

CITY TECHNICAL ADVISORY GROUP

RAIPUR MUNICIPAL CORPORATION

A) OBJECTIVES OF CTAG

City Technical Advisory Group (CTAG), under Raipur Municipal Corporation for Sub-Mission on Urban Infrastructure & Governance and Basic Services to Urban Poor of the Jawaharlal Nehru National Urban Renewal Mission (JNNURM) is hereby constituted:

- 1) To advise the Raipur Municipal Corporation, Its Steering Groups, Mission Directorate and Central Sanctioning and Monitoring Committee, City Level Steering Committees and Urban Local Bodies on enlisting community participation, securing transparency and accountability, ways and means of involving citizens in service delivery and governance.
- 2) To help constitute and coordinate with City Voluntary Technical Corps (CVTC) in Raipur.
- 3) To help mobilize support of civil society and elected representatives for reforms in urban governance.
- 4) To help enlist involvement of citizens at grass root level through Ward Committees, Area Sabhas and City Voluntary Technical Corps etc
- 5) To coordinate and support the designing and implementation of the Governance Reforms Programmes.
- 6) Any other objectives as expected and mutually agreed between Raipur Municipal Corporation and the CTAG, for knowledge up gradation of its Members, NTAG and Raipur Municipal Corporation.
- 7) To create a knowledge base to be utilized by the stakeholders so as to know and analyze their negative and positive aspects of functioning.
- 8) To create platform for public participation and enhance citizens engagements in JNNURM projects primarily.
- 9) To organize and support training programmes for the stakeholders to tune in their policies, procedures and outcome with good governance and people's participation in development and also to devise ways to empower people at large.
- 10) To help strengthen institutions that may function as positive pressure groups for result-oriented delivery systems and restructuring of delivery system.
- 11) To create a bank of best practices, success stories and successfully tried experiments and tools in governance reforms
- 12) To promote consultancy services to state and local governments and other national and international organisations in the field of action research and implementation of reforms for All-round Development of Raipur

- 13) To undertake action research, provide professional advice, and conduct change management programmes for Municipal departments and other concerned agencies. This way the CTAG would cater the needs of policy makers, civil servants, relevant authorities, representatives of industries, academics, research institutes and non-governmental organisations for implementing the reform initiatives in and with sole permissions from National Level Technical Advisory Group and/or Raipur Municipal Corporation.
- 14) To be aim focused and result oriented.
- 15) The CTAG office would act as City Resource Center where relevant information on JNNURM projects can be accessed by any citizen.

B) Resources

The CTAG will receive inputs from the following sources:

- 1) JNNURM and all its subordinate and related departments and agencies.
- 2) State Government of Chhattisgarh through different departments and agencies.
- 3) Raipur Municipal Corporation through different departments and agencies.
- 4) National and International Agencies working in the field related to the objectives of CTAG.

C) GENERAL BODY OF THE CTAG

City Technical Advisory Group, CTAG, formed under Raipur Municipal Corporation for Sub-Mission on Urban Infrastructure and Governance of the Jawaharlal Nehru National Urban Renewal Mission (JNNURM) is hereby constituted under the Notification of RMC. The CTAG has the Mayor and Commissioner of RMC as its Chief Patron, Deputy Commissioner as Patron. The representatives and experts of various fields including civil society are the Executive Members. The Chairman and Vice Chairman are elected from within the Members and in co-ordination with the Chief Patron and Patron. CTAG is always open to seek expert opinion from eminent persons.

1. The CTAG shall be composed of Executive Members with such persons, from public and private bodies and individuals of ability or experience, subscribing to the aims and objects of the CTAG as may be nominated and accepted by the Existing Members and accepted by the Chairman CTAG and approved by the RMC, followed by the Notification from the RMC.
2. The CTAG shall keep a roll of Executive Members with their occupations, addresses, contact numbers, mobile numbers, email address etc and every member shall sign the same.
3. If an Executive Members of the CTAG changes his address or any other information as mentioned in Section 2., he shall notify his new address to the Chairman and the entry in the roll shall be changed accordingly. If such Executive Members fails to notify his address in the rolls of the CTAG shall be deemed to be his address.
4. a) When a person is appointed as a Executive Members of CTAG by reason of the office of appointment he holds, his membership of the CTAG shall be terminated when he ceases to hold that office or appointment.

