

Government of Odisha
Housing & Urban Development Department

File No 22996 /HUD, Bhubaneswar, dated 21.11.2023
HUD-TP-MISC-0031-2023

Notification

**GUIDELINES FOR OPERATIONALISING CITY LEVEL URBAN PLANNING
PROFESSIONALS (CLUPPs)**

In consonance with the 74th Constitutional Amendment Act, 1992, Government of Odisha has delegated Town Planning functions to all the Urban Local Bodies. In the absence of adequate numbers of qualified planners, it had been decided to delegate the powers of building plan/ layout approvals to the Engineers working in the ULBs. Accordingly, the Engineers have been delivering the Town Planning functions in the smaller ULBs. The process of recruitment of Planning Officials has already been initiated. However, completion of the process of recruitment may take some time, therefore it has been decided by the Govt. to engage qualified and experienced planning professionals through outsourcing basis to augment the capacity of the ULBs. It is in this backdrop that City Level Urban Planning Professionals have been engaged by adopting a fair and transparent process of procurement. In the first phase Thirteen Senior Planning Consultants (SPC), Fourteen Junior Planning Consultants (JPC) and Three Field Planning Consultants (FPC) have been engaged and their services have been placed with the District Urban Development Agencies. Subsequently, more Planning Consultants are proposed to be engaged through CLUPPs so as to make their services available to all the ULBs.

In order to ensure that the Planning Consultants are absorbed in the system in a way that will reduce the burden on the ULB Officials and the town planning services will be delivered to the citizens in a hassle-free and flawless manner, it is essential to

formulate a set of guidelines incapsulating the roles and responsibilities of all the stakeholders. Besides, the guidelines also become essential for successful adaption of the Online Building Plan Approval System (OBPAS) developed under SUJOG. The DUDAs, ULBs and CLUPPs shall meticulously adhere to the provisions spelt out in these guidelines in supersession of previous instructions.

A. Roles and Responsibilities of PD, DUDA

PD, DUDAs shall:

- Coordinate with all ULBs of the District for smooth delivery of Town Planning functions & operationalisation of OBPAS in all ULBs.
- Ensure that the newly engaged Planning Consultants visit regularly to different ULBs on fixed days of every week.
- Ensure submission of the Weekly & Monthly Progress Report on work done by the Planning Consultants to the Director of Town Planning (DTP), Odisha on every Monday of the week & on 5th of every month respectively.
- Ensure submission of the Absentee Statement of the SPC, JPC & FPC engaged in DUDAs by 25th of every month to the DTP, Odisha.
- Be responsible for overall monitoring of different activities pertaining to approval of Building Plans/ Layout Plans & Preparation of Master Plan/ CDP of all the ULBs under their jurisdiction.
- Ensure that all the logistic support, including proper work space & access to online system is made available to all the newly engaged Planning Consultants at DUDAs and at all the ULBs.

B. Roles and Responsibilities of Executive Officer of the Concerned ULBs

Executive Officers shall:

- Ensure sitting arrangement & logistic support to the Planning Consultants with access to computer systems & internet for delivering services under OBPAS.
- Ensure that User IDs are created for the SPC/ JPC/ FPC engaged in ULB to access OBPAS.

- Ensure that FPC engaged through outsourcing or the existing field staffs of the ULBs, as the case may be, assist the SPC/ JPC for site inspection, wherever required.
- Ensure that building plan approvals under SUJOG are done strictly in OBPAS (Online Mode) and offline receipt of application and payments are discontinued.
- Facilitate the Planning Consultants to monitor and supervise in preparation of Master Plan/ CDP.
- Ensure timely holding of Stakeholders Meeting, conducting surveys by the respective Agencies and monitor the progress as per the agreement.
- Conduct review at ULB level on progress of Preparation of Master Plan/ CDP with Agencies engaged for preparation of Master Plan/ CDP.
- Review regularly the status of disposal of the Building Plan / Layout applications.
- Ensure that SPC/ JPC are allowed to dispose Building Plan/ Layout approvals. (Projects upto 1 Hectare and Building height upto 15 mts., shall be disposed of at the level of SPC/ JPC).
- Ensure that the practice of approval of Building Plan/ Layout Plan by Engineers for the above applications is discontinued after joining of the SPC/ JPC in accordance with the provisions of these guidelines.
- Help the Planning Consultant to find a suitable accommodation.

