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**புதுச்சேரி மாநில அரசிதழ்**  
**La Gazette de L'État de Poudouchéry**  
**The Gazette of Puducherry**

**PART - II**

<b>சிறப்பு வெளியீடு</b>	<b>EXTRAORDINAIRE</b>	<b>EXTRAORDINARY</b>
அதிகாரம் பெற்ற வெளியீடு	Publiée par Autorité	Published by Authority

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No. } Puducherry	Wednesday	18th		September	2024	
(27 Bhadra 1946)						

GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT (HOUSING)

(G.O. Ms. No. 13/2024-Hg., Puducherry, dated 12th September 2024)

ORDER

The Union territory of Puducherry has witnessed rapid urbanization and population growth in all areas leading to proliferation of large number of unauthorized developments which are detrimental to the sustained and balanced growth of Union Territory. The Government had taken various steps to create awareness among the public and curb the unauthorised developments. But, the number of unauthorised developments is huge and demolition of all such construction is not

practically feasible and would be socially disruptive. Therefore, the Government of Puducherry, in consultation with the Town and Country Planning Department, hereby notifies the following Scheme to regularise the unauthorised constructions and buildings constructed in deviation to the sanctioned plan, as a one-time measure.

The general public may submit their objections/suggestions within a period of 30 days from the date of publication of the Notification in the Official Gazette and the objections/suggestions shall be submitted to the Chief Town Planner, Town and Country Planning Department, Government of Puducherry.

(By order of the Lieutenant-Governor)

**P. EJOUMALE,**

Under Secretary to Government (Housing).

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#### NOTIFICATION

In exercise of the powers conferred by Section 46A read with Section 2(37) of the Puducherry Town and Country Planning Act, 1969 (No. 13 of 1970), the Lieutenant- Governor, Puducherry, in consultation with the Town and Country Planning Department, hereby notifies the following Scheme namely:-

1. *Short title, applicability and commencement.*—(1) This Scheme may be called “The Puducherry Regularization of Unauthorisedly Constructed Buildings and Buildings Constructed in Deviation to the approved Plan Scheme, 2024”.

(2) They shall be applicable to all the existing buildings and buildings where structural works are completed and all roof slabs are laid, in the jurisdiction of all the Planning Authorities in the Union territory of Puducherry, constructed from 01-05-1987 to the date of Notification of the Scheme.

(3) They shall come into force from the date of its Notification in the Official Gazette.

2. *Definitions.*— In these Scheme, unless the context otherwise requires,-

(i) “Act” means the Puducherry Town and Country Planning Act, 1969;

(ii) "Board" means the Puducherry Town and Country Planning Board constituted under the Act;

(iii) "Building Bye-Laws" mean the Puducherry Building Bye-Laws and Zoning Regulations, 2012;

(iv) "Construction" means any construction, addition or reconstruction which was carried out or completed during the period from 01-05-1987 to the date of Notification of the Scheme, without obtaining a building permission from the Planning Authority;

(v) "Guideline Value" mean the prevailing guideline value of land in terms of rupees per square metre as fixed by the Registration Department of the Union Territory, as on the date of filing of Application for regularisation;

(vi) "Notification" means a Notification published in the Official Gazette of Puducherry and the word "Notified" shall be construed, accordingly;

(vii) "Planning Authority" mean any Local Planning Authority constituted under the Act;

(viii) "Registered Technical Personnel" mean a Town Planner/ Architect/Engineer/Structural Engineer/Quality Auditor/Construction Engineer/Developer/Licensed Supervisor registered or deemed to have been registered by the Planning Authority;

(ix) "Rule" means the Puducherry Town and Country Planning Rules, 1974;

(x) "Total Built up area" mean the entire built up area covered in the building including common areas and balconies on all floors;

(xi) "Unauthorized Deviated Construction" mean any construction, addition or reconstruction which was carried out or completed during the period from 01-05-1987 to the date of Notification of the Scheme, in deviation to the sanctioned building plan issued by the Planning Authority;

(xii) Words and expressions used and not defined in this Scheme, but defined in the Act, the Rules and the Puducherry Building Bye-Laws and Zoning Regulations, 2012 made thereunder, shall have the same meaning assigned to them in the said Act, the Rules and the Building Bye-Laws.

3. *Regularization Notice to the Building owners.*— The concerned Planning Authority may serve a notice to all the owners or occupiers of unauthorized buildings or deviated buildings within a period of six months from the date of notification of the Scheme.

