

GOVERNMENT OF PUNJAB
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
(HOUSING II BRANCH)

No. 4966-CTP (Pb)/SP-458

Dated: 02.09.2014

Whereas the development of colonies, Mega Housing Project, have been approved under the provisions of the Punjab Apartment & Property Regulation Act, 1995, Mega Housing Policy. However, the present frame work does not provide the clear procedure to issue completion or partial completion to such projects. A number of approved projects in the state are awaiting issue of completion/partial certificate which is causing hardship to promoters & residents of such projects for the maintenance & upkeep of public utilities & services.

To streamline the issue of completion/ partial completion certificate for PAPRA & Mega Projects falling outside municipal limits, its procedure and time frame etc., the detailed guide lines/procedure has been worked out which is as under:-

Completion Certificate:-

“Completion Certificate” means a Certificate issued by the Competent Authority on written request of the applicant or promoter after completion of building works including all services or utilities as provided in the sanctioned building plans in case of a building and in case of a colony under the Punjab Apartment Property Regulation Act, 1995 or the Mega Projects policy on completion of development works viz. roads, water supply, sewerage and drainage system, street lighting parks and other utilities as provided in the layout plan of the colony or project.

Provided that the economically weaker section component of the colony or project has been duly completed by the applicant or promoter as per policy of the State Government.

Provided further that the applicant or promoter has made all payments or charges to the Competent Authority and the area under roads and parks have been duly transferred to the concerned Authority by the applicant or promoter.

Partial Completion Certificate:-

Partial completion for various types of projects shall mean as under;

1. Partial Completion of Land Development Projects.

May be issued, if the promoter fulfills the following conditions;

- i. The minimum area for which partial completion certificate is sought should not be less than 25 acres.
- ii. The layout of entire project area should be demarcated at site as per approved layout plan.
- iii. The construction of approach road to project and connectivity to all the public utilities and services is complete and operational.
- iv. All the public utilities and services should be operational in that part of project for which partial completion certificate is sought viz; Water supply, sewerage, Storm Water drainage, Fire Fighting Services, HT/LT Street Light, Parks etc. and outfall sewer lines should be laid upto Sewage Treatment Plant.
- v. Mandatory clearances such as Environment clearance, Fire safety, NOC from National Highway Authority in case of approach from N.H., NOC from Forest Deptt. for the entire project, should have been obtained, if applicable.
- vi. Test Certificate for commissioning of Transformers duly issued by Chief Electrical Inspector, Punjab.
- vii. NDC for upto date payments of due charges and fees from the concerned development authority for entire Project.
- viii. Proportionate construction of E.W.S Houses or transfer of land reserved for EWS to the Development Authority as per policy should be complete.
- ix. Arrangements for water harvesting system as per approved plan.

2. For G.H. Projects

- i. The construction of approach road to the project and other roads connecting all the public utilities and services is complete and operational.
- ii. Construction of complete G.H. Block (s) as per approved building plans/design and specifications should be complete in all respects for which completion certificate is sought.
- iii. All the public utilities, services & Fire Fighting arrangements should be complete and operational for the cluster or building block for which completion certificate is sought.
- iv. Mandatory clearances such as Environmental Clearance, NOC from Air Port Authority, NOC for fire safety & NOC from National Highway Authority, (in case approach is taken from N.H) for the entire approved project are obtained.
- v. Test Certificate for commissioning of Transformers duly issued by Chief Electrical Inspector Punjab.
- vi. NDC for upto date payments of due charges and fees from the concerned development authority for entire Project.
- vii. Certificate of qualified structure Engineer (with minimum post-graduate degree, having 5 years experience) regarding safety of the structure.
- viii. Proportionate Construction of E.W.S Houses or transfer of total Land reserved for EWS as per the conditions laid down in the EWS policy dated 31.12.2013 to the Development Authority.
- ix. Development of proportionate minimum parking space for the area for which completion certificate is sought.
- x. Installation of Solar Water Heating and Lighting System.
- xi. Arrangements for water harvesting system.
- xii. Certificate from Bureau of Energy Efficiency (BEE) or GRIHA or IGBC in case incentive of additional FAR have been claimed under green building category.
- xiii. Undertaking by promoter for maintenance and operation of public utilities for minimum period of five year or till handing over the project to Resident Welfare Association (R.W.A)

