

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
(HOUSING II BRANCH)  
NOTIFICATION**

The 26 June, 2013

No.12/2/2013-5Hg2/2245                      Whereas in order to bring all un-authorized colonies/ buildings into planning framework and to provide basic services to the residents of the unauthorized/ illegal colonies in the State of Punjab, the Governor of Punjab is pleased to notify the policy for compounding/ regularization of unauthorized colonies/ buildings in the State of Punjab framed under the provisions of The Punjab Laws (special provisions) Act 2013. This notification will supersede the previous notification no. GSR 41/PA14/1995/SS 38 & 45 Amd (2)/ 2010 dated 09-12-2010:-

**1. Background**

The Govt. of Punjab vide it's Notification No.GSR. 41/PA14/1995/Ss 38 & 45/ Amd (2)/ 2010 dated 09-12-2010 has amended the PAPRA Rules, 1995 to incorporate the provisions for compounding the offences under the various provisions of the PAPR Act for the violation of the provisions of the PAPR Act, 1995 by developing unauthorized colonies. According to Rule 31 (3) some conditions were laid down for compounding offence of unauthorized colonies to fulfill so as to make an offence under the PAPR Act, 1995 eligible for compounding. During last 2-3 decades numerous unauthorized colonies have come up in the State of Punjab but according to the provisions made in the Rules as stated above only a few have actually opted for getting the offences compounded. The study on the ground has brought out that most of the colonies do not fulfill the provisions as laid down under Rule 31(3) (b), (c), (d) & (e). These amendments under the Rules have not been able to fulfill the expectations of the Department of Housing and Urban Development.

The problem being faced by the State and people living in these colonies is that they have been kept without basic amenities like water supply, sewerage and adequate roads etc. Compounding of offence is one aspect of the problem, the second aspect is to make provisions and provide the basic amenities to the people who have due to various reasons built up their houses in these colonies or have purchased land/plots for building up their houses. The Law should be strict for those who have violated the provisions of the Law but some provisions have to be made at some cost for the innocent general public who knowingly or unknowingly has fallen into this trap of owning plots houses at a lower cost. It is

a basic duty of the Govt. to provide at-least the basic amenities to each and every citizen of the State.

The detailed survey conducted to identify illegal colonies in the State of Punjab has identified 5340 colonies which have come up on 20600 acres of land in the State of Punjab. Besides this a number of scattered buildings of all categories have also come up without approval in the other parts of the State of Punjab. Such sub-standard and un-approved sub-divisions of land into plots / buildings is not only defeating the very objective of planned development but also affecting the planned extension of services and amenities by the Authorities.

Therefore, in order to bring all these unplanned areas into the fold of planned development and to provide basic amenities and a better quality of life to the public, it would be appropriate to formulate a policy under the provisions of **The Punjab Laws (Special Provisions) Act, 2013** by which the violators can be punished financially rather than physically i.e. by compounding their offences and those who have fallen into the trap of unscrupulous and greedy persons should be provided basic amenities but at a cost. Keeping, this in view the following policy for **one time regularization** of these unauthorized developments and constructions is framed.

## **2. Definitions**

**“Unauthorized Colony”** means a colony which has been developed in contravention of the provisions of the Punjab Apartment and Property Regulation Act, 1995 and the rules made there under.

**“Competent Authority”** means Chief administrator of the concerned Special Development Authority in case of areas falling outside municipal limits, Commissioner Municipal Corporation in case of areas falling within municipal corporation limits and Regional Deputy Director Local Government if the area falls within the municipal limits of Municipal/Nagar Councils.

**“Developer”** means a person who has developed an unauthorized colony and shall include the owner of the land or the person who entered into an agreement to develop or Power of Attorney holder who has got the registered sale deed/ agreement executed on behalf of the land owner, or any other person who was associated with the sale of land in contravention of PAPRA or development of unauthorized colony.

**“Plot Holder”** means a person in whose name the plot is registered with a registered sale deed prior to the 1.4.2013.

**“Unauthorized Building”** means the buildings constructed in violation of the Punjab Regional and Town Planning and Development Act, 1995, the Punjab Apartment and Property Regulation Act, 1995, the Punjab Municipal Corporation

Act, 1976, the Factories Act, 1948, the Punjab Town Improvement Act, 1922, the Punjab Municipal Act, 1911.

