

OFFICE ORDER

It has been observed that while sending the comments on the cases for grant of occupation certificate of licenced colonies/CLU cases, photographs of the buildings and development works carried out at site are not furnished by the Field Offices which sometime result in grant of occupation certificate for buildings which are not fit for occupation in all respect. Henceforth, the following procedure shall be adopted while sending the report on the occupation certificate:-

1. DTP's concerned and XEN HUDA will personally inspect the site before submitting their report and shall certify their visit and completion of development work and fitness of building blocks for occupation in all respect in the report.
2. Atleast 10 photographs of each building duly signed by JE/ATP/DTP & videography of the buildings and development works completed at site should be submitted alongwith site report.
3. STP concerned shall check 25% of the total cases and shall ensure that the site has been checked and buildings/development works are complete in all respect. Further, STP (M) (HQ) and STP (E&V) shall also randomly check 5% of the total cases.
4. The ATP/DTP shall also ensure that:-
 - i) 100% stand by generators along with automatic switchover are provided for running of lifts.
 - ii) Site is approachable from the metalled road.
 - ii) Compact Fluorescent Lamps fitting for internal lighting as well as Campus lighting and aviation light are provided.
5. The SE (HQ) HUDA, Panchkula shall ensure & certify that:-
 - i) Public Health works within the building has been completed in all respect and are operational including Rain Water Harvesting System.
 - ii) Potable water supply is available (including through water tankers arranged by developer and water sourced from HUDA.
6. In future the concerned DTPs shall submit the report on the table given below:-

Tower/ Block No.	Sanctioned Dwelling units	Constructed Dwelling units	Height/ G+	FAR Sanctioned		FAR Achieved	
				%	Area in Sq.m.	%	Area in Sq.m.

Upper Basement				
Lower Basement				
Other ancillary uses				
Parking required/ provided				

Dated:-06.05.2015

-Sd/-
Arun Kumar Gupta, IAS
Director General, Town and Country Planning,
Haryana, Chandigarh.

Endst. No. MISC-2233/SD(BS)/2015/ 8849-54

Dated:-28/05/2015

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

1. Superintending Engineer (HQ), HUDA, Panchkula.
2. Senior Town Planners in the State.
3. Senior Town Planner, Monitoring (HQ) & STP (E&V).
4. District Town Planner (HQ)PP, DTP(HQ)RS, DTP(HQ)VK, DTP(HQ)SS.
5. All the District Town Planners in the State.
6. Official concerned of the Drawing Branch.

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