



Government of Gujarat

Resolution no: EDB-10217-549-L

Urban Development and Urban Housing Department

Sachivalaya, Gandhinagar

Date: 14/12/2020

Reference:

1. Resolution No. EDB/102017/549/L of Urban Development and Urban Housing Department, dated 15-07-2017 and 28-02-2019.
2. Notification No. GHV/217 of 2017/EDB/102017/275514/L of Urban Development and Urban Housing Department dated.15/07/2017 issued under The Gujarat (Right of Citizen to Public Services) Act, 2013.
3. Notification no. GHV/188 of 2020/EDB/102017/275514/L of Urban Development and Urban Housing Department dated.19/12/2020 issued under The Gujarat (Right of Citizen to Public Services) Act, 2013.
4. Framework for State Reforms Action Plan – 2020 published by the Department for Promotion of Industry and Internal Trade.

Preamble: -

The Department for Promotion of Industry and Internal Trade (DPIIT) setup the system to facilitate the investors in getting the services under the framework of ease of doing business. Under this flagship policy, Urban Development and Urban Housing Department, Gujarat State had issued the various resolution and notifications as mentioned in reference no. (1) to (3) for various services like Building Permission, Building Use Permission, Fire N.O.C. and Certificates issued under the Shops and Establishment Act. Government of India issued the ease of doing business reforms in the Framework for State Reforms Action Plan – 2020 published by the Department for Promotion of Industry and Internal Trade to accelerate and ease the services, procedure of permission and provide service within time limit. Urban Development and Urban Housing Department has issued the notification under The Gujarat (Right of Citizen to Public Services) Act, 2013 prescribing the time

limit for getting the services. It is necessary that all above services are available in investor facilitation portal (IFP).

Resolution:-

It is aimed to provide information of Ease of Doing Business through this comprehensive resolution. After careful considerations, the time limit is prescribed to process an application on Investor Facilitation Portal (IFP) (<http://ifp.gujarat.gov.in>) as under for various services.

Sr. No.	Details	Time Limit	To be Implemented by/ Executor
(1)	(2)	(3)	(4)
1	Time limit to upload compliance on IFP for applications received by Competent Authority.	1 Day	Nodal Officer
2	Time Limit to upload inspection report in case, if inspection is required.	48 hours	Nodal Officer
3	Maximum Time limit to take decisions for registration and to make changes in Registration certificate received under The Shops & Establishment Act.	1 Day	Concerned Competent Officer
4	Time limit to upload the decision taken by competent authority for registration and to make changes in Registration certificate under The Shops & Establishment Act.	Same day of decision	Nodal Officer
5	Maximum Time limit to take decisions by competent authority for fire NOC applications.	7 days	Concerned Competent Officer
6	Time limit to upload the decision taken by competent authority for fire NOC applications.	Same day of Decision	Concerned Competent Officer

Sr. No.	Details	Time Limit	To be Implemented by/ Executor
(1)	(2)	(3)	(4)
7	Time limit for site inspection and to upload site inspection report after making online payment of scrutiny fees for building permission and building use permission plans.	48 hours	Concerned Competent Officer
8	Maximum Time limit to take decision for the building permission application.	30 days	Concerned Competent Officer
9	Maximum Time limit to upload the decision of the building permission application.	Same day of Decision	Nodal Officer
10	Maximum time limit from Building Permission To Building Use Permission (Building Permission-30 Days, Plinth Level Inspection- 7days, Building Use Permission Inspection-7 Days And Certificate For The Same-1 Day, in this manner total 45 days)	45 days	Concerned Competent Officer
11	Plinth Level Inspection	7 Days	Concerned Competent Officer
12	Building Use Permission (Time limit for Building Use Permission Inspection+ issue Building Use Permission	8 Days	Concerned Competent Officer
13	Time limit for communication to applicant regarding clarification / Compliances, if required.	7 Days	Concerned competent Officer
14	Time Limit to upload inspection report in case, if inspection is required.	48 Hours	Nodal Officer
15	Maximum Time limit to take decisions by the competent authority for water connection application.	30 Days	Concerned competent Officer
16	Maximum Time limit to take decisions by the competent authority for Professional Tax and return application.	1 Day	Concerned competent Officer

Sr. No.	Details	Time Limit	To be Implemented by/ Executor
(1)	(2)	(3)	(4)
17	Sewer Connection	30 Days	Concerned competent Officer
18	Mobile Tower Application.	30 Days	Concerned competent Officer
19	Road Cutting and Right Of Way Permission Application	7 Days	Concerned competent Officer
20	Inspection of Road Cutting and Right Of Way Permission Application	3 Days	Concerned competent Officer

Following procedure to be adopted as a part of ease the work of Ease of Doing Business.

