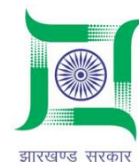


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DIPP Point No. 76

Question	Remarks
Area 4b: Building Plan Approval Ensure information on the procedure and a comprehensive list of all documents that need to be provided are available on the web site	Ans: Yes information on the procedure and a comprehensive list of all documents that need to be provided are available on the Dept. website at link given below. User may find information as per area in which the unit is to be set up.
URL: http://udhd.jharkhand.gov.in/Other/Manual.aspx	

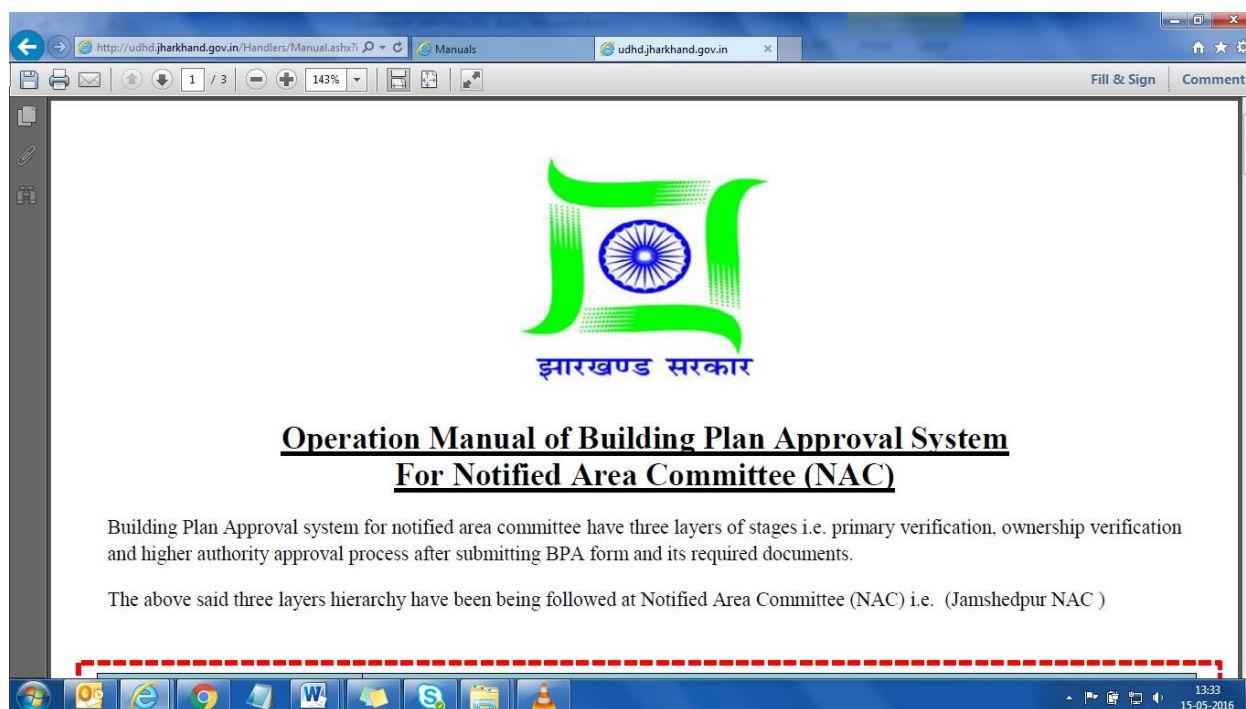
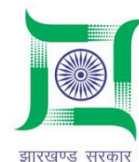
Note: The above links will bring the platform; the user should search the document through name of the document to get relevant document. As example, for building plan approval manual, documents are;

- ❖ Building Plan Approval System (Process Manual) for Notified Area Committee
- ❖ Building Plan Approval System (Process Manual) for all Municipal Corporation and RRDA
- ❖ Building Plan Approval System (Process Manual) for MADA
- ❖ Building Plan Approval System (Process Manual) for Municipal Councils and Nagar Panchayats and Municipality

The screenshot displays the 'Operational Manual' section of the website. It features a search bar and a table with the following entries:

#	Subject	Download
1	Inspection Procedure and checklist for obtaining construction permit	
2	Inspection Procedure and list of checklists for obtaining occupancy certificate	
3	Water Connection Approval System (Process Manual) for all ULBs	
4	Building Plan Approval System (Process Manual) for Notified Area Committee	
5	Building Plan Approval System (Process Manual) for all Municipal Corporation and RRDA	
6	Building Plan Approval System (Process Manual) for MADA	
7	Building Plan Approval System (Process Manual) for Municipal Councils and Nagar Panchayats and Municipality	

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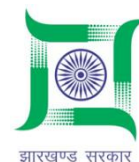
Operation Manual of Building Plan Approval System For Notified Area Committee (NAC)

Building Plan Approval system for notified area committee have three layers of stages i.e. primary verification, ownership verification and higher authority approval process after submitting BPA form and its required documents.

