

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 Landuse 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 Landuse, 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 Landuse 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, Landuse 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 Landuse, 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, Landuse 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 Landuse 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 Landuse 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, Landuse 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 Landuse 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 Landuse 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 landuse 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 Landuse to Committee & taking action as per Landuse 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 programmes
		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

8	VC& MD	<p>Approval of plans for all New Nodal locations/ administrative boundaries, schemes for special area Development/Housing, approval to implement innovative ideas, projects etc.</p> <p>Approval of Agenda Note for Modification to Development Plan/ GDCR of Navi Mumbai putting up to BOARD</p> <p>Approval of affidavits for court cases relating to planning dept. for CIDCO</p> <p>To make suitable amendments to DOP, as may be submitted by ACP/ CP</p> <p>Policy approvals for putting up to CIDCO Board, approval to appoint consultants, commence on studies</p> <p>Sanction of leave for CL/SL/EL application of Chief Planner/ Additional Chief Planner</p>
<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>		