

CITIZENS CHARTER – DEPARTMENT OF URBAN PLANNING
ARCHITECTURE & TOWN PLANNING WING

INTRODUCTION:

The Department of Urban Planning accords technical guidance to the Chandigarh Administration for the design and planning of various projects / public buildings and framing of rules and guidelines for governing construction activity and urban development in the city. The Department of Urban Planning is equipped with multi-disciplinary professional competence for preparation and implementation of plans at various levels such as the spatial planners with background of Town and Country Planning and Architects with architectural background. The Department has a mission to ensure betterment of the present and future generations by preservation of city's environment and heritage and optimum and rational use of precious and scarce land resources by their sustainable development.

Department of Urban Planning hereby makes known its commitment in delivering services to the citizens of Chandigarh through this charter.

- Encouraging public consultation in the process of formulating the Master Plan and Detailed Development Plans for Urban Planning and Development of Chandigarh.
- Introduction of transparency and openness in all its dealings through Right to Information Act.
- Making available relevant information on rules and norms followed by it.
- Prescribing and achieving Fixed Time Limit for its services to the citizens of Chandigarh, on the basis of request received in prescribed format.
- Providing easy access to eligible information to the Citizens of Chandigarh.
- Giving accent on people friendly administration.

ADMINISTRATIVE SET UP:

The Department of Urban Planning consists of two wings (Architecture and Town Planning Wings). The Architecture Wing deals with the designing of Government buildings, standard designs, architectural and frame control etc. whereas the Town Planning Wing deals with the preparation of the Master Plan, Planning of new areas/Sectors, Zoning Plans, earmarking of land for the allotment of various institutions/societies etc. In addition to the normal workload of the Capitol Projects, the Department also undertakes projects of the others States/Central Government and Public Sector Undertakings as Deposit works on request.

The Chief Architect is the Head of the Department of Urban Planning (Architecture & Town Planning Wing) and the powers of the Secretary of the Department is being exercised by the Finance Secretary, Chandigarh Administration. The architectural wing comprises of **six** units along with Ministerial staff. . Each unit is headed by an Architect who

has technical staff to deal with the projects. The work of the Architectural units is supervised by Two Senior Architects.

The Town Planning Wing is headed by a Senior Town Planner supported by two DTP's, two ATP's and other technical and ministerial staff for overall functioning of the wing. The Senior Town Planner and Two Senior Architects report to the Chief Architect as per details given below:

CHIEF ARCHITECT

ARCHITECTURE WING-I

Senior Architect

Senior Architect

Architect Architect Architect

Architect Architect Architect

Asstt. Arch., Asstt. Arch., Asstt. Arch.

Asstt. Arch., Asstt. Arch., Asstt. Arch

With Technical staff

With Technical staff

Ministerial staff

TOWN PLANNING WING-II

SENIOR TOWN PLANNER

Divisional Town Planner

Divisional Town Planner

Asstt. Town Planner

Asstt. Town Planner

Planning Officer

Planning Officer

With Technical staff

With Technical staff

Ministerial staff

VISION:

Chandigarh being the first planned city of Post Independence India is looked upon as a prime example of modern urbanism. The growth of the city has been regulated through well-laid out guidelines & the vision of this Department is to streamline the future growth of the city by harmonizing the Master Plan with the changing socio-economic needs of the city.

This Department aims at defining and regulating the growth of development for a better living environment. For the said purpose, plans for land use control at various levels, along with regulations are used. The role of this department is advisory in nature for all the developmental activities. It is engaged in planning of the city and its villages in surrounding areas falling in its jurisdiction.

The vision of this department is to impart technology enabled services for it's "anytime anywhere" usage. For this purpose, under the e-governance initiative, the following proposals have being initiated:

- (a) Computerization/digitization of all architectural controls/Standard designs/Frame Control drawings numbering approximately 1400 in the Architecture Section and posting them on website to enable easy the public and professionals. **Out of the total 1400 drawings about 1260 nos. drawings have been digitized so far and forwarded to DIT for uploading the same on Chandigarh Administration Website.** At present, conventional blue prints are being issued to the public against

payment. This process, when fully implemented and adopted, shall further ease the process of building plan approval/sanction.

- (b) Computerization/digitization of all zoning plans/layout plans of the Town Planning Wing. Zoning Plans of about 30 sectors are posted on the website along with zoning plans of few I.T. plots & institutional sites, societies etc. .
- (c) Digitization of architectural record of the office, which includes Heritage Drawings, record undertaken till date.
- (d) Initiation of e-office for the Department.
- (e) Development of dedicated website for the Department.

FUNCTIONS:

The functions of the Department can be divided into two parts, i.e. Service functions & Regulatory functions.

