

ENDORSEMENT.

Copy communicated to Town Planning Officer, Revenue Officers and Building Inspectors and Revenue Inspectors for information and necessary action.

K/4.9.a

V 2/10-7/112
FOR COMMISSIONER.

To:

Town Planning Officer, Revenue Officers, Building Inspectors and Revenue Officers.

Copy to all Property Tax Clerks in Revenue Section and Building Clerks in Town Planning Section. They should open a check Register as above and submit for check on 10th of every month.

GOVERNMENT OF MADRAS.

ABSTRACT.

BUILDINGS - Municipal Councils - Building Applications -
Rendancy - Check Registers - Maintenance - Instructions -
Issued.

RURAL DEVELOPMENT AND LOCAL ADMINISTRATION DEPARTMENT.

G.O. Rt. No. 1321.

Dated 21st July, 1968.

READ the following:--

From the Director of Town Planning, Letter No. 3704/66-D5, dated 20.3.67.

From the Inspector of Municipalities, letter No. 18750/67, dated 19.2.68.

ORDER:

The Government observe that there are quite a large number of Building Application currents pending in Town Planning Sections in Municipalities for want of particulars relating to assessment and the mutation numbers. These particulars are to be furnished by the Revenue Section of the Municipality to the Town Planning Section. A close co-ordination and a periodical check up, at least once a month is necessary by the Commissioner in respect of these two sections. The Director of Town Planning has therefore suggested that a check Register may be maintained by these two sections and put up to the Commissioner every month as a periodical on a fixed date (simultaneously) so as to enable the Commissioner to check up as to how far the relevant particulars are being furnished to the Town Planning Section by the Revenue Section.

2. The Government accept the suggestion of the Director of Town Planning and direct that every Town Planning and Revenue Sections in municipalities should maintain these check Registers in the form prescribed in the Annexure. The Executive Authorities of municipal councils are requested to check these registers every month simultaneously.

(BY ORDER OF THE GOVERNOR)

A. Madhavan Nairn,
Deputy Secretary to Government.

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(Contd.2)

ANNEXURE.
TOWN PLANNING SECTION (CHECK REGISTER)

Sl. No.	Building licence number & date.	Date of issue of copy of proceedings of building licence to Rev. Section.	Date of receipt of assessment & mutation particulars from Revenue Section.	Entry made with the date of assessment particulars in B.H. by Town Planning Section.	RE MARK
(1)	(2)	(3)	(4)	(5)	

REVENUE SECTION (CHECK REGISTER)

Sl. No.	Building licence number & date.	Date of receipt of copy of licence from Town Planning Section.	Assessment and mutation number.	Date of intimation to Town Planning Section.	RE MARK
(1)	(2)	(3)	(4)	(5)	(6)

/true copy/