

## **CHAPTER-2**

### **2-1 PARTICULARS OF ORGANIZATION, FUNCTIONS & DUTIES**

As per the U.P. Avas Evam Vikas Parishad, Adhiniyam-1965, The U.P.Housing & Development Board is a body corporate & is competent, subject to the provisions of this act, to acquire, hold and dispose of property and to contract and do all things necessary for the purposes of this act. For the purpose of the Land Acquisition, the Board is deemed to be a local authority.

The Board having its Head Office at 104, Mahatmg Gandhi Marg, Lucknow & also having offices at such other places as it may consider necessary or be directed by the State Government. The Board shall consist of an Adhyaksh, who shall ordinarily be a non-official, appointed by the State Government & other members are also appreciated by State Govt.

There is a Housing Commissioner appointed by the State Government for the purpose of this act. He shall be remuneraated from the Board's fund.

The Housing Commissioner shall exercise supervision & control over all officers and servants of the Board. He is Chief Executive Officer of the Board.

**The functions of the Board are :-**

- a) to frame and execute housing and improvement and other projects.
- b) to plan and co-ordinate various housing activities in the State and to ensure expeditious and efficient implementation of housing and improvement schemes in the State.
- c) to provide technical advice for and scrutinise various projects under housing and improvement schemes sponsored or assisted by Central Government of the State Government.
- d) to assume management of such immovable properties belonging to the State Government as may be transferred or entrusted to it for this purpose.
- e) to maintain, use, allot, lease, or otherwise transfer plots, buildings and other properties of the Board or of the State Government placed under the control and management of the Board.
- f) to organise and run workshops and stores for the manufacture and stockpiling of building materials.
- g) on such terms and conditions as may be agreed upon between the Board and the State Government, to declare houses constructed by it in execution of any scheme to be houses subject to the U.P. Industrial Housing Act, 1955 (U.P. Act No. XXIII of 1955).
- h) to regulate building operations.
- i) to improve and clear slums.
- j) to provide roads, electricity, sanitation, water supply and other civic amenities and essential services in areas developed by it.
- k) to acquire movable and immovable properties for any of the purposes before mentioned.
- l) to raise loans from the market, to obtain grants and loans from the State Government, the Central Government, local authorities and other public corporations, and to give grants and loans to local authorities, other public corporations, housing co-operative societies and other perons for any of the purposes before mentioned.
- m) to make investigation, examination or survey of any property or contribute towards the cost of any such investigation, examination or survey made by any local authority or the State Government.
- n) to levy betterment fees.

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- o) to fulfil any other obligation imposed by or under this Act or any other law for the time being in force, and
  - p) to do all such other acts and things as may be necessary for the discharge of the functions before mentioned.
- 2- Subject to the provisions of this Act and the rules and regulations, the Board may undertake, where it deems necessary, any of the following functions, namely :-
- a) to promote research for the purpose of expediting the construction of and reducing the cost of buildings.
  - b) to execute works in the State on behalf of public institutions, local authorities and other public corporations, and departments of the Central Government and the State Government.
  - c) to supply and sell building materials.
  - d) to co-ordinate, simplify and standardise the production of building materials and to encourage and organise the prefabrication and mass production of structural components.
  - e) with a view to facilitating the movement of the population in and around any city, municipality, town area or notified area, to establish, maintain and operate any transport service, to construct, widen, strengthen or otherwise improve roads and bridges and to give financial help to others for such purposes.
  - f) to do all such other acts and things as may be necessary for the discharge of the functions before mentioned.

## 2.2 Mission/Vision Statement of U.P. Avas Evam Vikas Parishad

The Mission of U.P. Avas Evam Vikas Parishad is :-

“UPHHDB” shall strive to improve ‘The Quality of Life’ through human habitation projects by providing focussed attention to the needs of customers, healthy and growth conducive environment, high quality and affordable products coupled with caring attitude to achieve highest level of customer *delight*. We shall elevate our capabilities by Bench-Making with the best practices in order to make UPHDB A World Class Organization.

