

TIRUPATI URBAN DEVELOPMENT AUTHORITY

RIGHT TO INFORMATION ACT

2005

SECTION – 4 (1) (b)

NOTE ON THE CONSTITUTION AND ACTIVITIES OF TIRUPATI URBAN DEVELOPMENT AUTHORITY.

The Tirupati Urban Development Authority is constituted under the A.P. Urban Areas Development Act 1975. in G.O. Ms.No. 1178, M.A. Dated 06-11-1981, the Government declared Tirupati town and 89 villages as Development area for the T.U.D.A. The object of the authority is to promote and secure orderly development of all or any of the areas comprised in the development area according to plan. The Government in G.O.Ms.No.520 M.A & U.D Department dated 29-7-08 have included Srikalahasri Puttoor towns and surrounding 69 villages in addition to the Tirupati and 89 surrounding villages in the Jurisdiction of Tirupati Urban Development Authority.

The development area extend to about 890.50 sq.kms. covering Special Grade Municipality of Tirupati. the holy pilgrim area of Tirumala Hills, important railway junction of Renigunta, historical place of Chandragiri.

Tirupati, a holy town which attracts a huge number of pilgrims and there is a rapid growth of population, area, density. In view of the above reason there is a heavy stress on existing road network and transportation. Infrastructure and on existing physical infrastructure like water supply, sewerage, solid waste management and environment.

For carrying out the day-to-day functions of the Authority, the office of the Urban Development Authority is headed by the Vice-Chairman as the Chief Executive.

The Secretary is the overall supervising head of entire office, which has been delegated by the Vice-Chairman. The office is supported by the following sections.

1. Administrative Wing
2. Accounts Wing
3. Planning Wing
4. Engineering Wing
5. Horticulture Wing
6. Land Acquisition Wing

The Government have sanctioned certain posts to this authority for running the administration in the following Government orders.

1. G.O.Ms.No. 344, M.A. Dated 07-04-82.
2. G.O.Ms.No. 73, M.A. Dated 03-02-84
3. G.O. Ms.No. 79, M.A. Dated 21-02-85
4. G.O.Ms.No. 278, M.A. Dated 11-06-86
5. G.O.Ms.No. 279, M.A Dated 11-06-86
6. G.O. Rt. No. 1114, M.A. Dated 26-07-86 (Secretary post on regular basis)

7. G.O.Ms.No. 1682 M.A. Dated 30-08-86
8. G.O.Ms.No. 601, M.A. Dated 06-05-91
9. G.O.Ms.No. 209, M.A. Dated 16-02-93.

The total number of posts sanctioned in the above G.O's are 87. Excluding the post of Secretary which is sanctioned on regular basis, all the 86 posts are being renewed every year. The last renewal of the posts are made upto 28-2-2011 in G.OMs.No701 MA & UD Dept. Dt.22-6-2010 .

The Government in their Memo No. 789/B1/85-2, M.A. Dated 24-04-86 have imposed ban on recruitment and directed not to make any appointment or promote to the posts sanctioned without prior permission of the Government as there is proposal to create common cadre of the Urban Development Authorities in the State. Further the Government in their letter No. 818/B1/92-1, M.A. dated 18-05-92 have permitted the Vice-Chairman, T.U.D.A. to make promotions by considering the eligible and suitable candidates to the available vacancies while lifting up the ban imposed.

The Government in G.O. Ms.No. 368, M.A dated 31-07-1985 have directed to adopt the Hyderabad Staff (Recruitment and Service) Regulations, 1979 to the staff working in Tirupati Urban Development Authority.

The Government in G.O.Ms.No. 332 M.A. & UD Department, dated 17-8-2004 have issued orders that all the Government Rules/Regulations and Service conditions as issued by the State Government from time to time as applicable to Hyderabad Urban Development Authority are also applicable to Tirupati Urban Development Authority.

The Government in G.O.Ms. N. 424, M.A. dated 04-08-94 have informed that the proposal for issue of unified service regulations for the persons in all the Urban Development Authorities may take some more time and decided that the A.P. Ministerial Service Rules which are now applicable to the State Government employees shall be adopted to the Staff working in all the Urban Development Authorities.

Since the Common Unified Service Rules for all the Urban Development Authorities is not yet formed, there are no transfers among the staff working in all the Urban Development Authorities in the State.

