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**GOVERNMENT OF ODISHA**  
**HOUSING AND URBAN DEVELOPMENT DEPARTMENT**

NOTIFICATION

No. 4844 / Dated 15.2.2020  
HUD-HU-PLAN-0001-2019

The Panchayati Raj & Drinking Water Department vide Notification No.8714, dated 20<sup>th</sup> May, 2016 has brought the Land and Building Development in rural area into the fold of planned development specifying the guidelines for approval of plans (lay-out & building) outside the jurisdiction of Development Authorities/Regional Improvement Trusts/Special Planning Authorities which is subsequently superseded by Notification No.10866/ dated 7<sup>th</sup> June 2018 with details of Scrutiny fees/development fees, procedure of approval of Building Plans for land area exceeding 500 sqm. and /or building above Ground+2 floors and / or land sub-division layout plans above 1.00 Acre.

The above notification sets the guidelines for projects which have come up after 2016. But prior to 2016, in the absence of any instruction, approvals of Building plan/project in the rural areas have been accorded by BDOs/PRI and relying on the approvals accorded by BDOs and PRIs Housing Projects have come up and public have bought their homes from various developers.

Odisha Real Estate Regulatory Authority (ORERA), through their Notification No.2504, dated 16.07.2018 has made it obligatory for developers to get the Real Estate Projects registered under ORERA, irrespective of location of the projects. Consequent upon publication of such notification by ORERA, a large number of Real Estate Projects, which were taken up in rural areas based on the approval by BDOs/PRI, have applied for registration with ORERA. Since the approvals of BDOs/PRI were accorded prior to issuance of guidelines by the PR & DW Department, ORERA is not able to grant registration to these Projects. While submitting a set of suggestive guidelines to validate these plans, ORERA has requested Government for issuing orders to process the pending applications pertaining to projects approved by BDOs/PRI prior to the publication of notification by PR & DW Department.

Real Estate (Regulation & Development) Act, 2016 makes it mandatory to register all the ongoing and proposed Real Estate Projects to be registered with ORERA. Since it is a complex issue and involves safety of a large number of home-buyers, the matter was under active consideration of the Government for quite some time.

After careful consideration, Government have now decided that the following procedure shall be followed to streamline registration of such projects, which were taken up outside the jurisdiction of Development

Authorities/Regional Improvement Trusts/Special Planning Authorities, with ORERA to ensure safety of the occupants of such projects and to overcome the difficulties & the stalemate being faced by the Housing Project Developers, Consumers who bought those Housing Units & Financial Institutions who funded those projects.

1. All the promoters of Real Estate Projects shall submit the building plans or the lay-out sub-division plans, in case where the area of land proposed to be developed exceeds 500 sqm. or the number of apartments proposed to be developed exceeds 8, for which approval have been granted by BDOs/PRI's up to 7th June 2018, in the office of PD, DUDA of the respective district in Form-I, for scrutiny within a period of three months from the date of this notification. The Officer-in-Charge of District Town Planning Unit shall assist DUDA for scrutiny to ascertain adherence of the essential Building safety norms i.e. the structural stability and fire safety norms. The PD, DUDA shall issue approvals in Form-II.
2. PD, DUDA shall ascertain the authenticity of the approvals accorded by the BDOs/PRI's by obtaining certificates from the respective Block Offices/ Panchayats that the signature of the officials endorsed upon the plans/drawings are authentic and such approvals have been accorded by such Officers or PRI's in their official capacity.
3. The DUDAs shall undertake necessary scrutiny of the plans/ drawings to ascertain that the Architects and Structural Engineers who endorsed their signature to the plans and drawings are competent to sign such documents and their signatures are genuine.
4. The District Town Planning Unit shall assist the DUDA in scrutiny of those building plans/lay-out plans and undertake necessary verification to confirm adherence to structural stability and fire safety norms.
5. The DUDAs will be competent to reject the layout/ building plans in Form-III, if the structural stability and fire safety norm, as may be applicable to such projects, have been compromised or violated.
6. The DUDAs shall reject the plan, in case it is noticed that the plan has been approved in contravention of a Master Plan and other restrictions related to ASI, AAI, CRZ etc. subject to condition that the plan was approved after publication of the Master Plan.
7. The application shall be made to PD, DUDA in the prescribed Form along with the Structural Safety Certificate in Form-IV appended to this Notification.



