



Chandigarh Administration Hand Book

SUVIDHA



A facility to procedures pertaining to the construction and usage
of buildings in Chandigarh.

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Edition 2011



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Disclaimer

This compilation is being offered on the condition and understanding that information given in this book is merely for guidance and reference. Although every care has been taken to incorporate the extract of all the notifications issued by the Chandigarh Administration in the exact language, yet there is a possibility of some mistakes having crept in, inadvertantly, in the process of preparing and printing of this handbook. Neither the compiler nor the publisher or the printer would be liable in any manner for the loss or damage resulting out of such unintentional mistakes occuring in this compilation.

However, if any error, omission or discrepancy comes out to the notice of readers, I request them to bring the same to my notice, so that steps are taken for carrying out corrections in the next edition.

Compiler

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PREFACE

This handbook contains a compilation of statutory Orders/Notifications issued by the Chief Administrator-cum-Secretary, Urban Planning & Housing, from time to time, regarding the construction and usage of different category of buildings in Chandigarh on the sites sold by the Estate Office, the Municipal Corporation and the Chandigarh Housing Board. It also contains the rules governing the construction of buildings in villages of Municipal Corporation and the need based changes allowed in respect of dwelling units of Chandigarh Housing Board. Further, the rules pertaining to the sale/lease of sites in Chandigarh by way of allotment and auction i.e. Chandigarh Estate Rules, 2007, as amended up-to-date, have also been included.

This handbook has been prepared to facilitate the people of Chandigarh to understand the procedures pertaining to construction and usage of buildings and various relaxations given by Chandigarh Administration in a very systematic and simplified form. However, this handbook is not a legal document and it has to be read along with the Capital of Punjab (Development and Regulation) Act, 1952, and the rules framed thereunder, which shall have the effect of law. For accuracy, original notifications should also be consulted.

I am thankful to Mrs. Seema Handa, Law Officer, Department of Law & Prosecution, U.T., Chandigarh who has put in tremendous efforts, combined with her knowledge and experience, to make this handbook completely up-to-date, comprehensive and user friendly. The objective has been to help Government Officers/ Officials, Architects, Builders, Lawyers and General Public and to assimilate them with various notifications/ orders and rules issued by the Chandigarh Administration from time to time.

Thanks

May, 2011

Ram Niwas, IAS
Chief Administrator-cum-Secretary,
Urban Planning & Housing,
Chandigarh Administration,
U.T. Chandigarh.

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CHAPTER I

PLANNING, CONSTRUCTION & USAGE OF VARIOUS BUILDINGS GOVERNED BY THE CAPITAL OF PUNJAB (DEVELOPMENT AND REGULATION) ACT, 1952 AND THE RULES FRAMED THERE UNDER :—

Part A—Planning and Construction of Buildings & Relaxations granted there of :

1. GENERAL NOTE :

(a) The design of the buildings in Chandigarh shall be permitted only by a Registered Architect and the construction work shall also be undertaken under the supervision of a Registered Architect. It shall be the prime responsibility of the Architect to ensure that the building is constructed as per the approved building plans.

Due to negligence on the part of the Registered Architect, if any, building is constructed in deviation of the sanctioned plan the Architect who designed and supervised the building shall be held responsible and his registration for undertaking his practice in Chandigarh shall be liable to be withdrawn and the Council of Architecture shall also be informed to initiate action against him.

(Order/Notification dated 14.8.1996)

(b) The supervising architect shall be responsible for proper construction activities till completion certificate is issued. Afterwards, the responsibility of maintaining the building as per the sanctioned plans lies with the owner. However, the architect shall be held responsible in case the certificate furnished by him with regard to construction as per the Building rules is found to be false.

(Order/Notification dated 15.6.2000/22.6.2000)

(c) Incorrect information or certification supplied by the Architect in Form 'E' would make him liable for a warning in the first instance and for suspension of his registration with the Chandigarh Administration for a period of atleast one year in the second such instance. In the case of 3rd such instance or subsequent instances, the Chief Administrator may in addition, revoke the registration of the Architect and may impose a fine upto Rs. 10,000; and may also request the Council of Architecture to take suitable action against him.

(Order/Notification dated 14.5.2002)

(d) (i) Owners/lessees of those buildings who want changes in accordance with the Order dated 16.10.2008 will require a fresh clearance and approval of the Building plans.

(ii) All changes/extra space which shall be available as per the Order dated 16.10.2008 shall be allowed on payment of such fee as may be determined by the Department of Finance, Chandigarh Administration from time to time. Those persons who have committed violations in their buildings and now, if those violations are permissible as per the Order dated 16-10-2008 can get the violations compounded by paying the compounding fee, penal charges, etc. which are payable at such rates as may be determined by Department of Finance from time to time, within one year from the date, the said Order is notified in the official gazette.

(iii) In case of any contradiction between the Order(s) dated 16.10.2008 and any Order issued in the past by the Chief Administrator, the provisions of the Order(s) dated 16.10.2008 shall prevail.

(Order/Notification dated 16.10.2008)

N.P. : Wherever the word 'Rules' occur in Part A of Chapter-I of this Book, the same shall connote Punjab Capital (Development and Regulation) Building Rules, 1952.

1.1 ADDITIONAL COVERED AREA :

1.1.1 Marla/Kanal houses :-

(a) A building, governed by frame control, if constructed in accordance with the standard design and conditions contained in job No.2542 Drawing No.1, dated 05.08.1997, is to be used exclusively as store/green house/plant house in Marla type houses in Phase-I and Phase-II Sectors.

(Order/Notification dated 26.02.1998)

(b) A building, governed by frame control, if constructed in accordance with the standard design and conditions, contained in Job No.2542 Drawing No.2 dated 07th February, 1999 is to be used exclusively as store/green house/plant house in Kanal type houses in the Union Territory, Chandigarh.

(Order/Notification dated 13.07.1999)

(c) Maximum permissible covered area provided in Architectural Controlled one kanal houses in all Phase-I Sectors shall be increased to be equal to similar category of houses governed by zoning plans in other phase-I Sectors with a view to bring parity, at no extra cost.

In Kanal and above houses, both in Phase-I and II Sectors, full coverage of second floor shall be allowed.

In all the above categories, a compulsory cut out of one square meter area with flap shutter/sky light shall be provided in roof slab on 2nd floor to facilitate access to services on terrace floor through cat ladder, subject to the condition that the flap door/sky light on the roof of 2nd floor is within the parapet height and the water tank on terrace is also provided at least 4'-6" away from the front building line and end wall of the corner house.

The above additions should conform to Building Rules. The Architectural controls/Frame controls/Zoning plans shall be amended by the Department of Urban Planning, Union Territory, Chandigarh accordingly.

(Order/ Notification dated 5.12.2000/ 18.12.2000)

(d) Full coverage of 2nd floor in Marla type houses in Phase -I, Sectors shall be allowed. In Marla type houses of Phase-II sectors, an equivalent additional covered area corresponding to the coverage as permitted in Marla type houses of Phase-I Sectors shall be allowed by covering of compulsory terraces on 1st and 2nd floors.

(Order/ Notification dated 5.12.2000/ 18.12.2000)

Composition charges for additional coverage on 2nd floor of houses in Phase-I sectors and on 1st and 2nd floor of houses in Phase-II sectors shall be as under :—

- (i)** For sites measuring upto 500 sq.yds, Rs.40/- per square ft. subject to minimum of Rs.10,000/-
- (ii)** For sites measuring 500 sq.yds. or more, Rs.60/- per square ft. subject to minimum of Rs. 20,000/-

(Order/Notification dated 6.6.2002/ 13.6.2002)

(e) An additional covered area upto 150 sq. ft., which could be utilized for Green House/ Storage / W.C./ Bath/Toilet etc., inclusive of the existing permissible Green House, if any, in the rear courtyard of marla houses and one Kanal houses with architectural control/frame control in Union Territory Chandigarh shall be allowed, on the payment of compounding fee of Rs. 100 per sq. feet subject to the following conditions:-

- (i) The additional covered area should conform to the provisions of Rule 20 of the Punjab Capital (Development and Regulation) Building Rules, 1952 regarding minimum area of courtyard and provisions of light and ventilation.
- (ii) The Architectural standard design contained in drawing no. 1,2,3 & 4 job no. 2542 shall not be mandatory. However it can be adopted as an option and shall continue to be valid if the building plan is/has been sanctioned according to it.
- (iii) In addition to its use for green house, storage, WC / bath / toilet and other non habitable uses, this additional covered area can be utilized as a room also for habitable purpose provided the minimum dimension and height required for habitable room is available in the standard design.
- (iv) Height of the additional covered area shall be 9'-0" from the plinth level of the existing permissible green house as shown in the standard architectural design. However, a height of 7'-6" can also be taken if sanctioned as per previous standard architectural design but in such a case the use shall be restricted to non habitable purposes only.
- (v) Additional covered area in the rear courtyard shall not be used as an independent unit and cannot be leased/rented out or sub-divided.
- (vi) In corner houses, with side abutting on V-5/V-6 roads where side gate in rear courtyard has been provided/approved, no independent access to the rear built up area from street shall be allowed. However, existing gate shall be shifted and re-located within the existing rear side boundary wall, if feasible as per revised building plan sanctioned alongwith Green House/additional covered area plan.
- (vii) The water tank on the terrace of green house can be allowed at a distance of not less than 4'-6" (1.37 m) from the outer edge of rear boundary wall.

(Orders/Notifications dated 12.1.2005, 19.12.2005, 18.7.2006 and 25.9.2009)

(Also see Topic No 1.48 of Part A of Chapter I for Volumetric Controls for Residential Buildings).

1.1.2 Cheap Houses :-

For Cheap houses, a ground coverage of 75% of plot area shall be permitted within the allotted plot area, subject to the provisions of the building rules. A 1st floor with equivalent covered area shall also be permitted but no 2nd floor shall be permitted in such houses, subject to the condition that the existing sewer lines are not coming below the building portion and the permission will be given on payment of composition fee to be fixed by the Administration, and further subject to structural feasibility of the existing structure to be certified by qualified structural Engineer.

(Order/Notification dated 5.12.2000/18.12.2000)

Rs. 40/- per sq.ft. shall be charged for allowing additional coverage at the ground floor and additional floor at 1st floor in Cheap houses.

Illustration :-

- (i) Approximate additional coverage of ground floor = 85 sq. ft.
- (ii) Rate proposed for composition fee @ Rs. 40 /-sq. ft.
i.e. $85 \times 40 = \text{Rs. } 3,400.$
- (iii) Approximate area at first floor = 425 sq. ft.
- (iv) Rate proposed for composition fee @ Rs. 40 per sq. ft. = $425 \times 40 = \text{Rs. } 17,000.$

(Order/Notification dated 6.6.2002/13.6.2002)

1.1.3 Coverage of Courtyard on IInd Floor of SCF's of Sector -35 C and D :-

Coverage of Courtyard of size 12'-0" \times 20'-1 ½" on second floor of Shop cum Flats of Sector 35-C&D (internal V4 market) shall be allowed subject to the payment of charges as fixed by the Chandigarh Administration, provided the owner has converted his Shop-cum-Flat to Shop-cum-Office after completing due formalities . This will be subject to light and ventilation being provided as per the provisions of the Punjab Capital (Development & Regulation) Rules, 1952.

(Order/Notification dated 24.8.2000/25.8.2000)

Rs.500/- per square yard shall be charged from the allottee/ owner of the SCF, for allowing the coverage of courtyard of 12'-0" \times 20'-1-½" size on IInd floor of SCF of Sector-35-C and D, Chandigarh (Internal V4 market).

Illustration :-

- (i) Maximum area of courtyard allowed = 12'-0" \times 20'-1-½" = 241.5 square feet.
- (ii) Rates proposed @ Rs. 500/- per square feet.
- (iii) Approximately composition fee payable by the allottee/owner Rs. 1,20,750/- depending upon the area actually covered by the allottee/owner.

(Order/Notification dated 4.12.2000/20.12.2000)

(The conversion charges for the conversion of SCF to SCO shall be charged as per Topic No 3.2 of Part B of Chapter I)

1.1.4 Timber Sites :-

Maximum ground coverage in Timber sites shall be increased from 50% to 60% of the site/plot area on payment of composition fee the quantum of which shall be equivalent to at least one year rent at the rate existing at the relevant time for the additional covered area. No basement in these sites shall be allowed. No deviation in the outer façade shall be allowed. Additional construction, if any, shall be within the existing 12'-9" height of the boundary wall. Further, the building shall not be used for fabrication of any item other than those notified.

(Order/Notification dated 11.1.2002/ 26.02.2002)

Rs. 200/- per sq.ft. shall be charged for allowing additional ground coverage upto 10% in Timber sites.

(Order/Notification dated 3.5.2002/ 15.5.2002)

1.1.5 Coverage of Courtyard on Top Floor of Showrooms in Madhya Marg :-

The courtyard coverage on top floor of Showrooms in Sector-7 and 26, Madhya Marg, Chandigarh and change of its use from residential to commercial purposes shall be allowed subject to the payment of conversion charges and cost of the additional area as fixed by the Administration .

50% coverage of the open central courtyard on the rear of the shop shall be allowed for which the Department of Urban Planning shall prepare a fresh architectural control for the shopping centre in Sector-7 and 26, Madhya Marg, Chandigarh alongwith areas specified for additional coverage. The additional covered area shall be charged at the prevailing market rates by the Chandigarh Administration. However, the rate of additional covered area will be designed in such a manner in shops so that construction above it, is not possible

(Order/Notification dated 15.02.2002)

Rs.500/- per sq.ft. shall be charged for allowing coverage of courtyard on the top floor of the Showrooms of Sector 7 and 26 ,Madhya Marg .

Illustration :-

- (i) Maximum (cut out) compulsory courtyard (cut out) available at second floor now for the residential purposes only. 15' X 30' = 450 sq. ft.
- (ii) Rates of composition fee proposed @ Rs. 500/- per sq. ft.
- (iii) Approximate composition fee payable by the allottee/owner in the above said case = Rs.2,25,000/-

(Order dated 6.6.2002, Notified on 13.6.2002)

(The conversion charges for the change of usage of top floor of Showrooms shall be charged as per Topic No.3.3 of Part B of Chapter I.)

1.1.6 Coverage of Courtyard on Ist and IInd Floor of SCO's :-

The courtyard within the building line on Ist and IInd floor of the Shop-cum-Offices all over the city shall be allowed to be covered subject to the payment of charges as fixed by the Chandigarh Administration from time to time. Till further orders, the charges shall be the same as specified in para 2 of the Order dated 6th June, 2002 issued vide Endorsement No. 11/2/64-UTFI(4)-2002/5500-5501, dated 13 June, 2002. (See Topic 1.1.5 above). This will be further subject to the condition and directions regarding light and ventilation, height and other mandatory conditions as per the provisions of the Punjab Capital (Development & Regulation) Building Rules, 1952.

In the case of shop-cum-flats, coverage of courtyard on Ist and IInd floor is subject to the condition that the owner has obtained permission for converting the SCF to SCO (i.e. commercial use of upper floors) and has paid the required conversion charges.

It is clarified that in the case of shop-cum-flats/shop-cum-offices which have a roof above the covered ground floor courtyard as allowed, this shall not constitute a courtyard since it falls outside the building line and no coverage on first and subsequent floors shall be allowed on top floor of any terrace/roof outside the building line.

(Order/Notification dated 21.5.2003)

1.1.7 Coverage of Courtyard on IInd Floor in LCR sites :

Coverage of courtyard provided for the purpose of light and ventilation to rooms in Lodging-cum-Restaurant sites in various sector shall be allowed at IInd floor level subject to the following terms & conditions:-

- (i) The courtyard shall be covered with transparent poly carbonate or fibre sheets in such a manner that allows in fresh air / ventilation from three sides. The design of the same shall be got sanctioned through PAC prior to construction at site.
- (ii) The area covered with fibre sheets shall be used purely for the purpose of circulation at site only and shall not be put to commercial use in any manner.

- (iii) 100% power backup shall be provided for air conditioning and artificial lighting of the rooms which source light & ventilation through the courtyard.
- (iv) This relaxation shall be allowed subject to payment of composition fees decided by the Chandigarh Administration.
- (v) This relaxation is meant only for lodging rooms in Lodging-cum-Restaurant sites which form part of a row in a commercial belt and shall not be allowed for hotels on Independent plots governed by zoning Regulations. This will also not act as a precedent for light and ventilation of private residential buildings i.e. marla & kanal houses, Group Housing Societies, where light & ventilation shall be ensured as per existing 'Rule 28-D' of Building Rules.
- (vi) This relaxation is allowed subject to revised sanctioning of Building plans by PAC (upper) and the proposal shall have to be ratified from Chief Fire Officer, U.T, Chandigarh.

(Order/Notification dated 11.6.2005/ 15.6.2005)

1.1.8 Industrial Plots :-

a) (i) 10% of the permissible ground coverage shall be allowed within the zoned area for the purpose of single storied shed for storage of material, generator set, parking and pollution control devices subject to the condition that light and ventilation of the building is not affected and approval of the Chief Administrator is obtained in advance.

In case, it is not possible to provide the said additional coverage in the form of single storeyed shed within zoned area, the same shall be allowed outside the zoned area subject to the condition that it is at least 1.8 mtr. away from the boundary wall.

(Order/Notification dated 24.8.2000/ 25.8.2000)

(ii) In the case of 10% additional increase allowed in the ground coverage within the F.S.I. limit depending upon the actual coverage so enjoyed by the allottee/ owner of the Industrial Plots in Phase-I and II, Chandigarh, the composition fee @ Rs. 250/- per square feet shall be charged, subject to the condition that this 10% additional permissible ground coverage should not exceed F.S.I. limit

(Notification dated 4.12.2000 & 20.12.2000)

b) (i) Increase in covered area/F.S.I. of Industrial Buildings in Phase I and II, Industrial Area, Chandigarh shall be permitted only upto maximum 1.00 F.S.I. for plot area upto 1 acre instead of 0.75 allowed earlier. For plot area in excess of 1 acre, maximum F.S.I. shall be allowed upto 0.75 instead of 0.50. The ground coverage in both the case shall remain same as hereto before.

(Order/Notification dated 24.8.2000/ 25.8.2000)

(ii) In the case of allowing the increase from 0.75 to 1.00 F.S.I. and from 0.50 to 0.75 F.S.I. respectively, in the Industrial buildings in Phase-I and II, Industrial Area, Chandigarh, the composition fee @ Rs. 200 per square feet shall be charged depending upon the actual coverage of the area so enjoyed by the allottee/ owner of the Industrial Plots in Phase-I and II, Chandigarh.

(Order/Notification dated 4.12.2000/ 20.12.2000)

1.1.9 Educational Institutions/Schools :

In those schools which have out-door facilities to cater to the size of the football ground, area as per norms, for parking and fire tender movement and still have sufficient open space, a Multi purpose Sports Hall of International Standard (Minimum size of 44mtrs. X 22 mtrs.) shall be allowed over and above the permissible ground coverage and FAR.

In such cases, the revised building plans would have to be got sanctioned from the Chandigarh Administration as per procedure already laid down and school authorities will not exploit this facility for any other purpose.

(Order/Notification dated 4.3.2010/12.3.2010)

(Also see Topic No.1.7.3 (e) of Part A of Chapter I and 4.6 of Part B of Chapter I for the use of Basements in Educational Institutions / Schools)

1.1.10 Extra floor on the allotted site or Built-up space under Rehabilitation Schemes:

Keeping in view the genuine demand, all the sites or built up spaces under different Slum Rehabilitation Schemes in different parts of Chandigarh and slum dwellers living in the rehabilitation colonies shall be permitted to construct ground floor plus two floors. This is subject to the condition that the building plans shall be got cleared by PAC (Lower) on case to case basis and can be constructed with the prior approval of after assessing the structural safety of the existing structure. If the existing structure does not permit additional floor capacity, then they will have to revise the building plan and make the structure with sufficient load bearing capacity for the structural safety and accordingly any construction can be carried out.

This shall be applicable to all rehabilitation colonies under the control/supervision of Chandigarh Administration, Municipal Corporation and Chandigarh Housing Board.

(Order/Notification dated 16.09.2010)

(Also see Topic No. 4.7 of Part B of Chapter I for the use of ground floor of site or built up space allotted under different Rehabilitation Schemes)

1.2 ADVERTISEMENT PANEL:-

a) No structure shall be constructed to carry on advertisement except in the area shown on the zoning plan/ architectural control sheet/ standard design.

(Notification dated 22.01.1993 amending Rule -33)

b) R.C.C. projections over lights on advertisement panels of booths, if not provided, shall be compounded on payment of composition fee as prescribed by the Chandigarh Administration.

(Order/Notification dated 15.6.2000/22.6.2000)

c) No composition fee shall be charged for allowing R.C.C. projections over lights on advertisement panels in booths, if not provided.

(Order/Notification dated 15.5.2002)

d) Additional advertisement space for fixing Neon signboards in Lodging-cum-Restaurant and Hotel buildings shall be provided for in the architectural controls applicable to these sites, by the Deptt. of Urban Planning as per the guidelines of the Chandigarh Administration Control Notification 1954.

(Order/Notification dated 11.06.2005)

1.3 AIR-CONDITIONERS :-

All the shop owners desirous of installing air conditioners in the verandah for their shops shall fix the same above the false ceiling in the verandah. The false ceiling shall be of any material/specification of their choice subject to a minimum clear height to be fixed by the Department of Urban Planning, U.T, Chandigarh. Every shop owner who is having shop without air conditioner on one or both sides shall have to close the suspended ceiling from the sides, as the case may be. The minimum height of suspended ceiling as approved by the Department of Urban Planning shall vary in each case depending upon the height of public corridor. However, design of the false ceiling in public verandah shall be based on the guidelines issued by the Department of Urban Planning, U.T, Chandigarh.

(Order/Notification dated 15.6.2000/22.6.2000)

1.4 AMALGAMATION :-

No fragmentation or amalgamation of any site or building shall be permitted :

Provided that amalgamation of two or more adjoining sites with the same ownership shall be permissible, only in the case of commercial or industrial sites subject to the condition that the revised plans are approved by the Competent Authority, prior thereto:

Provided further that fragmentation of any site shall be allowed if such fragmentation is permitted under the Scheme notified by the Administration.

(As provided in the Chandigarh Estate Rules, 2007, amended vide Notification dated 14.12.2009)

1.5 ANNEXE:-

The height of annexe of 1 kanal houses and above in Phase-1 Sectors shall be increased upto the maximum height of 24'-9" in the single storey zone for construction of double storey buildings.

(Order/Notification dated 8.1.2001/ 22.1.2001)

1.6 ARCHITECTURAL CONTROL SHEETS, ZONING PLANS, GOVERNMENT TYPE DESIGNS:

a) The erection or re-erection of every building shall be subject to the restrictions of the zoning plan and the schedule of clauses appended thereto and the architectural control sheets, if applicable. (Rule 19)

b) In case the applicant wishes to follow the Government type designs for buildings prepared by the Government for Government buildings in Chandigarh, he may obtain these at a fixed fee from the Chief Administrator. This design, nevertheless, shall be submitted alongwith the site plan in triplicate for identification. One copy of the site plan shall be retained and the other copy of the site plan and the building plan shall be returned with the decision of the Chief Administrator.

Where the applicant has to construct the building in accordance with the Standard Government Designs or Standard Architectural Controls, he may obtain the Standard Government Designs or Standard Architectural controls at a fixed fee from the office of the Chief Administrator or from the office of the Chief Architect, Department of Urban Planning, Chandigarh Administration. The design nevertheless shall be submitted alongwith a site plan in triplicate for identification. The owner shall also furnish a certificate that the construction of the said building shall be undertaken in accordance with the Standard Government Design/Architectural Control under the supervision of a registered Architect. The building design of the Standard Architectural Controls/ Standard Government Design shall not further be scrutinized by the Plan Approval Committee. After ascertaining the identification of the documents and correctness of the site plan, one copy of the plan shall be returned to the owner with the decision of the Chief Administrator, Chandigarh.

(Notification dated 17.7.1996 amending Rule 10 of the Rules)

c) Various Architectural control sheets, zoning plans etc. are available in the office of the Chief Architect on the payment of nominal fee of Rs.45 / per print. However, a Standard Form i.e. Form for Obtaining Architectural Control Sheet/Zoning Plan as given in Topic No. 2.3 is required to be filled at the time of obtaining the prints.

d) All the buildings/sites, except residential, in Sectors 1 to 30 shall continue to be governed by Architectural control. All buildings/sites in Sectors 31 and beyond in sectoral grid and other locations shall be governed by such volumetric controls duly approved and prescribed.

(Order/Notification dated 16.10.2008)

e) All the Sites/plots in Chandigarh shall have a Zoning plan duly approved by the Chief Administrator. Due to increase in ground coverage area, the increased area will be first adjusted within the existing footprint of the building. If need be, increased coverage can be adjusted on the rear side or on either sides of the existing building. Only in such cases where permissible coverage cannot be achieved after increase in rear and either side of the existing footprints, the same shall be allowed to be adjusted on the front side of the existing footprint as per the amended zoning plan.

(Order/ Notification dated 24.9.2009/25.9.2009)

1.7 BASEMENT :-

1.7.1 Permissibility of Basement Storey :

(a) One basement shall be mandatory in the following categories of buildings in the city:

- (i) Cinemas converted into Multiplexes.
- (ii) Industrial sites in Industrial area, Phase-I & II converted into commercial usage after payment of conversion charges. The plot area of such sites should be minimum one acre and above.
- (iii) Shopping Malls.
- (iv) Hotel sites on independent plots.
- (v) Sites in the Chandigarh Technology Park.
- (vi) Special sites such as the proposed 11 storied tower in City Centre, Sec- 17.
- (vii) Commercial sites, Offices and Institutional sites (except educational & residential) comprising independent plots of one acre and above plot area.

b) These basements shall be constructed within the prescribed coverage norms and area of these basements shall not be counted towards F.A.R.

c) The use of twin level basements shall be restricted to the provisions given under rule 28-C (Use of Basement Storey) of the Punjab Capital (Development & Regulation) Building Rules 1952.

d) The lighting and ventilation of the basements shall be provided according to Rule 28-D (Lighting and ventilation of Basement Storey) of the Punjab Capital (Development & Regulation) Building Rules, 1952. However, in case of lower basement where natural light and ventilation may not be possible, it shall be ensured through artificial light and mechanical ventilation through ducts or other suitable means. 100% power backup shall be essentially provided.

e) The Maximum height of the twin level basement shall not exceed 27'-0" from the floor of the lower basement to the ceiling of the upper basement. For all such cases where twin level basement is permitted, the Rule 28 F (Height of Basement Storey of the aforesaid building rules shall deem to be amended to this extent. In no case, the number of basement levels shall exceed two and no mezzanine floors and lofts shall be allowed.

f) The structural stability of the basements shall be certified by a qualified registered structural engineer.

g) Adequate arrangement shall be made so that surface drainage does not enter the basements for which public health clearance shall be mandatory. All provisions of Rule 28-H (Drainage of Basement Storey) of building rules shall be ensured in this regard.

h) The twin level basement shall be provided in accordance to the provisions of National Building Code of India 2005, Delhi Fire Prevention Safety Act, 1986, extended to UT Chandigarh, 1991.

(Order/Notification dated 6.5.2006/ 11.5.2006)

1.7.2 Site Coverage of Basement Storey :

a) In all residential buildings where basement is allowed, the area of basement shall be allowed on uniform basis of 100% of the total permissible ground coverage subject to the provisions of the Punjab Capital (Development and Regulation) Building Rules, 1952 and technical feasibility at site. The construction shall be permitted only under the built up area on the ground floor.

This shall be subject to the conditions that a minimum 8'-0" wide 'no basement zone' would be maintained on the side of the plot where the adjoining house is already constructed without basement to maintain the structural stability. Also, the overall height of the building shall not be more than maximum permissible height. Further no access to basement directly from outside shall be provided.

(Order/Notification dated 8.1.2001/10.01.2001)

(b) In the case of basement meant for parking only, the basement shall be permitted to be extended by additional 10% of the plot area beyond the permissible built up zone in plots measuring 2 kanals upto one acre in case of commercial and institutional buildings subject to the condition that the basement so extended shall be flushed with the ground and roof slab shall be designed to take the load of fire tender to be ensured by the registered structural engineer and other public safety/other emergency equipments as per the provisions of National Building Code.

Provided that the services shall be so arranged that these do not affect the free flow of vehicles/ fire tender and shall be properly encased within the basement.

(Notification dated 15.11.2007 amending Rule 28-B)

1.7.3 Use of Basements:

a) The basement to be constructed within the prescribed coverage norms may be put to only the following uses :-

- (i)** Storage of household or other goods of ordinary incombustible material;
- (ii)** Storage room, bank-cellars etc;
- (iii)** Air conditioning equipment and other machines used for services and the utilities of the building; Modern automatic laundry shall be allowed only in the basement of Hotels, Lodging-cum-Restaurant sites and Hospitals/ Nursing Home sites, as an ancillary services for the purpose for which the site has been sold and meant for in-house services only subject to the condition that the effluent of the laundry shall be properly pumped up to the ground floor inspection chambers and discharged to the main sewer.
- (iv)** Parking spaces
- (v)** Installation of Printing Press in respect of Press sites in Sector 25.

(Notification dated 22.1.1993 and 29.3.2007 amending Rule 28-C)

b) The non-residential habitable use of basements shall be allowed in conformity with the Building Bye-Laws {(Rule 28 D (iii))} and the National Building Code. In this case, the ground floor shall have to be higher than the average ground level as prescribed in the code. Since a habitable basement is to be counted in the FAR, if it leads to excess FAR, composition fee shall be payable as fixed by the Administration from time to time. It is clarified that partitions in a basement shall be allowed, provided it is used as single premises or as a service area for upper floors, in accordance with the Building Rules, National Building Code and Fire Safety Regulations.

(Order/Notification dated 14.05.2002)

c) In case of sanction of a basement designed for habitable use in terms of Rule 28-D of the Punjab Capital (Development and Regulation) Building Rules, 1952, the covered area of the basement is to be counted as part of the permissible FAR/covered area to the extent that such permissible FAR is exceeded in commercial or industrial buildings, composition fees shall be payable at Rs.300/- per square foot.

(Order/Notification dated 14.05.2002)

d) Conversion of Basement Storey in LCR sites:-

The misuse of the basement storey in Lodging-cum-Restaurant & Hotel sites from non-habitable to habitable purpose shall be compounded at a revised rate of Rs.300/- per sq. ft. wherein the area of the basement shall be counted towards FAR. This facility shall be allowed subject to the following conditions:-

- (i) The composition shall be for the entire area of basement.
- (ii) Minimum of two stair cases shall be constructed in the basement storey. Out of which one stair case shall be designed and constructed as a fire escape stair case and it must directly open to public corridor or in the public street in relaxation of the provisions of the Architectural Controls.
- (iii) No passenger lift shall terminate at the basement floor level.
- (iv) No kitchen tandoor or any other fibre catching appliances shall be allowed in the basement floor.
- (v) Proper fire safety arrangement as per the National Building Code and as per Delhi Fire Prevention and Fire Safety Act, 1986, as extended to U.T. Chandigarh shall be made.
- (vi) The building material used in the construction of basement storey shall be strictly fire proof.
- (vii) Proper arrangement shall be made for the drainage of the sprinkler water for fire fighting purposes.
- (viii) No public health facilities such as toilets, water connection etc., shall be allowed in the basement storey.
- (ix) The ventilation of the basement storey shall be provided as per the Building Bye laws or it shall be centrally air conditioned and the minimum height of the basement storey shall conform to the Building Bye Laws.
- (x) The area of the basement storey shall not exceed the area as shown on the Architectural controls/ zoning controls and sanctioned building plans.
- (xi) The construction of the Hotel Building shall conform to the sanctioned building plans.

(Order/Notification dated 11.06.2005)

e) Basement can be allowed upto the entire zoned area for exclusive purpose of parking (minimum of 80%) and services/storage (maximum of 20%) in non-residential buildings. In residential buildings, basement can be allowed only below built up space. Basement can be allowed only below the built up area of ground floor including the rear courtyard in Show Rooms, SCOs, SCFs, Bay-shops and similar buildings. In Show Rooms, SCOs, SCFs, Bay-shops and similar buildings, the same can also be used for habitable purposes (without toilet, kitchen or any hazardous activity) provided they meet other requirements of building rules and further provided that they meet the requirement of circulation, safety, air circulation, ventilation, light and requirement of two separate staircases.

(Order/Notification dated 16.10.2008)

f) Limited use of basement for office space with proper arrangement of Light and Ventilation, Fire Safety Norms, Circulation etc. may be allowed in educational institutions/schools on case to case basis subject to fulfilment of other terms and conditions which may be required for a basement to be used for habitable purpose. If sufficient parking space, as per norms, is available within the site or the basement has already been constructed prior to 16.10.2008 and cannot be used for parking. Toilets, pantry, labs etc., which require water, are not allowed in basement. The area of basement with habitable use shall be counted towards maximum permissible FAR of 0.5.

(Order/Notification dated 4.3.2010/ 12.03.2010)

g) The following relaxations for the use of basement by Nursing Homes in Public Interest is hereby allowed as under :

- (i) Administrative Office and accounts.
- (ii) Ultrasound machine with allied services.
- (iii) Lithotripsy Machine.
- (iv) Physiotherapy Department.
- (v) Radiology Department
- (vi) Any plant, machinery related to diagnostics and Nursing Home which does not require consumption and disposal of water or use of chemicals or any such item which can generate fire or can cause fire or which can generate foul smell or gas injurious to human health .

The area under such habitable use of basement would be counted towards permissible FAR and subject to provision of adequate parking, circulation, light and ventilation, fire protection as per norms.

(Order/Notification dated 30.4.2010/ 5.5.2010)

1.7.4 Light and Ventilation of Basement storey:

a) (i) An open area of a minimum width of 1.8 meter shall be provided across the full length and/or width of a basement storey. This area shall be within the limits of the site and shall be paved with impervious material above a concrete bed. It shall be completely unobstructed except that in this area, steps may be allowed for access to it, if considered necessary:

Provided that the provision shall not apply to the basement storey in City Centre, i.e. Sector 17 or in such other area as may be specified by the Chief Administrator where it may not be possible to provide open areas, the access to the basements in such cases being provided through the ground floor of the building.

(ii) The basement storey for any other purpose conforming to the land use of the site can be allowed provided proper light and ventilation as required under the rules is provided or proper air conditioning is made. The basement area of such uses shall be counted as part of the permissible covered area /floor space index of the site.

(Notification dated 22.1.1993 amending Rule 28-D)

b) In the case of buildings governed by the zoning, basement shall be lighted and ventilated by means of windows of a minimum area within 1/10th to 1/25th of total floor area, at least half of which must be open subject to the condition that the deficit of light and ventilation shall be made up by providing artificial lighting and mechanical ventilation as per provisions of National Building Code.

In the case of buildings governed by the Architectural Control and the basement is to be used for storage/ services, the provision of light and ventilation shall be as shown on the control sheets. In case the basement is extended, the deficit in light and ventilation shall be proportionately increased subject to the fulfilment of fire safety norms and structural stability as ensured by the registered structural engineer.

In the second basement & basement below lower ground floor where it is to be used for parking/ services, the provisions contained in National Building Code and Fire Safety Rules as applicable shall be followed.

(Notification dated 29.3.2007 amending Rule 28-D)

1.7.5 Height of Basement Storey:

a) The minimum clear height of a basement shall be 2.29 (7'-6") meters and maximum height of the basement shall be upto 3.66 (12'-0") meters from floor to the ceiling, subject to structural stability to be certified by the registered structural engineer.

However in case of the services such as Printing Press, Lifts, A.C. Plants, Electrical panels, Filtration Plants, Laundry Plants or Machines related with the services relating to the use of the site, the clear height upto 16'-6" shall be allowed by the Competent Authority subject to the condition that no mezzanine floor shall be permitted after ensuring the structural stability and provisions of Fire Safety Rules.

(Notification dated 1.2.2008 amending Rule 28-F)

b) No fee shall be charged for variation within prescribed limits in the height of basement Storey in view of the amendment to Rule 28-F Punjab Capital (Development and Regulation) Building Rules, 1952, notified - vide Chandigarh Administration, Finance Department's Notification No. 50/10/63-UTFI(5)-2001/4254 dated 14.5.2002.

