

## **INSPECTION PROCEDURE IN THE DEPARTMENT OF TOWN AND COUNTRY PLANNING, PUNJAB**

**Service Name**- Change of Land Use/N.O.C. in case of petrol pump, rice sheller, brick kiln.

**Time Limit to provide Service under RTS** - 15 Working Days after the submission of complete documents.

**Level**- District Town Planner

<b>Name of office</b>	<b>Name of Officer</b>	<b>Nature of Work</b>	<b>No. of Days</b>
<b>District Town Planner</b>	<b>1. o/o District Town Planner</b>	• Receipt and marking of the case to concerned Planning Officer for site report.	1
	<b>2. Planning Officer</b>	• Site Inspection and submission of report to A.T.P.	3
	<b>3. Patwari</b>	• Scrutiny of revenue documents	3
	<b>4. Assistant Town Planner</b>	• Scrutiny of field report submitted by Planning Officer and submission of office report to D.T.P.	5
	<b>5. District Town Planner</b>	• Forwarding the report/comments to the nodal department.	3
<b>Total No. of Days</b>			<b>15 working days</b>

### **(A) CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY APPLICANT FOR OBTAINING CHANGE OF LAND USE/ N.O.C. IN CASE OF PETROL PUMP, RICE SHELLER, BRICK KILN.**

1. Location map of site showing nearby features and roads to enable official staff to locate the proposed site of the colony.
2. Copy of Shajra Plan showing the site duly signed by Patwari.
3. Proof of ownership: Fard Jamabandi (Not older than two months).
4. Copies of sale deeds ·
5. Copy of irrevocable consent at (Annexure-III) if the land belongs to another owner, authorizing the promoter to obtain CLU and license for the development of colony on a non judicial stamp paper.
6. Non encumbrance certificate issued by concerned Tehsildar (Sub Registrar).
7. Draft of processing fee @Rs.5000/for first acre and Rs.1000 for every subsequent acre as per instructions issued by state govt. vide memo no.18/65/2005-6hg-2/7102 dated14.7.2005.

### **(B) OFFICE REPORTS REQUIRED FOR ISSUANCE OF CLU**

1. District Town Planner's field report
2. Verification report by concerned Tehsildar

**Service Name- Change of Land Use** (For Residential, Industrial, Institutional upto 25 acres and Commercial upto 2 acres)

**Time Limit to provide Service under RTS- 23 Working Days** after the submission of complete documents.

**Level- Senior Town Planner**

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days in Concerned Office
Senior Town Planner	1. o/o Senior Town Planner	• Receipt and diary of the case.	1	2
		• Forwarding the case to the concerned D.T.P. office for field report and C.R.O. office for revenue report.	1	
District Town Planner	2. District Town Planner	• Receipt and marking of the case to concerned Planning Officer for site report.	1	13
	3. Planning Officer	• Site Inspection, preparation and submission of report to A.T.P.	3	
	4. Patwari	• Scrutiny of CRO report and revenue documents	2	
	5. Assistant Town Planner	• Scrutiny of field report submitted by Planning Officer and submission of office report by A.T.P. to D.T.P.	5	
	6. District Town Planner	• Scrutiny of report submitted by A.T.P. and forwarding the report to S.T.P. office.	2	
Senior Town Planner	7. o/o Senior Town Planner	• Receipt and diary of the case	1	8
	8. Planning Officer	• Scrutiny of report received from D.T.P. and C.R.O. office and submitting the report/comments to A.T.P.	2	
	9. Assistant Town Planner	• Scrutiny of report received from D.T.P. and C.R.O. office and submitting the report/comments to S.T.P.	3	
	10. Senior Town Planner	• Issuance of Approval/Refusal.	2	
<b>Total No. of Days</b>				<b>23 working days</b>

**(A) CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY APPLICANT FOR OBTAINING CHANGE OF LAND USE/ N.O.C. IN CASE OF PETROL PUMP, RICE SHELLER, BRICK KILN.**

