

# **Directorate of Urban Local Bodies, Panchkula, Haryana**



Standard Operating Procedure

“Town Planning Scheme”

**Standard Operating Procedure for Town Planning Scheme in the Municipal Area**

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## Standard Operating Procedure for Town Planning Scheme in the Municipal Area

Standard Operating Procedure			
Department	Directorate of Urban Local Bodies, Panchkula, Haryana		
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Date			
Signature			

## Standard Operating Procedure for Town Planning Scheme in the Municipal Area

### Legal Framework of the Town Planning Scheme:

The Section 267 of the Haryana Municipal Corporation Act, 1994 and Section 203 of the Haryana Municipal Act, 1973 provide provisions related to preparation of Town Planning Scheme. In order to ease the process of Town Planning Scheme vide amendment dated 23.11.2017, proviso has been inserted in both the Acts that where an individual or a company applies for preparation/approval of Town Planning Scheme over its own land, then unbuilt area shall not be declared.

However, it has been observed that provision related to 'resolution from the corporation' and 'requirement of public notice' discourages and delay the process of the grant of Town Planning Scheme.

Therefore with an objective of increasing the availability and quality of affordable housing the provision related to requirement of 'resolution from the house' and 'requirement of public notice' in the Haryana Municipal Corporation Act, 1994 and Haryana Municipal Act, 1973 was amended vide notification dated 19.9.2023.

Hence, now requirement of resolution of Corporation/Committee and issuance of Public notice is not required in case of individual or company applies Town Planning Scheme on its land. Further, Commissioner/Deputy Commissioner after receipt of application from an individual or a company forward the same alongwith all relevant documents to the State Government within a period of 30 days from the date of the receipt of the application.

It is pertinent to mention here that the powers of the Deputy Commissioner under section 203 of the Haryana Municipal Act, 1973 has been delegated to the District Municipal Commissioner for Municipal Council and Committee vide notification dated 07.08.2020.

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**Purpose of the Document:** This document helps both i.e. applicant and municipalities to process the Town Planning Scheme in effective and time bound manner. In order to put break on the unauthorized colonization and unauthorized construction, there is requirement to make the process of Town Planning Scheme simple so that demand of housing be fulfil in legal and affordable manner.

In the process of town planning scheme the following are the main stakeholder;

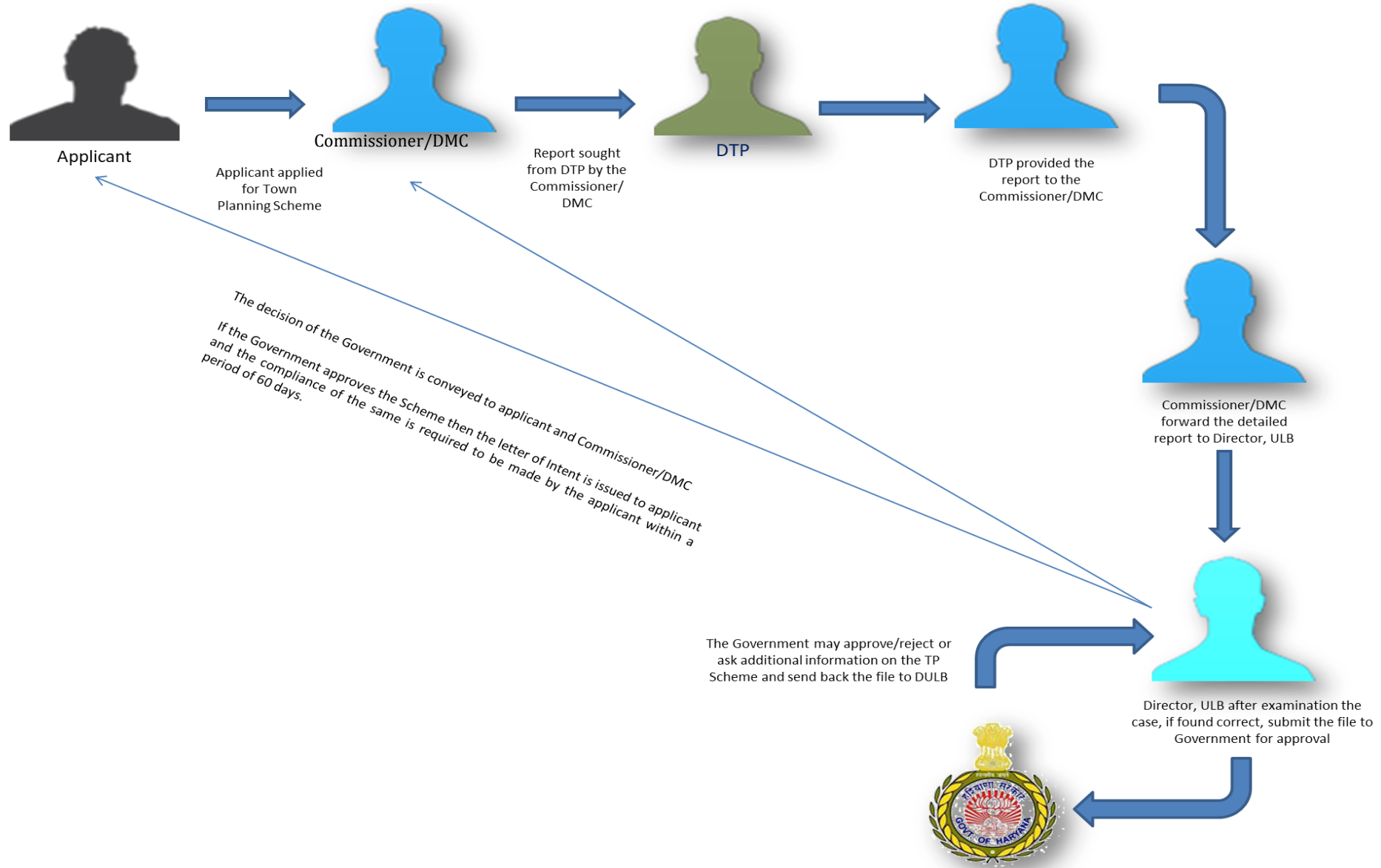
**Individual or Company:** When an individual or Company applies for Town Planning Scheme there is always uncertainty pertaining to the requirement documents and process/level of approval of Town Planning Scheme. In order to remove the uncertainty the list of documents required for approval of Town Planning Scheme has been given at annexure-A of this documents.