3. For Commercial Building, Hotel and Multiplex.

- i) Construction of complete floor (s) of the Building with complete provision of public toilets, Fire Safety arrangements, ramps etc., in all respect for which the completion certificate is sought. In Case partial completion certificate is sought for any floor(s) the super structure of that building or block should be complete as per approved building plans with finished facade.
- ii) The minimum proportionate parking space for the area for which completion certificate is sought should be complete & operational.
- iii) Mandatory clearance regarding fire safety, Height of Building, Environment impact assessment (if required) etc. for the entire approved project are obtained & public toilets and stair cases for general public & handicapped and disabled persons are completed and made operational.
- iv) Certificate from Bureau of Energy Efficiency (BEE) or GRIHA or IGBC in case incentive of additional FAR have been claimed under green building category.
- v) Test Certificate for commissioning of Transformers duly issued by Chief Electrical Inspector, Punjab should be submitted.
- vi) Arrangements for water harvesting system.
- vii) NDC for upto date payments of due charges and fees from the concerned development authority for entire Project.
- viii) Installation of Solar Water Heating and Lighting system if applicable.
- ix) Certificate of qualified structure Engineer (with minimum post graduate degree and 5 years of experience) regarding safety of structure.

4. For Institutional/ Public Buildings forming part of PAPRA/Mega Projects.

- i. The partial completion for the part of building block in case of Institutions/public buildings should not be applicable. However partial completion at the project level may be issued provided that the building

block for which partial completion is sought should be complete as per approved building plans and specifications.

- ii. Approach road to the project site should be complete and operational.
- iii. Provision of all public utilities & services of the block for which completion certificate is sought should be complete with common services to the entire project.
- iv. Provision of public toilets, stairs and ramps for handicap and disabled persons.
- v. Mandatory clearances such as Environment, approach road, Forests, Fire Safety etc. are obtained.
- vi. Certificate from Bureau of Energy Efficiency (BEE) or GRIHA or IGBC in case incentive of additional FAR have been claimed under green building category.
- vii. The minimum proportionate parking space for the area for which completion certificate is sought is constructed and operational.
- viii. Installation of Solar water Heating and Lighting system, if applicable.
- ix. Test Certificate for commissioning of Transformers duly issued by Chief Electrical Inspector Punjab, if applicable.
- x. Arrangements for water harvesting system.
- xi. NDC for payment of all the charges and fees.
- xii. Certificate of qualified structure Engineer (with minimum post graduate degree and 5 years of experience) regarding safety of structure.

Note: (i). The time of partial completion certificate shall be exclusive of the minimum period of five years to be counted for the maintenance of project from the date of issue of completion certificate.

I) Procedure for issue of completion/partial completion certificate:

“Competent authority” for the purpose of issue of completion/partial completion certificate means:-

- i) Chief Administrator of concerned Development Authority for the land development projects approved under Punjab Apartment and Property Regulation Act, 1995 and Mega Projects Policy.
- ii) Additional Chief Administrator of concerned Development Authority for buildings under Group Housing, Commercial Complexes, Institutions, Hotels, Multiplexes & Public Buildings forming part of PAPRA/Mega Project.

1. How to apply for issue of Completion/ partial completion certificate:

The information listed in the following table shall be submitted by the promoter along with a forwarding letter to the competent authority for the project for which the completion/partial completion certificate is sought:

For Completion Certificate to land development projects

Detail of Information/documents required to be submitted by promoter for grant/ issue of completion certificate		
Sr No.	Name of works	Remarks
1	Certificate of demarcation of layout plan of entire project from concerned officer.	
2	Construction of approach Road and are other roads as per approved layout plan	
3.	Proof of transfer of land under parks, roads and open spaces to the Authority.	
4.	Proof of construction of school, hospital, community centre etc. or proof of sale or transfer of school and hospital site etc. to the authority.	
5	Complete laying and operational Water Supply System including construction of Over Head Service Reservoir and Water Treatment Plant, if approved.	
6	Complete laying and operational Sewerage System including Sewage Treatment Plant.	
7	Complete laying and operational Storm Water	

