



ਡਾਇਰੈਕਟੋਰੇਟ, ਸਥਾਨਕ ਸਰਕਾਰ ਵਿਭਾਗ ਪੰਜਾਬ
ਪੰਜਾਬ ਮਿਊਂਸੀਪਲ ਭਵਨ, ਪਲਾਟ ਨੰ: 3, ਸੈਕਟਰ-35-ਏ, ਚੰਡੀਗੜ੍ਹ
(ਟਾਊਨ ਪਲੈਨਿੰਗ ਵਿੰਗ)

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ਈ-ਮੇਲ ਪੱਤਰ

ਸੇਵਾ ਵਿਖੇ,

1. ਸਮੂਹ ਕਮਿਸ਼ਨਰ,
ਨਗਰ ਨਿਗਮ,
2. ਸਮੂਹ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ (ਸ਼ਹਿਰੀ ਵਿਕਾਸ/ਜਨਰਲ)
ਪੰਜਾਬ।

ਵਿਸ਼ਾ:- ਸੈਲਫ-ਸਰਟੀਫਿਕੇਸ਼ਨ ਰਾਹੀਂ ਰਿਹਾਇਸ਼ੀ ਨਕਸ਼ਿਆਂ ਦੀ ਪ੍ਰਵਾਨਗੀ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਆਪ ਜੀ ਨੂੰ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਰਕਾਰ ਪੱਧਰ ਤੇ ਸੈਲਫ-ਸਰਟੀਫਿਕੇਸ਼ਨ ਦੇ ਡਰਾਫਟ ਤਿਆਰ ਕੀਤਾ ਗਿਆ ਹੈ ਜਿਸਦੀ ਕਾਪੀ ਨਾਲ ਨੱਥੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਇਸ ਸਬੰਧੀ ਆਪਣੇ ਸੁਝਾਅ 15 ਦਿਨਾਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਇਸ ਦਫਤਰ ਨੂੰ ਭੇਜਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ ਜੀ।


ਡਾਇਰੈਕਟਰ

3.14.1

SELF-CERTIFICATION FOR RESIDENTIAL BUILDING PLANS (UPTO 500 SQ.YDS.)

- b) (ii) **self-certification for residential building plans (upto 500 sq.yds.):** The Third Party Certification (Self Certification) of the building plans for residential plotted of plot size upto 500 sq.yds. (418 sq.mts.) and height less than 15 mt.

This provision is in addition to the existing provisions and in case the citizen does not want to exercise the option of self certification then he/she can apply as per clause 3.14.1(a), (b) and (c-para 1).

Architects empanelled under Self Certification Scheme on the E-Naksha portal shall be authorized to issue building Plans as per the provisions of clause 3.11.1 and as per the following procedure:

Procedure for Self-Certification :

- 1) The list of Architects/ Engineers/ Designers & Supervisors empanelled under Self Certification Scheme shall be displayed in E-Naksha portal. Only those who are duly empanelled can apply under Self Certification Scheme.
- 2) The Architect Empanelled under the Self-Certification Scheme shall have to upload all the mandatory documents as per the check list of E-Naksha portal. The following documents / information will be submitted by the “Empanelled Architect” along with application:
 - (i) Proof of empanelment under the Self Certification Scheme with the concerned Municipal Authority.
 - (ii) Proof of appointment as “Empanelled Architect” by the plot owner for certification of the Building Plan under the Self Certification Scheme and supervision of the construction.
 - (iii) Building plan scrutiny / processing fee and other applicable fees / taxes etc.
- 3) This is to be certified by an Empanelled Architect, that;
 - i) That he/she is fully conversant with the provisions of the Punjab Municipal Building Byelaws and other applicable instructions/ regulations, which are in force.
 - ii) That plans have been prepared within the framework of provisions of the Master Plan and applicable Building Bye Laws / Regulations.
 - iii) That site does not falls in any prohibited area/ government land/ encroachment or any other land restricted for building construction or in any unauthorized colony.