**Municipalities:** When a Town Planning scheme is applied in a municipality, due to lack of standardised process to scrutinize, the Town Planning Scheme remain pending and the report forwarded to the HQ from the MCs are also not as per the requirement/details desired by the Government. Hence the checklist pertaining to scrutinize the case of Town Planning Scheme is given at annexure-B of this document.

**Head office:** After receipt of the case from the competent authority, Directorate, ULB forwards the same for approval of Government. At the head office level, there is defined checklist for processing the case of Town Planning Scheme on which the cases submitted to the Government for decision.

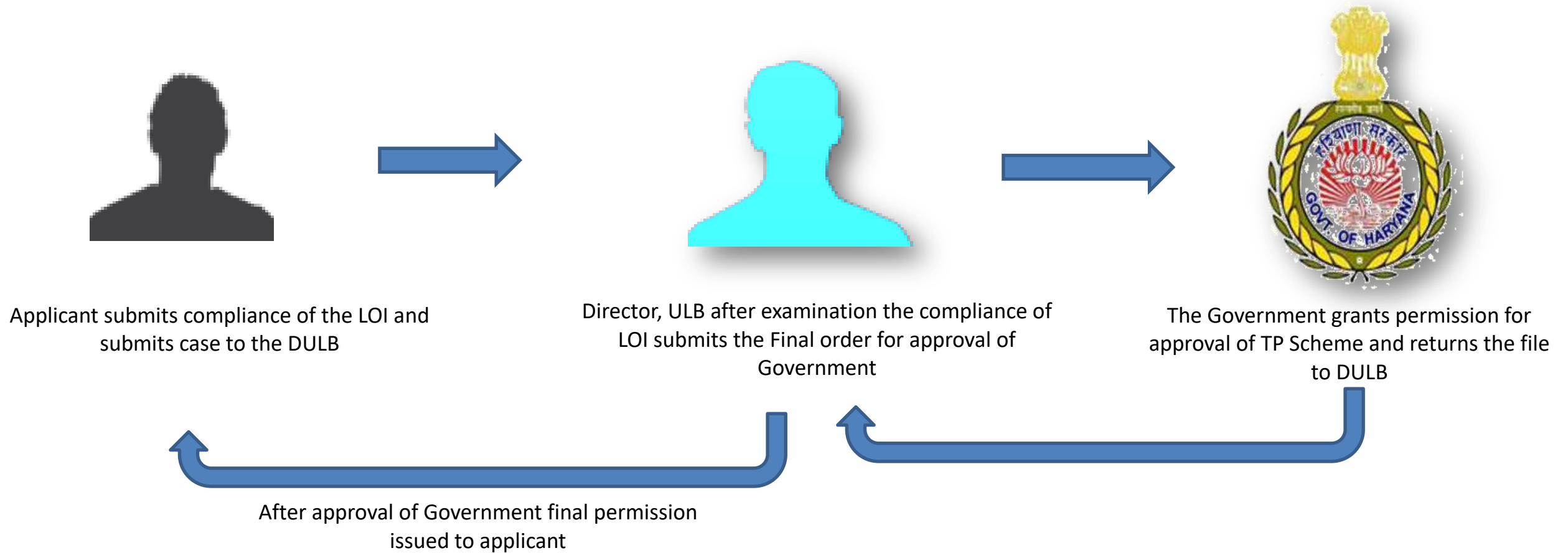
# Standard Operating Procedure for Town Planning Scheme in the Municipal Area

