accordance with the guidelines laid down.

f. Consider issues raised by the implementing agencies from time to time and take appropriate action; if necessary obtain the advice of MOUD/TCPO.

g. Recommend to Ministry of Urban Development through the State Government and TCPO for release of Central assistance.

i. Monitoring, review and Progress of the NUIS Scheme will be carried out by the TCPO, which will be the NUIS Scheme Secretariat.

ii. Progress reports should be submitted by the State Nodal Agencies to Chief Planner, TCPO in the prescribed formats.

iii. TCPO in turn shall apprise the Ministry with regard to the progress under the NUIS Scheme.

iv. Inspections of Scheme would be carried out by officers of TCPO who will:

h. Monitor allocation of jobs with regard to generation of databases and physical progress in the States including the NUO pilot study, which will mean regular site visits.

i. TCPO will be responsible for preparing a Status Report on the Scheme in consultation with MOUD every year (by 30th May).

j. Consultant approach to undertake independent evaluation of technical, managerial and planning process.

8. **Towns covered under NUIS Scheme in A.P.:**

<table>
<thead>
<tr>
<th>Towns</th>
<th>Towns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madanapalle</td>
<td>Nalgonda</td>
</tr>
<tr>
<td>Tadepalligudem</td>
<td>Dharmavaram</td>
</tr>
<tr>
<td>Adilabad</td>
<td>Srikakulam</td>
</tr>
</tbody>
</table>

**Note:** For further details pertaining to NUIS Guidelines, Design & Standards and Road Map etc. visit the [web site](http://urbanindia.nic.in/programme/lsg/nuis.htm)

* * *
6. BHUBHARATHI

K. Vidyadhar
Additional Mission Director, MEPMA

1. Background
   a. To achieve the objective of providing the property title certification system in AP, Government of Andhra Pradesh (GoAP) has initiated a unique project “Integrated Land Information System (Bhu Bharati), which is the first initiative of its kind in the country. Accordingly, the Govt., in G.O.Rt.No.158, Revenue (SS1) Department, dt. 28-01-2005, have sanctioned pilot project for Nizamabad District. The pilot project is nearing completion. The reform brings about convergence of 4 Departments, namely Survey and Land Records, Registration, Revenue, and the Urban Local Body.

   b. The major objective of the current e-Governance project is creation of accurate spatial database using advanced surveying technologies like aerial photography, ETS, DGPS and also creation of Title Register, which provides the conclusive title to the legal owner of the land parcel. The project, which will be undertaken under the Bhu Bharati initiative, will also implement and adopt e-governance using IT applications, including GIS and MIS, for providing the land related services to the citizen in an unified manner through Citizens’ Service Centers in the state.

   c. The project is the first initiative of its kind in the country. The creation of GIS database pertaining to all properties located in Villages and Cities is necessary to enhance revenue and also for efficacious management of Rural urban infrastructure management and planning, so as to enable implementation of key policy decisions.

   d. The project shall result in increase in collection and coverage of property tax, introduction of unique Property Identification Number (PIN) for each property, and sharing of information, i.e. convergence, across departments and stakeholders on property and title related information in the ULBs. Presently, local bodies do not have such information. Hence, property related data proposed for collection under the project will be used for enhancing the revenue of the ULBs.

   e. The principal aim of the project is transformation from department centric approach to service-centric approach in land administration, which would be characterized by an integrated system for capturing, storing, checking, integrating, analyzing and displaying data about parcel/property and its use, ownership and development. The system shall deliver the services to Citizens through a unified interface, i.e. Citizen Service Centers/Providers/Internet.

2. Service Offered:
   All the land related functional will be delivered to the citizen through a single window. The services to the citizen will be provided through the multiple channels viz., ILIS Service Centers, ILIS Portal, and ILIS Service Providers. The core services rendered through the project to citizens shall include Property Title Transfer, Property Transaction History, Property Tax Assessment and Payment information, Land Use Certificate, Changes in
Land Use, copies of Building and Layout Plans, subdivision of parcel and property, etc. The project provides updated basic cadastral information with land use, building footprints, road & rail network and also other topographical information required for preparation and revision of master plan.

3. **Business Model**
The project is self-sustainable. The proposed PPP model is BOT process in which a private organization builds, operate and transfer to the government at the end of the contract period. Land information will be priced for sale and appropriate user charges regime will be introduced. SLA’s are defined to the operator to deliver the services in a specified time frame.

4. **Current Scenario:**
a. In Andhra Pradesh State, the creation and maintenance of records/information relating to land and property is done under the auspices of four different agencies
   i. **Survey and Land Records Department**, which conducts cadastral surveys and creates and maintains basic records for each village
   ii. **The Revenue Department**, which administers Land Records by way of updation of titles
   iii. **The Registration Department**, which undertakes registration of deeds pertaining to transactions of land involving sale, mortgage, gift etc.
   iv. **The Urban and Rural Local Bodies**, which maintain ownership information necessary to collect property taxes, and undertake planning and developmental activities within Panchayat and municipal towns and cities.

b. As seen from the above, a citizen has to approach Survey Department for survey and subdivision or taking a copy of Tippons/FMB, Revenue Department for various certificates or changes to be incorporated in Record of Rights, the Registration Department to sell his property or carry out any transaction on his property and for payment of tax on urban properties or verification of layout approval etc., he has to approach the Corporation or Municipality or the local Gram Panchayat. As a result, citizens are facing serious problems.

5. **Project Objectives:**
The high level objectives of the Bhu Bharati are
a. To serve as *record of conclusive title* of all land parcels
b. To provide services in *an integrated, efficient and cost effective* manner and
c. To provide *authentic land attribute information on a real time basis* to all its users.

6. **Components of the project**
a. Spatial data creation
b. Aerial Photo Acquisition
c. Surveying
d. Control Points
e. Title Enquiry
f. Application development,
g. Procurement of Software and Hardware
h. Establishing Data Centers
i. Institutional development
7. Project Implementation

a. A Project Implementation Committee (PIC) and a Project Management Team (PMT) is constituted to implement and monitor the project.

b. Assistance is taken from the National Remote Sensing Agency (NRSA), NIC. Apart from the above departments, information available with the other departments is also utilized, like the IRIS from the Food and Civil Supply department and Unify-x Gateway from e-seva. NISG is opted as the Project Management Consultants. Through Implementation Agency (IA), the project will be completed.

8. Geodetic Network:

a. Establishing of Ground Control Network (GCN) is the key activity in Bhu Bharati project. The major objective of this Control Network is to facilitate the future resurveys. The accuracy of data received through Resurvey depends on the established Ground Control Network. Hence, the Ground Control Network is established using accurate differential Global Position System which produces the accuracy in millimeters.

b. The Ground control is carried out in 3 phases in the following order
   i. Primary control points using DGPS
   ii. Secondary control points using DGPS
   iii. Tertiary control points using Electronic Total Stations

c. The primary control points are also used for the aerial triangulation and block adjustment for densifying the control data in each photograph and used to generate digital orthophotos. The secondary control points are generated using three base stations of the primary control data. Primary and Secondary control points are selected in such a way that they are evenly distributed all over the Project area.

9. Primary Control Points

The primary control points are identified and monument using RCC pillar and each Primary control point is assigned with Unique Number which will be engraved on the monument. The location sketch of the control points is also made available for future identification.

10. Secondary Control Points

The network of Secondary control points is atleast one secondary control point and one auxiliary point for every Village settlement and in every ward of Urban Local body. The network is planned to distribute the control points evenly throughout the area resulting on an average of one point for every 5 Sq Kms of area. These Secondary control points are monumented using RCC pillar and each Primary control point is assigned with Unique Number which will be engraved on the monument.

11. Tertiary Control Points

a. One tertiary control points are selected with an interval of 500 meters. These control points are given a unique identification for future reference. Points for tertiary controls are selected based upon the nature of its longevity, permanency inter visibility etc., strategic locations like black top roads, mile stones, bridge/culverts, rock exposures road junctions. Bi-junctions/ Tri-junctions survey stones will be selected for establishing these control points. However, the tertiary control points are to be provided in Urban Local body area also by
planting stones for further property field survey. This tertiary control data will be used for further parcel survey and generation of cadastral maps of individual parcels and properties.

b. The most important feature in Tertiary control survey is to close the traverse at the same location where it was started. Ideally both starting and closing coordinates should match, but generally that does not happen and there will be a difference which is called the Closing Error. This closing error will be adjusted and distributed to all the points according to the standards, which is called as Error Distribution. Error Distribution is possible only when the error is within permissible limits. If the error is not adjustable then once again the traverse will be made by taking all necessary precautions.

12. Guidelines for Monumentation
   a. The locations for these control points are selected taking into consideration the following points.
   b. Area free of obstacles like tree cover, tall buildings, HT power lines etc., in order to ensure good satellite signals for the GPS observations.
   c. The points will be located at safe places like government buildings/schools/offices to ensure safety to the pillars.
   d. The points where they are easily approachable by road
   e. The points are generally located close to good landmarks for easy identification during the course of the project implementation.

13. Proposed Survey Methodology
   a. After testing the various survey methods and based on the analysis of the results of various survey methods, the following survey methodology is finalized and adopted.
   b. In this method the demarcators would use the bromides in the field and demarcate the boundaries on the bromide prints with narrow tipped high quality pen as shown by the enjoyer in the presence of adjacent enjoyers. The same will be transferred onto computer loaded with digital ortho the same day evening in the Urban center. The Land Parcel Map will be printed and distributed to the Owner of the property on same day evening or on the next day morning. Owners are also invited to view their parcels on the computer if they so desired. The following were some of the outcomes of using this method.
   c. Productivity is at 50-80 parcels per day per Team.
      i. Levels of accuracy were being maintained as the demarcators themselves were transferring the points to the laptop.
      ii. Property owners are able to get the information they desired by the next morning.
      iii. If any objections by the Property owner will be rectified on the same day or next day by revisiting the filed.
   d. It was therefore decided to refine and further elaborate this method as it seemed the most promising.
   e. If they noticed any discrepancies in the distributed LPM. The generated Town/Village maps and LPM will be published in the office of Grampanchayath/Municipality /Municipal Corporation/ Nagar Panchayaths for a specific period. After expire of the period, 9(2) notices along with a copy of LPM will be served to the individual Owner and if any objections are received from the Owners are recorded.

14. Property Register/Land Register
   a. The Property information is collected during survey and will be computerized. The columns in Property Register are House No. /by
Number, Extent (Old), Name of the Owner as per register document, Occupier Name, Plot area and Plinth area as per ground position, Tile Number/Chalta Number, Nature of Land, Premises or unit use, No. floors of building, built up area, Signature of Owner, Signature of Surveyor, Remarks.

b. The collected Field information will be computerized as per the format. Both the map and the field register are integrated and stored in GIS format. Which is the flexible tool for querying, retrieving and updating both graphical and textural data. Parcel Maps and Town Maps/Village maps are generated from the created database in the approved templates.

15. Title Enquiry

a. The titling under the proposed Act is contemplated as 3 stage process

i. After the survey team has prepared survey record the title team consisting of a Dy.Tahsildar, Revenue Inspector and functionaries from Urban Local Bodies will verify the Property register (prepared during survey), the existing registration documents, claims made by the property holders etc. On the basis of this, they will come to a preliminary conclusion and place entire record before the Designated Officer for a decision. In this process it is also contemplated to constitute a Dispute Redressal Committee consisting of Town elders and an Adjudication Team consisting of Revenue officers to minimize the disputes.

ii. The Designated Officer will be a Revenue officer in the rank of a Deputy Collector. He shall verify the records, come to a conclusion in respect of title of every property and record his findings. Wherever there are counter claims and he is not able to decide, he shall refer it to the Bhu Bharati Tribunal. The findings of the Designated Officer will be recorded in a register called “Provisional Register of Titles (PRT)”. All the cases referred by him to the Bhu Bharati Tribunal will be recorded in another register called ‘Register of Disputes (RoD)’. There can be several Designated Officers in the district depending upon the work.

iii. Bhu Bharati Tribunal will be consisting of an officer in the rank of Joint Collector with jurisdiction over entire district. He shall decide the cases referred to him by the Designated Officers as well as the references filed directly by the landowners against the decision of the Designated Officers. He will give his findings after hearing the concerned parties and looking in to evidence under the summary enquiry process. This officer will be exclusively posted for this work.

iv. Appeals against the orders of the Bhu Bharati Tribunal will go to an Appellate Tribunal consisting of a judicial officer in the rank of senior Civil Judge (District Judge) posted exclusively for the purpose. He shall hear appeals against the orders of the Bhu Bharati Tribunal.

v. The second appeal against orders of Bhu Bharati Appellate Tribunal shall lie with High Court of Andhra Pradesh who will be requested to set up a special bench to hear these appeals.

vi. Operation of Provisional Register of Titles (PRT) will be notified in the Gazette and Bhu Bharati will start operating from this date. However the titles will not assume conclusivity under the PRT. A time of 3 years will be provided for any property holder to make a reference to the Tribunal against an entry in the PRT. If no reference is made within a period of 3 years, all the entries in the PRT will become final and move to ‘Register of Titles (RT)’. All the
references and appeals made to the title adjudication channels will be recorded in the ‘Register of Disputes’ and a corresponding mention will be made in the PRT/CRT. The decisions of this channel will also be recorded in the PRT, CRT and ROD. Once an entry is moved to RT it will be conclusive and there will be no further challenge.

vii. All the disputes pending in various courts will be made compulsorily registrable with the Bhu Bharati. The owners will be on the Plaintiff to register it with the Bhu Bharati within 60 days of commencement of the PRT in case of existing suits and before filing the suit in respect of suits arising later. A corresponding provision will be made for lapsing of suits for non-registration with Bhu Bharati.

b. Entries will be made in the ‘Register of Disputes’ in respect of all the pending suits in various courts with a corresponding entry in the PRT/RT.

c. Bhu Bharati Act will also provide for compulsory registration of all the Government transactions on land viz., acquisition, assignments, alienations etc as well as General Powers of Attorney, Equitable mortgages and Wills involving immovable properties.

d. There will be a Register of Charges/covenant, which will record special charges, covenants, and encumbrances agreed upon by the parties while transferring properties or later. The entries in this register will also be flagged in the PRT/RT.

e. In a sense a reading of PRT/RT along with the Register of Disputes and Register of Charges/Covenants will give a complete picture about title of a given property.

f. Mutation on transfer of title and conferment of title will be automatic. For acquisition of title by succession a provision will be made for compulsory registration of Wills involving immovable properties. For the intestate succession, a succession certificate will be granted by the Bhu Bharti authority, which will be valid for all purposes. Disputed cases will be decided by the relevant court of law. Appeals on a succession certificate granted by the Bhu Bharati authority will lie to the District Court.

g. The Register so prepared will be linked to the legal owner through IRIS mapping. IRIS mapping is so far the most foolproof way of personal identification. Integration of record with owner’s identity will enable easy verification of identity and helps in ensuring that only the legal owner gets to transact on his/her property, thereby reducing fraudulent transactions and litigation.