(Order/Notification dated 6.6.2002/13.6.2002)

1.8 BOUNDARY WALL AND FENCE: -

a) The height of boundary wall or fence shall be in accordance with the provisions of the zoning plan, and shall conform to the pattern of boundary wall laid down for such a plot on the zoning plan, both of design and specifications.

b) The height of the boundary wall along rear boundary and along the portion of boundary which divides it from other sites in the rear and along the side boundary wall from the front building line up to the rear boundary may be raised to 5'-11-½" in the case of all categories of residential plots. In the case of marla/kanal type plots which are covered under frame controls, rear courtyards are already surrounded by 5'-11-½" high boundary walls.

(Order/Notification dated 28.12.1999/1.6.2000)

1.9. BRICK OR PIPE LOUVERS:-

Brick or pipe louvers in Marla houses shall be allowed on the payment of Rs. 500 provided these are constructed within the zoning line.

(Order/Notification dated 21.4.1998)

1.10. BRICK CUT WORK:-

a) The brick cut work in plaster instead of exposed Brick work shall not be allowed on major elevations. However, for smaller areas and internal surfaces, the same shall be considered during compounding.

(Order/Notification dated 15.6.2000/ 22.6.2000)

b) No fee shall be charged for allowing brick cut work in plaster instead of exposed work on minor elevations as the same does not affect the building structure in any way.

(Order/Notification dated 6.6.2002/ 13.6.2002)

1.11. BUILDING MATERIALS: -

a) All materials to be used for the erection or re-erection of a building shall conform to the specifications and standards laid down in Part V of the National Building Code of India on Building Material.

(Notification dated 22.1.1993 amending Rule-36)

b) Different types of building materials shall be permitted in the houses governed by the Frame Controls and the relevant clauses of the Frame Control shall deem to be amended to that extent.

(Order/Notification dated 14.08.1996)

c) Regarding the specifications of the building material to be provided on front façade of the common wall and jambs, the front façade of common wall should have a material as per architectural controls applicable to SCOs, the side jambs may be provided with building material as per the discretion of the owner. The Department of Urban Planning shall prepare a standard detail for the same and incorporate it in the Architectural control after approval.

(Order/Notification dated 30.3.2000)

d) In view of new joinery materials flooding the market, relaxation shall be given regarding choice of specifications for external glazing. Any material except timber shall be permitted for glazing on external facades of commercial buildings. The use of timber shall, however, be permitted on show windows in the public verandahs of the building. All glazing/ doors/windows or openings within the enclosed courtyards or external surfaces which are behind parapets/jallis/walls etc. may be of any size as per the requirements of the owner subject to the condition that the lintel soffit of such glazing/windows/doors/openings is not higher than 6'-9". This is subject to prior approval of building plans.

(Order/Notification dated 30.3.2000)

e) The finishing of roof surface through layers of consolidated earth and coatings of bitumen shall be replaceable with modern water proofing and insulation material duly certified by BIS, subject to the prior approval by structural design member of PAC.

(Order/Notification dated 11.06.2005)

1.12 CHHAJJA AND JAMBS PROJECTING OVER PUBLIC LAND:-

No Chhajja or jambs shall be allowed to project over the metalled portion of any road. They may be allowed to project over the pavement to a distance specified on the zoning map of the area, provided the previous permission of the Chief Administrator has been obtained and an agreement on the prescribed form has been executed with him. The minimum clear headroom under chhajjas or jambs shall be atleast 2.3 meter measured from the top of the pavement to the most dependent portion.

(Notification dated 22.1.1993 amending Rule 87)

1.13 CHIMNEYS: -

a) Chimneys where provided shall conform to the requirements of IS 1645-1960 Indian Standard Code of Practice for Fire Safety of Building (General) Chimney's flues, Flue pipes and Hearths.

b) Notwithstanding the provisions of clause (a) above, a chimney shaft shall be built 1.8 M high above the roof in the case of approachable terraces used for sleeping purposes and within the heights of the parapet in other cases. In the case of sloping roofs, the chimney shaft shall not be less than 0.6 M above the ridge of the roof in which it penetrates.

c) Chimney shafts shall be provided with a set back of 0.9M from the front and rear of the building in all cases and also from the external side in the case of corner plots.

(Notification dated 22.1.1993 amending Rule 60)

1.14 CONSTRUCTION OF BUILDINGS:

a) No person shall commence to erect or re-erect any building without the previous sanction of the Chief Administrator. (Rule 5)

b) The Chief Administrator may refuse to sanction the erection or re-erection of any building which is in contravention of these rules or for any other reason to be communicated to the applicant which seems to be just and sufficient as affecting such building. Further the Chief Administrator may also revoke the sanction of any building if such a sanction is in contravention of the provisions of these rules, provided the building has not been completed.

(Notification dated 22.1.1993 amending Rule 117)

1.14.1 Application to Build :-

a) Every person who intends to erect or re-erect any building shall make an application in writing to the Chief Administrator in form prescribed in Form "A", annexed to these Rules and shall at the same time submit in triplicate duly signed by himself or his legally authorized agent or attorney:

- (i)** a site plan detailed in Rule 8,
- (ii)** plans, elevations and sections of the proposed structure detailed in Rule 9 or 10,
- (iii)** drainage plans detailed in Rule 11 and;
- (iv)** the specifications detailed in Rule 12.

Every person who erects or re-erects shall get his building duly supervised during the period of construction by an Architect named by him in Clause 3 of Form "A" and any change in the name of such Architect shall be intimated to the Chief Administrator within seven days of the date of change.

Except in cases of Government type designs referred to in Rule 10 and (Frame control area), the Chief Administrator shall decline to accept any plans, section and elevations or specifications which do not bear the signatures of an Architect in token of its having been prepared by him or under his supervision.

(Notification dated 22.01.1993 amending Rule-7)

b) A certificate in Form "J" duly signed by the Owner, Architect and the Structural Engineer shall be submitted alongwith the building plans.

(Notification dated 16.05.2001 amending Rule 9)

c) A scheme regarding passing of building plans of residential premises except Group Housing/ Apartments in the Union Territory, Chandigarh, which is an option to the existing procedure, is detailed in Topic No. 2.2 of Chapter-I.

(Order/Notification dated 19.10.2005/24.10.2005)

d) While submitting the plans for approval, the following documents/details shall also be attached in addition to those documents which are already prescribed under the Building Rules:-

- (i)** Stability of the structure especially keeping in view the safety from point of view of high intensity earth quake.
- (ii)** Adequate provisions of light, ventilation, circulation, air circulation and safety as per building rules and norms in this regards.
- (iii)** All fire safety norms and requirements are met with.
- (iv)** Adequate provisions for different services including public health, electricity, air, fire services etc. are provided.

(Order/Notification dated 16.10.2008)

1.14.2 Plan Approval Committees-- Procedure for the Sanction of Building Plans:

With a view to ensure that the Building/Building complexes which are erected/re-erected in the Union Territory of Chandigarh conform to the over all vision of the Urban Character of the City, it is mandatory for the owner/lessee of the building/building complexes to get the building plans sanctioned.

In the process of streamlining the building plan approval process, the following guidelines issued are applicable:-

a) There shall be two Plan Approval Committees - Upper and Lower

(i) Plan Approval Committee (Lower):-

The Plan Approval Committee (Lower) shall scrutinize and recommend the building plans for sanction to the Estate Officer of all residential buildings located upto 2 kanal area (except group housing, integrated townships), all commercial buildings where architectural controls are applicable such as SCO's, SCF's, Booths, Bay shops, Quiet offices, Dhaba sites, Godown Sites, Timber sites and Industrial properties upto 2 kanal. These plans will not require any concept approval from Chief Architect (however any clarification if required may be obtained from the office of the Chief Architect, U.T, Chandigarh). Once the plan is scrutinized and found in order, the matter will be placed and decided by the PAC (Lower) within 60 days from the date of submission of plan.

(ii) Plan Approval Committee (Upper)

The Plan Approval Committee (Upper) shall scrutinize and recommend the building plans for sanction of all projects except those enlisted under heading PAC (Lower).

b) Procedure for the sanction of building plans:

Stage 1- Submission of Building Plans

All the plans shall be submitted for approval at the single window in Estate Office. The SDO (Building) of the concerned area shall be the Nodal Officer to receive and take further action. At the time of submission, the owner/lessee shall submit all the documents enlisted in the Building Rules to the Estate Office alongwith the following:-

- (i) Soft copy of the drawings prepared on AutoCAD.
- (ii) Model of the project if the site is more than 1 acre.

If the plans are to be cleared by PAC (Lower) than the matter will be placed before PAC (Lower) and the decision on plan shall be taken by PAC(Lower) within 30 days.

In case the plans so submitted are to be approved by the PAC (Upper), the following verified documents and site report alongwith two sets of plans will be sent by the Estate Office to the Chief Architect:-

- The allotment letter.
- Ownership/possession letter.
- Size of plot.
- Status of land/site - including if, it is free from encumbrances, any litigation or stay etc.
- Financial liabilities.
- Copy of the previous sanctioned plan (if applicable).
- The existing and proposed construction clearly marked on the layout as well as plans.
- Whether the proposal involves availing any additional benefit on payment basis e.g. additional FAR etc.

Stage 2- Scrutiny and Recommendation by PAC (Lower)

If the documents submitted by the applicant are in order, the same shall be sent to the concerned J.E. who shall give his report within 15 days and thereafter in the next 7 days, the plans will be circulated to all the members of PAC (L) who shall give their views/observations/comments within a total period of 20 days from

the date of issue. It should be categorically mentioned that in case within 20 days , their views/observations/ comments are not received, it shall be deemed sanctioned by PAC(L) and EO that the concerned member has no observation to make and has no objection if the plans are cleared .

Within 7 days of the receipt of observations/comments from the scrutiny members, the same shall be conveyed to the applicant or else the PAC(L) will clear the plans. In case of any observation/objection, the same shall be conveyed to the applicant in one go and not in piecemeal manner and if those observations are met with and no new changes have been made, then within next 15 days, the plan will be cleared by the PAC (L).

Stage 3- Scrutiny and Recommendation by PAC (Upper)

The PAC (Upper) shall scrutinize the building plans received from the Estate Office and convey its recommendations on approval or objections/observations within a period of 60 days of receipt of building plans. The projects which satisfy the parameters mentioned above shall be recommended for sanction to the Estate Office so that the building plans are released by the Estate Office after completing the due formalities.

Once the plans have been scrutinized by the PAC (Upper) then observations or objections, if any, have to be conveyed only once and not in piecemeal manner, time and again and if those observations are met with and no new changes have been made from the date of application of revised plan, the same shall be scrutinized and cleared within next 30 days.

PAC reserves the right to over-rule/reject any proposal, which is not in the consonance with the Building Rules, zoning regulations and Notifications issued under Capital of Punjab (Development & Regulation) Act, 1952.

Stage 4- Sanctioning Stage

The Building plans recommended by the PAC (Upper) & PAC (Lower) shall be sanctioned and released by the Estate Officer after completing due formalities within 7 days from the date of plans are received.

The respective Committees which have approved the building plans shall also be the competent authority to recommend completion and occupation certificate and sewerage connection.

c) Procedure for Departments/organizations of Chandigarh Administration:

Notwithstanding anything contained herein above, as regards the organization like Chandigarh Housing Board, Municipal Corporation or any Department of Chandigarh Administration, they will not be required to submit the plan to the Estate Office. Instead with relevant details obtained from the Estate Office, they will submit their plans directly to the office of the Chief Architect for being considered by the PAC (Upper). Once they are approved by Chief Architect, they will be directly sent to client organization with a copy to Estate Office for records.

d) Deemed sanction of Plans:

In total, from the date of receipt of the application at the single window to the date, a final decision is taken, not more than 60 days shall be involved. In case within 60 days, no observations are sent or plans are not approved or rejected, then there shall be deemed approval of the plan and the applicant shall be free to execute the proposed building plan.

In case of deemed clearance, if any violations are noticed at any stage and in case the plan itself which was submitted was not in accordance with the rules and guidelines then the Architect, who prepared the plan, the applicant and also the officials of the Estate Office who are responsible for the delay causing non-clearance of the building plan shall be jointly responsible. In case malafide intention is proved then the Architect shall not be recognized by the Estate Office. {PAC (U) and PAC (L)}

***(Order/Notification dated 2.12.2008 and
Order/Notification 10.2.2010/ 19.2.2010)***

e) Validity of Building Plans:

If a building is not completed within five years from the date of sanction or the period which has specifically been prescribed, the sanction will be deemed to have been lapsed.

(Notification dated 17.7.1996 amending Rule -17)

The sanction so granted can be revalidated after the expiry of five years on year to year basis on the payment of prescribed fee as may be notified from time to time.

(Order/Notification dated 21.04.1998)

1.14.3 Construction of building in violation of Rule 5:-

a) Where the plans have been got sanctioned and during the course of construction, the owner has made certain minor changes within the covered area already sanctioned i.e. change in the location and size of doors and windows, minor changes in the size of rooms etc but the planning remains the same as per the sanctioned plan, in such cases no composition fee shall be charged provided the construction made at site conforms to the Punjab Capital (Development and Regulations) Building Rules, 1952 as amended from time to time and the revised building plan and indicating the changes at site are approved by the competent authority.

b) Where plan has been sanctioned and the owner has totally changed the planning during the course of construction, in such cases, a composition fee at the rate of Rs. 5 per sq. ft., of the total covered area shall be charged provided the construction made at site conforms to the Punjab Capital (Development and Regulations) Building Rules, 1952 as amended from time to time and the revised plan indicating the changes at site is sanctioned by the competent authority.

c) Where plan has been sanctioned for one storey only but the owner has covered additional area on the same floor or has constructed an additional floor, the total covered area shall be compounded at the rate of Rs. 5 per sq ft. provided the additional covered area so constructed conforms to the Punjab Capital (Development and Regulations) Building Rules, 1952 as amended from time to time and the revised plans are sanctioned by the competent authority.

d) The construction of building without the sanction of any building plans shall be taken as a serious one. The officials /persons responsible for such construction shall not be given the water supply and electric connection etc. The licence of the architect who designed and supervised the construction of such building shall be cancelled and he shall not be allowed to do his practice in the city.

(Order/Notification dated 22.01.1993)

e) In case the construction has been raised in violation of Rule 5 of the Punjab Capital (Development and Regulation) Building Rules, 1952, as amended from time to time i.e. construction without sanction but it conforms to the Zoning Regulations/ Architectural Controls/ Frame Controls and other Building Byelaws, the composition fees shall be charged at the revised rates as under :-

(i) Residential buildings basement storey	@ Rs. 10 per square feet of covered areas including area under
(ii) Industrial buildings basement storey	@ Rs. 20 per square feet of covered areas including area under
(iii) Commercial buildings basement storey	@ Rs.30 per square feet of covered areas including area under
(iv) Institutional, religious Cultural and any other building not covered under (i), (ii) and (iii)above	@ Rs. 20 per square feet of covered area including area basement storey .

The above composition fee shall be charged subject to the following conditions:-

- (i) The owner of the building shall get the building plans approved from the competent authority.
- (ii) The building conforms to the rules and regulations and no excess coverage shall be permitted.

No excess coverage, violation of architectural control, frame control etc. shall be permitted under any circumstances.

(Order/Notification dated 22.1.1993 and 14.8.1996)

f) Minor internal changes made in the building during the course of construction i.e. change in size and location of the doors, windows and ventilators; minor change in size of rooms; construction of W.C. and baths instead of toilet; and change in the position of toilet, stores and kitchens, shall be compoundable @ Rs.500 per floor provided there is no violation of the architectural controls, frame controls, zoning regulations and building rules.

(Order/Notification dated 21.04.1998)

g) Rs.500 /- per sq. feet of the area under violation(s) shall be paid jointly and severally by the transferee and the occupier or the site or building for every month or part thereof, the violation(s) occur(s).

(As provided in the Chandigarh Estate Rules, 2007, amended vide notification dated 14.12.2009)

1.14.4 Commencement of work and DPC Certificate:

a) A person who intends to erect or re-erect any building shall give to the Chief Administrator not less than a week's notice in writing of the date and time at which the erection or re-erection of the building shall begin

b) When the construction work reaches at 'Plinth level, the owner shall inform the Chief Administrator for inspection of building at that stage.

(Notification dated 22.01.1993 amending Rule-16)

Provided that if a person does not inform the Chief Administrator for inspection of building at the stage when the construction work reaches at plinth level, he shall be liable to pay the charges/fees, as below:

Type of Building		Amount
(i) Residential plots up to ten Marlas	---	Rs. 2,500
(ii) Residential plots more than ten Marlas Semi-industrial plots and Booths.	---	Rs. 5,000
(iii) Religious, Cultural, Educational Institutions SCFs and Industrial plots Upto 7.5 Marlas.	---	Rs. 7,500
(iv) Industrial plots exceeding 7.5 Marlas Commercial sites i.e. Showrooms, SCOs etc.	---	Rs.10, 000
(v) All Societies, offices and other private buildings and other staff quarters of any Department.	---	Rs.10, 000

(Order/Notification dated 14.08.1997)

c) The D.P.C. certificate shall be issued within 15 days by the Competent Authority from the date of submission of application for the same, failing which D.P.C certificate would be deemed to have been issued.

(Order/Notification dated 11.2.2002/ 26.2.2002)

d) Plinth level inspection shall be mandatory. Once the applicant applies for plinth level inspection, the same shall be done within 15 days failing which there will be deemed clearance for the applicant who can go ahead with the construction. However, officials who fail to inspect the site within 15 days, departmental proceedings and action shall be initiated against them.

(Order/Notification dated 10.2.2010/19.2.2010)

1.14.5 Connection with sewer :

a) No connection of any drain to any sewer or storm water drain shall be made or shall any water borne sanitary or drainage installation or any part thereof be taken into use until and unless the Chief Administrator under rule 18 grants permission to occupy the building.

(Notification dated 22.01.1993 amending Rule -112)

Provided that the Chief Administrator may allow temporary sewer connection at the time of sanction of the building plan for the Government building and the public building only, for the facility of labourers who would be engaged at work at the time.

(Notification dated 17.07.1996 amending Rule 112)

b) As per Rule 112 of the Capital of Punjab (Development and Regulation) Building Rules, 1952, as amended by the Punjab Capital (Development and Regulation) Amendment Rules, 1993 made effective from 22nd January, 1993, no connection of any drain to any sewer or storm water drain shall be made unless the Chief Administrator grants permission to occupy the building.

Prior to this amendment, those who have occupied their buildings after obtaining the sewer connection only, shall not be liable to pay the extension fee, but shall have to obtain the Occupation Certificate.

(Order/Notification dated 14.08.1996)

For regularisation of irregular sewer connections in all buildings in the UT, Chandigarh, the composition fee shall be paid by the allottee /owner of the building for the purposes mentioned below:

(i) Residential Buildings :-

(1) Upto 6 Marlas (150 sq. yards)	-	Rs. 5,000
(2) Above 6 to 10 marlas (250 sq.yards)	-	Rs.10,000
(3) Above 10 to 15 marlas (375 sq.yards)	-	Rs.15,000
(4) Above 15 marla to 1 kanal (500 sq. yards)	-	Rs.20,000
(5) Above 1 Kanal (500 sq. yards)	-	Rs. 30,000

(ii) Industrial Buildings:

(1) Upto one kanal (500 sq.yards)	-	Rs. 30,000
(2) Above one kanal	-	Rs. 50,000

(iii) Semi-Industrial Buildings/Dhaba sites:

(iv) Shop- cum- Flats . - Rs.25,000

(v) SCO single Bay. - Rs.50,000

(vi) SCO two bay/LCR/Hotel sites . - Rs.75,000

(vii) SCO above two bays/ LCR and Hotels - Rs.1,00,000

(viii) Government/ Societies Buildings - Rs.5 per sq.ft. of area and area of each dwelling unit

(ix) Institutional/Educational/Religious Cultural buildings - Rs.10,000 per half acre

(x) Theatre - Rs. 2,00,000.

(Order/Notification dated 12.9.2000)

1.14.6 Completion and Occupation of Building:

A General :- (Rule-18)

a) No person shall occupy a new building without obtaining permission in Form 'F' appended to these rules. He shall, before applying in Form 'D' remove or destroy any temporary building mentioned in Rule 4(ii) that might have been erected.

b) No person shall occupy or allow any other person to occupy any part of a new building for any purpose whatsoever until such part has been certified by the Chief Administrator to be in his opinion in every respect complete according to the sanctioned drawings and permission has been intimated to him in Form 'F'.

Provided that in case where such permission is given, the applicant shall remove all temporary buildings within a period not exceeding three months from the date of grant permission to occupy the building.

(Notification dated 22. 01.1993 amending Rule 18)

c) The Chief Administrator may decline to give permission unless a certificate in Form 'E' appended to these rules, duly signed by a registered Architect has been submitted.

(Notification dated 30.11.1999 amending Rule 18)

d) If no orders are communicated to the applicant within 60 days of the receipt of complete application in the case of buildings governed by Architectural control and within 30 days in other cases, the occupation shall be deemed to have been granted.

(Notification dated 30.11.1999 amending Rule 18)

e) The supervising Architect shall be responsible for proper construction activities till completion certificate is issued. However, the Architect shall be held responsible in case the certificate furnished by him with regard to construction as per the building rules is found to be false.

(Order/Notification dated 15.6.2000/22.6.2000)

f) A certificate in Form 'K' duly signed by the Owner, Architect and the Structural Engineer shall be submitted at the time of applying for completion/occupation.

(Notification dated 16.05.2001 amending Rule 18)

B. Partial completion and partial occupation :

a) The Chief Administrator may give partial completion and partial occupation of a building if :

- (i)** in case of a commercial building, the construction of a particular floor has been completed truly in accordance with the sanctioned building plan and there are no building violations. A partial completion certificate for the commercial building shall be valid for one year only. Within this period, a regular completion certificate shall have to be applied for and obtained.
- (ii)** in case of residential buildings, a minimum of one habitable room, one kitchen, one W.C. and one bath has been completed truly in accordance with the sanctioned building plan and there are no building violations or additional construction of any kind in remaining part of the site.
- (iii)** In other buildings, not covered under Clause (i) and (ii) above, a block of the building or a part of the building, is complete in all respects and can be used to meet the basic functional requirement of the land use, provided that it has been completed truly in accordance with the sanctioned plan and there are no building violations or additional construction of any kind in the remaining part of the site.

In the case of Residential and Institutional buildings, a partial completion certificate may be granted. However, it shall not be granted in perpetuity in the case of Commercial Buildings. A partial completion certificate for a commercial building including those already granted, shall be valid for one year only. Within this period completion certificate shall have to be applied for and obtained, failing which extension fees shall be payable.

(Order/Notification dated 11.2.2002/26.2.2002)

Where permission to occupy a part of the building has already been given, separate permission shall be necessary for occupation of such other parts as may be subsequently completed.

(Order/Notification dated 03.11.1997)

C. Procedure for dealing with applications for the grant of Occupation Certificate: - (Rule 18-A)

- a) Upon receipt of an application under Rule 18, the following procedure shall be followed :-
 - (i) If the building has been completed as per the sanctioned plan and no violations are found during inspection, the permission will be granted.
 - (ii) If inspection of building reveals that the applicant has not completed the construction, even to the extent qualifying for partial completion, under Rule 18(v) shall be refused.
 - (iii) If, however, reveals that construction has been completed to the extent required for partial or full completion but there are departures from the sanctioned plan, the following procedure shall be adhered to:
 - (1) If the departures are within the applicable building rules and bye-laws, a revised plan will be sanctioned if required, on the payment of prescribed fee and the permission for occupation given. (See Topic No. 2.5 and 2.6 of Chapter-I for composition fee)
 - (2) If the departures are not as per building rules and bye-laws, the applicant will be issued a notice specifying the compoundable and non-compoundable violations and asking him to compound or remove them, as the case may be, within the period specified in the notice. Permission will be granted after compliance with the notice
 - (3) The time given in the notice referred to in sub-clause (b) above may be extended upto a maximum period of one year. If compliance is not made during this period, the permission will be refused without prejudice to any other action provided in the law or rules for dealing with building violations.
- b) The permission, when given, will be effective from the date of the receipt of the complete application, in Form 'D' under Rule 18, alongwith the certificate in Form 'E' and such other forms and plans as may be prescribed.

Provided that where a regular sewerage connection had been released to the premises on a date prior to the date of submission of application in Form "D", the permission for occupation would be effective retrospectively from the date of release of such connection

Provided further that this rule shall apply to all those cases where notice of completion has been submitted in Form- 'D' but Occupation Certificate has not yet been issued. However, it will not be open to persons to raise claims for refund in those cases where occupation certificate has already been issued.

- c) Refusal of permission will not bar a fresh application but in such cases the permission, will be effective from the date of receipt of the fresh application.

- d) The Chief Administrator may, for reasons to be recorded in writing allow permission in Form 'F' to be effective from a date prior to the date of application in Form 'D' in cases not covered by the proviso to clause (iv) above, if he is satisfied that the building had been completed and occupied on that date. For this purpose, he may take into consideration the date from which water supply, electricity or sewerage connection have been functioning or such other evidence as may be considered relevant.
- e) The application in Form 'D' shall be accompanied by a revised building plan in all cases in which there are any deviations from the sanctioned building plan which are not purely of a minor nature and which cannot be shown conveniently by marking with different colours on the original sanctioned building plan.

Example I: Where the dimensions of certain rooms have been changed and these can clearly be shown on the original sanctioned plan, there is no need to submit a revised building plan. A copy of the original sanctioned plan with changes shown in different colour ink will be submitted alongwith the application in Form D and signed and authenticated by the Architect submitting the certificate in Form E.

Example II: Where rooms have been added to the original building plan and the location of rooms has been changed so as to make it difficult to depict these changes on the original plan, a revised building plan shall be submitted showing all the changes whatsoever that may have been made and reflecting the structure as on the site.

Incorrect information or certification supplied by the Architect in Form 'E' would make him liable for a warning in the first such instance and for suspension of his registration with the Chandigarh Administration for a period of atleast one year in the second such instance. In the case of 3rd such instance or a subsequent instance, the Chief Administrator may in addition, revoke the registration of the Architect and may impose a fine upto Rs. 10,000; and may also request the Council of Architecture to take suitable action against him.

(Order/Notification dated 14.5.2002)

1.15 COURTYARD/ COFFERS/ PERGOLA: -

a) Minimum Area of the Courtyard - For interior open space for light and ventilation, the whole or part of one side or more intended for human habitation and not abutting on either the front, rear or side open space, shall abut on an interior open space whose minimum widths in all directions shall be 3 meters in case of buildings not more than 10 meters in height and subject to the provisions of the increasing the same with increasing height as per table below :-

Sr.No.	Height of building upto	Interior open space to be left out on all sides (front, rear and sides in each plot)
1	10M	3M
2	15M	5M
3	18M	6M
4	21M	7M
5	24M	8M
6	27M	9M
7	30M	10M

Note :

(i) No projection shall be allowed within the minimum width of the courtyard in any direction as mentioned in the table above.

(ii) The Chief Administrator may permit 'Pergola' in the buildings if light and ventilation of the building is not obstructed due to the Pergola.

(iii) The table shall also be applicable in case of exterior open spaces permitted within the zoning regulations.

(Notification dated 22.1.1993 and 17.7.1996 amending Rule 20)

b) Coffers/ Pergola upto 9" below RCC slab of the projection at first and second floor level shall be allowed in frame control Marla houses provided it is sanctioned in the buildings plans.

(Order/Notification dated 18.7.2006)

1.16 DEPRESSION OF FLOOR :

The ground floor of existing SCO/SCF shall be allowed to have a depression upto 1.21 meters (4'-0") on the ground floor to accommodate mezzanine floor as per norms subject to structural stability and provision of minimum permissible height in conformity with building rules and the same shall be examined on case to case basis in view of structural stability of the building in question and the adjoining buildings. The mezzanine floor will not be enclosed by glazing/walls and shall have only parapet /railing.

A ramp of minimum 1.37 meters (4'-6") width after leaving a gap of minimum 1.37 m distance from entrance shall be provided from corridor floor level to lower ground floor level so as to create barrier free environment for persons with disabilities. No toilet/water point shall be allowed in depressed floor.

(Order/Notification dated 23.12.2009)

1.17 DOORS AND WINDOWS :

There shall be no restriction in having only square and rectangular shaped doors and windows in residential buildings.

(Notification dated 16.10.2008)

1.18 EXCESS COVERAGE WITHIN ZONING :

Excess covered area beyond permissible limit but within zoning line in residential buildings governed by zoning plans shall be allowed upto a maximum limit of 2% of permissible covered area on payment of composition fee @ Rs.300 per sq.ft. subject to the condition that construction conforms to the Punjab Capital (Development and Regulation) Building Rules, 1952.

(Order/Notification dated 11.1.2002/26.02.2002)

1.19 EXTERNAL FAÇADE:

a) The show windows in the commercial buildings may be omitted provided the owners make alternate arrangement for the provision of proper light and ventilation of the basement storey and submit the detailed scheme to the Chief Administrator and seek his prior approval.

(Order/Notification dated 14.08.1996)

b) (i) Alternate exterior surface treatment instead of brick tile fascia in the front elevation and above the rear side rolling shutters and above slit windows in showrooms shall not be allowed.

(ii) Bifurcation of the front rolling shutter in the entrance door/show window of SCO/SCF by extending the central brick column towards public corridor (but without protruding in the public corridor) or unification of the rolling shutters by removing the central column shall be compounded on payment of composition fee as prescribed by the Chandigarh Administration.

(Order/Notification dated 11.1.2002/26.02.2002)

c) No composition fee shall be charged for allowing bifurcation of front rolling shutters in entrance door/show window of SCO/SCF

(Order/Notification dated 3.05.2002/15.05.2002)

d) Architectural control sheets shall apply only to the external façade. On the external façade, need based changes with prior approval from Chief Administrator shall be permitted, provided that the norms for circulation, light, ventilation etc are met. Examples of need based variation to external facades include doorways of greater size than the minimum size, separate/security entrance for Automatic teller machine, C.C. wall in Show-window for a high-security zone, chimney/exhaust for a kitchen, ducts for a split/central air conditioning unit, full length show-window, where feasible.

(Order/Notification dated 15.05.2002)

1.20 FIRE PROTECTION:

The buildings shall be planned, designed and constructed to ensure the Fire safety and this shall be done in accordance with provisions laid down in National Building Code of India, Part IV on Fire Protection.

For buildings with minimum height of 15 mtrs. the Chandigarh Fire Prevention and Fire Safety Rules, 1999 shall also be applicable.

(Notification dated 22.1.1993 amending Rule 120)

1.21 FLOOR/ FLOORING OF PUBLIC CORRIDORS:-

a)(i) All floors laid on ground shall be so constructed or treated so as to prevent damp rising by capillary action into the floor. In all cases, a layer of 10 cms. of clean sand shall be provided between the earth and the hard crust.

(ii) Every kitchen, latrine, urinal, bathroom or a bathing platform, shall have impermeable floor and all kitchens, in addition to impermeable, shall have fire proof floors.

(iii) The walls of every water closet upto a height of not less than 60 cms.(2'-0") above the floors shall be finished in an impervious material.

(Notification dated 22.1.1993 amending Rule 70)

b) The shop owners shall be free to adopt any design and material for flooring in public corridor in order to make shop entrance more attractive. The shop owners shall be at liberty to adopt any material/design within the area earmarked as laid down in the design prepared by the Department of Urban Planning, Chandigarh Administration. However, the material used in Public corridor shall not be glazed and slippery and same level is maintained as existing. The architectural control of all SCOs and SCFs shall be amended accordingly after obtaining approval of the Chief Administrator.

(Order/Notification dated 30.3.2000)

c) A change in the flooring of the public corridor of an individual shop shall be allowed (at the lessee's/owner's cost) on payment of composition fee as prescribed by the Chandigarh Administration. However, the change in the flooring of public corridors of an entire row or shops if done on a uniform pattern simultaneous with prior approval of the competent authority, then no composition fee shall be levied. All charges shall be subject to the conditions that the same level of the floor shall be maintained and the material used for the new flooring shall be non-slippery/non-skidding and shall be laid flush with the level of surrounding corridor floors.

(Order/Notification dated 11.1.2002/26.2.2002)

d) No composition fee shall be charged for allowing change in flooring for public corridors of an individual shop. The Chief Architect shall provide guidelines for compatible pattern and materials for new flooring of a particular row of shop.

(Order/Notification dated 15.05.2002)

1.22 GALLERY FLOORS & MEZZANINE FLOORS: -

a) Where gallery floors and mezzanine floors are to be built, they shall comply with the following:-

- (i)** They shall not be built in any room, the height of which is less than 4.9M;
- (ii)** Gallery floor shall not cover more than one third and mezzanine floor shall not cover more than one fourth of the floor area of the rooms in which they occur;
- (iii)** They shall not be lower than 2.28 meters when measured from the surface of the floor to the lowest point in under surface of the gallery or mezzanine floor.

(Notification dated 22.1.1993 amending Rule 23)

b) The mezzanine floors shall be allowed in Petrol Pumps within the zoning regulation and within the same single floor without increasing the height subject to the provisions of Building Rules and Fire Safety Norms. The Mezzanine floor shall be accessible only from inside the building.

(Order/Notification dated 15.6.2000/22.6.2000)

1.23 GARAGE :

Where a garage adjoins a habitable room, there shall not be any opening in the common wall. However, a door connecting the garage with the main house shall be permitted.

(Notification dated 22.1.1993 amending Rule 31)

1.24 GATES:

a) (i) In the residential houses, gate of the standard design and of standard width as shown on Standard drawing No.S-1/S-5, shall be permitted along the side boundary wall abutting on the accessible/street/road. No gate shall be allowed on V-3 roads, public open space, reserved space etc. The relevant clause of the respective Frame Controls and the Zoning Plans shall deem to that extent.

(ii) To facilitate parking and movement of the vehicles, two gates shall be permitted in the front boundary wall of the residential plots. The relevant clauses of the respective Architectural Controls for commercial sites shall be deemed to be amended to that extent.

(Order/Notification dated 14.08.1996)

b) No composition fee shall be charged for allowing increase in the height of gates and gate pillars as per rules.

(Order/Notification dated 15.05.2002)

c) The height of gates and gate pillars in residential buildings shall be allowed upto a maximum height of 5'-11 ½". There shall be no change in the width of the gate pillars as shown in the standard design.

(Order/Notification dated 11.6.2005/15.6.2005)

1.25 GLAZING/BRICK JALI/RAILING:

a) The brick jali of any design shall be permitted in the residential houses governed by the Frame Controls subject to condition that no solid wall shall be constructed in any part of the jali as prescribed in the Frame Controls. The jali shall not violate the building lines prescribed in the Frame Controls. This shall not be applicable where additional covered area has been allowed.

(Order/Notification dated 14.08.1996)

b) Railing of any type and design shall be allowed in houses governed by frame control. However, the height of the railing shall remain the same as prescribed in the frame controls.

(Order/Notification dated 21.04.1998)

c) Brick jali in the terrace of the houses in the second phase sectors, constructed upto the height of the frame line shall be allowed.

(Order/Notification dated 21.04.1998)

d) Provision of openable glazing in a sanctioned verandah in residential buildings shall be compoundable on the payment of Rs. 500 per verandah .

e) Bigger sized windows on the rear façade of the Lodging-cum-Restaurant sites on V2 road in Sector-35-B & C Sector shall be permitted provided all the owners in the row/block of the commercial belt, irrespective of the trades, apply jointly for the change in elevation and adopt it. Simultaneously, once the proposal is approved, a concept plan for the same shall be submitted jointly for this purpose and the revised building plans shall have to be got sanctioned from the competent authorities.

(Order/Notification dated 11.06.2005/15.6.2005)

f) Wide glazing in place of traditional brick jali/brick wall on first and second floors of Shop-cum-Offices (SCO's) and Shop-cum-Flats(SCF's) or similar buildings in all Sectors in Chandigarh shall be allowed without any change in architectural control/frame control subject to the condition that all the owners/allottees/lessees/ occupiers in a row of a given block shall make a joint request for this purpose to maintain the homogenous character. The permissible wide glazing shall be allowed only on 70% of surface area of brick jali/brick wall.

(Order/Notification dated 16.10.2008)

g) The glazing or sliding grills in veranda's of a standard door opening and a window, which is not smaller than 1.22 m x 1.22 m (4'x 4') for proper light and ventilation shall be allowed in marla houses .

(Order/Notification dated 24.9.2009/25.9.2009)

1.26 INSTITUTIONAL BUILDINGS/SOCIETY FLATS -- RELAXATIONS:-

a) (i) The height of basement in the institutional buildings below stepped auditoriums and stepped lecture theatre located at ground floor shall be allowed to be increased. However, such relaxation will be applied for at the concept plan approval stage for the institutional buildings.

