



INSTITUTE OF TOWN PLANNERS, INDIA

# REGULATIONS & GUIDELINES

FOR THE ITPI REGIONAL CHAPTERS AND CENTRES FOR PROCUREMENT OF LAND AND  
CONSTRUCTION OF ITPI BUILDINGS FOR THE USE OF REGIONAL CHAPTERS & CENTRES



# 2024

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## **PREFACE**

Dear Members,

I hope that you all are doing well professionally and socially and wish you all very best for the future. As you are aware, an Extraordinary General Meeting of Institute of Town Planners, India, New Delhi convened on 3<sup>rd</sup> February, 2024 to deliberate upon modifications in the Memorandum of Articles of Association and Bye-Laws of ITPI.

Following the decisions made during this meeting, certain important amendments were incorporated. The revised edition of Memorandum of Articles of Association and Bye-Laws for the year 2024 is uploaded on ITPI website and copies of the same were sent to all the chapters and centres of ITPI for official use. Since, inception of ITPI in the year 1952 major amendments were never carried out in Memorandum of Articles of Association and Bye-Laws of ITPI. For the first time, many reforms measures were taken and accordingly certain amendments were proposed and placed before the Extraordinary General Meeting of ITPI.

As consequence of amendments in Memorandum of Articles of Association and Bye-Laws of ITPI, fresh Regulations for the ITPI Regional Chapters, Centres of Regional Chapters and Guidelines for Procurement of Land and Construction of ITPI Buildings for the Use of Regional Chapters/Centres has been prepared. In the regulations provisions have been made like permitting the consultancy in planning field by Regional Chapters and collaborating with the other professional institutes for the advancement of urban planning profession. It also includes revision of structure of Regional Chapters and the term of Executive Committee for two years to make it in consonance with the ITPI Council.

I wish that all Regional Chapters will review the functioning of the chapters in the right spirit of the provisions of Bye-Laws and Regulations framed therein. This will help the ITPI to achieve its vision in future.

**N.K. Patel**  
President ITPI



## **REGULATIONS FOR THE ITPI REGIONAL CHAPTERS AND CENTRES OF REGIONAL CHAPTERS & GUIDELINES FOR PROCUREMENT OF LAND AND CONSTRUCTION OF ITPI BUILDINGS FOR THE USE OF REGIONAL CHAPTERS & CENTRES**

### **PART - A: REGULATIONS FOR THE REGIONAL CHAPTERS**

#### **1. General**

11. These Regulations are subject to the Memorandum, Articles of Association and Bye-Laws of the Institute of Town Planners, India (ITPI), as amended from time to time. These Regulations shall be in conformity and consistent with the said Memorandum, Articles of Association and Bye-laws.
12. These regulations have been framed by the Council (ITPI) for operation of Bye-laws 94 to 101 of the Memorandum, Articles of Association and Bye-Laws of the Institute of Town Planners, India.
13. The words used in these regulations have the same meaning and scope as contained in the Memorandum, Articles of Association and Bye-laws of the Institute of Town Planners, India.

#### **2. Objects**

The objects for which Regional Chapters will be established are:

21. To advance the study of town and country planning, civic design and kindred subjects and of the science and arts as applied to those subjects in the area of their jurisdiction.
22. To promote planned spatial, economic, scientific and artistic development of towns, cities and rural areas in their jurisdiction.
23. To promote general interests of those engaged in the practice of town and country planning in the area of their jurisdiction.
24. To foster the teaching of subjects related to town and country planning in the areas of their jurisdiction.
25. To consider all questions affecting the practice of town and country planning in the areas of their jurisdiction under the supervision, control and guidance of the Council, ITPI.
26. To form or acquire by purchase, donation, bequest or otherwise, a library and collect material for the same and to maintain, extend and improve the same.
27. To aid and assist the Institute to purchase, lease, rent, hold, dispose and to construct and manage any property for the use and benefit of the town and country planning profession as well as members of the Institute for and on behalf of ITPI and as per the specific directions issued by the Council, ITPI from time to time in this regard.



- 28. To conduct knowledge upgradation courses pertaining to urban planning.
- 29. To do consultancy in planning field.
- 210. To bring out periodicals or compile, collect, print and publish statistics, professional record, etc.; relating to town and country planning.
- 211. To do all such lawful things which are incidental or conducive to the attainment of the objects listed above.

### **3. Activities**

Activities of the Regional Chapters may consist of any or all of the following:

- 31. Arranging seminars / workshops, lectures, talks, symposia, exhibitions and other planning activities in the area of their jurisdiction. For these activities, the Regional Chapters, if required may work in collaboration with the sister professional institutes.
- 31. Stimulating town planning activities in the area of their Jurisdiction, participate in regional conferences of interest to town planners, however, not at the expenditure of Chapter / Centre / ITPI. While participating / representing in such activities the members shall watch the interests of the Institute and the profession of town and country planning. However, Chapter may depute not more than two members to participate in the concerned ITPI-Zonal Conference to represent the Chapter, of which the Chapter is a constituent. All members of the constituent Chapters are permitted to participate without registration fee in respective Zonal Conference.
- 32. Organising teaching courses, training programmes and orientation classes as directed by ITPI, HQ and provide facility for the study to the extent possible.
- 33. To hold examinations of the Institute on behalf of the Town Planning Examination Board as and when directed by ITPI. However, such activities will be permitted in the Chapters where Chapter buildings are operational and have facilities to conduct examinations.
- 34. To co-ordinate and co-operate in the activities sponsored / organized by the Institute.

### **4. Constitution**

In furtherance of the objects and for undertaking activities listed above, Regional Chapters (hereinafter called as Chapters) may be set up by the Institute in any state or region in India, under Byelaw 94 of the Memorandum, Articles of Association and Bye-Laws of ITPI, subject to the provision contained in the bye-law 101. In case at any time if 50% of corporate members attached to a Chapter have no right to vote, the Council may withdraw sanction of the Chapter and Chapter shall cease to exist thereafter.



**5. Territory**

The Chapter shall cover such state or states or region as may be determined by the Council from time to time. Council may change, alter, add or delete the operational area of the jurisdiction of any Chapter.

**6. Title**

Chapter shall be named after the State or Region it is located, as per the decision of the Council. In case a Chapter covering more than one state or a state having more than one Chapter, the Chapter will be designated by a name as may be decided by the Council. Council may change, vary or alter the name of a Chapter after consulting the Chapter concerned.

**7. Headquarter**

The Headquarter of the Chapter shall be the capital of the State it is located. In case of a state having more than one Chapter or a Chapter representing more than one state, the Headquarter of the Chapter will be located as determined by the Council. The Council may change the Headquarter of a Chapter at any stage at its discretion.

**8. Membership**

81. Every member of the Institute shall be the member of the Chapter covering the area in which he / she resides or works. One may opt as per convenience by sending a request stating the reason for opting specific Chapter, subject to approval by the council.

82. No person shall be a member of more than one Chapter.

83. A member may opt for change of Chapter on account of change of residence or place of work,

84. The list of members eligible for voting and those in arrears, will be supplied by the ITPI Headquarter to the Regional Chapters, periodically;

85. Any person who ceases to be a member of the Institute shall ipso facto cease to be the member of the Chapter also.

**9. Executive Committee**

91. The management and direction of the affairs of the Chapter shall be subject to the overall control and guidance of the ITPI Council and Executive Committee of the Chapter shall function accordingly.