16. Application Development
The Spatial and attribute data is integrated and a central repository of land information system is developed. An appropriate GIS application will be developed to search, retrieve and manipulate the GIS database and a web based application will be developed to operate from the Service centers and to carryout the transactions. Data Centre and Disaster Recovery Centre will be setup to store the entire database. The Service centre as connected to the Data Centre through a dedicated internet connection provided by the APaksh Broadband Services. The Data Centre and Disaster Recovery Centre are connected in asynchronous mode for efficient data flow.
17. **Capacity Building**

The objective of this component is to build the capabilities required for the operationalisation of the Bhu Bharati centers. The capacity building is focused to develop the following:

Building the physical infrastructure required to implement Bhu Bharati (including offices, data centers, hardware, networks etc)

a. Building capacity of Bhu Bharati personnel by training them adequately on the new systems and processes and usage of application software

b. Building capacity of service providers

c. Educating citizens through appropriately designed communication programs

18. **Establishment and Operationalization of Service Centre**

The number of service centers is decided based on the population and number of transaction per annum. The required hardware and software will be procured and the service centre will be established. The service centers will be configured to Data Centre. All the transaction will be taken up at the service centre.

19. **Training**

Rigorous training will be imparted on the use of Application. This would include executives at senior and middle level as well as supervisors and operators. The process would also include motivation and education of Urban Local body level functionaries as well as users.

20. **Status of the Project at Nizamabad and Law**

The govt. released of Rs. 29.25 crores of budget for pilot project, Nizamabad. Rs. 17.32 crores was spent so far. The progress is as follows:

a. Survey of agricultural lands in Nizamabad district is completed.

b. lakh acres in 922 villages is covered by survey.

c. lakh land parcel sketches generated and distributed to pattadars / lawful enjoyers.

d. Survey Records viz., village map, land parcel map, field register, correlation statement, summary statement, are received from the Implementing Agency.

e. Validation of survey records is in progress in villages and notices under section 9(2) of S&B Act issued.

f. Urban and Village site survey is yet to be completed.

21. **Draft law**

a. Draft law has been submitted to Government and is under scrutiny.

b. Draft law has been referred to concerned departments for their views.

***
CHAPTER - IX
DUTIES & FUNCTIONS OF THE T.P. STAFF OF ULBS

1. DUTIES & FUNCTIONS OF THE T.P. STAFF

Formatted from the manual from CGG and the note presented by
Syed Muzzafer Hussain
Former Director of Town & Country Planning

1. Introduction
a. As per the provisions of the Municipal Acts in the State the Municipalities are entrusted with following functions:
   i. Public Health, Sanitation, Conservancy and solid waste management.
   ii. Provision of Water Supply, Drainage and Sewerage
   iii. Town Planning
   iv. Construction and maintains of road, drains, culverts and bridges
   v. Provision of the street lighting
   vi. Urban poverty alleviations programmes
   vii. Slum improvement and up gradation
   viii. Provisions of parks and playgrounds

b. The urban local bodies at the Highest Level i.e. Greater Municipal Corporations have following sections:
   i. Administration
   ii. Finance
   iii. Secretary
   iv. Town Planning
   v. Engineering
   vi. Health
   vii. Urban Community Development (UCD)
   viii. Horticulture, Parks and Playgrounds
   ix. Sports
   x. Public Relation
   xi. Veterinary
   xii. Estate
   xiii. Election
d. Mayor is the elected Head of Corporation.
e. Municipal Commissioner is Executive Authority and over all in charge.
f. Secretary is Responsible for conduct of meetings
g. The Municipal Commissioner is assisted by Additional Commissioners and Heads of the sections.
h. Each section of the Corporation functions under an Additional Commissioner who is assisted by the technical head of the section.
i. Every technical head of the section has staff under his control for carrying out regular duties and functions with respect to different powers and duties of the Municipal Commissioner under the act.

2. The Town Planning Section of Urban Local Bodies:
a. Town Planning Section of an Urban Local Bodies is an important wing of the local body it sets out the basic platform for all other activities to take place, it plans, implements, Regulates, and enforces rules for happy living of the citizens. The head of section will be assisted by field
staff and clerical staff shall also assist him in service matters and processing of files.

b. The functions of the Town Planning Section of the ULB can be broadly classified as Development Planning, Development Control and Enforcement. Some of the other important functions of the Town Planning Section include implementation of Door Numbering System, Extension of Municipal Boundaries, Election work, Advertisement and any other work assigned by the Commissioner to the Town Planning Section.

3. **Development Planning Function:**
   a. Development Planning Function involves Physical and socio-economic, surveys, collection of information by primary and secondary source involving persons to person contacts and with the development agencies that operate in the area of jurisdiction.
   b. It also involves collection and use of information regarding the land and natural resources / features. The Town Planning officer should be conversant with use of appropriate techniques for carrying out different types of surveys for collection of information and for preparation of plans.
   c. The information regarding the Geography, Geology, Hydrology of the land, Climatology and Flora-Fauna is also required to be collected.
   d. The details of information on demographic features of the population have also to be collected. In respect of financial aspect different details of income expenditure, trade and commerce has to be collected.
   e. The information so collected in different aspects of study will have to be analyzed as per the accepted procedures and methods for use in preparation of reports and plans for proposals.
   f. The information so gathered and studied has to be analyzed for use in formulating proposals in keeping with the Center / State Government policies.
   g. Time frame for the implementation of the work has to be fixed realistically and to coincide with the five year plans, annual plans of the state and annual action plan of the ULB.
   h. Details of the Government Schemes/ Loans that can be tapped by the ULB should be known to the TP Staff for suggestions to aid implementation of proposals formulated.
   i. For study of traffic and transportation the information relating to Regional set up within the District and internal aspects have to be collected.
   j. The details of policies of programs of Central / State Government regarding Urban Development have to be collected.
   k. The Views of the General Public is to be incorporated by involving individuals, voluntary organizations and other stakeholders through different ways to ensure hassle free implementation.
   l. The Commissioner and the Council should be convinced of the utility of plan in respect of the creating a habitable environment, social justice and security for the citizens.
   m. The records pertaining to the development planning aspect of the ULB are to be maintained as permanent record for use as reference to know the past trends and for producing to the courts of the law whenever called for by them.
4. Development Control Function:
   a. Having proposed the plans and the report, the next stage before the TP Staff will be to operationalize the rules regulations for realization of the proposals conceived in the preparation of plans.
   b. Some of the important components of the development control aspect of Town Planning function are:
      i. Land Use,
      ii. Zoning Regulations,
      iii. Layout Rules,

5. Land Use.
   a. The approved plans for the ULB at the City / Town development level is indicative giving details of different land uses and circulation pattern.
   b. This plan is supplemented by sub-reports pertaining to different aspects of implementation.
   c. Each report of the development plan of the area deals with a particulars aspect like
      i. Reconciliation of land uses of development plan (Rehabilitation, Redevelopment, Renovation and conservation programs).
      ii. Development activities to be permitted as per the specified land uses of the plan and related Zoning Regulations.
      iii. Slum improvement and up gradation programmes.
      iv. Programs for widening of existing roads and formation of new link roads, provisions for parking area, construction of flyovers, under bridges etc.
      v. Programs for provisions of facilities and utilities as per the plan by acquisitions of land.
      vi. Programs for improvements and provision of infrastructure facilities.
      vii. Programs for poverty alleviation.
   d. Though these programs aided by rules and regulations stipulated for respective aspects of development, the activities have to be controlled, regulated and guided to achieve the vision of the development plan. The Town Planning Staff of the local body is responsible for implementation of the rules and regulations so stipulated.

6. Enforcement Function:
   a. Enforcement of bye-laws /rules/ regulations basically involves the safety to human life which may cover use of materials for construction and development works, standards for roads, open spaces, facilities, use of glass, fire safety, explosive materials, offensive trades etc. It will also include enforcement of rules to regulate different other activities.
   b. There is always tendency on the part of citizens to overlook these bye-laws / rules/ regulations and this may happen due to
   c. Ignorance of law, b. Deliberate Violation to meet personal ends endangering safety to human life.
   i. Ignorance of Law
      Intensive drives are to be taken up to make people aware of the provisions of laws/ bye-laws /rules/ regulations and the penalties to be paid in the instance of violations to them.
ii. **Deliberate Violation**

1) Every act provides for enforcement of bye-laws/rules/ regulations. Under the Town Planning, Municipal Act/ Master Plan/ Zoning Regulations/ Building Bye-laws and rules provision have been made as corrective actions and for levy of penalties.

2) The violations to Master Plan proposals, layouts rules, buildings bye-laws/rules are very important matters of enforcement.

3) Actions like demolition, sealing premises, filing of criminal case against the owner, cancellation of building licenses and NOCs have to be resorted to by the Town Planning section of the ULB.

iii. **Actions wherein support of other departments will be required are:**

1) **Police:** To maintain law and order at the time of action against offenders.

2) **APSEB:** To sever the power supply.

3) **Water Supply Board:** To sever water supply, drainage and sewerage connections.

4) Tax section of ULB for assessment only as U/C levying 25% extra tax without allotting any door number.


6) Cancellation of the registration of the connected technical personnel and black listing them.

7) Issue of proper notices showing complete details of violations.

8) Correct reading of the court orders against case of violation and proceedings with appropriate action.

9) Filing of Counters for public interest cases.

10) Effective persuasion with the standing Counsel and getting the court orders vacated for immediate action.

11) Use of implements and tools to complete action swiftly as delays lead to political and public interference, which in turn dilute the action.

12) Regular monitoring and review of enforcement work.

13) Creation of separate cell for action against encroachments, unauthorized construction, deviations to sanction plans/NOCs issued by the ULB and violation of layout rules.

7. **Job Chart of Town Planning Staff working in ULBs of the State**

a. **As per the Greater Hyderabad Municipal Corporation Act 2007, Hyderabad Municipal Corporation Act 1955 and A.P. Municipalities Act 1965, the Commissioner is the Executive Authority, powers are given to him under different sections for carrying out the functions of the local body.**

b. **The Commissioner of the Greater Hyderabad Municipal Corporation/Hyderabad Municipal Corporation / Municipality is the Executive Head of the Local Body and he performs the functions through the power provided under the act with the help of the staff and in this connection there are certain powers he is authorized to delegate to his sub-ordinate staff in carrying out the functions of the local body.**

c. **In respect of the Town Planning Activities of the local body Commissioner is responsible for the performance of the staff in the Town Planning**
Section, in respect of all those powers he has delegated to the Town Planning Staff. Commissioner will be answerable to the council and citizen for all achievements and failures in the Town Planning Section of the Urban Local Body (ULB).

d. The Staffing pattern varies with the category of the ULB, generally the staffing pattern can be classified as a Town Planning Officer as Head of the Section, Sub-ordinate officers, field staff and the clerical section.

8. Duties and Responsibilities of Town Planning Officers and Staff

a. Chief City Planner/Additional Chief City Planner / City Planner:-

Role:-
1. He is the technical head of the Town Planning Section.
2. He offers professional advice to the Corporation in planning the integrated development of the city.

Powers & Responsibilities:-

1. All the matters relating to town planning as per the Acts, Rules and Government instructions on the subject.
2. He shall exercise development control regulations/building approvals under the delegation of Commissioner.
3. He shall undertake outdoor inspection and to supervise the work of all officers working in town planning section and to attend to the responsibilities entrusted to him.
4. He is responsible for the integrated and planned development of the city.
5. He has to ensure proper implementation of Building Rules, Zoning Regulations, Layout Rules, and other Rules of Town Planning.
6. He has to ensure that all registers pertaining to town planning section are maintained properly.
7. He has to ensure that written permission is obtained in advance for erection of advertisements and hoardings wherever this subject is allotted to town planning section.
8. He has to ensure preparation and implementation of Master Plan/Development Plan.
9. He is responsible for preparation of plans for Road Development, Road-Junctions, Traffic Islands etc.,
10. He has to ensure that all the details of immovable properties of the Corporation are surveyed by the Surveyors and to get them recorded in Assets Register, provided all other wings of the Corporation supply the information on day to day developments.
11. He has to ensure protection of municipal lands and Government lands vested in the Corporation free from encroachment.
12. He has to initiate action for acquisition and alienation of lands.
13. He has to ensure numbering of buildings through taxation section as required under GHMC Act 1955.
14. Administrative control of officers and staff working in town planning section and transfer of employees with in the section with the approval of Commissioner.
15. Responsible to attend the Corporation meetings and preparation of agenda of Town Planning Section.

16. He is responsible for monitoring the Mortgage Register.

17. 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.

18. Responsible for implementation of citizen charter of town planning section.

19. Any other work relating to town planning assigned by the Commissioner.

b. Deputy City Planner/Assistant City Planner/Town Planning Officer(Sel. Grade)/Town Planning Officer(Spl. Gr.)/ Town Planning Officer (Ord. Gr.):

Role:
1. In major municipal corporations deputy city planner/Assistant City Planner is kept in-charge of a zone/circle.

2. In smaller municipal corporations Assistant City Planner/Town Planning Officer (Sel. Gr) are posted with specific jurisdiction in the corporation limits.

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

Responsibilities:
1. All the matters relating to town planning as per the Acts, Rules and Government instructions on the subject.

2. He shall exercise development control regulations/building approvals under the delegation of Commissioner.

3. He shall undertake outdoor inspection and to supervise the work of all officers working in town planning section and to attend to the responsibilities entrusted to him.

4. He is responsible for the integrated and planned development of the city.

5. He has to ensure proper implementation of Building Rules, Zoning Regulations, Layout Rules, and other Rules of Town Planning.

6. He has to ensure that all registers pertaining to town planning section are maintained properly.

7. He has to ensure that written permission is obtained in advance for erection of advertisements and hoardings wherever this subject is allotted to town planning section.

8. He has to ensure preparation and implementation of Master Plan/Development Plan/GTP Scheme.

9. He is responsible for preparation of plans for Road Development, Road-Junctions, Traffic Islands etc.,

10. He has to ensure that all the details of immovable properties of the Corporation are surveyed by the Surveyors and to get them recorded in Assets Register, provided all other wings of the Corporation supply the information on day to day developments.

11. He has to ensure protection of municipal lands and Government lands vested in the Corporation free from encroachment.

12. He has to initiate action for acquisition and alienation of lands.

13. He has to ensure numbering of buildings through taxation section as
14. Administrative control of officers and staff working in town planning section and transfer of employees within the section with the approval of Commissioner.

15. Responsible to attend the Corporation meetings and preparation of agenda of Town Planning Section.

16. He has to initiate and instruct the field staff to take action against the unauthorized constructions, land use deviation and deviation to sanction plan, illegal layouts, sub-division of plots and encroachments etc.

17. He is responsible for monitoring the Mortgage Register.

18. He is responsible for supervision of the overall work of town planning supervisors/town planning and building overseers and checking the diaries of town planning staff and to ensure that all the field staff performs their duties properly.