8. The District Town Planning Unit shall recommend compounding of the deviations to the plans approved by BDOs/PRIIs, in case such projects were undertaken adhering to the Odisha Special Planning Authority & Regional Improvement Trust Common Planning & Building Standard Rules, 2017 to PD,DUDA. The PD, DUDA shall approve the plans after realising the compounding fees as per the Special Planning Authorities and Regional Improvement Trust Common Planning and Building Standard Rules, 2017.
9. The Scrutiny Fees collected shall be deposited into the accounts of DUDA and other fees i.e. Infrastructure Development Fees, Sanction Fees and the Compounding Fees, if any, shall be transferred to the accounts of the concerned Grama Panchayat within 30 days of receipt. The rates of Scrutiny Fees, Infrastructure Development Fees and Sanction Fees shall be as per the rates notified vide Notification No.10866/ Date. 07.06.2018 of PR & DW Department.

**FORM – I**

**BUILDING PLAN APPLICATION FORM**

APPLICATION FOR PERMISSION FOR DEVELOPMENT OF BUILDING  
AND SUB-DIVISION OF LAND

From:

For Office use only

Name and Address..... Regd. No.....(In  
Block letters)..... Scrutiny Fee.....

To,

THE PROJECT DIRECTOR,  
DISTRICT URBAN DEVELOPMENT AGENCY,.....

Madam/Sir,

I/We hereby apply for approval of the plans for:-

- a. Construction of \_\_\_\_\_ Storeyed Buildings/ Multi storeyed Buildings/Apartments/ Group Housing projects/ Commercial Buildings etc.
- b. Sub-division of land \_\_\_\_\_(Layout Plans).
- c. Regularisation of existing building.

In respect of Plot No.....Khata No..... Village/Mouza.....  
of .....Tahasil within the Gram Panchayat Area of .....the  
said land/Building shall be used for ..... purpose.

I/We enclosed herewith the following plans (4 copies in case of privately owned plots/ 8 copies in case of Govt. leased Govt. plots) and specifications duly signed by me and Architect/ Engineer/ Supervisor/ Group agency \_\_\_\_\_ bearing Regd. No. \_\_\_\_\_ Licence/Empanelment No. \_\_\_\_\_ who has/have prepared the plans, designs etc. and who has supervised the developments. The building parameters checklist prepared by the Technical person is enclosed.

I/We the owner(s) of every part of the land/building to which this application relates, requests, approval for the above development may kindly be accorded.

Documents furnished:

1. Four sets of the building Plan: Yes/No/Not applicable
2. Ownership document: Yes/No/Not applicable
3. Copy of building plan approved  
by BDO/PRI Yes/No/Not applicable
4. Supervision certificate Yes/No/Not applicable
5. Affidavit for peaceful  
Possession of the land: Yes/No/Not applicable
6. Structural stability certificate: Yes/No/Not applicable
7. NOC from lessee in case  
of ease hold: Yes/No/Not applicable
8. Recommendation/Fire safety Certificate  
from Fire Prevention Officer: Yes/No/Not applicable
9. NOC from Airport Authority: Yes/No/Not applicable
10. Environmental clearance: Yes/No/Not applicable  
(In case of BUA more than 20,000 Sq.mts)
11. Checklist of the land/Building: Yes/No/Not applicable
12. Any other certificate/NOC  
(Please specify): Yes/No/Not applicable.

