

-  
GOVE- E- O- PU- JAB -  
DEPA- E- O- HOUSI- G A- D U- BA- DEVELOP- E- -  
(HOUSI- G II B- A- CH) -  
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**o. 4966-C- P (Pb)/SP-458 - - - Dated: 02.09.2014 -**  
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9 The ea99 e9 evelopmen9 of colonie9, Mega Hou9ing P9ojec9, 9 ave been 9 approve9 un9e 9 e p9ovi9ion9 of 9 e Punjab Apa9 men9 & P9ope9 y Regula9on 9 Ac9, 19 5, Mega Hou9ing Policy. Howeve9, 9 e p9e en9 f9ame wo9k 9 oe9 no99 p ovi9e 9 e clea9 p9oce9u e 9o i9 ue comple9on o9 pa9 ial comple9on 9o 9uc9 9 p9ojec9 . 9A 9numbe99of 9approve9 9p9ojec9 9n 9 e 9 a9e 9a9e 9awai9ing 99 ue 9of 9 comple9on/pa9 ial 9ce9 ifica9e 9w ic9 i cau9ing 9 9 a9 ip 9 o 9p omo9e & 9 e i en9 of 9uc9 p9ojec9 fo99 e main9enance & upkeep of public u9li9e9 & 9 e9vice9. 9

9 9 To 9 eamline 9 e i9 ue of comple9on/ pa9 ial comple9on ce9 ifica9e 9 fo9 PAPRA & Mega P9ojec9 falling ou9 i9e municipal limi9 , i9 p9oce9u e an9 9 ime f9ame e9c., 9 e 9e9aile9 gui9e line9/p9oce9u9e 9a9 been wo9ke9 ou9w9ic9 i99 a9 un9e9:- 9

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**Completion Certificate:- -**

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“Comple9on Ce9 ifica9e” mean9 a Ce9 ifica9e i9 ue9 by 9 e Compe9en9 Au9 o9i9y 9 on w99 en 9eque9 of 9 e applican9 o9 p9omo9e af9e comple9on of buil9ing 9 wo9k9 inclu9ing all 9e9vice9 o9 u9li9e9 a9 p9ovi9e9 in 9 e 9anc9one9 buil9ing plan99 in ca9e of a buil9ing an9 in ca9e of a colony un9e99 e Punjab Apa9 men9 P9ope9 y 9 Regula9on Ac9, 19 5 o99 e Mega P9ojec9 policy on comple9on of 9 evelopmen99 wo9k viz. 9oa9 , wa9e upply, 9ewe9age an9 ainage 9y em, 9 ee9 lig9 ing 9 pa9k9 an9 o9 e9 u9li9e9 a9 p9ovi9e9 in 9 e layou9plan of 9 e colony o9 p9ojec9. 9

P9ovi9e9 9 a99 e economically weake99ec9on componen9 of 9 e colony o99 p9ojec99 a9 been 9uly comple9e9 by 9 e applican9 o9 p9omo9e9 a9 pe9 policy of 9 e 9 S9a9e Gove9nmen9. 9

P9ovi9e fu9 e 9 a 9 e applican9 o9 p9omo9e a ma9e all paymen9 o99 c a ge9 o 9 e Compe9en9 Au9 o i y an9 9 e a9ea un9e oa9 an9 pa9k ave 9 been 9uly 9 an9fe9 e9 9o 9 e conce9ne9 Au9 o9i9y by 9 e applican9 o9 p9omo9e9. 9

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**Partial Completion Certificate:-**

Partial completion of various types of projects shall mean as under;

**1. - Partial Completion of Land Development Projects.**

May be if, if the promoter fulfill the following conditions;

- i. The minimum area for partial completion certificate should be not less than 25 acres.
- ii. The layout of the project area should be submitted to the approved layout plan.
- iii. The connection of approach road to project and connectivity to all the public utilities and services should be complete and operational.
- iv. All the public utilities and services should be operational in the area of project for water supply, sewerage, storm water drainage, Fire Fighting Service, HT/LT supply, Gas supply, Park etc. and should be laid up to Sewerage Treatment Plant.
- v. Mandatory clearance and Environmental clearance, Fire safety, NOC from National Highway Authority in case of approach from N.H., NOC from Forest Dept. for the project, should have been obtained, if applicable.
- vi. The Certificate of Commencement shall be issued by Chief Electrical Inspector, Punjab.
- vii. NDC and payment of the charges and fees from the concerned development authority for the project.
- viii. Proprietary connection of E.W.S House and other facilities for EWS should be Development Authority approved policy should be complete.
- ix. Arrangement for water supply should be approved plan.