1. Location map of site showing nearby features and roads to enable official staff to locate the proposed site of the colony.
2. Copy of Shajra Plan showing the site duly signed by Patwari.
3. Proof of ownership: Fard Jamabandi (Not older than two months).
4. Copies of sale deeds .
5. Copy of irrevocable consent at (Annexure-III) if the land belongs to another owner, authorizing the promoter to obtain CLU and license for the development of colony on a non judicial stamp paper.
6. Non encumbrance certificate issued by concerned Tehsildar (Sub Registrar).
7. Draft of processing fee @Rs.5000/for first acre and Rs.1000 for every subsequent acre as per instructions issued by state govt. vide memo no.18/65/2005-6hg-2/7102 dated14.7.2005.

**(B) OFFICE REPORTS REQUIRED FOR ISSUANCE OF CLU**

1. District Town Planner's field report
2. Verification report by concerned Tehsildar

**Service Name- Change of Land Use** (For Residential, Industrial, Institutional area more than 25 acres and Commercial more than 2 acres)

Time Limit to provide Service under RTS- **No time Limit** as the Competent Authority is Government.

**Level- Government**

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days in Concerned Office
Chief Town Planner	1. Assistant Town Planner	• Receipt and diary of the case.	1	2
		• Forwarding the case to the concerned D.T.P. office for field report and C.R.O. office for revenue report.	1	
District Town Planner	2. District Town Planner	• Receipt and marking of case received from C.T.P. office.	1	11
	3. Planning Officer	• Site Inspection and submission of report to A.T.P.	3	
	4. Patwari	• Scrutiny of CRO report and revenue documents	2	
	5. Assistant Town Planner	• Scrutiny of report submitted by Planning Officer and submission of office report by A.T.P. to D.T.P.	3	
	6. District Town Planner	• Scrutiny of office report submitted by A.T.P. and forwarding the report to S.T.P. office.	2	
Senior Town Planner	7. o/o Senior Town Planner	• Receipt and diary of the case	1	8
	8. Planning Officer	• Scrutiny of field report received from D.T.P. office and submitting the report/comments to A.T.P.	2	
	9. Assistant Town Planner	• Scrutiny of report submitted by Planning Officer and submission of office report by A.T.P. to S.T.P.	3	
	10. Senior Town Planner	• Scrutiny of report submitted by A.T.P. and forwarding the report to C.T.P. office.	2	
Chief Town Planner	11. o/o Chief Town Planner	• Receipt and diary of the case	1	14
	12. Assistant Town Planner (H.Q.)	• Scrutiny of report received from S.T.P. and C.R.O. office and submitting the report/comments to D.T.P (HQ).	7	
	13. District Town Planner (H.Q.)	• Scrutiny of report/comments submitted by A.T.P. and submission of report to S.T.P(HQ).	2	
	14. Senior Town Planner (H.Q.)	• Scrutiny of report/comments submitted by D.T.P. and submission of report to C.T.P.	2	
	15. Chief Town Planner	• Forwarding the report to Government	2	
<b>Total No. of Days</b>				<b>35 working days</b>

**(A) CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY APPLICANT FOR OBTAINING CHANGE OF LAND USE/ N.O.C. IN CASE OF PETROL PUMP, RICE SHELLER, BRICK KILN.**

1. Location map of site showing nearby features and roads to enable official staff to locate the proposed site of the colony.
2. Copy of Shajra Plan showing the site duly signed by Patwari.
3. Proof of ownership: Fard Jamabandi (Not older than two months).
4. Copies of sale deeds ·
5. Copy of irrevocable consent at (Annexure-III) if the land belongs to another owner, authorizing the promoter to obtain CLU and license for the development of colony on a non judicial stamp paper.
6. Non encumbrance certificate issued by concerned Tehsildar (Sub Registrar).
7. Draft of processing fee @Rs.5000/for first acre and Rs.1000 for every subsequent acre as per instructions issued by state govt. vide memo no.18/65/2005-6hg-2/7102 dated14.7.2005.

