



TOWN & COUNTRY PLANNING DEPARTMENT, PUDUCHERRY



GOVERNMENT OF PUDUCHERRY

CITIZENS' CHARTER

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Name of the Department - TOWN AND COUNTRY PLANNING DEPARTMENT

Functions The Town and Country Planning Department is responsible for the planned growth of the Urban and Rural areas in the Union Territory of Puducherry, through preparation and enforcement of development plans in accordance with the provisions of "The Puducherry Town and Country Planning Act, 1969". The department advises Government departments and other quasi Government agencies in deciding important locational decisions in the Union Territory of Puducherry.

Address - Jawahar Nagar, Boomianpet, Reddiarpalayam,
Puducherry - 605 005.

Phone No. - 2201952, 2200051

Head of the Department - CHIEF TOWN PLANNER

Details of the Scheme Implemented/Work Undertaken by the Department With Direct Public Interface:

**SCHEME NO. 1
LAND ACQUISITION AND DEVELOPMENT**

Objective:

The objective of the Land Acquisition and Development Scheme is to make available housing plots at reasonable price to the needy who are not having any house or plot in the Union Territory of Puducherry and in the process to check spiraling land cost and speculation in urban land. The departments acquires large chunks of urban land and develop the same into plots with basic infrastructural facilities. The plots are then allotted and sold to the M.I.G., L.I.G. and E.W.S. on 'No Loss – No Profit' basis.

Procedure adopted:

Applications are called for from the eligible public through advertisements. The particulars to be furnished by applicants are:

- a) Certificate to the effect that the applicant is domicile of Union Territory of Puducherry.
- b) Income Certificate issued by a competent authority.
- c) A declaration made before the First Class Magistrate that the applicant does not own a house or developed plot in any town in the Union Territory of Puducherry whether in his/her own name or in the name of his/her, wife/husband or minor children.
- d) Non-allotment certificates from other agencies/departments.

When the applicant is allotted with a plot he has to pay 25% of the plot cost along with letter of acceptance within 15 days from the date of receipt of allotment order. If he fails to pay the 25% of the plots cost, his allotment will be cancelled. The applicant has also to pay the balance 75% of the plot cost within three months from the date of letter of acceptance. If he fails to pay the amount, his allotment is liable to be cancelled.

SCHEME NO. 2
ISSUE OF SITE CLEARANCE TO INDUSTRIES

Objective:

Site clearance for industrial locations are issued considering the zoning regulations, existing developments at site and future consequences, performance of the unit and its effects on the environment.

Procedure adopted:

The applications submitted to the Industries Department/District Industries Centre for establishing Small Scale/medium Scale/Large Scale industries in Puducherry region are sent to the concerned Municipalities/Local bodies by the District Industries centre under Single Window Concept.

The Municipalities/Local bodies forward the applications to various departments as required under the rules. Town and Country Planning Department is one such department. The department provides opinion from spatial planning point of view with respect to industrial locations.

The G.O's in force in this regard are:

- (a) No manufacturing industries shall be permitted within the boulevards of Puducherry except service industries with installed capacity of 3 HP without involving any noise/air/water pollution/traffic hazards and handicraft and cottage industries without using power. This applies to approved and predominantly residential areas.
- (b) Outside the Puducherry Boulevard, but within the urban area; industries with machineries up to 20.0 HP can be permitted.
- (c) No chemical industries shall be permitted within the residential areas.
- (d) In Kalapet, no chemical or water based industries shall be permitted.
- (e) Industries which need more than 10,000 lit. of potable water per day will not be allowed to be set up within 6 kms. From the coastal line of Puducherry.
- (f) Along sea coast, within 500 metres from high tide line in the land ward side, setting up of new industries and expansion of expansion of existing industries except those directly related to water front or directly needing foreshore facilities will be prohibited.

SCHEME No 3
APPEAL FILED TO THE TOWN AND COUNTRY PLANNING BOARD

Objective:

The Town and Country Planning Act provides for appeal on the decisions of the planning authorities.

Procedure adopted:

Any person aggrieved by an order of the Planning Authority can file appeal against such orders to the Puducherry Town and Country Planning Board, under various sections of the Act, within 30 days with a copy of the Order appealed against with grounds of appeal. The Chairman of the Board is the Hon'ble Minister for Town Planning. The Board considers the appeal in its meetings and takes decisions on the appeals.

The Puducherry Town and Country Planning Act was brought into force on 15-09-1972. Subsequently Puducherry Town and Country Planning Rules and Puducherry Building Byelaws and Zoning Regulations were also made thereunder. Planning Authorities were then constituted in Puducherry, Karaikal, Mahe and Yanam for exercising development control in the notified Planning areas.

