

New Guidelines for Approval of Building Plans

From

The Chief Administrator,
HUDA, Panchkula.

To

1. All the Zonal Administrators, HUDA in the State.
2. All the Estate Officers, HUDA in the State.

Memo No.CTP/HUDA/3726-3748

Dated: 13.05.2009

Subject: New Guidelines for Approval of Building Plans in respect of Residential Plots (Excluding Group Housing Plots).

It has been observed that delay in the approval of Building Plans of Residential Plots continues to be a sore area inspite of numerous steps initiated in the past to streamline it. This is adversely affecting the credibility of the organization. It has, therefore, been decided to eliminate various un-necessary channels and overhaul the existing system by introducing the **following measures** with a view to ensure the speedy approval of the Building Plans submitted by the allottees-

1. That the **Building Plan Approval Committee** shall henceforth consist only of the Estate Officer as its Chairman and concerned Executive Engineer of the area as its sole Technical Member.
2. That in those Urban Estates where no Executive Engineer is stationed or posted, the Format (F-1) as mentioned in para-5 below will be completed by the Sub Divisional Engineer of the concerned Urban Estate.
3. That the **Technical Scrutiny** of the Building Plans of Residential Plots shall be carried out in-house instead of referring the Plans to the District Town Planner's office. Consequently, the Building Plans shall not be referred to the District Town Planner any more for scrutiny.
4. That the Estate Officers will be obliged to obtain a copy of the **Zoning Plan** in respect of the plots which have not been constructed so far from the concerned District Town Planners and place the same on the individual plot file in compliance of the guidelines circulated vide memo No. CTP-2009/2847-69 dated 21.04.2009. Hence, the Estate Officer will forward one set of the Building Plan to the concerned Executive Engineer or Sub Divisional Engineer, as the case may be, alongwith a copy of the approved Zoning Plan of the Site whenever any Building Plan is received in the Estate Office.
5. That a comprehensive **Format (F-1)** has been devised in the form of a check-list which covers all the provisions of the HUDA (Erection of Buildings) Regulations, 1979 as well as the Zoning Plan approved for a particular area. This Format is required to be adhered to and filled up in the office of the Technical Member i.e. the concerned Executive Engineer or Sub Divisional Engineer, as the case may be, and passed on to the concerned Estate Officer for further appropriate action.

6. That similarly one separate **Format (F-2)** has been devised for the office of the Estate Officer as well. All the columns of this Format also will be filled up so that an appropriate decision for the approval or rejection of the Building Plan is taken objectively.
7. That the **Site Report** is to be submitted by the concerned Junior Engineer and attached with the Format (F-2) in the Estate Office.
8. That with a view to cut the delay in the sanctioning of the Building Plan, the **number of signatories** have been reduced in Format (F-1) and Format (F-2). For instance, Assistant Draftsman or Draftsman will technically scrutinize the Building Plan with his signatures in Format F-1 and it will be duly counter-checked by any technical person superior to him, like Head Draftsman or a Sub Divisional Engineer to be nominated by the concerned Executive Engineer in this behalf if there is no superior person posted in the Division. Similarly, the Sub Divisional Clerk and Record Keeper will scrutinize the details of the property and affix their signatures in Format F-2 after making all entries therein.
9. That all the copies of the Building Plan shall be duly **signed by** the concerned Estate Officer and Executive Engineer after all the three Formats F-1, F-2 & F-3 have been completed in all respect.
10. That the following **Time Schedule** has been fixed for taking an appropriate decision i.e. approval or rejection of Building Plan as under. The time schedule so fixed shall be meticulously adhered to by all the concerned Field Offices.

- a) Hyper & High Potential Zones 21 Working Days
(Urban Estates of Gurgaon-I & II, Faridabad, Sonapat, Panipat & Panchkula)
- b) Medium Potential Zone 15 Working Days
(Urban Estates of Bahadurgarh, Hisar, Rewari & Dharuhera)
- c) Low Potential Zone 10 Working Days
(All remaining Urban Estates in the State)

11. That the Officials in the Estate Office and XEN office who are to process and handle the Building Plans have been designated as mentioned in the following Table. These **Designated Officials** shall be required to process the Building Plans as per the following **Time Schedule**.

