

To,

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

Memo No. DULB/CTP/ATP-I/2020/ 3443-3529

Dated: 27/05/2020

Subject: Instructions under the software service launched on SARAL under the policy dated 26.06.2018, Relief of Unauthorised Construction & Conversion in core area

It is to inform you that the executing instructions for IT Service launched on SARAL portal dated 06.09.2019 for granting relief to unauthorized constructions and conversion in core areas is as follows:

1. General Instructions

- i. The URL for submitting the applications is <https://saralharyana.gov.in/>
- ii. The portal is launched for applicants who are seeking relief under illegal conversion and construction in core area as per the terms and condition specified in the 26.06.2018 policy.

2. Procedure for analysing the application

- i. All MC staff has been provided with the User ID and Password by IT Team of ULB
- ii. **Role of Scrutinizer:**
 - a. Responsible for scrutinizing the Application Form along with due cross verification of the details with the documents attached in the portal.
 - b. Check for scrutiny fee paid by the applicant
 - c. Conduct a site visit as per Annexure A (attached) at the scrutiny stage and tally all data filled by the applicant and submit his remarks on each aspect as mentioned in the annexure A.
 - d. Accordingly, based on this site report the scrutinizer will forward the application to Assessor or send it back to the applicant for clarification.
 - e. The calculation of demand for requisite fees like development charges, labour cess, composite fee (as the case may be).
 - f. While forwarding the file, it is mandatory to write the output of site report in the remarks section stating all the details of site visit as per Annexure A.
- iii. **Role of Assessor:**
 - a. The assessor shall check the Form with attachments based on the site report prepared by the scrutinizer.
 - b. The assessor will also check the demand fee calculation that was generated by the scrutinizer.
 - c. Based on the scrutiny of the Form with attachments, report and fee calculation the file shall be forwarded to approver while mentioning all necessary comments in the remarks section.
 - d. It is necessary for the assessor to recommend the case for approval / rejection in the remarks comment box.
- iv. **Role of Approver:**
 - a. The approver will go through all the observations made by the scrutiniser and assessor. The file will be accepted or rejected. Once the file is accepted the demand raised for the fee shall be sent to the applicant for necessary payment.
 - b. On due successful payment of fees by the applicant, the approver should approve the file. The necessary approval letter shall be issued.

3. Important notes for processing the forms or applications received online:

- i. Only those applications will be accepted as eligible under the policy where the building plan approval letter is prior to 26.06.2018 (i.e. the date of policy).
- ii. Application will be subject to rejection if the ownership of the property is under multiple names.
- iii. No application will be accepted for apartment type buildings i.e. multiple owners on the same property.
- iv. Only illegally converted commercial properties will be eligible to obtain relief under the policy 26.06.2018 (Part B).
- v. Under the relief of unauthorised construction, the applicant is subject to abide all below mentioned schedule for correcting his building as per Haryana Building Code 2017 for which the proposed plans are already submitted. The schedule for correcting the Building is as below:

Phase no.	Time period	Compliances to be made	Submission	Action by municipality
Phase 1	Within 1 year from the date of issuance of this letter	Removal of unauthorized projections/ structures from public road like ramps, stairs, Chajja, balcony and similar structures.	The applicant has to submit self-certificate in the municipality with details and photographs of removal of construction.	The municipality within one month of submission of self-certification will conduct site visit and verify the self-certification. Only after verification by municipality, the compliance will be considered complete.
Phase 2	Within 5 years from the date of issuance of this letter	Removal of unauthorized and non-compoundable additional floors constructed. (if applicable)	The applicant has to submit self-certificate in the municipality with details and photographs of removal of construction.	The municipality within one month of submission of self-certification will conduct site visit and verify the self-certification. Only after verification by municipality, the compliance will be considered complete.
Phase 3	Within 9 years from the date of issuance of this letter	Removal of unauthorized constructions within setbacks and restoration of building as per permissible ground coverage, total covered area and as	The applicant has to submit self-certificate in the municipality with details and photographs of removal of construction.	The municipality within one month of submission of self-certification will conduct site visit and verify the self-certification. Only after verification by municipality, the compliance will be considered

		per proposed submitted building plan.		complete.
Phase 4	Within 10 years from the date of issuance of this letter	Obtain completion certificate from Online Building Plan Approval System	The applicant has to apply for completion certificate on form prescribed in the Haryana Building Code through online building Plan Approval system.	The municipality will verify the compliances made by the applicant through site visit and will issue completion certificate.

4. In case the applicant fails to submit the compliance of any of the phase, the approval letter will stand withdrawn.


 o/c Assistant Town Planner,
 For, Director, Urban Local Bodies
 Haryana, Panchkula

