

From

The Principal Secretary to Government Haryana,
Town & Country Planning, Department,

To

The Director,
Town & Country Planning,
Department, Haryana.

Memo No.PF/108/2018/5/7/2018-2TCP

Dated- 25.01.2018

Subject: Policy for Capacity Building of Officers of Town & Country Planning Department, Haryana-Implementation thereof.

The policy parameters relating to the Capacity Building of Officers of Town & Country Planning Department are as under:-

1. Introduction to the activities of the Department

1.1 Administration of various Acts: The Department of Town and Country Planning, Haryana is the nodal Department to formulate the statutory framework as well as policies and planning parameters required for planned urbanisation in the State. Presently, the Department regulates urban development and controls haphazard and unplanned growth in and around towns in accordance with the provisions of following Statutes:-

1. The Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 (Act 41 of 1963).
2. The Haryana Development and Regulation of Urban Areas Act, 1975 (Act 8 of 1975).
3. The Punjab New (Capital) Periphery Control Act, 1952 (Act 1 of 1953).
4. The Haryana Apartment Ownership Act, 1983.

1.2 The Department mainly deals with the declaration of controlled areas and publication of Development Plans/Sub-Regional Plan, enforcement and regulation of unauthorized construction/colonization and regulating the urban development through private colonization though the above statutes and the policies formulated their under.

1.3 Planning as a discipline is no more privilege of planners alone. New generation planning involves not only leverage in technology but also cross disciplinary learning. It is not that such things involve academic learning, but a strong foundation in terms of knowledge and learning as a process. To that extent there is a clear need to reposition planners of the Department vis-a-vis their capabilities.

On the line of DOPT/DFFT, Department of Town & Country Planning is proposing training programme to the Departmental planners. One Long-term (1-2 years), one mid-term (8 weeks to 6 months), three-four short-term (4 weeks to 8 weeks) and as many capsule courses (one day to ten days) will go a long way in improving knowledge bank of Town & Country Planning Department as a force involved in

innovation. Economic returns on this investment in improving capabilities of Human Resource force is going to be much-much higher than several profitable ventures generally conceived. To that extent the intellectual support to this one of the largest contributory to Haryana's treasury is due since long.

2. Capacity Building.

2.1 Trained Technical Manpower is required for formulation of the statutory frameworks, policy documents and implementation of various provisions of the above stated Acts & Rules which include knowledge updation, and capacity building is essential with the advancement of technology. No doubt, the technical knowledge is acquired by the Technical Officers like Assistant Town Planners, District Town Planners, Senior Town Planners & Chief Town Planners from their respective technical institutes but its updation with the pace of technological advancement is must. Presently, Department has posts of Chief Town Planners, Senior Town Planners, District Town Planners & Assistant Town Planners. These technical officers are also deputed to various other Departments like Urban Local Bodies, HSIIDC, Urban Estates, Housing Board, HUDA, MC, Gurugram & Faridabad, GMDA including Chandigarh Administration. The technical knowledge of these officers is required to be supplemented with applied planning, information technology inputs, engineering/architectural and managerial skills. The advent of information technology has brought significant changes in office working, data processing, decision making and overall management including Ease of Doing Business. However, optimum use of Information Technology and latest urban planning techniques can be achieved only by frequent capacity building of the technical manpower. Looking towards the motive of the State Government for increasing transparency in working and accountability towards public, the responsibility of the officers has increased manifold. Thus, the quality of the manpower has to be equipped with technical skill, latest knowledge in the field of urban planning/engineering/architecture. Even, the recruitment rules of Town & Country Planning Organization (Class-I & Class-II posts) duly notified by the Ministry of Urban Development vide notification No. G.S.R. 932(E) dated 26.12.2012 envisaged training/capacity building as integral part of their recruitment rules wherein the compulsory training for updation of knowledge is prescribed. Training can no longer be considered as optional activities, taken up in isolation but has to be made an integral part of the Department to achieve the goals of State Government.

2.2 Fields of Training:-

- i) Information Technology
- ii) Urban Planning including building parameters and Disaster Management.
- iii) Administrative aspects, Right to Information Act, Drawing & Disbursement Officers (DDO) & Service Rules.