## Procedure for Town Planning Scheme



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### Services, Timeline and Responsibility

Sr. No.	Activity/Action Point	Description	Responsibility	Time line	
1	Receipt of the application for Town Planning Scheme	The document submitted by the applicant shall be scrutinized as per the Annexure-A and one set of document forwarded to the concerned District Town Planner for report. If any deficiencies found in the documents the same shall be intimated to applicant.	The JE/Building Inspector /Municipal Engineer shall forward one set of application to the O/o DTP (T&CP) for seeking report. Further the scrutiny fee and licence fee deposited by the applicant shall be forwarded to the head office.	Within 3 days from receipt of application.	T0+3
				Within 3 days from receipt of application.	T0+6
2	Report by the concerned DTP	The documents forwarded by the MC shall be scrutinized as per the Annexure-B	The concerned DTP shall provide the report on the application forwarded by MC as per the Annexure-B to the concerned Commissioner/DMC.	Within 7 days from receipt of application.	T0+13
3	Submission of case by the Commissioner/DMC to DULB	After receipt of the report from the DTP the concerned Commissioner/ DMC will forward the same to the head office alongwith their report/recommendation.	The concerned Commissioner/DMC shall forward the detailed report to DULB.	Within 7 days after receipt of report from the District Town Planner.	T0+20
4	Submission of case to the Government by the Director, Urban Local Bodies	After receipt of the case for Town Planning Scheme from the concerned Commissioner/DMC the same shall be examined as per the applicable policy provision and if any deficiency is found or additional report is required, the same shall be	As the application received in the Town Planning Cell, the Revenue Consultant shall examine the report and submit the same to the concerned Assistant Town Planner.	Within 3 days from receipt of file	T1+3



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		sought from the DTP/Commissioner/DMC. If the application and report are in order the same shall be forwarded to the Government at the level of C&S, ULB for approval.	The Assistant Town Planner shall process the case and submitted the same to the Senior Town Planner alongwith the recommendation.	Within 4 days from receipt of file	T1+7
			The Senior Town Planner (hq) after examine the case shall forward the same to the Chief Town Planner or in case any observation revert back the application to the concerned Assistant Town Planner.	Within 3 days from receipt of file.	T1+10
			The Assistant Town Planner submit clarification/reply to the observations of STP/ULB.	Within 2 days from receipt of file	T1+12
			The Chief Town Planner after scrutinizing the documents forward the case alongwith the recommendation to the Director, Urban Local Bodies.	Within 3 days from receipt of file	T1+15
			The Director, Urban Local Bodies shall forward the proposal of Town Planning Scheme to the C&S, ULB.	Within 3 days from receipt of file	T1+18
5	Decision of the Government	The decision (approval/ rejection/ observations) on the Town Planning Scheme shall be implemented by the Town planning branch in the head quarter.	Assistant Town Planner shall prepare Letter of Intent/rejection letter and submit file to the Senior Town Planner.	Within 3 days from receipt of file.	T2+3

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		<p>After receipt of decision from the Government the concerned Assistant Town Planner shall submit the Letter of Intent/ Rejection letter/ Observations reply if any on the file to the Senior Town Planner.</p>	<p>The Senior Town Planner shall forward the letter of intent/rejection letter to the Chief Town Planner.</p>	<p>Within 2 days from receipt of file.</p>	<p>T2+5</p>
			<p>The Chief Town Planner shall forward the file for approval/signature of LOI to the Director, Urban Local Bodies. If the rejection letter is submitted than the file is required to be submitted to C&amp;S, ULB through DULB for signature on the rejection letter.</p>	<p>Within 2 days from receipt of file.</p>	<p>T2+7</p>
			<p>The Director Urban Local Bodies after signature on the LOI return the file to the CTP for issuance of LOI. In case of rejection the file shall be submitted to C&amp;S, ULB for approval/signature on the rejection letter.</p>	<p>Within 2 days from receipt of file.</p>	<p>T2+9</p>
			<p>The Chief Town Planner shall ensure that after signature of the LOI the same shall be issued timely.</p>	<p>The LOI shall be issued within 2 days after signed the same by the Director, Urban Local Bodies.</p>	<p>T2+11</p>