(ii) The permissible height of solar water tanks in institutional buildings shall be increased to 10'-0" from the terrace (Roof top) level subject to the condition that it is placed 10'-0" away from the front and rear wall and end walls and 4'-0" away from the common party walls. (Also see Topic no. 1.30 where a height upto 7.0 mts beyond the permissible height has been allowed for services)

(iii) Provisions of two main gates and two wicket gates in School buildings shall be allowed with the stipulation that their locations will be determined by the Department of Urban Planning, Chandigarh Administration on zoning considerations.

(iv) The initial sanctioning of the building plans for institutional buildings for fresh construction shall remain mandatory as at present. If any realignment/readjustment of internal temporary partitions in the existing institutional building is required at a later stage, then the registered Architect, supervising the construction of the building will ensure that the said changes conform to the provisions of the Punjab Capital (Development and Regulation) Building Rules, 1952 and the Architectural Controls/Zoning Plans as applicable to that building. The registered Architect will submit a copy of the revised plan prior to the execution of work at site to the Estate Officer, Union Territory, Chandigarh, for record and reference alongwith a certificate conforming to the above conditions. In this case, re-sanctioning will not be required.

However, any change in structure, stairs, toilets and ducts will not be permitted. The Sub-Divisional Officer (Building), Estate Office, U.T., Chandigarh, will visit/inspect the premises within a period of three months to ensure that the construction is done as per the revised building plans. If the construction is not as per

the revised building plan submitted by the Architect or any violation of the said Building Rules of 1952 is detected, or in other words, the certificate submitted by the Architect is found to be wrong, the Architect will be held responsible and action will be taken against him or her as per the rules.

(Order/Notification dated 24.8.2000/25.8.2000)

b) In the case of Group Co-operative House Building Societies Scheme, area under stilts with height of 7'-6" from floor to the soffit of the beam shall be permitted for parking which shall not be counted towards FAR, subject to the condition that this additional area shall not be sub-divided/enclosed and utilized for increasing the number/area of the dwelling units.

(Order/notification dated 5.12.2000 / 18.12.2000)

c) (i) In the case of Co-operative House Building Societies, irrespective of the number of its members, floor area upto 2.5% of the area of the site or 6000 square feet, which ever is less shall be allowed to be constructed to cater the community needs such as community centre/recreational Hall, crèche, library/reading room, maintenance store, society office within the existing FAR of 1.20, in place of existing provisions in the zoning plan.

(ii) Various alternate materials, in addition to brick face finish on outer walls of the buildings constructed by the Co-operative House Building Societies, shall be permitted subject to the condition that overall colour scheme and texture is got approved in the concept plans.

(Order/Notification dated 8.1.2001/ 10/01/2001)

d) (i) Internal design of the institutional building shall be at the discretion of the transferee/applicant.

(ii) The zoning plans for presently vacant institutional sites/plots shall contain provisions restricting the foot print of the building and shall provide for more parking area on the ground. A sufficient provision for parking, whether open or covered, shall be made after assessing the vehicle load, given the size and proposed usage of the building.

(iii) No Architectural control sheets shall henceforth be applicable to the institutional buildings on Dakshin Marg and Vikas Marg, for all constructions and these would be replaced by Volumetric Controls which would include the zoning plan, the maximum height, the maximum foot print within the building zone and the maximum covered area/FAR. No external façade controls or internal controls will be imposed in such cases. Conditions as regards minimum parking space and vehicular circulation will apply. The zoning plans shall be amended accordingly.

(Order/Notification dated 15/05/2002)

f) A security cabin measuring 15'- 4½ " x 7'-- 6" alongwith the front gate of Educational buildings shall be permitted as per Drawing No. 1 Job No. 2507, dated 26.9.1995 with the prior approval of the Competent Authority.

(Order/Notification dated 8.1.2004)

g) The height of boundary wall along with gate posts shall be 3'-8 ½"(brick masonry) and 2'-3" railing on top to make total height of boundary wall upto 5'-11 ½" for security reasons.

(Order/Notification dated 20.8.2009)

1.27 INTERNAL PLANNING:-

a) In the case of shops in grain market, Sector-26, Chandigarh, internal planning such as position of stair case shall be at the discretion of the owner. However, there shall be no change in outer control. Further, coverage of cut out/courtyard on first floor shall be allowed subject to the provision of light and ventilation as per Building Rules, on payment of composition fee to be decided by the Chandigarh Administration.

(Order/Notification dated 8.1.2001/ 10.01.2001)

b) Flexibility in internal planning of levels/floors of SCO/SCF buildings shall be allowed provided the ground floor of the building is not depressed. However, if the owner of the building wants to depress the floor slab at ground floor up to the allowed limit after paying the prescribed charges, the height of any of the floors shall not exceed 13'-0". In all the cases, the external façade of the building as shown in the Architectural Control Sheets shall not be altered and the total covered area and the total numbers of floors shall remain the same. This facility shall also be allowed to those SCOs/ SCFs where basement are allowed to be provided, the basement height and its use is as per Architectural controls. This facility shall be allowed on payment of composition fee as prescribed by the Chandigarh Administration from time to time.

Where adjoining SCO/SCF has already been constructed, independent structural arrangements shall have to be made by the owner so that the structure of the adjoining building is not affected. However, where adjoining SCO/SCF has not been constructed, the owner shall have to make a provision for supporting columns/ beams/slabs for the adjoining structure at the level as indicated in the Architectural control.

(Order/Notification dated 11.1.2002/26.2.2002)

c) No composition fee shall be charged for allowing flexibility in internal planning of level floors of SCO/ SCF provided there is no increase in permissible FAR. However, where a basement is constructed, the ground floor cannot be depressed.

(Order/Notification dated 15.5.2002)

d) In the case of internal Planning in SCOs/SCFs, such as, number and size of columns beams and locations and design of stairs, it shall be left at the discretion of the owner of the building, subject to the provisions of the rules; whereas the other Controls shall not be altered. In case the SCO is got converted into shop-cum shop, then the cut out in slab of upper floors will be allowed, if required. However, in SCOs, no cut more than the width of a single flight in straight flight/circular flight or two flights in case of dog leg stairs shall be allowed.

(Order/Notification dated 27.06.2002)

e) Internal need based requirements for a particular trade or office (e.g. partitions for offices, reception, kitchen, pantry, store, air conditioning elevator etc.) shall be allowed. The internal plan of rooms, corridors, etc. shall be at the discretion of the transferee/applicant. It is clarified that the partition of ground floor SCO/SCF which is not need based for use as single premises, but is for the purpose of use as separate premises shall be subject to payment of composition fees as notified separately.

(Order/Notification dated 3.5.2002/15.5.2002)

f) Relaxations in respect of Army Welfare Housing society :

- (i)** Loft constructed at a height of 6'-9" from the floor level, against minimum height of 7'-6" prescribed in the building bye-laws, shall be compoundable as per the rates prescribed by Chandigarh Administration.
- (ii)** Different finishing material and use of snowcem on the external walls shall be allowed by keeping the same colour/shade/specification for each block.
- (iii)** It shall be allowed to construct a habitable room with toilet, or store with pucca roof for ground floor dwelling units in the rear courtyard to a maximum extent of area 13.94 Sqm. (150 Sq.ft.) subject to fulfilment of light and ventilation norms & zoning regulations and compounding charges rates of which shall be decided by the Chandigarh Administration. No additional construction shall be allowed above this room/store.
- (iv)** Openable/fixed glazing in the balcony/verandah shall be allowed, provided it does not damage the structural stability of the dwelling unit and light and ventilation to corresponding rooms is not affected.

- (v) If the construction has been done upto 9" beyond the permissible zone because of structural reasons, the same shall be allowed, subject to payment of compounding charges as per rates prescribed by the Chandigarh Administration.
- (vi) Temporary coverage in the form of sunshades over balconies of uniform color shall be allowed with light weight material and of uniform design.
- (vii) 2'-3" high fencing over 5'-11.5" brick rear boundary wall on rear shall be allowed for block no. 13 abutting on V-3 road.
- (viii) Stair headway constructed at the height of 6'-0" against the minimum permissible height of 6'-9" shall be compoundable as per the compounding charges prescribed by Chandigarh Administration.
- (ix) A sliding/openable steel grill in the verandas shall be allowed. The glazing or sliding grills in verandas of size of a standard door opening and a window, which is not smaller than 1.22m x 1.22m (4'-0"x 4'-0") for proper light and ventilation shall be allowed. However, conversion of Porch into habitable room shall not be allowed.
- (x) Minor internal changes made in building during the course of construction i.e. change in size and location of the doors, windows and ventilators, minor change in size of rooms, construction of W.C and bath instead of toilets and change in the position of the toilets, stores and kitchen, shall be compoundable as per rates prescribed by the Chandigarh Administration, provided there is no violation of Zoning regulations and building Rules and orders issued by Chief Administrator from time to time.
- (xi) 2'-3" high steel grills on the front brick compound wall shall be allowed. However, the height of boundary wall shall not exceed as specified in zoning.

In addition to the above, the following deviations shall also be allowed to be relaxed only in this society (AWHO), subject to the condition that no encroachment on Govt. Land shall be allowed : -

- (1) Light weight sunshades on windows shall be allowed.
- (2) Grill in balcony shall be allowed.
- (3) Windows extended into rooms, subject to covered area norms shall be allowed.
- (4) Kitchen and toilets extended into covered verandah, subject to structural safety and technical feasibilities will be allowed.
- (5) Servant room shall be allowed to be merged into living room or main unit, subject to structural safety.

This order shall not be treated as a precedent in any such similar building/societies in Chandigarh.

(Order/Notification dated 10.09.2010/17.09.2010)

1.28 KITCHENS, BATHS, WATER CLOSETS AND FLUSHING SYSTEM:

a) Each residential building intended for the use of one family shall, in addition to a living room or rooms, have at least

- (i) One kitchen;
- (ii) One Toilet;
- (iii) Water borne drainage system and a water-closet or any other system approved by the Chief Administrator.

(Notification dated 22.01.1993 amending Rule 21)

b) (i) A kitchen shall be deemed to be a habitable room and all the requirements regarding ventilation shall apply to it, except, in so far that the minimum area of the kitchen shall not be less than 4.5 sq. meters with minimum width of 1.5 meter. A kitchen which is also intended to be used as Dining Room shall have a floor area not less than 9.5 sq. meters with a minimum width of 2.4 meter.

(ii) A kitchen shall have a minimum height of 2.75 meters except for the portion to accommodate floor trap of the upper floor. It shall have fire place with a smoke flue or an exhaust fan.

(iii) The size of bathroom shall not be less than 1.85 sq. meters with a minimum width of 1.2 meters. The minimum size of water closet shall be 1.1 sq. meters with a minimum width of 0.9 meter. If it is a combined bathroom and water-closet, the minimum area shall be 2.8 sq. meter with a minimum side of 1.2 meters.

(iv) Where the water-closet room in a building is not connected to exterior of wall, it shall be ventilated by mechanical means or through a duct of minimum area of 1 sq. meter with a minimum width of 0.9 meter.

(v) Soil or ventilating pipes shall not be allowed on the exterior face of any building. They shall either be embedded in the walls or pipe ducts to be provided to accommodate them.

(Notification dated 22.01.1993 amending Rule 28)

c) Number of water closets in Residential Building - Every single family residential building shall be provided with not less than one water closet.

Commercial, Warehouse and Industrial Buildings - Every commercial, warehouse and industrial building shall be provided with water closets in accordance with the requirements of the table given below:

No. of persons	Minimum number of water closets	Minimum no of urinals or sinks
1 to 9	1	1
10 to 24	2	2
25 to 49	3	3
50 to 100	5	5
Over 100	One water closet for each additional 30 persons	

Public Buildings - In every school or college building, there shall be provided not less than one water closet for every twenty persons to be accommodated.

In every other public building, there shall be provided not less than one water closet for every one hundred person to be accommodated.

Note:- For the areas not covered by these bye-laws, the provisions in the National Building Code of India shall be adhered to.

d) Every water closet shall be provided with a closed water tank of not less than 40 gallons capacity for every set and 20 gallon for each subsequent set or urinal or slop sink.

(Notification dated 22.01.1993 amending Rule 103)

e) Maximum two kitchens per floor shall be permitted on the residential plots of 250 square yards or more in area. This facility shall not be permitted at the top floor/barsati floor. In the duplex design houses, only one kitchen per floor shall be permitted.

(Notification dated 14.8.1996)

As per the decision of the F.S. cum Chief Administrator, U.T dated 21.12.2009, the above clause has been amended as under:-

"Each plot/site meant for residential purpose other than group housing shall be considered as one residential unit having maximum of three floors with one kitchen per floor. Maximum of three kitchens per residential dwelling unit shall be permissible."

(Decision dated 21.12.2009)

f) In all the buildings having toilets/washrooms, henceforth dual flushing system of not more than 7 ltrs. capacity per W.C. shall be mandatory in order to take care of water conservation. All the commercial institutions and non-residential buildings will install the requisite flushing system within two years from the date of issuance of this notification.

(Order/Notification dated 16.10.2008)

1.29 LIFT:-

a) Machine Room-less Lift (Monospace lift) shall be permitted to be installed in SCO/SCF buildings in Chandigarh and for this purpose extra height upto one meter above terrace level shall be permitted.

b) Lift shall be allowed to open in basement of buildings in Chandigarh.

(Order/Notification dated 16.10.2008)

1.30 LOBBY, CORRIDOR, PASSAGE OR BALCONY:

a) **Residential Buildings and Commercial Buildings** -The minimum width of any lobby, corridor, passage or a balcony in a residential building or a commercial building shall be as given below:-

- | | | |
|-------|--------------------------------|--------|
| (i) | Number of users upto 10 | 0.9 M |
| (ii) | Number of users from 11 to 20 | 1.1 M |
| (iii) | Number of users from 21 to 100 | 1.25 M |

(iv) Increase 25 cms. for every additional 15 persons until a maximum of 2.5 M is reached. Wall and roofs shall be of the fire resisting materials.

b) **Public Buildings and Warehouse Buildings** -The minimum width of any lobby, corridor, passage or a balcony in a public building or a warehouse and industrial building to be used by the public shall be 1.4 M provided that in case of building where more than 20 persons are likely to work or assemble, the minimum width shall be as given below:-

- | | | |
|------|----------------------------------|-------|
| (i) | Number of users from 20 to 100 | 1.8 M |
| (ii) | Number of users from 101 onwards | 2.3.M |

Occupancy shall be calculated on each floor. Wall and roofs shall be of the fire resisting materials.

1.31 MAXIMUM / ADDITIONAL HEIGHT OF A BUILDING:-

a) The maximum height to which any building may be constructed shall be in accordance with the Zoning plan/Architectural Controls/ Frame Controls etc.

(Notification dated 22.01.1993 amending Rule 24)

b) Barsati floor in Marla and kanal type houses in all sectors shall be allowed for habitable use subject to availability of habitable height.

(Order/Notification dated 18.12.2000)

c) There shall be no restriction in number of storeys in all buildings within the maximum height which are controlled by volumetric controls having fixed maximum height and FAR subject to the condition that the clear heights be maintained as per rules.

(Order/Notification dated 16.10.2008)

d) The additional height of second floor in those SCFs which are converted into SCOs/Guest Houses and Shopping Centre on V4 road in various sectors shall be permitted as per architectural control sheets on payment of prescribed fee and subject to the following conditions:-

- (i) Additional height shall be allowed to provide minimum habitable height on 2nd floor in those SCFs which are converted into SCOs/Guest Houses in Shopping Centres at V4 streets in various sectors with the condition that the present façade is not disturbed for which height increase may be allowed with a set back of 3'-9" from front façade.
- (ii) This relaxation regarding increase in height shall be allowed subject to payment of composition fees as decided by Chandigarh Administration. This fee shall be in addition to the Conversion charges being realized for conversion of SCF into SCO/Guest House, as the case may be and fees for additional covered area through coverage of courtyard on 2nd floor.
- (iii) All other violations of architectural control in the SCOs should be removed before allowing this facility and both front and rear facades shall be restored to as per the architectural control.
- (iv) In the existing architectural controls, the staircase from rear side has been allowed only for access to the residential unit on upper floors. However, no staircases access from rear side courtyard to the second floor shall be allowed where commercial habitable use alongwith additional height is availed as per this relaxation.
- (v) A uniform colour scheme as approved in the concept plan shall be followed by all the owners.
- (vi) A concept plan for façade control shall be submitted to the Department of Urban Planning, Chandigarh Administration by the owners of the full row/block of shops and changes in front façade shall be made collectively by the owners of all the SCOs in that row/block.
- (vii) This relaxation shall be allowed subject to approval of revised Building Plans by the PAC and the Estate Officer, U.T., shall ensure the compliance of architectural controls at site after completion.
- (viii) All the relevant architectural controls applicable to the aforesaid sites where these relaxations allowed shall deem to be amended to this extent.

(Order/Notification dated 4.08.2005)

Rs. 50 (Rupees fifty only) per square feet shall be charged for allowing additional height on second floor in those SCF's which are converted into SCO/Guest Houses in shopping centres on V4 roads in various sectors in Chandigarh.

(Order/Notification dated 8.11.2005)

1.32 MINIMUM HEIGHT OF A ROOM, VERANDAH ETC :-

The height of a habitable room shall not be less than 2.75 meters (9'-0") measured from the surface of the floor to the lowest point of the finished ceiling subject to joists, beams or rafters, if provided, being at a height not less than 2.30 meters (7'-6") measured from the surface of the floor to the underside of the joists, beams or rafters. In the case of air-conditioned rooms, the minimum clear height can be 2.24 meters (8'-0") measured from the surface of the floor to the lowest point of the air-conditioning duct or the false ceiling;

Provided that the minimum height of a water closet, a bathroom, store, a gallery, a verandah and a mezzanine floor can be 2.26 metres (7'-6").

(Notification dated 21.12.1970 amending Rule 25)

1.33 NICHES :-

Niches in the common wall shall be allowed with the consent of the owners. In case where one owner has already constructed niches and the occupation certificate has been obtained, the owner of the adjoining house shall be allowed to have the niches in the common wall even without the consent of that house owner.

(Order/Notification dated 21.4.1998)

1.34 PARKING NORMS FOR VARIOUS PLOTS/SITES :

Following parking norms shall be applicable for various Plots/Sites-

a) Commercial Plots/Sites:-

- (i) 2 kanals and 4 kanals plots - 2 ECS PER 100 sq. mtrs of built up area.
- (ii) 1 acre and above plots - 4 ECS per 100 sq. mtrs. of built up area.

b) School sites:-

20% of the total area shall be devoted to parking on the surface, in addition, parking space for 33 ECS per acre of plot shall be created in basement and on pro-rata basis further.

c) Nursing Home Sites:-

3 ECS per 1 Kanal of plot area and on pro-rata basis further.

d) Integrated/dedicated projects like Medicity etc:-

- (i) On Educational /Institutional part, norm of educational/institutional sites shall be applicable.
- (ii) On the Hospital part of it, norm of 3 ECS per 100 sq. mtrs of built up hospital area shall be applicable.
- (iii) On residential part of it, norm 1.8 ECS per 100 sq. mtrs of built up residential area shall be applicable.
- (iv) On commercial part of it, norm of 4 ECS per 100 sq. mtrs. of built up commercial area shall be applicable.

e) Stand alone Marriage Palaces /Banquet halls specifically earmarked:-

For every acre of plot, a minimum of parking space equivalent to 130 ECS per acre shall be provided.

f) Multiplex/Malls:-

4 ECS for 100 sq. mtrs. of built up area.

g) Cinema Halls converted into Multiplexes:-

For sites more than 1 acre , 4 ECS per 100 sq. mtrs. of built up area and for sites less than 1 acre, 2 ECS per 100 sq. mtrs of built up area.

h) Industrial Plots:-

2 ECS per 100 sq. mtrs. of built up area.

i) Institutional Sites and IT Park:-

- (i) Less than 1 acre - 2 ECS per 100 sq. mtrs. of built up area.
- (ii) One acre and above - 4 ECS per 100 sq. mtrs. of built up area.

j) Hotel Sites:-

- (i) 1 ECS for every 3 bed rooms in the hotel.
- (ii) For entire commercial area including restaurant, banquet, conference hall, commercial sites etc., 4 ECS per 100 sq. mtrs of built up area under commercial sites.
- (iii) For rest of the area, 2 ECS per 100 sq. mtrs. of built up area.
- (k) For any other projects not mentioned above, parking norms shall be decided on case to case basis keeping in view the area which is to be built up, the nature of, use of area and expected gathering at the peak level
- (l) As regards to residential buildings, all buildings located on site of one kanal or above shall have parking facilities equivalent to 1 ECS per floor of the building and further subject to the condition that adequate parking is planned to ensure that no vehicle of the owner/occupier of any such building is parked outside the premises.
- (m) Multi level parking above the ground level shall also be allowed which shall be free from FAR. However, the footprint of the separate parking building block shall be counted upto 50% of the ground coverage permissible. In this block, no other use except parking, driver's rest room with toilet, toll centre and any other facility which is essential for parking facility shall be allowed subject to condition that these facilities shall not exceed 150 sq. mtrs. Per 1000 ECS (Equivalent Car Space) of parking space or in multiple of that. Other parameters such as ground coverage, height etc. for such parking shall be governed by the existing rules for any other multi level building. Multi level mechanical parking shall also be permissible for which the norms shall be decided on case-to- case basis.

(Order/Notification dated 16.10.2008)

1.35 PARTITION/SUB-DIVISION OF SHOPS:

1.35.1 Ground Floor of Two -bay shops:

a) In the City Centre, Sector 17, maximum 4 sub-divisions of two bay shops of size 34'-6" x 103'-0" shall be permitted at the ground floor only. Any size of the shop can be taken up by the owner in the module of 17'-3" x 17'-3". In three bay shops, maximum number of sub-divisions of shops shall be 6.

In case where sub-division of the shop is allowed by the Chandigarh Administration on payment of prescribed fee, the following will be permitted:

- (i) An additional entry with door shutter opening inside the shop may be provided subject to the condition that ventilation for the basement floor in the remaining part of the glazing is not disturbed. However, the size of the additional entry shall be of the same size as that of existing entry.
- (ii) An additional door in the rear side of the building of the same width/height and design as that of the existing door on the rear side will be allowed as shown in the Architectural Control Sheets.
- (iii) The party wall between the two sub-divided shops may be constructed up to ceiling height. The party wall shall be of any fire retardant material.

b) The shop owner shall have a choice regarding location of door subject to the condition that only one entrance is provided and proper light and ventilation is duly ensured.

(Order/Notification dated 30.03.2000)

c) In Sector 7-C, Madhya Marg, Chandigarh, only those who fulfil all the criteria laid down for the sub division of shops subsequent to payment of composition fees shall be regularised; whereas action shall be initiated against the rest of illegal construction/functioning of shops.

(Order/Notification dated 15.06.2000/22.06.2000)

1.35.2 Ground Floor of Three- bay Shops:

Two sub-divisions of three-bay shops (measuring 33'-0" x 80'-0: - i.e. shopping strip V4, Sector 17) at ground floor shall be allowed subject to the provisions of Building Rules and following conditions; namely-

- (i) The partitions for sub-divisions shall be allowed only along the structural grid and under the beams.
- (ii) The position of mezzanine floor shall not be altered and shall be partitioned in the same manner as at ground floor. The sub-divided mezzanine floor approached independently through separate stairs from within each sub-divided portion of the shop.
- (iii) Only one entry for each sub-division shall be permitted on the front side .
- (iv) At no place the width of the sub-divided shop shall be less than the width of one bay.
- (v) The sub-division shall be made by providing internal partitions only and Architectural Control applicable to the site shall not be changed
- (vi) The owner/lessee of the site shall provide partitions only after getting the building plans approved from the Chief Administrator, U.T. Chandigarh.
- (vii) The ownership of the shop shall not be changed.
- (viii) The sub-divided shop shall not be transferred by way of sale, gift, mortgage, will/power of attorney or otherwise.
- (ix) The sub-division of shops shall be allowed subject to the payment of fee as decided by the Chandigarh Administration.

(Order/Notification dated 8.1.2001/10.01.2001)

1.35.3 Fee for partition in Multi-bay shops:

The erection of partitions in Multi-bay ground floor shops for the purpose of independent usage of each partitioned space shall be allowed in accordance with the Building Rules on the payment of prescribed fee as below :

- | | | |
|-------------|----------------------------------------------|----------------------|
| (i) | Sector -17, Sector- 34
V-2 and V-3 roads. | Rs. 100/- per sq ft. |
| (ii) | Other locations in Chandigarh | Rs. 80/- per sq.ft. |

The entire ground floor covered area shall be charged.

It is clarified that need based partitions required for the needs of a single user of the entire ground floor space such as office, bank, departmental store etc. shall not be subject to the above charges.

(Order/Notification dated 17.07.2002)

1.35.4 Upper Floors:

a) (i) Partitioning/sub-division in shops on upper floors of SCOs shall be allowed subject to the provision of at least 6'-0"(1.8 m) wide corridor, if shops are on one side and 7'-6"(2.3m) wide corridor if shops are provided on both sides of the corridors. The number of partitions and other conditions shall remain same as that of the ground floor of the same SCO.

(ii) Shops shall be permitted on upper floors of the Shop-cum-Office (SCO) presently designated as office space in all Sectors on uniform basis subject to the payment of composition fee as determined by the Chandigarh Administration.

(iii) The partitioning/sub-division shall be permitted subject to payment of composition fee as fixed by the Chandigarh Administration.

(iv) Fire safety norms and light and ventilations as per Building Rules must be ensured by the owners.

b) Full height partitions on upper floors in SCO's shall be allowed for the functional requirement of the office space. The partitions shall be of any fire retardant material provided the minimum size of a cabin is 2.4mtr x 2.4 mtr (8'-0"x 8'-0"). In the case of air-conditioned cabins, the partitions shall be taken upto the ceiling subject to the provision of air conditioning scheme in the sanctioned plans. This relaxation in height of partitions shall not be applicable to the non-air conditioned area.

(Order/Notification dated 8.1.2001/ 10.01.2001)

c) The initial sanctioning of the building plans for fresh construction shall remain mandatory as at present. But, if any realignment/readjustment of internal temporary partitions in the existing building is required at a later stage, the registered Architect, supervising the same shall ensure that the said changes are within building rules and Architectural Control as applicable to that building and he shall submit a copy of the revised plan prior to the execution of work at site to the Estate Officer for record and reference alongwith a certificate conforming to the above conditions. In this case, re-sanctioning shall not be required.

However, any change in structure of permanent features such as toilet, stairs, lifts shall not be permitted. The SDO (B) shall visit/inspect the premises within a period of 3 months and verify the same. If the construction is not as per revised building plan submitted by the architect or any infringement of Building Rules is detected or in other words certificate submitted by the architect is found to be wrong, the architect shall be held responsible for all consequences and action shall be initiated against him/her as per rules. This facility shall be available on the upper floors of SCOs and the SCFs converted into SCOs.

(Order/Notification dated 30.03.2000)

1.35.5 Partitions in Basements:

Low height Partitions upto 1.37 mts (4'-6") shall be allowed in the basements to be used for habitable purpose in Showrooms SCOs, SCFs, Bay-shops and similar buildings. However for full height partitions, prior approval of the Chief Administrator shall be necessary.

(Decision of Chief Architect, U.T dated 8.10.2009)

1.36 PORCH:

Car Parking/Porch covered with A.C. sheets or fibreglass or any other light weight material roof shall be permitted in the front courtyard of the residential houses with no covering on any side.

(Order/Notification dated 14.8.1996)

1.37 PROJECTION /CANTILEVER :

a) (i) In case of residential buildings governed by zoning, a cantilever may begin from minimum height of 2.36 meters from plinth level provided its depth shall not be more than 1.83 meters from face of the wall.

(ii) A sun shade (chajja) which is not a cantilever (i.e. supported on 3 sides) shall not be considered covered area provided its depth does not exceed 70 cms. Further no cantilever shall be permitted in front of such sun shade.

(iii) A cantilever projection if converted into enclosed habitable space at an upper level, will be counted towards covered area at the same floor only and not on a lower floor where it is not enclosed, provided such a cantilever falls within the zoning lines.

(iv) In the case of buildings other than residential, the cantilever projections shall be as specified in the Zoning Plan/ Architectural Control/Frame Control.

(Notification dated 22.1.1993 amending Rule 27)

b) In 2 Kanal Industrial plots, wherever external staircase in front show room has been approved for approaching first floor, a cantilever of one meter width all along the length on first floor towards courtyard side shall be permitted enabling two exits from the hall.

(Order/Notification dated 24.8.2000/25.08.2000)

c) Cantilever shall be allowed beyond the zoning line of residential buildings and the size of the same will vary depending on the size of the plot, to be determined by the Chief Architect, with the maximum limit of 3 ft. (0.9 m). The projection at second floor level shall be allowed at the height of 2.52m (8'-3") measured from second floor level. This cantilever shall be allowed 3'.0" away from the common wall on either side.

(Order/ Notification dated 24.9.2009 25.9.2009)

1.38 PUBLIC BUILDINGS :

a) (i) All area on ground floors of Public Buildings in the U.T., Chandigarh shall be made accessible/ approachable for disabled people. In shops where split levels have been provided, ramps shall be provided for these people.

(ii) Parking space out of the space earmarked for general public shall be reserved for disabled persons.

(Order/Notification dated 10.01.2001)

b) All new public buildings which shall be approved after issuance of notification dated 16.10.2008 shall conform to the requirements of Persons with Disabilities Act, 1995 and the Rules made there under. The owners/lessees/occupiers of the existing/new Public Buildings shall make their building as friendly as possible to persons with disabilities

(Order/Notification dated 16.10.2008)

c) All public buildings on plot sizes of 1 acre and above shall display the building plans within the site at an appropriate location clearly highlighting the entry, exit, fire escape routes and staircases, corridors, public areas, general convenience and essential services.

(Order/Notification dated 23.12.2009)

1.39 RAIN WATER HARVESTING:

All the buildings which are or will be constructed on plot of one kanal and above shall have rain water harvesting system to recharge ground water installed as per the specifications given by the Administration. All the existing buildings in the one kanal and above category shall install rain water harvesting system to recharge the ground water within two years from the date of issuance of notification dt 16/10/2008.

(Order/Notification dated 16.10.2008)

1.40 ROOF TOP / SERVICE ZONE/SERVICE FLOOR :

a) All roofs having access by means of staircase shall have a party wall of minimum height of 1.8meters throughout its length between the internal faces of outer parapet walls. Notwithstanding the above, terminal ends of these walls may be shaped for architectural considerations. In the case of multi-storied flats, this provision shall be optional. All parapet walls, balustrade or railings affording protection to roof terraces, balconies or verandah at or above first storey level and having access thereto by staircase door shall have a height of not less than 0.75 M.

(Notification dated 22.1.1993 amending Rule 30)

b) The roof of a building shall be so constructed as to be fire resisting, weather proof and non-erodable.

(Notification dated 22.1.1993 amending Rule 71)

c) The roof of the building (whether flat or sloping) shall be constructed so as to drain effectually to suitable and sufficient gutters, shoots or troughs, which shall be provided for receiving and conveying all rain water that may fall on the roof. Such gutters, shoots or troughs shall be connected to a sufficient numbers of suitable down pipes so as to carry away all such water without causing dampness in any part of the building or any adjacent building. Spout for discharge of rain water from roof may be used, provided such spout falls within the applicant's property.

(Notification dated 22.1.1993 amending Rule 92)

d) A zone for all services on the terrace shall be fixed instead of fixing individual zones for each service. The provision of solar water tank and cooling towers for air conditioning shall be made on roof top subject to the condition that its height is restricted to 10'-0" and it is placed 10'-0" away from the front and rear wall and end walls and 4'-0" away from common party walls.

(Order/Notification dated 30.3.2000)

However vide the decision of the Secretary Urban Planning dated 26.02.2010, in residential plots except marla houses, a height upto 3.0 meters beyond permissible height has been allowed only for services like water tank, solar system, A.C., cooling towers, genset and screen wall to enclose services etc. In all other buildings, a height upto 7.0 meters beyond the permissible height has been allowed for services like machine room, staircover (mumty), roof tank, solar water panels, ventilating shafts/duct, air conditioning towers, chimneys, D.G. Set on terrace and similar services and screen wall to enclose services and Architectural features etc.

e) The provision of a cut out of the maximum size of 1 sq. mtr with a flap door on top of it alongwith a provision of Cat-ladder shall be permitted in all SCOs / SCFs subject to the approval of the Chief Administrator and subject to the condition that the opening so created shall remain within the parapet height.

(Order/Notification dated 30.03.2000)

f) Where service floor shall be planned in multi-storied buildings such as Hospitals, Special Health Centres, Nursing Homes and other such buildings, they shall comply with the following: -

- (i) Its height shall not exceed 2.25 meters from floor to ceiling. It shall be exempted from Floor Area Ratio (FAR) and shall be within the prescribed height in the zoning.
- (ii) The height and façade shall not be changed in buildings governed by Architectural Control, for providing service floor.
- (iii) The service floor may be allowed only for laying of services such as Air Conditioning, Public Health, Rain Water Pipes, and Electrical, Fire fighting, telephone/Internet wire etc and shall not be used for any other purpose.

(Notification dated 1.2.2008 adding new Rule 23A)

g) (i) The cut out in roof slab on top floor of all non-residential buildings shall be allowed subject to the provisions of adequate light, ventilation, circulation, air circulation and safety requirements.

(ii) The terraces of all buildings in Chandigarh shall be allowed to be accessed by staircase mumty to be located within a service zone to create refuge area in case of fire. The service zone on the terrace shall be allowed to have three feet high parapet wall all around, which shall not be used for any other purpose except for specified services. For this purpose standard design of mumty shall be issued.

(Order /Notification dated 16.10.2008)

However, vide decision of Chief Architect, U.T dated 09.06.2010, the staircase/mumty would be permitted in all kanal type houses except marla houses and in all other buildings.

(Decision of Chief Architect, U.T dated 09.06.2010)

h) The terraces/rooftop of all Marla houses shall be allowed to be accessed through a cat-ladder with provision of minimum cut out in roof of one sq.mt with flap door so that essential services on the roof top can be attended to and no mummy shall be permitted.

(Order /Notification dated 25.9.2009)

1.41 ROOF TOP DEVICES AND OTHER EQUIPMENTS:

a) (i) Devices based on non-conventional energy sources shall be permitted at the roof top provided they match with the I.S.I. Specifications.

(ii) Dish antenna for personal use shall be permitted on the roof top of the buildings in Chandigarh. However, a detailed scheme shall be submitted by the owner to the Chief Administrator for approval, in each case if dish antenna is used for commercial purposes.

(Order/Notification dated 14.8.1996)

b) Provision of Solar Water Heating System shall be compulsory in the following categories of buildings:

- (1)** Hospitals and Nursing Homes.
- (2)** Hotels Lodges and Guest Houses
- (3)** Hostels of Schools, Colleges, and Training centres.

However, Solar Water Heating Devices shall be installed in the 'Service-Zone' on the terrace within the prescribed height.

(Order/Notification dated 11.1.2002/26.2.2002)

c) (i) All commercial, institutional and hotel buildings which have use of hot water shall have solar water heating system of adequate capacity installed. The existing buildings which do not have those facilities shall provide this facility within one year from the date of notification dated 16/10/2008.

(ii) As regards to residential buildings, all houses on a site of one Kanal will make provisions for solar water heating system having capacity of at least 100 ltrs. and on a site of two Kanals and above, that of at least 200 ltrs. The existing houses will provide these facilities within two years from the date of notification 16/10/2008.

(iii) Solar lighting system shall be made mandatory for campus lighting such as for schools, Colleges, Hospitals and other institutional buildings.

(iv) A Silent Generating Set of any capacity and Dry Type Transformer/Sub station equipments shall be allowed on the terrace/roof top of all Commercial, Industrial, Public and Apartment Buildings in Chandigarh within service zone subject to the following conditions: -

- (1)** that the structural stability is certified by a Structural Engineer
- (2)** that the Chief Fire Officer, Municipal Corporation, Chandigarh issues a No Objection Certificate for the purpose.
- (3)** that consent/clearance is obtained from the Chandigarh Pollution Control Committee, Chandigarh.
- (4)** the applicant shall apply to the Electricity Department. Chandigarh Administration for clearance and electricity connection.

(v) There shall be no objection in installing of a Silent Generating Set of capacity beyond 25 KVA in the basement or ground floor of the premises of Commercial, Industrial, Public and Apartment buildings in Chandigarh within the covered area norms subject to the clearance by the Chandigarh Pollution Control Committee and the Electricity Department of Chandigarh Administration as per their norms.

(vi) A Silent Generating set up to 25 KVA capacity shall be allowed on the lowest level of the residential building subject to meeting the norms of the air pollution and structure born noise levels as being approved by the Chandigarh Pollution Control Committee and the Electricity Department of Chandigarh Administration as per their norms.