C. Roles and Responsibilities of SPC/ JPC

The SPC/ JPC shall:

- Ensure receipt of Building Plan on SUJOG-OBPAS only.
- Ensure that the Document Verifier forwards the application to the Field Consultant/ Amin (Designated) on the same day, in such cases where field inspection is required otherwise, he/ she shall forward the application directly to SPC/ JPC.
- Shall scrutinize the Building Plan/ Layout Plan as per Planning and Building Standard Rules.
- Conduct field inspection for other than low risk buildings, wherever necessary.

- Dispose Building Plans/ Layout Plans upto 1 Hectare and Building height upto 15 mts.
- Scrutinize building height upto 30 mts. and forward to the Municipal Engineer (Rank of Executive Engineer), who shall approve it.
- All Buildings having height more than 30 mts. shall be scrutinized by the SPC/ JPC and referred to MP & BP Committee or DP & BP Committee, as the case maybe, through the Municipal Engineer (Rank of Executive Engineer).
- Visit to each ULBs assigned as per the list enclosed at **Annexure-I** for delivery of smooth & timely Town Planning functions.
- Furnish the Weekly/ Monthly Progress report, in the format enclosed, to the DTP with a copy to PD, DUDA.
- Follow up the progress of preparation of Master Plan/ CDP of the ULBs with the agencies engaged for the purpose.
- Meticulously monitor the timelines specified for all activities relating to Preparation of Master Plan/ CDP and intimate to DTP/ Executive Officer of the ULBs.

REPORTING FORMAT FOR CLUPP

The SPC/ JPC shall submit the progress as per the format attached in **Annexure-II**.

CHECK LIST FOR SCRUTINY BY SPC/ JPC

The SPC and JPC shall check the documents submitted by the applicant strictly as per the Checklist enclosed at **Annexure-III**.

These guidelines shall also be applicable to all the ULBs so far as it relates to the process of approval of Building Plan/ Layouts and the checklist devised for scrutiny of application by the Planning Assistants or any officer authorized for performing the functions of Planning Assistant.

G. Mathivathanan 21/11/23

(G. Mathivathanan, IAS)
Principal Secretary to Government

ANNEXURE- I

PLACEMENT LIST OF 30 PLANNING CONSULTANTS					
Sl. No.	Placed Location	Professionals Name	Designation	Assigned ULBs/ Office- Day for ULB Visit	Contact Details
					Mobile No. & Email ID
1	Directorate of Town Planning	MR. MANOJ KUMAR NAYAK	Junior Planning Consultant		MOB: 7008531772 EMAIL: manoj.nayak199967@gmail.com
		MR. SHAKTI PRASANNA MISHRA	Junior Planning Consultant		MOB: 8984050120 EMAIL: shaktimishra400@gmail.com
2	DUDA, Angul	MISS. SWARANI PATTANAİK	Senior Planning Consultant	Angul M – Mon, Tues, Wed	MOB: 9668447268 EMAIL: swarani.pattanaik@gmail.com
				Talcher M – Thurs Athamalik N – Fri	
3	DUDA, Balasore	MISS. B. LITIKA	Senior Planning Consultant	Balasore M – Mon, Tues Remuna N – Wed Alternatively Jaleswar M – Wed Alternatively Soro M – Thurs Nilagiri N – Fri	MOB: 9348973583 EMAIL: litika.bal@gmail.com
4	DUDA, Balangir	MR. CHAINESH JOSHI	Senior Planning Consultant	Balangir M – Mon, Tues Titlagarh M – Wed Patnagarh N – Thurs Kantabanjhi N – Fri Alternatively Tusura N – Fri Alternatively	MOB: 8878182099 EMAIL: joshichainesh@gmail.com
5	DUDA, Bargarh	MR. SUBHAM KUMAR SETH	Junior Planning Consultant	Baragr M – Mon, Tues, Barpali N – Wed Padampur N – Thurs	MOB: 6370372123 EMAIL: subhamseth145@gmail.com