The vision/objectives of Parishad are as follows :-

- (i) To reduce customer complaints.
- (ii) To improve customer satisfaction.
- (iii) To reduce internal rework.
- (iv) To minimise time and cost over run.

### 2.3 Brief history of the U.P. Awas Evam Vikas Parishad & context of its formation.

उ० प्र० आवास एवं विकास परिषद का संक्षिप्त इतिहास और इसके गठन का प्रसंग

उत्तर प्रदेश आवास एवं विकास परिषद का गठन परिषद अधिनियम 1965 के अन्तर्गत माह अप्रैल, 1966 में विभिन्न आवास एवं विकास योजनाओं का नियोजित ढंग से कार्यान्वयन करते हुए प्रदेश तथा राष्ट्रीय स्तर की आवास नीति एवं कार्यक्रम के अनुसार आवास सम्बन्धी कार्यों में समन्वय लाने के उद्देश्य से किया गया है ।

### 2.4 Duties of Public Authority

परिषद के कार्य/उद्देश्य

- (i) प्रदेश के नगरीय क्षेत्रों में विभिन्न आवास सम्बन्धी कार्यकलापों की योजना बनाना एवं इन योजनाओं का शीघ्र तथा प्रभावी क्रियान्वयन सुनिश्चित करना ।
- (ii) केन्द्र एवं राज्य सरकार, व्यवसायिक बैंक, वित्तीय संस्थाओं तथा अन्य सार्वजनिक निगमों तथा उपक्रमों से अनुदान अथवा ऋण लेना ।
- (iii) भूमि अर्जित करना तथा आवासीय योजनाओं में सड़क, विद्युत, जलापूर्ति, जल सम्भरण तथा अन्य नगरीय सुविधाओं एवं आवश्यकताओं की व्यवस्था करते हुए पंजीकृत व्यक्तियों की मांग के अनुरूप भूखण्ड अथवा भवन आदि निर्मित करके उनको आवंटित करना ।
- (iv) समाज के दुर्बल आय वर्ग के लिए 20 सूत्रीय कार्यक्रम के अन्तर्गत तथा अनुसूचित जाति एवं जनजाति, सुरक्षा कर्मचारी एवं स्वतंत्रता सेनानी वर्ग के व्यक्तियों के लिए भवन उपलब्ध कराने हेतु विशेष प्रयास करना ।
- (v) केन्द्र/राज्य सरकार तथा उसके उपक्रम अथवा अन्य संस्थाओं के लिए कार्यालय भवन, शॉपिंग कॉम्प्लेक्स तथा आवासीय कॉलोनीयों का निर्माण करना व तकनीकी सलाह देना ।
- (vi) भवन निर्माण एवं विकास कार्यों में गति लाना तथा लागत में कमी लाने के उद्देश्य से अनुसंधान कार्यों को प्रोत्साहन देना तथा कास्ट इफैक्टिव टेक्नॉलाजी का प्रयोग करते हुए स्थानीय सामग्रियों का उपयोग करने हेतु प्रोत्साहित करना ।
- (vii) प्रदेश में सहकारिता आन्दोलन को बढ़ावा देने के लिए सहकारी आवास समितियों को प्रोत्साहित करना ।
- (viii) आवंटियों को सम्पत्ति के लिए वांछित ऋण उपलब्ध कराना ।

2.5 Main activities/functions of the U.P.Avas Evam Vikas Parishad.  
Same as Para 2.4 (i) to (viii)

2.6 List of services being provided by U.P.Avas Evam Vikas Parishad.

परिषद द्वारा आवासीय समस्या के समाधान के लिए आवासीय परियोजनाओं हेतु भूमि अर्जित करना तथा आवासीय योजनाओं में सड़क, विद्युत, जलापूर्ति, जल सम्भरण तथा अन्य नगरीय सुविधाओं एवं आवश्यकताओं की व्यवस्था करते हुए पंजीकृत व्यक्तियों की मांग के अनुरूप भूखण्ड अथवा भवन आदि निर्मित करके उनको आवंटित करने जैसी मुख्य सेवायें परिषद द्वारा दी जा रही हैं ।

