

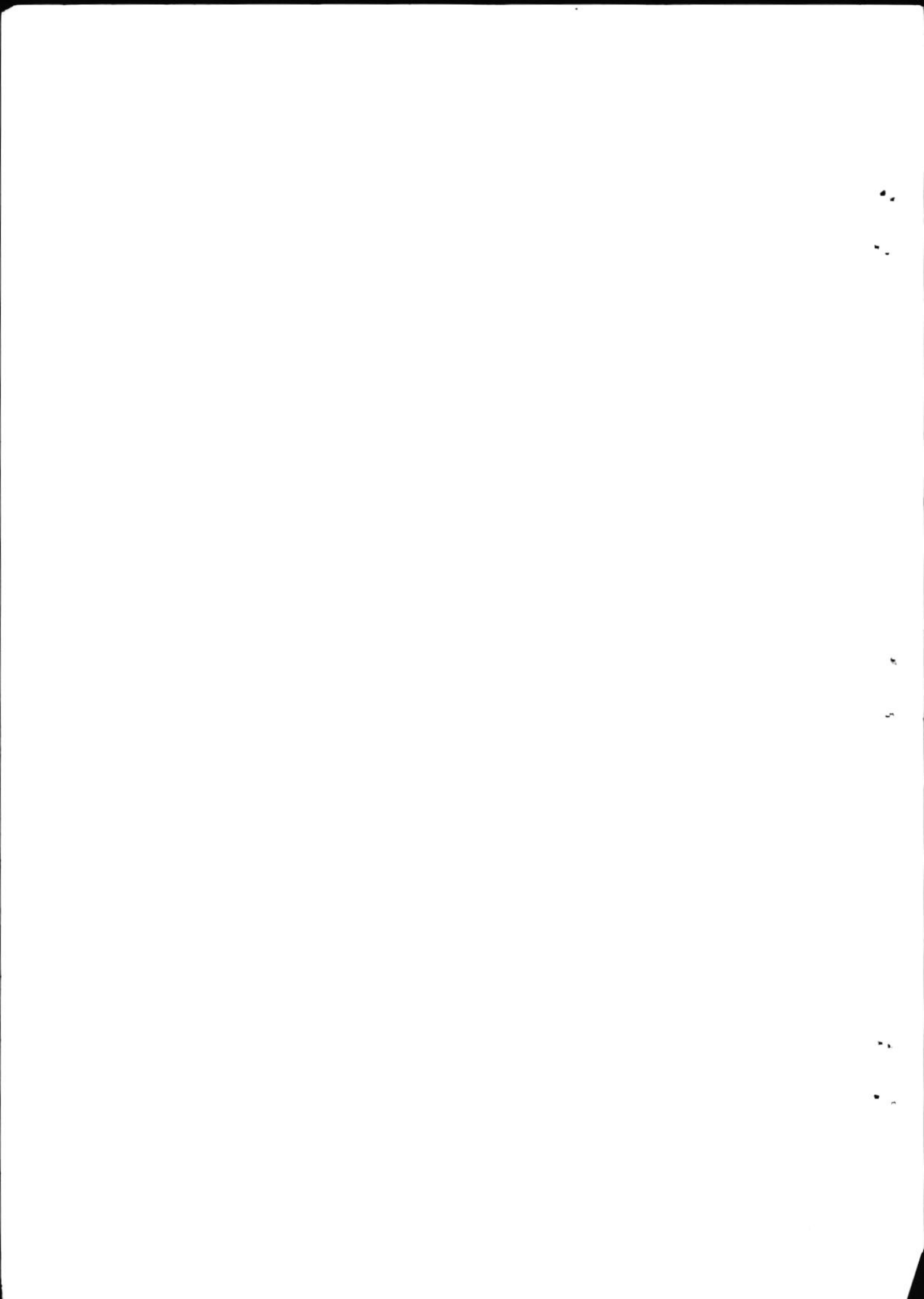
THE ORISSA TOWN PLANNING SERVICE RULES-1970

(AS AMENDED IN URBAN DEVELOPMENT DEPARTMENT
NOTIFICATION No. T.P-IV-A-1/73-11377/UD, DT.18.4.1973
AND HOUSING & URBAN DEVELOPMENT DEPARTMENT
NOTIFICATION No.T.P-VII A/80-41301/H & UD, DT.24.12.1980)

CONSOLIDATED BY

- 1) SRI S. K. MISHRA, S. O. LEV-II.
- 2) SMT. K. P. MOHANTY, SR. GR. TYPIST.

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GOVERNMENT OF ORISSA
URBAN DEVELOPMENT DEPARTMENT

Notification No. 27553/UD., dt. 12.12.1970 .

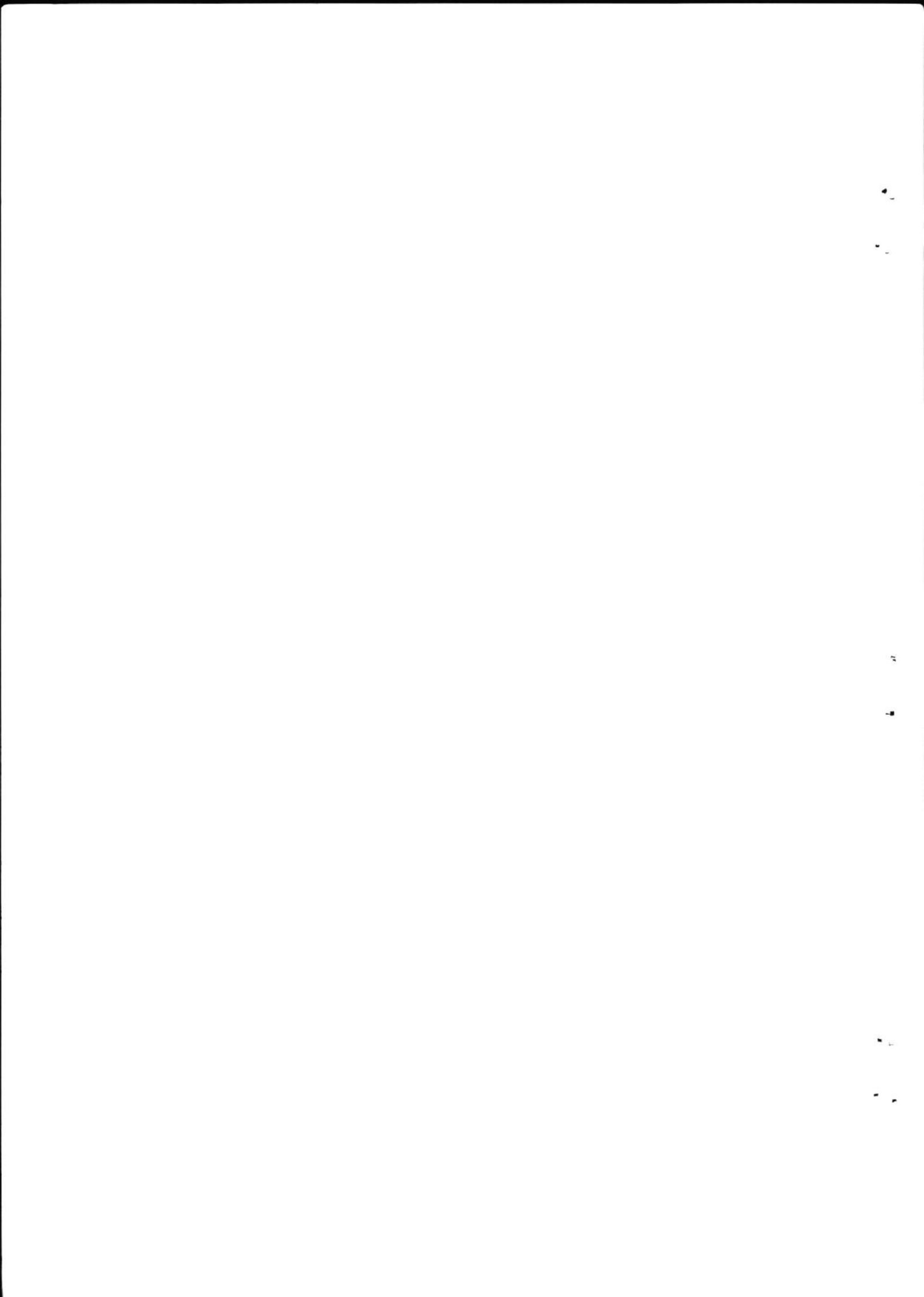
THE ORISSA TOWN PLANNING SERVICE RULES - 1970 .

In exercise of the powers conferred by the provision to Articles 309 of the Constitution of India , the Governor of Orissa is pleased to make the following Rules Regulating the method of recruitment to the Posts in and the conditions of Service of Persons appointed to the Orissa Town Planning Service namely : -

P A R T - " I " (GENERAL)

1. Short title and commencement : -

- (i) These Rules may be called " The Orissa Town Planning Service Rules, 1970 .
- (ii) They shall come into force at once .

