

**04a**

**Manual for  
Building Plan Approval of  
Commercial Assets**



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## Preface

The Development Control plays an important role in guiding and facilitating the physical Development. Since the commercial development along with station redevelopment in the railway land is to be done under Section 11 of the Railways Act 1989, there was a need to have set of Manuals/Guidelines to guide the entire development. In fact the Union cabinet has approved (in terms of communication received from Ministry of Railways, GOI vide letter No. 2011/LMB.WCS/22/07/25 Pt.1 dated 17.10.2018) that 'Railways/RLDA/IRSDC shall consult urban local bodies/other statutory authorities while approving its plans in terms of powers conferred to it under Section 11 of the Railways Act 1989 so that the development in Railway Land is harmonious with surrounding development, generally following National Transit Oriented Development (TOD) Policy. No change in Land Use is required pan India by Railways for developing railway land for commercial use.' It is further approved that IRSDC shall be the Nodal Agency and the main Project Development Agency for redevelopment/development of all stations. MoHUA has also conveyed the approval of Union Cabinet to Chief Secretaries of All States/UTs to incorporate suitable provisions in the local byelaws/ development control norms in congruence with the National TOD Policy as well as relevant provisions of the Railways Act to facilitate Railways/RLDA/IRSDC to proceed with their development plans in consultation with local bodies/other statutory authorities, at the earliest.

Accordingly as the Nodal Agency for station redevelopment, IRSDC took upon the responsibility, on behalf of Railways/RLDA besides for guiding its own work for station redevelopment along with commercial development, to produce a series of Manuals/Guidelines to guide the Architects/Developers/Concessionaires as well as the Authority on the Procedures, Dos & Don'ts in preparing development plans and submitting the applications for approval of Layout Plans and Building Plans of the commercial development to IRSDC.

IRSDC aims to transform the railway stations and the adjoining land into a "RAILOPOLIS" - a Mini Smart 24/7 City Centre where one can live, work, play and ride while putting the land resources to optimal use following the National Transit Oriented Development Policy norms. The aim is to facilitate developments by streamlining policies and making the Manuals/Guidelines as transparent as possible to promote ease of doing business. The Manual on Form Based Codes explains various developments such as buildings set back, ground coverage, FAR, heights etc. while Manual on building plan approval and commercial assets covers the process for the approval of building plans. The Manuals are mandatory while the Guidelines are Recommendatory and the Development Agreement/Concession Agreement or any other legal agreement between IRSDC (Authority) and Developments/Concessionaires shall prevail over and above the guidelines.

The advantage of the Manual on Form Based Codes is that it facilitates flexibility in development of mix use (horizontal and vertical mixing) to make the development sustainable, user friendly and market responsive while most of the local building byelaws restrict mixing which is essential for development of TOD. The guidelines propose good practices related to Construction Standards that promote and protect health, safety and general welfare of the occupant and environment across its life cycle while permitting dynamic building use.

These "Manuals for Station (Re)development including Commercial Development" is a comprehensive set of documents which provide standards and guidelines in the following order of decreasing priority-

1. Safety Standards, (like fire safety, earthquake related controls, etc.)
2. Passenger and user comfort and convenience.
3. Environmental Conservation (Natural and Man-made)
4. Heritage Conservation
5. Design and aesthetic in harmony

These Manuals and Guidelines have been prepared over a period, after research, site visits, case studies, best practices, study of other similar national, international designs, National TOD Policy and Form Based Codes (as advised by MoHUA), National Building Codes, UBBL-2016 and Environment Management Guidelines issued by MoEF&CC. Some of these have also been applied and tested on the on-going projects of IRSDC.

**PUBLIC CONSULTATIONS:** The (draft) Manuals and Guidelines were posted on IRSDC's website. These documents are available for reference at- [www.irsd.in](http://www.irsd.in). The stakeholder consultation was held via six (6) national webinars during April 2021- July 2021. The attendees were provided with a brief overview of salient features of the Manual, Guidelines, etc. Over 1300 participants, which included about 25 Government Agencies, Educational Institutions, Professional Bodies, Centres of Excellence, and senior professionals, attended, and shared their valuable feedback during the Webinars and over emails.

These Manuals and Guidelines have now been adopted for Station Redevelopment Works after incorporating relevant feedback and other suggestions by all the stakeholders. Further, final draft Manuals and Guidelines were discussed in the Plan Sanctioning and Monitoring Committee (PSMC) where subject experts were also invited as



special invitees in July 2021. IRSDC's Board of Directors (BOD) has also deliberated on this subject in August 2021 for adoption and application to the program of (re)development of Railway Stations along with Commercial Development. These Manuals and Guidelines are expected to transform the railway area around stations into model development as envisaged also by MoHUA and spur similar development in surrounding area.

### STRUCTURE OF THIS MANUAL FOR BUILDING PLAN APPROVAL OF COMMERCIAL ASSETS

Sl. No.	Chapter	Content
1	Introduction	Background of this manual
2	Building Plan Approval Procedure	Procedures for Building Plan Approval, Revocation of Building Sanction, Revalidating a Revoked Building Sanction, Building Occupancy cum Completion Certificate, Provisional and Part Occupancy Certificate, Unauthorized Building, Compounding, Additional Built Up Area, Procedures and Mandates for Drawings and Documents relevant for all Applications, Fees and Charges
3	Appendices	Appendix I: Fees and Charges Appendix II: Details and Formats

The manuals and guidelines are intended to be comprehensive for promoting balance and orderly development of railway stations and surrounding city area. Manuals and Guidelines inter-alia provide the framework, necessary technique, norms and standards, and development promotion techniques. Conditions may vary from place to place and accordingly these manuals and guidelines may be applied to all situations and places by adopting to local conditions. These manuals and guidelines fulfil the need for a planning process which facilitate efficient and dynamic station development in overall urban framework.

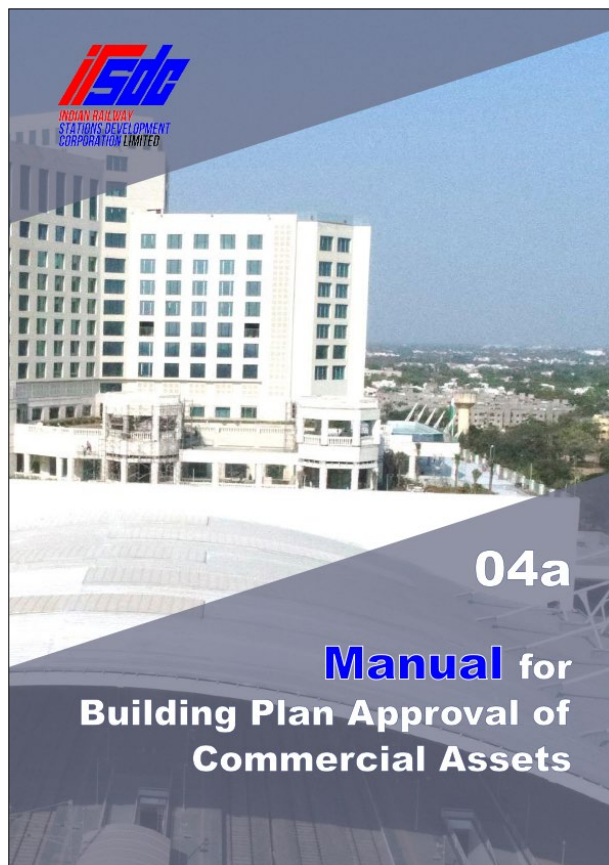
The manuals and guidelines are also intended to be a possible reference for various aspects of urban planning and design by State Governments, Development Authorities, Private Sector and Planning Organizations.

