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## HOUSING & URBAN DEVELOPMENT DEPARTMENT

### NOTIFICATION

The 21st June, 2016

**S.R.O. No.231/2016**— Whereas, in the Odisha Development Authorities Rules,1983, the provisions are existing relating to grant of permission for building operation and development along with other provisions;

And, whereas, the State Government proposes to make a set of separate comprehensive rules, relating to receipt of applications in Common Form for the purpose of obtaining permissions for building operation, land development, and the procedure for disposal thereof to be followed as well as provisions for registration and accreditation of technical persons etc.;

And, whereas, the following draft of certain rules which the State Government proposes to make in exercise of the powers conferred under section 123 of the Odisha Development Authorities Act, 1982 (Odisha Act, 14 of 1982) in supersession of the provisions contained in the Odisha Development Authorities Rules, 1983 to the extent as provided in these rules except with respect to things done or omitted to be done before such supersession, is hereby published as required under section 125 of the said Act for information of all persons and Authorities likely to be affected thereby and notice is hereby given that the said draft will be taken into consideration on or after the expiry of a period of fifteen days from the date of publication of this notification in the *Odisha Gazette*.

Any objection or suggestion which may be received from any person or Authority in respect of the said draft before expiry of the period so specified above will be considered by the State Government.

**DRAFT**  
**CHAPTER-I**  
Preliminary

**1. Short title and commencement.**—(1) These rules may be called the Odisha Development Authorities (Common Application Form) Rules, 2016.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

**2. Definitions.**— (1) In these rules, unless the context otherwise requires—

- (a) “accreditation” means certification of competency, authority and credibility to undertake the duties and responsibilities as assigned, after such accreditation, to accredited person;
- (b) “accredited person” means a registered technical person or an Architect, who has been granted with Accreditation Certificate under these rules;
- (c) “Act” means the Odisha Development Authorities Act, 1982;
- (d) “building plan” means a proposal submitted to Authority for approval, which comprises of architectural drawings, specifications of the design including structural designs, calculations, details of the land on which building is proposed;
- (e) “Completion Certificate” means a Certificate issued under section 20;
- (f) “Director” means Director of Town Planning, Odisha;
- (g) “Form” means a Form appended to these rules;
- (h) “low risk building” means a building which has been proposed to be constructed –
  - (i) on a plot which is part of the layout approved by the Authority under section 16 or developed and allotted by the Government or Statutory Bodies or is a final plot in town planning schemes or development schemes;
  - (ii) the size of the plot is not more than 500 Square metres;
  - (iii) the height of which is not more than 10 metres and without a basement;
- (i) “No-Objection Certificate” means a Certificate issued by a Public Agency certifying that it does not have any objection if the concerned authority permit the applicant to carry on development;
- (j) “Occupancy Certificate” means a Certificate issued by the Authority on the basis of Completion Certificate and on being satisfied that the applicant has

made necessary infrastructure provisions such as electricity, water and sanitation and certifying that the building is fit to be occupied for the intended purpose;

- (k) “Public Agency” means an Agency under the State Government which is notified as such and from whom No-objection Certificates are required under these rules prior to grant of permission for development or occupancy;
- (l) “Project Management Organization” means an Architect or a Firm of Architects or a Firm of Architects and Technical Person registered under these rules;
- (m) “Technical Person” means a Civil Engineer or a Mechanical Engineer or an Electrical Engineer or a Town Planner or a Surveyor or any other person having specialized skills, which are required for planning, development and construction of buildings and who is not registered under provisions of any Act, Rules or Regulation;
- (n) “Section” means a Section of the Act;

(2) Words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Act.

## **CHAPTER-II**

### Permission for Development

**3. Permission for Development.**—(1) Every person including any Department of Central or State Government or a local authority or a body corporate constituted under any law, who intends to undertake or carry out any development whether for building operation, layout of land or for change of use of any land or building as contemplated in Section 16 shall obtain prior written permission from Authority by submitting an application in Form I as “Common Application Form” accompanied by such fee as prescribed in rule 20.

**4. Permission for low risk building.**—No low risk building shall require prior permission of the Authority, if a person who is erecting such building has taken approval of the building plan from accredited technical person:

Provided that two copies of approved plan along with prescribed fees as applicable are submitted by such accredited technical person to the Authority within fifteen days of according such approval.

Provided further that if a person is having a building which satisfies the conditions stipulated in sub-clause (h) rule 2 and after commencement of these rules such person

intends to carry out, any addition or alteration to such building, provision of this rule shall also apply *mutatis mutandis* to all such cases.

**5. Permission for building other than low risk building.**— (1) After receipt of Common Application Form for building operations under rule 3, the Authority shall refer the same to the concerned Public Agencies, for obtaining No-Objection Certificate before granting or refusing permission to the applicant under section 16.

(2) The Authority while referring the Common Application Form to the Public Agency shall notify a date and time for conduct of common inspection programme and any Public Agency which needs to conduct field visit and inspection for giving No-Objection Certificate, shall conduct the same as part of such notified common inspection programme:

Provided that the date to be notified shall normally be ten days after receipt of Common Application Form by the Public Agency but in no case it shall exceed twenty days from such receipt.

(3) The Public Agencies shall normally issue No-Objection Certificates within three working days from the date of conduct of common inspection:

Provided that if any Public Agency has any objection or requires any further information then an inspection report, specifying points of objection thereof shall be submitted within three working days of conduct of inspection to the Authority with a copy to the applicant.

(4) Where information and document as required under sub-rule (3) has been compiled and submitted by the applicant through the Authority to the satisfaction of Public Agency, No-Objection Certificate shall be issued within three working days from the date of receipt of such required information and document.

(5) If No-Objection Certificate or an inspection report from any Public Agency is not received within the time limit fixed under sub-rule (3) subject to the provision of these rules, then it shall be deemed that No-Objection Certificate has been issued by the concerned Public Agency.

(6) Permission in respect of such categories of building as notified by the Government, from time to time shall require clearances from following Central Government Agencies:—

- (a) Building plans, which require approvals under provision of the Environmental Protection Act, 1986, shall be referred by the Authority to State Level Environment Impact Assessment Authority (SEIAA) or State Coastal Zone Management Authority (SCZMA), as the case may be, for grant of such

approval and the application form, if any, of such agency which shall also be part of Common Application Form and on receipt of such form, Agency empowered to give environment clearance shall finalize its recommendations, within such period as prescribed in the rules and regulations prescribed in that Act;

- (b) Applications for permission for construction of building requiring No-Objection Certificate from the National Monument Authority (NMA), shall be referred to Director of Culture, Odisha by the Authority, who shall conduct enquiry as per common inspection programme notified by Authority under sub-rule (2) and shall submit his views to National Monument Authority (NMA) within the time limits fixed under sub-rule (3) and after receipt of such views, the NMA shall consider and issue such No-Objection Certificate to the Director of Culture, who shall submit the same to the Authority within three working days from the date of receipt of such No-Objection Certificate from the NMA;
- (c) Applicants requiring No-Objection Certificate from the Airports Authority of India (AAI) shall apply to AAI within five days from the date of submission of Common Application Form to the Authority and shall submit a copy of such application to the Authority for records which shall be a proof for determining and notifying the, date for common inspection programme under intimation of the same to the Director of concerned Airport for their representation in common inspection programme;
- (d) applicants whose projects require direct access from National Highways maintained by National Highway Authorities of India (NHAI) shall require No-Objection Certificate from the office of NHAI under whose jurisdiction concerned part of National Highway from which direct access is sought for is covered and in such cases, a copy of Common Application Form shall also be sent to the NHAI for issuance of No-Objection Certificate and the process prescribed in the rule shall apply, *mutatis mutandis*.

**6. Layout approval.**— (1) Every owner of land intending to undertake development of land shall make an application in Common Application Form as prescribed in rule 3 for approval of layout and the Authority, after receipt of such application, shall either grant or refuse its approval for layout, as the case may be, in conformity with applicable planning norms.

(2) Layout approval to be given by Authority under these rules shall be either a sub-divisional layout or a site layout:

Provided that a separate application for permission for site layout shall not be required if a person has applied for permission for building operations in Common Application Forms under rule 3 subject to payment of fees as specified under these rules.

*Explanation.* — For the purpose of these rules, the expression.—

- (i) “Sub-divisional layout” means division of a plot or parcel of land, with or without amalgamation of revenue plots, into two or more final plots after providing for streets, roads and drains as per development plan, right of way for utilities, common plot, open space etc. as per norms specified in these rules.
- (ii) “Site layout” means carving out a final plot from a parcel of land, comprising of one or more than one revenue plots into a buildable site with a provision for streets giving adequate access to the proposed site, other boundary plots and roads and drains as per development plan leaving a common plot for common utilities and other public infrastructure development.

(3) After receipt of Common Application Form, the Authority shall refer the same to the concerned Public Agencies, as notified, for obtaining No-Objection Certificate, before granting or refusing permission to the applicant along with the notifying common inspection programme.

(4) The provisions of rule 5 shall apply *mutatis mutandis* where such layout of site requires clearance from such Public Agencies.

**7. Procedure for change of use of land from Agricultural to non-agricultural purpose.**— (1) Every application made for permission under section 16 for change of use of land shall be made in Form I along with required information and documents as specified therein and on payment of such fees as prescribed under these rules.

(2) After receipt of the application form under sub-rule(1), the Authority after making such enquiry as it considers necessary and in accordance with the provisions of these rules and notifications issued there under, shall either grant permission with or without condition or refuse permission:

Provided that Authority shall refer the same to the concerned Public Agencies, as notified, for obtaining No-Objection Certificate along with notifying common inspection programme etc. and the provisions of rule 5 shall also apply, *mutatis mutandis*:

Provided further that a separate application form for permission for change of land use will not be required, if a person has applied for permission for building operations or layout approval in Common Application Form under rule 3 subject to payment of fees as specified under these rules.

*Explanation.* — For removal of doubt it is hereby declared that on allowing change of use of land or on grant of permission of building operation or layout on land recorded as agricultural in record of rights; the applicant shall pay the conversion fees at the rate provided in the Odisha Land Reforms Act, 1960 and rules made thereunder.

**8. Notification of Standard Operating Procedures by the Public Agencies.** — (1) All Public Agencies shall notify their standard operating procedures within thirty days from the date on which these rules come into force for issue of No-Objection Certificate.