Place:

Signature of Owner(s) Date:  
Name of Owner(s)

**FORM-I B**  
**CHECK LIST**

1. Name of the Applicant:
2. Name of the Owner:
3. Name of the Builder/Developer:
4. Ownership documents:           Established / Non established
5. As per Document               BuildingPlan               Possession

Area:

6. Tenancy: Lease hold / Free hold/ Stitiban.

If lease hold:

- i. Name of Lessor :
- ii. Purpose of lease:
- iii. Duration of lease:

7. Kism of Land/plot:
8. Existing off site Physical Infrastructure:
  - a. Road
  - b. Sewerage
  - c. Drainage
  - d. Water facility
  - e. Availability of drain
  - f. Telephone
  - g. Electric

9. Nature of Construction:  
New Construction/Reconstruction/Addition/Alteration

- 10.(i) Amount of fee deposited:

(ii) Covered area on all floors

7. Land Use

Use applied	Land use in the Master plan	Whether permissible / not permissible / Special consideration

11.(i) Whether first permission / Revised permission / Revalidation \_\_\_\_\_

(ii) No. of floor(s) \_\_\_\_\_

12. Contents of Building Plan:

- i. Site Plan
- ii. Layout plan
- iii. All floor plan
- iv. Elevations-Front / Rear / Right / Left / Cross section
- v. Plan of foundation
- vi. Septic tank and Soak pit
- vii. Recharging pit
- viii. Drain Section
- ix. Area statement
- x. Schedule of doors and windows

13. Approach road:-

- i. Nature of road
- ii. Width of road:

As per site / key plan	Site inspection report

- iii. Whether the approach road as shown connected to an existing public road in the site plan \_\_\_\_\_
- iv. Whether such connection is available in settlement sheets: Yes/No
- v. If private , whether
  - a. transferred to the public authorities
    - i.e. ULB/GP/Panchayat Samiti: Yes/No
  - b. indicated in the not final settlement plan: Yes/No
  - c. Mentioned in the ownership document: Yes/No

14. Whether the plot is affected by proposed road/proposed drain/ proposed lake/any other public use \_\_\_\_\_

15. Whether the plot is within 100 meter/100-300 meter of State/A.S.I. protected monuments \_\_\_\_\_

16. Whether the plot is within 200 meter radius of important buildings \_\_\_\_\_

17. Building Parameters

Category	Requirement as per norm	Approved building plan	Proposal	Remarks
1	2	3	4	5
Basement/stilt				
1st floor				
2 <sup>nd</sup> floor				
3 <sup>rd</sup> floor				
4 <sup>th</sup> floor				
Society room				
Front set back				
Rear set back				
Left side set back				
Right side set back				
FAR				
Parking				
Height				
No. of dwelling unit				
Population density				
No. of staircase				
No. of lift				
Recharging pit				
Scrutiny fee deposited				
Gates				
Exemptions (i) height (ii) setback (iii) FAR				

18. Whether falls in the Airport funnel zone \_\_\_\_\_



19. Provision of proposed on site physical infrastructure

- i. Water Supply:
- ii. Sewerage:
- iii. Drainage:
- iv. Electrical Installation:

20. Clearance/Certificate produced: RS/RNS/NR

- i. General Affidavit:-
- ii. Structural Stability Certificate:-
- iii. Form of Supervision:-
- iv. Recommendation/Fire safety Certificate from Fire Prevention Officer:-
- v. NOC from PHEO:-
- vi. Undertakings with regard to quality construction / Water supply / Sewerage / Drainage / Waste disposal / fire fighting.
- vii. Any other (specify)

N:B: (RS: Required and Submitted, RNS: Required not Submitted, NR: Not Required)

21. Involvement of Technical Person & Builder:

- i. Architect / Engineer:
  - a) Name:
  - b) COA No.:
  - c) Empanelment No.
- ii. Engineer / Structural Engineer:
  - a) Name:
  - b) Empanelment No.
- iii. Builder
  - a) Name:
  - b) Empanelment No.
- iv. Any Other