Detail of Information/documents required to be submitted by promoter for grant/ issue of completion certificate		
Sr No.	Name of works	Remarks
	drainage system.	
8	Complete Development of parks as per approved plans.	
9	Complete laying and operational Street lighting and installation of Transformers as per approved electrical scheme.	
10	Clearance by Chief Electrical Inspector Pb., w.r.t Commissioning of Electrical Transformers in HT Lines.	
11	Development of parking space as per approved plans.	
12	NDC from development authority.	
13	Copy of mandatory clearances obtained from different departments/agencies required as per license/conditions of exemption under Section 44(2) of PAPRA. i). ii). iii). iv)	
14	Construction of EWS houses or transfer of total land reserved for EWS to development authority.	
15	Complete arrangements for Rain Water Harvesting System.	
16	Undertaking by the promoter for maintenance and operation of public utilities for minimum period of five year or till handing over the project to Resident Welfare Association (R.W.A).	
17	Any other relevant information	

b) Partial Completion Certificate for land development project.

Detail of Information /document required to be submitted by promoter for grant/ issue of completion certificate		
Sr No.	Name of works	Remarks
1	Certificate of demarcation of layout plan of entire project from concerned officer.	
2	Construction of approach Road and all other roads connecting to public utilities and services as per the approved layout plan, in that part of project.	
3	Provision and operational Water Supply System in that part of project.	
4	Provision and operational Sewage system in that part of project & provision of out fall sewer line upto STP .	
5	Provision and operational Storm water drainage system in the part of project.	
6	Complete Development of parks in the part of project.	
7	Provision and operational Street lighting in the part of project and installation of Transformers as per approved Electrical Scheme.	
8	Clearance by Chief Electrical Inspector Pb., w.r.t Commissioning of Electrical Transformers in HT Lines.	
9	Development of minimum proportionate parking space in the part of project as per approved plans.	
10	NDC from development authority.	
11	Status of School, Community Centre, Dispensary etc. as per conditions of license or exemption under section 44 from PAPRA.	
12	Copy of mandatory clearances obtained from different departments/agencies required as per license/conditions of exemption under Section 44(2) of PAPRA.	

Detail of Information /document required to be submitted by promoter for grant/ issue of completion certificate		
Sr No.	Name of works	Remarks
	i). ii). iii).	
13	Proportionate construction of EWS houses or transfer of total land reserved for EWS to Dev. Authority.	
14	Complete arrangements for rain water harvesting system for the part of projects.	
15	Undertaking by the promoter for maintenance and operation of public utilities for minimum period of five year or till handing over the project to Resident Welfare Association (R.W.A).	
16	Any other relevant information	

2) Based on the application for completion/partial completion certificate and documents submitted by promoter as per above table, the Competent Authority will take following steps:

- i). The joint inspection by committee should be conducted within 10 days from the submission of application.
- ii) The following committee shall jointly inspect the site and submit its report to competent authority i.e. Chief Administrator within 10 days from the date of inspection of site.

The inspection committee shall comprise following officers:

- | | |
|------------------------------------|--------|
| 1. Concerned Xen Civil (Dev. Auth) | Member |
| 2. Concerned Xen P.H. (Dev. Auth) | Member |
| 3. Concerned Xen Elect (Dev. Auth) | Member |
| 4. Concerned District Town Planner | Member |

- iii). If reports are in order, then completion certificate shall be issued by the competent authority within ten days from the submission of report by inspection committee.
- iv). The observations if any, should be conveyed to the applicant by the Competent Authority within 7 days from the date of submission of inspection report.

II) Procedure for issue of completion/partial completion certificate for buildings under Group Housing, Commercial Complexes, Institutions, Hotels, Multiplexes & Public Buildings.

To obtain completion/ partial completion certificate for the above mentioned buildings the promoter/ applicant has to submit application to the competent authority along with complete relevant information listed in tables below:-

C) Completion Certificate for Group Housing, Commercial Building, Hotel, Multiplex, Institutional or Public Building.

