

SRINAGAR DEVELOPMENT AUTHORITY



INFORMATION HANDBOOK WITH RESPECT TO
SRINAGAR DEVELOPMENT AUTHORITY

INTRODUCTION

The objective of this handbook is to provide information to the intended users regarding different functions being delivered by the Srinagar Development Authority.

Chapter – 1

The Srinagar Development Authority was constituted under section 3 of Jammu and Kashmir Development Act, 1970, (enforced in the whole of the State w.e.f. 31st October 1970 by Notification S.R.O 518 dated 31-10-1970), the Local Area delineated vide SRO 43 dated 2nd February 1971 for the purpose of this Act formed the area of jurisdiction of the Authority. First Master Plan of the said Local area was approved by Government and notified vide SRO 754 dated 22nd November 1976.

The second Master Plan (2000 - 2021) was approved by Government vide Cabinet Decision No. 11/1dated16-01-2003 and notified vide SRO-28 dated 30th January 2003.

The Master Plan 2035 is a third statutory document, wherein Srinagar Metropolitan planning limits have been increased from 416 sq kms too 766 sq kms.

The Master Plan 2035 was approved by State Administrative Council(SAC) and subsequently notified Vide SRO160 dated 07.03.2019

CITIZEN CHARTER

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.

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 vide SRO-160 of 07.03.2019.

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.

ADMINISTRATIVE SETUP

Particulars	Details
Governing Authority	Minister Incharge, Housing & Urban Development Department (H&UDD) serves as the Chairman of the Authority and provides overall policy direction, strategic guidance, and administrative oversight for achieving the objectives of the organization.
Administrative Secretary	The Commissioner/Secretary, Housing & Urban Development Department (H&UDD) serves as the Administrative Secretary of the Department and is responsible for overall administrative control, policy formulation, coordination with Government, approval of major proposals, and ensuring effective implementation of Government policies and developmental programmes.
Head of Department (HOD)	The Vice Chairman is the Head of the Organization and is responsible for overall administration, planning, execution, monitoring, financial management, and supervision of all developmental projects and statutory functions entrusted to the Authority.
Land Management Wing	Responsible for land acquisition, land records management, estate administration, protection of Authority land, mutation cases, allotment matters, encroachment prevention, and optimal utilization of land assets for planned urban development.
Engineering Wing	Headed by the Superintending Engineer , the Engineering Wing is responsible for planning, designing, execution, supervision, quality control, operation and maintenance of civil infrastructure, including roads, drainage, water supply, public buildings, and other development works.
Financial/Accounts Wing	Headed by the Financial Advisor , this wing is responsible for budgeting, financial planning, accounting, auditing, expenditure control, fund management, preparation of financial statements, procurement, logistics, and ensuring compliance with Government financial rules and regulations.
Establishment Wing	Headed by the Secretary and supported by the Administrative Officer and establishment staff, this wing manages personnel administration, establishment matters, recruitment, service records, office administration, Handles human resource management, employee service matters, office procedures, correspondence, dispatch, record keeping, meetings and general administrative support for smooth functioning of the Authority.

Town Planning Wing

Comprising the **Senior Town Planner (STP), District Town Planner (DTP), and Assistant Town Planner (ATP)**, this wing is responsible for preparation and implementation of Master Plans, zoning regulations, land use planning, development control, building permission scrutiny, and ensuring planned and sustainable urban growth.

