

CITIZENS' CHARTER OF TOWN AND COUNTRY PLANNING DIRECTORATE

MISSION

The Town and Country Planning Department is equipped with multi-disciplinary professional competence for preparation and implementation of Spatial Plans at various levels. The Spatial Planners with background of Town and Country Planning, Architecture, Engineering, Geo-information and Social Sciences is an exclusive Spatial Planning Organisation. It has a mission to ensure betterment of the present and future generations by preservation of environment and heritage, on one hand and optimum and rational use of precious and scarce land resources by their sustainable development, on the other.

VISION

- To extend the provisions of Act to urban areas, growth centres, ribbon development, potential areas etc. by notification of Planning Areas/ Special Areas for comprehensive Planning.
- Preparation of Development Plans, Sectoral Plans, Schemes, Projects, etc. for Planning Areas and Special areas for sustainable development.
- Implementation of Act, Rules, Regulations and directions for ensuring planned and regulated development in the interest of common man as well as the community.
- Public awareness regarding environment, heritage, spatial planning sustainable development etc. imperatives and finalisation and implementation of Spatial plans by involvement of stakeholders and common man.

MANDATE

- The Department is responsible for implementation of the Himachal Pradesh Town and Country Planning Act, 1977 (Act No. 12 of 1977), Rules 1978 regulations of Development Plans and directions issued thereunder from time to time.

CLIENTS

Individuals, land owners, Development / Infrastructural Departments, Authorities and Practitioners are the clients. They are required to involve themselves in planning, development and management process of their habitat. The planning is meant for betterment of people, their children and future generations.

ORGANISATIONAL STRUCTURE

The Town and Country Planning Directorate located in Office Complex, Kasumpti, Shimla is responsible for preparation of Spatial plans and implementation thereof through its 7 Divisions, 5 Sub-Divisions, 35 SADAs, 12 Single Window Local bodies and Deputy Commissioner, Chamba, Kangra and Kullu in respect of Dalhousie, Dharamshala and Manali towns. The Organisational Chart of the Department is annexed at Annexure-A.

NOTIFIED PLANNING AREAS AND SPECIAL AREAS

Sr. No.	District	Planning Areas	Special Areas
1.	Shimla	Shimla, Rampur, Rohroo,	Hatkoti, Sarahan, Kufri,

		Theog	Shoghi, Dhalli, Totu, New Shimla, Ghanahatti.
2.	Solan	Parwanoo, Kasauli, Solan, Waknaghat	Kandaghat, Barog, Jabli, Chail Nalagarh & Baddi-Barotiwala Harat
3.	Sirmour	Nahan, Paonta Sahib	Paonta Sahib, Trilokpur
4.	Hamirpur	Hamirpur	Baba Balak Nath
5.	Kangra	Dharamshala, Palampur	Pong Dam, Chamunda, Garli Pragpur. Bir Billing.
6.	Chamba	Chamba, Dalhousie	Khajjiar, Bharmour, Pangi (Killar), Chamera.
7.	Una	Una, Mehatpur	Una
8.	Mandi	Mandi	Pandoh, Ner Chowk
9.	Bilaspur	Bilaspur	-
10.	Kullu	Kullu Valley	Solang, Rohtang, Manikaran, Nagar
11.	Kinnaur	-	Reckong Peo
12.	Lahaul Spiti	-	Kaza, Keylong, Tabo, Udaipur.
	Total	20	37

FOCAL AREAS

- Preparation of Spatial Plans at various levels.

- Preservation of environment and heritage in and around Towns/Planning Areas/ Special Areas.
- Preparation of 'Land Pooling and Reconstitution Schemes' for optimization of land resources to benefit both land owners and purchasers.
- To prepare Model Village Plans for benefit of rural masses.
- To inculcate sense of owning the Development Plans by common man through community awareness.
- To involve common man and youth in Planning, Development, Management and Administration of their habitats.
- To propagate hill architecture, aesthetics, urban design, rain harvesting, functional and economic structures and to build in accordance with ones requirements.
- To discourage ribbon development, unauthorized constructions, haphazard 'Khasra' permissions, massive structures on slopes, un-necessary basements etc.

DO's FOR CITIZENS

- Involve yourself in Planning and Development of your habitat.
- Dully approved and developed plots be purchased.
- Well dimensioned plots be acquired.

- Land Sub-divisions inevitably be got approved by land owners under Section 16-C.
- Purpose for which plot is to be acquired should be in consonance with prescribed use of Development Plan.

- In case Development Plan is not in force, plots be acquired after advice of concerned office.
- Map be got prepared from licensed Architects/ Planners/ Engineers.
- Propose to build in accordance with environmental and heritage imperatives.
- Structural certificate from Structural Engineer has to be furnished.

DON'TS FOR CITIZENS

- Don't purchase plots or build in area susceptible for hazards.
- Unauthorised construction be not carried out.
- Permission invariably be obtained before starting construction.
- No deviation from approved plans be done.

- No land be illegally sold by landowners without approval of proper sub-division.
- Don't encroach upon public street, natural nallahs, forest and Government land.
- Don't endanger existing trees.
- Don't purchase land in a haphazard development prone area.

OTHER GUIDELINES

- Simple application is required for permission of farm house.
- No connection of water, electricity and sewerage shall be released to unauthorized constructions.
- Case is to be cleared in 2 months. Deemed sanction shall however refer to the construction which is strictly in accordance with mandatory provisions in force, for which case is not cleared/observations not conveyed in 2 months.
- Permission shall be valid upto 3 years.
- In case your plan is rejected and you feel aggrieved, you may go in appeal to the Secretary (TCP)

PENALTY FOR VIOLATIONS

- Connection if any given to unauthorized construction shall have to be disconnected and releasing official shall be liable for action.
- Unauthorised construction is a criminal offence and is punishable with simple imprisonment for a term which may extend to six months or with fine which may extend to two thousand rupees or with both and in the case of continuing offence fine may extend to two hundred and fifty rupees per day.
- Unauthorized construction shall be demolished/sealed.

Director,
Town & Country Planning Deptt.,
Himachal Pradesh, Shimla-9.