

(Emblem)

GOVERNMENT OF KERALA

Abstract

Local Self Government Department - Town and Country Planning Department – Implementation of the scheme for preparation of Master Plans and Detailed Town Plans – Guidelines approved – Orders issued.

LOCAL SELF GOVERNMENT (DC) DEPARTMENT

G.O.(Rt) No. 2766/2009/LSGD.

Dated, Thiruvananthapuram, 24-10-2009

- Read: 1) G.O.(Rt) No. 354/2007/LSGD dated 01-02-2007
2) G.O.(Rt) No. 3982/2008/LSGD dated 13-11-08
3) Letter No. C1/7931/09 dated 23.09.09 of Chief Town Planner

ORDER

As per Government Order read as 2nd paper above administrative sanction was accorded for the implementation of the New Scheme ‘Preparation of Master Plans and detailed Town Plans’ announced in the Budget Speech of 2008-09. An amount of Rs.250 lakhs was allotted for the scheme under the Head of Account 2217- 05- 001-64 in the year 2009-10. Development Plans for 32 towns are to be prepared in a time bound manner under this scheme. The Chief Town Planner, as per letter read as 3rd paper above, submitted detailed guidelines for implementation of the Scheme which involve co ordination of the local governments, line departments and the Department of Town and Country Planning. Government have examined the matter in detail and are pleased to approve the guidelines which is given in annexure along with this order

By order of the Governor
M.Unnikrishnan,
Additional Secretary

To

The Chief Town Planner, Thiruvananthapuram.
The Director of Urban Affairs, Thiruvananthapuram.
The Director of Panchayats, Thiruvananthapuram.
The Secretaries of Municipalities concerned. (through DUA)
The Secretaries of Panchayats concerned. (through DP)
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A&E), Kerala, Thiruvananthapuram.
Finance Department.
Planning Department.
Stock File/Office Copy.

Forwarded/By order,
Sd/-
Section Officer

ANNEXURE

Guidelines for the preparation of General Town Planning Schemes (Development Plans) under the plan scheme

‘Preparation of Master Plans and Detailed Town Plans’

1. The General Town Planning Schemes (Development Plans) for Municipalities included under this scheme are to be prepared as per the provisions of the relevant Town Planning Acts and Rules.
2. The Planning Area for each Development Plan shall be governed by the development scenario. In case portions of local governments outside the municipal limits are included in the delineated planning area, the boundaries of the planning area shall be fixed so as to include the entire area of such local governments. Constitution of Joint Town Planning Committees as provided in the Town Planning Acts may be resorted to in such cases.
3. There shall be constituted in each Municipality, a Spatial Integration Committee (SIC) to support the Town Planning Committee in connection with the preparation of Development Plan. The SIC shall support the District Office of the Department of Town and Country Planning also in various stages of preparation of Development Plan. A resource person to be selected as a member of the SIC by the Municipal Council.

The Chairperson of the SIC will be the Chair person/Mayor of the Municipality. Secretary of the Municipality will be the Convener and Head of the Engineering wing of the Local Government will be the joint convener of SIC. The District Town Planner, one member from each working group of the Municipality and a resource person selected by Municipality will be the members of the SIC.

4. Planning process for the preparation of Development Plan will be,
 - a) Evaluate the existing Development Plan, if any, and justify the need for preparation of a new Development Plan.
 - b) Conduct a Development Seminar to assess stake holder’s perspectives on the Development Plan.
 - c) Collect primary and secondary data needed and compile them.
 - d) Conduct Spatial Analysis under the responsibility of Department of Town and Country Planning and Local Level Analysis (comprising of sectoral studies and study on peoples development aspirations) under the responsibility of Spatial Integration Committees of the Municipalities. The Department of Town and Country Planning shall ensure that the data analyses are completed within the stipulated time frame even if the SIC fails to accomplish the local level analysis within the said time frame.
 - e) Formulate development goals, objectives, development concept and development policies after finding out the development problems and development potentials of the ~~town~~ ~~district~~ on the basis of the findings of analysis. Assess the future requirements sector wise and formulate development suggestions.

