

**GOVERNMENT OF ANDHRA PRADESH  
MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT**

Memo No.800211/H2/2017

Dated:12.10.2017

Sub: MA&UD Dept., - EoDB – Abnormal delay in conforming approved plans and issuing Occupancy Certificate – Certain instructions – Issued.

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As part of reforms in MA&UD Department under Ease of Doing Business (EoDB), Development Permission Management System (DPMS) has been introduced. As part of the system, once the plan is uploaded in AUTOCAD and if the plan is as per the Building By-Laws approved by the Government, the applicants get an advice for payment for the approval of plan. Payment can also be made online and once the payment is confirmed, then the plan approval is issued instantly. It can be downloaded. As there is no inspection prior to issue of approval, it was proposed to have post approval inspection by the Town Planners concerned which has to be completed within 10 days and the site inspection report has to be made available online for the applicant to have a look. If the post approval inspection is not carried out within 10 days, then the inspection deemed to have been taken place. If any discrepancies are found out in future during the course of construction, the Town Planners will be taken to task. These instructions have to be followed very strictly.

2. It has come to the notice of the Government that some of the Town Planners using these instructions to carryout post approval inspections as a device to harass the applicants. It is not correct. Severe action will be taken if any such harassment is noticed.

3. Regarding the issue of Occupancy Certificate, instructions have been issued to make necessary inspections and issue Occupancy Certificate within a period of 8 days from the date of application. If the Occupancy Certificate is not issued within 8 days, on the 9<sup>th</sup> day applicant shall be able to download the Occupancy Certificate online provided the construction is in conformity with the approved plans.

4. The Director of Town & Country Planning, the Commissioners of all Urban Local Bodies and the Vice Chairmen of Urban Development Authorities in the State are directed to follow the above instructions scrupulously, without any deviation. If any deviation is found in following the above instructions, severe action will be taken.

5. The Director of Town & Country Planning is further instructed to issue necessary instructions to the Software Developer to provide services as per the above instructions within one week.

R. KARIKAL VALAVEN  
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Director of Town and Country Planning, A.P., Guntur.

The Commissioners of all Urban Local Bodies through the Director of All the Town Planning Officials in the ULBs concerned through DT&CP., A.P., Guntur.

The Vice-Chairmen of Urban Development Authorities in the State through DT&CP., A.P., Guntur.

PS to Spl.C.S.to Hon'ble Chief Minister.

PS to Prl. Secretary to Govt., MA&UD Department.

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SECTION OFFICER