

**TOWN AND COUNTRY PLANNING DEPARTMENT
HIMACHAL PRADESH**

HIM/TP/PJT/e-map-Centre/2015-Vol-I/7822

Shimla, dated: 20.10.2015

ADVERTISEMENT NOTICE

Policy for Establishment of “Dr. A.P.J. Abdul Kalam e-Map Centre” in Town and Country Planning Department and Special Area Development Authority (SADA).

With an objective of providing “Single Point Facility” for preparing maps/ layout plans etc. on reasonable cost, the State Government has approved a “Policy” vide letter No. TCP-C(1)-1/2015, dated 14.10.2015 to establish “**Dr. A.P.J. Abdul Kalam e-Map Centre**” on pilot basis at Shimla, Dharamshala, Ghumarwin and Nadaun Towns. For this purpose, Applications on prescribed Form are hereby invited from the Registered Private Professionals who are registered/ empanelled with this Department, as per qualification prescribed in clause-3, of the “Policy”. The Application Form can be downloaded from our official **website- www.tcphp.in** or can be obtained without any fee from our field offices at Shimla, Dharamshala, Bilaspur and Hamirpur. The detail of the “Policy” can also be downloaded from our above referred website. The Applications duly signed and filled in must reach this office within 30 days from the issuance of this Advertisement Notice in the news papers.

-Sd-

(Sandeep Kumar)

Director

Town and Country Planning Department,
Himachal Pradesh, Shimla – 171009,

Phone No. 0177-2622494.

APPLICATION FORM

Name : -----

Father's Name : -----

Permanent Address: -----

Correspondence Address: -----

TCP Registration No. -----

Class of Registration: -----

I / we hereby certify that I/we have read all the Terms and Conditions of the "Policy" as approved by the State Government vide letter No.TCP-C (1)-1/2015 dated 14.10.2015 and I/we hereby undertake to abide by each and every clause of the "Policy".

(-----)

Signature

Name -----

Correspondence Address -----

Mobile No. -----

e-mail Address-----

10

No. TCP-C(1)-1/2015
Govt. of Himachal Pradesh
Town and Country Planning Department

From: The Addl. Chief Secretary (TCP) to the
Govt. of Himachal Pradesh.

To: ✓ The Director,
Town and Country Planning Deptt.,
H.P. Shimla-9.

Dated, Shimla-2,

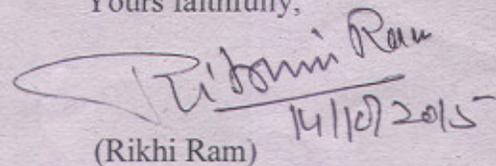
14-10-2015.

Subject: Policy for establishment of 'Dr. A.P.J. Abdul Kalam e-Map Centre'
in Town and Country Planning Department and Special Area
Development Authority (SADA)

Sir,

I am directed to refer to your letter No. HIM/TP/PJT/e-Map
Centre/2015/Vol-I/6790 dated 10.9.2015 on the subject cited above and to convey
the approval of the Government in the policy for establishment of 'Dr. A.P.J. Abdul
Kalam e-Map Centre' in Town and Country Planning Department and Special Area
Development Authority (SADA) except that the land in social Housing clause be
modified as discussed with you. You are, therefore, requested to take further action
in the matter accordingly under intimation to this Department.

Yours faithfully,


14/10/2015

(Rikhi Ram)

Under Secretary (TCP) to the
Govt. of Himachal Pradesh.

Ph. No. 2880516



POLICY FOR ESTABLISHMENT OF “Dr. A.P.J. ABDUL KALAM e-MAP CENTRE” IN TOWN AND COUNTRY PLANNING DEPARTMENT AND SPECIAL AREA DEVELOPMENT AUTHORITY (SADA).

With an objective of providing “**Single Point Facility**” for preparing maps/ layout plans etc. on reasonable cost, Government has contemplated to establish “**Dr. A.P.J. Abdul Kalam e-map Centre** “ on pilot basis at Shimla, Baddi- Barotiwala-Nalagarh Development Authority (BBNDA), Dharamshala, Ghumarwin and Nadaun. This policy is further aimed to curb the practice of charging unfair/ exorbitant fee by some of the private professionals.

1. OBJECTIVES:

- (i) To provide Single Point Facility for preparation of map and layout of sub-division and preparation of building plan (s).
- (ii) To charge reasonable fee for the aforesaid work.
- (iii) To upload maps, layout plans, digital maps etc. for online planning permission on the system.
- (iv) To provide consultancy and to make site visits at regular intervals as required.
- (v) To educate general public about the importance and benefits of Town and Country Planning.
- (vi) To discourage deviations, un-authorized constructions and encroachment over private and Government land.
- (vii) e-governance is the key enabler for good governance.
- (viii) This is an endeavor to bridge the digital divide between Government and common man.
- (ix) It will ensure digital empowerment and easy access to digital infrastructure.
- (x) It will drive on favoritism and exorbitant pricing.