The Service functions of the **Architecture Wing** are as below: -

1. Preparations of Building designs for buildings of various Govt. Departments and coordinate the work between the executing agency and the Client Department.
2. Provide technical advice on all architectural planning issues for various Boards and Corporations under Chandigarh Administration by the Chief Architect in her capacity as the Member of Board/Governing Body.
3. Provide architectural consultancy to Municipal Corporation.
4. Undertake Deposit Works for various State Government, Center Government and Public Sector Undertaking.

The regulatory functions of **the Architecture Wing** are as below:

1. The development and construction of various categories of buildings in the city is governed by provisions of standard frame control/Architectural Control and standard design prepared by this office. These statutory documents are part of the notified building rules.
2. The Chief Architect is the technical advisor to the Chief Administrator, UT on all architectural and planning issues pertaining to the city's Master Plan and assists in framing policies and guidelines for the same.
3. Officers/officials of the department designated by the Chief Architect are technical members of the Plan Approval Committee and advise the Chairman, PAC on technical issues pertaining to building plans.
4. Appraisal of concept designs for various categories of buildings in order to provide constructive directions in the design process. This is important in context of new liberalized building byelaws regime wherein all types of buildings-Residential, Commercial, Educational etc are coming up in the city.
5. The Chief Architect is the Member of high-level single window committee, which was constituted to facilitate conversion of industrial plots into commercial use and also for upcoming projects in IT Park.

The service functions of the **Town Planning Wing** are as below:

1. To prepare future land use plan of the city for its orderly developments and outside the sectoral grid of Chandigarh such as Chandigarh Technology Park, Sarangpur Institutional area, Slums Rehabilitation Schemes.
2. Planning of reserve area kept for future use.
3. Identification of school sites, religious sites, sites for health services, socio cultural building, community buildings as per the future requirement of population of city.
4. To suggest proposal for smooth movement of traffic viz a viz traffic and transportation problems of the city.
5. To prepare development plans of the villages viz a viz its future growth.
6. Supply of Plinth Level of individual building.
7. Supply of information required by any citizen of India under Right to Information Act, 2005.
8. Advisory Services
9. Preparation of plans for planning and development of Mani Majra.
10. Preparation of plans for planning and development of Industrial Area Phase-III Raipur Kalan.

The regulatory functions of the **Town planning Wing** are as below:

1. Regulating the existing and future planning and development of the city, as per the notified master plan of Chandigarh, CMP 2031.
2. To prepare Inter-state Regional Plan for Chandigarh in coordination with the neighbouring States of Punjab & Haryana for coordinated and planned regional growth.
3. Preparation of zoning plans of Sectors and individual sites for various services.
4. Proposal and recommendation with regard to framing of various policies such as: Amendments in Building Bye Laws & need based changes in various land uses.
5. Recommendation from planning point of view for development within the jurisdiction.
6. Recommendation from planning point of view for change of land use.
7. Recommendation from planning point of view for Land Acquisition.
8. Assistance to other departments regarding location of various activities and other planning guidance.

LEGAL FRAMEWORK

The Legal Framework of acts and other guidelines are as follows:

1. Capital of Punjab (Development and Regulation) Act, 1952
2. The Punjab New Capital (Periphery) Control Act, 1952.

GENERAL ASSISTANCE TO THE PUBLIC:

The public is requested to observe the following to avoid any inconvenience.

1. For any submission of applications/ correspondence to be made to the Department, carry an extra copy, receive due acknowledgement and refer to the same for subsequent correspondence.
2. Timings for any inquiries: 12.00 Noon to 1.00 P.M. only.

3. For any guidance or information, there are four CPIOs of both Wing of the Department:

<p>Sh. Kapil Setia, Chief Architect Appellate Authority of Deptt. of Urban Planning, Chandigarh Administration Room No.210, 2nd Floor, U.T. Sectt., Sec. 9- D, Chd.</p>	<p>Sh. Manvendra Partap Singh, Planning Officer Central Public Information of Town Planning Wing, Room No.504, 5th Floor, U.T. Sectt., Sector-9-D, Chandigarh</p>	<p>Sh. Santosh Kumar , Supdt. C.P.I.O (Ministerial) o/o T.P Wing Room No: 509, 5th Floor, U.T, Secreteriat, Sector-9-D, Chandigarh</p>	<p>Sh. Rajesh Katoch, Architect Central Public Information Officer Of Architecture Wing (Technical), Room No. 338, 2 ½ Floor, U.T Sectt., Sec-9- D, Chandigarh</p>	<p>Sh. Umed Singh Malik, Administrative Officer, Central Public Information Officer of Architecture Wing (Ministerial) Room No.326, 3rd Floor, U.T. Sectt., Sector 9-D, Chandigarh</p>
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DELIVERABLES:

- i. Architectural Controls, Frame Controls, Standard Design @ cost of Rs.50/- per copy. Application form at Appendix-1.
- ii. Zoning plan, Sub-sectors, School site & public building @ cost of Rs.50/- per copy. Application form at Appendix-2.
- iii. Plinth level. Application form at Appendix-3.
- iv. In case of non-compliance of the service standards, the service recipients/stakeholders can contact the following public grievance officer for redressal of their grievance.