92. Executive Committee of the Chapter shall consist of not more than 21 members inclusive of 4 office bearers (namely Chairman, Vice-Chairman, Secretary and Treasurer); and also including immediate past Chairman and immediate past Secretary



of the Chapter and one member to be nominated by the Council. The Chairman of Chapter Building Committee shall also be the member of Executive Committee of the Chapter.

93. 4 Office Bearers and members of the Executive Committee, except the immediate past Chairman and immediate past Secretary of the Chapter and the member to be nominated by the Council; shall be elected by way of physical voting or as decided by the Council, by the members of the Chapter in its alternate Annual General Meeting to be held on or before 15<sup>th</sup> May.
94. Quorum of the Executive Committee shall be 1/3 of its members or minimum of 5 members.
95. All the meetings of the Executive Committee of the Chapters will be chaired by the Chairman of the Chapter. In the absence of the Chairman; Vice-Chairman shall Chair the EC meeting. In case Chairman & Vice-Chairman both are absent, the members present may elect a Chairman from-amongst themselves to chair the specific meeting of EC.
96. Executive Committee will meet at least once in three months. Minimum 3 days' notice will be required to call a meeting of Executive Committee. However, emergency meeting of Executive Committee may be called as and when the need arises by the Chairman or by atleast 3 members of the Executive Committee.
97. All decisions in the Executive Committee shall be taken on the basis of majority opinion of members present having voting rights. The Chairman will have casting vote, subject to the provisions of Regulation 13.5.
98. The Executive Committee of the Chapter shall have no powers to create regular post or appoint any person in any capacity as a staff member on regular basis. However, Chapter may avail the services on contract on job basis. For maintenance of building, security, establishments / administration, etc. can even be out sourced through agency. Each Chapter shall not have more than 4 employees including clerk, housekeeping, security and hostel attendant. Beyond these 4 employees required by any chapter, prior approval of the council shall be obtained, failing which; action shall be taken by the ITPI Headquarter against the responsible Executive members individually / collectively.
99. (a) the Executive Committee shall have no powers to release or divert the funds or to collect the funds for the purchase of land or construction of building for the Chapter/ Centre unless the creation of chapter / centre has been explicitly approved by the Council, ITPI  
(b) In case of diverting of funds or collection of funds for purchase of land / construction of building of the chapter/centre without prior and explicit permission / approval of the Council, ITPI; action shall be taken by the ITPI Headquarter against the responsible members individually / collectively.



### **Functions of Executive Committee**

910. Executive Committee shall consider and take decisions on various issues pertaining to professional interest and promoting the cause of profession and professionals in the area of their jurisdiction.
911. Executive Committee shall report to the Council, action taken by Chapter on various issues referred to it by the Council from time to time.
912. Executive Committee is empowered to constitute such Committees or Sub-Committees as may be considered appropriate or desirable to further the cause of the profession and professionals in the area of their jurisdiction, and report the same to Council. Council for any reason disapproves constitution of such committee, then the committee shall cease to exist.
913. Executive Committee shall be responsible to recover the rent / license fee from the tenant / occupier of the building and to take necessary action like issue of notice, legal action against tenant / occupier in case of default. However, that no agreement shall be entered into, with any tenant, licensee, occupier or similar persons without the explicit approval of the Council.
914. Executive Committee shall prepare a budget of financial requirements for discharging its professional and other related activities for the financial year of the Chapter and shall submit the same, on or before 31<sup>st</sup> May, every year to the ITPI Headquarter for approval of the Council.
915. Executive Committee shall prepare Annual Report of its activities for the consideration of the members of the Chapter in the Annual General Meeting. Committee shall also prepare a balance sheet of the accounts for placing in the said meeting. Copies of such reports, after they are passed, shall be submitted to the Institute, immediately but not later than 31<sup>st</sup> May every year.
916. Chairman may invite any member or an expert to take part in the deliberations of the Executive Committee for facilitating decision making, however, such invitee shall not have any voting right.
917. The power to carry out day to day functioning of the Chapter will vest with the Office Bearers of the Chapter, subject to the provisions of Regulation 9.1 (Part - A) above.

### **10. Office Bearers**

101. The office bearers of the Chapter shall only be the Chairman, Vice- Chairman, Secretary and Treasurer, who shall be members of that particular Chapter.
102. Chairman, Vice- Chairman, Secretary and Treasurer shall be elected by the members of the Chapter in the Annual General Meeting of the Chapter as and when the existing office bearers retire and they shall be members of the Executive Committee of the Chapter.
103. The office bearers shall hold office for two years. Office bearers are eligible for re-election for a further term. However, the Chairman, Vice-Chairman, Secretary and





104. Treasurer shall not be eligible to hold office for more than 2 terms in succession.
105. Any member of the Executive Committee, including office bearers, shall ipso facto cease to be member of the Executive Committee if such a member absents himself / herself from three consecutive meetings, except with the prior permission of the Chairman.
106. Any member of the Chapter whose membership has been suspended or cancelled for any reason in conformity with the Memorandum, Articles of Association and Bye-Laws of ITPI he / she shall ipso facto cease to be the member of the Chapter. He / she cannot be office bearer and / or member of the Executive Committee.
107. No office bearer or Executive Committee member or any other member of the Chapter shall attend the Annual General Meeting of ITPI, or Extraordinary General Meeting of ITPI or National Town & Country Planners Conference of ITPI or Zonal Conferences of the ITPI, at the cost of Chapter's fund. However, they can attend the Zonal Conference within the jurisdiction of the concerned Zone in which their Chapter is located.
108. Vacancies caused during the year due to resignation, death, inability to act or otherwise of the office bearers, shall be filled from amongst the Executive Committee members by the majority vote in the Executive Committee. However, such Office bearer will hold office for the residual term for which her / his predecessor was elected.
109. In case vacancy of the Executive member is caused due to any reason; EC may nominate any member of the chapter by majority vote in the Executive Committee for residual period.
1010. (a) No member, whose actions in the opinion of the ITPI Council, are in conflict with the interests of the Institute shall be eligible to contest for any official position i.e., office bearers or Executive Committee or continue to occupy such position in Chapters / Centres by virtue of which he is privy to the official records and correspondence of the Institute.  
  
(b) Any member whose actions in the opinion of Executive Committee of the chapter are in conflict with the interests of the Institute shall cease to hold any official position i.e., Office Bearers or Executive Committee, in the Institute or any of its Chapters / Centres. EC may constitute an Enquiry Committee and recommendations of Enquiry Committee shall be forwarded along with opinion of the EC to Council for further action on delinquent member as per the provisions of Byelaws.  
  
(c) The decision of ITPI Council with regard to 'conflict of interest' in respect to Regulation 11.9 (a) and (b) would be final and binding upon the members.

## **11. Term of the Office Bearers**

111. Subject to the provision of rule 11.3, the term of office bearers and members



of the Executive Committee shall be two years.

112. The term of new Executive Committee shall commence from the day, the Annual General Meeting elects the new office bearers and would last up to the 15<sup>th</sup> day of May or when the elections are held, whichever is earlier. As soon as elections are over or by on 15<sup>th</sup> May, whichever is earlier the terms of outgoing office bearers come to an end and they shall hand over the charge immediately to newly elected Executive Committee. In case for some reason the charge is not handed over by the outgoing office bearers, it shall be deemed to be handed over and new office bearers start working / functioning with immediate effect. However, ITPI Council may extend the term in case of force majeure.
113. If no elections of the office bearers and members of Executive Committee of Chapter are held by the 15<sup>th</sup> day of May of the year when elections are due, the term of the outgoing office bearers and the Executive Committee and other committees constituted during the term shall come to an end on 15<sup>th</sup> day of May and the members would automatically cease to be the office bearers as well as members of various Committees of the Chapter. In such situation disciplinary action shall be taken by ITPI, HQ as per the provisions of Article of Association and Bye-Laws of ITPI. The control of the Chapter affairs shall thereafter vest with the Institute which shall make suitable arrangements for holding elections of the office bearers within a period not exceeding 2 months and handover the charge to the newly elected office bearers.