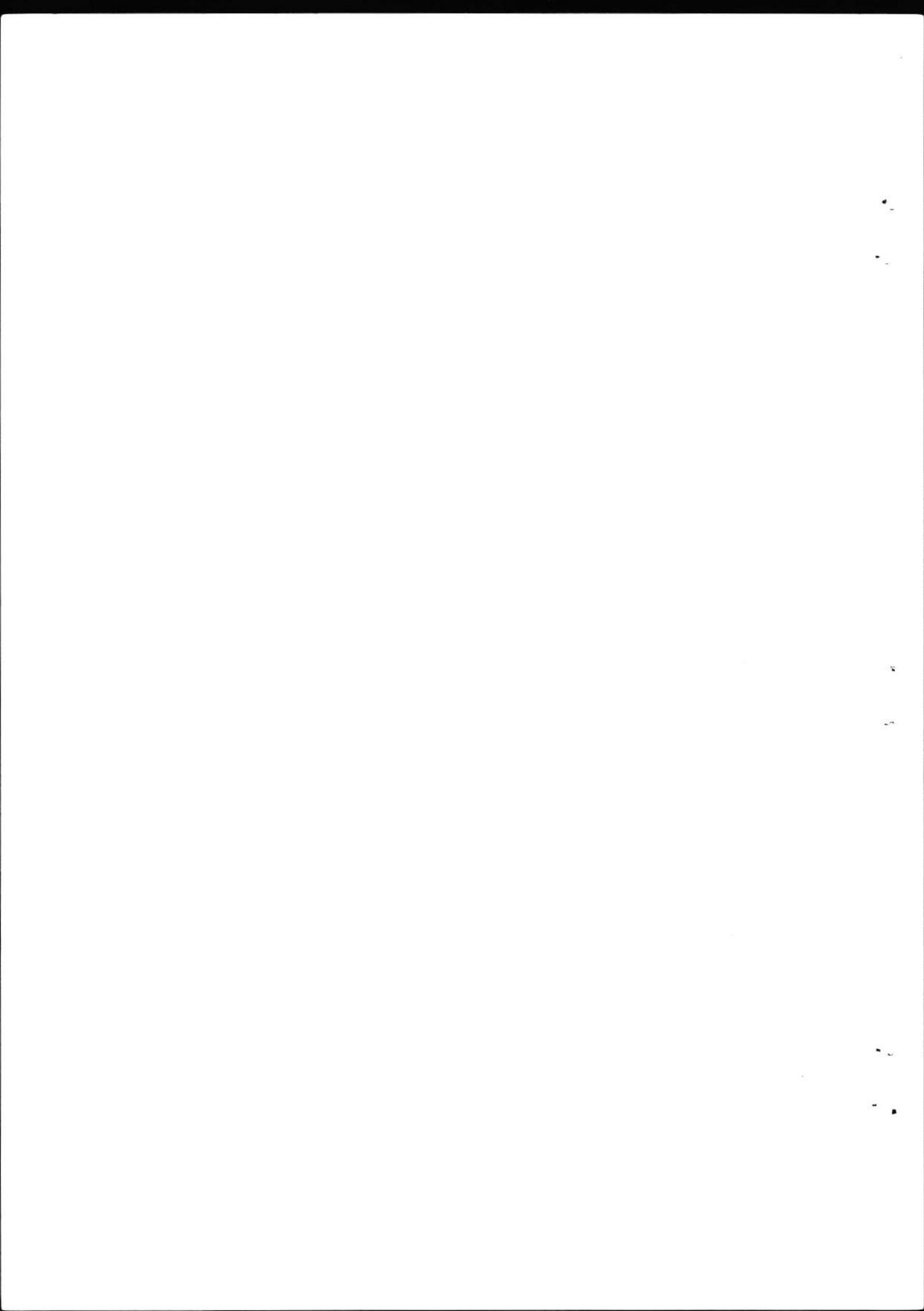


2. Definition :

In these Rules unless there is anything repugnant in the subject or context.

- (a) "Commission" means the Orissa Public Service Commission .
- (b) "Department" means the Urban Development Department .
- (c) "Government" means the Government of Orissa .
- (d) "Service" means the Orissa Town Planning Service.
- (e) "Town Planning" means the Town Planning Organisation, Orissa .
- (f) "State" means the State of Orissa .
- (g) "The Director" means the Director of Town Planning appointed under section 3(1) of the Orissa Town Planning & Improvement Trust Act, 1956.
- (h) All other words and expressions used in these Rules but not defined, shall have the meanings respectively assigned to them in the Rules and Regulation for the Orissa Administration Service.

In the Orissa Town Planning Service Rules, 1970
(herein after referred to as the "Said Rules")
for the words, "Associate Planner" wherever they
occur, the words "Associate Town Planner" shall
be substituted. (H & U.D. Department Notification
No. 41301/HUD., dt. 24.12.1980 .)



P A R T - II

3. Constitution of the Service

* The Crissa Town Planning Service shall consist of Posts of Chief Town Planner, Town Planner, Associate Town Planner, Assistant Town Planner, Research Officer, Junior Town Planner, Assistant Engineer and shall include such other posts as the Governor may from time to time, declare to be so included.

* (Substituted in H & U.D.Department Notification No. 41301/HUD., dt. 24.12.1980) .

** 4. The cadre of the Service shall comprise of as follows :-

| | <u>Name of the Posts</u> | | <u>Classification</u> |
|----|--------------------------|------|-----------------------|
| 1. | Chief Town Planner | | Class - I |
| 2. | Town Planner | | Class - I |
| 3. | Associate Town Planner | | Class - I |
| 4. | Assistant Town Planner | | Class - I(Junior) |
| 5. | Junior Town Planner | | Class - II |
| 6. | Research Officer | | Class - II |
| 7. | Assistant Engineer | | Class - II |

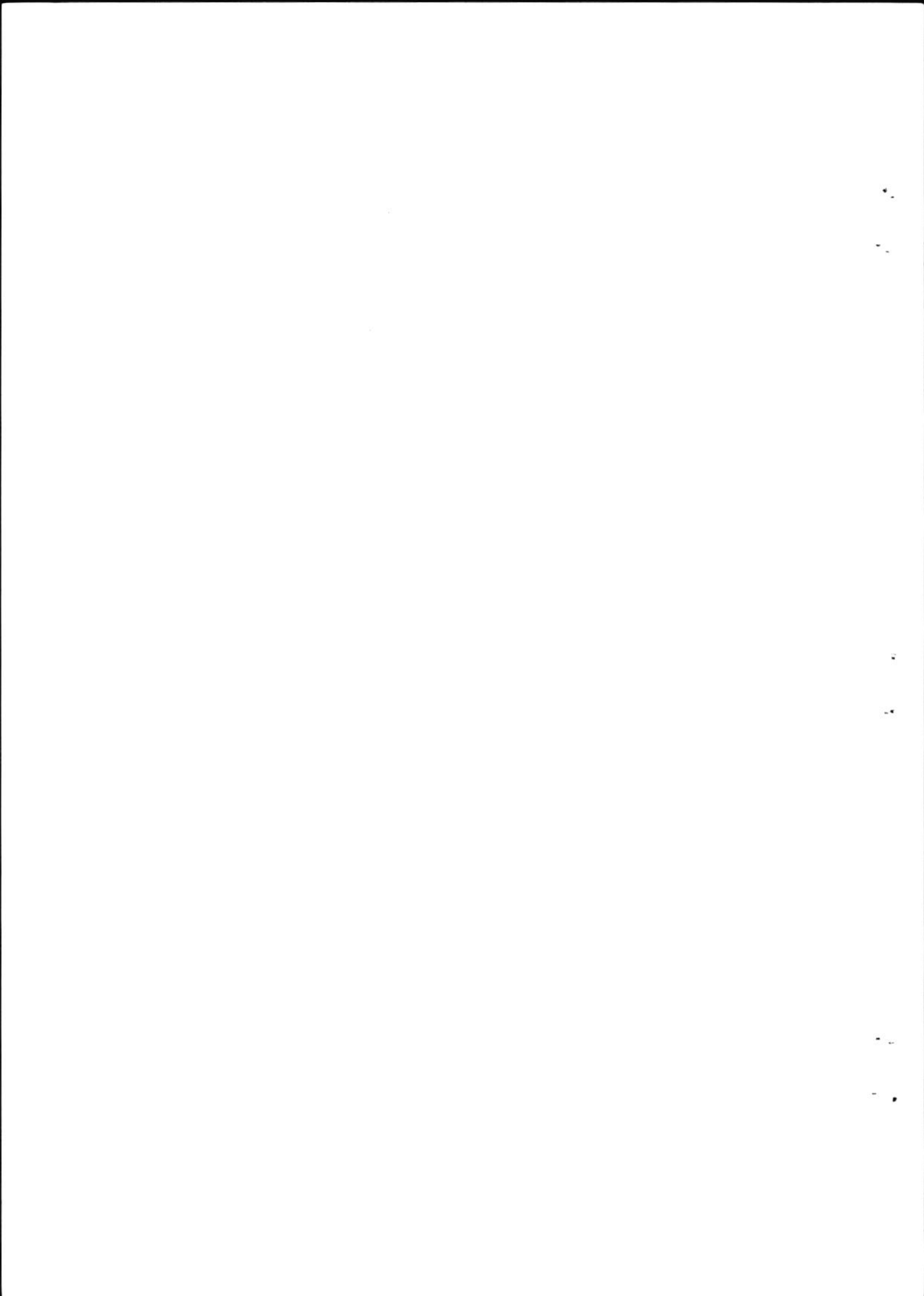
Provided that the Governor may create such other categories of posts in the cadre as may be considered necessary from time to time.

** (Substituted in H & U.D.Department Notification No. 41301/HUD., dt. 24.12.1980) .

RECRUITMENT

5. Recruitment to the Service shall be made by the following methods :-

- (a) by direct recruitment in accordance with Rule - 9 .
- (b) by promotion in accordance with Rule-11 .



- * 6. (i) Save as otherwise decided by Government, posts in the category of Assistant Engineer, Research Officer, Junior Town Planner in Class-II and Assistant Town Planner in Class-I (Junior) shall be filled up both by Direct Recruitment and by promotion in the ratio of 50 : 50 and,
- (ii) all other Class - I Posts shall be filled up by promotion only .

* (Substituted in H & U.D. Department Notification No. 41301/HUD., dt. 24.12.1980) .