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## 2. - or G.H. Projects -

- i.9 The construction of approach road to the project shall be connected to the public utility and shall be complete and operational.
- ii.9 Construction of complete G.H. Block (9) shall be approved building plan/sign and specification shall be complete in all the specified work completion certificate issued.
- iii.9 All the public utility, service & Fire Fighting arrangements shall be complete and operational for the cluster of building block for work completion certificate issued.
- iv.9 Mandatory clearance such as Environmental Clearance, NOC from Air Pollution, NOC from Fire & NOC from National Highway Authority, (in case approach is taken from N.H) for the entire approach project to be obtained.
- v.9 The certificate for commissioning of Transmission line to be issued by Chief Electrical Inspector Punjab.
- vi.9 NDC from Punjab shall be obtained for the entire project fee from the concerned development authority for the entire project.
- vii.9 Certificate of qualified and experienced Engineer (with minimum post-graduate degree, having 5 years experience) shall be issued.
- viii.9 Proprietary Construction of E.W.S House shall be in line of the EWS policy as per 31.12.2013 of the Development Authority.
- ix.9 Development of proprietary minimum parking space for the area for work completion certificate issued.
- x.9 Installation of Solar Water Heating and Lighting System.
- xi.9 Arrangements for water saving system shall be.
- xii.9 Certificate from Bureau of Energy Efficiency (BEE) on GRIHA or IGBC in case incentive of additional FAR have been claimed under green building category.
- xiii.9 Under taking by promoter for maintenance and operation of public utility for minimum period of five years shall be provided for project or Residential Welfare Association (R.W.A) shall

**3. - or Commercial Building, Hotel and - ultiplex. -**

- i)9 Con9 uc9on of comple9e floo9 (9 ) of 9 e Buil9ing wi9 comple9e 9 p9ovi9ion of public 9oile9 , Fi9e Safe9y a9 angemen9 , 9amp9 e9c., in all 9 e9pec9fo9w9ic9 9 e comple9on ce9 ifica9e i9 9oug9 . In Ca9e pa9 ial 9 comple9on ce9 ifica9e i9 9oug9 fo9any floo9(9) 9 e 9upe99 uc9u9e of 9 a9 buil9ing o9 block 9 oul9 be comple9e a9 pe9 app9ove9 buil9ing 9 plan9 wi9 fini9 e9 faca9e. 9
- ii)9 T9e minimum p9opo9 iona9e pa9king 9pace fo99 e a9ea fo9 w9ic9 9 comple9on ce9 ifica9e i9 9oug9 9 oul9 be comple9e & ope9a9onal. 9
- iii)9 Man9a9o9y 9clea9ance 9 ega9 ing 9fi9e 9 afe9y, 9Heig9 9of 9Buil9ing, 9 Envi9onmen9 impac9 a9 e9 men9 ( if 9equi9e9) e9c. fo99 e en9 e 9 app9ove9 p9ojec9 a9e ob9aine9 & public 9oile9 an9 9 ai9 ca9e fo99 gene9al public & 9 an9icappe9 an9 9 i able9 pe9 on9 a9e comple9e 9 an9 ma9e ope9a9onal. 9
- iv)9 Ce9 ifica9e f9om Bu9eau of Ene9gy Efficiency (BEE) o9 GRIHA o9 IGBC 9 in ca9e incen9ive of a9 i ional FAR 9 ave been claime9 un9e 99een 9 buil9ing ca9e9o9y. 9
- 9 v) Te9 Ce9 ifica9e fo9 commi9 ioning of T9an9fo9me9 9uly i9 ue9 by 9 C9ief Elec9 ical In9pec9o9, Punjab 9 oul9 be 9ubmi9 e9. 9
- vi) A9 angemen9 fo9wa9e99a9ve9 ing 9y9 em. 9 9
- vii) 9 NDC fo9 up9o 9 a e paymen9 of 9 ue c9a ge9 an9 fee9 f9om 9 e 9 conce9ne9 9evelopmen9au9 o99y fo9en99e P9ojec9. 9
- viii) 9 In9 alla9ion of Sola9Wa9e9Hea9ng an9 Lig9 ing 9y9 em if applica9le. 9
- ix) 9 Ce9 ifica9e 9of 9qualifie9 9 uc9u9e 9Enginee99(wi9 9minimum 9po9 9 g9a9ua9e 9 eg9e 9an9 95 9yea9 9of 9expe9ence) 9 ega9 ing 9 afe9y 9of 9 uc9u9e. 9