2.7 Organizational Structure Diagram.

Organizational Structure Diagram of Parishad is enclosed. page 7 & 8

2.8 Expectation of U.P.Avas Evam Vikas Parishad from public for enhancing its effectiveness and efficiency.

जन सामान्य को परिषद से निम्नलिखित सुविधाओं की अपेक्षा है :-

परिषद द्वारा आवासीय समस्या के समाधान के लिए आवासीय परियोजनाओं हेतु भूमि अर्जित करना तथा आवासीय योजनाओं में सड़क, विद्युत, जलापूर्ति, जल सम्भरण तथा अन्य नगरीय सुविधाओं एवं आवश्यकताओं की व्यवस्था करते हुए पंजीकृत व्यक्तियों की मांग के अनुरूप भूखण्ड अथवा भवन आदि निर्मित करके उनको आवंटित करना ।

2.9 Arrangement & Methods made for seeking Public participation/contribution.

No comments.

2.10 Mechanism available for monitoring the service delivery & public grievance resolution.

जन सेवाओं के अनुश्रवण एवं शिकायतों के निराकरण हेतु एक जन प्रकोष्ठ सेल का गठन परिषद मुख्यालय पर किया गया है जिसके माध्यम से जन सामान्य से प्राप्त शिकायतों का निराकरण निर्धारित समय सीमा में किया जाता है ।