The above said three layers hierarchy have been being followed at Notified Area Committee (NAC) i.e. (Jamshedpur NAC)

Particular	Guidelines to avail construction permit
Primary Information for Applicant	To avail the construction permit , applicant submit his/her building plan approval application form on BPA(Building Plan Approval) System available on the portal or Registered architect who are assigned to avail the construction permit on behalf of applicant, submit his/her building plan approval application form on BPA(Building Plan Approval) System available on the portal
Building plan approval	Applicant / concerned architect is expected to fill up correctly
Required document to be produced/upload for avail of building plan approval	Applicant is expected to submit following documents to counter clerk to avail the construction permit such as <ol style="list-style-type: none"> 1. Owner ship documents 2. Four / Eight set of building Plan 3. Supervision certificate in Form V 4. Affidavit or peaceful procession of land 5. Structural stability certificate 6. Noc Form from lease case of leasehold 7. Noc from fire authority 8. Noc from airport authority 9. Environment clearance 10. Details fees 11. Mutation Paper 12. Checklist of proposed building 13. Any other certificate / NOC
	Note: Concerned architect is expected to guide the applicant to arrange the relevant document

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and submit the proposal along with the documents according to nature of proposal.

**Operation Manual of Building Plan Approval System
(Time required availing the approved plan within 60 days)**

First Stage: Primary Verification		
Concerned Official	Duties and Responsibility	Expected Timeline
Dealing Assistant / Counter Clerk	Check challan generation by system	Max 5 days
	Check payment received or not via online payment system	
	Verify manual submitted documents vs online submitted documents	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Second Stage: Ownership Verification		
Concerned Official	Duties and Responsibility	Expected Timeline
Tax daroga /collector	Check the ownership verification checklist generated by system through project submission	Max 5 days
	Verify manual submitted documents vs legal documents available with him/her	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Third Stage: Higher Authority approval Process		
Concerned Official	Duties and Responsibility	Expected Timeline
Junior Engineer / Assistant Engineer	Site visit and fill up predefined check list generated by system	Max 14 days
	Upload site photo	
	Upload manual sketch of plot	
	Raise objection based on physical site inspection	
	Return the file to Town Planner if some major issue is there	
	Send the file to assistant engineer for proceed	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Town planner	Site visit optional	Max 14 Days
	Run AutoDCR to generate verification report on plan technically	
	Raise the demand note for covering differential if any in layout as per Bye-Laws	
	Send the file to Junior engineer / assistant engineer for rectify the proposal	
	Send the file special officer with recommendation including attachment	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Special officer	Site visit optional	Max 9 days
	Send the file to applicant / registered applicant to rectify the proposal / layout	
	Approve the project and issue the construction permit	

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Reject the project and file send to TP/Applicant / Registered Architect

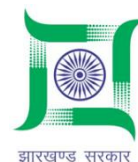
Operation Manual of Building Plan Approval System For all Municipal Corporations and RRDA

Building Plan Approval System for all Municipal Corporation and RRDA have involved three layers of stages i.e. primary verification, ownership verification and higher authority approval process after submitting BPA form and its required documents.

The above said three layers hierarchy have been being followed at all Municipal Corporations (Ranchi Municipal Corporation, Dhanbad Municipal Corporation, Deoghar Municipal Corporation, Adityapur Municipal Corporation, Chas Municipal Corporation, Hazaribagh Municipal Corporation) and Development Authority (Ranchi Regional Development Authority (RRDA)).

Particular	Guidelines to avail construction permit
Primary Information for Applicant	To avail the construction permit , applicant submit his/her building plan approval application form on BPA(Building Plan Approval) System available on the portal or Registered architect who are assigned to avail the construction permit on behalf of applicant, submit his/her building plan approval application form on BPA(Building Plan Approval) System available on the portal
Building plan approval	Applicant / concerned architect is expected to fill up correctly
Required document to be produced/upload for avail of building plan approval	<p>Applicant is expected to submit following documents to counter clerk to avail the construction permit such as</p> <ol style="list-style-type: none"> 14. Owner ship documents 15. Four / Eight set of building Plan 16. Supervision certificate in Form V 17. Affidavit or peaceful procession of land 18. Structural stability certificate 19. Noc Form from lease case of leasehold 20. Noc from fire authority 21. Noc from airport authority 22. Environment clearance 23. Details fees 24. Mutation Paper 25. Checklist of proposed building 26. Any other certificate / NOC <p>Note: Concerned architect is expected to guide the applicant to arrange the relevant document and submit the proposal along with the documents according to nature of proposal.</p>

