No. 136 Dated: 25-11-2026

OFFICE ORDER

In pursuance of the approval of the Hon'ble Administrator, U.T., Chandigarh with regard to the need based changes proposed for CHB Independent houses and installation of lifts in CHB DU's, Chandigarh Housing Board approves the following Standing Operating Procedure (SoP) for submission of applications.

Standard Operating Procedure for approval of Building plan under self-certification scheme for the following: -

1. Demolition & Reconstruction of CHB Dwelling Units as per CBR (Urban) – 2017 as amended from time to time.
2. Alteration in the CHB Dwelling units as per CBR and / or as per the Need Based Changes orders issued by CHB from time to time.
3. Installation of Lifts in CHB dwelling units.

The Standard Operating Procedure (SoP) for examination and issuance of approval of building plan is as below:-

1. CHB allottee to engage registered architect for preparation of building plan as per Chandigarh Building Rules (Urban) – 2017 as amended from time to time and / or as per the Need Based Changes orders issued by CHB from time to time as applicable.
2. The Registered Architect will submit the application (Form A) online /offline (till the time OBPAS is made operational by CHB) along with the applicable fee receipt. The said fee will be paid in CHB Account No 50100072471151 (HDFC Bank) online. All the required documents as per CBR (URBAN) – 2017 including building plan duly signed and stamped by the Registered Architect, structural stability certificate duly signed and stamped (Form J of CBR – 2017 as amended from time to time) by registered architect as well as by the registered structural Engineer shall be submitted along with the application form. In cases of alteration, the building plan depicting the existing

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constructions duly signed and stamped by the registered architect shall also be submitted along with application form.

3. The registered architect shall give a certificate that the proposed constructions / constructions proposed for **regularization confirm to the CHB** compounding / regularization / need based changes policy and that there is no non-compoundable violation / non permissible construction in the building plan / building work.

4. The allottee will submit an indemnity bond on Rs 100/- stamp paper duly notarized to indemnify Chandigarh Housing Board & Chandigarh administration in case of structural failure.
5. The application will be scrutinized by the concerned divisional JE/SDE **within seven days** and submit the proposal to the Executive Engineer with his/her comments i.e whether the application is in order or not, deficiencies etc., The JE / SDE may conduct the field inspections where applications is for seeking alteration in the building plan.
6. The concerned Executive Engineer will examine the application and will forward the application to the Architect along with his /her comments **within seven days** for further examination by Architect, CHB.
7. The Architect, CHB after examination of the application; will forward the same to the Secretary, CHB along with his / her comments **within seven days**.
8. If the application is found in order, the Secretary, CHB will grant the sanction of the building plan; otherwise, a deficiency memo will be issued to the applicant with the direction to rectify the deficiencies within 15 days.
9. After the Secretary, CHB grants approval for the building plan, the sanction letter will be issued along with duly signed and stamped building plan after the confirmation of receipt of charges in the CHB account from Chief Accounts Officer, CHB.
10. The building plan sanction letter shall be signed by Secretary, CHB. The building plan shall be signed and stamped by JE /SDE, EE, Architect and Secretary, CHB.

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Standard Operating Procedure (SoP) for approval of Building plan of CHB dwelling Units on "as is where is basis" under self certification scheme for updating the CHB records

1. CHB allottee to engage registered architect for preparation of building plan on basis of "as is where is basis" depicting the lawful changes/constructions already made by them perusing to various need-based changes allowed by CHB till date. (maximum permissible under any/all of the need-based changes orders issued from time to time).
2. The Registered Architect will submit the application online /offline along with the applicable fee receipt. The said fee will be paid in CHB Account No 50100072471151 (HDFC Bank) online. All the required documents as per CBR (URBAN) – 2017 including building plan duly signed and stamped by the Registered Architect, structural stability certificate duly signed and stamped (Form J of CBR – 2017 as amended from time to time) by registered architect as well as by the registered structural Engineer shall be submitted along with the application form. The registered architect shall also state / quote the relevant need-based changes order(s) under which he / she is seeking compounding / regularization of constructions already made by the allottee.
3. The registered architect shall give a certificate that the proposed constructions / constructions proposed for **regularization confirm to the CHB** compounding / regularization / need based changes policy and that there is no non-compoundable violation / non permissible construction in the building plan / building work.
4. The allottee will submit an indemnity bond on Rs 100/- stamp paper duly notarized to indemnify Chandigarh Housing Board & Chandigarh administration in case of structural failure.
5. The application will be scrutinized by the concerned divisional JE/SDE; EE as well as Architect with reference to the constructions which are compoundable / non-compoundable and submit the report to Secretary, CHB. The above team shall specifically state whether the building plan submitted by the allottee / registered architect is within the need-based changes permitted by CHB (maximum permissible under any/all of the need-based changes orders issued from time to time) or not?. The report shall clearly state the constructions which are not compoundable and required to be demolished.