- b) Executive Members of the CTAG shall hold the office for such a period not more than three years or as may be prescribed by the CTAG at the time of their appointment or at any time thereafter.
 - c) The Executive Members of the CATG shall not be less than 5 and shall not be more than 21.
 - d) Based on the Executive Member's ability and or experience every member can be an in charge member for any one sub-committee of CTAG viz.
 - 1. Urban Governance
 - 2. Urban Planning
 - 3. Urban Finance
 - 4. Urban Engineering
 - 5. Urban Poverty & CPF.
 - e) Any member could suggest a nomination for a new Executive Member to the CTAG for any sub-committee based on his/her ability and experience. If thought necessary and approval in the meeting the Chairman shall be entitled to invite such a individual to attend the meeting of the CTAG as Nominated Member but such person shall not have power to vote till he / she is accepted as an Executive Member.
5. A member of the CTAG shall loose his/her membership on the following grounds and reasons and the CTAG is empowered to take such decisions:
- a) If he/she does not attend 5(five) consecutive meetings of the CTAG without sufficient cause or leave of absence granted to him/her in writing by the Chairman.
 - b) If he/ she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving immoral turpitude.
 - c) If the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.
 - d) If he/ she is hindrance in the achievements of the aims and objects of the CTAG.
 - e) If he/ she does not maintain the secrecy of the Agenda and Meetings of CTAG.
 - f) If he/ she willingly submits a Written Resignation. The resignation of a member shall be tendered to the CTAG through the Chairman and shall not be effective till it has been accepted by the Chairman and approved by RMC.
 - g) The member who looses his / her membership for any reason as mentioned, thereafter he / she shall not be eligible for reappointment.

D) MEETINGS OF THE CTAG

- 1. There shall be two meetings of the CTAG, namely:
 - a) Monthly General Meeting
 - b) Extra Ordinary General Meeting.
- 2. a) The monthly General Meeting of the CTAG shall be held on 3rd Saturday of every month at the office of CTAG situated at Indoor Stadium, Bhudhapara, Raipur sharp between 4pm to 6 pm.
 - b) It is mandatory for all the Members to be present throughout the Meeting.

3. The Agenda of the monthly general meeting shall be:
 - a) To, brief the agenda of meeting as fixed in the previous meeting itself, in addition to that during the first 10 minutes of the start of current meeting any member could request to add new points of importance for consideration to the Chairman.
 - b) To, one by one receive the statements of suggestions / points of Importance prepared by member of CTAG.
 - c) To, consider and discuss the action plan of the CTAG as expected / prepared by NTAG / RMC / Chairman CTAG / Members CTAG with due consideration of the objective of CTAG and finally approved by the Chairman.
 - d) Information Sharing amongst the members wrt attended programs & functions as representative of CTAG.
 - e) To, prepare final conclusions and minutes of the Meeting.
4. The Chairman can at any time summon an extra ordinary general meeting of the CTAG, if considered necessary for transacting Agenda of important nature or if so requisitioned by not less than five members of the CTAG by request in writing.
5. Except as otherwise provided in these Rules and Regulations, all meetings of the CTAG shall be called by written notice (through email or hard copy).
6. a) Every notice calling meetings of the CTAG under section D,2(a) shall state the time and place at which such meeting will be held and be served upon every member of the CTAG not less than 5 clear days before the day appointed for the meeting.
 - b) The accidental omission to give or non-receipt of such notice by any member shall not invalidate the proceedings of any such meeting
 - c) A notice may be served upon any member of the CTAG either personally or by sending it by post in an envelope addressed to such member at his address as mentioned in the roll of members.
 - d) Any notice so served by post shall be deemed to have been served on 4th day following that a which the envelope containing the same was posted and prove that the envelope containing such notice was properly addressed and duly posted.
7. Every meeting of the CTAG shall be presided over by the Chairman/ Vice Chairman and in their absence, by a member chosen to preside over that particular meeting.
8. Number of Members of CTAG present in the General Monthly Meeting automatically forms the quorum at that particular meeting of the CTAG.
9. Subject to provision contained all disputed questions at the meeting of the CTAG shall be determined by majority of votes.
10. a) Each member of the CTAG shall have one vote.
 - b) In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote.
11. a) The CTAG shall cause minutes of all proceedings of its monthly General Meetings, and of its Extra Ordinary General Meetings to be entered in a Minute Book kept for the purpose.

- b) Minutes should be signed by chairman and vice-chairman of the CTAG for the evidence of the proceedings.
 - c) The minutes books shall be kept at the Office of the CTAG and shall during working hours be open to inspection by any member.
 - d) Minutes of the meeting shall also be circulated in writing to all the member either periodically or by post.
12. a) In respect of the amendment of the Memorandum of Association and Rules & Regulations of the CTAG a special resolution would be required to be passed.
- b) A copy of the special resolution shall be filed with the Chief Patron & Patron within 10 days from the date of passing of such resolution signed by the Chairman, Vice – Chairman and Members present in the meeting of the CTAG.
13. The affairs of the CTAG shall be administered, directed and controlled by The Chairman in accordance with its Rules and Regulations.