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**Operation Manual of Building Plan Approval System
(Time required availing the approved plan within 60 days)**

First Stage: Primary Verification		
Concerned Official	Duties and Responsibility	Expected Timeline
Dealing Assistant / Counter Clerk	Check challan generation by system	Max 5 days
	Check payment received or not via online payment system	
	Verify manual submitted documents vs online submitted documents	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Second Stage: Ownership Verification		
Concerned Official	Duties and Responsibility	Expected Timeline
Tax daroga /collector	Check the ownership verification checklist generated by system through project submission	Max 5 days
	Verify manual submitted documents vs legal documents available with him/her	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Third Stage: Higher Authority approval Process		
Concerned Official	Duties and Responsibility	Expected Timeline
Junior Engineer / Assistant Engineer	Site visit and fill up predefined check list generated by system	Max 14 days
	Upload site photo	
	Upload manual sketch of plot	
	Raise objection based on physical site inspection	
	Send the file to Town Planner with recommendation	
	Send the file to assistant engineer for proceed	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Town planner	Site visit optional	Max 7 Days
	Run AutoDCR to generate verification report on plan technically	
	Raise the demand note for covering differential if any in layout as per Bye-Laws	
	Send the file to Junior engineer / assistant engineer for rectify the proposal	
	Send the file to Executive officer / Additional Municipal Commissioner with recommendation including attachment	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



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Executive officer / Additional Municipal Commissioner	Site visit optional	Max 9 days
	Send the file to applicant / registered applicant to rectify the proposal / layout	
	Send the file for approval with recommendation to municipal commissioner if more than G+4	
	Approve the project if G+2 or G+3 and issue the construction permit	
	Reject the project and file send to TP/Applicant / Registered Architect	



Municipal Commissioner /	Approve the project and issue the construction permit	Max 5 days
Additional Municipal Commissioner	Reject the project and file send to TP/Applicant / Registered Architect	

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Operation Manual of Building Plan Approval System For Mineral Area Development Authority (MADA)

Building Plan Approval System at Mineral Area Development Authority have involved three layers of stages i.e. primary verification, ownership verification and higher authority approval process after submitting BPA form and its required documents.

The above said three layers hierarchy have been being followed at Mineral Area Development Authority (MADA).

Particular	Guidelines to avail construction permit
Primary Information for Applicant	To avail the construction permit , applicant submit his/her building plan approval application form on BPA(Building Plan Approval) System available on the portal or Registered architect who are assigned to avail the construction permit on behalf of applicant, submit his/her building plan approval application form on BPA(Building Plan Approval) System available on the portal
Building plan approval	Applicant / concerned architect is expected to fill up correctly
Required document to be produced/upload for avail of building plan approval	<p>Applicant is expected to submit following documents to counter clerk to avail the construction permit such as</p> <ol style="list-style-type: none"> 27. Owner ship documents 28. Four / Eight set of building Plan 29. Supervision certificate in Form V 30. Affidavit or peaceful procession of land 31. Structural stability certificate 32. Noc Form from lease case of leasehold 33. Noc from fire authority 34. Noc from airport authority 35. Environment clearance 36. Details fees 37. Mutation Paper 38. Checklist of proposed building 39. Any other certificate / NOC <p>Note: Concerned architect is expected to guide the applicant to arrange the relevant document and submit the proposal along with the documents according to nature of proposal.</p>

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Operation Manual of Building Plan Approval System (Time required availing the approved plan within 60 days)

First Stage: Primary Verification		
Concerned Official	Duties and Responsibility	Expected Timeline
Dealing Assistant / Counter Clerk	Check challan generation by system	Max 5 days
	Check payment received or not via online payment system	
	Verify manual submitted documents vs online submitted documents	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Second Stage: Ownership Verification		
Concerned Official	Duties and Responsibility	Expected Timeline
Legal Officer	Check the ownership verification checklist generated by system through project submission	Max 5 days
	Verify manual submitted documents vs legal documents available with him/her	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Third Stage: Higher Authority approval Process		
Concerned Official	Duties and Responsibility	Expected Timeline
Junior Engineer / Assistant Engineer	Site visit and fill up predefined check list generated by system	Max 14 days
	Upload site photo	
	Upload manual sketch of plot	
	Raise objection based on physical site inspection	
	Send the file to Town Planner with recommendation	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Town planner	Site visit optional	Max 9 Days
	Run AutoDCR to generate verification report on plan technically	
	Raise the demand note for covering differential if any in layout as per Bye-Laws	
	Send the file to Junior engineer / assistant engineer for rectify the proposal	
	Send the file to technical member with recommendation including attachment	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Technical Member (TM)	Site visit optional	Max 9 days
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	Technical review on proposal	
	Cross verification scrutiny report of plan as per BBL	
	Send the file to Managing Director with recommendation including attachment	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Managing Director	Approve the project and issue the construction permit	Max 5 days
	Reject the project and file send to TM/Applicant / Registered Architect	

