

1. The Particulars of its Organization, Function and Duties.

The State Government in exercise to powers conferred in section 38, sub-section (1) of Madhya Pradesh Nagar Tatha Gram Nivesh Adhnyam 1973 (No.:23 of 1973) vide order no 3344/32/76 Dated 15/09/1976 constituted Town and Country Development Authority, Bhopal since 2nd October 1976.

Further in exercise of the powers conferred by section 38(1) of the Madhya Pradesh Nagar Tatha Gram Nivesh Adhnyam 1975 (No 22 of 1975), the State Government ordered that the Authority be known by the name of "Bhopal Development Authority".

The duty of implementing the proposals in the development plans, preparing one or more town development schemes and acquisition and development of land for the purpose of expansion or improvement of the area specified in the notification under section 19, sub-section (5) shall, subject to the provision of this Act vest in the Town and Country Development Authority establish under this Act.

2. The powers and Duties of its Officers and Employees.

The Power and Duties of the officers and employees of the organization are derived from job description, manuals term and condition of appointment and Delegation of powers enunciated by the Administrative Department.

3. The Procedure followed in Decision making Process, including Channel of Supervision and Accountability.

The decisions are made as per Delegation of powers enunciated by the Administrative Department. The channel for decision making process are as follows in descending order:-

1. State Government
2. Board of Directors
3. The Chairman
4. Chief Executive Officer
5. Superintending Engineer, Chief Town Planner.
6. Executive Engineer, Officer of Special Duty, Account Officer.

4. The Norms set by it for the Discharge of its Function.

The Bhopal Development Authority Discharges its functions mainly under the Madhya Pradesh Nagar Tatha Gram Nivesh Adhnyam 1973, Madhya Pradesh Nagar Tatha Gram Nivesh Niyam 2012, Madhya Pradesh Bhumi Vikas Niyam 2012 and Vyvan Niyam 2013 and their amendments published from time to time.

5. The Rules, Regulations, Instructions, Manual and Records held by it or under its control or used by its employee for discharging its function.

The Bhopal Development Authority and its employees discharges their function according to the Madhya Pradesh Nagar Tatha Gram Nivesh Adhnyam 1973, Vyvan Niyam and their amendments

published from time to time and Rules, Acts, Guidelines and Instruction given by State Government. In particular The Authority for its different schemes follows Rules and Guide-Lines as mentioned below:-

I Administration, Establishment and Accounts :-

- i. Madhya Pradesh Nagar Tatha Gram Nivesh Adhinyam evam Niyam 1973.
- ii. Madhya Pradesh Nagar Tatha Gram Nivesh Sanshodhan Adhinyam evam Niyam 1991, and their up-to-date amendments.
- iii. Madhya Pradesh Civil Services Awakash Niyam 1977, Madhya Pradesh Yatra Bhatta Niyam Sanshodhan Sahit, Madhya Pradesh Chikitsa Parichrya Niyam, Madhya Pradesh Bhandar Kray Niyam, Madhya Pradesh Samanya Bhavishya Niyam, Madhya Pradesh Mul-Bhut Niyam, Madhya Pradesh Vittiya Sanhita, Madhya Pradesh Koshalay Sanhita, Madhya Pradesh Karya-Bharit Akasmikta Karmachari Niyam.
- iv. Madhya Pradesh Civil Services Niyam.

II Technical :- M.P.P.W.D. Works Manual.

III Estate:- Vyayan Niyam 2013.

6. The Statement of the Category of Documents that are held by it or under its control.

The following category of documents are held and maintained under its control.

- A. Documents relating service records of its staff.
- B. Technical Documents relating works.
- C. Documents relating Financial Accounts.
- D. Documents relating its Properties.
- E. Documents relating publication.

7. The Particulars of any arrangement that exists for consultation with, or represented by the member of public in relation to the formulation of its policy or implementation thereof.

In particular The Pradhikaran Board is empowered for subjected matter. In general there is no such arrangement so far. However suggestions objections are invited and discussed with representatives of public or general public concerned for any scheme published under section 50(4) of Madhya Pradesh Nagar Tatha Gram Nivesh Adhnyam.

8. A statement of the Board, Councils, Committees, and other bodies consisting of two or more persons, constituted as its part or for the purpose of its advice and as to whether meeting of those Boards, Councils, Committees, and other bodies are open to public, or the minutes of such meetings are accessible for public.

The Board of Directors of Bhopal Development Authority consists of following members.

- A. The Chairman

- B. The Collector of District or his nominee.
- C. Five members to be appointed by State Government to represent respectively:-
- Town and Country Planning Department, Madhya Pradesh.
 - Forest Department, Madhya Pradesh.
 - Public Health Engineering Department, Madhya Pradesh.
 - Public Works Department, Madhya Pradesh.
 - Madhya Pradesh Madhya Kshetra Vidyut Mandal.
- D. The Administrator, Commissioner of the Bhopal Municipal Corporation.
- E. One other officer of The State Government to be appointed by The State Government.
- F. A person who is an expert in the field of Town Planning or Architecture to be appointed by The State Government..
- G. Five non-official members to be appointed by The State Government.
- H. Chief Executive Officer shall be the Member Secretary.

