

GREATER HYDERABAD MUNICIPAL CORPORATION

Office of the, Commissioner
Town Planning Section, (H.O.),
GHMC, Tankbund, Hyderabad

File No.4993/TPS/HO/GHMC/2012

Dt:21.05.2012


Notice for Empanelment of Architects, Structural Engineers, Peer Consultants for Structural Designs, Document Auditors.

GHMC has proposed to introduce simplified procedure for grant of building permission with effect from 15.06.2012 on the basis of self certification by Owners, empanelled Architects, Structural Engineers, Peer Consultants for Structural Designs and Document Auditors. Under this facility Owners, Builders will get expeditious approval of Building permissions through a fast track procedure called Green Channel. Under this scheme, applications are invited by the Commissioner, GHMC, for empanelment of Architects, Structural Engineers, Peer Consultants and Document Auditor for Scrutiny of Building applications under **Green Channel** to introduce transparency and accountability. The details of eligibility and operational guidelines are available in GHMC web site. (www.ghmc.gov.in) (viz., go to GHMC website Home page – select link “ What’s new” – click on “**Empanelment for GREEN CHANNEL applications**”.)

The details can also be obtained from Office of Chief City Planner, Town Planning Section, Head Office, GHMC, Tank Bund, Hyderabad 500 063. The application forms in the prescribed proforma along with D.D. for Rs.10,000/- drawn in favour of Commissioner, GHMC shall be submitted before 05.06.2012 and they will be considered for empanelment duly verifying the eligibility and the applications will be accepted in CSC, GHMC, Head Office. However, eligible persons / firms can submit their applications even after 05.06.2012 for empanelment.


Commissioner
GHMC


21/5/12


22/5
2012



Green Channel

For Speedy Grant of Building Permissions

in GHMC Head Office

Greater Hyderabad Municipal Corporation

Municipal Complex, Tank Bund Road, Hyderabad

Toll Free No.1100 www.ghmc.gov.in

Greater Hyderabad Municipal Corporation
Green Channel
For Speedy Grant of Building Permissions
in GHMC Head Office

Administration Reforms Commission-II, Government of India have recommended that a simplified procedure for grant of building permits on the basis of self- certification by owners / registered architects should be adopted by all State Governments and local bodies. In view of this and as an initiative to incentivize the development of the built environment, ease grant of building permissions, and introduce transparency and accountability. Accordingly, the Greater Hyderabad Municipal Corporation is introducing more transparency and accountability in the granting of Building Permissions at Head Office through Green Channel by empanelling Architects, Structural Engineers, Peer Consultants and Document Auditors. Under this facility, owners, builders will get expeditious approval of building permissions through a ***Fast Track*** called the ***Green Channel***. The details and operational guidelines are given below.

1. What is a Green Channel ?

Green Channel enables applicants to obtain Building Permissions from Head Office in 15 clear working days for non-high-rise buildings and group housing and within 30 days for high-rise buildings. The applicants have to pay the total fee/charges within 30 days of intimation by GHMC.

2. Who can apply ?

All applicants who seek permission for buildings of non-high rise and high rise buildings under Green Channel within 15 days for non high rise buildings and 30 days for high rise buildings. They shall apply in CSC in normal procedure. However, existing system will continue for certain period.

3. Where to apply ?

The applications for green channel in full shape will be accepted at CSC located at Head Office.

4. Whether to pay any additional Fee / Charges ?

No additional fees and charges to be paid by the applicants for obtaining permissions through Green Channel.

