

Subject: **Online Approval of Building Plan.**

1. The application software will be available on HUDA's portal which will be accessed by the empanelled Architects of HUDA through User ID and Password allotted by HUDA.
2. The Architects will upload the building plan in the required format. Current outstanding dues will be checked with PPM before the submission of plan by the architect.
3. If the plan is technically okayed by the AutoDCR, printout of the approved plan having the signatures of Architect and the owner along with the required documents will be submitted at Single window of the concerned Estate office. Acknowledgement will be issued from the single window.
4. As soon as the final drawing is uploaded by the Architect, the same will be reflected on the window of concerned JE as well as SDO & EO after payment of Plan Scrutiny fee. The JE will visit the site on ground within 3 working days and submit his report to Estate officer through SDO survey. In the absence of JE, SDO (Survey) will have the power to assign this job to some other JE. Once the plan is approved by the Estate officer, printout of the approval letter will be generated through the system and the scanned copy will be uploaded on the property account of the allottee on the website.
5. Public Health Engineering oriented parameters and structural Engineering stability parameters will be certified by the concerned architect as per HUDA regulations and wherever HUDA regulations are silent, the provision of National Building code norms shall be followed.

Dated- 10.12.2012

D.P.S. Nagal, IAS,
Chief Administrator ,
HUDA