4. *Compulsory Online Application for Regularization.*— (1) As per clause 1 (2) as stated above, an Application for regularization of unauthorized construction/unauthorized deviated construction as given in Annexure-I shall be made by the Owner/General Power of Attorney/Registered Association to the Planning Authority in the prescribed *pro forma* along with the documents listed below only through online mode. It shall be filed within a period of 6 months from the date of Notification of this Scheme along with the required fees as mentioned in clause 6. If any Owner/General Power of Attorney/Registered Association does not apply within the stipulated time, he shall be liable for enforcement action under the law, as per clause 13 and his building shall not be taken up for regularization under this Scheme.

(2) The Application shall be accompanied by the following documents, namely:-

(a) Proof for payment of Application fee, if any, paid to the Planning Authority under this Scheme.

(b) Floor plans, elevations and sections of the buildings constructed, the site plan, building plan and wherever applicable the service plans, parking plans drawn as provided in the Puducherry Building Bye-Laws and Zoning Regulations and specification thereunder. The plans so submitted shall be:

- (i) Certified by the owner to the effect that “These are the drawings having reference to the details furnished in the Application and documents enclosed along with it”.
- (ii) Certified by the Registered Technical Personnel to the effect that “These are the drawings having reference to the details furnished in online Application and documents enclosed along with it and that the details and measurements therein conform to the actual constructions made at the site. Further, certify that the unauthorized building(s) is/are structurally stable”.

- (iii) Certified by a Registered Structural Engineer to the effect that “The unauthorized Special Buildings/ Multi-storied Buildings/Group developments as per the drawings and Application(s) enclosed herewith is/are structurally stable”.
- (c) Self-attested copy of ownership documents of the land/site/apartment.
- (d) Time stamped digital photographs of the unauthorised buildings applied for regularisation under this Scheme (minimum of 4 numbers from all the four sides showing all external details of development) which is to be signed by the owner and the Registered Technical Personnel.
- (e) Proof for the period of completion of the construction/ structural works completed/roof laid (copy of property tax/ electricity/water supply bills).
- (f) Proof of valid registration of the Registered Technical Personnel.
- (g) Copies of the documents regarding Court cases, if any, (Courts, Tribunal, Ombudsman, *etc.*) pertaining to or of reference to the plot or constructions therein.
- (h) Any Government orders, circulars, any form of communication(s) pending to the plot/land or any construction works therein.
- (i) Copy of approved plans and/or permit issued, if any, by the Planning Authority.
- (j) Details of action, if any taken by the Planning Authority against the unauthorized construction.
- (k) Copy of previous orders, if any, regularizing constructions within the Plot.
- (l) Copy of the resolution made by all owners of their Association (for residential apartments).

(m) Checklist and acknowledgment.

(n) Any other details pertaining to or of relevance to the plot and buildings therein, if any.

(3) If, the online Application received is not in order and /or incomplete for further scrutiny, the Planning Authority shall return the same, within ninety working days of the receipt of the online Application, to the Applicant (Annexure-III).

(4) The site of construction of unauthorized buildings constructed in unapproved/unauthorized layouts falling outside the Comprehensive Development Plan area in Puducherry and Karaikal regions shall be regularized by collecting charges as per the G.O. Ms. No. 20/2017-Hg., dated 20-10-2017, as subsequently amended, in the first instance and thereafter the buildings constructed in the said site shall be considered for regularisation.

*5. Clearance from other Authorities/Departments in certain cases.*— In the following cases, clearance (NOC) shall be obtained by the Applicants from the concerned Authorities before considering the Application under the Scheme by the Planning Authority:

(a) In respect of cases of residential and non-residential buildings exceeding 17 mts. in height, and buildings of public congregation like Schools, Cinema Theatres, Function halls and other assembly buildings on plot area of 500 sq.m. and above from the Fire Service Department.

(b) From Airport Authority of India/Archaeological Survey of India/Railways or any State/Central Government Organizations, wherever applicable.

*6. Payment of Fee and Regularization Charges.*— (1) **Application Fee.**— A non-refundable Application fee of ₹ 5,000 (Rupees five thousand only) for ordinary residential buildings and ₹ 10,000 (Rupees ten thousand only) for other buildings shall be paid in the name of the Member-Secretary of the concerned Planning Authority at the time of filing online Application for regularization by way of e-transfer.

(2) **Scrutiny Fee.**— A non-refundable scrutiny fee at the rate of ₹ 20 per sq.m. for ordinary buildings and ₹ 50 per sq.m. for Applications other than ordinary buildings shall be paid in the name of the Member-Secretary of the concerned Planning Authority along with the Application by way of e-transfer.

(3) **Regularization Charges.**— (a) The owner/applicant shall pay the regularization charges at the rates as given in Annexure-II.