Detail of Information/documents required to be submitted by promoter/applicant for grant/ issue of completion certificate		
Sr No.	Name of works	Remarks
1	Certificate of demarcation of layout plan of entire project from concerned officer.	
2	Construction of approach Road and all other roads as per approved layout plan.	
3	Construction of complete G.H. Block (s) as per approved design and specification complete in all respect.	
4	Complete construction of floor(s) of the Commercial, Hotel Multiplex, Institutional and public building in all respect.	
5	Provision of Public toilets, Fire Safety arrangements, ramps etc.,	

Detail of Information/documents required to be submitted by promoter/applicant for grant/ issue of completion certificate

Sr No.	Name of works	Remarks
6	Complete laying and operational Water Supply System including Over Head Service Reservoir and Water Treatment Plant, if approved.	
7	Complete laying and operational Sewerage System including Sewerage Treatment Plant.	
8	Complete laying and operational Storm Water drainage system.	
9	Complete Development of parks /open spaces as per approved plans.	
10	Complete laying and operational Street lighting and installation of Transformers as per approved Electrical Sheme.	
11	Clearance by Chief Electrical Inspector Pb., w.r.t Commissioning of Electrical Transformers in HT Lines.	
12	Development of parking space as per approved plans.	
13	NDC from development authority.	
14	Proof of construction of school, hospital, community centre etc. or proof of sale or transfer of school and hospital site etc. to the authority.	
15	Proof of transfer of land under parks, roads and open spaces to the Authority.	
16	Copy of mandatory clearances obtained from different departments/agencies required as per license. i). ii). iii).	
17	Construction of EWS houses or transfer of land reserved for EWS to development authority, in case of GH.	
18	NOC from PEDDA for solar water heating system	

Detail of Information/documents required to be submitted by promoter/applicant for grant/ issue of completion certificate		
Sr No.	Name of works	Remarks
	and Lighting.	
19	Complete arrangements for Rain Water Harvesting System.	
	Undertaking by the promoter for maintenance and operation of public utilities for minimum period of five year or till handing over the project to Resident Welfare Association (R.W.A).	
20	Any other relevant information	

D) Partial Completion Certificate for Group Housing, Commercial Building, Hotel, Multiplex, Institutional or Public Buildings.

Information required to be submitted by promoter/applicant for grant/ issue of Partial Completion certificate		
Sr No.	Name of works	Remarks
1	Certificate of demarcation of layout plan of entire project from concerned officer.	
2	Construction of approach Road and all other roads connecting public utilities and services as per the approved layout plan.	
3	Construction of complete G.H. Block (s) as per approved design and specification complete in all respect	
4	Complete provision and operational status of Public toilets, Fire Safety arrangements, ramps etc in the part of project.	
5	Complete construction of floor (s) of the Commercial, Hotel, Multiplex, Institutional and public building in all respect. Provision and operational status of Public toilets, Fire Safety arrangements, ramps etc., for the part of	

Information required to be submitted by promoter/applicant for grant/issue of Partial Completion certificate		
Sr No.	Name of works	Remarks
	project for which the completion certificate is sought. The super structure of that building or block should be complete as per approved building plans with finished facade.	
6	Provision and operational Water Supply System in that part of project.	
7	Provision and operational Sewage system to the part project & provision of out fall sewer line upto STP.	
8	Provision and operational Storm water drainage system to the part of project.	
9	Development of parks in the part of project as per approved plans.	
10	Provision and operational Street lighting and installation of Transformers as per approved electrical scheme.	
11	Clearance by Chief Electrical Inspector Pb., w.r.t Commissioning of Electrical Transformers in HT Lines.	
12	Development of minimum proportionate parking space as per approved plans.	
13	NDC from development authority.	
14	Status of School, Community Centre, Dispensary etc. as per conditions of license.	
15	Copy of mandatory clearances obtained from different departments/agencies required as per license. i). ii). iii).	
16	Proportionate construction of EWS houses or transfer of total land reserved for EWS to Dev. Authority.	

Information required to be submitted by promoter/applicant for grant/issue of Partial Completion certificate		
Sr No.	Name of works	Remarks
17	NOC fro PEDA for Solar Water Heating System and Lighting.	
18	Complete arrangements for rain water harvesting system in the part of project.	
19	Any other relevant information	

Based on the application received for completion/partial completion certificate and documents submitted by promoter as per above table, the Competent Authority will take following steps:

- i). The joint inspection by committee should be conducted within 10 days from the submission of application.
- ii) The following committee shall jointly inspect the site and submit its report to competent authority i.e. Additional Chief Administrator within 10 days from the date of inspection of site.

