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Bay No. 11-14, Sector 4, Panchkula, Haryana
To

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- (1). All the Commissioners in Municipal Corporations in the State of Haryana,
- (2). All the Executive Officers in Municipal Councils in the State of Haryana,
- (3). All the Secretaries in Municipal Committees in the State of Haryana.

Memo No. DULB /CTP/2019/10103-105

Date: 08/03/2019

Subject: Instructions regarding Haryana Online Building Plan Approval System.

Following are the important instructions and procedure related to HOBPAS.

- The URL to be used for submitting the building plan is www.haryanabpas.gov.in
- The URL to be used by municipal officials for accessing HOBPAS portal is www.haryanabpas.gov.in/ulb
- The HOBPAS portal launched on 19.11.18 was specifically for low and moderate risk categorized (as per Haryana Building Code 2017) building only, all high risk category buildings will be submitted offline and as per earlier mechanism.

I. Procedure and responsibilities of MCs under HOBPAS:

1. MC staff has been provided with User ID and password for accessing office portal of HOBPAS.
 2. In case of transfer, new joining of MC officer/ official, the concern official/ officer shall contact Directorate on official email address of tpcellulbhry@gmail.com requesting change/ generation of user id and password for MC where joined.
 3. MC staff shall be responsible for scrutinizing following parameters of received building plan applications:
 - i. All applicable fees/ charges such scrutiny fees, development charges, labour cess, property tax, any other charges.
 - ii. Property ownership documents including registry, jamabandi, intkaal, lease documents, any other ownership type defined by Revenue Department. *In case of Lal Dora/abadi areas, the letter from Tehsildar stating the applicant's ownership would be considered or sale/transfer deed or registration will be accepted under ownership documents.*
 - iii. For site within Lal Dora/ Abadi Deh areas of town, sale deed/ registry of site shall be taken as ownership proof. Further, Property tax assessment would be considered valid if none of the above is available.
- Note: The applicant shall be informed that the approval of building plan through the system shall not imply applicant ownership proof.**
- iv. Officers to check violations pertaining to all acts and laws applicable to the building plan application received such as the Haryana Development and Regulation of Urban Areas Act, 1975, The Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963, etc.
 - v. Site visit confirming location of site, size of plot, existing construction (if any) at site, width of access road, physical features such as water body, gas pipeline, High Tension power line, etc.
4. **In high-risk category cases (shown by the system in application), the MC shall prepare/ generate scrutiny report on parameters mentioned above within 7 days of receiving application on the system through mobile app/ manually, failing which responsibility of deemed approval of case will lie with the concern MC officer/ official.**
 5. In case of low/ medium risk cases, the responsibility of submitting correct facts/ documents in the application lie with the owner of site/ architect. The MC is at liberty to prepare/ generate scrutiny report preferably within 7 days. The MC can randomly scrutinize/ verify facts submitted via documents/ field visit and can report any deficiencies/ violation even after approval by system. For removable deficiencies, MC shall immediately report on system and ask applicant/ architect to remove deficiencies. For non-removable deficiencies, the MC shall report on system for revoking the approval and initiate prosecution procedure against the architect/ applicant as per applicable law.
 6. In case of deficient fees/ charges, in both high risk and low/ medium risk cases, the MC shall immediately inform the applicant/ architect to pay deficit fees/ charges immediately and further, if system integrated payment is not working then the deficit fees/ charges shall be levied via offline mode or any other mode and its copy shall be uploaded on the system.

II. Roles and Responsibilities of Architects while submitting Building Plan applications:

1. The Architects shall inform his client about responsibility w.r.t submission of building plan through self-certification, informing that submitting false/ incomplete/ concealing any information/ documents/ site conditions/ construction status on the system will not only revoke the approval granted by the system, but also let himself liable for legal action/ prosecution under applicable law.
2. The Architect shall prepare building plan for the client/ owner, convert the drawings as APZ file on "Author Plan" and submit it on the HOBPAS.
3. The Architect is jointly responsible with the owner/ applicant for submitting information/ documents related to property tax, location of site (w.r.t core area, old MC limit, controlled area, notified colony), submission of fees/ charges and status of existing construction at site, on the system, at the time of approval of building plans. For submitting wrong/ concealing information about ownership of the land/ site, the owner/ applicant will be held responsible and will be prosecuted, as per applicable law.
4. The Architect is at liberty to leave the project any time, if he finds/ observes that the information/ documents/ facts submitted by the owner were false/ incomplete/ concealed, by intimating the authority through the system, specifying the exact observation which he found/ observed to be false/ incomplete/ concealed.
5. The Architect after approval of the building plan will not be responsible for the construction in violation of the approved building plan executed by the owner on its own, except in cases where supervision of construction is also given to the Architect by the Owner.
6. The Architect shall also inform the client about various stages of whole building plan procedure through the online system and client's duties (The Architect has no responsibility for compliance of action by the owner/ client in the stages). The details of stage are:
 - i. The owner before starting construction at site shall intimate the date for initiating construction through the system.(There is provision in the Login ID of the owner for intimating the construction date.)
 - ii. The owner immediately after constructing the building upto Plinth level/ Damp Proof Course (DPC) level shall submit self-certification of the same through the online system along with photographs. (There is provision in the Login ID of the owner for submitting the self-certification.)
 - iii. The approved building plan will be valid for two years from the date of approval and the owner has to obtain Occupation certificate before the expiration of validity of building plan, failing which the building constructed will be considered unauthorized and necessary action as per the law will be taken. The owner can increase the validity of building plan by one year, if he applies for extension before expiration of validity by simply going on his User ID and paying extension fees specified in the Haryana Building Code-2017.
 - iv. The owner shall apply for Occupation Certificate through an Architect (not necessary the same Architect who got approved the Building Plan).
7. The Architect, who is submitting Occupation / Completion Certificate application for the owner, shall verify that the building has been constructed as per the approved building plan and shall mark changes/ deviation made by the owner. The Architect shall also prepare the calculation for compoundable construction, as per the proforma given on the system. The Architect shall submit OC application only after demolition of non-compoundable construction by the owner.
8. The Architect is jointly responsible with the owner/ applicant for submitting information/ documents related to property tax, location of site (w.r.t core area, old MC limit, controlled area, notified colony), submission of fees/ charges and status of existing construction at site, on the system, at the time of submitting application for Occupation Certificate. The Architect shall confirm that the building constructed is as per approved building plan and inform details of additional construction (both compoundable/ non-compoundable). The Architect shall further confirms that the non-compoundable constructions (if any) stand demolished and submit as built-drawings in APZ format along with report of compoundable construction.



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