Signature of Technical Person

**FORM -II**  
**DISTRICT URBAN DEVELOPMENT AGENCY** \_\_\_\_\_

No. \_\_\_\_\_ /XXX <Name of DUDA>, Dated: \_\_\_\_\_

Approval under the provisions of Notification No.....Date:..... of  
H & UD department, is hereby granted in favour of;

Smt./ Shri \_\_\_\_\_ for

- a. Sub-division of lands
- b. Construction of a \_\_\_\_\_ building

\_\_\_\_\_ (Specify) in respect of plot No. \_\_\_\_\_,  
KhataNo. \_\_\_\_\_ Village / Mouza. \_\_\_\_\_ of  
\_\_\_\_\_ Tahasil \_\_\_\_\_ within the Gram Panchayat  
Area of \_\_\_\_\_ subject to following additions/ restrictions.

- a. The land/ Building shall be used exclusively for \_\_\_\_\_  
purpose and the uses shall not be changed to any other use without prior  
approval of this Authority.
- b. The development shall be undertaken strictly according to plans enclosed  
with necessary permission endorsement
- c. Parking space measuring \_\_\_\_\_ sq.m. as shown in the approved  
plan shall be kept open and no part of it will be built upon.
- d. The land over which construction is proposed is accessible by an  
approved means of access of \_\_\_\_\_ m. width.
- e. The land in question must be in lawful ownership and peaceful  
possession of the applicant.
- f. The applicant shall free gift \_\_\_\_\_ m. wide strip of land in  
the \_\_\_\_\_ to the public authority under whose jurisdiction the project  
is situated for development of road.
- g. Any dispute arising out of land record or in respect of right/ title/ interest  
after this approval the plan shall be treated automatically cancelled during  
the period of dispute.
- h. Building Parameters Plot Area (in Sq.mts).....

Category	Block A	Block B	Total
Basement/stilt			
1 <sup>st</sup> floor			
2 <sup>nd</sup> floor			
3 <sup>rd</sup> floor			
4 <sup>th</sup> floor			

Front set back			
Rear set back			
Left side set back			
Right side set back			
FAR			
Parking			
Height			
No. of dwelling units			
Deposits			
(I) Scrutiny fee			
(II) Sanction fee			
(III) Infrastructure development fee			
(IV) Compounding fee			

i. Any other conditions.

By Order  
PD, DUDA \_\_\_\_\_

Memo No. \_\_\_\_\_ / <Name of DUDA>, Dated \_\_\_\_\_  
Copy along with \_\_\_\_\_ copies of the approved plans to Smt./Shri \_\_\_\_\_.

Authorised Officer  
PD, DUDA \_\_\_\_\_

Memo No. \_\_\_\_\_ / <Name of DUDA>, Dated \_\_\_\_\_  
Copy of the approved plan forwarded to the Executive Officer, XXX Gram Panchayat for information.

Authorised Officer  
PD, DUDA \_\_\_\_\_

Memo No. \_\_\_\_\_ / <Name of DUDA>, Dated \_\_\_\_\_  
Copy forwarded to the Land Officer, G. A. Department / Director of Town Planning.

Authorised Officer  
PD, DUDA \_\_\_\_\_

FORM-III

DISTRICT URBAN DEVELOPMENT AGENCY \_\_\_\_\_

No. \_\_\_\_\_/XXX <Name of DUDA>, Dated: \_\_\_\_\_

Refusal of Permission as per Govt. Notification No.....Date:.....  
of H & UD department For Undertaking Development of Plot No.....  
In Mouza.....

To,

Smt/Sri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your reply to this office letter No. ....Dt..... hasnot  
been found satisfactory / You have failed to show any cause in response to this  
office letter No..... Dated .....

Hence, in exercise of the powers, conferred under above notification  
permission to undertake development on plot No.....  
Mouza..... of .....Gram Panchayat is  
hereby refused on the following grounds.

- 1.....
- .....
- 2.....
- .....
- 3.....
- .....
- 4.....
- .....

