

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY**  
**PUDA Bhawan, Sector-62,SAS Nagar.**

**Office Order**

In furtherance to the objective of improving Ease of doing Business in Punjab, the following directions be adhered to in letter and spirit with immediate effect.

1. Self certification up to 1000 sq yds regarding Damp proof certificate/Plinth level inspection certificate has already been issued vide order No. GMADA-CR.2013/289, dated 05.09.2013. All area development authorities under Housing and Urban Development Department are also requested to follow those instructions, if not done so far.
2. All those applications which are received in Authorities for issue of DPC/Plinth level Inspection certificate should be disposed off within 7 days as per commitment under Right to Service Act.
3. A standard checklist is enclosed along with this order for DPC/Plinth level inspection which should be strictly followed by Inspecting Officers.

Date, S.A.S Nagar  
27<sup>th</sup> November, 2018

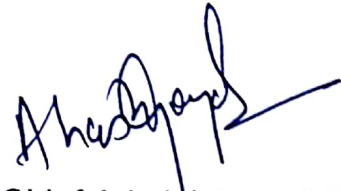
Gurneet Tej, IAS  
Chief Administrator

Endst No: PUDA/PA/ACA(F&A/2018/ 4552-58

Dated: 28.11.18

Copy of the above is forwarded to following for information & necessary  
Action:-

1. Chief Administrator, GMADA/GLADA/ADA/JDA/BDA/PDA
2. GM(IT&C) for uploading on website the order as well as checklist.



Additional Chief Administrator(F&A),  
PUDA, SAS Nagar.

**Checklist for issuance of DPC Certificate (Against applications received on Single window under non self certification mode)**

**Part-A**

1. To be filled before inspection
  - a) Date of Application
  - b) Name of applicant
  - c) Plot No.
  - d) Sector
  - e) Location
  - f) Size
  - g) Category

**Part-B**

2. Site visit by concerned Junior Engineer/Inspection officer which includes :-
  - a) Checking of construction upto DPC level as per approved Building plans.  
Yes/No
  - b) Checking of DPC level from road level within permissible limits. Yes/No
  - c) Remarks if any.

Inspecting officer

Date :

**PROCEDURE FOR ISSUANCE OF DPC CERTIFICATE**

**(Against applications received on Single Window under non self-certification mode)**

Time Limit to provide Service under RTS - 7 Working Days after the submission of complete documents.

Level- Junior Engineer

| <b>Name of Office</b>       | <b>Concerned Designation</b> | <b>Nature of Work</b>                                                                                                                          | <b>No. of Days</b> | <b>Total no. of days in concerned office</b> |
|-----------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|
| Single Window               | Single Window operator       | <ul style="list-style-type: none"><li>• Receipt and diary of the case.</li><li>• Forwarding the case to record room.</li></ul>                 | 1                  | 1                                            |
| Record Room                 | Record Keeper                | <ul style="list-style-type: none"><li>• Receipt and forwarding the case to concerned branch assistant.</li></ul>                               | 2                  | 2                                            |
| Building Branch             | 1. Building Assistant        | <ul style="list-style-type: none"><li>• Receipt and forwarding the case to concerned JE.</li></ul>                                             | 1                  | 3                                            |
|                             | 2. Junior Engineer           | <ul style="list-style-type: none"><li>• Site Inspection</li><li>• Preparation of Report</li><li>• Issuance of certificate/Object ion</li></ul> | 2                  |                                              |
| Central Dispatch            | Dispatch Operator            | Dispatch of certificate                                                                                                                        | 1                  | 1                                            |
| <b>Total Number of Days</b> |                              |                                                                                                                                                |                    | <b>7 Working days</b>                        |

**(A) CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY APPLICANT FOR OBTAINING DPC CERTIFICATE**

1. Photocopy of Demarcation Certificate (if applicable).
2. Application Form for DPC.

**(B) OFFICE REPORTS REQUIRED FOR ISSUANCE OF DPC**

1. Site Inspection Report by concerned field staff.