**“Public building”** means a building used or constructed or adapted to be used either ordinarily or occasionally as a place open to general public and it includes a hospital, college, school, theatre, public concert room, public lecture room, public exhibition hall or as a public place of assembly or entertainment for persons admitted there to by tickets or otherwise, or used or constructed or adapted to be used either ordinarily or occasionally for any similar public purposes;

**“High rise Building”**, all buildings 15 m or above in height shall be considered as high rise buildings;

The terms and expressions which are not defined in this policy shall have the same meaning as in the respective Acts/ Rules/ Regulations/ Byelaws of the respective Authorities unless the context otherwise requires.

### **3. Applicability of policy**

This policy shall be applicable for a period of one year i. e., from 01-04-2013 to 31-03-2014 in the entire State of Punjab except areas covered under Chandigarh Periphery controlled area and GMADA Regional Plan to:

#### **A. Un-authorized Colonies**

#### **B. Un-authorized constructions/ buildings in unauthorized colonies**

This policy shall not be applicable to the unauthorized Marriage Palaces for which the Government has already notified a separate policy.

### **4. Objectives**

The objectives of this policy are:

- a) To bring all un-authorized colonies/ buildings into planning framework and to regularize the development.
- b) To facilitate the implementation of Master Plans.
- c) To improve the circulation pattern of streets / roads.
- d) To provide basic amenities residents/ plot holders of these area.
- e) To make provisions to compound offenses made under the Punjab Regional and Town Planning and Development Act 1995, the Punjab Apartment and Property Regulation Act 1995, the Punjab Municipal Corporation Act 1976, the Factories Act 1948, the Punjab Town Improvement Act 1922, the Punjab Municipal Act 1911.

### **5. Cut-off date for Regularization of Unauthorized Colonies/ Buildings**

Only those unapproved colonies or buildings constructed before 01.04.2013 shall be considered under this policy.

## 6. Restrictions on approval in certain areas

No un-authorized colony/ building in unauthorized colony shall be regularized in the following situations:-

- i) Over land belonging to State/ Central Government/ public undertakings/ Panchayat Lands/ Shamlat Lands/ Jumla Mushtarka Malkaan/ Waqf Board/ Land under PLPA etc.

Restricted areas under Works of Defense Act, 1903, the Ancient Monuments and Archaeological Sites and Remains Act, 1958, the Punjab new Capital (Periphery) Control Act, 1952, or any other Act prohibiting the development of colonies/ buildings in a particular area.

- ii) Within the restricted zone near the Airport.
- iii) In case of sites in the vicinity of oil/ gas pipelines, clear distance and other stipulations of the respective authority shall be complied with.
- iv) Buildings/ constructions on the open spaces earmarked in any approved layout shall not be considered for regularization.

## 1. Compulsory application for Regularization

It shall be compulsory for all developers of un-authorized colonies/ owners of plots/ buildings in such areas to file an application in the prescribed format for compounding/ **regularization of layout/ plots/ buildings before the Competent Authority within 60 days from the date of notification of this policy.**

### A. Un-authorized Colonies

On the basis of survey, unauthorized colonies can be categorized into following groups:-

- i) Where more than 65% area is sold
- ii) Where area between 35% to 65% is sold
- iii) Where area less than 35% is sold

#### i) **Where more than 65% area is sold:**

In such colonies as per the rules of PAPRA, a minimum of 35% area is supposed to be utilized in roads, open spaces and in providing basic amenities. In these colonies this condition of rules may not be fulfilled in to-to, but there may be space available for provision of basic amenities. In this category the regularization shall be guided by the following parameters:

- In this category of colonies although the most of the area is already developed and built up but still there may be some scope for widening of the roads /streets, space for parks, water works

etc. The developer shall be required where ever possible to provide space for widening of the roads /streets, parks, water works, sewerage treatment plant etc. However, these colonies shall be regularized keeping in view the present site conditions provided that each road /street of the colony shall be wide enough to permit the free movement of fire tender/ ambulance.