- 3 Levels of Training:-
Entry Level/Mid-Career/Professional Training.
- 3.1 The training programmes may be arranged at entry level, mid terms and at professional level for technical officers i.e. Town Planners & Architect as well as non-technical/administrative officers i.e. Director, Joint Director & Chief Accounts Officer be arranged within country or foreign which may be consisting of entry level, mid-term and professional level whereas the training for non-gazetted officers i.e. technical staff may also be deputed for these training levels except foreign training. The non-technical staff may also be deputed for training within the country for administrative, establishment, accounts matters.
- 3.2 Fresh appointee holds valid technical qualifications for the post of Assistant Town Planner but is not familiar with the working setup of the State Government and the functions of the Town & Country Planning Department, which he learns over the years, only with an experience and therefore, he is not able to give his best. Training on office procedure, service rule and DDO powers at induction level be introduced within four months from the date of entry in the Department. The training on revenue matter may also be made compulsory in order to effectively perform in the Department.
- 3.3 The training in Control and Detail Survey by Global Positioning System and Total Station, Map updation using Mobile Mapping System, Disaster Management, Principles/Techniques of Urban Planning, Remote Sensing & GIS, Geo-informatics, Landscape Architecture, Housing and Community Planning, Urban Designing, Transport Planning, Rural Planning, Environmental Planning, Urban Engineering, Green Building Concepts/Green City, RTI Act-2005 be also made available for Technical Officers of the Department.
- 3.4 The training programme for above mentioned categories may be arranged at Haryana Institute of Public Administration, Haryana Space Application Centre, Hisar and as decided by the Department after approval of Competent Authority. The cool off period for officers will be minimum two years.
- 3.5 Opportunities for foreign training should be provided to the officers in view of his past performance in the working of the Department and the justification submitted by the officer for attending the training. The Government of India is also arranging the foreign trainings, as it has signed Memorandum of Understanding with Government of Singapore and Japan. In the past, the officers have been attending the said courses. The Department may permit as many officers as it can spare for attending such programmes but the cool off period should be minimum two years. The proposal for attending post graduate, short term courses in the reputed foreign university may be evaluated by way of the past performance of the officer and justification submitted by the said officer. In a year, Department will allow one long term course, one mid-term course, three-four short term courses & as many capsule courses.

- 3.6 All notices/circulars related to domestic/foreign training will be hosted on the website of the Department so as to invite the name of willing officers for attending training programme.
- 3.7 The domestic as well as foreign training period may range from a day to maximum six weeks. However, this duration may be relaxed by the Competent Authority by recording the reasons thereof. The Department will make budget provision towards the training including travelling allowance after seeking approval of the Competent Authority. Meanwhile, the expenditure may be incurred from IDC fund and administrative charges of labour cess.
- 3.8 The training feedback is necessary and therefore, the training programmes are to be evaluated in a scientific manner at the end of programme. The concerned officer after attending the training will submit the Critical Appraisal Report in duplicate, indicating all training parameters which he/she learnt and will also indicate the spheres of the Department, where it can be implemented giving the policy guidelines. One copy of Critical Appraisal Report shall be made part of the service record. Fresh appointees of the Department are exempted from indicating the spheres of the Department where training can be implemented.

Sd/-
(T.L.Satyaprakash, I.A.S.)
Special Secretary,
Town & Country Planning,
Department, Haryana,

Endst No.PF/108/2018/5/7/2018-2TCP

Dated 25.01.2018

A copy is forwarded to the followings for information and necessary action:-

- i) The Chief Town Planner (IT&M).
- ii) The Chief Coordinator Planner (NCR).
- iii) The Chief Town Planner, Haryana.
- iii) Joint Director, Town & Country Planning, Department.
- iv) Chief Accounts Officer (HQ) O/o D.T.C.P.
- v) Project Manager (IT) with the direction to host this policy on the Website of the Department.

Sd/-
Superintendent
For: Principal Secretary to Government Haryana
Town & Country Planning,
Department, Haryana.