19. To ensure proper maintenance of various registers relating to town planning section and check them periodically.

20. Responsible for implementation of citizen charter of town planning section.

21. 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.

22. Any other work relating to town planning assigned by the Commissioner.

c. **Town Planning Supervisor:**

**Role:**
He plays a key role in the enforcement of regulations relating to Buildings, land uses, layouts, installations and advertisements.

**Responsibilities:**
1. He shall undertake outdoor inspection daily and 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. He is responsible for discharging the duties of the Town Planning Officer where there is no such post.
4. Surveying, leveling, data collection and preparation of plans and reports for preparation and implementation of G.T.P. scheme and other schemes related to town planning.
5. Scrutiny of installations, land use changes, sub-division and layout applications and files pertaining to legal matters and processing thereof.
6. Prompt detection of and taking action against unauthorized Buildings, unauthorized layouts and sub-division of lands.
7. He has to ensure that all encroachments are licensed / removed.
9. Maintenance of dairy of all the works performed by him.
10. He is responsible for monitoring the Mortgage Register.
11. 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.
12. To ensure that advertisement tax is paid by the advertisers as per the Act,
14. Any other work assigned by the Commissioner / Town Planning Officer / Regional Deputy Director of Town & Country Planning.

d. Town Planning and Building Overseer:-

Role:-
1. He plays a key role in the enforcement of regulations relating to construction of Buildings, land uses, layouts, installations and advertisements

Responsibilities:-
1. He shall undertake outdoor inspection daily 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, unauthorized layouts and violations to sanctioned plans.
4. Survey, data collection and drafting of plans for preparation and implementation of G.T.P Scheme and other schemes related to town planning wherever such schemes are planned.
5. Detection of and taking action against unauthorized hoardings and advertisements.
8. He has to ensure that all encroachments are licensed / removed.
9. Maintenance of dairy of the work performed by him.
10. He is responsible for monitoring the Mortgage Register.
11. 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 ULB.
12. After issuing notices to the occupiers of dilapidated structures and after obtaining the necessary orders, the matter be referred to Engineering Section for demolition.
13. To discharge the responsibilities of Town Planning Officer and Town Planning Supervisor, where there are no such posts.
14. Any work assigned by the Commissioner / Town Planning Section Head / Regional Deputy Director of Town & Country Planning.

e. Town Surveyor:-

Role:-
To keep the Survey & Land Records in a proper manner in the ULBs.

Responsibilities:-
1. He shall undertake outdoor inspections daily to attend to the responsibilities entrusted to him.
2. Maintenance of records of street survey / Government lands / municipal
lands as per the Field Measurement Book (FMB).
3. Survey and demarcation of plans.
4. Collection of survey number details and cadastral plans for preparation and implementation of master plan.
5. Booking of encroachments on municipal lands and Government lands vested in the ULB.
6. To assist the Head of Town Planning Section in acquisition and alienation of lands.
7. Any work assigned by Town Planning Section Head / Commissioner.

***
CHAPTER-X
BEST PRACTICES IN URBAN PLANNING

1. BEST PRACTICES IN DEVELOPMENT CONTROL

C Sekhar Reddy
Vice President, CREDAI

1. **A P Building Rules 2006-a tool for Mass Housing at an Affordable Price**
   a. Concept of FSI is done away, a revolutionary & successful reform post-Indian independence.
   b. For Buildings whose height is above 5 floors, Govt. has introduced Impact Fee. A win-win situation. Mass housing at an affordable price, huge source of income to ULB for provision of civic construction and a healthy competition among builders. A level playing field is also created.
   c. For a given Plot, the height of the building is decided with respect to the plot size and the abutting road width.
   d. Uniform Setbacks for all types of buildings
   e. Self enforcement: 10% of built up area will be handed over to ULB as performance security by an affidavit (at the time of release of Sanctioned plans). It will be documented in the prohibitory register and will be released only after obtaining OC. OC procedure is made simple and easy.
   f. Built in mechanism against the indiscriminate use of FSI. Impact Fee is charged higher for top floors, high cost of proportionate parking floors (in some cases the parking area has to be sold at loss) & high cost of construction for high rise buildings has to compete against non-multistoried buildings. Market forces (purchasing capacity of buyer in that locality)/land value will decide the height of the building/FSI of a given plot.

2. **The Result of Best Practice:**
   a. Built up area is made available at an utmost affordable price when compared to other Metro & II tier Cities.
   b. Success of self enforcement: As per GHMC survey, 97% of projects have obtained OC, as compared to pre Building Rules 2006 era of less than 0.1%.
   c. Thousands of court cases were pending against the Applicants before the issue of Buildings Rules
   d. 2006. But now the number of cases filed in negligible.
   e. High density of population will recover the cost of infrastructure within the least
   f. Period, cost of services per Dwelling Unit / per sft of built up space will be reasonable. PPP model in civic infrastructure will hence be viable.

3. **Auto DCR (on line Approval)**
   b. Cities like Delhi, Thane & Indore have initiated on line approval of Building / Layout permissions
   c. In Pune, Municipal Corporation, Applicants can submit plans for approval and start construction upto 75% of permissible built up area. Karnataka has also initiated the same policy.
   d. Bihar government has empanelled the Consultants for approval of Plans
   e. HMDA has initiated Green Channel for approval of Building/Layout permissions, within 7 days by out sourcing the empanelled consultants
4. **Land Pooling/Joint Development**
   
am. Joint Development Policy adopted by VUDA has been beneficial for Farmers/Owners and VUDA.
   
a. Fully developed plots of 1800 sq yards per acre of land was given to Farmers and the net realization of 1800 sq yards was much higher than the sale of one acre raw land. The response has been overwhelming and encouraging. The neighboring owners have volunteered to part their land for joint development.
   
b. **Best practices to be adopted-need for a Comprehensive Real Estate Regulation & Development Enabling Act**
   
b. GOI has just released Draft Real Estate Regulation & Development Bill 2011, for public comments. If it is implemented, 90% of self employed/technocrats/small & medium builders will be out of business and future housing stocks will be reduced to 1/4th. It will create a huge short fall of housing. Cost of built up area will increase steeply. This bill will become an extra window.
   
c. GOI estimates there is a short fall of 26 million houses, whereas experts estimate it is about 40 million units. There is no alignment between Ministries of GOI, State, and ULBs as a result an applicant has to approach 40 agencies to get 170 documents for getting building permission. Thus confusion is created, there is a double & multiple taxation, no input credit is given, as a result in India an affordable housing is taxed @ about 36%. Under JNNURM reforms, Registration charges have increased to double because of adoption of composition scheme. Shelter tax & reservation of EWS & LIG units in private sector is most impracticable, no equity, indirect tax, anti affordable housing and making shelterless middle class employees to pay for the cross subsidy for EWS & LIG.
   
d. 26 million shelterless people needs a Comprehensive Real Estate Regulation & Development Enabling Act to provide Affordable Housing, livable cities with proper civic infrastructure and also to take care of:
   
i. Single Window Act for plan approval: Empanel consultants to issue NOCs, all Central & State Ministries to delegate their powers to local bodies for implementation of their stipulations. Plan approvals to be issued on line and
   
ii. Cap on over all taxation, not to exceed 15%: Collection of all charges, Fee, VAT, etc on per SFT of built up area basis by a single agency. Registration Charges (including Stamp Duty, TPT & Fee) not to exceed 3%. Avoid double & multiple tax, allow input credit.
   
iii. Quality service on time by all the agencies in real estate sector
   
iv. Govt agencies not to sell their properties in public auction leading to speculation/inflation and as a result housing becomes unaffordable to people.
   
v. Action against cartalisation of Building materials manufacturers
   
vi. Home loan interest to be made available at reasonable rate and also housing projects to be funded on priority basis
   
vii. Promotion of investor friendly policies and development of planned Real Estate sector.
   
viii. Playing a role of Rating agency and safe guard the interest of end user
   
ix. EWS & LIG (up to 60 sq mtrs) housing: with the help GOI/JNNURM/RAY/State funds and part of Impact Fee (collected for higher FSI) to be utilised to extend affordable EMI (interest rate
@ 3%, EMI works out to Rs 555/- per month per Lakh) to empower the economical weaker section people to buy dwelling units as per their choice of location & project. Empanelled consultants can approve plans and issue OC. These projects should be left free from all taxes, fee, VAT, Service tax, Registration Charges etc, NOCs, Land use(except recreation & Water body). The services of promoters of such projects to be recognised and awarded/honored at state and national level.

x. Property Tax to be collected on per sft per year basis irrespective of self occupied or rented and citizens can make ‘e’ payments as per built up area owned by them. Only 15 days rent to be charged towards property tax.

xi. Preparation of Master Plans to be based on the Government’s proposed policies to attract investment, expected GDP of city, employment to be created. To encourage walk to work culture, to avoid pollution and traffic issues, integrated Township policy to be promoted. Excess supply of residential, commercial, institutional etc land use provision and access (through proposed road network) in Master Plan will bring down the land prices and speculation activities. One of the best examples can be cited as Outer Ring Road of Hyderabad with connecting Radial roads.

xii. Skill Development & Up grading of Construction Workers, Technicians, Engineers etc

xiii. Registration of Sale Deed to be linked to Title guarantee to safeguard the interest of the citizen

**TRAI has reduced cell phone tariff from Rs 17 per minute to 45 paisa, similarly the best practices of Comprehensive Real Estate Regulation & Development Enabling Act must work towards creating quality affordable housing for all.**
CHAPTER-XI
TRAINING AND CHANGE MANAGEMENT & PERSONALITY DEVELOPMENT

1. SKILL IMPROVEMENT AND CHANGE MANAGEMENT

Col. N.Ashok Kumar
Former Director, Cantonment Planning, Army H.Q, New Delhi
Former Additional Chief Engineer & Advisor, Sec-bad Cantt. Board

1. Developing Interpersonal Skills
   After reading this segment, you will be able to:
   a. Work harmoniously with others
   b. Evaluate and accept responsibilities
   c. Identify methods you use to respond to conflict
   d. Work in teams more efficiently

2. Introduction
   a. You may be accustomed to doing things on your own, but sometimes “two heads are better than one.” Considering the ideas of co-workers, even if they are different from yours, leads to creative and effective approaches to solving problems and getting work done.
   b. Employers appreciate employees who get along with people at all levels; therefore, they seek employees who have good interpersonal skills, such as communication, problem solving, and teamwork abilities. Interpersonal skills enable you to work with others harmoniously and efficiently.
   c. Working well with others involves understanding and appreciating individual differences. It also means using those differences to your best advantage.

3. Developing Assertive Approaches
   a. Being assertive involves stating your point clearly and positively. Developing an assertive approach is an important step in your evolution towards full self-expression. Ask yourself:
   b. Being assertive involves stating your point clearly and positively. Developing an assertive approach is an important step in your evolution towards full self-expression. Ask yourself:
      i. Can I complain about an unreasonable workload?
      ii. Can I ask questions and make statements without fear of sounding stupid or incompetent?
      iii. Can I stand up for my rights when a friend or a coworker is rude or unreasonable?
   c. When developing an assertive approach, first think of how you would like to be treated. Most people respect someone who is honest and direct, but you should be respectful of others’ rights and feelings as well as your own. By showing respect for your own feelings and those of others, you can achieve your desired goals.
   d. When assertiveness is practiced at work, everyone wins.

4. Accepting Responsibilities
   Accepting responsibilities that go along with your career can help you to advance in your profession. The responsibilities you will be facing at work consist of
   a. responsibilities that come with the job,
b. responsibilities that you voluntarily assume, and responsibilities that arise from a situation.

5. Usual Work Responsibilities
   a. Your everyday work responsibilities should be clearly described to you upon being hired. These responsibilities will vary from career to career; however, overall they consist of tasks that get work completed and objectives met for the employer.
   b. Your entry-level position may cover a wide range of duties, so if you are asked to perform a duty that is not in your job description, check with a mentor or friend. It is better to say refuse to do the work than to repeatedly perform poorly or to complete a task that is someone else’s responsibility.
      i. If you are not sure how a duty should be performed, always ask for clarification.
      ii. If you make an error, take ownership for the error; it is a sign of growth and maturity.
   c. If someone corrects your error, you should show appreciation and not feel threatened.

6. Resolving Conflicts
   a. Conflict occurs in situations in which there is opposition. Opposition occurs when a solution cannot be found in a disagreement. Conflict resolution involves identifying areas of agreement and areas of compromise so that a solution to the disagreement or conflict occurs.
   b. Many causes of conflict arise due to miscommunication. In these situations, your assertiveness skills are of special need. For example, active listening will help you to hear the real message. Sometimes you hear the wrong message due to one or more of the following factors:
      i. Cultural differences
      ii. Differences of opinion
      iii. Unclear roles or expectations
      iv. Emotional responses to an issue or person
      v. Unequal status
      vi. Misunderstanding of the language
   c. Becoming aware of these barriers to effective listening can allow you to work towards focusing on the message and the intention, rather than on distracters.
   d. There are five methods to handle conflict:
      i. Running away
      ii. Being obliging to the other party
      iii. Defeating the other party
      iv. Winning a little/losing a little
      v. Co-operating
   e. Which method do you typically follow? Use the following chart to list situations in which you use these methods.

<table>
<thead>
<tr>
<th>Flee</th>
<th>Oblige</th>
<th>Defeat</th>
<th>Win/Lose</th>
<th>Co-operate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   f. Resolving conflict is an art of communication, as are listening and trying to come to a happy solution for everyone. Talk about what is bothering you, listen to the other party’s explanation, and come to a solution that satisfies both you and the other person. This usually works. Co-operation reduces anger, stress, and frustration.
7. **Working in Teams**
   a. The amount of work to be accomplished in today’s work environments has increased about as fast as the technological advances have permitted. Since the work to be done is often complex, requiring the expertise of several individuals, teams are formed to meet deadlines, project requirements, and budgets.

   b. Employers greatly value individuals who can work effectively in teams because they can
      i. contribute efficiently to the organization’s goals,
      ii. complete complex projects rapidly, and
      iii. respect other team members’ thoughts and opinions.

   c. Listen to what people have to say, and help them in any way you can. Communicate ideas at staff meetings even if you have not fully thought the ideas through. You may be surprised that with the ideas and creativity of your co-workers, your idea can be brought to fruition. Consequently, you may be asked to lead a team project; don’t hesitate to take charge when appropriate.

8. **A Leadership Definition**
   by Ken Valenzuela, BeALeader.Net Chief Editor
   If you want to do or understand something, you start by learning what it is. Leadership is no exception. After reading several books on the subject, I think that the best starting definition of leadership you can use is:

9. **“Leadership is the ability of developing and communicating a vision to a group of people that will make that vision true.”**
   I know this may sound simplistic but to me is a great point to start reviewing and looking to leadership.

