

**Rajasthan State Industrial Development & Investment
Corporation Limited
Udyog-Bhawan, Tilak-Marg, Jaipur-302005**

No: IPI/P-2(24)160/2016/34
Dt: 24 May, 2016

OFFICE ORDER (6/2016)

Subject: Procedure for approval of Building plan.

- A. To facilitate speedy approvals of building plans and in continuation of building plan approval as prescribed in RIICO Disposal of Land Rules, 1979 following procedures are laid down
- i. Building plans may also be submitted by the Lessee in CD or soft copy using Auto CAD software for assessment of building plans by the respective unit office.
 - ii. Application for approval of Building plan with complete required information & submission drawings (in Auto CAD software) along with requisite fee may also be accepted online by the Corporation.
 - iii. Concerned Unit office shall examine such building plans in light of existing Building bye-laws/regulations.
 - iv. Unit Office shall inform its observation if any to the applicant with regard to building plan submitted, within 15 days from the date of receiving thereof.
 - v. If such building plans are found as per norms and in accordance with applicable building bylaws, the unit head concerned will have to approve the same within 15 days by obtaining hard copy of building plans duly applicant and qualified technical person with any additional fee.
 - vi. Copy of final approval letter shall also be uploaded on the RIICO website in order to access/verify such approvals by public at large including Lessee.
 - vii. Whenever inspection is necessary required at the stage of Building plan approval, efforts shall be made by the unit office that site will be jointly visited by all concerned department so as to avoid inspection by different officers of different authorities at different point of time.

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Henceforth, these procedures should be incorporated suitably in existing Building Regulations i.e. Form 'E' of RIICO Disposal of Land Rules, 1979.

- B. Further, the Management of the Corporation is also pleased to laid down the procedure for inspection of buildings to be erected on industrial/non-industrial plots in RIICO Industrial Areas as under:
- i. Construction in allotted industrial/non-industrial plots can be only be started after getting approval of the building plan as per norms prescribed in RIICO rules.
 - ii. After construction up to plinth level, the Lessee shall inform to concern Unit Office in writing about the same. Upon receiving such information, concerned Officer shall visit the site within 3 days and check the construction done at site in accordance with approved site plan. In case, any discrepancy is found at site, he shall brought into the notice of concerned Unit Head immediately and inspection report should also be made available within 48 hours on the web site of RIICO.
 - iii. The Unit Office shall ensure inspection of the building under construction at various levels in order to avoid any unauthorized construction/deviation.
 - iv. Whenever, construction is completed in accordance with approved building plan and the Lessee applies for issuance of occupancy/completion certificate, he shall submit an application in prescribed format as annexed herewith as Annexure 'B-2' along with other requisite documents/certificates such as certificate of technical qualified person in prescribed format (B-3), certificate of undertaking regarding earthquake safety in prescribed format (B-5) and also submit duly filled check list in prescribed format (B-1) attached to the said order.
 - v. Upon receiving the application for occupancy/completion certificate by the Unit Office, efforts shall be made by the unit office that site will be jointly visited by all concerned department so as to avoid inspection by different officers of different authorities at different point of time.
 - vi. However, it shall be ensured by the Unit Office that the aforesaid inspection shall be carried out within 10 days from the date of information received in this regard from the Lessee. The Unit Office shall also ensure that


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inspection report should be made available within 48 hours on the website of RIICO.

- vii. Inspection of construction shall be done vis-à-vis approved/submitted plans. If the construction is not found according to approved building plans at any point of time either during the construction or after construction, Unit office shall take appropriate action for removing unauthorised construction in accordance with provisions of rules/regulations.

C. The provision for issuing completion certificate has been given in building bye-laws of RIICO Disposal of Land Rules, 1979 which interalia provides that for construction of industrial building, a certificate of Architect registered with Council of Architecture shall be obtained from allottee of industrial plot, stating that proposed construction is as per norms and this certificate shall be produced before the commencement of construction. This provision further provides that a completion certificate to the effect that, construction has been done as per approved plan shall be submitted for obtaining occupancy certificate. But, this provision is presently applicable only for industrial plots. Considering the demand of allottees of non-industrial plots, the Management of the Corporation has decided to extend aforesaid provision for non-industrial plots also. The allottees of the non-industrial plots shall follow the requisite norms and procedure for obtaining the same.

This bears the approval of the Managing Director.


(Lalit Kumar)
Advisor (Infra)

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1. FA/Advisor (A&M)
2. Secretary
3. CGM (Investment)
4. CGM (BP)
5. GM (Infra/Fin/PR)
6. GM (Civil/Technical)
7. OSD (Land)/ Sr.DGM (New Delhi, RIICO)
8. AGM (Finance)/Sr.DGM (Finance)
9. DGM (IT) - for uploading on website.

10. Sr.DGM (Law)(GNJ)/DGM (Law)(SS)/Dy.Mgr.(Law)(AG)/Sr.LO(NK)
11. All Unit Heads -----
12. P&D Cell Officers:
Sr.DGM (P&D) (SKS)/(SKG) /Sr.RM (SPS)
13. RM (M&C) /Dy. Mgr (Infra-I/II)
14. STP/DTP

Copy also to:

1. APS to Chairman, RIICO
2. APS to MD, RIICO
3. APS to Advisor (Infra)



STP