**(B) OFFICE REPORTS REQUIRED FOR ISSUANCE OF CLU**

1. District Town Planner's field report
2. Verification report by concerned Tehsildar

**Service Name- Sanction of Building Plans for size upto 500 sq. mtrs. (Fresh and Revised)**

Time Limit to provide Service under RTS- 15 Working Days after the submission of complete documents.

Level- District Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days
District Town Planner	1. o/o District Town Planner	<ul style="list-style-type: none"><li>Receipt and diary of the case.</li></ul>	1
	2. Planning Officer	<ul style="list-style-type: none"><li>Submission of field inspection by Planning Officer</li><li>Scrutiny of Building Plans submitted by the applicant with respect to PUDA Building Rules, C.L.U. approval and permissions granted by other departments and preparation of report.</li></ul>	3 3
	3. Patwari	<ul style="list-style-type: none"><li>Scrutiny of CRO report and revenue documents</li></ul>	2
	4. Assistant Town Planner	<ul style="list-style-type: none"><li>Scrutiny of report/comments submitted by Planning Officer and submission of report to D.T.P.</li></ul>	4
	5. District Town Planner	<ul style="list-style-type: none"><li>Issuance of approval/Refusal to the applicant.</li></ul>	2
<b>Total No. of Days</b>			<b>15 working days</b>

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS**

1. Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)
2. Approved Layout plan copy of the project Drawing no. \_\_\_\_\_ .
3. Zoning plan of project with khasra nos. Drawing no. \_\_\_\_\_.
4. Copy of approval of CLU granted by competent authority showing khasra wise area detail.
5. Any other document if required.

**Service Name- Sanction of Building Plans upto 5000 sq. mtrs. (Fresh and Revised)****Time Limit to provide Service- 15 Working Days** after the submission of complete documents.**Level- Senior Town Planner**

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days in Concerned Office
Senior Town Planner	1. o/o Senior Town Planner	<ul style="list-style-type: none"> <li>Sending the documents to concerned D.T.P. office for field report and receipt of documents by D.T.P. office.</li> </ul>	1	1
District Town Planner	2. o/o District Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	1	7
	3. Planning Officer	<ul style="list-style-type: none"> <li>Site Inspection and submission of report to A.T.P.</li> </ul>	3	
	4. Patwari	<ul style="list-style-type: none"> <li>Scrutiny of revenue documents and ownership as per approved CLU</li> </ul>	1	
	5. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of field report submitted by Planning Officer and submission of office report to D.T.P.</li> </ul>	1	
	6. District Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of office report submitted by A.T.P. and forwarding the report to S.T.P. office.</li> </ul>	1	
Senior Town Planner	7. o/o Senior Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	1	7
	8. Planning Officer	<ul style="list-style-type: none"> <li>Scrutiny of Building Plans with respect to the report received from D.T.P. office, PUDA Building Rules, CLU approval and permissions granted by other departments and submission of the report to A.T.P.</li> </ul>	3	
	9. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by Planning Officer and submission of report to S.T.P..</li> </ul>	2	
	10. Senior Town Planner	<ul style="list-style-type: none"> <li>Issuance of approval/Refusal to the applicant.</li> </ul>	1	
<b>Total No. of Days</b>			<b>15 working days</b>	

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS**

1. Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)
2. Approved Layout plan copy of the project Drawing no. \_\_\_\_\_ .
3. Zoning plan of project with khasra nos. Drawing no. \_\_\_\_\_.
4. Copy of approval of CLU granted by competent authority showing khasra wise area detail.
5. Any other document if required.

