HYDERABAD METROPOLITAN DEVELOPMENT AUTHORITY

GUIDELINES ON GREEN CHANNEL FOR LAYOUT APPROVAL

(U/S 18, 19 & 20 of the HMDA ACT, 2008)

1. OBJECTIVE:

a. HMDA, with a view to accelerating the service delivery mechanism, intends to introduce a modified green channel for disposal of applications for development permissions. To begin with, it will be applied for layout permissions.

b. The modified green channel is a fast track mode for clearance of applications for development permissions.

c. 'Green Channel' enables clearance for the development permissions of layouts from H.M.D.A in 7 days.

2. EMPANELMENT OF DOCUMENT AUDITORS & ARCHITECTS:

a. DOCUMENT AUDITORS:

i. The tasks relating to scrutiny of ownership documents over the land of the Layout site would be outsourced to Document Auditors who will be empanelled / licensed by HMDA.

ii. H.M.D.A, for the purpose of empanelment of Documents Auditors, adopts a fair and transparent process of inviting expression of interest from the qualified and eligible professionals from Lawyers who must be registered members of Bar Counsel.

iii. After receipt of expression of interest from the qualified and eligible professionals, depending upon their qualifications, experience and other relevant factors, Document Auditors will be short listed and the empanelled list will be published. He shall have minimum of 5 years of standing and well conversant with land laws of applicable in Andhra Pradesh.

iv. The short listed Document Auditors will be invited for a meeting to explain the salient aspects of Green Channel and terms and conditions of agreement with H.M.D.A for outsourcing the tasks relating to scrutiny of ownership documents.

v. Those who agree with the terms and conditions of H.M.D.A will enter into an agreement with H.M.D.A and they will be licensed by H.M.D.A.

vi. The empanelled Document Auditor would be given license for a period of 2 years initially to do scrutiny of ownership aspects. Their license will be renewed after 2 years depending on the performance.

vii. The Document Auditor shall thoroughly examine the proforma Part – B of the Application cum scrutiny Form for Layout Approval with reference to the ownership documents and other relevant documents and shall fill up all the relevant information in full shape.

viii. The empanelled Document Auditor shall sign on the application at relevant columns certifying the correctness of ownership aspects.

ix. The empanelled Document Auditors are liable for action including cancellation of their licenses in case of any negligence on their part in doing the verification of owner ship documents is noticed.

b. ARCHITECTS:

i. The tasks relating to scrutiny of technical parameters of layout plans would be outsourced to Architects who will be empanelled / licensed by HMDA.

ii. H.M.D.A, for the purpose of empanelment of Architects adopts a fair and transparent process of inviting expression of interest from the qualified and eligible professionals who shall be members of Council of Architecture and should have put up at least 5 years of practice.

iii. After receipt of expression of interest from the qualified and eligible professionals, depending upon their qualifications, experience and other relevant factors, Architects will be short listed and the empanelled list will be published.

iv. The short listed Architects will be invited for a meeting to explain the salient aspects of Green Channel and terms and conditions of agreement with H.M.D.A for outsourcing the tasks relating to scrutiny plans to ensure conformity of plans to relevant rules / orders etc.,

v. Those who agree with the terms and conditions of H.M.D.A will enter into an agreement with H.M.D.A and they will be licensed by H.M.D.A.

vi. The empanelled Architects would be given license for a period of 2 years initially to do scrutiny of technical aspects of layout proposals. Their licenses will be renewed after 2 years depending on their performance.

vii. The empanelled Architect, while doing the scrutiny of layout plan proposals, shall go through the application carefully to ensure that the plans conform to all norms.

viii. The Application cum Scrutiny Form [Parts A] shall be filled in complete shape and shall enclose all the required documents along with the Application itself.

ix. The empanelled Architect shall sign on the application at relevant columns certifying the correctness and compliance of all planning norms for submission under green channel.

x. The empanelled Architect shall also calculate the fee and charges as per the Schedule of rates for the proposed layout area and the detailed calculations shall be given in the Application cum Scrutiny Form.

xi. He shall also demarcate the plots proposed for mortgage as required under the rules on the layout plan in a distinct color. He shall also prepare the draft mortgage form duly filling the same and submit along with the Application cum Scrutiny Form.

xii. He shall also mention the location details of the proposed layout site and also examine the same with reference to the restrictions if any for development with regard to the special features of the site and its vicinity (e.g. water bodies, defense properties, airport, heritage and religious structures etc) and also the conditions if any to be fulfilled in order to consider the development of the site.

xiii. The empanelled Architects are liable for action including cancellation of their licenses in case of any negligence on their part in doing the scrutiny of plan proposals is noticed.