(Order/Notification dated 16.10.2008)

d) Mobile Telephone towers:

(i) Installation of mobile or wire less telephone towers shall be allowed on/in non-residential institutional premises owned by the Chandigarh Administration and its undertakings including Semi-Government Organisations and its Autonomous Bodies. The installation of towers shall be subject to following terms and conditions:

- (1) Mobile or wire-less telephone towers shall only be allowed on non-residential buildings of the Chandigarh Administration.
- (2) The towers shall be shared by at-least three mobile companies and the Cellular Operator (hereinafter called operator) shall put up mono-pole towers on/in of the institutional premises. All the three operators shall obtain separate permission from the Administration after obtaining the consent of the company, which has erected the tower on such terms and conditions, which the Administration may decide on case to case basis.
- (3) Total height of the pole from ground zero shall not exceed 30 mtrs. If it is coming on the roof top of the building, the height of the building shall be reduced by permissible 30 mtrs.
- (4) The size of generator room shall be 11.49 mtrs x 7.06 mtrs. including the area of pole and shelter room and its components. The generator shall be noiseless and shall conform to all norms fixed by environmental laws and guidelines.
- (5) The final permission for installation of towers shall be granted by the Single Window Committee headed by the Finance Secretary and consisting of Estate Officer, Chief Engineer, Chief Architect, Chief Fire Officer/MC and head of the office of the concerned building.
- (6) Any operator, duly approved to carry out its operations by the Govt. of India, shall apply to Chief Architect, UT, Chandigarh with all required relevant documents and undertakings. The Chief Architect shall circulate the request to all concerned members of the Single Window Committee for their report within 10 days failing which it shall be presumed that they have no comments to offer and the matter will be placed before the Finance Secretary by Chief Architect for placing it before Single Window Committee.
- (7) The Single Window Committee shall be competent to lay down various guidelines as deemed appropriate from time to time.
- (8) After approval of the Single Window Committee, the application will be sent to the Plan Approval Committee for issuance of formal orders and consequent to that, the Assistant Estate Officer, UT, Chandigarh (hereinafter called the Lessor) will sign the rent deed on behalf of the Chandigarh Administration for a period of 5 years and can be subsequently extended in future for 3 years each, on such terms and conditions which shall be decided by the Administration at the time of every renewal.
- (9) The site shall be used only for setting up the towers and generator room. No commercial activity at site shall be permitted.

- (10) The rent/lease money to be paid by the person/company which will get the permission to erect the pole. If the person/company, who has put the tower fails to pay the lease money to the Administration within 15 days from the expiry of the due date, the Administration shall be free to disconnect the essential services to the tower and remove the pole without giving any prior notice. The rent will be prescribed on case to case basis by the Finance Department because there cannot be a fixed rent as the area and location will keep on varying. The rent shall increase by 5% every year.
- (11) Apart from the person who gets the permission to erect the pole, all other operators who will use the pole shall also have to take separate permission from the Administration after obtaining the consent of the company, which has erected the tower on such terms and conditions, which the Administration may decide on case to case basis.
- (12) Whatever taxes, levies etc. which are leviable by any Govt. or by any statutory authority, shall be payable by the operator.
- (13) The operator allowed the use of space for the tower shall abide by the building rules and such other laws governing use of space and erection of tower as applicable from time to time in Chandigarh. In addition, the Chief Administrator, Chandigarh shall be competent to issue any such directions as deemed fit, which the operator shall abide. The operator shall have comprehensive insurance policy at its own cost for all such structure which they will be putting and raising and by any circumstances if any damage is caused to any person or property because of the tower, machine room, generator room etc. erected by the operator. The operator shall be solely responsible for paying all kinds of compensation and damages and shall be solely responsible for any civil or criminal case arising therefrom.

(Order/Notification dated 5.6.2008)

(ii) Permission for installation of tower/shelter/equipment and pre-fabricated temporary shelters on various non-residential buildings shall be allowed subject to the following conditions:-

- (1) Written permission from the building owner shall be obtained by the operator.
- (2) The pre-fabricated structure shall be temporary in nature and shall not be an inseparable part of the roof top.
- (3) It shall be the responsibility of the operator to ensure that the buildings are structurally safe and sound and capable of taking the load of antenna and the pre-fabricated structure.
- (4) The height of the antenna (i.e. height of the building plus height of tower) should be as per submitted specification and should not violate the directions and limit prescribed by any authority in this regard.
- (5) Officials of the Chandigarh Administration/Estate Office shall have the right to inspect the site at all times without any prior notice.
- (6) There shall be no further change in the plan and design of the pre-fabricated shelter and tower without prior approval of the Administration.
- (7) This permission is granted without prejudice to the rights of the Chief Administrator, Chandigarh to take any action if found necessary in the event of any breach of conditions of the approval letter or any unauthorized work noticed subsequently in the existing building.
- (8) The permission should be valid for such time as the operator holds a valid licence for such operations from the competent authority. However, the operator shall submit a Certificate every five years from a structural engineer, regarding the continued safety of the building and the related structures like tower, pre-fabricated structure etc.

- (9) The structural safety has to be ensured by each property owner and the operator who shall obtain structural design clearance and stability certificate from a certified structural engineer in Form 'J' of the Capital of Punjab (Development & Regulation) Act, 1952. They shall also submit a certificate regarding structural design/safety of the tower from a structural engineer registered with the Chandigarh Administration.
- (10) This is further subject to the safety clearance to be obtained by the operator/applicant from the Air-port Authority of India/Air Force Station.
- (11) It should be ensured by the operator that there is no other tower of the said company within a radius of minimum 300 mts.
- (12) The Building owner & operator will be responsible for any loss caused or damage to public property in general or the people around or in the building.
- (13) Permission for Gen set shall be obtained separately as per procedure from the competent authority.
- (14) The occupation/completion certificate from the competent authority must be obtained for the building on which the tower is proposed to be raised.
- (15) Fees as prescribed from time to time by the Chandigarh Administration shall be paid by the operator.
- (16) For every application seeking permission for installation of tower the operator shall make a separate application to the Estate Officer along with the prescribed documents and clearances. The Estate Officer exercising the powers of the Chief Administrator would give the permission within 30 days from the date of the receipt of complete application. The application shall be processed by the PAC (Upper) who shall give its recommendations to the Estate Officer.

Fee for Mobile Telephone Towers : Relaxation of Building height prescribed in the Punjab Capital (Development & Regulation) Building Rules, 1952 for the installation of Mobile Telephone Towers and other related technology in Non-Residential Buildings in Chandigarh shall be permitted on payment of one time non refundable permission fee of Rs. 1.00 lac (one lac) per site and in case the site is shared by other cellular operators, an additional amount of Rs. 50,000 (Rs. Fifty thousand only) per sharing can be charged, with immediate effect subject to other usual terms and conditions.

(Order/Notification dated 14.01.2005)

1.42 SERVANT QUARTERS:

a) Separate servant quarters not attached to the main house shall have water closet and bathroom attached thereto and separate courtyard of not less than 11 sq.mts in area.

- (i) Only one servant room shall be built on a site of size 420 sq. mts. or more in area.
- (ii) For one dwelling unit, only one servant room shall be provided.
- (iii) If a servant room is built on a ground floor it shall have a separate courtyard of not less than 10 sq. mts.
- (iv) Separate servant room not built as part of the main house shall have a water closet and bathroom attached thereto.
- (v) The maximum covered area of servant room shall not exceed 12 sq.mts. excluding water closet and bathroom.

(Notification dated 22.01.1993 amending Rule 32)

b) Kitchenette shall be allowed along with servant quarters in Kanal category houses. There shall be no restriction on the size of the servant quarters but it shall be within the maximum covered area permitted for the house.

(Order/Notification dated 5.12.2000/18.12.2000)

In Phase-II sectors, in 2 Kanal houses, zoning for servant quarters shall be allowed as in the case of zoning in Phase-I sectors except in houses abutting V3 road, where at least a minimum 15'-9" wide space shall be left open between proposed servant blocks and the rear boundary wall to maintain a uniform street picture.

(Order/Notification dated 11.1.2002/ 26.02.2002)

1.43 SKY LIGHTS:

The skylight on rooftop of commercial buildings that are not visible from the street shall not be compulsory, provided minimum light and ventilation as stipulated in building rules is ensured. Sky-lights shall also not be compulsory in all those commercial buildings where deficiency of natural light and ventilation is compensated by artificial lighting, ventilation and air-conditioning etc. as stipulated in the building rules.

(Order/Notification dated 30.3.2000)

1.44 STAIRCASE/HANDRAILS:

a) Staircase in residential buildings: Single family or two family residential buildings - Every building more than one storey high, intended to be used as residential building, shall be provided with atleast one staircase having minimum width of 85 cms with riser of not more than 19 cms., limited to 15 Nos. per flight and tread not less than 25 cms. in width constructed of fire resisting materials.

(Notification dated 22.01.1993 amending Rule-72)

b) Residential buildings for more than two families - Every building intended to be used as residential building for more than two families shall be provided with atleast one staircase extending from ground floor level to the highest floor having minimum clear width in accordance with the following table:-

- (i) Number of users upto 10 ---- 85 cms.
- (ii) Number of users from 11 to 20 ---- 1.10 meters
- (iii) Number of users from 21 to 100 ---- 1.25 meters
- (iv) Increase 1" (2.5cms.) for every additional 15 persons until a maximum of 2.75 m. is reached.

A single staircase of width mentioned above may be replaced by two staircases each of a width atleast equal to two-thirds the width prescribed for a single staircase provided neither of the substituted two staircases be less than 1.1m in width. Staircase so provided shall be built in fire resisting materials.

(v) Occupant Load:

Sr. No.	Group of Category	Occupant load, floor area in m ² /person
1.	Residential	12.5
2.	Educational	4
3.	Institutional	15
4.	Assembly -	
	(a) with fixed for loose seats and dance floors	0.6
	(b) without seating facilities including dining rooms	1.5
5.	Mercantile	
	(a) Street floor	3
	(b) Upper sale floors	6
6.	Business and Industrial	10
7.	Storage	30
8.	Hazardous	10

Note- The number of users in any building or the occupant load shall be calculated on the actual number of occupants, but in no case less than that specified in the table above.

(Notification dated 22.01.1993 amending Rule-73)

c) Staircase in public buildings /commercial buildings, warehouse and Industrial buildings -

- (i) No staircase in a public or commercial building or warehouse and industrial building shall be of width less than that given below:-
 - (1) Number of users upto 200 1.4 m
 - (2) Number of users from 200 to 350 1.8 m
 - (3) Increase by 2.5 cms. for every additional 15 persons until a maximum of 9'(2.75m) is reached. A single staircase of the width mentioned in (c) above may be replaced by two staircases each of width of at least 6 feet (1.8m).
- (ii) The staircase in these buildings shall be of fire-proof materials. Notwithstanding the above, staircases in private portions of public buildings/commercial buildings or warehouse and industrial buildings, not open to general public may be of the sizes mentioned for the residential buildings, for more than two families and commercial buildings.
- (iii) The minimum tread shall be 28 cms. and maximum rise 18 cms. All staircases and walls enclosing the staircase in public building, warehouse and industrial buildings shall be of fire-proof materials.
- (iv) The stair data for the buildings governed by Architectural Control shall be in accordance with the stair data as shown in the Architectural Control or as per clauses (i), (ii) and (iii) above.

(Notification dated 22.01.1993 amending Rule-75)

d) The staircase in any building shall be so located that the travel distance on the floor shall not exceed 30 m.

(Notification dated 22.01.1993 amending Rule-79)

e) The minimum clear head room in a passage under the landing of a staircase and under the staircase shall be 2.1m.

(Notification dated 22.01.1993 amending Rule-81)

f) (i) In every staircase at least one hand rail shall be provided with a minimum height of 90 cms. from the centre of the tread.

(ii) Where steps are provided from ground to the building, hand rail may not be provided if the steps do not go above 1.37 m. in height and not less than 18 m. in width.

(Notification dated 22.01.1993 amending Rule-82)

g) (i) Passage, W.C., bath, gallery, verandah, store, loft and store at barsati floor near or above the staircase, constructed to a height of 6'-9" from the floor level, against the minimum height of 7'-6" prescribed in the building bye-laws, shall be compoundable @ Rs.500 at the time of granting occupation/completion certificate.

(ii) Stair head-way constructed to the height of 6'-0" against the permissible height of 6'-9" shall be compoundable @ Rs.500 per height (landing) at the time of granting occupation/Completion Certificate.

(Order/Notification dated 21.04.1998)

h) In the case of SCOs of Sector-15-D Chandigarh, the stair case shall be allowed from the front side. However, in the case of SCF, if any, in the shopping centre of Sector-15-D, stair case shall be allowed from the front side only in accordance with the terms and conditions contained in the Chandigarh Administration, Finance Department's notification No. 2722-UTFI(3)-98/7023, dated 20.05.98.

(See Topic 3.2 regarding Conversion from SCFs to SCOs)

(Order/Notification dated 8.1.2001/10.01.2001)

i) In residential building, winders in staircases shall be allowed on payment of composition fee prescribed by Chandigarh Administration. Maximum 3 number treads in winders (i.e. 2 number risers in winders) shall be allowed. A reduction in the width of staircase up to a maximum limit of 3" shall be allowed on payment of composition fee a prescribed by Chandigarh Administration and subject to fire safety norms.

(Order/Notification dated 11.1.2002/26.02.2002)

j) No composition fee shall be charged for allowing winders in staircase.

(Order/Notification dated 15.5.2002)

k) Variations within prescribed limits in the height of riser, depth of tread and extra riser in stairways of all categories of building shall be allowed as per Rules without payment of any charges.

(Order/Notification dated 13.6.2002)

l) In the case of Basement, there shall be two staircases preferably in opposite directions as per the provisions of the Fire Safety Rules and the National Building Code.

Where the basements are for parking only, passenger lift shall be allowed in the basement.

(Notification dated 29.03.2007 amending Rule-75)

m) As per new fire safety norms, minimum of two staircases are to be provided in buildings above 15 mtrs. height. In old buildings which already stand constructed with one staircase as per the approved plan and architectural control, it shall be mandatory to have more staircases as fire safety staircases. If the fire staircase cannot be provided within the existing building it can be allowed beyond the architectural control of the building and beyond the zoned area. These staircases shall be open to sky and hence shall not be counted towards FAR. While providing the extra staircase the uniformity shall be maintained.

(Order/Notification dated 16.10.2008)

1.45 STRUCTURAL DESIGN/STRUCTURAL STABILITY (HAZARD SAFETY):

The structural design of Foundation, Masonry, Timber, Plain concrete, Reinforced concrete, Pre-stressed concrete and Structural steel, shall be carried out in accordance with part 6 Structural Design, Section 1 - Loads, Forces and Effects, Section 2-Soils and Foundation, Section3-Timber and Bamboo, Section-4-Masonry, Section-5-Concrete, Section 6-Steel, Section 7 - Prefabrication, Systems Building and Mixed/Composite Construction of the National Building Code of India, taking into consideration all relevant Indian Standards prescribed by the Bureau of Indian Standard including the Indian Standards given in Annexure 'A' for earthquake protection of building. (See Topic 2.4).

(Notification dated 16.5.2001 amending Rule- 40)

1.46 VARIATION UPTO 2% IN PERMISSIBLE AREA:

Upto 2% variation in the minimum permissible area of a habitable Room/W.C., Toilet, Kitchen etc. within the zoned area shall be allowed on payment of composition fee at the rates prescribed by the Chandigarh Administration. However, the minimum width of the area as prescribed in the building rules cannot be reduced.

(Order/Notification dated 11.1.2002/26.2.2002)

Rs. 5,000/- shall be charged for houses upto 10 marlas and Rs.10,000/- shall be charged for houses beyond 10 marlas for allowing variation upto 2% in the minimum permissible area of a habitable room, W.C. toilet, kitchen etc. within the zoned area.

(Order/Notification dated 06.06.2002/13.06.2002)

1.47 VIOLATIONS OF ZONING:

Violations of zoning in residential buildings on all sides within the plot up to 3" (including cladding) shall be allowed on payment of composition fee @ Rs. 400 per sq.ft. However, if the violation is more than 3" then it shall be allowed on payment of composition fee @ 800 per sq ft. of the excess coverage up to a maximum of 6". This relaxation shall be only in case of houses governed by zoning plan and subject to the condition that the construction beyond zoning conforms to the Punjab Capital (Development and Regulation) Building Rules, 1952.

(Order/Notification dated 11.1.2002/26.2.2002)

1.48 VOLUMETRIC CONTROL:

The owner/lessee of any existing building, who may like to avail the benefit(s) of additional volumetric control, granted vide notification dated 16.10.2008 shall only be granted the benefit if they upgrade the parking facilities (wherever applicable), set up the solar water heating system, dual flushing system and rain water harvesting system to recharge ground water in the respective buildings .

a) Volumetric control for Residential Buildings/Sites:

(i) Marla Houses less than 1 Kanal

FAR	:	2.0
Ground Coverage	:	70%
Height	:	As permissible

(ii) One Kanal to less than 2 Kanal Houses

FAR	:	1.50
Ground Coverage	:	50%
Height	:	As permissible

(iii) Two Kanal Houses

FAR	:	1.25
Ground Coverage	:	45%
Height	:	As permissible

(iv) Above Two Kanals

FAR	:	1.0
Ground Coverage	:	35%
Height	:	As permissible

CONDITIONS :

The above increase in FAR shall be allowed subject to the following conditions:

1. To achieve FAR 2.0 in Marla houses permitted vide Notifications dated 16/10/08, ground coverage of 70% (65% + 5%) shall be allowed and coverage of 65% on the first and second floor each shall be allowed. Ground coverage of 65% + 5% has been allowed to maintain the building line and should only be insisted in case of full demolition of house/building for construction of new building/house. However, for example if the existing house is constructed upto 62% ground coverage, there is no need to demolish the house/building if the building is constructed within the limit of 65%.
2. Wherever the owner of the house has constructed the green house which may be little bigger than the permissible green house and the constructed green house in size fits into permissible ground coverage of 65% + 5%, that shall be allowed subject to the condition that whenever the owner wants to fully demolish the house and re-construct fresh building/house, then the green house which has been permissible shall not be allowed and only the allowable building line with 65% + 5% ground coverage, as the case may be, shall be permissible at that stage.
3. The owners who do not wish to extend the existing building line of their old houses/structures applicable prior to Notification dated 16/10/08, shall be allowed to retain the green house/additional covered area upto 150 sq. ft. (13.94 sq. m) as already permitted in the past, in the rear courtyard on the ground floor.
4. The coverage of the cut out/ terrace on the upper floors within the existing/ old building line of Frame Controlled/Architectural Controlled Marla houses in Phase-II sectors shall be allowed. However, if the owner subsequently desires to extend the building line as shown in the revised zoning plan in order to achieve FAR 2.0, the revised zoning shall be applicable.

b) Volumetric Control for Rajiv Gandhi Chandigarh Technology Park, Build to Suit Sites, Main Campus and Small campus sites:-

Site	Site Coverage	Permitted FSI	Height
BTS	40%	1.50	74'-3" (22.6 mtrs.)
Main Campus	40%	1.50	74'-3" (22.6 mtrs.)
Small Campus	40%	1.50	74'-3" (22.6 mtrs.)

The existing allottees, who have already built up their buildings in the IT Park will only be allowed extra space/additional volumetric control as above, provided that they shall upgrade the parking facility as per new parameters in these orders for the entire built up space including the existing built up space and proposed built up space.

c) Volumetric Control for all integrated residential housing schemes outside Sectoral grid of Chandigarh:-

- (i) Campus having population of 6250 persons approximately (4.5 persons per dwelling unit) shall be termed as Integrated Housing.
- (ii) Minimum area : 25 acres
- (iii) FAR : 2.0
- (iv) Ground average : 40%
- (v) Height : 18.9mtrs. upto top of parapet.
- (vi) Commercial area : Upto 2.5% of the entire area of the site can be allowed for commercial use to meet day- to-day requirements of the residents living in the integrated scheme. For commercial area, permissible ground coverage shall be 30%, FAR 2 and height upto 62'-3" (18.9 mtrs.) upto parapet level.

d) Volumetric controls for the construction of Educational Buildings in Education City in Chandigarh:-

- (i) Ground coverage : 40%
- (ii) FAR : 1.5
- (iii) Height : 57'-6" (17.5 mtrs.) upto top of parapet.

e) Volumetric control for construction of stand alone Banquet Halls specifically earmarked in Chandigarh:-

- (i) Ground average : 40%
- (ii) FAR : 1.0
- (iii) Height : 48'-9" (14.86 mtrs.)
- (iv) Parking facility : Atleast 130 cars per acre of gross area and further on prorata basis.

f) Volumetric control shall be followed in construction of building in Medicity or other such dedicated/integrated projects in Chandigarh:-

Distribution of various covered area uses	Ground coverage in %age	Height	FAR
Institutional/dedicated Zone - 70% of the total area of the site	35%	83'7" (25.5 mtrs.)	2.0
Residential Zone - 25% of the total area of the site	40%	75'-0" (22.86 mtrs)	2.0
Commercial Zone - 5% of the total area of the site	35%	75'-0" (22.86 mtrs)	2.0

The following areas in various buildings in Chandigarh shall not be counted towards the FAR:

- (i) Mumty or stair cover, leading to terrace where no habitable use is proposed.
- (ii) A watchman shelter at every entry/exit point, each not exceeding 14 sq. meter in area.
- (iii) Mezzanine floor which shall be only 25% of the total area in the hall/ where such facility is being proposed.
- (iv) Machine room for lift on top floor as required for lift installation.
- (v) Open to sky ramp/staircase for emergency exit.
- (vi) Service chutes, service ducts for essential services.
- (vii) Service floor
- (viii) Non habitable stilt floor for parking.
- (ix) Basement for parking and services/storage (80% for parking area and 20% for services/storage).

(Order/Notification dated 16.10.2008, 25.9.2009 and 11.6.2010)

1.49 WALLS :

a) All structural, external and party walls exposed to weather/ protected from weather, built of bricks or blocks laid in horizontal beds or courses shall be constructed of thickness not less than 28 cms upto three storied buildings with maximum height not more than 10.9 mtr. The thickness of wall shall be determined in accordance with the relevant provisions of National Building Code of India in case of buildings with height more than 10.5 mtr.

(Notification dated 22.01.1993 amending Rule 50)

b) The cost per cubic foot of brick work shall be followed as per common schedule of rates with prevailing premium rates as being followed in the Engineering Department, Union Territory, Chandigarh for settling disputes of compensation between house owners for the cost of common walls. The rate to be charged for brick masonry shall be determined and notified by the Estate Officer in consultation with the Engineering Department, Union Territory, Chandigarh on January 1, every year, in case of common brick wall.

(Order/Notification dated 11.1.2002/26.2.2002)

c) For common walls, Rs. 33 per cubic feet of 9" thick brick wall in cement, sand mortar 1:7 in 1st storey shall be charged. However, for additional storeys of 4 meter height, the basic rate of Rs. 372 per cubic meter subject to the further change on 1st January of every year.

(Order/Notification dated 03.05.2002/15.5.2002)

1.50 WATER TANK :

a) A tank intended for reception or disposal of industrial chemical or other trade affluent shall be so constructed and placed as not to cause pollution to any well, spring or stream of water; used or likely to be used for drinking or domestic purposes, or for the manufacture or preparation of articles of food or drink for human consumption or for the cleaning of vessels with a view to the preparation or sale of such articles. Any affluent on any premises such as Industrial plots or any other processing area shall be permitted only on the permission and approval from the Chandigarh Pollution Control Committee.

(Notification dated 22.01.1993 amending Rule 108)

b) (i) A water tank shall be permitted under the public corridor/public verandah of the commercial buildings where required. It shall be constructed in such a manner that it does not obstruct the free movement of the general public. A detailed scheme in this regard shall be submitted to the Chief Administrator by the owner to seek prior approval. The relevant clause of the respective Architectural Controls for commercial sites shall deem to be amended to that extent.

(ii) An Under-ground water tank shall be permitted in the rear courtyard of the residential/commercial building. A detailed scheme for the construction of such under-ground water tank shall be submitted by the owner to the Chief Administrator for approval.

(Order/Notification dated 14.8.1996)

c) The water tank constructed on the roof top shall be allowed subject to the condition that the height of the water tank shall not be more than 4'-0" and it is constructed at the distance of 4'-0" from the end walls. In case the distance of 4'-0" from the end wall is not maintained, composition fee @ Rs. 500 per water tank shall be charged at the time of granting occupation /completion certificate.

(Order/Notification dated 21.4.1998)

2. FORMATS/SCHEDULES

2.1- FORMS

FORM A

(Form of Application)

(Rule 7)

From

To

The Chief Administrator,
Chandigarh.

Sir,

I/ We apply for permission to erect/re-erect/add/alter a building/ wall in accordance with the plans submitted herewith on the Plot No. _____ in the layout of Sector No. _____.

2. I/We attach:

- (a) A site plan showing the position of the plot proposed to be built Upon required by the rules;
- (b) Plans, elevations and sections in triplicate as required by the rules;
- (c) Drainage plans, engineering drawings (structural) as required by the rules;
- (d) Specification of the proposed building;
- (e) Copy of Allotment letter;
- (f) Copy of Possession letter;
- (g) Copy of letter showing extension in time limit for the construction of building.
- (h) Copy of Power of Attorney, if the plans are submitted by the Attorney.
- (i) Affidavit and Indemnity Bond;
- (j) Exemption under the Urban Land (Ceiling and Regulation) Act, 1976, if the area of the plot/ proposed covered areas are not within the prescribed limits of the said Act.
- (k) Copy of the receipt for the Building Plan Security;

3. The construction of the building shall be supervised by _____ Architect/
Licensed Supervisor as the case may be.

Dated

Signature(s)

Enclosures:

Received the Building Plans and documents as above onThe Plans may be collected from this office after 6 weeks from this date.

Receipt Clerks
For Estate Officer, Chandigarh

FORM B

(Rule 5)

Form for Sanction

From

The Chief Administrator,
Chandigarh.

To

Memorandum No..... Dated, the

Reference your application for permission to erect/ re-erect/add to alter building on plot No. In accordance with the plans submitted with it, your application is hereby: -

- (i) Sanctioned for the aforesaid construction under rule 5 of the Punjab Capital (Development and Regulation) Building Rules, 1952.
- (ii) Rejected for reasons given below.

Chief Administrator
Chandigarh

FORM C

(Rule 12)

Specifications

The materials to be used in the construction to be clearly specified under the following heads:-

Items	Specification
(a) Foundations	
(b) Walls	
(c) Damp-Proof Course	
(d) Floors	
(e) Roofs	
(f) Windows and Doors and other Woodwork	
(g) Steel work	
(h) Internal Finish	
(i) External Finish.	

Signature of Applicant

Signature of Architect

FORM D

(Rule 18)

Notice of Completion/ Permission to Occupy and for grant of permission for Sewer Connection.

From

To

Chief Administrator,
Chandigarh.

Sir,

I/ We hereby give you notice that the building described below and a part of the building sanctioned with your order No. _____ dated _____ has been completed on _____ in all respects according to the sanctioned plans and the suggested modifications have been carried out.

1. Completion certificate from the Architect who supervised the sanitary installation works of the building is submitted herewith.
2. Certificate from the Licensed Plumber who supervised the sanitary installation works of the building is also submitted herewith.
3. Kindly grant permission for sewerage connection and permit me/us to occupy the building/ part of building as required under rule 18 of the Punjab Capital (Development and Regulation) Building Rules, 1952.

Description of Building

Sector Sub Sector

Plot No. House No. (if any)

Signature of Applicant

FORM E

(Rule 18)

Completion Certificate by an Architect.

I do hereby certify that the following work _____ (insert full particulars of work) has been supervised by me and has been completed to the satisfaction in accordance with the sanctioned plan, that the workmanship and the whole of the materials used are good, that no provisions of the Punjab Capital (Development and Regulation) Act, 1952, or the Building Rules made there under and no requisition made, conditions prescribed or order issued thereunder has been transgressed in the course of the work. A certificate of the Licensed Plumber duly verified is attached.

Sector

Sub-Sector

Plot No

House No. (if any)

Particulars of work _____

Date:

Signature

(Architect)

FORM F

(Rule 18 and 77)

Permission for occupancy or use of the building and grant of sewer connection

From

The Chief Administrator,
Chandigarh.

To

Memorandum No. Dated

Whereas ----- has given notice of completion of the building described below, I hereby:-

- i) Grant permission for sewer connection.
- ii) Grant permission for the occupation and/or use of the said building.

OR

Refuse permission for the sewer connection/occupation of the said building for reasons given below:-

Description of Building,
Sector Sub Sector
Plot No. House No. (if any)

Dated:-

Chief Administrator,
Chandigarh.

FORM G

(Rule 116)

Application for Grant of Licence to work as a Plumber

To

The Chief Administrator,
Chandigarh.

Sir,

I apply for the issue/renewal of licence to work as Plumber at Chandigarh as required under rule 116 of the Punjab Capital (Development and Regulation) Building Rules, 1952. Detailed particulars are given below:-

1. Name
2. Address
3. Father's name
4. Date of Birth
5. Educational Qualification
6. Particulars of Experience
7. Have you held a licence for doing plumbing work previously in Chandigarh. If answer is "Yes", give particulars of the same in the following form:-
 - (i) Number
 - (ii) Year
 - (iii) Period of commencement/expiry
 - (iv) Was it ever cancelled/suspended, if so, give particulars.

I solemnly declare that the information given above is correct.

Dated

Signature of applicant

FORM H

(Rule 116)

Chandigarh Administration

Plumber Licence No. ----- of 20 _____

In pursuance of the provisions of the Rule 116 of the Punjab Capital (Development and Regulation) Building Rules, 1952, the Chief Administrator, Chandigarh hereby grants a licence to Shri _____ or renews the licence of _____ to work as plumber in Chandigarh City.

2. This licence, unless revoked earlier, shall be valid upto 31st day of March, 20____ .

Dated, Chandigarh, the

Chief Administrator
Chandigarh

FORM I

(Rule 116)

I do hereby certify that the following work..... (insert full particulars of work) has been supervised by me and has been completed to my satisfaction in accordance with the sanctioned plan, that the workmanship and the whole of the material used are good, that no provision of the Punjab Capital (Development and regulation) Act, 1952 or the Building Rules, made there under and no requisition made, conditions prescribed or order issued there under has been transgressed in the course of the work.

Sector

Sub-Sector

Plot No.

House No. (if any)

Dated

Signature

(Licensed Plumbing)

FORM J

(Rule 9)

Certificate: To be submitted alongwith the building plans/drawings

1. Certified that the building plans submitted for approval satisfy the safety requirements as stipulated under Rule 40 of the Punjab Capital (Development and Regulation) Building Rules, 1952 and the information given therein is factually correct to the best of our knowledge and understanding.
2. It is also certified that the structural design safety requirement for all situations including safety from natural hazards based on soil conditions has been duly incorporated in the design of the building and these provisions shall be adhered to during construction.

Signature of the
Owner with date

Signature of
Architect with
date

Signature of Structural
Engineer with date

Name in Block
Letters/Address

Name in Block
Letters/Address

Name in Block
Letters/Address

FORM K

(Rule 18)

Certificate: To be submitted at the time of obtaining Completion Certificate

1. Certified that the building (s) has been constructed according to the Sanctioned Plan and Structural design (one set of structural drawings as executed is enclosed) which incorporates the provision of structural safety as specified in revised plans submitted for approval satisfy the safety requirements as specified in part-6- Structural Design of NBC and other relevant Codes/Standards/Guidelines.
2. It is also certified that construction has been done under our supervision and guidance and adheres to the drawings submitted and the records of supervision has been maintained by us.
3. Any subsequent change from the completion drawings will be the responsibility of the owner (s).

Signature of the
Owner with date

Signature of
Architect with
Date

Signature of Structural
Engineer with date
(As defined in NBC of
India)

Name in Block
Letters and Address

Name in Block
Letters and Address

Name in Block
Letters and Address.

2.2 SELF-CERTIFICATION SCHEME :

An Optional Scheme Regarding passing of Building Plans of Residential Premises Except Group Housing/ Apartments is as under :

- a) (i) Notwithstanding anything contained in the Punjab Capital (Development and Regulation) Building Rules, 1952, any person who intends to erect/re-erect a residential building as defined in the Act can make a valid application, which is optional, for self certification of residential building plans, in writing to the competent authority in prescribed form "A" alongwith receipt of the payment of building plan security, processing fee and other forms and documents mentioned at Annexure-I.
- (ii) Such application shall not be considered until the applicant submits all forms and documents complete in all respect duly signed by owner, Registered Architect, Registered Structural Engineer and Licensed Plumber registered with the Chandigarh Administration alongwith prescribed fee.
- (iii) In case of objections, if any, communicated within 30 days from the date of the receipt of the application, the applicant shall be allowed to re-submit the building plan after attending to the objection order. No fee will be charged at the time of this resubmission.
- (iv) A person making application as mentioned in para 1.1 need not submit application under rule 7, 16 and 18 of Punjab (Development and Regulation) Building Rules, 1952.
- b) The applicant shall deposit building plan and processing fee as fixed by the Administration. This fee will be non-refundable and non-transferable. However, in case of minor changes in the plan, fee will not be charged again.
- c) The applicant may withdraw in writing his application for erection/re-erection of a residential building at any time within a period of 30 days of receipt of the said application. The said withdrawal shall terminate all proceedings with respect to such application and the plan security and building plan processing fee as paid by the applicant shall be forfeited.
- d) (i) If after submitting of application and during the construction of building, the Owner/Registered Architect/Registered Structural Engineer/Licensed Plumber is changed, he shall intimate the competent authority by registered letter that he is no longer responsible for the project from the date of actual dispatch of the letter. The intimation must be sent within seven days of occurrence of the change to the estate officer by the respective Owner/Architect/Engineer/Plumber. The construction work shall have to be suspended until the new owner/registered architect/registered structural engineer/ licensed plumber as the case may be, undertake the full responsibility of the project, vide forms and documents submitted at the time of securing permission for erection/ re-erection of the building.
- (ii) The new Owner/ Registered Architect/ Registered Structural Engineer / Plumber, as the case may be, shall before taking responsibility as stated in para 4.1, check the work already executed in pursuance to the permission granted by the Competent Authority. He may go ahead with the remaining work only after intimating the Competent Authority about the same within seven days of his taking over.
- e) (i) A person who applies for erection/re-erection of residential building after securing permission for erection or re-erection, if no objection is received within 30 days from receipt of the application, shall give to the Estate Officer not less than a weeks notice in writing, of the date and time at which erection or re-erection of the building shall begin and shall annex an attested copy of the plinth level certificate, demarcation certificate and permission for stacking malba at site, and any other permission whichever is required in this regard from the Competent Authority.

- (ii) The Competent Authority will ensure that the certificates and other documents needed by the applicant are easily made available at one place.
- (iii) When the construction work reaches at plinth level, supervising Architect shall inform the Estate Officer regarding the progress on prescribed progress certificate.
- f) If a building is not completed or completion certificate is not obtained within five years from the date of securing permission of erection / re-erection or within last date of construction, whichever is earlier, the secured permission will lapse. The applicant has to obtain extension in time limit before applying for re-validation of the same and the same may be re-validated at the discretion of the Estate Officer on the justified request of the applicant and for each re-validation Rs. 1000/- will be charged.
- g) (i) The provision of Rule 18 of Punjab Capital (Development and Regulation) Building Rules 1952 will be applicable except the forms and documents as detailed in Annexure-II, for applying for permission to occupy.
- (ii) On submission of valid application for permission to occupy with forms and documents as detailed at Annexure-II, the Estate Officer shall give receipt thereto and process the application in accordance with Rule 18 of the Punjab Capital (Development & Regulation) Building Rules 1952. Occupation Certificate shall be given within a period of 30 days from the date of receipt of such application. However, if the Estate Officer exercising the power of Chief Administrator fails to issue such Occupation Certificate within the period of 30 days from the date of receipt of valid completion report, the Occupation Certificate will be deemed to have been issued.
- h) (i) Notwithstanding anything contending in the Punjab (Development & Regulation) Building Rules 1952, and further amended made/directions given in this regard for charging of composition fees for erection/re-erection of site, the said rule shall be applicable in regard to composition fee for not securing/obtaining permission for erection/re-erection of building before execution at site.
- (ii) If the owner fails to intimate the Estate Officer within a week's time, regarding commencement of work as per direction 5.1, the composition fee@ Rs. 1075/- per sq. mtr. of the plot area will be levied subject to fulfilment of documents as mentioned in direction 5.1 above at the time of completion.
- (iii) 1. If the Supervising architect fails to submit the progress certificate at plinth level as per direction 5.3, he will be solely hold responsible for such omission and his registration to work in Chandigarh Administration may be suspended/cancelled or any other penalty may be imposed as per the decision of the committee constituted under the Chairmanship of Chief Architect after giving him an opportunity of being heard.
- (iii) 2. If the Owner or Registered Architect/Structural Engineer/ Licensed Plumber as the case may be, submits a wrong report while making application under direction 1.1. and 7.2 or if any additional construction of violation is reported to exist at site or conceal any fact or falsely justifies or mis-states regarding completion at or before the completion of such report, he will be jointly and severally held responsible for such omission/commission and his registration/license to work in Chandigarh Administration may be suspended or cancelled or any other penalty as decided by the committee constituted under the Chairmanship of the Chief Architect after giving an opportunity of being heard.
- (iii) 3. The unauthorized construction will either be demolished by the Owner or by Estate Officer at the risk and cost of the owner, if the same is neither sanctionable nor compoundable.