**Service Name- Sanction of Building Plans for 5000-10,000 sq. mtrs. (Fresh and Revised)**Time Limit to provide Service- **45 Working Days** after the submission of complete documents.**Level- Chief Town Planner**

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days in Concerned Office
Chief Town Planner	1. o/o Chief Town Planner	• Sending the documents to concerned D.T.P. office for field report and receipt of documents by D.T.P. office.	1	1
District Town Planner	2. o/o District Town Planner	• Receipt and diary of the case	1	9
	3. Planning Officer	• Site Inspection and submission of report to A.T.P.	3	
	4. Assistant Town Planner	• Scrutiny of field report submitted by Planning Officer and submission of office report to D.T.P.	3	
	5. District Town Planner	• Scrutiny of office report submitted by A.T.P. and forwarding the report to S.T.P. office.	2	
Senior Town Planner	6. o/o Senior Town Planner	• Receipt and diary of the case	1	7
	7. Planning Officer	• Scrutiny of report received from D.T.P. office and submission to A.T.P.	2	
	8. Assistant Town Planner	• Scrutiny of report/comments submitted by Planning Officer and submission of report to S.T.P..	3	
	9. Senior Town Planner	• Scrutiny of office report submitted by A.T.P. and forwarding the report to C.T.P. office.	1	
Chief Town Planner	10. o/o Chief Town Planner	• Receipt and diary of the case	1	28
	11. Planning Officer	• Scrutiny of Building Plans with respect to the report received from S.T.P. office, PUDA Building Rules, CLU approval and permissions granted by other departments and submission of the report to A.T.P.	9	
	12. Patwari	• Scrutiny of revenue documents and ownership as per approved CLU	3	
	13. Assistant Town Planner	• Scrutiny of report/comments submitted by Planning Officer and submission of report to D.T.P..	7	
	14. District Town Planner	• Scrutiny of report/comments submitted by A.T.P. and submission of report to S.T.P..	3	
	15. Senior Town Planner	• Scrutiny of report/comments submitted by D.T.P. and submission of report to C.T.P..	3	
	16. Chief Town Planner	• Issuance of approval/Refusal to the applicant	2	
<b>Total No. of Days</b>			<b>45 working days</b>	

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS**

1. Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)
2. Approved Layout plan copy of the project Drawing no. \_\_\_\_\_ .
3. Zoning plan of project with khasra nos. Drawing no. \_\_\_\_\_.
4. Copy of approval of CLU granted by competent authority showing khasra wise area detail.
5. Any other document if required.

**Service Name- Sanction of Building Plans for size of more than 10,000 sq. mtrs. (Fresh and Revised)****Time Limit to provide Service- 60 Working Days** after the submission of complete documents.**Level- Chief Town Planner**

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days in Concerned Office
Chief Town Planner	1. o/o Chief Town Planner	<ul style="list-style-type: none"> <li>Sending the documents to concerned D.T.P. office for field report and receipt of documents by D.T.P. office.</li> </ul>	1	1
District Town Planner	2. o/o District Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	1	18
	3. Planning Officer	<ul style="list-style-type: none"> <li>Site Inspection with respect to approved Building Plans.</li> <li>Preparation and submission of technical report to A.T.P.</li> </ul>	3	
	4. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of field report submitted by Planning Officer and submission of office report to D.T.P.</li> </ul>	7	
	5. District Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of office report submitted by A.T.P. and forwarding the report to S.T.P. office.</li> </ul>	5	
Senior Town Planner	6. o/o Senior Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	2	7
	7. Planning Officer	<ul style="list-style-type: none"> <li>Scrutiny of report received from D.T.P. office and submission to A.T.P.</li> </ul>	1	
	8. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by Planning Officer and submission of report to S.T.P..</li> </ul>	3	
	9. Senior Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of office report submitted by A.T.P. and forwarding the report to C.T.P. office.</li> </ul>	1	
Chief Town Planner	10. o/o Chief Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	1	34
	11. Patwari	<ul style="list-style-type: none"> <li>Scrutiny of revenue documents and ownership as per approved CLU</li> </ul>	3	
	12. Planning Officer	<ul style="list-style-type: none"> <li>Scrutiny of Building Plans with respect to the report received from S.T.P. office, PUDA Building Rules, CLU approval and permissions issued by other departments and submission of the report to A.T.P.</li> </ul>	15	
	13. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by Planning Officer and submission of report to D.T.P.</li> </ul>	6	
	14. District Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by A.T.P. and submission of report to S.T.P.</li> </ul>	5	
	15. Senior Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by D.T.P. and submission of report to C.T.P.</li> </ul>	2	
	16. Chief Town Planner	<ul style="list-style-type: none"> <li>Issuance of approval/Refusal to the applicant</li> </ul>	2	
<b>Total No. of Days</b>			<b>60 working days</b>	