10. **Who’s a Leader then?**
    a. **Someone who has a vision can communicate it and make it happen.**
       I like this definition because is concise and practical. Almost everybody understands it and can grasp the essence of leadership.

    b. One of the key concepts behind leadership is **ACTION**. A leader has to develop a vision, has to communicate it and has to achieve it. Action is in the very essence of the leader’s existence.

    c. In order to achieve the vision (or goal) the leader has to master five practices, as Barry Posner and Jim Kouzes state in "The Leadership Challenge, 3rd Edition". The practices are:
       i. Challenge the Process
       ii. Inspire a Shared Vision
       iii. Enable others to act
       iv. Model the Way
       v. Encourage the Heart

    d. In every single practice mentioned there are commitments that the leader has to work on.
       i. **To Challenge the Process**, the leader has to search for opportunities by seeking innovative ways to change, grow and improve. He has to experiment and take risks constantly.
       ii. **To Inspire a Shared Vision**, the leader has to envision the future imagining exciting and ennobling possibilities. He also has to enlist others in a common vision by appealing to shared aspirations.
iii. **To Enable others to Act**, the leader has to foster collaboration promoting cooperative goals and building trust. The leader has to strengthen others by sharing power and discretion.

iv. **To Model the Way**, the leader has to clarify his personal values and set the example aligning actions and shared values.

v. **To Encourage the Heart**, the leader has to recognize contributions by showing appreciation for individual excellence. The leader has to celebrate the values and victories by creating a spirit of community.

11. **Credibility**

   a. After twenty years of research Posner & Kouzes found that people want leaders who are credible. If there’s no credibility there’s no leadership. The authors state that credibility is the foundation of Leadership.

   b. They also state that there are four characteristics that a leader must have to be credible: honest, forward-looking, competent, and inspiring. They found that when there’s a high degree of credibility you can expect to see the following behavior:

      i. People are proud to tell others they’re part of the organization.

      ii. They feel a strong sense of team spirit.

      iii. They see their own personal values as consistent with those of the organization.

      iv. Feel attached and committed to the organization.

      v. Have a sense of ownership of the organization.

12. **Leadership and Change**

   a. Leadership is most often recognized where changes take place. In changing times, is when leadership or the lack of it is evident. This opens up the question: Do we need leaders?

   b. If leadership (or lack of it) is evident in changing times, then is no surprise that more than ever we need leaders. We are living in this fast-paced society, with even faster changing habits and trends, with uncertainty all around us. Many great leaders recognized this lack of leadership in this world, and current events (War conflicts, Global Warming) make this issue more relevant than ever.

13. **A Model for Understanding Leadership**

   Just as I have mentioned, leadership has four elements: Vision, Communication, Achievement, and lying under them is CREDIBILITY. It’s impossible to understand or even imaging leadership without any of these. In the next weeks I’ll jump into each of the components of Leadership to explain them in detail.

14. **Summing up**

   To become a leader, you have to develop a vision, be able to communicate that vision, and inspire the group you’ll work with to achieve it. You must have credibility. You have to build that credibility before you can lead. Do not compromise your honesty, be competent in whatever you do and be aware (forward-looking). Change is everywhere, everyday you must face it and be flexible enough to adapt yourself to lead.

15. **Other Definitions for your thought:**

   a. "Leadership is a relationship between those who aspire to lead and those who choose to follow". (Kouzes & Posner, 2002).

   b. "Leadership is the ability to step outside the culture... to start evolutionary change processes that are more adaptive" (E.H. Schein, 1992)
c. "Leadership is the process of making sense of what people are doing together so that people will understand and be committed" (Drath & Palus, 1994)
d. "Leadership is about articulating visions, embodying values, and creating the environment within which things can be accomplished" (Richards & Engle, 1986)
e. "Leadership is the ability of an individual to influence, motivate, and enable others to contribute toward the effectiveness and success of the organization..." (House et al., 1999)
f. "Leadership is the ability of developing and communicating a vision to a group of people that will make that vision true" (Valenzuela, 2007)

16. How to Work in a Team
   a. Working in a team involves a delicate balance of personality, expertise, and co-operation. For a team to function, everyone must keep the best interests of the project, the company, and the team in mind.
   b. Many factors influence how a team functions:
      i. Corporate culture and employee morale
      ii. Management and leadership style
      iii. Deadlines
      iv. Scope of the project
      v. Expertise
      vi. Other team members
   c. These variables determine how problems are solved and decisions are made, who does the work, and when the outcomes are implemented. More importantly, they often influence how the team members interrelate. Non-verbal cues, such as facial expression, gestures, and body language are good indicators of the degree of co-operation you can expect from every member of the team.
   d. Here are general tips for helping teams work effectively:

17. Before the meeting
   a. Read the agenda the day before the meeting
   b. Prepare information you will need to provide at the meeting

18. At the meeting
   a. Always arrive on time
   b. Take cues from the team leader who usually introduces topics and keeps the meeting on schedule.
   c. Listen carefully to ideas presented by all team members
   d. Participate in brainstorming ideas
   e. If you don’t agree, try to find something positive to say about the idea, then present your opinion in an objective manner
   f. Take notes and create a personal “To do” list

19. Between meetings
   a. Do the assigned work with the deadlines in mind
   b. Communicate with relevant team members to sustain the project momentum and accomplish tasks
   c. Contact the team leader if you perceive any problems or issues that can pose a delay to the project.

20. Tips for Public Speaking
   a. Know the needs of your audience and match your contents to their needs. Know your material thoroughly. Put what you have to say in a
b. Practice and rehearse your speech at home or where you can be at ease and comfortable, in front of a mirror, your family, friends or colleagues. Use a tape-recorder and listen to yourself. Videotape your presentation and analyze it. Know what your strong and weak points are. Emphasize your strong points during your presentation.

c. When you are presenting in front of an audience, you are performing as an actor is on stage. How you are being perceived is very important. Dress appropriately for the occasion. Be solemn if your topic is serious. Present the desired image to your audience. Look pleasant, enthusiastic, confident, proud, but not arrogant. Remain calm.

d. Appear relaxed, even if you feel nervous. Speak slowly, enunciate clearly, and show appropriate emotion and feeling relating to your topic. Establish rapport with your audience. Speak to the person farthest away from you to ensure your voice is loud enough to project to the back of the room. Vary the tone of your voice and dramatize if necessary. If a microphone is available, adjust and adapt your voice accordingly.

e. Body language is important. Standing, walking or moving about with appropriate hand gesture or facial expression is preferred to sitting down or standing still with head down and reading from a prepared speech. Use audio-visual aids or props for enhancement if appropriate and necessary. Master the use of presentation software such as PowerPoint well before your presentation. Do not over-dazzle your audience with excessive use of animation, sound clips, or gaudy colors which are inappropriate for your topic. Do not torture your audience by putting a lengthy document in tiny print on an overhead and reading it out to them.

f. Speak with conviction as if you really believe in what you are saying. Persuade your audience effectively. The material you present orally should have the same ingredients as that which are required for a written research paper, i.e. a logical progression from INTRODUCTION (Thesis statement) to BODY (strong supporting arguments, accurate and up-to-date information) to CONCLUSION (re-state thesis, summary, and logical conclusion).

g. Do not read from notes for any extended length of time although it is quite acceptable to glance at your notes infrequently. Speak loudly and clearly. Sound confident. Do not mumble. If you made an error, correct it, and continue. No need to make excuses or apologize profusely.

h. Maintain sincere eye contact with your audience. Use the 3-second method, e.g. look straight into the eyes of a person in the audience for 3 seconds at a time. Have direct eye contact with a number of people in the audience, and every now and then glance at the whole audience while speaking. Use your eye contact to make everyone in your audience feel involved.

i. Speak to your audience, listen to their questions, respond to their reactions, adjust and adapt. If what you have prepared is obviously not getting across to your audience, change your strategy mid-stream if you are well prepared to do so. Remember that communication is the key to a successful presentation. If you are short of time, know what can be safely left out. If you have extra time, know what could be effectively added. Always be prepared for the unexpected.
j. Pause. Allow yourself and your audience a little time to reflect and think. Don't race through your presentation and leave your audience, as well as yourself, feeling out of breath.

k. Add humor whenever appropriate and possible. Keep audience interested throughout your entire presentation. Remember that an interesting speech makes time fly, but a boring speech is always too long to endure even if the presentation time is the same.

l. When using audio-visual aids to enhance your presentation, be sure all necessary equipment is set up and in good working order prior to the presentation. If possible, have an emergency backup system readily available. Check out the location ahead of time to ensure seating arrangements for audience, whiteboard, blackboard, lighting, location of projection screen, sound system, etc. are suitable for your presentation.

m. Have handouts ready and give them out at the appropriate time. Tell audience ahead of time that you will be giving out an outline of your presentation so that they will not waste time taking unnecessary notes during your presentation.

n. Know when to STOP talking. Use a timer or the microwave oven clock to time your presentation when preparing it at home. Just as you don't use unnecessary words in your written paper, you don't bore your audience with repetitious or unnecessary words in your oral presentation. To end your presentation, summarize your main points in the same way as you normally do in the CONCLUSION of a written paper. Remember, however, that there is a difference between spoken words appropriate for the ear and formally written words intended for reading. Terminate your presentation with an interesting remark or an appropriate punch line. Leave your listeners with a positive impression and a sense of completion. Do not belabor your closing remarks. Thank your audience and sit down.

o. Have the written portion of your assignment or report ready for your instructor if required.

***
2. TIME MANAGEMENT

[Extracted from ‘Handbook on Time Management Skills’ developed by CGG, Hyderabad]

Understanding Time Management

“We all have time to either spend or waste and it is our decision what to do with it. But once passed, it is gone forever.”

- Bruce Lee (“Zen in the Martial Arts” by Joe Hyams)

Every individual on earth has the same amount of time - 60 seconds in a minute; 60 minutes in an hour; 1,440 minutes in a day; and 525,600 minutes in a year. While a vast majority of people confesses faltering to come to grips with it, extremely few can claim to have made the most of it. How is it that they have got it all done? It’s because they have managed a way to figure out how to manage their time effectively.

Internationally known authority on time management Dr. Alec Mackenzie in his book ‘The Time Trap’ argues that the very idea of time management is a misnomer because one really cannot manage time in the way other resources can be managed:

Time cannot be manipulated. Dr. Mackenzie contends that when it comes to time, one can only manage oneself in relation to it. One cannot control time as one can control other resources – one can only control how one uses it. In the world in which we live, time cannot be replaced or re-created. It is therefore not for us to choose whether we spend or save time but to choose only how we spend it.

How much time do you spend each day on the following time stealers?

- Watching TV
- Reading Newspapers / Magazines excessively
- Idle chat, gossip and telephonic talk
- Opening and sorting mail
- Returning telephone calls
- Meetings
- Paying bills
- Day-dreaming
- Fretting over personal problems
- Caught in traffic snarls
- Planning how to change things
- Waiting for things to happen
- Taking naps
- Eating snacks between meals
- Drinking
- Smoking
- Shopping
- Wagering money
How can you get an extra hour out of each day?

Here are some tips to help you squeeze those extra minutes out of your day. Of course, you can adapt these so that they will fit in with your situation.

1. Get up earlier
2. Watch less TV (I mean how many Law & Order spinoffs does one need to watch?)
3. Avoid allowing others to waste your time
4. If you don’t have to drive to work, use that time to study or plan. If you do drive to work listen to a motivational tape on the way to work instead of that mindless dj talk.
5. Organize your work; do it systematically.
6. Make creative use of lunchtime.
7. Delegate authority if, possible.
8. Spend less time on unimportant phone calls.
9. Think first, and then do the task.
10. Do what you dream about doing, instead of just dreaming about it.
11. Work hardest when you’re the most mentally alert
12. Eliminate activities that make the smallest contributions to your life.
13. Always do the toughest jobs first.
14. Before each major act ask, “Is this really necessary?”
15. Choose interesting and constructive literature for spare time reading.
16. Learn how to sleep. Sleep soundly, then work refreshed.
17. Skip desserts.
18. Stop smoking.
19. Write notes or letters while waiting for others.
20. Always carry an envelope with paper in it and a few stamps.
21. Combine tasks that are done in the same area.
22. Be prompt for all appointments.
23. Lay out your clothes the night before.(I need to remember this myself)
24. Call on specialists to do work that you cannot do efficiently
25. Learn to read more rapidly.
26. Take a nap after dinner. Then take a shower. Begin the evening hours relaxed and refreshed.
27. Avoid interruptions.
28. Avoid making a big production out of tiny tasks.
29. Search out job shortcuts.
30. Know your limitations.
31. Work to your full capacity. I know it’s tough to break bad habits. However, it
is necessary to make sacrifices so that your business can be successful.

Don’t try to implement all of these ideas at once. Implement them one at a time and repeat them until they become a part of your daily routine.

Source: http://EzineArticles.com/?expert=DeAnna_Spencer

Time management expert Alec Mackenzie in The Time Trap’ narrates an anecdote that underscores the importance of prioritizing activities.

As the story goes, an efficiency consultant by the name of Ivy Lee was meeting with the president of a large steel mill. The president, one Charles Schwab, was interested to find out how he could increase performance. Lee was telling Schwab how he could provide him with advice to better manage the company. Schwab, however, was not interested because he did not want more knowledge. Instead, he wanted to find out how to get more done within available time, and he was willing to pay anything within reason for such advice. Lee said that he could help him increase his efficiency by at least 50% provided he could have about 20 minutes of his time.

After Schwab consented, Lee gave him a blank piece of paper and told him to write down the six most important things he wanted to accomplish tomorrow. Schwab thought about it and completed the task in about three minutes. Then Lee instructed him to order these things from most important to least important. That, too, took very little time. Now the executive was instructed to keep the list until the following morning, at which time he was asked to look at the first item and to start working on it until it was completed. After that he was told to work on task number two and so on until the end of the day. Lee further advised Schwab not to worry about those tasks that he could not get done, since it didn’t matter because they would not have gotten done anyway.

Then Schwab was asked to repeat this process every working day. Lee then told him to try this system as long as he likes. Lee also asked Schwab to have his employees try this system and, if it worked, to send him a cheque for whatever the idea was worth to him and the company. After several months, Lee received a cheque for $25,000 and a letter in which Schwab said that this was one of the most profitable ideas that he had ever been taught. It is further reputed that the consistent application of this strategy helped to turn this small steel mill into Bethlehem Steel.

Managers must realize that they cannot simply do task or activity they take up. Given the constraints of time and resources, they have to be selective and consciously choose to spend time on what is most important to them. They have to keep in mind is that whenever they start an activity or task, they are inevitably ruling out everything else they could have done with that time.

Which of the following Time Enhancers have you tried lately?

- Listen to radio and TV news shows to keep up on the latest news; this should enable you to skim through newspapers and magazines.

- Limit recreational TV watching to one hour a day.

- Limit all casual, idle, or gossip chatter to five minutes.

- Open and sort through mail as soon as it arrives at your desk or home; handle each piece only once.

- Using the “automatic dialing and redial” telephone to speed up making and
returning phone recalls.