(Order/Notification Dated 19.10.2005)

Annexure-I

(To be submitted at the time of submission of building plans)

1. Forms and Documents:

1.1 Forms

- 1.1.1** Form A -Form for application for securing permission to erect/re-erect residential building.
- 1.1.2** Form C-Form for declaring specifications of the proposed building
- 1.1.3** Form J -- Form for Structural Stability Certificate.
- 1.1.4** Form 1-- Undertaking of Registered Architect.
- 1.1.5** Form2-- Undertaking of Registered Structural Engineer.
- 1.1.6** Form 3 -- Undertaking of Licensed Plumber.
- 1.1.7** Form 4-- Undertaking of the owner on a stamp paper of Rs. 10/- duly attested by the Executive Magistrate in such form and manner as prescribed.

1.2 Documents:

- 1.2.1** Plan security fee and Building Plan processing fee receipts.
- 1.2.2.** Copy of Power of Attorney, if plans are submitted by Legally authorized Agent or Attorney, along with affidavit regarding non-cancellation of G.P.A. and its validity duly attested by Executive Magistrate 1st Class.
- 1.2.3** Plot size verification on scrutiny proforma duly pasted on site plan from the surveyor of the concerned allotment authority.
- 1.2.4** Four sets of building plans duly mounted on cloth in accordance with Rule 8 of Punjab Capital (Dev. & Reg.) Building Rules, 1952 duly signed by Owner, Registered Architect, Registered Structural Engineer and Licensed Plumber.
- 1.2.5** Site Report of the Registered Architect.
- 1.2.6** Any other declared fee e.g. composition fee for erecting/ re-erecting at site before securing/ obtaining such permission, for additional coverage.

Annexure-II

(To be submitted at the time of applying for occupation certificate)

1. Forms:

- 1.1** Form D Completion Report
- 1.2** Form E Building completion certificate by Registered supervising Architect.
- 1.3** Form I Building completion certificate by Licensed Plumber.
- 1.4** Form K Structural Stability Certificate
- 1.5** Form 5 Structural Inspection Declaration.

2. Documents

- 2.1** Complete set of completion plan.
- 2.2** Complete set of Structural Drawing
- 2.3** Undertaking by way of an affidavit duly signed by the owner regarding completion as per specimen affidavit.
- 2.4** Declared composition fee, if any, in accordance with completion plan as per building bye laws and notification in this regard.

FORMA

(Application for Securing Permission to erect/re-erect Residential Premises)

FILE NO. _____

From

To

The Chief Administrator,
C/o The Estate Officer,
Chandigarh Administration (U.T.),
Chandigarh.

Sir,

I/we hereby apply for permission to erect/re-erect in accordance with the plans submitted herewith, complying with the building Bye-rules of U.T., Chandigarh, restrictions shown on the applicable Zoning Plan, Architectural Control Sheet, Frame Control Sheet and relevant Government Standard Design on the Plot No. _____ H.No. _____ Sector _____, Chandigarh/NAC Manimajra under the directions issued,----vide Order No.26/64-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh.

2. I/we hereby submit following forms and documents duly signed by me/us and by Registered Architect, Registered Structural Engineer and Licensed Plumber as mentioned below:-

2.1 Forms :

- (i) Form C Form for declaring specifications of the proposed building.
- (ii) Form J Form for Structural Stability Certificate.
- (iii) Form 1 Undertaking of Registered Architect.
- (iv) Form 2 Undertaking of Registered Structural Engineer.
- (v) Form 3 Undertaking of Licensed Plumber.
- (vi) Form 4 Undertaking of the owner on a Rs.10/- stamp paper duly attested by Executive Magistrate 1st Class.

2.2 Documents:

- (i) Plan Security Fee and Building Plan Processing Fee receipts.
- (ii) Copy of Power of Attorney, if plans are submitted by Legally Authorized Agent or Attorney, alongwith an affidavit to the effect that G.P.A. has not been cancelled revoked by the owner. The G.P.A. must be duly attested by Executive Magistrate 1st Class.
- (iii) Four sets of building plans duly mounted on cloth in accordance with Rule 8 & 9 of Punjab Capital (Dev. & Reg.) Building Rules, 1952 duly signed by owner(s), Registered Architect, Registered Structural Engineer and Licensed Plumber.
- (iv) Site Report of the Registered Architect.
- (v) Any other declared fee e.g. composition fee for erecting/re-erecting at site before securing/obtaining such permission, for additional coverage etc.

4. The construction of the building shall be supervised by

- (a) Name and address of Architect (In Block Letters) _____
Registration No. of Council of Architecture and of Chandigarh Administration _____
- (b) Name and Address of Structural Engineer (In Block Letters) _____
Registration Notification No. of Chandigarh Administration _____
- (c) Name and Address of Licenced Plumber (In Block Letters) _____
Registration Notification/No. of Chandigarh Administration _____

I/we hereby request to process our case under the directions issued, ---vide Order No.26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh so as to enable to erect/re-erect as per submitted plans.

Date:

Encl. As above (_____ Nos.)

Signature of the owner(s)

Name _____

Add. _____

Tel. _____

For Office Use only

FILE NO. _____

Received four sets of building plans, duly mounted on cloth (_____ No. of drawings in each set) complete in all respects duly signed by _____ Owner(s) _____ Registered Architect _____ Registered Structural Engineer and _____ Licenced Plumber, ---vide Dairy No. _____ dated _____ and entered at Sr.No. _____, Col.No. _____ in Building Plans Register (under the directions issued, ---vide Order No.26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh). This communication may be treated as secured permission for erection/re-erection on Plot No. _____, House No. _____, Sector _____, Chandigarh/NAC Manimajra under Clause 5.1 of Scheme under the directions issued, ---vide Order No.26/6/4-UTFI(3)-2005, dated 19th October, 2005, of Finance Department, U.T., Chandigarh.

Draftsman,

For Estate Officer,
U.T., Chandigarh.

Dated: _____

Name of Draftsman _____

(in block letters)

FORM C

(Form for declaring specifications of the proposed building)

FILE NO. _____

Name of the Owner (s) _____ Plot No. _____,
H.No. _____, Sector _____, Chandigarh/NAC Manimajra _____.

1. Use of Building :

2. Specifications :

2.1 Foundation :

2.1.1 Foundation used

2.1.2 Detail of Foundation, if new

2.2 Detail of super structure

2.3 Detail of flooring

2.4 Detail of roofing

2.5 Detail of damp proof course

2.6 Detail of joinery

2.7 Detail of finishing

2.8 Detail of steel work

2.9 Detail of Public Health Work

2.10 Detail of Electrical Installations

2.11 Detail of Fire Protection Requirements

3. Seismic resistance features

3.1 Masonry structure :

Provisions of Seismic bands at	Provided	Adequate
--------------------------------	----------	----------

3.1.1 Plinth Level	Yes/No	Yes/No
---------------------------	--------	--------

3.1.2 Sill Level	Yes/No	Yes/No
-------------------------	--------	--------

3.1.3 Lintel Level	Yes/No	Yes/No
---------------------------	--------	--------

3.1.4 Roof Level (if applicable)	Yes/No	Yes/No
-----------------------------------------	--------	--------

3.2 If slopped Roof :

3.2.1 Cable Wall top	Yes/No	Yes/No
-----------------------------	--------	--------

3.2.2 Eaves level	Yes/No	Yes/No
--------------------------	--------	--------

3.3 Provision of vertical steel in masonry at :

3.3.1 Each Corner	Yes/No	Yes/No
--------------------------	--------	--------

3.3.2 Each T. Junction	Yes/No	Yes/No
-------------------------------	--------	--------

3.3.3 Each door joint	Yes/No	Yes/No
------------------------------	--------	--------

3.3.4 Around each window	Yes/No	Yes/No
---------------------------------	--------	--------

3.4 Openings :

3.4.1 Total width of openings

<50%/50%-60%/>60%

(* -42% for double storey)

OK/Not OK

3.4.2 Clearance from corner

OK/Not OK

3.4.3 Pier width between two openings

OK/Not OK

3.5 Framed Structures :

3.5.1 Ductile detailing

3.5.2 Spacing of stirrups

OK/Not OK

3.5.3 Size of members

OK/Not OK

3.5.4 End Anchorage

OK/Not OK

3.5.5 Lapping

(Length, location etc.)

OK/Not OK

3.5.6 Angle of stirrup hook

90/135 degrees

4. Detail of any testing carried out by Owner/Registered Structural Engineer

5. The detailed specifications of material/construction as described herein above will be adhered to during erection/re-erection of above cited building under the directions issued-vide No.26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department.

Signature of the
Owner with date

Signature of the
Registered Architect
with date.

Signature of Registered
Structural Engineer
with date.

Name in Block
Letters/Address

Name in Block
Letters/Address

Name in Block
Letters/Address

Registration No. of

___ Council of Architecture

___ Registration No./Order of
Chandigarh Administration

Registration No./Order

_____ of Chd.

Administration

FORM J

(Form for Structural Stability Certificate)

FILE NO. _____

Name of the Owner(s) _____

Plot No. _____, H.No. _____, Sector _____, Chandigarh/N.A.C.,
Manimajra _____

1. It is certified that the building plans submitted herewith for approval against above cited building satisfies the safety requirements as stipulated under Rule 40 of the Capital (Development and Regulation) Building Rules, 1952 and the information given therein is factually correct to the best of my/our knowledge and understanding.
2. It is also certified that structural design conforms to latest I.S.codes i.e. 456:2000, IS:800 and other applicable relevant codes etc, for general structural safety, for Cyclone/Winds Storm Protection, for Earthquake protection, Land Slide hazards etc. including safety from natural hazards based on soil condition have been duly incorporated in the design of building and these provisions shall be adhered to during construction under direct supervision.

Signature of the
Owner with date

Signature of the
Registered Architect
with date

Signature of Registered
Structural Engineer
with date

Name in Block
Letters/Address

Name in Block
Letters/Address

Name in Block
Letters/Address

Registration No. of
____ Council of Architecture
____ Registration No./Order

Registration No./Order
____ of Chd
____ of Chd.Administration

DECLARATION FORM I
(Undertaking of Registered Architect)
FILE NO. _____

1. Certified that I/We _____ am/are members of Council of Architecture and registered with Chandigarh Administration with valid Registration to submit application under the direction issued, -vide order No.26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh.

2. I/We certify that I/we am/are appointed as the Registered Architect to prepare the plans/sections and details thereof and to issue progress certificates and completion certificate as required under the directions issued, -vide order No.25/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh complying the Bye-Laws of the Chandigarh Administration for Plot No. _____, H.No. _____, Sector _____, Chandigarh/N.A.C. Manimajra by _____ owner(s).

3. I/We _____ also certify that I/We have prepared and signed the same and that the execution of the project shall be carried under my/our direction supervision as per the approval plan. In case of re-erection, the existing structure/building at site as shown in submitted plan herewith, is in accordance with the building Bye-Laws and is sanctionable and there exists no violation at site. I/we am/are fully conversant with the provisions of building Bye-Laws and regulations, restrictions of applicable zoning/frame control, architectural control which are in force and about my duties and responsibilities under the same and I/we undertake to fulfil them in all respects and proposal as submitted therein not violating any rules and regulations.

4. I/we also undertake to provide my/our guidance for the adequate measures to be taken by the owner for laying foundations, casting of roof slab, casting of roof slab, installation of plumbing, drainage, sanitation and water supply etc.

5. Further, I/we also certify that, if any, discrepancy is found at any later stage, I/we would be solely held responsible for such discrepancy.

Date:

Signature of the Registered
Architect.

Name of Architect (In Block Letters)

Address

Telephone No.

Council of Architecture Registration No.

Registration Order/No. of the

Chandigarh Administration

DECLARATION FORM 2

(Undertaking of Registered Structural Engineer)

FILE NO. _____

1. I/We _____ certify that I/we, am/are appointed as the Registered Structural Engineer with the Chandigarh Administration with valid registration to prepare the structure reports/structural details and structural drawings for Plot No. _____, H.No. _____ Sector _____, Chandigarh/N.A.C./Manimajra by _____ Owner(s).

2. I/We also certify that I/we have prepared and signed the same and that the execution of the project shall be carried under my/our direct supervision as per the approved plan. I/We am/are fully conversant with the provisions of building Bye-Laws and regulations, restrictions of applicable zoning, frame control, architectural control, IS:456:2000, IS:800 and other applicable latest relevant codes etc. which are in force and about my duties and responsibilities under the same and I/we undertake to fulfil them in all respects and proposal as submitted therein not violating any rules and regulations.

3. I/We also undertake to provide my/our guidance for the adequate measures to be taken by the owner for laying foundations, casting of roof slab, installation of plumbing, drainage, sanitation and water supply etc.

4. Further, I/we also certified that, if any, discrepancy is found at any later stage, I/we would be solely held responsible for such discrepancy.

Date:

Signature of the Registered
Structural Engineer

Name of Structural Engineer (In Block Letters)

Address

Telephone No.

Registration Order No. of the

Chandigarh Administration

DECLARATION FORM 3
(Undertaking of Licenced Plumber)

FILE NO. _____

1. Certified that I/We _____ am/are the approved Licensed Plumber and Registered with Chandigarh Administration with valid Registration.

2. I/We certify that I/We _____ am/are appointed as the Registered Licensed Plumber to comply the provisions of Capital of Punjab (Development and Registrations) Buildings Rules, 1952 for Plot No. _____ H.No. _____ Sector _____, Chandigarh/ NAC Manimajra by _____ owner(s).

3. I/We also certify that the provisions under Rule 21, Rule 28, Rule 28(H), Rule 89 to Rule 115 of Punjab Capital (Development and Regulation) Building Rules, 1952 and others applicable notifications thereunder are adhered to in the proposal and signed the same and that the execution of the work shall be carried out under my/our direct supervision in accordance with Bye-laws of Chandigarh Administration.

4. Further, I/We also certified that, if any, discrepancy is found at any later stage, I/we would be solely held responsible for such discrepancy.

Date:

Signature of the Licensed Plumber

Name of Licenced Plumber

(In Block Letters)

Address

Telephone No.

Registration Order/ No. of the

Chandigarh Administration

FORM 4

(Undertaking of the Owner)

FILE NO. _____

I/We _____ owner(s) of Plot No. _____,
H.No. _____, Sector _____, Chandigarh/NAC Manimajra do hereby solemnly
affirm and declare as under:-

1. It is certified that the building plans submitted for construction on Plot No. _____
H.No. _____, Sector _____, Chandigarh/NAC Manimajra have been prepared by
_____ Registered Architect, in accordance with the Capital of Punjab
(Development and Regulations) Building Rules, 1952 (as amended up to date) and all zoning plans, building
regulations and directions applicable have been adhered to and the same is sanctionable as per Building Bye
laws. In case, the same is found to be violating any applicable rule, I/we shall be solely held responsible.

2. No information or part thereof, which is relevant for proper scrutiny of building plans has been
concealed. It is further stated that the constructions on the above mentioned site is sanctionable or when
undertaken, shall be in accordance to the Capital of Punjab (Development and Regulations) Act, 1952 (as
amended up to date) and the plan under the direction issued - vide order No.26/64-UTFI(3)-2005, dated 19th
October, 2005 of Finance Department, U.T., Chandigarh.

3. It is further undertaken that in case the construction of building is found to be in violation of the
applicable rules, regulations or other restrictions, I/we shall be solely held responsible and liable of strict action
under the scheme.

4. It is also certified that I/we, am/are the absolute owner of this property and no Court case is pending
for its resumption/cancellation or otherwise disputed in any Court of law not any dues and liabilities are pending
against this property. Moreover, this property is free from all encumbrances.

5. I/We also certify that plinth level and demarcation will be obtained from competent authority and will
also intimate commencement of work under the directions issued, -vide order No.26/64-UTFI (3)-2005, dated
19th October, 2005 of Finance Department, U.T., Chandigarh.

Chandigarh:

Deponent.

Date: _____ Owner(s).

Verification:

Verified that the above contents of my/our declaration are true to the best of my/our knowledge and belief and
nothing has been concealed therein.

Chandigarh:

Deponent.

Date: _____ Owner(s).

SITE REPORT

(To be submitted by the Registered Architect at the time of submission of building plans)

FILE NO. _____

Name of the Owner(s) _____ Plot No. _____,
H.No. _____, Sector _____, Chandigarh/N.A.C. Manimajra

1. Whether plan is Fresh/Revised/ _____
Superseded

2. Physical site report:

(a) Plot vacant/constructed _____

(b) Stage of construction _____

(c) Detail of construction as per _____
previous sanctioned plan

(d) Detail of construction as per _____
submitted plan

(e) Violations, if any _____

(f) Details of Area and amount _____
of composition fee for erection/ _____
re-erection at site before _____
securing/obtaining permission _____
for the same _____

(g) Detail and amount of _____
Composition fee for additional _____
Allowed covered area, if any _____

(h) The existing construction at
site as shown in the submitted
plan herewith is in accordance
with the Building Bye-Laws
and is sanctionable.

(i) Any other Miscellaneous information _____

I/We _____ hereby certify that nothing is concealed in regard to proposal/construction at site, violations and ownership disputes. The proposal as submitted herewith is sanctionable and in accordance with the Building Bye-laws, Rules/Notifications made thereunder, applicable in the Chandigarh Administration.

Signatures of Architect with Date

Name (in Block letters)

Address

Telephone No.

Registration of the Council of
Architecture

Registration of the Chandigarh
Administration

FORM D
(Completion Report)

FILE NO. _____

From

To

The Chief Administrator,
C/o The Estate Officer, U.T.,
Chandigarh.

Sir,

I/we hereby give you notice under the directions issued, -vide order No.26/6/4-UTFI(e)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh that the building(s) or a part of building(s) on Plot No. _____, H.No. _____, Sector _____, Chandigarh/NAC Manimajra as described _____ for which application for erection or re-erection had been submitted in your office, -vide Diary No. _____, dated _____, has been completed on _____ within last date of construction i.e. _____ in all respects according to the plans under the supervision of Registered Architect, Registered Structural Engineer, Licenced Plumber who have given the requisite completion certificates, which are enclosed herewith.

I/We, hereby declare that the sanctionable minor modifications not requiring Revised Building Plan, if any, are incorporated in completion plan as executed at site as per the provision of the Capital of Punjab (Development and Regulations) Act, 1952 and Regulation/Bye-laws thereto as notified from time to time.

I/We, hereby, also declare that no subsequent changes from the completion plan will be executed without prior permission.

Kindly grant permission for sewerage connection and permit me/us to occupy the building(s)/a part of a building(s) as described above. The requisite plans and following certificates are annexed herewith :

Forms :

- (i) Form 'E' Building completion certificate by Registered Supervising Architect.
- (ii) Form 'I' Building completion certificate by Licenced Plumber
- (iii) Form 'K' Structural Stability Certificate
- (iv) Form 5 Structural Inspection Declaration
- (v) Complete set of completion plan
- (vi) Complete set of Structural Drawing.
- (vii) Undertaking by way of an affidavit duly signed by the owner regarding completion as per specimen affidavit.
- (viii) Declared composition fee, if any, in accordance to completion plan as per building bye-laws and notification in this regard.

Yours faithfully,

D.A.: _____

Owner(s) Signature _____

Date: _____

Name of the owner(s) (Block Letters)

Address: _____

Telephone, if any _____

For office use only

FILE NO. _____

Received from _____ owner(s) one set of completion plan
(_____ No. of drawings), structural drawings (_____ No. of drawings) and other documents
as above duly signed by _____ Registered Architect, _____ Registered
Structural Engineer and _____ Licensed Plumber, vide Diary
No. _____ dated _____ and entered at Sr.No. _____, Col.
No. _____ in the building plan register (under the directions issued, -vide order No.26/6/4-UTFI(3)-2005,
dated 19th October, 2005 of Finance Department, U.T., Chandigarh).

The due date is _____.

Draftsman

Dated: _____

for Estate Officer,
U.T., Chandigarh

Name of Draftsman _____

(in Block Letters)

FORM 'E'

(Building Completion Certificate by Architect)

FILE NO. _____

Name _____ of _____ the
Owner(s) _____
Plot No. _____, H.No. _____, Sector _____, Chandigarh /
N.A.C. Manimajra.

I/We do hereby certify that the building(s) or a part of building(s) on Plot No. _____,
H.No. _____, Sector _____, Chandigarh / N.A.C. Manimajra, as described
_____ has
been completed up to _____ storey level, to the entire satisfaction under my/our direct supervision in
accordance to the plans submitted alongwith permission for erection or re-erection for above cited building
under the directions issued, --- vide order No. 26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance
Department, U.T., Chandigarh.

I/We do hereby certify that the workmanship and the whole of the material as per specifications declared,
----vide Form 'C' submitted at the time of application for erection or re-erection had been adhered to.

I/We do hereby certify that the progress certificate at plinth level had been submitted, ----vide your
office Dairy No. _____ dated _____ when the construction work reached at plinth level
in accordance to plinth level certificate and demarcation certificate issued by the competent authority under the
directions issued, --- vide order No. 26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department,
U.T., Chandigarh.

I/We do also hereby certify that construction is truly in accordance with the plan submitted alongwith
Form 'A' at the time of securing permission for erection/re-erection or with minor sanctionable additions or
alterations, not requiring Revised Building Plan, clearly depicted in different ink declared with composition fee in
completion plan under the directions issued,--- vide order No.26/6/4-UTFI(3)-2005, dated 19th October, 2005 of
Finance Department, U.T., Chandigarh and Building Bye-laws, Acts and notification issued under therein from
time to time.

Moreover it is also certified that no provision of the Capital of Punjab (Development and Regulation)
Act, 1952, or the Building Rules made thereunder and no requisition made, conditions prescribed or order issued
thereunder has been transgressed in the course of the work and no violation/additional construction exists at
site.

Date: _____ Signature of the Architect _____

Name of the Architect (in Block letters) _____

Address _____

Council of Architecture Registration No. _____

Chandigarh Administration Registration No. _____

FORM 'T'

(Building Completion Certificate by Licensed Plumber)

FILE NO. _____

Name of the Owner(s) _____ Plot No. _____,
H.No. _____, Sector _____, Chandigarh / N.A.C. Manimajra.

I/We do hereby certify that the building(s) or a part of building(s) on Plot No. _____,
H.No. _____, Sector _____, Chandigarh / N.A.C. Manimajra, as described
_____ has
been completed up to _____ storey level, to the entire satisfaction under my/our direct supervision in
accordance to Form 3 and the plans submitted alongwith permission for erection or re-erection for above cited
building under the directions issued, ----vide order No. 26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance
Department, U.T., Chandigarh, ----vide your office Dairy No. _____ dated _____.

I/We do hereby certify that the workmanship and the whole of the material used as per specification
declared, ----vide Form 'C' submitted at the time of application for erection or re-erection had been adhered to.

Moreover it is also certified that no provision of the Capital of Punjab (Development and Regulation)
Act, 1952, or the Building Rules made thereunder and no requisition made, conditions prescribed or order issued
thereunder has been transgressed in the course of the work and no violation/additional construction exists at
site.

Date: _____ Signature of the Registered Plumber _____

Name of the Registered Plumber (in Block letters) _____

Address _____

Registration Order /No. of _____

Chandigarh Administration _____

FORM 'K'
(Structural Stability Certificate)

FILE NO. _____

Name _____ of _____ the
Owner(s) _____ Plot No. _____
_____, H.No. _____, Sector _____, Chandigarh / N.A.C.
Manimajra.

1. Certified that the building(s) or a part of building(s) has been constructed according to the plan submitted alongwith Form J and Form 2 etc. at the time of application of erection or re-erection of the building under the directions issued,---- vide order No. 26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh. Structural Design (One set of Structural Drawings as executed is enclosed), which incorporates the provisions of structural safety as specified in relevant prevailing IS Codes/Standards/Guidelines.

2. It is also certified that construction has been done under my/our supervision and guidance and adheres to the drawings submitted and the records of supervision has been maintained by me/us.

3. No subsequent change from the completion drawings will be executed without prior permission.

Signature of the
Owner with date

Signature of the
Registered Architect
with date

Signature of the
Registered Structural
Engineer with date

Name in Block
Letters/Address

Name in Block
Letters/Address

Name in Block
Letters/Address

Registration No. of

Registration No./Order

_____ Council of
Architecture,

_____ of
Chandigarh Administration

_____ Registration
No./Order of Chandigarh
Administration

FORM '5'

(Structural Inspection Declaration at the time of applying Occupation Certificate)

File No. _____

(This declaration has to be completed by Registered Structural Engineer after his site inspection and verification regarding compliance of all recommendation by the owner, which in the opinion of the Registered Structural Engineer, are necessary for safety of the structure).

Name of the Owner(s) _____ Plot No. _____,
H.No. _____, Sector _____, Chandigarh / N.A.C. Manimajra.

I. Description of the structure :

Class I or Class II (Briefly describe the property in general and the structure in particular)

FUNCTION	DETAIL OF CONSTRUCTION							
A. Load bearing masonry wall construction								
B. Framed Structure								
Construction and structural materials	Critical load bearing element							
	Roof							
	Floor							

II Year of construction :

Year of subsequent additions or _____
rectifications (Please describe briefly _____
the nature of additions or rectifications) _____

III Date of last inspection report filed : Last filed by whom

(This does not apply to the first report) _____

IV Soil on which building is founded:

- (i) Any change subsequent to construction :
- (ii) Nearby open excavation :
- (iii) Nearby collection of water :
- (iv) Proximity of drain :
- (v) Underground water-tank :
- (vi) R.W.Pipes out-lets :
- (vii) Settlements :

V The Super-structure (RCC Frame structure) :

- (i) Crack in beam or column, nature and extent of crack, probable causes :
- (ii) Cover spell :
- (iii) Exposure of reinforcement :
- (iv) Subsequent damage by user for taking pipes conduits, hanging, fans or any other Fixtures, etc. :
- (v) Crack in slab :
- (vi) Spalling of concrete or plaster of slab :
- (vii) Corrosion of reinforcement :
- (viii) Loads in excess of design loads :

VI The Super-Structure (Steel Structure) :

- (i) Paintings :
- (ii) Corrosion :
- (iii) Joint, nuts, bolts, rivets, welds, gusset plates :
- (iv) Bending or buckling of members :
- (v) Base plate connection with columns or Pedestals :
- (vi) Loading :

VII The Super-Structure (Load bearing masonry structure) Crack in masonry walls :

(Please describe some of the major cracks, their nature, extent and location with a sketch, if necessary) :

VIII Recommendations, if any :

It is certified that the above is a correct representation of facts as given to me/us by the owner(s) and as determined by me/us after site inspection to the best of my/own ability and judgment.

The recommendations made by me/us to ensure adequate safety of the structure are complied with by the owner(s) to my/our entire satisfaction.

Date: _____ Signature of Registered Structural Engineer

Name of the Registered Structural Engineer: _____

(In block letters)

Registration Order/No. _____ Address : _____

of Chandigarh Administration.

Tel. No. _____

Note -Strike out whichever is not applicable

UNDERTAKING OF OWNER

(To be submitted at the time of applying for Occupation Certificate under the directions issued, --- vide order No. 26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh.)

File No. _____

I/We _____ Owner(s) of Plot No. _____ H.No. _____, Sector _____, Chandigarh /NAC Manimajra, do hereby solemnly affirm and declare as under:-

1. It is certified that the building(s) or a part of building(s) has been constructed on Plot No. _____, H.No. _____, Sector _____, Chandigarh / N.A.C. Manimajra, in accordance with plans submitted with application, forms and certificates at the time of securing permission for erection / re-erection under the directions issued, ----vide order No. 26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh.

2. I/We also do hereby certified that the building(s) or part of building(s) as described _____

is truly in accordance with plans submitted alongwith application for erecting/re-erecting the building under direct supervision of _____ Registered Architect.

3. It is further certified that Plinth Level, Demarcation Certificate and Permission for stacking malba has been taken from the competent authority at stipulated stage of construction and intimation of notice of commencement of work has been submitted to Estate Office, ----vide your office Dairy No. _____ dated _____ under the directions issued, --- vide order No. 26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh.

4. It is also certified that I/we am/are the absolute owner of this property and no Court case is pending for its resumption/cancellation or otherwise disputed in any Court of law nor any dues and liabilities are pending against this property. Moreover, this property is free from all encumbrances.

5. No subsequent addition or alteration will be made at site.

6. I/we do hereby certify that buildings will be used for residential purposes as per allotment letter and its use will not be changed or converted into Apartments without obtaining written permission from the competent authority.

Chandigarh :

Deponent,

Dated:

_____ Owner(s).

VERIFICATION:

Verified that the above contents of my/our declaration are true to the best of my/our knowledge and belief and nothing has been concealed therein.

Chandigarh :

Deponent,

Dated:

_____ Owner(s).

PROGRESS CERTIFICATE AT PLINTH LEVEL

File No. _____

Plinth Stage/Casting of basement slab (In case of basement)

Name of the Owner(s) _____

Plot No. _____ H.No. _____, Sector _____, Chandigarh /NAC Manimajra.

To

The Chief Administrator,
C/o The Estate Officer,
U.T., Chandigarh

Sir,

I/We hereby inform you that the work of execution of the building(s) or a part of building(s) as described _____

has reached the Plinth level at site as per the plan submitted in your office, ---vide your office Dairy No. _____ dated _____ alongwith Form 'A' at the time of securing permission for erection/re-erection under the directions issued, --- vide order No. 26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh.

The construction at site is as per this plan, plinth level and demarcation given by the Competent Authority under my/our direct supervision.

Further, it is also certified that if any discrepancy found later on, I/we shall be solely held responsible for such negligence.

I/we also declare that the revised plan is not necessary at this stage.

Yours faithfully,

Date: _____ Signature of Architect _____

Name of the Architect (In block letters): _____

Council of Architecture Registration No. _____

Chandigarh Administration Registration

Order No. _____

For office use only

File No. _____

Received from _____ Registered Architect, the progress certificate duly signed at plinth level, ---vide Diary No. _____ dated _____ and entered at Sr. No. _____ Col. No. _____, in the building plan register under the directions issued, --- vide order No. 26/6/4-UTFI(3)-2005, dated 19th October, 2005 of Finance Department, U.T., Chandigarh.

Dated : _____

Draftsman,

For Estate Officer,
U.T., Chandigarh

Name of Draftsman _____

(In block letters)

2.3 APPLICATION FORM FOR OBTAINING ARCHITECTURAL CONTROL SHEET / ZONING PLAN

Dy.No. _____

Dated _____

To

The Chief Architect & Secy.,
Department of Urban Planning,
Chandigarh Administration.

Subject: Application for the supply of Standard Design.

Sir,

Kindly supply me _____ set(s) of drawings of the site as given below:-

1. Name of the applicant : _____
2. Name of the Owner : _____
3. Address : _____
4. Location of site : _____
5. Drawings required : _____

Drawing No. _____

Job No. _____

6. Purposes for which required: Fresh / Revision.

I undertake the responsibility for the above quoted Drawing Nos. & Job No.

I also agree to collect the drawings within 30 days from the date of depositing the amount, failing which the drawings shall become the property of the Department, with no claim for the refund of the amount deposited.

Thanking you,

Yours faithfully,

(SIGNATURE)

Rupees _____ only. Cashier

Received Rupees _____ only vide

receipt No. _____ dated _____.

May supply please.

Superintendent.
Asstt. Architect.

LIST OF INDIAN STANDARDS/GUIDELINES FOR HAZARD SAFETY**For earthquake Protection**

- IS : 1893-1984 "Criteria for Earthquake Resistant Design of Structures (Fourth Revision) June, 1986
- IS : 13920-1993 "Ductile detailing of Reinforced Concrete Structures subject to Seismic Forces - Code of Practice" November, 1993
- IS : 13828-1993 "Earthquake Resistant Design and Construction of Buildings - Code of Practice (Second Revision)" October, 1993.
- IS : 13823-1993 "Improving Earthquake Resistance of Low Strength Masonry Buildings - Guidelines" August, 1993.
- IS : 13827-1993 "Improving Earthquake Resistance of Earthen Buildings - Guidelines" October, 1993.
- IS : 13935-1993 "Repair and Seismic Strengthening of Buildings - Guidelines" November, 1993.

2.5 SCHEDULE OF PAYMENT OF COMPOSITION FEE :

The rates and charges prescribed herein below are subject to review and revision from time to time:-

Topic No.	Description of Topic	Rate of Composition fee
1.1.1	Additional coverage in IInd floor of marla/Kanal houses	a) For sites measuring upto 500 sq. yds, Rs.40 per square ft. subject to minimum of Rs.10,000/- b) For sites measuring 500 sq. yds. or more, Rs.60 per square ft. subject to minimum of Rs.20,000/-
1.1.1	Additional coverage upto 150 sq. feet in the rear courtyard of marla/canal houses	Rs.100 per sq. feet.
1.1.2	Ground coverage of 75% and a first floor in Cheap Houses	Rs.40 per sq. feet
1.1.3	Courtyard coverage on second floor of SCFs of Sector-35 C and D	Rs.500 per sq. yard
1.1.4	Increase in Ground coverage from 50% to 60% in Timber sites	Rs.200 per sq. feet for additional 10% ground coverage
1.1.5	Courtyard coverage on top floor of Show-rooms in Madhya Marg	Rs.500 per sq. feet
1.1.7	Courtyard coverage on second floor of LCR sites	Rs.200 per sq. feet
1.1.8	10% additional increase in ground coverage of industrial plots	Rs.250 per sq. feet
1.1.8	Increase in F.S.I. of Industrial plots upto 1 acre and in excess of 1 acre	Rs.200 per sq. feet
1.7.3	Basement - Non residential habitable use	Rs.300 per sq. feet
1.7.3	Habitable use of basements in LCR sites	Rs.300 per sq. feet
1.9	Brick or pipe louvers	Rs.500
1.14.2	Minor internal changes during construction	Rs.500 per floor
1.18	Excess coverage within zoning	Rs.300 per sq. feet
1.25	Glazing of Verandah	(i) Rs.500 per verandah in residential buildings (ii) Rs.200 per sq. feet for glazing of verandah in SCOs in Sector-22, Chd.
1.31	Additional height on second floor of SCFs converted into SCOs	Rs.50 per sq. feet
1.35.4	Partitions on ground floor of multi-bays shops	i) Sector -17, Sector- 34 Rs. 100/- per sq ft. V-2 and V-3 roads ii) Other locations in Chandigarh Rs. 80/- per sq.ft.

1.41	Mobile telephony towers	Rs.1 lakh per site. Additional Rs.50,000 per sharing
1.44	Passage, WC, bath, gallery, verandah, store, loft and store at barsati floor near or above the staircase constructed to a height of 6' 9"	Rs.500/-
1.44	Stairhead way constructed to the height of 6'-0"	Rs.500/- per height (landing)
1.46	Upto 2% variation in minimum permissible area within the zoned area	(i) for houses upto 10 Marlas - Rs.5000/- (ii) for houses above 10 Marlas - Rs.10000/-
1.47	Violation of Zoning	(i) upto 3" @ Rs.400 per sq. feet (ii) above 3" @ Rs.800 per sq. feet
1.49	Walls	Rs.33/- per cubic feet for common walls Rs.372/- per cubic mtr. for additional storey of 4 mtr. height
1.50	Water Tank	Rs.500 per water tank for not maintaining the distance of 4'- 0" from the end wall

2.6 RELAXATIONS WITHOUT PAYMENT OF COMPOSITION FEE :

No composition fee shall be charged for the following relaxations:-

a) The dustbins, gate-pillars and jallies which are not in accordance with the standard design and paint of show window of the shop, doors and shutters which are not as per prescribed colour scheme, shall be ignored.

