

OFFICE ORDER

Regarding Standard Operating Procedure for grant of Change of Land Use permissions with respect to Industrial Clusters and Individual Industrial Units contiguous to Industrial Cluster including General Warehouse in Agriculture Zone under policy dated 01.08.2023

The Department of Town & Country Planning, Haryana has issued the Policy for Change of Land Use permissions with respect to Industrial Clusters and Individual Industrial Units contiguous to Industrial Cluster including General Warehouse in Agriculture Zone on 30.07.2021. Further it was noticed that some parameters of said policy required clarification like defining cluster, detailing procedure for application by multiple owners and also few parameters needed to be made more rational. Accordingly, in supersession of the earlier policy provisions dated 30.07.2021, policy instructions dated 01.08.2023 stand issued. However, a need has been felt to issue a Standard Operating Procedure for uniform examination by the Department and also for clarity of the General Public. Accordingly, the Standard Operating Procedure is annexed as 'Annexure-A' to be followed by all concerned officials and the same shall also uploaded on the website of the department.

Place: Chandigarh

Dated: 19.10.2023

Sd/-
(T.L. Satyaprakash, I.A.S.)
Director General, Town & Country Planning,
Haryana, Chandigarh

Endst. No. Misc-641/ATP(YC)/2023/35350-58

Dated: 20.10.2023

A copy is forwarded to the following for information, please: -

1. Chief Town Planner (IT&M).
2. Chief Town Planner, Haryana.
3. Senior Town Planner, Monitoring (HQ).
4. Senior Town Planner (E&V)
5. All District Town Planners (HQ).
6. All Assistant Town Planner (HQ).
7. PM(IT) for hosting on the website of the Department.
8. All Junior Engineers, Assistants, Colony Branch (HQ).
9. Drawing Branch (HQ).

Sd/-
(Divya Dogra)
District Town Planner (HQ)
For Director General, Town & Country Planning,
Haryana Chandigarh

Standard Operating Procedure for grant of Change of Land Use permissions with respect to Industrial Clusters and Individual Industrial Units contiguous to Industrial Cluster including General Warehouse in Agriculture Zone under policy dated 01.08.2023

1. Submission of application:-

A. Grant of Change of Land Use permission with respect to Industrial Clusters

- i. All land owners in the proposed industrial cluster shall submit application in physical format on CLU-I form alongwith a common (covering) application on behalf of all land owners to the Director specifying the details of proposed industrial plots including name of land owner, applied khasra nos., khasra wise area under plots, area under approach roads/CETP/any other infrastructure etc.
- ii. Authorization letter from each land owner in favour of authorized signatory to submit CLU application shall also be submitted.
- iii. Scrutiny fee shall be deposited online for applied land (including industrial units as well as area proposed under roads and common infrastructure) to DTCP as prescribed in the Rule 26-A of Rules, 1965.
- iv. Revenue documents with clear ownership of applied land (Taksim Mutation of each plot in the name of land owner) alongwith Aks-shajra plan duly attested by Halka Patwari shall be submitted.
- v. Explanatory Note giving complete details of the following:-
 - a. Plot wise details of type of existing/proposed industrial units.
 - b. Requirement of infrastructure/ CETP etc. for the proposed cluster including proposed capacity of CETP.
 - c. Land owner wise details of area under proposed Industrial unit/ roads/ CETP/infrastructure etc. in the following format:

S.No.	Name of Land owner	Total land applied under Industrial Cluster		Area under proposed roads (if any)	Area under proposed CETP (if any)	Area under any other infrastructure (if any)	Balance Area under proposed Industrial Plots	
		Applied area (in sqm)	Applied khasra nos.				Applied area (in sqm)	Applied khasra nos.
		(A)	(C)				(G=B-D-E-F)	(H)
1.								
2.								
3.								
	Total							

- d. Proposed land use distribution after carving out proposed roads/ infrastructure etc. in the following format:-

S.No.	Details of various uses	Khasra Nos.	Total Area (in sqm)	Total Area (in acres)
	(I)	(II)	(III)	(IV)
a.	Land under plots			
1.	Plot No. 1 (Name of Land owner)			
2.			
3.			
b.	Total land under Roads			
c.	Land under CETP			

d.	Land under other infrastructure, if any			
	Total applied land			

- vi. Shajra based Layout plan giving details of individual industrial units, approach road, infrastructure alongwith comparative calculations as mentioned at S.No. A(iv)(c) & A(iv)(d).
- vii. Project report giving details regarding the project, including financial capacity to execute the project.
- viii. An irrevocable agreement shall be executed between multiple firms/individuals stating that they shall abide by the terms & conditions of the CLU permission and shall also obtain necessary permissions as per the prevailing Act/Rules. The irrevocable agreement shall also mention that all multiple firms/individuals shall be responsible for development and maintenance of infrastructure services.
- ix. In case there is violation of Section 7(i) of the Haryana Development and Regulation of Urban Areas Act, 1975 then applicant has to apply for composition of violation also.
- x. Non encumbrance certificate for each applied khasra (covering entire applied land) shall also be submitted regarding applied land being free from any kind of encumbrances.
- xi. Access permission from concerned authority, wherever applicable, shall also be submitted.

