

# **ORGANIZATION CHART**

## **Town Planning Wing**

**Mayor**

**Commissioner**

**Joint Commissioner**

**Deputy Town Planner**

**Assistant Town Planner = 1**

**Assistant Architect = 1**

**Naib Tehsildar = 1**

**Kanungo = 1**

**Draftsmen (C ) = 4**

**Building Inspector = 1**

**Encroachment Inspector = 1**

**Building Clerk = 1**

<b>Town Planning</b>	MCR/TECH/TP/01 MCR/TECH/TP/02 MCR/TECH/TP/03 MCR/TECH/TP/04  MCR/TECH/TP/05 MCR/TECH/TP/06  MCR/TECH/TP/08 MCR/TECH/TP/09	<ul style="list-style-type: none"> <li>• Sanctioning of building plans of residential /industrial, commercial / public buildings</li> <li>• Identification of encroachments</li> <li>• Regularisation of unauthorized colonies</li> <li>• Excitation and demarcation of MC limits and ward limits and population survey</li> <li>• Issue of NDC for electricity, Water, sewage connection.</li> <li>• Issuing of Completion and occupation certificate.</li> </ul>
----------------------	--	--

**2. Town Planning Wing :- Headed by Deputy Town Planner, Municipal Corporation, Rohtak**

Function	Rules
<ol style="list-style-type: none"><li>1. Urban planning including town planning.</li><li>2. Regulations of land-use and construction of buildings.</li><li>3. Planning for economic and social development.</li><li>4. Approval of building plans-Residential, Commercial, Industrial and Public Buildings within Municipal Limits.</li><li>5. Regularization of the Unauthorized Colonies within the Municipal Limits as per Govt. Guidelines issued from time to time.</li><li>6. Declaration of Commercial Streets</li><li>7. Extension of Municipal Limits.</li><li>8. Delimitation of wards within Municipal Limits.</li><li>9. Preparation of town planning scheme.</li><li>10. Issuance of NDC</li><li>11. Issuance of DPC, Completion &amp; occupation certificates of the buildings.</li><li>12. Composition of Unauthorized constructions.</li><li>15. Identification of dangerous buildings and places;</li><li>16. The removal of obstructions and projections in or upon streets, bridges and other public places on complaint basis</li><li>17. The fulfilment of any other obligation imposed by or under this Act or any other law for the time being in force;</li><li>18. The improvement of the Municipal area in accordance with improvement schemes approved by the Corporation;</li></ol>	<ul style="list-style-type: none"><li>➤ <b>The Haryana Municipal Corporation Act, 1994 as amended from time to time section 249 to 267 &amp; 408.</b></li><li>➤ <b>Haryana Municipal Building Bye-laws 1982 as amended from time to time.</b></li></ul>

**Building Branch**

**Assistant Town Planner**

<b>Submission of Building Plan</b>	<b>Removal of Encroachment</b>	<b>No Dues Certificate</b>
<b>Devender Singh , B.I Tilak, BI Om parkash Sharm, Draftsman</b>	<b>Devender Singh , B.I Tilak , BI</b>	<b>Devender Singh , B.I Tilak , BI</b>

**DETAILS OF ACTIVITIES IN THE DEPARTMENT**

**Process Scope:**

The purpose of this procedure is to define the methodology followed for approving building plan of Municipal Corporation Area, Rohtak.

**Process Input:**

Filled application from citizen of Rohtak Town with applicable documents

Sr. No.	Process Activities	Responsibilities (Designation only)	Time frame (in Day)	Record (format name)	Record (Format) No.
1	Regarding submission of Building Plan				
2	Building plan to be submitted in BR-I along with the followings documents according to requirement as per A 1- Haryana municipal building bye laws 1982 as amended time to time :- i. Building Act ( See rule 3 (i) ii. Affidavit iii. Site Plan iv. Building Plan v. Registry ( ownership document) vi. Name & address of owner with Phone No. vii. Architect/Engineer Signature & Stamp ( Approved from MC, Rohtak)	Building clerk	Any working Day	BR –I , BR – II, BR –III and Prescribed Application Format and Registration certificate of Architect/Engineer	MCR/TECH/T P/01/001  MCR/TECH/T P/01/002 to 005
3	Issuance of receipt of acceptance of building application and enter in MCR plan register.	Building clerk	Same day	Receipt form/ MCR building plan register	
4	Scrutinies of building plan to be carry out by relevant section. i. NDC of House Tax	House Tax supdt.	Four working Days	---	
	I. NOC of Fire tax	Fire Office			
	i. Development/Conversion charges as per Govt. instructions ii. Malba charges iii. Building Fees iv. Boundary wall charges	Building Inspector			
5	Payment Receipt for charges of Sr. No. 3 to owner	Building Inspector	Same day	Payment Receipt in G-8	
	Payment deposited to Cashier of Nigam on same day	Building Clerk	Same day		
	Checking of site according to building bye laws	Building Inspector	Seven Working days		
	After checking the site prepare inspection report in prescribed format	Building Inspector & Draftsman	One day	Inspection report	MCR/TECH/T P/01/006
	After inspection report put up the file to the Assistant Town Planner for /technical comments.	Building clerk /Building Inspector	Same day		
	After Technical Guidance by ATP the final Building Plan approval by	Building Clerk & Building	Two Working day on		

6	commissioner or the officer to whom the power is delegated by commissioner- Joint Commissioner for Residential.	inspector	receipt of file		
11	After approval of building plan sanction letter Form fill up and put to Deputy Municipal Commissioner	Building Clerk	One Working day on receipt of file	BR-IV	
13	Issuance of Sanction letter with sanction building plan to the applicant	Deputy Municipal Commissioner	One day on receipt of file	BR-IV	
14	Record the detail of building plan in MCR building plan register with the approval of Building Inspector.	Building clerk	Same day	MCR building Plan register.	

**Process Output:**

- 1 Permission/Rejection of to erect /re-erect the building
- 2 Queries to building plan application by ATP & DTP/XEN
- 3 Queries to building plan application by Commissioner /Joint Commissioner
- 4 Monthly review of pending Building plan MCR building register and status.

