

SRINAGAR DEVELOPMENT AUTHORITY

BEMINA BY-PASS, SRINAGAR

PHONES: 0194-2493191, 0194-2493199

FAX: 0194-2493180

Email: srinagardevelopmentauthority@gmail.com

Web: <http://sdasrinagar.jk.gov.in>

CITIZEN'S CHARTER

An Attempt to Reach out to Public

COMMITTED

EFFICIENT

TRANSPARENT

TRUSTWORTHY

RESPONSIBLE

LOYAL

TIME BOUND

PREAMBLE

1. Srinagar Development Authority has been constituted under section-3 of J&K Development Act 1970. It is the commitment of SDA to offer:

- Efficient, prompt and courteous service with a dedication to integrity and fairness.
- Time bound and transparent services and all transactions

The SDA expects from all the citizens who avail various services of SDA:

- Not to approach touts or middlemen
- To ensure timely deposit of all dues/installments/ground rent and other payments from time to time.
- To adhere strictly to the terms and conditions of allotment and proper upkeep and maintenance of the property.
- To feel free to approach the office or to write their comments and suggestions for further improvement of charter through email or feedback box installed in the office.

2. Mission of Srinagar Development Authority (SDA)

The mission of the SDA is to implement the Master Plan proposals so that the city is developed in a planned manner. Master Plan is an overall plan prepared for the horizon period of twenty years as per the J&K Development Act 1970, covering all aspects like Housing, Traffic & Transportation, physical infrastructure e.g, electricity, Sewerage, Drainage, Water Supply etc; social infrastructure like education, health security, religious etc, Tourism, Trade & Commerce, Industry, Commercial recreation etc. The new colonies/amusement parks/recreational facilities/ Shopping Malls/parking Lots are developed as per the prescribed planning norms so as to put a check on the haphazard growth. At present SDA implements Master Plan 2035 that was notified by SRO-160 of 07.03.2019.

3. Objectives of Srinagar Development Authority (SDA)

The Objectives of the Authority shall be to promote and secure the development of the local area for which it is constituted, according to plan and for that purpose the Authority shall have the power to acquire, hold, manage and dispose of land and other property, to carry out building, engineering and other operations, to execute works in connection with supply of water and electricity, disposal of sewerage and other services and amenities and generally to do anything necessary or expedient for purposes of such development and for purposes incidental thereto.

4. Various ways and means to provide efficient transparent and time bound services have been adopted like;

A. Grievance Cell

The Deputy Director Land Management is the nodal officer for redressal of grievances and can be contacted/visited on any working day in office hours from 10.00 to 4.30 PM.

Phone: 0194-2490443

Email: srinagardevelopmentauthority@gmail.com

B. Vigilance Officer:

Director Land Management has been designated as Director Vigilance Officer, SDA and any complaints of corruption shall be addressed to him on any working day in office hours from 10.00 to 4.30 PM.

Phone: 0194-2490443

Email: sumira.shamimkas@jk.gov.in

srinagardevelopmentauthority@gmail.com

C. Right to Information:

- Under RTI Act, 2005, Secretary, SDA has been designated as First Appellate Authority (FAA).

The Contact Details are as :

Mr. Syed Naseer Ahmed, JKAS

Secretary

0194-2493191(O)

Email : syed.naseer08@jk.gov.in

Email(O) vcsda-jk@nic.in

- The law officer has been designated as Public Information officer whose contact details are as:

Mr Zulfiqar Hussain (PIO)

Law Officer

0194-2490443, 0194-2493191(O)

9419010780(cell)

Email: srinagardevelopmentauthority@gmail.com

- The following is the list of Assistant Public Information Officers (APIOs) of SDA.

i. Mr Basharat Rasool

Administrative Officer SDA, Establishment Section, SDA

Email : sheikh_basharat@yahoo.com

ii. Mr. Tariq Shamas

Assistant Town Planner, Town Planning Wing.

Email : tariqshamas@gmail.com

iii. Mr. Muneer Ahmed

I/C Deputy Director Enforcement SDA, Land Management Wing

Email: muneermir420@gmail.com

iv. Mr Suhail Rahim

Accountant, Finance Wing

Email: srinagardevelopmentauthority@gmail.com

- v. Ms Arvin Gul
A.E.E, Engineering Wing SDA
srinagardevelopmentauthority@gmail.com

D. Visiting hours for addressing Public Grievances

General public can meet Vice Chairman on any working day from 2.00 P.M to 4.30PM, for the redressal of any grievances that are not settled by the concerned officers.

E. Time limit for Services covered under Public Service Guarantee Act(PSGA)

S.No	Notified Service	Stipulated Time Limit for the Services	Designation and Address of the First Appellate officer	Stipulated time limit for the disposal of First appellate
(1)	(2)	(4)	(5)	(6)
1	Building Permission (Local Area- within the jurisdiction of SDA)	30 Days	Vice Chairman, SDA, Bemina By-pass near JVC Hospital, Sgr. Kashmir	45 Days
2	<u>For Bemina Barthana Housing Colony</u>	30 Days	Vice Chairman, SDA Bemina near JVC Hospita, Sgr Kmr	45 Days

Document Checklist for Building Permission



आवास और शहरी विकास विभाग जम्मू और कश्मीर
HOUSING & URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF JAMMU AND KASHMIR
Auto Scrutiny Based Online Building Permission & CLU Portal
स्वचालित जाँच पर आधारित ऑनलाइन भवन अनुमति और भूमि उपयोग परिवर्तन पोर्टल

Following Documents required for Building Permission

Serial No.	Documents Required
1	Ownership documents (Copy of deed duly registered in the court of law / Fard Intikhab / Tatima / Mutation)
2	Undertaking from Architect & Owner
3	Owner`s Documents (Identity and Residence proof)
4	Any Other Document
5	CLU Certificate (for area greater the 505 Sq M)

Following Documents Required for Change of Land Use (CLU)

Serial No.	Mandatory Documents Required
1	KML File (Google Map)
2	Site Plan & Key Plan
3	Jama Bandi
4	Mutation
5	Takseem Intkal
6	Sharja Plan
7	Sale Deed

Case i):-	Residential or commercial
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Case ii):-	Industrial
	Documents Required
1	Registration of Industry - (SSI, Medium, Large)
2	Polluted / Not Polluted
3	NOC from pollution on Control Board and Department of Forest/ Wildlife if required.

Case iii):-	Institutional
	Documents Required
1	Institutional Type (School, College, Hospital or Religious)
2	Technical Capacity to run the institution
3	Past Experience

Case iv):-	Petrol Pump
	Documents Required
1	Distance from existing road junction/intersection important from traffic flow point of view
2	Distance from existing Petrol Pump
3	Past Experience