

SRINAGAR DEVELOPMENT AUTHORITY



INFORMATION HANDBOOK WITH RESPECT
TO SRINAGAR DEVELOPMENT AUTHORITY

INTRODUCTION

The objective of this handbook is to provide information to the intended users regarding different functions being delivered by the Srinagar Development Authority .

Chapter – 1

The Srinagar Development Authority was constituted under section 3 of Jammu and Kashmir Development Act, 1970, (enforced in the whole of the State w.e.f. 31st October 1970 by Notification S.R.O 518 dated 31-10-1970), the Local Area delineated vide SRO 43 dated 2nd February 1971 for the purpose of this Act formed the area of jurisdiction of the Authority. First Master Plan of the said Local area was approved by Government and notified vide SRO 754 dated 22nd November 1976.

The second Master Plan (2000 - 2021) was approved by Government vide Cabinet Decision No. 11/1 dated 16-01-2003 and notified vide SRO-28 dated 30th January 2003.

The Master Plan 2035 is a third statutory document, wherein Srinagar Metropolitan planning limits have been increased from 416 sq kms too 766 sq kms.

The Master Plan 2035 was approved by State Administrative Council(SAC) and subsequently notified Vide SRO 160 dated 07.03.2019

CITIZEN CHARTER

The objectives of the Authority is to promote and secure the development of the local area, according to plan and for that purpose the Authority has the power to acquire, hold, manage and dispose of land and other property, to carry out building, engineering and other operations, to execute works in connection with supply of water and electricity, disposal of sewerage and other services and amenities and generally to do anything necessary or expedient for purposes of such development and for purposes incidental thereto.

ADMINISTRATIVE SETUP

The present Administrative Setup of the Srinagar Development Authority with their Job Chart

Chairman

Principal Secretary to Government, H&UDD is the Chairman of the Board of members of SDA .

Vice Chairman

The **Vice Chairman** is the head of Department of the organization /Authority, who is assisted by the sub-heads of following Wings on the matters relating to their discipline:

Establishment/Administrative Wing :

The Administrative Section of the SDA is headed by the Secretary,SDA whose job is to look after the administrative/establishment matters of SDA.

Land Management Wing.

The wing is headed by Director, land Management and looks after land bank and assets of SDA including disposal of properties, Revenue Realization, Receipts, Recoveries and Evictions of SDA.

Law Section works under the Director, Land Management. Legal Department advises the Authority on legal issues and handles litigations by and against the Authority in various courts through its panel of Advocates.

Finance Wing.

Finance Wing is headed by FA/CAO. This wing looks after finance matters of SDA. Maintains Establishment of records. Preparation of budget proposals, Receipts and Expenditures.

Engineering Wing.

This wing is headed by Executive Engineer and looks after all works executed by the Authority.

Town planning Wing.

This Wing is headed by Senior town planner . This wing looks after Master Plan proposals, Planning and Architectural side. Preparation of zonal plans. Preparation of designs for projects envisaged by SDA. This Wing also issues building permissions for SDA owned colonies/local area.

Enforcement Wing:

This wing is headed by Dy. Director, Enforcement and looks after the encroachments and violations in local area of Srinagar Dev. Authority.

