

Orders

It has been observed that while submitting the application for grant of occupation certificate the requisite documents is not submitted by the colonisers / owners. Therefore, henceforth the application for grant of occupation certificate will be receipt alongwith checklist as under: -

Check list for applicant applying for grant of occupation certificate

Sr. No.	Documents required for grant of occupation certificate	Remarks
1.	Application on Form BR-IV(B), Form BR-V(2) & Form BR-VI as per Code 4.10(1) of Haryana Building Code, 2017.	Yes/No (Flag 'A')
2.	Three sets of the approved building plans duly showing the deviation made in the buildings from the approved building plans.	Yes/No (Flag 'B')
3.	Three sets of As-Built drawings signed by Owner & Architect.	Yes/No (Flag 'C')
4.	Actual Photographs signed by owner / architect supervising the construction alongwith affidavit that photographs are of Occupation certificate applied for building.	Yes/No (Flag 'D')
5.	Photographs regarding Civil Aviation lights have been provided.	Yes/No (Flag 'E')
6.	CD containing Videography of the site for which OC applied.	Yes/No (Flag 'F')
7.	Valid NOC from fire safety point of view from the Competent Authority.	Yes/No (Flag 'G')
8.	Certificate regarding registration of lift.	Yes/No (Flag 'H')
9.	Copy of Environment Clearance.	Yes/No (Flag 'I')
10.	Certificate of Chartered Accountant as per order dated 09.03.2016 that no stamp duty charges has been collected.	Yes/No (Flag 'J')
11.	Affidavit regarding 100% stand by generators alongwith automatic switchover are provided for running of lifts.	Yes/No (Flag 'K')
12.	Approval of Chief Electrical Inspector, Haryana showing the electric installation.	Yes/No (Flag 'L')
13.	Report regarding electric installation as per approval of Chief Electrical Inspector, Haryana.	Yes/No (Flag 'M')
14.	Proof of drinking water.	Yes/No (Flag 'N')
15.	Whether licence is valid or not	Yes/No

16.	Date of validity of licence	Date_____.
17.	Whether IDC/EDC dues are cleared	Yes/No (Flag 'O')
18.	Whether labour cess deposited	Yes/No (Flag 'P')
19.	Compliance of Rule-24, 26(2), 27 & 28 has been made or not	Yes/No (Flag 'Q')
20.	Whether service plans/estimates have been approved or not.	Yes/No (Flag 'R')

-Sd/-

(K. Makrand Pandurang, IAS)

Director General, Town and Country Planning,
Haryana, Chandigarh.

Place: - Chandigarh

Dated: - 24.04.2018

Endst. No. ZP-196/SD(BS)/2018/13263-273

Dated: - 30.04.2018

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

1. Chief Town Planner(IT&M), Haryana.
2. Chief Town Planner, Haryana.
3. Senior Town Planner (M), HQ, Haryana Chandigarh.
4. Senior Town Planner (E&V), HQ, Haryana Chandigarh.
5. All Senior Town Planners in the State of Haryana.
6. All District Town Planner in the State of Haryana.
7. All the District Town Planners (HQ).
8. All the Assistant Town Planners (HQ).
9. Officials concerned of the Drawing Branch (HQ).
10. Record keeper of colony/CLU branch.
11. Nodal Officer, website updation with a request to host the same on website of the Department.

-Sd/-

(Lalit Kumar)

District Town Planner (HQ)

For: Director General, Town & Country Planning,
Haryana, Chandigarh.