

Procedure involved:

1. This application software will be available on DULB's website which will be accessed by the Citizen or through CFCs established in ULBs.
2. Public Health Engineering oriented parameters and structural Engineering stability parameters will be captured in the form of check list, the provisions of National Building Code norms to be followed.
3. For procedure and checklist please refer link <https://ulbharyana.gov.in/issuance-of-occupation-certificate.html>
4. Citizen will upload the Occupation Certificate in the required format
5. The owner ship of the plot will be checked by the Clerk. If the details are found to be correct then the Clerk will enter his comments and click on update. Once clicked update, system will randomly allocation an inspector to this application based on Risk based assessment in case of high risk.
6. The concerned ATP/ME/AE will see the application and will check the risk involved in the application, If low / Moderate then without doing inspection of the site, charges will be calculated by the officer and chargers will be communicated to citizen via SMS / Email to pay online. In case of high Risk, Building inspector will inspect the building and will upload the inspection report on the portal. They can also reject the application if not found feasible with reason of rejection.
7. After charges are paid by citizen, concerned ATP/ME/AE will enter his comment and move the application to concerned Commissioners / Executive Officer / Secretaries in Municipal Corporation / Council /Committees respectively for final approval / Rejection. In case of approval of the Occupation Certificate, SMS and e-mail confirming the acceptance of the Occupation Certificate will be intimated to citizen for online download of sanction letter.