(b) In case of deficit parking area in the ongoing constructions, online Application for regularization shall be considered, only, if parking area is provided as per the requirements specified in the Puducherry Building Bye-Laws and Zoning Regulations. However, in case of deficit parking area in the buildings completed and occupied before this notification, regularization charge equivalent to the Weighted Guideline Value of the land rated in the concerned locality applicable at the time of submission of online Application shall be paid for the deficit parking area.

(c) The charges are levied for the total violated built-up area on all floors. The charges does not include the fee / charges such as permit/development charges *etc.*, to be payable to other Departments/Local Bodies/Government Agencies.

(d) The Planning Authority after verification of the self computation table of regularization charge filed by the Applicant shall intimate in Annexure-IV about the regularization charges to be paid by the Applicant.

(e) The Applicant shall remit the regularization charges by way of e-transfer to the Member-Secretary of the concerned Planning Authority within 30 days from the receipt of notice as in Annexure-IV.

7. **Regularization Scheme will not be applicable to the following cases.**— Regularization of unauthorized constructions shall not be considered in the following cases and in cases where public interest and public safety are likely to be adversely affected, *viz.*

(a) Encroachment on Government land or property belonging to Public undertakings, Puducherry Housing Board, Puducherry Industrial Promotion and Development Investment Corporation, Puducherry Urban Development Agency, Local Body, Endowments, Hindu Religious Institution and Wakf Board, *etc.*

(b) Land for which the Applicant has no Title Deed.

(c) Surplus land declared under the Puducherry Land Reforms Act/Agriculture Land/Ceiling/lands resumed under the Land Acquisition Act, *etc.*

(d) Buildings affected under alignment of any proposed road under Master Plan/ Comprehensive Development Plan/Road Development Plan or any other public road/Rail corridors.

(e) Tank bed and lake, canal bunds, river course/drain/canals and any water-body.

(f) Prohibited buildings under the Coastal Regulation Zone and such other environmentally restricted zones as prescribed in the respective regulations.

(g) Layout/Master Plan Open Spaces/Areas earmarked for Recreational use in the Master Plan/Comprehensive Development Plan.

(h) Buildings that are not in conformity with the land use as notified in the Master Plan/Comprehensive Development Plan.

(i) Site under legal litigation/disputes regarding ownership of the site/building.

(j) Building constructions that compromises on structural safety of the building.

(k) Under any circumstances the buildings/floors constructed after the cut-off date as stipulated in clause 1(2) are not eligible for regularization. If, any Registered Technical Personnel (RTP)/Applicant submit application for regularization of such buildings suppressing the facts, he/she will be black listed without any notice. No Application of blacklisted RTP is acceptable, until unblocked by the Planning Authority with the consent of the Town and Country Planning Board.



8. *Exemption.*— (i) Buildings constructed prior to 01-05-1987.

(ii) Huts, semi-permanent and RCC residential buildings up to two storeys (G+1) in sites up to 60 sq.m. of built-up area are exempted from operation of this Scheme.

(iii) Residential building falling in slums, identified/notified by the Puducherry Slum Clearance Board / other identified slums/free house sites given by the Government and residential buildings constructed by the beneficiaries of various Government Housing Subsidy Schemes (for Below Poverty Line (BPL) category only).

9. *Violation after submission of online Application.*— During verification, if it is found that the Applicant has misrepresented/undertaken further additions or extensions to the existing building after submitting the online Application, then such Application shall be summarily rejected and necessary action shall be taken against such unauthorized buildings including sealing/demolition of premises as per law and also legal actions shall be initiated against the Registered Technical Personnel and the Applicant.

10. *Scrutiny, Rejection and Approval by the Planning Authority.*— After receipt of the online Application for regularization in the prescribed *pro forma* (Annexure-I) along with required documents and plans as per this Scheme, the Planning Authority (or) and the Town and Country Planning Department shall carryout inspection, confirm the status of the building and scrutinize the Application. The Applications for regularization of ordinary residential and ordinary commercial buildings shall be disposed of by the Member-Secretary of the Planning Authority. The online Applications for regularization of buildings other than ordinary residential and ordinary commercial buildings shall be placed before the Planning Authority Committee, for its approval. The Planning Authority/Committee will examine whether the minimum safety and security provisions in the building are provided such as, clearance from overhead electric lines, availability of minimum width of road, availability of parking facilities, facilities for persons with disabilities, fire escape staircases, lift, provisions for waste disposal, rainwater

storage arrangements, solar assisted water heating and lighting systems and any other provisions in the building Bye-Laws having serious safety and security concerns. The buildings having outright violations that exceed the limits of regularization tolerance as above shall not be considered by the Planning Authority/Committee and its decision shall be communicated to the Applicant. The Applicant shall comply with the directions of the Planning Authority Committee within 30 days from the date of communication of the decision. The Planning Authority shall communicate its approval or rejection to the Applicant, as early as possible, but not beyond six months from the date of receipt of online Applications (Annexures-V and VI). Mere submission of online Application or any delay in communication of final orders in the matter by the Planning Authority will not be construed as Approval.