CHAPTER – 2
ORGANIZATION, FUNCTIONS AND DUTIES
[SECTION 4 (1) (b) (i)]

2.1. Particulars of the organization, functions and Duties

S.No.	Name of the Organization	Address	Functions	Duties
1	Tirupati Urban Development Authority	Tirupati Urban Development Authority Tataiahgunta, Tirupati, Chittoor District, Andhra Pradesh – 517501	<ol style="list-style-type: none"> 1. To promote and secure the Development of area situated in the development area according to the Master Plan and Zonal Development Plan. 2. To control the use of land for various purposes by acquisition, development and disposal of land. 3. To carry out development works such as roads, buildings water supply, sewerage and other schemes. 	<ol style="list-style-type: none"> 1. Providing Physical & Social infrastructure 2. Satellite townships, Sites & Service programmes & Housing schemes particularly for weaker sections. 3. Formation of bye-pass roads, new roads, widening of roads, 4. Environment improvement programme 5. Pollution control measures 6. Sites and services schemes 7. Urban Forestry schemes.

CHAPTER – 3
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
[SECTION 4 (1) (b) (ii)]

3.1. Details of the powers and duties of officers and employees of the authority by designation as follows.

S.No.	Name of the officer/employee/ Designation		Duties allotted	Powers
1	Sri. R. Ramakrishna Rao, Secretary	Statutory Administrative: Others:	1. Co-ordination of all Sections 2. Overall Supervising of the entire office 1. Conducting Authority meetings 2. Acting as Chief Administrative officer in the absence of the Vice-Chairman 3. Other duties delegated by the Vice-Chairman 4. Establishment & Accounts ----- 1. Development control of subdivision of land 1. Development control 2. Master Plan & Zonal Development plans 3. Formulation of schemes 4. Project proposals	1. As delegated by the Vice-Chairman, who is the Head of the Department
2.	Sri. K.Krishna Reddy, Planning Officer	Statutory: Administrative Financial: Others: (Planning)		1. As delegated by the Secretary / Vice-Chairman pertaining to Planning section.
3	Sri. C. Srinivasulu Reddy Assistant Planning Officer	Statutory	1. Development control of buildings 2. Notices to unauthorized development.	
4	Sri. P. Prabhakar Reddy Executive Engineer	Statutory	1. Technical Section upto Rs. 50.00 lakhs	

S.No.	Name of the officer/employee/ Designation		Duties allotted	Powers
3	Sri. P. Prabhakar Reddy Executive Engineer	Statutory: Administrative: Financial Others: (Execution)	--- --- --- ---	1. Technical Sanction upto 50.00 lakhs. . 2.Asdelegated by the Secretary/ Vice-Chairman pertaining the Engineering Section.
4.	Sri. S. Suresh Babu Horticulturist	Statutory: Administrative: Financial: Others:	--- --- --- 1. Environmental improvement schemes 2. Avenue plantation, Block plantation 3. Beautification of parks, dividers, Traffic islands.	1. As delegated by the Vice-Chairman Secretary As delegated by the Vice Chairman/Secretary
5.	Sri V.Devender Reddy Land Acquisition Officer/ Special Tahsildar (L.A.)	Statutory: Administrative Financial: Others:	----- ----- ----- 1. Acquisition of Private lands 2. Alienation of Government lands.	As delegated by the Vice Chairman/Secretary
6.	Sri C.Sreenivasulu Reddy	Statutory	1.Development control of Buildings 2.Notices to Un authorised Development.	

CHAPTER – 4
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
[SECTION 4 (1) (b) (iii)]

4.1. Procedure followed in decision – making by the Public Authority

S.No.	Activity	Description	Decision making process	Designation of final decision making authority
1.	Goal setting & Planning	Implementation of Master plan/zonal development plans.	Planning Officer-Secretary – Vice-Chairman.	Vice-Chairman
2.	Budgeting	Receipts & Payments of self generated funds. No Govt. grants.	All Section Heads-Secretary – Vice-Chairman	Vice-Chairman
3.	Formulation of programmes, schemes & projects	Proposal of schemes, projects for environmental improvement, sites & services scheme particularly for weaker sections, infrastructure facilities.	Planning officer-Secretary – Vice- Chairman.	Vice-Chairman
4.	Recruitment/hiring personnel	At present there is ban on Direct Recruitment pertaining U.D. As Generally Recruitments are	Secretary – Vice-Chairman	Vice-Chairman

		made through Employment Exchange.		
5.	Release of funds	-----	Secretary – Vice-Chairman	Vice-Chairman
6.	Implementation / delivery of service/ Utilization of funds	as per the budget approved by the Authority	Secretary – Vice-Chairman	Vice-Chairman
7.	Monitoring & evaluation	-----	Secretary – Vice-Chairman	Vice-Chairman
8.	Gathering feedback from public	-----	Secretary – Vice-Chairman	Vice-Chairman
9.	Undertaking improvement	-----	Secretary – Vice-Chairman	Vice-Chairman

