

1. Background:

The Transparency plan of CIDCO entails that the business processes in the Corporation are internally streamlined and aligned on digital platform in a manner where the citizens are benefited by hassle free and time efficient transactions.

2. Brief of Planning Department

Planning Department is the Core Department of CIDCO which plays an important role of conceptualization, policy making and preparation of various kinds of plans and implementation of the plan formulation as per DCR.

3. Organizational set up

The Organizational set up of the Department is enclosed as Annexure-I.

4. Administrative set up

Administrative set up of the Planning Department is enclosed as Annexure-II.

5. Main Functions of Planning Department:

The main function of Planning Department is planning of the project area and regulating development. Further follow up actions with various departments for execution and marketing of these plans are also done.

The layouts are finalized as per the permissible land use within the zones decided by planning department. It has the right to modify the internal layout of the specified land as per the Development Plan and GDCRs and approved policy of CIDCO. The plot area is confirmed indicating dimensions of the plot, access/frontage roads.

The Planning Department consists of six sub departments :

- i. **Planning North:** The work jurisdiction of this department includes planning and disposal of lands in northern areas of Navi Mumbai from Airoli to Belapur. The Planning authority for this area is NMMC and CIDCO 's role is that of a lessor.
- ii. **Planning South:** The work jurisdiction of this department includes planning and disposal of lands in the Southern nodes of Navi Mumbai from Kharghar, Ulwe, Kamothe, Kalamboli, etc nodes. Recently, Panvel City Municipal Corporation has been formed. The Planning Department has prepared the Development Plan for Navi Mumbai. Further, the detailing of Development Plan into nodal plans and sector plans is done by

Planning Department. These nodal plans and sector plans are within the framework of Navi Mumbai

- iii. **Planning Airport & Rehabilitation :** The work jurisdiction of this department includes layout preparation for special land compensation schemes for PAPs. These scheme presently include 12.5% scheme, 22.5% scheme, Airport R&R and Urban Renewal Scheme (Garjepoti) in Navi Mumbai.
- iv. **Planning DP:** The work jurisdiction of this department is modifications of DP/GDCRs of Navi Mumbai, This department integrates Planning data with other dept. data on GIS platform. It gives building permission through COPAS through the TPO for Navi Mumbai.
- v. **Planning Special Projects :** This department looks after special projects involving urban design inputs and aesthetics.
- vi. **Building Permission:** Issuance of permissions, control of development in accordance with the provisions of the MR&TP Act and GDCRs.

6. Major and minor processes in Planning Dept.

1. Layout preparation and execution (Nodal, R&R, 12.5 % & 22.5% Scheme Plots).
2. Preparation of Confirmation /Reconfirmation and Marketing plans
3. Modification to Development Plan/ GDCR of Navi Mumbai
4. Processing of requests for modification of Layout
5. Processing of requests for change of Land use/ Grant of additional FSI
6. Grant of Balance FSI
7. Processing of requests received for amalgamation or subdivision
8. Processing of ZCS (Zone Confirmation Statement) and NOC for NA
9. Redevelopment of CIDCO constructed housing schemes
10. Grant of additional FSI for Urban Renewal - Garjepoti Scheme
11. Work flow of the officers.

1. Major Process :

Layout preparation and execution (Nodal, Rehabilitation & Resettlement of 12.5% and 22.5% scheme plots)

This process involves identification of planning projects, preparation of nodal and sector plans and layout plans. This process is owned by HOD Planning. DOP & Financial Power has been assigned please refer annexure

