

Dated 18.8.1967.

## ENDORSEMENT.

Copy of Government Memo No.29419/M. Legu/67-3 dated 12.7.1967 is communicated to all Building Inspectors and Building Clerks for information and guidance.

ESR/21.8.67

FOR COMMISSIONER.

To  
All Building Inspectors, G1, G2, G3, G4, G6 and G7.  
Copy to The Town Planning Officer and Assistant Town Planning Officer.  
Copy to F.C.S. He is requested to assign a Pdl.No.  
Spare copies 20.

Copy of Government Memo No.29419/M. Legu/67-3 dated 12.7.67  
Rural Development and Local Administration Department.

Sub: BUILDINGS - Municipalities - Periodical Inspection  
of Buildings sites by Building Inspectors and  
submission of reports, - circular - issued.

It is being observed by the Government that in quite a considerable number of building cases for which licences are issued by the respective Executive Authorities of Municipal Councils the owners complete their constructions in deviation of approved plans and in most of the cases such deviations also infringe building rules, layout conditions and town Planning scheme provisions. It is often observed that after completing the construction in deviation of approved plans and infringing building regulations, the owners of the respective buildings come forward with appeal petitions to higher authorities requesting relaxation from the building regulations violated.

2. Both the Madras District Municipalities Act, 1920 and the Madras Town Planning Act 1920 contain provisions for dealing with the unauthorised constructions infringing rules and if only the Town Planning staff and the Executive Authority keep a close watch over constructions that go on, in contravention of the approved plans or without obtaining the required permission it should be possible to curb the tendency on the part of the public in putting up structures that do not comply with building regulations. Prompt and timely action is ~~in~~ approved plans or constructions are begun without proper sanction. With a view to have an effective and close watch over such activities, the following instructions are issued for strict observance by the Executive Authorities of Local Bodies through their Town Planning staff.

3. Each building Inspector of the Town Planning Section in Municipalities has got his ward-wise jurisdiction of control of building activity and it should be possible for the Building Inspector to cover his entire area within a course of one week, if not earlier. Hence it should be possible for the said Inspector to note down any deviations that take place in approved cases of building applications as well as any unauthorised construction. As soon as the Building Inspector detects such an unauthorised construction, he should immediately make a report to the executive authority concerned for pursuing action on the unauthorised the implication of the unauthorised construction. In addition to the issue of notices on unauthorised construction, the Building Inspector should also make it a point to inspect the unauthorised

construction once in a week and report the progress made to the Executive Authority. The Executive Authorities should also keep vigilance over the periodical inspection reports of the Building Inspectors and necessary registers for effective check should also be prescribed to be maintained by the said Inspectors. The Executive Authorities should obtain a consolidated report from the Town Planning Section relating to such unauthorised constructions, the periodical inspection by the Building Inspector and the progress made in such cases of buildings and such a report should be submitted to the Director of Town Planning with a copy to the Government once every quarter so as to reach the respective officers by 10th of April, July, October, and January.

4. The above procedure and periodical are being insisted with a view to reducing the number of unauthorised constructions and also to take timely action to stop the constructions at the beginning stage itself without allowing completion of the building contrary to the rules and thereafter appeals being made to higher authorities for relaxation of rules and condoning of the irregular constructions.

5. The consolidated periodical report to be sent by the Executive Authority should also indicate in each case of unauthorised construction, the action taken by him and the result achieved.

6. The Executive Authorities of Local Bodies should always bear in mind the time limitations for disposing of building applications both under the Madras District Municipalities Act as well as the Madras Town Planning Act. It is to be pointed out here that the delay in responding to the applications relating to building cases gives room for commencing of unauthorised constructions and often result in infringement of rules. Hence the licensing authorities of buildings are hereby directed to adhere to the time limit of 30 days under the Madras District Municipalities Act and 90 days under the Madras Town Planning Act for disposal of building applications received by them. As regards the building cases that are to be decided under section 17 of the Madras Town Planning Act, it is necessary that the Executive Authority impresses upon the Town Planning Committee to meet at least once in a month and to dispose of the building cases within the prescribed period of 90 days laid down in the said section.

7. The outdoor staff of the Town Planning Section should be kept alert in the matter of detecting unauthorised constructions and they should be held responsible for any delay or lapses in taking effective action on such unauthorised constructions. The public should also be kept aware of the consequence of unauthorised constructions such as immediate removal of unauthorised constructions and the loss the owner has to bear in such cases. In almost all the municipalities, the demolition orders passed by the Executive Authorities are not actually executed, thus giving room for preferring appeals by the parties. The demolition should be carried out promptly in such cases of unauthorised constructions.

T.A.S. BALAKRISHNAN,  
Secretary to Government.

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