7. The method of recruitment to be adopted for filling any particular vacancy or vacancies in the service, the number of persons to be recruited by each method and the particular set of qualifications out of those prescribed in Rule - 9 and 11 with due regard to the requirement for the particular posts shall be determined by Government as and when occasion arises.
- 8.(i) Such percentages of vacancies in each category of posts for direct recruitment shall be reserved for candidates belonging to Scheduled Castes and Scheduled Tribes as may be fixed by Government from time to time in that behalf and appointment of candidates of such Castes and Tribes shall be subject to the condition that they satisfy the minimum standard of suitability as may be fixed by the Commission.
- (ii) 25 percent of the posts in each category falling vacant every year which are to be filled up by direct recruitment shall be reserved for those who are released from the army with approved Military Service and appointment of such candidates shall be subject to the condition that they minimum required qualification.

" " "
P A R T - III

DIRECT RECRUITMENT

9. In order to be eligible to the posts in the cadre, a candidate must satisfy the following conditions, namely : -

(Direct Recruitment to the Post of Chief Town Planner, Town Planner, Associate Town Planner deleted in H & U.D. Department Notification No. 41301/HUD., dt. 24.12.1980)

I) ASSISTANT TOWN PLANNER :

- a) Age Limit - Thirty Five Years and below
(Relaxable for Govt. Servants)
- b) Educational and other qualifications .

A) Essential :

- i) Degree in Regional/Town Planning from a recognised University or Institution or equivalent qualification.
- ii) Atleast three years experience in a Planning or in Architectural Office.

Desirable :

- i) Associateship of the Institute of Town Planners (I N D I A) .
- ii) Experience in the preparation of development plans.

OR

B) Essential :

- i) Degree in Civil Engineering from a recognised University or equivalent qualifications .
- ii) Degree in Regional/Town Planning
* (or an equivalent qualification from a recognised University or Institution) .
- iii) Atleast three year's experience in Town Planning Organisation.

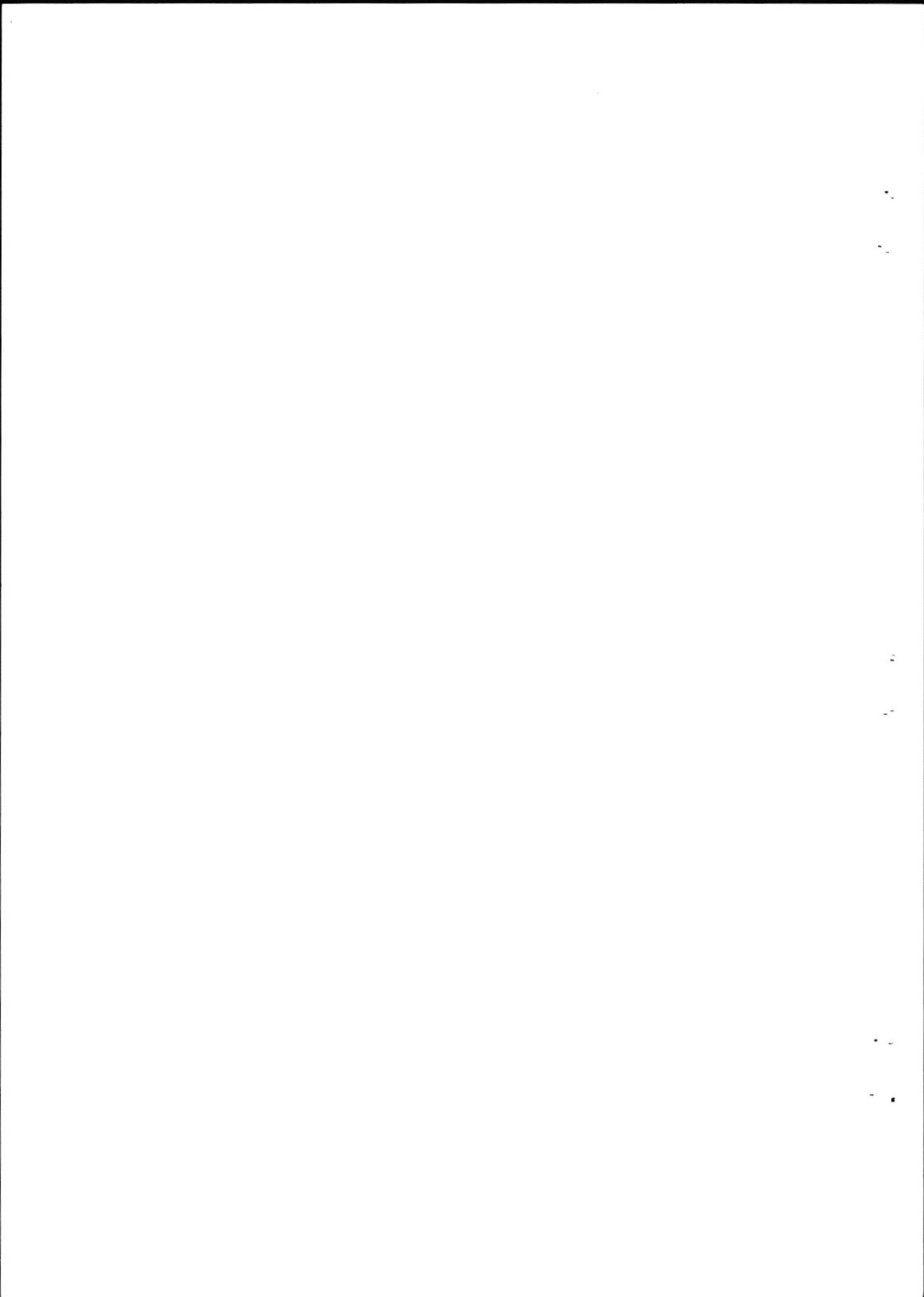
Desirable :

- i) Experience in Planning and design of service, construction, cost estimating and drawing up execution programme .

OR

C) Essential :

- i) Masters degree in Economics, sociology, Geography or Statistics or a Degree in Law of a recognised University or equivalent qualifications.



- ii) Degree in Town Planning/Regional Planning
 - * (or an equivalent qualification from a recognised University or Institution) .
- iii) Atleast three years experience in Town Planning Organisation in the collection and analysis of Socio-economic data.

II. JUNIOR TOWN PLANNER :

- a) Age limit - Twenty Eight Years and below (Relaxable for Govt. Servants).
- b) Educational and other qualification.

Essential :

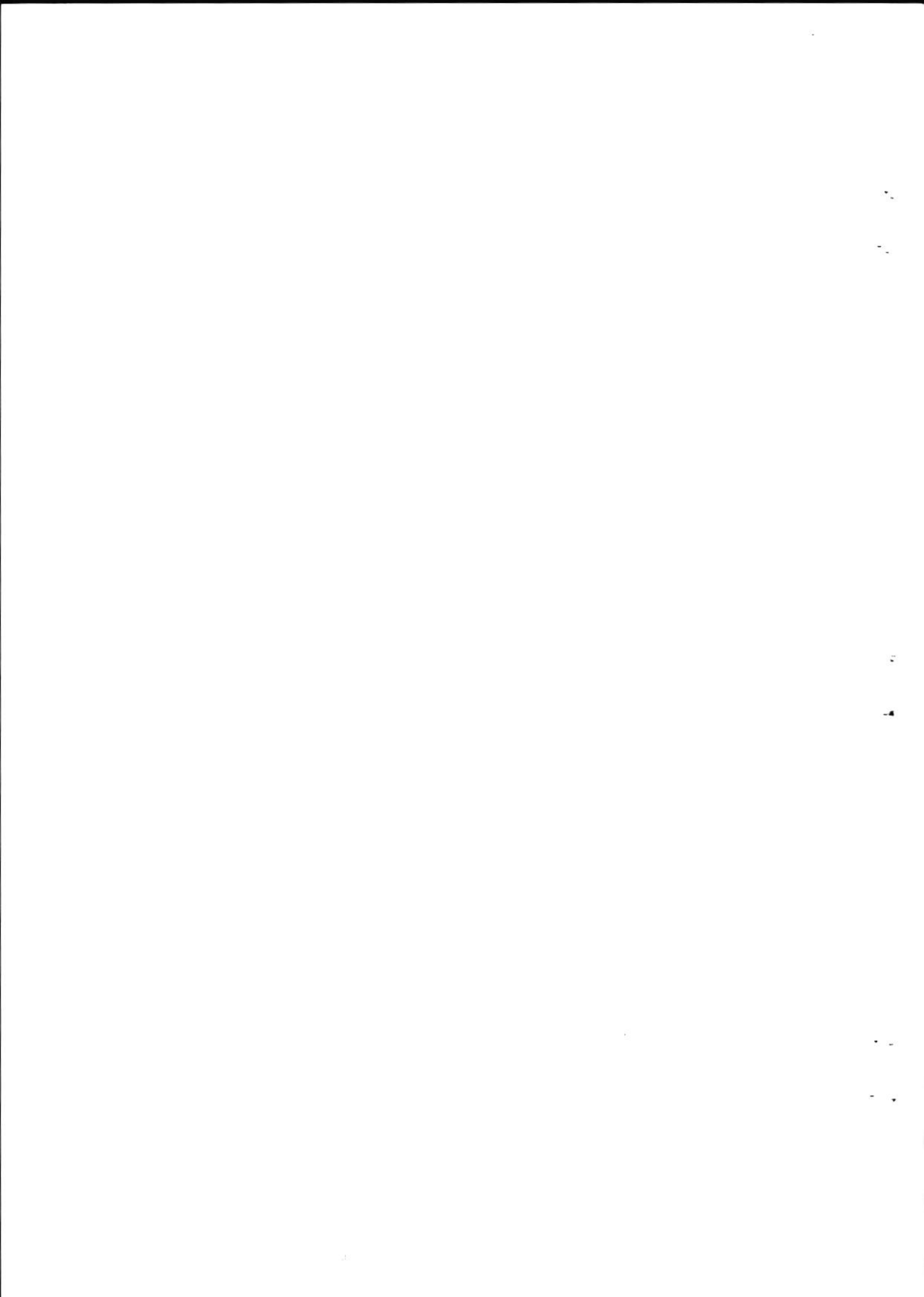
- i) Degree in Architecture or Civil Engineering from a recognised University or equivalent qualifications.
- ii) Degree or Diploma in Regional/Town Planning
 - * (or an equivalent qualification from a recognised University or Institution) .
- iii) Two years experience in Town Planning Office in lay outs, planning surveys, cost estimates.

