

## TERMS OF REFERENCE

### Empanelment Of Urban Planners/Civil Engineers/Architects

#### Chennai Metropolitan Development Authority

**CMDA** is empaneling urban planners/civil engineers/architects for processing Planning Permission Applications(PPAs) by the local bodies. CMDA has delegated plan approval powers to municipalities, town panchayats, and panchayat unions/village panchayats (list available on the website) that fall within the jurisdiction of CMDA. The local bodies may outsource the plan/document scrutiny for Planning Permission Application by engaging the empaneled planners/engineers/architects on contract basis.

In this regard, the educational qualifications and work experience requirements for the eligible candidates are given below:

Position	Qualification	Eligibility Criteria
Urban Planner/ Civil Engineering/ Architect	Graduate/Postgraduate in Town Planning (i.e., B.Plan/M.Plan)  Graduate in B.E Civil  Graduate in B.Arch.  Diploma in Civil Engineering	Candidates with an M. Plan degree and AutoCAD knowledge will be eligible for empanelment.  Graduates in B.Plan/B.E Civil/ B.Arch must have a minimum of 2 years of experience along with AutoCAD knowledge  Diploma in Civil Engineering must have a minimum of 5 years of experience along with AutoCAD knowledge

#### ROLES AND RESPONSIBILITIES

1. The Urban Planners/Civil Engineers/Architects can contact the Local Body offices upon receipt of the empanelment letter.
2. On acceptance of the empanelment offer, a contract agreement can be executed between the Urban Planners/Civil Engineers/Architects and concerned authorities/Local Bodies.
3. Terms and conditions of the job contract may be determined based on TNeGA guidelines, and TNeGA rates for these technical positions may be adopted.

4. This empanelment does not confirm any permanent job, and the local bodies can engage the empaneled candidates only on a temporary basis through a contract.
5. The Urban Planners/Civil Engineers/Architects will have to process the Planning Permission applications strictly as per the Rules and Regulations in force.
6. Suitable remuneration will be decided by the concerned Local Bodies for plan scrutiny based on some criteria, preferably per square foot. The payment can be made by either the local body itself or by the applicants as may be decided by the local body.
7. The Urban Planners/Civil Engineers/Architects should maintain a file movement register and the list of files received, processed, and submitted to the officer concerned.
8. The empaneled candidate shall ensure strict compliance with all rules/regulations in force.
9. In case of willful deviations from the rules and regulations, penalties such as dis-empanelment or blacklisting might follow. Recovery of monetary loss and criminal action may follow if any charges are proved upon the inquiry.
10. The empanelled candidate must give a month's notice if he/she wants to resign from the post for any reason. If the concerned authority/Local Body desires that his services are no longer required, the contract will be terminated without assigning any reasons and without any prior notice.

## **II. REQUIRED SKILLSET**

The Candidate shall possess the following skills:

- Thorough knowledge of AutoCAD software is necessary. Candidates should have a minimum of 2 years of experience in AutoCAD drawings if they don't have an M.Plan degree.
- Candidate should have a degree certificate from a recognized university/college. The postgraduate/graduate degree should be from a recognized university/college, and a copy of relevant certificates shall be furnished.
- Candidate shall have working knowledge in document scrutiny (in verifying Revenue details, viz. sale deeds, ownership documents, FMB sketch, and Patta)
- Candidate will be required to carry out site inspection and prepare inspection report.