Sr. No	Process/ Activity	Department	Formats Required	Time Lines
1	Request of survey, and land acquisition process	Land & survey	Proposal File Auto Ca d Dwg (no scale specified)	15 days
2	Lands department does the survey and process for acquisition to planning dept. Also forwards entitlement data for 12.5% and 22.5% plot/s	Land & survey	Block plan for survey, superim-position of village map on nodal plan	
3	Identification of land for projects (Nodal Plot/s / 12.5% /22.5% scheme)	Planning	Survey plan, Acquisition status	1 month
4	Preparation of preliminary layout and forwarding to Engineering, Transport for requested inputs	Planning	Auto Cad Dwg (no scale specified)	
5	Inputs on preliminary layout	Engineering, Transport	File noting, Letter, drawing	
6	Revision of layout as per inputs received	Planning	Auto Cad Dwg (no scale specified)	15 days
7	Approval of layout	CP/ MD/ Board	Auto Cad Dwg (no scale specified), File noting,	
8	a. Forward approved layout for execution to Engineering for as built dwgs. (In case of 12.5% or 22.5% scheme plot/s the approved layout is sent for draw/ Lottery for publishing on CIDOC website to IT & PRO) b. For modification/ or if differed by Board follow step 12 & 13	Planning	Auto Cad Dwg (no scale specified),	3 days
9	Layout execution and submission of as built dwgs.	Engg.	As built dwgs.	
10	Receipt of as built dwgs. From engg dept.	Planning	As built dwgs. Auto Cad Dwg (no scale specified),	7 Days
11	Final updation of layout and forward to land, Engg, Transport depts. for information	Planning	Auto Cad Dwg (no scale specified),	

Post finalization of layout, if there is any modification in carved out plots for shape or size, following process will be followed :-

Sr.No	Process/Activity	Department	Formats Required	Time Lines
12	Receipt of request for modification of plots for shape or size from Lands and survey section, Modification of final layout as per As built drawing / Agreement Dwg	Planning	File noting, Auto Cad Dwg (no scale specified),	15 days
13	Approval of modified layout from CP/MD/Board and proceed to step 9 onwards if approved	Planning	File noting, Auto Cad Dwg (no scale specified)	

2. Minor Process:

Preparation of Confirmation/ Reconfirmation and Marketing plans

Department concerned demands for marketing of plots to meet the budget for each year. For this they required confirmation and marketing plans. Similarly the plots earmarked for various utilities, services needs to be demarcated and confirmed. Planning dept confirms the plot/s with dimension, size and shape and a marketing dwgs for tender booklet are prepared in a specified format and forward to department concerned. This process is owned by HOS Planning (N/S/SS/JNPTIA). DOP & Financial Power has been assigned please refer annexure

Sr. No	Process/Activity	Department	Formats Required	Time Lines
1	Request for confirmation/ marketing of plot/s for specific use or utilities/services to Planning	Engineering /Marketing/ M(RHB)/ CSSO/CHO Transportation		
2	Demarcation of plots	Survey Department	Plot Demarcation, Auto Cad Dwg not to scale	

3	Receipt of Demarcation	Survey Department	Plot Demarcation Auto Cad Dwg not to scale	
4	Confirmation of plot/s and forwarding it to department concerned (Engineering/Marketing/CSSO/CHO/Transportation/MTS/BP/CCUC/Architecture/M(RHB)) with copy for info. to lands section.	Planning	Plot Confirmation, Auto Cad Dwg not to scale	15 days
5	Preparation of marketing drawings & forwarding it to department concerned (Marketing/CSSO/CHO/M(RHB))	Planning	Plot Marketing Auto Cad Dwg not to scale	7 days
6	Preparation of Agreement drawings by surveyors attached to planning section to be enclosed with As-built and while giving possession of plot/s	Survey Department	As-built drawings Auto Cad Dwg not to scale	
7	If any variation/s observed at the time of giving possession, it is intimated	Planning	Letter, Plot Demarcation	
8	Such specific Plot/s are reconfirmed and again forwarded to department concerned. (Engineering/Marketing/Social Service/Health/Transportation/MTS/BP	Planning	Plot Re-confirmation, Auto Cad Dwg not to scale	15 days

	/CCUC/Architecture/M(RHB) with copy to Lands and survey sept.			
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3. Major Process:

Modification to Development Plan/ GDCR of Navi Mumbai

This is the process followed for the modification to sanctioned Development Plan/ Development Control Regulations and process thereof, as per MR&TP Act, 1966. This process is owned by HOS Planning, DP. DOP & Financial Power has been assigned please refer annexure.

