Proactive Disclosure of Information

(Under Section 4(1) (b) of the Right to Information Act – 2005)

Office of the Directorate of Town and Country Planning,
E & C Market Road, 2nd, 3rd, and 4th floor,
CMDA Building, Koyambedu,
Chennai – 600 107.

Phone : (044) 2958 5161; 2958 5229; 2958 5247

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Right To Information Act 2005, Sec 4(1) (b)

1. The particulars of the Town and Country Planning functions and duties.

The existing Town and Country Planning Act, 1920 was repealed by Town & Country Planning Act (T&CP Act), 1971. The Directorate of Town & Country Planning (DTCP) headed by the Director is functioning under the Tamil Nadu T&CP Act, 1971. It functions under the Housing & Urban Development Department (H&UD) of the Secretariat.

Jurisdiction

The department has its jurisdiction over the entire Tamil Nadu except Chennai Metropolitan Development Authority (CMDA) area.

Aims / goals of the Directorate

To provide effective development plans with adequate infrastructure facilities for a conducive living environment required for the society. This s achieved by integrating the physical, economic as well as social planning for the diverse condition viz., physiography, pattern or urbanization, traditional practices, socio economic qualities etc., prevalent in different part of towns and villages.

i. To achieve socio – economic development of the state through systematic development and regulation of growth urban and rural areas of the State through Master Plans / New Town Development Plans and Detailed Development Plans.
ii. To arrest the rural migration to cities and towns by rural – urban integration through Regional Plans.
iii. To preserve the historical, heritage and tourism important places in the state.
iv. To protect environmentally and ecologically sensitive areas of the state.

Mission

i. To prepare regional plans for the state for efficient management of land.
ii. To prepare master plans for urban areas for sustainable growth of urban areas.
iii. To review existing master plans to cater the present land use requirements of the public.
iv. To prepare detailed development plans for an oriented urban growth.
v. To utilise infrastructure and amenities fund to improve and strengthen basic amenities in urban areas.

Functions

i. To notify regional planning area, local planning area, new town development area and detailed development plan area.
ii. To constitute regional planning authorities, local planning authorities, new town development authorities and urban development authorities.
iii. To prepare regional plan, master plan, new town development plan and detailed development plan.

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iv. To approve layouts and plans for buildings.
v. To enforce statutory obligations as set out in the act.
vi. To assist the local bodies on planning permission.

Preparation of Plans

This department prepares and implements the statutory plans viz., Master Plan, New Town Development Plan and Detailed Development Plan for the planning areas under Tamil Nadu Town and Country Planning Act 1971.

(a) Regional Plan

The objectives of balanced regional development was sought to be achieved through industrial location policy as through balanced and coordinated development of industrial and agricultural economy in each region, the entire country can attain higher standard of living. In Tamil Nadu the state has been demarcated into 12 regions taking into factors like geographical boundary, resource base, market potential and facilities, population threshold ect. Identification of growth poles, growth centers, service centers and proposal for development of transportation and communication network.

(b) Master Plan / New Town Development Plan

Master Plan / New Town Development Plan is a macro level land use plan prepared for towns with regulatory guidelines to ensure orderly development of the planning area. In the broader sense, it aims at land use regulations and provisions of effective road network fixing alignment of bye-pass roads, ring roads etc. The developments regulated according to the Master plan/ New Town Development Plan prepared it paves way for fair sustainable development of the town improving the quality of life of the urban populace.

(c) Detailed Development Plan (DD Plan)

These are the micro level action plans that are in conformity with the master plans prepared for areas vulnerable for rapid development. The plan contains zoning of land in detail for specific land use, infrastructural facilities like park and play fields, small link roads, roads for proper traffic circulation, public purposes, commercial and industrial areas etc., to facilitate a balanced development within the ambit of the Master plan.