				Attbira N – Fri Alternatively	
				Bijepur N – Fri Alternatively	
6	DUDA, Bhadrak	MR. SOBHAN KUMAR MOHANTY	Senior Planning Consultant	Bhadrak M – Mon, Tues Dhamnagar M – Wed Basudevpur M – Thurs Chandabali N – Fri	MOB: 8328868066 EMAIL: sobhan.mohanty13@gmail.com
7	DUDA, Cuttack	MR. PUNEET PATNAIK	Senior Planning Consultant	Banki N – Mon, Tues, Wed Athagarh N – Thurs Choudwar M – Fri	MOB: 8280011855 EMAIL: puneetpatnaikofficial@gmail.com
8	DUDA, Deogarh	MISS. RACHITA LAL	Senior Planning Consultant	Deogarh M – Mon to Fri	MOB: 9668525713 EMAIL: rachitalal56@gmail.com
9	DUDA, Dhenkanal	MISS. SARBANI MISHRA	Senior Planning Consultant	Dhenkanal M – Mon, Tues Hindol N – Wed Bhuban N – Thurs Kamakhynagar N – Fri	MOB: 7978874833 EMAIL: sarbanimisra@gmail.com
10	DUDA, Ganjam	MISS. SONALI SUBHADARSHINI	Junior Planning Consultant	Chatrapur N – Mon, Tues Gopalpur N – Wed Alternatively Rambha N – Wed Alternatively Ganjam N – Wed Alternatively Khallikot N – Wed Alternatively Purushottampur N – Thurs Digapahandi N – Fri Alternatively Chikiti N – Fri Alternatively	MOB: 8917266929 EMAIL: sonalisubhadarshini.01@gmail.com
		MR. DEEPAK	Field	Same as Junior	MOB: 904066718, 9438500000

		KUMAR PANDA	Planning Consultant	Planning Consultant	EMAIL: erdeepakpanda@gmail.com
11	DUDA, Jagatsinghpur	MR. SASHI BHUSAN SAHOO	Senior Planning Consultant	Jagatsinghpur M – Mon, Tues, Wed Paradeep M – Thurs, Fri	MOB: 8337989867 EMAIL: contact.sashibhusan@gmail.com
12	DUDA, Jharsuguda	MISS. PALLAVI SINGH	Senior Planning Consultant	Jharsuguda M – Mon, Tues, Wed Belpahar M – Thurs Brajarajnagar M – Fri	MOB: 6371629833, 8093807787 EMAIL: pallavikri2911@gmail.com
13	DUDA, Jajpur	MR. ABHISEK NAIK	Senior Planning Consultant	Jajpur M – Mon, Tues, Wed Vyasagar M – Thurs, Fri	MOB: 7684864384 EMAIL: anaik068@gmail.com
14	DUDA, Khurdha	MISS. PARNA SARKHEL	Senior Planning Consultant	Khordha M – Mon, Tues, Wed Balugaon N – Thurs, Fri	MOB: 9040174144 EMAIL: parnasarkhel14@gmail.com
		MISS. SWATISAGARIKA PALEI	Junior Planning Consultant	Jatani M – Mon, Tues, Wed Banapur N – Thurs, Fri	MOB: 7205556724 EMAIL: swatisagarika.palei45@gmail.com
15	DUDA, Keonjhar	MISS. HARAPRIYA BEHERA	Senior Planning Consultant	Keonjhar M – Mon, Tues Anandapur M – Fri Alternatively Champua N – Fri Alternatively Barbil M – Wed Joda M – Thurs	MOB: 9040064493, 700892892 EMAIL: harapriya0099@gmail.com
16	DUDA, Kandhamal	MR. BIKASH CHANDRA SAHOO	Junior Planning Consultant	Phulbani M – Mon, Tues G. Udayagiri N – Thurs, Fri Baliguda N – Wed	MOB: 7008940479 EMAIL: ashbik7745@gmail.com
17	DUDA, Kalahandi	MR. SOUMYAPRATIK SAHOO	Junior Planning Consultant	Bhawanipatna M – Mon, Tues Kesinga N – Wed	MOB: 7008147731 EMAIL: soumyapratik91@gmail.com