**4. - or Institutional/ Public Buildings forming part of PAP- A/- ega Projects. -**

- i.9 T9e 9pa9 ial 9comple9on 9fo99 e 9pa9 9of 9buil9ing 9block 9in 9ca9e 9of 9 In9 i9u9on9/public 9buil9ing99 oul9 9no99be 9applica9le. 9Howeve99pa9 ial 9 comple9on a99 e p9ojec9 level may be i9 ue9 p9ovi9e9 9 a 9 e buil9ing 9

- block for which partial completion is sought shall be complete and approved building plan and specification.
- ii. Approval shall be complete and operational.
  - iii. Provision of all public utilities & services of the block for which completion certificate is sought shall be complete with common services to be engaged project.
  - iv. Provision of public toilet, drainage and sewerage and gas supply system.
  - v. Mandatory clearance from Environment, Approval, Fire, Safety etc. shall be obtained.
  - vi. Certificate from Bureau of Energy Efficiency (BEE) or GRIHA or IGBC in case of incentive of the national FAR shall have been claimed and been building category.
  - vii. The minimum proportionate parking space for the area for which completion certificate is sought is contained and operational.
  - viii. Installation of Solar water Heating and Lighting system, if applicable.
  - ix. The Certificate for commissioning of Transformer shall be issued by Chief Electrical Inspector Punjab, if applicable.
  - x. Arrangement for water supply system.
  - xi. NDC for payment of all the charges and fees.
  - xii. Certificate of qualified structural Engineer (with minimum post graduate degree and 5 years of experience) regarding safety of the structure.
- Note: (i).** - The time of partial completion certificate shall be exclusive of the minimum period of five years to be counted for the maintenance of project from the date of issue of completion certificate.

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**I)- Procedure for issue of completion/partial completion - certificate: -**

**“Competent authority”** for the purpose of issue of completion/partial completion certificate means:-

- i) Chief Minister's approval of Development Authority or any other land development project approved under Punjab Administration and Regulatory Act, 1953 and Mega Project Policy.
- ii) Any other Chief Minister's approval of Development Authority or any other for building under Group Housing, Commercial Complexes, Industrial, Hotel, Multiplexes & Public Buildings forming part of PAPRA/Mega Project.

**1.- How - to - apply - for - issue - of - Completion/ - partial - completion - certificate: -**

The information given in the following table shall be submitted by the promoter along with a forwarding letter to the competent authority for the project/works for completion/partial completion certificate is as follows :

**or Completion Certificate to land development projects -**

Detail of Information/documents required to be submitted by promoter - for grant/ issue of completion certificate		
S/N	Name of work	Remarks
1	Certificate of emancipation of layout plan of the project from concerned office.	
2	Condition of approach Road and the other roads as per approved layout plan.	
3	Proof of the area of land under park, road and open spaces to be Authority.	
4	Proof of condition of the road, drainage, communication etc. and proof of the area of the road and drainage etc. to be Authority.	
5	Complete laying and operational Water Supply system including condition of Overhead Service Reservoir and Water Treatment Plant, if approved.	
6	Complete laying and operational Sewerage system including Sewerage Treatment Plant.	
7	Complete laying and operational Storm Water	

Detail of Information/documents required to be submitted by promoter - for grant/ issue of completion certificate		
S99 No. 9	Name of wo9k99	Rema9k99
	ainage 9y9 em. 9	
8 9	Comple9e 9 Developmen99 of 9 pa9k99 a99 pe99 app9ove9 plan9. 9	
9	Comple9e laying an9 ope9a9ional S9 ee99 lig9 ing an9 in9 alla9ion of T9an9fo9me9 a9 pe99 app9ove9 elec9 ical 9c9eme. 9	
10 9	Clea9ance by C9ief Elec9 ical In9pec9o9Pb., 9 w.9Commi9 ioning of Elec9 ical T9an9fo9me9 9 in HT Line9. 9	
11 9	Developmen9of pa9king 9pace a9 pe99 app9ove9 plan9. 9	
12 9	NDC f9om 9evelopmen9au9 o99y. 9	
13 9	Copy of man9a9o9y clea9ance9 ob9aine9 f9om 9 i) 9 ii) 9 iii) 9 iv) 9	9
14 9	Con9 uc9ion 9of 9EWS 9 ou9e99o99 an9fe99of 9 9 o9al lan9 9e9e9ve9 fo9 EWS 9o 9 evelopmen99 au9 o99y. 9	
15 9	Comple9e 9 a9 angemen9 9 fo99 Rain 9 Wa9e99 9 Ha9ve9 ing Sy9 em. 9	
16 9	Un9e9 aking 9 by 9 e 9 p9o9mo9e99 fo99 9 main9enance an9 ope9a9ion of public u9li9e99 fo9minimum pe9o9 of five yea9o99ll 9an9ing 9 ove99 e 9 p9o9jec99 o 9 Re9i9en99 Welfa9e 9 A9 ocia9ion (R.W.A). 9	
17 9	Any o9 e99e9levan9info9ma9ion 9	9

