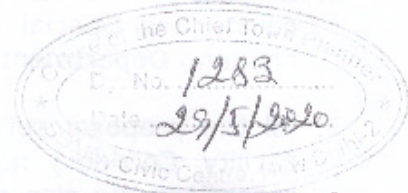


SOUTH DELHI MUNICIPAL CORPORATION
OFFICE OF THE ADDITIONAL COMMISSIONER (ENGG.)
6TH FLOOR, DR. SHYAMA PARSHAD MUKHERJEE CIVIC CENTRE
JAWAHARLAL NEHRU MARG : NEW DELHI - 110002.

No.South DMC/Addl.Cm.(Engg.)/ 41

Dated: 26.05.2020

CIRCULAR



Subject : Simplification of approval of Layout Plan procedure under Single Window Clearance System – Ease of Doing Business.

To streamline the procedure for approval of layout plan, the Circular No.TP/G/SDMC/2016/D-8368 dated 21.06.2016 appraised & recorded by Standing Committee vide Resolution No.259 dated 26.10.2016 is further clarified as under:-

1. The proposal of Layout Plans irrespective of area of the plot under reference shall be submitted in the Town Planning Department for approval under Section 312-313 of the DMC Act-1957, subject to following conditions:-
 - a) The application shall be submitted along with complete chain of ownership documents and affidavit by the owner that the land under proposal vest with him and in the event of any misrepresentation, the applicant shall be held responsible. Further, the owner / Town Planner / Architect (as per laid norms in UBBL and MPD) shall also confirm land use as per ZDP / MPD.
 - b) In case of Layout Plan proposal for which plot under reference is not forming part of any approved layout plan, field book, Khasra Girdawari, Khatoni and Aks-Shijra duly signed by Owner / Towner Planner / Architect (as per UBBL) be submitted with proposal. Further all the ownership documents shall be verified from Revenue Authority, GNCTD through Town Planning Department and NOC of Land Acquisition Collector (LAC),GNCTD be obtained for confirming that the plot is not acquired or under acquisition / acquisition proceedings (if required). All documents to be submitted shall be signed by both the applicant and Architect / Town Planner.
 - c) All clearance / NOCs except aforementioned as in para b) from external agencies namely Delhi Fire Service, Delhi Urban Art Commission, Airport Authority of India, DJB, DMRC, ASI, Environment Deptt., DDA & L&DO, etc. (as applicable) shall be submitted to Building Deptt./SDMC at the time of processing of building plan.
 - d) In case of layout plan proposal for which plot under reference is allotted by DDA, L&DO and other development agency / Govt. Agency and already developed as per Master Plan of Delhi, layout proposals in such cases shall be referred to the Town Planning Department as per DMC Act / MPD-2021.
 - e) In case of Government properties, where either the lease has not been executed or the ownership documents are not available, the building plan / layout plan shall be processed on the basis of certificate submitted by the concerned Head of Government Department that the ownership of the land vest with the said Department.
 - f) The scrutiny of layout plan shall be processed and completed in 30 days time subject to correct & complete submission by applicant.

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2. In case of the sub-division related to Village Abadi, unauthorized regularized colony and Special Area, the case shall be processed by SDMC through Town planning Department as per Circular dated 18.01.2013.
3. All the proposal submitted under policy for Privately Owned Lands (including Facility Corridor) notified by DDA vide SO No.3249 (E) dated 04.07.2018 regardless the size of plot under reference shall be referred to Town Planning Department/SDMC.
4. The cases related to sub-division / amalgamation of the plots being part of approved layout plan (wherever permissible) are to be considered (modification in the layout plan) by the Town Planning Department as per the provision of MPD- 2021.
5. Modification in the approved layout plans of any colony / area arising out of sub-division, amalgamation, incorporation and change of premise use shall be submitted in Town Planning Department. Furthermore, the incorporation of site plan cases approved by Building Department(HQ)/SDMC before date of issue of this circular shall be taken into consideration by the Town Planning Department/SDMC(as and when required at the time of preparation of layout plans)in consultation with Building Department(HQ)/SDMC. This is subject to the complete submission by applicant in accordance to the prevailing Master Plan of Delhi and UBBL-2016 (and its latest amendments).
6. 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.

The above circular is hereby circulated to all concerned for taking cognizance of the same and to act accordingly


Addl. Commissioner (Engg.)
South DMC

Distribution to:

- 1 Chief Town Planners, South, North & East DMCs
- 2 Chief Engineers (Bldg.), South, North & East DMCs
- 3 Chief Law Officers, South, North & East DMCs
- 4 Chief Vigilance Officer, South DMC.
- 5 SEs (Bldg)HQ, South, North & East DMCs
- 6 Director (IT)/SDMC - with the request to upload the above Circular on the MCD website and a copy of the circular be also forwarded through e-mail to all empanelled Architects / Engineers / Supervisors.
- 7 All Zonal Suptd. Engineers, South DMC
- 8 All Zonal Ex. Engineers (Bldg)HQ, South, North & East DMCs
- 9 O/C

Copy for kind information to:

- 1 PS to Additional Secretary(MoHUA), Department of Urban Development, Govt. of India, Ministry of Urban Development, New Delhi.
- 2 Principal Secretary(UD), Department of Urban Development, Govt. of NCT of Delhi, Selhi Secretariat, 9th Floor, C-Wing, I.P. Estate, New Delhi.
- 3 PS to Commissioner, South, North & East DMCs
- 4 Special Commissioner of Industries - o/o the Commissioner of Industries, Govt. of NCT of Delhi, Udyog Sadan, Patparganj, New Delhi.
- 5 All Additional Commissioners, South DMC


Addl. Commissioner(Engg.)
South DMC