(Order/Notification dated 14.8.1996)

b) Non-construction of sky lights where these already stand sanctioned in building plans shall be made non-compoundable violation.

(Order/Notification dated 14.8.1996)

c) Store, W.C. or bath constructed under the sanctioned stairs in deviation of the sanctioned plan shall be treated as a minor change for which no composition fee shall be charged at the time of granting the Occupation Certificate.

(Order/Notification dated 21.4.1998)

d) Roof of Mumty over the stair case covered with G.I. sheets or asbestos sheets, in place of R.C.C. roof sanctioned in the building plan, shall be treated as minor change from the sanctioned plan for which no composition fee shall be charged at the time of granting occupation certificate.

(Order/Notification dated 21.4.1998)

e) No composition fee shall be charged for allowing increase in height of gates and gate pillars as per rules.

(Order/Notification dated 15.5. 2002)

f) No composition fee shall be charged for allowing winders in stair case.

(Order/Notification dated 15.05.2002)

g) No composition fee shall be charged for allowing change in flooring for public corridors of an individual shop. The Chief Architect shall provide guidelines for compatible pattern and materials for new flooring of a particular row of shop.

(Order/Notification dated 15.05.2002)

h) No composition fee shall be charged for allowing R.C.C. Projection over lights on advertisement panel in booths, if not provided.

(Order/Notification dated 15.05.2002)

i) No composition fee shall be charged for allowing bifurcation of front rolling shutters in entrance door / show window of SCO / SCF.

(Order/Notification dated 15.05.2002)

j) No composition fee shall be charged for allowing flexibility in internal planning of level floors of SCO / SCF provided there is no increase in permissible FAR. However, where a basement is constructed, the ground floor cannot be depressed.

(Order/Notification dated 15.05.2002)

k) No fee shall be charged for allowing brick cut work in plaster instead of exposed work on minor internal elevations as it is a cosmetic fee which does not affect the building structure in any way.

(Order/Notification dated 13.06.2002)

l) No fee shall be charged for variation within prescribed limits in the height of basement storey.

(Order/Notification dated 13.06.2002)

m) Variations within prescribed limits in the height of riser, depth of tread and extra riser in stairways of all categories of building shall be allowed as per Rules without payment of any charges.

(Order/Notification dated 13.06.2002)

PART B—USAGE AND CONVERSION OF VARIOUS BUILDINGS IN CHANDIGARH :

Keeping in view the norms of urban planning and the requirements of the citizens of Union Territory of Chandigarh, different buildings in Chandigarh shall be permitted to be put to the following uses in relaxation of the actual use of such buildings and in Public Interest, however subject to the fulfilment of certain requirements. The fee and charges prescribed herein below is subject to review and revision from time to time.

3. COMMERCIAL BUILDINGS:

3.1 PERMISSIBLE TRADES AND CHANGE OF TRADE IN COMMERCIAL BUILDINGS :

SCHEDULE-- II

(A) New General Trade

Display/Sale :-

1. Aerated Water, Non-alcoholic beverages 2. Artwares 3. Bakery products and confectionery goods 4. Books and Stationery including drawing instruments, rubber stamps, computer software 5. Crockery and Utensils 6. Domestic Appliances and Gadgets 7. Electrical Goods / Radios 8. Furniture 9. General merchandise 10. Hats, caps, turbans including embroidery 11. Computer equipment, telecom equipment, electronic equipment 12. Ice, Ice cream, milk products 13. Medicines, surgical, hospital equipment 14. Ornaments and jewellery 15. Pan, Biri, Cigarettes and Tobacco 16. Photo and Mirror frames 17. Photographic goods 18. Packaged poultry, fish & meat products 19. Provisions including toiletries 20. Readymade garments, fabrics, textiles, hosiery goods 21. Alcoholic beverages, wine, liquor 22. Sports goods, musical instruments 23. Sewing machine 24. Suitcase, boxes 25. Seeds, flowers, plants 26. Shoes and leather goods 27. Audio visual media including cassettes, CDs, DVDs, Films, Tapes

Professionals:

28. Architects 29. Barbers 30. Doctors 31. Photographers 32. Opticians 33. Pen repairers 34. Tailors 35. Watch repairers 36. Travel agents, tour Operators 37. Computer Service, networking service, business services, software services, Internet services, cyber cafes 38. Accountants, auditors, Lawyers, Management Consultants, Consulting service 39. Medical Laboratories, Diagnostic Centres

Manufacture/Manufacture and sale of:

40. Aerated water 41. Artificial teeth 42. Artwares 43. Bamboo and cane products 44. Ban, Cahrpai and ropes 45. Card board and paper products 46. Cotton and silk cordages 47. Dolls 48. Educational and school drawing instruments 49. Embroidered valvet shoes 50. Furniture 51. Gold and silver foil-zari work 52. Hats, caps, turbans including embroideries 53. Hosiery including knitted garments 54. Ice, Ice-cream and Cremary 55. Iron buckets and tubs 56. Ink 57. Jewellery ornaments 58. Lacker work bangles 59. Musical instruments 60. Photo and Mirror frames 61. Photographic goods 62. Radio assembling & Parts (small scale) 63. Rubber stamps 64. Scent 65. Sewing machines, assembling and repair 66. Small domestic appliances and gadgets 67. Shoes 68. Steel wire products 69. Suit cases and boxes 70. Sports goods 71. Trunks

Processing:-

72. Book binding, embossing 73. Cycle repair 74. Electroplating 75. Fruit preservation 76. General jobbing and machine shops including grinding and drilling machines and welding 77. Handlooms 78. Ivory carving 79. Metal polishing 80. Oil expeller (Kohlu) 81. Optical lens grinding, watch and pen repairing 82. Painting including sign boards printing 83. Stone repairs 84. Tin repairing .

Professions:-

85. Bharbhunja 86. Iron Mongers 87. Laundry and Dry Cleaners 88. Locksmith

Miscellaneous:-

89. Bakery 90. Building material 91. Coal Depot 92. Excise Vends 93. Grain (whole-sale) 94. Iron and steel merchants 95. Motor/ Scooter/Tractor/Engine/Pump showrooms 96. Printing Press, Photocopying, Reprographics 97. Restaurants 98. Timber 99. Transport site 100. Fruit and Vegetables 101. Computer Training Centres and Academic Coaching Centres 102. Entertainment Centres, Video Game Parlours, Indoor Games 103. Fitness Centres, Health Centres, Indoor Gymnasiums 104. Lodging House, Guest House, Hotel 105. Banks, Financial Services, Stock Brokers, Mutual Funds 106. Telecom Call Centres, Mobile Telephone Services and Centres 107. Any other trade which is not covered under "New Special Trade" specified hereunder:

(B) New Special Trade Category:

1. Atta Chakki, Rui Penja 2. Scooter/Car Repair 3. Tent/Utensils Hire Services 4. Meat/Fish 5. Automobile Spare Parts 6. Kabari 7. Halwai Shops and Dhabas.

*(Notification dated 16.5.2002 and 5.6.2002)
(Also provided in Chandigarh Estate Rules, 2007)*

3.1.1 Change of trade of Ground Floors of Commercial Buildings :

The allottees/lessees of commercial sites/premises in Chandigarh except Industrial Sites in Industrial Area, Phase-I and II, Chandigarh can pursue any trade mentioned in the Schedule II ie. (A) New General Trade and (B) New Special Trade without applying for conversion of trade and without paying conversion fee subject to the following conditions:--

1. Migration to 7 trades as mentioned in (B) ie. New Special Trade from other trades of Category (A) ie. New General Trade shall be allowed without prior permission of the Chief Administrator and subject to examination and clearance from the environmental, health and traffic considerations and further subject to the condition that hygiene and sanitation laws are not violated.
2. The conversion of trade will be applicable to the ground floor of all commercial sites/premises only.
3. The allottee/transferee/occupier will, however, give intimation to the Estate Office, Union Territory, Chandigarh in writing about the trade being pursued by him.

(Order/Notification dated 31.03.2006)

3.1.2 Change of trade of upper floors of SCOs and SCFs (converted into SCOs)

The upper floors of SCOs (including SCFs converted into SCOs) under the rules meant for office use shall be allowed to be used for equivalent intensity activities without any conversion charges, however, its use for the trades of High Intensity i.e. display and sale of goods and restaurants, lodging houses, guest houses, club houses and bars shall be allowed on the payment of conversion charges as under:-

(a) In Sector 17, Sector 34 V-2 and V-3 roads	i) For 1st floor	Rs.1000/- per square foot
	ii) For 2nd floor	Rs.800/- per square foot
	iii) (For 3rd and High floors)	Rs.600/- per square foot
(b) Other locations in Chandigarh	i) For 1st floor	Rs.800/- per square foot
	ii) For 2nd floor	Rs.600/- per square foot
	iii) (For 3rd and above floors)	Rs.500/- per square foot

Provided that such use is allowed under the Building Rules and Zoning plans. However, permission for conversion of trade will have to be obtained, where necessary.

The entire covered area proposed to be converted on concerned floor shall be charged. In case the entire floor is not to be converted, the proportionate area of stairway, landing etc shall be charged.

Further, in case of SCFs, the above charges shall be in addition to any charges for converting the flats from residential use to commercial (office) use.

Note: - The use of upper floor office space for purpose such as Lodging House, Guest House or Hotel excluding any Restaurant, Dining room or Banquet facility shall not be considered to be of the same intensity as office use and the same shall be allowed on the payment of aforesaid conversion charges subject to the Building Rules and zoning plan and an application being made in this regard to the Estate Office

(Order/Notification dated 3.11.2003)

The followings are the trades of High Intensity for upper floors:

- (i) Display and sale of goods
- (ii) Restaurants, lodging houses and guest houses, club houses and bars.

(Order/Decision dated 2.09.2006)

3.1.3 Procedure for change of trade:-

All applications for conversion of trade shall be accompanied with a deposit equal to 10% of the conversion of trade fees. The balance shall be payable within 30 days of the issue of letter of permission, unless within this period, the transferee/ lessee/occupier opts to pay the balance in nine equal instalments with interest @ 10% p.a., compounded annually.

The first instalment will be paid on the expiry of one year from the date of issue of letter of permission. In case of delay in payment of fee or any instalment, interest @ 18% p.a. (compounded annually) shall be levied. In case of a delay in the payment of fee or any instalment beyond 60 days from the due date, the Estate Officer may cancel the permission after giving notice to the transferee/lessee/ occupier, as the case may be.

If the occupier of a building, not being the transferee/ lessee (but being a bona fide tenant of such transferee/lessee with a valid lease deed or other similar contract that expires at least one year after the date of application) applies for conversion of trade, the Estate Officer shall issue notice to the landlord (transferee/ lessee) to appear or to state if he has any objection for permitting conversion of trade unless the application is accompanied by a consent letter (affidavit) of the landlord. All such applications shall be accompanied by certified copy of the lease deed, rent note or agreement, which, prima facie shows that the intended use of the premises has either expressly or implicitly been consented to by the landlord (transferee/lessee)

Where any conversion of trade is allowed, the transferee/lessee and the occupier of the premises shall, in addition to pay the prescribed fee, be liable to comply with all the terms and conditions in relation to such trade, failing which permission for conversion of trade shall be cancelled and the fee forfeited, after issue of notice to the transferee/lessee/occupier and affording him/them an opportunity of being heard.

Any permission for conversion of trade shall be valid subject to the terms and conditions as specified by the Chief Administrator, including the Building Rules and Zoning plans applicable.

(Order/Notification dated 17.7.2000)

3.2 CONVERSION FROM SCFS TO SCOS:

a) The first and second floor of the building constructed on the SCFs sites may be allowed to be used for the purpose of offices subject to the payment of such conversion charges as may be fixed from time to time in this behalf.

b) Only the transferee of a Shop-Cum-Flat shall be entitled to apply for the conversion.

c) The stairs for the first and second floor of the building shall be provided from the front of the shop in accordance with the prescribed architectural controls for Shop-Cum-Offices. Otherwise the transferee may submit revised plans indicating the proposed position of the stair case and other internal changes. In such cases, the conversion shall come into effect only on sanction of the revised plans.

d) No change in outer façade of the building or additional construction of any kind shall be permitted.

(Order/Notification dated 20.05.1998)

The Composition fee to be paid by the allottee/owners for the said conversion shall be as below:-

For conversion of SCF's into SCO -- Rs. 2,000 per Sq. Yd. of the plotted area.

(Order/Notification dated 6.10.2005)

3.3 CONVERSION OF TOP FLOOR OF SHOW ROOMS

The courtyard coverage on top floor in Sector-7 and 26, Madhya Marg, Chandigarh and change of its use from residential to commercial purposes shall be permitted subject to the payment of conversion charges and cost of the additional area as fixed by the Administration .

(Order/Notification dated 15.6.2000)

The Composition fee to be paid by the allottee/owners for the said conversion shall be as below:-

Conversion of second floor of show rooms

For office use ----- Rs. 200 per sq. ft. of the floor area.

(Order/Notification dated 6.10.2005)

The additional covered area shall be charged as per Topic 1.1.5 of Part A of Chapter 1

3.4 CONVERSION OF COAL DEPOTS: -

The coal depot sites can be used for the following purposes:-

- (i) Godown & LPG Godowns
- (ii) Storage and hiring of shuttering materials.
- (iii) Storage and sale of Bamboos, Cane Products, ropes, Ban, Tokries, Wooden ladders etc.
- (iv) Painting and sign Board, Banners, Printing Glow sings etc.
- (v) Storage of Tent, Utensils, Crockery, Furniture etc.
- (vi) Cement Godowns/ stores.
- (vii) Offices of general nature.
- (viii) Printing Press.
- (ix) Computer training and applications; type & shorthand training, or Job work.
- (x) Laundry and Dry cleaning.
- (xi) Manufacturing and sale of furniture.
- (xii) Book binding & embossing.
- (xiii) Coal Depot sites having an additions access from the V4 roads can also be used for service stations, restaurant or banks.

A uniform covered area to the extent of 68 % of the area of the site may be allowed for all the coal Depot sites.

Since the permissible covered area on these sites would be 68%, the charges for conversion into service stations, restaurants or banks would be 68% of Rs. 10,778/- per sq. yard for the above three trades. For the other permissible trades, the conversion charges will be calculated at the rate of 2/3 rd of this amount.

(Order//letter of Finance Secretary dated 4.5.98)

3.5 CONVERSION OF EXISTING THEATRES:-

The conversion of existing Cinema Theatres into Multiplex Theatres shall be permitted as per the provisions of the Scheme, namely, "The Setting up of Multiplex Theatres and Conversion of Existing Cinemas into Multiplex Theatres Scheme, 2007"

3.6 PENALTY FOR MISUSE IN COMMERCIAL PREMISES:-

a) The following charges shall be payable jointly and severally by the transferee/lessee and occupier or the site or building for every month or part thereof the misuse occurs.

For commercial premises, charges shall be Rs.20/- per square foot for misuse on the ground floor, Rs.10/- per square foot for misuse on an upper floor or on a basement floor, and Rs.40/- per square yard for misuse of open area. The charges shall be levied for the entire covered area of the concerned floor where the misuse occurs (corridors, passages, stairways etc. shall be considered as a part of the covered area).

{Order/Notification dated 5.6.2002 under the Chandigarh Sale of Sites and Building Rules,1960(now repealed) and the Chandigarh Leasehold of Sites and Buildings Rules, 1973(now repealed)}

b) Rs.500 /- per sq. feet of area under misuse shall be paid jointly and severally by the transferee and the occupier or the site or building for every month or part thereof the misuse occurs.

(As provided in the Chandigarh Estate Rules, 2007 as amended vide notification dated 14.12.2009)

4. RESIDENTIAL/INSTITUTIONAL BUILDINGS:

4.1 PROFESSIONALS/ CONSULTANTS: -

Professionals/ Consultants viz. Doctors, Advocates and Architects etc shall be permitted to use part of the area of their residence to the maximum extent of 50 sq.mts or 25% of the covered area, whichever is less, for offering professional consultancy only. However, the Chandigarh Advertisement Control Order, 1954 as amended from time to time, shall be strictly observed.

(Order/Notification dated 14.8.1996)

4.2 STD/ PCO/ FAX:-

The owners/ transferees shall be allowed to use upto 20% of the residential area of the building subject to a maximum of 15 sq.mts. for the installation of a STD, PCO, Fax or Photostat Machine. The owners/ transferee intending to install the STD, PCO, Fax or Photostat Machine, must inform the Estate Officer, Union Territory, Chandigarh about the same, in writing.

(Order/Notification dated 19.6.1998)

4.3 CRÈCHE IN RESIDENTIAL BUILDING:

a) A portion of a residential building upto the maximum of 50 square meters or 25% of the covered area, whichever is less, may be used by the person(s) residing in the residential building for running the services of a Crèche.

b) The Crèche may provide baby sitting or child care facilities for infants and children below the age of 4 years. Such Crèche or baby-sitting facility shall provide services for the length of a normal working day and shall not operate as a Nursery School or Play School during any part of the day.

c) The Crèche shall be managed and operated in accordance with the guidelines for such purpose issued from time to time by the Chandigarh Administration and in particular by the Social Welfare Department of the Chandigarh Administration.

d) Only a duly qualified and authorised person shall be allowed to run such a Crèche, with the prior permission of the Director, Social Welfare, and Chandigarh. Such person shall notify in writing to the Estate Officer as regards the premises and the portion thereof, to be used for the purpose of running a Crèche, alongwith a copy of the permission obtained from the Director, Social Welfare. The Estate Officer may at any time through an authorized representatives, have the premises inspected for the purpose of ensuring that the conditions prescribed for the running of a Crèche are being complied with. Non-compliance of any such condition shall amount to misuse of the premises under the said Rules.

(Notification dated 21.2.2003)

4.4. AREA FOR ANIMALS CONVERTED FOR RESIDENTIAL USE:-

The area meant for animals in respect of sites allotted under the Chandigarh Milk Colony Allotment of Sites Rules, 1975 shall be permitted to be converted for residential use on payment of Rs. 1000 per sq.m. or the collector rate, whichever is higher, as conversion fee by the lessee.

(Order/Notification dated 23.1.2006)

4.5 PAYING GUEST ACCOMMODATION IN RESIDENTIAL BUILDING:-

Keeping in view the Public Interest, the Residential buildings in Chandigarh have been allowed to be used as Paying Guest Accommodation subject to the following conditions, namely:

1. The house owner/lessee or member(s) of his/her family should be residing in the house and should maintain good standard of hygiene and cleanliness.
2. The minimum usable area for one Paying Guest shall be 50sq.ft. with adequate provision of toilet as per norms of Public Health Department i.e. one W.C. for five persons.
3. A register shall be maintained at the premises as a permanent record of the Paying Guest under intimation to the police authorities' alongwith permanent address and contact numbers and other information as mentioned in the enclosed Proforma (Form 'B').
4. The area of the house for Paying Guest Accommodation shall not be less than 7-½ Marla and part of it shall be used by the owner himself/herself.
5. The Paying Guest Accommodation shall be permitted only in those residential properties, which are sanctioned as per building Bye-laws, and no unauthorised construction has taken place after the grant of completion certificate.
6. The owner/lessee shall himself/herself be responsible for maintaining discipline, peace and social harmony/atmosphere in the premises and in the neighbourhood.
7. No extras/new kitchen shall be erected beyond the approved building plans.
8. The owner/lessee will display the available and occupied accommodation alongwith the tariff plan.
9. The list of Paying Guests shall be displayed at the premises.
10. List of employees to take care of the Paying Guests shall also be verified by the Police.
11. The house owner/lessee interested for starting the Paying Guest Accommodation should register themselves with the Estate Officer, U.T., Chandigarh, as per the enclosed registration form (Form A), so that the Estate Office shall make the information of the Paying Guest Accommodation available in the city on the website of Chandigarh Administration.
12. Vehicle should be parked within the house premises as far as possible.

Roles and Responsibilities of the Paying Guests :

a) The Paying Guest as well as his parents/guardian shall be responsible for his/her good conduct and behaviour with the public.

b) He/She will not indulge in any disorderly activities leading to breach of peace, civil and social atmosphere of the locality

c) He/She will not create any nuisance to adversely effect the rights of the other residents of the locality.

d) He/She will not run a separate kitchen in the premises.

The facility of Paying Guest Residential Accommodation shall be subject to the following terms and conditions:-

- 1.** No front office system shall be maintained and the house should appear a normal residential house.
- 2.** The use of Paying Guest Accommodation shall not adversely affect the privacy and rights of the neighbouring residents of the locality.
- 3.** The Administration may stop the facility of Paying Guest Accommodation in the event of any problem involving law and order, breach of peace and tranquillity in the locality.
- 4.** The record relating to the Paying Guest Accommodation shall be open to the inspection by the Estate Officer or any officer approved/authorised by Chandigarh Administration from time to time.
- 5.** The Estate Officer may, in case of breach of any of the terms and conditions of these rules or for the reasons to be recorded in writing, issue a notice under section 8-A of the Capital of Punjab (Development & Regulation) Act, 1952 as amended by the Chandigarh Administration from time to time for the breach of conditions of sale and a notice under Rule 9-A of the Chandigarh (Sale of Sites and Buildings) Rules, 1960 or Rule 20 of the Chandigarh Lease Hold of Sites and Building Rules, 1973, as the case may be, for the stoppage of such facility of Paying Guest residential Accommodation in any premises any time and pass appropriate orders of resumption/cancellation of the allotment of the site.
- 6.** The orders issued by the competent authority for the stoppage of PGRA facility at any premises shall be final and binding on the owner/lessee failing which he/she will be liable for the imposition of penalty/fine as notified by the Chandigarh Administration vide notification No.50/10/63/UTFI-(5)-2002/5232 and 5240, dated 5th June, 2002 with interest @1.5% p.m. till the date of payment. (For penalty/fine rates, see Topic 4.8 Part B).

FORM 'A'

PROFORMA FOR REGISTRATION

For Running a Paying Guest Accommodation

Details of the owner:

1. Name of the Owner/Lessee
2. Name of Father/Husband
3. Category/Covered Area of the House
4. Address of the Premises
5. Contact No.
6. Total Accommodation and Capacity for Paying Guests.
7. A copy of the Occupancy Certificate obtained from the Estate Officer, U.T., Chandigarh, be enclosed.

FORM 'B'

PROFORMA FOR THE PAYING GUEST

1. Name of the Paying Guest
2. Date of Birth and Sex
3. Name of Father/Husband/Guardian alongwith address
4. Permanent Home Address with Contact Number
5. Nationality
6. Educational Qualification
7. Purpose of Stay in Chandigarh Give detail (Studying/working any other)
8. Address of place of work /studying.

(Order/Notification dated 16.11.2006)

4.6 INSTITUTIONAL BUILDINGS :

a) A part of the administrative block belonging to an institution shall be permitted for running commercial activities such Banks, own product sale counter, S.T.D. Booth, Photostat etc. provided the activity of the business is in consonance with main function/ programme of the Institution, subject to a maximum of 2% of the covered area.

(Order/Notification dated 24.8.2000/25.8.2000)

b) The institutional/charitable/religious/social/cultural institutions shall be permitted to use their buildings for the following purposes:-

1. Exhibition/sale of books;
2. Exhibition/sale of handicrafts, handloom material and similar items; provided that the event is organized by a Central/State government department or undertaking.
3. Conduct of competitive exams by the UPSC, Banks, PSUs and other government/semi-government organizations.

Provided that activities at Sr.No (i) and (ii) above shall not be permitted for more than 30 days at a time.

c) Limited use of basement of Educational institutions and schools for office space with proper arrangement of Light and Ventilation, Fire Safety Norms, Circulation etc. may be allowed on case to case basis subject to the fulfilment of other terms and conditions which may be required for a basement to be used for habitable purpose if sufficient parking space, as per norms, is available within the site or the basement has already been constructed prior to 16.10.2008 and cannot be used for parking. Toilets, Pantry, Labs etc., which require water are not allowed in basement. The area of basement with habitable use shall be counted towards maximum permissible FAR of 0.5.

(Order/Notification dated 4.3.2010/12.3.2010)

4.7 USE OF SITES/BUILT-UP SPACE UNDER VARIOUS REHABILITATION SCHEMES:

The ground floor of the site or built up space allotted under different rehabilitation schemes shall be allowed to be used for small environmental friendly cottage activities for self employment purposes such as boutiques, beauty parlour, tailoring shop etc which will supplement the income of the family while staying at home. However, no sub-division or amalgamation of the room or space or building shall be allowed. A written permission shall be obtained from competent authority under whose control the concerned rehabilitation falls.

This shall be applicable to all rehabilitation colonies under the control/ supervision of Chandigarh Administration, Municipal Corporation and Chandigarh Housing Board.

(Order/Notification dated 27.2.2009)

In addition to the above, it has further been decided to allow the use of ground floor of the site or built up space allotted under different rehabilitation schemes for the following trades:

1. Mobile repair shop
2. Barber shop.
3. TV/Radio repair shop
4. Computer Centre
5. Stationery shop
6. Electric shop

(Order /Notification dated 30.4.2010 / 5.5.2010)

(Also see Topic No. 1.1.10 of Part A of Chapter- I, i.e. Extra floor allowed in Sites/Built-up space under various Rehabilitation Schemes)

4.8 PENALTY FOR MISUSE IN RESIDENTIAL AND INSTITUTIONAL PREMISES.

a) The following charges shall be payable jointly and severally by the transferee/lessee and occupier or the site or building for every month or part thereof the misuse occurs:

- (i) Rs.50/- per square yard if less than 25% of the site or covered area of building is misused.
- (ii) Rs.100/- per square yard if 25% or more of the site or covered area of building is misused.
- (iii) The charges shall be levied on the entire area of the site.

{Order/Notification dated 5.6.2002 under the Chandigarh Sale of Sites and Building Rules, 1960 (now repealed) and the Chandigarh Leasehold of Sites and Buildings Rules, 1973(now repealed)}

b) Rs.500 /- per sq. feet of area under misuse shall be paid jointly and severally by the transferee and the occupier or the site or building for every month or part thereof the misuse occurs.

(As provided in the Chandigarh Estate Rules, 2007 as amended vide notification dated 14.12.2009)

CHAPTER II
CHANDIGARH ESTATE RULES, 2007, FRAMED UNDER THE CAPITAL OF PUNJAB
(DEVELOPMENT AND REGULATIONS) ACT, 1952 (AS AMENDED
VIDE NOTIFICATION DATED 14.12.2009)

1. SHORT TITLE & COMMENCEMENT :

- (i) These rules may be called the **Chandigarh Estate Rules, 2007.**
- (ii) These Rules shall come into force from the date of publication in the official gazette.

2. DEFINITIONS :

The words and expressions not defined in these rules shall have the same meaning as assigned to them in the Capital of Punjab (Development and Regulation) Act, 1952.

(i) "**Act**" means the Capital of Punjab (Development and Regulation) Act, 1952.

(ii) "**Consideration Money**" means such amount as may be determined by the Chandigarh Administration in the case of sale/lease by allotment, and any price determined as a result of bidding in open auction in the case of sale/lease by auction.

(iii) "**Displaced Person**" means any person who on account of the setting up of the dominions of India and Pakistan; or on account of civil disturbances or fear of such disturbances in any area now forming part of Pakistan has after the first day of March, 1947, left or has been displaced from his place of residence in such area and who has been subsequently residing in India, and includes any person who is resident in any place in India and who for that reason is unable or has been made unable to manage, supervise or control any immovable property belonging to him in Pakistan.

(iv) "**Form**" means a form appended to these rules.

(v) "**Objectionable Trade**" shall be deemed to be carried on or in any site or building, if the site or the building is used for any of the following purposes:-

- (a) melting tallow, dressing raw hides, boiling bones, offal or blood;
- (b) as a soap house, oil boiling house, dying house, or tannery;
- (c) as a brick-field, brick-kiln, charcoal-kiln, pottery or lime-kiln;
- (d) as any other manufactory, engine-house, store house or place of business from which offensive or unwholesome smells, gases, noises or smoke arise;
- (e) as a yard or deposit for trade in unslaked lime, dry straw, thatching grass, weed, charcoal or coal, or other dangerously inflammable material and shall include any factory or industry involving hazardous processes as specified in the Factories Act, 1948 as amended from time to time.

(vi) "**Oustee**" means a person whose land in the Union Territory of Chandigarh has been acquired for a public purpose and includes his/her legal heirs.

(vii) "**Premium**" means the price paid or promised for the transfer of a right to enjoy immovable property under these rules.

(viii) "**Prescribed mode of payment**" means payment in cash upto Rs 2,00,000/- or by demand draft drawn on any Scheduled Bank situated at Chandigarh in favour of the Estate Officer, Chandigarh Administration or by electronic transfer in the account designated by the Estate Officer, UT Chandigarh.

3. SALE/LEASE BY AUCTION OR ALLOTMENT :

The sites/building at Chandigarh shall be sold by the Central Government by way of auction or allotment, either on free hold basis or leasehold basis. The sites meant for commercial and residential use shall be sold through open auction or by way of allotment.

The sites meant for other purposes to be sold under some Scheme or specific rules shall be sold through allotment only. For the purpose of proper planning and development of Chandigarh, the Chief Administrator may reserve sites or building for displaced persons, oustees, group(s) of individuals or persons practicing any profession or carrying on any occupation trade or business, various bodies/Association/Trust/Organizations or autonomous bodies or for the implementation of any Scheme framed by the Chandigarh Administration:

Provided that the Central Govt. may allow use of any Site/Building to any Department. of Chandigarh Administration or Public Sector Undertaking of Chandigarh Administration on profit sharing basis or on rent basis.

4. SALE / LEASE BY ALLOTMENT :

(i) In case of sale/lease of any site/building by allotment, the applicant shall make an application to the Estate Officer in Form 'A' who shall alongwith his observations and recommendations forward the same to the Chief Administrator.

(ii) The Estate Officer shall, subject to such directions as may be issued by the Chief Administrator in this behalf, offer a site of the size applied for or of different size and shall intimate by registered post the number, approximate area and consideration money of the site/building and other terms and conditions of the allotment to the applicant enabling him to deposit 25% of the consideration money through demand draft, drawn on any scheduled Bank situated at Chandigarh in favour of Estate Officer U.T. Chandigarh, and call upon him/her to execute an Agreement to Sell in Form 'B' or Form B-I, as the case may be, in respect of the offered site/building within 30 days from the date of issue of the said communication. Failure on the part of the applicant to respond to the offer shall result in cancellation of the allotment of site/building. In case, the applicant fails to execute an Agreement to Sell as per the prescribed proforma, in the stipulated period the 25% of the consideration money deposited by the applicant shall be forfeited and the applicant shall have no claim to any damages.

(iii) The remaining 75% of the consideration money shall be deposited by the intending purchaser, either in lump sum within 90 days of the date of the issue of the aforesaid communication by the Estate Officer by way of prescribed mode of payment or within such time and in such installments, as may be notified by the Chandigarh Administration under any specific Rules or Scheme, failing which the offer of allotment shall be deemed to have been cancelled and the payment made under Sub-rule (ii) shall be forfeited and the intending purchaser shall have no claim to any damages..

Provided that if last day happens to be a public holiday, the next working day shall be deemed to be the last day for such payment.

Provided further that in case of allotments to Government(s) or semi- Government(s) or its autonomous bodies/ organizations, the period for the above said payment may be extended by the Chief Administrator on a written request by the organization/Department justifying the delay to the satisfaction of the Chief Administrator, subject to payment of interest @ 12% per annum for the period of delayed payment, provided that such delay shall in no case exceed one year or 12 months in the whole.

(iv) Upon the receipt of full consideration of money, the Estate Officer shall issue allotment letter to the intending purchaser giving the terms and conditions of the allotment and calling upon him to execute a Conveyance deed / Lease deed in Form 'C' or Form 'D' as the case may be. These documents shall be issued/executed by the Estate Office and the purchaser, as the case may be, within a period of 30 days from the date of issue of the allotment letter.

(v) Where in exchange for a site/building previously sold/leased to an applicant, a new site/building of higher valuation is allotted to him at his request, the difference in consideration money shall be payable by him in lump sum within thirty days of the date of the issue of the communication by the Estate Office.

Provided that no request for exchange will be entertained after the physical possession of site/building has been delivered.

(vi) In the case of allotment of new site/building as referred to in sub-rule (v), all conditions, including the time limit for erection of building, relating to the previous allotment shall be applicable to the new allotment.

5. SALE/LEASE BY AUCTION:

(i) In case of sale/lease by auction, the interested bidders will have to deposit an earnest money of Rupees two lakhs, in cash or by means of demand draft drawn on any Scheduled Bank situated at Chandigarh in favour of Estate Officer, U.T. Chandigarh with the Estate Officer, U.T. Chandigarh in Notification to become eligible for participating in the auction.

(ii) On the acceptance of the highest bid, twenty five per cent of the bid accepted by the auctioning officer shall be paid at the fall of the hammer by the highest auction purchaser by means of demand draft drawn in favour of Estate Officer UT Chandigarh.

(iii) If the auction purchaser fails to pay the amount of 25% of the auction price at the fall of hammer, the earnest money deposited under sub-rule (i) above shall be forfeited.

(iv) Thereafter, an Agreement to Sell shall be executed between the Estate Officer, U. T., Chandigarh and the auction purchaser in the prescribed form as at Form B or Form B-1, as the case may be, with a stipulation that in case of default in making timely payment of the remaining balance of 75% within the stipulated time period, the amount of 25% paid by the auction purchaser shall be forfeited. However, in case the Chandigarh Administration fails to fulfill its obligation to allot/lease out the property for any reason or in public interest, the Administration shall return the amount of 25% so paid by the auction purchaser and the intending purchaser shall have no claim to any damages.

(v) The remaining 75% of the consideration money shall be deposited by the intending purchaser in lump sum within 90 days of the date of the auction by way of the prescribed mode of payment failing which the offer of allotment shall be deemed to have been cancelled and the payment made under sub-rule (ii) shall be forfeited and the intending purchaser shall have no claim to any damages.

Provided that if the last day happens to be a public holiday, the next working day shall be deemed to be the last day for such payment.

Provided further that in case of allotments to Government(s) or semi Government or autonomous bodies/ organizations, the period for the above said payment may be extended by the Chief Administrator on a written request by the organization/Department justifying the delay to the satisfaction of the Chief Administrator, subject to payment of interest @ 12% per annum for the period of delayed payment, provided that such delay shall in no case exceed one year or 12 months in the whole.

(vi) Upon the receipt of full consideration money, the Estate Officer shall issue allotment letter to the intending purchaser giving the terms and conditions of the allotment and calling upon him to execute a Conveyance deed / Lease deed in Form 'C' or Form 'D' as the case may be. These documents shall be issued/executed by the Estate Office and the purchaser, as the case may be, within a period of 30 days from the date of issue of the allotment letter.

Explanation I: The Estate Officer may withdraw any site/building that may have been put up for auction and he may accept or reject the highest bid without assigning any reason and the decision of the Estate Officer in this regard shall be final.

Explanation II: A person may be competent to bid on behalf of another person/partnership firm/company/Hindu Joint Family if he satisfies the auction officer with a proper authorization to do so before the start of the auction.

6. DELIVERY OF POSSESSION :

Encumbrance free possession of the site/building shall be given to the allottee/lessee within 7 working days of the execution of the conveyance deed/lease deed and it shall be incumbent upon the allottee/lessee to take the physical possession of the site/building within 7 days of the offer of possession. The Ground rent shall be charged as per rule 12 from the date of offer of possession:

Provided that no ground rent payable under this rule shall be paid by the lessee till the actual and physical possession of the site is delivered to him/her, if the delay in the delivery of possession is for the reasons which are beyond the control of the allottee/lessee such as the existence of any encumbrance or any dispute with regard to the status of the site with the Administration:

Provided further that in case of failure of the Estate Officer to give possession of the allotted site due to the reasons beyond his control, the Chief Administrator may offer alternative site of equivalent measurement to the allottee/lessee. However if the allottee/lessee does not accept the same, the total amount of consideration money so deposited by the allottee/lessee shall be refunded without any interest.

7. TRANSFER OF SITE/BUILDING BY THE ALLOTTEE/LESSEE :

(i) Allotment cases- No site/building sold by way of allotment, whether on leasehold basis or on freehold basis, shall be allowed to be transferred before the expiry of 15 years from the date of allotment unless in the opinion of the Estate Officer exceptional circumstances exists for the grant of permission to transfer before the said period .