				Junagarh N – Thurs	
				Dhamtagarh – Fri	
18	DUDA, Koraput	MISS. SAGARIKA ROUT	Junior Planning Consultant	Jeypore M – Mon, Tues	MOB: 6372343426 EMAIL: saga.nata.143@gmail.com
				Koraput M – Wed	
				Sunabeda M – Thurs	
				Kotpad N – Fri	
		MR. KUNMUN ROUT	Field Planning Consultant	Same as Junior Planning Consultant	MOB: 7684895959, 8763700000 EMAIL: chinurouta03@gmail.com
19	DUDA, Mayurbhanj	MR. KSHIROD CHANDRA MOHANTA	Junior Planning Consultant	Baripada M – Mon, Tues	MOB: 7504925728 EMAIL: kshirodchandra20@gmail.com
				Rairangpur M – Wed	
				Karanjia N – Thurs	
				Udala N – Fri	
20	DUDA, Nayagarh	MR. ADITYA NARAYAN PRADHAN	Junior Planning Consultant	Nayagarh N – Mon, Tues	MOB: 7008151550 EMAIL: pradhanadityan@gmail.com
				Khandapara N – Wed	
				Ranpur N – Thurs	
				Odagaon N – Fri Alternative	
				Daspalla N – Fri Alternative	
21	DUDA, Nuapada	MISS. RAJASHREE DEWANGAN	Junior Planning Consultant	Nuapada N – Mon, Tues	MOB: 7894134672 EMAIL: rinurajshree@gmail.com
				Khariar Road N – Wed, Thurs	
				Khariar N – Fri	
22	DUDA, Puri	MISS. ITISHA BEHERA	Senior Planning Consultant	Konark N – Mon, Tues, Wed	MOB: 7008916738 EMAIL: itisha988@gmail.com
				Nimapada N – Thurs	
				Pipili N – Fri	
23	DUDA, Sambalpur	MISS. POOJA KUMARI RANA	Junior Planning Consultant	Kuchinda N – Mon, Tues, Wed	MOB: 8249864343 EMAIL: poojarana25499@gmail.com
				Redhakhol N – Thurs, Fri	
24	DUDA, Sundargarh	MR. HIMANSHU SHEKHAR	Junior Planning	Biramitrapur M – Mon, Tues	MOB: 9827876514 EMAIL:

		TANTY	Consultant	Sundargarh M – Wed, Thurs Rajgangpur M – Fri	himanshusekhartanty99@gmail.com
		MR. JAYANTA KUMAR SETH	Field Planning Consultant	Same as Senior Planning Consultant	MOB: 9439806780, 8917500575 EMAIL: jayantaseth7gmail.com
25	DUDA, Sonapur	MISS. GAYATRI PANDA	Junior Planning Consultant	Sonepur M – Mon, Tues, Wed Tarbha N – Thurs Binika N – Fri	MOB: 8917325867 EMAIL: lbabli50@gmail.com

N.B: 1. In cases, where the ULB visit days have been declared holidays, the Planning Consultants are required to visit the ULB on the Saturday of the same week for delivering of Town Planning services. In case, all the approval at the assigned ULBs is completed, The Planning Consultants can work from DUDA on Saturday.

2. For the purpose of above table:

Mon – Monday, Tues – Tuesday, Wed – Wednesday, Thurs – Thursday, Fri – Friday.

ANNEXURE-II

BASIC INFORMATION	NAME OF THE PLANNING PROFESSIONAL	
	NAME OF THE DUDA	
	ASSIGNED ULB	
	WPR/ MPR PERIOD	FROM: TO:
	DATE OF JOINING	
Basic ULB Information	No. of Wards	
	No. of Households	
	Name of the ULB Authority (MC/EO)	
	Contact number of the ULB Authority	
	ULB contact E-mail Id	
Human Resource Engaged in Planning Activities	Document verifying officer-1	Name- Mob-
	Document verifying officer-2	Name- Mob-
	Document verifying officer-3	Name- Mob-
	Add rows if required--	
	Field Inspector-1	Name- Mob-
	Field Inspector-2	Name- Mob-
	Field Inspector-3	Name- Mob-
	Add rows if required--	
	Planning Assistant-1	Name- Mob-
	Planning Assistant-2	Name- Mob-
	Planning Assistant-3	Name- Mob-
	Planning Officer-1	Name- Mob-
	Planning Officer-2	Name- Mob-
	Planning Officer-3	Name- Mob-
	Name of the Planning Member/ City Planner/ Town Planner-1	Name- Mob-
	Name of the Planning Member/ City Planner/ Town	Name- Mob-