**(Sanjeev Kumar Lohia)**  
Managing Director and Chief Executive Officer  
Indian Railway Stations Development Corporation Ltd.

## Section 0.1: About this Manual

The Manual for Building Plan Approval of Commercial Assets generally follows principles of National Building Code and Model Building Bye Laws, of MoHUA.

This manual lists out documentation and processes to be complied with at the time of application for building sanction at various stages.



**Handbook for Architectural Design of Commercial Assets** contains mandatory considerations for Commercial Assets.

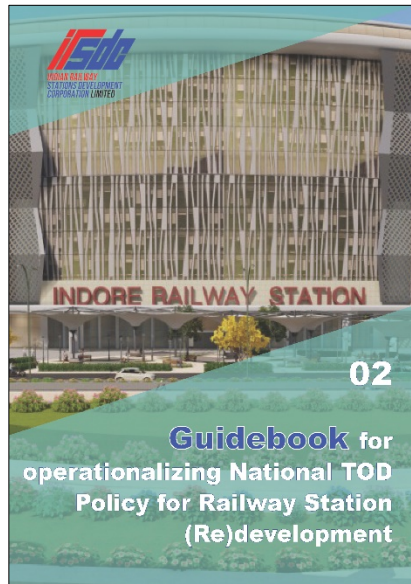
Table 1: Schedule of remaining parts of the Manuals for Station Redevelopment including Commercial Development

**Handbook for Station Planning  
(for internal use only)**



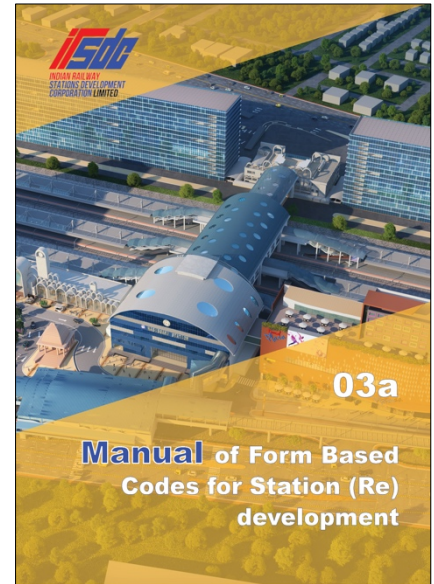
This document contains Norms, Standards and Tools for Design of Station Operational Areas.

**Guidebook for operationalizing National TOD Policy for Railway Station (Re)development**



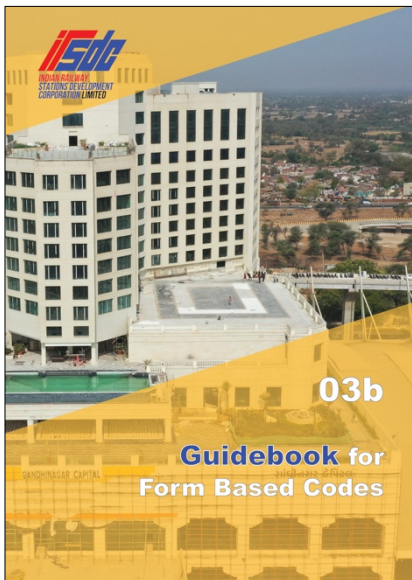
This document contains Tools and Processes for Layout Planning within the Railway Land, with the intent of 'Land Value Capture' for optimum monetization.

**Manual of Form Based Codes for Station (Re)development**



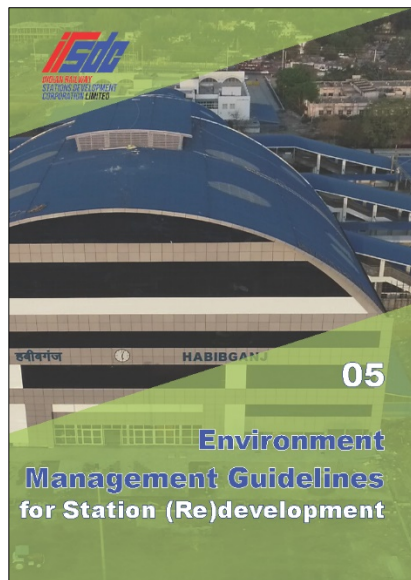
This document contains (a) Development Control Norms (b) Format for preparation of Layout Regulating Plans and (c) Parameters of Property Development Card.

**Guidebook for Form Based Codes**



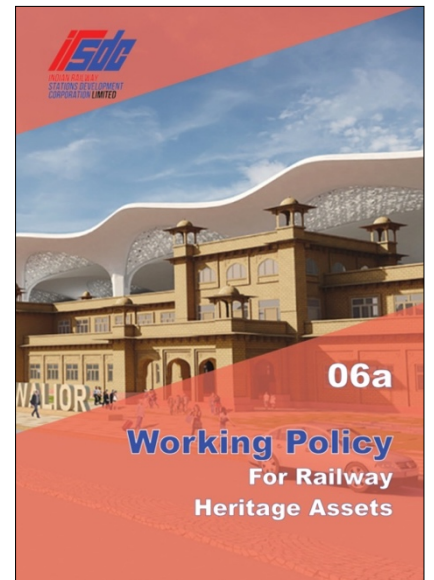
This document assists in preparation of Layout Regulating Plans and Property Development Card.

**Environment Management Guidelines for Railway Station (Re)development**



This document contains guidelines for integrating provisions of Environment Management during Layout Planning and is based on the recommendations issued by MoEF&CC, NGT and other statutory bodies.

**Working Policy for Railway Heritage Assets**



This document contains Working Policy for the desired response to Railway Heritage Assets.



## Section 0.2: Inventory of Abbreviations and Definitions

### 0.2.1. Abbreviations

1.	AAI	:	Airport Authority of India
2.	AoR	:	Architect on Record
3.	ASI	:	Archaeological Survey of India
4.	BIS	:	Bureau of Indian Standards
5.	BUA	:	Built up area
6.	CIF	:	Chief Inspector of Factories
7.	cm	:	Centimeter
8.	CSoR	:	Construction Supervisor on Record
9.	CUDSG	:	Colorado Urban Design Standards and Guidelines (USA)
10.	DCR	:	Development Control Norms
11.	DISCOM	:	Distribution Company
12.	GOI	:	Government of India
13.	HCC	:	Heritage Conservation Committee
14.	HVAC	:	Heating, Ventilation, and Air Conditioning
15.	IRC	:	Indian Road Congress
16.	IRSDC	:	Indian Railway Stations Development Corporation Limited
17.	LP	:	Layout Plan
18.	m	:	Meter
19.	MBBL	:	Model Building Bye Laws- 2016
20.	mm	:	millimeter
21.	MoEF&CC	:	Ministry of Environment, Forest and Climate Change
22.	MoHUA	:	Ministry of Housing and Urban Affairs
23.	MoR	:	Ministry of Railways
24.	MOSSR	:	Manual of Standards and Specifications for Railways
25.	NBC	:	National Building Code 2016
26.	NMA	:	National Monument Authority
27.	PDC	:	Property Development Card
28.	RoW	:	Right-of-Way
29.	SEoR	:	Structural Engineer on Record
30.	SQM	:	Square meter
31.	UBBL	:	Unified Building Byelaws of Delhi-2016
32.	UTTIPEC	:	Unified Traffic and Transportation Infrastructure Centre

