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

Roc. No.29928/2010-T Dated: 7.12.2010

Circular

Sub: Town and Country Planning – Certain instructions issued - Regarding.

The following instructions need to be followed with regard to scrutiny form, collection of application fee, scrutiny fee and verification of particulars of the applicant.

1) While sending the proposals to Head office, a xerox copy of the scrutiny form duly verified and signed by Supervisor/Planning Assistant and Member Secretary/ Regional Deputy Director should be enclosed.

2) The application fee and scrutiny fee shall be collected at the time of collection of Development charge. Suitable arrangements should be made by the concerned Member Secretary/ RDD to download the application form from the web-site/ Xerox/ typed format shall be entertained to the applicant.

3) The following particulars should be found in the application format
   (a) Name of the applicant in block letters
   (b) Correct postal address in block letters
   (c) Fax No.
   (d) Mobile No.
   (e) e-mail id.

If any particulars with respect to item No.(c), (d) and (e) are not available 'nil' statement should be furnished. The above facts should be verified.

The sub-ordinates are requested to adhere the above instructions with immediate effect. This circular shall be acknowledged by return of post.

for Director of Town and Country Planning

To
All the sub-ordinates.

Copy to:
All the officers of Head office,
AA/PA, Supervisors

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