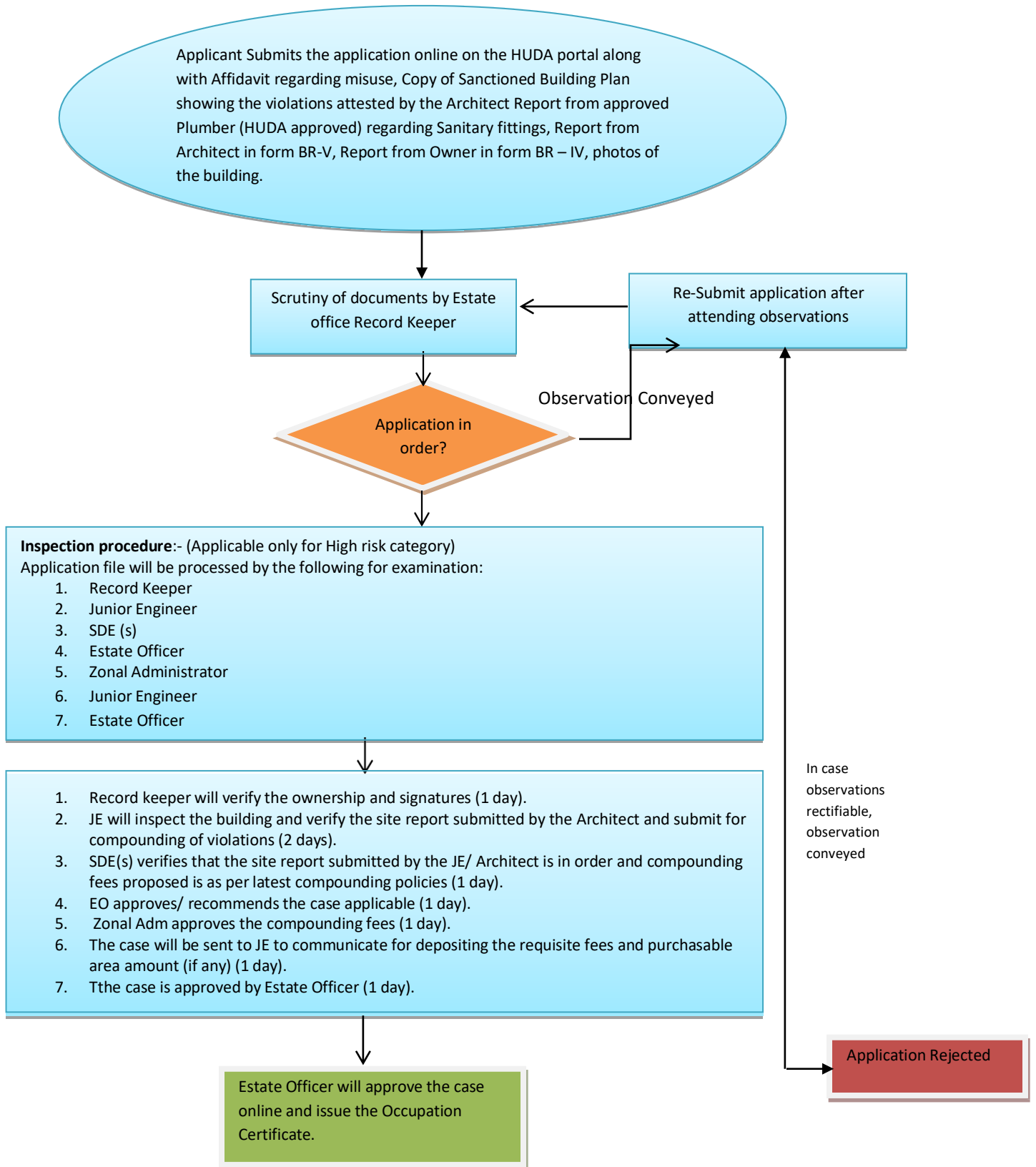


HARYANA SHEHRI VIKAS PRADHIKARAN

ONLINE APPLICATION FOR OCCUPATION CERTIFICATE

Application for Occupation Certificate in a plot/ building is to be submitted online to the concerned Estate office.



HARYANA SHEHRI VIKAS PRADHIKARAN

Document Checklist for Occupation Certificate

S. No	Application Name	Document Name	Remarks
1.	OC Certification	Affidavit regarding misuse of the plot	Nil
		Copy of Sanctioned Building Plan showing the violations attested by the Architect	Nil
		Photographs of Front, Back, Kitchen and Toilet	Mandatory in Residential
		Photographs of Front, Back and inside	Mandatory in cases other than Residential
		Fire Safety Certificate	Mandatory in case of (Properties above two storey) except Residential
		Rain Water Harvesting Certificate from concerned Executive Engineer of HUDA	Mandatory in case of plots greater than 200 sq. meters (10 Marla and above) (not required in commercial). Full construction
		Report from approved Plumber (HUDA approved) regarding Sanitary fittings	Nil
		Report from Architect in form BR-V	Nil
		Report from Owner in form BR – IV	Nil
		Structure Safety Certificate	Mandatory in case of (Properties above two storey) except Residential
		Photo of Solar Heating System	Mandatory in case of plots greater than 1 Kanal and above. Full construction

Procedures Involved:-

1. The building plan file is submitted by the Allottee on single window.
2. Junior Engineer will inspect and submit site report for compounding the violations has been prepared. May be sent to SDE (s) after verification of ownership signature and C.deed.
3. Record Keeper will check the Ownership and signature of the allottee are verified as per record. The C.deed has been executed/not executed /not required.
4. Accountant will verify (1) At present nothing is due on account of Dues/EC subject to Audit. (2) Extension Fee paid up to the current year. (3) POC/OC has already been issued hence nothing is due. (4) The Plot/Building is fully paid. (5) The Dues/Extension Fee checked as above subject to Audit.
5. SDE survey will check Site report prepared by JE is as per site and rates are as per latest compounding policies. The case is recommended for approval of compounding of violations.
6. The application is recommended for approval to Estate Officer.
7. Zonal Administrator will approve the compounding fees.
8. Junior Engineer will check the compounding fee demanded from the allottee has been received and send the application to EO for final approval.
9. Estate Officer will approve the application and OC will be generated from the system.