

**SOUTH DELHI MUNICIPAL CORPORATION**  
**OFFICE OF THE ADDITIONAL COMMISSIONER (ENGG)**  
**6<sup>TH</sup> FLOOR, DR. SHYAMA PARSAD MUKHERJEE CIVIC CENTRE**  
**JAWAHAR LAL NEHRU MARG**  
**NEW DELHI - 110 002**

No. D - 039/Addl.Cm.(Engg)/South DMC/2016

Date: 04 / 04 / 2016

**C I R C U L A R**

**Sub: Issuance of Digitally-Signed Sanction Letter  
 -Ease of Doing Business - Construction Permit**

In pursuance of recent directions of the Government of India and Government of NCT of Delhi under the "Ease of Doing Business" concept relating to 'construction permit' / Building Plans under ONLINE MODULE, it is hereby circulated hereinunder:

1. The online modules for various categories of buildings with Single Window Clearance System (SWCS) and Common Application Form (CAF) have already been launched vide various Circulars and time-limit for sanction for each category is as under:

S. No.	Category of Building	Time Limit
1.	Residential Plotted Development; (fresh construction)  (A) Low Risk  (B) Moderate Risk  (C) High Risk  {Circular No. D/31/Addl.Cm.-II/South DMC/2015/SE(B)HQ dated 31.03.2015}; and D/47/Addl.Cm./South DMC/2015/SE(B)HQ dated 07.05.2015	10 days  20 days  30 days
2.	-Industrial Plots (fresh construction)  {Circular No. D/31/Addl.Cm.-II/South DMC/2015/SE (B)HQ dated 31.03.2015  D/47/Addl.Cm./South DMC/2015/SE(B)HQ dated 07.05.2015	30 days (subject to NOCs from concerned Deptts)
3.	Storage Buildings / Warehouses / Godowns  (A) Very Low Risk  (B) Low Risk  (C) Moderate Risk  (D) High Risk  {Circular No. D/49/Addl.Cm.-II/South DMC/2015/SE (B)HQ dated 07.05.2015}	10 days  20 days  20 days  30 days
4.	Commercial {Circular No. D/48/Addl.Cm.-II/South DMC/2015/SE(B)HQ dated 07.05.2015}	30 days

Contd...2.

2. Submission of building plan application with relevant documents and issuance of sanction thereof in hard-copy form shall be dispensed with after 08.04.2016.
3. In respect of online applications submitted with effect from 09.04.2016, only digitally-signed sanction letter shall be issued by the Assistant Engineer concerned.
4. In respect of building plan applications and sanctioned under online module, sanction letter shall be signed digitally by the concerned Assistant Engineer and issued to the applicant accordingly.
5. The cases for requisite NOCs / Clearances from concerned Departments through CAF shall be referred to the concerned Departments / Agencies (as per requirement of case with relevant regulations / bye-laws) through online mode only. At present, 06 Departments namely Delhi Urban Art Commission (DUAC), Heritage Conservation Committee (HCC), Delhi Fire Service (DFS), Delhi Metro Rail Corporation (DMRC), Chief Inspector of Factories (CIF), and Archaeological Survey of India (ASI) have already been integrated with the online module of Municipal Corporations. Other Departments namely Airports Authority of India (AAI), Delhi Jal Board (DJB), Discoms {M/s/ BSES Rajdhani Powers Ltd. (BRPL), M/s. BSES Yamuna Power Ltd. (BYPL), M/s. Tata Power Delhi Distribution Ltd. (TPDDL)}, Conservator of Forest, are also under process of integration, which is likely to be completed by 15<sup>th</sup> April-2016. Upon receipt of the requisite NOCs / observations / reply through Online mode from these Departments, the case will accordingly be processed and finalized by the concerned officers.
6. All the applicable charges including Building Tax, Additional FAR Charges, Betterment Charges, Levy, Cess, etc., as notified by the Government, and charges levied by other external Agencies i.e. D.J.B., Forest Department, etc. will be collected by the Municipal Corporations under online mode and transferred electronically to respective Departments.
7. After release of digitally-signed sanction of building plans, one copy of the same alongwith sanctioned plan shall be sent by the Assistant Engineer to the Record-Keeper for future reference.
8. The C.A.F. is available on the dash-board of online-mode for Architects / Engineers/ Supervisors for Online Sanction of Building Plans (OBPS) i.e. [www.mcdonline.gov.in](http://www.mcdonline.gov.in). The suggestions / problems, if any coming across in the matter, be brought to the notice of Director (IT) / Executive Engineer (Bldg)HQ concerned of respective Corporation by the concerned officers / users for appropriate upgradation / modification. The helpdesk of IT Department is [mcd-ithelpdesk@mcd.gov.in](mailto:mcd-ithelpdesk@mcd.gov.in) and Telephone No. is 2322 7413 and 2322 7414.

9. In order to maintain the uniformity of online system, this application (CAF) will be applicable in all three Corporations.

This is for necessary compliance by all concerned.