(2) The standard operating procedure shall, among others, include following particulars, namely:—

- (a) Name and details of the officials of the Public Agencies, who shall be responsible for receipt of Common Application Forms from the Authorities;
- (b) the process and internal time limits fixed by Public Agencies for giving No-objection Certificates;
- (c) Form for issue of No-Objection Certificate;
- (d) The jurisdiction-wise details of various field offices and officers responsible for carrying out inspections and issuance of No-Objection Certificates, if any.

**9. Single Window Mechanism.** — (1) Every Authority shall constitute a committee under section 6, which shall have representatives from such public agencies, as referred to in sub-rule (1) of rule 5 in the single window mechanism for deciding on applications received for permission for development.

(2) The committee shall decide on the applications and on recommendations of the committee, the Planning Member or any other Officer as authorized by Authority shall issue the permissions under these rules.

(3) If any objection is raised by any Public Agency for which No-Objection Certificate cannot be issued, the same shall be considered by the committee and decided upon, as per rules.

*Explanation.*— For removal of doubt, it is hereby declared that if any statutory compliance is required, under the provisions of any Act or Rules or Regulations made there under, then the same shall have to be complied by the applicant as per the provisions of relevant Acts, Rules and Regulations in this regard.

**10. Order for grant or refusal of permission.** —(1) Subject to the provisions of Section 16 the Authority may refuse permission for building operation if the application form has not been duly filled in or the same is not as per Planning and Building Standard Regulations of the Authority or any Public Agency has refused to give No-Objection Certificate.

(2) Order for grant for permission for development by the Authority shall be in Form 'II'.

(3) Order for refusal for permission for development by the Authority shall be in Form 'III'

**11. Appeal.**—(1) The appeal against the order of the Authority under sub-section (1) of section 18, shall –

- (a) specify the date of order against which the appeal is made with true copy of such order;
- (b) specify a clear statement of facts and the grounds on which the appeal is preferred;
- (c) specify precisely the relief prayed for;
- (d) contain the verification Certificate duly signed by the appellant as hereunder:  
“I, Sri . . . . .do hereby declare that facts and contents stated above are true to the best of my knowledge and belief”.

(2) Every appeal shall be accompanied with a Treasury Challan showing deposit of a fee of one thousand rupees in the head of Account to be determined by the State Government in this regard.

### **CHAPTER-III**

#### Occupancy Certificate

**12. Application for Occupancy Certificate.** —Upon issue of Completion Certificate to a person under section 20, he shall apply to the Authority in Form 'IV' accompanied by a copy of Completion Certificate for issue of Occupancy Certificate.

**13. Reference to Other Public Agencies.** — (1) After receipt of the application for an Occupancy Certificate for low risk buildings, Authority shall consider the same as per planning and building standard regulations without reference to any Public Agency.



(2) After receipt of the application for an Occupancy Certificate for any building other than low risk building, Authority shall consider and refer the same to such Public Agencies as notified by the State Government under clause (k) of sub-rule 1 of rule 2 having regard to the nature of building for obtaining a No-Objection Certificate from such Public Agency.

**14. Common Inspection Programme of the Building.** —(1)After receipt of application for issue of occupancy certificate, the Authority shall notify a date and time for conduct of common inspection programme of the building for which Occupancy Certificate has been requested.

(2) Every Public Agency, which needs to conduct field visit and inspection for giving their No-Objection Certificate, shall conduct the same as part of the notified common inspection programme, the date of which shall be a date, which is three days after but not later than seven days, of receipt of the application.

**15. Time limits.** — (1) The Public Agencies shall normally issue No-Objection Certificates within three working days of conduct of common inspection programme.

(2) If any Public Agency has any objection or requires further information, then an inspection report, specifying points of objection thereof shall be submitted within three working days of conduct of inspection to the Authority with a copy to the applicant for compliance.

(3) No-Objection Certificate shall be issued within three working days from the date when compliance to the objection has been made or additional information as required has been submitted by the applicant through the Authority to the satisfaction of such Public Agency.

**16. Deemed Approval.** — If No-objection Certificate from any public agency is not received as per the time limit fixed under rule 15, then it shall be deemed to have been issued by the concerned Public Agency.

**17. Notification of standard operating procedures for permitting occupancy.**— All public agencies shall formulate and notify their procedures for giving No-Objection Certificates required for grant of Occupancy Certificate as part of the standard operating procedures to be notified under rule 8, within the days and manner, as prescribed therein.

**18. Condition for Grant or refusal of Occupancy Certificate.** — (1) The Occupancy Certificate shall be granted by Authority for low risk buildings within ten days from the date of receipt of the application in Form 'IV' duly filled in, if the building has been constructed

and completed as per the provisions of Planning and Building Standard Regulations of the Authority.

(2) The Occupancy Certificate shall be granted by the authority for the building other than low risk building within thirty days from the date of receipt of duly filled in the application Form 'IV', if same, is as per the Planning and Building standards regulation of the Authority and is in accordance with the norms and standards fixed in the relevant Acts, rules, regulations or instructions issued by any Public Agency and the applicant has complied to observations and provided information and documents as required by Public Agencies and Authority.

(3) Authority may refuse to grant Occupancy Certificate at any time, if application form has not been duly filled or the same is not as per Planning and Building Standard Regulation of the Authority or any Public Agency has refused to give No-Objection Certificate.

(4) Order for grant of Occupancy Certificate by Authority shall be in Form 'V' on payment of fee which shall be equal to one half of the fee payable for the building plan approval as provided in the table under rule 20.

(5) Order for refusal of Occupancy Certificate by authority shall be in Form 'VI'.

**19. Appeal.** —For the purpose of filling of memorandum of appeal the provisions of rule 11 shall apply mutatis-mutandis and which shall be filed before the State Government.

#### **CHAPTER-IV**

##### Development Fees

**20. B.—** (1) Every application submitted for building operation or development, under rule 3 shall be accompanied by fee as specified in the Table below:

**Table**

Sl. No.	Details of Construction and Area	Fee in Rupees
(1)	(2)	(3)
(A)	Fee for development of land	Rs.25.00 per square meters
(B)	Fee for building operation	
	(i) For residential building (covered area on all floors)	
	(a) Upto 100 square meters	Rs. 1000.00
	(b) Above 100 square meters and upto 300 square meters	Rs. 15.00 per square

Sl. No.	Details of Construction and Area	Fee in Rupees
		meter
	(c) Above 300 square meters	Rs. 25.00 per square meter
	(ii) For Commercial building (Business, Mercantile, Shops, Hotels, Public Assembly Buildings, Show Rooms, Business Offices, Godowns, Warehouses, Banks, Cinemas, Theatre, Clubs etc.)(Covered Area on all floors)	
	(a) Upto 20 square meters	Rs. 1000.00
	(b) Above 20 and upto 50 square meters	Rs. 25.00 per square. meter
	(c) Above 50 square meters	Rs. 50.00 per square meter
	(iii) For Industrial buildings (Covered area on all floors)	
	(a) Upto100 square meters	Rs. 2500.00
	(b) Above 100 and upto 300 square meters	Rs. 25.00 per square meter
	(c) Above 300 square meters	Rs. 50.00 per square meter
	(iv) For public buildings (Educational, Religious, Government, Local Bodies uses) (Covered area on all floors)	Rs.10.00 per square meter.

**21. Principles for Fixation of Fees.** The fixation of the fees specified under rule 20 shall be subject to the following provisions, namely:—

- (a) for re-erection of existing buildings, the fee chargeable shall be the same as for erection of a new building;
- (b) for additions and alterations in an existing building, the fee shall be chargeable on the added or altered portion only, on the same scale as is applicable to the erection of a new building;
- (c) for a revised plan for any building the original plan of which has already been sanctioned by the Authority, the fee chargeable shall be equal to one half of the fee chargeable on the original plan itself, subject however, to the condition that the concerned area of the building has not or is not proposed to be increased as compared to the original one;

- (d) in case of additions or alterations to a building if the use of the building has been or is proposed to be changed, the fee shall be calculated basing on the use proposed;
- (e) for the purpose of calculating the fee, the areas covered under the basement, if any, shall be counted towards the covered area;
- (f) where the building is proposed to be used for more than one purpose the fee to be levied shall be calculated as per the rates applicable for the respective uses applied for;
- (g) Where the same applicant applies for repetitive type of residential building, the fee shall be calculated for each type of building block, type, or design.

*Explanations.* — (1) For the purposes of this clause, the expression “repetitive type of residential building” shall mean the construction of buildings, blocks of same type design repeatedly.

(2) An application may be withdrawn by the applicant at any time prior to the grant of permission and such withdrawal shall terminate all proceedings with respect to the concerned application, but in such cases an applicant shall not be entitled to refund of any fees paid by him.

(3) For purposes of calculation of fee, covered area shall mean the area proposed to be covered by the building including the internal courtyard thereof, if any.

**22. Fees for inspecting the permission register.**— The fee to be paid for inspecting the register of application for permission, maintained by the Authority, under section 16, shall be two hundred rupees, which shall be paid prior to inspection.

**23. Fees payable for revalidation of permission.**— An application for re-validation of permission for building operation before expiry of duration of such permission shall be accompanied by the fees equal to one half of the fee as applicable under rule 20.

**24. Additional fees to be paid for grant of permission.**—(1) In addition to the fees prescribed above in rule 20, the fees as indicated hereunder in the Table, shall also be paid by an applicant for grant of written permission for carrying out development under section 16.

**Table****Additional fees, charges and deposits to be paid prior to grant of permission.**

Sl. No. (1)	Fees/deposits (2)	Rate of fee (3)
1	Development Charges as payable under section 84	As specified and notified by the Government from time to time.
2	City Infrastructure Impact Fees as payable under section 86A	As prescribed in the regulations by the Authority.
3	Fee for temporary retention of existing building /structure	As per provisions of Planning and Building Standards Regulation of the Authority.
4	Conversion fee of land from agriculture to non-agriculture under the provisions of sub-section (3) of Section 119.	As prescribed under the provisions of Section 8A of Odisha Land Reforms Act, 1960.
5	Refundable Security deposits	As per provisions of Planning and Building Standards Regulation of the Authority.

