

PROPOSED.

PROCEDURE FOR BUILDING PLAN APPROVAL

HEAD DRAFTSMAN

Calculating of scrutiny fee, checking of drawings as per Building Bye-Laws and issue Challan Form for payment of scrutiny fee

1 Day

BUILDING PLAN CLERK

Entry of Application in Register and send it to T.O (P&C) after verification from T.O (F).

1 Day

T.O (P&C)

Cross checking of scrutiny fee and marking to Patwari for verification of title documents.

1 Day

PATWARI

Scrutiny of title documents and report to T.O (P&C)

2 Days

T.O (P&C)

After the receipt of clarification / removal of objection T.O (P&C) will mark the file to Surveyor / B.I for site visit and report as per provisions of Master Plan / ODP and Building Bye-Laws respectively.

1 Day

SURVEYOR / B.I

Submission of report and recommendation to T.O (P&C).
Conveying of objection if any, by the T.O (P&C).

2 Days
2 Days

T.O (P&C)

On receipt of recommendation of Draftsman/Surveyor/B.I, T.O (P&C) will take action accordingly and forward the recommendations for approval.

1 Day

M.O (PLANNING)

Metropolitan Officer (Planning) will forward the case to the Chief Officer MCL.

2 Days

CHIEF OFFICER

On receipt of recommendations from M.O (P) will approve the proposal upto 2 kanals and in case of above 2 kanals will forward to the committee headed by the Mayor.

2 Days

COMMITTEE

On receipt of recommendations from C.O, committee will approve the building plan except the proposals falling on HLDC, roads or recommend the proposal for placing the same before HLDC

2 Days

HLDC

On receipt of recommendations from committee, HLDC headed by the Deputy Commissioner will approve the building application

2 Days

T.O (P&C)

Issuance of sanction letter by T.O (P&C).

1 Day