- Use a timer to help you limit phone calls to less than five minutes.
- Hold as few meetings as possible; use an agenda and stick to it; limit the time to no more than one hour for each meeting.
- Pay each bill on the day it arrives in the mail, keeping the entries in your checkbook accurate and up to date.
- Use daydreaming as a form of stress release or relaxation, and limit it to a total of fifteen minutes per day.
- Get professional help for personal problems if you find thinking about them occupies a lot of your free time.
- Use a tape recorder with ear phones to listen to motivational tapes, relaxation tapes, or soft relaxing music when in traffic or on a commuter bus, train, plane, etc.
- Use a daily schedule book or “date minder” to create a log of scheduled activities to help you review your success at managing your time.
- Bring books and mail to read or a tape recorder to listen to when you have appointments where you know you will be waiting for a length of time.
- Eliminate naps and extend your nightly sleep time or increase your daily exercise schedule to increase your energy level.
- Eliminate snacking between meals; eat three balanced meals a day
- Give up smoking (cigarettes, cigars or pipes).
- Give up the need for a “quick one” at your local bar, tavern, or lounge.
- Exchange alcoholic consumption time for exercise or some other time enhancer.
- Go shopping with a list, stick to the list, and leave when you have completed your list.
- Avoid browsing shopping unless it is a planned social, couple, or family shopping activity.
- Find alternative leisure activities that require no betting of legal tender.

It is said that time and tide waits for none so our attempts would be to make the best use of time and prevent others from wasting our time too.

So be wise in managing your time.
CHAPTER-XII
CITIZEN’S CHARTER OF OFFICE OF DT&CP

1. **The Aim / Purpose:**
   To facilitate the Local Bodies and Citizens to provide services for planned development of urban and rural settlements to improve the living conditions and thereby to improve the quality of the life of the citizens.

2. **Services Delivered by the Department:**
   a. Preparation of Master Plans (General Town Planning Scheme) for Municipal Areas.
   b. Preparation of Indicative Land Use Plans for Mandal Headquarters (excluding those falling in UDA areas).
   c. Preparation of Indicative Land Use Plans for Grampanchayats other than Mandal Headquarters (excluding those falling in UDA areas).
   d. To examine and forward the proposals received through Municipalities/ Grampanchayats covered under Master Plans for Change of Land use of Master Plans to the Govt.
   e. Approval of Type design plans for parks / play grounds / Office Buildings / Buildings utilized by general public proposed by Municipalities and Grampanchayats
   f. To accord Technical approval of Layouts for the development of lands falling Municipalities and Grampanchayats
   g. To accord Technical approval for Installations (Industrial Applications) submitted through Commissioner of Industries/District Industries Centres.
   h. To accord Technical Approval of Buildings submitted through Municipalities and Grampanchayats (Group Housing / Apartments and residential buildings of more than 10 Mts Height).

3. **Service Delivery / Quality Parameters:**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Nature of Service</th>
<th>Service Delivery Standards Time limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Preparation of Master Plans</td>
<td>1 ½ to 2 years</td>
</tr>
<tr>
<td>ii</td>
<td>Preparation of Indicative Land Use Plan</td>
<td>3 months</td>
</tr>
<tr>
<td>iii</td>
<td>Scrutiny &amp; forwarding the Proposals of Change of land use</td>
<td>1 month</td>
</tr>
<tr>
<td>iv</td>
<td>Technical approval of Layouts</td>
<td>30 days</td>
</tr>
<tr>
<td>v</td>
<td>Technical clearance of Installations</td>
<td>15 days</td>
</tr>
<tr>
<td>vi</td>
<td>Technical clearance for Building Permission</td>
<td>15 days</td>
</tr>
</tbody>
</table>

4. **Organizational Setup:**
   i. The Department of Town & Country Planning is headed by the Director and assisted by the Joint Directors, Deputy Directors,
Assistant Directors and Administrative Officers with Technical / Ministerial Staff.

ii. The Directorate of Town & Country Planning consists of (6) Regional offices are headed by Regional Deputy Director of Town Planning assisted by the Assistant Director, Town Planning Assistant with Technical / Ministerial Staff.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Regional Office</th>
<th>Head Quarter</th>
<th>Districts in the Jurisdiction of Regional Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vishakapatnam</td>
<td>Vishakapatnam</td>
<td>Vizianagaram, Srikakulam</td>
</tr>
<tr>
<td>2</td>
<td>Rajahmundry</td>
<td>East Godavari</td>
<td>West Godavari, Krishna</td>
</tr>
<tr>
<td>3</td>
<td>Guntur</td>
<td>Guntur</td>
<td>Prakasam, SPSR Nellore</td>
</tr>
<tr>
<td>4</td>
<td>Ananthapur</td>
<td>Ananthapur</td>
<td>YSR Kadapa, Chittoor, Kurnool</td>
</tr>
<tr>
<td>5</td>
<td>Warangal</td>
<td>Warangal</td>
<td>Adilabad, Khammam</td>
</tr>
<tr>
<td>6</td>
<td>Hyderabad</td>
<td>Rangareddy</td>
<td>Nalgonda, Nizamabad, Medak, Mahabubnagar</td>
</tr>
</tbody>
</table>

iii. The Directorate of Town & Country Planning consists of 22 District Offices one each at District Head Quarters (except Hyderabad district) are headed by the District Town and Country Planning Officer assisted by the Town Planning Assistant with Technical / Ministerial Staff.

5. **Services Delivered by the:**

a. **Regional Offices (As per the powers delegated)**

   **Urban local bodies** (Municipalities / Corporations)
   
i. Technical clearance of layouts up to an extent of 1 Hectare.
   
ii. Approval of Layouts for weaker section Housing
   
iii. Sub-division of Plots in approved Layouts.
   
   
v. Preparation of Road Development Plans.
   
vi. Industrial clearances (Plant and machinery cost up to Rs.5.00. crore)

b. **Rural Ares** (Grampanchayats)
   
i. Technical clearance of layouts up to an extent of 2 Hectares.
   
ii. Approval of Layouts for weaker section Housing
   
iii. Sub-division of Plots in approved Layouts.
   
iv. Industrial clearances (Plant and machinery cost up to Rs.5.00. crore)
   
v. Preparation of Indicative Land Use Plans for Mandal Head Quarters.

c. **District Offices (As per the powers delegated)**

   **Rural Areas** (Grampanchayats)
i. Technical clearance of layouts up to an extent of 1 Hectare only in Grampanchayats (Not covered in GTP Schemes)

ii. Sub-division of Plots in approved Layouts

iii. Approval of Layouts for weaker section Layouts referred by District Authorities.

iv. Buildings of more than 3 Floors or 9 Mts height in an extent not exceeding 450 Sq.Mts of site area in Grampanchayats.

v. Preparation of Indicative Land Use Plans for Grampanchayats (other than MHQ’s)

vi. Industrial clearances (Investment upto Rs.1 Crore in Plant and machinery).

6. Availability of Information:

a. Head Office

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Information Relating to</th>
<th>Designation</th>
<th>Location</th>
<th>Telephone No./Fax/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Visakhapatnam, Ananthapur, Warangal &amp; Hyderabad Regions and also Installation Cases.</td>
<td>Joint Director (RE)</td>
<td>Hyderabad</td>
<td>23733176/23731094/dtcp_hyd@rediffmail.com</td>
</tr>
<tr>
<td></td>
<td>a. Master Plan/ Indicative Land Use Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Installation - Technical Clearance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Building - Technical Clearance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. Change of Land use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>e. Layouts - Technical Clearance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Regional Office

At Regional level, the information can also be obtained directly from the Regional Offices for the powers delegated to them.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Designation</th>
<th>Head Quarters</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RDDTP</td>
<td>Hyderabad</td>
<td>040-24556067</td>
</tr>
<tr>
<td>2</td>
<td>RDDTP</td>
<td>Guntur</td>
<td>0863-2350093</td>
</tr>
<tr>
<td>3</td>
<td>RDDTP</td>
<td>Warangal</td>
<td>08712-2567546</td>
</tr>
<tr>
<td>4</td>
<td>RDDTP</td>
<td>Rajahmundry</td>
<td>0883-2467627</td>
</tr>
<tr>
<td>5</td>
<td>RDDTP</td>
<td>Anantapur</td>
<td>08554-274712</td>
</tr>
<tr>
<td>6</td>
<td>RDDTP</td>
<td>Visakhapatnam</td>
<td>0891-2550125</td>
</tr>
</tbody>
</table>
c. **District Office**

At District level, the information can also be obtained directly from the District Offices for the powers delegated to them.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>District</th>
<th>Head Quarters</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Srikakulam</td>
<td>Srikakulam</td>
<td>08942-279994</td>
</tr>
<tr>
<td>2</td>
<td>Vizayanagaram</td>
<td>Vizayanagaram</td>
<td>08922-277707</td>
</tr>
<tr>
<td>3</td>
<td>Vishakapatnam</td>
<td>Vishakapatnam</td>
<td>0891-2796835</td>
</tr>
<tr>
<td>4</td>
<td>East Godavari</td>
<td>Kakinada</td>
<td>0884-2356644</td>
</tr>
<tr>
<td>5</td>
<td>West Godavari</td>
<td>Eluru</td>
<td>08812-227567</td>
</tr>
<tr>
<td>6</td>
<td>Krishna</td>
<td>Machilipatnam</td>
<td>08672-251410</td>
</tr>
<tr>
<td>7</td>
<td>Guntur</td>
<td>Guntur</td>
<td>0863-2264361</td>
</tr>
<tr>
<td>8</td>
<td>Prakasam</td>
<td>Ongole</td>
<td>08592-280993</td>
</tr>
<tr>
<td>9</td>
<td>SPSR Nellore</td>
<td>SPSR Nellore</td>
<td>0861-2326811</td>
</tr>
<tr>
<td>10</td>
<td>Chittoor</td>
<td>Chittoor</td>
<td>08572-230009</td>
</tr>
<tr>
<td>11</td>
<td>Ananthapur</td>
<td>Ananthapur</td>
<td>08554-273977</td>
</tr>
<tr>
<td>12</td>
<td>YSR Kadapa</td>
<td>YSR Kadapa</td>
<td>08562-257055</td>
</tr>
<tr>
<td>13</td>
<td>Kurnool</td>
<td>Kurnool</td>
<td>08518-223088</td>
</tr>
<tr>
<td>14</td>
<td>Mahaboobnagar</td>
<td>Mahaboobnagar</td>
<td>08542-221991</td>
</tr>
<tr>
<td>15</td>
<td>Nalgonda</td>
<td>Nalgonda</td>
<td>08682-247931</td>
</tr>
<tr>
<td>16</td>
<td>Adilabad</td>
<td>Adilabad</td>
<td>08732-222150</td>
</tr>
<tr>
<td>17</td>
<td>Nizamabad</td>
<td>Nizamabad</td>
<td>08462-237396</td>
</tr>
<tr>
<td>18</td>
<td>Khammam</td>
<td>Khammam</td>
<td>08742-252521</td>
</tr>
<tr>
<td>19</td>
<td>Warangal</td>
<td>Warangal</td>
<td>0870-2454333</td>
</tr>
<tr>
<td>20</td>
<td>Ranga Reddy</td>
<td>Ranga Reddy</td>
<td>040-24550210</td>
</tr>
<tr>
<td>21</td>
<td>Medak</td>
<td>Sangareddy</td>
<td>08455-275588</td>
</tr>
<tr>
<td>22</td>
<td>Karimnagar</td>
<td>Karimnagar</td>
<td>08782-234177</td>
</tr>
</tbody>
</table>

7. **Complaint Redressal Systems of Consultation with our Users:**

Courteous and helpful service will be extended by our staff. If you have any complaints/ suggestions to make you are welcome to register the same with the following officers:

i. **Head Office**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation</th>
<th>Address</th>
<th>Telephone/ Fax /E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Joint Director of Town Planning (RE)</td>
<td>2nd Floor, Maithrivihar Complex, Ameerpet, Hyderabad-038</td>
<td>23733176/ 23731094/ <a href="mailto:dtcp_hyd@rediffmail.com">dtcp_hyd@rediffmail.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Joint Director of Town Planning (MP)</td>
<td>2nd Floor, Maithrivihar Complex, Ameerpet, Hyderabad-038</td>
<td>23733176/ 23731094/ <a href="mailto:dtcp_hyd@rediffmail.com">dtcp_hyd@rediffmail.com</a></td>
</tr>
</tbody>
</table>
ii. Grievances Redressal Centres are also available at each Regional office and District office where you can lodge your complaints/suggestions. (Details of the Offices given at (6) above.)

iii. All the complaints/suggestions will be acknowledged within 7 days and final reply on the action taken will be communicated to you within 15 days.

8. **We seek your co-operation on the following:**
   Citizen Charter is a joint effort between you and us to achieve the aim of the organization as stated above.

   a. **We expect the Citizens to**
      i. To follow the Land Uses and Zoning Regulations of the Master Plans.
      ii. Take approval and follow approved building plans for construction.
      iii. Abstain from purchasing plots in unapproved layouts.
      iv. Abstain from encroachment of Municipal & Government lands and co-operate in safeguarding them.
      v. Abstain from un-authorized construction / un-authorized subdivision of land and co-operate with the Town Planning staff in guarding against un-authorized development activity

   b. **We also seek your co-operation on the following:**
      i. **While submitting the proposals for LAYOUTS / BUILDING PERMISSION please submit the proposals in full shape i.e. along with the following through Commissioner of the Urban Local Body or Executive Officer of the Grampanchayat:**
         1) Proposed Layout plan / Building Plan prepared by Licensed Surveyors / Architects / Engineers.
         2) Non-Encumbrance Certificate from the Registration Department.
         3) Registered ownership documents attested by Gazetted Officer.
         4) Extract of Master Plan / Indicative Land Use Plan / Village map duly showing the proposed site.
         5) Topo detailed plan showing the surrounding details to 100Mts radius.
         6) Land Conversion Certificate issued by the Revenue Department where ever necessary.
         7) Fee receipt issued by Local Body.
         8) Scrutiny Charges of the Department if necessary.
         9) Concerned Town Planning staff report
         10) No Objection Certificate from concerned Mandal Revenue Officer that proposed land is not Government Land and is not affected in Tank bed / Sikkam / Water bodies / High Flood Level.
         11) Photograph of the site on four directions.

      ii. **Industrial / Installation permission through Commissioner of Industries or District Industries Centre.**
          1) Proposed installation plan showing machinery details, Horse Power etc and prepared by Architects / Licensed Surveyors
2) Registered ownership documents attested by Gazetted Officer.
3) Extract of Master Plan./Indicative Land Use Plan /Village map duly showing the proposed site.
4) Scrutiny charges(in case falling in villages)
5) Certificate from the local body stating the road width abutting to the site.
6) Concerned Municipality / Gram Panchayat resolution.
7) Topo detailed plan showing the details of surrounding to a radius of 100Mts.
8) Concerned Town Planning Staff remarks.
9) No Objection Certificate from Andhra Pradesh Pollution Control Board / Explosive Dept. wherever required.
10) No Objection Certificate from Mandal Revenue Officer concerned for proposed land is not a Govt. Land and that it is not a Sikkam/High Flood Level / Tank bed/ Water bodies land.
11) Photograph of the site on four directions.

iii. **Change of land use through Municipal Councils / Grampanchayats.**
1) Plans showing the proposed charge of land use area.
2) Registered ownership documents attested by a Gazetted Officer.
3) Municipal / Grampanchayat resolution.
4) Topo detailed plan showing the details of surrounding to a radius of 100Mts and marking the use of the buildings.
5) Extract of Master Plan duly showing the proposed site.
6) Concerned Town Planning Staff remarks.
7) No Objection Certificate from Mandal Revenue Officer concerned that the land is not Govt. Land / Sikkam / Tank bed / Water Bodies / High Flood Level.
8) Photograph of the site on four directions.