### 0.2.2. Definition of technical terms

1. **Built Up Area** shall mean the total constructed area under roof on all floor(s) of a building (including cantilevered portion, mezzanine floors, service floors, underground floors, bridges across road RoWs, Guard rooms, ESS and any other buildings) or part thereof, which shall include carpet area, thickness of walls, balconies, staircases, mummy rooms, corridors, covered public passages and other building appurtenances. It shall only exclude open to sky terraces and areas as specified in Development Agreement, if any.
2. **Commercial Assets:** As per Section 11 of Railway Act, all assets for Commercial usage are 'Commercial Buildings'.
3. **Layout Plan (Railway Station Layout Plans):** A Layout Plan shall be prepared for the Layout Area and will indicate the configuration and sizes of all developable areas including Sub-plots, location of all proposed and existing Public, Major and Minor Roads with their widths, dimensions of plots, location of drains, public facilities and services and electric lines etc.; area statement indicating the total area of the site, area under buildable envelopes, roads, open spaces, appropriate social infrastructure, as required by specific sections of the development control norms.
4. **Occupation-cum-Completion Certificate:** Occupation-cum-Completion Certificate is a document which is based on the NOCs/ Clearances and all relevant documents issued by various local bodies/ authorities/ fire department etc. which after due diligence and inspection by the concerned agencies, certifies that building is fit and safe for occupancy. This includes structural stability and safety and fitness of all the equipment's and fitting/ fixtures required for the functioning of the building.
5. **Right-of-way of Road** shall mean the area of land reserved for public use as a street, which may also include areas devoted to movement of vehicles or pedestrians, footpaths, natural and landscape features, public amenities and trunk infrastructure of all types (either underground, at surface or above ground).
6. **Sub-Plot** shall mean land parcels identified in the Layout Plans designated for commercial development.



7. **Underground Structure** shall mean all permanent constructions below Plinth Level.

### 0.2.3. Inventory of Legal Terms

1. **Alteration:** A structural change, such as an addition to the area or height, or the removal of a part of a building, or any change to the structure, such as the construction of cutting into for removal of any wall, partition, column, beam, joist, floor or other support, or a change to or closing of any required means of ingress or egress or a change to the fixture or equipment.
2. **Approved:** Approved by the Authority having jurisdiction.
3. **Carpet Area (Set of Rooms/ Flat/ Apartment):** The net usable floor area of an apartment, excluding the area covered by the external walls, areas under services shafts, exclusive balcony or verandah area and exclusive open terrace area, but includes the area covered by the internal partition walls of the apartment.
4. **Covered Area:** Ground area covered immediately above the plinth level covered by the building.
5. **Authority:** The authority which has been created by a statute and which, for the purpose of administering the Code/Part, may authorize a committee or an official or an agency to act on its behalf; hereinafter called the 'Authority'. Unless specified, IRSDC shall be referred as the Authority in this document.
6. **Boundary:** The boundary of the land belonging to the building, or where the land abuts a road, railway, canal or river, the centerline of that road, railway, canal or river.
7. **Building Height:**
  - a. The vertical distance in the case of flat roofs is measured from the highest surrounding road level/ ground level up to the top of structural slab, excluding machine room, irrespective of location of entry level.
  - b. In the case of pitched roofs, up to the point where the external surface of the outer wall intersects the finished surface of the sloping roof, and in case of gable facing the road, the mid-point between the eaves level and the ridge.
  - c. Architectural features serving no other function except that of decoration and other building components mentioned in clause no 7.19 shall be excluded for the purpose of taking height.
  - d. If the building does not abut on a street, the height shall be measured from the highest level of the ground immediately adjacent to the building.
8. **Building Line:** The line up to which the plinth of a building adjoining a street or an extension of a street or on a future street may lawfully extend. It includes the lines indicated in any Scheme or Layout Plan, or in these Codes.
9. **Conversion:** The change in nature of occupancy to another occupancy or part thereof resulting into change of use.
10. **Disabilities, Hearing:** Deafness or hearing handicaps that might make an individual insecure in public areas because he is unable to communicate or hear warning signals.
11. **Disabilities, Non-Ambulatory:** Impairment that, regardless of cause or manifestation, for all practical purposes, confined individuals to wheel chair.
12. **Disabilities, Semi-Ambulatory:** Impairment that cause individuals to walk with difficulty or insecurity. Individuals using braces or crutches, amputees, arthritis, spastics and those, with pulmonary and cardiac ills shall be semi-ambulatory.
13. **Disabilities, Sight:** Total blindness or impairment affecting sight to the extent that the individual functions in public areas is insecure or exposed to danger.
14. **Dwelling Unit/Tenement:** An independent housing unit with separate facilities for living, cooking (maximum one kitchen) and sanitary requirement.
15. **External Wall:** An outer wall of a building not being a party wall even though adjoining a wall of another building and also means a wall abutting on an interior open space of any building.
16. **Fire Door:** A fire-resistive door approved for openings for fire separation.
17. **Fire Lift:** One of the lifts specially designed for use by fire service personnel in the event of fire.
18. **Floor:** The lower surface in a storey on which one normally walks in a building. The general term, floor, unless otherwise specifically mentioned, shall not refer to a mezzanine floor. *(Note: The sequential numbering of floor shall be determined by its relation to the determining entrance level. For floors at or wholly above ground level the lowest floor in the building with direct entrance from the road/street shall*

*be termed as Ground floor, the other floors above ground Floor shall be numbered in sequence as Floor 1, Floor 2, etc. with number increasing upwards.)*

19. **Floor Plans:** Plans and drawings for relevant floors.
20. **Floor Plan- Stilt Floor Plan:** Stilt or stilt floor means non habitable portion of a building above ground level consisting of structural columns supporting the super structure with at least two sides open for the purpose of parking cars, scooters, cycles and landscaping.
21. **Ground Coverage:** The portion of the building within the outer surface of the structural wall/column/slab measured at ground level excluding the projection/balcony/canopy/ porch/void/shaft/ permitted free from FAR and cladding/curtain wall upto 150mm shall be considered as ground coverage.
22. **Occupancy Type:** A purpose group identified in Appendix D.
23. **Owner:** The owner is a person, group of persons, a Company, Trust, Institute, Registered Body, State or Central Government & it's attached/ subordinate Departments, Undertaking and like in whose name the property stands registered in the revenue records/ government records/ any other legal documents up to the satisfaction of Authority.
24. **Plinth Area:** The built-up covered area measured at the floor level of the basement or of any storey.
25. **Pre-Manual Building Sanction:** Validity of building sanction approved before the enforcement of these Manuals.
26. **Sanction:** A permission or authorization in writing by the Authority to carry out the work regulated by the Manual and Standards.
27. **Storey:** The portion of a building included between the surface of any floor and the surface of the floor next above it, or if there be no floor above it, then the space between any floor and the ceiling next above it.
28. **To Erect:** To erect a building means: To erect a new building on any site whether previously built upon or not; To re-erect any building of which portions above the plinth level have been pulled down, burnt or destroyed; and conversion from one occupancy to another.

