DIRECTORATE OF TOWN AND COUNTRY PLANNING, HARYANA
SCD 71-75, Sector 17-C Chandigarh.
Phone: 0172-2549349, E-mail: tepharyanain@gmail.com
http://trpharyana.gov.in

OFFICE ORDER

Subject:- Inspection Procedure for approval of Building Plan

In order to enable a transparent mechanism for submission and examination of cases pertaining to approval of building plans, the following inspection procedure will be followed. The proforma be reviewed and revised every six months to ensure that no important parameters get missed out.

1. Receipt of application in the concerned office of CTP/STP circle / DTP Field On BR-I along with BR-II
2. After receipt of the application, the site will be inspected by the concerned officers/officials as authorized by the CTP/STP circle /DTP Field and fill the report on the prescribe Performa. The officer/officials will inspect the site in term of;
   • Location of the site
   • Accessibility to the site
   • Surrounding area/future of the site
   • Width of the road /street on which the plot abuts
   • Dimension of the plot
   • Area of the plot
   • Whether any construction at site or site is vacant
   • If construction exist at site then area and type of construction
   • Use of site
   • Any HT line, gas pipe line passing through the site
   • Enquiry if any, required approvals like MOEF, PWD etc.
   • Any other details which are necessary for approval of building plan.

3. The concerned officer/official will submit the inspection report to the CTP/STP circle/DTP Field along with the report on document submitted by the applicant.
4. The CTP/STP circle/DTP Field on the basis of site inspection report and office report sanction or reject the building plan within 60 days from the date of receipt of the building plan.

(P.P. Singh)
Senior Town Planner (E&V)
Director General, Town & Country Planning
Haryana, Chandigarh

Endst. No. BPAC-Vol-IV/SD(BS)/2016 1/3059 - 1/3067 Dated:- 15/6/2016

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

1. Chief Town Planner, Haryana.
2. Chief Town Planner-cum-Administrator (IT & Monitoring).
3. All Senior Town Planners in the State.
4. Senior Town Planner (M), Chandigarh.
5. Senior Town Planner (E&V), Chandigarh.
6. All the Superintendent Engineers, HUDA.
7. All District Town Planners (HQ).
8. All District Town Planners in the State.
9. All XENs, HUDA.

(P.P. Singh)
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Director General, Town & Country Planning
Haryana, Chandigarh