11. *Regularization of individual flats.*— (1) Individual flats in a building shall be regularized following two stage process. Wherein, the registered Association or Society of the building has to submit drawings for the entire building along with detailed infrastructure drawings. individual flat owner shall submit detailed drawings for the unit owned by him in the building. Scrutiny, subject to clause (10) shall be made as follows:

(i) An in-principle clearance shall be given for the entire building in which the said residential/commercial flat is situated.

(ii) If, the entire building is found approvable, then regularization of the individual flat/floor under reference shall be done.

(2) The Planning Authority Committee shall decide the regularization charges that is to be paid in common by the registered Association or Society and that is to be paid by the individual for their individual flat/floor of the building.

12. *Issue of proceedings showing Regularisation of the Buildings and Occupancy Certificate (Annexure-V).*— In case of approval, the Planning Authority shall issue proceedings to the effect that the

building is regularized under this Scheme and the proceedings issued by the Planning Authority itself shall be treated as Occupancy Certificate. In case of incomplete buildings, Occupancy Certificate shall be issued only after the verification of the completion of buildings, in all aspects.

13. *Consequences of non-regularization.*— Where no regulations is ordered under this Scheme for an unauthorised/ deviated building; then-

(a) No electricity, water supply, drainage and sewerage connections shall be extended to such unauthorised/deviated building;

(b) Such unauthorised/deviated building shall not be registered by the Registration Department;

(c) Such unauthorized constructions would be treated as continuing offence and penalty as per the Act/Rules would be levied;

(d) Other enforcement action including sealing/demolition shall be initiated by the Planning Authority as per the Building Bye-Law provisions;

(e) Unless the existing buildings in a site are regularised, no fresh building Applications shall be considered by the Planning Authority.

14. *Infrastructure Development Fund.*— (i) All the fees arising under this Scheme shall be kept in a separate corpus fund by the respective Planning Authority. Such funds shall be utilized by the Planning Authority for the purpose of augmentations, improvements or creation of an infrastructure facility.

(ii) The following Committee on Infrastructure shall be constituted for each region as follows:

(I) Puducherry Planning Area

(a) Secretary (Local Administration Department) . . Chairman

(b) Secretary (Public Work Department) . . Member

- 
- (c) Secretary (Town and Country Planning) . . Member
- (d) Member-Secretary, . . Convenor  
Puducherry Planning Authority.
- (II) Karaikal Planning Area
- (a) District Collector, Karaikal District . . Chairman
- (b) Municipal Commissioner, . . Member  
Karaikal Municipality.
- (c) Deputy Director, . . Member  
Local Administration Department
- (d) Superintending Engineer, . . Member  
Public Works Department, Karaikal.
- (e) Member-Secretary, . . Convenor  
Karaikal Planning Authority.
- (III) Yanam Planning Area
- (a) Regional Administrator, Yanam . . Chairman
- (b) Municipal Commissioner, . . Member  
Yanam Municipality.
- (c) Executive Engineer, . . Member  
Public Works Department, Yanam region.
- (d) Member-Secretary, . . Convenor  
Yanam Planning Authority.
- (IV) Mahe Planning Area
- (a) Regional Administrator, Mahe . . Chairman
- (b) Municipal Commissioner, . . Member  
Mahe Municipality.

- 
- (c) Executive Engineer, . . Member  
Public Works Department, Mahe region.
- (d) Member-Secretary, . . Convenor  
Mahe Planning Authority.

(iii) This committee shall examine the requirement of the infrastructure projects for the respective planning areas and recommend the executing agency for that works.

(iv) Based on the committee recommendation, the planning authority shall deposit the work to the executing agency and the works to be completed following the due procedure by the executing authority.

15. *Appeals.*— (i) Any person aggrieved by any Order passed under the Scheme by the Planning Authority may prefer an Appeal to the Committee viz., Town and Country Planning Board, within 30 days from the date of receipt of the Order.

(ii) The Town and Country Planning Board shall dispose of the Appeals, as per the provisions contained in the Act / Rules.