3. RESPONSIBILITY OF THE APPLICANT:

i. The layout owner/developer shall initially approach both Document Auditor and Architect who are licensed by HMDA for the purpose of required scrutiny on ownership aspects and conformity of proposals to relevant rules / regulations / master plan proposals Etc.

ii. After obtaining required certification on the above matters from empanelled Architects and document auditors, the Application cum scrutiny form for Layout Approval containing Part B prepared by empanelled Document Auditor and Part A prepared by empanelled Architect shall be submitted by the layout owner/developers duly enclosing all relevant documents, NOCs and other required certificates duly paying all fees/charges in full including submission of draft mortgage deed on the designated dates at the Citizen Facilitation Center of HMDA.

iii. The applicants shall furnish draft mortgage deed at the time of submission of application.

iv. In respect of mortgage of property (plots), 15% for the plotted area shall be marked on the plan and the area of mortgage shall be the area of plots abutting to main roads and shall be contiguous area as indicated in the application form.

4. PAYMENT OF FEE & CHARGES:

i. No extra charges / fee will be corrected under ‘Green Channel’ The applicants shall pay all requisite fees and charges in full at the time of submission of application at Citizen Facilitation Centre in the office of HMDA.

ii. In respect of layout processing Fee, the amount shall be paid through challan (duly paying the amount in the IOB counter at HO). Whereas the amount pertaining to all other relevant fee and charges including Development charges pertaining to Layout Application shall be submitted through a Demand Draft drawn in favour of the Metropolitan Commissioner, H.M.D.A payable at Hyderabad. The Demand Draft will be credited in H.M.D.A account, in case the plans are approved.

5. RESPONSIBILITY OF THE CFC STAFF:

i. The Application cum Scrutiny Form for Layout Approval under Green Channel will be received at the Citizen Facilitation Centre in HMDA **on 2 days in** a week i.e.; **Monday and Thursday** between **10:30 and 1:00 pm.** [In future this may be extended to all the working days].

ii. On acceptance of the application, it will be date stamped and the File Number will be generated automatically.

iii. The Person in charge at the Citizen Facilitation Centre shall verify the **Application cum Scrutiny Form** thoroughly.

iv. He shall verify whether the fee and charges are paid in full and the mode of payment.

v. He shall also verify whether all the required documents, plans, NOCs and Undertakings etc are submitted and satisfy himself that the application and its mandatory enclosures including certifications are in order as per checklist and only upon ensuring that the application and its enclosures and certifications are full and complete in all aspects and then only he shall accept the applications.

vi. The person-in-charge at CFC shall forward the Application (Part B) along with relevant documents / enclosures to the concerned Officer in the Land Section on the same day by 3.00 P.M. i.e., on the day of receipt of application for further action.

vii. The person-in-charge at CFC shall forward the Application (Part A) along with relevant documents / mandatory enclosures to the Chief Planning Officer on the same day by 3:00 P.M. The Chief Planning Officer concerned would personally peruse the application and its enclosures for acceptance.

viii. On receipt of the application, the CFC shall issue an acknowledgement in the prescribed form to the applicant duly mentioning the File Number and the dated on which the ‘Intimation Letter’ will be issued by H.M.D.A.

ix. The Application which is incomplete shall be rejected at the CFC itself.

Responsibility of Land Section

x. The land section shall examine the report of the empanelled Document Auditor with reference to the regular records and documents submitted along with the Application cum Scrutiny Form for Layout Approval [Part B] and submit the file along with the report to the Chief Planning Officer within 5 days.