- The charges for regularization of unauthorized colonies shall be of two-fold:
  - i) The developer of the colony shall be bound to pay Composition fee as fixed by the government under this policy for getting the offense compounded.
  - ii) Regularization Charges as fixed under this policy shall be paid by the plot holders in the colony for getting his plot/ construction regularized.
- The concerned local authority only after regularization of the colony or regularization of atleast 70% of the plots / buildings may provide basic amenities like water supply/ sewerage etc to the residents of these colonies.

**ii) Where area between 35 – 65% is sold:**

In such colonies area between 35-65% has been sold and the roads and the basic amenities have not come up to the norms laid down in the provisions of the law but the area is available which can be utilized for providing minimum required infrastructure viz; roads, parks and other amenities.

In this category the regularization shall be guided by the following parameters:

- In this category of colonies although all the norms required under PAPR Act,1995 may not be possible to be fulfilled but there is a scope to provide minimum infrastructure viz; widening of roads, space for parks, water works, sewerage treatment plant and other social infrastructure. The regularization shall be governed by following parameters:
  - a) 35% area will be utilized for provision of parks / open spaces, basic amenities, roads etc. The unsold plots in such colonies shall be utilized for the provision of these services.
  - b) The Competent Authority wherever possible shall require the applicant to widen the streets/ roads upto the extent possible.

However, such street/ road should be wide enough to allow the movement of fire tender/ ambulance.

- The charges for regularization of unauthorized colonies shall be of two-fold:
  - i) The developer of the colony shall be bound to pay Composition fee as fixed by the government under this policy for getting the offense compounded.

In case, the colonizer fails to deposit the Composition Fee then, individual residents/ Resident Welfare Associations can also deposit the prescribed composition fee for the regularization of unauthorized colonies. In these cases 25% of concession will be given in the composition fee.

- ii) Regularization Charges as fixed under this policy shall be paid by the plot holders in the colony for getting his plot/ construction regularized.
- The concerned local authority only after regularization of the colony or regularization of atleast 70% of the plots / buildings may provide basic amenities like water supply/ sewerage etc to the residents of these colonies.

**iii) Where area less than 35% is sold:**

In this category of colonies most of the area is available for re-planning. So in order to bring these colonies at par to the norms as laid down under the present Act/ Rules/ Instructions, the area that remains to be sold shall be got demarcated and frozen for widening of the roads/ streets, space for parks, water works etc for these facilities. The promoter will have to get a license under the provisions of PAPRA, 1995 and a revised layout plan has to be approved by the competent authority keeping in view the present norms applicable to colonies.

- The developer shall be responsible to complete all the required internal development works in such colony and shall maintain these service as per conditions of license.
- Developer shall be bound to pay Composition fee for getting the offense compounded and CLU, EDC, LF/ PF, SIF etc at the prevalent rates as fixed by the Government.

### A.1 Composition Fee for Regularization of Unauthorized Colonies

Composition Fee for each category of unauthorized colonies shall be as follows:

- a) Composition Fee in case of unauthorized colonies developed **before 17/08/2007:-**

Sr. No.	Kind of area	Composition Fee (Rs / gross acre)
1	Corporation Towns (except Moga, Pathankot, Bathinda, Phagwara and Patiala) - Outside MC limits upto 15 kms	2,50,000/-
2	'A' Class Municipal Towns (including Corporation Towns of Moga, Pathankot, Bathinda, Phagwara and Patiala) - Outside MC limits upto 10kms	2,00,000/-
3	'B' Class Municipal Towns - Outside MC limits upto upto 5 kms	1,50,000/-
4	'C' Class Municipal Towns - Outside MC limits upto 3 kms. Rest of the State of Punjab	1,20,000/-

- b) Composition Fee in case of unauthorized colonies developed **after 17/08/2007:-**

Sr. No.	Kind of area	Composition Fee (Rs / gross acre)
1	Corporation Towns (except Moga, Pathankot, Bathinda, Phagwara and Patiala) - Outside MC limits upto 15 kms	15,00,000/-*
2	'A' Class Municipal Towns (including Corporation Towns of Moga, Pathankot, Bathinda, Phagwara and Patiala) - Outside MC limits upto 10kms	12,00,000/-*
3	'B' Class Municipal Towns - Outside MC limits upto upto 5 kms	8,00,000/-*
4	'C' Class Municipal Towns - Outside MC limits upto 3 kms. Rest of the State of Punjab	5,00,000/-*

**Note:**

- The sale of more than 50% of total number of plots and more than 50% of the area shall be the basis for determining the time period of establishment of an unauthorized colony.
- \* In case of Category A.iii (where less than 35% is sold) colonies, the composition fee at the rate of one-fourth of the Composition fee as prescribed in the above table shall be charged from the developer, only if, the license is applied and is granted to him. This concession is given as the developer in this case will have to pay CLU, EDC, LF/ PF and SIF etc at the present rates.