*Encl. Annexures*

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ANNEXURE-I  
PLANNING AUTHORITY

(See clause 4)

**Online Application Number Date:**

**ONLINE APPLICATION FOR REGULARISATION OF  
UNAUTHORISEDLY CONSTRUCTED BUILDING/BUILDING  
CONSTRUCTED IN DEVIATION TO THE SANCTIONED PLAN**

1. Name of the Applicant :
2. Postal Address :
3. Building Location
  - (i) Plot/Door No. :
  - (ii) R.S. No./T.S.No. :
  - (iii) Ward No/Block No. :
  - (iv) Street/Road Name :
  - (v) Layout/Nagar Name :
  - (vi) Village Name :
  - (vii) Municipality/Commune :  
Name
4. Furnish the following:
  - (i) Plans prepared by Registered Technical Personnel (RTP) and signed by Applicant and RTP. :
  - (ii) Copy of Property Tax/Electricity tariff/Water supply tariff receipt. : YES/NO
  - (iii) Self attested copy of ownership documents of the land/site/apartment. : YES/NO
  - (iv) 4 Nos. of time stamped photographs from all the four sides unauthorised construction showing all external details of development, which is attested by the owner and the Registered Technical Personnel. : YES/NO

(v) Guideline value of the plot as on date of Application. : YES/NO

(vi) Encumbrance certificate of land/site/apartment for the past 15 years issued not prior to 30 days from the date of submitting the online Application. : YES/NO

(vii) Indemnity Bond and Undertaking : YES/NO

5. Details of Site and Building

(i) Plot Area (in sq.m.) :

(ii) Building Permit No. and Date if any :

(iii) Sanctioned Plan copy enclosed : YES/NO

(iv) No. of Floors and height of building as per sanctioned plan. :

(v) Month and Year of commencement/ completion of construction of building :

(vi) No. of Floors and height of building constructed as on site :

(vii) Total Built- Up Area Sanctioned (in sq.m.) :

(viii) Total Built-Up Area constructed as on site (in sq.m.). :

(ix) Additional built-up area built

(a) Area in deviation to sanctioned plan within permitted floors. :

(b) Area constructed without any permission or over and above the permitted floors :

6. Road Access Details

Existing Road Width or abutting road in meters :

- |   | As per<br>Sanctioned<br>Plan | As on<br>ground |
|---|------------------------------|-----------------|
| 7. Usage of the building as per approved plan (if any).   |                              |                 |
| (a) Individual Residential Building :   |                              |                 |
| (b) Commercial Building :   |                              |                 |
| (c) Non-Residential Building :  |                              |                 |
| (d) Apartment complex   |                              |                 |
| (e) Other uses :<br>(specify.....)  |                              |                 |
| 8. (1) Total Application and Scrutiny fee payable.  | : ₹                          |                 |
| (2) Total Regularisation Charge payable<br>(as per Self Computation Table in Sl. No. 15).   | : ₹                          |                 |
| 9. e-transfer   |                              |                 |
| (i) Amount :  |                              |                 |
| (ii) e-transfer No. :   |                              |                 |
| (iii) Date :  |                              |                 |
| (iv) Name of the Bank :   |                              |                 |
| 10. Any Court case is pending regarding ownership of the Site   |                              | : YES/No        |
| 11. If yes, details may be enclosed separately  |                              | :               |
| 12. Certificate to be signed by the Applicant   |                              | :               |
| (1) I am aware that the Building Plans, Site Plan and the particulars furnished above are true and correct. If any, under assessment in the self assessment or further construction is detected at any stage, the Regularisation Application shall be rejected, the amount paid shall be forfeited and enforcement action against the violation shall be taken. |                              |                 |
| (2) I declare that the property for which I am applying for regularisation is not a public property and I further declare that there are no disputes/legal cases pending in the Court of Law regarding ownership of the site/building.  |                              |                 |



(3) I also declare that my Application is not in contravention of land use as per the Master Plan.

(4) In the event of the particulars furnished in the Application are found to be not true, my application may summarily be rejected duly forfeiting the entire regularization charges paid and I am liable for enforcement action by the Planning Authority, as per law.

Date : Name :

Place : Signature :

13. Certificate to be signed by the Registered Technical Personnel:

I hereby certify that the Building Plans and Site Plan are prepared by me duly taking the measurements on ground. The technical data with regard to the permitted built-up area, as per sanctioned plan and actual built-up area existing at site, extent of built-up area in deviation to sanctioned plan and total built-up area without any building permission is true and correct.

Signature :

Name :

License No. and Stamp :

Address with Contact Numbers :

14. Certificate to be signed by the Registered Structural Engineer (in case of Special/Multi-storeyed Building/Group Developments)/ Registered Engineer (in case of ordinary Building) as the case may be:

I hereby certify that the building is structurally safe and the construction is in accordance with the specified designs and that I will be held responsible if the same are not in order at a later stage.