Responsibility of Planning Section:

xi. The CPO need to interact with PO/APO/JPO and take stock of the conformity of the Layout Application received to the planning norms and may decide either to inspect together with the concerned staff or may examine the Layout Application for a decision relying on the certification done by document auditor and Land Section with regard to Ownership of land and Licensed Architect with regard to the technical remarks.

xii. Depending upon the extent of layout and complexity of issues with reference to the Layout site such as nearness to Water bodies, heritage areas, airport, other sensitive locations, the CPO may either prefer to inspect personally together with his concerned staff or may direct PO/APO to inspect and submit a report. In case of inspection, the Applicant and the Empanelled Architect shall be informed in advance with a request that they shall be at the site during inspection.

xiii. All layout applications shall be mandatorily inspected (even after communication of approval) in 25 days from the date receipt of application.

xiv. The CPO upon satisfying himself that the application under green channel is in order may circulate the file duly filling up the required scrutiny form and writing remarks for approval of the competent authority.

xv. The concerned Staff and Officers examining the Layout Applications shall verify the Application cum Scrutiny Form along with the enclosures thoroughly and they are responsible for the scrutiny and ensuring compliance to norms.

xvi. In case the application received does not conform to the norms and not submitted the relevant documents, the same shall be rejected after scrutiny. In such case while resubmitting the application, the Processing Fee shall be paid again by the Applicant.

xvii. All the Intimation Letters shall be delivered to the Applicant at the CFC only. The Applicant shall be informed about the date collection of the Intimation Letter at the time of submission of the Application itself. In case he fails to collect the letter on the scheduled day, the same may be dispatched by post on the next day.

HYDERABAD METROPOLITAN DEVELOPMENT AUTHORITY
PROCESS & PROCEEDURE FOR APPLICATIONS THROUGH GREEN CHANNEL

1. Role & responsibilities of the Applicant, Document Auditor and Architect:

a. The **Applicant** shall obtain the relevant Land use certificate from HMDA, all NOCs from the respective departments; prepare the undertakings if any as required.

b. He shall engage the services of the **Document Auditor and Architect** empanelled by the HMDA for the purpose of required scrutiny on ownership aspects and conformity of proposals to relevant rules / regulations / master plan proposals etc.

c. The **Applicant**, **Document Auditor & Architect** shall go through the **Part A & B** of the **Application cum Scrutiny Form for Layout Approval** carefully before filling up of the same.

d. The **Applicant** shall take / arrange to take the photographs of the site on all the four directions duly showing the access and other physical developments in the abutting area and shall submit the same along with the application. Though it is not mandatory at present, it is suggested to take / arrange to take the photographs/videography of the site in GPS enabled digitized format and also **geo-referenced layout plans to be submitted in digital format** and also duly showing the date of picturisation and soft copy of the same shall be submitted along with the application. In future it will be made compulsory.

e. The **Document Auditor & Architect** shall also go through this photograph / videography before filling up the application/preparation of layout (geo-referenced) plan.

f. The **Architect** shall fill up **Part A** duly inspecting the site, verifying the ownership records, Layout Rules and other regulations connected with the layouts, the NOCs given by various authorities as required, prepare the plans in accordance with the same and to the required Scale and also sign the relevant certificates, application and plans as required.

g. The **Architect** shall calculate the fee and charges as per the Schedule of rates and the same shall be given in the Application cum Scrutiny Form. The detailed calculations shall be enclosed in a separate sheet.

h. The **Architect** shall prepare the Plans duly incorporating the standard and regular conditions if any to be fulfilled in order to consider the development of the site. In addition to the same if it requires any specific conditions the Architect shall also mention the same in the Application cum Scrutiny form.

i. The **Architect** shall prepare the draft Mortgage document & Plans for the area to be mortgaged as per the rules.

j. The **Architect** shall prepare the Layout plans judiciously and in orderly manner allocating the land for usefulness and intended purposes duly following the planning principles.

k. The **Architect** shall prepare the plans duly showing the roads, open spaces and areas earmarked for social amenities shall be as per rules and also keeping the needs of the inhabitants.

l. The **Document Auditor** shall verify the ownership documents, link documents etc and fill up **Part B** and shall sign the certificate and all other relevant documents, Undertaking etc as required.

