

## ORDER

It has been noticed that there is a need to regulate and monitor the visiting hours and issuance of permissions relating to grant of licence, change of land use and other related permissions in the directorate and in the circle/field offices at Gurgaon and Faridabad. In the directorate, visiting hours are fixed from 12.00 O'clock Noon to 1.00 PM. However, it has been observed that even during the non-visiting hours, numbers of outsiders are moving around in the office, which needs to be checked immediately because it disturbs the functioning of officers and officials which ultimately delays disposal of cases. Henceforth, only authorized representatives/owners will be allowed to enter the office. One clerk will sit at the entry of office at 2<sup>nd</sup> floor and after checking the authorization, will allow the entry by giving a pass. This visiting pass will be collected during their return from the office. He will maintain account of total passes issued on each working day, to ascertain the number of visitors, visiting the office. After the visiting hours, O/o STP Enf. and Superintendent Estt. will regularly make a round of the whole office to ensure that no outsiders are present in the office after the visiting hours. A committee headed by Sh. Vijay Kumar, DTP should expedite the identification of location and installation of CCTV cameras in the office.

2. The directorate issued important permissions under Act No. 8 of 1975 and Act No. 41 of 1963. The important permissions include, LOIs, Licence, final permission of change of land use, approval of building plans, grant of occupation certificates etc. It has been noticed that sometimes such permission letters are taken by the persons other than authorized/owners and as a result such permissions do not reach the actual owner or the company and thus causing delay in the compliance of the permissions or sometime the owners are not even aware that the requisite permissions/ sanctions already stand granted. To streamline this procedure, henceforth, the permissions/ sanctions as referred above should be sent either through registered post or may be given only to the authorized representatives/ owners, by noting down the name, address and mobile no. of the authorized representatives/ owners who are receiving the permission themselves. However a copy of such letter will be sent through e-mail to the applicants/ owners & date and e-mail address be recorded on file.

3. Regarding monitoring of visitors in the O/o DTP/STP Gurgaon and Faridabad, the same procedure as of directorate should be followed. Both the officers i.e. DTP and STP shall ensure that after visiting hours, there should not be any outsiders in their offices. The important permissions being issued by DTPs/ STPs of Gurgaon and Faridabad, are approval of building plans, grant of occupation certificate and sending of field reports to the directorate. Therefore, to streamline and monitor the delivery and submission of above permissions/ sanctions by DTP/STP Gurgaon and Faridabad, henceforth, following procedure should be followed:-

- i) For the approval of building plans of individual plots and sanction of occupation certificate, both the offices will entertain only the owners of the plots/ house or their authorized representative with written letters only. Both the offices will maintain a record in respect of each and every permission and occupation certificate, mentioning therein as to who has come for obtaining the permission/ occupation i.e. either owners themselves or their authorized representatives. In both the cases, their names, address and mobile no. should be recorded in the office register. The permissions / occupation certificates should be sent through registered post only and copy through e-mail, date of e-mail and e-mail address will be recorded on the file. A proper record of such permission issued by both the offices should be maintained. STP monitoring and STP Enf. will obtain a fortnightly report from both the offices at Gurgaon and Faridabad and also make regular visit to check the procedure being followed by both the offices.

- ii) The field reports in respect of permission for change of land use, licence cases and occupation cases wherein voluminous documents are not involved, should be sent through registered post. The reports with regard to approval of building plans etc. which involve voluminous documents should be sent through the authorized office clerk or peon and name of authorized office clerk or peon should be mentioned in the report. In any case such reports should not be sent through the persons other than the office staff.

Date: 13.07.2016  
Place Chandigarh

*Sd/-*  
(Arun Kumar Gupta, IAS)  
Director General, Town & Country Planning,  
Haryana, Chandigarh.

**Endst No:- 14257-258**

**Dated: 15/07/2016**

A copy is forwarded to the following for information:-

1. PS to ACS,TCP for kind information of Additional Chief Secretary to Government Haryana, Town & Country Planning Department.
2. PS to DG,TCP for kind information of Director General Town & Country Planning Haryana, Chandigarh.

*Sd/-*  
S. K. Sehrawat  
District Town Planner (HQ),  
For Director General, Town and Country Planning,  
Haryana, Chandigarh.

**Endst. No. 14259-14271**

**Dated: 15/07/2016**

Copy of the order is forwarded to the following for information and compliance:

1. PA to CTP (IT&M) for kind information of Chief Town Planner, (IT &M).
2. PA to CTP (Hr) for kind information of Chief Town Planner, Haryana.
3. PA/JD,TCP for kind information of Joint Director, Town and Country Planning.
4. Senior Town Planner, (Monitoring, HQ) with an instruction to take fortnightly reports as per above order also carry out regular inspection of office of STP/DTP Gurgaon and Faridabad and submit reports.
5. Senior Town Planner (E&V) with an instruction to take fortnightly reports as per above order also carry out regular inspection of office of STP/DTP Gurgaon and Faridabad and submit reports. He is also required to carry out the daily inspection in the directorate office after visiting hours to ensure that there should not be outsiders in the office after the visiting hours.
6. Senior Town Planner, Faridabad.
7. Senior Town Planner, Gurgaon.
8. All District Town Planners (HQ) with an instruction to instruct the dispatcher to issue the permissions/ sanctions as per above order. They are also required to check the issuance of permissions/ sanctions by the dispatcher to ensure the compliance of above order. They may depute their respective ATPs to ensure the compliance of above order.
9. District Town Planner (P), Gurgaon.
10. District Town Planner (P) Faridabad.
11. All Assistant Town Planners (HQ).
12. Superintendent, Establishment (HQ), with an instruction to depute a clerk for duty and also arrange the visiting passes, as per above order and also carry out the daily inspection in the directorate office after visiting hours to ensure that there should not be outsiders in the office after visiting hours.
13. Nodal Officer IT, with a request to host the order on the website of the department.

*Sd/-*  
S. K. Sehrawat  
District Town Planner (HQ),  
For Director General, Town and Country Planning,  
Haryana, Chandigarh.