Two copies of the plans are retained in this office for record and reference and  
the rest are returned herewith.

BY ORDER

AUTHORISED OFFICER

Memo No...../<name of DUDA>, Dated.....  
Copy to Executive Officer, XXX Gram Panchayat

AUTHORISED OFFICER



Form-IV

**CERTIFICATE FOR STRUCTURAL STABILITY**

With respect to the building work of erection, re-erection or for making alteration in the building on Plot No. \_\_\_\_\_ Khata No. \_\_\_\_\_ Village / Mouza \_\_\_\_\_ of \_\_\_\_\_ Gram Panchayat Area, I certify that the structural plans and details of the building submitted for approval satisfy the structural safety requirements for all situations including natural disasters like cyclone & earth quake etc., as applicable, as stipulated under Structural Design part of the National Building Code of India, 2016 and other relevant codes; and the information given therein is factually correct to the best of my knowledge. I undertake responsibility with regard to supervision of the work at each stage of construction, (after laying of foundation & after casting of each floor) and submit the report to Local Planning Authority regularly to effect that the building is being constructed conforming to the approved plan and as per the structural plan prepared by me. I will be responsible and liable for action by Local Planning Authority./Govt. if the plan/design contain misrepresentation or fraudulent information and the construction is made in deviation of approved plan or if there is any structural failure due to wrong/unsafe structural design, use of low quality material and/or poor workmanship endangering the in-mates/public.

Signature of owner  
With date

Signature of the Registered  
Engineer/ Structural  
Engineer with date and  
registration No.

Name \_\_\_\_\_

Address- \_\_\_\_\_


By Order of the Governor

  
G.MATHIVATHANAN  
Principal Secretary to Government

Memo No. 4845 HUD, Bhubaneswar, Dated the 15.2.2020

Copy forwarded to the Gazette Cell, Odisha Secretariat, C/o Commerce Department, Bhubaneswar with a request to publish this notification in an extra ordinary issue of the Odisha Gazette on or before 15.02.2020 and supply 50 spare copies of this Department.

This notification is statutory and will bear SRO Number and date.

  
Joint Secretary to Government

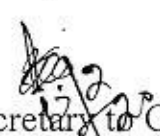
Memo No. 4846 HUD, Bhubaneswar, Dated the 15.02.2020

Copy forwarded to the P.S. to Hon'ble Chief Minister, Odisha/P.S to Hon'ble Minister, Housing & Urban Development/ P.S. to Chief Secretary, Odisha/P.S to Development Commissioner-cum-Additional Chief Secretary, Odisha/P.S to Principal Secretary to Govt., Housing & Urban Development Department for the information and necessary action.

  
Joint Secretary to Government


Memo No. 4847 HUD, Bhubaneswar, Dated the 15.2.2020

Copy forwarded to the Vice Chairman, All Development Authorities/ Commissioners, of all Municipal Corporations/Secretary, All Regional Improvement Trust/ All Special Planning Authorities/ Executive Officer, All Urban Local Bodies of the State for information and necessary action.

  
Joint Secretary to Government


Memo No. 4848 HUD, Bhubaneswar, Dated the 15.2.2020

Copy forwarded to the All Departments of the Govt. /All Heads of Departments/R.D.C (CD), Cuttack /R.D.C (ND), Sambalpur/R.D.C (SD), Berhampur/ Secretary, ORERA, Bhubaneswar /Registrar, OREAT, Bhubaneswar/ All PD DUDAs/ All Collectors/ DTP, Odisha, Bhubaneswar for information and necessary action.

  
Joint Secretary to Government

Memo No. 4849 HUD, Bhubaneswar, Dated the 15.2.2020

Copy forwarded to the Directorate Section/ P.H Section/Water Supply Section/L.F.S Section/ Municipal Section/ Project Section/ Housing Section/ T.P Section (20 spare copies) of the Housing & Urban Development Department for information and necessary action.

  
Joint Secretary to Government