m. The **Applicant** shall submit the filled in Application in Part A with all its enclosures including the draft mortgage deed and also along with the fee and charges as required under the rules (vide 'f' above) and Part B with all its enclosures on the designated dates at the Citizen Facilitation Centre established at the Office of the HMDA, Tarnaka, Hyderabad.

n. The **Applicant** shall pay all fees/charges in full at the time of submission of the application at the Citizen Facilitation Centre, HMDA.

o. In respect of Layout Processing Fee, the amount shall be paid through Challan (duly paying the amount in the Bank counter at HMDA). The Layout Processing Fee will not be refunded whether the application is approved or rejected. Resubmission of the same layout will attract Layout processing fee again.

p. Whereas all Fee & other charges including Development Charges pertaining to Layout Application as calculated (vide 'f') shall be submitted through the Crossed Demand Draft only (payable within six months) drawn in favour of the Metropolitan Commissioner, HMDA payable at Hyderabad.

q. The Crossed Demand Draft submitted towards Fee & other charges including Development Charges will be credited in HMDA account in case the plans are in principle agreed for approval and incase of refusal of the Application, the Demand Draft will be returned along with the Rejection Letter.

2. Role & responsibilities of the Citizen Facilitation Centre (CFC):

a. All **Applications cum Scrutiny Forms for Layout Approval through Green Channel** will be received in the Citizen Facilitation Centre located at the office of the HMDA at Tarnaka only.

b. They will be received on every **Monday** and **Thursday** between **10.30am** and **1.00pm**.

c. The **Inward Section** at CFC shall have the list and signatures of the Architects and Document Auditors empanelled by HMDA for Green Channel.

d. The Application duly signed by the empanelled Architect/Document Auditor shall only be accepted under Green Channel.

e. The Application shall be received by CFC duly verifying the following:

(Application without the prescribed enclosures shall not be accepted by the CFC)

i. The Application shall be in full shape with all the relevant information filled in and certified and signed therein the prescribed format by the Applicant and Architect & Document Auditor empanelled by HMDA.

ii. Application in Part A with all its enclosures including the draft mortgage deed as per the check list.

iii. Application in Part B with all its enclosures as per the check list

iv. Layout Processing Fee paid by way of Challan.

v. All other relevant Fee & other charges including Development Charges pertaining to Layout Application paid through the Crossed Demand Draft (payable within six months) drawn in favour of the Metropolitan Commissioner, HMDA payable at Hyderabad.

f. The Inward section (CFC) upon receipt of the application will generate a File Number and will issue an acknowledgement in the prescribed format and also indicate the date of the next visit of the applicant (7 calendar days) in the acknowledgement in order to receive the Intimation Letter after disposal of the Application by HMDA.

g. The Inward section (CFC) shall also mention on the file regarding the date of the Intimation Letter to be received at the CFC from the CPO to hand over the same to the Applicant.

h. The Inward section (CFC) shall send the **Part A** file to the respective **CPO of the Unit** and the **Part B** file to the **Land Section connected with the same Unit <u>on the same day</u>** in separate Dockets.

i. The CFC shall maintain a Register of receipt of applications and the initials of the respective CPO and officer of Land Section on handing over the said A & B files.

j. The CFC shall handover the Intimation Letter to the Applicant on the day of his visit and if he fails to turn up on the date fixed, the Intimation Letter shall

be dispatched to the address given by the applicant through the Speed Post next day.

3. **Role & responsibilities of the Land Section:**

   a. The Land Section shall scrutinize the file thoroughly duly verifying the ownership documents, report submitted by the Document Auditor in Part B of the Application and all other relevant rules and regulations connected with the lands and the site under reference and offer the remarks and final recommendation on the proposals and forward the file to the Concerned CPO within 5 days from the date of receipt and the Planning Section shall club this to the main file.

   b. The Dy. Tahsildar / first level officer whoever scrutinizes shall examine the information carefully and in case there are any clarifications required or ambiguity which is to be sorted out, the same may be got clarified from the two member senior level officers (Spl. Dy. Collectors of HMDA) constituted for this purpose. Any rejection of the application shall be done only at the level of the Head of the Section only.