**Process Review criteria:**

- 1 Permission/rejection to erect/re-erect the building plan in defined time for 25 working days
- 2 Delay reasons in Register
- 3 Monthly review of pending Building plan MCR building register and status

<b>Procedure of Removal of Encroachment /unauthorized construction</b>				
<b>Process Scope:</b> The purpose of this procedure is to define the methodology followed for removal of Encroachment / unauthorized construction of Municipal Corporation Area, Rohtak.				
<b>Process Input:</b> Filled application from citizen of Rohtak Town or come into notice of corporation during inspection				
<b>Activities</b>	<b>Responsibilities</b>	<b>Time frame (in Day)</b>	<b>Record (format name)</b>	<b>Record (Format) No.</b>
1- All type of encroachment complaint received in writing or by telephonic message or come into notice of corporation during inspection.	Building Inspector	Any day		
2- After receiving the complaint concerned building inspector inspect the site and report to ATP same day	Building Inspector	Three working days	Form-II (encroachment register)	
3- After ATP report submitted to DMC /Jt. Commissioner & Commissioner	Building Inspector	One working day		
4- After approval of Commissioner a show cause notice for demolition of encroachment for prescribed time is issued to defaulter.	Building Inspector / clerk	Seven working days	U/S 408 in Form –III or U/S 261	MCR/TECH/TP/02/001 for u/s 408 and MCR/TECH/TP/02/002 for u/s 261
5- If any grievances than defaulter can make personal hearing before the Commissioner with in prescribed period.	Defaulter of encroachment		<b>Grievance application</b>	
6- Commissioner takes final decision for demolition and constitutes a team for demolition in case of unauthorized construction u/s 261 and Joint Commissioner in case of encroachment u/s 408.	Decided by Commissioner	Seven working days		
7- A written request To District Magistrate & S.P for Duty Magistrate and Police help.	Head of the constituted team	Two working days		
8- Head of the team demolish the encroachment as per his scheduled programmed	Head of the constituted team.	Seven working days		
9- Progress report of encroachment is intimated to complaint after approval from Executive Officer.	Building clerk	Within 25 working days		
<b>Process Output:</b> 1 Removed encroachments 2 Queries to encroachment application by ATP 3 Queries to encroachment application by Commissioner /Joint Commissioner 4 Monthly review of pending encroachment applications and status.				
<b>Process Review criteria:</b> 1 Approval for removal of encroachments within 25 days 2 Delay reasons in Register 3 Monthly review of pending encroachment application (encroachment register) and status.				

<b>Procedure of No Dues Certificate</b>				
<b>Process Scope:</b> The purpose of this procedure is to define the methodology followed for providing No Objection Certificate / No Dues Certificates to the residents of the Corporation, Rohtak area.				
<b>Process Input:</b> Filled application from citizen of Rohtak Town.				
<b>Activities</b>	<b>Responsibilities</b>	<b>Time frame (in Day)</b>	<b>Record (format name)</b>	<b>Record (Format ) No.</b>
1- Any applicant submit his written application of NDC for Registration of Sale Deed, Water, Sewer & Electricity connection	Building Clerk	Any working day	Form-V	
2- Building clerk entered application in register and put up to ATP/ZTO for marking	Building Clerk	One working day	Application Register	
3- After marking concerned Building Inspector inspect the site and report submitted to ATP/ZTO after checking all dues against applicant.	Building Inspector	3 working days	Form -VI	
4- Applicant pays all dues as mentioned in Form-VI and enclosed the receipt along with the form.	Building inspector			
5- After approval from the ATP/ZTO file put up to DMC/ZTO for releasing the NDC.	Building Inspector	One working days	Form-VI U/S 7-A	Total time of NDC 7 working days.
<b>Process Output:</b> <ol style="list-style-type: none"> <li>1. Issuance of NDC Form-VI</li> <li>2. Queries to NDC application by ATP /ZTO in FORM -V</li> <li>3. Monthly review of pending NDC application and status.</li> </ol>				
<b>Process Review criteria:</b> <ol style="list-style-type: none"> <li>1 Issuance of NOC/NDC in defined time for 07 working days</li> <li>2 Delay reasons in Register</li> <li>3 Monthly review of pending NDC application and status.</li> </ol>				



**Procedure of Regularization of unauthorized colonies****Process Scope:**

The purpose of this procedure is to define the methodology followed for regularize the unauthorized colonies of the Corporation, Rohtak area.

**Process Input:**

Direction from the State Government to survey the unauthorized colonies.

Activities	Responsibilities	Time frame (in Day)	Record (format name)	Record (Format) No.
1- State Government time to time directed to the Commissioner, Municipal Corporation, Rohtak to survey the unauthorized colonies. Policy and Parameters framed by the State Government	Commissioner	Any Time	Format A Format B & Format C	
2- State Government at state level decided the Survey agency	DTP	After declaration of policy for regularization of unauthorized colonies.	Format A Format B & Format C	
3- After identification of the unauthorized colonies, a detailed survey are to be conducted by the Nodal Agency	DTP	One month to three months	Format A Format B & Format C	
4- After detailed survey, shijra based plan showing the area covered –Residential / Commercial and other civic amenities available in that area is to be prepared.	DTP	One month	Format A Format B & Format C	
5- After survey and preparation of Shijra based Plan, the report is to be submitted to Commissioner for approval and the report is to be sent to the Government for final Approval and notification	DTP/ATP/Draftsman and final FCULB	One Month	Format A Format B & Format C	

**Process Output:**

1. Notification of Unauthorized Colonies
2. Queries to Survey report by ATP & DTP in Format A , B & C
3. Weekly review of Survey work.

**Process Review criteria:**

- 1 Survey of Colonies
- 2 Delay reasons in Survey
- 3 Weekly review of pending survey work and status.

**Procedure of Excitation and demarcation of MC limits and ward limits and population survey**

**Process Scope:**

The purpose of this procedure is to define the methodology followed for Excitation and demarcation of MC limits and ward limits and population survey of the Corporation, Rohtak area.

**Process Input:**

Direction from the State Government by notification to declare any Municipality including, area comprising, rural area or a part thereof, if any, to be a Corporation.

Activities	Responsibilities	Time frame (in Day)	Record (format name)	Record (Format) No.
1- State Government by notification to declare any Municipality including, area comprising, rural area or a part thereof, if any, to be a Corporation.	Commissioner	Any Time	By Official Gazette The Haryana Municipal Corporation Act, 1994, Section 3	
2- The State Government may, from time to time, after consultation with the Corporation, by notification in the Official Gazette, alter the limits of the Municipal area of the Corporation	DTP	After declaration of Municipal Corporation	By Official Gazette	
3- When the limits of the Municipal Corporation are altered, a District level Committee may be constituted under the chairmanship of Divisional Commissioner and the proposal for alteration /extension of limit with due reasons and justification in the form of Proceedings may be sent to the Government and Government in the form of Official Gazette notify the limit	Divisional Commissioner/F CULB	As and when required		
4- After notification of the Municipal Corporation limit, a detailed official census is to be conducted. After every Official Census, the total number of wards may be fixed by the Government on the basis of latest census figures. The population of each ward, as far as practicable, should be the same throughout the Corporation with a variation upto 10% above or below the average population per ward.	FCULB/DMC/DT P/Draftsman	Two month	The Haryana Municipal Corporation Act, 1994, Section 6/, The Haryana Municipal Corporation Delimitation of Ward Rules/1994	
5- Wards reserved for the members of Scheduled Castes and Backward Classes shall, as far as practicable, be located in those areas where the proportion of their population to the total population of the Corporation is the largest	DTP/ATP/Draftsman and final FCULB	As and when wardbandi decided		

**Process Output:**

1. Notification of Municipal Corporation
2. Notification of limit of Municipal Corporation
3. Division of Municipal Corporation area into wards
4. Queries to fixation of limit by Divisional Commissioner and Financial Commissioner
5. Weekly review of Wardbandi.