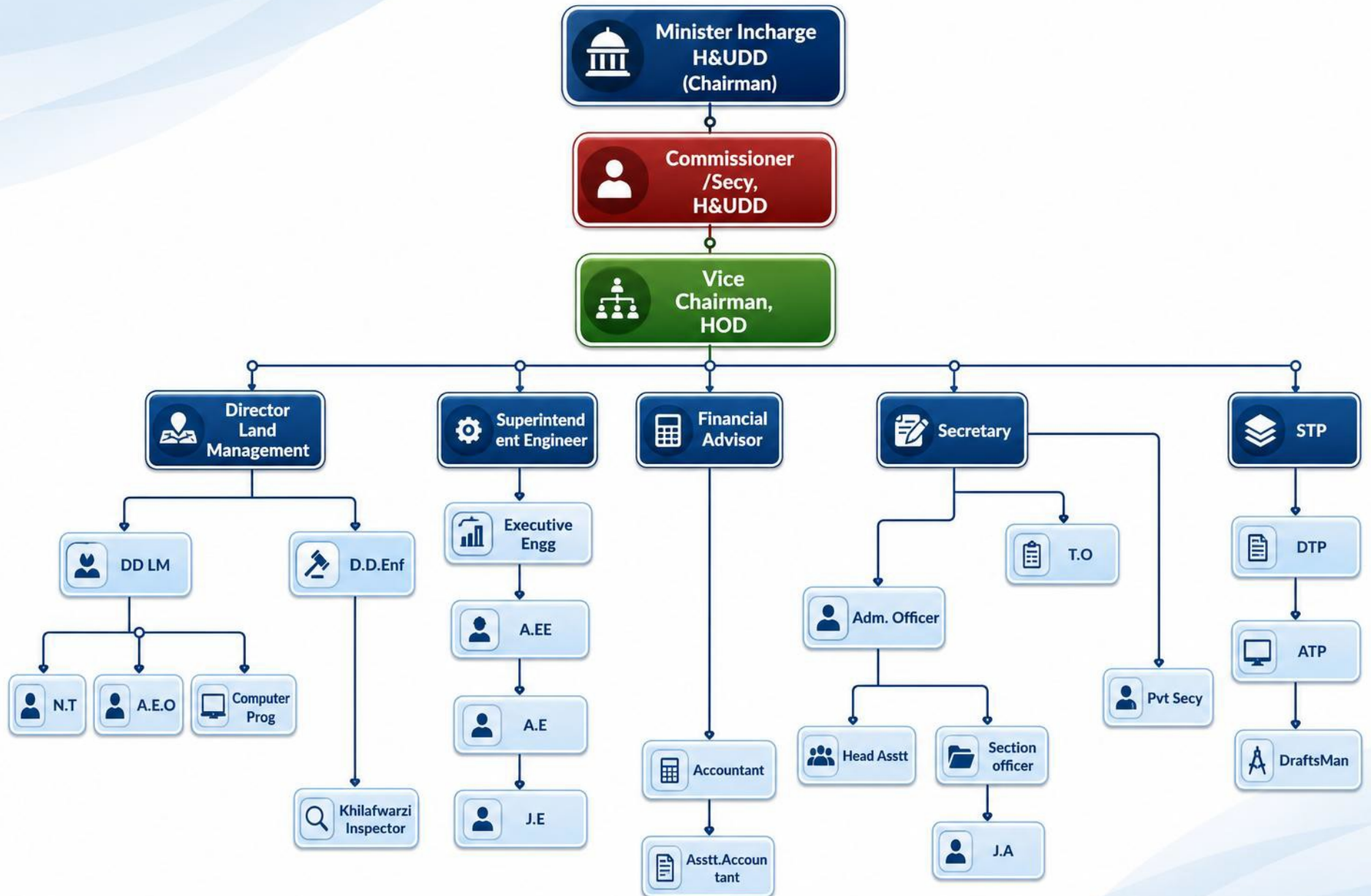
Enforcement Wing

Responsible for monitoring unauthorized constructions, preventing violations of building regulations and land-use norms, conducting inspections, initiating legal action against encroachments and illegal developments, and ensuring compliance with planning laws and regulations.

Information Technology

The IT Section deals with all matters related to **Information Technology and e-Governance** in the Authority. It is responsible for management and maintenance of **computer systems, network, internet, software and IT infrastructure** and handles **cybersecurity, eOffice, website, procurement of IT equipment and other IT-related matters**.

Organizational Chart of SDA



RTI DESIGNATED OFFICERS

1. First Appellate Authority (FAA)

Mr Sakhi Mohd Khan,JKAS,

Secretary,SDA

Office Phone No. 0194-2493122

Fax No. 0194-2493180

Email: sakhimohakha.7134@jk.gov.in

2. Public Information officer, SDA

Ms. Ruqaya Rehman

Sr. Private Secretary

Office Phone No. 0194-2493191

Fax No. 0194-2493180

Cell No :7780847156

Email: ruqayareh.7336@jk.gov.in

3. Assistant Public Information Officers (APIOs)

- i. Mr Basharat Rasool
Administrative Officer SDA, Establishment Section, SDA
Email : basharat.rasool@jk.gov.in
- ii. Mr. Tariq Shamas
Assistant Town Planner, Town Planning Wing.
Email : tariqsha.mas@jk.gov.in
- iii. Mr. Muneer Ahmed
I/C Deputy Director Enforcement SDA
Email: muneer.ahdmir@jk.gov.in
- iv. Ms Arvin Gul
Assistant Executive Engineer,
Engineering Wing SDA
Email: srinagardevelopmentauthority@gmail.com
- v. Ms. Safiya Rafiq, Naib Tehsildar,
Land Management Wing, SDA
Email: safiya.rafiq@jk.gov.in
- vi. Ms. Suhail Rahim, Accountant
Finance Section
Email: srinagardevelopmentauthority@gmail.com

The officers of the Srinagar Development Authority are available for public hearing on every working day between 2.00 to 4.30 p.m. Any person can approach the officers for redressal of grievances/enquire about the status of pending case, if any, in the Srinagar Development Authority.