Signature :

Name :

License No. and Stamp :

Address with Contact Numbers :



Area to be considered for Regularisation charges (Maximum of (4), (7) and (10))	Rate for Unauthorised deviation (per sq.m.) as per Annexure-II (1) in ₹	Regularisation Charges for deviated construction 13=(11*12) (in ₹)	Weighted Guideline value (GLR) of land (in sq.m.) at the time of submission of online Application (in ₹)	Parking area provided (in sq.m.)	Parking area required (in sq.m.)	Deficit Parking area (in sq.m.)	Regularisation Charges for deficit parking area 18=(14*17) (in ₹)	Total Regularisation Charges in ₹ 19=(13+18)
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

Signature of Applicant :  
Name :  
Signature of Registered Technical Personnel :  
Name :  
License No. and stamp :

15(b). Self Computation Table showing regularisation charge for the unauthorisedly constructed building-To be filled in by the Applicant/Registered Technical Personnel.

Category	Built-up area as per construction (in sq.m.)	Rate for Unauthorised deviation (per sq.m.) as per Annexure-II (1) in ₹	Regularisation Charge for unauthorised construction $4=2*(3*1.2)$ (in ₹)	Weighted Guideline value (GLR) of land (in sq.m.) at the time of submission of online Application (in ₹)	Parking area provided (in sq.m.)	Parking area required (in sq.m.)	Deficit Parking area (in sq.m.)	Regularisation Charges for deficit parking area $9=(5*8)$ (in ₹)	Total Regularisation Charges in ₹ $10=(4+9)$
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Individual Residential Building									
Commercial Building									
Other Buildings (specify the use)									

Signature of Applicant :  
 Name :  
 Signature of Registered Technical Personnel :  
 Name :  
 License No. and stamp :

## 16. Indemnity Bond and Undertaking

(Notarized undertaking to be executed on  
₹ 100 Non-Judicial e-stamp paper)

1. This Undertaking/Indemnity bond is executed on this ..... day of ..... 20..... at ..... by the owner/Applicant, (hereinafter called the first party) which terms shall include their legal heirs, successors, agents, assignees *etc.*

**A Name and Address of the Owner/Application (First Party)**

- (1) Name :  
 (2) Age :  
 (3) S/D/W/o :  
 (4) Door/Plot/Flat No. :  
 (5) Road/Street :  
 (6) Locality :  
 (7) Village/Town/City : PIN :  
 (8) District :  
 (9) e-mail :  
 (10) Phone/Mobile No. :

**B Location of the Building**

- (1) Plot/Door No. :  
 (2) R.S. No. /T.S.No. :  
 (3) Ward No/Block No. :  
 (4) Street/Road Name :  
 (5) Layout/Nagar Name :  
 (6) Village Name :  
 (7) Municipality/Commune Name :

2. Executed in favour of the Member-Secretary ..... Planning Authority, (hereinafter called the second party) which term shall include their officers, successors in office and staff.

3. Declaration-*cum*-Undertaking and Indemnity Bond by the owner/Applicant:

(a) Whereas, the First Party has applied for the regularisation of the unauthorized constructed/deviated building constructed to a total built up area ..... sq.m. Whereas, the Second Party has agreed to consider regularisation of the unauthorized construction/deviation in the said site/plot in terms of the Puducherry Regularization of Unauthorisedly Constructed Buildings and Buildings constructed in deviation to the Sanctioned Plan Scheme, 2022 and made it a condition that there shall not be any defect/litigations/land acquisition over the said site/land and the same shall be free from all claims of Government/Banks/and attachment of Courts, and the First Party has to indemnify the Second Party to this effect.

And whereas, the First Party having agreed to the aforesaid condition hereby indemnifies the Second Party with the above assurance and hereby solemnly declare that the abovesaid site/land is the property of the First Party which is possessed by him/her since the date of purchase and the same is free from all defects, litigations, claims and attachments from any Courts, *etc.*, and in case of any disputes / litigations arises at any time, in future the First Party will be responsible for the settlement of the same and the Second Party will not be a party to any such disputes/litigations.

(b) I/We affirm that I/We shall not encroach any Government land/ canal/ road portion adjoining or passing the plot/land, in any manner. If any, such encroachment is found at the later stage, the regularisation of the building shall be deemed to be revoked and shall be liable to be dealt as per law and the Planning Authority shall not be held responsible.

(c) I/We affirm that I/We shall pay necessary fees/charges to the Planning Authority.