**Process Review criteria:**

1 Survey of area and reason of extension of limit

2 Delay reasons in Population Survey

3 Weekly review of pending Population survey work and fixation of wards.

**Procedure of Issuing of Completion and occupation certificate.****Process Scope:**

The purpose of this procedure is to define the methodology followed for Issuing of Completion and occupation certificate to the residents of the Corporation, Rohtak area.

**Process Input:**

Filled application from citizen of Rohtak Town..

Activities	Responsibilities	Time frame (in Day)	Record (format name)	Record (Format ) No.
1- Every person who intends to occupy a Building or a part thereof shall apply for Occupation Certificate.	Occupier/Building Inspector	Any Working Day	Form BR-V and Form BR-VII	
2- After receiving the application, Building inspector inspected the site and check that Building is to be constructed as per sanctioned Building Plan and As per Building Bye Laws	Building Inspector	Within Seven Days	Inspection report on BR-V	
3- Inspection Report submitted to ATP for technical Comments and further submitted to Executive Officer for approval	Comments and approval on BR-V	Within Three days	report on BR-V	
4- After permission/approval ,Occupation Certificate is to be issued	Building Inspector	Within two working Days	BR-VI	
5- If the Building is completed in all respect, completion certificate By an Architect and Structural Engineer in BR-VII is to be submitted and inspection is to be done by the Building Inspector. Inspection Report submitted to ATP for technical Comments and further submitted to Executive Officer for approval	Applicant/Building Inspector	Within two working Days	BR-VI	

**Process Output:**

1. Issuance of Occupation/Completion Certificate
2. Queries to Inspection Report by ATP/Executive Officer
3. Monthly review of issuance of Occupation certificate report.

**Process Review criteria:**

- 1 Delay reasons in issuance of Occupation/Completion Certificates
- 2 Monthly review of pending applications and status.



# MUNICIPAL CORPORATION ROHTAK

Ref. No. ....

Date .....

## FORM BR-I FORM OF APPLICATION

From

\_\_\_\_\_  
\_\_\_\_\_

To,

Commissioner,  
Municipal Corporation, Rohtak

Sir,

I/WE apply for permission to erect/re-erect/add to /alter a building/wall, in accordance with the plans submitted herewith, on plot Nos. \_\_\_\_\_, Block No. \_\_\_\_\_ House No. \_\_\_\_\_ Situated at \_\_\_\_\_ Street/Road \_\_\_\_\_.

2. I/We attach herewith, in quadruplicate-

- a site plan showing the position of the site proposed to be built upon;
- plans, elevations and sections;
- water-supply, drainage and sanitary installation plans;
- structural drawings for the foundation and roofing system together with a prescribed certificate duly signed by a qualified Engineer in Form BR III;
- Specifications of the proposed building.

3. The requisite fee has been deposited, -vide Receipt No. \_\_\_\_\_ Block No. \_\_\_\_\_, dated \_\_\_\_\_,

4. The construction of the building shall be supervised by \_\_\_\_\_ Architect/Engineer (Registration NO. \_\_\_\_\_).

Dated:

Enclosures:

Signature of applicant



# MUNICIPAL CORPORATION ROHTAK

Ref. No. ....

Date .....

## FORM BR-II

The material to be used in the construction may be specified under the following heads:-

Item	Specification
(a) Foundation	...
(b) Walls	...
(c) Damp-proof course	...
(d) Floors	...
(e) Roofs	...
(f) Windows and Doors and other wood-work	...
(g) Steel work	...
(h) Internal finish	...
(i) External finish	...
(j) Water- supply	...
(k) Sanitary and drainage installation	...
(l) Electric installation	...

Signature of Architect/Engineer.

Signature of applicant



# MUNICIPAL CORPORATION ROHTAK

Ref. No. ....

Date .....

## FORM BR-III

CERTIFICATE to be submitted along with the building application duly signed by a qualified Engineer.

Certified that the structural parts of the entire building on plot no. \_\_\_\_\_ Block No. \_\_\_\_\_, House No. \_\_\_\_\_, Situated \_\_\_\_\_ Street/Road belonging to Shri/Smt \_\_\_\_\_ have been designed by me on the basis of calculations and are considered safe in accordance with the permissible stresses and slenderness ratios as laid down in these bye-laws.

Engineer.



[www.mcrohtak.gov.in](http://www.mcrohtak.gov.in) E-mail ID - [commissionermcr@gmail.com](mailto:commissionermcr@gmail.com)

Toll Free No. 1800-180-5007, Off Tel. No. +91-01262-251515, Fax No. +91-01262-258675

**Submission of Application for the Sanctioning of Building Plan to  
Municipal Corporation, Rohtak**

1	Name of Applicant in Block letters with father / husband name	
2	Complete address of the Applicant with Mobile/ Land line No/	
3	Type of proposed building Residential, Commercial, Public or Industrial	
4	Details of proposed Building submitted for sanction (a) Plot No. (b) Block No. (c) House No. (d) Colony / Area (e) Street / Road Name	_____ _____ _____ _____ _____
5	Proposed building situated in: (a) Care area (old Town, Lal Dora) (b) Old regularized colony upto 2004 (c) New Regularized colony, if any (d) T.P. scheme (e) Commercial street (f) Extended Municipal Limit	_____ _____ _____ _____ _____ _____
6	Proof of Ownership/title please give detail	
7	Details of property tax / House Tax in Municipal Corporation, Rohtak (a) Unit No (b) Type of building _____ residential commercial, public or industrial (proof to be attached) (c) House tax/ Property tax paid, if any date _____ i.e. Rs. _____	

Application submitted with the following documents (as per Haryana Municipal /Building Bye-laws 1982 amended as time to time).