Meeting of The Boards is not open to public, or the minutes of such meetings are not accessible for public.

9. Directory of its Officer and Employees.

S. No	Name	Post	Mobile No
1	Neeraj Kumar Vashishtha	CEO	9425093142
2	Sandeep Kerkatta	DyCEO	9425080250
3	Rajeev Jain	SE	9425010290
4	Ravi Mittal	SE	9425300788
5	Rajeev Khare	AF	9425302412
6	Shubhashish Banerjee	Chief Town Planner	9425026766
7	Radhayshayam Bhagel	LAO	8959670550
8	Pradeep Singh	A/C	9926670480
9	Vibha Sharma	PRO	9406532796
10	R P Gour	RO	9981089786
11	Anant joshi	Sr.Setenographer	9425029813
12	Jagdish Prasad Karanjia Karanjia	Sr.Setenographer	9753010266
13	Nirmala khatarkar	Sr.Setenographer	8602558952
14	Alpana Saxena	EE	9425372310
15	Anand Mohan	EE	9425665343
16	Dharmendra Kadhal	EE	9425012092

17	Pankaj Shrivastava	EE	9425376755
18	Prakash Chandra Choudhary	EE	9406565263
19	Radhu prasad Dubey	EE	9424454069
20	Sukhbir singh	EE	9425012257
21	Suresh Kumar Mishra	EE	9424419272
22	Yateesh Jain	EE	9425016375
23	Arvind Kumar Mandari	AE	9826597251
24	Bharat Batham	AE	9425097085
25	D.K Singh	AE	9425017903
26	H.S Sharma	AE	8109283124
27	Mukesh Kumar Dewedi	AE	9425024508
28	Navin Kumar Shrivastava	AE	9407555423
29	Nishant Khan	AE	9425025435
30	Rajesh Baddpalli	AE	9893621443
31	RAJESH PUSHP	AE	9425300295
32	Rajesh Sood	AE	9425012764
33	Shakeel Hahmad	AE	9425011663
34	Shivnand Sahay Shrivastav	AE	9425004963
35	SUBAH badal	AE	9425370122
36	Vinod Agarawal	AE	9229588016
37	Vinod Joshi	AE	9826839359
38	Vinod Shirivastav	AE	9630933695
39	Vinod Singhai	AE	9893986577
40	Vinod Kumar Pancholi	AE	9425647102

10. The Monthly remuneration received by each of its officers and Employees, including the system of compensation as provided in its regulation.

[Click Here](#)

11. The Budget Allocation to each of its agency, indicating The Particulars of all plans, Proposed Expenditure and Report on Disbursements made.

[Click Here](#)

12. The manner of Execution of Subsidy Program including the amount allocated and the details of beneficiary of such Program

No subsidy program runs by BDA itself. Indirect subsidy granted in form of free/subsidized land allotted for EWS houses in different schemes of Government Transferred to Beneficiary which is governed and monitored by the State Government through Collector.

13. Particulars of Recipients of Concession, Permits or Authorization granted by it.

No Concession, Permits or Authorization granted by BDA

14. Details in respect of the Information available to or held by it reducing in an electronic form.

- Information to aspirants on BDA website regarding launch of new scheme
- Accept online property registration form, with registration fees through payment gateways.
- Notify every beneficiary through SMS of Lottery schedule, Payment confirmation, Payment Dues, and more.
- Providing LIVE Lottery through broad casting from our website in WWW.
- Allotment letter available on web site. Allottee can down load his allotment letter.
- All installment payment though online from our website.
- All beneficiaries are able to know their dues and payment record through single counter computerized system.
- Provide all record online like dues, installment schedule, their interest amount in pending installment, physical progress and more.
- Accept suggestions/complaint through Email.
- A step forward of technology we are pioneer in launching BDA Mobile Apps on 15-aug-2014.

15. The Particulars of Facilities available to Citizen for obtaining information including the working hours of a library or reading room, if maintained for Public use

General Public can obtain information by contacting concern officers of BDA or by giving an application under RTI Act to Lok Suchana Adhikari, BDA, Bhopal on any working day in working hours i.e. 10.30 AM to 5.30 PM. No library or reading room for public use is maintained by BDA.

16. The name, designation and other particulars of The Public Information Officer

Public Information Officer
Shri Rajeev Jain
(Lok Suchna Adhikari)
Dy. Chief Executive Officer

Bhopal Development Authority, Bhopal

17. Such other information as may be prescribed and thereafter updated these publications every year.

Information under point X and XI, The Monthly remuneration received by each of its officers and Employees changes every year and the Budget allocation is passed every year by The Board of Directors, BDA, Hence the information pertaining to The Monthly remuneration received by each of its officers and Employees and The Budget of BDA is need to be changed every year.