

CITIZEN CHARTER

Government of Gujarat took decision to publish Civilian Rights booklet. In this connection, Bhuj Area Development Authority feels pleasure in presenting "Citizen Charter" with a view to provide total information of work done by authority to the people of Bhuj city.

Bhuj Area Development Authority, which is well-known by its short name 'BHADA', was established after the disastrous earthquake of 26th January 2001, under section 22 of Gujarat Town Planning and Urban Development Act 1976 on 9th May 2001 for rehabilitation and reconstruction of the city. During the short span of its establishment, i.e. 4 years, BHADA has taken up effective steps in the journey of development to achieve the well-determined vision to provide infrastructure facilities, new town planning of the earthquake affected city of Bhuj, rehabilitation of the earthquake affected people of the city at newly developed relocation sites and to make Bhuj a well planned city.

While achieving milestones on the path of development, Bhuj Area Development Authority feels great pleasure to publish this booklet and as a result of the positive direction of the State Government, to inform the earthquake affected people about the various stages of the work, like the permissions taken from authority, documents submitted to the authority and such other allied & relevant details etc and also to make them properly aware of their rights.

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Bhuj-Kachchh

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Bhuj Area Development Authority
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Founded on 9th May 2001 under section 22 of Gujarat Town Planning and Urban Development Act 1976, Bhuj Area development Authority's jurisdiction covers the total area of 56.42 sq.km., comprising of Bhuj city (including 19.60 sq.km. area of Bhuj Municipality) and also includes nearby areas of Madhapar & Mirzapar villages.

City Resource Center
CRC

In order to explain and guide the people of city about the various development oriented activities of BHADA; CRC was formulated on 1st October 2003

- Bhuj City Resource Center set up to intervene in areas of grievance redressal, information dissemination, organizing stake holder groups, advocacy for policy changes & improvement of systems & building design clinic.
- Loan Arrangement through Banks.
- Helping needy families through Material Bank.

This cell was formulated to create awareness among people to construct earthquake-proof buildings and to help to remove doubts and satisfy their query and also help in preparing building plans, structural drawings, obtaining building permission from BHADA, supervising the construction from registered engineers at a reasonable rate and people reacted positively for the above.

It is necessary to take permission from BHADA before any type of development in Gamtal area, municipality area and revenue area under authority. The details of various permissions taken from BHADA and other related facilities available are as follows:

Engineer/Architect registration:

It is necessary to get the drawings prepared from the registered Engineer/architect for obtaining building development permission in the authority area. For this, the engineer/architect should have degree/diploma certificate of Government approved institute. On payment of Rs.2,100/- Rs. Two thousand and one hundred only registration is done after the necessary procedures in the technical branch of the authority.

Development Permission:

It is necessary to obtain permission from the authority to make any kind of development in the Gamtal or revenue area under the authority. The procedure for the same is as follows:

a) Building permission:

According to the rules, it is necessary to obtain permission from the authority to make any kind of developmental activity in the Gamtal or revenue area under the authority. Legal procedures are followed if the construction is done without authority's permission. The forms for the development permission are available in the public relation branch free of charge. The application form, duly filled in, is to be submitted to BHADA along with the signature of the applicant and the registered architect/engineer with necessary scrutiny charges.

- (b) The maps and drawing are prepared along with the signature of the applicant/owner, his/her engineer/architect and organizer/builder etc.

1. Lay-out plan (in 6 copies):

The lay out plan of the total land must be submitted with every application for permission. The scale of the copies should not be less than 1:500 and copies should contain the following details:

- I. Layout showing survey number/ the boundaries of the plot and sub plot as per the application.
 - II. Existing buildings and new proposed construction, roads, streets and in coming and out going roads (the roads of the proposed construction should be shown clearly) proposed new roads, streets and their level and width.
 - III. Proposed use of every building and the open space of the plot.
 - IV. If the layout is for residential purpose, built up area with residential units with possible increase in the future.
 - V. If the layout is for industrial or commercial purpose, maximum built up area without any possible increase in the future.
 - VI. Existing water resources and sewerage system, diameter and slope of the water pipelines etc., storm water drainage for the rainwater and sewerage disposal.
 - VII. Status of the nearby roads.
 - VIII. The road leading towards the main plot along with all the road lines with width, existing in coming and out going roads if any, should be shown clearly and exactly.
 - IX. Existing trees and other natural beauties.
 - X. Size and area of the common plot as shown in the sub plot of the lay-out/plan as required under the rules and regulations.
 - XI. Plantation of trees with reference to the regulation no.31
2. For the development of the proposed land, property documents showing record of ownership rights.
 3. Certificate showing the details of supplementary roads and zone of the area.
 4. Applicants who want to develop the land should produce authorised copy of the sanctioned layout from the authority and sketch obtained from D.I.L.R. showing revenue number or city survey number.