- (2) The security deposits shall be paid at the time of grant of permission for carrying out development of building in shape of cash or bank guarantee which is refundable without interest after issue of Occupancy Certificate to ensure adherence to conditions of permission for development and in case of violation of the conditions the security deposits will be forfeited partly or fully as per decision of the Authority.

## CHAPTER-V

### Registration of Technical Person

**25. Registration of Technical Persons.**— No person shall be eligible to prepare and submit building plans on behalf of applicant for the purpose of obtaining permissions, under section 16 or Section 16 A, as the case may be, unless such technical person is registered under the provisions of these rules as a Technical person.

**26. Registering Authority.** — Director, Town Planning, Odisha shall be the Registering Authority for such Technical persons.

**27. Application for Registration.** — (1) Any person having required qualification and experience, as notified by State Government, from time to time, for being a technical person under these rules, may apply to the registering Authority, in Form 'VII' for registration.

(2) The application for registration of Technical Person shall be accompanied by a fee of five thousand rupees as registration fee.

**28. State Level Registration Committee.**—The State Government shall constitute and notify a State Level Registration Committee for considering the applications received in this regard.

**29. Grant of Registration Certificate.**— (1) Registering Authority shall, within sixty days from date of the application, on recommendation of State Level Registration Committee, either grant or refuse to grant a Registration Certificate:

Provided that the Registering Authority before refusing to grant Registration Certificate to a person shall give him a reasonable opportunity of being heard.

(2) The Registering Authority shall issue a Registration Certificate to that Technical Person in Form ' VIII'.

**30. Duration of Registration.** — (1) The Registration Certificate once issued, shall remain valid for a period of three years from the date of issue, unless it is cancelled or suspended otherwise.

(2) The Registration Certificate may be renewed for a further period of three years on an application to be submitted before expiring of its period and on payment of fees equal to one half of the fees as prescribed in sub-rule (2) of rule 27.

**31. Failure to meet standards of Performance.** — (1) In case a registered technical person fails to meet the standards of performance as required under the provisions of the Act, rules and regulations made under the Act or any other Codal provisions applicable for building operations, the Registering Authority may, after giving reasonable opportunity of

being heard to the concerned person, cancel the Registration Certificate granted under these rules.

(2) The cancellation of the registration shall be done by the Registering Authority after an enquiry is conducted on the allegations made against the registered Technical person for failure to meet standards of performance or otherwise:

Provided that the cancellation shall be done only on recommendation of State Level Registration Committee:

Provided further that pending enquiry, the Registering Authority shall have the power to suspend the registration, if the same is in the public interest.

(3) Without prejudice to the action taken under foregoing provision, the Authority or Registering Authority or State Government shall have the right to initiate civil or criminal proceedings as per provisions of any Act or Rules or Regulations in force in this regard against such Technical persons who fails to meet standard of performance.

**32. Appeal.** — Any Technical person being aggrieved by the decisions of the Registering Authority may prefer an appeal to the State Government within a period of thirty days of receipt of order, which shall be accompanied by fee of one thousand rupees.

**33. Maintenance of register.**— (1) The Registering Authority shall maintain a “Register of Technical Persons” in Form ‘IX’, wherein the details of all Technical Persons to whom Registration Certificates have been issued shall be entered including the facts of suspension and cancellation, if any, as the case may be, and also if Duplicate Certificate has been issued.

(2) A copy of the updated register shall be made available in the Official websites of State Government, the Authority and that of Registering Authority, for information and knowledge of all concerned.

## **CHAPTER - VI**

### Accreditation of Technical person

**34. Power to Accredit.** — The Authority shall have the power to accredit any registered Technical person or Architect, under provisions of these rules, who shall be designated as Accredited Persons of the Authority.

**35. Application for Accreditation.** — (1) The Vice-Chairman of the Authority shall invite applications, through a public notice for the purpose of accreditation, at least once in a year.

(2) Any registered Technical Person may apply in response to such public notice to the Vice-Chairman, in Form 'X'.

(3) The application shall be accompanied by fees of Five Thousand rupees only

(4) The Authority may specify the maximum number of eligible applicants who shall be accredited by it.

**36. Accreditation Committee.**—The Authority shall constitute and notify an Accreditation Committee under section 6 for considering applications received in this regard.

**37. Grant of Accreditation Certificate.**— (1) The Vice-Chairman on recommendation of Accreditation Committee, may either grant or refuse an Accreditation Certificate within sixty days from last date of receipt of application:

Provided that the Vice-Chairman before refusing to grant Accreditation Certificate to a person shall give a reasonable opportunity of being heard.

(2) The Vice-Chairman shall grant to the registered technical person or Architect, an Accreditation Certificate in Form 'XI'.

(3) Before issue of an Accreditation Certificate the applicant, for the purpose of Accreditation shall execute an agreement with the Vice-Chairman.

(4) The agreement shall have provisions for performance of duties and responsibilities as assigned to Accredited Persons under these rules along with performance security and other matters, as decided by the Authority, from time to time.

**38. Duration of Accreditation.** — (1) The Accreditation Certificate shall remain valid for the period of three years from the date of issue of the same, unless cancelled or suspended otherwise.

(2) The Accreditation Certificate may be renewed for a further period of three years on an application to be submitted before its expiry period and on payment of fees equal to one half of the fees as payable for grant of Accreditation Certificate under sub-rule (3) of rule 35:

Provided that the validity of Accreditation Certificate shall be coterminous to that of cancellation of Registration Certificate under the provisions contained in Chapter V of these Rules.



**39. Qualification and Experience.** — (1) For the purpose of accreditation, Architect or Technical Person, as the case may be, must have experience of at least five years in preparation of building plans, supervision of construction of buildings etc.

(2) The Accredited Persons shall maintain an office, which shall be accessible by general public on any of the working days between 10.00 A.M. to 5.00 P.M.

**40. Duties and responsibilities of Accredited Persons.**— (1) It shall be the duty of the Accredited Person to take up site and field verifications and to supervise the building operations, at pre-construction, construction and post-construction stages, till completion of building operations of low risk buildings for which he has approved the plan.

(2) The Accredited Person shall perform and follow activities and duties as per terms and conditions of the agreement entered into between such person and the Authority in this regard.

(3) The Accredited Persons shall also give information approved by him in Form 'XII' to the Authority.

(4) The Accredited Person shall submit reports in Form 'XIII' to the Authority at the stages of foundation level, plinth level and roof casting for each floor of the building, which has been permitted by the Authority for erection of new buildings.

(5) On completion of the building, Accredited Person shall issue the Completion Certificate in Form 'XIV' to the applicant and submit two copies of same to the Authority along with the copy of the permission order and approved plan.

(6) If No-Objection is received from the Authority within 30 days of receipt of the Completion Certificate by the Authority, the Accredited Person shall issue Occupancy Certificate for that building to the applicant.

(7) The fees as applicable shall be collected by the Accredited Person and deposited with Authority within 15 days.

**41. Inspection by Accredited Persons.** — (1) The Authority may assign the work of conducting an independent inspection with respect to ongoing building operations being taken up within the jurisdiction of the Authority, to any accredited person for such inspection and such Accredited Person shall submit a report on his findings.

(2) The fees and charges payable to a Accredited Person by Authority shall be as per the terms and conditions of the agreement, entered into between the Authority and such Accredited Person in this regard.

**42. Failure to meet Standards of Performance.** — (1) In case, an Accredited Person fails to meet the standards of performance as required for him under the provisions of the Act, rules and regulations made under the Act or any other Codal Provisions applicable for building operations, the Vice-Chairman may, after giving reasonable opportunity of being heard to the Accredited Person, cancel the Accreditation Certificate granted under the rules.

(2) The cancellation of the accreditation may be done by the Vice-Chairman after an enquiry is conducted on the allegation made against the Accredited Person, for failure to meet standards of performance, misconduct or otherwise:

Provided that the cancellation shall be done only on recommendation of Accreditation Committee:

Provided further that pending the enquiry, the Vice-Chairman shall have the power to suspend the Accreditation Certificate, if the same is in public interest.

(3) Accredited Person shall also be liable for forfeiture of performance securities as per provisions of the contract agreement as entered into between Authority and Accredited Person.

(4) Without prejudice to the action taken under foregoing provisions, the Authority shall have the right to initiate Civil or Criminal Proceedings as per provisions of any Act or Rules or Regulations in force in this regard against Accredited Person who fails to meet Standard of Performance.

**43. Maintenance of Register.** — (1) Vice-Chairman shall maintain “Register of Accredited Persons” in Form ‘XV’ wherein the details of all persons to whom Accreditation Certificates have been issued, shall be entered including the facts on suspension or cancellation, as the case may be, and also if Duplicate Certificate has been issued.

(2) A copy of the updated register shall be made available on Official website of State Government, Director and that of Authority, for information and knowledge of all concerned.

**44. Appeal** – Any registered Accredited person being aggrieved by the decisions of Vice-Chairman, may prefer an appeal to the Authority within thirty days from the date of such decision.

## CHAPTER-VII

### Project Management Organizations

**45. Project Management Organization.**— Every applicant, who applies for permission as required under section 16 for Buildings other than low risk building shall engage a Project Management Organization to carry out duties and responsibilities as given under these rules:

Provided, that in case of any Department of Central or State Government or a authority of the Central or State Government established or constituted under any law for the time being force it not be required to engage Project Management Organization but their in-house Architects and Technical persons, shall carry out the duties and responsibilities as assigned to the Project Management Organization, under these rules.

**46. Agreement for Building Operations.**— For the purpose of taking up services of Project Management Organization for building operations of the buildings other than low risk building, an applicant shall enter into an agreement with any of the Project Management Organizations.

**47. Project Management Services.**—(1) The agreement between the applicant and Project Management Organization shall include the scope of services and provisions for Project Management Services which shall also include various activities as notified by Authority, from time to time.

(2)The applicant and Project Management Organization shall be jointly responsible to comply with the duties and responsibilities as assigned to the Project Management Organization.

**48. Change of Project Management Organization.**— The applicant may change the Project Management Organization, at any time, provided that the applicant shall submit to the Authority details of the new Project Management Organization and copy of the contract entered between the Applicant and new Project Management Organization along with the copy of the receding agreement within seven days of such change.