2.11 Addresses of the Main Office & other Offices at different levels.

As per Enclosed List page 13 & 17

2.12 Morning hours of the offices

From 10.00 AM

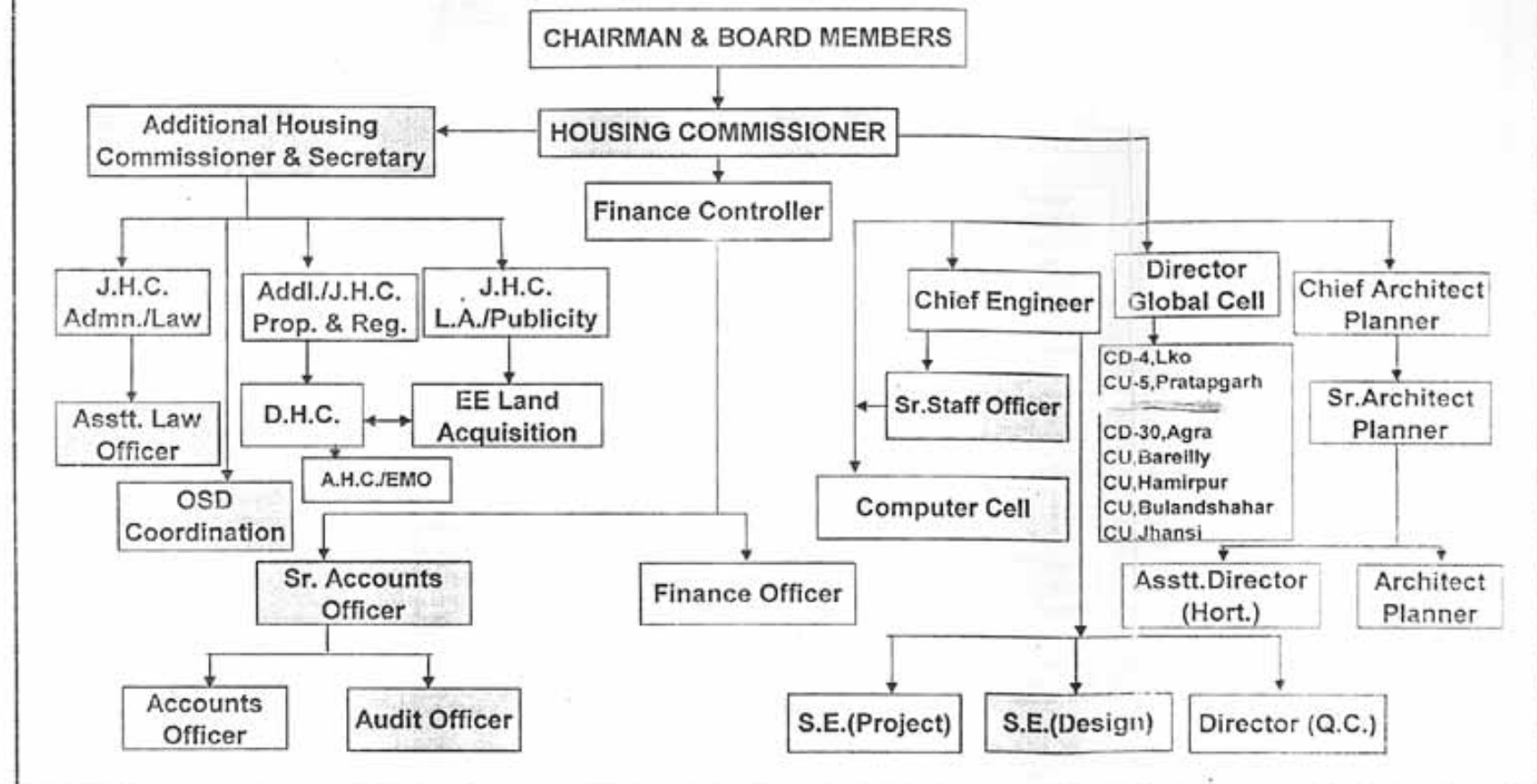
Closing hours of the offices

to

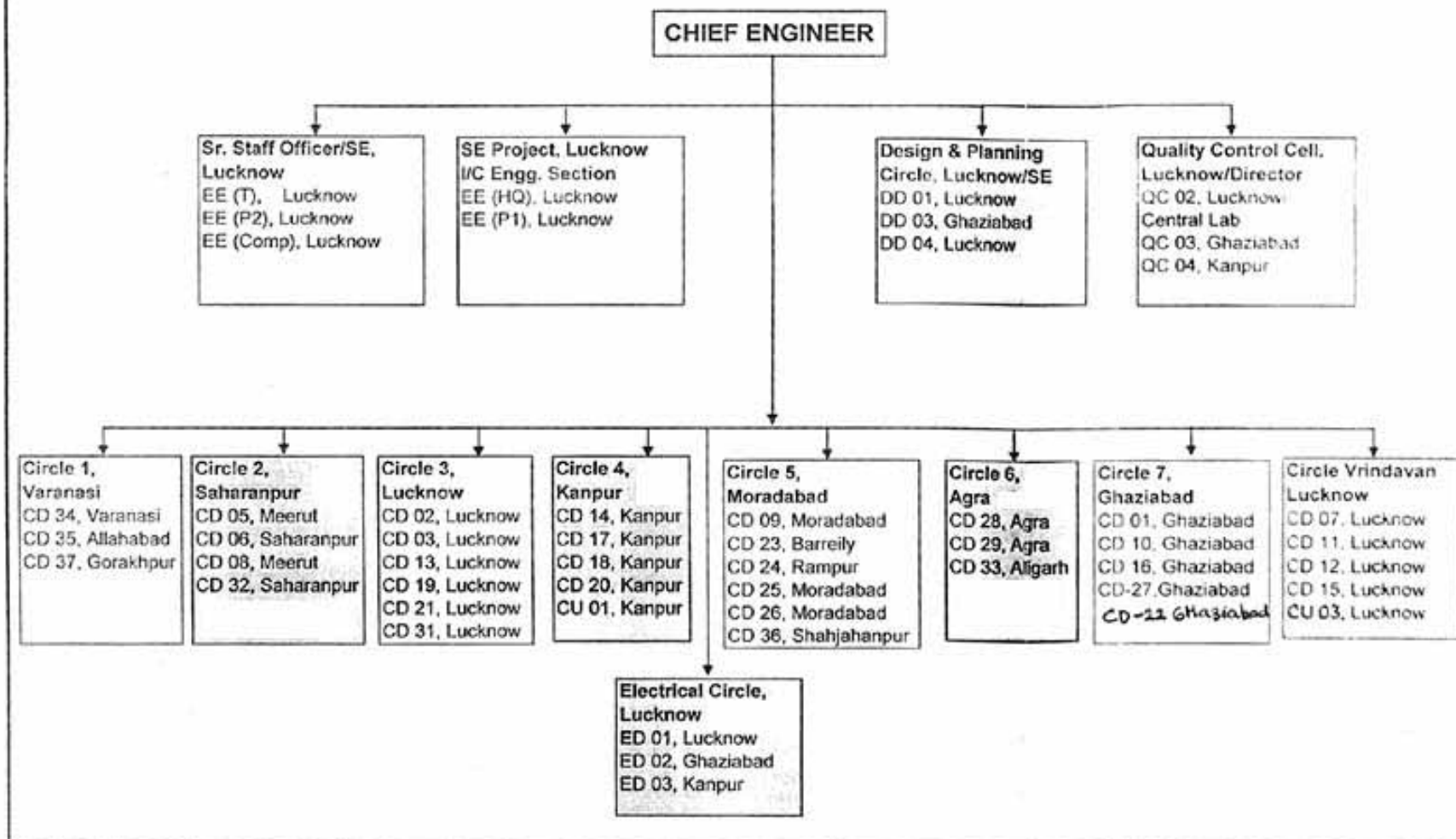
05.00 P.M.