Sr. No	Process/Activity	Department	Formats Required	Time Line
1	Preparation of modification of proposal to DP/GDCR either in-house or on receipt of government directives / public representation.	Planning	Govt. directives/GR/GO	15 Days
2	Preparation of the Board note for approval of MD	Planning	Draft Board note in file	7 Days
3	If dis-approved file is closed and if approved proposal is submitted to the Board for final approval, formation of planning committee etc.	MD / Board	Resolution	1 Month
4	Receipt of the Board Resolution	Planning		10 Days
5	Preparation of notice for inviting suggestions/Objections as per 37(1) of MR&TP Act 1966, forwarding for publication	Planning	Notice for suggestions/ objections	
6	Publishing notice in Maharashtra Govt. Gazette, local newspapers and posting on CIDCO website to PRO	PRO	Notice for suggestions/ objections	15 Days

7	Receiving of suggestions /objections	Planning	Letter	1 month (statutory)
8	Intimation to the applicant(s) informing the time , date & venue of the hearing	Planning	Intimation letter	15 days
9	Hearing of suggestions /objections and submit report	Planning committee	Planning Committee Report	1 Month
10	Submission of planning committee report for information to board	Planning	Planning Committee Report	15 Days
11	Approval of the Planning committee report for submission to the govt.	CIDCO Board	Planning Committee Report	
12	Submission of the proposal and the planning Committee Report to Govt. for approval	Planning	Planning Committee Report	7 Days
13	Government Resolution	Government	Notification	

- Timelines mentioned are working days

4. *Minor Process:*

Processing of requests for Modification of Layout

This Process is initiated when the request for modification of Layout is received. The proposal is scrutinized and sanctioned by the committee. The process is owned by HOS Planning (N/S/SS/JNPTIA). DOP & Financial Power has been assigned please refer annexure

As is					To be	
Sr. No.	Process/Activity	Department	Formats Required	Time Lines	Process/Activity	Time Lines
1	Request regarding modification of layout to planning dept.	Govt./Estate/ Engg/ SSO/Health Officer/ Transportation	File Noting		As is	
2	Examination of the request	Planning	File Noting	15 days	Checklist for modification of layout for standardization of approval and publish on intranet & in public domain	3 Days
3	Proposal is put up for modification of Layout for Land use change Committee for suitable decision	Planning	File noting		As is	
4	Approval/ refusal by the committee	Land use change Committee	File noting		As is	
5	Forward the decision of the Land use change Committee to dept. Concerned	Planning	File noting	3 days	As is	1 Day

5. Minor Process:

Processing of requests for Change of Landuse/ Grant of additional FSI

This Process is initiated when the request for change of Land use is received for allotted or new plot. The proposal is scrutinized and sanctioned by the committee. The process is owned by HOS Planning (N/S/SS/JNPTIA).

Sr. No.	Process/Activity	Department	Formats Required	Time Lines
1	a. Allotted plots: Request regarding change of Landuse/ grant of Additional FSI for all SF to planning dept.	Estate	File Noting	

	b. New/ un-allotted Plots: Request regarding change of Land use	Govt. / Engg/ SSO/Health Officer/ Transportation		
2	Examination of the request	Planning	File Noting	15 days
3	Proposal is put up to Land use change Committee for suitable decision	Planning	File noting	
4	Approval/ refusal by the committee	Land use change Committee	File noting	
5	Forward the decision of the Land use change Committee to dept. concern	Planning	File noting	3 days

Reforms Proposed:

1. Checklist for standardization of approval and publish on intranet & in public domain.
2. It is proposed to have a structured committee as under:
 Land use change/ Grant additional FSI committee:
 Chairman: JMD,
 Members: CP, CE (concerned), CGM (T&A),
 Member secretary: ACP (concerned),

6. Minor Process:

Grant of Balance FSI

There are three types of FSI residual, balance, additional. As part of BPR the processes has been decentralized. Residual FSI will be dealt by Estate dept. as per the policy decision. In case of balance FSI the processes is given below and incase of additional FSI it will be processes under change of Land use (processes no. 5)

Definations:

Residual FSI: Residual FSI is FSI of free component building features not availed till date.

Balance FSI: It is the FSI which is not consumed in a given plot post occupancy or completion of the structure(s) within the plot.

Additional FSI:

Additional FSI is FSI which is above the normal maximum permissible FSI of Land use and is grantable on payment of premium if applicable.

The Process of grant of balance FSI is initiated when the request for balance FSI is received by the planning department with respect to CIDCO constructed condominium where redevelopment is not proposed. This process is owned by HOS Planning (N/S/SS/JNPTIA).

