

## ANNEXURE-G

### **Punjab Urban Planning and Development Authority (Committees and Conduct of Business), Regulation, 1996.**

#### **REGULATIONS**

No. Admn/1-EA-3/96-21021.- In exercise of the powers conferred by Section 182 of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No. 11 of 1995), the Punjab Urban and Development Authority hereby makes the following regulations, namely: -

- 1. Short title and commencement:** - (1) These regulations may be called the Punjab Urban Planning and Development Authority (Committees and Conduct of Business), Regulation, 1996.  
(2) They shall come into force at once.
- 2. Definitions:** - In these regulations, unless the context otherwise requires, -
  - (a) 'Act' means the Punjab Regional and Town Planning and Development Act, 1995;
  - (b) 'Authority' means the Punjab Urban Planning and Development Authority;
  - (c) 'Chairman' means the Chairman of the Authority;
  - (d) 'Chief Administrator' means the Chief Administrator of the Authority;
  - (e) 'Section' means the section of the Act; and
  - (f) 'Vice Chairman' means the Vice Chairman of the Authority.
- 3. Time and place of meeting:** - (1) The Authority shall meet for transaction of business at least once in every three months at such date, time and place as may, from time to time, be fixed by the Chief Administrator with the approval of the Chairman.  
(2) The meeting of the Authority shall ordinarily be held at headquarters of the Authority.
- 4. Power to adjourn meeting:** - The Presiding Officer may, if he thinks it necessary or expedient and shall, if so directed by majority of the members present, adjourn the meeting of the Authority but no business shall be transacted at the adjourned meeting other than the business left unfinished at the meeting which had been adjourned.
- 5. Notice for meeting:** - (1) At least seven day notice in writing of a meeting of the Authority shall be given to each member and copy of the agenda for the meeting and a brief note, if any, on each item of the agenda shall also be sent to the member either with the notice or as soon thereafter as possible, but at least three days before the meeting: Provided that an emergent meeting of the Authority may be called at a shorter notice.
- 6. Matters to be decided by the Authority:** - The Authority shall consider and decide: -

- (a) all matters required to be considered by the Authority under any provisions of the Act and the rules and regulations made thereunder or under any other law for the time being in force or under any direction of the State Government.
- (b) any other matter specially required by the chairman to be paid before the Authority in view of its importance.

**7. Record of minutes:** - (1) The minutes of the meeting of the Authority shall be recorded in writing in a book maintained for the purpose which shall be retained in the custody of an officer of the Authority nominated by the Chief Administrator, and shall be signed by the Presiding Officer and the Chief Administrator and thereafter shall be circulated by the Chief Administrator as soon as possible after the meeting for the information of the member and shall be placed before the next meeting of the Authority for information.

**8. Appointment of committee:** - For the purpose of securing efficient discharge of its functions, particularly for the purpose of ensuring of the efficient maintenance of Public amenities and execution of development works and project, there shall be following committees of the Authority, namely: -

**(1) Finance & Accounts Committee:**

(1) The Finance & Accounts Committee shall consist of

- 1/ Minister incharge Housing & Urban Development Chairman  
Punjab.
- 2/ Deputy Minister Housing & Urban Development Member  
Punjab.
- 3/ Secretary to Govt. of Punjab Member  
Deptt. of Housing & Urban Development.
- 4/ Secretary to Govt. Punjab Member  
Department of Finance.
- 5/ Chief Administrator, Punjab Urban Member/Convener  
Planning and Development Authority.

(ii) The Finance and Accounts Committee shall discharge the following function, namely:

- a/ Scrutiny of budget proposals and annual statements of accounts including balance sheet and to make recommendations thereupon before the same are presented to the Authority for approval.
- b/ Determining priced / policies for disposal of land/ plots/houses.
- c/ Allotment of land to various institutions which may be specifically indicted in accordance with policy decision of PUDA.
- d/ Discharge any other function which authority may specifically assign.

