

Procedure for approval of TP Schemes

Sr. No.	Approval	In case of Municipal Corporations	In case of Municipal Councils/Committees	Time Frame
1	Declaration of Un-built area	<p>i) On the request of land owners the Corporation passes a resolution to declare any area as un-built area.</p> <p>ii) Commissioner, Municipal Corporation to submit complete proposal to the Director, Urban Local Bodies for consideration.</p> <p>iii) DULB to examine the case and submit the same to PSULB for further approval of Hon'ble CM.</p> <p>iv) After the approval of Hon'ble CM the Un-built area be notified by the Administrative Department.</p>	<p>i) On the request of land owners the Committee passes a resolution to declare any area as un-built area.</p> <p>ii) EO/ Secy. Of MC to submit complete proposal to the Director, Urban Local Bodies through DC for consideration.</p> <p>iii) DULB to examine the case and submit the same to PSULB for further approval of Hon'ble CM.</p> <p>iv) After the approval of Hon'ble CM the un-built area be notified by the Administrative Department.</p>	<p>a) The elected body shall pass a resolution within three months of receipt of application.</p> <p>b) If requisite resolution is not passed within three months the Commissioner/ EO/ Secretary shall forward the complete case to DULB. The un-built area shall be declared within one months of receipt of proposal in the Directorate.</p>
2	Preparation/approval of TP Scheme	<p>i) The TP Scheme to be got prepared by Commissioner & after seeking objections/suggestions from general public, submit the proposal to DULB for consideration.</p> <p>ii) DULB to examine the proposal & obtain approval of Government at the level of Hon'ble CM. The LOI shall be issued by DULB to complete the terms & conditions & payment of fee/ charges by the land owners.</p> <p>iii) Commissioner, Municipal Corporation to get all the terms & conditions of LOI completed and submit the proposal for issuance of final orders/ approval of the scheme.</p> <p>iv) DULB to examine the proposal and get the orders passed from PSULB</p>	<p>i) The TP Scheme shall be got prepared by EO/ Secy. & after seeking objections/suggestions from general public submit the proposal to DULB through DC for consideration.</p> <p>ii) DULB to examine the proposal & obtain approval of Government at the level of Hon'ble CM. The LOI shall be issued by DULB to complete the terms & conditions & payment of fee/ charges by the land owners.</p> <p>iii) EO/ Secy. Of MC shall get all the terms & conditions of LOI completed and submit the proposal for issuance of final orders/ approval of the scheme.</p> <p>iv) DULB to examine the proposal and get the orders passed from PSULB</p>	<p>3 months</p> <p>2 months</p> <p>2 months shall be given for completion of documents to the applicant and thereafter the scheme shall be approved within one month.</p> <p>3 weeks</p>
3	Demarcation Plan	Commissioner, Municipal Corporation shall verify/ approve the demarcation plan and shall send	EO/ Secy. of MC shall verify/ approve the demarcation plan and shall send zoning plan to the Directorate for approval.	1 month



		zoning plan to the Directorate for approval.		
4	Service Plan & Estimates	i) The Engineering Branch of Municipal Corporations to scrutinize the service plan & estimates of the scheme and get the same approved from Commissioner	i) The Engineering Branch of DULB to approve the service plan & estimate.	15 days
5	Zoning Plan/ Standard Designs/ Building Plans	i) The Zoning Plan/ Standard Designs in case of plotted schemes and building plans in case of Group Housing/ integrated commercial complexes shall be approved by DULB	i) The Zoning Plan/ Standard Designs in case of plotted schemes and building plans in case of Group Housing/ integrated commercial complexes shall be approved by DULB	1 month
6	Extension	i) The land owners shall apply for grant of extension of time/ if required, to Commissioner, Municipal Corporation and the same to be submitted to DULB with facts & recommendations. ii) DULB shall grant extension after seeking approval from Hon'ble CM	i) The land owners shall apply for grant of extension of time/ if required, to EO/ Secy. of MC and the same to be submitted to DULB with facts & recommendations by the DC. ii) DULB shall grant extension after seeking approval from Hon'ble CM	1 month 2 month
7	Completion	i) The land owners shall apply for completion to the Commissioner, Municipal Corporation who shall submit the proposal to DULB for consideration. ii) DULB to examine the proposal and if found in order, request Commissioner, Municipal Corporation to grant necessary completion after seeking approval of PSULB.	i) The land owners shall apply for completion to the EO/ Secy. of MC who shall submit the proposal to DULB for consideration through DC. ii) DULB to examine the proposal and if found in order, to grant necessary completion after seeking approval of PSULB.	2 month 2 month