1. Application in BR-I duly signed by the applicant and the architect.
2. A site plan as required by bye-laws -4
3. A building plan or plans as required by bye-laws-5
4. Detail of specifications of the work to be executed in form BR-II duly filled and signed by the applicant & the architect /Engineer
5. Duly filled and signed certificate of the Engineer /structural Engineer in BR-III as per bye-laws-3
6. Deposit receipt of building application fees, malba Charges, development charge, conversion charges if any (in case of commercial), security, and any other charges levied as time to time by the Corporation.
7. The application, all plans, estimate, specifications, structural designs (if any) shall be duly signed by the applicant and the architect
8. The colours to be issued in the plans as specified in Bye-laws-6.

Date:

Place:

Signature of architect

Signature of the applicant



**Terms & conditions:**

1. The construction shall be undertaken as per the sanctioned plan only and no deviation will be made. Any deviation done against the plan and Municipal Building bye laws 1982 (as amended time to time) is liable to be demolished.
2. A notice of commencement of work at site shall be given by the applicant to Municipal Corporation, Rohtak regarding erection or re-erection of proposed building.
3. The proposed building shall not be constructed within a minimum distance as specified in Indian electricity rules from voltage line, if passing adjoining the plot / site.
4. The building shall be constructed strictly in accordance with the seismic parameters as per rules motioned in National Building code.
5. The sole responsibility of structure stability will be of Architect/ Engineer and the owner.
6. The owner shall construct the gate and boundary wall as per approved standard design.
7. The DPC level of outer wall should be minimum height as prescribed in the rules.
8. The applicant / owner shall not occupy or permit it to occupy the proposed building for use or permit to be used the building or any part thereof until occupancy certificate is obtained from Municipal Corporation, Rohtak as per Haryana Municipal Corporation Act 1994 section 264.
9. The door and window shutter shall be fixed in such a way that they shall not, when open, project on any street / road/public places.
10. Rain water harvesting provisions shall be made as per Govt. Instructions /notification issued from time to time.
11. The owner shall ensure adequacy of constant reliable water supply at site as required under the rules.
12. Fire safety / Fire fighting provisions shall be made in the proposed building as per National Building code and shall submit fire safety certificate from the competent authority at the time of filling application for occupation certificate.
13. Sufficient parking arrangement shall be made inside the premises as per rules/ norms.
14. The owner shall ensure that there should be no malba / building material on berms and Main Street / road.
15. There should no seepage / soakage / overflow into drain from collecting tank. Provision for sewerage / water and safe hygienic disposal will be the responsibility of the applicant.
16. if any infringement of bye-laws remains unnoticed, the Municipal Corporation, Rohtak reserves the right to amend the plans as and when such infringement comes to its notice after giving an opportunity being heard, the Municipal Corporation, Rohtak shall stand indemnified against any claim on the account.
17. The sanction will be void abinitio-if any of the conditions mentioned above are not complied with.

Certified that I have read over all the terms and conditions mentioned above and understood clearly. I will abide by all the above terms and conditions.

Date:

Place:

Signature of the applicant

Certified that I, \_\_\_\_\_Architect/Engineer have read over all the above terms and conditions before the Applicant and sensitized the applicant regarding all consequences in this regard.

Date:

Place:

Signature of the applicant

Signature of the Architect/Engineer

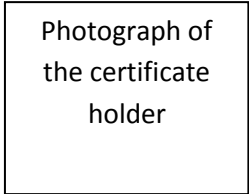
With seal

### MUNICIPAL CORPORATION, ROHTAK

#### REGISTRATION RENEWAL CERTIFICATE

(HARYANA MUNICIPAL BUILDING BYE-LAWS 1982 UNDER BYE -LAWS 65)

Registration No. MCR/TP/12/A \_\_\_\_\_



The Registration certificate regarding registration of Architect in the name of \_\_\_\_\_ S/o Sh. \_\_\_\_\_ was issued and registered at sr. no. \_\_\_\_\_ page No. \_\_\_\_\_ in the Municipal Corporation, Rohtak is hereby renewed. This renewal certificate is valid for the Calendar year \_\_\_\_\_. The particulars of the Registration Certificate holder are mentioned below. The renewal registration fee amounting Rs. \_\_\_\_\_ (Rs. in words \_\_\_\_\_) for the Calendar year \_\_\_\_\_ has been deposited vide form G-8 no. \_\_\_\_\_ dated \_\_\_\_\_.

1. Name of the holder: \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of birth \_\_\_\_\_
4. Qualification \_\_\_\_\_
5. Permanent Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Correspondence Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Registration Validity period \_\_\_\_\_
8. Contact No./ E-mail address \_\_\_\_\_
9. Mobile No. / Landline No. \_\_\_\_\_

Note: This certificate is applicable to the area under the jurisdiction of Municipal Corporation, Rohtak.

Signature of the Registration Certificate Holder

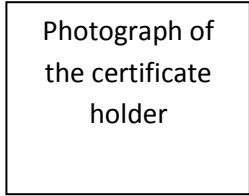
Assistant Town Planner  
 For Commissioner,  
 Municipal Corporation, Rohtak

### MUNICIPAL CORPORATION, ROHTAK

#### REGISTRATION RENEWAL CERTIFICATE

(HARYANA MUNICIPAL BUILDING BYE-LAWS 1982 UNDER BYE -LAWS 65)

Registration No. MCR/TP/12/E \_\_\_\_\_



The Registration certificate regarding registration of Engineer in the name of \_\_\_\_\_ S/o Sh. \_\_\_\_\_ was issued and registered at sr. no. \_\_\_\_\_ page No. \_\_\_\_\_ in the Municipal Corporation, Rohtak is hereby renewed. This renewal certificate is valid for the Calendar year \_\_\_\_\_. The particulars of the Registration Certificate holder are mentioned below. The renewal registration fee amounting Rs. \_\_\_\_\_ (Rs. in words \_\_\_\_\_) for the Calendar year \_\_\_\_\_ has been deposited vide form G-8 no. \_\_\_\_\_ dated \_\_\_\_\_.

1. Name of the holder: \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of birth \_\_\_\_\_
4. Qualification \_\_\_\_\_
5. Permanent Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Correspondence Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Registration Validity period \_\_\_\_\_
8. Contact No./ E-mail address \_\_\_\_\_
9. Mobile No. / Landline No. \_\_\_\_\_

Note: This certificate is applicable to the area under the jurisdiction of Municipal Corporation, Rohtak.

