

# RTI

## Mandatory information under RTI Act

- (i) **The particulars of the organization, functions and duties:**

The Office of the Assistant Estate Manager, Chennai, is a Regional Office of the Directorate of Estates, Ministry of Urban Development. It started functioning at Chennai w.e.f. 01.04.1977. Prior to 01.04.1977, the Estate work was looked after by CPWD Authorities

### **This office is responsible for**

1. Allotment of General Pool Residential Accommodation.
2. Allotment of General Pool office Accommodation.
3. Allotment of Guest House Accommodation/Holiday Homes.
4. Issue of No Accommodation Certificate for Hiring private rented Office Accommodation by various Central Govt. Departments/Offices.
5. Collection of License fee/Damages, Eviction of Unauthorized occupants & Subletting Inspection and matters thereof.

The work relating to the maintenance/repairs of Govt. buildings etc. is looked after by Central Public Works Department.

## **RESIDENTIAL UNITS**

The number of residential units available for allotment in the General Pool as on **01-01-2010** at Chennai is as follows:

### **Unit-Wise Availability**

Type-I

450

Type-II	944
Type-III	660
Type-IV	379
Type-V	138
Type-VI	20
Hostel Double Unit	30
Hostel Single Unit.	20
Hostel KK Nagar	30
<b>TOTAL</b>	<b>2671</b>

## Area-Wise Availability

<b>K K Nagar</b>	
Type-I	408
Type-II	780
Type-III	174
Type-IV	12
Type-V	12
Hostel Units	30
<b>TOTAL</b>	<b>1416</b>

<b>Indira Nagar</b>	
Type-IV	200

<b>Haddows Road</b>	
Type-V	30
Type-VI	12
<b>TOTAL</b>	<b>42</b>

<b>Thirumangalam</b>		<b>Besant Nagar (Old Colony)</b>	
Type-I	42	Type-III	168
Type-II	164	Type-IV	72
Type-III	318	Type-V	24
Type-IV	32	<b>TOTAL</b>	<b>264</b>
Type-V	24		
Type-VI	4		
<b>TOTAL</b>	<b>1416</b>		

<b>Nungambakkam High Road</b>	
Type-VI	4

<b>Bazulla Road</b>	
Type-IV	7

<b>Thiruvanmiyur</b>	
Type-IV	8

<b>Besant Nagar (New Colony)</b>	
Type-IV	48
Type-V	48
Hostel Single	20
Hostel Double	30
<b>TOTAL</b>	<b>146</b>

The area of **General Pool Office Accommodation** available as on 01.01.2010 is as follows.

1.	Shastri Bhavan Main Building	2,53,330 sft.
2.	Shastri Bhavan Annexue Building	59,321 sft.
3.	Rajaji Bhavan Main Building	3,64,980 sft..

**Number of Rooms at various Holiday Homes/Guest Houses** placed at the disposal of the Assistant Estate Manager Chennai for allotment to Central Government employees is furnished below:

1.	Holiday Home Agra	2 Rooms
2.	Holiday Home Kanyakumari	2 Rooms
3.	Holiday Home Ooty	15 Rooms
4.	Holiday Home Nainital	2 Rooms
5.	Holiday Home Shimla	5 Rooms
6.	Holiday Home Goa	2 Rooms
7.	Touring Officers Hostel Cochin	2 Rooms
8.	Touring Officers Hostel Vijayawada	5 Rooms
9.	Touring Officers Calicut	1 Rooms

(ii) **The powers and duties of its officers and employees:**

1. Assistant Estate Manager: Discharging the functions of Head of Office/DDO/Estate Officer etc. He is over-all in charge of Estate Management work at Chennai.
2. Accountant: He is in charge of Accounts Section. He is looking after the work of issue of license fee bills, recovery of license fee, issue of NDC, Budget, all bills and other connected accounts work, subletting inspection of government quarters, all court matters like High Court, CAT, Principal Judge City Civil Court and Ministry of Law etc.