The offices shall be closed on every Sunday & holidays as declared by State Government/Distt. Authorities.

U.P. HOUSING & DEVELOPMENT BOARD  
ORGANISATIONAL CHART OF HEAD OFFICE



**U.P. HOUSING & DEVELOPMENT BOARD**  
**ENGINEERING ORGANISATIONAL STRUCTURE**





### ENGINEERING SECTION (WORKS RESPONSIBILITIES)

Sl.No.	Works Alloted	Process Involved	Consumer	Purpose of work	Responsible Officers/Staff	Monitoring Schedule		
						E.E.	S.E./S.S.O.	C.E.
1	2	3	4	5	6	7	8	9
<b>SUPERINTENDING ENGINEER (PROJECT)</b>								
1	Disposal of Matters including General Complaints from Hon'ble Ministers/M.P.'s/M.L.A.'s & Unauthorised Construction/Encroachment related works		All S.E.'s./Govt.	Disposal as required by Govt.	E.E. (HQ)/A.E.	Monthly	Quarterly	Half Yearly
2	Establishment of Engineering Section.		All Employees	Work regarding Establishment	E.E. (HQ)/A.E.	Monthly	Quarterly	Half Yearly
3	Weekly report to Respected Minister		Govt.	Disposal as required by Govt.	E.E. (HQ)/A.E.	Weekly	Fortnightly	Monthly
4	Handing over of Parishad Schemes.		All S.E.'s	Handing over of Schemes	E.E. (HQ)/A.E.	Monthly	Quarterly	Half Yearly
5	Work related to Task Force/Infrastructure/ I.D.S.M.T.		All S.E.'s	Early Disposal	E.E. (HQ)/A.E.	Monthly	Quarterly	Half Yearly
6	Bulk Sale.		All S.E.'s	Early Disposal	E.E. (HQ)/A.E.	Monthly	Quarterly	Half Yearly
7	Rate Contract		All S.E.'s	Early Disposal	E.E. (HQ)/A.E.	Monthly	Quarterly	Yearly
8	Departmental Enquiries		Related Officer/Employee	Early Disposal	E.E. (HQ)/A.E.	Monthly	Quarterly	Half Yearly
9	Disputes with Contractors & work related to Law.		Related Officer/Employee/Contractor	Early Disposal	E.E. (HQ)/A.E.	Monthly	Quarterly	Half Yearly
10	Works of Uttarakhand		Related Officer/Employee/ Govt.	Early Disposal	E.E. (HQ)/A.E.	Quarterly	Half Yearly	Yearly
11	O.T.S./Malva Charges & Sarai Saman Yojna.		All S.E.'s	Early Disposal	E.E. (HQ)/A.E.	Monthly	Quarterly	Half Yearly
12	A.A. & T.S. & costing of Third Circle & Vrindavan Circle.	PM/ENG/21	All S.E.'s/Govt.	Early Disposal	E.E. (HQ)/A.E.	Monthly	Quarterly	Half Yearly
13	Monitoring of Inauguration & Lokarpan of Projects.		All S.E.'s/Govt.	Compilation of reports & presentation	E.E. (HQ)/A.E.	Monthly	Quarterly	Half Yearly
14	Reply of Questions & Quarries of Vidhan Sabha/ Parishad/Lok Sabha/Rajya Sabha & Assembly Committees.		All S.E.'s/Govt.	Early Disposal	E.E. (P-1)/A.E.	Weekly	Fortnightly	Monthly
15	A.A. & T.S. & Costing of 1st Circle Banaras, II Circle Saharanpur, Electrical Circle, Lucknow	PM/ENG/21	All S.E.'s	Early Disposal	E.E. (P-1)/A.E.	Monthly	Quarterly	Half Yearly
16	Implementation of Vambay Project		All S.E.'s/Suda	Compilation of reports & presentation	E.E. (P-1)/A.E.	Monthly	Quarterly	Half Yearly
17	Fund requirement from all Circles/Divisions & sending to F.C. thereof.		All S.E.'s/F.C.	Funds demand to be sent to F.C.	E.E. (P-1)/A.E.	Monthly	Monthly	Quarterly