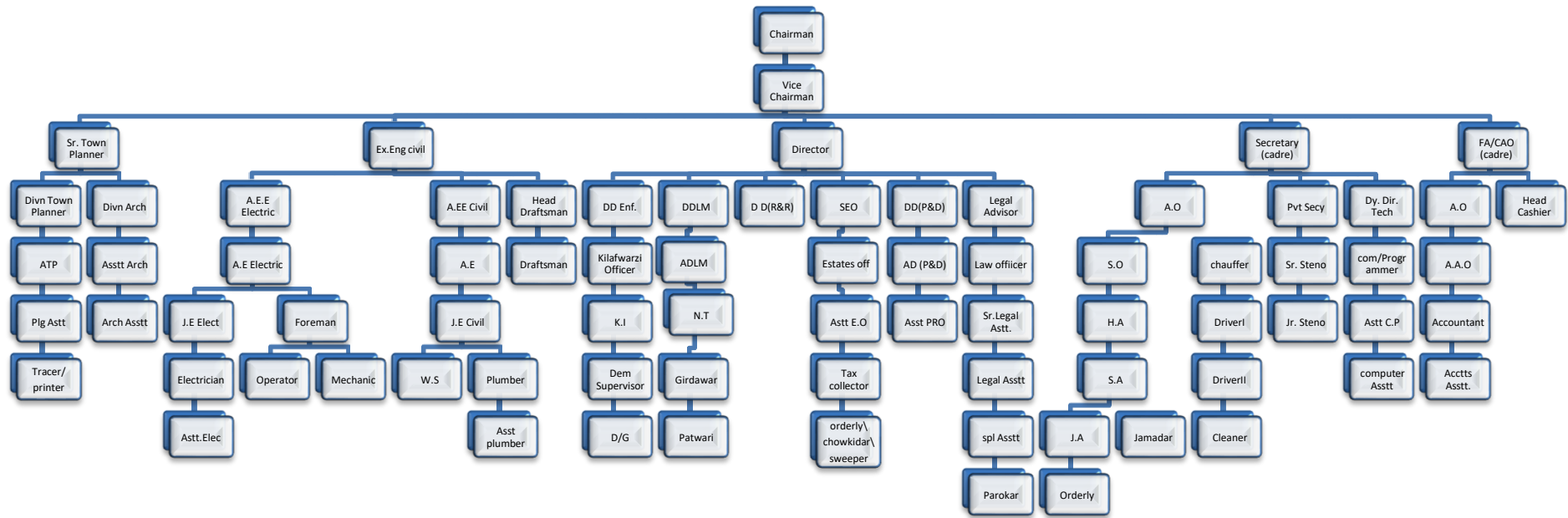
LEGAL Wing:-

There is a full-fledged Legal Section in the SDA, works under the control of Director, Land management which deals with The wing looks after all the legal issues of SDA in both High Court and Lower Courts.

I.T Wing:-

The wing looks after all the IT related works besides giving IT solutions to the Department in accordance to the latest technologies and also manages, monitors and updated the official website of SDA.

Organizational Chart of SDA



RTI DESIGNATED OFFICERS

1. First Appellate Authority (FAA)

Dr. Fayaz Ahmad Bbanday, KAS

Director Land Management,SDA

Office Phone No. 0194-2493191

Fax No. 0194-2493180

Cell No. 9906578093

Email: [srinagardevelopmentauthority\[@\] gmail.com](mailto:srinagardevelopmentauthority@gmail.com)

2. Public Information officer, SDA

Mr. Showkat Ahmad Mattoo

Dy. Director Land Management.

Office Phone No. : 0194-2490443

Fax No: 0194-2493180

Email: srinagardevelopmentauthority@gmail.com

Cell No :9419007319

The officers of the Srinagar Development Authority are available for public hearing on every working day between 2.00 to 4.00 p.m. Any person can approach the officers for redressal of grievances/enquire about the status of pending case, if any, in the Srinagar Development Authority.

OFFICE TIMINGS

In Summer the Office timings are:

Morning Hours of the office = 10.00 A.M

Closing Hours of the office = 4.30 P.M

In Winter the Office timings are:

Morning Hours of the office = 10.00 A.M

Closing Hours of the office = 4.30 P.M

Powers and Duties of Officers and Employees

1.	Vice Chairman	Administrative financial and Technical powers	To the extent exercisable by a Chief Engineer of the PWD major Head of Deptt
		To depute officers of SDA within and outside the J&K State, but (Within the country) in connection with official work.	
		To Sanction expenditure of Contingent nature debitale	Full powers within Budget limits
		<p>To sanction expenditure of visit of officers/experts called in Connection with affairs of SDA, with respect as indicated below.</p> <p>i) Actual to and for travel expenses.</p> <p>ii) Actual expenditure on Board, lodge and transportation during stay, commensurate with the status of the visiting functionary</p>	Full powers
2.	Secretary	To coordinate the activities of different wings of the SDA and get the orders of the Chairman/Vice Chairman on Policy Matters. The Administrative Section has to enter in to all correspondence outside offices, thus coordinates between different sub-ordinate wings of SDA and outside Offices. The Secretary prepares the Agenda for the Board Meetings , record the minutes of the Board meetings and issue the minutes of the meetings. Secretary monitors the implementations of the decisions taken in the Board meetings by the various wings of	