2. INCHARGE OF e-MAP CENTRE:

The Town and Country Planning Department will outsource the work of “**Dr. A.P.J. Abdul Kalam e-map Centre**” to a private professional depending upon his/her eligibility, competence and selection process.

3. ELIGIBILITY OF THE INCHARGE OF e-MAP CENTRE:

The private professionals (individual or firms or companies) registered with the Town and Country Planning Department or Council of Architecture in class A and B having experience of 2 years, shall be eligible to apply. However, preference will be given to the professional of “A” category.

4. SELECTION PROCESS:

The selection committee to be constituted under the Chairmanship of the Director (TCP) will conduct written / oral screening test depending upon the number of applicants. The written / oral screening test will be based on the Act/ Rules/ Regulations/ Byelaws of the Town and Country Planning Department as well as experience in preparation / designing of maps and execution at site. After selection he / she shall sign an Agreement with the concerned Officer of the Town and Country Planning Department or the Special Area Development Authority, as the case may be.

5. TERMS AND CONDITIONS FOR APPOINTMENT AS INCHARGE OF e-MAP CENTRE:

- (i) The incharge of “**Dr. A.P.J. Abdul Kalam e-map Centre**” will be responsible to perform the following duties and responsibilities:-
 - (a) To provide Single Point Facility for preparation of map and layout of sub-division and preparation of building plan (s) in prescribed scales.
 - (b) To upload maps, layout plans, digital maps etc. for online planning permission on the system.
 - (c) To provide consultancy during construction work and to make site visits at regular intervals.
 - (d) To charge reasonable fee as prescribed for the aforesaid work.
 - (e) To educate general public about the importance and benefits of Town and Country Planning.
 - (f) To discourage deviations, un-authorized constructions and encroachment over private and Government land.

- (ii) He/She will work under the overall supervision/control of Town and Country Planner/ Assistant Town Planner/Planning Officer/Chairman of the Special Area Development Authority, as the case may be.
- (iii) He/She will prepare map/ scheme strictly in accordance with the provisions as contained in the Himachal Pradesh Town Country Planning Act 1977, the Himachal Pradesh Town Country Planning Rules, 2014 including Regulations appended with these Rules, the Regulations prescribed in respective Interim Development Plans and Development Plans as well as various executive directions, policies issued in this behalf from the State and Central Governments from time to time. The building specifications and design should be simple, standardized and affordable to the general public.
- (iv) He/She will only charge the fee/ consultancy fee as fixed by the Department from time to time.
- (v) No TA/DA except the fixed honarium shall be paid.
- (vi) He/She will not be entitled to claim as an Officer/official of the Town and Country Planning Department or the Special Area Development Authority, as the case may be.
- (vii) He/She will be bound to restrain himself/herself as well as his/her staff from any type of malpractices while serving the general public.
- (viii) He/She shall be bound to engage staff including Structural Engineer if he/she is not a Structural Engineer for his/her office with the prior permission of the Director, Town and Country Planning Department Himachal Pradesh, Shimla.
- (ix) Tenure of the Agreement shall be for one year which can be extended further year to year basis depending upon the work and conduct of the Incharge and his/her staff. However, in case he / she and his / her staff is found to be involved in any kind of malpractices, the contract shall be liable to be terminated by the Director, Town and Country Planning Department Himachal Pradesh, Shimla / Chairman Special Area Development Authority, as the case may be, at any time without assigning any reason. He / she will be black listed in case any malpractices are found against him / her or any of the staff.
- (x) Accommodation for housing of “ **Dr. A.P.J. Abdul Kalam e-map Centre**”, furniture and power supply shall be provided by the Town and

Country Planning Department Himachal Pradesh / Chairman Special Area Development Authority free of cost, however, computer hardware/software, cartridge, stationery etc. is to be borne/arranged by the Incharge of the e-Map Centre at his/her own cost.

6. VIDEO SURVEILLANCE:

The “**Dr. A.P.J. Abdul Kalam e-map Centre**” will be under the Video Surveillance.