Designated Officials	Hyper & High Potential Zones	Medium Potential Zone	Low Potential Zone
	Days	Days	Days
SDC (EO)	3	2	1
RK (EO)	3	2	1
Asstt. Draftsman or	3	2	1

Draftsman (XEN)			
HD / SDE (XEN)	3	2	1
XEN	2	2	2
SDC (EO)	2	1	1
JE/SDE(S) (EO)	3	2	1
EO	2	2	2
Total Days	21	15	10

12. That an innovative system of **Reward & Penalty** is being worked out and its procedural details and mechanism would be communicated separately after these are finalized. Under the proposed Scheme, Reward will be given to the HUDA officials for deciding Building Plans within the prescribed time limit as mentioned herein and Penalty will be paid to the allottees wherever the time schedule so fixed is breached by HUDA.
13. That it is proposed to appoint an **Ombudsman** in each Urban Estate to oversee the proposed system of Reward & Penalty and to settle any dispute arising there-from. Hence, the Zonal Administrators are requested to suggest a panel of two persons from each Urban Estate who are persons of repute & high integrity and are settled there and are willing to voluntarily work for this cause without any monetary remuneration. Such persons can be retired judges, civil servants or Defence officers etc.
14. That all the Administrators are directed to hold a **training session** at the Zonal Level for all the officers and officials involved in the process latest before 25th of May, 2009 so that the new Guidelines are implemented smoothly from 1st June, 2009.
15. **Copies** of Formats F-1 and F-2 are being e-mailed separately. However, hard copies thereof are also enclosed for ready reference and necessary action.
16. All the Zonal Administrators, Estate Officers and Executive Engineers (including the Sub Divisional Engineers where the Executive Engineers are not stationed) are directed to-
 - Acknowledge the receipt of this letter immediately after it is received.
 - Confirm the dates of the training session for the respective Zones.

This may please be accorded TOP PRIORITY.

(T.C. Gupta, IAS)
Chief Administrator, HUDA,
Panchkula

Endst. No.CTP/HUDA/3749-3833

Dated: 13-05-2009

A copy is forwarded to the following for information and strict compliance of the above instructions-

1. All the Executive Engineers of HUDA in the State (including Sub Divisional Engineers wherever Executive Engineers are not stationed in any Urban Estate).

2. All the District Town Planners in the State.
3. The Chief Engineer/Chief Engineer-I, HUDA, Panchkula.
4. All the Superintending Engineers of HUDA in the State.

(T.C. Gupta, IAS)
Chief Administrator, HUDA,
Panchkula

Endst. No. CTP/HUDA/3834-3836

Dated 13-05-2009

A copy is forwarded to the following for information-

1. The Senior Secretary to Chief Minister, Haryana for kind information of Chief Minister-cum-Chairman, HUDA.
2. The Financial Commissioner & Principal Secretary to Govt. Haryana, Urban Estate and Town & Country Planning Departments, Haryana, Chandigarh.
3. The Director, Town & Country Planning & Urban Estate Departments, Haryana, Chandigarh.

(T.C. Gupta, IAS)
Chief Administrator, HUDA,
Panchkula

Endst. No. CTP-HUDA/3914-21

Dated: 15.05.2009

Subject: New Guidelines for Approval of Building Plans in respect of Residential Plots (Excluding Group Housing Plots).

A copy is forwarded to the following for information:

1. Chief Controller of Finance, HUDA, Panchkula.
2. Secretary, HUDA, Panchkula.
3. Senior Architect HUDA, Panchkula.
4. DA/ LR HUDA, Panchkula.
5. Senior Manager (IT), HUDA HQs, Panchkula.
6. Enforcement Officer, HUDA HQs, Panchkula
7. Incharge Urban Branch-I & II, HUDA HQs Panchkula.
8. Dy. Economical & Statistical Advisor, HUDA, Panchkula.

DA/ As above

(P.K. Sharma, CTP)

For Chief Administrator, HUDA, Panchkula

Check List for Approval of Building Plan (Residential Plotted)

Urban Estate		Plot No.	
Name of Owner		Sector	

Sr. No	Category	Status	Remarks / Deficiency, if any
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A) GENERAL

1.	Submission of Application [Rule-3(1)] a) Site Plan in duplicate mounted on Cloth b) Building Plan in triplicate, 2 mounted on Cloth c) BR-I & BR-II (signed) d) Structural Drawings (for record)	Yes/No Yes/No Yes/No Yes/No	
2.	Signature of Owner, Architect & Engineer. [Rule-3(3)]	Yes/No	
3	Scrutiny Fees [Rule-3(4)]	_____sq. mts. x Rs.10/- = Rs. _____	
4	Malba Fee [Rule 3(5)]	Rs. ____/-	
5	Size of Plot a) As per Allotment b) As per Possession Letter c) As per Building Plan <i>Refer to the Approved Demarcation and Zoning</i>	_____ _____ _____	

B) SITE PLAN

1.	Site Plan a) Scale b) Boundaries of Site c) North Marking d) Surrounding Buildings/ Plots e) Area Details f) Dimensions g) Levels h) Public Health Lines i) Gate Position [Rule-4]	OK/No OK/No OK/No OK/No OK/No OK/No OK/No OK/No OK/No	
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C) ZONING