E) POWERS, FUNCTION AND RESPONSIBILITES OF THE CTAG

1. With a view to attaining the aims and objectives of the CTAG, the CTAG shall discharge such duties and responsibilities, exercise such powers and undertake to carry out such activities as are considered essential in general and with particular reference to the following :
- a) To promote public participation in all developmental projects under JNNURM
 - b) To prepare and execute plans and to carry on the administration and management of the CTAG
 - a) To prepare and maintain relevant records.
 - b) To make, inform, adopt , amend very or rescind from time to time rules and byelaws with the approval of Executive Members of the CTAG for regulation of any purpose connected with he management and administration of affairs of the CTAG and for the furtherance of its aims and objectives.
 - c) To perform such additional functions and carry out such duties as may from time to time be assigned to it by the RMC / NTAG.
 - d) To establish procedure in respect of services and technical advice to be rendered by the CTAG.
 - e) To recommend to the RMC / NTAG
 - f) To appoint committee or committees within the Executive Members for disposal of any objectives of the CTAG or for advice in any matter pertaining to the CTAG.
 - g) Altering, extending or abridging the Rules and Regulation.
 - h) Generally anything extraordinary and of major importance.
2. a) In the event of any matter not being provided for herein, the CTAG Executive Members have the power to make bye-laws, as it deems necessary.
- b) The Chairman shall be the sole authority for resolving any doubts as to the interpretation of these provisions and the ruling shall be final and binding.
3. Subject to the provision, no Executive member of the CTAG shall be held personally liable for any loss damage or harm that may be caused by reason of any act or omission done by him in good faith, in course of discharging his functions and powers.

4. CTAG would provide support and guidance to Raipur Municipal Corporation in formation and functioning of CVTC to enable people participation in JNNURM implementation and to ensure accountability and transparency.
5. CTAG would provide a platform for citizens to participate in city development projects through their suggestions and concerns where they can put forward views. CTAG will in turn take it to the right forum for addressal.

F) Financial Support

1.
 - a) No Executive Member of the CTAG shall in that capacity be entitled to receive remuneration.
 - b) All the arrangement for the conveyance, food, lodging, boarding etc. as required on and during outside the city travel will be done by the Raipur Municipal Corporation.
 - c) All Financial, Resource and Asset requirements pertaining to the smooth and dignified working of CTAG shall be the sole responsibility of Raipur Municipal Corporation office. However, the NTAG, as the parent body for the CTAG, would guide for the financial requirements of the CTAG.

G) AUTHORITIES OF THE CTAG

1. The following shall be the authorities of the CTAG
 - a) The Chairman of the CTAG
 - b) The Vice-Chairman of the CTAG
 - c) Such other authorities as may be constituted as such by the Executive Members.

H) THE CHAIRMAN

1. The Chairman shall be nominated by the CTAG Executive members for a period as suggested by the Executive Members.
2. The Chairman shall have the following powers, functions and responsibilities: -
 - a) The Chairman shall provide vision to the CTAG
 - b) The Chairman may call a special meeting at a short notice in case of emergency.
 - c) The Chairman shall see that the affairs of the CTAG are run efficiently in accordance with the provision of the Memorandum of Association, Rules & Regulation and by laws of the CTAG as may be framed.
 - d) The Chairman shall be the sole and nodal person to Co-ordinate with RMC and NTAG and with any such departments or agencies.
 - d) The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the Executive Members of the Governing Council and General Body.
 - e) The Chairman may in writing delegate such of his powers as he may consider necessary to the Vice Chairman / Executive Member.
 - f) The Chairman shall be entitled to invite any other person to attend the meeting of the CTAG as Invited Member but such person shall not have power to vote.
 - g) The Chairman shall have the authority to review periodically the work and progress of the CTAG
 - h) The Chairman shall plan, direct and coordinate the overall working of the CTAG.

I) ANNUAL REPORT

1. A draft of Annual report of the CTAG shall be prepared. Copies thereof as finally approved by the CTAG shall be supplied to the members of the CTAG, NTAG and RMC.

J) SEAL & MONO OF THE CTAG

1. The CTAG shall have seal as Chairman, Vice Chairman, Executive Member seal shall never be used except with the authority of CTAG.
2. The CTAG shall have a unique Mono which shall be used as a identity of the CTAG in all internal & external media elements.

K) ROLE OF THE RMC & NTAG

1. The RMC & NTAG shall have the following role in the conduct of the affairs of the CTAG.
 - a) The RMC would provide office space and logistic support for smooth functioning of CTAG.
 - b) The RMC will facilitate the linkage building between CTAG and consultants working on JNNURM projects.
 - c) The DPRs prepared by consultants under JNNURM should be routed through CTAG for their advice and duly acknowledged.
 - d) The RMC would provide the logistic support for carrying out any campaign/ workshop to garner public support for effective implementation of project in question.
 - e) RMC would ensure the availability of relevant documents on JNNURM in the office of CTAG.
 - f) NTAG would provide directions for performance of functions of the CTAG in matters involving substantial public interest.

CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE CTAG

WITNESSES

AUTH. SIGNATORY