OFFICE TIMINGS

In Summer the Office timings are:

Morning Hours of the office = 10.00 A.M

Closing Hours of the office = 4.30 P.M

In Winter the Office timings are:

Morning Hours of the office = 10.00 A.M

Closing Hoursof the office = 4.30 P.M

Powers and Duties of Officers and Employees

z	Vice Chairman	Administrative financial and Technical powers	To the extent exercisable by a Chief Engineer of the PWD major Head of Deptt
		To depute officers of SDA within and outside the J&K State, but (Within the country) in connection with official work.	
		To Sanction expenditure of Contingent nature debitable	Full powers within Budget limits
		To sanction expenditure of visit of officers/experts called in Connection with affairs of SDA, with respect as indicated below.	
		i) Actual to and for travel expenses.	Full powers
		ii) Actual expenditure on Board, lodge and transportation during stay, commensurate with the status of the visiting functionary	
2.	Secretary	To coordinate the activities of different wings of the SDA and get the orders of the Chairman/Vice Chairman on Policy Matters. The Administrative Section has to enter in to all correspondence outside offices, thus coordinates between different sub-ordinate wings of SDA and outside Offices. The Secretary prepares the Agenda for the Board Meetings , record the minutes of the Board meetings and issue the minutes of the meetings. Secretary monitors the implementations of the decisions taken in the Board meetings by the various wings of	

		the SDA. The sub-ordinate wings route all papers meant for orders of Vice Chairman through Establishment section of SDA. The All establishment matters like appointments, transfers, sanction of leaves, G.P.Fund and disciplinary action, if any is to be taken by the establishment Section. All policy matters/decisions are taken in consultation with Secretary, SDA	
2.	Director Land Management	To sign for and on behalf of SDA all lease deeds, rent deeds and other relevant documents, in connection with the Acquisition, management and disposable of moveable and immovable property of SDA subject to the specific decisions and directions from the Competent Authority. Besides, have the responsibilities of recovery of rentals and in case utilize the powers as Estates officer of the Authority.	Subject to specific decisions and directions passed from the Competent Authority/Board of Directors.
3.	Financial Advisor/CAO,	Drawing and disbursement powers	Drawing and disbursement powers
4.	Executive Engineer	Administrative, financial and Technical powers	To the extent exercisable by the Ex. Engineer of PWD (Class II Officers)
5.	Sr. Town Planner	Execution of Building Plans	Issuance of building permissions of SDA Colonies and other local area of SDA
6.	Dy. Director Enforcement	To Look after local area of SDA Srinagar.	Removal of illegal encroachments in SDA jurisdiction and stop violation of building norms thereof.

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

Different functions of the Department are discharged at various levels in accordance with the following Acts, Rules, Bye-laws and Manuals:-

- a. THE JAMMU AND KASHMIR DEVELOPMENT ACT, 1970 ACT NO. XIX OF 1970.
- b. The JAMMU AND KASHMIR RULES 1976.
- c. The Jammu and Kashmir State Town Planning Act, 1963. Act No. XX of 1963.
- d. The Jammu and Kashmir Building Operations Controlling Authority Act, 1988.
- e. Notification: The J&K Building Operations Controlling Authority , Vice Chairman, SDA (Notification No. SDA/STP/BOCA of 2008 Dt; 20-06-2008)

Board of Directors o f S D A		
1	Minister In-charge, Housing & urban Development Department	Chairman
2.	Administrative Secretary, Finance Department	Member
3	Administrative Secretary , Housing & Urban Development Department	Member
4	Administrative Secretary, Planning Development & Monitoring Department	Member
5	Administrative Secretary, Revenue Department	Member
6	Administrative Secretary, Public Works (R&B) Department	member
7	Divisional Commissioner, Kashmir	Member
8	Commissioner, Srinagar Municipal Corporation	Member
9	Deputy Commissioner, Srinagar	Member
10	Vice Chairman, Srinagar Development Authority	Member Secretary
11	Chief Engineer, R&B, Srinagar	Member
12	Chief Town planner, TPO, Kashmir	Member

Telephone Directory of officers of SDA

Name	Designation	Phone(office)	Mobile No.	email
Mr. Shabir Ahmad Bhat, JKAS	Vice Chairman	0194-2493191		vcsda-jk@nic.in
Mr Raj Mohammad,JKAS	Director, Land Management	0194-2490443		raj.mohammad@jk.gov.in
Mr Tariq Ahmed Wani	S.E			ariqahmadwan.75225@jk.gov.in
Mr. Sakhi Mohd Khan, JKAS	Secretary	0194-2493122		sakhimohakha.7134@jk.gov.in
Ms. Aasiya Drabu, JKAS	Financial Advisor/CAO	0194-2493199		aasiyadra.8141@jk.gov.in
Mr.Showkat Ahmed Mattoo	Dy. Director Land Management		9419007319	showkat.mattoo@jk.gov.in
Mr. Qaisar Riyaz Koul	I/C Executive Engineer		9419431110	Riyaz.koul@jk.gov.in
Mr Gulzar Ahmad Dar	Town Planner		9469021516	Gulzarahmaddar.7831@jk.gov.in
Mr. Muneer Ahmed Mir	I/C Dy. Director Enforcement		9419002119	muneer.ahdmir@jk.gov.in

Mr.Zahid Hussian Bhat	A.E.E		9419424870	Zahid-hussain3@jk.gov.in
Mr.Basharat Rasool	A.E.E Electric (Also having the charge of Administrative Officer		9419011178	basharat.rasool@jk.gov.in
Ms. Ruqaya Rehman	Sr Private Secretary (PIO)		7780847156	ruqayareh.7336@jk.gov.in
Personal Section of Vice Chairman		0194-2493191		