

Office of the Commissioner of
Town and Country Planning,
807, Anna Salai, Chennai – 600 002.

Roc. No.13193/2017-LA2

Dated: 28.3.2019

Sub: Implementation of unapproved layout regularization scheme – Regarding.

It is informed that the undersigned when inspected the field offices at Vellore on 20.3.19 has found that officials violated the rules and norms of the unapproved layout regularization scheme while granting sold out plot framework (SPF) and in-principle clearance. Further, normal building plan and layout approval have many flaws and cannot stand scrutiny. Therefore, following instructions are reiterated in respect of implementation of unapproved layout regularization scheme for strict adherence:

- (1) Sold out plot framework (SPF)/single plot regularization has to be done after verifying the FMB sketches for the correctness of the actual extent of land included under the layout to ascertain that no adjacent land either poromboke/ Government channel or other pattadhar's land is included under the layout. Combined FMB should be prepared before granting in-principle clearance for the layout.
- (2) Before clearing SPF, inspection should be done by the officer/ staff once for the whole layout or an inspection report should be obtained from the local body concerned. Records should be kept for verification of SPF, in-principle clearance granted.
- (3) Since, power has been delegated to clear layouts of unsold plot extent below 1,00,000 sq.ft. to the field officers, layout should be cleared expeditiously.
- (4) While forwarding layouts of more than 1 lakh sq.ft. for clearance of head office online, hard copies of registered layout drawing attested by the field officer or copy of sale deed or any other document attested by the field officer in proof of the actual extent of area included under the layout should be sent to head office.
- (5) When unsold plots form a separate part within the layout, then roads in that part to be rectified so as to comply with the norms.
- (6) It is proposed to conduct a one day training programme at head office about unapproved layout regularisation scheme procedures for one or two of the working level staff of each field offices in four batches as given below, who then can train others in their respective offices.

Sl. No.	Name of the field office	Date of training at head office
1.	Chengalpattu Region, Mamallapuram LPA and NTDA, Kancheepuram LPA, Vellore Region and LPA, Tiruvallur and Villupuram Regions and Cuddalore LPA.	23.4.2019
2.	Tiruchy Region and LPA, Thanjavur Region and LPA, Kumbakonam LPA, Perambalur Region	24.4.2019
3.	Sivagangai Region, Madurai Region, LPA and NTDA, Dindigul LPA, Tirunelveli Region and LPA, Nagercoil and Thoothukudi LPAs.	25.4.2019
4.	Coimbatore Region and LPA, Kurichy NTDA, Tiruppur Region and LPA, Erode LPA, Salem Region and LPA, Dharmapuri Region, Hosur NTDA	26.4.2019

(sd./-) Rajesh Lakhoni.

Commissioner of Town and Country Planning (FAC)


To

All the Regional Deputy Directors/Assistant Directors and
All the Member Secretaries of Composite Local Planning Authorities
and New Town Development Authorities.

Copy to:

- 1) All the Deputy Directors and Assistant Directors of head office.
- 2) Deputy Director (Admn)(i/c)
- 3) Commissioner P.C.

/forwarded/by order/


28/3/19
Deputy Director