5. Procedure:

- (i) Applicants desirous of using the green channel facility at head office must approach the GHMC empanelled Architects for required scrutiny of their development proposal to ensure conformity to Master Plan Zoning Regulations / Building Rules and Regulations and orders and circulars issued by the Government from time to time before submission to GHMC.
- (ii) Applicants must additionally approach GHMC empanelled document auditors for certification of title over the land intended for development.
- (iii) The applicants of multi storied buildings must approach GHMC empanelled appropriate group of Structural Engineers for structural designs and drawings.
- (iv) The proposals should be submitted through the prescribed BUILDING APPLICATION SELF-SCRUTINY STATEMENT (BASS - available in GHMC website) duly signed by Owner, Builder, Empanelled Architect, Engineer, Empanelled Document Auditor in case of non-high-rise buildings and in case of high-rise buildings proposals shall also be signed by Empanelled Structural Engineers and Peer Consultants / Institution.
- (v) Along with the building application the applicant / owner shall submit notarized affidavit that *“all the rules and regulations have been adhered to and they are personally held responsible for any lapses in this matter.”* (proforma enclosed).
- (vi) On completion of the necessary scrutiny and certification of building plans by the empanelled architects and document auditors the applicant / architect shall submit their proposals at Citizen Service Centre in the head office in full form duly enclosing all relevant plans and necessary NOCs with payment of initial fee in the form of DD for an amount of Rs.10,000/- and the remaining balance amount in the form of DD in the name of Commissioner, GHMC shall be paid on intimation within one month failing which the proposals will be returned un approved.
- (vii) In case of high rise buildings the plans and structural designs will be referred to an empanelled peer consultant by GHMC and the peer consultant shall submit his report to GHMC within (7) days. The charges of peer consultant shall be paid by the applicant through GHMC within (7) days from the date of intimation in the form of DD drawn in favour of peer consultant.
- (viii) The plans will be scrutinized by the concerned Town Planning officials at the Head Office and after approval of Commissioner intimation letter for payment of balance fee and other documents and the entire process will be completed within 15 days for non-high-rise buildings and within 30 days for high-rise-buildings.

- (ix) The Architects / Structural Engineers shall give reports in prescribed format at every slab level or in every 3 months period which ever is earlier on the progress of construction and conformity with sanctioned plans.
- (x) The procedure prescribed to ensure the structural stability of the building under GO 541 M.A dt.17.11.2002 and G.O Ms No. 168 MA dt. 7.4.2012 shall be strictly adhered to.
- (xi) This empanelment is done with an intention to minimize the time delay in the process of approvals and maximize the efficiency of the approval process and in this exercise, the GHMC shall monitor and evaluate the competency levels of various consultants empanelled from time to time for better citizen service.
- (xii) The GHMC may decide continuation of the empanelment or De-empanelment of various consultants, squarely depending on the performance, of consultants empanelled.
- (xiii) All the Architects / Engineers / Structural Engineers / Peer Consultants / Document Auditors will be given a refreshment course for 2 or 3 days explaining them about the various provisions of the procedures, bye-laws and their interpretations so that with the fresh knowledge given to them by the GHMC, the empanelled personnel can function more efficiently.

6. Penal action

(a) Against the Empanelled Architects / Engineers / Structural Engineers / Document Auditors / Peer Consultants

- (i) Any misrepresentation, falsifying facts are found or in any other way misleading GHMC then the permission granted will be cancelled forthwith and the applicant / owner / Architects / Engineers / Document Auditors / Peer Consultants are liable for cancellation of License/ blacklisting and other relevant penal action.
- (ii) Failure to submit stage wise field inspection report or submitting incorrect factual report will lead to black listing their names, cancellation of license and other penal action.

7. Qualifications and Competency:

Empanelled Architects:

Qualifications:

- a) **MSBR:** The empanelled architects should have a minimum qualification of B.Arch, from any recognized Indian University, should be registered with Council of Architecture, New Delhi and designed and signed two or more MSBR buildings which were approved by GHMC or HMDA or any other ULBs of 1 million + population in A.P.

- b) **NON-MSBR:** The empanelled architects should have a minimum qualification of B.Arch, from any recognized Indian University, should have atleast 1 year of working experience and should be registered with Council of Architecture, New Delhi and designed and signed 2 or more buildings of 15m height which were approved by GHMC or HMDA or any other ULBs of 1 million + population in A.P.

Competency:

- a) All plans and related information related with building permit.
- b) Structural designs and calculations for buildings on plot up to 500 sq. mts. and upto three floors.
- c) Certificate of supervision and completion of all buildings.

Empanelled Structural Engineers:

Category I:

Qualifications: Post graduate in Structural Engineering from a recognized university having minimum experience of 7 years in design of structures (high-rise buildings and unusual structures of medium complexity. Must have designed and signed atleast two multistoried buildings in GHMC or HMDA area.

Competency: Designing of tall structures and unusual structures of higher complexity and more than 45 mtrs. in height.

Category II:

Qualifications: Post graduate in Structural Engineering from a recognized university having minimum experience of 5 years in design of structures. Must have designed and signed atleast two buildings in GHMC or HMDA area.

Competency: All buildings up to 45 mtrs. in height.

