



GURUGRAM METROPOLITAN DEVELOPMENT AUTHORITY

NOTIFICATION

Dated: 11th April, 2018

1) The divisions and sections of Gurugram Metropolitan Development Authority (GMDA) were notified on 14th February, 2018. Subsequently, an exercise was undertaken to define the structure of each Division in consultation with the Head of the Division.

2) Based on the exercise so undertaken and in exercise of the powers available under sub-section (1) of section 12 of the Gurugram Metropolitan Development Authority Act, 2017, I, V.Umashankar, Chief Executive Officer, GMDA, do hereby notify the structure and allocation of responsibilities of the Administration Division as follows:

ADMINISTRATION DIVISION

GURUGRAM METROPOLITAN DEVELOPMENT AUTHORITY

Sr. No.	Section	Head of Section	Office	Allocation of Responsibilities	Head of Office
1.	Secretariat	Joint CEO	Secretariat	<ul style="list-style-type: none">▪ Secretariat for the Authority, issue of agenda and minutes;▪ Secretariat for the Residents Advisory Council;	Deputy Secretary (Secretariat)

				<ul style="list-style-type: none"> ▪ Secretariat for Standing Committees and Coordination Committees; ▪ Nomination of members to the Authority; ▪ Nomination of members to the Residents Advisory Council; ▪ Constitution of Standing Committees and Coordination Committees; ▪ Preparation of Annual Report of Authority; ▪ Organisational structure of GMDA; ▪ GMDA Rules and Regulations ▪ Any matter related or incidental to any of the areas of responsibility in zone I. 	
2.	Establishment	Joint CEO	Administration-I	<ul style="list-style-type: none"> ▪ Establishment of employees on regular service or on deputation; ▪ Creation of posts; ▪ Appointment and establishment of personnel appointed under GMDA Regulations on engagement of experts and appointment of temporary staff; ▪ Declaration by officers and members of Residents Advisory Council under section 14 of GMDA Act; ▪ Declaration by members of Coordination Committees and Standing Committees under section 29 of GMDA Act; ▪ Any matter related or incidental to any of the areas of responsibility. 	Deputy Secretary (Administration-I)
			Administration-II	<ul style="list-style-type: none"> ▪ Matters related to manpower contracting; 	Deputy Secretary (Administration-II)

				<ul style="list-style-type: none"> ▪ Manpower deployment and performance assessment; ▪ Aadhar Based Biometric Attendance System; ▪ Matters related to Right to Information; ▪ Any matter related or incidental to any of the areas of responsibility. 	
			General	<ul style="list-style-type: none"> ▪ Office establishment, rent, house-keeping; ▪ Procurement of stationery, furniture and consumables; ▪ Vehicles and fuel, electricity, telephone & communications etc.; ▪ Central Registry for dak and dispatch; ▪ Nodal officer for implementation of provisions of Right to Information Act, 2005, and Haryana Right to Service Act, 2014; ▪ Any matter related or incidental to any of the areas of responsibility. 	Superintendent (General)
3.	Public Communications	Public Communications Officer		<ul style="list-style-type: none"> ▪ Providing Public Information, press reports, print and electronic media information; ▪ Managing Social Media; ▪ Public Grievances, coordination within GMDA and with external agencies and their redressal; ▪ Any matter related or incidental to any of the areas of responsibility. 	-

- 3) The Additional CEO shall be the Head of the Administration Division. However, in matters relating to the Secretariat Section and Administration-I and Administration-II Office of the Establishment Section, Additional CEO shall obtain the approval of the Chief Executive Officer for any decision.
- 4) In case of any differences on the allocation of area of responsibility amongst sections or offices of the Administration Division involving an interpretation of this notification, such difference shall be settled by the Chief Executive Officer.
- 5) The number and qualifications of employees in the Administration Division shall be in accordance with the rules notified under sub-section (1) of section 10 of the GMDA Act, 2017.

Umashankar
11/4/18

(V. Umashankar)
Chief Executive Officer,
Gurugram Metropolitan Development Authority
[F. No. A-34/02/2018-Admin II]