

## PROFORMA FOR WEBSITE

Sr .No	Type of information required	
1 .	Name of the Department	Town Country Planning Department
2 .	Head of the Department/ contact Person	
3 .	Contact Address	Chief Town Planner / Associate Town Planner, Fort Area, Moti Daman .
4 .	Telephone Numbers	0260-2230874
5 .	Fax Numbers	0260- 2230874
6 .	Email Address	
7 .	Any Other Contact Details	
8 .	The brief description of the functionality of the Department.	<p>Functions of the Department</p> <ol style="list-style-type: none"> <li>a) Preparation and implementation of Regional Plan.</li> <li>b) Dealing with conversion of use of land, Sale/ gift of land, sub division of land.</li> <li>c) Securitization of building plans in Panchayat area .</li> <li>d) N .O .C. for development of different projects.</li> <li>e) Acting as a Nodal Agency for centrally Sponsored Urban Development Schemes .</li> </ol>
9 .	List and description of the services/ Schemes to the public.	NUIS
10 .	Major Achievement so far	Regional Plan was revised on 28/06/07
11 .	<p>If Functionality of the Department touches to the public directly then .</p> <ul style="list-style-type: none"> <li>• The list of task / activities</li> <li>• The required procedures for different tasks</li> <li>• The list of Pre- requisites for certain procedures</li> <li>• The required forms ( MS-WORD /PDF format) with instructions like how to fill and whom to submit etc .</li> <li>• The visiting hours for public .</li> </ul>	Functionality of the Department do not touches to the public .
12 .	Any other details of public interest not covered in above .	copy of Regional Plan is available on payment of Rs . 490/-
13 .	Citizen Charter of the Department	
14 .	Pictures/ Photographs of the Department office / building	
15 .	All The Information Sought Under RTI Act, Categorically .	

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Signature

Place: Daman

Date: /09/08

\* All above information to be send in digital form/ soft copy