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS**

1. Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)
2. Approved Layout plan copy of the project Drawing no. \_\_\_\_\_ .
3. Zoning plan of project with khasra nos. Drawing no. \_\_\_\_\_.
4. Copy of approval of CLU granted by competent authority showing khasra wise area detail.



5. Any other document if required.

**Service Name**- Issuance of Completion/Partial Completion Certificate (upto 500 sq. mtrs.)

Time Limit to provide Service under RTS- **15 Working Days** after the submission of complete documents.

Level- District Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days
District Town Planner	1. Planning Officer	<ul style="list-style-type: none"><li>Site visit to verify construction on site with respect to approved building plans.</li><li>Preparation and submission of technical and field report to A.T.P..</li></ul>	3 7
	2. Assistant Town Planner	<ul style="list-style-type: none"><li>Scrutiny of report submitted by Planning Officer and submission of report to D.T.P..</li></ul>	3
	3. District Town Planner	<ul style="list-style-type: none"><li>Issuance of Completion/ Partial Completion Certificate</li></ul>	2
<b>Total No. of Days</b>			<b>15 working days</b>

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/PARTIAL CERTIFICATE**

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013.
2. Completion certificate by Architect.
3. Completion certificate by Plumber.
4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

**Service Name- Issuance of Completion/Partial Completion Certificate (500 to 5000 sq. mtrs)**Time Limit to provide Service under RTS- **15 Working Days** after the submission of complete documents.Level- Senior Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days
Senior Town Planner	1. o/o Senior Town Planner	<ul style="list-style-type: none"> <li>Forwarding the case to concerned D.T.P. for verification of constructed building on site with respect to approved building plans.</li> </ul>	1	1
District Town Planner	2. Planning Officer	<ul style="list-style-type: none"> <li>Site visit to verify construction on site with respect to approved building plans.</li> <li>Preparation and submission of office report to A.T.P..</li> </ul>	3	9
	3. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to D.T.P.</li> </ul>	2	
	4. District Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and forwarding the report to S.T.P. office.</li> </ul>	1	
Senior Town Planner	5. Planning Officer	<ul style="list-style-type: none"> <li>Scrutiny of report received from D.T.P. office and submission of report to A.T.P.</li> </ul>	3	5
	6. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report received from Planning Officer and submission of report to S.T.P..</li> </ul>	1	
	7. Senior Town Planner	<ul style="list-style-type: none"> <li>Issuance of Completion/ Partial Completion Certificate</li> </ul>	1	
<b>Total No. of Days</b>			<b>15 working days</b>	

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/PARTIAL CERTIFICATE**

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013.
2. Completion certificate by Architect.
3. Completion certificate by Plumber.
4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

**Service Name- Issuance of Completion/Partial Completion Certificate (above 5000-10,000 sq. mtrs.)**

Time Limit to provide Service under RTS- 23 Working Days after the submission of complete documents.