Planning permissions

The Town and country Planning Act 1971 under section 2(b) of 49 requires that anyone who wants to develop any land or building should obtain a planning permission before commencement of the development work. Section III provides that when a permission that has to be taken under this Act is not taken then, the development will be unauthorized even if a permission or license is taken under any other law.

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Technical Clearance:

Technical clearance for Layouts and building is given under section 47(A) of the Tamil Nadu Town and Country Planning Act, 1971.

Layout

Technical clearance for Layouts is being given by the Directorate of Town and Country Planning.

i. More than 10 acres in rural areas and more than 5 acres in urban areas - after issue of technical clearance by the Directorate of Town and Country Planning, Planning Permission is issued by LPA in the planning areas and by JD/DD/AD in the non-planning area in the concerned district office. Final approval given by the local body after handing over of open space reservations, roads etc.

ii. Up to 10 acres in rural areas and less than 5 acres in urban areas - The concerned Member Secretary issues planning permission and the local body issues layout approval. JD/DD/AD issues technical clearance vide DTCP circular Roc.No.4367/2019/TCP2, dated.11.10.2021.

iii. Power delegated to district offices for issue of Planning permission for non-high rise building up to 40,000 sq.ft FSI area vide circular Roc.No.7963/2022/K1, Dated.11.04.2023.

Building

Local bodies are delegated powers to issue planning permission and license vide G.O.No.154, H&UD dept., dated.13.10.2020 and G.O.No.265, H&UD dept, dated.21.12.2022.

The Government delegated the powers to Local Bodies (expect Chennai) for grant of Planning Permission as follows:

Residential Buildings

Building plan for residential use of total FSI area upto 10,000 sq.ft and upto 8 dwelling units not exceeding 14 meters in height upto Stilt + 3 Floors or Ground + 2 floors.

Commercial Buildings

Upto maximum floor area of 2000 sq.ft consisting of Ground + First floor in single block.

2. The powers and duties of Town and Country Planning officers and employees.

https://tcp.tn.gov.in/organogramheadoffice – head office.

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3. **The procedure followed in the decision making process, including channels of supervision and accountability.**

Provided in the job chart displayed in the website for District office and head office.
Head Office - https://tcp.tn.gov.in/jobchartheadoffice
District Office - https://tcp.tn.gov.in/job%20chart%20for%20district%20office

4. **The norms set by the Town and Country Planning for the discharge of its functions.**

As per orders of Government and Director of Town and Country Planning

5. **The rules, regulations, instructions, manuals and records held by the Town and Country Planning or under its control are used by Town and Country Planning employees for discharging its functions.**

Acts

i. The Real Estate (Regulation & Development) Act, 2016
ii. Tamil Nadu Town and Country Planning Act, 1971
iii. Urban Local bodies Act 1998.
iv. Tamil Nadu Panchayat Act, 1994
v. The Tamil Nadu Public Buildings (Licensing) Act 1965
vi. The Tamil Nadu Apartment Ownership Act 2022
vii. The Tamil Nadu Lifts Act 1997

Rules

i. Master Plan (Preparation, Publication and Sanction) Rules 1983
ii. The Tamil Nadu District Municipalities (Hill Stations) Building Rules 1993
iii. The Tamil Nadu Cyclone Prone Special Building Rules 1982
iv. Rules regulating the construction and maintenance of buildings near Airports
v. The Tamil Nadu Lift Rules 1997
vi. Tamil Nadu Real Estate (Regulation and Development) Rules, 2017
vii. Guidelines under section 113-C of the Tamil Nadu Town and Country Planning Act, 1971 for the Exemption of Buildings and Assessment and Collection of amount for Exemption, 2017
viii. Rules under section 113-C of the Tamil Nadu Town and Country Planning Act, 1971 for Assessment and Collection of Amount for Exemption of Buildings, 2017
ix. G.O Ms.No. 79 - Rules for change of land use from Agriculture to Non-agriculture in Non-Planned areas
x. The Tamil Nadu Combined Development and Building Rules, 2019
xi. Regional plan (Preparation, publication and sanction) Rules, 2022.