(1) Appointment of Nodal Officer:-

1. Appropriate authority shall appoint the nodal officer to upload the decision under taken by the appropriate authority, certificates/order issued by the appropriate authority and to update daily status regarding the activities done on the application received through Investor Facilitation Portal (IFP) for various services as mentioned above within the specified time limit.
2. If, any document is necessary before taking decision on an application received by appropriate authority, the letter must be uploaded on IFP. Nodal Officer should upload the same letter on the same day.

(2) To Conduct Inspection and Upload Inspection Report:-

1. Application received through Investor Facilitation Portal for issuance of Building permission, Building Use Permission, Plinth Inspection, compliance under shops an establishment act, Trade Licence fire N.O.C.,

water connection, Sewer Connection, Mobile Tower Application, Road cutting and Right Of Way Permission, Property Registration, where ever site verification is necessary, in such cases appropriate authority shall implement a system based on computerized random allocation of the inspectors available with the competent authority. Inspection report must be uploaded within 48 hours on the IFP. If, it is necessary to inspect the establishment and accordingly need for compliance, under the provisions of relevant act, and if, appropriate authority has more than one inspector, in such cases, if an inspector once inspect the establishment then same inspector will not inspect the same establishment consecutively.

2. An appropriate authority will take decision within twenty four hours without conducting site inspection on an application received under The Shops & Establishment act and Nodal Officer will put the decision taken by authority on the same day.
3. Inspection carried for Building Permission, Building Use Permission and Plinth Level Inspection must be limited to the inspection procedure and checklist published on department's website. (Except in case of complaint based Inspection.)

(3) Online building permission/building use permission.

1. Appropriate authority establishes the system/procedure or deploys the agency for auto scrutiny of building plans with automated building permission scrutiny software as per Comprehensive General Development Control Regulation- 2017.
2. Appropriate authority must publish the online building permission and building use permission application forms as per department common procedural regulation to submit the application.
3. Appropriate authority has to scrutinise internal details of all the online application as per their internal records without asking such information

from the applicant. A system shall be established to available the all information and data online.

4. Appropriate authority will take decision for building permission within thirty days from the date of application and establish a system, have a provision for e-intimation at plinth level completion certificate and issue online building use permission within forty five days including whole time span of all stages necessary, to take mandatory approval for building use permission from the appropriate authority and Plinth level inspection and building permission work shall be done as specified time limit as mentioned in Table above.

(4) Online Procedure:-

1. The competent authority prepare and publish application form with its attachment list, scrutiny checklist, application procedure, inspection procedure and inspection checklist and frequently asked questions (FAQ) on their own website for issuing Building Permission, Building Use Permission, Registration and correction in registered certificate of Licence under Shops & Establishment Act or Trade Licence, Fire N.O.C., Property Tax, Road Cutting and Right Of Way Permission, Professional tax Registration and Return, Water Connection, Sewer Connection, Mobile Tower Approval Application.
2. The computerised risk assessment procedure shall be developed for building permission, building use permission or any other above mentioned services and accordingly building/premises shall be inspected and if, inspection is necessary, in such cases, appropriate authority has to publish online the chronological department list.
3. All applications for services such as Building Permission, Building Use Permission, Services under Shops & Establishment Act, Fire N.O.C., Trade Licence, Property Tax, Professional Tax Registration and Return,

water connection, Sewer Connection, Road cutting and Right Of Way permission, Mobile Tower Application shall be received from all investors only from Investor Facilitation Portal i.e. <http://ifp.gujarat.gov.in>. e-Nagar portal shall be integrated with IFP. The Competent authority shall develop an online single window system for above mentioned services and facilitate features like submission of application, payment of application fees, track status of application, third party verification System, provide Email and SMS notification for each update/change during application procedure, download the digitally signed certificate/approval certificate. It shall be ensured that User can view or download the same online.