CHAPTER – 5
NORMS SET FOR THE DISCHARGE OF FUNCTIONS
[SECTION 4 (1) (b) (iv)]

5.1 Details of the norms/standards set by the public authority for the discharge of its functions/delivery of services

S.No.	Function/Service	Norms/ Standards of performance	Time Frame	Reference document prescribing the norms.
1.	Allotment of plots after payments of cost	Allotment of plot to the successful bidder should be done after payment of plot cost	7 days	Citizen charter
2	Registration of plots after submission of documents	After payment of the total plot cost the allottee has to submit the documents to be registered.	2 days	-do-
3	Allotment of shops after payment of security deposit	Allotment of shops will be made after payment of security deposit by the bidder.	3 days	-do-
4	Registration of shops in Sub-Registrar office	The agreement for allotment of shop has to be Registered in Sub-Registrar office	2 days	-do-
5	Handing over of shops after completion of conditions	After the agreement is over the shop has to be handed over to allottee	1 day	-do-
6	Issue of No Objection Certificate		5 days	-do-
7	Public grievances	All public grievances has to be recorded file No. for individual grievances should be given	7 days	-do-
8	Land use certificate issue	File should be created for each land use certificate verification of master plan	3 days	-do-
9	Building plans approval		7 day	-do-
10	Installation approval		7 days	-do-
11	Tentative approval of layouts		30 days	-do-
12	Final approval of layouts		30 days	-do-
13	Change of land use		30 days	-do-

CHAPTER – 6
RULES, REGULATIONS , INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS
[SECTION 4 (1) (b) (V)]

6.1 List and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions.

S.No.	Description	Gist of contents	Price of the publication (in Rs.)
1	Rules & Regulations 1. Zoning Regulations 2. Service Regulations 3. Rental Regulations 4. G.O.377 HMA & UD Dept Dt.14-9-90 5. G.O.Ms.No.94 I & CAD Dept Dt.1-7-2003 A.P.UD (Dev)Act 1975	Regulations for approval of Building plans, layouts, installations etc., Recruitment & Service Rules & employees (Delegation of SE Powers to EE (Technical Sanction upto 50 lakhs)	500.00 ----
2	Instructions 1. S.S.R. Manuals	Schedule of Rates for preparation of estimates	----
3	Manuals	-----	----
4	Records	-----	----
5	Publications	-----	----

CHAPTER – 7
CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL
[SECTION 4 (1) (b) VI

7.1 Information about the official documents held by the public authority or under its control

S.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	Authority Resolution	Minutes book	Secretary, TUDA, Tirupati
2	Standard Schedule of Rates	S.S.R.	Executive Engineer, TUDA, Tirupati

CHAPTERER – 8 (Section 4(1)b Vii
Arrangements for consultation with, or Representation by the members of the
Public in relation to the Formulation of policy or implementation thereof

8.1 Arrangements by the public authority to seek consultation/participation of
Public or its representatives for formulation and implementation of policies

S.No.	Function / Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
		----- NOT APPLICABLE-----	

CHAPTER – 9
BOARDS, COUNCILS, COMMITTEES AND OTHERS BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY
[SECTION 4 (1) (b) VIII]

9.1 Information on boards, councils, committees and other bodies related to the public authority

S.No.	Name of the Board	Composition	Powers and functions	Whether the meeting the open to public/minutes of the meeting accessible for public
1	The period of appointment of Sri Chevireddy Bhaskar Reddy is over by 15-4-2010. The Govt. in G.O.Ms No 280 MA&UD Dt.7-7-2010 have appointed the Dt.Collector Chittoor as Special Officer. He Assumed Charge on the F.N.of 22-7-2010.		Policy making	Not open to public. Minutes of the meeting can be made accessible to public.