III. RESEARCH OFFICER :

- a) Age limit - Twenty Eight Years and below (Relaxable for Govt. Servants).
- b) Educational and other qualifications .

Essential :

- i) Master's degree in Economics, Sociology or Statistics or Geography or a Degree in Law from a recognised University or equivalent qualifications .
- ii) Degree or Diploma in Regional/Town Planning
 - * (or an equivalent qualification from a recognised University or Institution).
- iii) Atleast two years experience in collection, compilation and analysis of data relating to demographic, socio-economic, industrial and physical studies and their interpretation.



Desirable :

Familiarity and experience in Town and Regional Planning Surveys, tabulation of data and Interpretation.

- * ((-) Inserted in U.D. Department Notification NO. 11377/UD., dt. 13.4.1973).

IV) ASSISTANT ENGINEER :

- a) Age limit - Twenty Eight Years and below (Relaxable for Govt. Servants).
- b) Educational and other qualification .

Essential :

- i) Degree in Civil Engineering from a recognised University or equivalent qualification .
- ii) Degree or Diploma in Regional/Town Planning or an equivalent qualification from a recognised University or Institution.
- iii) Atleast two years experience in field survey, design, investigation, preparation of estimates and the like .

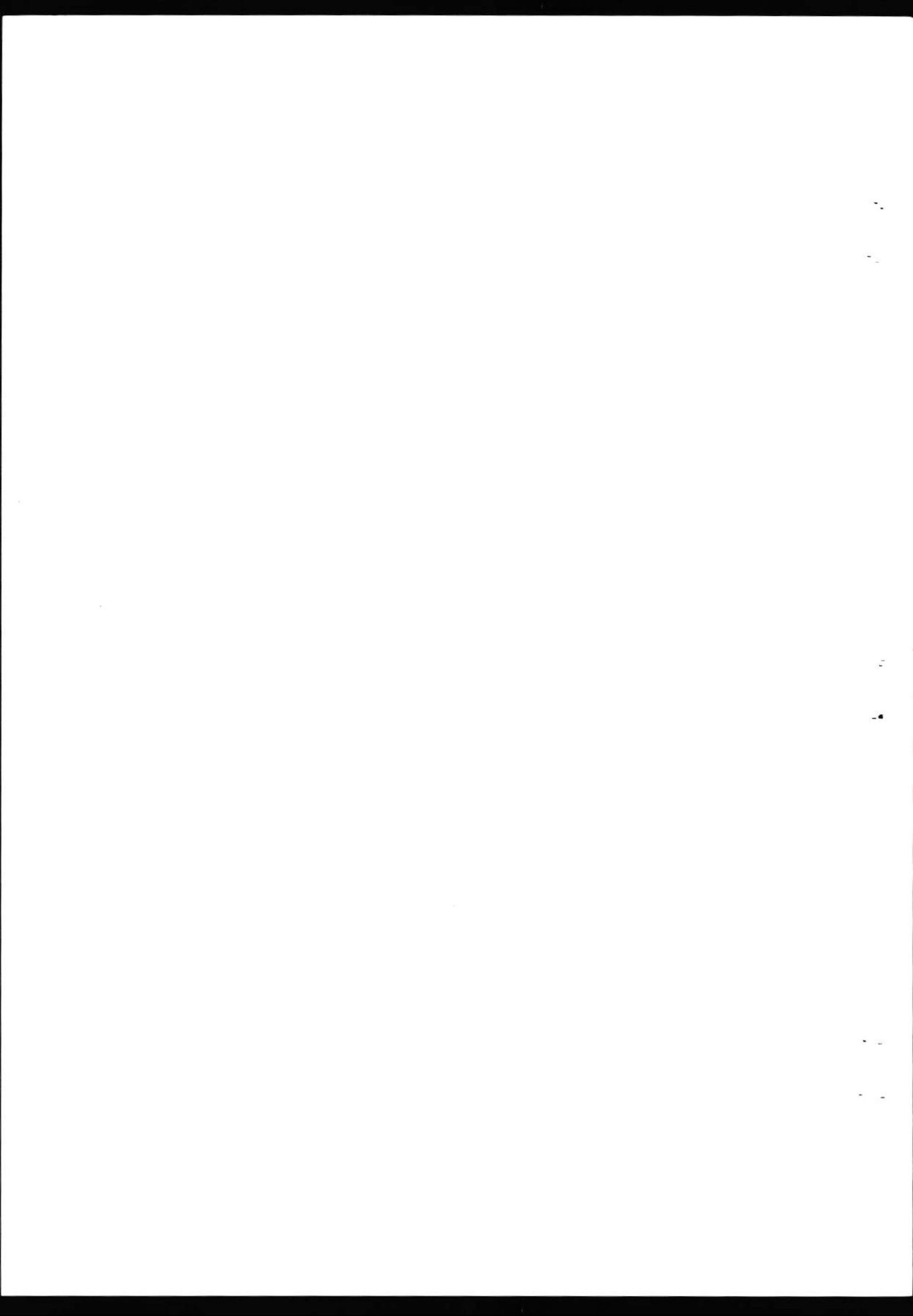
Desirable :

Experience in Town and Regional Planning, construction, framing and execution of programmes .

- * (Inserted in H & U.D. Department Notification NO. 41301/HUD., dt. 24.12.1980) .

10. Regarding direct recruitment, the following procedure shall be followed : -

- i) Every candidate shall submit his application in his handwriting in the prescribed form to the Secretary to the Commission so as to reach him by such date as may be notified by him in his behalf.



ii) No application shall be considered unless it is accompanied by a chalan showing deposit into a Government treasury a sum of Rs.5/- (or Rs.1.25 p if the candidate belongs to a Scheduled Caste) shall not be refund. Candidates with approved War Service are exempted from the payment of the application fee. The Commission may remit the application fee in favour of repatriates from Burma/Ceylon who have migrated to India on or after 1.6.63/1.11.64.

iii) The candidate must be of good character and sound health good physique, active habits and free from organic defects and bodily infirmities.

iv) With his application, a candidate must submit :-

- a) evidence of age which shall ordinarily be the Matriculation Certificate or equivalent thereto ;
- b) evidence that he holds the educational qualification as prescribed ;
- c) Certificates of character and conduct from the Principal, Dean or Professor in charge of a Department of teaching of the College or University Career.

Note : Copies on certificates duly attested by a Gazetted Officer shall be furnished with the application but the originals theirs of should be produced at the time of interview .

v) Applications from Candidates already in Govt. service should be submitted to the Secretary to the Commission through their appointing authorities, advances copies thereof being submitted direct to him in time.

vi) The Commission shall consider all applications received and summon for Interview such number of candidates as fulfill the minimum standard to be fixed by the Commission taking into consideration the number of vacancies.

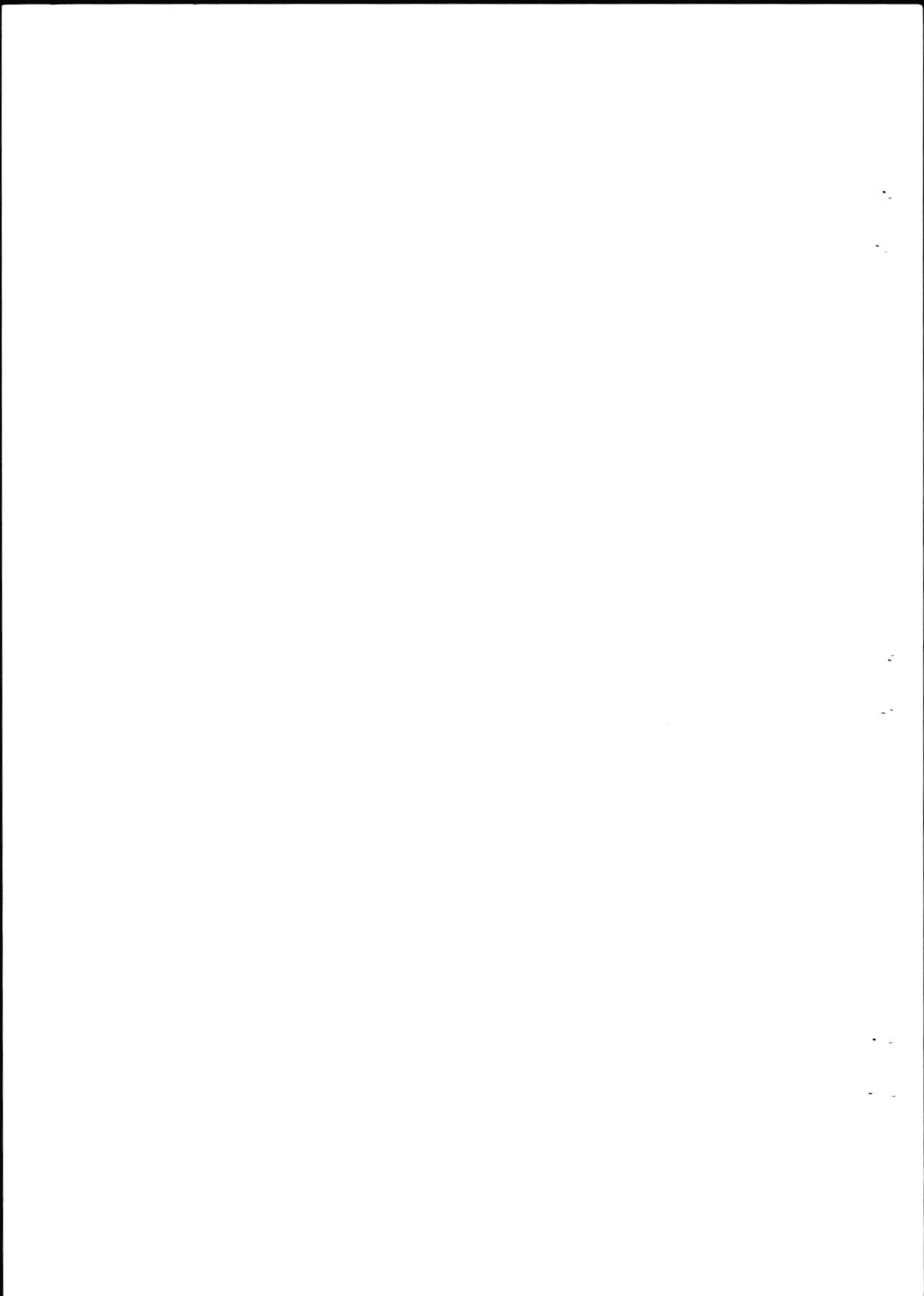
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P A R T - I V