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**b) - Partial Completion Certificate for land development project. -**

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Detail of Information /document required to be submitted by promoter for - grant/ issue of completion certificate 9		
S99 No. 9	Name of wo9k99	Rema9k99
1 9	Ce9 ifica9e of 9ema9ca9ion of layou9plan of 9 en99e p99jec9f99m conce9ne9 office9. 9	
2 9	Con9 uc9ion of app99ac9 Roa9 an9 all o9 e99 oa9 connec9ng 99 public u9li9e9 an9 9 e9vice9 a9 pe99 e app99ve9 layou9plan, in 9 a9pa9 of p99jec9. 9	
3 9	P99vi9ion an9 ope99a9ional Wa9e9 Supply 9 Sy9 em in 9 a9pa9 of p99jec9. 9	
4 9	P99vi9ion an9 ope99a9ional Sewage 9y9 em in 9 a9pa9 of p99jec9 & p99vi9ion of ou9fall 9 ewe9line up99 STP . 9	
5 9	P99vi9ion 9 an9 9 ope99a9ional 9 S999m 9 wa9e99 ainage 9y9 em in 9 e pa9 of p99jec9. 9	
6 9	Comple9e Developmen9 of pa9k9 in 9 e pa9 of 9 p99jec9. 9	
7 9	P99vi9ion an9 ope99a9ional S9 ee9 lig9 ing in 9 e 9 pa9 of p99jec9 an9 in9 alla9ion of T9an9fo9me9 9 a9 pe9 app99ve9 Elec9 ical Sc9eme. 9	
8 9	Clea9ance 9by 9C9ief 9Elec9 ical 9In9pec999Pb., 9 w.9.9 Commi9 ioning of Elec9 ical T9an9fo9me9 9 in HT Line9. 9	
9	Developmen99 of 9 minimum 9 p99po9 iona9e 9 pa9king 9 pace 9n 9 e 9pa9 9f 9p99jec99a9 9pe99 app99ve9 plan9. 9	
10 9	NDC f99m 9evelopmen9au9 o99y. 9	
11 9	S9a9u99 of 9 Sc9ool, 9 Communi9y 9 Cen9 e, 9 9 Di9pen9a9y e9c. a9 pe9 con9i9ion9 of licen9e o99 exemp9ion un9e99ec9ion 44 f99m PAPRA. 9	
12 9	Copy of man9a99y clea9ance9 ob9aine9 f99m 9 9 iff9e9en99 epa9 men9 /agencie99 equi9e9 9a99 pe99licen9e/con9i9ion99of 9exemp9ion 9un9e99 Sec9ion 44(2) of PAPRA. 9	



Detail of Information /document required to be submitted by promoter for - grant/ issue of completion certificate		
S99 No. 9	Name of work99	Remarks99
	i). 9 ii). 9 iii). 9	
13 9	Propo9 iona9e con9 uc9on of EWS 9 ou9e9 o99 9 an9fe9 of 9o9al lan9 9e9e9ve9 fo9 EWS 9o Dev. 9 Au9 o99y. 9	
14 9	Comple9e 9 a9 angemen9 9 fo99 ain 9 wa9e99 9 a9ve9 ing 9y9 em fo99 e pa9 of p99jec9 . 9	
15 9	Un9e9 aking 9 by 9 e 9 p99mo9e99 fo99 9 main9enance an9 ope9a9on of public u9li9e99 fo9 minimum pe99o9 of five yea9 o999ll 9an9ing 9 ove99 e 9 p99jec99 o 9 Re9i9en99 Welfa9e 9 A9 ocia9on (R.W.A). 9	
16 9	Any o9 e99e9levan9 info9ma9on 9	9

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2) 9 Ba9e9 on 9 e applica9on fo9 comple9on/pa9 ial comple9on ce9 ifica9e an9 9 ocumen9 9ubmi9 e9 by p99mo9e9 a9 pe9 above 9able, 9 e Compe9en9 Au9 o99y 9 will 9ake following 9 ep9: 9

9

i). 9 T9e join9 in9pec9on by commi9 ee 9 ou9 be con9uc9e9 wi9 in 10 9ay9 f99m 9 e 9ubmi9 ion of applica9on. 9