Signature of the Registration Certificate Holder

Assistant Town Planner  
For Commissioner,  
Municipal Corporation, Rohtak

## MUNICIPAL CORPORATION, ROHTAK

### REGISTRATION CERTIFICATE

(HARYANA MUNICIPAL BUILDING BYE-LAWS 1982 UNDER BYE-LAWS -62)

Registration No. MCR/TP/11/A \_\_\_\_\_



The Registration Certificate regarding registration of Architect in the name of \_\_\_\_\_ S/o  
Sh. \_\_\_\_\_ was issued and registered at sr. no. \_\_\_\_\_ page No. \_\_\_\_\_ in the Municipal Corporation,  
Rohtak. The certificate is valid for the Calendar year \_\_\_\_\_. The particulars of the Registered Architect are  
mentioned below. The Registration fee amounting Rs. \_\_\_\_\_ (Rs. in words \_\_\_\_\_) for the  
period \_\_\_\_\_ has been deposited vide form G-8 no. \_\_\_\_\_ dated \_\_\_\_\_.

1. Name of the Registered Architect \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of birth \_\_\_\_\_
4. Qualification \_\_\_\_\_
5. Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Correspondence Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Registration Validity period \_\_\_\_\_
8. Contact No./ E-mail address \_\_\_\_\_
9. Mobile No. / Landline No. \_\_\_\_\_

Note: This certificate is applicable to the area under the jurisdiction of Municipal Corporation, Rohtak.

Signature of the Registration Certificate Holder

Assistant Town Planner  
For Commissioner,  
Municipal Corporation, Rohtak

## MUNICIPAL CORPORATION, ROHTAK

### REGISTRATION CERTIFICATE

(HARYANA MUNICIPAL BUILDING BYE-LAWS 1982 UNDER BYE-LAWS -63)

Registration No. MCR/TP/11/E \_\_\_\_\_

Photograph of  
the certificate  
holder

The Registration Certificate regarding registration of Engineer in the name of \_\_\_\_\_ S/o  
Sh. \_\_\_\_\_ was issued and registered at sr. no. \_\_\_\_\_ page No. \_\_\_\_\_ in the Municipal Corporation,  
Rohtak. The certificate is valid for the Calendar year \_\_\_\_\_. The particulars of the Registered Engineer are  
mentioned below. The Registration fee amounting Rs. \_\_\_\_\_ (Rs. in words \_\_\_\_\_) for the  
period \_\_\_\_\_ has been deposited vide form G-8 no. \_\_\_\_\_ dated \_\_\_\_\_.

1. Name of the Registered Architect \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of birth \_\_\_\_\_
4. Qualification \_\_\_\_\_
5. Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Correspondence Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Registration Validity period \_\_\_\_\_
8. Contact No./ E-mail address \_\_\_\_\_
9. Mobile No. / Landline No. \_\_\_\_\_

Note: This certificate is applicable to the area under the jurisdiction of Municipal Corporation, Rohtak.

Signature of the Registration Certificate Holder

Assistant Town Planner  
For Commissioner,  
Municipal Corporation, Rohtak

## Office Report of Building Inspector Regarding Building Application Filed

By Shri/Smt.....

1. Date of filling of application .....
2. Location and size of plot.....
3. Whether a copy of sale deed or any other proof in support of ownership has been produced ?mention necessary details.....
4. Whether the plot falls under any approved scheme or in any approved area or not ?.....
5. Whether the comments /opinion of RTP/DTP have been obtained ? of yes against of the same may be given.....
6. Whether the plan has been drawn as per Haryana Municipal Bldg. Bye-laws and by the Regd. Architect.....
7. Whether the proposed construction has been started before sanction.....
8. Is their any pending case of unauthorised construction /encroachment against the application.....
9. Is there any complaint /suit pending against the application in respect of the land in question ?.....
10. Whether the plan is drawn as per prescribed scale upto the mark.....
11. Whether the plan is according to the Master plan of the city.....
12. Whether Health department has any objection .....
13. The details of the charges paid :-
  1. Bldg. application fee.....
  2. Security charges of Rs. 200/-.....
  3. Dev. Charges.....
  4. Malba Charges.....
  5. Water Charges.....
  6. Any other charges.....
14. Any other remarks.....
15. Recommended for sanction or rejection.....

M.E. / SEC. / E.O.

Building Inspector

FORM BR-IV

Form

Deputy Municipal Commissioner,  
Municipal Corporation,  
Rohtak.

To

-----  
-----  
-----

Memo No: MCR/TP/20

Dated:

**Subject: Notice for information/Sanction of Building Plan U/S 254 of Haryana Municipal Corporation Act. 1994.**

Reference your application dated.....for permission to erect / re-erect /add to /alter a building on plot No.....Block No.----- Situated at -----Street/Road in accordance with the plans submitted with it.

It is intimated that the building plans submitted along with your application under reference have been scrutinized by this office.

Permission is hereby:-

(i) Granted for the aforesaid construction subject to the provision of the Haryana Municipal Building Bye-Laws 1982 as amended from time to time.

(ii) Refused for reason given below:-

- a -----
- b -----
- c -----
- d -----

(iii) Sanctioned for construction subject to the following amendments:-

- a -----
- b -----
- c -----
- d -----
- e -----
- f -----

(iv) May be sanctioned after fulfilling the following observations:-

- a -----

b -----  
c -----  
d -----  
e -----  
f -----

**Terms and conditions:-**

- 1) The Plans are valid up to.....Month..... Year.....
- 2) The construction will be undertaken as per sanctioned plan only and no deviation will be permitted. Any deviation done against the plan and Bye-laws is liable to be demolished under section 261 and section 350 of Haryana, Municipal Corporation **Act. 1994** and the supervising Architect engaged on the job will run the risk of having license cancelled apart from the legal action against the unauthorized construction.
- 3) Violation of zoning and Building Bye-laws will not be compounded.
- 4) It will be the duty of the owner of the plot and the Architect preparing the plans to ensure that the sanctioned plans are as per prevalent Building Bye-laws or any court directions remain unnoticed, the Municipal Corporation, Rohtak reserves the right to revoke the sanction under section 256 of Act *ibid*, as and when the infringement comes to its notice and the Municipal Corporation, Rohtak will stand indemnified against any claim on this account.
- 5) A notice in writing shall be sent to the Municipal Corporation Rohtak before commencement of the erection of building similar notice will be sent to the Municipal Corporation, Rohtak when the building has reached up to plinth level.
- 6) The party shall not occupy or permit it to occupy the building for use or permit to be used the building or any part thereof until occupancy certificate is obtain from the Municipal Corporation, Rohtak **u/s 264** of Haryana, Municipal Corporation, **Act. 1994**.
- 7) Municipal Corporation, Rohtak will stand indemnified and kept harmless from all proceedings in Courts and before other authorities of all expenses /losses/claims which the Municipal Corporation, Rohtak may incur or become liable to pay as a result or in consequences of the sanction accorded to the building plans.
- 8) The door and window shutters shall be fixed in such a way that they shall not, when open, project on any street.
- 9) The building shall not be constructed with in a minimum distance as specified in Indian Electricity rules from voltage line, if passing adjoining the plot/site.
- 10) The land left open on consequence of the enforcement of the set back rules shall form part of the public street.
- 11) Only W.C. connection is allowed in to Govt. sewer.
- 12) No trade affluent is allowed.
- 13) The internal services shall be arranged by the party itself.
- 14) That you will make all provisions required for rain water harvesting as per Govt. instruction/notification issued from time to time.