RECRUITMENT BY PROMOTION

1) ASSISTANT ENGINEER :

Sub-Assistant Engineers/Junior Engineers having ten years or more experience in the cadre of Town Planning Organisation, as such, shall be eligible for promotion to the Post of Assistant Engineer.



* ii) RESEARCH OFFICER :

Research Assistants with Master's Degree in Economics or Commerce or Sociology or Statistics or Geography or Degree in Law from a recognised University having ten years or more experience in the Town Planning Organisation as such, shall be eligible for promotion to the Post of Research Officer.

* iii) JUNIOR TOWN PLANNER :

Planning Assistants with L.C.E./Diploma having ten years or more experience in the Town Planning Organisation as such shall be eligible for promotion to the Post of Junior Town Planner .

* iv) ASSISTANT TOWN PLANNER :

Junior Town Planners, Research Officers and Assistant Engineers with Degree/Diploma in Regional/Town Planning or an equivalent qualification from a recognised University or Institution and having three years or more experience in the cadre, as such, shall be eligible for promotion to the Post of Assistant Town Planner .

* v) ASSOCIATE TOWN PLANNER :

Assistant Town Planners with Degree/Diploma in Regional/Town Planning or an equivalent qualification from a recognised University or Institution and having five years or more experience in the cadre as such, shall be eligible for promotion to the Post of Associate Town Planner.

* vi) TOWN PLANNER :

Associate Town Planners with Degree/Diploma in Regional/Town Planning or an equivalent qualification from a recognised University or Institution and having seven years or more experience in the cadre as such, shall be eligible for promotion to the Post of Town Planner .

* vii) CHIEF TOWN PLANNER :

Town Planners with Degree/Diploma in Regional/Town Planning or an equivalent qualification from a recognised University or Institution and having ten years or more experience in the cadre as such, shall be eligible for promotion to the Post of Chief Town Planner.

* P A R T - V

TRANSFER OR DEPUTATION

OFFICERS in other Departments of Government
having requisite qualifications as are
required for direct recruitment may be
appointed to all the posts by deputation of
transfer in consultation with the Commission.

* Deleted in H & U.D. Department Notification
No. 41301/HUD., dt. 24.12.1980.

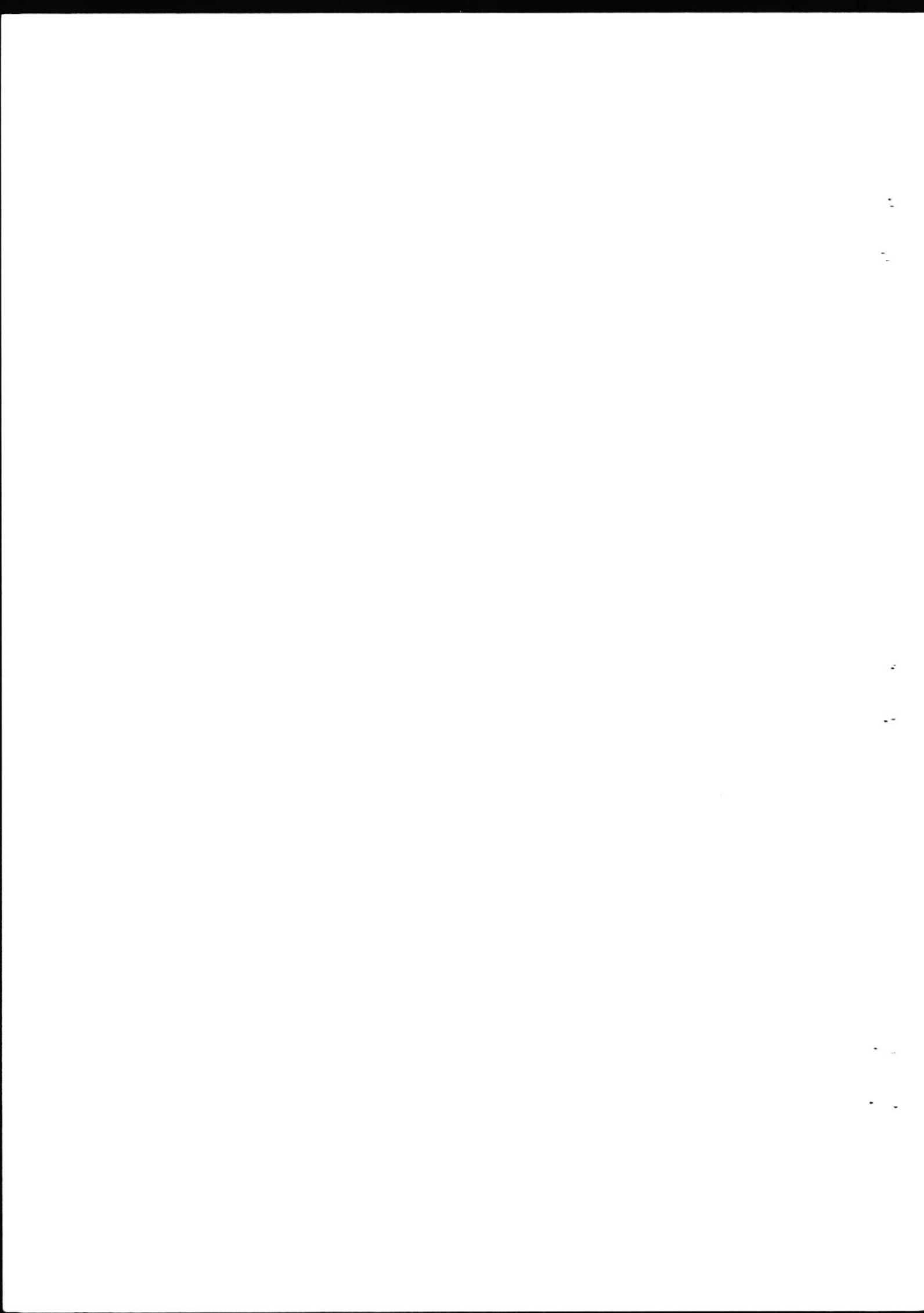
Part VI shall be renumbered as Part V and the
existing rule 13, 14, 15, 16, 17, 18, 19 and
20 shall respectively be renumbered as 12, 13,
14, 15, 16, 17, 18 and 19 .

(H & U.D. Department Notification No. 41301/HUD
dt. 24.12.1980)

P A R T - V

DEPARTMENTAL PROMOTION

- * 12.(a) (1) There shall be a Departmental Promotion
Committee (herein after referred to as
Committee) consisting of the following
members to consider the cases of appointment
by promotion to different posts in the
service.
- | | | |
|-----|--|----------|
| (1) | Chairman of the Orissa Public Service Commission or a member of the O.P.S.C. nominated by the Commission | Chairman |
| (2) | Secretary to Government of Orissa, H & U.D. Department | Member |
| (3) | Director of Town Planning, Orissa. | Member |



- ii) (a) The Deputy Secretary to Government, Housing and Urban Development Department will act as the Secretary to the Departmental Promotion Committee. The Secretary to the Committee will collect the up-to-date confidential character roll of all the eligible Officers together with their authenticated gradation list containing full particulars and other relevant documents and information required to be placed before the Departmental Promotion Committee. This will be put up first to the Chairman of the Departmental promotion Committee who after satisfying himself that all the records are complete, will fix the date(s) for meeting of the Committee to select Officers for promotion on the basis of merit with due regard to Seniority.

* (Substituted in H & U.D.Deptt.Nification NO. 41301/HUD., dt. 24.12.1980).

- (b) The Chairman of the Committee shall recommend to the Government in the Housing & Urban Dev. Department the names of Officers in the order of Seniority and on the basis of service records for promotion to higher rank.
- (c) The Government in the Housing & Urban Development Department on receipt of the recommendations from the Chairman of the said committee, shall report to the Public Service Commission, the number of vacancies etc. together with the list of names of officers recommended by the Chairman of the Committee for promotion with the Service particulars and confidential records of each officer included in the list as well as of those who are proposed to be superseded.
- (d) The Commission shall consider the list along with the documents received from the Housing and Urban Development Department and shall send their recommendations to the Government in Housing & Urban Development Department for appointment.