1.	Zoning Set-Backs <i>Refer to the Approved Zoning</i>	<u>Required</u>	<u>Provided</u>	
	Front			
	Side			
	Rear			

2.	Height of Boundary Wall & Type of Gate [Rule 20]	OK/No	
3.	Number of Dwelling Units	OK/No	

D) BUILDING PLAN

1.	Building Plans a) Scale b) Cloth Mounting c) Plans of all Floors, Elevations, Sections showing Levels through Floors, Stair-Case, WC Bath, Kitchen and Garage. d) Plinth Level of the Building w.r.t. Centre of Road e) Schedule indicating Size of Doors & Windows. f) Means of Access & Escape g) North Point [Rule-5]	OK/No OK/No OK/No OK/No OK/No OK/No OK/No	
2.	Maximum Height [Rule 13 (b)]		
3.	Light and Ventilation [Rule 17]	OK/No	
4.	Minimum Size of <u>Habitable Rooms/Kitchen</u> a) GF -HR*-1, HR-2, HR-3 b) FF - HR-1, HR-2, HR-3 c) SF - HR-1, HR-2, HR-3 [Rule 18] *HR = Habitable Room	OK/No OK/No OK/No	
5.	Minimum Size of <u>Bath Rooms & WC</u> [Rule 19]	OK/No	
6.	Elevations & Sections Co-relate with the Plan	Yes/No	
7.	Staircases Risers & Treads [Rule 32 to 40]	OK/No	
8.	Projections/Sun-Shade/Canopy [Rule 13 (explanation 1)]	OK/No	
9.	Minimum Provision with regard to Residential Building [Rule 16]	Yes/No	
10.	Structure Materials and Control-Form BR-II signed by Architect/Engineer [Rule-21 to 31]	Yes/No	

E) COVERED AREA

Permissible Provided

1.	FAR [Rule 13(b)]			
2.	Basement [Ensure margin from side plot, if constructed and max.height 1.20 mts]			

3.	Ground Floor Coverage [Rule 13(i)]			
4.	First Floor Coverage [Rule 13(i)]			
5.	Second Floor Coverage [Rule 13(i)]			

F) PUBLIC HEALTH AMENITIES

1.	Public Health Amenities [Rule 53 to 81]	OK/No	
	a) PH & Sanitary Work to be executed under the supervision of regd. Plumber [Rule-54]	OK/No	
	b) All Sanitary Fitting and Execution of Works as per PWD Specifications. [Rule-56]	OK/No	
	c) Minimum Sanitary Facilities. [Rule-60]	OK/No	
	d) Water Closet [Rule-61]	OK/No	
	e) Laying & Ventilation of Drains [Rule 63 & 64]	OK/No	
	f) Sewer Connection [Rule 76 to 78]	OK/No	
	g) Drainage of Rain Water Harvesting. [Rule 79 to 81 A]	OK/NO/N/A	

G) MISCELLANEOUS

1.	Solar Water Heating Provided	Yes/NO/NA	
2.	Site Report	OK/No	
3.	Other Observations , if any.		
4.	Time Taken a) Date of Receipt b) Date of Disposal	---- Number of Days -----/-----	
5.	Recommendations for Approval	Yes/No	

Checked and Found Correct

Counter Checked and Found Correct

Checking Official
(Name & Designation)

Counter Checking Official
(Name & Designation)

Check List for Approval of Building Plan (Residential Plotted)

Urban Estate		Plot No.	
Name of Owner		Sector	

Sr. No	Category	Status	Remarks / Deficiency, if any.
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A) ACTION BY RECORD KEEPER

1.	Title	OK/NO	
2.	Date of Offer of Possession		
3	Zoning Approved or Not	YES/NO	
4	Court Case	YES/NO	
5	Ownership Verified	YES/NO	
6.	Dues , If any		
7.	Date by which Minimum Construction to be Completed		

Signature of Record Keeper

B) ACTION BY SUB DIVISIONAL CLERK

1.	Date by which Building Plan was required to be submitted <i>(at least 6 months prior to A(7))</i>		
2.	Delay if any.		
3.	Reasons for Returning Building Plan to Owner, if any.		
4.	Building Plan Sent to XEN on (Date)		
5.	Building Plan Received Back on (Date)		
6.	Status of Building Plan	OK/NOT OK	
7.	Building Plan put up for Approval on (Date)		

Signature of Sub Divisional Clerk

Sub Divisional Engineer (S)

Estate Officer

Site Report Proforma (Residential Plotted)

Sr. No.	Subject	Remarks
1.	Plot No.	
2.	Sector No.	
3.	Name of Urban Estate	
4.	Status of Plot <i>(If the Plot is under construction or has been constructed, give details)</i>	<ul style="list-style-type: none">• Vacant • Under Construction • Constructed
5.	Area/Size of Plot as per Site	
6.	Status of Basement in Adjoining Plots	Left Side _____ Right Side _____ Rear Side _____
7.	Other Remarks, if any.	

Name & Signature of JE