

Greater Noida Industrial Development Authority
H-169, Chitvan Estate, Gamma,
GREATER NOIDA CITY

No. : MSD/Sys/2000/904

Dated: 8.11.2000

Office Order

The Urban Services Division Work Procedure has been circulated vide office order No.375/MSD/Sys/2000 dated 5.6.2000. Some additions/amendments, to streamline the system for speedy disposal of the work have been made in the procedure (copy enclosed) which will be implemented with immediate effect.

Sd/-
(Brijesh Kumar)
Chief Executive Officer

Copy for information and necessary action:-

1. P.S. to Chairman for information.
2. Addl. C.E.O.(U/G)
3. Dy. C.E.O.
4. All Divisional Heads.
5. All concerned officers.

Chief Executive Officer

ORDER NO./MSD/SYS /904//2000

Urban Services Division

Work Procedure- For According Approvals Of Building Plan, Water & Sewer Connections, Inspection Of Buildings ,Completion Certificates.

A) According Approvals Of Building Plan, Water & Sewer Connections

The **Urban Services Division** of the Authority is to cater to the municipal services of the city. The allottees are now approaching the Authority for sanction of their Building Plans, Water and sewer connections. To facilitate the allottees they will be given an Information booklet at a price of Rs.250/-. This booklet will contain all the relevant forms and information on rates and fees as well as the prevalent Building Regulations and Urban Design Regulations.

The following procedure is being prescribed for issue of statutory clearances regarding **Building Plan, Water Connection and Sewerage Connection and Completion Certificate** to the allottees of **residential, group-housing, institutional and commercial properties**. Industrial allottees clearances will be given through the Single table clearance System prescribed for Industrial Development Division.

- 1.0 Application for sanction of Building Plan, water connection and sewerage connection will be received together (The Building Plan drawings will indicate the points at which the external water and sewer connection is to be obtained. Wherever zonal plans are prepared this will be in accordance with such plans.).
- 2.0 The application complete in all respects will be submitted at the **Customer Relation Cell of GNIDA at 169, Chitvan Estate, Gamma, Greater Noida**.
- 3.0 The application form for sanction of Building **Plan** shall be as per Appendix-1 of the Building Regulations. Application form for water and sewerage connection is as per Annexure- 1. The application shall be accompanied by a copy of deposit slip of the requisite fees, which will be deposited at the bank branches authorised by the Authority & checklist.
- 4.0 The application form along with all enclosures shall be scrutinized on submission by the **Customer Relations Cell**. Incomplete applications will be returned to applicant for completion at that very instance after recording on the application, the shortcomings as per paragraph 3.0 above.
- 5.0 The person deputed from Municipal Services Section of USD for this work shall receive the applications at the C.R. Cell, check if the same is complete with all required documents and check the details of the fees deposited. He shall retain the deposit slip for

accounting purposes and send the application to the Building Plan Approval Cell on the same day or latest by next day.

He shall enter the details in the computer immediately alongwith the date by which it is to be disposed off. The same date shall be given to the applicants submitting the applications for sanctions/completions. The details shall be mailed on daily basis on GroupWise to Dy. Chief Executive Officer and General Manager (Planning), for monitoring the disposal of the applications received.

6.0 After completion of the following formalities and within the time frame mentioned in the following sub paragraphs, the Building Plan Approval Cell shall issue the Building Permit and sanction of Water and Sewer Connections simultaneously.

A) RESIDENTIAL BUILDING PLANS FOR PLOTS BELOW 300 SQ METERS

6.1 STANDARD BUILDING PLAN -:In case the application for **Building Plan is based on Standard designs issued by GNIDA**, the Building Permit, Water And Sewer Connections Sanctions shall be given by the **Manager** authorised in the **Building Plan Approval Cell** after verification of completeness and correctness of all documents submitted, without reference to any other authority. The sanction letter **shall be issued within one week of the application having been received at the Customer Relation Cell.**

6.2 OWN BUILDING PLANS – (accompanied with architects certificate) under the “Simplified Sanction “ Process.

For plots upto 300.0 sqm. Plot area, architects registered with Council of Architecture can give a certificate as per format in Annexure-5 that the plan submitted by them is in accordance with the regulations/directions of the Authority and **‘Simplified Sanction’** is issued within seven days. In these cases, only the following points shall be checked by Building Plan Approval Cell -

- (1) Setbacks (front, side and rear)
- (2) Boundary wall
- (3) Plinth
- (4) Projections in setbacks
- (5) Ramp
- (6) Height of the building.
- (7) Other urban design guidelines.
- (8) Any other orders that may be indicated by the Chief Executive Officer from time to time.