	Planner-2	
	Name of the Planning Member/ City Planner/ Town Planner-3	Name- Mob-
	Any other Person Involve in Planning Activities	Name- Mob-
IT Infrastructure Readiness	Availability of Computers/ Printers and supporting equipment (Yes/No)	
	No. of Computers used for BPAS	
	No. of Printers used for BPAS	
	Availability of Adobe Pdf Reader in the Computer systems (Yes/No)	
	Availability of AutoCAD Software in the Computer systems (Yes/No)	
	AutoCAD Software Version In Year	
	Any other Design Software Used	
Progress of Layout Plan Approval		
1	No. of Layout Plan Applications Received	
2	Number of Layouts Approved	
3	Approvals in relation to Master Plan	
4	Number of Layouts Rejected	
5	Number of Layouts Pending	
6	Layout Application Pending at Scrutiny Level	
7	Layout Application Pending at Field Inspection Level	
8	Layout Application Pending at Approval Level	

Progress of Building Plan Approval System (BPAS)										
Total No. of Applications Status			Status of Pending Applications				Periodicity of Pendency			
No. of Applications Received	No. of Applications Approved	No. of Applications Rejected	No. of Applications Pending for Compliances	Pending at ULB Level			Pending Less than 1 Month	Pending Over 1 Month	Pending Over 3 Months	Pending Over 6 Months
				Field Inspection	Scrutiny	Approving Officer				
(1)	(2)	(3)	(5)	(6)	(7)	(8)	(9)			
Revenue Generation		Total Amount of Revenue Generated From BPAS								
Progress of Master Plan/ Comprehensive Development Plan										
Inception Report Submitted	Interactive Workshop-1 Completed	Concept Report Submitted	Status Survey Report Submitted	Interactive Workshop-2 Completed	Draft CDP/ Master Plan Submitted	Notification of Draft Master Plan	Interactive Workshop-3 Completed	Hearing by Board of Enquiry & Compliance	Final Master Plan Submitted for Govt. Approval	Final Master Plan Notification & Publication
(Y/N)										
Date:										
If any other specific task assigned to you Mention the task										
Sign of Planning Professional								Sign of MC/ EO		

ANNEXURE-III

1	Applicant's Name			
2	Documents submitted (tick in the box, as applicable)			Correct/ Incorrect /remarks
	i	Self-signed Xerox copies of Ownership Documents	S / NS /NR	
	ii	Copy of Agreement with Project Management Organisation [see Rule 45, 46 and 4 of ODA (CAF) Rules, 2016 and Rule 16, 17, 18 & 19 of OTP&IT (P&BS) Rules, 2021]	S / NS /NR	
	iii	Copy of certificate of registration of Architect/Technical Person	S / NS /NR	
	iv	Affidavit in original in prescribed format	S / NS /NR	
	v	Two photographs of the site	S / NS /NR	
	vi	Supervision Form	S / NS /NR	
	vii	Structural Stability Certificate	S / NS /NR	
	viii	Submission of copy of plan showing Final plot of approved layout plan/ Government or statutory body scheme/ regularized plot.	S / NS /NR	
3	Plans submitted (tick in the box, as applicable)			Correct/ Incorrect /remarks
(i)	Key Plan	S / NS		
(ii)	Site Plan	S / NS		
(iii)	Site Layout Plan (where applicable)	S / NS /NR		
(iv)	Sub-division Layout Plan (where applicable)	S / NS /NR		
(v)	Building Services Plan	S / NS /NR		
(vi)	Electrical layout plan	S / NS /NR		
(vii)	Landscape Plan	S / NS /NR		
(viii)	Waste Management Plan	S / NS /NR		
(ix)	External Infrastructure Development Plan	S / NS /NR		
(x)	Specifications	S / NS		
(xi)	Whether all plans, drawings, statements, design details have been signed by the applicant/ architect/ technical person.		YES	NO

