

DRAFT SUBJECT TO VUDA BOARD -94

Sub: VUDA - Organising VUDA Service Centres in VUDA layouts and colonies service at the doorstep of clientele of VUDA – Clearance of EWS layouts at field level by the planning officials of VUDA and concerned M.R.Os.ams constituted - New Procedures adopted – Reg.

AGENDA NOTE :

1. VUDA Service Centres

It has been proposed to organize VUDA service center in all VUDA layouts in VMR area to simplify the procedures and carrying the services at doorstep of the colony allottees. The services proposed are (1) Furnishing of details of dues payable by allottees to VUDA (2) Facilitating registration expeditiously by providing affidavits, proformas, No Due Certificates etc. (3) Supply of N.O.C for obtaining loans etc. (4) Issue of Certificates for I.T. purposes (5) Furnishing details for sale permissions, legal heir transfer certificates and issue of the above at site (6) Field inspections by site incharges to identify encroachments of VUDA lands, odd bits etc. for effective utilization.

In order to achieve ^{the} above objective, 35 service centers have been inaugurated by the Hon'ble Chairman, Vice Chairman and the Board Directors of VUDA on 1.5.2003 at various localities. The Service Centres started functioning with a **site in charge** for each service center and **14 Supervising Officers** to look after all the colonies.

The Vice-Chairman has proposed that every Monday of the Week will be observed by VUDA as a day to interact with the allottees / residents of the colonies. All the Heads of Wings have to accompany for this visit along with the Vice Chairman to take on spot decisions for quick disposal of the issues.

VUDA Resolution No.94 dated 14.5.2003

Resolved to appreciate the Vice Chairman regarding action taken in organizing VUDA Service Centres in all layouts developed by VUDA. Further resolved to approve the proposals of clearance of EWS layouts at the M.R.O Offices as proposed.



CHAIRMAN

2. Clearance of EWS Layouts

It has been ordered by the Vice Chairman EWS layouts being received by the MRO office should be cleared expeditiously by VUDA by interacting with all M.R.Os falling in VUDA jurisdiction in Visakhapatnam and Vizianagaram Districts so as to facilitate distribution of house site pattas to the beneficiaries. The particulars furnished by the M.R.Os are not in full shape to prepare the plans properly. Therefore there is delay in finalizing the layouts. The field inspections are also delayed due to non-availability of the concerned revenue staff. In order to improve the efficiency for approval of EWS layouts 2 teams have been constituted for various Mandals headed by Planning Officer-I and Planning Officer-II. These teams shall visit the M.R.Os offices on 1st and 2nd Friday of every month and will discuss with M.R.Os, collect all required information inspect the EWS layout sites for on spot decisions. After returning to office the EWS files will be processed and approved within a week time. Specific proformas and check lists have been supplied to all M.R.Os. This procedure would facilitate the early approval of EWS layouts and distribution of house site pattas by the revenue authorities.

The above new procedures would improve the efficiency of the administration due to availability of field staff for taking a decisions at field level.

The matter is placed before the VUDA Board for perusal.