

**Haryana Government**  
**Urban Local Bodies Department**  
**Order**

No. 08/05/2018-ICI

Dated 08.02.2018

In exercise of the powers conferred by Section 250 of the Haryana Municipal Act, 1973 and Section 398 of the Haryana Municipal Corporation Act, 1994 the Government of Haryana hereby gives the following directions regarding construction/ regularization of First Floor on the Single Storey Booths/ shops falling in the jurisdiction of Municipalities.

1. **Applicability:** - These directions shall be applicable to all the Single Storey booths/ Shops having size 2.75m x 8.25 and above, allotted by municipalities as per approved drawing.
2. **Charges for construction of additional floor:-** The allottee shall have to pay a sum equal to 20% of the collector rates for the fresh construction. For regularization of the already constructed first floor, the fee will be 25% of the collector rate and the allottee have to get regularize their first floor construction within 6 months of issuance of the order and if the allottee doesn't get the construction regularised within given time framework then action will be taken as per the law.
3. **Mode of payment of charges:-** The charges shall be payable in lump sum along with request letter. The fee/ charges levied for construction of first floor/ regularization of first floor on the single storey booths shops will be spent to upgrade the Civic Infrastructure of that area.
4. **Sanction of Building Plan:-** Before the commencement of the construction, the allottees of Single Storey Shops/ booths shall get the building plan of first floor sanctioned from concerned municipality. The building plan shall be accompanied with "structural stability certificate" issued by Registered Structure Engineer and applicant/allottee shall also submit an undertaking in the shape of an affidavit to the effect that:-
  - a. The allottee shall be entirely responsible for the safety of his/her own structure as well as abutting booths/shops.
  - b. The allottee shall also be responsible to make good the loss, if any, sustained by the allottees of abutting booths/shops, municipality or its employees
5. The first floor on single storey shops/ booths shall be used "for storage purpose" only.
6. The permission to raise first floor on single storey shops, shall also be governed by the terms and conditions as laid in the allotment letter.
7. The applicant/allottee will be bound by the Haryana Municipal Act, 1973 and Haryana Municipal Corporation Act, 1994, Regulations, Building Code, Policies and Instructions as applicable and amended from time to time.
8. If in case there is more than one allottee i.e. the site is jointly held, then the application shall have to be made by all the allottees of that site.

9. Application submitted by the allottee should be accompanied by Occupation Certificate, if already constructed, and should be submitted through the persons designated in the Appendix- "A" of the Haryana Building Code-2017 along with the requisite fees as per rules.
10. Allottee may ensure that there is no building violation. If in case it exists, same be removed before submitting application.
11. Also, the un allotted Single Storey Shops/ booths having size 2.75m x 8.25m and above shall be auctioned with the provision of First Floor to be used for storage purpose only. The reserve price of such un-allotted shops shall be fixed accordingly.

Chandigarh 08.02.2018.



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