- 15) That you will ensure that the building will be constructed strictly in accordance with the seismic parameters as per rules National Building Code and sole responsibility for the structure will be of the owner and architect.
- 16) That you will not raise/construct ramp on road reservation. In case, such violation is detected by this office, the same shall be removed at your risk and cost.
- 17) The D.P.C. level of outer wall should be at minimum height as prescribed in the rules.
- 18) The responsibility for structure stability will be of architect and owner.
- 19) Plinth level will be kept minimum 0.45mtr. above the adjoining road level as measured from centre of the metal road portion and in case of basement it shall be 1.20 mtr.
- 20) In case the adjoining building is constructed at site, the basement shall be constructed after leaving 2.44mtr. set back from the constructed adjoining building.
- 21) The owner shall construct the gate and boundary wall as per approved standard design.
- 22) The owner shall ensure adequacy of constant reliable water supply at the site as required under the rules.
- 23) The owner shall obtain Roof level certificate from the municipal Corporation, Rohtak before proceedings further construction of super structure.
- 24) The owner shall obtain Roof level certificate from the Municipal Corporation, Rohtak before laying Roof slab.
- 25) That you will make provision of fire fighting in the building as per N.B.C and will submit fire safety certificate from the competent authority at the time of occupation certificate.
- 26) That you will make arrangement for sufficient parking inside your premises as per rules/norms/zoning plan.
- 27) If nay infringement of Bye-laws remains unnoticed, the Municipal Corporation, Rohtak reserves the right to amend the plans as and when such infringement comes to its notice after giving an opportunity being heard the Municipal Corporation, Rohtak shall stand indemnified against any claim on its account.
- 28) The owner shall ensure that there should be no Malba/building material on berms and main street/road.
- 29) The sanction will be void abinitio, if any of the conditions mentioned above are not complied with.
- 30) There should be no seepage/soakage/over flow into drain from collecting tank. Provision for sewerage/water & safe hygienic disposal shall be the responsibility of the applicant.
- 31) Applicant will take sewage connection as and when piped sewerage system is provided in the area and shall remove his waste water collecting tank.
- 32) If Applicant will demolish any old structure, he/her will demolish the old structure in the presence of experts after making all safety provisions at his/her expenditure.

Deputy Municipal Commissioner  
Municipal Corporation,  
Rohtak

नोटिस बनाम

.....  
.....  
.....

क्रमांक

दिनांक

हरियाणा म्युनिसिंपल कारपोरेशन एक्ट 1994 की धारा 408 के उल्लंघन बारे नोटिस।

आपको पहले भी नोटिस द्वारा सूचित किया जाता है कि आपने जो अनधिकृत अतिक्रमण.....  
.....

.....मौहल्ला.....में नगर

निगम की आज्ञा के बिना नगर निगम की भूमि /गली / रास्ता शारे आम पर किया हुआ है उसे इस नोटिस के मिलने पर 3 दिन के अन्दर-2 हटा देवे अन्यथा म्याद समाप्ति के बाद नगर निगम द्वारा इन अवरोध/अतिक्रमण को अपनी एजेन्सी के माध्यम से हटवाकर उस पर होने वाला खर्च आपसे से वसूल करेगी व हरियाणा म्युनिसिंपल कारपोरेशन एक्ट 1994 के प्रावधानों के अनुसार आपके विरुद्ध कानूनी कार्यवाही की जायेगी।

कृते: आयुक्त,  
नगर निगम, रोहतक।



## MUNICIPAL CORPORATION ROHTAK

Ref. No. ....

Date .....

नोटिस बनाम:- .....

.....

क्रमांक

दिनांक

**विषय:- हरियाणा नगर निगम अधिनियम 1994 के नियमों / प्रावधानों के उल्लंघन करते हुये अवैध निर्माण करने पर जेर धारा 261 के तहत शोर्कोज नोटिस।**

आपका ..... भवन बिना नगर निगम की स्वीकृति से बनाया जा रहा है। जिसका निर्माण कार्य बिल्डिंग बाईलाज के विरुद्ध है आप द्वारा अपने ..... भवन निर्माण की अनियमितताएँ निम्न प्रकार से हैं:-

निर्माण कार्य बिना स्वीकृत नक्शे के चल रहा है।

1. वाणिज्य भवन का निर्माण कार्य रिहायशी क्षेत्र में चल रहा है।
2. निर्माण स्थल पर बिल्डिंग बाईलाज के विरुद्ध ..... तक शुरू किया हुआ है।
3. अन्य अनियमितता का विवरण:- .....

इस प्रकार आपने हरियाणा नगर निगम एक्ट 1994 जेर धारा 250 व 254 अथवा अधिनियम के प्रावधानों के बिना/बिल्डिंग रूल्स/बाईलाज की उल्लंघना की है।

उपरोक्त आपके ..... भवन निर्माण में की जा रही अनियमितताओं को ध्यान में रखते हुये आपको आयुक्त के सम्मुख व्यक्तिगत सुनवाई के लिए शो-काज नोटिस द्वारा सूचित किया जाता है कि आप तत्काल अपने ..... भवन में किये जा रहे उक्त अवैध निर्माण बन्द करे तथा आप दिनांक ..... को ..... बजे आयुक्त, नगर निगम कार्यालय में प्रस्तुत होकर अपना पक्ष रखे अन्यथा आपके अवैध निर्माण को इस नोटिस की अवधि (7 दिन) पूर्ण होने के पश्चात नगर निगम द्वारा गिरा दिया जाएगा तथा इसका हर्जा-खर्चा भी आपसे वसूल किया जायेगा तथा आपके विरुद्ध नियमानुसार कार्य की जायेगी, सूचित रहें।

कृते: आयुक्त,  
नगर निगम, रोहतक।

क्रमांक MCR/ZTO/2012/

दिनांक .....

