

Haryana Government
Urban Estates Department

Memo No GM (IT)/HUDA/15625

Dated 15.06.2016

Subject: Online approval of fresh Building Plans.

References:

- (i) **Act:** Haryana Urban Development Authority Act, 1977
- (ii) **Rules:** Haryana Urban Development Authority (Erection of buildings) regulations, 1979.
- (iii) **Policy Guidelines/GO/Guidelines:** Memo no 3726-3748 dated 13.05.2009
- (iv) **Executive Instruction/Circular:** -do-

1. Introduction:

The allottees of HUDA are required to complete construction on the allotted plot after getting Building plan approved from the concerned Estate Officer. In the present system, a committee scrutinizes the building plan with representatives from Estate Office & Engineering Wing.

2. Existing legal/policy/regulation framework:

Building plans are sanctioned by the concerned Estate Officer by virtue of power conferred on him under regulation 8 of HUDA (Erection of buildings) Regulations, 1979. Procedure for self certification of Building plans is also available for allottees as per letter no Sr. Arch/Auth-2007/7064 dated 26-02-2007.

3. Justification for review:

The present system of Approval of fresh Building Plan is manual and takes 21 days in which the building plan passes through various lengthy and cumbersome manual processes and normally the approval takes time more than the prescribed time. In order to expedite the process and ensure homogeneous and uniform scrutiny throughout the state, a software named '**Online Approval of Building Plan**' has been implemented. The Architects shall submit the drawings of fresh building plans in .dwg (CAD Drawing)

format to HUDA through the web portal of HUDA by login the user id of the architects. This drawing will be uploaded in the Auto Development Control Rules software installed on HUDA servers. The drawings will be accepted in case it is free from deviations otherwise the drawing will be returned automatically in online mode to the concerned architect along with the list of deviations generated by the software. It would take 6 days for the complete approval of the plan in the new system. Training to the architects and the staff have been provided to use the software.

4. Decisions:

To reduce the time required for approvals it has been decided to implement the software named “Online Approval of Building Plan “ where in the time limit is reduced from 21 days to 6 days as per details given below

Sr. NO	Level	Days
1	Single window clerk	1
2	Record Keeper	1
3	Junior Engineer	2
4	SDO/Estate Officer	2

5. Processes:

- I. The application software will be available on HUDA’s portal which will be accessed by the empanelled Architects of HUDA through User ID and Password allotted by HUDA.
- II. Public Health Engineering oriented parameters and structural Engineering stability parameters will be captured in the form of check list in the architect’s console and the deviations be highlighted by the system automatically wherever HUDA regulations are silent, the provisions of National Building code norms shall be followed.
- III. The Architects will upload the building plan in the required format. Current outstanding dues will be checked with PPM before the submission of plan by the architect. In case there are outstanding dues then the architect has the option to pay the dues and scrutiny fee online/ offline mode.
- IV. An amount of Rs 10/- per entry is to be paid by the applicant as processing fee (inclusive of taxes prevailing as on date)

- V. If the plan is technically okayed by the AutoDCR (Automatic Development Control Rule), printout of the plan having the signatures of Architect and the owner of the plot along with the required documents will be submitted at Single window of the concerned Estate office.
- VI. The ownership of the plot will be checked by the record keeper from the PPM application & the plot file. If the allottee details are found to be correct then the record keeper will enter his comments on the PPM window and forward the same to the concerned JE else reject the case by taking the approval from the Estate officer. Three extra days will be added in the process in case of mismatch in the allottee details.
- VII. The uploaded building plan will be reflected on the PPM application window of concerned JE, SDO (Survey) & EO. The JE will visit the site within 2 working days and submit the report to Estate officer through SDO (survey). In the absence of concerned JE, SDO (Survey) will have the power to assign this job to some other JE.
- VIII. On receipt of report of the JE/SDO (Survey), the Estate Officer has the option to accept or reject the plan. In case of rejection, the Estate Officer shall record the reasons for the same on the PPM application. The status of the plan will be sent to the allottee through an SMS automatically triggered from the PPM application on the registered mobile number of the allottee. In case of approval of the building plan, printout of the approval letter will be generated through the system and dispatched on the address of the allottee along with SMS and e mail confirming the acceptance of the building plan by the concerned Estate office. Both the documents i.e. sanction letter & approved building plan will also be reflected on the property account of the allottee.

6. **Formats:**Enclosed

7. **Competent Authority:**Estate Officer.

8. **Delegation:**Nil

Issues with the approval of Additional Chief Secretary (TCP), Haryana.

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P. Raghvendra Rao,
Additional Chief Secretary,
Town and Country Planning Department