The balance FSI proposal incase of plots, will be process by Estate. Incase CIDCO built condominium where redevelopment is processed, Redevelopment cell shall processes

Sr No	Process/ Activity	Departm ent	Formats Required	Time lines	Time Lines
1	Request regarding balance FSI*	Estate	File Noting		
2	Examination of the request	Planning		15 Days	7 Days
3	Approved proposal is forwarded to Estate dept.	Planning	File noting	3 Days	

7. Minor Process:

Processing of requests received for amalgamation or subdivision

This Process is initiated when request for amalgamation or sub divisions by Planning Department. As per GDCRs the possibility of amalgamation or subdivision is verified from planning point of view and forwarded to Estate for issuing of NOC to the applicant. This process is owned by HOS Planning (N/S/SS/JNPTIA).

Sr. No	Process/Activity	Department	Formats Required	Time lines
1	Request regarding, amalgamation or subdivision from Estate section	Estate	File Noting	
2	Examination of the request	Planning	File Noting, AutoCAD Plans	15 Days
3	Approval/ refusal of the request is forwarded to Estate Dept.	Planning	File Noting	3 Days

8. Minor Process:

Processing of ZCS (Zone Confirmation Statement) NOC for NA

In this process as per applicant's request planning department issues 'Zone Confirmation Statement' to applicant based on draft/sanctioned development plan. This process is owned by HOS Planning (DP). DOP & Financial Power has been assigned please refer annexure

Sr. No	Process/Activity	Department	Formats Required	Time Line
1	Receipt of Application along with required documents.	Planning	Application Form, Document Checklist	
2	Scrutiny of Application and verification of Records	Planning	Checklist	7 days
3	Process the ZCS for approval	Planning	Zone confirmation statement	5 day
4	Approval to ZCS	Planning	Zone confirmation statement	
5	Issuing of payment slip to Applicant	Planning	payment slip	1day
6	Payment received	Accounts	payment slip	
7	Applicant to submit Payment slip to planning department	Applicant	payment slip	
8	Issuing ZCS to applicant	Planning		

9. Major Process:

Redevelopment of CIDCO constructed housing schemes

Policy for grant of additional FSI is under consideration with Govt. for CIDCO constructed dilapidated housing for south of Navi Mumbai. This is **to be processed** for grant of additional FSI which will followed after Govts. approval

It is proposed to have a dedicated cell for redevelopment. This cell will comprise officers from Estate, Planning, Building Permission and Engineering departments. This process is owned by redevelopment cell.

To be				
Sr. No	Process/Activity	Department	Formats Required	Time line
1	Examination of the form A submitted by the society or AOA. If building/group of buildings is more than 30 yrs. old, the applicant is proceeds to step 3 onwards. Otherwise this process prevails	Redevelopment Cell	Application form A and Checklist	7 days
2	Verification of Structural Audit Report	CIDCO Committee (Jt.MD,CP,CE,Dy . Director of Town Planning, Konkan Div., CE,(NMMC)	Report	15 days
2a	Emergency step -if the building is found unsafe, a letter informing urgent evacuation to the society to be issued	Redevelopment Cell	Legal Notice	3 days
3	Letter of intent	Redevelopment Cell	Letter of intent	3 days
4	Examination of form B -Society to submit the details about architect and developer	Redevelopment Cell	Form B	7 days
5	In case of any legal issues, forward the file to Legal Department for resolution and after receiving its inputs proceed further based on its advice.	Law department	File noting	
6	Verification of form C submitted by society /AOA	Redevelopment Cell	Form C	15 days
6a	Scrutiny of revised Drawings	Redevelopment Cell	Auto Cad Drawing	7 days
7	Scrutiny of final proposal submitted	Redevelopment Cell	Auto Cad Drawing	7 days
8	Issuing of modified tripartite agreement: • Lease agreement between individual tenement holder and developer for remaining years as	Redevelopment Cell	Lease Agreement	7 days

	per NBDLR 2008 • Tripartite Agreement between CIDCO, Society & Developer (for FSI only)			
9	Forceful evacuation- non cooperative members will be evacuated forcefully	Redevelopment Cell	Legal Notice	3 days
10	Issue commencement Certificate	Redevelopment Cell	Auto Cad dwg.	7 days
11	Supervision at site for quality assurance	Redevelopment Cell	Report	Periodic ally
12	Issue Occupancy Certificate	Redevelopment Cell	Auto Cad dwg.	7 days

Policy for grant of additional FSI is under consideration with Govt. for CIDCO area only, After the approval this process will be followed

10. Major Process:

Grant of additional FSI for Urban Renewal - Garjepoti Scheme

The Urban Renewal Scheme is prepared for the purpose of comprehensive planned redevelopment in and around gaothan area in Navi Mumbai under the jurisdiction of CIDCO. The PAPs who have constructed structures around Gaothan out of need before 31/12 /2012 area eligible for this scheme. This process is owned by HOS Planning (Special Scheme).