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6	Submission of compliance of the Letter of Intent by applicant and issuance of final permission.	The applicant is required to submit compliance of the letter of Intent to the Director, Urban Local Bodies within a period of 60 days from the date of its issuance.	The concerned Assistant Town Planner shall examine the compliance of the letter of intent submitted by the applicant and if the compliance are in order then shall submit the final permission letter for approval of C&S, ULB.	Within 7 days from the date of receipt of compliance.	T3+7
			The Senior Town Planner shall examine the draft permission letter and layout plan and if found in order forward the same to the Chief Town Planner.	Within 2 days from receipt of file.	T3+9
			The Chief Town Planner, if found that the case is in order shall forward the same to the Director, Urban Local Bodies.	Within 2 days from receipt of file.	T3+11
			The Director, Urban Local Bodies forwarded the file to the C&S ULB for approval/signature on the final permission letter.	Within 2 days from receipt of file.	T3+13
			The final permission letter signed by the C&S, ULB shall be issued to all concerned.	Within 3 days from approval of C&S ULB	T3+16

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### Annexure-A

Sr. No.	Documents	Remarks
1	Application	The application (three set) for approval of TP scheme need to be submitted to concerned Commissioner, Municipal Corporation in case of Municipal Corporation and to the District Municipal Commissioner in case of Municipal Council/Committee.
2	Name of policy under which the TP Scheme is applied.	Applicant is required to mention the name of the policy under which the Town Planning Scheme is applied.
3	Scrutiny fee	A demand draft of Scrutiny fee @ Rs. 10/- per sq.m. X FAR (i.e. 1.5, 1.75 etc.) in case of Group Housing, Commercial and IT Colonies. In case of plotted colony scrutiny fees @ Rs 10/- per sq.m. for the gross area of the colony.
4	Licence fee	25% of total licence Fee as per notification dated 02.02.2015 (not applicable in case of application for Affordable Group Housing colony).
5	Revenue record	The following revenue documents need to be submitted; a. Jamabandi/Intakaal b. Sazra plan c. Sale deed d. Land schedule of applied land signed by landowners & developer and notarized/attested.
6	Collaboration Agreement	Copy of irrevocable registered collaboration/joint venture agreement with fully paying the stamp duty, duly indicated the detail of applied land and the purpose of the collaboration agreement with the parties, date of execution of collaboration agreement and it expiry date, including detail of land / khasra no. / purpose.
7	Site Plan	Site plan showing the dimension of the sites and approach to the site.
8	Project Report	A detailed project report showing the intent to develop the area through Town Planning Scheme and its Phases
9	Company Registration	In case of company, documents regarding the registration of the company, Article of Association, Memorandum of Association
10	Authorization letter	The Company is required to authorized a person who will be competent to signing the document on behalf of company
11	Means of finance	The applicant is required to submit means of finance through the CA showing the Means of Finance
12	Layout Plan	A layout plan showing the proposed sub-division alongwith the details of the land under open space, community spaces, area under circulation etc as per the applicable policy.
13	Access permission	If the access is from the National Highway/Scheduled road than the access permission is required from the concerned authority.
14	Report of Land Acquisition Office/DRO	The report regarding land acquisition proceeding over the applied khasra no. is required from the LAO/ DRO.
15	Report of District Forest Officer	The report/NoC is required from concerned DFO is required over the applied khasra nos.
16	Report on the NCZ	The report on the applicability of Natural Conservation Zone is required from the DTP, T&CP Department.

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### Annexure-B

Sr. No.		Examination Report
1	Receipt of application	<p>After receipt of the application the same shall be forwarded to the O/o DTP (T&amp;CP Department) by the concerned MC within period of 3 days from receipt of application.</p> <p>The concerned DTP (T&amp;CP Department) shall examine the same in light of the checklist mentioned at Annexure-A and provide report to MC on the following;</p> <ol style="list-style-type: none"> <li>a. Applicability of Controlled Area and location of site on the controlled area plan</li> <li>b. Location of site on Development Plan</li> <li>c. Site location in aspect of sectoral plan</li> <li>d. Report on the road widening and green belt if any</li> <li>e. Verified site plan/layout plan</li> <li>f. Report on the policy parameters under which the Town Planning Scheme has been applied.</li> <li>g. Other aspects</li> </ol> <p>The MC shall maintain a separate register in which date of receipt of Town Planning application shall be mentioned.</p>
2	Scrutiny fee and Licence fee	The Scrutiny Fee and 25% licence fee deposited by the applicant shall be forwarded to the head office within three days from the date of receipt of application.
3	Submission of case to Head office	After receipt of the report from the concerned DTP, the Commissioner/DMC shall forwarded the proposal of Town planning Scheme to the Head office alongwith their recommendation.