### A.2 General Conditions:

- This policy shall provide one time settlement to unauthorized colonies in the State of Punjab and **no unauthorized colony or construction shall be regularized which has come up after 1<sup>st</sup> April 2013.**
- These colonies shall be regularized in all land use zones of the Master Plans. However, no new/ addition in the area of the existing colony shall

be allowed if such colony falls within a zone of Master Plan in which the residential use is not permissible.

- iii) The charges received from the developers/ plot holders shall be deposited in the following manner:
  - a) 25% of the total composition fee realized from regularization of colonies both within Municipal limits and outside municipal limits shall be deposited in government treasury along with the application and the remaining 75% shall be deposited in the government treasury in three equal six – monthly instalments along with an interest @ 12% per annum.
  - b) Out of total proceeds of Composition fee 1% will be deposited as Cancer Cess and 1% will be deposited for Culture Cess.
  - c) A rebate of 10% shall be allowed, if the total Composition fee is paid in lump sum at the time of approval of the project.
- iv) In case of Category I and II, the layout plan submitted by the developer shall be approved **as it is** provided that the street width is adequate to permit the free movement of fire tender/ ambulance. However, wherever possible, the developer shall be asked to provide space for road/ street widening, park(s), water works etc. But in case of Category III colonies the promoter has to amend the layout plan as per guidelines.
- v) The Competent Authority may relax any of the conditions, if it is satisfied that it is not possible for the developer to provide any of the requirements or any of the facility exists in the vicinity of such colony by passing a speaking order.
- vi) In case of overlapping of two zones, the rates of higher zone shall be applicable.
- vii) In case the site falls in two or more zones then the proportionate charges as applicable in each zone shall be applicable.
- viii) For the colonies within MC Limits, MC shall be responsible for regularization and for providing basic amenities and outside MC limits; concerned Development Authorities shall be responsible for the same.
- ix) In case developer of an unauthorized colony or the plot holder, as the case may be, fails to pay the Composition/ Regularization Fee etc as fixed by the Government under this policy, then the amount shall be recoverable as Arrears of the Land Revenue.



- x) Any area under green spaces, revenue rastas/ roads etc shall vest with Local Authority or the Development Authority as the case may be. Necessary notification will be issued under relevant provisions of the relevant Acts in this regard by the Competent Authority.
- xi) The applicant shall submit the application along with the bank draft of requisite charges/ Fee.
- xii) The compounding of building plans shall be independent from the regularization of colony or composition fee paid by the developer.

### **A.3 Procedure of Compounding an Unauthorized Colony**

#### **a) Submission of application:**

The applicant will apply for compounding of the offence as per Performa at **Annexure A** to the Competent Authority along with the following documents:

#### **b) List of Documents:**

- i. Proof of ownership viz., Registered Sale Deed, Fard Jamabandi of the time when such a colony was sold / developed and the present jamabandi.
- ii. Location Plan of the colony along with Khasra plan of the area.
- iii. Self Certificate by the applicant stating that the site of the colony does not violate any of the clauses as mentioned at para 6 of this policy.
- iv. Existing fully dimensioned Layout Plan showing detail of plots sold, under agreement to sell, unsold, built up/vacant plots, road circulation with width, space left for parks, public amenities, if any and duly signed by qualified Architect / Town Planner and the Applicant.
- v. Service Plan of the Colony, if any.
- vi. Details of the development works carried out in the colony, if any.
- vii. Undertaking by the applicant to pay Composition/ CLU, EDC, LF/ PF, SIF etc, wherever applicable or any other charges levied under this policy
- viii. Minimum 25% of composition fee shall be deposited along with the application.
- ix. Any other document if required

#### **c) Scrutiny by the Competent Authority:**

The Competent Authority after scrutinizing all the documents within 30days will come up with the proposed amendments in layout plan, if any and will identify area for park(s), improvement of connectivity to the colony if required, space for public services as per policy.