# Chapter 1: Introduction

## Section 1.1: Background

The **Manual for Building Plan Approval of Commercial Assets** is drafted to regulate Commercial Development within Railway Land. This shall enable the Developers<sup>1</sup> to prepare Architectural and Engineering Design and proposals as per the approved Railway Station Layout Plan.

These Codes have been derived from:

- National Building Code of India-2016 (NBC) (IN)
- Model Building Bye Laws- 2016 (MBBL) (IN)
- Unified Building Byelaws (UBBL) of Delhi-2016 (IN)
- Manual for Standards and Specifications for Railway Stations (IN)
- Urban and Regional Development Plans Formulation and Implementation Guidelines (IN)
- UTTIPEC Street Design Guidelines (IN)
- Indian Road Congress Codes (IN)
- Municipal Corporation of Delhi, Ease of Doing Business (IN)
- Real Estate (Regulation and Development) Act, 2016 (IN)
- Building Regulations in the United Kingdom (UK)

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<sup>1</sup> 'Developer' shall be an individual or entity appointed to develop Sub-Plot.

## Chapter 2: Building Plan Approval Procedure

### Section 2.1: Building Plan Approval

2.1.1. No person shall erect, re-erect or make addition/ alterations/ demolition in any building or cause the same to be done without, first obtaining a separate Building Plan Approval for each such building from the Authority.

2.1.2. **Issue or Grant of a Building Sanction** shall mean:

- i. that it conforms to 04a- Manual for Building Plan Approval of Commercial Asset, 04b- Handbook for Architectural Design of Commercial Asset; and
- ii. that the person/entity holding the Building Plan Approval may undertake the construction of the proposed building, subject to meeting other conditions stipulated by the Authority, or any agency/ person authorized by the Authority, in consultation with Urban Local Body, to grant such approval.

### 2.1.3. Design and Specification

2.1.3.1. **Mandatory Aspects-** Design and specification aspects specified in the Building Sanction shall be mandatory and may be examined by the Authority for ensuring compliance with 04a- Manual for Building Plan Approval of Commercial Asset, 04b- Handbook for Architectural Design of Commercial Asset.

2.1.3.2. **Other Aspects-** Design and specifications of all aspects of a building that are not specified in the Building Sanction shall be the responsibility of the Architect on Record.

### Section 2.2: Revocation of Building Sanction

2.2.1. Revocation of a Building Sanction by Authority shall mean that the Building Sanction is no longer valid, and that the permission approved by the Authority stands withdrawn. Following the revocation of a Building Sanction, construction may no longer be undertaken on the plot for which the Building Sanction was approved. A Notice of Revocation of a Building Sanction shall be issued in writing.

2.2.2. A Building Sanction shall be null and void if a material fact based on which the Building Sanction has been approved no longer holds true, regardless of whether the Authority was informed of the same or not. A revoked Building Sanction shall continue to remain revoked, till the procedural requirements specified for its revalidation as per the Building Manual are met. Penalties leviable on Persons on Record, if construction is undertaken without revalidation of an expired Building Sanction, shall be as per the Agreement between Developer and Authority. A Building Sanction shall stand revoked, if:

- i. the construction of the building is not commenced within the period stipulated by the Authority.
- ii. the **Architect on Record (AoR)**, the **Structural Engineer on Record (SEoR)**, or the **Construction Supervisor on Record (CSoR)**, based on whose certification the Building Sanction was approved, ceases to be the Person on Record for the building – irrespective of whether the Person on Record was relieved of his responsibility by the Developer, or has relieved himself/herself of responsibility after informing the Authority.

### Section 2.3: Revalidating a Revoked Building Sanction

2.3.1. A revoked Building Sanction may be revalidated, provided fresh a Building Sanction is secured by the applicant.

### Section 2.4: Procedure for obtaining Occupancy-cum-Completion Certificate

2.4.1. **Procedure for obtaining a Building Occupancy-cum-Completion Certificate-** No person shall occupy or allow any other person to occupy any building or part thereof for any purpose until such building or part of a building has been granted the occupancy cum completion certificate. The following items need to be mandatory for issue of occupancy cum completion certificate.

- a. Flooring of any type of specification
- b. Electrical wiring whereas electrical fitting shall not be mandatory
- c. Plumbing and fitting in at least one toilet and kitchen
- d. Name and number plate.
- e. For internal and external finishing of walls plastering, shall not be mandatory.



f. Building shall be lockable i.e., all external door and windows have to be provided. In case grill is provided in the windows then fixing of glass in the window panes shall not be mandatory.

**2.4.2. Permission to Change a Sanctioned Use of a Building-** The Sanctioned Use of a building or part(s) of a building can be considered by the authority, provided that the new use complies with the Manual(s) and satisfies the requirements like utilities (water supply, sewerage and electricity etc.), parking, road capacity etc. In case of violation of these Manuals, the matter shall be dealt as per the terms of the Agreement between IRSDC and the violating entity.

### 2.4.3. Variance

2.4.3.1. **Power to Clarify/ Interpret Provisions of this Manual and 04b- Handbook for Architectural Design of Commercial Asset** - The Authority shall clarify or interpret provisions of 04a- Manual for Building Plan Approval of Commercial Asset, 04b- Handbook for Architectural Design of Commercial Asset, wherever necessary. Clarifications or interpretations made by the Authority shall be final and binding.

2.4.3.2. Power to modify/ make additions or deletions to these Manuals/ Annexures and Forms to this Manual and 04b- Handbook for Architectural Design of Commercial Asset shall vest with the Authority which shall be final and binding.

## Section 2.5: Provisional and Part Occupancy Certificate

**2.5.1. Provisional Building Occupancy Certificate for Part of a Building-** In special cases and if permitted by the Authority, a Provisional Building Occupancy Certificate may be obtained for a part of the building provided it satisfies major conditions like fire clearance, structural stability certificate, completion of MEP work, lift and escalators license from inspector/ concerned authority and part of the building is completed which can function for which purpose building has been sanctioned. All units are lockable.

**2.5.2. Part Occupancy Certificate-** In special cases and if permitted by the Authority, a Part Building Occupancy Certificate may be obtained for a building in the complex provided that the concerned building satisfies all major conditions like fire clearance, structural stability certificate, completion of MEP work, lift and escalators license from inspector/ concerned authority and concerned building is completed which can function for the purpose for which it has been sanctioned. All units are lockable.

**2.5.3.** Provisional and Part Occupancy Certificates shall not be considered as substitutes for Occupancy cum Completion Certificates, which shall be a mandatory requirement for all projects. Provisional and Part Occupancy Certificates shall be valid only up to 3 months from the date of its issuance and can be renewed or extended by the Authority in special circumstances.

**2.5.4.** Power to Renew, Extend or Revoke the Provisional and Part Occupancy Certificates shall vest with the Authority which shall be final and binding.