9

ii) 9 T9e following commi9 ee 9 all join9ly in9pec99 e 9i9e an9 9ubmi9i9 9epo9 9 o compe9en9 au9 o i y i.e. C ief A9mini9 a o wi9 in 10 9ay9 f99m 9 e 9 a9e of in9pec9on of 9i9e. 9

9

T9e in9pec9on commi9 ee 9 all comp99e following office9 : 9

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- |     |                                 |   |   |   |         |
|-----|---------------------------------|---|---|---|---------|
| 1.9 | Conce9ne9 Xen Civil (Dev. Au9 ) | 9 | 9 | 9 | Membe99 |
| 2.9 | Conce9ne9 Xen P.H. (Dev. Au9 )  | 9 | 9 | 9 | Membe99 |
| 3.9 | Conce9ne9 Xen Elec9 (Dev. Au9 ) | 9 | 9 | 9 | Membe99 |
| 4.9 | Conce9ne9 Di9 ic9 Town Planne9  | 9 | 9 | 9 | Membe99 |

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iii). If the date in order, the completion certificate shall be issued by the competent authority within the period from the submission of the application by the inspection committee.

iv). The revocation of any, shall be conveyed to the applicant by the competent authority within the period of the date of submission of the application.

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**II)- Procedure for issue of completion/partial completion certificate for -buildings -under -Group -Housing, -Commercial -Complexes, -Institutions, Hotels, - Multiplexes & Public Buildings. -**

- To obtain completion/ partial completion certificate for the above mentioned building the promoter / applicant shall submit application to the competent authority along with complete relevant information in the table below:-

**C) - Completion Certificate for Group Housing, Commercial Building, - Hotel, - Multiplex, Institutional or Public Building. -**

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Detail - of - Information/documents - required - to - be - submitted - by - promoter/applicant for grant/ issue of completion certificate		
S/No.	Name of work	Remarks
1	Certificate of the execution of the plan of the project from concerned office.	
2	Consent of the local authority and all other local authorities approved layout plan.	
3	Consent of the complete G.H. Block (or) approved design and specification complete in all respects.	
4	Complete consent of the floor (or) of the Commercial, Hotel Multiplex, Institutional and public building in all respects.	
5	Provision of the Public utility, Fire Safety and amenities, etc.,	

**Detail - of - Information/documents - required - to - be - submitted - by - promoter/applicant for grant/ issue of completion certificate**

S No.	Name of work	Remarks
6	Complete laying an operational Water Supply system including Over Head Service Reservoir and Water Treatment Plant, if approved.	
7	Complete laying an operational Sewerage System including Sewerage Treatment Plant.	
8	Complete laying an operational Storm Water Drainage system.	
9	Complete Development of park /open space as per approved plan.	
10	Complete laying an operational Street lighting and installation of Transformer as per approved Electrical Scheme.	
11	Clearance by Chief Electrical Inspector, with Commissioning of Electrical Transformer in HT Line.	
12	Development of parking space as per approved plan.	
13	NDC from development authority.	
14	Proof of condition of school, hospital, community centre etc. as per proof of sale and after of school and hospital etc. as per authority.	
15	Proof of transfer of land under park, road and open space as per Authority.	
16	Copy of mandatory clearance obtained from i). ii). iii).	
17	Condition of EWS housing under transfer of land as per EWS development authority, in case of GH.	
18	NOC from PEDA for road widening system.	

<b>Detail - of - Information/documents - required - to - be - submitted - by - promoter/applicant for grant/ issue of completion certificate</b>		
S99 No. 9	Name of wo9k99	Rema9k99
	an9 Lig9 ing. 9	
19 9	Comple9e 9 a9 angemen9 9 fo99 Rain 9 Wa9e99 9 Ha9ve9 ing Sy9 em. 9	
9	Un9e9 aking 9 by 9 e 9 p9omo9e99 fo99 9 main9enance an9 ope9a9on of public u9li9e99 fo9 minimum pe9o9 of five yea9o99ll 9an9ing 9 ove99 e 9 p9ojec99 o 9 Re9i9en99 Welfa9e 9 A9 ocia9on (R.W.A). 9	
20 9	Any o9 e99e9evan9 info9ma9on 9	9

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**D) - -Partial -Completion -Certificate -for -Group -Housing, -Commercial - Building, Hotel, - ultiplex, Institutional or Public Buildings. -**