Sh. Manvendra Partap Singh is a Nodal Officer Grievance of P.G Portal, Room No.504, 5th Floor, U.T. Sectt., Sector-9-D, Chandigarh. Tel Phone 2740657.

In case the grievance is not redressed finally, the same can be taken up at higher level of the following Nodal Authority.

Chief Architect, Deptt. of Urban Planning, Chandigarh Administration, Room No.212, 2nd Floor, U.T., Secretariat, Deluxe Building Sector-9, Chandigarh. Tel No.2740236

DO'S FOR CITIZENS:

- i. Involve yourself in Planning and Development of your habitat.
- ii. Purchase duly approved and developed plots only.
- iii. Well-dimensioned plots should be acquired.
- iv. Check and insure that the purpose for which plot is to be acquired is in consonance with the prescribed use of Development Plan.
- v. In case Development Plan is not in force, acquire plots only after seeking advice of the concerned office(s).
- vi. Get the building Plan prepared from Licensed Architects/Planners/Engineers only.
- vii. Propose to build in accordance with environmental and heritage imperatives.
- viii. Make sure that the Structural certificate is furnished by the Structural engineer for ensuring safety of the inhabitants in the planned construction.

DON'TS FOR CITIZENS:

- i. Do not purchase plots or built in area susceptible to hazards.
- ii. Do not carry any Unauthorized construction.
- iii. Do not start construction before obtaining all requisite permissions.
- iv. Do not deviate from approved plans.
- v. Do not sell or purchase land illegally without approval.
- vi. Do not encroach upon public street, natural nalahs, forest and government land.
- vii. Do not endanger existing trees.

APPENDIX-I

To

The Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

Sub: - Application for the supply of standard designs.

Sir,

Kindly supply me _____ set(s) of drawings of the site given below: -

1. Name of the Applicant: _____
2. Name of the Owner: _____
3. Address: _____
4. Mobile No. _____
5. Location of site: _____
6. Drawings required: _____

Drawing No. _____

Job No. _____

Purpose for which required Fresh/Revised.

I have identified and undertaken the responsibility for the above quoted drawings Nos. and Job Nos.

I also agree to collect the drawings within 30 days from the date of depositing the amount, failing which the drawings shall become the property of the Department with no claim or the refund of the amount already deposited.

Thanking You,

Yours faithfully,

(Signature)

Rupees _____ only

Received Rupees _____ only vide Receipt

No. _____ dated _____ @ cost of Rs.50/- per copy. May supply please.

Superintendent

Asstt. Architect

APPENDIX-II

To

The Senior Town Planner,
Deptt. of Urban Planning,
Chandigarh Administration.

Sub: - Application for the supply of Zoning Plan

Sir,

I, the owner of plot given below the information and request you to supply
_____ drawing mentioned therein.

1. Name of the Applicant _____
2. Address _____

3. Drawing required _____
4. Drawing Number _____
Fresh/revised _____
5. Drawing No. _____
- Job No. _____

I also undertake the responsibility of quoting correct drawing numbers & job numbers. If I happen to quote wrong number and drawing are issued accordingly by the Government. I shall not claim or ask for replacement of prints issued to me.

I agree to collect the drawings within 30 days from the date of depositing the fee, failing which the drawings will become the property of the Department of Urban Planning and I shall not claim any refund of the amount deposited by me.

The drawings may be sent to me at the address given in No.2 above by Registered Post for which I am depositing Rs.50/- (Rupees Fifty Only) towards handling charges besides the cost of the prints.

Thanking you,

Yours faithfully,

(Signature of the applicant)

Remarks for the supply of Zoning Plan

Yes/No

Assistant Town Planner

Cashier received Rupees _____ vide
Receipt No. _____ dated _____.

APPENDIX-III

From

The Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

To

C/o-----

Memo No. Plinth/STP/

Dated:

Sub:-Plinth level for booth/SCO/SCF No._____ Sector _____ Chandigarh.

Reference your application dated_____

You are hereby advised to get the plinth level of your building Fixed by your super vision architect as below.

CP/ No.	Plot No.	Sector No.	Proposed plinth level_____
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For Assistant Town Planner,
Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

Endst. No. Plinth level/STP/

Dated:

A copy is forwarded to the following for information: -

1. Estate Officer, U.T., Chandigarh.
2. Executive Engineer, M.C. Public Health, Divn. No.6, Chandigarh.

For Assistant Town Planner,
Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.