

TOWN & COUNTRY PLANNING UNIT

CITIZEN'S CHARTER

Town & Country Planning Unit hereby makes known its commitment in delivering services to the Citizens of Andaman & Nicobar Islands through this charter.

1. Extend people friendly Administration.
2. Introduce of transparency and openness in all its dealings.
3. Make available of the information on rules and norms followed.
4. Prescribe time limit for delivery its services to the citizens of Andaman & Nicobar Islands.
5. Encourage public consultation in the process of formulating the Master Plans for various settlements and other Physical Development Plans.

ROLE AND RESPONSIBILITIES

1. Town & Country Planning Unit is attached to the Chief Engineer's Office, APWD, Port Blair and is headed by the Town Planner/ Chief Engineer.
2. Preparation of Master Plans for various settlements (Port Blair Planning Area, Havelock & Neil Islands Planning Area, Rangat, Mayabunder & Diglipur Planning Area) and other major settlements in Andaman & Nicobar Islands.
3. Regulate developmental activity in accordance with these plans.
4. Identify formulate projects envisaged in the plans.
5. Coordinate implementation Centrally Sponsored Schemes.
6. Preparation of GIS based maps for all major settlements & islands in Andaman & Nicobar Islands.

OUR MISSION

Improve environmental quality as well as quality of life through planning process to ensure self-sustaining community by keeping in view of fragile eco-system of the islands and implementation of plans for Urban & Regional development.

OUR AIMS

1. Plan for the future of the towns & settlements.
2. Implement plans and projects to achieve the desired pattern of urban development.
3. Control and regulate the developments and thus promote better living conditions.
4. Co-ordination with various Agencies in implementing the projects contemplated.
5. Transparency in all operations & extend care and courtesy towards Citizens.

OUR OBJECTIVES

1. To answer all queries raised by the individuals and Associations in all aspects of Planning process.
2. To publish copies of plans, norms & procedures followed for issue of Planning Permissions thus making our operations transparent to the public.
3. To communicate deficiencies if any in the planning proposals, process the applications and approve the proposals in complete shape within the stipulated time.
4. To respond to all grievance and compliants/ petitions and reply to them.

OUR EXPECTATIONS

Applicants shall submit

- Form V to be attached with the following documents while applying for Planning Permission:-
 - Five copies of Key Plan, Site Plan Layout Plan/ Building Plan
 - Statement about Proposed Development/Redevelopment
 - Document of Ownership and Title
 - Record Entry Sketch } issued by the Revenue Department with 6 months from the date of application for Planning Permission.

- Payment of prescribed Application Fee for Planning Permission/Approval of layouts by way of Demand Draft drawn in favour of E.O to Chief Engineer, APWD, Port Blair .
 - NOC from Environment & Forest Department under CRZ (If applicable)
 - NOC for taking up developments in the vicinity of Airfield from A& N Command (If applicable)
- Before submitting the plan applicant shall verify the plan proposal with reference to the Checklists published.
 - The applicant shall adhere to the approved plan while executing the development.

OUR TIME FRAME

We strive to clear of the applications for Planning Permission & offer opinions/clarifications and furnish replies within the stipulated time frame. The time limit will be calculated from the date of receipt of applications for Planning Permission received from local bodies/ request for offering opinion for conversion cases by this Unit.

Master Plan for Port Blair Planning Area		
1.	Issue of Planning Permission <i>(Communication of deficiencies in the proposal (if applicable) – within 10 working days & Planning Permission Approval (After attending deficiencies in the proposal (if applicable) -20 working days)</i>	30 working days
2.	Approval of Residential Layouts <i>(Communication of deficiencies in the proposal (if applicable) – within 15 working days & Final approval of Layout (After attending deficiencies in the proposal) (if applicable) -30 working days)</i>	45 working days
3	Offering opinion for Land Conversion under LR&LRR, 1966.	30 working days
4	Reply to complaints / grievance petitions	10 working days
5	Furnishing Information on land use zoning, permissible activities under each landuse zone and information on DCR parameters	1 working day
Master Plan for Havelock and Neil Islands		
1.	Issue of Planning Permission <i>(Communication of deficiencies in the proposal (if applicable) - 15 working days & Planning Permission Approval (After attending deficiencies in the proposal (if applicable) -25 working days)</i>	40 working days
2.	Approval of Residential Layouts <i>(Communication of deficiencies in the proposal (if applicable) - 20 working days & Final approval of Layout (After attending deficiencies in the proposal (if applicable) -30 working days)</i>	50 working days
3	Offering opinion for Land Conversion under LR&LRR, 1966.	30 working days
4	Reply to complaints / grievance petitions	10 working days
5	Furnishing Information on land use zoning, permissible activities under each landuse zone and information on DCR parameters	1 working day