4. I/We, the above named deponent, do hereby solemnly affirm and certify that we have executed this undertaking with free will and signed this..... day of.....20.....

Name of the owner/Applicant :

Address :

Signature :

Sworn and signed before me.

Notary

17. List of Documents to be enclosed alongwith the Application:

**Details of documents:**

- (1) Sanctioned Plan copy.
- (2) Copy of Ownership Document/Title Deed for land/site/flat self-attested.
- (3) Plans prepared by Registered Technical Personnel and signed by Applicant and RTP.
- (4) Self Computation Table for Regularisation charge.
- (5) e-transfer receipt in favour of the Member-Secretary, Planning Authority separately towards (i) Application and Scrutiny fee and (ii) the Regularisation Charge.
- (6) Encumbrance certificate of land/site/apartment for the past 15 years issued not prior to 30 days from the date of submitting the online Application.
- (7) 4 Nos. of time stamped photographs from four sides of the unauthorised construction showing all external details of development, which is signed by the owner and the Registered Technical Personnel.
- (8) Indemnity Bond and Undertaking.
- (9) NOC from the Fire Service Department/Airport Authority of India/Archaeological Survey of India/Railways or any State/Central Government Organisations (wherever applicable).
- (10) Proof for the period of completion of the construction/ structural works completed/ roof laid (copy of property tax/ electricity/water supply bills).

- (11) Weighted Guideline Rate value of the plot as on date of Application.

18. Checklist and acknowledgement:

ONLINE APPLICATION FOR REGULARISATION OF  
UNAUTHORISEDLY CONSTRUCTED BUILDING/BUILDING  
CONSTRUCTED IN DEVIATION OF THE SANCTIONED PLAN

**Online Application Number:**

1. Name of the Applicant :
2. Building Location :
  - (i) Plot/Door No. :
  - (ii) R.S. No./T.S.No. :
  - (iii) Ward No/Block No. :
  - (iv) Street/Road Name :
  - (v) Layout/Nagar Name :
  - (vi) Village Name :
  - (vii) Municipality/Commune :  
Name
3. List of documents to be enclosed alongwith the online Application submitted:
  - (i) Copy of Sanctioned Plan : YES/NO
  - (ii) Attested Copy of Ownership document/  
Title Deed of the land/site/flat. : YES/NO
  - (iii) Plans prepared by Registered Technical  
Personnel and signed by Applicant and RTP. : YES/NO
  - (iv) Self Computation table for Regularisation  
charge. : YES/NO
  - (v) e-transfer receipt in favour of the Member-  
Secretary, Planning Authority separately  
towards (i) Application and Scrutiny fees and  
(ii) the regularisations charges. : YES/NO



- (vi) Encumbrance certificate of land/site/apartment : YES/NO  
for the past 15 years issued not prior to  
30 days from the date of submitting the online  
Application.
- (vii) 4 Nos. of time stamped photographs from four : YES/NO  
sides of the unauthorised construction showing  
all external details of development, which is  
signed by the owner and the Registered  
Technical Personnel.
- (viii) Indemnity Bond : YES/NO
- (ix) NOC from State/Central Government : YES/NO  
Departments/organisations (wherever  
applicable).  
Specify the Department:
- (1) ..... : YES/NO
- (2) ..... : YES/NO
- (3) ..... : YES/NO
- (4) ..... : YES/NO
- (5) ..... : YES/NO
- (x) Proof for the period of completion of the : YES/NO  
construction/structural works completed/roof/  
laid.
- (xi) GLR value of the plot as on date of submission : YES/NO  
of online Application.
- (xii) Other documents (specify) : YES/NO

**Total No. of Documents :**

19. Acknowledgement

Received the Application and documents as stated above.

Application Number

Signature

Name and Designation of the receiver

OFFICIAL SEAL

## ANNEXURE-II

(See clause 6)

**REGULARISATION CHARGES FOR UNAUTHORISED  
CONSTRUCTION/DEVIATION***1. Regularisation charges for unauthorised deviated construction.—*

If, a building or part thereof has been constructed deviating from the approved plan of the Planning Authority, the same shall be regularised at the rates provided in the Table below.

Table

	Type of building constructed deviated from the approved plan	Rate per sq. m. (in ₹)
(a)	Ordinary residential buildings except mixed land use buildings.	750
(b)	Mixed land use buildings and Special Buildings.	1,000
(c)	Multi-storeyed buildings.	1,500
(d)	Government buildings.	Exempted from the payment of Regularisation Charges. However, the building should be got regularised from the Planning Authority.