To be				
Sr. No.	Process/Activity	Department	Formats Required	Time Line
1	Delineation of project boundary	Committee (CIDCO & NMMC)	Auto Cad dwg. 1:4000/2000 scale	1 month
2	Publication of Final boundary forwarded by Planning approved by committee	PRO	Pdf dwg 1:4000/2000 scale	
3	Applicants from Gaothan form society & apply for Garjepoti scheme to Garjepoti Cell (follow step 5,6,9a)	Applicant	Form , Letter	
4	Preparation of draft layout plan as per notification within delineated boundary for Urban renewal scheme	Planning	Auto Cad dwg. 1:4000/2000 scale	1 month

5	Lands & survey department to do survey. (Structure footprint area, use of the structure, owner of structure ,existing social and physical infrastructure	Land and survey	Auto Cad dwg. 1:4000/2000 scale in GPS coordinates	
6	As per survey report scrutiny of all the documents for eligibility of structure to be decided	Lands & Planning	Checklist for scrutiny	15 days
7	Publication of draft plan	PRO	Auto Cad dwg. 1:4000/2000 scale	
8	Application from individual for redevelopment under URS	Applicant		
9	As per eligibility, issue Eligibility Certificate to PAP	Planning	Certificate format	15 days
9a	If step 3 then Eligibility Certificate will be issued to the Society formed by PAPs as per conceptual plan prepared by CIDCO/NMMC.	Lands	Certificate format	15 days
10	Application from society (formed by PAPs who have received eligibility certificate) for redevelopment under URS	Society application	Form, Letter	
11	Scrutiny of the application to finalize area entitlement of the society and individual PAP along with cluster plot	Planning		30 days
12	Letter of Intent to society for Cluster plot	Lands		15 days
13	Agreement with society for cluster plot	Estate		7 days
14	Agreement with individual PAP	Estate		7 days

- Timelines mentioned are working days

11. Work flow of the officers

Delegation of Power for Planning Department		
Sr. No.	Designation	Delegation of Power for layout preparation/ modification
1	Sr. D'man /D'man/ Asst. D'man	Drafting of Nodal/Sectoral/ layout plans and updation
		Drafting of demarcation/ confirmation/ reconfirmation & marketing plans
		Compilation of data & filing, retrieving and upkeep of data/documents/drawings etc
		Verification of data/drawings as per checklist
		Checking earlier records & preparation of drawing as may be assigned from time to time
		Site visits as may be required/directed
2	Jr. Planner/ Sel. Gr. D'man	Drafting/verification of Nodal/Sectoral/ layout plans and updation
		Drafting/verification of demarcation/ confirmation/ reconfirmation & marketing plans
		Site visits as may be required/directed
		Drafting of New layouts as per planning principles/guidelines
		Preparation of Land use table
3	Dy. Planner	Preparation of New layouts as per planning principles/guidelines
		Examination of the areas in confirmation and checking confirmation & marketing plans as per formats
		Verification as per checklist for modification of Layout/change of Land use, amalgamation or subdivision, for additional / balance / residual FSI & put up proposal file from planning point of view, examining of existing mangroves and CRZ @ plot level
		Preparation of Zone Confirmation Statement checking of cadastral data overlaid on prevailing NMDP, draft reply for RTI, LAQ and public Redressal.
		Preparation of Draft Project Report
		Site inspection as and when required/directed and submission of site inspection reports
		Preparation and verification of Land use statements, Plot wise data updation, Nodal/ Sectoral/layout Plan updation time to time
		Checking land acquisition status