**Level- Chief Town Planner**

Name of office	Name of Officer	Nature of Work	No. of Days	Total no. of Days
Chief Town Planner	1. Chief Town Planner	<ul style="list-style-type: none"> <li>Forwarding the case to concerned D.T.P. for verification of constructed building on site with respect to approved building plans.</li> </ul>	1	1
District Town Planner	2. Planning Officer	<ul style="list-style-type: none"> <li>Site visit to verify construction on site with respect to approved building plans.</li> <li>Preparation and submission of office report to A.T.P.</li> </ul>	3	6
	3. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to D.T.P..</li> </ul>	1	
	4. District Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and forwarding the report to S.T.P. office.</li> </ul>	1	
Senior Town Planner	5. Planning Officer	<ul style="list-style-type: none"> <li>Scrutiny of report received from D.T.P. office and forwarding the comments/report to A.T.P.</li> </ul>	2	4
	6. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to S.T.P..</li> </ul>	1	
	7. Senior Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and forwarding the report to C.T.P. office.</li> </ul>	1	
Chief Town Planner	8. Planning Officer	<ul style="list-style-type: none"> <li>Analysis of report received from D.T.P. and forwarding the comments to A.T.P.</li> </ul>	5	12
	9. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to D.T.P..</li> </ul>	3	
	10. District Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and submission of report to S.T.P.</li> </ul>	2	
	11. Senior Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by D.T.P. and submission of report to C.T.P.</li> </ul>	1	
	12. Chief Town Planner	<ul style="list-style-type: none"> <li>Issuance of Completion/ Partial Completion Certificate</li> </ul>	1	
<b>Total No. of Days</b>			<b>23 working days</b>	

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/PARTIAL CERTIFICATE**

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013.
2. Completion certificate by Architect.
3. Completion certificate by Plumber.
4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

**Service Name- Issuance of Completion/Partial Completion Certificate (more than 10,000 sq. mtrs.)**

Time Limit to provide Service under RTS- 30 Working Days after the submission of complete documents.

**Level- Chief Town Planner**

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days
Chief Town Planner	1. o/oChief Town Planner	<ul style="list-style-type: none"> <li>Forwarding the case to concerned D.T.P. for verification of constructed building on site with respect to approved building plans.</li> </ul>	1	1
District Town Planner	2. Planning Officer	<ul style="list-style-type: none"> <li>Site visit to verify construction on site with respect to approved building plans.</li> <li>Preparation and submission of report to A.T.P..</li> </ul>	3	11
	3. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to D.T.P..</li> </ul>	5	
	4. District Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and forwarding the report to S.T.P. office.</li> </ul>	2	
Senior Town Planner	5. Planning Officer	<ul style="list-style-type: none"> <li>Scrutiny of report received from D.T.P. office and forwarding the comments/report to A.T.P.</li> </ul>	1	4
	6. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to S.T.P..</li> </ul>	2	
	7. Senior Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and forwarding the report to C.T.P. office.</li> </ul>	1	
Chief Town Planner	8. Planning Officer o/o Chief Town Planner	<ul style="list-style-type: none"> <li>Analysis of report received from D.T.P. and submission of report to A.T.P.</li> </ul>	8	14
	9. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to D.T.P..</li> </ul>	2	
	10. District Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and submission of report to S.T.P.</li> </ul>	2	
	11. Senior Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by D.T.P. and submission of report to C.T.P.</li> </ul>	1	
	12. Chief Town Planner	<ul style="list-style-type: none"> <li>Issuance of Completion/ Partial Completion Certificate</li> </ul>	1	
<b>Total No. of Days</b>			<b>30 working days</b>	

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/PARTIAL CERTIFICATE**

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013.
2. Completion certificate by Architect.
3. Completion certificate by Plumber.
4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

**Service Name- Land Use Classification.**

Time Limit to provide Service under RTS- 5 Working Days after the submission of complete documents.