9.2 The minutes of the meeting can be made accessible to public during office working hours by contacting the Secretary of the authority

CHAPTER – 10
DIRECTORY OF OFFICERS AND EMPLOYEES
[SECTION 4 (1) (b) (ix)]

10.1 Information on officers and employees working in different units or offices at different levels and their contract addresses (including officers in charge of grievances redressal, vigilance, audit etc.,)

S.No.	Name of office/ Administration Unit	Name and Designation of officer/ employee	Address of the officer/employee	Telephone & Fax office Tel: Residence Tel: FAX:	E-mail
1.	Administration	Sri. R. Ramakrishna Ro	A.P.H.B. Colony, Tirupati – 517 501	(O) 2224086 (R) 2281678 Mobile: 9959553262	Raviramki@Gmail.Com
2.	Planning	1. Sri. K.Krishna Reddy, Planning Officer, 2. C. Srinivasulu Reddy, Asst. Planning Officer	Santhinikethan apartments, 20-3-135/C, Sivajyothe Nagar, Tirupati – 517 501 18-8-25/6 Madhura Nagar Tirupati (U)	(O) (R) 2250706 Mobile:9959553263 Mobile:9959553269	
3	Engineering	1. Sri. P. Prabhakar Reddy Executive Engineer 2. Sri. A. Varadha Reddy, D.E.E. 3. Sri. N.V.Krishna Reddy, D.E.E.	4-6-17B, Reservoir Colony, Tirupati–517507 18-8-49/15 (Meghana Sriharsha Madhura Nagar Nilayam Tirupat 6-1-73, Varadaraja Nagar, K.T.Road, Tirupati	(O) 2225123 (R) 2286029 Mobile: 9959553264 Mobile: 9849232300 Mobile: 9959553271	
4	Horticulture	Sri. S. Suresh Babu Horticulturist	18-1-46/B8, Prasanthe Nagar, Tirupati – 517 507	(O) 2225730 (R) 2258512 Mobile: 9959553265	
5	Land Acquisition	Sri V.Devender Reddy, Land Acquisition Officer & Spl. Tahsildar		(O) 2225730 (R) - Mobile:-9959553273	

CHAPTER – 11
MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF
COMPENSATION AS PROVIDED IN REGULATIONS
[SECTION 4 (1) (b) (x)]

11.1 Remuneration and Compensation structure for officers and employees.

S.No.	Designation	Monthly remuneration including its composition	System of compensation to determine Remuneration as given in regulation
1	Secretary	70,937.00	
2	Planning Officer	54,319.00	
3	Executive Engineer	57,817.00	
4	Horticulturist	49,053.00	
5	Spl. Tahsildar	22,188.00	

CHAPTER – 12
BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC.
Information on the budget allocated for different activities under different programmes/schemes/proects etc.,
(As per 2010-11 Budget)

Sl. No.	Receipts	Sch. For 2010-211	Budget Prov. 2009-10	Rev.Est. Till 31-3-10 2009-10	Budget Esti. 2010-11	Sl. No.	Receipts	Sch. For 2010-211	Budget Prov. 2009-10	Rev.Est. Till 31-3-10 2009-10	Budget Esti. 2010-11
A.	DIRECT INCOME					A	DIRECT EXPENDITURE				
I	Development Charges	1	400.00	543.73	540.00	1	NON-REMUNERATIVE ITEMS				
II	Govt.Grant-in-aid		4.00			I	Establishment Charges	6	332.50	289.84	441.00
III	Instalment arrears of Plots/		20.00	4.91		II	Contribution for Pension Fund	7	111.00	134.03	135.00
IV	Rents/arrears from C.Complex	2	32.00	36.63	37.00	III	Training of Staff				
V	Interest on fixed deposits	3	160.00	244.48	100.00		SUB TOTAL		443.50	423.87	576.00
VI	Interest from schemes (Emmar MGF)	4			290.00	2	ENVIRONMENT IMPROVEMENT				
VII	<u>Contribution Payable by:</u>					I	Hort. Maintenance Work	8	75.00	62.08	100.00
VIII	Panchayats (Incl.ben.Cont)		6.50			II	Spill over works	9	943.16	1,083.09	1,738.00
IX	Other Income	5	50.00			III	New Infrastructure Works	10	100.00		400.00
						IV	Master Plan preparations		50.00		
	SUB TOTAL :		672.50	36.76		V	Maintenance of New Soft & Hard ware etc.,	11	18.00	13.01	15.00
B)	CURRENT ASSETS			866.51	1,009.00	VI	Maintenance of works	12	51.00	39.72	55.00
	Opening Balance		77.96			VII	Land Compensation	13	10.00	1.91	50.00
				113.00			SUB TOTAL :		1,247.16	1,199.81	2,358.00
	SUB TOTAL :		77.96	113.00							
C)	REMUNERATIVE PROJECTS					3	REFUNDS:				
I	Receipts from Shopping Mall					1	Rajiv Nagar Layout Refunds	14			25.00
II	Receipts from Tourism Complex						SUB TOTAL :				25.00
III	Receipts from Schemes			625.12		C)	FIXED ASSET:				
	RJEL & SHV 2					I	Buildings, Vehicles, Furnitures etc.,		30.00	18.14	
	SUB TOTAL :					II	Commercial Complex	15			200.00
							SUB TOTAL :		30.00	18.14	200.00
						D	LAYOUT DEVELOPMENTS				
	Encashment of Deposits		970.20	64.47	2,250.00	I	Rajiv Nagar Layout Extension	16		27.28	50.00
						II	SHV Layout	17			50.00
							SUB TOTAL :			27.28	100.00
	GRAND TOTAL (A)+(B)+(C)		1,720.66	1,669.10							
					3,259.00		GRAND TOTAL (A)+(B)+(C)		1,720.66	1,669.10	3,259.00