4	Associate Planner	Examining land for acquisition, in the assigned area of work
		Getting inputs from department concerned for assigning areas and putting up for processing
		Site inspection as and when required/directed and submission of site inspection reports
		Verification of Nodal/Sectoral/layout plans, Land use statements, Plot wise data updation and certifying the same
		Checking of the areas in confirmation, marketing plan and submission to Sr. Planner
		Frame agreements and/or special development conditions for marketing plots or in general
		Initiation of proposal for appointment of various consultants
		Examination of file for modification of Layout/change of Land use, additional / balance / residual FSI, for amalgamation or subdivision and submitting for approval or any proposal file which requires planning inputs, verification of mangroves and CRZ @ plot, sector and city level
		Examining & Issuing Zone Confirmation Statement to the applicant, reply to RTI, LAQ and public redressal.
		Maintaining of court case records for filling, filing of affidavits as may be directed to do so
		Finalization of Draft Project Report, Land use calculation/ modification, Reconciliation of Social Facilities
		Approving CL/SL/EL application of (D'man/Deputy Planner) staff / officer working under Associate Planner
		Identification/ Recommendation of plots/ land for various purposes requested by marketing dept. for individuals/ institutes/ Govt. depts. etc.
5	Senior Planner	Conceptualization of the planning proposals including Land use categories
		Examination of layout plan for Nodal, Sectoral, Local level, special area Development*/ Housing.
		Approval of local area plans (upto 10 ha)
		Approval and issuance of Confirmation/reconfirmation and marketing plan & Approval of agreement and/ or special development conditions
		Initiating Agenda note for Modification to Development Plan/ GDCR of Navi Mumbai
		Put up file or modification of Layout/change of Land use additional / balance / residual FSI, before the committee for processing amalgamation or subdivision of plots, approval of verification of mangroves, wetland and CRZ @ plot, sector and city level
		Finalization of Project Report, Land use calculation/ modification, Reconciliation of Social Facilities, Project area implementation & Environment impact assessment study report, initiating draft policy.

		Approval to RTI reply , LAQ, govt. letters and public redressal.
		Filing of affidavits for court cases relating to planning dept. for CIDCO
		Financial power of Approving consultancy works Upto 2 lacs
		Assigning works within the section, Sanction of CL/SL/EL application Associate Planner
		Identification/ Recommendation of plots/ land for various purposes demanded by individuals/ institutes/ Govt. depts. etc.
6	Additional Chief Planner	Examination of layout plan for Nodal, Sectoral, special area Development/ Housing , including Land use categories
		Approval of Revisions/Modifications of Sector Boundaries & layout plan for Sector/local area (11 to 30ha)
		Approving/ modifying draft Agenda note for Modification to Development Plan/ GDCR of Navi Mumbai
		Review of files for modification of Layout/change of Land use or any such special case file
		Review and preparation of policy notes
		Review of affidavits for court cases relating to planning dept. for CIDCO
		Financial power of Approving of consultancy works Upto 5 lacs
		Overall administrative control of the section including transfers within the sections, Sanction of leave for CL/SL/EL application of Senior Planner
		Identification/ Recommendation/ Approval of plots/ land for various purposes requested by marketing dept. for individuals/ institutes/ Govt. depts. etc.
		To assign the specialize work to the officers' of appropriate level working in the section
		To process for approval of proposals of land use committee
7	Chief Planner	Examination and review of layout plan for new Nodal, special area Development/ Housing
		Approval of Revisions/Modifications made in Nodal Boundaries, existing Nodes
		Submission of all Agenda note for Board for Modification to Development Plan/ GDCR of Navi Mumbai
		Review and modify new/ old policies for approvals
		Submit the file for modification of Layout/change of Land use to Committee & taking action as per Land use change committees decision
		Review of affidavits for court cases relating to planning dept. for CIDCO
		Financial power of approving of consultancy work Upto 15 lacs

		Administrative: Sanction of leave for CL/SL/EL application of Additional Chief Planner, Transfer of planners within the Planning Department, to depute officers for seminars, conferences, workshops, training programmers
		Approval of plots/ land for various purposes requested by marketing dept. for individuals/ institutes/ Govt. depts. etc.
		To assign the specialize work to the officers' of appropriate level working in the section
<p>Note: 1) Supervision of work assigned to the staff shall be done by the officers' above level 2) CR of an officer/ staff will be written by one level above of officer or the reporting officer</p>		

12. Training to the officers

The Class- I and Class-II officers in the Planning Department shall be given training as per the Training Policy of CIDCO. This involves induction training at the time of joining, in service training – short term and long term to all the officers.

13. Membership of professional Association /Societies

Planners are expected to be members of professional bodies such as Institute of town Planners, India and keep their knowledge updated by participating in the activities carried out by the professional body.

