

Organisation

The Heritage Conservation Committee

"The Committee has been reconstituted vide Ministry of Urban Development's notification no.K-12016/6/2003-DD-I dated 15th September 2016 as follows:-"

1. Special Secretary/Additional Secretary, Ministry of Urban Development - Chairman
2. Addl. DG (Architecture), CPWD - Member
3. Chief Planner, Town & Country Planning Organization - Member
4. Chief Town Planner, MCD - Member
5. Commissioner (Plg.) DDA - Member
6. Chief Architect, NDMC - Member
7. Representative of DG, Archeological Survey of India - Member
8. Chief Engineer (Structure) in the Central Design Organization, CPWD - Member
9. Sh. Sanjay Puri (Urban Designer) [Principal Architect of Sanjay Puri Architects, Mahalaxmi, Mumbai] - Member
10. Dr. Parul Pandya Dhar (Historian) [Associate Professor, Department of History, University of Delhi] - Member
11. Ms. Vertika Sharma (Conservation Architect) [Advocate, Delhi High Court] - Member
12. Prof. Dr.Rommel Mehta (Environmentalist) [Professor, Landscape Architecture Department, SPA, New Delhi] - Member
13. Director, National Museum of National History - Member
14. Secretary, DUAC - Member Secretary

Secretariat: Total Strength 30

Group A – 03

Group B – 05

Group C – 13

Group D – 09

Smt Ruby Kaushal	Member Secretary	24619593, 24648970 (Fax)
Shri Rajeev Kumar Gaur	Assistant Secretary (Technical)/ Central Public Information Officer	2461639

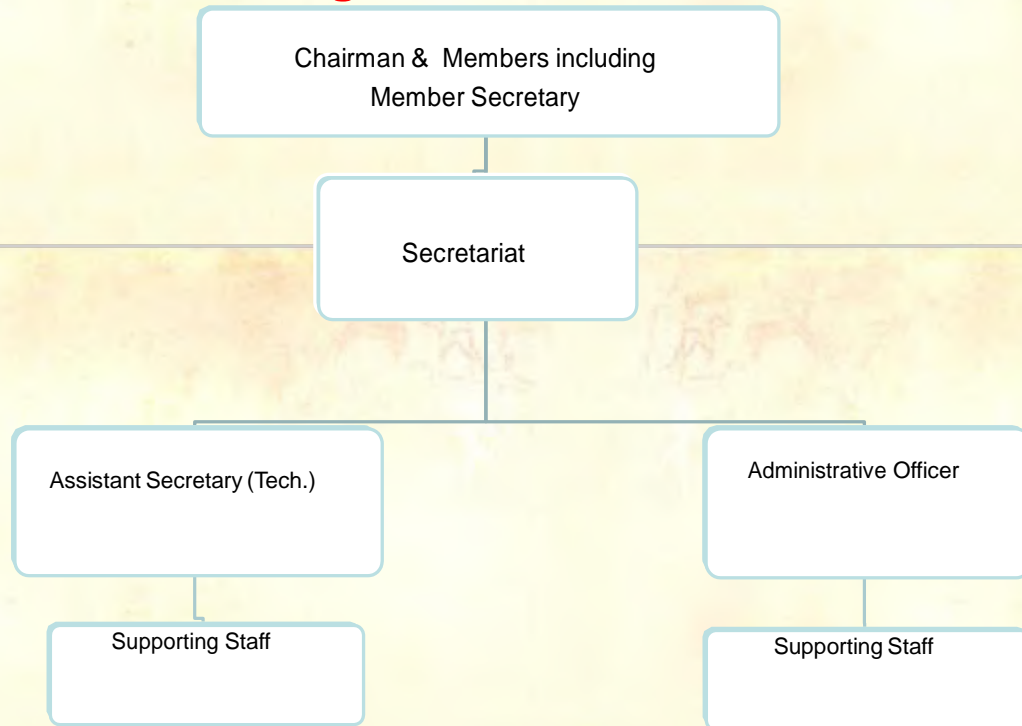
SENIORITY LIST OF DUAC EMPLOYEES AS ON 01-08-2018

Sl. No	Name of the post	Classification	Pay Band+ GP	Name	Date of Appointment /Absorption of the employee	Date of Last Promotion
1	Secretary	Group A	37400-67000 8700	Smt Ruby Kaushal		
2	Assistant Secretary (Tech.)	Group A	15600-39100 6600	Sh. Rajeev Kumar Gaur	14-11-2013	-
3	Admn. Officer	Group A	15600-			-

