

Office Order No. 23/2010

Dated: 14.10.2010

Sub: CMDA - Area Plans Unit - Taking over of OSR land -
Revised Procedure - Orders - Issued.

Read: Office Order No.8/2010, dated: 31.08.2010.

As provided in the Development Regulation, OSR spaces are taken over through registered gift deeds before issue of Planning Permission incases of Special Buildings, Group Development and Multi Storeyed Buildings by the officials of CMDA. In case of layouts and sub-division along with roads, the local bodies are requested to take over OSR spaces through registered gift deed and forward a copy of the registered gift deed and taken possession report to the division concerned for further processing of the layout / sub-division applications.

2. The procedure of taking over of OSR spaces by CMDA in respect of Special Buildings, Group Development and MSB have been examined and the following revised procedure is ordered with immediate effect in supercession of the order in the reference read above.

- 1) In cases where OSR spaces have to be handed over to CMDA, the concerned Deputy Planner shall arrange for preparation of skeleton plans showing the location and dimension of the OSR space to be handed over and communicate the same with the approval of the Unit Head concerned (i.e., Senior Planner or Chief Planner as the case may be) to the applicant for submission of gift deed typed on stamp paper and duly signed.
- 2) On receipt of the gift deed typed on stamp paper and duly signed by the persons who have right over the property to gift, the Division concerned shall scrutinize the same for its correctness, obtain signature of the Member-Secretary, CMDA and communicate the original to the Assistant Planner (M2), Area Plans Unit.
- 3) The Assistant Planner (M2) shall submit the document to the Sub-Register Office on behalf of Member-Secretary, CMDA and get the document registered, obtain the registered document and forward the same to the Division Head concerned for taking further action.
- 4) The Assistant Planner (M2) shall maintain a copy of the registered document and take physical possession of the OSR space to the shape and dimension given in the registered document, free from any structure thereon. Before taking possession, the applicant shall be directed to demarcate the OSR space and atleast fence the boundaries of the OSR site.

- 5) The Assistant Planner (M2) shall maintain a register for the OSR spaces taken over with details of gift deed, extent of the site taken over and date of taking possession, planning permission approval details etc. and an extract of the same shall be submitted to the Member-Secretary every month for perusal.
- 6) Periodically, the OSR spaces taken over by CMDA shall be handed over to the local body concerned, following the handing over / taking over procedures and the Revenue Authorities shall also be addressed by the Assistant Planner to change the Patta / Revenue Records in favour of the local body concerned for the OSR land handed over (to be followed up further by the Local body concerned).

The above procedure shall be normally followed including ^{Regularisation} ~~Registration~~ Applications except for the cases where the Government issued orders for issue of Planning Permission subject to certain conditions to be complied with, and in such cases such conditions shall apply.

Sd/- DAYANAND KATARIA,
MEMBER-SECRETARY.

To

The Assistant Planner(M2),
I&I Division, CMDA.

Copy to: P.S. to Vice-Chairperson
P.S. to Member-Secretary
All Chief Planners
All Senior Planners
All Deputy Planners in APU
All Deputy Planners in Reg.
The SLO, Legal Division.

/ TRUE COPY / FORWARDED / BY ORDER /

J. Dharmaraj
ADMINISTRATIVE OFFICER (i/c).

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