CHAPTER – 13
MANNER OF EXECUTION OF SUBSIDY PROGRAMME
[SECTION 4 (1) (b) xii]

Describe the activities/Programme : ---- Nil ----

CHAPTER – 14
PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC
AUTHORITY
[SECTION 4 (1) (b) xiii]

Institutional Beneficiaries
Name of Programme

S.No	Name and address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of granting authority
		---- Nil ----		

Individual Beneficiaries

S.No	Name and address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of granting authority
		---- Nil ----		

CHAPTER – 15
INFORMATION AVAILABLE IN ELECTRONIC FORM
[SECTION 4 (1) (b) x iv]

S.No.	Electronic Format	Description (site address/location where available etc.,)	Contents or title	Designation and address of the custodian of information (held by whom)
1	C.D.	Fast Track Centre, T.U.D.A. Tirupati	Zoning Regulations Master Plan	Planning officer

15.2. Description : ----- Nil -----

CHAPTER – 16
PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION
[SECTION 4 (1) (b) xv]

S.No.	Facility	Description (Location of Facility/Name etc.)	Details of information made available
1	Notice Board	Main hall of the office	All sorts of information
2	News paper reports	----	Activities, schemes taken up
3	Public announcements	----	-----
4	Information counter	Fast track centre main hall of the office	Zoning regulations, sites and service and all information pertaining to all wings
5	Publications	----	-----
6	Officer Library	2 nd floor of office building	Manuals, reports, public information
7	Websites	----	----
8	Others facilities (Name)	----	---

CHAPTER – 17
Section 4 (1) (b) XVI

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

17.1 Information about the Public Information officers and Asst. Public Information Offices and Appellate Authority

PUBLIC INFORMATION OFFICERS (S)

S.No	Name of office / Administration Unit	Name of Designation of Officer / Employee	Address of the officer / Employee	Telephone & Fax Officer Tel: Residence Tel: Fax:	E-mail
1	Administration	Sri. R. Ramakrishna Rao, Secretary	N.G.Os colony ,Kapil theertham,Alipiri bypass road,Tirupati	(O) 2224086 (R) 228168 Mobile: 9959553262	raviramki@gmail.com

ASST. PUBLIC INFORMATION OFFICER (S)

S.No	Name of office / Administration Unit	Name of Designation of Officer / Employee	Address of the officer / Employee	Telephone & Fax Officer Tel: Residence Tel: Fax:	E-mail
1	T.U.D.A.	Sri. K.Krishna Reddy, Planning Officer,	Santhinikethan apartments, 20-3-135/C, Sivajyothi Nagar, Tirupati – 517 501	(O) 2225201 (R) 2281310 Mobile: 9959553263	

APPELLATE AUTHORITY

S.No.	Name Designation and Address of Appellate Officer	Jurisdiction of Appellate Officer (Offices/Administrative Units of the Authority)	Address of the officer/ employee	Telephone & Fax Office Tel: Residence Tel: Fax:	E-mail
1	Sri. Ch.Penchala Reddy	TUDA Jurisdiction TUDA office (Administrative units: Administration, Planning, Engineering, Horticulture, Accounts, Land Acquisition)	Vice-Chairman's Quarters, R.C. Road, Tirupati	(O) 2225730 (R) 2241028 Mobile: 9959553261	

CHAPTER – 18
OTHERS USEFUL INFORMATION
[Section 4(1) xvii]

18.1 Please give below any other information or details of publications, which are of relevance or of use of the Citizens.

---- Nil ----

18.2

---- Nil ----

Public Information Officer,
T.U.D.A., TIRUPATI