Technical guidelines detailing each of these steps, as well as norms in this respect shall be issued by the Chief Town Planner.

- f) Prepare Draft Development Plan (Report, existing and proposed Land Use Maps and Zoning regulations.) and publish it inviting objections and suggestions as per the provisions of the respective Town Planning Act.
 - g) Present the published Draft Development Plan in a Development Seminar
 - h) Modify the Draft Development Plan based on the objections, suggestions and recommendations of the Development Seminar and get it sanctioned as per the provisions of the respective Town Planning Act.
5. For the overall co-ordination and monitoring of the Scheme, a Project Cell has to be formed in the head office of the Department of Town & Country Planning. At the district level, the respective District Town Planners shall constitute a Planning Team in the district office exclusively for preparation of Development Plans included under this scheme.
 6. The following categories of employees may be appointed on contract basis for the period of preparation of Plans in the Project cell attached to the head office as well as in the Planning Teams attached to the district offices of the Department of Town and Country Planning:

Sl. No.	Post	Qualifications
1	Planner Consultant	P.G in Town and Country Planning with at least 10 years experience in the field
2	Planner Associate	P.G in Town and Country Planning or equivalent
3	Planning Assistant	B.Tech Civil/ B Arch/ B Planning/ Degree in Architectural Engineering or equivalent
4	Planning Assistant -GIS	Post graduation in Geography/Geology or equivalent with expertise in GIS software Or Degree in remote sensing or GIS or equivalent with proficiency in GIS applications.
5	Computer Assistant-GIS	Diploma in Civil Engineering/Architecture or equivalent
6	Computer Assistant- Office	10+2 or equivalent and Certificate courses in MS office and DTP with proficiency in word processing in English and Malayalam.

Assessment of requirement of staff on contract basis and their selection and posting in the State Level Project Cell shall be done by the Chief Town Planner.

Assessment of requirement of Planner Consultants and Planner Associates in the Planning Teams at district level and their selection and posting on contract basis shall be done by the Chief Town Planner. The assessment of requirement of other categories of staff on contract basis in the Planning Teams at district level shall be done by the District Town Planner concerned, with the approval of the Chief Town Planner. Their selection and posting shall be the responsibility of the District Town Planner concerned.

7. The District Town Planner can outsource selected components of the scheme, with the approval of Chief Town Planner (as per Read 1).
 8. The Chief Town Planner can also outsource various components of the scheme either specific to a Plan or in a centralised manner which interalia include development of customised software required for standardisation of the work (as per Read 1).
 9. The District Town Planner can seek expert opinion of planning professionals or subject experts of various domains, if necessary with the approval of the Chief Town Planner.
 10. Technical guidelines, Planning Norms, Check lists of data, hand outs/ toolkits detailing out the activities etc for the preparation of Development Plan and customised softwares for analyses shall be prepared by the Department of Town and Country Planning aiming at time bound implementation of the scheme.
 11. Responsibility of technical vetting of Development Plans in each stage of its preparation will vest with the Senior Town Planner in charge of the district, in the office of the Chief Town Planner.
 12. Trainings in connection with the Scheme may be done through KILA, Thrissur. A training action plan shall be prepared in this respect and necessary funds for trainings, as decided by the Chief Town Planner, may be handed over to KILA by the Department of Town & Country Planning. In this respect, necessary MOU may be signed by Director, KILA and the Chief Town Planner.
 13. Policy matters, if any, related to the preparation of Development Plans under this Scheme are to be addressed by the State Level Steering Committee for the project of preparation of LDP, IDDP and SPP (Read 2).
 14. The Draft Development Plans shall be prepared within an overall time frame of 18 months. A detailed general time schedule for the implementation of the scheme and time schedule specific to each Development Plan-taking into account the present stage of preparation of the Plan, the size and development scenario of the planning area shall be prepared by the Chief Town Planner. Top priority shall be given by the Department for the Scheme and the time schedule shall be strictly adhered to. The implementation of the scheme shall be reviewed on a monthly basis by the Chief Town Planner.
 15. The implementation of the scheme will be monitored in every 3 months by Principal Secretary/Secretary LSGD.
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