## Section 2.6: Unauthorized Building

**2.6.1. Definition of Unauthorized Building-** Any building construction undertaken without permission/ approval of the Competent Authority, or undertaken after a Building approval has expired, or been revoked, shall be deemed to be an Unauthorized Building construction.

**2.6.2. Dealing with Unauthorized Building-** If the Authority deems the construction of any building to be an Unauthorized Construction, it shall, by show cause notice, require the person to present the case, thereafter the construction of the building to stop the same forthwith. If such construction is not stopped, the Authority may direct the person undertaking such construction:

- i. to be removed or rectified from the plot,
- ii. may seal the plot or building, and
- iii. may take necessary measures to ensure that the person does not re-enter the plot or building without written permission of the Authority.
- iv. After rectification or if the building is found within framework during inspection (with relevant photographs), the show cause notice may be discharged.
- v. In case of deviations from the approved/sanctioned BUA, if there is any increase in BUA, same shall be dealt as per the Agreement signed between IRSDC and the Developer/ Concessionaire.

The cost(s) of undertaking these measures shall be paid by Developer/ Concessionaire/ End User or any other individual/ agency responsible for unauthorized construction. If the use of a building or its part is

deemed to be under Unauthorized Use solely on account of a Building Occupancy Certificate not having been obtained prior to its use, the Developer/End User may apply for a Building Occupancy Certificate -- as long as the use conforms with the 04a-Manual for Building Plan Approval of Commercial Assets, 04b-Handbook for Architectural Design of Commercial Assets and Property Development Card (PDC). Further use of building or its part may be undertaken after obtaining a valid Building Occupancy Certificate. Penalty for undertaking such Unauthorized Use of building or its part shall be payable before a Building Occupancy Certificate is approved and shall be determined as per the terms of the Agreement between IRSDC and the concerned entity, like Developer/ Concessionaire/ End User or any other individual/ agency responsible for unauthorized construction.

## **Section 2.7: Compounding**

Additional Built Up (unintentional increase during construction) Area detected after the construction of the structures up to 5-10% will be treated as additional BUA. Accordingly, it will be dealt as per relevant clauses of the Development Agreement.

## **Section 2.8: Additional Built-Up Area**

Permission for Additional Built-Up Area (BUA) can be considered by the competent Authority. The developer may apply with detail drawings and area details with area calculations etc. for prior approval by paying appropriate fees and charges. It will be dealt as per provisions of relevant clauses in Development Agreement. It should be read with reference to the Development Agreement between Developer/ contractor and Authority.

## **Section 2.9: Procedures and Mandates for Drawings and Documents relevant for all Applications**

**2.9.1. Scale, Specifications, Mandatory Details required to be incorporated when Building Plans are submitted for Approval-** The Mandatory Details, Scales, Specifications which shall be followed while submitting Building Plans (for both, Building Sanction and Building Use Application) is as specified in **Appendix A-I, Section- A-01-Drawing Details.**

**2.9.2. Mandatory Details which must be read on the Sheet Title and Sheet Panel-** The Mandatory Details of the Sheet Panel which shall be followed while submitting Building Plans (for both, Building Sanction and Building Occupancy cum Completion Application) is as specified in **Appendix A-I, Section- A-02-Mandatory Details.**

**2.9.3. Mandatory Written Text which must be read in the Body of the Drawing-** The Mandatory written text which shall be read in the body of the Drawing while submitting Building Plans (for both, Building Sanction and Building Occupancy cum Completion Application) is as specified in **Appendix A-I, Section- A-03-Mandatory Text for Drawings.**

**2.9.4. Mandatory Building Elements and Building Features which must be read in the Body of the Drawings-** The Mandatory Building Elements and Features which shall be read in the body of the Drawing while submitting Building Plans (for both, Building Sanction and Building Occupancy cum Completion Application) is as specified in **Appendix A-I, Section- A-04-Mandatory Building Elements and Features.**

## **Section 2.10: Fees and Charges**

**2.10.1. Fee, Charges, etc. for various stages of Layout/ Building Plan approval applications shall be as per Appendix-I.**

**2.10.2. Power to increase/ decrease these fees, charges, etc. shall vest with the Authority which shall be final and binding.**

## Appendix I: Fees and Charges

1. Fee for **Layout Plan/ and sub-division/ approval** shall be calculated @ Rs.10,000/- per acre and same for the part thereof.
2. **Building Sanction Application (Sanction/ Revision/ Occupancy cum completion/ etc.) Fee:** No Building Sanction Application shall be deemed valid unless and until the owner giving notice has paid the Building Sanction Application Fees on building application as per schedule given below:
  - 2.1. **Building Sanction Application Fee** for Sanction/ Revision/ Occupancy cum completion/ etc. of all buildings shall be calculated at the rate of Rs.10/- per SQM of Built-Up Area (including basement floor, stilt floor)
  - 2.2. **Fee for additional/ alteration** shall be same as (2.1) above.
  - 2.3. **Fee for revalidation of plans** shall be same as (2.1) above.
3. **In case an application of Layout Plan/ and sub-division/ approval or Building Sanction is rejected**, then no refund shall be made
4. **Cess Charges** are required to be paid by the owner/ developer/ concessionaire to the labor department on the basis of total construction cost. Final Cess Assessment Order shall be submitted at the time of obtaining occupancy cum completion certificate.

## Appendix II: Details and Formats

### A-01-Drawing Details

Scale, Specifications, Mandatory Details required to be incorporated when Building Plans are submitted for Approval

A. **Drawing Title:** Sub Plot Site Plan

- a) Scale of Drawing printed on a A0 sheet/ smaller sheet: 1:200 or 1:250
- b) Scale of CAD drawing: 1:1 in mm
- c) Mandatory Details which must be on the drawing when submitted for Approval:
  - Reference drawing showing Site Plan with the Layout Plan.
  - Layout plan to the Key plan.
  - Outer site dimensions.
  - Location of the buildings w.r.to the Sub-Plot site plan.
  - Property Development Card Relevant to the Sub-Plot, approved.
  - All dimensions relevant to the Property Development Card
  - Build to Line(s) as shown in the Property Development Card.
  - All mandates as approved in the Property Development Card.
  - Maximum proposed height of the building.
  - Sub Plot outer dimensions as referred with Approved Layout Plan (ALP) in meters and centimeters.
  - Outer dimensions of all buildings as sited on the Site Plan
  - Building number identification.
  - All setting out dimensions.

B. **Drawing Title:** Sub Plot Landscape Proposal Plan

- a) Scale of Drawing printed on a A0 sheet/ smaller sheet: 1:200 or 1:250
- b) Scale of CAD drawing: 1:1 in mm
- c) Mandatory Details which must be on the drawing when submitted for Approval:
  - Outer site dimensions.
  - All pedestrian pathways.
  - All green land parcels, grey tops and black tops, hard landscaping, soft landscaping and surface treatments.
  - All fixed landscape features, street and park furniture and semi-movable features.
  - Any exceptional/ focus or "landmark" landscape features.