Thereafter, the Competent Authority will seek the comments / consent of applicant within 10 days and raise demand for payment of charges.

After receiving the consent and requisite charges, the Competent Authority will approve the layout plan and upload it on website and copies of the

same shall be sent to the concerned Sub – Registrar and District Town Planner. The legal proceedings, if any, will be withdrawn only after the receipt of final payment of total charges. Thereafter, the order to regularize the colony shall be passed by the Competent Authority.

**Note:** - For category I and II colonies the competent authority shall issue the regularization certificate to the developer after the fulfillment of conditions as laid down in this policy but in case of category A iii colony the competent authority shall grant license after compliance of present conditions of the license under PAPRA, 1995.

### **B. Regularization of plots/ buildings in an unauthorized colonies**

In unauthorized colonies a number of plots are sold out and many of the plot holders may have constructed buildings. Majority of such colonies are without pucca road network and are devoid of other basic amenities like water supply, sewerage network and electricity etc. The burden of providing all these amenities shall lie on the concerned local authority/ development authority as the case may be. To share this burden the plot holders/ building owners shall have to pay the regularization charges. These charges shall be independent of the composition fee to be charged from the developer of the unauthorized colony:

Regularization charges in case of plots/ buildings in unauthorized colonies developed **before 17/08/2007:-**

Sr. No.	Kind of area	Regularization Charges (Rs / sq yd of plot)
1	Corporation Towns (except Moga, Pathankot, Bathinda, Phagwara and Patiala) - Outside MC limits upto 15 kms	250/-
2	'A' Class Municipal Towns (including Corporation Towns of Moga, Pathankot, Bathinda, Phagwara and Patiala) - Outside MC limits upto 10kms	200/-
3	'B' Class Municipal Towns - Outside MC limits upto upto 5 kms	150/-
4	'C' Class Municipal Towns - Outside MC limits upto 3 kms. Rest of the State of Punjab	50/-

Regularization charges in case of plots/ buildings in unauthorized colonies developed **after 17/08/2007:-**

Sr. No.	Kind of area	Regularization Charges (Rs / sq yd of plot)
1	Corporation Towns (except Moga, Pathankot, Bathinda, Phagwara and Patiala) - Outside MC limits upto 15 kms	500/-
2	'A' Class Municipal Towns (including Corporation Towns of Moga, Pathankot, Bathinda, Phagwara and Patiala) - Outside MC limits upto 10kms	400/-
3	'B' Class Municipal Towns - Outside MC limits upto upto 5 kms	300/-

4	'C' Class Municipal Towns - Outside MC limits upto 3 kms. Rest of the State of Punjab	200/-
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**Note:**

- Regularization charges shall be retained by the Department of Local Government, Punjab, if the site falls within municipal limits.
- In case of illegal colonies, where building plans have already been approved by the Competent Authority, in that case, the regularization charges as mentioned in the above tables shall not be charged.

**B.1 General Conditions**

- i) The applicant shall submit an application along with a building plan of existing building prepared and duly signed by a qualified architect or site plan of the plot, as the case may be. The applicant shall also submit structural safety certificate. The architect shall also certify that the building is constructed before 01-04-2013.
- ii) Regularization Charges shall be paid by the plot holders/ building owners as given below:
  - a) 25% of the total regularization charges shall be deposited with concerned local body/ development authority, as the case may be, along with 5% as Social Infrastructure Fund which will be deposited with Chief Administrator, PUDA, Mohali by the applicant alongwith application. The balance 70% charges shall be deposited in three equal six – monthly instalments along with an interest @ 12% per annum.
  - b) Out of total proceeds of regularization charges 1% will be deposited as Cancer Cess and 1% will be deposited for Culture Cess.
  - c) A rebate of 10% shall be allowed, if the total regularization charges are paid in lump sum along with the application.
- iii) The regularization charges will be used only for internal and external development of the colonies. Preference will be given to water supply, sewerage and widening of roads, in these colonies.
- iv) The existing buildings shall be approved on **as is where is basis subject** to the condition that they do not violate the conditions as mentioned in para 6 of this policy. However, new construction in a vacant plot or any addition to the existing building shall be approved as per present building rules.
- v) In case of public buildings, public safety, security and public conveniences and parking shall not be compromised for regularizing such buildings. The owner shall have to make such structural changes in the building, if required within a period of six months from the date of approval and also submit mandatory clearances from other departments, if required in this

period. In case he fails to fulfill, any of the conditions within this period, the approval granted to him shall deem to be cancelled and the owner of the building shall be proceeded against as per provisions of the law.