7. HONORARIUM AND OTHER CHARGES TO BE PAID TO THE INCHARGE:

A fixed honorarium of Rs.15,000/- only (Rupees fifteen thousand only) per month for preparing upto 15 number of layout plans / building maps shall be paid. Thereafter an incentive @ 25% of the fee/charges on preparation of final map and acceptance by the concerned Town and Country Planner / Assistant Town Planner / Planning Officer / Chairman, Special Area Development Authority, as per their competence, shall be payable on the basis of rates as fixed below:-

8. MAP PREPARATION/CONSULTANCY FEE:

Sr. No.	Description of work	Area of land/ plot	Fee/ Charges	Remarks
1.	2.	3.	4.	5.
1.	Sub division of land.	Upto 750 sqm	Rs. 2500/-	25% of fee as per column 4 shall be paid in advance by the client and the remaining 75 % shall be paid on acceptance of map by the authority concerned.
		Above 750 to 1500 sqm.	Rs.3000/-	
		Above 1500 to 2500 sqm	Rs.3500/-	
Sr. No.	Description of work	Built up area of building at any level	Fee/ Charges	Remarks
2.	Preparation of building plan/	Applicants belonging to BPL/ Social Housing Schemes.	No fee	-

	proposal including location site plan. /	Upto 50 sqm. Above 50 to 75 sqm. Above 75to 100 sqm. Above 100 to 150 sqm.	Rs. 2500/- Rs.3000/- Rs.3500/- Rs.4,000/-	(i) The rates quoted at column No. 4 are for residential buildings and shall be increased @ of 25% for commercial buildings. (ii) 25% of fee as per column 4 shall be paid in advance & the remaining 75% shall be paid on acceptance of map by the authority concerned.
3.	Preparation of Structure Design.	Applicants belonging to BPL/ Social Housing Schemes. Upto 150 sqm.	No fee Rs. 1500/-	- 25% of fee as per column 4 shall be paid in advance by the client and the remaining 75% shall be paid on acceptance of map by the authority concerned.
4.	Site visit / Consultancy charges	@Rs.500/- per visit in case site is beyond a road distance of 5 Kms.	-	(i) Inspection at planning stage, plinth, roof level and on completion of building work would be mandatory. (ii) Owners shall be required to get the site inspected from professional.

NOTE:

- (i) The 25% of the consultancy fee on account of preparation of maps / site visits / structural designs as Convenience Fund will be retained by the Director Town and Country Planning Department or by the Special Area Development Authority, as the case may be, which will be deposited in the Convenience Fund of the Town and Country Planning Department or in the Fund of concerned Special Area Development Authority, as the case may be.
- (ii) The Convenience Fund shall be utilized to pay honorarium to the Incharge of “**Dr. A.P.J. Abdul Kalam e-map Centre**”, for organization of public awareness workshops, for maintenance of e-map Centre, paying contingencies and other office expenses of e-map Centre etc.

9. WORKING SCHEDULE:

Working schedule of the of “**Dr. A.P.J. Abdul Kalam e-map Centre**” will be as per Government norms.

10. HOW THE FACILITY IS TO BE AVAILED:

The owner of the land/plot shall ensure to provide the following documents and fee to the Incharge of the of “**Dr. A.P.J. Abdul Kalam e-map Centre**”:-

(i) For Sub-Division of Land / Plot:

Owner of land / plot shall ensure to provide all the documents as prescribed in **Form-11** appended to the Himachal Pradesh Town and Country Planning Rules, 2014 including copies of Tatima, Jamabandi, demarcation report, photographs of land / plot and No Objection Certificate from the Himachal Pradesh Public Works Department and other authorities with 100% of fee as prescribed under clause (a) of sub-rule (2) of Rule 16 of the Himachal Pradesh Town Country Planning Rules, 2014.

(iii) **For preparation of building plan / proposal:**

Owner of land/plot shall ensure to provide all the documents as prescribed in **Form-12** appended to the Himachal Pradesh Town and Country Planning Rules, 2014 including copies of Tatima, Jamabandi, demarcation report, photographs of land / plot and No Objection Certificate from the Himachal Pradesh Public Works Department and other authorities with 100% of fee as prescribed under clause (b) of sub-rule (2) of Rule 16 of the Himachal Pradesh Town Country Planning Rules, 2014.

- (iv) Incharge will design the building as per the requirements provided by the client and as per provisions of the Himachal Pradesh Town and Country Planning Act, 1977 / Himachal Pradesh Town and Country Planning Rules, 2014 / Interim Development Plans / Development Plans and instructions / guidelines issued in this context from time to time etc.
- (v) After the preliminary plans are prepared and approved by the client, the Incharge will submit final plans for approval to the Town and Country Planning Department / Special Area Development Authority as the case may be.
- (vi) To attend all the observations raised by the Town and Country Planning Department/ Special Area Development Authority as the case may be.
- (vii) To provide approved plans to the client within stipulated time.

By order

Additional Chief Secretary to the
Govt. of Himachal Pradesh, Shimla-171002