C. **Drawing Title:** Building Plan - Ground Floor, Basement Floor(s) and other floor plans

- a) Scale of Drawing printed on a A0 sheet/ smaller sheet: 1:100
- b) Scale of CAD drawing: 1:1 in mm
- c) Mandatory Details which must be on the drawing when submitted for Approval:
  - All walls, including wall thicknesses.
  - All structural columns.
  - All structural beams, slabs, drop slabs, atriums etc.
  - All door/ window (If any)/ similar apertures, both external and indoor.
  - Structural (setting out) grids.
  - Door and aperture schedules showing widths and heights.
  - Schedule of Door/ Window (If any) aperture (civil work) areas in SQM.
  - Heights of FFL of the respective plans w.r.to the NGL and street level of the Sub-Plot site plan.
  - Relationship of respective plans with the Sub-Plot site plan and Ground Floor Plan w.r.to BTL, active frontage, proposed setbacks etc.
  - Relationship with other basement(s) if any and roof.
  - Staircases, elevators, escalators, and vertical transportation features.

### A-02-Mandatory Details

#### Mandatory Details which must be read on the Sheet Title and Sheet Panel.

The following information/ data must be printed on the sheet, Title and Sheet Panel of each of the Proposed Building Plans and Drawings at the time of submission of the Building Plans Application whenever the application is submitted by the Developer/ Proposer/ Entity which intends to build a Building.

A. Sheet Panel

- Name of the drawing (TITLE)
- Drawing Number (As per proponent's choice)



- Proposing Professional Architect's name and contact details
  - Proposing Professional Architect's COA number (CA/0000/xxxxxxx)
  - Structural Engineer's name and contact details
  - MEP Engineers' names and contact details
  - Green Building Consultant's names and contact details
  - Name of the Railway Station with address (as per ownership document)
  - Sub Plot Parameters (if any is available)
  - Scale(s) of the drawing
  - Copyright information (if any)
- B. Mandatory Drawings
- Layout Plan
  - Sub Plot Site Plan
  - Sub Plot Landscape Proposal Plan
  - Parking / Circulation Drawings
  - Existing Survey Plan (Total Station Survey)
  - Building Plan - Ground Floor
  - Building Plan - All Basement Plans
  - Building Plan - First and all other Floor
  - Building Plan - Roof Plan
  - Sections, Elevations and 3D drawings
  - Detailed Drawings, Services Drawings etc.
  - Fire Laws Related Drawings
  - All other proposed drawings

### **A-03-Mandatory Text for Drawings**

#### **Mandatory written text which must be read in the body of the Drawing**

The following text must be printed on the body of the Drawings at the time of submission of the Building Plans Application whenever the application is submitted by the Developer/ Proposer/ Entity which intends to build a Building

- Space (Room) Use
- Internal dimensions, both horizontal and Vertical
- Door Window Schedules
- Door and Window Numbers
- Balconies, Canopies, Chajjas and other outdoor space uses.
- Depths and Widths of Balconies and Canopies
- Toilets for Divyang persons
- Ramp and railing for Divyang persons

### **A-04-Mandatory Building Elements and Features**

#### **Mandatory Building Elements and Building Features which must be read in the body of Drawings**

The following Building Elements and Building Features must be printed on the body of the Drawings at the time of submission of the Building Plans Application whenever the application is submitted by the Developer/ Proposer/ Entity which intends to build a Building

##### A. Plan

- Balcony railings with dimensions and materials
- Staircase tread and risers dimensions
- Staircase clear width dimensions
- Staircase landing clear width dimensions
- Elevator shaft clear width dimensions
- Staircase railings dimensions and materials
- Decorative architectural features (like cornices, pergolas, sunshades, vertical fins with dimensions)
- Terrace floor space for water tanks (if any)
- Terrace floor space for solar water heating (if any)
- Terrace floor space for fire water tank (if any)
- Terrace floor space for Solar PV/ Electric cells (if any)
- Parapet wall height and materials

- Location of Rain water pipes and slopes on terrace plan
  - Railings of all sorts (heights and materials)
- B. Section And Elevation
- Natural Ground Level (NGL)
  - Heights of Finished Floor Levels
  - Total building height from NGL Level
  - Terrace parapet height
  - Height of Mumty and Elevator Machine room

## A-05- Affidavit, Undertaking and NOC Formats

### FORM NO A-05

#### Checklist for Building Procedure

Checklist to check if all relevant Data Sheets, Application Documents, Promises, Undertakings and Affidavits are Submitted

- **Railway station (Name):**.....
- **Project ( Station ) Code:**.....
- **Reference Layout Plan No:**.....
- **Sub Plot no:**.....

The Examiner is to verify whether they relevant Affidavits, Promise, Undertaking are Submitted in the required Format. Furthermore he/she is to check the Accuracy of the Data, The Content and whether it is signed with date and stamp by the relevant Person

#### 1. Checklist of Undertakings and Affidavits

The Examiner is Required to verify if the following Document is submitted for this Building Sanction, and to tick in the  Y or  N boxes given Below . If it is Not Applicable, mark N.A in remark

S. no.	Form No.	Title	Yes	No	Remarks
<b>Undertaking and Affidavits By Developer</b>					
1.1	BP APP U.01	Undertaking by Developer for appointment of AoR			
1.2	BP APP U.02	Undertaking by Developer for appointment of SEoR			
1.3	BP APP A.01	Affidavit by Developer for Compliance to IRSDC Manuals			
1.4	--	Details of Land Ownership (As available)			
<b>Undertaking By Architect and Engineers appointed by the Developer</b>					
1.5	BP APP U.03	Undertaking by AoR to follow manual, handbook, etc and inform IRSDC on termination of service. (Enclose Self-attested updated COA Registration Certificate of the Project Architect)			
1.6	BP APP U.04	Undertaking by SEoR regarding Appointment, Responsibility, to inform IRSDC on Termination of service and Structural Safety (Enclose Self-attested Degree of the Structural Engineer)			
1.7	BP APP U.05	Undertaking by MEP Consultant(s) regarding Appointment, Responsibility, to inform IRSDC on termination of service and codal compliance (Enclose Self-attested Degree of the MEP Consultant(s))			
1.8	BP APP U.06	Undertaking by Construction Supervisor regarding Appointment and Responsibility (Enclose Self-attested Degree of the Construction Supervisor)			
1.9	BP APP U.07	Undertaking by Green Building Engineer regarding Appointment, Responsibility and to inform IRSDC on termination of service (Enclose Self-attested Degree of the Green Building Design Engineer)			
1.10	BP APP U.08	Undertaking by Public Health Engineer regarding Appointment, Responsibility and to inform IRSDC on termination of service (Enclose Self-attested Degree/ Licence of the Public Health Engineer)			

#### 2. NOCs

S. no.	Form No.	Title	Yes	No	Remarks
2.1	BP APP P.01	NOC from Forest Dept. Tree Cutting Permission			
2.2	BP APP P.02	NOC from DISCOMS			
2.3	BP APP P.03	NOC from Jal Board / Water supply Entity			
2.4	BP APP P.04	NOC from Pollution Control Committee			
2.5	BP APP P.05	NOC from Storm Water Department			