13. SENIORITY :

The Seniority of Officers appointed to the service during any calendar year either by promotion or by direct recruitment .
" (or by deputation or transfer from other post or services" deleted in H & U.D.Deptt. Notification No. 41301/HUD., dt. 24.12.1980).
shall be ranked interse in order in which their names are arranged by the Commission, provided that the promotees will be senior to the direct recruits in a particular year.

14. PROBATION :

Direct recruits appointed to the service against substantive vacancies in the cadre shall be placed on probation for two years. The period of probation shall count towards increment, if it is followed by confirmation.

Provided that the State Government may, if they so think fit in any case or class of cases extend the period of probation.

15. RELAXATION OF AGE LIMITS :

i) Relaxation of age limit and reservation for direct recruitment in case Scheduled Caste and Scheduled Tribes will be governed by Rules or Instructions of Government in force at the time.

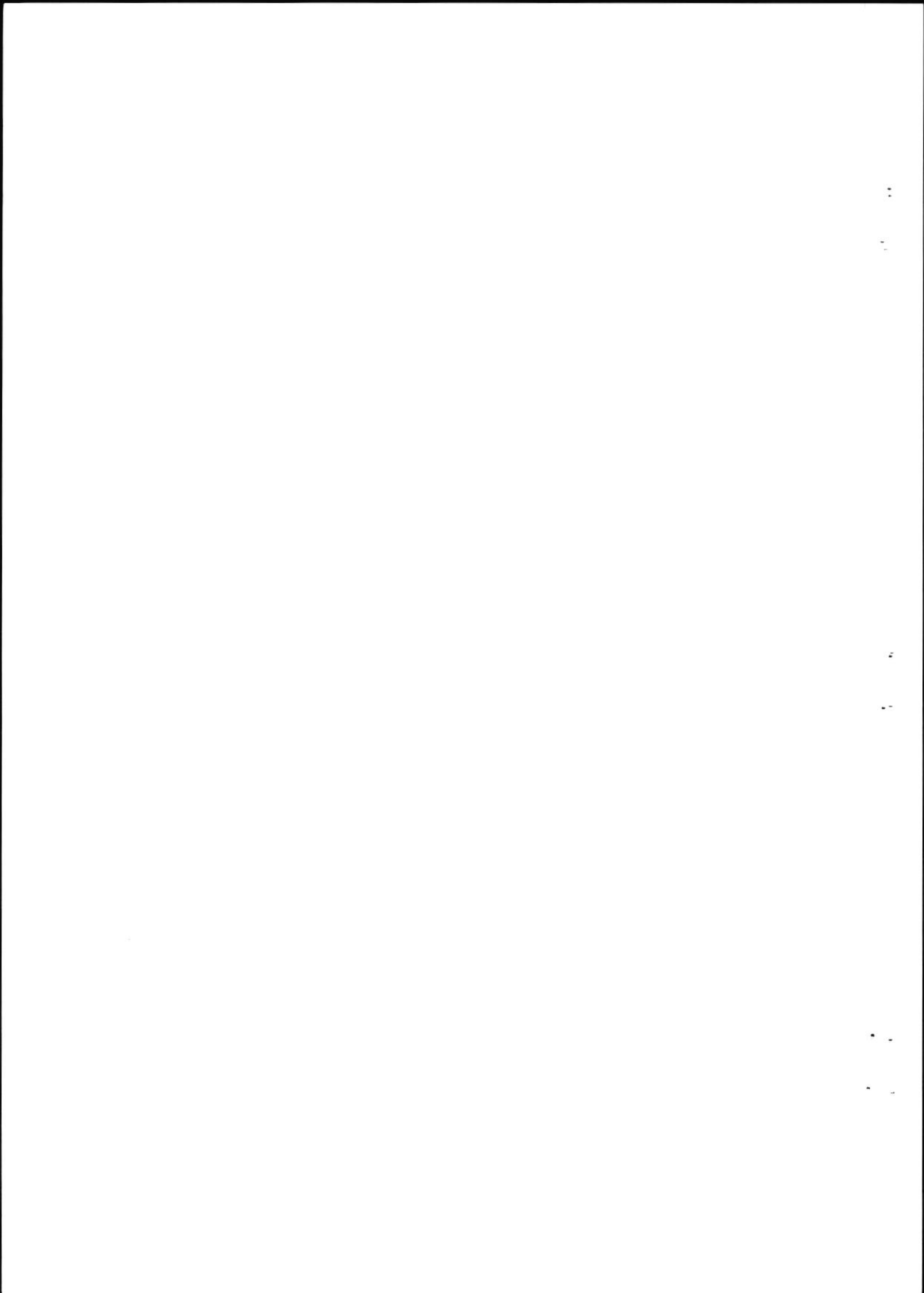
ii) Relaxation of Age limit to the repatriates from Burma and Ceylon who have migrated to India on or after 1.6.63 and 1.11.64 respectively will be governed by Rules or Instructions of Government in force at the time.

16. DISQUALIFICATION FOR APPOINTMENT :

i) No candidate who has more one spouse living shall be eligible for appointment to the service.

Provided that the State Government may, if they are satisfied that, there are special reasons for doing so, exempt any person from operation of this Rule.

ii) No person shall be eligible for direct appointment to the service unless the Commission are satisfied that ;



- (a) He is able to speak, read, and write Oriya.
- (b) He has passed a test in Oriya equivalent to the M.E. Standard.
- (c) He is of good character and
- (d) He is of sound health good physique and free from organic defects or bodily infirmity.

* 17. RELAXATION :

Where the State Government are satisfied that the candidates with the prescribed experience are not available for either direct recruitment or promotion to the posts under the service, they may, with a view to fill up such posts, relax the said requirement on the Public interest.

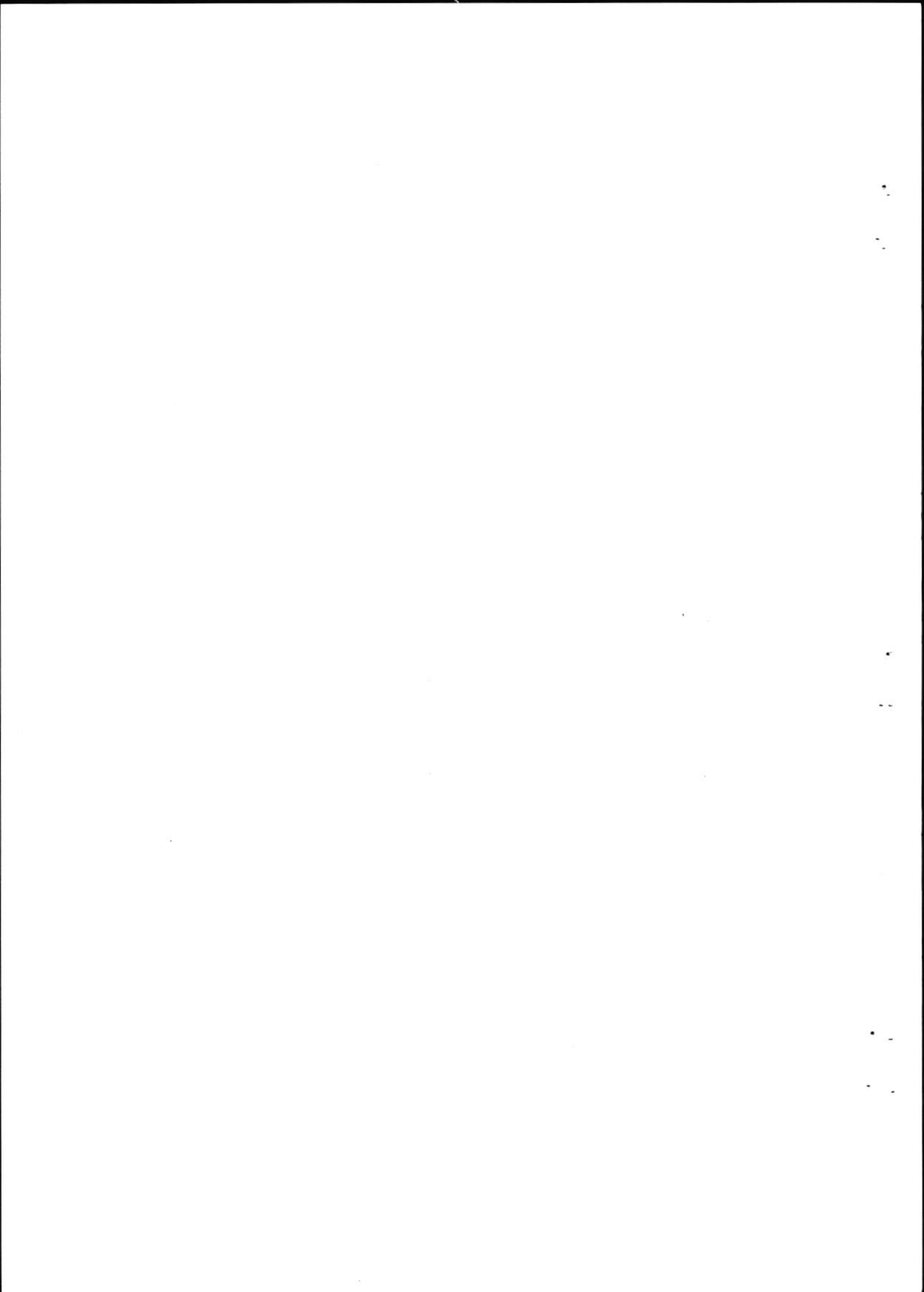
* (Substituted in U.D.Deptt. Notification NO. 11377/UD., dt. 18.4.1973) .