**49. Duties and Responsibilities of Project Management Organization.**— (1) It shall be the duty of the Project Management Organization to take up site and field verifications and to supervise the building operations, at pre-construction, construction and post-construction stages, till completion of such building operations.

(2) The Project Management Organizations shall submit report in Form 'XVI' to the Authority at the stage of foundation level, plinth level and roof casting for each floor of the building which has been permitted by the Authority for erection of new buildings.

(3) On completion of the building, the Project Management Organization shall issue the Completion Certificate in Form 'XVII' to the applicant and submit a copy of same to the Authority.

**50.Failure to meet Standards of Performance.**— (1) In case the Project Management Organization fails to take up any work as assigned under these rules and conditions agreement, the same shall be treated as failure to meet the prescribed standards of performance.

(2) In case, any Project Management Organization fails to meet the standards of performance, the Vice-Chairman may direct the owner of such building to change the Project Management Organisation within fifteen days of issue of such directions failing which permission granted may be revoked after giving reasonable opportunity of being heard.

(3) If the failure to meet Standards of Performance contravenes any provisions of the Act, rules and regulations made under the Act or any other Codal provisions applicable for building operations, then Vice-Chairman may recommend for suspension or cancellation of the registration of such Project Management Organisation to such Competent Authority where they are registered.

**51. Information on Technical Persons.**— The Project Management Organization shall submit to the Authority at the time of submission of the application for permission made under rule 3 or rule 12, as the case may be, a copy of the Registration Certificate of Technical Persons or Architects as applicable, along with such applications.

## **CHAPTER - VIII**

### Miscellaneous

**52. Power to prescribe Standard Operating Procedures.** — The Authority or State Government shall have the power to prescribe detailed Standard Operating Procedures for the process to be followed by various categories of applicants and officials discharging these duties and a copy of all such procedures shall be made available on the Official website of the Authority for information of all concerned.

**53. Standard Building Plans.**—(1) The Government or Authority, as the case may be, shall notify Standard Building Plans for residential buildings up to 100 square meters of built up area.

(2) Where, a person takes up building operations in accordance with sub-rule(1) he shall not take any permission from the Authority:

Provided that the Lay-out for the plot on which building is to be constructed has been approved by the Authority and the parameters as fixed in the notified standard plans under sub-rule (1) are adhered to.

**54. Issues of Duplicate Certificates.**— The duplicate of the Registration Certificate or Accreditation Certificate may be issued respectively by the Registering Authority and the Authority, on payment of fee one hundred rupees:

Provided that prior to grant of Duplicate Certificate, the Registering Authority or the Authority, as the case may be, shall be satisfied that the reasons for issuance of such duplicate certificate is genuine and has arisen out of mutilation, damage, destruction, theft or loss or otherwise, of the Original Certificate.

**55. Scheme for regularisation of unapproved layouts.**—The State Government may notify a scheme for regularisation of unapproved layouts, which have been developed in violation of the provisions of the Act, rules and regulations made thereunder; subject to such terms and conditions as stipulated in the scheme.

**56. Audit.** – (1) The Authority shall undertake monthly audit of ten per cent of building plan approvals, construction stagewise reports, Completion Certificate and Occupancy Certificates issued by Accredited Persons and the construction stagewise reports and Completion Certificate issued by the Project Management Organizations, as chosen randomly through automated process or otherwise.

(2) This work of audit shall be carried out by Officials of Authority or any other agency selected by the Authority.

**FORM-I**  
(See rule-3)  
**Permission for Development**

(Name of the Authority) **COMMON APPLICATION FORM**

**To be filled by the applicant:**

Date of application \_\_\_\_\_  
Address of the Project: 1. Revenue Village \_\_\_\_\_  
2. Tehsil/ULB Name \_\_\_\_\_  
Location of the Project: 1. Latitude \_\_\_\_\_ 2. Longitude \_\_\_\_\_

**For Office Use:**

1. File No. \_\_\_\_\_  
2. Date \_\_\_\_\_  
3. Details of Payment: Amount \_\_\_\_\_ Challan No. \_\_\_\_\_ Date \_\_\_\_\_  
4. Signature of the Receiving Officer \_\_\_\_\_

**PART I: GENERAL INFORMATION**

(TO BE FILLED IN BY THE APPLICANT)

**1.1 Details of the Applicant**

Sl. No.	Name	Postal Address	Contact No. (Mobile No.)	Email Address	Registration Number / License Number along with date of issue	Valid up to	Enclosed ID Proof

**1.2 Details of the Land Owner**

Sl. No.	Name of the land Owner(s)	Relationship with Recorded Tenants (Khatadars)	Postal Address	Contact No. (Mobile No.)	Email Address	ID Proof

**1.3 Details of Recorded Tenants (as per RoR)**

Sl. No.	Name of the Recorded Tenant <sup>1</sup>	Postal Address	Contact No. (Mobile No.)	Email Address	ID Proof

<sup>1</sup>If the recorded tenant is not alive then details of legal heirs should be mentioned in other columns such as : postal address, contact no. etc.



**PART II –BASIC DETAILS OF THE PROJECT**

Sl. No.	Parameter	Details to be given	Views of the Authorised officer <sup>2</sup>
		TO BE FILLED IN BY THE APPLICANT	FOR OFFICE USE ONLY
2.1	<b>Project type</b> ( <i>New Development / Addition / Alteration / Renewal / Revalidation</i> )		
2.2	<b>Project Category</b> ( <i>G to G+3, Apartment - G+4 and above, Group housing, Multi-storeyed residential/commercial/Institutional/Industrial/Public-semi-public/ others Please specify</i> )		
2.3	<b>Project Component</b> ( <i>Residential/Commercial/Institutional/Industrial/Public-semi-public/Others (please specify)</i> )		
2.4	<b>Total Area covered in all floors</b> (in sq. meters)		
2.5	<b>No. of Floors</b>		
2.6	<b>No. of dwelling units</b>		

**PART III – LAND DETAILS**

3.1 Land Details											
TO BE FILLED IN BY THE APPLICANT										FOR OFFICE USE ONLY	
Sl. No.	Mauza	Name of Revenue Village	Khata No.	Plot No.	Area (in acres / sqm)	Kisam	If mutation not done, then details of sale deed		Area under Possession (in sq. meters)	Remarks	View of the Authorised Officer <sup>2</sup>
							Sale Deed No.	Date			

<sup>2</sup>Authorised Officer – An official of the Authority who has been authorised to check and certify such details



3.2 Whether the plot/site is part of an approved layout/Town Planning scheme / Development Schemes				View of the Authorised Officer <sup>2</sup> (FOR OFFICE USE ONLY)
TO BE FILLED IN BY THE APPLICANT				
<b>(A) Yes or No?</b>				
<b>(B) If yes, details thereof</b>				
(i) Date of Approval / Permission	(ii) Approval / Permission No.	(iii) Whether map enclosed?(yes or no)		
<b>3.3 Site Plan (to be given on revenue plan along with the layer of Development Plan) provided or not? (yes or no)</b>				
<b>3.4 Indicate Tenancy of land (leasehold / freehold / others , please specify)</b>				
<b>3.5 If on lease, share details of lease</b>				
(i) Name of the lessor	(ii) Purpose of lease	(iii) duration of lease	(iv) Any other, please specify	

#### PART IV – PLANNING DETAILS

Sl. No.	Parameters	Description (TO BE FILLED IN BY THE APPLICANT)	View of the Authorised Officer <sup>2</sup> (FOR OFFICE USE ONLY)
4.1	Land use, applied for		
4.2	Land use, as per Development Plan		
4.3	Land use, as per Layout / Town Planning Scheme / Development Scheme		
4.4.	Permissibility of the Land use applied ( <i>Permissible / Permissible on special conditions / Not permissible</i> )		
4.5	Dwelling Units per Acre ( <i>for projects having residential components</i> )		
4.6	Whether, plot affected by development plan (Development plans roads and drains)?		
a	Yes or No?		
b	If yes, whether affected portions have been surrendered to Government or Authority or Local Authority by way of gift deed? ( <i>yes or no</i> )		
c	If yes, give details		
	i. Name and Details of Agency to whom the land has been surrendered		
	ii. Deed Number		
	iii. Date of execution of Deed		

**PART V – BUILDING PARAMETERS**

Sl. No.	Category	As per norms	Proposal	As per Approved plan <i>(applicable for addition / alteration / renewal cases only)</i>	View of the Authorised Officer <sup>2</sup>
		TO BE FILLED IN BY THE APPLICANT			FOR OFFICE USE ONLY
5.1	Basement, if any				
5.2	Stilt / Ground floor				
5.3	1 <sup>st</sup> floor				
5.4	2 <sup>nd</sup> floor				
5.5	3 <sup>rd</sup> floor				
5.6	4 <sup>th</sup> floor				
5.7	Multi-storeyed (no. of storeys)				
5.8	Society Room				
5.9	Set backs				
	Front				
	Rear				
	Side 1				
	Side 2				
5.10	FAR				
5.11	Parking (in sq.mt.)				
5.12	Height (in mt.)				
5.13	No of staircases				
5.14	Distance from farthest point of corridor to staircase				
5.15	Minimum height of floors				
5.16	Light and Ventilation shaft				
5.17	Courtyard size and area (in sq. meter)				
5.18	Approach gradient to basement/stilt				
5.19	Minimum opening area of window, door and ventilator for lighting/ventilation (in sq. meter)				
5.20	No. of lifts				
5.21	No. of Recharging pits/Size of pits				
5.22	No. of Gates and size				

**PART VI – OTHER PLANS RELATED TO BUILDING PLAN**

<b>Sl. No.</b>	<b>Parameters</b>	<b>Whether given in the Building Plan or not? (yes or no)</b>	<b>View of the Authorised Officer<sup>2</sup></b>
		TO BE FILLED IN BY THE APPLICANT	FOR OFFICE USE ONLY
6.1	All floor plans		
6.2	Elevations		
6.3	Area Statement		
6.4	Structural Plan		
6.5	Foundation Plan		
6.6	Septic Tank and Soak pit location		
6.7	Groundwater recharging point		
6.8	Drain Section		
6.9	Water Safety Provisions		
6.10	Fire Safety Provision Plan		
6.11	Plumbing Plan		
6.12	Electric Supply Plan		
6.13	Schedule of Doors, Windows and Openings		
6.14	Minimum distance between blocks / buildings		
6.15	Any other provisions, specify		

