

Licensing Procedure in Haryana – Times schedule suggested

To submit 3 sets of following documents in TCP Office, Chandigarh

1. Application form (LC1)
2. Revenue Papers
3. Balance Sheet
4. Collaboration Agreement (if required).
5. Site Plan and Survey Plan

S. No.	Procedure for approval	Tentative Time Period
1.	Revenue papers to be checked by Patwari HO	} 5 to 7 days
2.	Site report to be called by dealing Assistant	
3.	Site Report to be prepared by DTP Office <ul style="list-style-type: none"> • Revenue papers verified by Field Inspector • Send a letter to LAO for latest report • Site report prepared by concerned JE • Draftsman mark the site on sector plan & Master plan • Planning Assistant check the report • ATP forwards report to DTP • DTP Sign the report and • Forward one copy of Report to STP office and second copy to HO 	} 8 to 10 days
4.	STP office prepares their report on basis of DTP report. Following officers are involved in preparing the report <ul style="list-style-type: none"> • JE, PA, ATP, STP • STP office forwards the report to DTCP 	} 3 to 5 days
5.	Original land papers to be verified by HO Patwari	} 15 to 30 days
6.	Draftsman prepares technical report	
7.	Dealing Hand prepares final report	
8.	DA to check authenticity of collaboration agreement	
9.	Account department check the license fee	
10.	ATP prepares the report and forwards to DTP	
11.	DTP, STP, CTP & Director forwards report to Commissioner	
12.	Commissioner forwards to CM office	
13.	Final approval to be done by CM office	
14.	Dealing Assist prepares the LOI (letter of intent) & signed by Director	
15.	Compliance of LOI submitted to DTCP	} 8 to 10 days
16.	Bilateral Agreement is to be vetted by DA	
17.	Dealing hand prepares the License and file goes up to Director for signature (Via ATP, DTP, STP & CTP)	

NB: The final approval Authority should be the Commissioner, Town Country Planning Department or Director TCP of the State.