After scrutiny of these points, **‘Simplified Sanction’** shall be issued within one week on the basis of the certificate issued by the Architects. However, the Officer in-charge of sanction of such plans shall do a 10% checking of the works of the Architects.

In case any sanction is in contravention of Building Regulations/Directions, necessary action shall be taken against the Architect through the Council of Architecture.

In case the application is based on 'Simplified Sanction' method then the plan shall be approved within seven days of receiving the application in C.R. Cell.

B) RESIDENTIAL BUILDING PLANS FOR PLOTS ABOVE 300 SQ METERS

In case the application is accompanied by the allottee's, own Building Plan, the building plan shall be checked by the Planning Division with respect to the **Building Regulations and Urban Design Guidelines**. They shall raise objections to the plan or accord their approval and intimate the allottee of Sanction /Objection within **15 days of the application having been received at the Customer Relation Cell**.

C) INSTITUTIONAL/COMMERCIAL/GROUP-HOUSING BUILDING PLANS

The applications for sanction of building Plans for Institutional /Commercial/ Group housing Projects will also be received at the CR cell . The Building Plan Approval Cell shall communicate the approval/objection **within 21 days of the application having been received at the Customer Relation Cell**.

6.3 In case there are objections in the plan, as the objections are removed within 30 days, the plans shall be treated as rejected & fresh application shall have to be submitted for the same.

7.0 The sanction letter shall specify a date for laying the temporary water line and sewer connection up to a specified point within the plot. This date shall **not be more than 10 days from the date of issue of the sanction letter**.

8.0 The **Building Plan Approval Cell** shall maintain a detailed list of applications received on a daily basis together with sanctions issued, as per format enclosed as Annexure –3(a) and 3(b). The **sanctioned water and sewer connection details 3(a)** will be sent to the **Urban Services Division In-charge on a daily basis through computer mail. Format 3 (b) shall be sent to G.M (Planning)**.

9.0 On receipt of the mailed sanction advice, In-charge, (Urban Services Division) shall instruct the appropriate personnel **to release the water and sewer connection on a specified date** by laying the water line up to a specified point on the plot.

10.0 A fortnightly report of water and sewer connection released shall be made by the designated personnel to GM (Urban Services) and the Building Plan Approval Cell who will record the date of release in their records. The reporting format is as per MIS-US-02.

B) INSPECTION OF BUILDINGS UNDER CONSTRUCTION:

11. In order to ensure that the nature of the city is preserved as it is planned and the regulations and guidelines prescribed are followed, the inspection of construction work should be a continuous process and not a one time exercise done at the time of award of

completion certificates. The **Building Plan Approval Cell** will continuously monitor the construction activities of the area. They will visit the construction site at least once a month and ensure that either there is no deviation or if the deviations are there, they should be approved before construction.

A **mobile squad** is deputed for constant monitoring of on going constructions. Mobile squad will have the following members

- One Assistant Manager from Plan Approval Cell
- and one Assistant Manager/JE from Urban Services Division
- Police constable/security guard.

They shall inspect every construction site once in fifteen days and if unapproved deviations are found, a joint report shall be given the same day to In-charge USD for necessary action to stop the construction immediately and get rectify the deviations during the construction itself.

- Managers will conduct 25% inspections of the constructions in their respective areas every month.
- GM (Planning) will carry out at least 10% inspections of the constructions per month.
- Consultants/PMC's can also be hired for inspection work to prevent encroachments/ unauthorized constructions /violation of the Urban Design Regulations and Building Bye Laws.
- A monthly report on sites inspected and deviations recorded will be put up to **ACEO/DCEO AND CEO** and a copy of the inspection reports will also be placed on the file of the allottee whose site has been inspected.

