

## COUNCIL OF ARCHITECTURE

### INFORMATION SUPPLIED UNDER SECTION 4(1) (B) OF THE RIGHT TO INFORMATION ACT, 2005.

| INFORMATION TO BE SUPPLIED                                                                                  | INFORMATION SUPPLIED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 4. (1) Every authority shall-<br>(b) Publish within one hundred twenty days from the enactment of this Act- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (i) The particulars of its organization, functions and duties:                                              | The name of the organization is "Council of Architecture", a statutory body constituted under the Architects Act, 1972 ( A Central Act) by Ministry of Human Resource Development, Govt. of India, which provides for registration of architects and for matters connected therewith. Constitution of the Council of Architecture under Act, Rules and Regulations and functions and duties of the Council are available at the website of the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (ii) The powers and duties of the officers of its offi                                                      | <p>The Registrar of the Council of Architecture holds a statutory position; he acts as Secretary of the Council and its committees and Treasurer of the Council of Architecture. His powers and duties are as under :</p> <p>The Registrar shall be the Chief Executive Officer of the Council and subject to the general supervision of the President and the relevant committees of the Council, shall exercise and perform, in addition to the powers and duties specified by the Act and these regulations (Council of Architecture Regulations, 1982), in this behalf the following powers and duties, such as :</p> <ol style="list-style-type: none"> <li>i. be in charge of the Office of the Council as its Executive Head;</li> <li>ii. attend all meetings of the Council or of the committees unless otherwise directed;</li> <li>iii. keep records and minutes of the proceedings of the Council and of its committees;</li> <li>iv. keep in his custody the property of the Council including the Seal of the Council;</li> <li>v. exercise general control and supervision over the employees of the Council;</li> <li>vi. arrange for the deposit of moneys in bank received on behalf of the Council or its committees unless otherwise decided by the Council;</li> <li>vii. act as Secretary of all committees and convene meetings of the Council or its committees unless otherwise decided by the Council;</li> <li>viii. appoint such temporary staff as may be necessary, with the prior approval of the President to transact urgent work;</li> <li>ix. issue requisite notifications as prescribed and circular as may be required;</li> <li>x. attend to the correspondence of the Council and of the</li> </ol> |

