



To

1. The Commissioners in All Municipal Corporations in the State of Haryana.
2. The Executive Officers in All Municipal Councils in the State of Haryana.
3. The Secretaries in All Municipal Committee in the State of Haryana.

Memo no. DULB/CTP/DTP/2021/5291-5380

dated: 20-09-2021

Subject: Instructions regarding sending "Objection Application" on NDC portal for changing the status of property from "Unapproved" to "Approved".

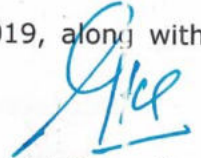
Please refer to this UO dated 19.08.2021 vide which the undersigned has been appointed as Nodal Officer for deciding "Objection Applications" on NDC portal.

2. With regard to the above, it is to inform that the undersigned has observed that the application prepare by maker and verified by checker has following deficiencies and prepared the following checklist of the mandatory documents required along the compliance of the listed deficiencies for approval of the NDC application;

S. No.	Observed Deficiencies	Checklist for Required Documents
a.	Address of the property in all applications are incomplete, i.e. no plot no., khasra no., Gali No., Ward no., Sector no., colony name	Ownership Documents, including Jamabandi, Intakaal, Aks Shajra or lease deed or sale deed (Registry)
b.	In case the property falls in approved/ notified colony	1. Name of notified colony along with notified copy showing notified khasra no. as well. 2. Approved layout plan showing location of the property. The layout plan shall be duly signed and shall be uploaded to its full size. (part of layout plan will not accepted)
c.	Location of the property on Google imagery or Google coordinate not provided.	1. Google imagery showing the property, or 2. Geo-Coordinates of the property.
d.	In case the property falls in following planned scheme: 1. HSVP, 2. HSIIDC, 3. Municipal shop, 4. Improvement Trust Scheme, 5. Licensed colony approved by TCP Dept. 6. Model Town or any other planned scheme-allotment letter is not provided.	1. Allotment letter from the Authority/ Corporation is required. 2. In case, the property falls in Model Town or any other planned scheme, other than the above allotment letter, the MC shall verify that the plot is in original shape and size and has not been illegally sub-divided.
e.	In case the property falls in Lal dora or in area other than above said planned scheme	The MC shall seek report from the DTP concerned stating that there is no violation of Urban Areas Act, 1975 on the property in the question.

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3. In view of the above, it is requested that maker and checker shall ensure uploading of the above said information/ documents with NDC application, so that NDC objection application can be dealt timely and rightly. NDC application without the above said information/ documents will be rejected and the applicant has to apply fresh with the requisite information and documents.
4. In addition to the above, all municipalities are requested to provide the followings to the Department within 2 days, positively:
 - a. List of colonies notified in the year 2004, copy of the notified colony with khasra no. and copy of its approved layout plan (duly signed/ verified).
 - b. Copy of notification of colonies notified in the year 2013-2014, along with its approved layout plan (duly signed/ verified).
 - c. Copy of notification of colonies notified in the year 2017 to 2019, along with its approved layout plan (duly signed/ verified).



District Town Planner
O/o Director, Urban Local Bodies Department
Haryana, Panchkula.

Endst. no. DULB/CTP/DTP/2021/5381-83

dated: 20-09-2021

A copy of above may also be forwarded to the following for information and necessary action:

1. The Director, Urban Local Bodies Department,
2. The Chief Engineer, IT, ULB.
3. The CTP-II, ULB Department.



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O/o Director, Urban Local Bodies Department
Haryana, Panchkula.