- iv) That plan is in conformity to structural safety norms.
 - v) That he/she has seen the originals of all the documents uploaded and Nothing is concealed thereof.
 - vi) That all the requisite documents/NOC required to be uploaded have been uploaded on E-Naksha portal along with plan.
- 4) This is to be certified by an Owner, that;
- i) He/She has appointed the concerned Architect for getting approval under Self-Certification Scheme.
 - ii) That he/She is the sole owner of the site.
 - iii) There is no dispute regarding the site
 - iv) That construction of the building will be undertaken as per the approved building plans and structural design given by the Structural Engineer.
- 5) Once the Scrutiny Engine clears the Building Plan, it would be approved automatically and digitally counter signed by the concerned CMC/EO of the Municipal Corporation/ Council/Nagar Panchayat. This counter signature will bear the phrase that the plan has been sanctioned in view of Self-Certification by Architect. Further, Municipal Corporation/Committee/ Nagar Panchayat reserves the right to verify the plan.
- 6) The fees/charges would be auto-calculated by the software on the basis of the information filled up by the Architect.
- 7) Concerned “Empanelled Architect” can download the approved plan after deposition of the requisite fee/charges. This process is without any intervention from the concerned Municipal Authority.
- 8) Concerned CMC or EO of the Municipal Authority shall get the plan verified as required within 7 days and after the lapse of 7 days the construction can be started. Authority shall verify the title document and scrutinize the interpretation of Development Code / Zoning Regulations and the building plan.
- 9) The owner shall display at site the name of the “Empanelled Architect” along with Building Application number etc.
- 10) If the owner or Architect/ Civil Engineer/ Building Designer and Supervisor as specified in the Punjab Municipal Building Byelaws-2018 submits a wrong report while self-certifying Building Plan or if any additional construction or violation is reported to exist at site at the time of proposal of new construction or conceals any fact or falsely justifies or misstates, he shall be jointly and severally held

responsible for such omission. Further, if it is emerged that the information is concealed by the Architect/ Civil Engineer/ Building Designer and Supervisor; necessary penal proceedings will be initiated along with debarring Architect/ Civil Engineer/ Building Designer and Supervisor from practicing in any of the ULB of Punjab. The Applicant will be liable for punishment which includes levy of penalty, demolition or sealing of the property without any notice

- 11) The applicants who do not wish to opt for Self Certification can continue to get approval of the Commissioner / Executive Officer of the concerned Municipal Authority under the provisions of the Acts through E-Naksha; online portal only.

b) (iii) Completion Plans under Self-Certification Scheme for residential buildings (upto 500 sq.yds.)

The Self Certification of the Completion Plans and subsequent Occupation certificate for residential plotted of plot size upto 500 sq.yds. (418 sq.mts.) and height upto 15 mt. / upto 17.5 meter with stilt of 2.5 mt. shall be allowed subject to the following conditions:-

1. Architects who are registered with the Council of Architecture and having a valid experience of 02 years empanelled with the concerned Municipal authority shall be authorized to issue Completion Plans and Occupation Certificates through E-Naksha portal of the department in case of self certification.
2. All the documents prescribed in the byelaws and compounding fee of the compoundable violations, if any, shall be deposited on the portal.
3. The Self-Certification of Completion Plan will be void if building has non-compoundable violations.
4. For allotted plots from any authority like Improvement trusts etc.; NOC and no due certificates from the authority concerned shall be mandatory.
5. Structural stability certificate duly signed by the Structural Engineer.
6. If the owner or Architect/ Civil Engineer/ Building Designer and Supervisor as specified in the Punjab Municipal Building Byelaws-2018 submits a wrong report while self-certifying Building Plan or if any additional construction or violation is reported to exist at site at the time of the completion plan or misrepresented regarding completion of building along with its eligibility for seeking occupation certificate, conceals any fact or falsely justifies or misstates, he shall be jointly and severally held responsible for such omission. Further, if it is emerged that the information is concealed by the Architect/ Civil Engineer/ Building Designer and Supervisor; necessary penal proceedings will be initiated along with debarring Architect/ Civil Engineer/ Building Designer and Supervisor from practicing in any of the ULB of Punjab. The Applicant will be liable for punishment which includes levy of penalty, demolition or sealing of the property without any notice.
7. The Architect Empanelled under the Self-Certification Scheme shall have to upload all the mandatory documents as per the check list of E-Naksha portal. The following documents / information will be submitted by the "Empanelled Architect" along with application:

- (i) Proof of empanelment under the Self Certification Scheme with the concerned Municipal Authority.
- (ii) Proof of appointment as “Empanelled Architect” by the plot owner for certification of the Building Plan under the Self Certification Scheme and supervision of the construction.
- (iii) Building plan scrutiny / processing fee and other applicable fees / taxes etc.

