

Dated 12-6-1968.

## ENDORSEMENT.

Copy of Proceedings No. 16540/68-CA, dated 25-5-1968 of the Director of Town Planning and Inspector of Municipalities communicated to all Building Inspectors, and Building Clerks for information, and maintain a register as per Director of Town Planning's instruction and submit the same on 15-6-1968 for perusal.

SSV/19-6-p.

FOR COMMISSIONER.

To All Building Inspectors.

All Building Clerks.

Copy to T.P.O., and Assistant Town Planning Officer.

Copy to G.I. for Stock file.

Copy of letter Rc.No. 16540/68-CA, dated 25-5-1968 of the Director of Town Planning and Inspector of Municipalities, Madras. 1.

Sub:- TOWN PLANNING - Unauthorised constructions - procedural instructions to dispose of building applications and detecting - Unauthorised construction - issued.

Order.

It has been observed that for preventing unauthorised and objectionable construction of buildings being erected in municipal areas there is no systematic programme chalked out for detecting of unauthorised construction and disposal of building application by Town Planning Staff.

2. With a view to organise this part of municipal administration, the Executive Authorities of Municipal Councils are instructed to chalk out a systematic programme of inspection (daily) of localities by the Town Planning out-door staff splitting the Town into different zones and assigning a particular zone to a particular staff member, holding him responsible for the building activity within the entire zone and also for completing the inspection of the whole area in his zone within a week's time. By the closure of the week, the staff member related to the concerned zone should record a certificate in his diary to the effect that he has inspected the entire area assigned to him within the week. He should also note down all the pending cases as well as references on which building applications have already been issued. It is also necessary that the staff makes an entry in the concerned building file as to the exact stage of construction and other relevant information as regards buildings already sanctioned, conditions imposed while granting or refusing permission and whether conditions specified have been carried out and the stage of action taken on the unauthorised structure. Besides noting down the above information in their diary as well as in the concerned files, he should also maintain a register of unauthorised constructions wherein the following particulars should be furnished. These particulars will enable writing up of charge sheets in case of prosecution.

- i. Name and age of the owner of the building in site.
- ii. Name and age of the father or husband and address.
- iii. Nature of construction, reconstruction, additions or alteration noting down dimensions.
- iv. Locality where the construction, unauthorised structure is put up giving out the name of the street, the door Number and survey Number the name of the locality.
- v. Infringment of the Madras Dt. Municipalities Act and Rules (this should indicate specifically the infringements such as building rules and provisions of the Act.

(Contd.,)

- vi. Whether the site lies in an area covered over by draft or sanctioned Town planning Scheme or approved layout and if so the names of the Town Planning Schemes to be furnished.
- vii. The nature of the infringement of the scheme provisions.
- viii. The current Number assigned to the file dealing with the case.

3. In this connection, the specific attention of the Executive Authorities is also invited to Section 17 of Town Planning Act which lays down as follows.

" After the publication of a notification under Sec. 10 (.....) or Section 12, no person shall erect, or proceed with any buildingwork on or enter into or carry out a contract in respect of land within the area included in the scheme unless he has ~~xxxxxxx~~ applied for, (and obtained permission in cases where a scheme has not been sanctioned, from the Municipal Council, and in other cases, from a ~~xxxxxxx~~ responsible authority).

\*x Provided that, if the Council (or the responsible authority) omits for three months from the date of receipt of such application, to communicate to the applicant any orders thereon it shall be deemed to have granted the permission"

4. The Executive Authorities should bear in mind the above statutory provisions so as to ensure that the orders and issued with the time limit from which in order to see that the orders issued are statutorily enforceable.

5. The Town Planning and Building Staff of the Municipality should maintain the above register and diary, so that the omissions of detecting unauthorised constructions will be over come and the responsibility gets ~~ix~~ also fixed up on the individuals concerned.

6. This order will take immediate effect.

Sd. xx  
for Director of Town Planning and  
Inspector of Municipalities

/true copy /.