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|  | <p>committees;</p> <ul style="list-style-type: none"> <li>xi. act as Secretary of the Disciplinary Committee constituted under Rule 35 of the Council of Architecture Rules, 1973;</li> <li>xii. issue notices and be in charge of all work in respect of the proceedings including the grant of certified copies of documents and evidence or statement of witnesses;</li> <li>xiii. grant certified copies of documents or other proceedings referred to in the Act or the rules made thereunder or in these regulations;</li> <li>xiv. be the custodian of the records, registers, accounts, furniture, library and such other property as the Council may acquire from time to time.</li> <li>xv. make necessary arrangements for receiving moneys due to the Council and also issue receipts thereof;</li> <li>xvi. cause proper accounts to be maintained and deliver accounts books and other information required by the auditors appointed by the Council for the purpose of the audit of the accounts of the Council;</li> <li>xvii. make all other payments as sanctioned by the Council, committees and the President; xviii. pay salary and allowances to officers and employees of the Council, grant leave, etc. to them and sign their increments, in accordance with the approved scale of pay;</li> <li>xviii. exercise disciplinary control over the said employees except dismissal in respect of which prior sanction of the Executive Committee shall be obtained.</li> <li>xix. perform such other duties as may be assigned to him by the Council or the committees or the President;</li> <li>xx. register the architects, renew their registration and remove their names from the register of architects owing to non-payment of renewal fees.</li> </ul> <p>The powers and duties of Administrative Officer has been defined under Regulation 24 of Council of Architecture Regulations, 1982, which stipulate that he shall perform such duties as may be assigned to him by the Executive Committee, Registrar and by these Regulations. He assists the Registrar in all the administrative matters in day to day working of the office and shall assume all administrative responsibilities in the absence of Registrar. Regulation 25 of Council of Architecture Regulations, 1982 stipulates duties of other employees which shall be such as may be laid down from time to time in standing orders. Council of Architecture carries out the duties and functions as per the decision and directions given by the Executive Committee and Managing Council known as "Council of Architecture", the constitution of which are provided under the Architects Act, 1972 read with Council of Architecture Rules, 1973 and the functions of the Executive Committee and the managing Council [Council of Architecture] are also set out in the Council of Architecture Rules, 1973 and Council of Architecture Regulations, 1982. The President supervises the work of Registrar and Registrar supervises the work of subordinate officers and employees but</p> |
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|                                                                                                                                                        | however, the over all supervision and control falls under the purview of the President and Executive Committee as well.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| (iii) the procedure followed in the decision making process, including channels of supervision and accountability;                                     | Registrar and Administrative Officer & other officers and employees of the Council are accountable to the Executive Committee and the managing Council known as "Council of Architecture". The registration of Architects and code of conduct of architects, disciplinary action against erring architects are carried out in accordance with the provisions of the Architects Act, 1972, Council of Architecture Rules, 1973, Council of Architecture Regulations, 1982, Architects (Professional Conduct) Regulations, 1989, as amended in 2003, read with Conditions of Engagement and Scale of Charges and Architectural Competition Guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (iv) the norms set by it for the discharge of its functions;                                                                                           | The Council functions as per the provisions of the Architects Act, 1972, Council of Architecture Rules, 1973, Council of Architecture Regulations, 1982, Council of Architecture (Architects Professional Conduct) Regulations, 1989 and other norms framed time to time. These are available on the Website of the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; | <p>For discharging functions relating to :</p> <p>(a) Registration as an architect, issuance of certificate of registration and renewal &amp; restoration of same ;</p> <p>(b) Overseeing maintenance of standards of architectural education and inspection of schools/ colleges of architecture, recognition and de-recognition of architectural qualifications, schedule of recognised qualifications;</p> <p>(c) Architects (Professional Conduct) Regulations, 1989, as amended in 2003, Conditions of Engagement and Scale of Charges for Comprehensive Architectural Services, Urban Design, Landscape Architecture, Interior Architecture and Architectural Competitions Guidelines;</p> <p>(d) Complaint against erring architects and procedures for holding inquiries against professional misconduct of an architect and taking disciplinary action;</p> <p>(e) Conduct of meetings of the Executive Committee and Managing Council i.e. Council of Architecture and other committees such as Advisory Committee (Appeals) and Admission Committee, appointed by the Council.</p> <p>The provisions of the Architects Act, 1972, Council of Architecture Rules, 1973, Council of Architecture Regulations, 1982, Minimum Standards of Architectural Education Regulations, 1983, Guidelines for admission to B.Arch. Course, norms for M.Arch. Course, Revised Minimum Qualification and Experience for Teaching Posts in Architectural Institutions and Architects (Professional Conduct) Regulations, 1989, as amended in 2003 and Council of Architecture (Recruitment and Promotion) Regulations, 1999 are followed.</p> |
| (vi) a statement of the categories of documents that are held are held by it or under its control ;                                                    | Register of Architects, Directory of Architects, Professional Documents, Agenda and Minutes of the Meetings of the Council and Executive Committee, Inspection Manual, Inspection Reports, Books of Accounts, etc. The Registrar is the custodian of all records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| (vii) the particulars of any arrangement that exists for                                                                                               | The Council on important matters relating to education and practice of the profession and professional documents, do consult                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;                                                                                                                                                                                               | academicians and professionals and industry by way of circulation of documents and seeking their valuable inputs and views.                                                                                                                                                                                                                                                                                                                                                                         |
| (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; | The proceedings of Committees and Boards are not open to public. However, final outcome of the deliberations / meetings are conveyed to the concerned persons, architects, institutions and bodies. The Minutes of Council and Executive Committee are uploaded on the Council's website www.coa.gov.in.                                                                                                                                                                                            |
| (ix) a directory of its officers and employees;                                                                                                                                                                                                                                                                                          | Name of officers & employees and their, Designation and work section/ department at present are attached herewith as <b><u>Annexure-A</u></b>                                                                                                                                                                                                                                                                                                                                                       |
| (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;                                                                                                                                                                                        | The statement showing name of the employee, designation and pay-scale and remuneration received are attached herewith as <b><u>Annexure-B.</u></b>                                                                                                                                                                                                                                                                                                                                                  |
| (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;                                                                                                                                                                                        | The annual budget estimates and income receivable for the financial year 2019-2020, are separately attached herewith as <b><u>Annexure-C.</u></b>                                                                                                                                                                                                                                                                                                                                                   |
| (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;                                                                                                                                                                                                | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| (xiii) particulars of recipients of concessions, permits or authorizations granted by it;                                                                                                                                                                                                                                                | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;                                                                                                                                                                                                                                  | Website. Information is hosted in the Council's website which is "www.coa.gov.in", which includes following : Role of COA, Act, Rules, Regulations, Office Bearers, Members, Statutory Committees, Sub-Committees, Architectural Education, Professional Practice, Judgements & circulars, Events & Statistics, Forms, General Information, Registration Statistics, New Thoughts, Public Notice, Status of Institutions, RTI, News & Highlights, NATA, QIP/ Training Programme, Publications, etc. |
| (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;                                                                                                                                                              | At present, facilities : NIL. However, one can visit COA Office or request over phone/ e-mail to receive the relevant information.                                                                                                                                                                                                                                                                                                                                                                  |
| (xvi) the names, designations and other particulars of the Public Information Officers;                                                                                                                                                                                                                                                  | <b>Public Information Officer :</b><br>Shri Deepak Kumar<br>Administrative Officer<br>Council of Architecture<br>India Habitat Centre,<br>Core-6A, 1st Floor, Lodhi Road,<br>New Delhi – 110 003                                                                                                                                                                                                                                                                                                    |