## PART VII – UTILITIES

7.1 Roads/pathway		View of the Authorised Officer <sup>2</sup>		7.2 Drainage		View of the Authorised Officer <sup>2</sup>	
TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY		TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	
7.1.1 Width of internal roads proposed / category/hierarchy (in metre)				7.2.1 Width of internal drains (in metre)			
7.1.2 Internal roads		Length (in metres)		7.2.2 Length of internal drains (in metres)			
		Area (in sq.mt.)					
7.1.3 Internal pathways (in metres)		Length (in metres)		7.2.3 Location of drain system and drain outfall (please show in site plan drawing)			
		Width (in metres)					
		Area (in sq.mt.)					
7.3 Water supply		View of the Authorised Officer <sup>2</sup>		7.4 Sewerage		View of the Authorised Officer <sup>2</sup>	
TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY		TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	
7.3.1 Water consumption demand per day requirement @ 135 LPCD				7.4.1 Total quantity of waste water generated (in MLD)			
7.3.2 Drinking Water facility (whether Municipal/public water supply is available) – (Yes/No)				7.4.2 On-site treatment (Septic tank/soak-pit) (yes or no)			
				If yes, Size of septic tank/soak pit (length X breadth, Area in sq. meter)			
				7.4.3 STP provided (Yes/No)			
7.3.3 Groundwater extraction to be done on site (Yes/No)				If yes, Capacity of STP (in MLD)			
				7.4.5 Treated Sewerage disposal outfall point (show in drawing-site plan)			

7.5 Electricity		View of the Authorised Officer <sup>2</sup>	7.6 Solid Waste Management		View of the Authorised Officer <sup>2</sup>
TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY
7.5.1 Total electricity consumption proposed (in KV)			7.6.1 Total solid waste generation (in Quintals/day)		
7.7 Proposed Open spaces area (in sq.meters)			7.6.2 Solid waste disposal location (show in drawing-site plan)		
			7.6.3 Provision for Composting (Yes/No)		

### PART VIII – EXTERNAL INFRASTRUCTURE PROVISIONS

8.1 Connecting Road	TO BE FILLED IN BY THE APPLICANT	View of the Authorised Officer <sup>2</sup> (FOR OFFICE USE ONLY)
8.1.1 Present Status		
(a) Whether connectivity to the site is through an existing road ? <i>(yes or no)</i>		
(b) If yes, Width of access road to site <i>(in feet)</i>	Minimum	
	Maximum	
(c) Whether connected to existing CDP Road <i>(yes or no)</i>		
(d) Nature of existing road (kutchha / Murrom / Metalled / Blacktop / Concrete)		
(e) Status of existing approach road (public / private / others, please specify)		
8.1.2 Proposed Improvements		
(a) Widening of the Road		
(b) Upgradation of the nature of the road		
(c) Enclosed detailed drawings for proposed improvements <i>(yes or no)</i>		
8.1.3 Whether site located at or near road junction?		
(a) Yes or No.		
(b) If yes, distance from junction <i>(in meters)</i>		

8.2 Drainage		TO BE FILLED IN BY THE APPLICANT		View of the Authorised Officer <sup>2</sup> (FOR OFFICE USE ONLY)
8.2.1 Present Status Major drainage channel if any ( <i>show location on map</i> )				
(a) Whether, road side public drain exists? ( <i>yes or no</i> )				
(b) If yes, give details	Width and depth of the drain ( <i>in meters</i> )	Width		
		Depth		
	Nature of the drain ( <i>earthen / masonry / concrete</i> )			
	Whether, connected to any public drainage network for outfall? ( <i>yes or no</i> )			
(c) If no, give details	Whether, map indicating the road side drain and its alignment and connection with public drain network submitted or not? ( <i>yes or no</i> )			
	Distance from nearest drain, which is connected to public drainage network for outfall ( <i>in meters</i> )			
(c) If no, give details	Feasibility to connect ( <i>yes or no</i> )			
	8.2.2 Proposed Drainage Plan			
(a) Improvement of the existing drains	Widening and Deepening of the drain ( <i>yes or no</i> )			
	Upgradation of nature of the drain ( <i>indicate the type of upgradation</i> )			
(b) Construction of New Drain for	Length ( <i>in meters</i> )			

connection	Width <i>(in meters)</i>					
	Depth <i>(in meters)</i>					
	Nature <i>(earthen / masonry / concrete, any other, please specify)</i>					
(c) Whether, drainage plan along with drawings submitted? <i>(yes or no)</i>						
8.2.3 Whether site is in low lying area and subjected to water logging?						
(a) Yes or No.						
(b) If yes, details thereof						
(c) Whether plan for measures mitigating water logging submitted or not? <i>(yes or no)</i>						
<b>8.3 Water supply</b>	TO BE FILLED IN BY THE APPLICANT		<b>View of the Authorised Officer<sup>2</sup></b> (FOR OFFICE USE ONLY)	<b>8.4 Sewerage</b>	TO BE FILLED IN BY THE APPLICANT	<b>View of the Authorised Officer<sup>2</sup></b> (FOR OFFICE USE ONLY)
8.3.1 Whether source of public water supply available at site or not? <i>(yes or no)</i>				8.4.1 Whether, site connected to public Sewerage network <i>(Yes/No)</i>		
8.3.2 If yes, provide details	Type <i>(municipal / rural)</i>			8.4.2 if yes, provide details of the accessible sewerage drain	Type of Drain <i>(earthen / masonry concrete)</i>	
	Revenue Village				Size of Drain <i>(Width X Depth) in meters</i>	
	Accessible distance from site				Accessible distance from site	
8.3.3 If no, plans for water supply at site <i>(groundwater / new supply line from distant public source )</i>				8.4.3 If no, described method of disposal of sewerage waste.		

8.3.4 In case of new pipe line or ground water coverage, estimates, drawings and layout plans submitted as a part of building plan or not? <i>(yes or no)</i>			8.4.4 Whether, drawing and layout plans depicting the sewerage disposal methodology has been provided or not? <i>(yes or no)</i>		
<b>8.5 Electricity</b>	TO BE FILLED IN BY THE APPLICANT	<b>View of the Authorised Officer<sup>2</sup></b> (FOR OFFICE USE ONLY)	<b>8.6 Solid Waste Management</b>	TO BE FILLED IN BY THE APPLICANT	<b>View of the Authorised Officer<sup>2</sup></b> (FOR OFFICE USE ONLY)
8.5.1 Presence of grid station / electricity distribution line for drawing electricity to the site <i>(Yes/No)</i>			8.6.1 Whether primary transfer station for solid waste available in vicinity to site or not? <i>(yes or no)</i>		
8.5.2 if yes, location and type of grid station <i>(show location on map) and distance (in Kms.)</i>	Location		8.6.2 If yes, provide details Location of primary transfer station <i>(show location on map/distance in metres)</i>	Location	
	Capacity <i>(in KV)</i>			Distance <i>(in meters)</i>	
	Accessible Distance from site <i>(in meters)</i>				
8.5.3 if no, what is the plan for drawing electricity to site?			8.6.3 If no, what is the plan for solid waste management?		



8.5.4 In case of requirement of new electric supply line or grid station; whether estimates, drawings and layout plans submitted as a part of building plan or not? <i>(yes or no)</i>			8.6.4 In case of requirement of new primary transfer station; whether estimates, drawings and layout plans submitted as a part of building plan or not? <i>(yes or no)</i>		
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### PART IX – SPECIAL PROVISIONS

9.1 Rainwater harvesting	To be filled in by the Applicant	View of the Authorised Officer <sup>2</sup> (FOR OFFICE USE ONLY)
9.1.1 Whether, the plot area is 300 square meters or above? <i>(yes or no)</i>		
9.1.2 if yes, whether provision for rainwater harvesting has been provided in the building plan or not? <i>(yes or no)</i>		
9.1.3 If yes, please provide the details below		
(a) No of recharge pits/recharge wells/surface reservoirs on site		
(b) Size of recharge pits/recharge wells/surface reservoirs on site		
(c) Quantity of water percolation		
(d) Detailed Schematic plan and drawing provided in building plan <i>(yes or no)</i>		
<b>9.2 Green Building certification (provide details of certification and rating)</b>		
9.2.1 Whether Green Building certification being proposed or not <i>(yes or no)</i>		
9.2.2 if yes, give details		
a. Protocol being proposed (GRIHA / LEED / IGBC / Any other, please specify)		
b. Rating being proposed under the above protocol		
c. Details of the consultant engaged for the purpose		
<b>9.3 Solar Water heating system</b>		
9.3.1 Whether, the plinth area of proposed building having 200 square meter or more <i>(yes or no)</i>		

9.3.2 If yes, provide details		
a. Roof area covered by solar panels (in sq. meter)		
b. No. of panels provided		
c. Capacity (in litres per day)		
<b>9.4 Off Grid / Grid connected Solar Roof top System</b>		
9.4.1 Whether, the plinth area of proposed building is more than 300 square meter (yes or no)		
9.3.2 If yes, provide details		
a. Roof area covered by solar panels (in sq meter)		
b. No. of panels provided		
c. Amount of electricity production per day in KW		
<b>9.5 Affordable Housing Provisions – To be filled up in cases of residential projects on plot sizes of more than 2000 sq. meters</b>		
9.5.1 Total Built up area of the project in square meters		
9.5.2 EWS Housing		
a. Mandatory provisions of reservation for EWS @ 10% of Built up Area		
b. No. of EWS Units Proposed		
c. Built up area under EWS (in sq meter)		
d. Built up area under EWS (in percentage)		
9.5.2 LIG Housing		
a. No. of LIG Units Proposed		
b. Built up area under LIG (in sq meter)		
c. Built up area under LIG (in percentage)		
I hereby declare that the above mandatory EWS and LIG housing is proposed within the site premises and part of the building structure submitted for approval to the Authority. (Tick the box for undertaking.)	<input type="checkbox"/>	
<b>9.6 Any other (provide details)</b>		