*2. Regularisation charges for unauthorised construction.—* If, a building or part thereof has been constructed unauthorisedly *i.e.*, without obtaining the requisite building permission from the Planning Authority, as required under the Building Bye-Laws, the same shall be regularised at the rates as stipulated in the above Table with a multiplication factor of 1.2.

## ANNEXURE-III

(See clause 4)

## PLANNING AUTHORITY

No. .... Date .....

**INTIMATION REGARDING ADDITIONAL PARTICULARS TO BE  
FURNISHED FOR REGULARISATION OF UNAUTHORISED  
CONSTRUCTIONS/DEVIATIONS**

To

Tmt./Thiru

Sir/Madam,

Your online Application No. .... date ..... for  
the regularisation of unauthorised construction/deviation at  
..... (precisely state the location of the building)  
has been examined by the .....Planning Authority.

The Planning Authority Committee has approved the  
above-mentioned unauthorised construction for regularisation in  
accordance with the provisions in the “The Puducherry Regularisation  
of Unauthorised Constructions and Buildings Constructed in Deviation  
to the Sanctioned Plan Scheme, 2024”, under the following conditions.

- (1)
- (2)
- (3)

In accordance to the above, you are directed to comply with all  
the above conditions and submit a letter of intimation to the  
Member-Secretary to the effect that the above conditions are compiled  
alongwith the following documents within ..... days.

**MEMBER-SECRETARY,**  
Planning Authority.

## ANNEXURE-IV

(See clause 6)

## PLANNING AUTHORITY

No. ....

Date .....

**INTIMATION REGARDING REMITTANCE OF REGULARISATION  
CHARGES FOR REGULARISATION OF UNAUTHORISED  
CONSTRUCTIONS/DEVIATIONS**

To

Tmt./Thiru

Sir/Madam,

It is hereby acknowledged that the receipt of the NOC's and other documents for the regularisation of the building constructed by you at ..... You are directed to remit the regularisation charges of ₹ ....., by e-transfer in the name of the Member-Secretary, ..... Planning Authority within 30 days from the receipt of this notice, failing which your application will be refused and further action will be taken on the unauthorised construction / deviations as per the Puducherry Town and Country Planning Act and the Puducherry Building Bye-Laws and Zoning Regulations.

**MEMBER-SECRETARY,**  
Planning Authority.

## ANNEXURE-V

(See clauses 10 and 12)

## PLANNING AUTHORITY

No. .... Date .....

**FINAL ORDERS REGARDING REGULARISATION OF  
UNAUTHORISED CONSTRUCTION/DEVIATION**

To

Tmt./Thiru

Sir/Madam,

Your online application No. .... date ..... for the regularisation of unauthorised construction at ..... (precisely state the location of the building) has been considered by the ..... Planning Authority.

The Planning Authority Committee has approved the above-mentioned unauthorised construction for regularisation in accordance with the provisions in the “The Puducherry Regularisation of Unauthorisedly Constructed Buildings and Buildings Constructed in Deviation to the Sanctioned Plan Scheme, 2024” *vide* Order No. .... , dated ..... under the following conditions:

(1)

(2)

The conditions stipulated in the order were complied with and the following NOCs were submitted:

(1)

(2)

The regularisation charges of ₹ ..... as stipulated in the order have been remitted *vide* e-transfer No. ...., dated ..... . Hence, in accordance to the orders of the Committee, it is certified that the unauthorised construction of ..... building at ..... (precisely mention the location of the building) is hereby regularised under the provisions of the “The Puducherry Regularisation of Unauthorisedly Constructed Buildings and Buildings Constructed in Deviation to the Sanctioned Plan Scheme, 2024”.

**MEMBER-SECRETARY,**  
Planning Authority.

## ANNEXURE-VI

(See clause 10)

## PLANNING AUTHORITY

No. .... Date .....

**ORDER REJECTING THE REGULARISATION APPLICATION**

To

Tmt./Thiru

Sir/Madam,

Whereas, your online Application for the regularisation of the unauthorised construction at ..... (precisely mention the location of the site) has been examined as per the provisions of “The Puducherry Regularisation of Unauthorisedly Constructed Buildings and Buildings Constructed in Deviation to the Sanctioned Plan Scheme, 2024” has been rejected due to the following reasons:

(1)

(2)

Now, Therefore, in pursuance of the provisions in “The Puducherry Regularisation of Unauthorisedly Constructed Buildings and Buildings Constructed in Deviation to the Sanctioned Plan Scheme, 2024”, it is hereby informed that your Application for regularisation is hereby refused and your unauthorized construction cannot be regularised.

Date : **MEMBER-SECRETARY,**  
Place : Planning Authority.

\_\_\_\_\_