Provided that in case of transfer after the expiry of ban period of 15 years by the original transferee (allottee/lessee) by way of sale/gift/mortgage or otherwise of the site or any right, title or interest therein, 1/3rd of the unearned increase in the value i.e. the difference between the price paid by the original allottee/lessee and the market value of the site/building at the time of permission of transfer shall be paid to the Government before registering such sale or transfer. The market value of the property for this purpose shall be assessed by the Estate Officer or such other authority as may be prescribed by the Chief Administrator. The current market value of the property shall be assessed in view of the average of auction price over the last three financial years for property of the same category or on the basis of such other factors as the Estate Officer considers to be appropriate. The present value of the original premium shall be calculated by enhancing the premium by 9% per annum compounded annually, from the date(s) of payment. The difference between these two values shall be the unearned increase. During assessment, notice shall be issued to the lessee and he/she shall be afforded an opportunity of being heard and the transferee shall be entitled to produce his/her evidence and of being heard :

Provided that 1/3rd of the unearned increase in the value will not be charged if the mortgage or charge of a site / building is created with the previous consent in writing of the Estate Officer, in favour of the Central Government, State Government, Chandigarh Administration, Life Insurance Corporation of India or any Scheduled Bank for securing a loan to be advanced by them for constructing the building on the site:

Provided further that the Government shall have the pre-emptive right to purchase the mortgaged or charged property after deducting 1/3rd of the unearned increase as aforesaid:

Provided further that the Government's right to the recovery of 1/3rd of unearned increase and the pre-emptive right to purchase the property as mentioned herein before shall apply equally to an involuntary sale or transfer whether it be by or through an executing or insolvency court.

(ii) Auction cases- There shall be no restriction on the transfer of site/building sold by way of auction, whether on leasehold basis or on freehold basis. However the same shall not be allowed to be transferred without the prior permission of the Estate Officer. Such permission shall not be given until the lessee/allottee has paid full consideration of money and other dues chargeable under these Rules unless in the opinion of the Estate Officer exceptional circumstances exists for the grant of such permission:

Provided that in case of transfer of any leasehold right, title or interest in the site / building by the original lessee by way of sale, gift or otherwise, the transfer charges at the rates as may be notified by Chief Administrator from time to time shall be levied and payable before the Estate Officer grants permission for transfer of leasehold rights.

Notwithstanding anything contained in this rule or in the letter of allotment or conveyance deed/lease deed, as the case may be, the addition/deletion/substitution of the name of mother, father, spouse, son and / or daughter after the allotment of a site, with the permission of the Estate Officer and with the consent of the affected person, shall not be construed as transfer within the meaning of sub rules (i) and (ii) above.

8. TIME WITHIN WHICH BUILDING IS TO BE ERECTED :

In the case of allotment/auction of site, the allottee/transferee/lessee shall complete the building, in accordance with the provisions of Punjab Capital (Development and Regulation) Building Rules, 1952 within 3 years from the date of delivery of the possession under Rule 6:

Provided that if the delay in completing the construction of the building is for the reasons which are beyond the control of the allottee/lessee such as delay in delivery of possession or the existence of any encumbrance or any dispute with regard to the status of the site with the Administration, the period of construction as mentioned above shall be computed from the date of actual delivery of physical possession or the date of removal of encumbrance or the decision of the Administration with regard to the status of the site, as the case may be.

The allottee/lessee who cannot complete the building within the aforesaid time limit may be given another opportunity (beyond the said period of three years) to complete the building in the next five years on the payment of penalty as under:-

(i) First year	@ 10% of the total consideration money of the site
(ii) Second year	@ 15% of the total consideration money of the site
(iii) Third year	@ 20% of the total consideration money of the site
(iv) Fourth year	@ 25% of the total consideration money of the site
(v) Fifth year	@30% of the total consideration of the site .

No further time whatsoever shall be granted for the purpose and in case the construction of the building is not completed within the aforesaid period, the Estate Officer may initiate proceedings under Section 8-A of the Act and the allottee/transferee/lessee shall have no claim to any damages.

Provided that in case of Government Departments, the extension beyond five years without charging extension fee can be permitted by the Chief Administrator. In case of other sites, the Chief Administrator may permit extension beyond five years if he is convinced that the delay in completing the construction of building was due to unavoidable circumstances and beyond the control of the allottee/lessee/transferee and on the payment of penalty as under:-

(i) Sixth Year	@ 50% of the total consideration money of the site
(ii) Seventh Year	@ 75% of the total consideration money of the site
(iii) Eighth Year	@ 100% of the total consideration money of the site.

9. USE OF SITE OR BUILDING :

(i) The allottee/lessee/transferee shall not use the site or building for a purpose other than that for which it has been allotted. In the case of commercial or industrial sites/buildings, the transferee shall not carry on any trade or industry other than as permitted under any schemes or rules notified by the competent authority.

Provided that the Chief Administrator, may, in the case of residential buildings, for reasons to be recorded in writing and with the prior approval of the Administrator, Union Territory, Chandigarh, allow any building or portion thereof to be used for a purpose other than that for which the site was allotted subject to such conditions as he may by Notification specify in this behalf.

(ii) Instead of specifying any particular trade or industry, the Estate Officer may specify that the transferee shall not carry on any trade or industry other than General Trade or Special Trade, as the case may be.

(iii) The expression General Trade and Special Trade, shall mean one or more of the trades respectively mentioned in Parts A and B of the Schedule appended to these Rules.

Provided that the competent authority may allow the conversion from one trade list to another trade list as per any Scheme notified by the Administration, subject to conditions as imposed by the competent authority.

10. PROCEDURE IN CASE OF BUILDING VIOLATION(S) AND/OR MISUSE OF SITE/ BUILDING:

(i) When a building violation(s) and/or misuse of a site or building under rule 9, is reported or comes to the notice of the Estate Officer then, without prejudice to any action taken under Section 8-A of the Act, a notice of period not less than 15 days shall be served on the allottee/lessee(s) and on the occupier(s) of the site or building requiring that the allottee/lessee(s) and the occupier(s) shall within a period of two months, remove the said building violation(s) and/or misuse and pay monthly charges @ Rs. 500/- per sq. ft. of area under building violation(s) and/or misuse, which shall be paid jointly and severally by the transferee and the occupier of the site or building for every month or part thereof the building violation(s) and/or misuse occurs.

Explanation: Where it is determined by the Estate Officer that the building violation(s) and/or misuse is on the part of the occupier, aforesaid charges shall be recovered from the occupier only. In case of non-payment of such charges by the occupier, the same shall be recovered as arrears of land revenue.

(ii) The Estate Officer shall, after affording an opportunity of being heard to the allottee/lessee and the occupier, determine whether or not the building violation(s) and/or misuse has been removed. In case it has been removed, charges shall be levied from the date of issue of notice upto the date of such removal. In case it has not been removed, charges shall be levied from the date of issue of notice upto the date of such removal.

(iii) If after the expiry of two months of the notice under Sub-rule (1), the Estate Officer, after having afforded an opportunity of being heard to the allottee/lessee and the occupier, is satisfied that the building violation(s) exist(s) and/or misuse continues, the Estate Officer may seal the whole/part of the building/site to prevent the continuance of further misuse/ building violation(s) till such time the same is/are removed by the Estate Officer himself at the cost of the allottee/lessee and/or the occupier and shall further proceed Section 8 A of the Act.

(iv) If the building violation(s) and/or misuse occurs on the part of the occupier, or if it cannot be removed unless certain acts are done by the occupier, the Estate Officer may extend the period for such removal beyond two months, upto a period of six months provided that the occupier shall be liable to pay the charges specified in sub rule (i). If at the end of this period, the Estate Officer is satisfied that the building violation(s) and/or misuse is not removed, he shall proceed in accordance with sub-rule (iii) above.

(v) If the misuse of the site/building is established by the competent authority, the building violation(s) and/or misuse charges as specified in sub-rule (i) above, shall be payable within 15 days of such Notification. For any delay in payment, interest shall be charged at one and a half percent for each month of delay or part thereof. If the building violation(s) and/or misuse continues, the building violation(s) and/or misuse charges shall be payable even beyond the period mentioned in sub-rule (iii) or (iv) above.

11. COMMENCEMENT AND PERIOD OF LEASE:

In case of auction/ allotment by way of lease, the lease period shall commence from the date of the execution of the lease deed and shall be for a period of 33 years, renewable for two like periods of 33 years each subject to the condition that the lessee continues to abide by all the conditions of lease at the time of such extension and during the extended period. After the expiry of the period of 99 years including two renewals mentioned above, the lease may, at the discretion of the Administration, be renewed for such further period and on such terms and conditions as the Administration may so decide.

12. PAYMENT OF ANNUAL GROUND RENT AND CONSEQUENCES OF NON-PAYMENT:

In addition to the consideration money, whether in respect of site or building, the lessee shall be liable to pay Annual Ground Rent as under:-

- (i) Annual Ground Rent shall be 2.5% of the premium for the first 33 years, 3.75 % of the premium for the next 33 years and 5% of the premium for the remaining 33 years period of the lease.
- (ii) Ground Rent shall be payable annually without any demand from the Estate Officer by the 10th of the month following the month in which the Ground rent becomes due according to the English calendar failing which the lessee shall be liable to pay the same within a period of six months alongwith the interest calculated @ 10% per annum from the date the Ground Rent became due till the date it is actually paid.
- (iii) If the annual Ground Rent is not paid as per sub-rule (ii), the lessee/allottee shall be liable to pay the penalty at the rate of 25% for each year of default but not exceeding 100%, which may be imposed and recovered in the manner laid down in Section 8 of the Capital of Punjab (Development & Regulation) Act, 1952, as given below:
 - (a) First Year @ 25% of the Ground rent due.
 - (b) Second Year @ 50% of the Ground rent due, inclusive of (a)
 - (c) Third Year @ 75% of the Ground rent due, inclusive of (b)
 - (d) Fourth Year @ 100% of the Ground rent due, inclusive of (c) and onwards

Provided that interest shall not be charged in addition to the penalty.

13. GENERAL CONDITIONS OF ALLOTMENT:

(i) Allotment may be jointly taken by more than one person. The liability to pay the premium as well as the rent and any penalty imposed under these rules shall be joint and several.

Provided that nothing contained in this sub rule and Clause II of the lease deed as appended as Form 'D' of these rules, shall apply to the allotment of any site or building to the Chandigarh Housing Board.

(ii) Notwithstanding anything stated above, the provision of sub-rule (i) and clause II in Form 'D' of the said rules shall apply mutatis mutandis to the sub allottee/sub lessees/transferees of the Board.

(iii) The allottee/lessee shall be liable to pay any or all such fee(s) or tax(es) as may be levied by the Central Government, Chandigarh Administration or Municipal Corporation, Chandigarh in respect of sites or buildings or both under any law.

Provided that in the case of allotment of site or building to the Chandigarh Housing Board, the liability to pay all such fee(s) or tax(es) shall be that of the sub allottee or sub lessee of the Board.

(iv) The allotment shall be governed by the provisions of the Capital of Punjab (Development and Regulation) Act, 1952 as amended from time to time and the rules made thereunder.

(v) The lessee/transferee shall not be allowed to place empty packing cases, baskets, or junk or any other material on the roof of the building or in the open site around it.

(vi) The covered passage (verandah) in front of or on the sides of the building shall not be encroached upon or used for any purpose other than as a public passage.

(vii) The right of displaying advertisement on and the use of end walls of the end sites and the benefits derived therefrom shall vest in the Administration.

(viii) The lessee/transferee shall maintain the site/building in safe and hygienic condition.

(ix) The Government shall not be responsible for leveling the uneven sites or for filling in sites which are at lower level than the other sites.

(x) The Estate Officer shall be entitled at all convenient times to enter and inspect the site or building with a view to ensuring that no provision of the Capital of Punjab (Development and Regulation) Act, 1952 or the rules made thereunder including these rules, is being violated. The Estate Officer may authorize any person subordinate to him to carry out the aforesaid inspection.

(xi) The Administrator, Union Territory, Chandigarh may in his discretion prescribe such further conditions of allotment as may be consistent with the provisions of the Capital of Punjab (Development and Regulation) Act, 1952, as amended from time to time, in the letter of allotment and lease deed /conveyance deed either generally or under any particular scheme.

14. BREACH OF TERMS AND CONDITION OF ALLOTMENT :

(i) Notwithstanding anything contained in these rules, the Estate Officer may, by notice in writing, cancel the allotment/lease and forfeit whole or any part of money, if any, paid in respect thereof which in no case shall exceed 10% of the consideration money, ground rent, interest and other dues payable in respect of the sale/lease of the site or building or both, on the ground of default, breach or non-compliance of any terms and conditions of allotment or for furnishing in writing incorrect information under explanation II of rule 5.

Provided that no order regarding cancellation of lease/allotment/ forfeiture under this rule shall be made unless the lessee/transferee has been given a reasonable opportunity of being heard.

(ii) In the event of the allotment/lease deed/conveyance deed of site/building being cancelled, the transferee/ lessee shall remove the structure at his own expense within such reasonable time, not exceeding three months, as may be prescribed by the Estate Officer, and restore possession of the site/building in the condition in which he took the same at the commencement of the allotment. If the allottee/transferee/lessee fails to remove the structure within the period mentioned above, the Estate Officer shall be competent to remove the same and recover the expenses incurred in doing so from the person whose lease had been cancelled or auction/allot the site along with the structure and after deducting the market value of the site refund the balance to the lessee. The Estate Officer shall determine the market value and his decision shall, subject to a right of appeal, be final and binding.

15. REGISTRATION AND STAMP DUTY :

The transferee/lessee shall bear and pay all expenses in respect of execution and registration of the deed of conveyance or lease deed, as the case may be, including the stamp duty and registration fees payable in accordance with the law in force at that time.

16. FRAGMENTATION/AMALGAMATION.

No fragmentation or amalgamation of any site or building shall be permitted.

Provided that amalgamation of two or more adjoining sites with the same ownership shall be permissible only in the case of commercial or industrial sites subject to the condition that the revised plans are approved by the competent authority, prior thereto

Provided further that fragmentation of any site shall be allowed if such fragmentation is permitted under any scheme notified by the Administration.

17. PROHIBITION OF OBJECTIONABLE TRADE:

No objectionable trade shall be permitted on or in any site or building except with the previous permission in writing of the Chief Administrator.

18. APPEAL AND REVISION:

Any Appeal and Revision against an Notification by the Estate Officer under these Rules, as the case may be, shall be preferred as per the provisions of Section 10 of the Capital of Punjab (Development & Regulation) Act, 1952.

19. POWER TO RELAX:

The Administrator, Union Territory, Chandigarh, may relax all or any provisions of these rules for reasons to be recorded in writing, in public interest and in exceptional circumstances.

20. REPEAL & SAVINGS:

(i) The Chandigarh (Sale of Sites and Buildings) Rules, 1960 and The Chandigarh Leasehold of Sites & Buildings Rules, 1973 are hereby repealed.

Provided that such repeal shall not affect-

- (a) The previous operation of the rules so repealed or anything duly done or suffered there under; or
- (b) any obligation or liability accrued or incurred under the rules so repealed; or
- (c) any legal proceedings or remedy in respect of any obligation or liability as aforesaid; or
- (d) any such legal proceedings or remedy may be continued to be enforced, as if these rules had not been made:

Provided further that subject to the preceding proviso, anything done or any action taken or purported to be taken under the rules so repealed shall in so far as it is not inconsistent with the provisions of these rules, be deemed to have been done or taken under the corresponding provisions of these rules and shall continue in force accordingly, until so specifically provided under these rules.

- (ii) Further these rules shall mutatis mutandis apply to all the sites/buildings hitherto transferred (allotted/leased out) under the repealed rules to the extent, the provisions made under these rules, as amended from time, do not exist in the repealed rules.
- (iii) If any question arises as to the interpretation of these rules, the decision of the Chief Administrator shall be final.

(Notification dated 7.11.2007 and 14.12.2009)

FORM 'A'
**APPLICATION FOR ALLOTMENT OF A SITE/BUILDING IN CHANDIGARH EXCEPT IN
CASE OF OUSTEES).**

To

The Estate Officer,
Union Territory, Chandigarh.

Sir,

I/We..... request that I/we may be allotted a site in Chandigarh measuring sq. yards or a building having covered area measuring

2. I/We am/are displaced person/persons and enclose herewith the necessary certificate and affidavit to this effect duly attested by a Magistrate First Class/ Oath Commissioner. I/We do not own house/houses in India.(Strike out if not applicable)

3. The required information is given as under for consideration of my/our request.(in the case of registered Firms/Trusts/Association/Societies etc.)

Name of the Institution and its address	
Whether registered or not. If registered, give a copy of registration certificate	
A copy of the constitution of the Managing Body of the Institution/Society be enclosed	
Name of the members of Board of Directors of the Executive committee etc.	
Area of the site/building required (Sq. Yds.)	
Purpose for which the site/building is required. It should be given in sufficient details.	
What are the particular benefits which the allotment of the site/building would bring to the community at large. This information should be given in sufficient details.	
Total area proposed to be built (in sq.ft.) (enclose Building Plans).	
Details of funds in possession for the purpose of the site and for the construction of building or for allotment of a building. Give the proof of the statement. (Also attach a certificate from the Bank showing the balance at the Credit of Society/institution etc.)	
Do you agree that you shall not transfer any right/title in the site/building, without the permission of the Chief Administrator.	
Do you agree to complete the construction of the building within the prescribed period under the rules.	
Do you agree to pay the cost of the site/building as may be determined by the Govt.	

4. My/Our profession/professions is/are

5. I/We will pay the consideration money in the manner as laid down in the rules and will also pay the annual ground rent in case of leased out site/building.

6. I/We agree to abide by the provisions of the Capital of Punjab (Development and Regulation) Act, 1952 and rules made thereunder as amended from time to time.

7. I/We have not been allotted any site/building in Chandigarh so far.

Signature(s)

Name(s) IN BLOCK LETTERS

(Address)

Dated:

FORM B

AGREEMENT TO SELL

This agreement to sell is being executed on ____ day of _____, 20____, at Chandigarh, between _____ (hereinafter called as the Seller), which term shall where the context so admit, include its representatives, successors, etc. of the one part;

AND

_____ (hereinafter called as the Purchaser/bidder), which term shall where the context so admits, includes his/their heirs, legal representatives, executors, successors, administrators etc. of the other part.

Whereas the seller is the absolute owner of _____ measuring _____, situated in _____. The said property is free from all sorts of encumbrances. The purchaser/bidder has applied for allotment/has given the highest bid for allotment of the above mentioned site/building and his application for allotment of site/building or his highest bid for allotment of site/building has been accepted by the seller on the terms and conditions as enumerated below:-

1. That the total consideration money has been fixed at Rs. _____ (Rupees _____), in respect of the site/building No. _____ Sector _____ Chandigarh measuring _____ sq. yards out of which a sum of Rs. _____ (Rupees _____) being 25% amount of the total consideration money has been paid by the purchaser/bidder. The seller hereby acknowledges the receipt of the same.
2. That the balance amount of 75% of the consideration money shall be paid by the purchaser/bidder in 90 days in terms of the provisions of the Chandigarh Estate Rules, 2007.
3. That failure on the part of the purchaser/bidder to deposit 75% of the consideration money within the prescribed period of 90 days shall result in cancellation of the allotment of site/building, as the case may be, and the 25% amount deposited by him/her shall be forfeited to the Seller and the intending purchaser/bidder shall have no claim to any damages.
4. That similarly on the failure on the part of the Seller to fulfill its obligation to transfer the property for any reasons other than the reasons connected with public order, security of State or change in public policy, the seller shall return the amount of 25% so paid by the purchaser/bidder and the intending purchaser/bidder shall have no claim to any damages.
5. That the purchaser/bidder shall abide by the provisions of the Capital of Punjab (Development and Regulation) Act, 1952 and the Chandigarh Estate Rules, 2007, as amended from time to time.
6. That this agreement to sell has been prepared in duplicate and each party has kept a copy of the same.

In witness whereof both the parties have signed this Agreement to sell on the day, of the month of the year aforementioned.

Seller

Purchaser

Witness No.1.

Witness No. 1

Witness No.2.

Witness No. 2

FORM B-I

AGREEMENT TO TRANSFER LEASE HOLD RIGHTS

This Agreement to Transfer Lease Hold Rights is being executed on _____ day of _____, 200 , at Chandigarh, between _____ (hereinafter called as the Lessor), which term shall where the context so admit, include its representatives, successors, etc. of the one part;

AND

_____ (hereinafter called as the Lessee/Bidder), which term shall where the context so admits, includes his/their heirs, legal representatives, executors, successors, administrators etc. of the other part.

Whereas the Lessor is the absolute owner of _____ measuring _____, situated in _____. The said property is free from all sorts of encumbrances. The lessee/bidder has applied for transfer of lease hold rights in respect of site/building _____ Sector _____, Chandigarh and his application for transfer of lease hold rights has been accepted by the Lessor on the terms and conditions as enumerated below:-

1. That the total consideration money has been fixed at Rs. _____ (Rupees _____), in respect of the site/building No. _____ Sector _____ Chandigarh measuring _____ sq. yards out of which a sum of Rs. _____ (Rupees _____) being 25% amount of the total consideration money has been paid by the lessee/bidder. The Lessor hereby acknowledges the receipt of the same.
2. That the balance amount of 75% of the consideration money shall be paid by the lessee/bidder in 90 days in terms of the provisions of the Chandigarh Estate Rules, 2007.
3. That failure on the part of the lessee/bidder to deposit 75% of the consideration money within the prescribed period of 90 days shall result in cancellation of the allotment of site/building, as the case may be, and the 25% amount deposited by him/her shall be forfeited to the Lessor and the intending lessee/bidder shall have no claim to any damages.
4. That similarly on the failure on the part of the Lessor to fulfill its obligation to transfer the lease hold rights in the property for any reason other than the reasons connected with public order, security of State or change in public policy, the lessor shall return the amount of 25% so paid by the lessee/bidder and the intending lessee shall have no claim to any damages.
5. That the lessee/bidder shall abide by the provisions of the Capital of Punjab (Development and Regulation) Act, 1952 and the Chandigarh Estate Rules, 2007, as amended from time to time.
6. That this agreement to transfer lease hold rights has been prepared in duplicate and each party has kept a copy of the same.

In witness whereof both the parties have signed this Agreement to transfer the lease hold rights on the day, of the month of the year aforementioned.

Seller

Purchaser

Witness No.1.

Witness No. 1

Witness No.2.

Witness No. 2

FORM 'C'

DEED OF CONVEYANCE OF SITE OR BUILDING ERECTED THEREON

Deed of Conveyance of a site/Building _____ sold by allotment to be used as a site/building for residential/commercial/Industrial/Religious/Cultural/Social/ Educational purpose in Chandigarh.

This indenture made on the _____ day of _____ 20 , between the President of India (hereinafter called the Vendor) of the one part, and _____ son/daughter/wife of _____ in the Union Territory of Chandigarh _____ (hereinafter called the allottee/ transferee) of the other part.

Whereas the site/building hereinafter described and intended to be hereby conveyed was owned by the Vendor in full proprietary rights;

And whereas, the Central Government has sanctioned the sale of a site to the transferee in consideration of a sum of Rs. _____ (Rupees _____) for the purpose of constructing a _____ (state here house, shop, factory, temple, sarai, school etc. as the case may be) and using the same exclusively for _____ (state here residence, trade, industry, workshop, institution etc. as the case may be) ;

OR

And whereas, the Central Government has sanctioned the sale of a building to the transferee in consideration of a sum of Rs. _____ (Rupees _____) for the purpose of _____ (state here house, shop, factory, temple, sarai, school etc. as the case may be) and using the same exclusively for _____ (state here residence, trade, industry, workshop, institution etc. as the case may be) ;

(strike out which is not applicable)

And whereas, the allottee/ transferee has paid aforesaid consideration money amounting to Rs. _____ (Rupees _____) being the sale price of the allotted site/building (as the case may be).

Now, therefore, this indenture witnessed that for the purpose of carrying into effect the said rule and in consideration of the covenants of the transferee hereunder contained and of the said sum of Rs. _____ (Rupees _____) paid by the transferee (the receipt of which the vendor hereby acknowledges), the vendor hereby grants and conveys unto the transferee all that piece or parcel of site/Building No. _____ Sector _____ measuring square yards and more particularly described in the plans filed in the office of the Estate Officer signed by the Estate Officer and dated the _____ day of _____, 200__ (hereinafter called the said site/Building).

To have and to hold the same unto and to the use of the allottee/ transferee subject to the exceptions, reservations, conditions and covenants hereinafter contained and each of them, that is to say:-

- 1.(a) The transferee enjoy the right of possession and enjoyment so long as he abides by the terms and conditions of sale of the site/Building and the provisions of the Capital of Punjab (Development and Regulation) Act, 1952 and rules made thereunder.
- (b)(i) The vendor shall have a first and paramount charge over the said sit/building sold by auction and the allottee/transferee shall have no right to transfer by way of sale, gift, mortgage or otherwise, the site/building or any right, title or interest without the prior consent of the Estate Officer.

OR

- (ii) The allottee shall not transfer any site/building, sold on freehold basis by way of allotment before the expiry of 15 years from the date of allotment unless in the opinion of the Estate Officer exceptional circumstances exists for the grant of permission to transfer before the said period .

Provided that in case of transfer after the expiry of ban period of 15 years by the original transferee/ allottee by way of sale/gift/mortgage or otherwise of the site or any right, title or interest therein, 1/3rd of the unearned increase in the value i.e. the difference between the price paid by the original allottee and the market value of the site/building at the time of permission of transfer shall be paid to the Government before registering such sale or transfer. The market value of the property for this purpose shall be assessed by the Estate Officer or such other authority as may be prescribed by the Chief Administrator.

Provided that 1/3rd of the unearned increase in the value will not be charged if the mortgage or charge of a site / building is created with the previous consent in writing of the Estate Officer, in favour of the Central Government, State Government, Chandigarh Administration, Life Insurance Corporation of India or any Scheduled Bank for securing a loan to be advanced by them for constructing the building on the site:

Provided further that the Vendor shall have the pre-emptive right to purchase the mortgaged or charged property after deducting 1/3rd of the unearned increase as aforesaid:

Provided further that Government's' right to the recovery of 1/3rd of unearned increase and the pre-emptive right to purchase the property as mentioned herein before shall apply equally to an involuntary sale or transfer whether it be by or through an executing or insolvency court.

- (2) The Vendor reserves to himself all mines and minerals whatsoever in or under the said site with all such rights and powers as may be necessary or expedient for the purpose of searching for, working, obtaining, removing and enjoying the same at all such time and in such manner as the Vendor shall think fit, with power to carry out any surface or any part underground workings, and to let down the surface of all or any part of the said site and to sink pits, erect building, construct lines, and generally appropriate and use the surface of the said site for the purpose of doing all such things as may be convenient or necessary for the full enjoyment of the exception and reservation hereinafter contained:

Provided that the allottee/ transferee shall be entitled to receive from the Vendor such payment for the occupation by him of the surface and for the damage done to the surface or to the buildings on the said site by such works or workings of letting down as may be agreed upon between the Vendor and the transferee or failing such agreement as shall be ascertained by reference to arbitration.

(strike out in the case of sale of building)

- (3) The allottee/ transferee shall pay all such fee or taxes as may be levied for the time being, imposes or assessed on the said site/building by competent authority in respect of the site/buildings or both under any law.
- (4) The allotment may be jointly taken by more than one person but the liability to pay any dues as well as the penalties imposed under these rules shall be joint and several.
- (5) The allottee/transferee shall not place empty packing cases, baskets, or junk or any other material on the roof of the building or in the open site around it.
- (6) The covered passage verandah in front of or on the sides of the building shall not be encroached upon or used for any purposes other than as a public passage.

- (7) The right of displaying advertisement on and the use of end walls of the end sites/Buildings and the benefits deprived there from shall vest in the Administration.
- (8) The allottee/transferee shall maintain the site/building in safe and hygienic condition.
- (9) The Government shall not be responsible for leveling the uneven sites or for filling in sites which are at lower level than the other sites.
- (10) The allottee/transferee shall, within three years from the date of execution of deed of conveyance, complete the construction of _____ (state here House, Shop, Factory, Temple, Sarai, School etc. as the case may be) on the said site in accordance with the Punjab Capital (Development and Regulation) Building Rules, 1952.
(not applicable in the case of allotment of building)
- (11) The allottee/transferee may, before the erection of the permanent building is commenced or completed, pitch a tent or erect temporary sheds or Kacha Building for the purpose of erecting a building on the said site.
- (12) The Vendor may by his officers and servants at all reasonable times and in a reasonable manner after 24 hours notice in writing, enter in and upon any part of the said site or building erected thereon for the purposes of ascertaining that the allottee/transferee has duly performed and observed the covenants and conditions to be performed and observed by him under these presents.
- (13) The vendor shall have full right, power and authority at all times to do, through officers or servants, all acts and things which may be necessary or expedient for the purpose of enforcing compliance with all or any of the terms /conditions, and reservations herein contained and to recover from the transferee as a first charge upon the said site the cost of doing all or any such acts and things and all costs incurred in connection therewith or in any way relating thereto.
- (14) In the event of any breach by the allottee/transferee of any of the terms and conditions contained in this deed and to be performed and observed by him, it shall be lawful for the Estate Officer notwithstanding the waiver of any previous cause or right for re-entry, to enter into and upon the said site or building thereon or any part thereof and to repossess retain and enjoy the same as to his former estate and the allottee/transferee shall not be entitled to a refund of the purchase money or any part thereof or to any compensation whatsoever on account of such resumption.
- (15) Whenever the title of the allottee/transferee in the site or building is transferred in any manner whatsoever the allottee/transferee shall be bound by all the covenants and conditions contained herein and be answerable in all respects therefor.
- (16) Whenever the title of the allottee/transferee in the site or building is transferred in any manner whatsoever, the allottee/ transferee shall, within three months of the transfer, give notice of such transfer in writing to the Estate Officer.

In the event of the death of the allottee/transferee, the person on whom the title of the deceased devolves shall, within three months of the devolution, give notice of such devolution to the Estate Officer. The transferee or the person on whom the title devolves as the case may be shall supply to the Estate Officer certified copies of the document (s) evidencing the transfer or devolution.

- (17) The allottee/transferee shall from time to time and at all times pay and discharge all rates, taxes, charges and assessments of every description which may at any time hereafter be assessed, charged or imposed upon the site/building hereby demised or on the landlord or tenant in respect thereof.

- (18) All arrears of any payments due in respect of the site/building thereby demised shall be recoverable in the same manner as arrears of land revenue.
- (19) The allottee/transferee shall not without sanction or permission in writing of the proper authority erect or re-erect any building or make any alteration or addition to such building on the site or building.
- (20) The allottee/transferee shall not without the written consent of the Estate Officer carry on, or permit to be carried on, on the plot or in any building thereon any trade or business whatsoever or use the same or permit the same to be used for any purpose other than mentioned in this deed or do or suffer to be done therein any thing whatsoever or which in the opinion of the Estate Officer may be a nuisance, annoyance or disturbance to the Estate Officer and persons living in the neighbourhood.
- (21) The allottee /transferee shall at all reasonable times grant access to the plot to the Estate Officer for being satisfied that the covenants and conditions, herein have been and are being complied with.
- (22) The allottee/transferee shall on the determination of this deed peaceably yield up the said plot unto the Estate Officer
- (23) In the event of the allotment/sale of a site being cancelled, the allottee/transferee shall remove the structure at his own expense within such reasonable time, not exceeding three months as may be prescribed by the Estate Officer and restore possession of the site in the condition in which he took the same at the commencement of the allotment. If the allottee/transferee fails to remove the structure within the period mentioned above, the Estate Officer shall be competent to remove the same and recover the expenses incurred in doing so from the person whose allotment had been cancelled or auction/allot the site along with the structure and after deducting the market value of the site, refund the balance to the allottee/transferee The Estate Officer shall determine the market value and his decision shall subject to a right of appeal under the Chandigarh Estate Rules, 2007, be final and binding.

OR

In the event of the allotment/sale of a building being cancelled, the allottee/transferee shall remove the infra-structure at his own expense within such reasonable time, not exceeding three months as may be prescribed by the Estate Officer and restore possession of the building in the condition in which he took the same at the commencement of the allotment. If the allottee/transferee fails to remove the infrastructure within the period mentioned above, the Estate Officer shall be competent to remove the same and recover the expenses incurred in doing so from the person whose allotment had been cancelled or auction/allot the building along with the infra-structure and after deducting the market value of the building, refund the balance to the allottee/transferee The Estate Officer shall determine the market value and his decision shall subject to a right of appeal under the Chandigarh Estate Rules, 2007, be final and binding

- (24) If it is discovered that the allotment has been obtained by suppression of any fact or by any misstatement, misrepresentation or fraud or if there shall have been in the opinion of the Estate Officer, whose decision shall be final, any breach by the allottee/transferee or by any person claiming through or under him of any of the covenants or conditions contained herein and on his part to be observed or performed, then and in any such case it shall be lawful for the Estate Officer notwithstanding the waiver of any previous cause or right for re-entry upon the plot hereby demised and the building thereon to re-enter upon and take possession of the plot and the buildings and fixtures thereon, and thereupon this deed and everything herein contained shall cease and determine and the allottee/transferee shall not be entitled to any compensation whatsoever nor to the return of any money paid by him.

Provided that notwithstanding anything contained herein to the contrary, the Estate Officer may without prejudice to his rights of re-entry aforesaid, and in his absolute discretion waive or condone breaches temporarily or otherwise, on receipt of such amount and on such terms and conditions as may be determined by him.

No forfeiture or re-entry shall be effected until the Estate Officer has served the allottee/transferree a notice in writing :

- (a) specifying the particular breach complained of; and
 - (b) if the breach is capable of remedy requiring the allottee/transferree to remedy the breach, and the allottee/transferree fails within such reasonable time as may be mentioned in the notice to remedy the breach if it is capable of remedy and in the event of forfeiture or re-entry the Estate Officer may in his discretion relieve against forfeiture on such terms and conditions as he thinks proper.
- (25) All notices, orders, directions, consents or approvals to be given under this deed shall be in writing and shall be signed by such officer as may be authorised by the Chief Administrator and shall be considered as duly served upon the allottee/transferree or any person claiming any right to the plot if the same shall have been affixed to any building or erection whether temporary or otherwise upon the plot or shall have been delivered at or sent by post to their residence, office or place of business or last known residence, office or place of business of the allottee/transferree of such person.
- (26) All powers exercisable under this deed may be exercised by the Chief Administrator, U.T. Chandigarh. The Government may also authorise any other officer to exercise all or any of the powers exercisable by him under this deed.
- (27) In this deed the expression "Chief Administrator" means the Chief Administrator for the time being or, in case his designation is changed or his office is abolished, the officer who for the time being is entrusted whether or not in addition to other functions, with the functions similar to those of the Chief Administrator by whatever designation such officer may be called. The said expression shall further include such officer as may be designated by the Government to perform the functions of the Chief Administrator under this deed.
- (28) The expression "The Chief Administrator" and "The allottee/transferree" hereinbefore used shall where the context so admits include, in the case of the Chief Administrator his successors and assigns, and in the case of the allottee/transferree his heirs, executors, administrators or legal representatives and the person or persons in whom the deed hold interest hereby created shall for the time being be vested by assignment or otherwise.
- (29) This deed of conveyance is granted under the Capital of Punjab (Development and Regulation) Act, 1952, as amended from time to time.

In witness whereof the parties hereto have hereunder respectively subscribed their names at the places and on the dates hereinafter in each case specified

Signed by the said

at on the (allottee/Transferree)
day of 20.....

In the presence of :-

Witnesses :-

Name

Residence

(Signature)

One of these witnesses must be a

Magistrate (with his court seal) if the

deed is not executed before the Occupation
Estate Officer

Name

Residence

(Signature)

Occupation

Signed by, for and on behalf of the

President of India and setting under

his authority at

the day of20...

(Estate Officer)

In the presence of

Witnesses -

Name

Residence

(Signature)

Occupation

Name

Residence

(Signature)

Occupation

FORM 'D'

LEASE DEED IN RESPECT OF ALLOTMENT OF SITE/BUILDING

THIS DEED made this.....day of..... 20..... BETWEEN THE PRESIDENT OF INDIA (hereinafter called "The Lessor") of the one part and Shri/Smt..... s/o/D/o/Wife of..... (hereinafter called the "Lessee") of the other part.

Whereas the Lessee has applied to the Lessor for the grant of a lease of the plot of a land, belonging to the Lessor, hereinafter described, and the Lessor has on the faith of the statements and representations made by the Lessee accepted such application and has agreed- to demise the said plot to the Lessee in the manner hereinafter appearing.

OR

Whereas the Lessee has applied by bid at public auction to the Lessor for grant of a lease of the plot of a land, belonging to the Lessor hereinafter described and the Lessor has accepted such application and has agreed to demise the said plot to the Lessee in the manner hereinafter appearing.