5. a). Drawing (in three copies) of built up area of every floor of the existing or proposed construction in scale not less than 1 c.m.: 1 c.m.
b). Lay out showing parking along with in coming and out going roads and interior and nearby roads according to the scale shown in the regulation no.19. of the C R C
6. Certificate of the structural designer duly signed.
7. Assurance certificate: Certificate of registered engineer/structural designer/clerk of work/form no.2 (a), 2(b), 2(c) and 2(d) of developers.
8. Total information should be submitted as shown in the form no.3 and 4 of General Development Control Rules.
9. As per the regulation 3.3 and 4.2, copy of N.O.C. of concerned authority should be submitted if found necessary.
10. Applicant has to submit certificates as shown in the form no.2 (a), 2(b), 2(c) and 2(d) before starting construction.
11. If during the building construction, owner/ operator/ builder/ architect/ engineer/ surveyor is changed, he will inform the authority of that he is not responsible for the construction by registered post project and the construction will be postponed until the new owner/ operator/ builder/ architect/ engineer/ surveyor accepts his responsibility as shown in the form no. 2(a), 2(b), 2(c) and 2(d).
12. As shown in the above clause no. 11, before taking the responsibility, new owner/ operator/ builder/ architect/ engineer/ surveyor will check whether the construction activity is done as per the permission of the authority and will continue the remaining construction work after the permission of the authority.

Certificates/Maps available in BHADA:

- (a) Zone certificate:
Applicant can get the oral information of his land during the office hours from the drawing branch of the office and on payment of required charges; he can obtain copy of drawing along with zone certificate which will be made available to the applicant in 10 days time.
- (b) Site plan:
Site plans are available in the drawing branch of the office showing the survey number, paiki number and name of village/area on payment of required fees within 10 days.

Opinions given by BHADA

- (a) Whether the area comes under BHADA or not? : Information regarding the area of the plot is provided within 7 days from the technical branch of the office on applying with the required fees.

- (b) Copies of the development permission, certificates of development charge: Copies of the development permission and certificates of development charge are provided on payment of necessary fee along with the application.

Fee fixed for various opinions/copies

- Part-plans (per survey number) Rs.150/-
- Zoning certificate Rs.100/-
- True copy of lay-out/map Rs.300/- (per copy)
- Development permission form free of charge
- Registration form Rs.50/-
- G.D.C.R. Rs.100/-
- D.P. plan Rs.600/-

Time duration for the information/document provided in BHADA from concerned Department.

Architect registration	15 days
Development permission	30 days
Occupancy certificate	21 days
Zone certificate	10 days
Part plan	10 days
Information regarding whether The village comes under BHADA area	7 days
Various opinions	7 days

Relocation sites:

After the devastating earthquake of 26th January 2001, plots are allotted in the various relocation sites – Mundra road relocation site, R.T.O. relocation site, Rawalwadi relocation site and G.I.D.C. relocation site by the authority for the rehabilitation and re-construction of the earthquake affected people of the city.

Ownership rights:

As per the provisions of the resolution no. DMA/102001/587/B dated 24th April 2001 of General Administrative Department of Government of Gujarat, applicant is allotted 100 sq.km. plot in one of the relocation sites, if he surrenders land equal/less than 100 sq.m. in the Gamtal area and to the apartment flat owner for the rehabilitation and re-construction of the city. If the applicant surrenders more than 100 sq.m., he is allotted plots ranging from 150 to 200.

Tenant rights:

As per the resolution no. DMA/102001/587/B dated 24th April 2001 of General Administrative Department of Government of Gujarat, and as per the provisions of the resolution no. TND/102002/2202/V dated 04/05/2002 and 11/09/2002 of Urban Development and Urban Housing Development Department, Gandhinagar for the rehabilitation and reconstruction of

the earthquake affected tenants of the city, provision is made for the allotment of 100 sq.m. plot in the relocation sites to the tenants.

Restricted category

As per the provisions of the resolution no.DMA/102001/587/B dated 24th April 2001 of General Administrative Department of Government of Gujarat, there is a provision to allot 65.00 sq.m. plot in the relocation site for the rehabilitation and reconstruction of the encroachers in the restricted category affected by the roads and development activities done under the town planning and development plan in the city area.

Thus, application forms are made available to the affected people and applications are accepted, after explanation of filling in of the information and the documentary proofs showing the rights to be attached with the form. Then after, the application file is submitted to the concerned officer with the checklist for the approval of the plot. After the approval of the file, the beneficiary is given the charge sheet to pay the charges for the letter of possession (*kabjapavti*) fixed by the Government and to submit the affidavit on the stamp paper in fixed form. Following are charges per sq.m. for the plot in relocation sites.

Sr. No.	Name of the relocation site	Per sq.m. rate as per the Jantri	Development charges per sq.m.	Total amount per sq.m.
1	R.T.O.	300/-	100/-	400/-
2	Mundra road (ownership right)	175/-	100/-	275/-
	Mundra road (tenant right)	285/-	200/-	485/-
3	Rawalwadi (ownership right)	150/-	100/-	250/-
	Rawalwadi (tenant right)	120/-	200/-	320/-
4	G.I.D.C.	50/-	100/-	150/-