- vi) In case of un-authorized buildings/ plots for which the owner does not submit the application to the Competent Authority within the prescribed period, the legal proceedings shall be initiated against owners of such buildings.

## **B.2 Procedure for compounding unauthorized plots/ buildings in unauthorized colonies**

### **i) Submission of application:**

The application for regularization of un-authorized plot/ buildings may be submitted as per Performa at **Annexure B** to the Competent Authority by the owner of the building along with the following documents:

- a) Proof of ownership viz., Registered Sale Deed/ Fard Jamabandi as the case may be.
- b) Location Plan of the site showing the detail of surrounding area
- c) Fully dimensioned plan of the plot/ building showing detail of plot area/ constructed area on all floors (in case of building) along with service plan of the building duly prepared and signed by a qualified Architect and the owner; along with a certificate of structure safety.
- d) Self Certificate by the applicant stating that the site of the plot/ building does not violate any of the clauses as mentioned at para 6 of this policy.
- e) In case of high rise buildings, the clearance from Airport Authority of India shall be mandatory, if the building falls in the air funnel of the Airport/ Air Force Station.
- f) Undertaking from the owner to pay Regularization Charges or any other charges levied under this policy.
- g) Minimum 25% of regularization charges and 5% as Social Infrastructure Fund shall be deposited along with the application.
- h) Any other document, if required

### **ii) Scrutiny of Application:**

- The Competent Authority shall scrutinize the plot / building application within a period of 30 days from the date of application and convey to the applicant the demand notice along with observations, if any.
- The applicant shall deposit the required charges along with modified building plans, if required (in case of a building) within a period of 15 days. The Competent Authority shall approve the plot/ building plans within 15 days from the receipt of charges and complete documents, if

satisfied. The legal proceedings, if any, will be withdrawn only after the receipt of final payment of total charges.

**7. Consequences for non submission of application for regularization of unauthorized Colonies/ plots/ buildings**

In case an application is not submitted by the concerned Promoter/ Developer/ Plot holder/ building owner as the case may be, within the stipulated time for regularization of un-authorized colony/ plot/ building, the following consequences shall follow:-

- a) Such Colony/ plot/building shall remain as unauthorized and offense shall be treated as continuing against the promoter/ developer/ plot holder/ building owner as the case may be and penal action which includes lodging of FIR will be initiated under the provisions of PAPR Act, 1995.
- b) No connection for water supply and allied services like sewerage, drainage, electricity etc shall be provided to such colony/ plot/ building.
- c) Such unauthorized colony/ plot/ building shall be reported to the concerned Registration Authority of the Revenue Department and no sale transaction or transfer or disposal of any kind shall be allowed in such unauthorized colonies.
- d) No building plan shall be approved by the Building Plan Sanctioning Authority in such unauthorized colonies.
- e) Other enforcement action including demolition of the unapproved building, if any on such plots shall be initiated.

**9. Amount levied to be kept in a separate account**

The amount collected by the Competent Authority under this policy shall be kept and maintained under its control in a separate Escrow account and utilized only for improvement of amenities in such area. The Competent Authority shall review the development works undertaken by the local authority relating to such un-approved layouts on a quarterly basis and shall have the power to issue necessary instructions and directions in this regard.

**10. Committee for identification of un-authorized developers:**

The Developer of an unauthorized colony shall be allowed self - certification of layout plan, service plans, revenue/ ownership documents etc of his colony but where the developer of such colony does not come forward for regularization of his offence **within 60 days** from the date of notification of this policy, the following Committees shall identify within three months from the expiry of 60 days' time, the person(s) who are/ were responsible to develop such illegal

colony after making due investigation, scrutiny of relevant record and summoning of persons involved in the development of such colony. The committee shall submit its finding report to the Competent Authority. The Competent Authority shall get the FIR registered or take necessary action under relevant Acts.