18. The conditions of service of the members of the service in regard to matters not covered by these Rules shall be the same as are, or as may, from time to time, be admissible to other state service officers.

19. All resolution or orders relating to requirement to the posts included in the service in force immediately before commencement of these rules are hereby superseded.

Provided that any order made or action taken thereunder, shall be deemed to have been made or taken under the corresponding provisions of these rules.

BY ORDER OF GOVERNOR
Sd/-C.VENKATARAMANI
SECRETARY TO GOVERNMENT.



NO. 675-con-P-19/99-HUD
GOVERNMENT OF ORISSA
HOUSING AND URBAN DEVELOPMENT DEPARTMENT

RESOLUTION
The 6th January 2000

In partial modification of this Department Resolution No.26854/HUD dated 28th August,1997 and in supersession of this Resolution NO.35945/HUD., dated the 23rd September 1999, Government have been pleased to reconstitute the Departmental Promotion Committee for considering/appointments to different Gazetted posts in Public Health Organisation/Town Planning Organisation under the administrative control of Housing and Urban Development Deptt. as follows in pursuance of General Administration Department Office Memorandum No.10280 dated the 23rd August 1993 read with their corrigendum No. 315 dated the 16th January 1987 and Office Memorandum No. 22847 dated the 25th July,1989.

1. FOR HEADS OF DEPARTMENTS.

(Such as E.I.O,P.H/C.E. P.H/D.T.P. or Chief Town Planner)

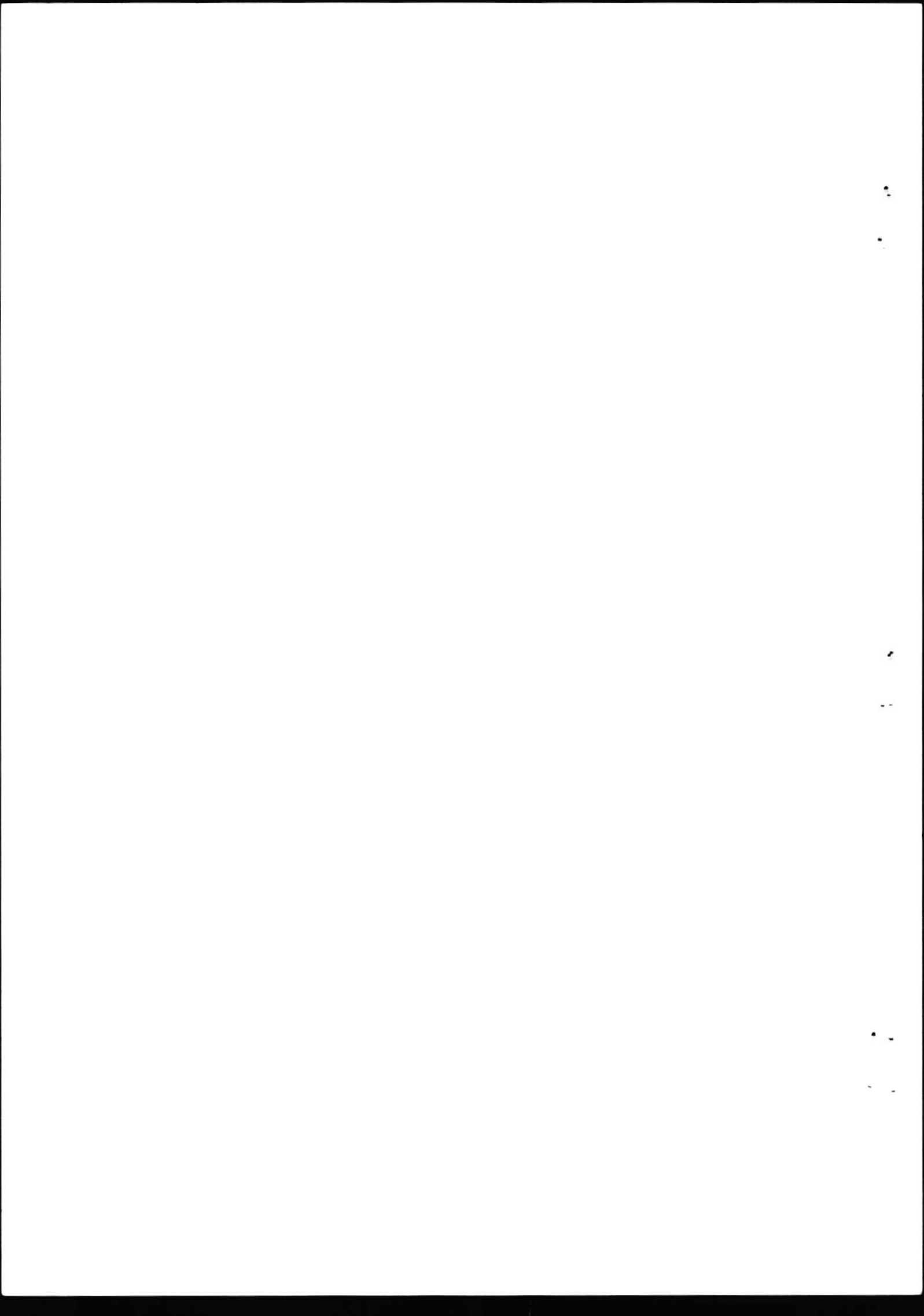
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| (1) Chief Secretary or very Senior Officer in supervisory charge of Housing and Urban Development Department . | | Chairman |
| (2) Commissioner-cum-Secretary to Govt., Housing & Urban Development Deptt. | | Member |
| (3) Commissioner-cum-Secretary to Govt., Rural Development Department. | | Member |
| (4) Additional Secretary/Joint Secretary/ Deputy Secretary to Government, H & U.D.Deptt. in charge of the respective Establishment. | | Member- Convenor |

2. FOR OTHER SENIOR CLASS-I POSTS.

(Such as S.E. P.H.level-I/S.E.P.H.level-II/Executive Engineer, Town Planner and Associate Town Planner etc)

- | | | |
|--|------|----------------------|
| (1) Chief Secretary or very Senior Officer in supervisory charge of Housing and Urban Development Department. | | Chairman |
| (2) Commissioner-cum-Secretary to Government, H & U.D.Department. | | Member |
| (3) Commissioner-cum-Secretary to Government, Rural Development Department . | | Member |
| (4) Heads of Department concerned. | | Member |
| (5) Additional Secretary/Joint Secretary/ Deputy Secretary to Govt., H & U.D. Department in charge of the respective Establishment . | | Member - Convenor |

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3. FOR OTHER GAZETTED POSTS .

(Such as Asst. Executive Engineer, Asst. Engineer, Asst. Town Planner, Research Officer, Junior Town Planner, Analyst (Chemist), Senior Analyst and Establishment Officer)

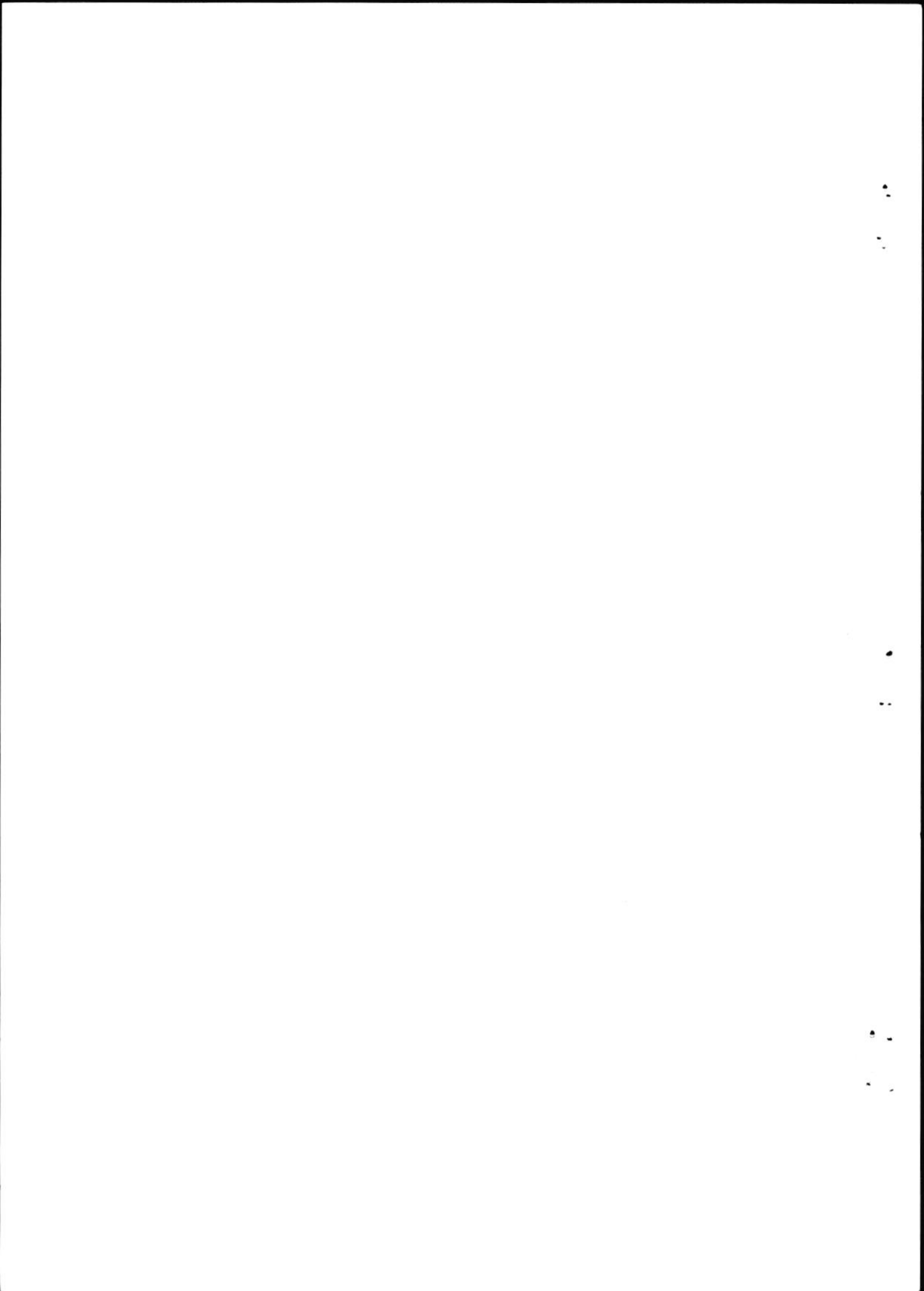
- (1) Commissioner-cum-Secretary to Govt.,
Housing & Urban Development Department. Chairman
- (2) Heads of Department concerned. Member
- (3) Additional Secretary/Joint Secretary/
Deputy Secretary to Government,
Housing and Urban Development Deptt. Member -
in charge of the respective Establishment. Convenor

All other terms and conditions mentioned in this Department Resolution NO. 35555/HUD dated 19th August, 1983 remains unaltered.