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6. In case, all the construction made by the allottee is compoundable; then the same shall be compounded with the approval of Secretary, CHB and building plan be approved accordingly. The building plan shall be signed and stamped by JE /SDE, EE, Architect and Secretary, CHB and one set be given to the allottee after the confirmation of receipt of applicable charges in the CHB account from Chief Accounts Officer, CHB.
7. In cases where non-compoundable constructions are noticed in the proposal; the same shall be conveyed to the applicant / allottee with the approval of CEO, CHB with the directions to remove the non-compoundable constructions within a period of 60 days.
8. After removal of the non-compoundable violations, allottee / registered architect has to intimate in this regard to CHB. If no response is received from the allottee within 60 days, concerned JE/SDE will inspect the Dwelling Unit and put up the proposal to CEO, CHB for seeking the approval for removal of non-compoundable violation as per applicable rules.
9. On removal of the non-compoundable violations, the building plan be approved by Secretary, CHB. The building plan shall be signed and stamped by JE /SDE, EE, Architect and Secretary, CHB and one set be given to the allottee after the confirmation of receipt of applicable charges in the CHB account from Chief Accounts Officer, CHB.

Standard Operating Procedure (SoP) for issuance of Completion Certificate for demolition & re-construction of Dwelling Unit, Alteration in the Dwelling Unit and Installation of Lifts.

1. On completion of demolition & re-construction of Dwelling Unit / Alteration in the Dwelling Unit / Installation of Lifts; allottee (through registered Architect) will submit the notice of completion/permission to occupy as per Form-D.
2. The Allottee (through registered Architect) will also submit completion certificate duly signed by Registered Architect (Form-E), supervision certificate from licensed plumber (Form-I) if applicable, and Form-K duly signed by the allottee, registered architect and registered Structural Engineer along with other required documents as required under CBR (Urban) – 2017 as amended from time to time.

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3. The allottee will submit dampness free certificate/dampness proof course as prescribed by CHB.
4. JE/SDE concerned will inspect the dwelling unit as per the drawing / building plan already approved by CHB & submit the report to the Executive Engineer.
5. If there is a deviation from the approved drawings/ building plan, the deviation memo will be issued by Executive Engineer after taking the approval from CEO CHB.
6. If there is no deviation from the approved drawings / after removal of deviations / after compounding the deviations if permissible under CBR – 2017 as amended from time to time; permission for occupancy or use of Dwelling Unit will be issued after taking approval from the CEO, CHB.
7. The occupancy or use of Dwelling Unit letter shall be signed by Secretary, CHB. The "building plan on completion / Completion drawing" shall be signed and stamped by JE /SDE, EE, Architect and Secretary, CHB and one set be given to the allottee after the confirmation of receipt of applicable charges in the CHB account from Chief Accounts Officer, CHB.

Dated: 25-11-2026

D.Karthikeyan, IAS
Chief Executive Officer,
Chandigarh Housing Board,
Chandigarh.

Endst. No: E-3284706 Dated: 25-11-2026

Copy is forwarded to the following for information & necessary action: -

1. Chief Engineer, CHB.
2. Senior Law Officer, CHB.
3. Architect, CHB
4. P.S. to Chairman, CHB for kind information of the officer.

Secretary,
Chandigarh Housing Board,
Chandigarh

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