Additional Commissioner(Engg) -  
South Delhi Municipal Corporation

1. All Additional Commissioners (Engg)- South DMC, North DMC and East DMC
2. All Engineer-in-Chief – South DMC, North DMC and East DMC
3. All Chief Engineers (Bldg)- South DMC, North DMC and East DMC
4. All Zonal Deputy Commissioners – South DMC, North DMC and East DMC
5. Chief Town Planners - South DMC, North DMC and East DMC
6. Chief Law Officers - South DMC, North DMC and East DMC
7. Director of Vigilance - South DMC, North DMC and East DMC
8. All Superintending Engineers (Bldg)HQ - South DMC, North DMC and East DMC
9. Director (IT) – with the request to upload the said Circular on the website, and a copy of the Circular be forwarded through e-mail to all empanelled Architects / Engineers / Supervisors.
10. All Executive Engineers (Bldg) - South DMC, North DMC and East DMC
11. Executive Engineer (Bldg-OBPS)

Copy for kind information and necessary action to:

1. PS to Commissioner-South DMC, North DMC and East DMC – for kind information of Commissioner please.
2. Joint Secretary – Department of Industrial Policy and Promotion – Ministry of Commerce & Industry – Udyog Bhawan – New Delhi
3. Principal Secretary (Industries) – Government of NCT of Delhi
4. Special Commissioner of Industries – Office of the Commissioner of Industries – Government of NCT of Delhi – Udyog Sadan, Patpargang, New Delhi

Additional Commissioner(Engg)  
South Delhi Municipal Corporation



**SOUTH DELHI MUNICIPAL CORPORATION**  
**OFFICE OF THE ADDITIONAL COMMISSIONER-I**  
**6<sup>TH</sup> FLOOR, DR. SHYAMA PARSHAD MUKHERJEE CIVIC CENTRE,**  
**JAWAHARLAL NEHRU MARG, NEW DELHI - 110002**

No. South DMC/P/16/SECB/Ho/Adtl.Com-I/2017 Dated: 20.01.2017

**C I R C U L A R**

**Subject : Qualification of Professionals for Sanction of Building Plans.**

Under Ease of Doing Business, the process of sanction of building plan is being monitored by the Ministry of Urban Development, Govt. of India, Department of Industry & Promotion, Govt. of India. In the series of meeting held in the Ministry of Urban Development, it was directed that for qualification & competence of professionals i.e. Engineers / Structural Engineers / Architects, the membership of professional body must be there. This aspect is being taken into consideration for amendment in the Unified Building Bye Laws-2016. The qualification & competence of the professionals particularly the Architects, Structural Engineers & Engineers is mentioned in Annexure-1 of the UBBL-2016. As per the given qualification, the Architect shall be registered with professional body i.e. Council of Architecture. All the Architects practicing in MCD for sanction of building plans are having the valid license from the Council of Architecture on the basis of which, the registration for Online Sanction of Building Plans is done by the MCD.

The qualification of Engineers & Structural Engineers as given in the Annexure-1 of UBBL-2016 are as under:-

1. **Engineer:** The minimum qualifications for an engineer shall be graduate in civil engineering/architectural engineering of recognized Indian or foreign university, or the Member of Civil Engineering Division/ Architectural Engineering or recognized Indian or foreign university, of the Institution of Engineers (India) or the statutory body governing such profession, if any.

2. **Structural Engineer:** The minimum qualifications for a structural engineer shall be graduate in civil engineering of recognized Indian or foreign university, or Corporate Member of Civil Engineering Division of Institution of Engineers (India), and with minimum 3 years' experience in structural engineering practice with designing and field work.

*Note: The 3 years experience shall be relaxed to 2 years in the case of post-graduate degree of recognized Indian or foreign university in the branch of structural engineering. In case of doctorate in structural engineering, the experience required would be one year.*

It has been decided that all the practicing Engineers / Structural Engineers for sanction of Building Plan must have the Membership of Professional Body i.e. Institution of Engineers (India). Since 01.04.2017, the license of practice for sanction of building for plan Engineers / Structural Engineers shall be issued only to the professionals having Membership of Institution of Engineers (India). To have the uniformity in the process of sanction of building plan, this may be applicable in all the three Municipal Corporations.

This is for necessary compliance by all concerned.

  
Additional Commissioner-I  
South Delhi Municipal Corporation

**Distribution:**

1. Additional Commissioner(Engg.) - North & East DMCs
2. All Zonal Deputy Commissioners-South, North & East DMCs
3. Chief Town Planner -South, North & East DMCs
4. Chief Law Officers -South, North & East DMCs
5. Director (IT) - with the request to upload the above circular on the website and a copy of the circular be forwarded through e-mail to all empanelled Architects / Engineers / Supervisors & also ensure that necessary changes are done in the software at the earliest.
6. All SEs(Bldg.)HQ -South, North & East DMCs
7. All EEs(Bldg.)HQ & Zonal EEs(Bldg.) -South, North & East DMCs
8. EE(OBPS), IT Deptt.
9. AE(OBPS) - to upload the same on Facebook page of EODB.
10. All empanelled Engineers / Structural Engineers - in view of above Circular, all are advised to get themselves enrolled with the Professional Body i.e. Institution of Engineers (India) before 01.04.2017.

**Copy to:**

1. PS to Commissioner, South DMC-- for kind information of the Commissioner.
2. Special Commissioner of Industries, O/O the Commissioner of Industries, Govt. of NCT of Delhi, Udyog Sadan, Patpargang, New Delhi - for kind information.