			39100			
			6600			
4	Private Secretary	Group B	9300-348004600			
	Stenographers		9300-348004600			
			9300-348004600	i) Smt. Alka Dhir, Sr. Stenographer	27-03-1989	20-05-1996
		Group C	5200-202002800	ii) Indu Rawat, Jr. Stenographer	15-01-1997	-
			5200-202002800	(iii) Ravinder Kumar Jr. Stenographer	16-04-1998	-
5	Architectural Assistants	Group B	9300-348004600	i) Smt. Uma Bhati	14-11-1981	31-05-1990
				ii) Smt. Manju Anjali		
			9300-348004200	iii) Sh. Sidharth	-01-05-2012	-
				iv) Smt Neha		-
6	Hindi Translator	Group B	9300-348004200	Smt. Kalpana Dewani, Hindi Translator	26-04-1990	-
7	Assistant	Group B	9300-348004200	Sh. Gopal Singh Assistant	15-02-1982	02-05-2012
8	UDC	Group C	5200-202002400	Smt. Renu Bassi	01-05-1986	02-05-2012
9	LDC	Group C	5200-202001900	i) Sh. Rajbir Singh, Hindi Typist	01-04-1982	05-03-1986
				ii) Smt. Sunita Rani, LDC	09-04-1997	-

				iii) Sh. Deepak Chandra Bandooni, LDC	01-08-2013	
10	Gestetner Operator	Group C	5200- 20200 1900	-	Retired	-
11	Dispatch Rider	Group C	5200- 20200 1900	-	Retired	-
12	Daftary	Group C	5200- 20200 1900			
13	Peon	Group C	5200- 20200 1800			-
			- do -			
			- do -	i) Sh. Shri Ram	17-11-1989	-
			- do -	ii) Sh. Daya Ram	25-10-1993	-
			- do -	(iii) Smt. Shiksha	20-09-1991	-
14	Chowkidar	Group C	5200- 20200 1800	Sh. Manoj Kumar	01-10-1997	-

Heritage Conservation Committee Organization Chart



Channel of Submission and Level of Final Disposal

Sl. No.	Work	Initiated by	Considered by	Approved by
Technical				
1.	Checking documents of proposals referred by local authorities	Architectural Assistants	-	-
2.	Issuance of Reminders	Architectural Assistants	-	-
3.	Proposals for consideration by the HCC	Architectural Assistants	Assistant Secretary (Tech.)	Member Secretary
4.	Recommendations on proposals	-	-	HCC
5.	Issue of HCC's recommendations	Assistant Secretary (Tech.)	-	Member Secretary
Administrative				
1.	Contingent	Assistant (Admin.)/	Administrative	Member

	expenditure	Cashier	Officer	Secretary - Beyond Rs.500 AO - upto Rs.500
2.	Purchases			
	Less than Rs.25000	Assistant (Admin)	Administrative Officer	Member Secretary
	Rs.25000 to 2.5 lakh	Assistant (Admin)/AO for procurement through Purchase Committee.	Purchase Committee	Member Secretary
	Above Rs.2.5 lakh	Assistant (Admin)/AO for procurement through Tendering.	Purchase Committee	Member Secretary
3.	RTI	ACPIO	CPIO	CPIO
4.	Appeals	ACPIO	CPIO	CPIO
5.	Official Language	Jr. Hindi Translator	Administrative Officer	Member Secretary