G.O. issued by Government and circulars issued by DTCP are followed as instructions.

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6. **A statement of the categories of documents that are held by the commission or under its control.**

Land use details of Master Plan, Detailed Development Plan, approved layout and buildings details are uploaded.

7. **The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of Town and Country Planning policy or implementation thereof.**

Detailed out in the Town and Country Planning Act, 1971 in the link provided below:
https://www.tn.gov.in/tcp/acts_rules/Town_Country_Planning_Act_1971.pdf

8. **A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as Town and Country Planning part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public.**

Committees:

i. Committee of Town and Country Planning Board
ii. HRB committee
iii. Appeal committee
iv. Hill Area Conservation Authority.
v. AAA committee
vi. State Infrastructure and Amenities Promotion Committee.

Address:

Directorate of Town and Country Planning,
CMDA office complex,
2nd, 3rd and 4th floor,
E and C Market Road,
Koyambedu, Chennai – 107.

For more details please visit our website
https://tcp.tn.gov.in/home
e-mail dtcpchennai@gmail.com.

9. **A directory of its officers and employees.**

Kindly click the link below to view the details:

Head Office - https://tcp.tn.gov.in/organogramheadoffice
District Office - https://tcp.tn.gov.in/organogram

10. **The monthly remuneration received by each of the Town and Country Planning officers and employees, including the system of compensation as provided in its regulations.**

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Designation and Pay Scale				
S.No.	Designation of the post	Revised levels of pay		
		Level	Minimum	Maximum
1	Joint Director	28	123100	250400
2	Deputy Director	25	59300	217600
3	Accounts Officer	23	56900	209200
4	Assistant Director	22	56100	205700
5	Research Officer	22	56100	205700
6	Assistant Director (Admin)	22	56100	205700
7	Architectural Assistant / Planning Assistant	20	37700	138500
8	Assistant Accounts Officer	20	37700	138500
9	Superintendent	18	36900	135100
10	Senior Research Assistant	17	36700	134700
11	Research Assistant (Statistics)	15	36200	133100
12	Research Assistant (Sociology)	15	36200	133100
13	Research Assistant (Geography)	15	36200	133100
14	Research Assistant (Economics)	15	36200	133100
15	Librarian Grade-I	15	36200	133100
16	Supervisor/D.II	13	35900	131500
17	Draughtsman Gr.III	11	35400	130400
18	Upper Division Accountant	11	35400	130400
19	Assistant	10	20600	75900
20	Steno Typist Grade III	10	20600	75900
21	Surveyor-cum-Assistant Draughtsman	8	19500	71900
22	Junior Assistant	8	19500	71900
23	Typist	8	19500 +240 spl pay	71900 + 240 spl pay
24	Projector Operator	8	19500	71900
25	Telephone Operator	8	19500	71900
26	Driver	8	19500	71900
27	Record Clerk	2	15900	58500
28	Blue Printer	2	15900	58500
29	Field Assistant	1	15700	58100
30	Office Assistant	1	15700	58100
31	Watchman	1	15700	58100
32	Sweeper	1	15700	58100
33	Watchman cum Sweeper	1	15700	58100

11. The budget allocated to each of the Town and Country Planning Department indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

As per Budget allocated by Government.

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12. **The manner of execution of subsidy programmes, including amounts the allocated and the details of beneficiaries of such programmes -** Nil

13. **Particulars of concessions, permits or authorizations granted by the organization.**

As per Tamil Nadu Town and Country Planning act 1971 issue of Planning permission for building and layouts.

14. **Details in respect of the information, available to or held by the Town and Country Planning, reduced in an electronic form.---Visit our website**

www.dtcponline.tn.gov.in

15. **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

Office hours 10.00A.M to 5.45P.M

16. **The names, designations and other particulars of the public information officers.**

https://tcp.tn.gov.in/aapioapio

17. **Such other information as may be prescribed**. ---NIL

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