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|                                                                                                    | <p>Phone : 011-49412100 (30 Lines) Extn. 204<br/> Fax : 24647746<br/> E-mail : <a href="mailto:coaindia@rediffmail.com">coaindia@rediffmail.com</a></p> <p><b>Appellate Authority :</b></p> <p>Shri Raj Kumar Oberoi, Registrar<br/> Council of Architecture<br/> India Habitat Centre, Core-6A,<br/> 1st Floor, Lodhi Road,<br/> New Delhi – 110 003<br/> Phone : 011-49412100 (30 Lines)<br/> Fax : 011-24647746<br/> E-mail : <a href="mailto:coaindia@rediffmail.com">coaindia@rediffmail.com</a></p> |
| (xvii) such other information as may be prescribed; and thereafter these publications every year ; | <p>Information Desk</p> <p>Phone No.011-49412100<br/> Extn. 204</p> <p><b>NODAL OFFICER</b></p> <p>Shri Sandeep Sharma<br/> Asst. AO<br/> Council of Architecture<br/> India Habitat Centre, Core-6A,<br/> 1st Floor, Lodhi Road, New Delhi – 110 003<br/> Phone : 011-49412100 (30 Lines)<br/> Fax : 011-24647746<br/> E-mail: <a href="mailto:coaindia@rediffmail.com">coaindia@rediffmail.com</a>, <a href="mailto:establishment-coa@gov.in">establishment-coa@gov.in</a></p>                          |

**Registrar**

**Council of Architecture**  
India Habitat Centre, Lodhi Road, New Delhi – 110 003  
Phone No.011-49412100 (30 Lines)

**DETAILS OF COA OFFICIALS WITH DEPARTMENT & CONTACT NUMBERS**

| <b>Name of the Employee &amp; Designation</b>        | <b>Department</b>                                                                                                                                                                          | <b>Email Address</b>                                   | <b>Contact No.</b>          |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------------|
| Shri Raj Kumar Oberoi, Registrar                     | Chief Executive Officer                                                                                                                                                                    | registrar-coa@gov.in<br>coaindia@rediffmail.com        | 9873401922<br>Extn No.203   |
| Shri Deepak Kumar, Administrative Officer            | General Administration, Legal, Act Enforcement, Foreign Qualifications, Arbitration, Secretariat (Council & its Committees) & Complaints on Architects, RTI, Public Grievance Anti Ragging | legal-coa@gov.in<br>coaindia@rediffmail.com            | 9899804015<br>Extn No.204   |
|                                                      |                                                                                                                                                                                            |                                                        | 011-49412100<br>Extn No.205 |
| Shri Deepak Kumar Singh Asst. Administrative Officer | Academic & Enrolment of students                                                                                                                                                           | <u>coasoa@gmail.com</u><br><u>Academic-coa@gov.in,</u> | 9873409127<br>Extn No.218   |
| Shri Rajiv Chadha LDC                                |                                                                                                                                                                                            |                                                        | 9873409123<br>Extn No.219   |
| Shri Sandeep Sharma, Asst. Administrative Officer    | Establishment & Printing, Public Grievance                                                                                                                                                 | Establishment-coa@gov.in                               | 9873409126<br>Extn No.209   |
| Shri Murari Lal Bhatt, Superintendent                | Registration of Architects                                                                                                                                                                 | Registration-coa@gov.in                                | 9873409135<br>Extn No.224   |
| Shri Sudhir Chandra LDC                              |                                                                                                                                                                                            | Registrationcoa@gov.in                                 | 9873409128<br>Extn No.225   |
| Shri Manoj Sharma, Superintendent                    | Renewal/Restoration of Architects & Reception                                                                                                                                              | Renewal-coa@gov.in                                     | 9873409138<br>Extn No.200   |
| Shri Ashok Kumar UDC                                 |                                                                                                                                                                                            | Renewal-coa@gov.in                                     | 9873409120<br>Extn No.208   |
| Shri Shankar Lal Sharma, Junior Accounts Officer     | Accounts & Taxation                                                                                                                                                                        | Accounts-coa@gov.in                                    | 9873401925<br>Extn No.220   |

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| Mrs Yashoda Verma Rawat,<br>Lower Division Clerk                                                      |                                                     | Accounts-coa@gov.in            | 9873620194<br>Extn No.221 |
| Shri Lalit Prakash Kala,<br>Superintendent                                                            | Hospitality &<br>Publication,<br>Renewal            | coatickets@gmail.com           | 9873409124<br>Extn No.215 |
| Ms. Harpreet Kaur<br>Stenographer                                                                     | EPABX                                               |                                |                           |
| Shri Ishwar Dutt<br>UDC                                                                               | Dispatch                                            | Dispatch-coa@gov.in            | 9873409136<br>Extn No.223 |
| Mrs. Hemlata<br>Assistant                                                                             |                                                     |                                | 9873409121<br>Extn No.222 |
| Ms. Jayashree Deshpande,<br>Director, Council of Architecture,<br>Training and Research Centre, Pune. | Research and Training Programme, Books Publications | directorcoatrc.pune@gmail.com, | 9811772077                |

**Annexure-B**

**STATEMENT SHOWING INFORMATION AS REQUIRED UNDER SUB-CLAUSE (x) OF SECTION 4(1) (b) OF THE RTI ACT, 2005**

**Name of Employee, Designation, Pay Scale/Matrix and net monthly remuneration received by the Officers and Employees of the Council of Architecture, New Delhi as on 31.05.2019.**

| <b>Name of the Employee</b> | <b>Post Held</b>       | <b>Level in Pay Matrix</b> | <b>Amount (Rs.)</b> |
|-----------------------------|------------------------|----------------------------|---------------------|
| Sh. Raj Kumar Oberoi        | Registrar              | 13 क                       | 202748              |
| Sh. Deepak Kumar            | Administrative Officer | 11                         | 85727               |
| Sh. Sandeep Sharma          | Asst. Admnve. Officer  | 10                         | 77265               |
| Sh. Deepak Kumar Singh      | Asst. Admnve. Officer  | 10                         | 84955               |
| Sh. Murari Lal Bhatt        | Superintendent         | 7                          | 77607               |
| Sh. Manoj Sharma            | Superintendent         | 7                          | 82285               |
| Sh. Lalit Prakash Kala      | Superintendent         | 7                          | 43021               |
| Sh. Shankar Lal Sharma      | Jr. Accounts Officer   | 7                          | 55518               |
| Mrs. Hemlata                | Assistant              | 6                          | 67472               |
| Sh. Ishwar Dutt             | Upper Division Clerk   | 4                          | 65705               |
| Sh. Ashok Kumar             | Upper Division Clerk   | 4                          | 54007               |

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|                          |                      |                  |        |
| Ms. Harpreet Kaur        | Stenographer         | 4                | 43486  |
| Sh. Sudhir Chandra       | Lower Division Clerk | 2                | 39194  |
| Sh. Rajiv Chadha         | Lower Division Clerk | 2                | 35178  |
| Smt. Yashoda Verma Rawat | Lower Division Clerk | 2                | 29545  |
| Sh. Sanjay Kumar         | Peon                 | 1                | 39182  |
| Sh. Manoj Kumar          | Peon                 | 1                | 32594  |
| Sh. Bijendra Kumar       | Peon                 | 1                | 31782  |
| Sh. Vishal               | Peon                 | 1                | 31252  |
| Sh. Kishan Tyagi         | Peon                 | 1                | 31252  |
| Sh. Rajender Kumar       | Driver               | Consolidated Pay | 22000  |
| Sh. Gagan                | Peon                 | Consolidated Pay | 13896  |
| Ms. Sunita               | Trainee Secretarial  | Consolidated Pay | 13065  |
| Ms. Shikha               | Trainee Secretarial  | Consolidated Pay | 17500  |
| Smt. Neha Kumari         | Trainee Secretarial  | Consolidated Pay | 17500  |
| Shri J.B.Dhaundiyal      | Consultant           | Consolidated Pay | 30,000 |

**Council of Architecture Training and Research Centre at Pune**

An academic unit of the Council of Architecture, New Delhi

| <b>Name of the Employee</b> | <b>Post Held</b>             | <b>Level in Pay Matrix</b> | <b>Net Emoluments</b> |
|-----------------------------|------------------------------|----------------------------|-----------------------|
| Mrs. Jayashree Deshpande    | Director                     | Consolidated Pay           | 104070                |
| Sh. Mahesh Suresh Phadatare | Computer Operator            | Consolidated Pay           | 18150                 |
| Ms. Shankuntala Vijay Salve | Office Assistant (Part-time) | Consolidated Pay           | 8000                  |

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