Category III:

Qualifications: Graduate in Civil Engineering from a recognized university having minimum experience of 5 years in design of buildings. Must have designed and signed atleast two buildings in GHMC or HMDA area.

Competency: All non-multi storied buildings. These buildings can also be designed by structural engineers empanelled under category I & II.

EMPANELLED PEER CONSULTANTS:

Qualifications: Post graduate in Structural Engineering from a recognized university having minimum experience of 12 years in design of structures (high-rise buildings and unusual structures of higher complexity) or any reputed Educational Institution.

Competency: Empowered to carry out peer review of structural designs of multistoried buildings carried out by structural engineers. The structural designs submitted by the structural engineers will be referred to a Peer Consultant from the panel on rotation basis and the charges of Peer Consultant will have to be paid by the applicant through GHMC by way of Cheque drawn in favour of Peer Consultant.

RESPONSIBILITIES:

ARCHITECTS:

To report to the GHMC regarding the compliance of sanctioned plan at different stages of construction i.e foundation stage and at each slab level or every (3) months which ever is earlier. He shall ensure to carry out the work as per sanctioned plan till the building is completed.

STRUTURAL ENGINEERS:

Responsible to follow the structural designs as per the approved plans and safety measures during construction period and shall report to GHMC regarding the compliance of structural designs and safety aspects at each slab level or every (3) months which ever is earlier right from grounding of work till the building is completed.

EMPANELLED DOCUMENT AUDITORS:

Qualifications:

a) Advocates:

1. Must have empanelled with any 2 or more nationalized banks or Housing finance institutions like HUDCO, HDFC, LIC etc located at Hyderabad.

2. Must be with a minimum bar council experience of five years.

b) Retired Revenue Officials:

Must have been served within the jurisdiction of GHMC and retired in revenue department in the cadre not below the rank of Tahsildar with field experience in surveying and land matters.

Competency:

- a. The empanelled advocates or retired revenue officials shall look into the flow of title, the way the empanelled advocates of various banks do, in the process of loans. The practicing advocates or the retired revenue officials shall decide the title of various properties by going through the documents produced by the respective applicants.

CERTIFICATE & UNDERTAKING

(On Rs.100/- Non-Judicial Stamp Paper duly Notarised)

This is to certify that the site situated in Pr.No./ Plot No / Sy.Nos.
..... of (V)
(M)..... District of GHMC area proposed for construction of
..... by me / us are in accordance with the plans
submitted to GHMC with respect to the location, measurements, boundaries, extent,
width of approach road and abutting road etc. It is further certified that the proposals
are in conformity with the Master Plan proposals, relevant Government orders, Rules
issued from time to time and proposals confirm to rules as mentioned in detail in the
application form.

The information furnished in the application form is true to the best of my / our
knowledge. I / We am/are aware that I / We am/are personally responsible in the
event of non-conformity of any parameter to Master Plan proposals and provisions of
relevant Government orders / rules issued from time to time.

Signature

1. [Name of the Applicant / Owner / Developer]

2.

3.

Date :

Place :

Solemnly affirm and signed
In my presence this..... day
of 2012

Signature of the Notary &
Seal with Registered
No. & Date.

CERTIFICATE & UNDERTAKING

(On Rs.100/- Non-Judicial Stamp Paper duly Notarised)

Certified that the copies of the documents filed by the applicant Sri.....S/o.....have been verified with reference to the Government land register, ULC land register covered by the lands taken over possession by the Government under section 10(6) of the ULC Act and the accept of eligibility under A.P. C.O.A.H Act 1973 and found that the land does come under any classification. The land is not prohibited for making construction under any Act / rules / bye-laws.

On scrutiny of the document and plan submitted by the applicant it is found that the applicant holds tile over an extent ofacres / sq.mts/ sq.yds out of pr.no/plot/ Sy.No..... situated with in the limits of village.....Mandal..... District

Hence the title of the applicant over the land is found correct to consider for building permission.

**Signature and date of the
authorized Document Auditor**

Name and Address

**License No.
Contact No.**

Date :

Place :

Solemnly affirm and signed
In my presence this..... day
of 2012

Signature of the Notary &
Seal with Registered
No. & Date.