## **12. Functions, Powers and Duties of the Chairman**

- 12.1 Chairman of Chapter will represent the Chapter whenever invited by the Council of the Institute for meetings.
- 12.2 Chairman of the Chapter will chair all the meetings of the Executive Committee of the Chapter.
- 12.3 Chairman will also preside over the Annual General Meeting or Extra Ordinary General Meeting of the Chapter which may be held during the term.
- 12.4 In case where the Council decides to hold conference at different places, the Chairman of the Chapter within the territory of which a conference is to be held shall make all arrangements in accordance with the directions issued by ITPI in this regard for smooth conduct of such conference.
- 12.5 The Chairman of a Chapter shall have a casting vote in all cases other than the election of office bearers or members of Executive Committee.
- 12.6 Chairman may also call meeting of the Executive Committee or Extra Ordinary General Meeting as and when the need arises.
13. **Functions, Powers and Duties of Vice- Chairman: In the absence of the Chairman, Vice Chairman will preside over the meetings. In case a chairman is not available for a period exceeding 30 days all the functions of Chairman will be performed by the Vice-Chairman.**



#### **14. Funds, Operation and Maintenance of Accounts**

141. All funds of the Chapter shall be kept in a scheduled bank in two accounts in the name, style and manner as given hereunder:
- (a) ITPI (Name of the Chapter) Account (General) [Example, ITPI-DRC Account General]  
And
- (b) ITPI (Name of the Chapter) Account (Building) [Example, ITPI-DRC Account (Building)].
142. The A/C (General) shall be jointly operated by the Chairman or Vice- Chairman and Treasurer or the Secretary of the Chapter.
143. The A/C (Building) shall be jointly signed by the Chairman and Secretary or Treasurer of the Chapter, after the verification of work by Chairman Building Committee.
144. The Chapter shall not open and operate any account other than those mentioned under clause 15.1 above except the one for which specific directions are given by the HQ.
145. The funds of the Chapter will be maintained by Treasurer subject to control and supervision of the Executive Committee of the Chapter. The Funds released by the Headquarters or generated by the Regional Chapters shall be used for the purpose as defined in Regulation 2 or for the purpose for which released by the Headquarter.
146. The financial year of the Chapter shall be from 1st April of each year to the 31st March of the next year.
147. The final accounts of the Chapter will be prepared up to 31st of March every year in the form and manner prescribed by ITPI, from time to time.
148. The accounts of the Chapter shall be annually audited by an Auditor, a qualified Chartered Accountant, who shall be appointed annually by the Chapter at its Annual General Meeting.
149. The annual accounts duly approved in the Annual General Meeting of the Chapter shall be submitted to ITPI by 31<sup>st</sup> May every year. Any Chapter failing to do so will not be entitled to receive annual grant and other financial assistance from ITPI Headquarter, and suitable action will be taken against the office bearers as decided by the Council.

#### **15. Annual General Meeting / Extra Ordinary General Meeting**

151. Subject to Regulation 12.2 (Part -A), the Annual General Meeting of the Chapter shall be held on or before 15<sup>th</sup> May each year on a date and time to be fixed by the Executive Committee within the same city or town where the Chapter is permitted to function by the Council.



152. Every Annual General Meeting shall be called on a working day which is not a public holiday.
153. Every Annual General Meeting will be held at the Headquarter of the Regional Chapter.
154. Every General Meeting will be chaired by the Chairman of the Chapter, in his absence, by Vice Chairman or in case both are not present, half an hour after the scheduled time for the meeting, the members present may elect a chairman from amongst themselves for conducting the meetings.
155. An Extra Ordinary General Meeting of the Chapter may be held within the jurisdiction of the Chapter on request by 1/10th of the total number of members of the Chapter or as may be decided by Executive Committee.
156. Minimum 15 days notice specifying time and place of meeting shall be given for calling the Annual General Meeting / Extra Ordinary General Meeting.
157. In case of an Annual General Meeting all business to be transacted at the meeting shall be deemed as special with the exception of the business relating to :
- (a) The consideration of Accounts, Balance Sheet and the Report of Executive Committee of the Chapter and Auditors;
  - (b) Whenever required the election of office bearers and the members of the Executive Committee along with Chairman of Chapter's Building Committee and Convener and Secretary of the Centre attached to the Chapter if any; in place of those as and when retiring, and
  - (c) The appointment of and fixing of remuneration of the Auditor who shall be qualified Chartered Accountant.
158. At every Annual General Meeting of the Chapter 15 members or 10% of the total strength of the Chapter whichever is less, qualified to vote on the date of the meeting shall constitute the quorum.
159. The meeting notice shall state the agenda and the business to be transacted during the meeting.
1510. The decisions on all matters to be decided in the Annual General Meeting and Extra Ordinary General Meeting shall be by the majority of the members present having voting right. Chairman of the chapter will have a casting vote. Subject to provision of Regulations 9.8 and 13.5.
- 16. Elections**
161. All office bearers and members of the Executive Committee of the Chapter / Centre as specified in Regulations 9.2, 11.1 and 11.2 of Part - A shall be elected in the





162. alternate Annual General Meeting (after two years on completion of the term of Executive Committee).
163. The notice of the Annual General Meeting shall specify that election of office bearers and the Executive Committee members of the Chapter, Chairman Chapter Building Committee and Convenor and Secretary of the Regional Centre will take place in the meeting to be held at the place where the Chapter is located by the Council, ITPI.
164. The Auditor shall be appointed in the Annual General Meeting every year and meeting notice shall specify the same.
165. The Convener and Secretary of the Regional Centre, of the Regional Chapter if any, shall be elected in the above said meeting and the meeting notice shall specify the same.
166. Any member of the Chapter desiring to nominate a candidate for election as office bearer and members for executive committee and Chairman Building Committee of Chapter and Convenor and Secretary of the Centre (in case it exists) and must forward the names of those he / she desires to nominate stating the name of the member and the post for which she / he is nominated. No member can nominate more than one nominee for the same post for which elections are to be conducted. In such situation all nominations submitted by one member for the same post will be declared invalid.
167. All such nominations must be submitted in the proforma specified in Annexure-I. The nomination must be supported by at least two members beside the member proposing the nomination and should be eligible to vote. It must be accepted by the candidate indicating her / his willingness to serve, if elected.
168. A Returning Officer shall be appointed after the last date of nomination, by the Executive Committee. The Returning Officer shall not be a candidate or nominator or supporter of any candidate but shall have right to cast the vote.
169. The election notice will specify the date and place where nominations are to be received
1610. All nominations must be received in sealed envelop by the Secretary at least 48 hours before the Annual General Meeting in which the elections are to be conducted.
1611. Secretary shall scrutinize the nominations received till the last date of nominations and thereafter the Executive Committee shall appoint the Returning Officer who is not a candidate / nominator or supporter of any candidate for the Elections, thereafter the Secretary shall handover the paper of nominations and the list of chapter members who are eligible to vote to the Returning Officer appointed as 17.7.
1612. If more than one nomination is received for any post and if the elections are to be held for that post, then the Returning Officer shall decide the form of voting to be



adopted i.e., whether by show of hands or by secret ballot.