* * *

Website: [www.dtcp.ap.gov.in](http://www.dtcp.ap.gov.in)
### STATISTICAL INFORMATION OF THE REGION, DISTRICT WISE MUNICIPALITIES, MUNICIPAL CORPORATIONS & UDA TOWNS IN A.P

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>VIZAG REGION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ICHAPURAM</td>
<td>2000</td>
<td>3rd</td>
<td>23</td>
<td>32.75</td>
<td>23737</td>
<td>33057</td>
<td>49899</td>
<td>40.05</td>
<td>39.26</td>
<td>29.50</td>
<td>159 MA</td>
<td>07.04.2010</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VUDA Towns</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SRIKAKULAM</td>
<td>1856</td>
<td>1st</td>
<td>36</td>
<td>14.10</td>
<td>68145</td>
<td>88883</td>
<td>109900</td>
<td>50.03</td>
<td>30.43</td>
<td>23.65</td>
<td>147 MA</td>
<td>06.03.2000</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>AMADALAVALASA</td>
<td>1987</td>
<td>3rd</td>
<td>23</td>
<td>19.65</td>
<td>18005</td>
<td>34395</td>
<td>37931</td>
<td>30.07</td>
<td>91.03</td>
<td>10.28</td>
<td>131 MA</td>
<td>23.02.2007 (F.A)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>RAJAM</td>
<td>2005</td>
<td>N.P.</td>
<td>20</td>
<td>27.65</td>
<td>10768</td>
<td>14285</td>
<td>23424</td>
<td>9.86</td>
<td>32.66</td>
<td>63.98</td>
<td>Base Plan Prepared &amp; sent to VUDA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>VIZIANAGARAM(DT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>BOBBILI</td>
<td>1956</td>
<td>2nd</td>
<td>30</td>
<td>23.00</td>
<td>36239</td>
<td>43249</td>
<td>50096</td>
<td>18.24</td>
<td>19.34</td>
<td>15.83</td>
<td>951 MA</td>
<td>24.11.2005</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>PARVATHIPURAM</td>
<td>1959</td>
<td>1st</td>
<td>30</td>
<td>7.24</td>
<td>36348</td>
<td>43497</td>
<td>49714</td>
<td>21.06</td>
<td>19.67</td>
<td>14.29</td>
<td>373 MA</td>
<td>30.02.2005</td>
<td></td>
</tr>
<tr>
<td>VUDA Towns</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>VIZIANAGARAM</td>
<td>1888</td>
<td>Selection</td>
<td>38</td>
<td>27.90</td>
<td>114806</td>
<td>16035</td>
<td>17465</td>
<td>32.56</td>
<td>39.68</td>
<td>8.90</td>
<td>345 MA</td>
<td>30.06.2006</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>VISAKHAPATNAM(DT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>NARIPATNAM</td>
<td>2011</td>
<td>3rd</td>
<td>42.00</td>
<td>56842</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Newly Constituted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VUDA Towns</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>VISAKHAPATNAM-</td>
<td>1865</td>
<td>GVMC</td>
<td>72</td>
<td>540.00</td>
<td>565321</td>
<td>82431</td>
<td>98290</td>
<td>60.37</td>
<td>33.03</td>
<td>19.24</td>
<td>345 MA</td>
<td>30.06.2006</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(M.C)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>ANAKAPALLE</td>
<td>1877</td>
<td>1st</td>
<td>34</td>
<td>28.00</td>
<td>73179</td>
<td>84356</td>
<td>85486</td>
<td>27.77</td>
<td>15.27</td>
<td>1.34</td>
<td>345 MA</td>
<td>30.06.2006</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>BHEEMUNIPATNAM</td>
<td>1851</td>
<td>2nd</td>
<td>28</td>
<td>18.88</td>
<td>34619</td>
<td>42061</td>
<td>45324</td>
<td>51.68</td>
<td>21.50</td>
<td>7.76</td>
<td>345 MA</td>
<td>30.06.2006</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>YELAMANCHILI</td>
<td>2011</td>
<td>Mplty</td>
<td>39.00</td>
<td>42252</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>RAJAHMUNDRY Region</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>EAST GODAVARI(DT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Statistical Information of the Region, District Wise Municipalities, Municipal Corporations & UDA Towns in A.P.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Region/Dist/Town Name</th>
<th>Year of Constitution</th>
<th>Grade</th>
<th>No. of Wards</th>
<th>Area (Sq.Km)</th>
<th>Population</th>
<th>Growth Rate</th>
<th>Master Plan Approved vide</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>RAJAHMUNDRY-(M.C)</td>
<td>1865</td>
<td>M.C.</td>
<td>50</td>
<td>44.50</td>
<td>203358</td>
<td>32485</td>
<td>31525</td>
</tr>
<tr>
<td>16</td>
<td>KAKINADA-(M.C)</td>
<td>1866</td>
<td>M.C.</td>
<td>50</td>
<td>30.51</td>
<td>226409</td>
<td>27998</td>
<td>29632</td>
</tr>
<tr>
<td>17</td>
<td>AMALAPURAM</td>
<td>1948</td>
<td>1st</td>
<td>30</td>
<td>7.02</td>
<td>38999</td>
<td>46029</td>
<td>51444</td>
</tr>
<tr>
<td>18</td>
<td>PITHAPURAM</td>
<td>1915</td>
<td>2nd</td>
<td>30</td>
<td>41.13</td>
<td>36607</td>
<td>44061</td>
<td>50103</td>
</tr>
<tr>
<td>22</td>
<td>PEDDAPURAM</td>
<td>1915</td>
<td>2nd</td>
<td>24</td>
<td>41.13</td>
<td>34319</td>
<td>42806</td>
<td>45520</td>
</tr>
<tr>
<td>23</td>
<td>GOLLAPROLU</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>43.60</td>
<td>45495</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>MUMMIDIVARAM</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>49.47</td>
<td>32222</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>YELESWARAM</td>
<td>2011</td>
<td>N.P.</td>
<td>15.00</td>
<td>32414</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>VUDA Town</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>TUNI</td>
<td>1959</td>
<td>2nd</td>
<td>30</td>
<td>9.85</td>
<td>33204</td>
<td>43904</td>
<td>50368</td>
</tr>
<tr>
<td>27</td>
<td><strong>WEST GODAVARI(DT)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>ELURU-(M.C)</td>
<td>1866</td>
<td>M.C.</td>
<td>50</td>
<td>12.02</td>
<td>168154</td>
<td>21286</td>
<td>19006</td>
</tr>
<tr>
<td>28</td>
<td>BHIMAVARAM</td>
<td>1948</td>
<td>Spl</td>
<td>39</td>
<td>25.64</td>
<td>101894</td>
<td>12131</td>
<td>13740</td>
</tr>
<tr>
<td>29</td>
<td>TADEPALLIGUDEM</td>
<td>1958</td>
<td>Selection</td>
<td>35</td>
<td>20.71</td>
<td>62574</td>
<td>88878</td>
<td>10262</td>
</tr>
<tr>
<td>30</td>
<td>PALACOLE</td>
<td>1919</td>
<td>1st</td>
<td>31</td>
<td>4.80</td>
<td>46146</td>
<td>56969</td>
<td>57317</td>
</tr>
<tr>
<td>31</td>
<td>NARSAPUR</td>
<td>1956</td>
<td>1st</td>
<td>31</td>
<td>11.32</td>
<td>46033</td>
<td>56362</td>
<td>58604</td>
</tr>
<tr>
<td>32</td>
<td>TANUKU</td>
<td>1979</td>
<td>1st</td>
<td>32</td>
<td>16.78</td>
<td>53618</td>
<td>62913</td>
<td>68585</td>
</tr>
<tr>
<td>34</td>
<td>KOVVUR</td>
<td>1965</td>
<td>3rd</td>
<td>23</td>
<td>24.56</td>
<td>28756</td>
<td>36061</td>
<td>39372</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------</td>
<td>----------------------</td>
<td>-------</td>
<td>--------------</td>
<td>-------------</td>
<td>------------------</td>
<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>36</td>
<td>MACHILIPATNAM</td>
<td>1866</td>
<td>Spl</td>
<td>42</td>
<td>26.67</td>
<td>138530</td>
<td>159110</td>
<td>179353</td>
</tr>
<tr>
<td>37</td>
<td>GUDIVADA</td>
<td>1937</td>
<td>Spl</td>
<td>36</td>
<td>12.67</td>
<td>80198</td>
<td>101656</td>
<td>113054</td>
</tr>
<tr>
<td>39</td>
<td>JAGGAIAHPETA</td>
<td>1988</td>
<td>2nd</td>
<td>23</td>
<td>23.50</td>
<td>26680</td>
<td>36122</td>
<td>40373</td>
</tr>
<tr>
<td>41</td>
<td>NANDIGAMA</td>
<td>2011</td>
<td>N.P.</td>
<td>25</td>
<td>25.90</td>
<td></td>
<td></td>
<td>37569</td>
</tr>
<tr>
<td>42</td>
<td>TIRUVURU</td>
<td>2011</td>
<td>N.P.</td>
<td>28</td>
<td>28.75</td>
<td></td>
<td></td>
<td>30838</td>
</tr>
<tr>
<td>43</td>
<td>VUYYURU</td>
<td>2011</td>
<td>N.P.</td>
<td>16</td>
<td>16.84</td>
<td></td>
<td></td>
<td>36423</td>
</tr>
<tr>
<td></td>
<td><strong>VGTM Towns</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>VIJAYAWADA-(M.C)</td>
<td>1888</td>
<td>M.C.</td>
<td>59</td>
<td>58.00</td>
<td>527884</td>
<td>70182</td>
<td>85128</td>
</tr>
<tr>
<td>45</td>
<td>NARASARAOPET</td>
<td>1915</td>
<td>1st</td>
<td>34</td>
<td>7.65</td>
<td>67032</td>
<td>88726</td>
<td>93321</td>
</tr>
<tr>
<td>46</td>
<td>CHILAKALURIPET</td>
<td>1964</td>
<td>1st</td>
<td>34</td>
<td>18.13</td>
<td>61645</td>
<td>79142</td>
<td>91656</td>
</tr>
<tr>
<td>47</td>
<td>BAPATLA</td>
<td>1951</td>
<td>2nd</td>
<td>34</td>
<td>17.92</td>
<td>55347</td>
<td>62536</td>
<td>68397</td>
</tr>
<tr>
<td>48</td>
<td>PONNUR</td>
<td>1964</td>
<td>2nd</td>
<td>31</td>
<td>25.64</td>
<td>50266</td>
<td>54363</td>
<td>57640</td>
</tr>
<tr>
<td>49</td>
<td>PIDUGURALLA</td>
<td>2005</td>
<td>2nd</td>
<td>20</td>
<td>31.12</td>
<td>20889</td>
<td>35040</td>
<td>50127</td>
</tr>
<tr>
<td>50</td>
<td>REPALLE</td>
<td>1956</td>
<td>2nd</td>
<td>28</td>
<td>10.91</td>
<td>34155</td>
<td>36943</td>
<td>42539</td>
</tr>
<tr>
<td>51</td>
<td>SATTENAPALLE</td>
<td>1984</td>
<td>2nd</td>
<td>26</td>
<td>21.00</td>
<td>33000</td>
<td>45442</td>
<td>51404</td>
</tr>
<tr>
<td>52</td>
<td>MACHERLA</td>
<td>1983</td>
<td>2nd</td>
<td>29</td>
<td>13.48</td>
<td>30719</td>
<td>43987</td>
<td>49221</td>
</tr>
<tr>
<td>53</td>
<td>VINUKONDA</td>
<td>2005</td>
<td>3rd</td>
<td>26</td>
<td>15.00</td>
<td>24238</td>
<td>34607</td>
<td>52519</td>
</tr>
</tbody>
</table>
### STATISTICAL INFORMATION OF THE REGION, DISTRICT WISE MUNICIPALITIES, MUNICIPAL CORPORATIONS & UDA TOWNS IN A.P

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Region/Dist/Town Name</th>
<th>Year of Constitution</th>
<th>Grade</th>
<th>No. of Wards</th>
<th>Area (Sq.Km)</th>
<th>Population</th>
<th>Growth Rate</th>
<th>Master Plan Approved vide</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>GUNTUR-(M.C)</td>
<td>1866</td>
<td>M.C.</td>
<td>52</td>
<td>45.79</td>
<td>367699</td>
<td>47105</td>
<td>51446</td>
</tr>
<tr>
<td>55</td>
<td>TENALI</td>
<td>1912</td>
<td>Spl</td>
<td>40</td>
<td>15.12</td>
<td>119257</td>
<td>14372</td>
<td>15375</td>
</tr>
<tr>
<td>57</td>
<td>TADEPALLE</td>
<td>2009</td>
<td>3rd</td>
<td>23</td>
<td>24542</td>
<td>28942</td>
<td>41699</td>
<td>39.23</td>
</tr>
<tr>
<td>58</td>
<td>ONGOLE</td>
<td>1876</td>
<td>Selection</td>
<td>36</td>
<td>25.00</td>
<td>85302</td>
<td>12864</td>
<td>15047</td>
</tr>
<tr>
<td>59</td>
<td>CHIRALA</td>
<td>1948</td>
<td>1st</td>
<td>33</td>
<td>13.30</td>
<td>72040</td>
<td>80861</td>
<td>84970</td>
</tr>
<tr>
<td>60</td>
<td>MARKAPUR</td>
<td>1964</td>
<td>2nd</td>
<td>32</td>
<td>28.77</td>
<td>34381</td>
<td>45563</td>
<td>58462</td>
</tr>
<tr>
<td>61</td>
<td>KANDUKUR</td>
<td>1987</td>
<td>2nd</td>
<td>30</td>
<td>71.86</td>
<td>32370</td>
<td>41336</td>
<td>50326</td>
</tr>
<tr>
<td>62</td>
<td>ADANKI</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>29.90</td>
<td>27654</td>
<td>30195</td>
<td>22042</td>
</tr>
<tr>
<td>63</td>
<td>GIDDALUR</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>31.57</td>
<td>37291</td>
<td>36.74</td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>64</td>
<td>CHIMIKURTHY</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>22.43</td>
<td>22042</td>
<td>3.32</td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>65</td>
<td>KANIGIRI</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>54.00</td>
<td>22042</td>
<td>36.74</td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>9</td>
<td>APASR NELLORE(DT)</td>
<td>1866</td>
<td>M.C.</td>
<td>50</td>
<td>48.39</td>
<td>237065</td>
<td>31660</td>
<td>37842</td>
</tr>
<tr>
<td>66</td>
<td>NELLORE-(M.C)</td>
<td>1866</td>
<td>M.C.</td>
<td>50</td>
<td>48.39</td>
<td>237065</td>
<td>31660</td>
<td>37842</td>
</tr>
<tr>
<td>67</td>
<td>KAVALI</td>
<td>1967</td>
<td>2nd</td>
<td>37</td>
<td>22.95</td>
<td>48119</td>
<td>65910</td>
<td>79682</td>
</tr>
<tr>
<td>68</td>
<td>GUDUR</td>
<td>1951</td>
<td>2nd</td>
<td>33</td>
<td>9.42</td>
<td>44630</td>
<td>55984</td>
<td>68782</td>
</tr>
<tr>
<td>69</td>
<td>VENKATAGIRI</td>
<td>2005</td>
<td>3rd</td>
<td>26</td>
<td>25.43</td>
<td>21750</td>
<td>27637</td>
<td>31341</td>
</tr>
<tr>
<td>IV</td>
<td>ANANTAPUR REGION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>ANANTAPUR (DT)</td>
<td>1869</td>
<td>M.C.</td>
<td>50</td>
<td>15.98</td>
<td>119531</td>
<td>17492</td>
<td>21880</td>
</tr>
<tr>
<td>71</td>
<td>HINDUPUR</td>
<td>1920</td>
<td>Spl</td>
<td>38</td>
<td>38.16</td>
<td>55901</td>
<td>10465</td>
<td>12507</td>
</tr>
</tbody>
</table>
### Statistical Information of the Region, District Wise Municipalities, Municipal Corporations & UDA Towns in A.P