**PART X – SPECIAL CLEARANCES**

<b>10.1 Security Clearance</b>		<b>To be filled in by the Applicant</b>	<b>View of the Authorised Officer<sup>2</sup></b> (FOR OFFICE USE ONLY)
10.1.1	Whether the Project is within 200 meters of notified Strategic Building (Yes/No)		
10.1.2	If yes,		
	(a) Name of the Strategic Building		
	(b) Distance from the Strategic Building		
<b>10.2 Archaeological Survey of India (ASI) Clearance</b>			
10.2.1	Whether the project is located within 300 meter of National Protected Monument (Yes/No)		
10.2.2	If yes,		
	(a) Name of the Monument		
	(b) Distance in meters		
<b>10.3 National Highway Authority (NHA) Clearance</b>			
10.3.1	Whether the project requires direct access from NH maintained by NHA (Yes/No)		
10.3.2	If yes, name and no. of the National Highway		
<b>10.4 Airport Authority of India Clearance</b>			
10.4.1	Whether height of the proposed building is 30 meter and above (Yes/No)		
10.4.2	If Yes, Give height of the building in meters from Mean Sea Level (MSL)		

<b>10.5 Environmental Clearance</b>			
10.5.1	Whether the Project requires Environmental Clearance as per detailed Notification of MoE&F, Government of India (Yes/No)		
10.5.2	If yes,		
	(a) Parameter for Clearance (b) Total built up area		

**PART XI - CHECKLIST OF DOCUMENTS TO BE ATTACHED**

<b>Description of the Documents</b>	<b>To be filled in by the Applicant</b>	<b>View of the Authorised Officer<sup>2</sup> (FOR OFFICE USE ONLY)</b>
11.1 Application form duly filled in and signed		
11.2 Scrutiny fee challan copy		
11.3 Self-signed Xerox copies of ownership documents		
11.4 Copy of Certificate of registration of Architect/Engineers/Builder-Developer		
11.5 Four copies of plan giving details as prescribed in the application form		
11.6 Affidavit in original in prescribed format		
11.7 Two photographs of the site		
11.8 Any other enclosure as per specific requirement of the case		

**PART XII – DECLARATION**

<input type="checkbox"/>	I hereby acknowledge and declare that the above information is true to the best of my knowledge and submitted in accordance with the Development Plan and Building Control Regulations related with Central and State Government and its subsequent amendments. <i>(Tick in the box on the left column)</i>			
	<b>Name &amp; Designation</b>	<b>Signature/Digital Signature</b>	<b>Date</b>	<b>Place</b>
<b>Owners</b>				
<b>Authorised Person</b>				

**PART XIII –FOR OFFICIAL USE ONLY**

<b>Details of the Authorised Officers</b>	<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>	<b>Remarks, if any</b>
Application Receiving Officer					
Land Details and Documentation Verification Officer					
Engineering Officer					
Planning Officer					
Approving Officer					

**FORM -II**

**[See rule - 10(2)]**

**Order for Grant of Permission**

No. \_\_\_\_\_ /....., Bhubaneswar, Dated: \_\_\_\_\_

Permission under sub-section (3) of the Section-16 of the Odisha Development Authorities Act, 1982 is hereby granted in favour of;

Smt. /Shri \_\_\_\_\_ for

- (a) Sub division and development of land
- (b) Change of the use of land or building
- (c) Construction of a \_\_\_\_\_ building
- (d) Reconstruction of building
- (e) Alteration of
- (f) Alteration or additions in the existing building having holding No.

\_\_\_\_\_ (Specify) in respect of plot No. \_\_\_\_\_, Khata No. \_\_\_\_\_ Village/Mouza. \_\_\_\_\_ of \_\_\_\_\_ Municipal Corporation/Municipality/NAC/Gram Panchayat within the Development Plan Area of \_\_\_\_\_ subject to following conditions/ restrictions.

- (a) The land/ Building shall be used exclusively for \_\_\_\_\_ purpose and the uses shall not be changed to any other use without prior approval of this Authority.
- (b) The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement.
- (c) Parking space measuring \_\_\_\_\_ sq. mtr. as shown in the approved plan shall be exclusively used for parking and no part of it will be used for any other purpose.
- (d) The land over which construction is proposed is accessible by an approved means of access of \_\_\_\_\_ mtr. width.
- (e) The land in question must be in lawful ownership and peaceful possession of the applicant.
- (f) The applicant shall free gift \_\_\_\_\_ sq.mtr. of located in the \_\_\_\_\_ Municipal Corporation/Municipality/ NAC/Grama panchayat for the widening of the road/construction of new roads and other public amenities prior to completion of the development as indicated in the plan.

- (g) The permission is valid for period of three years with effect from the date of issue.
- (h) Permission accorded under the provision of Section 16 of ODA Act, cannot be construed as an evidence to claim right title interest on the plot on which the permission has been granted.
- (i) If any dispute arises with respect to right, title interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as cancelled during the period of dispute.
- (j) Any construction and development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.
- (k) Any other conditions.

By Order

Authorised Officer

\_\_\_\_\_ Development Authority

Memo No. \_\_\_\_\_ /., Dated \_\_\_\_\_

Copy along with \_\_\_\_\_ copies of the approved plans are forwarded herewith to  
Smt./ Shri \_\_\_\_\_.

Authorised Officer

\_\_\_\_\_ Development Authority

Memo No. \_\_\_\_\_ /., Dated \_\_\_\_\_

Copy with a copy of approved plan forwarded to the Municipal Commissioner, .....  
Municipal Corporation/ Executive Officer, \_\_\_\_\_ Municipality/ NAC/Sarapanch \_\_\_\_\_ Grama  
Panchayat for information and further necessary action.

Authorised Officer

\_\_\_\_\_ Development Authority

Memo No. \_\_\_\_\_ / ., Dated \_\_\_\_\_

Copy forwarded to the Land Officer, ..... Department/ Director of Town Planning, Odisha,  
Bhubaneswar/ Enforcement Section, .....

Authorised Officer

\_\_\_\_\_ Development Authority

**FORM-III**

**[See rule - 10(3)]**

**Order for Refusal of Permission**

**By Speed Post**

\_\_\_\_\_ **DEVELOPMENT AUTHORITY,** \_\_\_\_\_

No. \_\_\_\_\_ / Date-

**To,**

**Mr./Mrs.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ref:- Application for permission Registration No.** \_\_\_\_\_ / **20** \_\_\_\_\_

Your reply to this office letter No. ....Dt..... has not been found satisfactory and in compliance to the provisions of building and development norms in force, You have failed to show any cause in response to this office letter No..... Dated ..... within the prescribed time stipulated in the above referred letter.

Hence, in exercise of the powers under sub-section (3) of Section16 of the Odisha Development Authority Act, 1982, your application for permission to undertake development on plot No..... Mouza..... of \_\_\_\_\_Development Plan area is hereby refused on the following grounds.

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....



Two copies of the plans are retained in this office for record and reference and the rest are returned herewith.

BY ORDER

AUTHORISED OFFICER

Memo No...../ Dated.....

Copy to Municipal Commissioner, \_\_\_\_\_MC/ Executive Officer\_\_\_\_\_ Municipality/Sarpanch of \_\_\_\_\_ G.P./Director of Estates, G.A. Deptt. (in case of lease plots/Enforcement officer \_\_\_\_\_ Development Authority for information and further necessary action.

AUTHORISED OFFICER

**FORM-IV****[See rule - 12]****Application for Occupancy Certificate****By Speed Post****File No. ....Development Authority****Application No: .....**

(to be generated by CSC)

**A. Applicant Particulars**

1.Circle No:	
2.Name of the Applicant	
3.Father's /Husband Name	
4. Postal Address of the applicant	
5.Contact	

**B. Building details**

Book No. &SI No.	
Name of the applicant	
Site address	
Permit No:	
File No.	
No. of floors permitted	
No. of floors constructed	
Total Built up area constructed in sq.mt.	
Building completion certificate issued by the licensed Engineer /Architect	Yes/No
Photographs of building enclosed	Yes/No
Copy of sanctioned plan enclosed	Yes/No
Address for correspondence with phone No:	

**Applicant Undertaking**

I hereby declare that all the information mentioned above is true to my Knowledge. In case of any discrepancies if arises I will be held responsible .Hence I request you to Issue Occupancy certificate.

**Date :****Applicant's signature:****List of Enclosure**

1. Building completion certificate
2. Photograph of building
3. Sanctioned plan
4. Compliance certificate to special condition while sanctioning building plan.

**Office Use Only**

I have verified that the enclosure and the application qualify for further processing.

.....**Authority**

**FORM – V**

**[See rule 18(4)]**

\_\_\_\_\_Development Authority,\_\_\_\_\_

**Occupancy Certificate**

Registration No.\_\_\_\_\_

No.\_\_\_\_\_,Date\_\_\_\_\_

The work of erection, re-erection and or material alteration undertaken in respect of \_\_\_\_\_ Building, Plot No.\_\_\_\_\_ Village/Mouza \_\_\_\_\_ has been completed under the supervision of \_\_\_\_\_ Architect (Empanelment No.\_\_\_\_\_) \_\_\_\_\_ Structural Engineer (Empanelment No.\_\_\_\_\_) Supervisor \_\_\_\_\_, (Empanelment No. \_\_\_\_\_) as per the Completion certificate submitted.

On inspection it is observed that the erection, re-erection and or alteration undertaken with respect to above \_\_\_\_\_(Building) is in accordance with approved plan and the conditions imposed vide Permission letter No. \_\_\_\_\_ dt \_\_\_\_\_.

The building is permitted/not permitted for part/full occupancy subjected to the following

- 1.
- 2.
- 3.

One set of completion plans duly certified for occupancy is returned herewith.

Date-

BY ORDER

Authorised Officer

\_\_\_\_\_Development Authority

(Seal)

Memo No. \_\_\_\_\_, Date-

Copy forwarded to Mr/Mrs \_\_\_\_\_ for information.

Authorised Officer

\_\_\_\_\_ Development Authority

(Seal)

Memo No. \_\_\_\_\_, Date-

Copy forwarded to Commissioner, \_\_\_\_\_ M.C./Executive Officer, \_\_\_\_\_ Municipality/NAC, Sarapanch \_\_\_\_\_ Grama Panchayat for information.

Authorised Officer

\_\_\_\_\_ Development Authority

(Seal)

Memo No. \_\_\_\_\_, Date-

Copy forwarded to Enforcement Section, \_\_\_\_\_ Development Authority for information.

