

Proactive Disclosure Under Section 4 of RTI Act 2005

| | | |
|----|---|---|
| 1. | Particulars of its organization, functions and duties | <p>Gurugram Metropolitan Development Authority (GMDA) has been constituted under the GMDA Act 2017.</p> <p>The office of GMDA is presently located at Plot No. 44, Sector-32, Gurugram (Haryana).</p> <p>The mandate of Gurugram Metropolitan Development Authority is to develop a vision for the continued, sustained and balanced growth of the Gurugram Metropolitan Area through quality of life and reasonable standard of living provided to residents through generation of employment opportunities, to provide for integrated and coordinated planning, infrastructure development and provision of urban amenities, mobility management, sustainable management of the urban environment and social, economic and industrial development, to redefine the urban governance and delivery structure in coordination with local authorities in the context of the emergence of Gurugram as a rapidly expanding urban agglomeration.</p> |
| 2. | The powers and duties of its officers and employees. | <p>The officers and employees assist the authority in discharging of the said function and duties. Details of various divisions/ sections is available on website of GMDA (www.gmda.gov.in). A copy of Organisation structure of GMDA is attached.</p> |

| | | |
|----|--|--|
| 3. | The procedure followed in the decision making process, including channels of supervision and accountability. | The Authority, Officers and other members of the GMDA follow the procedure laid down in the GMDA Act 2017 and other rules and regulations applicable for this purpose. |
| 4. | The norms set by it for the discharge of its functions. | The Gurugram Metropolitan Development Authority is a new organization and is in the process of establishing norms for the discharge of its functions. The services for Change of Land Use, Occupation Certificate and Building Plan are being made online. |
| 5. | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions. | Rules and regulations are available on the website of GMDA (www.gmda.gov.in). |
| 6. | A statement of the categories of documents that are held by it or under its control. | <p>(a) Rules & Regulations (already available on website).</p> <p>(b) Files related:-</p> <ul style="list-style-type: none"> (i) Meetings of Authority. (ii) Survey. (iii) Infrastructure development. (iv) Procurement/ tender. (v) CLU. (vi) Mobility, traffic & transportation. (vii) Urban environment. (viii) Finance (resources management, accounts and audit). (ix) Social, cultural & sports. (x) Promotion & ease of doing business. (xi) Smart City. |

| | | |
|----|---|--|
| | | <p>(xii) Legal & contracts.</p> <p>(xiii) Administration.</p> |
| 7. | The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof. | Resident Advisory Council and Standing Committees. |
| 8. | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. | <p>Coordination Committees have been constituted as per regulations of GMDA.</p> <p>Standing Committees are yet to be constituted as per regulations of GMDA.</p> <p>Resident Advisory Council.</p> <p>The meetings of such committees are not open to public. However, Chief Executive Officer may invite meeting of the Resident Advisory Council, any person or Officer of the Authority whose assistance or advice in the opinion of Chief Executive Officer is considered necessary for deciding any question under consideration of the council in such meeting. A person or such officers invited by the Chief Executive Officer shall be present in person or through the electronic mode and have the right to take part in the discussion but shall not have the right to vote</p> <p>The minutes of the meetings of committees and councils could be accessed by the public on the website of GMDA.</p> |
| 9. | A directory of its officers and | Available on the website of GMDA |

| | | |
|-----|--|---|
| | employees. | (www.gmda.gov.in) |
| 10. | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. | Available on the website of GMDA (www.gmda.gov.in) |
| 11. | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made. | Available on the website of GMDA (www.gmda.gov.in) |
| 12. | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. | No such programme is being handled by GMDA. |
| 13. | Particulars of recipients of concessions, permits or autorisations granted by it. | Not being handled by GMDA. |
| 14. | Details in respect of the information, available to or held by it, reduced in an electronic form. | E-office system is fully operational in GMDA. GMDA functions in the paperless file mode and all records held by it are in the electronic mode. |
| 15. | The particulars of facilities available in citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. | Time from 11.00 AM to 13.00 PM has been allocated for visitors. During this period public representative can visit any officers/ officials of the Authority to resolve problem/ obtain any information. |
| 16. | The names, designations and | Shri G.C.Yadav, Deputy Secretary is |

| | | |
|-----|--|---|
| | other particulars of the Public Information Officer. | designated Public Information Officer in GMDA for the purpose of RTI Act. |
| 17. | Such other information as may be prescribed, and thereafter updated these publications every year. | Following information are also available on the website of GMDA (www.gmda.gov.in):- <ul style="list-style-type: none">(i) Organisation structure of the Authority.(ii) Declaration by Officers under Section 14 of the GMDA Act 2017.(iii) Agenda and Minutes of the meeting of the Authority. |