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ORDER :- Ordered that the Resolution published in the next issue of the Orissa Gazette and copies supplied to all Departments/Heads of Departments.

BY Order of the Governor
Sd/- H.S. CHAHAR
Commissioner-cum-Secretary to
Government.



GOVERNMENT OF ORISSA
HOUSING & URBAN DEVELOPMENT DEPTT

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R E S O L U T I O N

Bhubaneswar, Dated the 19th August, 1983 .

NO. Con-VIII-P-5/83. 3 5 5 5 5 /HUD. In accordance with the General Administration Department Office Memo NO. 7165-AIS-I Dated 25.6.83 and in supersession of the H & U.D. Department Resolution No. 22183/HUD., dt. 7.8.81 read with Resolution No. 39004/HUD., dt. 21.12.81 and Resolution No. 20941/HUD., dt. 11.5.83, the State Government have been pleased to re-constitute the Departmental Promotion Committee in the H&UD Department with the following members to consider promotions/ Appointments to different Gazetted Posts under the Administrative control of H & U.D. Department :-

(i) For Heads of Department & Chief Engineers :-

- | | | |
|---|----|----------|
| (i.) Additional Chief Secretary | :- | Chairman |
| (ii.) Secretary to Govt., H & U.D. Deptt. | :- | Member |
| (iii) Concerned Head of Department | :- | Member |

When the post of Head of Department is vacant the Committee will consist of only two members i.e. Additional Chief Secretary and Secretary of the Department .

(ii) For other Gazetted Posts :-

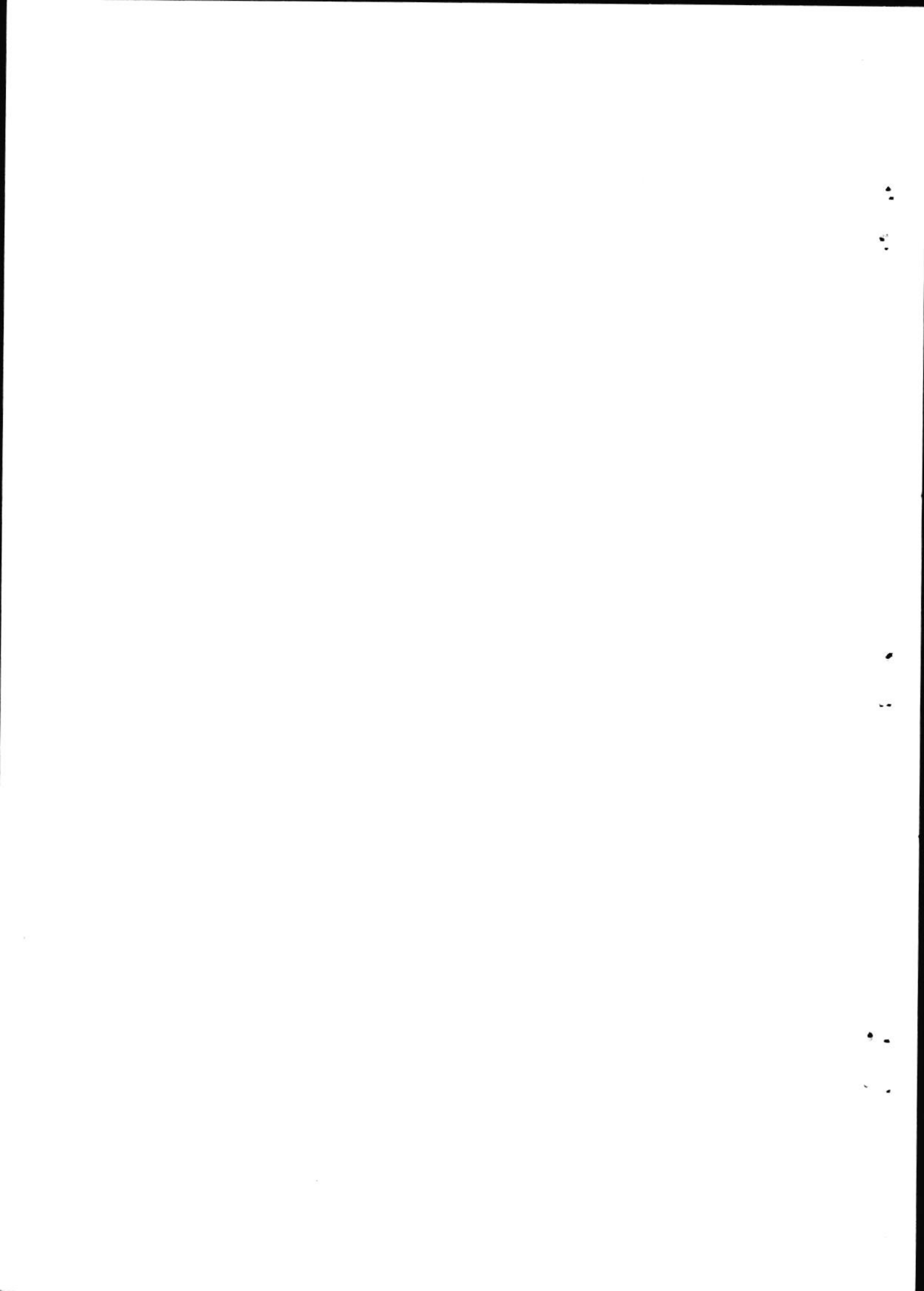
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|---|-----------|
| (i) Secretary to Govt., H & U.D. Department:- | Chairman |
| (ii) Heads of Department Concerned. | :- Member |
| (iii) Concerned Joint Secretary/ Deputy Secretary of H & U.D. Deptt. | :- Member |

2. The concerned Joint Secretary/Deputy Secretary will also act as Convenor of the D.P.C. meeting.

The meeting of the D.P.C. shall ordinarily be held once in a year.

4. Each year, the concerned Heads of Department shall intimate the number of vacancies (including projected vacancies, if any) in the cadre to be filled up by promotions/ Appointments and recommend the names of Officers eligible for promotions/appointments keeping in view the vacancies to be filled up as per the respective service rules to the Joint Secretary/Deputy Secretary to Government, H & U.D. Department in charge of the subject in the month of July of the year. The Deputy Secretary to Government, H & U.D. Department and Member Secretary thereafter shall fix up a date for holding the meeting of D.P.C. in consultation with the Chairman.

contd...2...



5. The concerned Heads of Department papers relating to the Officers recommended by him for promotions/Appointments together with all relevant papers relating to the Officers, if any, who are proposed to be superseded to Government in H & U.D. Department. He shall also furnish an authenticated seniority list containing full particulars of all Officers eligible alongwith up to date CCRs of these eligible Officers at least one month before the date on which it is proposed to hold the meeting of Departmental Promotion Committee.

6. The Departmental Promotion Committee shall scrutinise the cases of all Officers, as recommended initially by the concerned Heads of Department who are eligible for promotion after going through the relevant records and interviewing the Officers, if necessary, and shall prepare a list of Officers (at least double the number of vacancies) considered by the Committee fit for promotion during the year.

7. The selection for inclusion in the select list for promotions/Appointments to different services shall be made on the basis of principles laid down in the respective services Rules. Rules have been framed regarding reservation of vacancies to Scheduled Castes and Scheduled Tribes in the matter of promotion/Appointments. These rules and instructions should be kept in view by the D.P.C. in drawing up the select list.

8. The name of Officers included in the list shall be arranged in order of seniority according to his suitability in his respective cadre provided that any junior Officer, who, in the opinion of the Committee, is of exceptional merit and suitability may be assigned a place in the list higher than that of the Officer senior to him assigning the reason of such supersession in writing.

9. The recommendation of the D.P.C. shall then be placed before Govt. for approval. After such approval the same may be referred to Orissa Public Service Commission for their formal concurrence.

10. After recommendation of O.P.S.C. is received the same shall be placed before Government for their final decision. The list so approved by Govt., shall ordinarily be in force for one year from the date of issue of the recommendations by the O.P.S.C.

Promotions/Appointments, on adhoc where necessary will ordinarily be made by Government on getting the recommendation of the D.P.C.

ORDER :+ Ordered that the Resolution be published in the next issue of Orissa Gazette and copies supplied to all Departments of Govt./all Heads of Department.

BY Order of the Governor
Sd/- R.M.Senapati
Secretary to Government

