

DIRECTORATE OF TOWN AND COUNTRY PLANNING, HARYANA

SCO 71-75, Sector 17-C Chandigarh.
Phone: 0172-25493491, E-mail:tcpharyana2@gmail.com
<http://tcpharyana.gov.in>

OFFICE ORDER

In order to bring uniformity in the examination of cases pertaining to part-completion/completion certificate, the check list enclosed be followed and the office report submitted henceforth shall be on this proforma. The proforma be reviewed and revised every six months to ensure that no important parameters get missed out.

Chandigarh
04th May 2015

(Arun Kumar Gupta)
Director General, Town and Country Planning
Haryana, Chandigarh

Endst. No. JE(S)-2015/ 7355

Dated: 06.05.2015

A copy is forwarded to the following for information and necessary action:-

1. Senior Town Planner of the Directorate
2. District Town Planner of the Directorate
3. Assistant Town Planner of the Directorate
4. All dealing Assistants

Sd/-
(P.P. Singh)
District Town Planner (HQ)
For: Director General, Town and Country Planning
Haryana, Chandigarh

CHECK LIST FOR ISSUANCE OF PART/FINAL COMPLETION CERTIFICATE

Sr. No.	Description	
	General	
1	Name of the Licencee / developer/collaborator company	
2	Licence No. and date	
3	Area in acres	
4	Validity of the Licence	
5	Date of application for part/ full completion of the colony on the prescribed form LC-VIII	
6	Approval of Building plan/layout plan and verification of services are laid down as per approval	
7	Approval of service plan estimates (Public Health service) and verification of the services laid down as per the approval	
7A	Approval of Electrical Service Plan Estimates and verification of the services laid down as per the approval	
8	Compliance of the Licence Conditions, if any.	
8A	Transfer of licensed land to HUDA, falling under sector, 18/24 metres wide road /green belt	
9	Compliance of the Occupation Certificate, if any.	
10	Status of payment of EDC/IDC /Enhanced EDC	
11	Validity of BGs for IDW	
12	Compliance of Rule 24, 26, 27 and 28	
13	Receipt of Infrastructure Augmentation Charges, if any.	
13A	Certificate issued by Chartered Accountant regarding exemption from the payment of IAC having restricted its profit margin to 15 percent and copy of the Audit books of accounts as per Rule 16-A (1)	
13B	Third Party audit report on 15% profitability certificate	
14	Status of development works carried out by the licensee as specified in the Bilateral Agreement (photograph + video CD/DVD)	
14A	Public Health Services	
14B	Status of internal roads	
14C	Report of DTP/STP regarding any unauthorized additions/alterations/usage not covered under Occupation Certificate	
14D	Report of CA HUDA and its recommendations regarding functional of internal service and connection to the external services of HUDA/MC	
15	Approval from other authorities	
15A	NOC from MOEF	
15B	NOC regarding Fire safety	
15C	Certificate regarding Structural safety	
15D	Access permission taken from XEN or NHAI, if the site abuts on Schedule road or NH.	
16	Status of construction within 30/50 wide green belt along Schedule road or NH.	
17	Handing over to Municipal Corporation/Municipal Committee/Municipal Council for maintenance of the colony	
18	Complaint/Court case, if any,	

19	Status of Community sites	
19A	Total number of community sites as per the approved layout plan/building plans	
19B	Zoning Plan approved (number of sites)	
19C	Building plan approved (number of sites)	
19D	Occupation Certificate (number of sites)	
19E	Taken over by the Government (number of sites)	
19F	Constructed by the Government (number of sites)	
19G	In case, completion is sought before four years, then the site should be transferred/ vests with the Govt.	
20	Group Housing Colony	
A	Status of Occupation Certificate	
B	Status of Deed of Declaration	
C	Deed of apartment certificate	
D	Formulation of Association (certificate)	
E	Status of construction of EWS flats and allotment to BPL families	
F	Total number of community sites as per the approved building plans	
G	Zoning Plan approved	
H	Building plan approved	
I	Status of community sites, if any	
21	Residential Plotted colonies	
A	Status of the community building/sites	
B	Status of part Occupation Certificate, if any.	
C	Status of NPNL plots	
D	Status of handing over EWS plots to allottees/Housing Board	
E	Who undertakes to maintain the services of solar water, rain water harvesting, Sewerage Treatment Plant, Electrical services, Duel Pipe Line services	
F	Handing over the area under parks, internal roads, public utility, police post to the concerned authorities	
22	Commercial Colony	
A	If not sold and has been given on rent and then the Bench mark circle rate to be applied for calculation profit	
B	Deed of Declaration	
23	Cyber Park/IT Park	
A	Development within the prescribed time period	
24	Industrial Colony	
25	Recommendation	
A	Recommendation under Rule 16(2) of Rules of 1976	
B	If refused, observation shall be conveyed and afforded an opportunity of being heard before such refusal	
C	If recommended, then the following condition may be imposed	
26	Competent Authority	