

## ORDER

**Subject: Site report in respect of occupation certificates to be granted at the level of directorate.**

The site reports in respect of occupation certificates which are to be granted/issued at the level of directorate under the provisions of Punjab Schedule Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 and Rules framed thereunder are called from the office of concerned Senior Town Planner who is the member of Building Plan Approval Committee constituted under the chairmanship of CTP, Haryana. Earlier, it was ordered that site report in such cases shall be furnished at the level of STP by utilising the staff posted in his/her circle. The said orders were issued for curtailing delays and quick disposal of occupation certificate cases. However, it is being felt that due to shortage of staff and other exigencies at circle office, it is not possible for the staff posted at circle office to travel distant and different districts for site inspection in time bound manner, thus resulting in avoidable delays. Whereas office of DTP in the field has adequate staff strength having logistical advantage and is similar with the site and site condition and therefore better equipped to submit site report quickly than Junior Engineer/staff of the circle office. In view of above and in supersession of order dated 20/05/2013, it is directed that henceforth site report alongwith original file shall be furnished by concerned DTP to concerned STP within 15 days of receipt of communication from directorate, who would in turn forward the report with his comments to directorate after test check in 10-15% cases, within one week of receipt of site report from concerned DTP.

Place: Chandigarh  
Dated 24.05.2014

*Sd/-*  
Anurag Rastogi, IAS  
Director General,  
Town & Country Planning,  
Haryana, Chandigarh

**Endst. No. ZP-374/SD(BS)/2014/11333-336**

**Dated 29/05/2014**

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

1. All the Senior Town Planners in the State
2. All the District Town Planners in the State including enforcement wing.
3. All the District Town Planners at Headquarter.
4. Shri PP Singh, District Town Planner (HQ) with the request to host the orders on the website of the Department.

*Sd/-*  
District Town Planner (HQ)  
For: Director General, Town & Country Planning,  
Haryana, Chandigarh