Authorised Officer

\_\_\_\_\_ Development Authority

(Seal)

**FORM – VI**

**[See rule 18(4)]**

\_\_\_\_\_ Development Authority, \_\_\_\_\_

**Order for Refusal for grant of Occupancy Certificate**

Registration No. \_\_\_\_\_

No. \_\_\_\_\_, Date \_\_\_\_\_

The work of erection, re-erection and or material alteration undertaken in respect of \_\_\_\_\_ Building, Plot No. \_\_\_\_\_ Village/Mouza \_\_\_\_\_ has been completed under the supervision of \_\_\_\_\_ Architect (Empanelment No. \_\_\_\_\_) \_\_\_\_\_ Structural Engineer (Empanelment No. \_\_\_\_\_) Supervisor \_\_\_\_\_, (Empanelment No. \_\_\_\_\_) as per the Completion certificate submitted.

On inspection it is observed that the erection, re-erection and or alteration undertaken with respect to above \_\_\_\_\_ (Building) is in accordance with approved plan and the conditions imposed vide Permission letter No. \_\_\_\_\_ dt \_\_\_\_\_.

The building is permitted/not permitted for part/full occupancy subjected to the following

- 1.
- 2.
- 3.

One set of completion plans duly certified for occupancy is returned herewith.

Date-

BY ORDER

Authorised Officer

\_\_\_\_\_ Development Authority

(Seal)

Memo No. \_\_\_\_\_, Date-

Copy forwarded to Mr/Mrs \_\_\_\_\_ for information.

Authorised Officer

\_\_\_\_\_ Development Authority

(Seal)

Memo No. \_\_\_\_\_, Date-

Copy forwarded to Commissioner, \_\_\_\_\_ M.C./Executive Officer, \_\_\_\_\_ Municipality/NAC, Sarapanch \_\_\_\_\_ Grama Panchayat for information.

Authorised Officer

\_\_\_\_\_ Development Authority

(Seal)

Memo No. \_\_\_\_\_, Date-

Copy forwarded to Enforcement Section, \_\_\_\_\_ Development Authority for information.

Authorised Officer

\_\_\_\_\_ Development Authority

(Seal)

**FORM-VII****[See Rule-27(1)]****Application for registration of Technical Person**

To

**The Vice-Chairman,**\_\_\_\_\_ **Development Authority,**\_\_\_\_\_.**Dear Sir,**

I/We hereby submit this application duly filled for approval as Technical Person/Firm along with details of documents and prescribed fees paid for your kind consideration.

1. Name of the Architect/Engineer/Town Planner :  
Supervisor/Structural Engineer/Others.
2. Name of the Firm if any :
3. Registration Number with Council of :  
Architecture/AMIE(I)/ITPI/Others.
4. Educational Qualification(Copy of certificate to be enclosed

Sl.	Educational Qualification	Degree/Diploma	Year	Remarks
(1)	(2)	(3)	(4)	(5)
1				
2				
3				
4				

**Note: Please attach additional sheets if required**

5. Correspondence Address (In Block Letters)		
	Mobile No.	
Land line No.	Email-	

**6. Experience and Duration of professional practice:**

Sl.	Name of Technical person	Designation	Institution/Agency Where worked	Period (Month/Year)			Remarks
				From	Up to	Total period in year/month	
1							
2							
3							
4							

**Note: Please attach individual sheet for each Technical person:**

7. Registration Fee:	As notified in public notice
Cash	:Money receipt No. and date
Crossed Demand Draft of a Nationalized Bank or a bank having financial transaction with Government of Odisha in favour of Director, Town Planning Odisha payable at Bhubaneswar.	(a)Name of the Bank- (b)Crossed DD No. (c )Date- (d)Amount- (Original money receipt copy to be enclosed)



8. Affidavit in prescribed format is enclosed.

9. List of documents to be submitted:

- (i) Application form completely filled in and signed in full.
- (ii) Copy of Registration Certificate with Council of Architecture/Associate Membership of Institute of Engineers/Membership Certificate of Institute of Town Planners, India/others.
- (iii) Copy of certificates in support of Educational Qualification.
- (iv) Copy of certificate in support of Experience and professional practice.
- (v) Copy of documents in support of requisite fees.
- (vi) Affidavit in original (for registration of Structural Engineers only)

Place-

Date

**Signature of the applicant**  
**(Full signature with designation)**

**NB:** Without submission of the original copy of deposit challan and all documents signed in full, the application is liable for rejection.

**AFFIDAVIT****Before the Notary Public/Executive Magistrate.**

I Sri/Smt/Mr/Mrs \_\_\_\_\_ aged about \_\_\_\_\_ years  
 son/Daughter of \_\_\_\_\_, At \_\_\_\_\_ Po \_\_\_\_\_ PS \_\_\_\_\_

Dist \_\_\_\_\_ at present \_\_\_\_\_ do hereby solemnly affirm  
 as follows:

1. That, I am acquainted with the general and special provisions of ODA Act,1982,ODA Rules 1983 and the Planning & Building Standards Regulation/Building Byelaw in force in different Development Areas of Development Authorities constituted under provisions of ODA Act,1982 and provisions contained therein.
2. That, I shall prepare the layout plan for a sub division/plan for construction/alteration/addition/modification and change of use buildings inconformity with provisions of ODA Act,1982 & ODA Rules 1983 and concerned Building Regulations/Byelaw in force in the Development Areas of different Development Authorities.
3. That, I shall ensure supervision of the construction of buildings/land development to be undertaken strictly in accordance with the approved plan and permission granted and in case of any deviation undertaken in course of constructions, I shall bring it to the notice of the authority within 7(seven) days of my knowledge of such commission of deviation.
4. That I shall also ensure communication of letter(s) instruction(s) order(s) given by the Development Authority to my client for their compliance and will advise him for compliance of the same.
5. That, I shall also make all effort to ensure that the provisions of the ODA Act,1982,Rule and Regulations framed thereunder are not violated and in case despite my efforts there has been continued violation , I shall forthwith intimate the concerned Development Authority in writing about the nature and extent of violation carried out.
6. That, I shall ensure compliance of the building standards and quality norms during constructions of the building as per the provisions of the National Building Code, Bureau of Indian Standards and instruction(s) of the Development Authority and/or Government, issued from time to time.
7. That, I shall strictly comply with the provisions in National Building Code with its amendments, from time to time if any. Accordingly, I also ensure my ethical commitment not only to my client but also to the Authorities and also ensure to inform the Authority in case of my disengagement by my client for further action by the concerned Development Authority in this regard.
8. The transaction financial or otherwise, with my client shall be my sole responsibility and I hereby indemnify the Authority from any financial and legal liabilities in this regard.
9. That, I shall be true and genuine to my profession and shall not do and/or refrain from doing anything against the interest of the Authority and in case of any deviation in my commitment, undertake herein through this affidavit that the Director of Town Planning, Odisha can take any legal action, punitive or compensatory and in such event I shall be held liable in my personal capacity as well as a professional Architect/Engineer/Structural Engineer/Town Planner/Supervisor/Firm/Others.

10. That, Director of Town Planning, Odisha shall have the power to suspend/cancel my registration in case of any failure to meet the standards of professional practice as prescribed.
11. That this affidavit is required to be submitted to the Director of Town Planning, Odisha for the purpose of my empanelment/registration as Architect/Engineer/Structural Engineer/Town Planner/Supervisor/Others
12. That , the facts stated above are true to the best of my knowledge and belief.
13. That, I have gone through the contents of this affidavit and understood the same and consequences thereof, I fully agree and commit to abide the terms and conditions and accordingly I put my signature on this affidavit being present before the Notary Public/Executive Magistrate.

Deponent

Identified by

Advocate

**FORM-VIII**

**[See rule-29(2)]**

**Registration Certificate for Technical Person**

Registration No. \_\_\_\_\_/

Valid up to: \_\_\_\_\_

Passport size photograph  
with full signature in the  
front

This is to certify that

Mr./Mrs./M/s. \_\_\_\_\_ is registered as  
a \_\_\_\_\_ to carry out and undertake professional work as  
prescribed under Odisha Development Authorities(Building Operations-Application and Approval)  
Rule-2015 and Planning and Building Standards Regulations of different Development Authorities  
in the State of Odisha within the Development Areas of Development Authorities constituted under  
the provisions of the Odisha Development Authorities Act, 1982.

Specimen signature of Technical Person  
With Date

Director, Town Planning, Odisha.

Renewal endorsements:

- 1.
- 2.
- 3.
- 4.

**FORM-IX****[See rule 32(1)]****Register of Technical Person**

Sl.	Name of Registered Technical Person and Address	Name of Firm	Registration No.	Date of issue of certificate	Valid till	Signature of Authorised Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**FORM-X****[See rule-35(2)]****Application for accreditation of registered technical person**

To

**The Vice-Chairman,**  
 \_\_\_\_\_ **Development Authority,** \_\_\_\_\_.

**Dear Sir,**

I/We hereby submit this application duly filled for approval as Accredited Person/Firm along with details of documents and prescribed fees paid for your kind consideration.

1. Name of the Architect/Engineer/Town Planner :  
Supervisor/Structural Engineer/Others
2. Name of the Firm if any :
3. Registration Number with Council of :  
Architecture/AMIE(I)/ITPI/Others.
4. Educational Qualification(Copy of certificate to be enclosed

Sl. (1)	Educational Qualification (2)	Degree/Diploma (3)	Year (4)	Remarks (5)
1.				
2.				
3.				
4.				

**Note: Please attach additional sheets if required**

5. Correspondence Address (In Block Letters)		
	Mobile No.	
	Land line No.	Email-

6. Experience and Duration of professional practice:

Sl.	Name of Technical person	Designation	Institution/Agency Where worked	Period (Month/Year)			Remarks
				From	Up to	Total period in year/month	
1							
2							
3							
4							

**Note: Please attach individual sheet for each Technical person:**

7. Registration Fee:	As notified in public notice
Cash	:Money receipt No. and date
Crossed Demand Draft of a Nationalized Bank or a bank having financial transaction with Government of Odisha in favour of Director, Town Planning Odisha payable at Bhubaneswar.	(a)Name of the Bank- (b)Crossed DD No. (c )Date- (d)Amount- (Original money receipt copy to be enclosed)

8. Affidavit in prescribed format is enclosed.
9. List of documents to be submitted:
  - (i) Application form completely filled in and signed in full.
  - (ii) Copy of Registration Certificate with Council of Architecture/Associate Membership of Institute of Engineers/Membership Certificate of Institute of Town Planners, India/others.
  - (iii) Copy of certificates in support of Educational Qualification
  - (iv) Copy of certificate in support of Experience and professional practice.
  - (v) Copy of documents in support of requisite fees
  - (vi) Affidavit in original (for registration of Structural Engineers only)

Place-

Date

**Signature of the applicant**  
**(Full signature with designation)**

**NB:** Without submission of the original copy of deposit challan and all documents signed in full, the application is liable for rejection.