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<b>Information -required -to -be -submitted -by -promoter/applicant -for -grant/ - issue of Partial Completion certificate</b>		
S99 No. 9	Name of wo9k99	Rema9k99
1 9	Ce9 ifica9e 9of 9 ema9ca9on 9of 9ayou99plan 9of 9 en99e p9ojec99om conce9ne9 office9. 9	
2 9	Con9 uc9on of app9bac9 Roa9 an9 all o9 e99 oa9 connec9ng public u9li9e9 an9 9e9vice99 a9 pe99 e app9ove9 layou9plan. 9	
3 9	Con9 uc9on of comple9e G.H. Block (9) a9 pe99 app9ove9 9e9ign an9 9pecifica9on comple9e in 9 all 9e9pec99	
4 9	Comple9e p9ovi9ion an9 ope9a9onal 9 a9u9 of 9 Public 9oile9 , Fi9e Safe9y a9 angemen9 , 9amp99 e9c in 9 e pa9 of p9ojec9. 9	
5 9	Comple9e 9con9 uc9on 9of 9floo99(9) 9of 9 e 9 Comme9cial, Ho9el, Mul9plex, In9 i9u9ional an9 9 public 9uil9ing 9n 9all 9 e9pec9 9p9ovi9ion 9an9 9 ope9a9onal 9 a9u9 of Public 9oile9 , Fi9e Safe9y 9 a9 angemen9 , 9amp99e9c., 9fo99 e 9pa9 999of 9	

**Information required to be submitted by promoter/applicant for grant/ - issue of Partial Completion certificate**

S99 No. 9	Name of work99	Remarks99
	Project for widening & completion certificate in road layout. The superstructure of a building on block should be complete & approved & building plan with final facade. 9	
6 9	Provision and operational Water Supply system in a part of project. 9	
7 9	Provision and operational Sewage system to be part of project & provision of outfall sewer line up to STP. 9	
8 9	Provision and operational Storm water drainage system to be part of project. 9	
9	Development of park in a part of project approved plan. 9	
10 9	Provision and operational signaling and installation of Traffic lights as per approved electrical scheme. 9	
11 9	Clearance by Chief Electrical Inspector P., w.r.to Commissioning of Electrical Traffic lights in HT Line. 9	
12 9	Development of a minimum proportionate parking space as per approved plan. 9	
13 9	NDC from development authority. 9	
14 9	Status of School, Community Centre, Dispensary etc. as per condition of license. 9	
15 9	Copy of mandatory clearance obtained from different departments / agencies equated as per license. 9 i). 9 ii). 9 iii). 9	
16 9	Proposed condition of EWS should be approved of local land revenue for EWS to Dev. Authority. 9	

**Information required to be submitted by promoter/applicant for grant/ - issue of Partial Completion certificate**

S99 No. 9	Name of work99	Remarks99
17 9	NOC fro PEDA fo9 Sola9 Wa9e9 Hea9ng Sy9 em 9 9 an9 Lig9 ing. 9	
18 9	Comple9e 9 a9 angemen9 9 fo99 ain 9 wa9e99 9 a9ve9 ing 9y9 em in 9 e pa9 of p9bjec9 9	
19 9	Any o9 e99elevan9info9ma9on 9	9

Base on 9 e applica9on 9eceive9 fo9 comple9on/pa9 ial comple9on ce9 ifica9e 9 an9 ocumen9 ubmi9 e by 9p omo9e a pe9 above 9 able, 9 e 9Compe9en99 Au9 o99y will 9ake following 9 ep9: 9

- 9
- i). The join9in9pec9on by commi9 ee 9 oul9 be con9uc9e9 wi9 in 10 9ay9 fro9m 9 e 9ubmi9 ion of applica9on. 9
- 9
- ii) 9 The following commi9 ee 9 all join9ly in9pec99 e 9i9e an9 9ubmi9i9 9epo9 9 o compe9en9 au9 o i y i.e. A9 i ional C9ief A9mini9 a o wi9 in 10 9ay99 fro9m 9 e 9a9e of in9pec9on of 9i9e. 9

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The in9pec9on commi9 ee 9 all comp9i9e following office9 : 9

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- 1.9Conce9ne9 Xen Civil (Dev. Au9 ) 9 9 9 Membe99
- 2.9Conce9ne9 Xen P.H. (Dev. Au9 ) 9 9 9 Membe99
- 3.9Conce9ne9 Xen Elec9(Dev. Au9 ) 9 9 9 Membe99
- 4.9Conce9ne9 Di9 ic9Town Planne9 9 9 9 Membe99
- 5.9S9. A9c9i9ec9, PUDA (Fo9GH & Comm. p9bjec9 ). 9 Membe99