8. This is to be certified by an Empanelled Architect, that;

- i) That he/she is fully conversant with the provisions of the Punjab Municipal Building Byelaws and other applicable instructions/ regulations, which are in force.
- ii) That plans have been prepared within the framework of provisions of the Master Plan and applicable Building Bye Laws / Regulations.
- iii) That site does not falls in any prohibited area/ government land/ encroachment or any other land restricted for building construction or in any unauthorized colony.
- iv) That plan is in conformity to structural safety norms.
- v) That he/she has seen the originals of all the documents uploaded and Nothing is concealed thereof.
- vi) That all the requisite documents/NOC required to be uploaded have been uploaded on E-Naksha portal along with plan.

9. This is to be certified by an Owner, that;

- i) He/She has appointed the concerned Architect for getting approval under Self-Certification Scheme.
- ii) That he/She is the sole owner of the site.
- iii) There is no dispute regarding the site
- iv) That construction of the building will be undertaken as per the approved building plans and structural design given by the Structural Engineer.

The procedure of the Scrutiny through E-Naksha shall be same as is provided in approval of Building Plan under Self-Certification of residential plotted plots below 500 sq.yds.

DECLARATION UNDER SELF-CERTIFICATION SCHEME

(For proposed Construction)

(By Architect/ Civil Engineer/ Building Designer and Supervisor)

To

The Municipal Commissioner /Executive Officer

Municipal Corporation/Municipal Council/Nagar Panchayat.

Sir/Madam,

I, under signed Shri/Smt/Kum. Architect/
Civil Engineer/ Building Designer and Supervisor having Registration No.
..... is appointed by the owner for the development on land bearing
Kh. No..... of Village Area(Sq.mts./Sq.yds.)
address This site falls in..... zone in the Master plan of
..... and the proposed Residential/Commercial/Industrial
construction is permissible in this area.

I am currently registered as Architect/ Civil Engineer/ Building
Designer and Supervisorwith the Competent Authority and empanelled
under Self-Certification Scheme.

I hereby certify that I/we have appointed by the owner to
prepare the plans, sections and details, structural details as required under the
Punjab Municipal Building Byelaws for the above mentioned project.

That the drawings prepared and uploaded along with other
necessary documents on this E-naksha portal are as per the provisions of Punjab
Municipal Building Byelaws and this building plan has been applied under Self-
Certification Scheme. I certify that:

- i) That I am fully conversant with the provisions of the Punjab
Municipal Building Byelaws and other applicable instructions/
regulations, which are in force and I undertake to fulfill the same.
- ii) That plans have been prepared within the framework of provisions
of the Master Plan and applicable Building Bye Laws / Regulations.
- iii) That site does not falls in any prohibited area/ government land/
encroachment or any other land restricted for building construction
or in any unauthorized colony.
- iv) That plan is in conformity to structural safety norms.

- v) That I have seen the originals of all the documents uploaded and Nothing is concealed thereof.
- vi) That all the requisite documents/NOC required to be uploaded have been uploaded on E-Naksha portal along with plan.

That above stated facts are true and all the requisite documents uploaded with this E-Naksha plan have been signed by the owner/owners in my presence

Date :

Name of architect/engineer :

Registration No.

Address :

Tel. No.

e-Mail ID

Signature

DECLARATION UNDER SELF-CERTIFICATION SCHEME

(By Owner)

To

The Municipal Commissioner /Executive Officer
Municipal Corporation/Municipal Council/Nagar Panchayat.

Sir/Madam,

I/We, Shri/Smt/Kum. under signed owner
of land bearing Kh. No..... of Village Area
.....(Sq.mts./Sq.yds.) address

I/We hereby declare that the..... (Name of architect Civil
Engineer/ Building Designer and Supervisor), Registration No. is
appointed by me/us and is authorized to make representation/application with
regard to aforesaid construction to any of the authorities.