C) ISSUE OF COMPLETION CERTIFICATE

12.0 On Completion of building, the allottee shall make an application for issue of the Building Completion Certificate at the **Customer Relation Cell**. The application shall be accompanied by the following documents:

- a) Time extension certificate, if applicable.
- b) **Completion drawings** in three copies duly signed by the applicant and the architect.
- c) **Copy of registration with Council of Architecture of Architect** signing the building drawings.
- d) **Certificates as per appendix 5,13 & 14** (Given in the Building Regulations) duly signed by the applicant.
- e) **Bank deposit receipt** of requisite fees Rs.25/- deposited at the authorised bank.
- f) The receipt (photocopy) of payment made to NPCL for electricity connection.
- g) A clear photograph of the completed building from front including boundary wall, ramp and side setback shall be given.
- h) The approval from Fire Officer in cases where applicable shall be submitted.

13.0 The designated person of USD shall be available at the C.R. Cell to receive the application, verify the payment and dispatch the payment slip for accounting purpose and forward the same to Building Plan Approval cell latest by next day.

- 14.0 The **Customer Relation Cell** will give the **applicant a date of site inspection** (which will be within 10 days of the date of application being received at the CRC) at the time of submission of the application for completion certificate. **The date of site inspection will also be recorded on the application so that the Building Plan Approval Cell takes action accordingly.**
15. The **Building Plan Approval Cell** shall verify the final plan with the original approved plan. The deputed person of USD shall intimate the date of inspection for installation of water meter/checking of sewer connection to the concerned Assistant Manager of USD and to NPCL for checking of electricity connection on computer mail the same day or latest by next day.
 - For Building Plan verification
 - For installation of water meter
 - For checking of sewer connection
 - Checking of electricity connection
16. The **USS and NPCL** should inspect the premises on the site inspection day, release the connections within a day and submit a release report within two days of site inspection to the **Building Plan Approval Cell.**
17. The **Building Approval Cell** shall, at the time of making the site inspection verify that there are no deviations, and if so, the amount of compounding fee, if any, should be deposited by the allottee.
18. In event, there are no deviations, the completion certificate shall be issued within four days of site inspection. In case there are only compoundable deviation, the completion shall be issued within two days of deposit of compounding fees.
19. In case of commercial, institutional & group housing buildings on plots, if there are no deviations, the completion certificate shall be issued within 15 days of site inspection. In case there are only compoundable deviations, the completion shall be issued within 7 days of deposit of compounding fees. In case of non-compoundable deviations, completion certificate shall be issued within 7 days of site visit to check rectification done.
20. In case of any deviations, the site shall be inspected within 4 days of intimation of rectification having been made by the applicant and completion will be issued within 2 days thereafter. In cases of institutional buildings/commercial buildings/Group housing, the completion shall be issued within 7 days of inspection of rectification/deviations.
21. A weekly report of site inspections, installation of water meter, connection of sewer and issue of Building completion certificate shall be made by the **Building Approval Cell** to the **In –charge Urban Services.**

22. In all cases, i.e. issue of building approval plans, water and sewer connections, issue of building completion certificates, and installation of water meters, a monthly status report shall be submitted to the CEO, ACEO/ DCEO in-charge and GM (Planning).
23. Format for MIS reports are from MIS-US-01 to MIS-US-09
24. The date for giving sanction will be as per annexure 4. The C.R. Cell /person deputed by USD will give the dates accordingly by which the cases will be disposed off i.e. letters will be dispatched on the given dates by registered post only by C.R. Cell. The allottees will be given a date after 5 days of this date to contact the Authority in case of non-receipt of the sanction/completion/objections, if any. Such days will be restricted in the week which will be public meeting days (i.e. Thursday and Saturday). On all other days, no public shall be allowed in the Planning Division and information can be taken only from C.R. Cell.

ANNEXURE 1

The Manager (Building Cell)
Greater Noida Industrial Development Authority

Dear Sir,

Re: **Application for Water and Sewer Connection.**(To be submitted alongwith the building permit application.)

1. My Particulars are as under :

Name : _____ Allotment number: _____
Sector and Plot No. _____ Plot Size/Code _____
Address for Correspondence : _____

2. Bank Deposit receipt for Rs. _____ (Rupees _____) only.

Towards fee deposited by me at _____ (name of bank)

a) Water Connection Charges : Rs. _____

b) Sewer Connection Charges : Rs. _____

Total _____

Date:

Signature of Applicant

Application Receipt For The Allottee

To,

The Customer (Name)
Allotment No.

Received Rs. _____ vide bank slip no. _____
of _____ Bank for payment towards fee to be deposited by you

- c) Building Plan Processing Fee: Rs.
 - d) Stacking Charges : Rs.
 - e) Revalidation Fee : Rs.
 - f) Compounding Charges : Rs.
 - g) Revision Charges
 - h) Water Connection Charges : Rs.
 - i) Sewer Connection Charges : Rs. _____
- Total _____

The site shall be visited on _____
The letter shall be dispatched on _____
You may enquire on _____

Incharge Customer
Relation Cell

CC to

1. I/C Building Approval Cell.

(This will be generated by computer in 2 copies one to be given to the applicant and second to BUILDING CELL.).

TO,
G.M.(PLANNING)

Details of Applications received/sanctioned- Building Plan

S.no.	Plot no.	Sector	Date of Application	Type of request	Sanction/ completion	Time for site visit	Time for disposal	Action taken (sanction/object ion)	Date of action taken

TO,
Incharge (USD)

Details of Applications received/sanctioned-

S.no.	Plot no.	Sector	Date of Application	water connection	Sewer connection	Time for disposal	Action taken

The computer will generate a date according to this roster for the activities specified for printing the date on receipt.

ROSTER AT URBAN SERVICES DIVISION

Receipt of application for		Date of Issue of Sanction letter/ Inspection
	Sanction of building plans water and sewerage connection	
I	For group housing/ institutional and commercial	21 working days
II	Residential	
a)	Standard Building Plan and Own Plan Sanction For plots less than 300 sq mts	
i)	sanction letter/	7 working day
ii)	Water Connection sanction letter	7 working day
(iii)	Sewerage Connection sanction letter	7 working day
b)	For Own Plan Sanction • For plots above 300 sq mts	
i.)	Plan sanction-	15 working days
ii)	Water Connection sanction letter -	15 working days
iii)	Sewerage Connection sanction letter-	15 working days
	Competition Certificate	
A)	Competition Certificate – institutional /commercial /group housing a) letter for date of inspection b) date of inspection c) release of water and power connection d) completion certificate • no deviation • rectification of deviations x) site inspection	1 working day within 10 working days 1 day after site inspection 4 days 4 days

	completion	2 days after site inspection of rectification of deviations
	residential e) letter for date of inspection f) date of inspection g) release of water and power connection h) completion certificate • no deviation • rectification of deviations x) site inspection y) completion (iv)	1 working day within 10 working days 1 day after site inspection 4 days 4 days 2 days after site inspection of rectification of deviations

- These dates will be valid if all the documents are found to be correct.
- No .of days are working days.

Certificate Of Sanction Of Building Plan
(To be given by the Architect Registered with the Council of Architecture)

Certified that the plans and all other drawings submitted for approval for building at Plot No. _____ have been prepared in accordance with the Greater Noida Industrial area Development Regulations 1992(as amended up to date) and the Greater Noida Planning and development directions (as amended up to date).

Signature of the Architect
Registration no. _____

Enclosure:

- Attested Photo copy of the certificate of Council Of Architects.
- Building Plan and al prescribed documents

Date:

Place:

**Monitoring Report
(For Electricity Connections)**

To,
General Manager US/MSD

Fromto.....

S. No.	Particulars	For Temporary Connections		For Permanent Connections	
		During the Fortnight	Cumulative upto this month	Received During the fortnight	Cumulative Upto this month
1.	No. of applications received				
2.	No. of Sanctions issued				
3.	Fees deposited				
4.	Applications pending for more than a fortnight				
5.	Reasons for Pendency				

Manager (U.S.)

**Monitoring Report
(For Water Connections)**

To,
General Manager US/MSD

FromTo.....

S. No.	Particulars	Applications received during the fortnight	Cumulative	Rejected
1.	No. of applications received			
2.	No. of Sanctions issued			
3.	Fees deposited			
4.	Applications pending for more than a fortnight			
5.	Reasons for Pendency			

Manager/ (U.S.)

**Monitoring Report
(For Telephone Connections)**

To,
General Manager US/MSD

FromTo...

S. No.	Particulars	Applications received during the fortnight	Cumulative	Rejected
1.	No. of applications received			
2.	No. of Sanctions issued			
3.	Fees deposited			
4.	Applications pending for more than a fortnight			
5.	Reasons for Pendency			

Manager/ (U.S.)

**Monitoring Report
(For Sewerage Connections)**

To,
General Manager US/MSD

FromTo.....

S. No.	Particulars	Applications received during the fortnight	Cumulative	Rejected
1.	No. of applications received			
2.	No. of Sanctions issued			
3.	Fees deposited			
4.	Applications pending for more than a fortnight			
5.	Reasons for Pendency			

Manager (U.S.)

Monitoring Report
(For Building Plans)

To,
General Manager US/MSD

FromTo.....

S. No.	Particulars	Applications received during the fortnight	Cumulative	Rejected
1.	No. of applications received			
a)	Std. Plans			
b)	Own Plans			
2.	No. of Sanctions issued			
a)	Std. Plans			
b)	Own Plans			
3.	Fees deposited			
a)	Std. Plans			
b)	Own Plans			
4.	Applications pending from more than a fortnight			
a)	Std. Plans			
b)	Own Plans			
5.	Reasons for Pendency			
6.	No. of completion certificates APPLIED			
	ISSUED			

INCHARGE (BUILDING PLAN APPROVAL CELL)

MIS-US-06
Scheme wise – Report
Sanctions issued for various sectors for the month of _____

To,
 General Manager US /MSD

Scheme Name	Telephone	Water	Sewerage	Electricity Temporary	Electricity Permanent	Building plans std.	Own Plans	Completion cert
Alpha								
Beta								
Gamma								
Delta								
RO 1								
Swarn Nagri								
BHS-1								
BHS-02								
MHS01								
MHS02								
Ekanki								
Vishranti								
UPG								
FDP01								
Total								

Manager(U.S.)

Urban Services Division
Financial status

To,
General Manager US /MSD

For the month

S. No.	Particular	Budgeted	Collection During the month	Cumulative Upto the month
1.	Building fees.			
2.	Penalties			
3.	Water connection charges			
4.	Sewerage connections			
5.	Other			
	TOTAL			

Manager (U.S.)

Building Construction Inspection Report -Mobile Squad

PERIOD : FORTNIGHTLY
SECTION NAME: _____

To,
I/C USD,

Date of Inspection: _____

S.no.	Address of the building Inspected	O.K.	Deviations	Nature of Deviation	Action T o be Taken By Incharge USD

I/c (mobile squad)

Cc to:
GM (Planning)

Rectification Action Report

PERIOD : FORTNIGHTLY
SECTION NAME:_____

To,
GM(Planning),

Date of Inspection:_____

S.no.	Address of the building Inspected	O.K.	Deviations	Nature of Deviation	Action Taken By Incharge USD

I/C USD

Cc to:

INCHARGE (MOBILE SQUAD)

APPLICATION FOR APPROVAL OF BUILDING PLANS

APPENDIX-I

[See REGULATION NO. 5 (1)]

Form for first application to erect, re-erect, demolish or to make material alteration in a building

To,
The Chief Executive Officer,
Greater Noida Industrial Development Authority,
Uttar Pradesh.

Sir,

I hereby give application that I intend to erect/re-erect/demolish or to make material alteration in the building No Shazra no
..... on/in plot no in Sector/Colony
Bazar/Street Block/Mohalla /Bazar in
accordance with the Greater Noida Industrial Development Area Building Regulations and I forward herewith the following plans and specifications (Items no. 1 and 2 below) in triplicate. (One copy of each cloth bound) duly signed by me and the licensed Architect/Engineer/Draftsman/Group License no who will supervise its erection and copies of other statement/documents applicable (Items no. 3 to 12 below):

1. Site Plan.
2. Building Plan including Service Plan.
3. Supervision of Building work (Appendix-2).
4. General specification sheet (Appendix-8).
5. Ownership documents.
6. Attested/Photostat copies of receipts for payment of application fee.
7. Application for drainage of premises in duplicate (Appendix-9)
8. Council of Architecture Certificate.
9. N. B. O. form appendix-10 in duplicate.
10. Indemnity Bond (In case of basement only) Appendix-11
11. Structural stability certificate from the licensed technical personal (Appendix-12).
12. Dimension plan (Certified on behalf of the Authority).

I request that the construction may be approved and permission accorded to me to execute the work.

Signature of the applicant

Name of applicant (in Block letters).

Address of the applicant :

Dated :-

NOTE—Strike out which is not applicable.

APPENDIX-2

[See REGULATION NO.6(2)v (b)]
Form for supervision of Building Work

To,

The Chief Executive Officer,
Greater Noida Industrial Development Authority,
Uttar Pradesh.

Sir,

I hereby certify that the erection/re-erection/material alteration/demolition in/of building no of Shazra no on/in plot no.....Block/Mohalla/Bazaar road/street/sector/colony shall be carried out under my supervision and I certify that all the material (type and grade) and the workmanship of the work shall be generally in accordance with the general and detailed specifications submitted along with and that the work shall be carried out according to the sanctioned plan.

*Signature of
Architect/Group.....
Name of Architect/Group(in block
letters).....
License no. of
Architect/Group.....
Address of the
Architect/Group.....*

Date:

NOTE—Strike out which is not applicable.

APPENDIX—8
GENERAL SPECIFICATIONS SHEET
GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY
Specification of proposed building

1. Total plot area.....Basement existing sq. mtr.
Proposedsq. mtr. Ground floor existing sq. mtr. Proposed
..... sq. mtrs.
2. First floor existingsq. mtr, Proposed sq. mtr.
Second floor existingsq. mtr. Proposed..... sq. mtr.
3. Mezzanine floor existingsq., mtr, Proposed sq. mtr.
4. The purpose for which it is intended to use the building
5. Specification to be used in the construction of the
 - (i) Foundation
 - (ii) Walls
 - (iii) Floors
 - (iv) Roofs
6. Number of stories of which the building will consist
7. Approximate number of persons proposed to be accommodated
8. The number of latrines to be provided
9. Whether the site has been built upon before or not
10. Source of water to be used for building purpose

Signature of the applicant.....
Full Name (IN Block
Letter).....
Address

APPENDIX—9
GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY
(To be submitted in duplicate)

APPLICATION FOR DRAINAGE OF PREMISES

To,
The Chief Executive Officer,
Greater Noida Industrial Development Authority,
Uttar Pradesh.

Sir,

I/We, the undersigned hereby apply for permission to drain the premises known as street/House Tax Assessment no.
The sanitary arrangement and drains for the premises are shown in the accompanying plans and sections in triplicate and described in the Appendix - 9 (submitted in triplicate) and the premises are open to inspection by the Officers of Greater Noida Industrial Development Authority. I/we undertake to carry out the work in accordance with the provisions of Greater Noida Industrial Development Authority Building Regulations 1992 and to pay the Authority the cost of connection to the sewer at the rate given in the scheme of fees.

Signature of the applicant.....
Full Name (In Block Letters).....
Address

Name of the plumber carrying out work
.....
License no.....
Address of the
plumber.....

Dated:

APPENDIX—11
Indemnity Bond

In consideration of the Greater Noida Industrial Development Authority, a body constituted under section—3 of the Uttar Pradesh Industrial Area Development Act, 1976 (U.P. Act no. 6 of 1976) (hereinafter referred to as 'the promise' - which expression shall unless the context does not so admit, include its successors and assigns) having sanctioned the construction of the basement in the building plans of the factory building to be constructed on Industrial/Residential plot no in sector no..... situated in the Greater Noida Industrial Development Area in Tehsil..... District on production of the bond of Indemnityby..... son ofaged years resident of (hereinafter called the 'promissor' which expression shall unless the context does not so admit include his heirs, executors, administrators, representatives and permitted assigns) to implement the promises of any loss or damage caused of the basement referred to above the promissor hereby agrees to execute his bond of Indemnity.

NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS

In consideration of the promises having sanctioned the construction of the basement in the building plan of the factory/residential building to be constructed in industrial /residential plot no in sector no situated in the Greater Noida Industrial Development Area, Tehsil District the promisor agrees to indemnify the promisee and at all times holds himself liable for all damages and losses caused to the adjoining building (s) on account of the construction of basement referred to above and further undertakes to indemnify the promisee any such amount to the full extent which the promisee may have or to be required to pay to any person (s) having rights in the adjoining properties on account of the construction of the basement (said) by way of compensation or otherwise and further to pay all costs and expenses which the promisee may have to spend in defending any action in the court of Law regarding thereto.

In witness whereof the promisor executed this Bond of Indemnity at Greater Noida Industrial Development Area, Tehsil District on day of.....

(Promisor),

Witness:

APPENDIX—12
For Structural Stability Certificate

To.

The Chief Executive Officer,
Greater Noida Industrial Development Authority,
Uttar Pradesh.

Sir,

I hereby certify that the structural design of the Building on shazra no plot on Sector/Colony..... Road/Street Block/Mohalla/Bazar..... shall be done by me/us and carried out in accordance with Part/IV structural design of National Building code of India corrected up to date.

Signature of Architect/Engineer/Group

.....

Name of the Architect/Engineers/Group

.....

License No. of Architect

.....

*Address of
Architect/Engineer/Group.....*

.....

Dated:

NOTE—Strike out which is not applicable.

APPENDIX—10
GOVERNMENT OF INDIA
Ministry of Works and Housing
NATIONAL BUILDING ORGANISATION
NAME OF THE MUNICIPALITY CORPORATION AUTHORITY
(Particulars of construction proposed/completed)

1. Nature of construction
 - (a) New construction (1)
 - (b) Alteration and/or additions to existing building (2)
2. Type of construction :
 - (i) Dwelling (1)
 - (ii) Other residential places (such as Hostel, Dormitories/Lodging
Hotels and Clubs) (2)
 - (b) Industrial building— (3)
 - (Factories, Plants, Workshops etc.) (4)
 - (c) Commercial buildings— (5)
 - (Shops, warehouses, Offices, Public garages etc.) (6)
 - (d) Institutional buildings—
 - (schools, hospitals, dispensaries and religious buildings etc.)
 - (e) Other buildings (public buildings, public libraries, amusement
buildings etc.)
3. Total plinth..... sq. mtr.
4. Total floor area in all floors.....sq. mtr.
(Including basement if any)..... sq. mtr.
5. Number and type of dwelling units in the construction:

Type of dwellings	New construction	Number of dwellings alterations and or additions to existing building resulting in dwellings
1. Room unit		
2. Room unit		
3. Room unit		
4. or more room unit		

Particulars for the following items should be given while applying for occupancy certificate only.

- 6. Estimated construction cost Rs
- 7. Number and date of issue of authorisation certificate
- 8. Date of commencement of construction
- 9. Date of completion of construction

*Signature of the
applicant.....*

*Name and address of the applicant in block
letters...*

Dated.....

For Office use only

Reference number of application

.....
Number and date of issue of Authorisation/Occupancy certificate

.....

APPENDIX—13
(TO BE SUBMITTED IN DUPLICATE)

(For the inspection of a underground/drainage/sanitary and other pipelines before covering the lines).

To,

The Chief Executive Officer,
Greater Noida Industrial Development Authority,
Uttar Pradesh.

Sir,

I/We undersigned hereby given you notice of my/our intention to cover upto the drainage work on (dated) at time in the premises of plot no Sector and request for the inspection and approval of the same.

The work was sanctioned by the Greater Noida Industrial Development Authority *vide* letter no dated The fees of Rs. 10 has been deposited with Challan no. dated

Signature of Owner.....

Name of Owner

Address

Certified that the drainage/sanitary work has been executed under my supervision and is as per sanctioned plan.

Signature of plumber/Architect/Engineer

Name of Plumber/Architect/Engineer.....

License no

Address

Note — The Notice must reach the Building Cell ten clear days before the work intended to be covered up.

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY
Building Cell

File No *dated*.....

Certified that the above works have been inspected and approved.

For Chief Executive Officer
Greater Noida Industrial Development
Authority.

NOTE—Form should be signed by a registered plumber/architect/engineer who is registered with Sr. Mgr. (Jal) Greater Noida Industrial Development Authority.

APPENDIX-3
[See REGULATION NO.13(ii)]
Form for Sanction or refusal of Building permit

From:
The Chief Executive Officer,
Greater Noida Industrial Development Authority,
Uttar Pradesh.

To:
.....
.....

Sir,
With reference to your application no.....dated.....for grant of permit for the erection/re-erection/material alteration/demolition in/of building no..... of Shazra no.....on/in plot no..... in sector/ colonyroad/street..... block/Mohalla/Bazar.....

I have to inform you that the sanction has been granted/refused by the Authority on the following grounds:

- 1.
- 2.
- 3.
- 4.

Office Stamp.

Signature

Office communication no.

Name of the Officer

Dated.

Designation of the Officer

NOTE—Strike out which is not applicable.

FORM FOR COMPLETION CERTIFICATE FOR BUILDING WORK

APPENDIX-5

[See REGULATION NO.22]

Form for Completion Certificate for Building Work

To

The Chief Executive Officer,
Greater Noida Industrial Development Authority,
Uttar Pradesh.

Sir,

I hereby certify that the erection/re-erection/material alteration/demolition in/on building no of Shazra no on/in plot no in sector/Colony road/street Block/Mohalla/Bazaarhas been supervised by me and the completion plan is attached herewith in triplicate (one copy cloth bounded). The plans were sanctioned vide letter no..... dated.....and the work has been completed to my best satisfaction. The workmanship and all the materials which have been used are strictly in accordance with the general, detailed specifications. No provision of the regulations, directions, no requisition made, conditions, prescribed or order issued there under have been transferred in the course of work. The land fit for construction for which it has been developed or re-developed.

Signature of the Licensed Architect,

Engineer/Group/Draftsman

.....

Name of the Licensed Architect/

Engineer/Draftsman/Group.....

.....

Address of Licensed Architect/

Engineer/Draftsman/Group.....

.....

Dated:

NOTE—Strike out the words which are not applicable.

APPENDIX—13
(TO BE SUBMITTED IN DUPLICATE)

(For the inspection of a underground/drainage/sanitary and other pipelines before covering the lines).

To,

The Chief Executive Officer,
Greater Noida Industrial Development Authority,
Uttar Pradesh.

Sir,

I/We undersigned hereby given you notice of my/our intention to cover upto the drainage work on (dated) at time in the premises of plot no Sector and request for the inspection and approval of the same.

The work was sanctioned by the Greater Noida Industrial Development Authority *vide* letter no dated The fees of Rs. 10 has been deposited with Challan no. dated

Signature of Owner.....

Name of Owner

Address

Certified that the drainage/sanitary work has been executed under my supervision and is as per sanctioned plan.

Signature of plumber/Architect/Engineer

Name of Plumber/Architect/Engineer.....

License no

Address

Note — The Notice must reach the Building Cell ten clear days before the work intended to be covered up.

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY
Building Cell

File No *dated*.....

Certified that the above works have been inspected and approved.

For Chief Executive Officer
Greater Noida Industrial Development
Authority.

NOTE—Form should be signed by a registered plumber/architect/engineer who is registered with Sr. Mgr. (Jal) Greater Noida Industrial Development Authority.

APPENDIX—14
(For Final Inspection of Sanitary/Water Supply Work)
(TO BE SUBMITTED IN DUPLICATE)

To,

The Chief Executive Officer,
Greater Noida Industrial Development Authority,
Uttar Pradesh.

Sir,

I/We undersigned hereby give you notice that the drainage works in the premises of plot no Block Sector will be completed entirely and ready for your final inspection on the (date) at (time) and request inspection and approval of the same.

The work was sanctioned by the Greater Noida Industrial Development Authority *vide* letter no dated The fees of Rs. 15 has been deposited *vide* challan no dated

Signature of the owner

Name

Address

Certified that the sanitary/water supply work has been executed under my supervision as per building bye-laws/sanctioned plan.

Signature of
plumber/Architect/Engineer.....

Name of
Plumber/Architect/Engineer.....

License
no.....

Address.....

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY
Building Cell

No.

.. dated

Certified that the above work have been inspected and approved.

For Chief Executive Officer

Greater Noida Industrial Development
Authority

NOTE—Form should be signed by a Registered Plumber/Engineer who is registered with Sr. Manager (JAL), Greater Noida Industrial Development Authority.