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- iii). If 9epo9 a9e in o9 e , 9 en comple9on ce9 ifica9e 9 all be i9 ue9 by 9 e 9 compe9en9 au9 o i y wi9 in 9en 9 ay9 fro9m 9 e 9ubmi9 ion of 9epo9 by 9 in9pec9on commi9 ee. 9
- iv). 99The 9ob9e9va9on99f 9any, 9 oul9 9be 9conveye9 9 o 9 e 9applican99by 9 e 9 Compe9en9 Au9 o i y 9wi9 in 97 9 ay9 f om 9 e 9 a e 9of 9 ubmi9 ion 9of 9 in9pec9on 9epo9 . 9

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**Check List to scrutinize the application for issue of Completion Certificate - for land Development Projects. -**

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Sr. - o. -	Item -	Report - of - Scrutiny - Officer -	Remarks -
1.	Area of the project approved Licence/approval		
2.	Demarcation of layout plan approved plan.		
3.	Consolidation of approved & other areas approved layout plan/specification.		
4.	Laying and operation of Water Supply system including OHSR (approved scheme)		
5.	Laying and operation of Sewerage System including STP (approved scheme).		
6.	Laying and operation of Storm Water Drainage approved scheme.		
7.	Development of parks and open spaces approved layout & design.		
8.	Laying and operation of Street Lighting & installation of Transformer approved electrical scheme.		
9.	Development of parking space approved plan.		
10.	NDC from Development Authority.		
11.	Proof of consolidation of school, hospital, community centre etc. or proof of sale and/or of school and hospital etc. to the authority.		
12.	Proof of and/or of land in parks and open spaces to the Authority.		
13.	Consolidation of EWS houses of the area approved of the Land Revenue for EWS or Development Authority approved notified policy.		

Sr. - o. -	Item -	Report - of Scrutiny - Officer -	Remarks -
	9		
14.9	Provision of Water Having Sufficient Capacity for the proposed scheme/plan. 9	9	9
15.9	Copy of mandatory clearance: 9 i)9 PPCB 9 ii)9 National Highway Authority 9 iii)9 Forest Dept. 9 iv)9 Chief Electrical Inspector, Pb., 9 v)9 ---- 9 9 9	9	9
15.9	Any other relevant information. 9	9	9

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**Check List to scrutinize the application for issue of partial Completion Certificate for land Development Projects. -**

Sr. - o. -	Item -	Report - of Scrutiny - Officer -	Remarks -
1.9	Area of the proposed area for Licence/approval 9		9
2.9	Demarcation of layout plan for proposed approved plan. 9		9
3.9	Condition of approach road & road to be connected to public utility line and service area approved layout plan/specification for the proposed project. 9		9
4.9	Provision of separate water supply system for the proposed project. 9		9
5.9	Provision of separate sewerage system including the outfall sewer line up to STP for proposed approved scheme. 9		9



Sr. - o.	Item -	Report - of Scrutiny - Officer -	Remarks -
6.9	Provision and operational and of Storm Water Drainage and pe approved scheme.	9	9
7.9	Development of parking and pe approved layout & design for e part of project.	9	9
8.9	Provision and operational and of Street Light & installation of Transformer and pe approved electrical scheme.	9	9
9	Development of minimum proportional parking space and pe approved plan.	9	9
10.9	NDC from Development Au order.	9	9
11.9	Status of School, Community Cen re, Di Dispensary etc. and pe confirmation of Licence/exemption U/S 44 from PAPRA.	9	9
12.9	Proportional con uction of EWS and ou and T and fe of o al L and R e e ve e fo E W S o D e v e l o p m e n t A u o r d e r a n d p e n o f f i c e p o l i c y.	9	9
13.9	Provision of Water Ha ving S y s t e m a n d p e a p p r o v e d s c h e m e / p l a n.	9	9
14.9	Copy of mandatory clearance: i) PPCB ii) National Highway Au order iii) Fire Dept. iv) Chief Electrical In spection, Pb.,  9  9	9	9
15.9	Any other relevant information.	9	9

**Check -List -to -scrutinize -the -application -for -issue -of -Completion - Certificate for - Group - Housing, - Commercial - Building, - Hotel, - Multiplex, Institutional or Public Building. -**

Sr.- No.	Item -	Report of Scrutiny - Officer -	Remarks -
1.	Area of the proposed Licence/approval		
2.	Demarcation of layout plan as per approved plan.		
3.	Consistency of approved area & other details as per approved layout plan/specification.		
4.	Consistency of complete G.H. Block (9) as per approved design and specification complete in all respects.		
5.	Complete consistency of floor(s) of the Commercial, Hotel Multiplex, Institutional and public building in all respects.		
6.	Provision of Public toilet, Fire Safety arrangements, Ramp etc. as per approved plan.		
7.	Laying and operational status of water supply system including OHSR (as per approved scheme)		
8.	Laying and operational status of Sewerage system including STP as per approved scheme.		
9.	Laying and operational status of Storm Water Drainage as per approved scheme.		
10.	Development of parking/open space as per approved layout & design.		
11.	Laying and operational status of Street Light & installation of Transformer as per approved electrical scheme.		
12.	Development of parking space as per approved plan.		