1613. If only one nomination is received for any post, then that member will be declared elected unopposed. In case of more than one nomination for any post, then elections will be held and the member polling the maximum votes will be declared elected. In case no nominations are received for office bearers  
/ Executive committee members, Chairman Chapter Building Committee / Convener/Secretary of Centre, the Returning Officer shall call the nominations from amongst the eligible members present in the meeting and conduct the elections.
1614. Returning Officer may permit withdrawal by any candidate who has filed her / his nomination before the elections are held.
1615. The nominations already received for the Executive Committee Members of the Chapter, if are insufficient in number as given in Regulation 9.2 of Part - A, then Returning Officer during the Annual General Meeting call the nominations from amongst the members present and conduct the Elections in conformity with Regulations 16.1 to 16.12 of Part - A.
1616. In case of candidates polling equal votes the Returning Officer shall place in a ballot box the names of each candidate who have received equal number of votes and the candidate whose name is drawn from the ballot box first (draw of lots) shall be declared elected. .
1617. ITPI Headquarter may depute any member other than existing office bearers to act as observer for the Annual General Body meeting for smooth conduct of election in case Chapter fails to conduct elections as per schedule.
1618. (a) In case Chapter becoming defunct in terms, of Regulation 12.3, of Part -A or a complaint is received from atleast 50% of attendees in the AGM that fair elections have not been conducted in the Annual General Meeting, then Council may appoint a Returning Officer or a Committee to hold elections for the office bearers and Executive Committee members of such Chapter. The Returning Officer or a Committee as the case may be so appointed shall issue notice to all members for holding election in the manner specified hereinbefore.
- (b) In case of newly created Chapter, Council will nominate Returning Officer to conduct the elections for the first Executive Committee. In case of newly created Centre, Executive committee of the chapter concerned may nominate interim Working Committee by nominating a Convenor and Secretary along with 3 members and elections may be conducted as and when Chapter elections are scheduled in the next AGM. Only members who are not in arrears for more than one year before the last date of filing nomination shall be eligible to contest election, make nominations and to vote during the election process.
1619. If the membership of any person is cancelled or suspended under Article 48 of Memorandum, Articles of Association and Byelaws then such person shall have no



- 1620. right to participate in the election process and also shall have no right to nominate or contest the election of the Chapter.
- 1621. Election results shall be announced by the Returning Officer who shall prepare a report on the nominations received and the persons elected to various posts in the Annual General Meeting and copy of the report in this regard shall be sent to ITPI, headquarter immediately, by Returning Officer.
- 1622. Election of any member who is found to be in arrears or using unfair means may be cancelled even after he is declared elected. The power to take action against such member shall vest with the Council.
- 1623. Record pertaining to membership of the Chapter (Regulation 8.4 of Part-A) supplied by the ITPI Headquarter to the Chapter, shall be made available to the Returning Officer or Committee as the case may be immediately after appointment, no other members can be added in the list by chapter except ITPI Headquarter.
- 1624. In case of any dispute the matter shall be decided by the Returning Officer. Appeal against the decision of Returning Officer may be made to the Council, ITPI and the decision of the Council, ITPI shall be final and binding.

## **17. Chapter Building Committee**

- 171. In order to aid, advise and assist the Chapter, a Chapter Building Committee (CBC) shall be constituted by the Executive Committee of the Chapter; comprising of minimum of 3 members other than those of Chairman and Secretary of Chapter. In addition, it will also include one local nominee of the ITPI.
- 172. The Chairman of the Chapter Building Committee shall be elected in the Annual General Meeting of the Chapter as and when election for Executive Committee are held.
- 173. The Chapter Building Committee (CBC) will be responsible for guiding the overall construction and maintenance of the building. Where the construction of building is going on, the CBC will meet at least twice in a month to review the progress in case where building construction is over or building is already existing, the CBC shall meet at least once in three months. Minutes of each meeting will be recorded and copy will be sent to ITPI Headquarter.
- 174. It is mandatory on the part of the Chapter to constitute Chapter Building Committee immediately after the procurement of land / building as the case may be, if not constituted, ITPI Headquarter shall take appropriate action against the office bearers of the chapter individually / collectively
- 175. Minimum 3 members will constitute the quorum of the meeting.
- 176. No payment whatsoever will be released for construction / maintenance of building



unless it is advised / cleared by the Chapter Building Committee.

177. All Building Plans, Agreement with Architect, Tender Documents, and Contract Documents shall be approved first by Chapter Building Committee before being submitted to ITPI Headquarter. Selection of the Architect, Contractor or Sub-Contractor will also be approved by the Chapter Building Committee.
178. Chapter Building Committee will monitor the development and maintenance activities and take decisions for construction and maintenance of building on day-to-day basis.
179. Chapter Building Committee may make suggestions to the ITPI Headquarter on ways and means to effectively utilize the funds, maintenance of accounts, construction and maintenance of building.
- 18. Lease / Sub-lease of Chapter land / Building**
181. No land or part of land or building or its part shall be given on lease / sub-lease or on license fee / rent without prior and explicit approval of ITPI Headquarter.
182. As soon as the proposal for lease / sub-lease or renting of land / building is received by the Chapter / Centre, the clearance of ITPI Headquarter is required to be obtained by Executive Committee for the proposed use, on case-to-case basis.
183. After obtaining clearance as mentioned in Regulation 19.2, a draft agreement approved by the Executive Committee of the Chapter, shall be sent to ITPI Headquarter for approval. ITPI Headquarter may approve with or without modification the draft agreement and authorize the Chairman of the Chapter to sign the document / agreement on case-to-case basis. The Original Agreement after execution shall be deposited in the ITPI Headquarter for record.
184. The members and office bearers of the Executive Committee of Chapter not following Regulation 19.1, 19.2 and 19.3 shall be held responsible individually and collectively and action may be taken by Council, ITPI under Article 48, of the Memorandum, Articles of Association and Bye-Laws.
185. Misuse of Chapter funds / Chapter Building / Land and default in leasing, sub-leasing or renting will attract disciplinary action against office bearers and Executive Committee members individually and collectively, under Article 48 of the Memorandum, Articles of Association and Bye-Laws.
186. No Chapter building or part thereof shall be named after any member of the ITPI. If already done the past shall be deemed to be revoked.





## **PART - B: REGULATIONS FOR THE CENTRES OF REGIONAL CHAPTERS**

### **1. General**

11. These regulations are subject to the provisions of Memorandum, Articles of Associations and Bye-Laws of the Institute of Town Planners, India as amended from time to time. These regulations shall be in conformity and consistent with the Memorandum, Articles of Association and Bye-Laws of ITPI.
12. These regulations have been framed by the Council as per Bye-law 94 to 101 of the Memorandum, Articles of Association and Bye-Laws of the Institute of Town Planners, India.
13. The words used in these regulations have the same meaning and scope as contained in the Memorandum, Articles of Association and Bye-laws of the Institute of Town Planners, India.

### **2. Objects**

21. The objects for which Centres of Regional Chapters (hereinafter called as centres) will be established, shall be the same as defined in Regulation-2 of Part - A.

### **3. Activities**

The activities of the Centre will be the same as defined in Regulation - 3 of Part-A.

### **4. Constitution**

In furtherance of the objective of the ITPI and for undertaking activities listed for Chapters, ITPI Headquarter may constitute a Centre in a city / town under Byelaw 94 of the Memorandum, Articles of Association and Bye-Laws of ITPI provided there are atleast 15 members residing / working in the city. If 50% of corporate members attached to a Centre have no right to vote, the Council may withdraw sanction of the Centre and Centre shall cease to exist thereafter.

### **5. Title**

A Centre may be named after the name of the city / town where it is decided to be established by Council of ITPI .e.g. ITPI-RRC-Udaipur Centre.

### **6. Territory**

A Centre shall cover an area as may be determined by the Council, ITPI from time to time after consulting the Chapter concerned. Headquarter of the Centre shall be in the city / town where it is established.



## **7. Membership**

Any member of the ITPI working or residing in the territory of the Centre shall be member of the Centre in addition to the member of the Chapter. Any person who ceases to be the member of the Institute or the concerned Chapter, shall ipso-facto cease to be the member of the Centre.

## **8. Finance**

81. No separate financial assistance will be provided by ITPI for the activities of Centre, however, part of the grants released for respective Chapters shall be used for the activities of the Centre. The account shall be jointly operated by the Convenor and Secretary of the Centre.

82. A separate account for the Centre may be opened in the Headquarter of the Centre for day-to-day activities. All the receipts of the funds in the Centre shall be deposited in the Centre accounts.

83. The funds and the accounts of Centre will be maintained by the Secretary of Working Committee of the Centre and shall submit to the Chapter at the end of financial year i.e. 31st March of each year which in turn will incorporate the same in the Annual Statement of Accounts of the Chapter to be submitted to ITPI, Headquarter.

84. No funds shall be diverted for purchase of land or construction of building for Centre without prior and explicit approval and sanction of ITPI, Headquarter.

## **9. Management**

91. A Working Committee for Centre shall be constituted from amongst the members of the Centre for the management of Centre, as given below:

(i) Convener - 1 (to be elected in AGM of Chapter)

(ii) Secretary - 1 (to be elected in AGM of Chapter)

(iii) Members - 3 (to be nominated by Executive Committee of Regional Chapter)

92. The term of Working Committee of Centre shall be co-terminus with the term of the Chapter concerned.

93. The Convener and Secretary of the Centre shall not be eligible to hold office for more than 2 terms in succession.

94. The Working Committee of Centre shall perform the functions as mentioned in the regulations under the guidance of Executive Committee of respective Chapter and ITPI Headquarter. All the meetings of Working Committee shall be chaired by Convener, in his absence, members present may elect from amongst themselves.



convenor to preside over the meeting. The Working Committee shall 'meet at least once in every quarter and the proceedings of the meeting shall be submitted to the respective Chapter. In case Working Committee fails to discharge its duties / functions assigned to it by the Chapter, the control of the Centre would vest with the Chapter concerned and it shall be the responsibility of the Chapter to seek guidance from ITPI, Headquarter for the conduct of business of the Centre.

## **PART - C: GUIDELINES FOR ALLOTMENT OF LAND AND CONSTRUCTION OF BUILDINGS**

### **1. Objective**

- 1.1. These Guidelines have been framed with the prime objective of providing a basic framework to the Chapters and Centers for getting the land allotted in the name of ITPI at the headquarter of the Chapter and Centers. These buildings are primarily to act as nodal points for activities as given in Regulation - 3 of Part - A of the Chapters, for promoting the cause of professional understanding in general and that of town planning in particular. Institute is keen that all the Chapters and Centres should procure the land and construct buildings for promoting activities of ITPI. Institute may establish a chain of Centers at important cities / towns covering various regions so that basic objectives of spreading Town Planning Education and profession as laid down in the

Memorandum, Articles of Association and Bye-Laws are fulfilled. It also intends to create awareness among the masses about planned and orderly development of towns, cities and rural areas

### **2. Procedure for Procurement of Land**

- 2.1. Chairman of the respective Chapters will be authorized on case to case basis by ITPI, Headquarter to initiate action with appropriate Authority/Land owner for procurement of land / building for ITPI at the Headquarter of the Chapters / Centres. However, no chairman of any Chapter shall divert the funds for the purchase of land or construction of Building without prior and explicit approval of ITPI, Headquarter.
- 2.2. Efforts should be made to procure land from the Development Authorities /Corporations/Boards/University/Improvement Trust or such other Government or Semi-Government Agencies.
- 2.3. Procurement of land / building from the private parties or individuals is to be discouraged in view of the cost and to avoid litigation, etc. Only in exceptional cases such purchase of land / building can be permitted by the Council, ITPI. However, Chapter Executive Committee shall not release the funds for land or building without prior and explicit approval of ITPI, Headquarter.
- 2.4. Before the finalization of procurement of land, the Chairman of Chapter will inform ITPI, Headquarter and seek explicit approval.



### **3. Quantum of Land**

- 3.1. Quantum of land to be procured should be pre-determined keeping in view the prevailing price for land, availability of land, location of the area and time likely to be taken for allotment of land.
- 3.2. The area of plot should not exceed 4000 sq. meters for Regional Chapters and 1000 sq. meters for Regional Centres. Minimum covered area available within the site should meet the basic requirements of the, activities / facilities, (to be provided as given in Annexure - II).
- 3.3. While selecting the site it should be ensured that the site falls in a prime location / institutional area or area in close proximity to commercial centre, administrative centre or both, considering the long-term perspective of the Institutes activities so as to make the total project more or less self-financing and to generate resources for the activities of the Chapter / Centre in the long run.

### **4. Registration of Land / Building**

- 4.1. Once the site is finalized and approved by the ITPI Headquarter it shall be got allotted or purchased at concessional/reasonable rates applicable to other educational or professional Institutions in the area.
- 4.2. The procurement of land / building shall be done only with the prior and explicit approval of ITPI Headquarter, till such time no funds be released to any agency / authority or private person.
- 4.3. All correspondence shall be done in the name of ITPI and accordingly the land / building shall be got allotted or purchased only in the name of ITPI Headquarter for the use of Chapter / Centre.
- 4.4. Once the allotment letter is issued the Chapter / Centre shall ensure that Original Documents are submitted to the ITPI Headquarter so that payment of land mentioned in the letter is made on time by the ITPI Headquarter.
- 4.5. On payment of the land / building cost, the Chapter / Centre shall ensure that registration of the land is made in the name of ITPI. All the documents shall be purchased and executed in the name of ITPI Headquarter and at the time of registration one of the signatories to the registration deed shall be Secretary General, ITPI and the Chairman or Secretary of Regional Chapter. As soon as the documents are registered, the original set shall be submitted to the ITPI Headquarter immediately, for record.





## **5. Funds for Land / Building Procurement**

- 5.1. Funds for procurement of land / building will be made available by ITPI Headquarter. The entire cost incurred on executing the registration documents will also be borne by the ITPI Headquarter.
- 5.2. Payments towards cost of land / building will be made directly to the concerned authority / land owner by the ITPI Headquarter through Bank draft/RTGS/NEFT and will not be paid through Chapter in cash or otherwise.
- 5.3. For purchasing / executing the registration documents, funds will be placed at the disposal of the Chapter. However, these funds will neither be used by the Chapter for any other purpose whatsoever, nor can be diverted to meet other requirements of the Chapter.

## **6. Fencing the Boundary of the Land**

- 6.1. Immediately after land is allotted to the Chapter / Centre or cost of land is paid as the case may be Chapter shall ensure that possession of land is taken  
  
Immediately and ensure that the land ownership vests with ITPI Headquarter without any encumbrances.
- 6.2. Once the possession is taken, the Chapter shall take immediate steps to get either the boundary wall constructed or get the land fenced properly in order to avoid encroachments.
- 6.3. Till the building is constructed the site shall be properly landscaped in the area where no construction is to come up. A chowkidar hut and small tube well / hand pump should be provided at the site to meet the safety requirements and availability of water.
- 6.4. Funds for the construction of boundary wall, fencing, landscaping, chowkidar hut will be provided by ITPI Headquarter subject to the submission and approval of the estimates and design by the ITPI Headquarter.
- 6.5. A board displaying that the land belongs to ITPI Headquarter for the use of Chapter/ Centre should be displayed at site immediately after the possession of land is taken.
- 6.6. In special circumstances ITPI Council may permit the purchase of built property for the use of Regional Chapter / Centre.

## **7. Design of Building**

- 7.1. Once the possession of land is taken, the Chapter will initiate the action to undertake the design of building from an architect of repute by inviting competition so that the building is functionally efficient, economically viable and aesthetically pleasing and should emerge as a distinct land mark in the area.
- 7.2. The building plan shall take into consideration the requirements given in Annexure-



73. II and Chairman of the Chapter shall get the Building Plans approved from the RCBC and ITPI Headquarter. Unless the building plans are explicitly approved by ITPI Headquarter no execution / construction work shall commence.
74. Entire designing and supervision work will be handled by the architect to whom fee will be paid as per prevalent practice. Proper agreement shall be made with the Architect engaged for the designing and supervision of the building. Selection of the Architect engaged for the designing of the building, etc; shall be made with the consent of the Chapter Building Committee, constituted at the Chapter level in conformity with Regulation 17 of Part - A.
75. Building design should provide for phasing of the construction activity so that building may be constructed in phases as per availability of funds. However, each phase should look complete in itself and should be useful for the activities of ITPI and Chapter / Centre.
76. Building Cost shall be as decided by the ITPI Headquarter on case to case basis.
77. ITPI Headquarter may put the restriction or limit on the expenditure of the construction, furnishing and landscaping cost of the building / premises of the Chapter / Centre.
78. The fee listed in Regulation 7.3 above will include all services i.e. designing, supervision, structural design, layout of services sanctioning of the building plan and revised plan (if any) completion certificate and other related services required for planning, designing, supervision and completion of the building, etc; beside making tender document, etc; and preparing a project report and possibility of making the project self-financing.
- 8. Construction of Building**
81. Once the design of the building is finalized and approved by the Headquarter, ITPI. It will be the responsibility of the Chapter Building Committee to seek the approval of Building Plans from the competent local authority. Thereafter, the construction of Building shall be started.
82. Architect will provide the time schedule for construction in phases along with the requirement of funds for each phase wise.
83. Tender documents will be prepared by the Architect and Chapter shall get it approved from the ITPI Headquarter.
84. Tender documents will be executed with the Contractor and the Architect only after approval by Chapter Building Committee.



85. All specifications will be listed and finalized before the tender documents are floated so as to avoid litigation.
86. Selection of Contractor for construction and maintenance shall be done by the Chapter Building Committee, after the tender notice is published.
87. Contractor of repute shall be engaged to ensure quality and speed of construction including maintenance.
9. **Funds for Construction of Building**
91. Any agreement / collateral guarantee / undertaking required for procurement of funds as given in Annexure-II shall be with the explicit approval of ITPI Headquarter who shall monitor the management of all funds.
92. In order to ensure that there is equitable distribution of ITPI funds, the release of such funds will be in phases / stages and accordingly the construction of building will also be in phases. ITPI Headquarter may put restrictions or limit the expenditure on construction, maintenance, furnishing and landscaping of the building / premises.
93. All funds received from ITPI Headquarter or from other sources shall be deposited in the Chapter / Centre Building account Chapter Deposit Account and release of funds will be done by ITPI through necessary instructions to the Bank to transfer money to the Withdrawal Account of the Chapter.
94. All Cheques shall be signed jointly by the Chairman and Secretary or Treasurer after approval and on the advice of Chapter Building Committee.
95. Treasurer will maintain separate book of account for building fund and send statement of grants / loan received and expenditure incurred to the Chairman of the RCBC with a copy to Secretary General, ITPI in the manner prescribed by the Council from time to time.
96. Annual Statement of grants received and expenditure incurred will be prepared and placed before the Annual General Meeting of the Chapter and shall form part of the Annual Report of the Chapter. This Report shall be submitted to the ITPI.
97. All payments are to be released after they are cleared by the Chapter Building Committee. Payment to the Contractor and Architect shall be released in stages.
98. Wherever ITPI feels that it will be in the overall interest of the economy and operations that the constructions of the building could be taken over by ITPI Headquarter itself. In such cases operation of Regional Chapter Building account will be managed by ITPI Headquarter.



## ANNEXURE-I

### PROFORMA FOR FILING NOMINATIONS

**For the Post of Chairman / Secretary / Treasurer / Members of the Executive Committee /  
Chairman Chapters Building Committee**

I, Ms. / Smt. / Shri \_\_\_\_\_ hereby nominate Ms. / Smt. / Shri \_\_\_\_\_  
\_\_\_\_\_ bearing No AITP / FITP  
\_\_\_\_\_ as a candidate for the post of  
\_\_\_\_\_ for the year \_\_\_\_\_.

(Name and Signature of the nominating Member)

Membership No. \_\_\_\_\_

1. I, Ms. / Smt. / Shri \_\_\_\_\_ support the nomination

(Name and Signature of the nominating Member)

Membership No. \_\_\_\_\_

2. I, Ms. / Smt. / Shri \_\_\_\_\_ second the nomination

(Name and Signature of the nominating Member)

Membership No. \_\_\_\_\_

3. I, Ms. / Smt. / Shri \_\_\_\_\_ accept the nomination for the post  
of \_\_\_\_\_ for the

\_\_\_\_\_ Chapter for the year  
\_\_\_\_\_ and shall be willing to serve the chapter if elected.

(Name and Signature of the Candidate)

Membership No. \_\_\_\_\_





## ANNEXURE-II

### MINIMUM REQUIREMENTS FOR REGIONAL CHAPTER'S BUILDING

**1. The quantum of land should not exceed more than 4000 sq.mt. and floor area required be calculated keeping in view the provision of minimum basic facilities / amenities to be provided in the buildings, as given below. (However, these are the suggestive norms)**

- Auditorium of seating capacity upto 100 persons for Chapter and upto 50 persons for Centre.
- 1-2 Seminar rooms with seating capacity upto 40 persons for Chapter and upto 20 persons for Centre.
- Library with adequate space for storage of books and reading material.
- Office space combine for Chairman and Secretary of the Chapter; Convenor and Secretary of Centre as the case may be.
- Space for general working staff employed for the upkeep, maintenance and running day to day business/ activities of the Chapter / Centre.
- Extra office space in the range of 90-180 sq.m. which could be used by other sisterly agencies on licence basis.
- Hostel accommodation of minimum 4 rooms and 2 dormitories of 4-6 beds each for Chapter and 4 rooms in case of Centre.
- Adequate space for storage.
- Adequate space for parking and provision for different amenities and services keeping in view FAR and the height of the building and other incidental requirements.
- Space for dinning with Kitchen for Chapter and Kitchenette for Centre.
- Adequate number of Toilets and other Common facilities, etc.

The above-mentioned requirements are general in nature. These could, however, be expanded to include other requirements keeping in view the specific and special requirements of a particular Chapter / Centre.



**2 Sources of funds for Construction of Building for the use of Chapter/ Centre may be as given below. However, before entering in to agreement with any party, the explicit approval of ITPI Headquarter be obtained.**

- Loan from institutional financing agencies.
- Bank loan against mortgage of land.
- Donation / grants and loans from central / state government, development authorities and other agencies in government, semi-government and private sectors.
- Advance, loan or securities / deposits or any amount of similar nature from prospective tenant of the building.
- Loan / donations / grants from members of ITPI.
- Funding by the parent body, ITPI, and
- Any other source like advertisements, returns from consultancy works by Chapter etc.

**3. Residential Accommodation Chapters**

- 4 double bed rooms with attached toilets
- 2 dormitories of 4 - 6 beds with 1 toilet facilities
- Canteen with attached kitchen
- Adequate Space for Parking

**4. Centre**

- 4 double bed rooms with attached toilets
- Kitchenette
- Adequate Space for Parking

**5. Office Accommodation**

- A combine room for Chairman + Secretary + Treasurer with attached toilet for Chapter and one combine room for Convenor + Secretary with attached toilet for Centre
- Office space for 4 office Assistants including Research Associate
- 1 Computer room
- 1 Small Library



- 1 Store room
  - Reception and lounge with general toilet
- 1 - 2 Conference / Seminar Rooms for upto 60 persons in case of Chapter and upto 20 persons in case of centre should be provided and 1 Pantry for Office. Provision for lift shall be made while finalizing the Building Plans/Design

#### **6. Accommodation for licence Fee**

For the proper upkeep and maintenance of the building and to make the project financially viable accommodation on licence fees basis be provided for sisterly professional bodies preferably on the ground or the first floor with separate entry. Keeping in view FAR available and prevalent Building Byelaws, etc.

#### **7. General Requirements**

- Provision for Caretaker / Chowkidar with separate toilet should be made.
- Adequate provision for water supply, sanitation, overhead tank / sump well should be provided including generator room in case lifts are provided. Option for these facilities should be explored in semi basement area.
- Adequate parking facilities should be provided.
- Building should be planned in such a manner so that construction can be taken up in phases depending upon availability of the funds. Phasing may be done vertically or horizontally and each phase should be independent and should be functional so that adequate facilities and accommodation can be provided in the first phase itself.
- The elevation of the building should be in consonance with the vernacular architecture and in harmony with surrounding.

**(Approved by the Council on 27<sup>th</sup> April, 2024 effective from 2024-25)**



**INSTITUTE OF TOWN PLANNERS, INDIA**  
**4-A, Ring Road, I.P. Estate, New Delhi-110002**  
**Telephone No. 011-2370 2457, 2370 2454,**

**INFORMATION OF BANK DETAILS FOR RTGS/IFSC**

**GSTIN: 07AAACI1624B1ZA**  
**PAN No. AAACI1624B,**  
**TAN No- DELI01009B**

<b>NAME OF ACCOUNT</b>	<b>INSTITUTE OF TOWN PLANNERS, INDIA</b>
<b>BANK A/C NO.</b>	<b>90171010000048</b>
<b>TYPE OF ACCOUNT</b>	<b>CURRENT</b>
<b>ACCOUNT NAME OF THE BANK</b>	<b>CANARA BANK BRANCH</b>
<b>ADDRESS</b>	<b>I.P. ESTATE NEW DELHI-110002</b>
<b>CITY</b>	<b>NEW DELHI</b>
<b>BRANCE CODE</b>	<b>19017</b>
<b>IFSC/RTGS</b>	<b>CNRB0019017</b>
<b>MICR CODE</b>	<b>110015371</b>
<b>CUSTMOR ID</b>	<b>200174815</b>



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# Certificate Of Incorporation.

No C. 2092 of 1951-1952.

I hereby certify that "Institute of Town Planners India"  
(Licence up to 26 of I.C. Act, 1913)  
is this day incorporated under the Indian Companies' Act, V of 1913, and that the Company is Limited.

Given under my hand at Delhi  
this Twenty first day of March,

One thousand nine hundred and fifty two.  
Regt. Fee = Rs. 50/- Paid.

B. R. Sethi  
(B. R. Sethi)  
Registrar of Joint Stock Companies, Delhi

J. S. C. 34

M. P. P. Ltd.—C/400/50/P J. O. P. 131/Civil Dt. 11. 5. 50.—10,000.



**CERTIFICATE OF TAX EXEMPTION****FORM NO. 10AC**

(See rule 17A/11AA/2C)

Order for approval

1	PAN	AAACI1624B
2	Name	INSTITUTE OF TOWN PLANNERS INDIA
2a	Address	
	Flat/Door/Building	4-A RING ROAD I P E STATE
	Name of premises/Building/Village	
	Road/Street/Post Office	I.P.Estate
	Area/Locality	I.P.Estate
	Town/City/District	CENTRAL DELHI
	State	Delhi
	Country	INDIA
	Pin Code/Zip Code	110002
3	Document Identification Number	AAACI1624BF1999401
4	Application Number	217650080310721
5	Unique Registration Number	AAACI1624BF19994
6	Section/sub-section/clause/sub-clause/proviso in which approval is being granted	11-Clause (i) of first proviso to sub-section (5) of section 80G
7	Date of approval	31-08-2021
8	Assessment year or years for which the trust or institution is approved	From AY 2022-23 to AY 2026-27
9	Order for approval:	
	a. After considering the application of the applicant and the material available on record, the applicant is hereby granted approval with effect from the assessment year mentioned at serial no 8 above subject to the conditions mentioned in row number 10 .	
	b. The taxability, or otherwise, of the income of the applicant would be separately considered as per the provisions of the Income Tax Act, 1961.	
	c. This order is liable to be withdrawn by the prescribed authority if it is subsequently found that the activities of the applicant are not genuine or if they are not carried out in accordance with all or any of the conditions subject to which it is granted, if it is found that the applicant has obtained the approval by fraud or misrepresentation of facts or it is found that the assessee has violated any condition prescribed in the Income Tax Act, 1961.	
10	Conditions subject to which approval is being granted	
	The approval is granted subject to the following conditions:-	



<p>a. No change in the deed of the applicant trust/society/non profit company or any of its bye-laws shall be affected without the due procedure of law and the approval of the Competent Authority as per provisions of law and its intimation shall be given immediately to Office of the Jurisdictional Commissioner of Income Tax and to the Assessing Officer.</p>	
<p>b. Any change in the trustees or address of the applicant trust/society/non-profit company shall be intimated forthwith to Office of the Jurisdictional Commissioner of Income Tax and to the Assessing Officer.</p>	
<p>c. The applicant trust/society/non profit company shall maintain its accounts regularly and also get them audited as per the provisions of section 80G(5)(iv) read with section 12A(1)(b)/10(23C) of the Income Tax Act, 1961.</p>	
<p>d. Certificate of donation shall be issued to the donor in form no 10BE, as per the provisions of rule 18AB.</p>	
<p>e. No cess or fee or any other consideration shall be received in violation of section 2(15) of the Income Tax Act, 1961.</p>	
<p>f. The trust/society/non profit company shall file the return of income of its trust/society/non profit company as per the provisions of section 139(1)/(4A)/(4C) of the Income Tax Act, 1961.</p>	
<p>g. The approval granted through this order shall apply to the donations received only if the applicant trust/society/non profit company, established in India for charitable purpose, fulfills the conditions laid down in section 80G(5) of the Income Tax Act, 1961 and the religious expenditure does not exceed the limit specified in section 80G(5B) of the said Act.</p>	
<p>h. If the applicant trust/ society/ non-profit company derives any income, being profits and gains of business, it shall maintain separate books of account in respect of such business as provided in section 80G(5)(i) of the Income Tax Act, 1961. Further, any donation received by the applicant shall not be used, directly or indirectly, for the purposes of such business and a certificate shall be issued to every person making a donation to the effect that the applicant maintains separate books of account in respect of the business and the donation received by it will not be used, directly or indirectly, for the purpose of the business.</p>	
<p>i. The applicant shall comply with the provisions of the Income Tax Act, 1961 read with the Income Tax Rules, 1962.</p>	
<p>j. The approval and the Unique registration number has been instantly granted and if, at any point of time, it is noticed that form for approval has not been duly filled in by not providing, fully or partly, or by providing false or incorrect information or documents required to be provided under sub-rule (1) or (2) of rule 11AA or by not complying with the requirements of sub- rule (3) or (4) of the said rule, the approval and Unique Registration Number (URN), shall be cancelled and the approval and URN shall be deemed to have never been issued or granted.</p>	
<p>Name and Designation of the Approving Authority</p>	<p>Principal Commissioner of Income Tax/ Commissioner of Income Tax (Digitally signed)</p>

