Office of the Commissioner of Town and
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Circular

Roc.No.17594/2013/Spl. Cell Dated: 30.10.2013.

Sub: Office of the Commissioner of Town and Country Planning, Chennai-02 – Simplification of Planning Permission Technical Clearance – Details to be furnished by the applicants along with check list – Further Instruction issued – strict adherence – Instruction – Regarding.

Ref: 1. This Office Circular Roc.No.10189/2009/BA1, Dated: 20.07.2009.
2. This Office Circular Roc.No.10189/2009(1)/BA1, Dated: 14.12.2009.

In the reference 1st and 2nd cited it has been instructed that whenever technical scrutiny and approval is required from the Director of Town and Country Planning such proposals need not be put up to the Local Planning Authority or collector for its Resolution / Approval prior to scrutiny to Head Office.

Even through such Circulars instruction have come in to force, the procedures prescribed are not giving expected result and there are delay in issuing Planning Permission after issue Technical Clearance by the Director of Town and Country Planning. Therefore the following instruction is issued to ensure expeditions disposals and to avoid delays.

"The proposals seeking Technical Clearance from Head office should be sent by sub-ordinates at the first instance and simultaneously placed before the Local Planning Authority for resolution. The resolution copy should be sent to Director of Town and Country Planning immediately. After getting Technical Clearance from Director of Town and Country Planning immediately I&A and other necessary charges collection demand should be issued by Member Secretary, this is to cut down on the time delay caused by sequential processing of files."

If any proposals for Technical Clearance are pending with the Head Office, they should be placed before the next Authority meeting for resolution and resolution should be sent to Head Office immediately.

The above procedure strictly followed to avoid time delay for issue of Planning Permission.

This Circular come in to force immediately.

(Sd)/-A.Karthik
Commissioner of Town and Country Planning

To
All Regional Deputy Directors/ Member Secretaries,
Region / Local Planning Authorities / New Town Developments Authorities,
Copy to:
All Assistant Directors Head Office,
All Planning Assistants / Supervisors, Head Office.

/ forwarded by order /

Assistant Director of Town and Country Planning.

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