4. Competent authority shall also develop and publish an online dashboard updated regularly for application submissions & approvals for all above services.
5. In case of complaint inspection under The Shops and Establishment Act as applicable design and implement a system for identifying establishment that need to be inspected based on computerized risk assessment as per below mentioned risk factor and inspection report shall be upload by the nodal officer within 24 hours on concern department website and on IFP. Such inspection will be undertaken only with the approval of the concerned competent officer.

Risk Parameters	Low Risk (S1)	Medium Risk (S2)	High Risk (S3)
Hazardous/Non Hazardous/ Extremely Hazardous	Non-Hazardous	Non-Hazardous	Hazardous and Extremely Hazardous
Number of Workers	Upto 20	21 to 50	NA, In case of medium risk

Risk Parameters	Low Risk (S1)	Medium Risk (S2)	High Risk (S3)
			more than 50
Type of Inspection/ Certification Required	Exempted	Departmental Inspection	Departmental Inspection
Dead Line for submission of Inspection Report	---	24 Hrs	24 Hrs
Risk classification based on inspection.	Randomly computerized based allocation will inspect 5%	All	All

6. In case of surprise inspection done in services of Shops & Establishment application, in such case, Inspection details and Inspection report must be uploaded separately in IFP portal by Nodal Officer on same day of Inspection. Such inspection will be undertaken only with the approval of the concerned competent officer.

(5) To publish Master/Development Plan on-line:-

1. All Urban Local Competent authorities have to arrange the system to publish master /development plans on-line and also to available their part plan on portal.
2. Procedure shall be adopted to delineate and create the database regarding the physical features like railway line, airport, heritage monuments, national highway, coastal zone control line, protected area/zone, gas pipe line, DISCOMS, water bodies and etc. in development plan of urban local bodies with coordination of departments Under Government of India/ Government of Gujarat/Government enterprises i.e. Railway, Airport, heritage monuments, national highway, coastal area/zone control line,

protected area/zone, GUVNL, irrigation etc. which affect the development plan of competent authority.

(6) Review of information available online:-

1. Concern Competent Officer of appropriate authority shall, upload all necessary information time to time, process all the application within time limit.

(7) Property tax

Property Tax of all properties falling under different jurisdictions of urban local authority such as Municipal Corporations, Municipalities shall be facilitated to collect on-line by urban local authorities. In order to facilitate that, appropriate authorities shall:

1. Digitalize all property information for property tax and to make it available in public domain along with online payment and dues of property. Applicant shall be able to pay property tax online.
2. Search of record of property tax with revenue details should be linked with website of Revenue Department, such procedure shall be carried out by all Authorities by ward wise area classification
3. Must push the Property Tax data in the integration done with Revenue Department.
4. Must publish fee details for the mutation/ name change in Property Tax registration data.
5. Shall integrate starting process of mutation/name change with the registration process and allow intimation of mutation in portal as soon as the deed is registered in all registrar office and further based on received intimation may communicate with applicant the complete the process of mutation/name change in property tax details.

6. Shall appoint a dedicated officer/employee and shall form a group in which revenue officer will also be one of the member of the group.

The above notification shall be enforced and implemented by all designated and competent authorities i.e. Municipal Corporations, Municipalities, Urban Development Authorities and Area Development Authorities.

By order and in the name of the Governor of Gujarat,



Prakash
(Prakash Dutta)

Officer on Special Duty Ex-Officio Deputy Secretary
Urban Development and Urban Housing Department

Copy forwarded with compliments to :

- Additional Chief Secretary to Hon. Chief Minister, Swarnim Sankul – 1, Sachivalaya, Gandhinagar.
- Additional Chief Secretary, Industries and Mines Department, Sachivalaya, Gandhinagar.
- The All departments of Sachivalaya
- ✓ The Industries Commissioner, Gujarat State, Gandhinagar.
- The Labour Commissioner, Gujarat State, Gandhinagar.
- Municipal Commissioners, All Municipal Corporations.
- Chief Executive Officers, All Urban/Area Development Authorities.
- The Collector / the District Development Officer, All Districts.
- The Commissionerate of Municipal Administration, Gujarat State, Gandhinagar

(Requested to Forward copy to all Municipalities).

- The Chief Town Planner, Gujarat State Gandhinagar.
- All Sections (Urban Development & Urban Housing Department)
- The Select file of 'L' Branch, (2020)
- The Select file of Deputy Section Officer – 'L' Branch.
- System Manager, Urban Development and Urban Housing Department, Gandhinagar– with request to publish in the department website.