**For colonies falling within municipal limits:-**

- |  |          |
|--|----------|
| 1. Joint /Additional Commissioner (Corp. cities)/<br>Regional Deputy Director (LG) (Other towns) | Chairman |
| 2. Sub Divisional Magistrate (concerned)   | Member   |
| 3. Executive Officer (concerned)   | Member   |
| 4. Municipal Town Planner/ Municipal Engineer  | Member   |

**For colonies falling outside municipal limits:-**

- |   |          |
|---|----------|
| 1. Additional Chief Administrator of the<br>Concerned Authority | Chairman |
| 2. Sub Divisional Magistrate (concerned)                        | Member   |
| 3. District Town Planner  | Member   |
| 4. S.E. of the Concerned Authority                              | Member   |

**11. Appeal**

- i) Any applicant aggrieved by an order passed by the Competent Authority may prefer an appeal to the Appellate Authority constituted by the Government within thirty days from the receipt of the order provided the applicant has paid the necessary charges and submitted documents as specified in this policy.
- ii) All the appeals shall be disposed off within six months.

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## Annexure A

Application number	
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**APPLICATION FOR REGULARIZATION OF  
UNAUTHORIZED COLONY**

To  
Competent Authority,

<b>1.</b>	<b>Name of the Applicant</b>	
<b>2.</b>	<b>Postal Address and phone No.</b>	
<b>3.</b>	<b>Location Details</b>	
i	Name of the Colony	
ii	Locality	
iii	Revenue Estate of Village	
iv	Tehsil	
v	District	
<b>4.</b>	<b>Details of Colony</b>	
i	Total area of colony (in Acres)	
ii	a) Total no. of plots carved out b) Area with %age under plots c) No. of plots sold d) Area with %age under plots sold e) Area with %age under Roads f) Area with %age left for common purposes: i) Parks ii) Educational iii) Water Works iv) Sewerage Treatment Plant v) Community Centre vi) Health Centre etc	
iii	Number and %age of plots sold	
iv	Width of Approach Road in metres	
v	Width of Internal Roads in metres	
vi	Percentage of area under plots, roads, open spaces and other public uses	
<b>5.</b>	<b>Documents attached</b>	Tick against the documents attached
i.	Proof of ownership viz., Registered Sale Deed, Consent of original owners with Fard Jamabandi of the time when such a colony was sold / developed.	
ii.	Location Plan of the colony along with Khasra plan of the area.	
iii.	Self Certificate by the applicant stating that the site of the colony does not violate any of the clauses as mentioned at para 6 of this policy.	

	iv. Existing fully dimensioned Layout Plan showing detail of plots sold, under agreement to sell, unsold, built up/vacant plots, road circulation with width, space left for parks, public amenities, if any and duly signed by qualified Architect / Town Planner and the Promoter / Association. v. Service Plan of the Colony vi. Details of the development works carried out in the colony vii. Undertaking by the applicant to pay Compounding / Regularization Fee, Internal Development Charges or any other charges levied by the Government and to make necessary amendments in the Layout / Service Plans, if required viii. Any other document if required	
<b>6.</b>	<b>Land use</b>	
	Land use of the site as per Master Plan	
<b>7.</b>	<b>Whether the site falls in prohibited area as mentioned at para 6 of the policy:</b> If yes, specify the area	
<b>8.</b>	<b>Demand Draft</b>	
i	Amount	
ii	D.D. No.	
iii	Date	
iv	Name of Bank & Branch	
<b>9.</b>	<b>Certificate to be submitted by the Applicant</b> I hereby certify that the Site Plan / Layout Plan and the particulars furnished above are true and correct. I declare that my site does not fall in such area which is prohibited as per para 6 of the policy. In the event of the particulars furnished in the application are found to be incorrect, my application may summarily be rejected and I am liable for action by the Competent Authority as per the rules.	
<b>Place</b>		<b>Signature</b>
<b>Date</b>		<b>Name</b>

Verified that the information given in this application is true as per site and layout plan attached herewith this application.