विषय:-

बेबाकी प्रमाण पत्र

आपके आवेदन क्रमांक ..... दिनांक ..... के संदर्भ में।

प्लॉट बेचने वाले का विवरण

नाम श्री/श्रीमति .....

पिता/पति का नाम .....

पता .....

प्लॉट खरीदने वाले का विवरण

1. नाम श्री/श्रीमति .....

2. पिता/पति का नाम .....

पता .....

विक्रय किये जाने वाले प्लॉट का विवरण

1. प्लॉट रिहायशी/वाणिज्यिक/औद्योगिक/अन्य

2. क्षेत्रफल .....

3. खेवट न0..... खसरा न0 ..... किला न0 .....

4. प्लॉट की स्थिति मोहल्ला/कालोनी का नाम .....

उपरोक्त प्रमाण पत्र केवल प्लॉट की रजिस्ट्री के लिए दिया जा रहा है। प्लॉट पर निर्माण से पूर्व नगर निगम, रोहतक के सभी शुल्क अदा करके नक्शा पास करवाना होगा तथा बिल्डिंग बाई लॉज अनुसार निर्माण करना होगा। इस प्रमाण पत्र का प्रयोग केवल एक बार ही किया जा सकता है। यह प्रमाण पत्र किसी मलिकयत को प्रमाणित नहीं करता है।

तैयार कर्ता

जॉच कर्ता

क्षेत्रीय करधान अधिकारी,

नगर निगम, रोहतक।



# MUNICIPAL CORPORATION ROHTAK

Ref. No. ....

Date .....

क्रमांक MCR/ZTO/2012/

दिनांक .....

**विषय:- बेबाकी प्रमाण पत्र**

आपके आवेदन क्रमांक ..... दिनांक ..... के संदर्भ में।

**रिहायशी भवन/वाणिज्यिक भवन/औद्योगिक/अन्य भवन बेचने वाले का विवरण**

श्री/श्रीमति .....

पिता /पति का नाम .....

पता .....

**रिहायशी भवन/वाणिज्यिक भवन/औद्योगिक/अन्य भवन खरीदने वाले का विवरण**

1. नाम श्री/श्रीमति .....

2. पिता/पति का नाम .....

3. पता .....

**रिहायशी भवन/वाणिज्यिक भवन/औद्योगिक/अन्य भवन जिसे बेचा जा रहा है उसका विवरण**

1. भवन रिहायशी है/वाणिज्यिक है/औद्योगिक है/ अन्य है.....

2. क्षेत्रफल .....

3. खेवट न0..... खसरा न0.....किला न0.....मकान न0.....

4. भवन की स्थिति मोहल्ला/कालोनी का नाम व पता .....

उपरोक्त प्रमाण पत्र केवल भवन की रजिस्ट्री के लिए दिया जा रहा है। भवन के पुनः निर्माण या मरम्मत आदि से पूर्व नगर निगम, रोहतक के सभी शुल्क अदा करके नक्शा पास करवाना होगा तथा बिल्डिंग बाई लॉज अनुसार निर्माण करना होगा। इस प्रमाण पत्र का प्रयोग केवल एक बार ही किया जा सकता है। यह प्रमाण पत्र भवन की मलिकयत या निर्माण की वैधता को प्रमाणित नहीं करता है।

तैयार कर्ता

जॉच कर्ता

क्षेत्रीय कराधान अधिकारी,  
नगर निगम, रोहतक।



# MUNICIPAL CORPORATION ROHTAK

Ref. No. ....

Date .....

क्रमांक MCR/ZTO/2012/

दिनांक .....

विषय:-

बेबाकी प्रमाण पत्र

आपके आवेदन क्रमांक ..... दिनांक ..... के संदर्भ में।

बिजली/सीवर/पानी/ के कनेक्शन के लिए आवेदन करने वाले का विवरण

1. नाम श्री/श्रीमति .....
2. पिता/पति का नाम .....
3. पता .....
4. कनेक्शन रिहायशी/वाणिज्यिक/औद्योगिक/अन्य .....

सीवर/पानी/ बिजली के कनेक्शन के लिए आवेदन किये जाने वाले भवन का विवरण:-

खेवट न0..... खसरा न0..... किला न0.....मकान न0..... कालोनी  
का नाम व पता.....

यह प्रमाण पत्र केवल एक बार के लिए मान्य है। यह किसी भवन के मल्लिक्यत, भवन निर्माण की वैधता को प्रमाणित नहीं करता है।

तैयार कर्ता

जॉच कर्ता

क्षेत्रीय कराधान अधिकारी,  
नगर निगम, रोहतक।



# MUNICIPAL CORPORATION ROHTAK

Ref. No. ....

## भवन शाखा की रिपोर्ट

Date .....

1. बेबाकी प्रमाण पत्र आवेदन करने वाले का नाम व पता

.....

2. भवन/प्लाट जिसका बेबाकी प्रमाण पत्र जारी किया जाना है उसका प्रकार:-

- |          |              |
|----------|--------------|
| 1. प्लाट | 1. रिहायशी   |
|          | 2. व्यवसायिक |
| 2. भवन   | 1. रिहायशी   |
|          | 2. वाणिज्यिक |

3. भवन/प्लाट नियमित क्षेत्र में है या अनाधिकृत

.....

4. विकास शुल्क बारे रिपोर्ट

.....

5. विकास शुल्क के जमा करवाने की G8 न0 व तिथि व राशि

.....

6. भवन/प्लाट का बेबाकी प्रमाण पत्र जारी किया जाना उचित है या नहीं रिपोर्ट

.....

क्षेत्रीय करधान अधिकारी

भवन निरीक्षक,  
नगर निगम, रोहतक।

[www.mcrohtak.gov.in](http://www.mcrohtak.gov.in) E-mail ID - [commissionermcr@gmail.com](mailto:commissionermcr@gmail.com)

Toll Free No. 1800-180-5007, Off Tel. No. +91-01262-251515, Fax No. +91-01262-258675



# MUNICIPAL CORPORATION ROHTAK

## गृहकर शाखा की रिपोर्ट

Ref. No. ....

Date .....

1. भवन/प्लाट बेचने वाले का नाम व पता.....  
.....
2. भवन/प्लाट बेचने वाले के गृहकर यूनिट का विवरण व गृहकर की स्थिति .....
3. खरीदने वाले का नाम व पता .....
4. भवन/प्लाट खरीदने वाले के गृहकर यूनिट का विवरण व गृहकर की स्थिति .....
5. जो भवन/प्लाट जिसे बेचा जा रहा है उसकी गृहकर रिकार्ड के अनुसार मलिकयत एवं यूनिट न0 व गृहकर की स्थिति .....
6. गृहकर शुल्क के जमा करवाने की G8 न0 व तिथि व राशि .....