Signature Not Verified  
 Digitally signed by  
 SIBICHEN K. MATHEW  
 Date: 2021.08.31  
 20:10:16 IST



**INSTITUTE OF TOWN PLANNERS, INDIA**  
4-A, Ring Road, I.P. Estate, New Delhi

**ITPI COUNCIL 2024 – 2025**

**Office Bearers**

Shri N. K. Patel	- President
Shri Anoop Kumar Srivastava	- Vice President
Shri V. P. Kulshrestha	- Secretary General

**Council Member**

Dr. L. P. Patnaik	Shri Pradeep Kapoor	Shri Satish Kumar Shrimali
Shri Gurpreet Singh	Shri S. Devender Reddy	Shri Pankaj Bawa
Shri James Mathew	Shri Dipankar Sinha	Shri U. C. Gadkari
Prof. Dr. Sanjay Gupta	Dr. Ramesh Srikonda	Shri Nepram Gitkumar Singh
Shri S. B. Honnur	Shri Prem Prakash Singh	Shri Jagdeep Kumar Kapoor
Shri Rajesh P. N.	Shri Akash Dharendra Jha	

**Executive Committee**

Shri N. K. Patel	- President, ITPI
Shri Anoop Kumar Srivastava	- Vice President, ITPI
Shri V. P. Kulshrestha	- Secretary General
Shri Pradeep Kapoor	- Member
Dr. L. P. Patnaik	- Member
Shri Pankaj Bawa	- Member
Shri S. K. Shrimali	- Member
Prof. Dr. Ashwani Luthra	- Secretary (Publication)
Shri R. Srinivas	- Secretary (Examination)



## ITPI COMMITTEES

### List of Members of Executive Committee: 2023-2025

<b>Shri N. K Patel</b> (FITP/1997/015) Chairman Bungalows No. 2 & 3, Swati Society Opposite Praful Society, St. Xavier's School Road, Post Navjivan, Navrangpura Ahmedabad 380014 {Gujarat} Phone: 8238484888 Email: nkp@sunbuilders.in	<b>Shri Anoop Kumar Srivastava</b> (FITP/2024/0003) Chairman 20/105, Indira Nagar Padamshree K. P. Saxena Marg, Lucknow 226016 Phone: +91 9634068455 E-Mail: srivastanoop@gmail.com
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2.	Gujarat	Plot No. 123, Near Rituraj Society, Subhash Chowk, Memnagar, Ahmedabad, Gujarat	079-27456191, 27456368
3.	Goa	House No. 408, Alto Porvorim, Panjim - Mumbai NH-17, Goa	09422447358,
4.	Haryana	Bay Site No: 59-62, Sector 2, Panchkula, Haryana	09888133081
5.	Karnataka	No. 16 J, Miller Tank Area, Thimmaiah Road Cross, Behind Ambedkar Bhavan, Bangalore, Karnataka - 560052	080-22261901
6.	Madhya Pradesh	Opp. Sanjay Complex, Near Mata Mandir, Main Road No. 2, Block No. IV, Bhopal, Madhya Pradesh - 462003	0755-2772416
7.	Maharashtra (Mumbai)	Plot No.100, Sector -15, C.B.D. Belapur, Navi Mumbai, Maharashtra - 400614 Pune Centre - Plot No. 1/1, Sector 29, PCNTDA, Nigdi, Village Ravet, Taluka Haveli, Pune, Maharashtra - 411044	022-27576162
8.	Maharashtra (Nagpur)	Plot No. 43-44, Opposite NIT Garden, Ring Road, Nagpur, Maharashtra - 440022	0712-2247295
9.	North East	North-East Regional Chapter, Near Bodoland Guest House, Jawahar Nagar, Khanapara, Guwahati, Aasam - 22	09435045168
10.	Odisha	Plot No. S-2, Saheednagar, Bhubaneswar, Odisha 751007	0674-2542130
11.	Punjab	Adjoining Prachin kala Kendra, Sector 35 - B, Chandigarh	0172-2621583
12.	Rajasthan	Plot No. 1, Institutional Scheme, Opposite Vidhya Ashram School, Jaipur, Rajasthan Udaipur-Centre, Opp. Devendra Dham, Nathdwara Road, Bhuwana, Udaipur, Rajasthan	0141-2703698, 09413093576
13.	Tamil Nadu	Plot No.: PP-1, 6th Main Road, Mogappair Eri Scheme, Mogappair, Chennai - 600037	09444145856
14.	Telangana	H.No. 1-10-198, Near Post Office, Begumpet, Hyderabad- 500016, Telangana	040-27765892
15.	Uttar Pradesh	Captain Pandey Chowk, Vikas Khand, Gomti Nagar, Lucknow, Uttar Pradesh	0522-2302521
16.	West Bengal	IB-190, Sector - II, Salt lake City, Kolkata, West Bengal - 700106,	033-23358017



### GST DETAIL OF ITPI REGIONAL CHAPTERS

S. No.	Regional Chapters	GST No
1	ITPI (HO)	07AAACI1624B1ZA
2	ITPI (Gujarat )	24AAACI1624B1ZE
3	ITPI ( UP)	09AAACI1624B1Z6
4	ITPI ( WBRC )	19AAACI1624B1Z5
5	ITPI (MPRC)	23AAACI1624B1ZG
6	ITPI (RRC)	08AAACI1624B1Z8
7	ITPI(HRC)	06AAACI1624B1ZC
8	ITPI (MRC) MUMBAI	27AAACI1624B1Z8
9	ITPI (MRC) NAGPUR	27AAACI1624B2Z7
10	ITPI (KRC) Bangalore	29AAACI1624B1Z4
11	ITPI (TRC) Telangana	36AAACI1624B1Z9
12	ITPI (ORC) Odisha	21AAACI1624B1ZK
13	ITPI (GRC) Goa	30AAACI1624B1ZL
14	ITPI (CRC) Chhattisgarh	22AAACI1624B1ZI
15	ITPI (TNRC) Tamil Nadu	33AAACI1624B1ZF
17	ITPI (PRC) Punjab	04AAACI1624B1ZG





**Chhattisgarh Regional Chapter, Raipur**



**Goa Regional Chapter, Panaji**



**Haryana Regional Chapter, Panchkula**



**Madhya Pradesh Regional Chapter, Bhopal**



**Pune Center, Maharashtra Regional Chapter**



**Rajasthan Regional Chapter, Jaipur**



**Tamil Nadu Regional Chapter, Chennai**



**Telangana Regional Chapter, Hyderabad**