2.6	BP APP P.06	NOC from Airports Authority of India (AAI) - <i>if Relevant</i>			
2.7	BP APP P.07	NOC from National Monument Authority (NMA) - <i>if Relevant</i>			
2.8	BP APP P.08	NOC from Heritage Conservation Committee (HCC) - <i>if Relevant</i>			
2.9	BP APP P.09	NOC from Archaeological Survey of India (ASI) - <i>if Relevant</i>			
2.10	BP APP P.10	NOC from Chief Inspector of Factories (CIF) - <i>if Relevant</i>			
2.11	BP APP P.11	NOC from Metro Rail Corporation - <i>if Relevant</i>			
2.12	BP APP P.12	NOC from Environment Clearance - <i>if Relevant</i>			
2.13	-	Any other NOCs/ licenses required to run the establishment			



BP APP U.01- Undertaking by Developer for appointment of AoR

**FOR APPOINTMENT OF ARCHITECT ON RECORD  
on Rs. 10/- Non-judicial stamp paper and to be attested by a Notary Public**

I/We (Authorized Signatory) \_\_\_\_\_ office address \_\_\_\_\_  
do hereby solemnly affirm and declare as under:

1. That, I/we am /are the only authorized developer of Plot No. \_\_\_\_\_ Block no. \_\_\_\_\_ situated at \_\_\_\_\_ and there are no other authorized developer whatsoever in respect thereof.
2. That, I/We have engaged /directed Sh. \_\_\_\_\_, registered with the Council of Architecture (India) with a valid registration no. being \_\_\_\_\_, as an Architect for preparing the building plans and to supervise construction till its completion in respect of the aforesaid Plot.
3. That in case I/We dispense with the services of the Architect above named at any stage till actual completion of the construction, I/We shall inform the IRSDC within 7 days along with the photograph of the building showing the level/status of the building.
4. That the plot under proposal forms part of the approved Station Area Development Plan with respect to its location, size, shape and area of the plot and proposed land use is also in conformity with the approved Station Area Development Plan. The plot has been demarcated at site and the size, shape and areas of plot available at site tallies with the approved Station Area Development Plan.
5. That there is no construction in existence at the plot and no construction shall be started before sanction of the building plans.
6. That there is no encroachment on the Railway land/road/other property and road widths as shown in the Station Area Development Plan are available at site.
7. That the proposals are in conformity with the terms and conditions of the Development Documents which is still operative and period of construction as per the Development Documents and the extension approved by the IRSDC is valid upto \_\_\_\_\_.
8. That the proposals have been prepared strictly in accordance with these Building Bye-laws, rules, regulations and practice of the IRSDC and no misinterpretation or inference of Provisions of IRSDCs Manuals, Handbooks and Guidebooks, has been exercised while preparing the plans. The construction shall be carried out strictly in accordance with the sanctioned building plans and in case any deviation is carried out, I/We shall inform the IRSDC within 48 hours.
9. That no development/additional development /deficiency charges are payable against this plot. (in case development/additional development/deficiency charges are payable, then its details be given in a separate para \_\_\_\_\_.)
10. That no non-compoundable deviations shall be carried out during the course of construction or thereafter.
11. That nothing has been concealed and no mis-representation has been made while preparing and submitting the building plans.
12. That in case anything contrary to the above is found or established at any stage, the IRSDC shall be at liberty to take any action as it may deem fit including revocation of building plans and demolition/sealing of the premises.
13. That after completion of the building, the building shall not put to use before occupancy certificate from IRSDC and will be put to use for which it will be sanctioned.
14. That I/We give solemn undertaking that I/We shall raise the construction exactly in accordance with the sanctioned building plans, these Manuals, Handbooks and Guidebooks, and National Building Codes. In case any deviation is made, apart from any other action, the total constructions shall be deemed to be unauthorized and the IRSDC would be at liberty to demolish/seal the whole or any portion of the construction and I/We shall not claim any compensation, damage or loss on account thereof from the IRSDC or from any of its office(s). This is addition to any other action which may be taken by the IRSDC under the provisions of IRSDCs Manuals, Handbooks and Guidebooks.

**DEPONENT**

**Verification:**

I/We , the above named deponent(s), do hereby verify at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_ that contents of the above Affidavit are true and correct to my/our knowledge and behalf and nothing is false therein or has been concealed therefrom.

**DEPONENT**

## BP APP U.02- Undertaking by Developer for appointment of SEoR

### **FOR APPOINTMENT OF STRUCTURAL ENGINEER ON RECORD on Rs. 10/- Non-judicial stamp paper and to be attested by a Notary Public**

I/We (Authorized Signatory) \_\_\_\_\_ office address \_\_\_\_\_  
do hereby solemnly affirm and declare as under:

1. That, I/we am /are the only authorized developer of Plot No. \_\_\_\_\_ Block no. \_\_\_\_\_ situated at \_\_\_\_\_ and there are no other authorized developer whatsoever in respect thereof.
2. That, I/We have engaged /directed Sh. \_\_\_\_\_, as a Structural Engineer for preparing the structural plans.
3. That in case I/We dispense with the services of the Structural Engineer above named at any stage till actual completion of the construction, I/We shall inform the IRSDC within 7 days along with the photograph of the building showing the level/status of the building.
4. That the plot under proposal forms part of the approved Station Area Development Plan with respect to its location, size, shape and area of the plot and proposed land use is also in conformity with the approved Station Area Development Plan. The plot has been demarcated at site and the size, shape and areas of plot available at site tallies with the approved Station Area Development Plan.
5. That there is no construction in existence at the plot and no construction shall be started before sanction of the building plans.
6. That there is no encroachment on the Railway land/road/other property and road widths as shown in the Station Area Development Plan are available at site.
7. That the proposals are in conformity with the terms and conditions of the Development Documents which is still operative and period of construction as per the Development Documents and the extension approved by the IRSDC is valid upto \_\_\_\_\_.
8. That the proposals have been prepared strictly in accordance with these Building Bye-laws, rules, regulations and practice of the IRSDC and no misinterpretation or inference of Provisions of IRSDCs Manuals, Handbooks and Guidebooks, has been exercised while preparing the plans. The construction shall be carried out strictly in accordance with the sanctioned building plans and in case any deviation is carried out, I/We shall inform the IRSDC within 48 hours.
9. That no development/additional development /deficiency charges are payable against this plot. (in case development/additional development/deficiency charges are payable, then its details be given in a separate para \_\_\_\_\_.)
10. That no non-compoundable deviations shall be carried out during the course of construction or thereafter.
11. That nothing has been concealed and no mis-representation has been made while preparing and submitting the building plans.
12. That in case anything contrary to the above is found or established at any stage, the IRSDC shall be at liberty to take any action as it may deem fit including revocation of building plans and demolition/sealing of the premises.
13. That after completion of the building, the building shall not put to use before occupancy certificate from IRSDC and will be put to use for which it will be sanctioned.
14. That I/We give solemn undertaking that I/We shall raise the construction exactly in accordance with the sanctioned building plans, these Manuals, Handbooks and Guidebooks, and National Building Codes. In case any deviation is made, apart from any other action, the total constructions shall be deemed to be unauthorized and the IRSDC would be at liberty to demolish/seal the whole or any portion of the construction and I/We shall not claim any compensation, damage or loss on account thereof from the IRSDC or from any of its office(s). This is addition to any other action which may be taken by the IRSDC under the provisions of IRSDCs Manuals, Handbooks and Guidebooks.