Sl.No.	Works Alloted	Process Involved	Consumer	Purpose of work	Responsible Officers/Staff	Monitoring Schedule		
						E.E.	S.E./SSO	C.E.
1	2	3	4	5	6	7	8	9
17	Water Supply quality report in all Parishad Schemes.		All S.E.'s	Compilation of reports & presentation	E.E. (P-1/ A.E.	Monthly	Quarterly	Half Yearly
18	Work related to Hudco Project		All S.E.'s/Hudco	Compilation of Hudco reports & presentation	E.E. (P-1/ A.E.	Monthly	Quarterly	Half Yearly
19	20 Work related to Audit		All S.E.'s/Finance Section	Compilation of reports & presentation	E.E. (P-1/ A.E.	Monthly	Quarterly	Half Yearly
20	Work related to Training & Seminars		All S.E.'s/M.D.C.	Forwarding of proposal & presentation	E.E. (P-1/ A.E.	Monthly	Quarterly	Half Yearly
21	22 Meeting with Development Authority		All S.E.'s/M.D.C.	Forwarding of proposal & presentation	E.E. (P-1/ A.E.	Monthly	Quarterly	Half Yearly
22	23 Weekly/Core Group Meetings.		Related to Core Group Officers	Minites of meeting & its monitoring	E.E. (P-1/ A.E.	Weekly	Weekly	Weekly
23	24 Work related to Monitoring Committee & Sarvajani Udyam Bureau		All S.E.'s/ J.H.C.	Compilation of reports & presentation	E.E. (P-1/ A.E.	Monthly	Quarterly	
24	26 Work related to Quality Control		All S.E.'s	Forwarding of proposal & presentation	E.E. (P-1/ A.E.	Monthly	Quarterly	
25	26 Work related to Designs		All S.E.'s	Forwarding of proposal & presentation	E.E. (P-1/ A.E.	Monthly	Quarterly	
26	27 Work related to Arboriculture		All S.E.'s	Forwarding of proposal & presentation	E.E. (P-1/ A.E.	Monthly	Quarterly	

