Subject: Inspection Procedure for Approval of Occupation Plan

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

1. Receipt of application in the office of concerned officers; i.e. DGTCP/STP circle / DTP Field on BR-IV along with BR-V

2. After receipt of the application and the site will be inspected by the concerned officers/officials as authorized by the DGTCP/STP circle / DTP Field and fill the report on the prescribe Perforama.
   
   The officer/officials will inspect the site in term of:
   
   • Construction at site as per the built-up drawing
   • Compoundable and non-compoundable construction
   • Total construction area of at site
   • Provision related to public health service, electricity, fire provision etc. made in building or not.
   • Whether DPC certificate obtained or not.
   • Provision of light and ventilation in the building
   • Whether debris and rubbish has been cleared from the area of site /Building and its surrounding
   • Structure stability certificate from the structure engineer, if applicable.
   • Completion certificate from the engineer/architects
   • Enquiry if any, required approval like MoEF etc.
   • Any other detail which is necessary for grant of Occupation Certificate.

3. The concerned officer/official will submit the inspection report to the DGTCP/STP circle/DTP Field along with the report on document submitted by the applicant.

4. The DGTCP/STP circle/DTP Field on the basis of site inspection report and office report grant or reject the occupation certificate within 60 days from the date of receipt of the application.

(Senior Town Planner (E&V))

Endst. No. BPAC-Vol-IV/SD(BS)/2016 19059-19067 Dated: 15/12/16

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

10. Chief Town Planner, Haryana.
11. Chief Town Planner-cum-Administrator (IT & Monitoring).
12. All Senior Town Planners in the State.
13. Senior Town Planner (M), Chandigarh.
14. Senior Town Planner (E&V), Chandigarh.
15. All the Superintendent Engineers, HUDA.
16. All District Town Planners (HQ).
17. All District Town Planners in the State.
18. All XENs, HUDA.

(Senior Town Planner (E&V))

Director General, Town & Country Planning,
Haryana, Chandigarh