गृहकर अधीक्षक

(गृहकर निरीक्षक/गृहकर लिपिक)

क्षेत्रीय कराधान अधिकारी



**MUNICIPAL CORPORATION, ROHTAK**  
**Points for consideration regarding issue of No Dues**  
**Certificate**

Name of the applicant \_\_\_\_\_  
 Father/Husband Name \_\_\_\_\_  
 Location of Plot/House \_\_\_\_\_

**Report of Tax Superintendent :**

Whether there is any due regarding this property Yes/No

If Yes, Due amount : Rs.      Receipt Rs.      Vide receipt no.      Dated :

Tax Superintendent

Sr. No.	Particulars	Report
1.	Whether plot falls in approved area or not	Yes/No
2.	Whether Building /Plot is Commercial	Yes/No
3.	If report of Sr. No. 2 is yes, then	Yes/No
	I. Whether falls in old Municipal Limit (Before 1963)	Yes/No
	II. Whether Building plan is sanctioned or not	Yes/No
	III. If Yes, then whether Construction is in accordance with sanction plan or not.	Yes/No
	IV. If falls outside old Municipal Limit then whether falls on Commercial street or not.	Yes/No
5.	Whether Building /Plot is Residential	Yes/No
6.	If report of Sr. No. 4 is yes, then	Yes/No
	I. Whether falls in old Municipal Limit (Before 1975)	Yes/No
	II. Whether Building plan is sanctioned or not	Yes/No
	III. If Yes, then whether Construction is in accordance with sanction plan or not.	Yes/No
	IV. Whether falls in approved area or not	Yes/No
7.	Whether Plot/Building falls in Villages included in Corporation area	Yes/No
	If yes, then whether falls in Lal Dora or not	Yes/No
7.	<b>Overall Report whether No Dues Certificate can be issued or not</b>	<b>Yes/No</b>
8.	If report of Sr. No. 7 is yes, then	
	I. Whether Development Charges paid	
	II. If Yes, then area _____ Sq. Yds. @ Rs. _____ amount Rs. _____ vide receipt No. _____ Date _____	
	III. If No. then area _____ Sq. Yds. @ Rs. _____ amount Rs. _____	

Executive Officer

Municipal Engineer

Building Inspector

Detail of amount received : Amount Rs.

Receipt No.

Dated :

**No Dues Certificate Issued/Rejected**

## Office Report of Building Inspector Regarding Building Application Filed

By Shri/Smt.....

1. Date of filling of application .....
2. Location and size of plot.....
3. Whether a copy of sale deed or any other proof in support of ownership has been produced ?mention necessary details.....
4. Whether the plot falls under any approved scheme or in any approved area or not ?.....
5. Whether the comments /opinion of RTP/DTP have been obtained ? of yes against of the same may be given.....
6. Whether the plan has been drawn as per Haryana Municipal Bldg. Bye-laws and by the Regd. Architect.....
7. Whether the proposed construction has been started before sanction.....
8. Is there any pending case of unauthorised construction /encroachment against the application.....
9. Is there any complaint /suit pending against the application in respect of the land in question ?.....
10. Whether the plan is drawn as per prescribed scale upto the mark.....
11. Whether the plan is according to the Master plan of the city.....
12. Whether Health department has any objection .....
13. The details of the charges paid :-
  1. Bldg. application fee.....
  2. Security charges of Rs. 200/-.....
  3. Dev. Charges.....
  4. Malba Charges.....
  5. Water Charges.....
  6. Any other charges.....
14. Any other remarks.....
15. Recommended for sanction or rejection.....

M.E. / SEC. / E.O.

Building Inspector

# DPC

## CERTIFICATE

OFFICE OF THE COMMISSIONER  
MUNICIPAL CORPORATION, ROHTAK

**Memo No. :**

**Dated .....**

**Sub.** : construction of Plot No..... in colony .....Rohtak for Sh./Smt.  
.....

The construction of Plot No. .... in colony ..... Rohtak has been completed upto plinth level. The measurement has been checked at the site and found as per demarcation and zoning plan of the colony. The construction upto plinth level is in accordance with the sanctioned plan issued vide memo no. .... dated ..... with minor change.

For Jt. Commissioner  
M.C. Rohtak.

FORM BR-V  
APPLICATION FOR PERMISSION TO OCCUPY

From

\_\_\_\_\_  
\_\_\_\_\_

To,

Commissioner,  
Municipal Corporation, Rohtak

Sir,

I/We hereby give you notice that the building/a part of the building described below and sanctioned with your order No. \_\_\_\_\_ dated \_\_\_\_\_, has been completed on \_\_\_\_\_ in all respects according to the sanctioned plans.

2. Completion certificate from the Architect/Engineer, who supervised the construction of the building is submitted herewith.

3. Kindly issue an occupation certificate as required by Bye-law 12 of the Haryana Municipal Building Bye-laws, 1982.

Description of Building

Block No. \_\_\_\_\_, House No. \_\_\_\_\_

Plot No. \_\_\_\_\_, Street/Road \_\_\_\_\_

Dated:

Signature of applicant.

FORM BR-VI  
FORM OF OCCUPATION CERTIFICATE

From

Commissioner,  
Municipal Corporation, Rohtak \_\_\_\_\_

To,

Memo No. \_\_\_\_\_

Dated the \_\_\_\_\_

Whereas \_\_\_\_\_ has applied for the issue of an occupation certificate in respect of building described below, permanent/provisional permission for a period of six months is hereby granted for the occupation of the said building.

2. Permission is refused for the occupation of the said building for reasons given below:-

(1)

(2)

(3)

(4)

3. Description of building:-

Block No. \_\_\_\_\_, Plot No. \_\_\_\_\_

Road/Street \_\_\_\_\_

Dated:

FORM BR-VII

COMPLETION CERTIFICATE BY AN ARCHITECT AND STRUCTURAL ENGINEER

I do hereby certify that the following work \_\_\_\_\_ (insert full particulars of work) has been supervised by me and has been completed to my satisfaction in accordance with the sanctioned plan, that the workmanship and the whole of the material used are good, that no provision of the Haryana Municipal Building Bye-laws, 1977 and no requisition made, conditions, prescribed or order issued thereunder has been transgressed in the course of the work.

Block No. \_\_\_\_\_, Plot No. \_\_\_\_\_

Road/Street \_\_\_\_\_

Particulars of work \_\_\_\_\_

Dated: