

How to get CLU/NOC for Land

CHANGE OF LAND USE (CLU) IN THE STATE OF HARYANA

Haryana has the 3rd highest per capita income in the country at Rs 67,891 including the largest number of rural Crore Patis in India. It is one of the most industrialized states of India, and is considered to be the current growth engine of India, with the city of Gurgaon rapidly emerging as a major hub for the information technology and automobile industries. Gurgaon is home to Maruti Udyog Limited, India's largest automobile manufacturer, and Hero Honda Limited, the world's largest manufacturer of two-wheelers. Panipat, Panchkula and Faridabad are also industrial hubs, with the Panipat Refinery being the second largest refinery in South Asia. There are also long established steel and textile industries in the state.

Procurement of land and obtaining of change of land use (CLU) permission thereon is one of the vital requirements for setting up Business/Industries in Haryana.

Any person in seeking change of land use of his land situated in Controlled Area^[i] required permission of the Director, Town & Country Planning, Haryana, Chandigarh.

Application for change of land use is to be made of Form CLU-I in the office of District Town Planner concerned along with the following documents:-

- Survey plan of the land on a scale 1"-40 showing the existing means of access to the land and building and the use of land falling in 100 yards of the property of said land(in triplicate)
- Copy of sale deed showing title of the land.
- Copy of Jamabandi
- Copy of intqal.
- Dimensioned sazra of the land.
- Land utilization plan and project report, justifying the requirement of land for the project, article of memorandum and authorization to deal with department(if any)
- Genuineness Certificate from the office of the DC of the concerned district.
- No objection certificate from the Haryana State Pollution Control Board, if the site falls within the agricultural zone.
- Registration of unit with Industrial Depttment.
- Any other document, which may be, required by the department specifically in the particular case.
- A demand draft in favour of Director, Town and Country Planning Haryana, Chandigarh drawn on any scheduled bank on account of scrutiny fee at the rates of rs. 10 per square meter of the area of it.
- Decision on the request for permission for change of land to be conveyed within 90 days from the date of submission of request.

[i] "controlled area" means an area declared under section 4 of the Punjab scheduled roads and controlled areas

restriction of unregulated development Act, 1963 to be a controlled area;

[ii] It is a record of land possession/record of rights made by the revenue officials prepared every 4 years on the basis of various revenue documents.

[iii] Whenever you acquire a new right on any landed property, you will need to follow the procedure for Patta (land title) transfer. Similarly, when you alienate (sell or gift or bequeath) land to someone, there is need for patta transfer. Incorporation of these permanent changes in land records is called 'mutation'. It means the recording in the revenue record of transfer of title of the property from one person to other(s)

[iv] A map relating to the concerned land prepared by the area patwari.

Sr. No.	District	Total number of controlled areas
1.	Ambala	9
2.	Bhiwani	3
3.	Faridabad	18
4	Fatehabad	5
5	Gurgaon	115
6	Hisar	11
7	Jind	8
8	Jhajjar	74
9	Kaithal	6
10	Karnal	10
11	Kurukshetra	14
12	Mahendragarh	3
13	Mewat	39
14	Palwal	30
15	Panchkula	5
16	Panipat	15
17	Rewari	16
18	Rohtak	17
19	Sirsa	3
20	Sonipat	59
21	Yamunanagar	11
Controlled Areas: Haryana		471

Development Plan For various Districts

Development Plans and Notifications (Updated on 23 November 2015)

Sr. No		District Name	Town	Draft Development Plan	Final Development Plan	Notification
1	1A	Ambala	Ambala 2021	24/11/2006	14/08/2008	
	1B		DDP Ambala 2025	04/07/2012		
			FDP Ambala 2025		06/09/2012	
	1C		Naraingarh	27/07/1998	05/09/2000	
	1D		Saha	18/12/2006	"	
2	2A	Bhiwani	Bhiwani	25/04/1997	03/03/1997	
	2B		Dadri	27/07/1999	12/09/2000	
3	3A	Faridabad	Faridabad-Ballabhgarh Complex-2011	14/10/1991	FDP-2011-17/12/1991	
			DDP Faridabad 2031	14/07/2014		
	3B		Mangar	17/05/2012		
				14/06/2012		<Public Notice>
4	4A	Fatehabad	Fatehabad	22/12/2008	"	

	4B		Tohana 2021	26/04/2000	13/11/2001	
	4C		Tohana 2025	19/09/2011		
	4D		Ratia	16/03/2007	"	
5	5A	Gurgaon	Gurgaon 2021	"	5/02/2007	
	5B		Gurgaon-Manesar Urban Complex 2025	04/10/2010	24/05/2011	
	5C		DDP GMUC 2031 FDP GMUC 2031	04/09/2012	15/11/2012	
	5D		Gual Pahari 2021		04/12/2008	
	5E		Gual Pahari 2021		06/10/2010	Notification
	5F		Sohna 2021	07/03/2008		
	5G		DDP Sohna 2031 FDP Sohna 2031	25/07/2012	15/11/2012	
	5H		DDP Pataudi FDP Pataudi	17/05/2012 04/07/2012	28/01/2013	
	5I		Farrukhnagar	21/08/2012		
6	6A	Hisar	Hisar	19/12/2003	09/02/2007	
	6B		Hansi	31/08/1999	12/10/2001	
	6C		Mayyar	16/03/1999	25/04/2000	
	6D		Agroha	03/01/2006	"	
	6E		Talwandi Rana	13/04/2010		
7	7A	Jhajjar	Jhajjar 2021	16/11/2007	"	
	7B		Jhajjar 2031	13/07/2012		
	7C		Bahadurgarh 2021	"	14/02/2006	
	7D		Bahadurgarh 2031		13/07/2012	
	7E		Sampla	09/03/2009		
	7F		Beri 2031	02/01/2014		
8	8A	Jind	Jind 2021 Jind 2031	27/12/2005 02/01/2014	" "	
	8B		Narwana	25/11/2005	19/09/2006	
	8C		Safidon	16/03/2007	"	
	8D		Uchana	07/03/2008		

9	9A	Kaithal	Kaithal 2021	04/04/2007	"	
			Kaithal 2031	21/02/2014	"	
10	10A	Karnal	Karnal 2021	25/10/2006	12/08/2008	
			Karnal 2025	12/04/2012	02/09/2013	
	10B		Gharaunda	23/11/2004	"	
	10C		Nilokheri Taraori	19/10/2006	"	
	10D		Assandh	02/05/2007	"	
	10E		Indri	07/03/2008		
11	11A	Kurukshetra	Kurukshetra 2021		25/11/2008	
			Kurukshetra 2031	02/01/2014		
	11B		Shahabad	14/03/2007	"	
12	12A	Mahendragarh	Mahendergarh	04/04/2007	04/03/2009	
			Narnaul	08/10/2008		
13	13A	Mewat	Nuh	18/09/2006	"	
			Taoru	28/09/2006	"	
	13C		Ferozpur Jhirka		24/03/2009	
14	14A	Palwal	Palwal	08/09/1998	18/11/1999	
			Prithla 2031	05/02/2009	07/04/2011	
			Hathin 2021	21/04/2009		
			Hathin 2031	11/06/2012		
			Hodal 2031		27/06/2012	
15	15A	Panchkula	Panchkula	"	"	
			Panchkula Extension-I	"	06/-9/2009	
			Pinjore	"	04/07/2006	
			Pinjore Kalka Urban Complex 2031	03/07/2014		<Public Notice>
			Alipur	29/10/2007		
	15D				11/01/2013	
	15E		Mansa Devi Complex		06/04/2004	
	15F		Kot Behla			
16	16A	Panipat	Panipat	15/05/2008		
			Samalkha	10/05/2006	"	

17	17A	Rewari	Rewari	28/02/2007	"	
	17B		Bawal	05/12/2007		
	17C		Dharuhera	18/09/2006	28/12/2007	
	17D		MBIR DDP-2039	05/11/2015		
18	18A	Rohtak	Rohtak-2025	08/09/2007		
			Rohtak-2031	07/01/2013		
	18B		Meham	18/09/2006	"	
	18C		Kalanaur-2031	07/01/2013		
19	19A	Sirsa	Sirsa	"	24/02/2004	
	19B		Dabwali	10/01/2006	"	
20	20A	Sonipat	Sonipat		02/09/2003	
	20B		Ganaur	16/11/2007	"	
	20C		Kharkhoda	07/03/2008		
	20D		Gohana	07/03/2008		
21	21A	Yamuna Nagar	Yamuna Nagar- Jagadhri	07/12/2006	"	
	21B		Kapal Mochan DDP-2021	10/04/2006		
			Kapal Mochan FDP-2021		21/07/2014	
	21C		Dadupur Head works	19/09/2006	29/10/2007	
	21D		AD Badri DDP-2031	24/08/2015		

DDP - Draft Development Plan | FDP - Final Development Plan

POLICY DOCUMENTS Regarding [Licence/CLU/Miscellaneous](#)

[LICENCE POLICY DOCUMENTS](#)

[CLU POLICY DOCUMENTS](#)

[AFFORDABLE HOUSING POLICY, 2013/ AHP DRAW LIST](#)

[BUILDING PLAN/ OCCUPATION CERTIFICATE RELATED DOCUMENTS](#)

[MISCELLANEOUS POLICY DOCUMENTS](#)[EDC POLICY DOCUMENTS](#)[IMPORTANT PUBLIC NOTICES](#)[REFUSAL/CANCELLATION ORDERS](#)[STP \(ENFORCEMENT\) OFFICE INSTRUCTIONS](#)[ARCHIVES](#)**LICENCE POLICY DOCUMENTS**

Sr. No.	Name of Policy Document	Dated.
1.	Government Orders under Haryana Industrial Policy, 2005, for simplification of development/construction procedures for Technology Park/ City	27.04.2006
2.	Policy for Grant of Licence (under Act no 8 of 1975) and CLU permissions (under Act no 41 of 1963)	19.12.2006
2A.	(Corrigendum to amend the) Policy for Grant of Licence and CLU permissions dated 19.12.2006	24.02.2009
3.	Area Norms for allowing IT Parks/ Cities in Residential Sectors of Development Plan	30.05.2007
4.	Policy for Grant of Licence to Government Welfare Organisations.	02.07.2007
5.	Removal of Height Restrictions of buildings in Group Housing Colonies and Commercial Colonies	13.05.2008
6.	Allowing Four level Basement in High-Rise Buildings for adequate Parking Provisions	12.06.2008
7.	Amendment in Policy pertaining to Grant of Licence for Co-operative Housing Societies	15.09.2008
8.	Amendment in Area Norms prescribed in policy dated 19.12.2006 and 29.05.2009, wrt grant of Group Housing Component as part of Plotted colony	20.08.2009
9.	Policy Parameters for Land requirement norms in respect of Original Municipal Limits and Extended Municipal Limits	22.12.2009
10.	Grant of licence for setting up of a colony to group of persons under the Haryana Development and Regulation of Urban Areas Act, 1975: Defining Reputed Colonizers.	24.04.2007
11.	Amendment in policy dated 24.04.2007 pertaining to defining of Reputed Coloniser.	25.04.2007
11A	EWS Plots /Flats Allotment Instructions.	10.05.2011
11B	Instructions Regarding verification of Genuineness of BPL card from District Administration.	07.02.2013
11C	Policy for Allotment of Plots/ Flats earmarked for Economical Weaker Section in the Licensed Colony.	08.07.2013
11D	Composition rates for compounding of violations committed in allotment of EWS plots/ flats in licensed colonies, under the Haryana Development and Regulations of Urban Areas Act, 1975 & Rules, 1976.	16.08.2013
12.	Prescribed Advertisement Performa for allotment of EWS Plots/Flats by Private Developers in Licensed Residential colonies	04.05.2010
13.	Grant of license for land pockets owned by individuals forming part of or adjoining the existing licensed colonies.	09.06.2006
14.	Cut-off Date for charging of Interest on EDC/IDC dues in cases pertaining to Conversion of Group Housing Colonies to Plotted Colonies and vice-versa and for Surrender of License Cases.	20.04.2010
15.	Policy for grant of licenses - Rationalization of levels of decision making with respect to policies to grant licenses	22.06.2010
16.	Area Norms for Educational Facilities in the Urban Areas/ Controlled Areas in the State	16.06.2010
17.	Policy regarding Surrender of Licences	17.06.2010
18.	Levy of interest on Infrastructure Development Charges for the delayed period	11.11.2010
19.	Orders Amending Conditions imposed in LOI: Obtaining an Affidavit from the Landowner who have enter into collaboration agreement with a coloniser for grant of licence	03.01.2011
20.	Policy regarding Release of Land from Acquisition Proceedings	24.01.2011
21.	Policy regarding existing approach to the applied area for licence under the provisions of the Haryana Development and Regulation of Urban Areas Act, 1975 and Rules 1976 thereof.	24.01.2011
21A	Clarification/ Amendment in Policy regarding existing approach to the applied area for licence under the provisions of the Haryana Development and Regulation of Urban Areas Act, 1975 and Rules 1976 thereof	23.06.2011

22.	Seniority in respect of Licence applied in the name of Individual Landowners and subsequently transferring the land in the name of Collaborator Company	05.07.2011	
23.	Grant of Group Housing Licence for Net Planned Area of less than 10 acres in Sectors where on account of 20% sector area limit any further independent licence is not permitted	21.03.2012	
24.	Guidelines pertaining to checking of the financial capacity of the collaborator company or other applicants who have applied for grant of license under provision of the Haryana Development and Regulation of Urban Area Act, 1975.	02.04.2012	F
25.	Policy for recovery of EDC and interest dues from Colonisers in case of default in payment of scheduled installments & relief in terms of Approvals/ Permissions after securing Additional Bank Guarantee etc.	12.04.2012	
25A	CORRIGENDUM TO: Policy dated 12.04.2012 for recovery of EDC and interest dues from Colonisers in case of default in payment of scheduled installments & relief in terms of Approvals/ Permissions after securing Addl BG etc.	15.04.2012	
26.	Formulation of Comprehensive Policy for Planned Development of Left-Over Land Pockets, viz., Un-licensed / Un-acquired / Released Areas Located in the Developed Sectors Through either Grant of Licence under Act No 8 of 1975 or Approval of Town Planning (TP) Scheme under Municipal Acts	14.06.2012	L
27.	Instructions Regarding Receipt and Validity of Applications for grant of Licence.	05.07.2012	
28.	Orders regarding constitution of Committee for finalisation of NPPL rates.	21.06.2012	
29.	Policy regarding consideration of licence applications for developing IT Park/Cyber Park in residential zone received upto 31.10.2010	22.07.2011	
30.	Instructions Regarding constitution of condominium Association as required the provisions of the Haryana Apartment Ownership Act, 1983 and Rules framed there under	10.10.2012	
31.	ORDER: To do away with the procedure of checking the licence application before issuing the receipt, diary number to the applicant.	07.11.2012	
32.	OFFICE ORDER: Regarding issuing the LOIs to the Licensees.	09.11.2012	
33.	Instructions for obtaining Ownership Certificate from DRO before grant of licence.	18.02.2013	
34.	Policy regarding grant of license for group housing colony in High Density Zones earmarked in the Development Plans.	01.07.2013	
34A	Policy regarding grant of license for group housing colony in High Density Zones earmarked in the Development Plans.	01.07.2013	
35.	Notification regarding grant of licenses for development of Industrial colony/ Cyber Park/ Cyber City.	09.07.2013	
35A	Policy regarding grant of licenses for development of Industrial colony/ Cyber Park/ Cyber City .	09.07.2013	
36.	Renewal of licences granted for setting up of an IT colony/ Cyber Parks.	05.11.2013	
37.	Mix Land Use (Commercial/Residential) Policy for grant of license in Commercial Zone.	03.01.2014	
38.	Policy guidelines for granting permission to erect security gates in the licensed colonies in the State.	23.01.2014	
39.	Procedure for Transfer of Community Sites.	07.02.2014	
40.	Validity and claim period of the Bank Guarantees to be submitted in the Department.	10.03.2014	
41.	Transfer of licence in cases where licence has been granted after release of land from acquisition proceedings.	28.04.2014	
42.	Policy for Planned Development of Low Density Eco Friendly Colonies.	30.05.2014	
42A	Amendment in Low Density Eco Friendly Policy.	29.08.2014	
43.	Notification for allowing private developers to develop upto 30% of commercial sector through grant of licence.	09.07.2014	
44.	Proforma for Bilateral Agreement in Affordable Housing Projects.	13.08.2014	
45.	Policy for existing approach to the applied area for grant of licence under the Haryana Development and Regulation of Urban Areas Act, 1975.	05.09.2014	
46.	Approval of "Electrical Service Plan/Estimates" as a pre-requisite for issuance Completion/Part-Completion Certificate for a colony.	21.01.2015	
47.	Policy parameters for allowing Change in Beneficial Interest, viz., Change in Developer; Assignment of Joint Development Rights and/or Marketing Rights etc. in a licence granted under Act No. 8 of 1975.	18.02.2015	
48.	Mandatory Aadhar No. linking with EWS applications and allotments.	24.06.2015	
49.	Creation of Marketing/Developments Rights in licenced colonies without approval of competent authority.	29.06.2015	
50.	Constitution of "Allottees Grievances Redressal Forum."	13.07.2015	
50A.	Corrigendum-Constitution of "Allottees Grievances Redressal Forum."	16.07.2015	

51.	Policy for reorganisation of boundaries of licenced colonies through exchange of land among licences in a residential sector.	15.07.2015
52.	Order regarding Self Certification by licencees against provisions of Haryana Ceiling on Land Holdings Act 1972.	17.07.2015
53.	Constitution of Committee against Licence No. 180 of 2008 dated 18.10.2008.	04.08.2015
54.	Constitution of Committee against ULB Licence No. 1 of 2002 dated 13.12.2002.	18.08.2015
55.	Policy for land aggregation and integrated infrastructure development along 24m/18m wide internal sectoral plan roads.	21.08.2015
56.	Policy regarding grant of licences for development of Industrial colony in Industrial/Agriculture zone in view of Enterprises Promotion Policy-2015.	01.10.2015
56.	New Integrated Licencing Policy-2015 for Residential and Commercial Uses in Hyper/High potential zones.	26.10.2015

CLU POLICY DOCUMENTS

Sr. No.	Name of Policy Document	Dated.
1.	Instructions of Chief Secretary, Haryana, regarding obtaining NOC from TCPD before undertaking any selection of site/ acquisition activity by any Government Agency.	21.11.1980
2.	Instructions regarding recovery of Composition Charges from Petrol Pumps	13.06.2005
3.	Policy for Grant of Licence (under Act no 8 of 1975) and CLU permissions (under Act no 41 of 1963).	19.12.2006
3A.	Policy for Grant of Licence (under Act no 8 of 1975) and CLU permissions (under Act no 41 of 1963).	06.09.2007
3B.	Policy regarding grant of Change of Land Use permission to Ready Mix Concrete Plant in Agriculture Zone of Controlled Areas declared in Gurgaon District.	06.11.2007
4.	Area norms for considering Approval of building Plans/ Completion Certificate of Industrial CLU Projects	01.06.2007
5.	Policy regarding Change of Land Use permission in Controlled Areas for Dhabas, Fuel Filling Stations, Banquet Hall, Restaurant, Motel/Resort/Theme Park.	19.11.2007
6.	Policy regarding grant of Change of Land Use permission to the buildings existed before declaration of Controlled Area.	20.11.2007
7.	Policy regarding installation of Mobile Phone Communication Towers	04.01.2008
8.	(Amendment in Policy dated 20.11.2007) Policy regarding grant of Change of Land Use permission to the buildings existed before declaration of Controlled Area.	01.02.2008
9.	Norms of Health facilities/ Hospitals.	06.02.2008
10.	One-time Relaxation in CLU/NOC norms to Private Unrecognised Schools, who had applied for recognition with Education Department, Haryana	27.03.2008
11.	Policy regarding regularisation of existing industrial units located in the controlled areas of the State	02.03.2010
12.	Policy for composition of offences and grant of occupation certificate in Change of Land Use Cases where the permission stands expired	29.04.2010
13.	Recommendation for (Genuineness Certificate) Grant of Change of Land Use permission for setting up of Fuel Filling Station/Retail Outlet, Educational institutes in the Controlled Areas.	17.05.2010
14.	Area Norms for Educational Facilities in the Urban Areas/ Controlled Areas in the State.	16.06.2010
15.	Revised Area Norms for Educational Facilities in the Urban Areas/ Controlled Areas in the State.	08.01.2014
16.	Policy for Setting up of WAREHOUSES in Agriculture Zone	16.06.2010
16A	Policy (Addendum) for Setting up of Warehouses in Agriculture Zone	04.10.2010
16B	Policy regarding setting up of Warehouses for other than Agriculture produces in Industrial Zone and Transport & Communication Zone	24.07.2012
17.	Policy for Setting up of Recreational Projects in Residential Zone and Open Space Zone of notified Development Plans.	27.09.2010
18.	Finalisation of Lease Period for the purpose of obtaining CLU permission.	08.11.2010
19.	Regulations for granting CLU permission to Industries in the Controlled areas of the state.	27.08.2010
20.	Amendment in the Norms pertaining to setting up a Banquet Hall facility in Agriculture Zone	15.03.2011
21.	Policy Regarding Revision of Norms/ Guidelines/ Parameters for Grant of CLU Permission for the Development of Retail Outlets/Fuel Filling Stations	28.12.2010
22.	Adjustment of Conversion charges: Policy thereof	10.08.2011

23.	Policy Regarding Grant of Change of Land Use permission for Residential Purposes for the Residual Pockets falling within the Licenced colonies/HUDA Developed Sectors	27.02.2012
23A	Policy Regarding Grant of Change of Land Use permission for Residential Purposes for the Residual Pockets falling within the Licenced colonies/HUDA Developed Sectors	02.08.2012
24.	Formulation of Planning Parameters for Grant of CLU Permission for Starred Hotels & Restaurants in Residential & Commercial sectors of Medium & Low Potential towns	12.04.2012
25.	Instructions regarding considering the request for Grant of Permission for Change of Land Use on the Basis of Draft Development Plans	04.07.2012
26.	Office order for ascertaining the Authorized Capital of the companies applying for CLU permission conveyed vide endst. dated 28.09.2012.	28.09.2012
27.	Policy regarding considering the request for grant of CLU permission in the agriculture zone on the basis of Draft Development Plans.	26.09.2012
28.	Office Order regarding release of Building Plans.	21.09.2012
29.	Policy for setting up of Mobile Towers in the Controlled Area.	13.01.2012
29A.	Policy for setting up of Mobile Towers in the Controlled Areas.	10.03.2015
30.	Policy for grant of Change of Land Use permission for parking purposes in agriculture zone/transport and communication zone adjacent to the Change of Land Use granted area/SEZ.	19.11.2012
31.	Instructions regarding reporting of unauthorized constructions at the time of sending site report in Change of Land Use (CLU) cases and related matter thereof.	20.12.2012
32.	Policy- Fixation of area norms/siting parameters for grant of Change of Land Use permission for setting up of retail outlet for Compressed Natural Gas (CNG)/ Petroleum Natural Gas (PNG) station in State of Haryana.	31.12.2012
32A	Policy regarding revision of Norms/Guidelines/Parameters for grant of Change of Land Use (CLU) permission for the development of Retail Outlets/Fuel Filling Stations (other than CNG/PNG).	12.02.2013
32B	Policy- Fixation of area norms/siting parameters for grant of change of land use permission for setting up of retail outlet for Compressed Natural Gas/ Petroleum/Natural Gas station/Petrol Pump/Fuel Filling Station in State of Haryana.	03.06.2013
33.	Finalization of Policy regarding setting up of Guest/Boarding house in Residential Zone.	31.12.2012
34.	Policy regarding minimum width of approach/revenue rasta for grant of Change of Land Use (CLU) permission to Industrial Units failing in the Industrial/Agriculture Zone and Warehouses in the Industrial Zone.	09.11.2011
35.	Composition charges under Section 14 of Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 Act for Recreational Use for issuance of Occupation Certificate.	29.01.2013
36.	Office order regarding checking financial capacity in CLU cases in terms of paid up capital.	20.02.2013
36A	Office order regarding checking financial capacity in CLU cases in terms of paid up capital.	02.09.2013
37.	Policy- Relaxation by 10% in area norms for grant of change of land use permission to the sites falling partly in green belt of road/scheduled road/National Highways and widening of said roads.	11.03.2013
38.	Office Order regarding verification of revenue documents in CLU applications containing unauthenticated/unattested by the competent authority and verification of revenue document from concerned DRO.	31.01.2013
39.	Office Order regarding CLU permissions granted/rejected register to be maintained by concerned JEs/Record-keeper (Work Branch) under the provisions of Punjab Scheduled Roads and Restriction of Unregulated Development Act, 1963.	18.04.2013
40.	Obtaining affidavit in CLU cases for area falling under Green Belt/widening/sector road/internal road.	09.04.2013
41.	Reasons to be recorded in writing while recommending relaxation in zoning regulations for grant of CLU permission for educational institutions in agriculture zone.	04.09.2013
42.	Incorporation of condition in LOI and final permission letter to the effect that applicant shall obtain requisite affiliation / approval from UGC/ AICTE/ MCI/ DCI/ University/ other affiliating body prescribed under law before grant of occupation certificate.	10.09.2013
43.	Restriction for issuance of NOC for the activities subservient to agriculture in Controlled Areas.	14.01.2014
44.	Policy guidelines for ensuring implementation of terms and conditions of change of land use permission for educational institutions purpose regarding free education to BPL/poor families and making it mandatory for the educational institutions to maintain their record and register thereof.	26.09.2014
45.	Charging of EDC in CLU Cases for Religious Purpose.	08.12.2014

46.	Policy for grant permission of change of land use for Wholesale Trade, Warehouse and Storage in commercial zone of Development Plans of Low and Medium Potential Zones.	12.01.2015
47.	Policy regarding grant of change of land use permission for industrial units in Industrial/Agriculture zone in view of Enterprises Promotion Policy-2015.	01.10.2015
48.	Delegation of powers for grant of CLU permission in industrial zone to DCs-Order.	01.10.2015

AFFORDABLE HOUSING POLICY, 2013/ AHP DRAW LIST

Sr. No.	Name of Policy Document	Dated.
1.	Notification of Affordable Housing Policy 2013 under section 9(A) of Haryana Development and Regulation of Urban Areas Act, 1975.	19.08.2013
1A.	Amendment in the Affordable Housing Policy 2013 published vide notification dated 19.08.2013 under section 9(A) of Haryana Development and Regulation of Urban Areas Act, 1975 (Act No. 8 of 1975).	22.07.2015
1B.	Amendment in the Affordable Housing Policy 2013 published vide notification dated 19.08.2013 under section 9(A) of Haryana Development and Regulation of Urban Areas Act, 1975 (Act No. 8 of 1975).	20/23.10.2015
2.	Government order for grant of exemption under section 23 of Haryana Development and Regulation of Urban Areas Act, 1975: Affordable Housing Policy 2013.	19.08.2013
3.	Status of Licence Applications received under "AFFORDABLE HOUSING POLICY 2013"	22.12.2015
4.	Proforma for Bilateral Agreement in Affordable Housing Projects.	13.08.2014
5.	Determination of seniority of applications received under 'Affordable Housing Policy 2013'.	22.09.2014
6.	Signatures Builders Pvt. Ltd. Affordable Housing Colony in Sector-70, Gurgaon (Licence No. 52 of 2014 & 127 of 2014)-Draw list of successful/ wait listed applicants.	30.03.2015
7.	MVN Infrastructure Pvt. Ltd. Affordable Housing Colony in Sector-5, Sohna (Licence No. 49 of 2014)-Draw list of successful/ wait listed applicants.	04.02.2015
8.	Pivotal Infrastructure Pvt. Ltd. Affordable Housing Colony in Sector-84, Gurgaon (Licence No. 13 of 2014)-Draw list of successful/ wait listed applicants.	23.04.2015
9.	Affordable Housing Policy, 2013: Compilation of Quarterly Reports.	07.08.2015
10.	Prime Infradeveloper Pvt. Ltd. Affordable Housing Colony in Sector-99A, Gurgaon (Licence No. 21 of 2014)-Draw list of successful/ wait listed applicants.	12.08.2015
11.	Sarvpriya Securities Pvt. Ltd. (Now Signature Global Developer Pvt. Ltd.) Affordable Housing Colony in Sector-71, Gurgaon (Licence No. 138 of 2014)-Draw list of successful/wait listed applicants.	18.08.2015
12.	Aster Infrahome Pvt. Ltd. Affordable Housing Colony in Sector-90, Gurgaon (Licence Nos. 61 & 62 of 2014)-Draw list of successful/wait listed applicants.	19.08.2015
13.	GLS Infratech Pvt. Ltd. Affordable Housing Colony in Sector-4, Sohna (Licence No. 110 of 2014)-Draw list of successful/wait listed applicants.	17.08.2015
14.	Pyramid Infratech Pvt. Ltd. Affordable Housing Colony in Sector-70A, Gurgaon (Licence No. 116 of 2014)-Draw list of successful/wait listed applicants.	01.09.2015
15.	Pyramid Infratech Pvt. Ltd. Affordable Housing Colony in Sector-86, Gurgaon (Licence No. 154 of 2014)-Draw list of successful/wait listed applicants.	28.08.2015
16.	Pivotal Infrastructure Pvt. Ltd. Affordable Housing Colony in Sector-99, Gurgaon (Licence No. 86 of 2014)-Draw list of successful/wait listed applicants.	03.09.2015
17.	Nani Resorts & Floriculture Pvt. Ltd. Affordable Housing Colony in Sector-102, Gurgaon (Licence No. 11 of 2014)-Draw list of successful/wait listed applicants.	22.08.2015
18.	Breeze Builders & Developers Pvt. Ltd. Affordable Housing Colony in Sector-33, Sohna (Licence No. 67 of 2014)-Draw list of successful/wait listed applicants.	27.08.2015
19.	AVL Infrastructure Pvt. Ltd. Affordable Housing Colony in Sector-36A, Gurgaon (Licence No. 18 of 2014 & Licence No. 74 of 2014)-Draw list of successful/wait listed applicants.	09.09.2015
20.	Ramsons Organics Ltd. Affordable Housing Colony in Sector-95, Gurgaon (Licence No. 129 of 2014)-Draw list of successful/wait listed applicants.	25.08.2015

21.	Lotus Realtech Pvt. Ltd. Affordable Housing Colony in Sector-111, Gurgaon (Licence No. 47 of 2014)-Draw list of successful/wait listed applicants.	
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MISCELLANEOUS DOCUMENTS FOR GENERAL INFORMATION

Sr. No.	Name of Policy Document	Dated.	
1(i)	Norms for Provision of Internal Community Buildings	24.11.1988	
1(ii)	Area Norms for Educational Facilities in the Urban Areas/ Controlled Areas in the State	16.06.2010	
2.	Radha Soami Satsang Beas: CLU Policy Parameters	30.05.2008	
3(i)	Instructions regarding Registration of Independent Floors of Residential Plots in Licenced colonies	27.03.2009	Re
3(ii)	Instructions regarding Registration of Independent Floors of Residential Plots in Licenced colonies	25.08.2009	Re
3(iii)	Policy instructions regarding Registration of Independent Floors of Residential Plots- Clarification thereof.	13.02.2013	Re
3(iv)	Violation of Section 3(C) of Haryana Development and Regulation of Urban Areas, Act 1975 - Regarding Registration of Independent Residential Floors.	02.12.2014	Viol
4.	Preparation of Circulation Plans for the sector proposed in the Development Plans for Controlled Areas	20.04.2007	
5.	Creation of adequate Sanitation facilities at construction sites for construction workers and visitors	21.01.2010	
6.	Levy of interest on the fee and charges to be deposited for the extended period of Letter of Intent	21.01.2010	Inter
7.	Collection of Labour Cess where the approval of construction works are granted by Department.	25.02.2010	
7A	Office Instructions: Collection of 1% of Total Labour Cess in favour of DTCP, Hr as administrative charges.	15.06.2010	
8.	Policy instruction regarding allowing four level basements and allowing more parking spaces in the high rise buildings to make adequate parking provisions- Clarification.	17.05.2010	
9.	Creation of External Town Level Infrastructure: Procedural Instructions for Field and Circle Offices.	25.10.2006	
10.	Office Instructions: Procedure for Approval of Service Plan Estimates of Licenced Colonies.	06.09.2010	
11.	Office Instructions: Transfer of Licence in cases where licence stands granted after release of land from acquisition.	26.08.2010	
12.	Office Instructions: Issue of Licences where compliance of LOI conditions have been done.	28.08.2010	
13.	Office Instructions: Guidelines for preparation of Sectoral Plans	29.10.2010	
14.	Office Instructions: Guidelines for Preparation of Development Plans	25.03.2011	
15.	Guidelines for Advertisements for sale of plots/flats in licensed residential, commercial, industrial and I.T. colonies	25.05.2011	
16.	Request for approval of Town Planning Scheme in the State of Haryana as per policy parameter approved by the Govt for the land requirement norms in respect of Original Municipal Limits/ Extended MC Limits	03.08.2012	
17.	Amendment in Rules 1965: Amendment of Schedule-IV in for Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Rules 1965 for Revision of Conversion charges.	11.09.2012	F
18.	Scrutiny of transfer of Licence cases with respect to technical and financial capacity of the lead company/transferee company.	19.10.2012	Scr
19.	Meaning of Urdu Revenue Words in English.	-	
20.	Finalization of Policy regarding setting up of Guest/Boarding House in Residential Zone.	31.12.2012	
21.	Disposal of Utility sites reserved for Electric Substation, Telephone Exchanges, Religious Buildings, Police Posts & Sub Post Offices Located in licenced colonies of Gurgaon.	19.12.2003	D
22.	Directions for DTPs(HQ)	20.02.2013	
23.	Office Order: Monitoring of Court Cases.	17.05.2013	
24.	LR, Haryana advice regarding refund / adjustment of license fee.	15.07.1998	
25.	Minutes of the meeting held under the Chairmanship of Hon'ble Chief Minister, Haryana to Deliberate upon the Issues Concerning Real Estate Sector.	29.10.2013	
26.	Preparation of the sectoral plan and marking of the town level facilities on the sectoral plan and acquisition of sector roads there.	31.03.2014	

27.	Notification of policy for Transit Oriented Development (TOD) Zones.	05.09.2014	
28.	Minutes of the meeting held under the Chairmanship of Hon'ble Chief Minister, Haryana with representatives of CREDAI.	18.12.2014	
29.	Minutes of the meeting held under the Chairmanship of Sh. P. Raghavendra Rao, ACSTCP, Hr.: "Creation of Haryana Urban Geo-Spatial Applications Ltd. (HUGSA Ltd.)" for preparedness in urban e-Governance & development of Smart Cities.	02.03.2015	
30.	Planning of additional construction in the Schools of Education Department Haryana.	26.03.2015	
31.	Compliance of orders dated 10.04.2015 of Hon'ble National Green Tribunal in OA No. 21 of 2014 – Vardhaman Kaushik V/s UOI & others.	14.05.2015	
32.	Designation of Link of Officers in Town & Country Planning Department.	31.07.2015	
33.	Designation of STP(E&V) as Chief Vigilance Officer in Town and Country Planning Department for the purpose of all vigilance related matters.	18.08.2015	
34.	Constitution of 'Task Force' for augmentation of infrastructure in Gurgaon-Manesar Urban Complex.	08.09.2015	
35.	Constitution of an internal Complaint Committee for Prevention of Sexual Harassment of women at workplace under section 4(1)(b) (Prevention, Prohibition and Redressal), Act 2013.	18.08.2015	
36.	Hosting of additional documents on the website of the Department.	24.11.2015	

IMPORTANT PUBLIC NOTICES

Sr. No.	Name of Policy Document	Dated.	
1.	For general Public intending to buy Plot/Flat in licenced colonies	30.12.2011	
2.	Suggestions invited on revised policy on existing approach for grant of licence.	27.05.2014	
3.	Suggestions invited on Sectoral Plan 18/24M Road Policy.	03.06.2014	
4.	Timely Allotment of EWS Plots/Flats & Composition thereof.	09.06.2014	
5.	Suggestions invited on Policy for exchange of Revenue Rastas.	27.06.2014	
6.	Prescribed Advertisement proforma under Affordable Housing Policy 2013.	17.07.2014	
7.	Suggestions invited on NPPL Policy.	19.08.2014	
7A.	Suggestions invited on amended NPPL Policy.	21.08.2015	
8.	Licensed colony of KN Infracon Pvt. Ltd. in Sector-106, Gurgaon: Issues thereof.	08.09.2014	
9.	Determination of seniority of applications received under Affordable Housing Policy 2013.	22.09.2014	
10.	CWP No. 16157 of 2014: Hearing of objections by DGTCP, Hr. on 23.01.2015 and orders thereof.	23.01.2015	
11.	DGTCP, Hr. orders in compliance of orders in CWP No. 23486 of 2014 & 23487 of 2014.	09.03.2015	
12.	Inviting Quotations for preparation of Existing Land Use Plan for Controlled Area Pundri.	10.04.2015	
13.	Cancellation of Licence No. 25 of 2007 dated 08.01.2007 granted to <u>Dwarkadhish Estate Pvt. Ltd.</u> for development of Group Housing Colony in Sector-24, Dharuhera, District Rewari.	16.06.2015	
14.	Public notice w.r.t. Licence No. 6 of 2009 dated 24.02.2009 granted to <u>Aquarius Buildcon Pvt. Ltd.</u> in collaboration with land owners for development of IT Park in revenue estate of village Begumpur Khatola, Sector-74, Gurgaon.	17.06.2015	
15.	Expression of Interest (EOI) for consultancy services: New Town Badsa (District Jhajjar).	09.08.2015	
16.	Public notice w.r.t. ULB Licence No. 1 of 2002 dated 13.12.2002 granted to <u>Sh. Ramesh Kumar & Ors</u> for development of commercial colony in Khasra No. 924, 925, 926, 927 & 928 over an area measuring 5.61 acres in the revenue estate of village-Patti Mehar, Ambala City, District Ambala.	13.08.2015	
17.	Notice regarding pending application for issuance of completion certificate with the Department.	28.08.2015	
18.	Notice for Walk-in-Interview contractual appointment in the 'IT Cell' for Town and Country Planning, Department (TCPD) Haryana.	31.12.2015	

REFUSAL/CANCELLATION ORDERS

Sr. No.	Name of Policy Document	Dated.	
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1.	Refusal of renewal of Licence No. 249 of 2007 dated 02.07.2007 granted to <u>Wellworth Project Developers Pvt. Ltd.</u> for setting up of Commercial Colony over an area measuring 3.987 acres in the revenue estate of Village Badshahpur, Sector-65 of GMUC, Distt. Gurgaon.	20.02.2014
2.	Refusal of renewal of Licence No. 187 of 2007 dated 08.06.2007 granted to <u>Creative Buildwell Pvt. Ltd.</u> for setting up of Residential Group Housing Colony over an area measuring 11.318 acres in the revenue estate of Village Revli, Sector-17, Distt. Sonipat.	18.11.2014
3.	Refusal of renewal of Licence No. 25 of 2009 dated 15.06.2009 granted to <u>Jindal Infrabuild Pvt. Ltd.</u> for setting up of Residential Group Housing Colony over an area measuring 12.156 acres in the revenue estate of Village Garhi Shahjanpur, Sector-17, Distt. Sonipat.	18.11.2014
4.	Refusal of renewal of Licence No. 915-945 of 2006 dated 08.05.2006 granted to <u>Parsvnath Developers Pvt. Ltd.</u> for setting up of Residential Plotted Colony over an area measuring 84.155 acres in the revenue estate of Village Raipur and Kumaspur, Sector-8 & 19, Sonipat-Kundli Multifunctional Urban Complex, Distt. Sonipat.	19.01.2015
5.	Cancellation of Licence No. 1047 of 2006 dated 25.07.2006 granted to <u>Countrywide Promoters Pvt. Ltd.</u> for developing Group Housing Colony on an area measuring 4.956 acres (part of group housing colony area measuring 55.724 acres) located in Sector-75-76 Faridabad.	06.04.2015
6.	Cancellation of Licence No. 1234 of 2006 dated 26.10.2006 granted to <u>Countrywide Promoters Pvt. Ltd.</u> for developing Plotted/Group Housing Colony on an area measuring 6.875 acres (part of Residential Plotted colony area measuring 279.57 acres) located in Sector-76 Faridabad.	06.04.2015
7.	Refusal of renewal of Licence No. 45 of 2009 dated 18.08.2009 granted to <u>Pal Infrastructure and Developers Pvt. Ltd.</u> for setting up of Group Housing Colony over an area measuring 12.0 acres in the revenue estate of Village Palra, Sector-70A of Gurgaon-Manesar Urban Complex, Distt. Gurgaon.	27.05.2015
8.	Cancellation of Licence No. 25 of 2007 dated 08.01.2007 granted to <u>Dwarkadhish Estate Pvt. Ltd.</u> for development of Group Housing Colony in Sector-24, Dharuhera, District Rewari.	16.06.2015
9.	Refusal of renewal of Licence No. 6 of 2009 dated 24.02.2009 granted to <u>Aquarius Buildcon Pvt. Ltd.</u> for setting up IT Park on the land measuring 10.70 acres at village Begampur Khatola, Sector 74, Tehsil & Distt. Gurgaon.	20.07.2015
10.	Refusal of renewal of Licence No. 42 of 2008 dated 02.03.2008 granted to <u>Pal Infrastructure and Developers Pvt. Ltd.</u> for setting up of Group Housing Colony over an area measuring 10.25 acres in Sector-95 of Gurgaon-Manesar Urban Complex, Distt. Gurgaon.	12.08.2015
11.	Invocation of rejection orders dated 10.10.2012 in respect of Licence No. 1283 of 2006 dated 27.11.2006 granted for development of a Group Housing Colony over an area measuring 13.3125 acres in the revenue estate of village Raipur, Sector-10-11, Sonapat – <u>Jindal Realcon Pvt. Ltd.</u>	19.08.2015
12.	Invocation of rejection orders dated 18.11.2014 in respect of Licence No. 25 of 2009 dated 15.06.2009 granted for development of a Group Housing Colony over an area measuring 12.156 acres in the revenue estate of village Garh Shahjanpur, Sector-17, Sonipat – <u>Jindal Infrabuild Pvt. Ltd. & others.</u>	01.09.2015
13.	Refusal of renewal of Licence No. 76 of 2009 dated 02.12.2009 granted to <u>Unitech Ltd.</u> for setting up of Group Housing Colony over an area measuring 11.519 acres in Sector-80 of Gurgaon-Manesar Urban Complex, Distt. Gurgaon.	15.10.2015
14.	Cancellation of renewal of Licence No. 915-945 of 2006 dated 08.05.2006 granted to <u>Parsvnath Developers Ltd.</u> for setting up of Residential Plotted Colony over an area measuring 84.155 acres in Sector-8 & 19 of Sonapat-Kundli Multifunctional Urban Complex, Distt. Sonapat.	30.10.2015
15.	Cancellation of Licence No. 123 of 2004 dated 02.10.2004 granted to <u>Radha Krishan Sri Niwas</u> setting up of Residential Plotted Colony over an area measuring 8.394 acres in the revenue estate of Village-Hansi, District Hisar.	07.12.2015

STP (ENFORCEMENT) OFFICE INSTRUCTIONS

Sr. No.	Name of Policy Document	Dated.
1.	Delegation of power to DTPs to function under section 7A of Act No. 8 of 1975.	15.02.2002

2.	Issuance of certificate regarding location of sites falling outside the controlled areas and urban areas.	01.10.2008
3.	Policy regarding regularisation of existing Industrial Units in the Controlled Areas of the State of Haryana	21.10.2011
4.	Composition Rates for compounding of violations under the Haryana Development and Regulations of Urban Areas Act, 1975 & Rules, 1976	14.06.2012
5.	Notification: Standing Orders for constitution of committee for effective action against unauthorized construction/ colonization in 900 meters wide restricted belt around Ammunition Depot/Air Force Station Gurgaon	19.12.2011
6.	CWP No. 1700 of 2013-Rakesh Kumar Versus State of Haryana-Clarification with regard to instruction for requirement of NOC in urban areas notified for the purposes of section 7A of Act of 1975 issued vide office memo dated 21/06/2006.	13.02.2013
7.	Regularization of unauthorized construction erected along Scheduled Road under Rule 3A of Rules of 1965.	05.04.2013
8.	Approval of building plans in urban area.	18.06.2012
9.	NOC for construction of School Building in the revenue estate of Village-Kohra Bhura (Bhurewala), Tehsil Naraingarh, District Ambala-Shree Ram Shiksha Samiti.	19.03.2013
10.	Notification of urban are for the purpose of section 7A of Haryana Development and Regulation of Urban Areas Act, 1975 at the level of Sub Divisional Head Quarters in the State.	26.03.2013
11.	NOC for Transfer of Panchayat Land between Panchayat and other parties.	09.04.2013
12.	Mechanism for purchase of furniture and other office equipments/items.	14.05.2013
13.	Mechanism for approval and release of funds for survey work for declaration of Controlled Areas and preparation of field books.	14.05.2013
14.	Payment of Survey work of Controlled Area for preparation of field books by hiring private agencies due to lack of staff.	14.05.2013
15.	Recovery of demolition charges as arrear of land revenue.	24.05.2013
16.	Conference of Deputy Commissioner and Superintendent Police held on 20.04.2013.	27.06.2013
17.	Permission to grant No Objection Certificate in Urban Areas.	22.07.1997
17A	Policy for grant of 'No Objection Certificates' in Urban Areas which are not part of controlled areas.	08.10.2013
18.	Delegation of powers to District Town Planners to accept and return the applications in terms of Rule 26A & 26B of the Rules of 1965 read with section 8(1) of the Act No.41 of 1963.	05.08.2013
19.	Endorsement of CLU permission & Occupation Certificate incase of Banquet Hall, Restaurant and Motels to concerned Deputy Excise & Taxation Commissioner.	27.08.2013
20.	Re-constitution of Standing Committee for coordinated approach for taking effective action against unauthorized construction/colonization in 900 mtrs./100 mtrs. restricted belt around Air Force Station Gurgaon and Faridabad	27.08.2013
21.	Regarding disposal of CLU applications in extended Municipal Limits.	02.09.2013
22.	Delegation of powers to Assistant Town Planner, Mahendergarh (at Narnaul) under the Punjab Scheduled Roads & Controlled Areas Restriction of Unregulated Development Act, 1963.	11.09.2013
22A	Delegation of powers to Assistant Town Planner, Mahendergarh (at Narnaul) under the Haryana Development and Regulation of Urban Areas Act, 1975.	11.09.2013
23.	Appointment of Nodal Officer in compliance of orders of Hon'ble High Court dated 09.07.2013.	04.10.2013
24.	Routing of ACRs of the DTPs through STP(E&V).	21.10.2013
25.	Order dated 23.08.2012 passed by Hon'ble High court in CWP No. 17048 of 2007- Rajat Kuchhal and others and similar connected matter.	08.10.2013
26.	Maintenance of register for Show Cause Notice and Restoration order issued under Section 12(2) Act of 1963 & 10(2) Act of 1975.	11.12.2013
27.	Maintenance of register in Form SR-I as per Rule 3 (2) of Punjab Scheduled Road and Controlled Areas Restriction of Unregulated Development Rules, 1965.	24.03.2015
28.	Instruction for making grant/issue of NOC for the purpose of Section 7A of Act of 1975 transparent.	23.06.2015
29.	Instructions regarding inspection of controlled areas and urban areas and to submit the action taken report against the unauthorised constructions/colonies.	09.06.2015
30.	Designation of STP(E&V) as Chief Vigilance Officer in Town and Country Planning Department for the purpose of all vigilance related matters.	18.08.2015

Policy of Town & Country Planning Department

Particulars Of Organisation its Functions -Town & Country Planning Department

The Department of Town and Country Planning, Haryana is responsible to regulate the development and also to check the haphazard development in and around towns in accordance with the provisions of following statutes:-

1. The Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.
2. The Haryana Development and Regulation of Urban Areas Act, 1975.
3. The Punjab New (Capital) Periphery Control Act, 1952.

In order to involve the private sector in the process of urban development, the Department grants licences to the private colonizers for development of Residential, Commercial, Industrial and IT Park/Cyber Park Colonies in accordance with the provisions of the Haryana Development and Regulation of Urban Areas Act, 1975 and rules framed thereunder.

I. Classification of State into zones:-

These licences are granted to the owners having clear title of land in their favour. For the purpose of granting licences the Department has divided the State into different zones according to their development potential . Following is the classification of towns into different potential zones:-

Sr. No.	Classification	Name of the towns
1.	Hyper	Urban Area in and around Gurgaon town including the Urban Areas declared by the Government for Gurgaon- Manesar Urban complex
2.	High Potential Zone	Faridabad- Ballabgarh Complex, Panchkula, Kalka, Pinjore Gual Pahari-Balola Bandhwari Complex in Gurgaon District, Sonapat-Kundli Urban Complex, Panipat.
3.	Medium Potential Zone	Karnal, Kurukshetra, Ambala City, Ambala Cantt, Yamuna Nagar, Bahadurgarh, Jagadhari, Hisar, Rohtak, Ganaur , Palwal, Hodal, Rewari, Dharuhera-Bawal and Oil Refinery Panipat.
4.	Low Potential Zone	All the other urban areas in the State.

II. Minimum Area Parameters:-

For development of licenced colonies in the State, the Government has approved the minimum area parameters for making application for grant of licence in accordance with the location of the colony in a particular zone. Following are the parameters:-

Zone	Residential Plotted	Residential Group Housing	Commercial	Cyber City	Cyber Park
Hyper/High Potential Zone	100	10	8000 sq. mtrs to 16000 sq. mtrs	50 acres	5 to 15 acres
Medium Potential Zone	50	5	-do-	-do-	-do-
Low Potential Zone	25	5	4000 sq. mtrs to 8000 sq. mtrs	-do-	-do-

III. Application for grant of Licence:-

The colonizers has been defined in the Act i.e. an individual , company or association, body of individuals whether incorporated or not, owing land for converting it into a colony and to whom a licence has been granted under this Act. In accordance with the above definition following kind of applications are being considered:-

1. The 'company' having ownership of land in accordance with the above parameters.
2. Individual having ownership of land in accordance with the above parameters.
3. Group of persons i.e. body of individual may also pool together their land falling in the compact block in accordance with above minimum area parameter and may apply for grant of licence after executing a collaboration agreement with a reputed builder having sound financial capability to develop the colony.

IV. Conformity to the Land Use Plan:-

The land applied for licence should be in conformity with the land use plan and the permissible uses as defined in the zoning regulations of the Development Plan published/approved for the controlled area under the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 or the Punjab New (Capital) Periphery Control Act, 1952(for periphery area of Panchkula only).

V. Release of Land from Acquisition:-

1. The land should be free from all encumbrances including the proceedings under the Land Acquisition Act, 1894. In case the ownership of the land is prior to notification of under section 4 of the Land Acquisition Act, the application can be considered for grant of licence on merits of each case provided Government grants concurrence and decides to release the land.
2. The colonizers should have sound capacity to develop the colony and needs to submit proof of his financial capacity along with the application.

VI. Parameters for Grant of Licence:-

The different parameters for each category of colony are detailed below:-

Residential Plotted Colony:-

- a) The plotable area/saleable area in a plotted colony cannot exceed more than 55% of the area of the colony (inclusive of 4% commercial area for need of the residents of the colony) and remaining area is to be utilized for planning of roads, community buildings like schools, hospitals , utility buildings/sites and open spaces.
- b) The colonizer is required to provide for community building sites in accordance with the norms approved for the purpose. These norms are population based and are arrived at by taking into account the designated densities as envisaged in the Development Plan proposals. The minimum width of the road is 12 mtrs.
- c) 20% of the plots are to be reserved for EWS , housing with a minimum plot size of 50 sq. mtrs.
- d) 25% of the total plots are to be allotted under the category of 'No Profits No Loss' plots (NPNL) i.e. at the rate prescribed by the Director. The size of these plots ranges between 125 sq. mtrs to 225 sq. mtrs.
- e) The population to be achieved in the colony cannot exceed beyond the designated densities in the Development Plan.

Group Housing:-

- a) The Group Housing site is governed in accordance with the zoning regulations approved by the Director.
- b) The ground coverage in the group housing project as 35% of the site area and the floor area ratio (FAR) is 175.
- c) The maximum habitable height in a group housing complex is 60 mtrs .
- d) The group housing project should not exceed 20% of the sector area.

- e) The community facilities are to be provided in accordance with the norms approved by the Department and are based on the population to be achieved as per proposed density of the group housing complexes which ranges from 100 to 400 persons per acre.
- f) To provide convenient shopping within the group housing complex 0.5% of the site area can be utilized towards convenient shopping, these shopping is single storey with a maximum height of 4 mtrs.
- g) 15% of the total number of flats are reserved for EWS and 10% of the main dwelling units is required for service apartments i.e. for domestic help.
- h) The minimum two level basement for parking and services with a compulsory provision of one car space for every flat of the group housing complexes (except EWS).
- i) Area requirement for EWS and service apartment is 200 sq.ft. and 140 sq.ft. respectively.
- j) It is also mandatory to provide 15% organized green space in a group housing complex.

Commercial:-

The zoning regulations of development plans have been amended to allow private sector to undertake development of maximum 50% of the designated commercial areas in the development plans by way of licences. The parameters for licence in residential colonies are as below:-

- a) The commercial colonies are also granted licences for sites falling along the peripheral/sector road in the designated residential sector of the Development Plan.
- b) The area under licenced colony in a residential sector cannot exceed 3.5% of the sector area subject to minimum and maximum prescribed area limits.
- c) The location of the site should be along a sector peripheral road within a provision of service road.
- d) The ground coverage allowed in commercial project is 40% and the floor area ration is 150 or 175 as opted by a colonizer.
- e) Maximum Height of the habitable area is 60 mtrs.
- f) Three level basement is permitted for providing parking and services. No storage is allowed in the basement.
- g) The parking norms are one car space for every 75 sq. mtrs covered area.

Cyber City/Cyber Park:-

- a) The location of the site should be on a sector peripheral road in residential or industrial sector in the Development Plan. In case of residential sectors the permissible area for IT Park/ Cyber Park will not exceed 5% of the sector area.
- b) The permissible ground coverage is 40% and FAR is 250.
- c) In case of cyber cities 10% of the area of the site can be utilized for Group Housing and 4% of the area for commercial use.
- d) In case of Cyber Parks only 4% of the area can be utilized towards commercial uses. No group housing is permissible.
- e) The parking requirement is one car space for every 40 sq. mtrs area achieved.
- f) Three level basement is permissible for parking and service. No storage is to be allowed.
- g) In the area designated for IT activities, no other use is permissible. In case of violation, the colonizer will be required to pay the fee and charges on commercial rates for the area where violation are being committed.
- h) In case of Cyber City, the colonizer is required to complete at least 30% of the IT area within 5 years of the grant of licence and in case of Cyber Park within three years of grant of licence.

VII. Fees and Charges:-

1. The colonizer is required to pay [scrutiny fees](#) along with its application for grant of licence. The scrutiny fees is levied at the rate of Rs. 10/- per sq. mtrs for the gross area of the colony and in case of Group Housing, Commercial and IT, the scrutiny fees is for the proposed FAR.
2. The colonizer is required to pay the [licence fee](#) and [conversion charges](#) as prescribed by the Government.
3. The colonizer is also required to pay [Infrastructure Development Charges](#) as per rates prescribed in the Schedule in Rules 1976.
4. The colonizer is also required to pay the EDC as a proportionate cost of development of the town level infrastructure for a town as decided by the development agency, in this case Haryana Urban Development Authority.

Rate of External Development Charges(EDC) for the year 2010.						
(In Rs Lakhs per acre)						
Sr. No.	Name of Town	Residential Plotted	Group Housing	Commercial		IT
1	Gurgaon	68.72	274.88	320.69 (For 175 FAR)	274.88 (For 150 FAR)	229.06
2	Sonepat	45.48	181.89	181.89		151.57
3	Faridabad					
4	Rohtak	56.63	226.51	271.81 (For 175 FAR)	226.51 (For 150 FAR)	188.76

VIII. Grant of Change of Land Use Permission

The department grants change of land use permission for residential/ industrial/commercial/institutional/farm house/recreational use under the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 and its Rules, 1965.

The applicant desiring to seek permission for change of land use for residential/ industrial/ commercial/ institutional/ farm house/ recreational use is required to submit his application on prescribed form CLU-I to Director, as provide under rule 26-A along with following:-

1. Scrutiny fee @ Rs. 10/- per sq. meters for uses other than industrial/recreational projects and Rs.2/- per sq. meters for industrial & recreational use.
2. Copy of deeds showing the title of the applicant
3. A survey plan of the land on a scale of 1 to 40 feet showing the existing means of access to the said land for the nearest public road and building and their nature falling within 100 yards of the said land.
4. Shajra Plan.
5. Land Utilization Plan.
6. Potability of water certificate from recognized water-testing laboratory (for farmhouse).
7. Project report
8. SSI certificate/registration certificate with Industries Deptt (for Industries)
9. Deputy Commissioner's recommendation certificate (for petrol pump and institutional applications)

As provided under rule 26-B, no application under rule-26-A shall be considered to be valid until a plan and a copy of deed required by rule 26-A has been furnished to the satisfaction of the Director. In case of failure of such compliance, the application together with the plan and copy of deed shall be return to the applicant for resubmission in accordance with these rules.

As provided under rule 26-C (1) if, after scrutiny of the plan and other necessary enquiry, which the Director may deem fit, he is satisfied that the application is fit for the grant of permission, he shall before granting permission, call upon the applicant to full fill the conditions laid down in rule-D within a period of thirty days from the date of notice given to him under a registered cover.

If the applicant fails to fulfill these conditions within the period specified in sub-rule (1), the permission shall be refused.

As provided under rule-26-E (1), if the applicant has fulfilled all the conditions laid down in rule 26-D to the satisfaction of the Director, the Director shall grant the permission.

As provided under rule 26-F, the permission granted under rule-26-E shall remain valid for a period of two years from the date of order during which period all works for putting the said land to the permitted use shall be completed; provided that the permission may be renewed up to a further period of one year if the Director is satisfied that the delay in execution of works was for reasons beyond the control of the applicant.

Flow of application: -

The applicant submits the CLU application form in the field office alongwith the required scrutiny fee (Rs 10 per sq. mtr for uses other than recreational /industrial use & Rs 2 per sq. mtr for industrial /recreational use). After examination of the case, field office forwards the CLU application alongwith report to circle office, which ultimately sent to the Directorate.

Policies: -

1. Change of Land Use applications are considered/approved as per the provisions of zoning regulations. However, Government can relax the zoning regulations as per the provisions of Section 7(A) of Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963, which is reproduced below: -

[7A. Power of relaxation. – The Government may, in public interest, relax any restrictions or conditions in so far as they relate to land use prescribed in the controlled area in exceptional circumstances.]

2. The change of land use application are considered in conformity with the zoning regulations and disposed off at the level of Director, Town & Country Planning, where the development plans are published. However, where the development plans are not published decision on the CLU application is taken at the level of the Government. It is pertinent to mention here that the grant of change of land use permission of petrol-pumps are referred to the Government for approval.

3. Government has taken a decision for not allowing the industrial units in the agriculture zone of Hyper/High Potential Zone. However, the SSI-units upto 2 acres are allowed in agriculture zone of High Potential Zone falling in Industrially Backward Block.

4. In Medium Potential Zone industries are allowed on roads other than Scheduled Road and National Highway, which are non polluting/RIS/SSI upto 2 acres. The NOC from Pollution Control Board is required for the industries to be located in Agriculture Zone. The industries registration certificate is also required. Minimum 30 feet wide rasta is required for locating the industries in Agriculture Zone.

5. The Government has approved a policy for Mega tourism and recreational projects in the controlled areas with the following parameters: -

1. The minimum area of the project will be 300 acres.
2. The residential component in the project will be upto 20% and the commercial component will be 10% of the project area.
3. The fee and charges for residential and commercial component will be payable as per the prescribed rates.

6. No commercial Change of Land Use permissions for small commercial activities for Departmental Store, Cyber Café, Banquet Hall etc.

7. For setting up of institutional activity and petrol-pump the applicant needs to genuineness certificate from the concerned Deputy Commissioner. 9. The minimum area norm for considering the building plans and the completion of the project of the industrial building is as below: -

- i. Upto 1 acre = 25% of Permissible Covered Area
- ii. Above 1 acre upto 5 acre = 20% of Permissible Covered Area
- iii. Above 5 acres & upto 10 acres = 15% of Permissible Covered Area
- iv. Above 10 acres = 10% of Permissible Covered Area

8. The Dhaba is allowed along National Highway in Agriculture Zone with minimum area of 2000 sq. mtrs. alongwith FAR of 40% and ground coverage also as 40%. The height is restricted upto 17 feet and the parking facility is 1 PCU for 50 sq. mtrs. covered area. The charges for grant of Change of Land Use permission are as applicable to commercial. The access permission is required from NHAI, even if the site abuts service road of National Highway.

9. Small Motel/Restaurant are allowed in Agriculture Zone along National Highway from 1 acre to 3 acre with FAR on 100%. However, Government has recently approved the policy for the following activities: -

Permissible Zone	Agriculture Zone along National Highway with provision of Service Road and Scheduled Roads
Area	I) Restaurant: minimum 2000 sq. mtrs. and maximum 1 acre. II) Motel without banquet facilities: minimum 1 acre and maximum 3 acres. III) Motel with banquet facilities: minimum 2.5 acres and maximum 5 acres. IV) 5-star hotel minimum area: 4 acres and maximum 15 acres. V) Resort: minimum 4 acres and maximum 10 acres. VI) Amusement Park/Theme Park: minimum 2.5 acres maximum 10 acres with FAR of 50%.
Commercial component	15%
Ground coverage Maximum	30%
FAR	150% for the activity mentioned at Sr. No.(i) to (v) whereas the FAR for Amusement Park will be 50%. It is pertinent to mention here that department grants 150% to 175% FAR for the commercial use in the Urbanizable Zone.
Access permission	The access permission is required from NHAI if the site is located on National Highway, whereas if the site is located on scheduled road then the permission is required from XEN, PWD B & R.
Scrutiny fee	Rs.10/- sq. mtrs.
Conversion charges	Commercial charges for the activity mentioned at Sr.No.(i) to (v) and Recreational charges for activity mentioned at (vi). However, the commercial component of Amusement Park will be charged at commercial rates.

12. The Mobile Towers are allowed in all the zones except public utility. However, cellular Operators are advised to avoid residential area. Every cellular Operator has to submit structural stability certificate from reputed institute, regarding steel structure and foundation. Maximum height of the tower from the ground level is not allowed above 60-metre and the applicant needs to submit clearance from Statutory Advisory Committee for Frequency Allocation (SACFA), Ministry of Communication and Information Technology, Government of India. The companies need to submit indemnity bond indemnifying DTCP against any loss of life/property in the event of mishap. The permission for setting up of communication tower is co-terminus with the period of lease agreement.

13. The independent petrol-pumps along National Highway require minimum area 2500 sq. mtrs. and maximum area should not be more than 3000 sq. mtrs. The petrol-pumps with facilities like repairs/service shop, ATM should be minimum area 1 acre and maximum area 1.5 acre. The minimum area required for petrol-pump alongwith scheduled roads and other roads is 1000 sq. mtrs. and maximum area is 2500 sq. mtrs. For petrol-pumps on scheduled roads and other roads with facilities like repairs, ATM and small eating place, minimum area is 3000 sq. mtrs. and maximum area is 1 acre. For sitting parameters on National Highway, NHAI is enforcing agencies and access permission in this regard is taken from NHAI. For sitting the petrol-pump on all roads other than National Highway, IRC: 12—1983 is followed.

14. For giving Change of Land Use permission for residential use in residential sector following points are considered: -

- i.** The site should be an isolated/residual pocket which otherwise cannot be beneficially used by HUDA independently upon its acquisition.
- ii.** The site should be adjustable in the approved layout plan of the licensed colony to ensure its integration.
- iii.** The maximum area to be considered for CLU permission for a residential house not to exceed 1000 sq. yds. Thus is equivalent of maximum two kanal plots being planned in licensed colonies as well as urban estates. However, if the site beyond two kanal is still unusual then the area to be considered for CLU will be decided on merits.
- iv.** In case the services have been laid by the colonizer and are functional, then the colonizer will be bound to give these services to the site being considered for grant of permission. In case the services are not laid in the surrounding areas, then the owner shall make arrangement as prescribed in the rules, however, this arrangement can continue only till the time the services becomes functional in the area.
- v.** The site should not be part of colony where action has been initiated by the field office as per the provision of Act No.8 of 1975.
- vi.** The minimum approach to the site should be through the roads planned for the licensed colonies. In cases where such approach is not available, the width of the access should be minimum 30 ft. wide.

15. Solar Water Heating System is made compulsory in :

- i. Institutional building (including schools having hostels).
- ii. Dispensary, Health Centre, Hospitals, Nursing Homes sites.
- iii. Hotel, Motels & Restaurants.
- iv. Banquet Halls and Marriage Places.
- v. Club and Community Centre.
- vi. Old Age Homes.

No conversion charges are levied on the Renewal Energy Project located in Agriculture Zone of the Controlled Area.

16. Farmhouses and IT units are allowed in conforming zones and as per policy mentioned in the Zoning Regulations of the Development Plan.

17. Composition fee of Rs.2,00,000/- is levied on the applicant, who has running petrol-pump unauthorisedly .

18. 50% conversion charges are levied on the Food Processing units located in Industrially Backward.

A Statement of the Categories of documents that are held by it or under its control

- (a) Act / Rules notified in the official gazette,
- (b) Development plan and its write up notified in the official gazette;
- (c) Various controlled areas notified by the State Govt.;
- (d) Urban Areas notified under section 7 (a) of the Act No. 8 of 1975;
- (e) Licences granted under Act No. 8 of 1975;
- (f) Layout plan/ zoning plan of the licenced areas;
- (g) CLU cases permitted under Act No. 41 of 1963;
- (h) Zoning plans approved for the CLU cases;

The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

All amendments in the Act/Rules and all the development plans notified by the department are first notified in the draft form for inviting objections / suggestions of the general public. Only after the objections / suggestions are considered then a final notification is published.

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and bodies are open to the public, or the minutes of such meetings are accessible for public;

- (a) State Level Committee for the publication of development plans,
- (b) District Level Committee for the publication of development plans – two members are from general public who participate in the discussion on development plan,
- (c) Monitoring cell for monitoring the cases of un-authorized construction,
- (d) Building plan approval Committee under the Chairmanship of Chief Town Planner, Haryana;
- (e) District Level Committee under the Chairmanship of District Town Planner, a committee under the Chairmanship of Senior Town Planner, for building between 2 to 5 acres,
- (f) Empowered Committee Garden Estate Colony, Gurgaon.

No meeting except at (b) above are open to public.

The manner of execution of subsidy programmes, including the amounts allocated and the detail of beneficiaries of such programmes:	There is no subsidy programmes of the department
Particulars of recipients of concessions, permits or authorities granted by it.	There is no any policy & scheme of the department for the grant of financial concession permits or authorities.

[Organization Chart](#)