The inspection committee shall comprise following officers:

- | | |
|---|--------|
| 1. Concerned Xen Civil (Dev. Auth) | Member |
| 2. Concerned Xen P.H. (Dev. Auth) | Member |
| 3. Concerned Xen Elect (Dev. Auth) | Member |
| 4. Concerned District Town Planner | Member |
| 5. Sr. Architect, PUDA (For GH & Comm. projects). | Member |

- iii). If reports are in order, then completion certificate shall be issued by the competent authority within ten days from the submission of report by inspection committee.
- iv). The observations if any, should be conveyed to the applicant by the Competent Authority within 7 days from the date of submission of inspection report.

Check List to scrutinize the application for issue of Completion Certificate for land Development Projects.

Sr.No.	Item	Report of Scrutiny Officer	Remarks
1.	Area of the project as per Licence/approval		
2.	Demarcation of layout plan as per approved plan.		
3.	Construction of approach roads & other roads as per approved layout plan/specifications.		
4.	Laying and operation of water Supply System including OHSR(as per approved scheme)		
5.	Laying and operation of Sewerage System including STP as per approved scheme.		
6.	Laying and operation of Storm Water Drainage as per approved scheme.		
7.	Development of parks as per approved layout & design.		
8.	Laying and operation of Street Lights & installation of Transformer as per approved electrical scheme.		
9.	Development of parking space as per approved plans.		
10.	NDC from Development Authority.		
11.	Proof of construction of school, hospital, community centre etc. or proof of sale or transfer of school and hospital site etc. to the authority		
12.	Proof of transfer of land under parks, roads and open spaces to the Authority.		
13.	Construction of EWS houses or Transfer of total Land Reserved for EWS to Development Authority as per notified policy.		

Sr.No.	Item	Report of Scrutiny Officer	Remarks
14.	Provision of Water Harvesting System as per approved scheme/plan.		
15.	Copy of mandatory clearance: i) PPCB ii) National Highway Authority iii) Forest Deptt. iv) Chief Electrical Inspector, Pb., v) ----		
15.	Any other relevant information.		

Check List to scrutinize the application for issue of partial Completion Certificate for land Development Projects.

Sr. No.	Item	Report of Scrutiny Officer	Remarks
1.	Area of the project as per Licence/approval		
2.	Demarcation of layout plan as per approved plan.		
3.	Construction of approach roads & other roads connecting to public utilities and services as per approved layout plan/specifications for the part of project.		
4.	Provision and operational status of water Supply System for the part of project.		
5.	Provision and operational status of Sewerage System including the outfall sewer line upto STP as per approved scheme.		

Sr. No.	Item	Report of Scrutiny Officer	Remarks
6.	Provision and operational status of Storm Water Drainage as per approved scheme.		
7.	Development of parks as per approved layout & design for the part of project.		
8.	Provision and operational status of Street Lights & installation of Transformer as per approved electrical scheme.		
9	Development of minimum proportionate parking space as per approved plans.		
10.	NDC from Development Authority.		
11.	Status of School, Community Centre, Dispensary etc. as per conditions of Licence/exemption U/S 44 from PAPRA.		
12.	Proportionate construction of EWS houses or Transfer of total Land Reserved for EWS to Development Authority as per notified policy.		
13.	Provision of Water Harvesting System as per approved scheme/plan.		
14.	Copy of mandatory clearance: i) PPCB ii) National Highway Authority iii) Forest Deptt. iv) Chief Electrical Inspector, Pb.,		
15.	Any other relevant information.		

Check List to scrutinize the application for issue of Completion Certificate for Group Housing, Commercial Building, Hotel, Multiplex, Institutional or Public Building.

Sr. No.	Item	Report of Scrutiny Officer	Remarks
1.	Area of the project as per Licence/approval		
2.	Demarcation of layout plan as per approved plan.		
3.	Construction of approach roads & other roads as per approved layout plan/specifications.		
4	Construction of complete G.H. Block (s) as per approved design and specification complete in all respect.		
5	Complete construction of floor(s) of the Commercial, Hotel Multiplex, Institutional and public building in all respect.		
6	Provision of Public toilets, Fire Safety arrangements, ramps etc. as per approved plans.		
7.	Laying and operational status of water Supply System including OHSR(as per approved scheme)		
8.	Laying and operational status of Sewerage System including STP as per approved scheme.		
9.	Laying and operational status of Storm Water Drainage as per approved scheme.		
10.	Development of parks/open spaces as per approved layout & design.		
11.	Laying and operational status of Street Lights & installation of Transformer as per approved electrical scheme.		
12	Development of parking space as per approved plans.		