Level- District Town Planner

<b>Name of office</b>	<b>Name of Officer</b>	<b>Nature of Work</b>	<b>No. of Days</b>
<b>District Town Planner</b>	<b>1. Planning Officer</b>	<ul style="list-style-type: none"><li>• Site Inspection and submission of report to A.T.P..</li></ul>	3
	<b>2. Assistant Town Planner</b>	<ul style="list-style-type: none"><li>• Scrutiny of field report submitted by Planning Officer and submission of report to D.T.P.</li></ul>	1
	<b>3. District Town Planner</b>	<ul style="list-style-type: none"><li>• Issuance of Land Use Classification Certificate.</li></ul>	1
<b>Total No. of Days</b>			<b>5 working days</b>

**(A) CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY APPLICANT FOR OBTAINING LAND USE CLASSIFICATION**

1. Location map of site showing nearby features and roads to enable official staff to locate the proposed site of the colony.
2. Copy of Shajra Plan showing the site duly signed by Patwari.
3. Proof of ownership: Fard Jamabandi (Not older than two months).
4. Copies of sale deeds ·
5. Copy of irrevocable consent at (Annexure-III) if the land belongs to another owner, authorizing the promoter to obtain CLU and license for the development of colony on a non judicial stamp paper.
6. Non encumbrance certificate issued by concerned Tehsildar (Sub Registrar).
7. Draft of processing fee @Rs.5000/for first acre and Rs.1000 for every subsequent acre as per instructions issued by state govt. vide memo no.18/65/2005-6hg-2/7102 dated14.7.2005.

## PART-A

### Check list for Scrutiny of Building Plan (office use)

Name of the project

Type of Project

Area of project

C.L.U permitted/Purpose

Sr. No.	ITEM	REMARKS		
1	Site Area as per approved CLU			
2	Whether site according to CLU/Zoning Plan/Layout Plan?			
3	Whether layout approved by competent authority or not?			
4	Zoning Plan approved or not?			
5	Existing approach road i.e. NH/SH and widening and no construction zone (if required)			
6	Status of Building plan as per PUDA Building Rules			
	Ground Coverage			
	F.A.R			
	Height			
	Set backs			
	Distance between building blocks			
	Parking			
	Play Ground / Green / Parks			
	Basement			
	Travelling distance			
	Stair/ramps/lift			
	Public utilities i.e. Toilet for Male/Female /Handicapped			
Provision of facilities for handicapped				
7	Whether location of gates & No. as per zoning or not?			
8	Whether Rain Water Harvesting provided or not?			
9	Whether disposal of sewage and solid waste provided or not?			
10	Source of Water Supply?			
11	NOCs/ Clearances/ Charges required			
	ITEM	REQUIRED (YES/NO)	PROVIDED (YES/NO)	REMARKS
	Structural Safety Certificate			
	Fire safety provision/noc from Fire department			

Sr. No.	ITEM	REMARKS
	NOC from A.A.I for height	
	Permission for access from Schedule road/State Highway	
	Permission for access from National Highway	
	E.D.C	
	SIF	
	License fee	
	Scrutiny Fee	
	Labour Cess	
	Any other Requirement from Case To case	

## PART-B

### Check list for Scrutiny of Building Plan (for field visit)

Name of the project

Type of Project

Area of project

C.L.U permitted/Purpose

Sr. No.	ITEM	REMARKS
1	Site Area with dimensions	
2	Width of approach road	
3	Whether the site is located on scheduled road/ National Highway or not?	
4	Whether approach is drawn through forest area and any forest area is located within the site.	
5	Status of Site (Vacant/Constructed/Partially Constructed)	
6	Existing Facilities(Provision of Water Supply/Sewerage system/electricity/street light/storm water)	
7	Report regarding revenue rastas whether terminating within the site or connects the area/building outside the site boundary.	
8	Location of red category industry within 500mts. Radius of site.	
9	Location & alignment of HT line if passing through the site etc	
10	Location of Heritage Building or Protected monument within 100 meter radius of site.	