



To,

1. The District Town Planner of the concerned Districts in the State of Haryana.
2. All the Executive Officers/ Secretaries in the Municipal Councils/ Committees in the State of Haryana.

No. DLB/TP/2020/7597-98
dated 18-11-20

Subject: Conducting Single Joint Inspection on site/ Building - for building plan and Occupation certificates of CLU cases - Mechanism thereof.

1. In continuation of this office order bearing Endst no. DULB/CTP/A3/2017/3061-67, dated 19.05.2017 and in compliance of Code 2.5 of the Haryana Building Code 2017.
2. In order to implement the mechanism of conducting single site Joint Inspection following Committee has been constituted:

Sr. no.	Construction stage	Committee	Inspection report contents
1	Pre-Construction	1. District Town Planner of the concerned district (Chairman)	1. Site inspection report 2. Comments on building plans as per provisions of HBC.
		2. XEN/ SDE from Urban Local Bodies Department (Member)	1. Public health facilities proposed/ existing in the Building plan as well as site.
		3. ATP/ JE/ BI in case of Municipal Corporations, or JE/ BI in case of Municipal Councils/ Committee (Member Secretary)	1. Convening date and time for site inspection of the Committee. 2. Sending/ uploading report to the Directorate via email/ HOBPAS within 24 hours of inspection
2	During construction	1. ATP/ JE/ BI in case of Municipal Corporations, or JE/ BI in case of Municipal Councils/ Committee as nominated by the concerned Municipal Corporation/ Council/ Committee	1. Site inspection report w.r.t compliance of approved building plan at Damp Proof Course (DPC)/ Plinth level. 2. Sending/ uploading report to the Directorate via email/ HOBPAS within 24 hours of inspection
3	Post Construction	1. District Town Planner of the concerned district (Chairman)	1. Site inspection report w.r.t as built construction, composition/ non-composition structure and other change viz a viz approved building plans and other relevant

		data.
	2. XEN/ SDE from Urban Local Bodies Department (Member)	2. Public health facilities actually implemented on the site/ building and change viz a viz approved building plan/ health services.
	3. ATP/ JE/ BI in case of Municipal Corporations, or JE/ BI in case of Municipal Councils/ Committee (Member Secretary)	1. Convening date and time for site inspection of the Committee 2. Sending/ uploading report to the Directorate via email/ HOBPAS within 24 hours of inspection

3. The Member Secretary shall convene joint site inspection of whole Committee at once and every week.
4. The Member Secretary shall get the Joint Inspection Report signed from the members and send/ upload to the Directorate/ HOBPAS within 24 hours of conducting inspection.
5. In case of submission of individual report by team members/ nodal officers, the report may consolidated by the Member Secretary and will forward for further action on building plan approval and Occupation certificate cases.
6. It shall be noted that the respective proforma for site inspection shall be referred from the Haryana Building Code / existing available proforma, which shall be signed and submitted on the same date of inspection or may also draft Joint format.

Panchkula
Dated:


Deputy Town Planner

for Director, Urban Local Bodies Department.

Endst no. DULB/TP/2020/ 7599-7600

dated: 18-11-20

1. The Chief Engineer, HQ is requested to depute concern XEN/ SDE to the field for the conducting site inspection jointly with coordination with the DTP Officers and submit report in compliance of these instructions.
2. All the District Town Planners in the State of Haryana are requested to conduct joint site inspection and submit report in compliance of these instructions.


Deputy Town Planner.

for Director, Urban Local Bodies Department.
Panchkula, Haryana.

Endst no. DULB/TP/2020/ 7601-603

dated: 18-11-20

A copy of the above is forwarded to the following for information and necessary action:

1. All the Deputy Commissioners in the State of Haryana.
2. All the Commissioners in Municipal Corporation in the State of Haryana to ensure and monitor the progress of sending the JIC report within 24 hours.
3. All the Deputy Municipal Commissioner in the State of Haryana to ensure and monitor the progress of sending the JIC report within 24 hours.


Deputy Town Planner.

for Director, Urban Local Bodies Department.
Panchkula, Haryana.