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Region/Dist/Town Name</th>
<th>Year of Constitution</th>
<th>Grade</th>
<th>No. of Wards</th>
<th>Area (Sq.Km)</th>
<th>Population</th>
<th>Growth Rate</th>
<th>Master Plan Approved vide</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>G.O.Ms.No.</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>GUNTAKAL</td>
<td>1948</td>
<td>1st</td>
<td>37</td>
<td>51.90</td>
<td>84599</td>
<td>10759</td>
<td>11710</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>73</td>
<td>TADIPATRI</td>
<td>1920</td>
<td>1st</td>
<td>34</td>
<td>7.46</td>
<td>53920</td>
<td>71068</td>
<td>86843</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>74</td>
<td>DHARMAVARAM</td>
<td>1964</td>
<td>Selection</td>
<td>40</td>
<td>40.45</td>
<td>50969</td>
<td>78961</td>
<td>10335</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>75</td>
<td>KADIRI</td>
<td>1964</td>
<td>2nd</td>
<td>36</td>
<td>25.88</td>
<td>52774</td>
<td>63378</td>
<td>76252</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>76</td>
<td>RAYADURG</td>
<td>1963</td>
<td>2nd</td>
<td>31</td>
<td>50.00</td>
<td>32745</td>
<td>40845</td>
<td>54125</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>77</td>
<td>GOOTY</td>
<td>2011</td>
<td>3rd</td>
<td>34.84</td>
<td>43387</td>
<td>19445</td>
<td>16.01</td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>78</td>
<td>MADAKASIRA</td>
<td>2011</td>
<td>N.P</td>
<td>20</td>
<td>30.17</td>
<td>24588</td>
<td>292.3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Newly Constituted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>PUTTAPARTHI</td>
<td>2011</td>
<td>N.P</td>
<td>20</td>
<td>45.47</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>CHITTOOR(DT)</td>
<td>1917</td>
<td>Selection</td>
<td>37</td>
<td>33.89</td>
<td>86320</td>
<td>13346</td>
<td>15265</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>81</td>
<td>PUNGANUR</td>
<td>1985</td>
<td>3rd</td>
<td>24</td>
<td>12.80</td>
<td>25562</td>
<td>33882</td>
<td>44314</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>82</td>
<td>NAGARI</td>
<td>2005</td>
<td>3rd</td>
<td>27</td>
<td>35.45</td>
<td>12996</td>
<td>20485</td>
<td>24372</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>83</td>
<td>PALAMANERU</td>
<td>2005</td>
<td>3rd</td>
<td>24</td>
<td>19.20</td>
<td>24038</td>
<td>35531</td>
<td>43493</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>84</td>
<td>MADANAPALLI</td>
<td>1961</td>
<td>1st</td>
<td>35</td>
<td>14.20</td>
<td>54938</td>
<td>73820</td>
<td>99967</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>85</td>
<td>TIRUPATHI-(M.C)</td>
<td>1886</td>
<td>M.C.</td>
<td>50</td>
<td>21.96</td>
<td>115292</td>
<td>17436</td>
<td>22820</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>86</td>
<td>SRIKALAHASTI</td>
<td>1958</td>
<td>2nd</td>
<td>35</td>
<td>12.91</td>
<td>51306</td>
<td>61578</td>
<td>70854</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>87</td>
<td>PUTTUR</td>
<td>2005</td>
<td>3rd</td>
<td>24</td>
<td>34.81</td>
<td>17723</td>
<td>25158</td>
<td>29436</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>88</td>
<td>KURNOOL-(M.C)</td>
<td>1866</td>
<td>M.C.</td>
<td>50</td>
<td>15.01</td>
<td>206362</td>
<td>23680</td>
<td>26912</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>89</td>
<td>ADONI</td>
<td>1865</td>
<td>Spl</td>
<td>41</td>
<td>29.71</td>
<td>108939</td>
<td>13618</td>
<td>15730</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>90</td>
<td>NANDYAL</td>
<td>1899</td>
<td>Spl</td>
<td>40</td>
<td>15.42</td>
<td>88185</td>
<td>11981</td>
<td>15267</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>6</td>
<td>2</td>
</tr>
</tbody>
</table>

**PUDA Towns**

- 79 PUTTAPARTHI 2011 N.P 20 45.47 24588 292.3 4 Newly Constituted

**KURNOOL(DT)**

- 88 KURNOOL-(M.C) 1866 M.C. 50 15.01 206362 23680 26912 2 50.95 14.75 13.65 158 MA 26.03.1976

**KUDANLUR(DT)**

- 90 NANDYAL 1899 Spl 40 15.42 88185 11981 15267 6 39.55 35.87 27.43 63 MA 30.01.1990
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>92</td>
<td>DHONE</td>
<td>2005</td>
<td>N.P</td>
<td>20</td>
<td>2.59</td>
<td>22509</td>
<td>33434</td>
<td>56450</td>
<td>40.27</td>
<td>48.54</td>
<td>69.00</td>
<td>Draft M.P Under Preparation</td>
</tr>
<tr>
<td>93</td>
<td>BANAGANAPALLY</td>
<td>2011</td>
<td>N.P</td>
<td>20</td>
<td>49.00</td>
<td>32041</td>
<td></td>
<td></td>
<td>32.79</td>
<td></td>
<td></td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>94</td>
<td>GUDUR</td>
<td>2011</td>
<td>N.P</td>
<td>20</td>
<td>47.35</td>
<td>19805</td>
<td></td>
<td></td>
<td>19.92</td>
<td></td>
<td></td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>95</td>
<td>NANDIKOTHUR</td>
<td>2011</td>
<td>Mplty</td>
<td>20</td>
<td>23.08</td>
<td>40210</td>
<td></td>
<td></td>
<td>31.98</td>
<td></td>
<td></td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>96</td>
<td>ATMAKUR</td>
<td>2011</td>
<td>N.P</td>
<td>2.59</td>
<td></td>
<td>24158</td>
<td></td>
<td></td>
<td>20.75</td>
<td></td>
<td></td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>97</td>
<td>ALLAGADDA</td>
<td>2011</td>
<td>N.P</td>
<td>53.00</td>
<td></td>
<td>37665</td>
<td></td>
<td></td>
<td>26.17</td>
<td></td>
<td></td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>98</td>
<td>YSR KADAPA(DT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>KADAPA-(M.C)</td>
<td>1868</td>
<td>M.C.</td>
<td>50</td>
<td>67.85</td>
<td>103125</td>
<td>12146</td>
<td>12650</td>
<td>55.79</td>
<td>17.78</td>
<td>4.15</td>
<td>1078 MA 19.09.1981</td>
</tr>
<tr>
<td>100</td>
<td>PRODDATUR</td>
<td>1929</td>
<td>Spl</td>
<td>40</td>
<td>7.12</td>
<td>107070</td>
<td>13391</td>
<td>15030</td>
<td>51.18</td>
<td>25.07</td>
<td>12.24</td>
<td>73 MA 17-02-1989</td>
</tr>
<tr>
<td>101</td>
<td>PULIVENDULA</td>
<td>2005</td>
<td>3rd</td>
<td>26</td>
<td>11104</td>
<td>28317</td>
<td>38566</td>
<td></td>
<td>80.31</td>
<td>34.18</td>
<td>36.19</td>
<td>44 MA 04.02.2009</td>
</tr>
<tr>
<td>102</td>
<td>JAMMALAMADUGU</td>
<td>2005</td>
<td>N.P</td>
<td>20</td>
<td>24.82</td>
<td>26580</td>
<td>32468</td>
<td>40514</td>
<td>32.88</td>
<td>22.15</td>
<td>24.78</td>
<td>Draft M.P Under Preparation</td>
</tr>
<tr>
<td>103</td>
<td>RAJAMPET</td>
<td>2005</td>
<td>N.P</td>
<td>20</td>
<td>35.87</td>
<td>19927</td>
<td>26181</td>
<td>45597</td>
<td>49.32</td>
<td>31.38</td>
<td>74.46</td>
<td>Physical Survey under progress</td>
</tr>
<tr>
<td>104</td>
<td>RAYACHOTY</td>
<td>2005</td>
<td>3rd</td>
<td>31</td>
<td>41.67</td>
<td>35257</td>
<td>51931</td>
<td>72927</td>
<td>46.58</td>
<td>47.29</td>
<td>39.22</td>
<td>To be taken up</td>
</tr>
<tr>
<td>105</td>
<td>MYDUKURU</td>
<td>2011</td>
<td>Mplty</td>
<td>26</td>
<td>42.15</td>
<td>11460</td>
<td>13679</td>
<td>15282</td>
<td>26.17</td>
<td>19.36</td>
<td>11.72</td>
<td>To be taken up</td>
</tr>
<tr>
<td>106</td>
<td>JANAGAON</td>
<td>1953</td>
<td>2nd</td>
<td>24</td>
<td>7.50</td>
<td>25112</td>
<td>34305</td>
<td>43996</td>
<td>48.89</td>
<td>36.61</td>
<td>28.07</td>
<td>310 MA 07.08.1990</td>
</tr>
<tr>
<td>107</td>
<td>PARAKAL</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>13.78</td>
<td>24604</td>
<td></td>
<td></td>
<td>31.98</td>
<td></td>
<td></td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>108</td>
<td>MAHABUBABAD</td>
<td>2011</td>
<td>2nd</td>
<td>17.61</td>
<td>42454</td>
<td></td>
<td></td>
<td></td>
<td>48.28</td>
<td></td>
<td></td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>109</td>
<td>NARASAMPET</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>11.48</td>
<td>26948</td>
<td></td>
<td></td>
<td>27.07</td>
<td></td>
<td></td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>110</td>
<td>KUDA TOWN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>WARANGAL CORPN</td>
<td>1899</td>
<td>M.C.</td>
<td>53</td>
<td>70.00</td>
<td>335150</td>
<td>44765</td>
<td>52934</td>
<td>61.50</td>
<td>33.57</td>
<td>18.25</td>
<td>910 MA 25.11.1971</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------</td>
<td>----------------------</td>
<td>-------</td>
<td>--------------</td>
<td>--------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>15</td>
<td>KARIMNAGAR(DT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>KARIMNAGAR-M.C(1)</td>
<td>1941</td>
<td>M.C.</td>
<td>50</td>
<td>23.82</td>
<td>86125</td>
<td>148583</td>
<td>205653</td>
<td>76.06</td>
<td>72.52</td>
<td>38.41</td>
<td>760 MA 22.09.1982</td>
</tr>
<tr>
<td>112</td>
<td>JAGITYAL</td>
<td>1952</td>
<td>1st</td>
<td>38</td>
<td>12.50</td>
<td>53213</td>
<td>67591</td>
<td>85521</td>
<td>72.21</td>
<td>27.02</td>
<td>26.53</td>
<td>149 MA 23.03.1988</td>
</tr>
<tr>
<td>113</td>
<td>RAMAGUNDAM (M.C)</td>
<td>1995</td>
<td>M.C.</td>
<td>50</td>
<td>93.87</td>
<td>82908</td>
<td>214384</td>
<td>236660</td>
<td>37.25</td>
<td>158.9</td>
<td>10.36</td>
<td>199 MA 11.05.2001</td>
</tr>
<tr>
<td>114</td>
<td>SIRCILLA</td>
<td>1987</td>
<td>2nd</td>
<td>29</td>
<td>12.50</td>
<td>34134</td>
<td>50048</td>
<td>65314</td>
<td>47.55</td>
<td>46.62</td>
<td>30.50</td>
<td>546 MA 01.12.2003</td>
</tr>
<tr>
<td>115</td>
<td>KORUTLA</td>
<td>1988</td>
<td>2nd</td>
<td>27</td>
<td>28.00</td>
<td>30196</td>
<td>40080</td>
<td>54012</td>
<td>70.58</td>
<td>32.73</td>
<td>34.76</td>
<td>121 MA 11.03.2010</td>
</tr>
<tr>
<td>116</td>
<td>METPALLI</td>
<td>2005</td>
<td>3rd</td>
<td>24</td>
<td>48.76</td>
<td>18317</td>
<td>31712</td>
<td>41224</td>
<td>34.66</td>
<td>73.13</td>
<td>29.99</td>
<td>Draft M.P Under Preparation</td>
</tr>
<tr>
<td>117</td>
<td>JAMMIKUNTA</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>30.97</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27335</td>
<td>37.77 Newly Constituted</td>
</tr>
<tr>
<td>118</td>
<td>VEMULAVADA</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>0.52</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29758</td>
<td>54.12 Newly Constituted</td>
</tr>
<tr>
<td>119</td>
<td>PEDDAPALLY</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>10.36</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35959</td>
<td>27.11 Newly Constituted</td>
</tr>
<tr>
<td>120</td>
<td>HUZURABAD</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>32.29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>23101</td>
<td>-17.53 Newly Constituted</td>
</tr>
<tr>
<td>121</td>
<td>HUSNABAD</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>24.90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19251</td>
<td>47.11 Newly Constituted</td>
</tr>
<tr>
<td>16</td>
<td>KHAMMAM(DT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>122</td>
<td>KHAMMAM</td>
<td>1910</td>
<td>Spl</td>
<td>41</td>
<td>10.90</td>
<td>98757</td>
<td>127994</td>
<td>159544</td>
<td>73.50</td>
<td>29.60</td>
<td>24.65</td>
<td>535 MA 31.07.2008 (F.A)</td>
</tr>
<tr>
<td>123</td>
<td>KOTHAGUDEM</td>
<td>1971</td>
<td>1st</td>
<td>33</td>
<td>16.10</td>
<td>94894</td>
<td>80440</td>
<td>79721</td>
<td>25.61</td>
<td>-15.23</td>
<td>-0.89</td>
<td>407 MA 24.09.1975</td>
</tr>
<tr>
<td>125</td>
<td>PALWANCHA</td>
<td>1987</td>
<td>2nd</td>
<td>24</td>
<td>26.38</td>
<td>39116</td>
<td>53102</td>
<td>69088</td>
<td>114.5</td>
<td>35.76</td>
<td>30.10</td>
<td>797 MA 06.09.2005</td>
</tr>
<tr>
<td>126</td>
<td>SATHUPALLI</td>
<td>2005</td>
<td>N.P.</td>
<td>20</td>
<td>2.50</td>
<td>12747</td>
<td>20054</td>
<td>28049</td>
<td>57.32</td>
<td>39.87</td>
<td></td>
<td>Draft M.P Under Preparation</td>
</tr>
<tr>
<td>127</td>
<td>MANUGURU</td>
<td>2005</td>
<td>3rd</td>
<td>23</td>
<td>32.79</td>
<td>13060</td>
<td>30076</td>
<td>32893</td>
<td>9.36</td>
<td></td>
<td></td>
<td>To be taken up</td>
</tr>
<tr>
<td>17</td>
<td>ADILABAD(DT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>128</td>
<td>ADILABAD</td>
<td>1942</td>
<td>1st</td>
<td>36</td>
<td>20.76</td>
<td>53482</td>
<td>84255</td>
<td>109529</td>
<td>76.11</td>
<td>57.54</td>
<td>30.00</td>
<td>297 MA 20.05.1988</td>
</tr>
<tr>
<td>129</td>
<td>MANCHERIAL</td>
<td>1934</td>
<td>1st</td>
<td>32</td>
<td>41.44</td>
<td>32478</td>
<td>52657</td>
<td>70381</td>
<td>63.96</td>
<td>62.13</td>
<td>33.66</td>
<td>524 MA 26.11.2010 (F.A)</td>
</tr>
<tr>
<td>130</td>
<td>BELLAMPALLY</td>
<td>1987</td>
<td>2nd</td>
<td>34</td>
<td>34.24</td>
<td>44721</td>
<td>66780</td>
<td>66792</td>
<td>47.64</td>
<td>49.33</td>
<td>0.02</td>
<td>Draft M.P Prepared</td>
</tr>
<tr>
<td>131</td>
<td>NIRMAL</td>
<td>1952</td>
<td>2nd</td>
<td>36</td>
<td>14.25</td>
<td>41412</td>
<td>57761</td>
<td>75254</td>
<td>45.16</td>
<td>39.48</td>
<td>30.29</td>
<td>44 MA 19.01.1990</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------</td>
<td>----------------------</td>
<td>-------</td>
<td>--------------</td>
<td>--------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>------------------------</td>
<td>------------------------</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td>133</td>
<td>KAGAZNAGAR</td>
<td>1958</td>
<td>3rd</td>
<td>28</td>
<td>8.30</td>
<td>51656</td>
<td>57535</td>
<td>59734</td>
<td>57.60</td>
<td>11.38</td>
<td>3.82</td>
<td>484 MA 19.09.2000</td>
</tr>
<tr>
<td>134</td>
<td>MANDAMARRI</td>
<td>1995</td>
<td>3rd</td>
<td>24</td>
<td>38.84</td>
<td>44483</td>
<td>66145</td>
<td>66596</td>
<td>99.23</td>
<td>48.70</td>
<td>0.68</td>
<td>324 MA 15.06.2006</td>
</tr>
<tr>
<td>135</td>
<td>HYDERABAD-GHMC-HMDA</td>
<td>1869</td>
<td>GHMC</td>
<td>150</td>
<td>625.00</td>
<td>259169</td>
<td>56420</td>
<td>3E+06</td>
<td>63.40</td>
<td>33.20</td>
<td>HMDA</td>
<td></td>
</tr>
<tr>
<td>136</td>
<td>TANDUR</td>
<td>1950</td>
<td>2nd</td>
<td>27</td>
<td>5.82</td>
<td>32450</td>
<td>45517</td>
<td>57941</td>
<td>47.45</td>
<td>40.27</td>
<td>27.30</td>
<td>482 MA 19.09.2000</td>
</tr>
<tr>
<td>137</td>
<td>VIKARABAD</td>
<td>1987</td>
<td>2nd</td>
<td>28</td>
<td>60.00</td>
<td>20737</td>
<td>39215</td>
<td>42410</td>
<td>58.17</td>
<td>89.11</td>
<td>8.15</td>
<td>612 MA 20.08.2007 (F.A)</td>
</tr>
<tr>
<td>138</td>
<td>NALGONDA</td>
<td>1952</td>
<td>1st</td>
<td>36</td>
<td>22.00</td>
<td>62458</td>
<td>84910</td>
<td>110286</td>
<td>88.04</td>
<td>35.95</td>
<td>29.89</td>
<td>594 MA 08.06.1987</td>
</tr>
<tr>
<td>139</td>
<td>SURYAPET</td>
<td>1952</td>
<td>1st</td>
<td>34</td>
<td>23.54</td>
<td>43663</td>
<td>60630</td>
<td>93239</td>
<td>100.9</td>
<td>38.86</td>
<td>53.78</td>
<td>923 MA 02.11.1982</td>
</tr>
<tr>
<td>140</td>
<td>MIRYALGUDA</td>
<td>1984</td>
<td>1st</td>
<td>34</td>
<td>21.00</td>
<td>4129</td>
<td>65879</td>
<td>90886</td>
<td>129.0</td>
<td>49.29</td>
<td>37.96</td>
<td>576 MA 26.05.1987</td>
</tr>
<tr>
<td>141</td>
<td>KODADA</td>
<td>2011</td>
<td>2nd</td>
<td>41.44</td>
<td>11247</td>
<td>50147</td>
<td></td>
<td></td>
<td>48.10</td>
<td>7.40</td>
<td>Newly Constituted</td>
<td></td>
</tr>
<tr>
<td>142</td>
<td>NAKREKAL</td>
<td>2011</td>
<td>3rd</td>
<td>86.00</td>
<td>41543</td>
<td></td>
<td></td>
<td></td>
<td>27.71</td>
<td>New</td>
<td></td>
<td></td>
</tr>
<tr>
<td>143</td>
<td>HUZURNAGAR</td>
<td>2011</td>
<td>N.P.</td>
<td>90.00</td>
<td>41817</td>
<td></td>
<td></td>
<td></td>
<td>16.52</td>
<td>New</td>
<td></td>
<td></td>
</tr>
<tr>
<td>144</td>
<td>BHONGIR</td>
<td>1930</td>
<td>2nd</td>
<td>30</td>
<td>9.63</td>
<td>30567</td>
<td>40744</td>
<td>50407</td>
<td>40.11</td>
<td>33.29</td>
<td>23.72</td>
<td>242 MA 11.05.1989</td>
</tr>
<tr>
<td>145</td>
<td>SIDDIPET</td>
<td>1954</td>
<td>2nd</td>
<td>32</td>
<td>3.17</td>
<td>42753</td>
<td>54091</td>
<td>61809</td>
<td>62.59</td>
<td>26.51</td>
<td>14.27</td>
<td>531 MA 01.05.1987</td>
</tr>
<tr>
<td>147</td>
<td>SADASIVAPET</td>
<td>1947</td>
<td>3rd</td>
<td>23</td>
<td>5.18</td>
<td>20881</td>
<td>30915</td>
<td>36334</td>
<td>39.77</td>
<td>45.08</td>
<td>17.53</td>
<td>483 MA 19.09.2000</td>
</tr>
<tr>
<td>148</td>
<td>ZAHEERABAD</td>
<td>1952</td>
<td>3rd</td>
<td>24</td>
<td>22.00</td>
<td>28956</td>
<td>39613</td>
<td>44589</td>
<td>57.14</td>
<td>36.80</td>
<td>12.56</td>
<td>995 MA 15.12.1987</td>
</tr>
</tbody>
</table>