4. **Role & responsibilities of the Planning Section:**

   a. The Planning Section shall scrutinize the file thoroughly duly verifying the ownership documents, report submitted by the Document Auditor in **Part B** of the Application and the remarks and final recommendation on the proposals submitted by the Land Section.

   b. The Planning Section shall also thoroughly examine the details of **Part A** of the Application submitted by the Architect, verify the correctness with reference to the Master Plan / Other relevant Plans, prevailing Rules and Regulations, Government Orders issued from time to time connected with Lay out proposals and the CPO shall decide whether the application need to be inspected prior to submission of final recommendation or can be recommended subject to post-inspection.

   c. In case it is proposed for prior-inspection, the same shall be completed before 7 days and it may also be decided whether the same will be inspected jointly by all the concerned staff or will suffice if inspected by the respective staff as decided by the CPO.

   d. The Applicant and the Architect shall be informed in advance about the date and time of inspection so that they may also be available at the site for necessary guidance and clarifications if any required.

   e. After detailed scrutiny, the Planning Section shall submit the report in the "Technical Scrutiny Form for Approval of Draft Layout" duly examining all the technical requirements, Fee & Charges paid, balance if any to be paid,

mortgage of plots, draft mortgage deed, NOCs given by various competent authorities, undertaking submitted by the Applicant, Architect etc.

f. The Technical Report shall be specific, without any omissions, complete verification of all rules and regulations, critical appraisal of the pattern of the layout and final recommendation shall be without any ambiguity and duly justifying the approval or rejection of the Application.

g. The file shall be circulated to the Competent Authority as per the orders of distribution / delegation of work for approval.

h. In case of any clarification or interpretation of rules or regulations required, the CPO concerned shall consult the three members committee [Director-II, Special Urban Planning Consultant & Senior Consultant (PFU)] constituted for this purpose.

a. Whether it is prior or post inspection, the Application shall be disposed of within the prescribed 7 days and the Intimation Letter (along with enclosures if any) based on the decision taken shall be submitted to the CFC section on the date fixed on the acknowledgement for handing over the same to the applicant.

b. In case if the application is in principle approved, the Demand Draft submitted by the Applicant [Fee & Charges including Development Charges] shall be credited to HMDA Accounts on the 7^{th} day and the CPO shall ensure that the amount is credited in HMDA before issuing the Letter.

c. In case the Intimation Letter is for Rejection of the Application, the Demand Draft submitted by the Applicant [Fee & charges including Development Charges] shall also be enclosed to the Intimation Letter. The CPO shall sign the fair copy of the Rejection Letter only when the Demand Draft is enclosed to the letter. The CFC shall take the acknowledgment from the Applicant on the Intimation Letter (for having received the DD) and the same shall be returned to the Planning Section to file the same in the connected file.

d. Each Planning Unit shall maintain a Register of all Architects and Document Auditors empanelled by HMDA and record the details of disposal of each Application submitted by them.

e. In case of lapses or mistakes, the same shall be examined whether they are minor and routine or willful and intentional. If the same are recurred, the same shall also be recorded and the report shall be submitted to the higher officials so as to examine whether any disciplinary action is warranted.

f.

5. Time Lines:

a. The objective of the Green Channel is to ensure the timely clearance of the applications received at the HMDA and in a transparent manner.

b. All the concerned staff shall adhere to the timelines given to the respective member without any lapses. Any delay will be viewed seriously and severe disciplinary action will be taken.

S. No.	Item	No. of days	Person/Section Responsible
i	Application[Part A & Part B] to be handed over to the Land Section & Planning Section	Same Day of receipt	CFC
ii	Part B	5 days from the date of receipt	Land Section
iii	Part A	7 days from the date of receipt	Planning Section
iv	Dispatch of Intimation Letter	1 day if the Applicant fails to turn up for receipt on the fixed date	CFC
v	Time given for the Applicant to reply on Intimation Letter	7 days For submission of final mortgage deed etc	Applicant
vi	Final disposal	7days On receipt of the reply from the Applicant	Planning Section