

## Notifications and Orders

**(143) Guidelines regarding sanction of plans** - In order to sanctioning of building plans and to streamline the functioning of the Plan Approval Committee (Lower), the following guidelines are hereby issued:-

(a) All the plans which (sic) submitted at the single window will be accepted.

(b) If there are any preliminary observations or short-comings on the documentation part, the plans shall be returned with communication about the short-comings on documentation, part of it, to the applicant within seven days.

(c) In case, documentation part is in order, then the same shall be sent to the concerned Junior Engineer, who shall give his report within 15 days and after that in next 7 days the plans will be circulated to all the members of PAC (L), who have to send their views/observations/ comments within 20 days from the date of issue. It should be categorically mentioned that in case within 20 days their views/ observations/comments are not received it shall be deemed by PAC (L) and EO that the concerned member has no observation to make and has no objection, if the plans are cleared.

(d) Within 7 days of receipt of observations/comments from scrutiny members the same shall be conveyed to the applicant or else the PAC (L) will clear the plans.

(e) In total, from the date of receipt of the application at the single window to the date a final decision is taken, not more than 60 days shall be involved. In case, within 60 days no observations are sent or plans are not approved or rejected, then there shall be deemed approval of the plan and the applicant shall be free to execute the proposed building plan.

(f) All observations which shall be sent to the applicant will be sent in one go and not in piece meal. In case of deemed clearance if any violations are noticed at any stage and in case lift plan itself which was submitted was not in accordance with the rules and guidelines then the Architect, who prepared the plan, the applicant and also the officials of the Estate Office who are responsible for the delay causing non-clearance of - building plan shall be jointly responsible. In case mala fide involvement of Architect is proved then the Architect shall not be recognised by the Estate Office [PAC (L) and PAC (U)].

(g) Plinth level inspection shall be mandatory. Once the applicant applies for plinth level inspection, the same shall be done within 15 days failing which there will be deemed clearance for the applicant who can go ahead with the construction. However; officials who fail to inspect the site within 15 days, departmental proceedings and action shall be initiated against them.

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