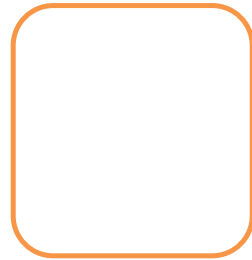
**FORM-XI**

**[See rule 37(2)]**

**ACCREDITATION CERTIFICATE.**

Accreditation No. \_\_\_\_\_/

Valid up to: \_\_\_\_\_



This is to certify that

Mr./Mrs./M/s. \_\_\_\_\_ is registered as  
a \_\_\_\_\_ to carry out and undertake professional work as  
prescribed under the Odisha Development Authorities (Building Operations-Application and  
Approval) Rule, 2015 and Planning and Building Standards Regulations of different Development  
Authorities in the State of Odisha within the Development Areas of Development Authorities  
constituted under the provisions of the Odisha Development Authorities Act, 1982.



Vice-Chairman,  
\_\_\_\_\_ Development Authority

Renewal endorsements:

- 1.
- 2.
- 3.
- 4.

**FORM-XII****[See rule-41(3)]**

(Accredited person)

**AFFIDAVIT**

Before the Notary Public/Executive Magistrate.

I Sri/Smt/Mr/Mrs \_\_\_\_\_ aged about \_\_\_\_\_ years  
 son/Daughter of \_\_\_\_\_, At \_\_\_\_\_ Po \_\_\_\_\_ PS \_\_\_\_\_

Dist \_\_\_\_\_ at present \_\_\_\_\_ do hereby solemnly affirm  
 as follows:

1. That, I am acquainted with the general and special provisions of ODA Act,1982,ODA Rules 1983 and the Planning & Building Standards Regulation/Building Byelaw in force in different Development Areas of Development Authorities constituted under provisions of ODA Act,1982 and provisions contents therein.
2. That, I shall prepare the layout plan for a sub division/ development of land/plan for construction/alteration/addition/modification and change of use buildings inconformity with provisions of ODA Act,1982 and ODA Rules 1983 and Planning and Building Standards Regulations/Byelaw in force in the Development Areas of different Development Authorities.
3. That, I shall ensure supervision of the construction of buildings/land development to be undertaken strictly in accordance with the approved plan and permission granted and in case of any deviation undertaken in course of constructions, I shall bring it to the notice of the authority within 7(seven) days of my knowledge of such commission of deviation.
4. That, I shall also ensure communication of letter(s), instruction(s), order(s) given by the Development Authority to my client for their compliance and will advise him for compliance of the same.
5. That, I shall also make all effort to ensure that the provisions of the ODA Act,1982,Rule and Regulations framed thereunder are not violated and in case despite my efforts there has been continued violation , I shall forthwith intimate the concerned Development Authority in writing about the nature and extent of violation carried out.
6. That, I shall ensure compliance of the building standards and quality norms during constructions of the building as per the provisions of the National Building Code, Bureau of Indian Standards and instruction(s) of the Development Authority and/or Government, issued from time to time.
7. That, I shall strictly comply with the provisions in National Building Code with its amendments, from time to time if any. Accordingly, I also ensure my ethical commitment not only to my client but also to the Authority and also ensure to inform the Authority in case of my disengagement by my client for further action by the Development Authority in this regard.

8. The transaction financial or otherwise, with my client shall be my sole responsibility for all purposes and the Vice-Chairman of the Authority shall not be directly or vicariously responsible or liable for such transaction(s) if any.
9. That, I shall be true and genuine to my profession and shall not do and/or refrain from doing anything against the interest of the Authority and in case of any deviation in my commitment, undertake herein through this affidavit that the Vice-Chairman of the Authority can take any legal action, punitive or compensatory and in such event I shall be held liable in my personal capacity as well as a professional Architect/Engineer/Structural Engineer/Town Planner/Supervisor/Firm/Others.
10. That, Vice-Chairman of the Authority shall have the power to suspend/cancel my registration in case of any failure to meet the standards of professional practice as prescribed.
11. That this affidavit is required to be submitted to the Vice-Chairman of the Authority for the purpose of Accredited person(s).
12. That, the facts stated above are true to the best of my knowledge and belief.
13. That, I have gone through the contents of this affidavit and understood the same and consequences thereof, I fully agree and commit to abide the terms and conditions and accordingly I put my signature on this affidavit being present before the Notary Public/Executive Magistrate.

Deponent

Identified by

Advocate

**FORM-XIII**

**[See rule-41(4)]**

**Report by accredited person to Authority on stages of construction of new building.**

To

**The Vice-Chairman,**  
\_\_\_\_\_ **Development Authority**

Sub:- **Report of supervision by Accredited Person.**

Sir,

I hereby certify that the development/erection/re-erection /or material alteration in/of the \_\_\_\_\_ building in respect of plot No. \_\_\_\_\_ ,Mouza- \_\_\_\_\_ of \_\_\_\_\_ Development Authority has been carried out, up to foundation level/plinth level/roof casting of floor under my supervision and I certify that the construction has been undertaken in accordance with the approved plan and condition of approval and all the materials (type and grade) and the workmanship of the work are in accordance with the general and detailed specifications of the National Building Code and Bureau of Indian Standards codes. The further work shall be carried out according to the sanctioned plans.

**Name of the Accredited person**

Office Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

Date-

**FORM-XIV**

**[See rule-41(5)]**

**Completion Certificate to be issued by Accredited person**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and address in Block Letters)

TO

Mr/Mrs \_\_\_\_\_,  
Address: \_\_\_\_\_  
\_\_\_\_\_

Ref:- Approval Plan No. \_\_\_\_\_, date-

Sir,

I hereby certify that the development, erection, re-erection or material alteration in respect of the land/ building on Plot No. \_\_\_\_\_, Khata No. \_\_\_\_\_ Village/Mouza \_\_\_\_\_ of \_\_\_\_\_ Municipal Corporation/Municipality/ NAC within the Development Area of \_\_\_\_\_ has been supervised by me and has been completed on \_\_\_\_\_ according to the permission granted vide No. \_\_\_\_\_ dated \_\_\_\_\_.

The work has been completed to my best of my/our satisfaction, the workmanship and all the materials (type and grade) have been used strictly, in accordance with the general and detailed specifications. No provisions of the National Building code and Bureau of Indian Standards conditions prescribed or orders issued thereunder have been transgressed in the course of the work. The building is fit for use for which it has been erected, re-erected or altered, constructed and enlarged.

I hereby also enclose the plan of the development of land and building completed in all aspects.

Signature of the Authorised person  
Name of the Project Management Organisation

Office Address:  
.....  
.....

Date-

Memo No. \_\_\_\_\_, Dt.

Copy submitted to Vice-Chairman for favour of kind information and necessary action.

Authorised person  
Name of the Project Management organization

**FORM-XV****[See rule 44(1)]****Register of Accredited person**

Sl.	Name of Registered Accredited Person and Address	Name of Firm	Registration No.	Date of issue of certificate	Valid till	Signature of Authorised Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**FORM-XVI**

**[See rule-52(2)]**

**Stagewise report by the Project Management Organisation**

To

The Vice-Chairman,  
\_\_\_\_\_ Development Authority,

Sub:- Supervision by Project Management Organization

Ref:- File No. \_\_\_\_\_

Approval letter No. \_\_\_\_\_ Date \_\_\_\_\_

Sir,

I hereby certify that the development ,erection, re-erection or material alteration in/of the building in respect of plot No. \_\_\_\_\_, mouza \_\_\_\_\_ of \_\_\_\_\_ Development Area permitted vide No. \_\_\_\_\_, dt \_\_\_\_\_ has been carried out upto foundation level/plinth level/roof casting of \_\_\_\_\_ floor under my supervision and I certify that the construction has been undertaken strictly in accordance with the approved plan and conditions of approval and all the materials (type and grade) and the workmanship of the work are in accordance with the general and detailed specifications of NBC/BIS Codes. The further work shall be carried out according to the sanctioned plans.

Signature of the Authorised Person  
Project Management Organisation

Office Address

.....  
.....  
.....

Date

**FORM-XVII**

**[See rule-50(3)]**

**Completion Certificate to be issued by Project Management Organisation**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and address in Block Letters)

TO

Mr/Mrs \_\_\_\_\_,  
Address: \_\_\_\_\_  
\_\_\_\_\_

Ref:- Approval Plan No. \_\_\_\_\_, date-  
Sir,

I hereby certify that the development, erection, re-erection or material alteration in respect of the land/ building on Plot No. \_\_\_\_\_, Khata No. \_\_\_\_\_ Village/ Mouza \_\_\_\_\_ of \_\_\_\_\_ Municipal Corporation/Municipality/NAC within the Development Area of \_\_\_\_\_ has been supervised by me and has been completed on \_\_\_\_\_ according to the permission granted vide No. \_\_\_\_\_ dated \_\_\_\_\_.

The work has been completed to my best of my/our satisfaction, the workmanship and all the materials (type and grade) have been used strictly, in accordance with the general and detailed specifications. No provisions of the National Building code and Bureau of Indian Standards conditions prescribed or orders issued thereunder have been transgressed in the course of the work. The building is fit for use for which it has been erected, re-erected or altered, constructed and enlarged.

I hereby also enclose the plan of the development of land and building completed in all aspects.

Signature of the Authorised person  
Name of the Project Management Organisation

Office Address:  
.....  
.....

Date-



Memo No. \_\_\_\_\_, dt.

Copy submitted to Vice-Chairman for favour of kind information and necessary action.

Authorised person

Name of the Project Management organization

[ No. 14811–T.P. Dev.–52/2016/HUD.]

By Order of the Governor

G. MATHI VATHANAN

Commissioner-*cum*-Secretary to Government