Sr. No.	Item	Report of Scrutiny Officer	Remarks
13.	NDC from Development Authority.		
14.	Proof of construction of school, hospital, community centre etc. or proof of sale or transfer of school and hospital site etc. to the authority if approved in the project.		
15.	Construction of EWS Houses or Transfer of total land reserved for EWS to Development Authority as per notified policy(in case of GH).		
16.	Provision of Water Harvesting System as per approved scheme/plan.		
17.	Copy of mandatory clearance: i) PPCB ii) National Highway Authority iii) Forest Deptt. iv) Chief Electrical Inspector, Pb.,		
18.	Any other relevant information.		

Check List to scrutinize the application for issue of Partial Completion Certificate for Group Housing, Commercial Building, Hotel, Multiplex, Institutional or Public Building.

Sr. No.	Item	Report of Scrutiny Officer	Remarks
1.	Area of the project as per Licence/approval		
2.	Demarcation of layout plan as per approved plan.		
3.	Construction of approach roads & other roads connecting public utilities and services as per approved layout plan/specifications for the part of project.		
4	Construction of complete G.H. Block (s) as per approved design and specification complete		

Sr. No.	Item	Report of Scrutiny Officer	Remarks
	in all respect for the part of project.		
5	Complete construction of floor(s) of the Commercial, Hotel Multiplex, Institutional and public building in all respect, for the part/ floor of building.		
6	Provision of Public toilets, Fire Safety arrangements, ramps etc. for the part of building/ complete floor.		
7.	Provision and operational status of water Supply System for the part of project.		
8.	Provision and operational status of Sewerage System including the outfall sewer line upto STP as per approved scheme.		
9.	Provision and operational status of Storm Water Drainage as per approved scheme.		
10.	Development of parks/open spaces as per approved layout & design for the part of project.		
11.	Laying of Street Lights & installation of Transformer as per approved electrical scheme for the part of building or floor.		
12	Proportionate development of parking space as per approved plans for the part of building or floor.		
13.	NDC from Development Authority.		
14.	Status of School, Community Centre, Dispensary etc. as per conditions of Licence/exemption U/S 44 from PAPRA.		
15.	Proportionate construction of EWS houses or Transfer of total land reserved for EWS to Development Authority as per notified policy.		
16.	Provision of Water Harvesting System as per approved scheme/plan.		

Sr. No.	Item	Report of Scrutiny Officer	Remarks
17.	Copy of mandatory clearance: i) PPCB ii) National Highway Authority iii) Forest Deptt. iv) Chief Electrical Inspector, Pb.,		
18.	Any other relevant information.		

FORM

From

The Competent Authority,

To

.....
.....
.....

No:
Dated:

Subject: Issue of completion/partial completion certificate.

Reference your application to issue completion/partial completion certificate in respect of project named.....located at.....is considered with following:-

- i) Completion/partial completion certificate is issued.
- ii) Rejected for reasons given here under.
- iii) Completion/partial completion certificate issued subject to following amendment.
- iv) Returned for removal of the following defects/fulfillment of conditions.

Signature
Competent Authority.

FORM

Notice of Completion/Partial Completion and Completion/Partial Completion

From

To the Competent Authority

.....

Sir,

I/We hereby give you notice that the Colony /Mega Project, the building or part of the project/building described below and approved/sanctioned with your order No:.....dated.....has been developed/constructed onin all respects according to the provisions of License/exemption u/s 44 from PAPRA/approval and sanctioned plans.

2. The Complete required information is submitted in the prescribed Performa along with the copies of mandatory clearance and NDC from the development authority.

3. Kindly issue me completion/partial completion certificate in respect of my project/building.

Signature of the applicant.

This issues with the approval of Govt.

Chief Town Planner,
Punjab, Chandigarh.