**(2) Planning & Design Committee.**

The Planning & Design Committee shall consist of : -

1. Secretary to Govt. Punjab  
Housing & Urban Dev. Department. Chairman
  2. Secretary to Govt. Punjab  
Deptt. of Local Govt. Member
  3. Chief Administrator, PUDA. Member/Convener
  4. Chief Town Planner, Punjab. Member
  5. Chief Architect, Punjab Special Invitee.
- (ii) The Planning & Design Committee shall discharge the following functions, namely:
- a/ Scrutinise proposals for declaring planning areas and preparations of the Regional Plans, Master Plans and Town Development Schemes under the Act and the rules and regulations made there under to be recommended to the PUDA Board for necessary approval.
  - b/ Scrutiny of layout plans for Sectors and Sub Sectors.
  - c/ Discharge any other function which Authority may specifically assign.

**(3) Project Approval Committee:**

The project approval committee shall consist of : -

1. Minister incharge Housing & Urban  
Development Punjab. Chairman
  2. Deputy Minister Housing & Urban Development  
Department Punjab. Member
  3. Secretary to Govt. Punjab  
Deptt. of Housing & Urban Dev. Member
  4. Secretary to Govt. Punjab.  
Deptt. of Environment. Member
  5. Secretary to Govt. Punjab  
Deptt. of Industries. Member
  6. Chief Administrator, PUDA Member/Convener.
- (ii) The Project Approval Committee shall discharge the following functions, namely:
- a/ To approve the selection of Urban Estates, development of areas and new townships.
  - b/ To approve housing projects and others projects for development of land in Urban Estates, Development of areas and new townships and other Urban Development Programmes.
  - c/ Selection of Public/Private sector collaborators.
  - d/ Discharge any other functions which the Authority may specially assign to it from time to time.

This issues with the approval of Authority vide Item No. 3.08.

These Regulations substitute regulation issued vide No. Admn-EA-3/95/19682 dated 23.11.1995 & No. 20866-926 dated 31.11.1995.

Dated, Chandigarh  
4.6.1996

RAVNEET KAUR, IAS  
Chief Administrator.

Endst. No. PUDA-Admn-EA-3/96/21022-92

Dated 6.6.1996

A copy of the above is forwarded to the following for information and necessary action:-

- 1/ Chief Administrator, PUDA, Chandigarh.
- 2/ Addl. Chief Administrator, PUDA, Mohali, Patiala & Chandigarh.
- 3/ Chief Accounts Officer, PUDA, Chandigarh.
- 4/ Chief Engineer, PUDA, Chandigarh.
- 5/ All S.E's / D.E's/D.T.P, PUDA, Chandigarh.
- 6/ All General Managers, PUDA, Chandigarh.
- 7/ Sr. Architect, PUDA, Chandigarh.
- 8/ All Administrator, Estate Officer, PUDA.
- 9/ All Branches in Head Office, PUDA.

Sd/-

Administrative Officer  
For Chief Administrator.

Endst. No. PUDA-Admn-EA-3/96/21022-92

Dated 6.6.1996

A copy of the above is forwarded to the following for information and necessary action:-

1. Secretary to Govt., Punjab Department of Housing & Urban Development.
2. Addl. Legal Remembrance PUDA, Chandigarh.
3. Special Secretary to Minister Housing & Urban Development Department Punjab.
4. Private Secretary to Dy. Minister Housing & Urban Development Punjab.

Sd/-

Administrative Officer  
For Chief Administrator.

Endst. No. PUDA-Admn-EA-3/96/21022-92

Dated 6.6.1996

A copy of the above is forwarded to the following:-

1. Secretary to Government Punjab Department of Finance.
2. Secretary to Government Punjab Department of Local Govt.

3. Secretary to Government Punjab Department of Environment.
4. Secretary to Government Punjab Department of Industries.
5. Chief Town Planner, Punjab Chandigarh.
6. Chief Architect, Punjab, Chandigarh.

Sd/-

Administrative Officer

For Chief Administrator.

C.C: - ES/Vice Chairman, PUDA, Chandigarh.  
ES/ Chief Administrator, PUDA, Chandigarh.