		the SDA. The sub-ordinate wings route all papers meant for orders of Vice Chairman through Establishment section of SDA. The All establishment matters like appointments, transfers, sanction of leaves, G.P.Fund and disciplinary action, if any is to be taken by the establishment Section. All policy matters/decisions are taken in consultation with Secretary,SDA	
2.	Director Land Management	To sign for and on behalf of SDA all lease deeds, rent deeds and other relevant documents, in connection with the Acquisition, management and disposable of moveable and immovable property of SDA subject to the specific decisions and directions from the Competent Authority. Besides, have the responsibilities of recovery of rentals and in case utilize the powers as Estates officer of the Authority.	Subject to specific decisions and directions passed from the Competent Authority/Board of Directors.
3.	Financial Advisor/CAO,	Drawing and disbursement powers	Drawing and disbursement powers
4.	Executive Engineer	Administrative, financial and Technical powers	To the extent exercisable by the Ex. Engineer of PWD (Class II Officers)
5.	Sr. Town Planner	Execution of Building Plans	Issuance of building permissions of SDA Colonies and other local area of SDA
6.	Dy. Director Enforcement	To Look after local area of SDA Srinagar.	Removal of illegal encroachments in SDA jurisdiction and stop violation of building norms thereof.

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

Different functions of the Department are discharged at various levels in accordance with the following Acts, Rules, Bye-laws and Manuals:-

1. THE JAMMU AND KASHMIR DEVELOPMENT ACT, 1970 ACT NO. XIX OF 1970.
2. The JAMMU AND KASHMIR RULES 1976.
3. The Jammu and Kashmir State Town Planning Act, 1963. Act No. XX of 1963.
4. The Jammu and Kashmir Building Operations Controlling Authority Act, 1988.
5. Notification: The J&K Building Operations Controlling Authority , Vice Chairman, SDA (Notification No. SDA/STP/BOCA of 2008 Dt; 20-06-2008)

Board Members

1.	Principal Secretary to Government, Housing & Urban Development Department	Chairman
2.	Administrative Secretary, Finance Department	Member
3.	Administrative Secretary, Planning Dev and Monitoring Department.	Member
4.	Administrative Secretary, Revenue Department	Member
5.	Divisional Commissioner, Kashmir	Member
6.	Deputy Commissioner, Srinagar	Member
7.	Vice Chairman Srinagar Development Authority	Member Secretary
8.	Commissioner, Srinagar Municipal Corporation	Member
9.	Chief Architect	Member
10.	Chief Town Planner, Kashmir	Member
11.	Chief Engineer (R&B), Kashmir	Member

Telephone Directory of officers of SDA

Name	Designation	Phone(office)	Mobile No.
Dr. Bashir Ahmad Lone,KAS	Vice Chairman	0194-2493191	
Mr. Fayaz Ahmad Banday	Director, Land Management	0194-2490443	9906578093
Mrs.FarzanaNaqashbandi	Senior Town Planner	0194-2492941	9419553470
Abdul Salam Kumar	Financial Advisor	0194-2493199	
Ms. Mantasha Bint Rashid	Secretary	0194-2493122	9419445357
Mr.Showkat Ahmed Mattoo	Dy. Land Management		9419007319
Mr.Khawaja Abdul Aziz	Dy. Director Enforcement		9419407798
Mr.Javad Hassan Qadri	Executive Engineer	0194-2493199	9419095058
Mr. Syed Tauqueer Showkat	Sr. Estates Officer		9596445544
Mrs.Bilkees jeelani	Divisional Town Planner		9906469473
Mr.Shabir Ahmed Lone	A.E.E		9419011143

Mr.Zahid Hussian Bhat	A.E.E		9419424870
Mr.Riyaz Qaiser Koul	A.E.E		9906819254
Mr.Umran Rashid	A.E		9596418184
Mr.Basharat Rasool	A.E		9419011178
Mr.Muneer Ahmed Mir	Enforcement Officer		9419002119
Mr.ZulfikarHussian	Law Officer		9419010780
Mr. Wahid Hussian	A.T.P		9906699778
Mrs.ShaiqaQadri	Pvt. Secretary		9596187286
Mr.Mushtaq Ahmed	Head Cashier		9906462337