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Operation Manual of Building Plan Approval System

For Municipal Councils/Nagar Parishads and Municipal Panchayats/Nagar Panchayats and Municipality

Building Plan Approval System have involved three layers of stages i.e. primary verification, ownership verification and higher authority approval process after submitting BPA form and its required documents.

The above said three layers hierarchy have been being followed at all Nagar Parishads / Municipal Councils (Bishrampur Nagar Parishad, Chatra Nagar Parishad, Chakradharpur Nagar Parishad , Chaibasa Nagar Parishad, Dumka Nagar Parishad, Giridih Nagar Parishad, Gumla Nagar Parishad, Garhwa Nagar Parishad, Jhumritilaiya Nagar Parishad, Lohardaga Nagar Parishad, Medininagar Nagar Parishad Madhupur Nagar Parishad , Pakur Nagar Parishad, Phusro Nagar Parishad, Ramgarh Nagar Parishad, Simdega Nagar Parishad ,Sahibganj Nagar Parishad) and Municipal Panchayats / Nagar Panchayats (Nagar Uttari Nagar Panchayat, Basukinath Nagar Panchayat, Bundu Nagar Panchayat, Chakulia Nagar Panchayat, Chirkunda Nagar Panchayat, Godda Nagar Panchayat, Hussainabad Nagar Panchayat, Jamtara Nagar Panchayat, Khunti Nagar Panchayat, Koderma Nagar Panchayat, Latehar Nagar Panchayat, Mihijham Nagar Panchayat, Manjhiaon Nagar Panchayat, Rajmahal Nagar Panchayat, Seraikela Nagar Panchayat.) and Municipality (Jugsalai Municipality)

Particular	Guidelines to avail construction permit
Primary Information for Applicant	To avail the construction permit , applicant submit his/her building plan approval application form on BPA(Building Plan Approval) System available on the portal or Registered architect who are assigned to avail the construction permit on behalf of applicant, submit his/her building plan approval application form on BPA(Building Plan Approval) System available on the portal
Building plan approval	Applicant / concerned architect is expected to fill up correctly
Required document to be produced/upload for avail of building plan approval	<p>Applicant is expected to submit following documents to counter clerk to avail the construction permit such as</p> <ol style="list-style-type: none"> 40. Owner ship documents 41. Four / Eight set of building Plan 42. Supervision certificate in Form V 43. Affidavit or peaceful procession of land 44. Structural stability certificate 45. Noc Form from lease case of leasehold 46. Noc from fire authority 47. Noc from airport authority 48. Environment clearance 49. Details fees 50. Mutation Paper 51. Checklist of proposed building 52. Any other certificate / NOC <p>Note: Concerned architect is expected to guide the applicant to arrange the relevant document and submit the proposal along with the documents according to nature of proposal.</p>

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Operation Manual of Building Plan Approval System (Time required availing the approved plan within 60 days)

First Stage: Primary Verification		
Concerned Official	Duties and Responsibility	Expected Timeline
Dealing Assistant / Counter Clerk	Check challan generation by system	Max 5 days
	Check payment received or not via online payment system	
	Verify manual submitted documents vs online submitted documents	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Second Stage: Ownership Verification		
Concerned Official	Duties and Responsibility	Expected Timeline
Tax daroga/collector	Check the ownership verification checklist generated by system through project submission	Max 5 days
	Verify manual submitted documents vs legal documents available with him/her	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Third Stage: Higher Authority approval Process		
Concerned Official	Duties and Responsibility	Expected Timeline
Junior Engineer / Assistant Engineer	Site visit and fill up predefined check list generated by system	Max 14 days
	Upload site photo	
	Upload manual sketch of plot	
	Raise objection based on physical site inspection	
	Return the file to Town Planner if some major issue is there	
	Send the file to assistant engineer for proceed	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Town planner	Site visit optional	Max 14 Days
	Run AutoDCR to generate verification report on plan technically	
	Raise the demand note for covering differential if any in layout as per Bye-Laws	
	Send the file to Junior engineer / assistant engineer for rectify the proposal	
	Send the file to Executive officer with recommendation including attachment	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Executive officer	Site visit optional	Max 9 days
	Approve the project and issue the construction permit	
	Reject the project and file send to TP/Applicant / Registered Applicant	