Sl.No.	Works Alloted	Process Involved	Consumer	Purpose of work	Responsible Officers/Staff	Monitoring Schedule		
						E.E.	S.E./S.S.O.	C.E.
1	2	3	4	5	6	7	8	9
<b>SENIOR STAFF OFFICER/S.E.</b>								
1	All works related to Monthly Staff Meeting		All S.E.'s/ J.H.C.	Compilation of reports & presentation	E.E. (T)/ A.E. (Monitoring)	Monthly	Monthly	Monthly
2	Monitoring of Construction & Development Projects.		All S.E.'s	Compilation of reports & presentation	E.E. (T)/ A.E. (Monitoring)	Monthly	Monthly	Monthly
3	Monthly monitoring of Time & Cost Over Run of Projects.		All S.E.'s	Compilation of reports & presentation	E.E. (T)/ A.E. (Monitoring)	Monthly	Monthly	Monthly
4	All works regarding MOU/Parishad Vision/ Mission/Joint Venture/ T.M.G.		All S.E.'s/ J.H.C.	Compilation of reports & presentation	E.E. (T)/ A.E. (Monitoring)	Monthly	Quarterly	Half Yearly
5	Works regarding Budget	PM/ENG/17	All S.E.'s/ F.C.	Budget preparation of Engineering Section	E.E. (T)/ A.E. (Monitoring)	Yearly	Yearly	Yearly
6	Annual Action Plan/Works Schedule & Corporation Plan		All S.E.'s/ J.H.C.	Compilation of reports & presentation	E.E. (T)/ A.E. (Monitoring)	Monthly	Quarterly	Half Yearly
7	Monthly Progress report & meetings of Avas Bandhu/ Govt / Hon'ble Chief Minister/Housing Minister Meeting.		All H.O.D./Avas Bandhu/Govt.	Compilation of reports & presentation	E.E. (T)/ A.E. (Monitoring)	Monthly	Monthly	Monthly
8	Activities of Parishad		All S.E.'s/ J.H.C.	Compilation of reports & presentation	E.E. (T)/ A.E. (Monitoring)	Monthly	Monthly	Monthly
9	Board Meetings		All S.E.'s/ J.H.C.	Compilation of reports & presentation	E.E. (T)/ A.E. (Monitoring)	Monthly	Monthly	Monthly
10	Implementation of I.S.O. & its monitoring.		All S.E.'s	Compilation of reports & presentation	E.E. (T)/ A.E.	Monthly	Quarterly	
11	A.A./T.S. & costing of 4th Circle Kanpur, <i>and</i> Seventh Circle <i>Chh. Bhabha</i>	PM/ENG/21	All S.E.'s	Early Disposal	E.E. (T)/ A.E.	Monthly	Quarterly	
12	Works regarding NCR Project		All S.E.'s	Compilation of reports & presentation	E.E. (T)/ A.E.	Monthly	Quarterly	Half Yearly
13	Works regarding A.A. & T.S. & costing of Fifth Circle & Sixth Circle, <i>A.C. 74</i>	PM/ENG/21	All S.E.'s	Early Disposal	E.E. (P-2)/ A.E.	Monthly	Quarterly	Half Yearly
14	Works regarding Deposit Cell.		Director Deposit Cell	Early Disposal	E.E. (P-2)/ A.E.	Monthly	Quarterly	Half Yearly
15	Inspection reports of Higher Officers		All S.E.'s	Early Disposal	E.E. (P-2)/ A.E.	Monthly	Quarterly	Half Yearly

Sl.No.	Works Alloted	Process Involved	Consumer	Purpose of work	Responsible Officers/Staff	Monitoring Schedule		
						E.E.	S.E./S.S.O	C.E
1	2	3	4	5	6	7	8	9
16	Works regarding Rain Water Harvesting.		All S.E.'s	Compilation of reports & presentation	E.E. (P-2)/ A.E.	Monthly	Quarterly	Half Yearly
17	Works regarding 20 Point Programme.		All S.E.'s	Compilation of reports & presentation	E.E. (P-2)/ A.E.	Monthly	Quarterly	Half Yearly
18	Works regarding Unservicable/Unused Machinery/Tools & Plants.		All S.E.'s	Compilation of reports & presentation	E.E. (P-2)/ A.E.	Monthly	Quarterly	Half Yearly
19	Works regarding Inventory Control.		All S.E.'s	Compilation of reports & presentation	E.E. (P-2)/ A.E.	Monthly	Monthly	Quarterly
20	Works regarding Land Acquisition in Engineering Section.		Land Acquisition	Early Disposal	E.E. (P-2)/ A.E.	Monthly	Quarterly	Half Yearly