**Town Planner/ Architect**



**Annexure B**

Application number	
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**APPLICATION FOR REGULARIZATION OF  
PLOTS/ BUILDINGS IN UNAUTHORIZED COLONIES**

To  
Competent Authority,

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<b>1</b>	<b>Name of the Applicant</b>	
<b>2</b>	<b>Postal Address and phone No.</b>	
<b>3</b>	<b>Detail of plot / building</b>	
i	Location plan showing the adjoining plots/buildings with name of the owners	
ii	Khasra Nos of the site (optional)	
iii	Street / Road	
iv	Locality	
v	Plot Number	
vi	Plot size with dimensions	
vii	Use of building	
viii	%age of covered area on Ground Floor	
ix	Total covered area	
x	Number of storeys	
xi	Year of construction	
<b>4</b>	<b>Documents attached</b>	Tick against the documents attached
	a) Proof of ownership viz., Registered Sale Deed / Fard Jamabandi as the case may be.	
	b) Location Plan	
	c) Existing fully dimensioned Building Plan showing detail of constructed area on all floors along with section and elevations and Service Plan of the building duly prepared and signed by a qualified Architect and the owner.	
	d) Photograph of the building	
	e) Self Certificate by the applicant stating that the site of the building does not violate any of the clauses as mentioned at para 6 of this policy.	
	f) Structural Safety Certificate duly signed by a Structural Engineer	
	g) In case of high rise buildings, the clearance from Airport Authority of India shall be mandatory, if the building falls in	

	the air funnel of the Airport/ Air Force Station. h) Undertaking from the owner to pay Compounding Fee and Regularization Charges or any other charges levied by the Government and to make necessary amendments in the Building plan, if required. i) Proof of year of construction of building j) Any other document if required	
<b>5</b>	<b>Whether the site falls in prohibited area as mentioned at para 6 of the policy:</b> If yes, specify the area	
<b>6</b>	<b>Demand Draft</b>	
i	Amount	
ii	D.D. No.	
iii	Date	
iv	Name of Bank & Branch	
<b>7 Certificate to be submitted by the Applicant</b> I hereby certify that the Site Plan / Building Plan and the particulars furnished above are true and correct. I declare that my site does not fall in such area which is prohibited as per para 6 of the policy. In the event of the particulars furnished in the application are found to be incorrect, my application may summarily be rejected and I am liable for action by the Competent Authority as per the rules.		
<b>Place</b>		<b>Signature</b>
<b>Date</b>		<b>Name</b>

Verified that the information given in this application is true as per site and building plan attached herewith this application.

**Town Planner/ Architect**

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**A Venu Prasad, IAS**

**Dated, Chandigarh the  
21-06-2013**

**Secretary to Government of Punjab,  
Department of Housing & Urban Development**

Endst. No.12/2/2013-5Hg2/

Dated, Chandigarh, the:

A copy with a spare copy is forwarded to the Controller, Printing & Stationery, Punjab, SAS Nagar with a request to publish this notification in the Punjab Govt. Gazette (Extra Ordinary) and 100 copies thereof may be supplied to this Department for official use.

**Special Secretary**

Endst. No.12/2/2013-5Hg2/

Dated, Chandigarh, the:

A copy is forwarded to the following for information and necessary action:-

1. Financial Commissioner, Revenue, Punjab.
2. Principal Secretary, Industry and Commerce, Punjab.
3. Principal Secretary to the Deputy Chief Minister, Punjab for kind information of the Hon'ble Deputy Chief Minister, Punjab - Cum- Minister Housing and Urban Development Department .
4. Secretary, Local Government, Punjab.
5. Chief Administrator, PUDA, Mohali.
6. Chief Administrator, GMADA, Mohali.
7. Chief Adminisrator, PDA, Patiala.
8. Chief Administrator, BDA, Bathinda.
9. Chief Administrator, GLADA, Ludhiana.
10. Chief Administrator, JDA, Jalandhar.
11. Chief Administrator, ADA, Amritsar.
12. Director, Town and Country Planning, Punjab, SAS Nagar.
13. Director, Local Government, Punjab, Chandigarh
14. Chief Town Planner, Punjab, Mohali.
15. Managing Director, Punjab Infotech, Chandigarh.
16. Incharge, IWDMS, Chandigarh.

**Superintendent**