And whereas the Lessee has paid a sum of Rs.... .

(Rs.only) being the consideration money. Now this Deed witnesseth that for the purpose, of carrying into effect the said lease and in consideration of the covenants of the lessee hereunder contained and of the said sum of Rs.....(Rupees.....) paid by the lessee (the receipt of which the Lessor hereby acknowledges) and of the annual ground rent hereinafter reserved and of the covenants of the lessee, hereinafter contained, the Lessor doth hereby demise unto the lessee all that plots of land being the residential/commercial/ industrial plots No. Sector containing by a measurement an area of..... Square yard/ Metres or thereabout situated atwhich plot is more particularly described in the plan filed in the office of the Estate Officer, Chandigarh, signed by the Estate Officer, Chandigarh on the.....day of.....20.....TOGETHER with all rights, easements and appurtenances whatsoever to the said plot belonging or pertaining to hold the premises hereby demised unto the lessee for 33 years from the date of execution of lease deed, renewal for two like periods of 33 years each subject to the condition that the lessee continues to abide by all the conditions of lease at the time of such extension and thereafter to hold the same at the discretion of the Administration for such further period and on such terms and conditions as the Administration may so decide and YIELDING AND PAYING therefor annual ground rent at the rate of 2-1/2 % of the consideration money for the initial 33 years, 3- 3/4% of the consideration money for the next 33 years and at 5% of the consideration money for the remaining 33 years of the lease. The annual ground rent shall start accruing from the date of execution of lease deed, namely, the.....day of.....two thousand.....and shall become due on the first anniversary of the date of execution of the lease deed and be payable on the 10th day of the month following the month in which the amount becomes payable according to the English calendar.

Subject always to the exceptions, reservations, covenants and conditions hereinafter contained, that is to say as follows :

- I. The Lessor excepts and reserves unto himself all mines, minerals, coals, gold, washing, earth oils and quarries in or under the plot and full right and power at all times to do all acts and things which may be necessary or expedient for the purpose of searching for, working, obtaining, removing and enjoying the same without providing or leaving any vertical support for the surface of the plot or for any building for the time being standing thereon provided always that the lessor shall make reasonable compensation to the lessee for all damage directly occasioned by the exercise of the rights hereby reserved or any of them.

(Not applicable in the case of allotment of a building)

II. The Lessee for himself, heirs, executors, administrators and assigns covenant with the Lessor in the manner following, that is to say :

- (1)** The Lessee shall pay without demand unto the lessor the annual ground rent hereby reserved within the time hereinbefore appointed and in the manner laid down in the Chandigarh Estate Rules, 2007
- (2)** The lessee shall not deviate in any manner from the layout plan nor alter the size of the plot whether by sub- division, amalgamation or otherwise
- (3)** The lessee shall, within a period of three years from the date of execution of lease deed, after obtaining sanction to the building plan with necessary designs, plans and specifications from the Estate Officer at his own expense, erect upon the plot and complete it in a substantial and workman like manner residential/ commercial/industrial with the requisite and proper walls, sewers and drains and other conveniences in accordance with the sanctioned building plan and to the entire satisfaction of the Estate Officer. (Not applicable in the case of allotment of a Building)
- (4)(a)(i).** The lessee shall not transfer any site/building sold by way of allotment before the expiry of 15 years from the date of allotment unless in the opinion of the Estate Officer exceptional circumstances exists for the grant of permission to transfer before the said period .

Provided that in case of transfer after the expiry of ban period of 15 years by the original transferee/ lessee by way of sale/gift/mortgage or otherwise of the site or any right, title or interest therein, 1/3rd of the unearned increase in the value i.e. the difference between the price paid by the original lessee and the market value of the site/building at the time of permission of transfer shall be paid to the Government before registering such sale or transfer. The market value of the property for this purpose shall be assessed by the Estate Officer or such other authority as may be prescribed by the Chief Administrator whose decision shall be final and binding on the lessee:

Provided that 1/3rd of the unearned increase in the value will not be charged if the mortgage or charge of a site / building is created with the previous consent in writing of the Estate Officer, in favour of the Central Government, State Government, Chandigarh Administration, Life Insurance Corporation of India or any Scheduled Bank for securing a loan to be advanced by them for constructing the building on the site:

Provided further that the Lessor shall have the pre-emptive right to purchase the mortgaged or charged property after deducting 1/3rd of the unearned increase as aforesaid:

Provided further that the Lessor's right to the recovery of 1/3rd of unearned increase and the pre-emptive right to purchase the property as mentioned herein before shall apply equally to an involuntary sale or transfer whether it be by or through an executing or insolvency court.

OR

- (ii)** There shall be no restriction on the transfer of site/building sold on leasehold basis by way of auction. However the same shall not be allowed to be transferred without the prior permission of the Estate Officer. Such permission shall not be given until the lessee/allottee has paid full consideration of money and other dues chargeable under these Rules unless in the opinion of the Estate Officer exceptional circumstances exists for the grant of such permission.

Provided that in case of transfer of any leasehold right, title or interest in the site / building by the original lessee by way of sale, gift or otherwise, the transfer charges at the rates as may be notified by Chief Administrator from time to time shall be levied and payable before the Estate Officer grants permission for transfer of leasehold rights.

Notwithstanding anything contained herein or in the letter of allotment, the addition/deletion/substitution of the name of mother, father, spouse, son and / or daughter after the allotment of a site, with the permission of the Estate Officer and with the consent of the affected person, shall not be construed as transfer within the meaning of clause (i) and (ii) above.

- (4) (b) Notwithstanding anything contained in sub-clause (a) above the Lessee may, with the previous consent in writing of the Estate Officer, mortgage or charge the plot in favour of the Central Government, State Government, Chandigarh Administration, Life Insurance Corporation of India, any Scheduled Bank, any body Corporate created under a State/Central Act or any body corporate/undertaking wholly owned by Government for securing a loan to be advanced by them for constructing the building on the plot.
- (5) Whenever the title of the Lessee in the plot is transferred in any manner whatsoever, the transferee shall be bound by all the covenants and conditions contained herein and be answerable in all respects therefor.
- (6) Whenever the title of the lessee in the plot is transferred in any manner whatsoever the transferor and the transferee shall, within three months of the transfer, give notice of such transfer in writing to the Lessor. In the event of the death of the Lessee, the person on whom the title of the deceased devolves shall, within three months of the devolution, give notice of such devolution to the Lessor. The transferee or the person on whom the title devolves as the case may be shall supply the Lessor certified copies of the document (s) evidencing the transfer or devolution.
- (7) The lessee shall from time to time and at all times pay and discharge all rates, taxes, charges and assessments of every description which may at any time hereafter during the continuance of this lease be assessed, charged or imposed upon the building hereby demised or on the landlord or tenant in respect thereof.
- (8) All arrears of annual ground rent and other payments due in respect of the plot thereby demised shall be recoverable in the same manner as arrears of land revenue.
- (9) The lessee shall in all respect comply with and be bound by the Capital of Punjab (Development and Regulation) Act, 1952 and the rules made thereunder.
- (10) The lessee shall not without sanction or permission in writing of the proper authority erect any building or make any alteration or addition to such building on the plot.
- (11) The lessee shall not without the written consent of the lessor carry on, or permit to be carried on, on the plot or in any building thereon any trade or business whatsoever or use the same or permit the same to be used for any purpose other than mentioned in this deed or do or suffer to be done therein any thing whatsoever or which in the opinion of the lessor may be a nuisance, annoyance or disturbance to the lessor and persons living in the neighbourhood.
- (12) The lessee shall at all reasonable times grant access to the plot to the Estate Officer for being satisfied that the covenants and conditions, herein have been and are being complied with.
- (13) The Lessee shall on the determination of this lease peaceably yield up the said plot unto the Lessor.

- (14) In the event of the lease of the site being cancelled, the lessee shall remove the structure at his own expense within such reasonable time, not exceeding three months as may be prescribed by the Estate Officer and restore possession of the site in the condition in which he took the same at the commencement of the lease. If the lessee fails to remove the structure within the period mentioned above, the Estate Officer shall be competent to remove the same and recover the expenses incurred in doing so from the person whose lease had been cancelled or auction/allot the site along with the structure and after deducting the market value of the site, refund the balance to the lessee. The Estate Officer shall determine the market value and his decision shall subject to a right of appeal under the Chandigarh Estates Rules, 2007, be final and binding.

OR

In the event of the lease of the building being cancelled, the lessee shall remove the infrastructure at his own expense within such reasonable time, not exceeding three months as may be prescribed by the Estate Officer and restore possession of the building in the condition in which he took the same at the commencement of the lease. If the lessee fails to remove the infrastructure within the period mentioned above, the Estate Officer shall be competent to remove the same and recover the expenses incurred in doing so from the person whose lease had been cancelled or auction/allot the building along with the structure and after deducting the market value of the site, refund the balance to the lessee. The Estate Officer shall determine the market value and his decision shall subject to a right of appeal under the Chandigarh Estates Rules, 2007, be final and binding.

(strike out which is not applicable)

- (15) If the annual ground rent hereby reserved or any part thereof shall at any time be in arrears and unpaid within the period hereinbefore mentioned, the lessee shall be liable to pay a penalty not exceeding 100% (One hundred per cent) of the amount due which may be imposed and recovered in the manner laid down in Section 8 of the Capital of Punjab (Development and Regulation) Act, 1952 as amended from time to time. Further if it is discovered that this lease has been obtained by suppression of any fact or by any misstatement, misrepresentation or fraud or if there shall have been in the opinion of the lessor, whose decision shall be final, any breach by the lessee or by any person claiming through or under him of any of the covenants or conditions contained herein and on his part to be observed or performed, then and in any such case it shall be lawful for the lessor notwithstanding the waiver of any previous cause or right for re-entry upon the plot hereby demised and the building thereon to re-enter upon and take possession of the plot and the buildings and fixtures thereon, and thereupon this lease and everything herein contained shall cease and determine and the Lessee shall not be entitled to any compensation whatsoever nor to the refund of any consideration money paid by him.

Provided that notwithstanding anything contained herein to the contrary, the lessor may without prejudice to his rights of re-entry aforesaid, and in his absolute discretion waive or condone breaches temporarily or otherwise, on receipt of such amount and on such terms and conditions as may be determined by him.

- (16) No forfeiture or re-entry shall be effected until the lessor has served the lessee a notice in writing :
- (a) specifying the particular breach complained of; and
 - (b) if the breach is capable of remedy requiring the lessee to remedy the breach, and the lessee fails within such reasonable time as may be mentioned in the notice to remedy the breach if it is capable of remedy and in the event of forfeiture or re-entry the lessor may in his discretion relieve against forfeiture on such terms and conditions as he thinks proper.

- (17) All notices, orders, directions, consents or approvals to be given under this lease shall be in writing and shall be signed by such officer as may be authorized by the Chief Administrator and shall be considered as duly served upon the lessee or any person claiming any right to the plot if the same shall have been affixed to any building or erection whether temporary or otherwise upon the plot or shall have been delivered at or sent by post to their residence, office or place of business or last known residence, office or place of business of the lessee of such person.
- (18) All powers exercisable by the lessor under this lease may be exercised by the Chief Administrator. The lessor may also authorise any other officer to exercise all or any of the powers exercisable by him under this Lease.
- (19) In this lease, the expression "Chief Administrator" means the Chief Administrator for the time being or, in case his designation is changed or his office is abolished, the officer who for the time being is entrusted whether or not in addition to other functions, with the functions similar to those of the Chief Administrator by whatever designation such officer may be called. The said expression shall further include such officer as may be designated by the lessor to perform the functions of the Chief Administrator under this lease.
- (20) The expression "The Lessor" and "The Lessee" hereinbefore used shall where the context so admits include, in the case of the lessor his successors and assigns, and in the case of the lessee his heirs, executors, administrators or legal representatives and the person or persons in whom the lease hold interest hereby created shall for the time being be vested by assignment or otherwise.
- (21) This lease is granted under the Capital of Punjab (Development and Regulation) Act, 1952, as amended from time to time.

IN WITNESS WHEREOF Sh.....for and on behalf of and by the order and direction of the lessor has hereunto set his hands and Shri/Shrimati.....the lessee, has hereunto set his/her hand on the day and year first above written.

Signed by Shri.....

for and on behalf of and by the order and
direction of the President of India in the presence of:-

(Estate Officer)
LESSOR

Signed by Shri/Shrimati.....

LESSEE

In the presence of

1.Shri Full Address

(Signature)

2.Shri Full Address

(Signature)

SCHEDULE

(A) NEW GENERAL TRADE

Display/Sale of

1. Aerated Water, non-alcoholic beverages
2. Artwares
3. Bakery products and confectionery goods
4. Books and Stationery including drawing instruments, rubber stamps, computer software.
5. Crockery and Utensils
6. Domestic Appliances and Gadgets
7. Electrical Goods/Radios
8. Furniture
9. General merchandise
10. Hats, caps, turbans including embroidery
11. Computer equipment, telecom equipment, electronic equipment
12. Ice, Ice cream, milk products
13. Medicines, surgical, hospital equipment
14. Ornaments and jewellery
15. Pan, Biri, Cigarettes and Tobacco
16. Photo and Mirror frames
17. Photographic goods
18. Packaged poultry, fish & meat products
19. Provisions including toiletries
20. Readymade garments, fabrics, textiles , hosiery goods
21. Alcoholic beverages, wine, liquor
22. Sports goods, musical instruments
23. Sewing machine
24. suitcase, boxes
25. Seeds, flowers, plants
26. Shoes and leather goods
27. Audio visual media including cassettes, CDs, DVDs, Films, Tapes, Records.

Professionals

28. Architects
29. Barbers
30. Doctors
31. Photographers
32. Opticians
33. Pen repairers
34. Tailors
35. Watch repairers
36. Travel agents, tour operators
37. Computer Service, networking service, business services, software services, Internet services, cyber cafes
38. Accountants, Auditors, Lawyers, Management Consultants, Consulting service
39. Medical Laboratories, Diagnostic Centres

Manufacture/Manufacture and sale of

40. Aerated water
41. Artificial teeth
42. Artwares
43. Bomboo and cane products
44. Ban, Charpai and ropes
45. Card board and paper products
46. Cotton and silk cordages
47. Dolls
48. Educational and school drawing instruments
49. Embroidered velvet shoes
50. Furniture
51. Gold and silver foil-zari work
52. Hats, caps, turbans including embroideries
53. Hosiery including knitted garments
54. Ice, Ice-cream and Cremary
55. Iron buckets and tubs
56. Ink
57. Jewellery ornaments
58. Lacker work bangles
59. Musical instruments
60. Photo and Mirror frames
61. Photographic goods
62. Radio assembling & Parts (small scale)
63. Rubber Stamps
64. Scent
65. Sewing machines, assembling and repair
66. Small domestic appliances and gadgets
67. Shoes
68. Steel wire products
69. Suit cases and boxes
70. Sports goods
71. Trunks

Processing

72. Book binding, embossing
73. cycle repair
74. Electroplating
75. Fruit preservation
76. General jobing and machine shops including grinding and drilling machines and welding
77. Handlooms

78. Ivory carving
79. Metal polishing
80. Oil expeller (Kohlu)
81. Optical lens grinding, watch and pen repairing
82. Painting including sign boards printing
83. Stone repairs
84. Tin repairing

Professions

85. Bharbhunja
86. Iron mongers
87. Laundry and Dry Cleaners
88. Locksmith

Miscellaneous

89. Bakery
90. Building material
91. Coal Depot
92. Excise Vends
93. Grain (whole-sale)
94. Iron and steel merchants
95. Motor/Scooter/Tractor/Engine/Pump show rooms
96. Printing Press, Photocopying, Reprographics
97. Restaurants
98. Timber
99. Transport site
100. Fruit and Vegetables
101. Computer Training Centres and Academic Coaching Centres
102. Entertainment Centres, Video Game Parlours, Indoor Games
103. Fitness Centres, Health Centres, Indoor Gymnasiums
104. Lodging House, Guest House, Hotel
105. Banks, Financial Services, Stock Brokers, Mutual Funds
106. Telecom Call Centres, Mobile Telephone Services and Centres
107. Any other trade which is not covered under "New Special Trade" specified hereunder.

(B) NEW SPECIAL TRADE CATEGORY

1. Atta Chakki, Rui Penja
2. Scooter/Car Repair
3. Tent/Utensils Hire Services
4. Meat /Fish
5. Automobile Spare Parts
6. Kabari
7. Halwai Shops and Dhabas

CHAPTER - III

RELAXATIONS IN RESPECT OF CHB DWELLING UNITS:

Order

The following need based changes /relaxations are allowed in CHB dwelling units subject to the conditions as laid down specifically and approval of the building plans by CHB and to the payment of fine and compounding charges as specified:

(A) ALLOWED FOR ALL CHB DWELLING UNITS (FLATS & INDEPENDENT HOUSES)

1. Allowed to construct RCC Chajja over doors and windows as per standard design available from CHB.

2. Allowed to construct 915 MM wide projection/balcony on such fascias in front and rear where no terraces exist by extending the end walls from the ground, covering the full width of the façade, with the prior approval of the CHB to maintain uniformity in the street picture. Except the Independent Dwelling Units, Phase-III, Manimajra where balcony of 1410 MM wide is already allowed at S.No. B(1)(iii) and HIG (L) (FF) in Sector 45-B, 38-A, 47-C and Sector 41-D where balcony in line with existing balcony is already allowed on first floor as at S.No. D(2). No projection/balcony shall be allowed on the Govt. land.

3. (i) Allowed to construct a habitable room with toilet, or store or toilet with pucca roof for ground floor dwelling units in the rear courtyard to a maximum extent of 13.94 Sqm. (150 Sq.ft.) subject to fulfilling of light and ventilation norms and ground coverage not exceeding 70%. No additional construction shall be allowed above this room/store.

(ii) Also allowed to construct a habitable room or store with pucca roof on the existing terraces/sit outs of first floor and second floor dwelling units to a maximum extent of 13.94 Sqm. (150 Sq.ft.) subject to the fulfilment of light and ventilation norms. No additional construction shall be allowed above this room/store.

(iii) In both the cases above, the maximum height permitted shall be the same as that of the corresponding dwelling unit. To maintain the uniformity of the street picture plans to be submitted to CHB for approval alongwith Structural Design and duly stamped certificate of structural stability by a Registered Structural Engineer.

(iv) Temporary coverage in the form of sun shades over balconies of standard design and colour shall be allowed with light weight material. The coverage shall be made by CHB after deposit of charges from the allottees subject to the condition that the whole block shall provide it simultaneously for uniformity in the street picture.

4. Temporary coverage in the form of sun shades over balconies of standard design and colour shall be allowed with light weight material. The coverage shall be made by CHB after deposit of charges from the allottees subject to the condition that the whole block shall provide it simultaneously for uniformity in the street picture.

5. Allowed to provide a sliding/openable steel grill in the verandas for safety reasons. The glazing or sliding grills in verandas of size of a standard door opening and a window, which is not smaller than 1.22m X 1.22m (4'-0" x 4'-0") for proper light and ventilation shall be allowed.

6. Allowed to provide a cut out in the roof slab of the max. Size of 1.00 sq.mtr. with a flap door so that essential services of the roof top can be attended, subject to structural stability. No mumty shall be permitted. The construction of the cut out and the flap door will be done by the CHB after the depositing of charges by the allottees.

7. Allowed an additional window of 760 mm width having a cill level of 685 mm in the end wall of the dwelling units as per location fixed by CHB as shown in the approved drawings issued to the allottees by CHB.

8. Allowed to make an opening of maximum size of 760 mm x 610 mm in the walls of the dwelling units for providing ACs, coolers/exhaust fan.

9. (i) Allowed to increase the height of the existing window(s) by lowering the cill level till 230 mm above floor level.

(ii) Also allowed to provide additional window(s) subject to structural stability and uniformity to fulfil the requirements of light and ventilation in a dwelling unit.

(iii) Plans for latter to be submitted to CHB for aproval alongwith the structural design duly stamped and certificate of structural stability by a registered structural engineer.

10. Allowed pointing/plastering/snowcem on the external walls subject to the condition that entire block adopts the same colour and gets pointing/plastering/painting done at one time for maintaining uniformity on all floors of the entire block/plot.

11. (i) Allowed to provide 915 mm wide gate along the side/rear boundary wall in the rear court abutting only on the V-6 and V-5 roads. The height of the gate shall be equal to the height of rear boundary wall.

(ii) No gate shall be allowed on V-3, V-4 roads, public open space, reserved spaces etc.

12. Allowed to provide upto 2480 mm high gate in the common areas wherever provided, in line with the existing front boundary wall of the dwelling units. However no encroachment on the Govt. Land shall be allowed.

13. Allowed to increase the width of the main gate to a maximum width of 3660 mm.

14. Allowed to raise the height of the gate and to provide MS grill / fencing upto a maximum height of 2482 mm on the front boundary wall and to provide maximum 460 mm high grill /fencing on the back boundary wall.

15. (i) Allowed to alter/remove non-load bearing walls upto 115 mm thickness as per the requirement.

(ii) Also allowed to provide additional door/window/opening in load bearing 230 mm thick walls subject to structural stability in Notification to fulfil the norms of light and ventilation of corresponding room.

(iii) Plans to be submitted to CHB for approval alongwith structural design and a certificate of structural stability duly signed by the structural engineer.

16. Allowed to construct car parking/porch covered with fibreglass/ polycarbonate sheet roof only in the front courtyard of ground floor dwelling units as per standard design available from CHB. However, the porch shall not be allowed to be extended beyond the courtyard. Enclosing the same on front and the side is not permitted.

17. Allowed to provide drain pipes instead of spouts to drain out the surface water of the balconies into the main storm water line with the mutual consent of the allottees of all floors. The cost to be borne by the allottee and the provision of drain pipes shall be done by the CHB after deposit of charges by the allottee to CHB.

18. Allowed to provide underground/over the ground PVC water tank within the building line. The structural stability of the dwelling unit and adjoining dwelling unit to be ensured.

19. No encroachment on the Govt. Land shall be allowed. However, any of the allottees who want to maintain it as a green space may be permitted to do so without erecting a hedge or barbed wire fencing or the same can also be used for parking by providing paver with holes for grass.

20. Allowed to provide M.S.Grill /fencing upto the maximum height of 460 MM on top of the common walls already provided on the terrace.

(B) ALLOWED FOR INDEPENDENT HOUSES :

1. (i) a) Allowed additional coverage on the first floor terrace till the front building line only in the HIG (Ind) dwelling units in Modern Housing Complex, Manimajra Phase-III.

b) Also allowed the additional coverage in line with the building line of the terrace at the rear side of second floor.

c) In both cases subject to the condition that light and ventilation to the corresponding room is not affected and structural stability of D.U is ensured.

d) Plans to be submitted to CHB for approval along with structural design duly signed and a certificate of structural stability by the structure engineer.

(ii) Allowed to shift the glazing from the existing position maximum up to in line with the drawing room wall in HIG (Ind) dwelling units in Modern Housing Complex, Phase-III, and Manimajra.

(iii) Allowed to construct 1410 mm wide projection/balcony in line with the existing porch in the front by extending the end wall(s).

2. (i) Allowed to extend the terrace over the kitchen at first floor level upto the dining room wall in HIG(Ind) dwelling units in west of Sector-38.

(ii) Allowed to construct additional room on the terrace of the kitchen in the rear subject to the structural stability. No additional projection shall be permitted in this construction.

(iii) Allowed the coverage of pergola provided by CHB at first floor along with the glazing of the same.

3. (i) Allowed wall to wall coverage on the compulsory terraces provided at first & second floor wherever required in all other independent houses where construction has been done by CHB for ground floor only and provision for terrace has been made at first and second floor level subject to the norms of structure, Public Health & light and ventilation.

(ii) Plans to be submitted to CHB for approval along with the structural design duly stamped and certificate of structural stability by a registered structural engineer.

(C) ALLOWED FOR DUPLEX FLATS :

1. (i) Allowed to construct additional room as per standard design of CHB on the ground floor. In case light and ventilation of already constructed room is affected then the allottee shall be allowed to make an opening not exceeding 1830 mm wide in the wall of the affected room subject to the structural stability to be ensured by the allottee.

(ii) Also allowed to construct an additional room as per standard design of CHB on the first floor above the proposed room only in duplex flats. Room to be constructed by the allottee himself subject to the condition that the proposed room on ground floor exists at site.

(iii) Also allowed to construct additional room over the roof of the ground floor room which is already existing and constructed by CHB subject to the condition that light & ventilation to the corresponding rooms is not affected.

(iv) Plans to be submitted to CHB for approval along with the structural design duly stamped and certificate of structural stability by a registered structural engineer.

2. Allowed to construct a balcony in the front of the MIG duplex flats in line with the projection already provided by CHB by providing pillars below.

3. (i) Allowed opening of front door in the ground floor duplex houses in Sector 41-A such that the structural stability is ensured by the allottee.

(ii) The sizes and locations of the openings shall be as prescribed by CHB.

(D) SCHEME SPECIFIC RELAXATIONS :

1. To cover the open space adjacent to the front room in the HIG(L) flats constructed by CHB in Sectors 1 & 38 47,45,41 and 38 subject to the condition that it should be made part of the existing room and all the floors floors agree for the coverage.

2. To cover the open space adjacent to the front room in the HIG(L) flats constructed by CHB in Sectors 1 & 38 47,45,41 and 38 subject to the condition that it should be made part of the existing room and all the floors floors agree for the coverage.

3. Allowed to convert the existing parking area provided at G.F. in Cat-I & II flats in Sector 45-A & 39-B into car garages, maximum upto the projection level by providing walls in between.

4. Allowed to use the roof of the parking space of Cat-II flats in Sector 45-A at first floor level as terrace by converting the window abutting this terrace into a door and to provide 915 mm high M.S. railing only. However, coverage of this terrace is not allowed.

5. Allowed to construct a cupboard below the window cill by constructing a wall in line with the existing outer wall and to cover the stairs and the common area by providing light weight material roofing at the top floor level in LIG Flats in sector 52.

6. (i) Allowed extension of connecting corridors up to nearest edge of window opening (not upto front building line) in MIG(F) sector 44-D subject to structural stability.

(ii) Also allowed provision of ventilators above the outer doors of the Same width as that of door subject to the condition that the entire block of the dwelling units agree to do so for maintaining uniformity of the street picture.

7. (i) Allowed to construct an additional floor/storey in the houses constructed under the rehabilitation scheme where only sites have been provided and construction or use for ground floor was allowed as per Chandigarh Administration Notification issued vide no.11/6/106-UTFI(2)-2009/1176 dated 27.2.09 i.e. Rehabilitation Colony in Dadu Majra, Dhanas & Karsan.

(ii) Plans to be submitted to CHB for approval along with the structural design duly stamped and certificate of structural stability by a registered structural engineer.

(E) NOTES :

(i) Certificate of Structural stability, wherever required for additions/alterations shall be obtained by the allottee from a Structural Engineer registered with Chandigarh Administration before commencement of the work and will have to be produced as and when asked for by the authorities concerned. The proposals submitted shall bear the stamp of a registered structural engineer along with the set of structural design/drawings for the proposal submitted for approval.

(ii) Chandigarh Administration notification dated 16.10.2008 shall also be applicable to independent houses of CHB to the extent applicable.

(iii) All drawings submitted for approval should be in the Metric system. (Dimensions in FPS may be indicated along with).

(iv) Additional covered area shall be allowed as per rates prescribed by Chandigarh Administration.

(F) COMPOUNDING:

(i) Construction upto 6" beyond the permitted line but within the zoning shall be compounded as per the rates fixed by CHB.

(ii) Upto 5% variation in the covered area to be allowed for total built up area of 150 sq. ft. permitted in the rear courtyard

(iii) A fine of Rs. 3000/- per gate to be imposed where the gate is already constructed before 27.10.2009.

(iv) Similarly a fine of Rs. 50/- per Sq.ft. will be imposed for regularising the construction of room already done in the rear courtyard before 27.10.2009. However, the information for regularisation shall have to be furnished by the owner within 30 days of the notification. The owner will be required to apply for regularisation within one year of the notification.

(v) Additional charge will be levied for the permission of extra coverage.

This order shall supersede the earlier orders issued vide No. HB(S)/EAI/2001/7611 dated 18.5.2001.

(Order dated 23.3.2010)

CHAPTER-IV

THE CHANDIGARH ADMINISTRATION (ERECTION AND RE-ERECTION OF BUILDINGS) RULES, 2006, FOR VILLAGES IN THE MUNICIPAL AREA OF THE MUNICIPAL CORPORATION OF CHANDIGARH.

1. TITLE, EXTENT AND COMMENCEMENT:

- i) These Rules may be called the "The Chandigarh Administration (erection and re-erection of Buildings) Rules, 2006, for villages in the Municipal area of the Municipal Corporation of Chandigarh".
- ii) These Rules shall extend only to the unacquired abadi areas of villages comprised /included in the municipal area of the Municipal Corporation of Chandigarh.
- iii) These shall come into force at once.

2. DEFINITIONS :

- i) "Building" shall include an existing building, which is wholly or partly re-constructed/re-erected.
- ii) "Chief Administrator" means an officer appointed under the Capital of Punjab (Development and Regulation) Act, 1952 to perform the functions of Chief Administrator.
- iii) "Competent Authority" under these rules means the Chief Administrator or any other officer duly authorized by him in this behalf.
- iv) "Estate Officer" means a person appointed under the Capital of Punjab (Development and Regulation) Act, 1952 to perform the functions of Estate Officer.
- v) All other words used in these rules but not defined herein shall have the same meaning as given to them under the Capital of Punjab (Development and Regulation) Act, 1952 and the rules framed thereunder and Punjab Municipal Act, 1976 as extended to Union Territory of Chandigarh vide Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994.
- vi) The General Clauses Act (10 of 1897) shall apply for the interpretation of these rules as it applies for the interpretation of an Act of Parliament.

3. APPLICATION OF BUILDING RULES:

Any person who erects or re-erects or occupies any building shall comply with these rules.

4. PROCEDURE FOR SUBMISSION OF BUILDING APPLICATION:

- i) Any Every person who intends to erect or re-erect any building shall make an application in writing to the Competent Authority in Form 'A' alongwith form 'C' appended to these rules and shall submit in triplicate building plans consisting of a site plan, plan elevations and sections of the proposed structure, drainage plans, the specifications alongwith scrutiny fees and development charges determined by the competent authority duly signed by himself and also signed by a Architect in token of its preparation by him.
- ii) A certificate in Form 'J' annexed to these rules duly signed by the owner, Architect and the Structural Engineer shall also be submitted.
- iii) The owner shall submit an affidavit alongwith documentary evidence regarding the ownership of the land and further undertaking in the shape of affidavit that he shall comply with the provisions of these building rules.
- iv) The competent authority may sanction or refuse to sanction the erection or re-erection of any building which is in contravention of any of these rules or for any other reason to be communicated to the application in form 'B' which seems to be just and sufficient as affecting such buildings. The competent authority may also revoke the sanction of any building if such a sanction is in contravention of any provisions of these rules provided the building has not been completed.

- v) During the course of construction, in case of any additions and alterations or substantial deviation from the sanctioned plan, the owner shall not proceed further with the construction, unless revised plan is submitted and got approved from the competent authority as per rules.
- vi) No person shall occupy or allow other person to occupy any new building or part of the new building for any purpose whatsoever before obtaining occupation certificate from the competent authority. He shall apply for permission to occupy the building/ part of the building in Form 'D' alongwith Form 'E' duly signed by Architect as appended to these Rules. The Competent Authority would consider the case of grant of occupation certificate as per these Rules and issue or refuse the occupation certificate in Form 'F' as appended to these Rules.
- vii) If a building is not completed within five years of the date of sanction, the sanction will be deemed to have lapsed.

5. USE OF BUILDING:

- i) All the buildings may be used for residential or commercial or any other trade or purposes prescribed under these rules.
- ii) No industrial activity shall be permitted except the existing house hold industries permitted by the Department of Industries of the Chandigarh Administration subject to fulfillment of conditions under the present rules.
- iii) No obnoxious trade and non-conforming uses which cause nuisance or are detrimental to the health, environment and/or interest of the public or society shall be allowed.

6. MAXIMUM HEIGHT OF A BUILDING:

- i) Maximum height of a building allowed will be 34' i.e. ground floor plus two floors.
- ii) This permissible height shall exclude parapet, water tank and mummy or any other structure allowed with the permission of the competent authority.

7. MINIMUM HEIGHT AND SIZE OF HABITABLE ROOMS:

The minimum clear height of a habitable room shall be 9' (2.75 meters) which shall also be applicable to kitchen, verandah and other parts of the building. The minimum size of a habitable room excluding a kitchen shall not be less than 100 sq.ft. with a minimum width of 8 ft.

- i) A habitable room shall have one or more opening such as windows or ventilation for the admission of light and air.
- ii) No opening shall be allowed on common walls.
- iii) Minimum ventilation shall be 10% of the floor area.

8. BASEMENT:

No building shall have a basement unless that plot is having a front of more than 25 ft. and the basement is constructed 8 ft. away from the adjoining building walls subject to the requirement of structural stability, light and ventilation. And the basement shall not be allowed beyond the built up area.

9. SITE COVERAGE:

The Site coverage shall be as below subject to condition of light and ventilation under the rules :

Plot area	-	Site coverage
Upto 100 sq.yds.	-	Full
Above 101-250 sq.yds.	-	75%
Above 251 sq.yds.	-	70%

10. PROJECTION/BALCONY:

Open balcony/projection not exceeding 3' in width shall be allowed and shall not be included in the covered area. It shall not project on government or public land and shall be subject to the maximum of 2/3rd width of the plot, in the center of the building.

11. STAIRCASE:

The minimum width of staircase shall not be less than 2'- 6".

12. COMPLETION OF BUILDING:

i) No person shall occupy or allow other person to occupy any new or re-erected building or part thereof for any purpose whatsoever before getting the occupation certificate from the Competent Authority and shall apply for permission in form 'D' appended to these rules alongwith form 'E' duly signed by a registered Architect.

ii) A certificate in form 'E' annexed to these rules duly signed by the owner, Architect and the Structural Engineer shall be submitted at the time of applying for completion/occupation.

iii) The permission, when given, will be effective from the date of the receipt of the completion application in Form 'D' and 'E'.

Provided that where a regular sewerage connection had been released to the premises on a date prior to the date of application, the permission for occupation would be effective retrospectively from the date of release of such connection.

iv) Refusal of permission will not bar a fresh application but in such cases, the permission will be effective from the date of receipt of the fresh application.

13. GENERAL:

i) Architects registered with the Council of Architecture shall be allowed to undertake the design of any building.

ii) Registered Structural Engineers with the Chandigarh Administration shall be allowed to certify building plans.

iii) Temporary Electricity and Water connections may be issued by the respective department for construction purposes.

iv) Building shall be planned/constructed to ensure compliance with the Fire Safety Act/Rules and in accordance with the provision laid down in the National Building Code Part-IV on fire protection.

v) Developers who can acquire minimum of half an acre of land will be allowed the following:-

S. No.	Description	Residential	Commercial
1.	Ground coverage	40%	30%
2.	Max. height	72'-0"	58'-0"
3.	Max. no. of storeyes	Six	Four
4.	Density	60 dwelling units/acre	--
5.	FAR	--	1.2
6.	Basement (Free of FAR)	Single for parking	Single for half acre double for one acre onwards for parking.
7.	Remarks	Plot shall abut on minimum 22' wide street upto the point of access.	Plot should abut on minimum 27' wide street.

vi) Any erection or re-erection in contravention of the sanctioned Building Plan/Building Rules shall be demolished by the competent authority by giving notice of sufficient time, at the expense of the owner. However, the changes which are sanctionable as per the building rules may be considered for composition on payment, by the competent authority.

vii) The Chandigarh Administration may relax any of the provisions of these building rules for reasons to be recorded in writing.

viii) It is envisaged that most of the area will be used for pedestrian traffic. Four-wheeled traffic will be allowed only on the main loop streets.

14. SPECIAL INCENTIVES:

i) Special incentives will be given to encourage regulated development as enlisted below:

If residents of entire street surrender 4'-6" strip of their land on both sides of the street for widening of the street, the owner will be allowed an extra floor subject to maximum of ground plus three floors and a maximum height upto 45' from the plinth. This concession will be allowed where existing width of the street is minimum 9'-0". Also mixed land use will be allowed.

ii) Change of land use will be subject to such conversion and/or development charges as may be levied by the Municipal Corporation.

15. RESTRICTIONS:

Construction of buildings under these rules will be subject to the restrictions if any, imposed by Ministry of Defence/Ministry of Civil Aviation.

(Notification dated 27.12.2006)

Compiled by:
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