B. Grant of Change of Land Use permissions with respect to Individual Industrial unit in addition to existing cluster

- i. All land owners applying for setting up of individual industrial unit(s) in addition to existing industrial cluster shall submit application in physical format on CLU-I form alongwith a common (covering) application on behalf of all land owners to the Director specifying the details of existing as well as proposed additional industrial plots including name of land owner, applied khasra nos., khasra wise area under plots, area under approach roads/CETP/any other infrastructure etc.
- ii. Authorization letter from each land owner applying for setting up of individual industrial unit(s) in addition to existing industrial cluster, in favour of authorized signatory to submit CLU application shall also be submitted.
- iii. Scrutiny fee shall be deposited online for applied land (including industrial units as well as area proposed under roads and common infrastructure) to DTCP as prescribed in the Rule 26-A of Rules, 1965.
- iv. Revenue documents with clear ownership of applied land (Taksim Mutation of each plot in the name of land owner) alongwith Aks-shajra plan clearly showing existing CLU granted land and additional applied land duly attested by Halka Patwari shall be submitted.
- v. Explanatory Note giving complete details of the following:-

- a. Plot wise details of type of existing/proposed additional industrial units.
- b. Requirement of infrastructure/ CETP etc. for the proposed cluster including proposed capacity of CETP.
- c. Land owner wise details of area under proposed Industrial unit/ roads/ CETP/infrastructure etc. in the following format:

S. No.	Name of Land owner	Status whether existing unit or additional applied unit	Total land applied / existing under Industrial Cluster		Area under proposed/ existing roads (if any)	Area under proposed/ existing CETP (if any)	Area under any other proposed/ existing infrastructure.	Balance Area under existing/ proposed Industrial Plots	
			Applied/ existing area (in sqm)	Applied/ existing khasra nos.				Applied/ existing area (in sqm)	Applied/ existing khasra nos.
	(A1)	(A2)	(B)	(C)	(D)	(E)	(F)	(G=B-D-E-F)	(H)
1.									
2.									
3.									
	Total								

- d. Proposed land use distribution after carving out proposed roads/ infrastructure etc. in the following format:-

S.No.	Details of various uses	Status whether existing unit or additional applied unit	Khasra Nos.	Total Area (in sqm)	Total Area (in acres)
	(I)	(II)	(III)	(IV)	(V)
a.	Land under plots				
1.	Plot No. 1 (Name of Land owner)				
2.				
3.				
b.	Total land under Roads	--			
c.	Land under CETP	--			
d.	Land under other infrastructure, if any	--			
	Total applied land	--			

- vi. Shajra based Layout plan in supersession of earlier approved layout plan giving details of individual industrial units, approach road, infrastructure alongwith comparative calculations as mentioned at S.No. B(v)(c) & B(v)(d).
- vii. Project report giving details regarding the project, including financial capacity to execute the project.
- viii. An irrevocable agreement to be executed between the applicant and all existing CLU holders of individual units in cluster stating that the existing CLU holders forming part of cluster have no objection with regard to grant of such CLU permission and all multiple firms/individuals shall be responsible for development and maintenance of infrastructure services.
- ix. In case there is violation of Section 7(i) of the Haryana development and Regulation of Urban Areas Act, 1975 then applicant has to apply for composition of violation also.

- x. Non encumbrance certificate for each applied khasra (covering entire additional applied land) shall also be submitted regarding applied land being free from any kind of encumbrances.
- xi. Status regarding handover of land falling under roads, CETP etc. shall also be submitted.
- xii. Access permission from concerned authority, wherever applicable, shall also be submitted.

2. Procedure for examining application:-

- i. The applications shall be submitted offline alongwith documents/ requisite fee as mentioned at Clause 1 above.
- ii. After preliminary examination of documents, if the application is found complete in all respect then the field report of concerned DTP and STP shall be sought.
- iii. Simultaneously, a copy of the application alongwith provisional layout plan shall also be forwarded to HSIIDC for calculation of Infrastructure Development Fund (IDF) chargeable at the rate equivalent to actual cost of external services to be provided for industrial use in various potential zones. HSIIDC shall intimate the same within a period of 7 days to the Department.
- iv. HSIIDC shall also verify the land requirement for setting up of CETP as earmarked in the provisional Layout Plan within a period of 7 days to the Department. In case of future expansion, the capacity of CETP shall be required to be re-assessed by HSIIDC.
- v. After receipt of field report, the case shall be examined at headquarter as per provisions of cluster policy dated 01.08.2023 and submitted for consideration of competent authority as per the status of finalization of Development Plan, for issuance of Letter of Intent for grant of CLU permission.
- vi. The applicant shall submit compliances as per conditions of LOI mentioned by the Department. The applicant shall also deposit IDF as conveyed by HSIIDC before grant of final permission.