**VI HYDERABAD REGION**

<table>
<thead>
<tr>
<th>18</th>
<th>HYDERABAD (DIST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>135</td>
<td>HYDERABAD-GHMC-HMDA</td>
</tr>
<tr>
<td>19</td>
<td>RANGAREDDY(DT)</td>
</tr>
<tr>
<td>136</td>
<td>TANDUR</td>
</tr>
<tr>
<td>137</td>
<td>VIKARABAD</td>
</tr>
<tr>
<td>20</td>
<td>NALGONDA(DT)</td>
</tr>
<tr>
<td>138</td>
<td>NALGONDA</td>
</tr>
<tr>
<td>139</td>
<td>SURYAPET</td>
</tr>
<tr>
<td>140</td>
<td>MIRYALGUDA</td>
</tr>
<tr>
<td>141</td>
<td>KODADA</td>
</tr>
<tr>
<td>142</td>
<td>NAKREKAL</td>
</tr>
<tr>
<td>143</td>
<td>HUZURNAGAR</td>
</tr>
</tbody>
</table>

**HMDA TOWN**

<table>
<thead>
<tr>
<th>21</th>
<th>MEDAK(DT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>145</td>
<td>SIDDIPET</td>
</tr>
<tr>
<td>146</td>
<td>MEDAK</td>
</tr>
<tr>
<td>147</td>
<td>SADASIVAPET</td>
</tr>
<tr>
<td>148</td>
<td>ZAHEERABAD</td>
</tr>
</tbody>
</table>

**HMDA TOWN**
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Region/Dist/Town Name</th>
<th>Year of Constitution</th>
<th>Grade</th>
<th>No. of Wards</th>
<th>Area (Sq.Km)</th>
<th>Population Growth Rate</th>
<th>Master Plan Approved vide</th>
</tr>
</thead>
<tbody>
<tr>
<td>149</td>
<td>SANGAREDDY</td>
<td>1954</td>
<td>1st</td>
<td>31</td>
<td>13.69</td>
<td>31360</td>
<td>50123</td>
</tr>
<tr>
<td>150</td>
<td>MAHABOOBNAGAR( DT)</td>
<td>1942</td>
<td>Spl</td>
<td>38</td>
<td>14.00</td>
<td>87503</td>
<td>11683 (2010)</td>
</tr>
<tr>
<td>151</td>
<td>GADWAL</td>
<td>1950</td>
<td>2nd</td>
<td>26</td>
<td>6.14</td>
<td>30959</td>
<td>40742</td>
</tr>
<tr>
<td>152</td>
<td>NARAYANAPET</td>
<td>1945</td>
<td>3rd</td>
<td>23</td>
<td>11.85</td>
<td>27861</td>
<td>33519</td>
</tr>
<tr>
<td>153</td>
<td>WANAPARTHY</td>
<td>1984</td>
<td>3rd</td>
<td>26</td>
<td>28.00</td>
<td>28708</td>
<td>38862</td>
</tr>
<tr>
<td>154</td>
<td>SHADNAGAR</td>
<td>2011</td>
<td>3rd</td>
<td>40.00</td>
<td>28.00</td>
<td>35661</td>
<td>35.75</td>
</tr>
<tr>
<td>155</td>
<td>KOLLAPUR</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>76.00</td>
<td>28931</td>
<td>22.25</td>
</tr>
<tr>
<td>156</td>
<td>NAGARKURNOOL</td>
<td>2011</td>
<td>N.P.</td>
<td>20</td>
<td>7.61</td>
<td>26176</td>
<td>37.94</td>
</tr>
<tr>
<td>157</td>
<td>JADCHERLA</td>
<td>2011</td>
<td>Mplty</td>
<td>10.30</td>
<td>45469</td>
<td>35.75</td>
<td>Newly Constituted</td>
</tr>
<tr>
<td>158</td>
<td>NIZAMABAD-(M.C)</td>
<td>1937</td>
<td>M.C.</td>
<td>50</td>
<td>30.50</td>
<td>183061</td>
<td>24103 (2010)</td>
</tr>
<tr>
<td>159</td>
<td>BODHAN</td>
<td>1952</td>
<td>2nd</td>
<td>35</td>
<td>21.36</td>
<td>50807</td>
<td>64406</td>
</tr>
<tr>
<td>160</td>
<td>KAMAREDDY</td>
<td>1987</td>
<td>2nd</td>
<td>33</td>
<td>14.11</td>
<td>33048</td>
<td>48666</td>
</tr>
<tr>
<td>161</td>
<td>ARMOOR</td>
<td>2006</td>
<td>3rd</td>
<td>23</td>
<td>18.50</td>
<td>23639</td>
<td>34379</td>
</tr>
</tbody>
</table>
### ABSTRACT OF URBAN LOCAL BODIES IN ANDHRA PRADESH

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Grade</th>
<th>Total</th>
<th>Area in Sq.km.</th>
<th>% to Total Area</th>
<th>Population 2001</th>
<th>% to Total Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Municipal Corporations</td>
<td>16</td>
<td>1743.20</td>
<td>33.05</td>
<td>11273694</td>
<td>56.39</td>
</tr>
<tr>
<td>2.</td>
<td>Selection Grade Municipalities</td>
<td>5</td>
<td>147.95</td>
<td>2.80</td>
<td>683755</td>
<td>3.42</td>
</tr>
<tr>
<td>3.</td>
<td>Special Grade Municipalities</td>
<td>10</td>
<td>195.41</td>
<td>3.70</td>
<td>1459466</td>
<td>7.30</td>
</tr>
<tr>
<td>4.</td>
<td>First Grade Municipalities</td>
<td>22</td>
<td>387.46</td>
<td>7.35</td>
<td>1828002</td>
<td>9.14</td>
</tr>
<tr>
<td>5.</td>
<td>Second Grade Municipalities</td>
<td>41</td>
<td>932.38</td>
<td>17.68</td>
<td>2252982</td>
<td>11.27</td>
</tr>
<tr>
<td>6.</td>
<td>Third Grade Municipalities</td>
<td>31</td>
<td>835.14</td>
<td>15.83</td>
<td>1319845</td>
<td>6.60</td>
</tr>
<tr>
<td>7.</td>
<td>Nagarpanchayats</td>
<td>32</td>
<td>960.80</td>
<td>18.22</td>
<td>1006780</td>
<td>5.04</td>
</tr>
<tr>
<td>8.</td>
<td>Municipalities (Grade to be declared)</td>
<td>4</td>
<td>72.38</td>
<td>1.37</td>
<td>167922</td>
<td>0.84</td>
</tr>
</tbody>
</table>

**Total** | 161 | 5274.72 | 100.00 | 19992446 | 100.00