

From

Director,
Town and Country Planning,
Haryana, Chandigarh.

To

1. Chief Town Planner, HEPC, Bay Site No 63-66, Sector-2, Panchkula.
2. Chief Town Planner, Haryana
3. Chief Town Planner, IT & Monitoring, Haryana
4. All Senior Town Planners in the State
5. All District town Planners in the State.

Memo. No. Misc.447/19630-19637

Dated:10.08.2017

SUBJECT: SCRUTINY OF CLU CASES FILED ON HEPC WEBSITE

In continuation of the orders dated 9th August 2017 issued regarding mandatory filing of all CLU applications pertaining to setting up of an Industry/ Warehouse on the HEPC website; and,

Further, in supersession of all earlier orders pertaining to the procedure to be adopted for scrutiny of such cases by the Department of Town and Country Planning, the matter has been further deliberated at the level of Government and the following procedure is hereby prescribed to be adopted for scrutiny and final decision in such matters:

1. All applications for setting up of Industry or Warehouse in the State shall be mandatorily filed on the HEPC portal. The scrutiny fees shall be deposited and all necessary documents shall be scanned and filed by the applicant on the HEPC portal.
2. Since no alert regarding such filing of application is generated by the HEPC portal, it shall remain the responsibility of the Town Planning Wing of HEPC to bring the matter to the notice of the concerned DTP office.
3. The DTP office shall verify that the scrutiny fee & requisite documents necessary for scrutiny of the CLU application filed by the applicant and deficiencies, if any, shall be pointed out on the HEPC website, till all such deficiencies are cleared by the applicant.
4. Upon online submission of all necessary documents and scrutiny fee by the applicant, the documents shall be downloaded by the DTP office and the same shall be uploaded on the 'TCP e-office' portal for its further scrutiny.
5. Simultaneously, the applicant shall also be informed by the DTP office through HEPC Portal/e-mail/TCP e-office portal to submit a copy of original CLU-I application as well as "(i) ownership documents (ii) aks sajra plan and (iii) survey & land utilization plan on a scale 1" to forty feet showing existing means of access", certified by revenue authorities in original, in the office of Director, Town and Country Planning Haryana, Chandigarh. The date of submission of said documents shall be considered as the date of receipt of CLU application for all facts and purposes.
6. The DTP office shall complete its scrutiny within 7 days from the receipt of CLU application and shall accordingly forward its report to the circle office online through 'TCP e-office portal' and also upload a copy of such report on the 'HEPC portal'.

7. The Circle office shall complete its scrutiny within 3 days from the receipt of report from DTP office and shall accordingly forward its report to the Directorate online through 'TCP e-office portal' and also upload a copy of such report on the 'HEPC portal'.
8. No observations shall be conveyed by the Field/Circle office to the applicant on the merits of the case.
9. The matter shall then be examined at the Directorate on the 'TCP e-office portal' for taking a final decision on the CLU application. Upon a final decision regarding either issue of letter-of-intent or rejection the case shall be submitted to the DTCP, Hr/ Government, as the case may be for approval/orders.
10. While issuing any observations to the applicant it needs to be ensured that all observations, whether pertaining to ownership/technical deficiencies/financial capacity etc. be conveyed to the applicant in one go, in order to ensure that the timelines prescribed for taking final decision in the matter is strictly adhered to. While conveying such observations, the applicant be granted a maximum of one week to remove such shortcomings. All communications in this regard need to be issued electronically through the 'TCP e-office portal', which enables generation of e-mail/SMS messages to the applicant. The applicant is required to file its reply to the observations and also upload all necessary documents online through the 'TCP e-office portal'.
11. The final orders in this regard shall be issued and conveyed to the applicant through the 'TCP e-office portal' as well as the 'HEPC portal'.

This issues with the approval of competent authority.

(Sd/-)

Vijender Singh

District Town Planner (HQ)

For: Director, Town and Country Planning,
Haryana, Chandigarh.

Dated:10.08.2017

Endst No Misc.447/19630-19637

A copy of the above is also forwarded to the following for information please:

1. Principal Secretary, Industries and Commerce, Haryana.
2. Principal Secretary, Town and Country Planning, Haryana

(Sd/-)

Vijender Singh, DTP(HQ)

For: DTCP, Haryana.

Dated:10.08.2017

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A copy of the above is also forwarded to Project Manager (IT) to ensure that the necessary login ids/passwords are provided to all the field/circle offices along with the officials at the Directorate to enable smooth functioning. In addition, the matter may also be taken up with HEPC/ Hartron to enable seamless transfer of data between HEPC and TCP e-office portal so that duplicacy of effort in uploading and downloading of various documents is avoided.

(Sd/-)

Vijender Singh, DTP(HQ)

For: DTCP, Haryana.