4	NOC's/clearance submitted along with the application form, if any (please tick)			Correct/ Incorrect /remarks
	(i)	EIDP NOC from ULB/PDDRDA	S / NS /NR	
	(ii)	Fire Safety Recommendation	S / NS /NR	
	(iii)	NOC from Airports Authority of India	S / NS /NR	
	(iv)	NOC from State Archaeology	S / NS /NR	
	(v)	NOC from National Monuments Authority (NMA) -for ASI protected monuments	S / NS /NR	
	(vi)	NOC from Commissioner of Police for construction near important buildings.	S / NS /NR	
	(vii)	NOC in respect of Eco-Sensitive Zone	S / NS /NR	
	(viii)	NOC from Pollution Control Board	S / NS /NR	
	(ix)	NOC from WATCO/PHEO for water supply and sewerage	S / NS /NR	
	(x)	NOC for Ground Water withdrawal	S / NS /NR	
	(xi)	Environmental Clearance	S / NS /NR	
	(xii)	Structural Vetting	S / NS /NR	
	(xiii)	Any other -Please specify	S / NS /NR	
5	Existing Road Width (means of access):			(in meter)
6	Proposed Activity (specify activities; e.g, Apartment/ Hotel / Hostel/ Shopping Mall / Hospital/ IT-ITES, etc.)			
7	The proposed activity of the building or part of the building falls under which of the following:			
	Assembly Building	Special Building	Hazardous Building	None of these

8	Built-up Area (in Sq.m)	
	Total Built-up Area (including exemptions):	
	Total Built-up Area (calculated towards FAR)	
	Total Built-up (FAR) Area upto Base FAR	
	Total Built-up (FAR) Area above Base FAR	
9	Floor Area Ratio (Rule 35)	

Base FAR:	2.00	Max Permissible FAR:	FAR Achieved:
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10	Proposed Building Height Specify:—	(in meter)
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11	Setback Requirement (open spaces around the building- Rule 33)					
	Required Setback (in meter)	Specify:	Provided as per drawing (in meter):	Front: Left: Right: Rear:	Whether complying with the norms?	YES NO
12	Ground Coverage:	Required:	Provided:			

13	A) Off-street Parking Requirement (Rule 37, as per ODA (P&BS) Rules, 2020 and Rule 34, as per OTP&IT (P&BS) Rules, 2021).	Required:	Provided:
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14	Basement Uses:	Conforming/ Non-conforming	Remarks:
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15	Security Deposit	Required/ Not Required	Remarks:
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16. Whether building requires DP&BP committee approval/recommendation	YES NO
Remarks.—	

Name of Technical Person

Signature of Technical Person
(Planning Assistant/A.A.D./Arch.Asst /D.Man/J.E.)

N.B: For the purpose of this checklist:
S – Submitted,
NS – Not Submitted,
NR – Not Required.

Memo No. 22997 /HUD, Dated 21.11.2023

Copy forwarded to the P.S. to the Hon'ble Chief Minister, Odisha / P.S. to the 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 information and necessary action.


Additional Secretary to Government

Memo No. 22998 /HUD, Dated 21.11.2023

Copy forwarded PD, all DUDAs/ the Executive Officer, All Urban Local Bodies of the State for information and necessary action.


Additional Secretary to Government

Memo No. 22999 /HUD, Dated 21.11.2023

Copy forwarded to all Departments of Government/All Heads of Departments/ R.D.C (CD), Cuttack / R.D.C(ND), Sambalpur/ R.D.C(SD), Berhampur/ All Collectors/ D.T.P, Odisha, Bhubaneswar for information and necessary action.


Additional Secretary to Government

Memo No. 23000 /HUD, Dated 21.11.2023

Copy forwarded to the Directorate Section/ P.H, section/ Water Supply section / L.F.S Section / Municipal Section/ Project Section / Housing Section / Sanitation Section / UPA Section / T.P. Section for information and necessary action.


Additional Secretary to Government