Redressal of Public grievances/complaints

Any grievance/complaints on the matter can be redressed through the following procedure.

The aggrieved party may contact the dealing assistants concerned during office hours.

If the party still needs any clarification, they may approach Junior Town Planner (Planning) with reference to above schemes. He will also attend to Complaints of general nature.

If the public further needs any assistance or points to be clarified, they may approach Senior Town Planner and Chief Town Planner for all matters. There is also a Complaints Box in the office premises fitted at the entrance itself which will be opened and dealt by the Chief Town Planner personally.

The officers can be met during office hours on all the working days. The working locations of the above officers are exhibited in the office layout plan displayed at the entrance of the office.

PLANNING AUTHORITIES

Planning Authorities for Puducherry, Karaikal, Mahe and Yanam are created under Section 11 of “The Puducherry Town and Country Planning Act, 1969” to guide and control the physical growth and ensure balanced development of the respective planning areas.

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|----------------------|--|--|-----------------|---|-----------|----------------------|---|-----------------------|
| 1 | Description of the scheme/work Undertaken by the Authority With the public Interface | <p>a) Issue of planning permissions for development of site/layouts, construction of buildings etc., and issue of occupancy certificate in the notified planning area.</p> <p>(b) Preparation of land use maps and Register besides Development Plans.</p> | | | | | | |
| 2 | Objectives | To guide and control the physical growth and balanced development of the notified planning area. | | | | | | |
| 3 | Procedure | Application for building / lay-out permits has to be submitted in Form No.1 together with 5 sets of plan along with relevant documents | | | | | | |
| 4 | Time limit | Application for building permits have to be disposed within one month time from the date of receipt of the application / date of last correspondence. Application for lay-out approval has to be disposed within six months time | | | | | | |
| 5 | Compounding Fees/Fines | | | | | | | |
| (a) | Fines levied by Planning Authorities | <table border="0"> <tr> <td>Maximum</td> <td>-</td> <td>Rs.10,000</td> </tr> <tr> <td>Minimum</td> <td>-</td> <td>Rs.200</td> </tr> </table> | Maximum | - | Rs.10,000 | Minimum | - | Rs.200 |
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| Minimum | - | Rs.200 | | | | | | |
| (b) | Fines levied by Court | <table border="0"> <tr> <td>Maximum</td> <td>-</td> <td>Rs.10,000</td> </tr> <tr> <td>Minimum</td> <td>-</td> <td>As per Court verdict.</td> </tr> </table> | Maximum | - | Rs.10,000 | Minimum | - | As per Court verdict. |
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| Minimum | - | As per Court verdict. | | | | | | |
| 6 | Registered Engineers/Architects/
Licensed Supervisor | | | | | | | |
| (i) | Fees for Enlistment | <table border="0"> <tr> <td>(a) License Fee</td> <td>-</td> <td>Rs.50</td> </tr> <tr> <td>(b) Security Deposit</td> <td>-</td> <td>Rs.100</td> </tr> </table> | (a) License Fee | - | Rs.50 | (b) Security Deposit | - | Rs.100 |
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| (b) Security Deposit | - | Rs.100 | | | | | | |

(ii) Responsibilities

1) It is the duty of the registered Engineer / Architect / Licensed Supervisor that in all matters wherein he is employed or engaged-

(a) To comply with any orders passed and communicated to him by the Chairman; and

(b) to satisfy himself that the survey boundaries of the site or sites for building and the streets with their dimension are correctly marked in the site plans or layout plans and that no encroachments are made into any street or other Municipal or Government land.

(2) In the case of every building plan prepared by him/her for the construction, reconstruction, alteration or addition to any building; he/she shall, besides, complying with the requirements of the Puducherry Building Bye-laws and Zoning Regulation, furnish a report dealing with the existing state of affairs (accompanied by such plans as may be necessary to show the state of existing building or buildings in the site with adequate details), the proposed works, the calculations, if any, for the designing of the floors or roofs, walls and other parts of the structure or building and the nature of the soil or sub-soil of the site and as to how the safety and stability of the foundations were determined by him/her.

(3) The registered Engineer / Architect / Licensed Supervisor shall not, while employed as such Engineer/Architect/Licensed Supervisor, do anything prejudicial to public interests, and the objects for which he is licensed or be a party to any evasion or attempted evasion of the provisions of the Act and the Rules, Bye-laws and Regulations made there under and if has reason to believe that the owner or other person employing or engaging him/her entertains such intentions, he/she shall forthwith report the same to the Chairman, Puducherry Planning Authority.

7 Plan showing sitting locations in the office to be displayed at the entrance of office

Displayed