CERTIFICATE & UNDERTAKING

(On Rs.100/- Non-Judicial Stamp Paper duly Notarised)

This is to Certify that the site situated in pr.no/plot no/Sy.No..... situated with in the limits of village.....Mandal..... District

Proposed for development is personally inspected by me and form the location measurement boundaries extent width of approach road etc. are in accordance with plans. It is further certified that the proposal are scrutinized by me with reference to Master Plan proposals, relevant Government orders, rules issued from time to time and proposals confirm to rules as mentioned in detail in the Building Application Self Scrutiny Statement.

The information furnished in the check list is true to the best of my knowledge. I am aware that I am liable for action in the event of non-conformity of any parameter to Master Plan proposals and provisions of relevant Government orders/rules issued from time to time.

Signature

Name and address of the Empanelled Architect

**License No.
Contact No.**

Date :

Place :

Solemnly affirm and signed
In my presence this..... day
of 2012

Signature of the Notary &
Seal with Registered
No. & Date.

**REPORT SUBMITTED BY EMPANELLED ARCHITECT /
STRUCTURAL ENGINEER**

File No. _____ **Permit No.** _____ **& Dt:** _____

Date of Previous Report :

Date of Present Report :

1. a) Name of the Owner :

b) Name of the Builder :

c) Name of the Architect :

d) Name of the Engineer :

e) Name of the Structural Engineer :

f) Name of the Document Auditor :

2. Location: Pre.No. / Plot No. / Sy.No. :

a) Ward No. & Circle No. :

3. Date of commencement Notice
submitted by the applicant
as per Section 440 of GHMC Act :

Inspected Report

Stage of Construction:

Sl.No.	Parameter	As per sanctioned plan	As per Ground / as on date of report	Deviation	Remarks
1.	<u>Setbacks:</u> Front Rear Side(1) Side (2)				
2.	Builtup area				
3.	Parking area				

4.	Tot lot area				
5.	No. of floors with Height				
6.	Usage				

I/ We hereby certify that the erection of the building / erection of works is being carried out as per Sanctioned Building Plan. So for the work has been completed to my/our best satisfaction. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specifications. No provisions of the Building Bye-Laws/Rules, conditions prescribed or orders issued there under have been transgressed in the course of the work. During the course of construction all safety measures are adopted.

Empanelled Architect / Structural Engineer

Note:

Architect / Structural Engineer shall submit inspection report on the commencement date and at each slab level / once in three months which ever is earlier.

GREATER HYDERABAD MUNICIPAL CORPORATION
(TOWN PLANNING SECTION)

Application for Empanelment of Architect / Structural Engineer / Peer Consultant
Under Green Channel

To,
The Commissioner,
Greater Hyderabad Municipal Corporation,
Hyderabad.

Sir,
Sub:- Application for empanelment of practicing as

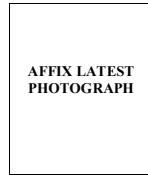
*** **

I, the undersigned request that my name may kindly be enrolled Empanelled Structural Engineer / Architect / Peer Consultant. I furnish herewith the following particulars:

1. Full name of the applicant : _____
[in Block Letters]
2. Father Name : _____
3. Qualification [Academic & Technical] : _____
4. Experience [Enclose Proof] : _____
5. Address in full
Present Address : _____

- Permanent Address : _____

6. Mobile No. : _____
7. E-mail ID : _____



I am well acquainted with all the provisions contained in G.O.Ms.No.168, MA dt: 07.04.2012, Zoning Regulations, National Building Code and orders issued by Government from time to time and assured to adhere the same strictly without giving any scope of violation or deviations to the said rules. I am also aware of the penal provisions in case of violation of conditions prescribed under Green Channel and I will also abide by the conditions stipulated thereon.

I enclose herewith the D.D. bearing No. _____ dt: _____ for an amount of Rs. _____ (Rupees.....) drawn from _____ Bank..... Branch towards empanelment fee for 3 years period.

SIGNATURE OF APPLICANT

The following should be enclosed :

1. Demand Draft for Rs. 10,000/-
2. Proof of qualification with attestation.
3. Proof of residential address with mobile number.

4. Experience Certificate from 3 to 5 years.
5. Certificate of Registration with Council of Architecture with upto date fees paid.
6. Xerox copy of previous Licence, if any.
7. Specimen signature [12 Nos.] on Rs. 10/- Non Judicial Stamp Paper.
8. Report on Rs. 100/- Non Judicial Stamp Paper regarding the projects undertaken by the applicant with notary (for Structural Engineers only).
9. Recent Photographs [3 Nos.]