

GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (M1) DEPARTMENT

**Letter.No.14061/M1/2015, Dated:27.05.2016**

From  
The Director (Planning)  
M.A.&U.D. (M1) Department  
Telangana Secretariat  
Hyderabad.

To  
The Metropolitan Commissioner,  
Hyderabad Metropolitan Development Authority  
The Commissioner, Greater Hyderabad Municipal Corporation  
The Commissioner & Director of Municipal Administration Department  
The Director Town & Country Planning, Hyderabad.  
The Managing Director,  
Hyderabad Metropolitan Water Supply & Sewerage Board

Sir,

Sub: MA&UD Dept - Ease of Doing Business - Inspection  
procedures - Reg.

- Ref: 1. G.O.Ms.No.112, MA&UD (M1) Dept., dt:22.04.2016.  
2. Govt.Memo.No.14061/M1/2015, MA&UD (M1)  
Dept., dt:07.05.2016.  
3. Govt.Memo.No.14061/M1/2015, MA&UD (M1)  
Dept., dt:24.05.2016.

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In the context of Ease of Doing Business, in the reference 1<sup>st</sup> cited guidelines were issued for risk based classification of buildings. In the reference 2<sup>nd</sup> cited instructions were issued for online submission of inspection report within 48 hours. Further, in the reference 3<sup>rd</sup> cited instructions were issued to give the facility to the entrepreneur / promoter / applicant to download the inspection report from the departmental website or from TS-iPASS website (in respect of TS-iPASS Cases). In continuation of the same, following are reiterated.

**1. Inspections based on computerized risk assessment**

All the applications for the Building Plan Approval / Occupancy Certificate / Change in Land Use to be categorised based on the risk i.e., Low Risk / High Risk Buildings as per the criteria given in the G.O. 1<sup>st</sup> cited.

The above categorisation to be done through the Online inspections Module developed as part of the DPMS System of HMDA, GHMC & DTCP.

**2. Frequency of Inspections.**

The frequency of inspections shall be based on the categorization of the building based on the risk viz;

The **High Risk category** building premises shall be inspected by the ULBs once before commencement of construction, once every six months during the construction and once post construction at the time of issue of Occupancy Certificate. During construction, the builder is required to submit photographs of the structure /structures at foundation stage, cellar stage and the ground floor level stage.

Contd...2

The **Low Risk category** building premises shall be inspected by the ULBs once before commencement of construction and once post construction at the time of issue of Occupancy Certificate. During construction, the builder is required to submit photographs of the structure /structures at foundation stage, cellar stage and the ground floor level stage. In cases where the site is located in approved layouts, the ULBs shall inspect the building only at the time of occupancy certificate and the applicant shall submit photographs to the ULB to show compliance with sanctioned plan. In case the builder fails to submit the photographs in the prescribed format, the ULBs shall inspect such premises and take appropriate action.

**3. Scheduling of Inspections:**

The Scheduling of inspections shall be done through the Online Inspection module. The sites to be inspected shall be scheduled as per the date of application and risk criteria as mentioned in point 2.

**4. Issuance of Notice:**

A computer generated notice / sms alert shall be issued to the applicant for which inspection is scheduled. In addition, the intimation from the ULB / UDA should be sent to concerned departments, namely, Revenue, Irrigation, Fire Services, Mining, Electricity, Pollution Control Board, Forests, etc. for the Joint Inspection by the Departments. In case, a Single Agency is conducting the inspection then all the concerned officers shall go together for the inspections. Concerned ULBs/ UDAs shall issue internal circulars regarding the same.

**5. Allocation of Inspecting Officer:**

The Allocation of Inspecting officer shall be done randomly through the computerised online Inspection Module in the DPMS as follows.

- (i) Inspecting officer shall be allocated from the pool of inspecting officers for each Zone/ Region.
- (ii) The same Inspecting Officer shall not inspect the same building twice consecutively.

In case of unavoidable exigencies such as leave, court appearance etc. only, the inspecting officer shall intimate the concerned HOD duly recording the reasons, and the HOD shall select replacement inspecting officer from out of left over officers through computer system.

**6. Single Joint Inspection :**

Inspection shall be conducted on the designated date by the designated inspecting officer by way of a single Joint Inspection.

**7. Inspection Report:**

The Inspection report shall be uploaded by the inspecting officer within 48 Hrs of the completion of the Inspection in the Online Inspection Module for Building Plan Approval/Occupancy /Change of Land Use. An alert (sms/e-mail) shall be sent to the HOD and the applicant/ architect so that they may view / download the inspection report.

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The Metropolitan Commissioner, Hyderabad Metropolitan Development Authority / Commissioner, Greater Hyderabad Municipal Corporation / Commissioner & Director of Municipal Administration Department / Director Town & Country Planning / Managing Director, Hyderabad Metropolitan Water Supply & Sewerage Board are requested to take further action accordingly.

Yours faithfully

  
for Director (Planning)

Copy to:

The Commissioner of Industries, Hyderabad.