Sr. No.	Item -	Report of Scrutiny Officer -	Remarks -
13.	NDC form Development Authority.		
14.	Proof of connection of school, hospital, community centre etc. of the applicant and the school and hospital etc. to be approved in the project.		
15.	Connection of EWS Housing and the local land revenue for EWS to Development Authority and the policy (in case of GH).		
16.	Provision of Water Having System approved scheme/plan.		
17.	Copy of mandatory clearance: <ul style="list-style-type: none"> <li>i) PPCB</li> <li>ii) National Highway Authority</li> <li>iii) Fire Dept.</li> <li>iv) Chief Electrical Inspector, Pb.,</li> </ul>		
18.	Any other relevant information.		

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**Check List to scrutinize the application for issue of Partial Completion - Certificate for - Group - Housing, - Commercial - Building, - Hotel, - Multiplex, Institutional or Public Building. -**

Sr. No.	Item -	Report of Scrutiny Officer -	Remarks -
1.	Area of the project area Licence/approval		
2.	Demonstration of layout plan approved plan.		
3.	Connection of approach road & other roads connecting public utility and service approved layout plan/specification for the project.		
4.	Connection of complete G.H. Block (9) approved design and specification complete		

Sr.- No.	Item -	Report of Scrutiny - Officer -	Remarks -
	in all specifications of the project.		
5	Complete construction of floor of the Commercial, Hotel Multiplex, Institutional and public building in all specifications of the floor of building.		
6	Provision of Public toilet, Fire Safety arrangement, Ramp etc. of building/ complete floor.		
7	Provision of Provisional supply of water supply system of project.		
8	Provision of Provisional supply of Sewerage system including the outfall sewer line up to STP as per approved scheme.		
9	Provision of Provisional supply of Storm Water Drainage as per approved scheme.		
10	Development of parking/open space as per approved layout & design of the project.		
11	Laying of Sewerage & in all connection of the Tank for the as per approved electrical scheme of building or floor.		
12	Proportional development of parking space as per approved plan of building or floor.		
13	NDC from Development Authority.		
14	Submission of School, Community Centre, Dispensary etc. as per condition of Licence/exemption U/S 44 from PAPRA.		
15	Proportional construction of EWS quota of the Tank for the of the EWS quota Development Authority as per notified policy.		
16	Provision of Water Harvesting system as per approved scheme/plan.		

Sr. No.	Item -	Report of Scrutiny Officer -	Remarks -
17.	Copy of mandatory clearance: <ul style="list-style-type: none"> <li>i) PPCB</li> <li>ii) National Highway Authority</li> <li>iii) Forest Dept.</li> <li>iv) Chief Electrical Inspector, Pb.,</li> </ul>	9	9
18.	Any other relevant information.	9	9

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**FORM**

From

The Competent Authority,

To

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No:  
Dated:

Subject: Issue of completion/partial completion certificate.

Reference your application to issue completion/partial completion certificate in respect of project named.....located at.....is considered with following:-

- i) Completion/partial completion certificate is issued.
- ii) Rejected for reasons given here under.
- iii) Completion/partial completion certificate issued subject to following amendment.
- iv) Returned for removal of the following defects/fulfillment of conditions.

Signature  
Competent Authority.

**Notice of Completion/Partial Completion and Completion/Partial Completion -**

From

To the Competent Authority

.....

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Site,

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I/We hereby give you notice that the Colony /Mega Project, the building works of the project/building details below and approved/ sanctioned with you are the No:.....has been developed/constructed in full in accordance with the provision of License/ exemption u/44 from PAPRA/approval and sanctioned plan.

2. The Complete requisite information is submitted in the prescribed Performance along with the copies of mandatory clearance and NDC from the development authority.

3. Kindly issue me completion/partial completion certificate in respect of my project/building.

,

Signature of the applicant

I hereby request the approval of Govt

,

Chief Town Planner,  
Punjab, Chandigarh.