

SOUTH DELHI MUNICIPAL CORPORATION
TOWN PLANNING DEPARTMENT
21st Floor, Civic Centre, Minto Road, New Delhi-110002.

No. TP/G/SDMC/2016/D- 5368

Date- 21/06/2016

CIRCULAR

Sub: **Simplification of approval of layout plan procedure under single window clearance system-Ease of Doing Business.**

In compliance of the directions relating to 'Ease of doing business' concept of the Government of India and Government of NCT of Delhi in various meetings held on 18/05/2016, 19/05/2016 (minutes of the meeting vide letter no. F.5(189)/AD/LB/2016/5191-98 dated 06/06/2016), 25/05/2016 (minutes of the meeting vide letter no. F.No. K-14011/14/2016-UD-II dated 30/05/2016) & 03/06/2016 (minutes of the meeting vide letter no. F.No. K-14011/14/2016-UD-II dated 13/06/2016), it has been decided to adopt simplified procedure for sanction of layout plans through Single Window Clearance System. In the meeting of Commissioner held on 17.06.2016 it has been decided to issue the simplified process for approval of layout plans. Henceforth, the process for approval of layout plans shall be as under:

1. The proposal of all the plots having area less than one hectare shall be considered as site plan or sub-division plan as per chapter 17 clause 2 (4) of MPD-2021 and hence, there is no need for submitting the layout applications to the Town Planning Department. The application for such plots shall be submitted by the applicant directly to the Building Department.
2. The proposals of plots having area more than 1 hectare shall be submitted for sanction of layout plan in the Town Planning Department. Further, all the NOCs/clarification/clearance from all external agencies including ownership, development control norms, right of way of adjoining/approach roads, change of landuse etc. are to be obtained by the Building Department at the time of sanction of Bldg. plans. The same shall not be insisted upon at the time of sanction of Layout Plans. Proposals of layout plan shall be submitted alongwith required undertaking/verification of documents by the applicant duly signed by architect /owner as laid down under simplified procedure.
3. In case the plots which are allotted by DDA, L&DO and other development authorities and already developed as per Master plan of Delhi, the Building Plans proposals in such cases shall not be referred to the Town Planning Department of the DMCs & shall be approved by the building department at their level.
4. In case of the Government properties where either the lease has not been executed or the ownership documents are not available, the building plan/layout plan shall be sanctioned by the Bldg. Deptt. on the basis of certificate submitted by the concerned head of Government Department that the ownership of the land is vested with the said department.
5. As per circular no. 7/10/2014-W-II/DG/Vol.II/501 dated 18/05/2016 of CPWD, MoUD, it is decided that CPWD officers need not take approval from local bodies for erection of government buildings as per section-3 of said Act. However, they shall give reasonable notice to the local bodies as per proviso to Section 3 of the Government Buildings Act,1899 before erection of Government Building.
6. The scrutiny and approval of layout plan shall be processed and completed in 30 days time.

This is for necessary compliance by all concerned.

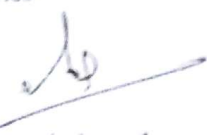

Additional Commissioner-I
South DMC

1. Additional Commissioner (Engg) –North DMC and East DMC.
2. All Zonal Deputy Commissioner- South DMC, North DMC and East DMC

3. Chief Town Planner- South DMC, North DMC and East DMC
4. Chief Law Officers – South DMC, North DMC and East DMC.
5. All Superintending Engineer (Bldg.) HQ- South DMC, North DMC and East DMC.
6. 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/Engineer / Supervisors.
7. All Executive Engineer (Bldg.) – South DMC, North DMC and East DMC
8. Executive Engineer (Bldg. – OBPS)

Copy for kind information and necessary action to;

1. Hon'ble Mayor- South DMC, North DMC and East DMC.
2. Hon'ble Chairman Standing Committee- South DMC, North DMC and East DMC.
3. Hon'ble Leader of opposition- South DMC, North DMC and East DMC
4. PS to Additional Secretary (UD), Govt. of India, MoUD, New Delhi.
5. Principal Secretary, (UD) Department of Urban Development, Govt. of NCT, Delhi, Delhi Secretariat, 9th Level, C-Wing, I.P. Estate, New Delhi.
6. PS to Commissioner-South DMC –for kind information of Commissioner please.
7. Special Commissioner of Industries – Office of the Commissioner of Industries- Government of NCT of Delhi- Udyog Sadan, Patparganj, New Delhi.


Additional Commissioner-I
South DMC