3. Stenographer: In addition to her routine duties she is entrusted with the allotment of residential accommodation type IV, V, VI and Hostel Single and Double Units. Besides this, she is also looking after the eviction and subletting cases.
4. Work Assistant: He is looking after the work of Cashier and Establishment Accounts work. He is also looking after the work of allotment of Holiday Homes. Besides this he is also looking after the subletting inspection work
5. UDC 1 : She is looking after allotment of type III accommodation and rent work of type III and type IV accommodation
6. UDC II: He is entrusted with the work of allotment of type II accommodation and rent work of type II accommodation. He is also looking after the establishment work and subletting inspection work.
7. LDC: She is looking after the allotment work of type I accommodation and rent work of type I, VI, V, and Hostel accommodation. She is also looking after Diary work.
8. Messenger: He is looking after Group D duties and attached to the Office.
9. Chowkidar: He is attached with the CGO Hostel at Shastri Bhavan and looking after Group D duties.
10. Safaiwala: He is attached with the CGO Hostel at Shastri Bhavan and looking after Group D duties.

(iii) **The procedure followed in the decision making process, including channels of supervision and accountability:**

The Assistant Estate Manager is reporting to and under the direct supervision of the Deputy Director of Estates (Regions) Directorate of Estates New Delhi. The Assistant Estate Manager is the deciding authority in respect of matters for which powers are delegated to him in the capacity as Head of Office and as Allotting Authority of General Pool Residential Accommodation. In all other matters, sanction, approval and guidance is obtained from the Directorate of Estates New Delhi.

(iv) **The norms set by it for the discharge of its functions:**

Not applicable

(v) **The Rules, Regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:**

1. Compendium of the Allotment of Government Residences (General Pool in Delhi) Rules 1963 and the gist of the instructions issued by the Ministry of Urban Development and Directorate of Estates. It is available in our website [www.estates.nic.in](http://www.estates.nic.in)
2. The Public Premises (Eviction of Unauthorized Occupants) Act, 1971.

(vi) **A statement of the categories of documents that are held by it or under its control:**

Not applicable

(vii) **The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

Not applicable to this office

(viii) **A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

Not applicable to this office.

(ix) **A Directory of its Officers and employees:**

S/Shri/Smt

1. M.H.Batchha Assistant Estate Manager

2. M.Ravi Kumar Accountant
3. P.K.Vimala Stenographer
4. A.Jayaraj Gnanasingh Work Assistant
5. N.Jayashree UDC
6. N.Murugan UDC
7. S.Saraswathy LDC
8. R.Sigamani Messenger
9. V.R.Noor Ahmed Chowkidar
10. N.Srinivasulu safaiwala

(x) **The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:**

The gross salary in respect of the staff of this office is furnished below:

S/Shri/Smt

1. M.H.Batchu Assistant Estate Manager	Rs.40105
2. M.Ravi Kumar Accountant	Rs.24149
3. P.K.Vimala Stenographer	Rs.26861
4. A.Jayaraj Gnanasingh Work Assistant	Rs.31494
5. N.Jayashree UDC	Rs.22756
6. N.Murugan UDC	Rs.21432
7. S.Saraswathy LDC	Rs.19224
8. R.Sigamani Messenger	Rs.14398
9. V.R.Noor Ahmed Chowkidar	Rs.11296
10.N.Srinivasulu safaiwala	Rs.11820

(XI) **the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made**

Head of Account	Budget Grant 2009 – 2010
<b>0216 – Housing</b>	<b>3772644</b>
<b>1.1.(1) (4)</b>	
Pay of Officer	
Pay of Establishment	
Dearness Pay	

Other Allowances	
Dearness Allowances	
<b>Total Salaries</b>	<b>3772644</b>
Overtime Allowances	<b>NIL</b>
Travelling Expenses	<b>45000</b>
Office Expenses	<b>540000</b>
Medical Treatment	<b>190000</b>
Grand Total	<b>4547644</b>

(xii) the manner of execution subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not applicable to this office

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it**

Not applicable to this office.

**(xiv) details in respect of the information, available to or held by it, reduced in an electronic form**

The allotment work has been computerized with the help of NIC, Chennai. The monthly waiting list, details of quarters available at Chennai, details of CGO Hostel at Shastri Bhavan, details of Holiday Home at Ooty are being published in the website every month. The website address is:

[www.estates.nic.in](http://www.estates.nic.in)

**(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

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**(xvi) the names, designations and other particulars of the Public Information Officer**

1. Public Information Officer : M.H. BATCHA  
ASST.ESTATE MANAGER
2. Asst.Public Information Officer : M. RAVIKUMAR  
ACCOUNTANT

**(XVII) Such other information as may be prescribed.**

Nil