

**PRESENT STATUS REPORT OF DEPUTY DIRECTOR, TOWN AND COUNTRY
PLANNING, DIST. OFFICE: SIVASAGAR FOR ePrastuti WEBSITE.**

Name of Department: Town and Country Planning, Dist. Office: Sivasagar.

HISTORY:

The office of the Deputy Director, Town and Country planning, Dist. Office: Sivasagar was established in 1970. The present address of the office is 1st floor, Central Market, J.P. Agarwalla Path, Ward No. VIII, Sivasagar Town. At present total nos. of employees of the office is 13. There are 7(Seven) Urban Local Bodies and 3(Three) Development Authorities under jurisdiction of the Deputy Director, Town and Country planning, Dist. Office Sivasagar.

Job Chart and Responsibilities

Deputy Director	Overall in-charge of the office.
Assistant Engineer	Officers in discharging technical matters like conducting civil engineering survey, preparation of engineering plans and estimates etc.
Research Assistant	To conduct socio-economic survey, analysis of survey works, for project report under various schemes.
Junior Engineer (C)	Engineering survey in connection with preparation of design and estimate for different development schemes.
D.M.-I	Preparation of drawing, maps related to Master plan of towns within the district and other drawing related matters of projects/schemes.
D.M.-II	Do
Tracer	For tracing the maps in connection with Master Plans and projects.
U.D.A	For establishment and accounts matter and Ministerial works.
L.D.A	All clerical and typing works and assist the U.D.A. in dealing establishment matters and Ministerial works.
Mohurrier	To help in survey works of Engineers.
Peon	To help the dealing assistant as well as work related with Banks/ Treasury and survey works.
Ferro-Printer	To operate the Blue print machine.
Chowkidar	To open and close the office and to guard the office premises at night.

Name of Content Manager: Mrs. Madhumita Dutta, R.Asstt.

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User and users needs

Users		User Needs
Citizen	Normal Citizen	Uses of land within Master Plan area/ Development proposals of projects/schemes etc.
	Student	For study purpose
	Unemployed youth	Job vacancies, Different schemes provided in the Master plan area of industrial/commercial and other areas.
Business	Business People	Areas of commercial use of land/industrials and other facilities of Master plan area.
	Consultant	Consultant for preparation of Master Plan/Projects, Schemes etc.
Govt.	Employees	Uses of land for construction of residential building and other uses
	Pensioners	-do-

Area of Work-1

Functions:

1. Preparation of Master Plan (Sivasagar, Nazira-Simaluguri, Moran, Sonari, Amguri)
2. Sivasagar, Nazira-Simaluguri Master Plan completed.
3. Preparation of Master Plan for Amguri, Sonari, Moran is under progress.

Area of Work-2

- Creation of Infrastructural facilities such as Roads, Drain, Culverts, Market Complexes, Buserminus etc. in collaboration with ULB's and Development Authorities.
- Alleviation of Urban poverty.
- Creation of housing facilities to the urban poor. (PMAY(U))
- Preparation of Master Plan for the ULB's and revision there off.
- Preparation, submission and execution of centrally sponsored schemes and other state schemes.
- Implemented Solid Waste Management, Sewerage and Waste Management, Water Supply Sanitation project in the ULB's.
- Slum Development progremme of the ULB's.
- Coordination work with financial institution.

Functions & Objectives

1. To coordinate between the ULB's of the district and discharging the statutory responsibilities under the provisions of the Assam Municipal Act 1956.
2. To implement the provisions of the Assam Town and Country Planning Act 1958 by way of preparing Master of each and every urban area of the district after approval of the Master Plan by the Govt.
3. To assist the ULB's of the district for preparation of the schemes of the Urban Local Bodies sponsored by the Govt. of India/State Govt. etc.

Vision and Mission

- To create economically vibrant, inclusive, efficient and sustainable urban habitats of the district.
- To help promote towns as engine of economic growth through improvement in the quality of urban life by facilitating creation of equality urban infrastructure with assured service level and efficient governance.

(PRODYUT KUMAR DEB)
Deputy Director
Town & Country Planning
Sivasagar