

**OFFICE ORDER**

**SUBJECT: RECEIVING APPLICATIONS THROUGH ONLINE MODE ONLY.**

1. The Department has launched various e-Services to accept Online applications. It has been decided that from 02.10.2017 onwards, applications against the following services will be received only in the Online mode.

- i. Grant of CLU
- ii. Extension of CLU
- iii. Release of Bank Guarantee
- iv. Dealing of extension of community sites

2. Further, the applicant shall not be required to submit any hardcopy document in case of the following services:

- i. Release of Bank Guarantee
- ii. Extension of Community sites
- iii. Extension of CLU

3. For Grant of CLU, the following mandatory documents against the above services shall be received at concerned Field Office only.

- i. Land/ ownership documents, viz., sale deed, intkaal, jamabandi, aks sajra etc. certified in original by revenue authorities
- ii. Copy of all plans viz., layout plan, survey plan etc.
- iii. Copy of the CLU application (CLU-I) signed in original by all concerned.
- iv. Copy of acknowledgement slip generated after online filing of application.

The Online application in this regard can be accessed through the link provided on the Home page of Department website i.e. [www.tcpharyana.gov.in](http://www.tcpharyana.gov.in). For any clarification the following officers may be contacted:

1. Sh. Rajiv Sehdev, Project Manager, IT; (pm.it.tcp@gmail.com; 98149-73603)
2. Sh. Deepak Kataria, Project Lead (dev.dkit.tcp@gmail.com; 99148-47859)

All concerned to ensure compliance.

Chandigarh  
Dated 11/09/2017

*Sd/-*  
(T.L. Satyaparkash)  
Director, Town and Country Planning  
Haryana, Chandigarh.

**Endst. No.: Misc. IT-892/2017/ 22476**

**Dated: 11-09-2017**

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

1. Chief Town Planner, Haryana
2. Chief Town Planner, (IT &M)
3. All Senior Town Planners of the State
4. Project Manager (IT), O/o DTCP, Haryana, Chandigarh with the request to host the orders on Departmental website for information of general public/ developers.
5. All District Town Planners of the State.
6. Chief Accounts Officer
7. All Accounts Officers
8. All Assistant Town Planners (HQ).
9. Diarist HQ: To ensure that no hardcopy applications are received against the above mentioned services from 02.10.2017 onwards.

*Sd/-*

**P.P.Singh**

**Senior Town Planner (E&V)**

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