I/We further declare that I am/We are aware of all the action
taken or representation made by the architect/engineer authorized by me/us.

- i) That I am/We are sole owner of the site.
- ii) There is no dispute regarding the site
- iii) That construction of the building will be undertaken as per the
approved building plans and structural design given by the
Structural Engineer.

That above stated facts are true and the requisite documents have
been uploaded with this E-Naksha plan and nothing has been concealed
thereof.

Date :

Name of Owner :

Address :

Tel. No.

e-Mail ID

Signature

DECLARATION UNDER SELF-CERTIFICATION SCHEME

(For Completion Plan)

(By Architect with minimum 2 years experience)

To

The Municipal Commissioner /Executive Officer
Municipal Corporation/Municipal Council/Nagar Panchayat.

Sir/Madam,

I, under signed Shri/Smt/Kum. Architect/
Civil Engineer/ Building Designer and Supervisor having Registration No.
..... is appointed by the owner for the development on land bearing
Kh. No..... of Village Area(Sq.mts./Sq.yds.)
address This site falls in..... zone in the Master plan of
..... and the completion plan of this Residential construction
is permissible in this area.

I am currently registered as Architect/ Civil Engineer/ Building
Designer and Supervisorwith the Competent Authority and
empanelled under Self-Certification Scheme.

I hereby certify that I/we have appointed by the owner to
prepare the plans, sections and details, structural details as required under the
Punjab Municipal Building Byelaws for the above mentioned project.

That the plan of this site was sanctioned vide No..... and
the construction at site is in conformity with the sanctioned plan/ building
byelaws.

That the drawings prepared and uploaded along with other
necessary documents on this E-naksha portal are as per the actual construction
at site and is as per the provisions of Punjab Municipal Building Byelaws and this
building plan has been applied under Self-Certification Scheme. I certify that:

- i) That I am fully conversant with the provisions of the Punjab
Municipal Building Byelaws and other applicable instructions/
regulations, which are in force and I undertake to fulfill the same.
- ii) That plans have been prepared as per actual construction at site and
are:
 - (a) As per approved Building Plan.

(b) Variation than the approved plan but is compoundable as per the provisions of the PMBBL-2018 and requisite composition fee has been calculated and deposited along with this completion plan.

- iii) That site does not falls in any prohibited area/ government land/ encroachment or any other land restricted for building construction or in any unauthorized colony.
- iv) That plan is in conformity to structural safety norms.
- v) That I have seen the originals of all the documents uploaded and Nothing is concealed thereof.
- vi) That all the requisite documents/NOC required to be uploaded have been uploaded on E-Naksha portal along with plan.

That above stated facts are true and all the requisite documents uploaded with this E-Naksha plan have been signed by the owner/owners in my presence

Date :
.....

Name of architect/engineer :

Registration No.

Address :

Tel. No.

e-Mail ID

Signature

DECLARATION UNDER SELF-CERTIFICATION SCHEME

(By Owner)

To

The Municipal Commissioner /Executive Officer
Municipal Corporation/Municipal Council/Nagar Panchayat.

Sir/Madam,

I/We, Shri/Smt/Kum. under signed owner
of land bearing Kh. No..... of Village Area
.....(Sq.mts./Sq.yds.) address

I/We hereby declare that the..... (Name of architect Civil
Engineer/ Building Designer and Supervisor), Registration No. is
appointed by me/us and is authorized to make representation/application with
regard to aforesaid construction to any of the authorities.

That the plan of this site was sanctioned vide No..... and
the construction at site is in conformity with the sanctioned plan/ building
byelaws.

That the drawings prepared and uploaded along with other
necessary documents on this E-naksha portal by my Architect are as per the
actual construction at site.

I/We further declare that I am/We are aware of all the action
taken or representation made by the architect/engineer authorized by me/us.

- i) That I am/We are sole owner of the site.
- ii) There is no dispute regarding the site
- iii) That construction of the building will be undertaken as per the
approved building plans and structural design given by the
Structural Engineer.

That above stated facts are true and the requisite documents have
been uploaded with this E-Naksha plan and nothing has been concealed
thereof.

Date :

Name of Owner :

Address :

Tel. No.

e-Mail ID

Signature