**DEPONENT**

#### **Verification:**

I/We, the above named deponent(s), do hereby verify at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_ that contents of the above Affidavit are true and correct to my/our knowledge and behalf and nothing is false therein or has been concealed therefrom.

**DEPONENT**

## BP APP A.01- Affidavit by Developer for Compliance to IRSDC Manuals

### **Affidavit-Cum-Undertaking on Rs. 10/- Non-judicial stamp paper and to be attested by a Notary Public**

I/We (Authorized Signatory) \_\_\_\_\_ office address \_\_\_\_\_ do hereby solemnly affirm and declare as under:

1. That, I/we am /are the only authorized developers of Sub Plot No. \_\_\_\_\_ situated at \_\_\_\_\_ in Layout Plan No. \_\_\_\_\_ and there are no other developer(s) whatsoever in respect thereof.
2. That there is no dispute/discrepancy/from law point of view in the Right to Construct Documents and the plot is free from all encumbrances.
3. That I/we undertake to comply with, and adhere to all the Manuals and Guidelines for Station (Re)development which may be mandated from time to time by the IRSDC.
4. That I/we undertake to comply with, and adhere to all the Fire Norms/ Codes mandated by IRSDC and other local civic agencies from time to time.
5. That we undertake that we shall not construct the dwelling unit more than sanctioned/ standard plan.
6. That we undertake that we will not use municipal water supply for construction.
7. That we undertake that all the drainage and sanitary lines are laid as per approved Layout Plan and Agreement between Developer and IRSDC.
8. That we undertake that we will not stack building material/ Malba on the any land outside Sub Plot No. \_\_\_\_\_.
9. That the malba during the construction of the building will be removed on a weekly basis. If the same is not done, in that case the IRSDC shall remove the malba and the cost shall have to be borne by the authorized developer of the plot.
10. I/we shall properly screen the construction site off the main road by means of erecting a screen wall not less than 8 feet, in height from the ground level which shall be painted to avoid unpleasant look from the road side. In addition to this, a net or some other protective material shall be hoisted at the façade of the building to ensure that any falling material remains within this protected area.
11. That we undertake that we shall not cover the open to sky courtyard in future.
12. All noise related activity during construction shall not be taken up at night between 10:00 PM to 6:00 AM.
13. That the above is our true and correct statement.

**DEPONENTS**

## BP APP U.03- Undertaking by Architect on Record

### **Affidavit-cum-Undertaking on Rs. 10/- Non-judicial stamp paper and to be attested by a Notary Public**

I, \_\_\_\_\_, occupation Architect, registered with the Council of Architecture (India) with a valid registration no. being \_\_\_\_\_, office at \_\_\_\_\_ directed / engaged by the authorized authority do hereby solemnly affirm and declare as under:

1. That I have been engaged as an Architect for preparing the building plans and to supervise construction till its completion in respect of Sub Plot No, \_\_\_\_\_ situated at \_\_\_\_\_ in Layout Plan no: \_\_\_\_\_ Station Area Development Plan in Railway Station in the State of \_\_\_\_\_.
2. That I have prepared the building plans in respect of the foresaid plot.
3. That I have studied the Station Area Development Plan of the station and have gone through the instructions, policy decisions and other relevant documents in respect of the plot and the station.
4. That I have personally inspected the site, which forms part of the approved Station Area Development Plan with respect to its location, size, shape and area of the plot and its proposed land use is also in conformity with the approved Station Area Development Plan. The plot has been demarcated at site and the site and the size, shape and areas of plot available at site tallies with the approved Station Area Development Plan.
5. That Right to Construct Documents is in favor of the applicant and has been thoroughly examined and the rights in favor of the applicant are in order.
6. That there is no construction in existence at the plot and no construction shall commenced before sanction of the building plans.
7. That there is no encroachments on the land/road/other property and road widths as shown in the Station Area Development Plan are available at site.
8. That the proposals are in conformity with the terms and conditions of Right to Construct Documents which are still operative and period of construction as per the Right to Construct Documents and the extension approved by the Authority is valid upto \_\_\_\_\_.
9. That the proposals have been prepared strictly in accordance with the IRSDCs Manuals, Handbooks and Guidebooks, rules, regulations and practice of the Railways and no mis interpretation or inference of Provisions of IRSDCs Manuals, Handbooks and Guidebooks has been exercised while preparing the plans. The construction shall be carried out strictly in accordance with the sanctioned building plans and in case any deviation is carried out, I shall inform the IRSDC immediately.
10. That Built to Line as proposed shall be maintained in accordance with the provision of the Station Area Development Plan.
11. That before submission of proposals, necessary information/clarification has been obtained from the Competent Authority. There is no dispute/affect of any scheme or the roads widths etc. on the plot/site. Building activities for designated use, i.e. \_\_\_\_\_, are allowed as per the IRSDCs Manuals, Handbooks and Guidebooks.
12. That no development /additional development /deficiency charges are dues against this plot (in case development/additional development/deficiency charges are due, the details be given in a separate paragraph.)
13. That nothing has been concealed and no misrepresentation has been made while preparing and submitting the building plans.
14. That in case of appointment of other Architect in the Project at any stage whatsoever, I shall inform the IRSDC within 48 hours.
15. That in case the Owner(s)/Authorized Developer dispenses with my services at any stage whatsoever; I shall inform IRSDC within 7 days along with the photograph of the building showing the level/status of the building.
16. That in case I (the Architect) decide not to continue further with project, then I shall inform the same to IRSDC within 7 days with copy to the Owner(s)/Authorized Developer.
17. That in case anything contrary to the above is found or established at any stage, the IRSDC shall be at liberty to take any action as deem fit including revocation of sanction of building plans and debarring me for submission of building plans with the IRSDC under the Scheme and also can lodge a complaint with the Council of Architecture for appropriate action.

**DEPONENT**

#### **Verification:**

I, the above named deponent, do hereby verify at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ that contents of the above Affidavit are true and correct to my knowledge and behalf and nothing is false therein or has been concealed there from

**DEPONENT**

BP APP U.04- Undertaking by SEoR

**Affidavit-cum-Undertaking on Rs. 10/- Non-judicial stamp paper and to be attested by a Notary Public**

I, \_\_\_\_\_, occupation Structural Engineer, office at \_\_\_\_\_ directed / engaged by the authorized authority do hereby solemnly affirm and declare as under:

1. That I have been engaged as a Structural Engineer for preparing the Structural Design of Buildings on Sub Plot No, \_\_\_\_\_ situated at \_\_\_\_\_ in Layout Plan no: \_\_\_\_\_ Station Area Development Plan in Railway Station in the State of \_\_\_\_\_.
2. That I have prepared the Structural Design of the building in respect of the foresaid plot.
3. That I have studied the Station Area Development Plan of the station and have gone through the instructions, policy decisions and other relevant documents in respect of the plot and the station.
4. That the proposals have been prepared strictly in accordance with the IS Codes, IRSDCs Manuals, Handbooks and Guidebooks, rules, regulations and practice of the Railways and no misinterpretation or inference of Provisions of IRSDCs Manuals, Handbooks and Guidebooks has been exercised while preparing the plans.
5. That nothing has been concealed and no misrepresentation has been made while preparing and submitting the Structural design for the building plans.
6. That in case of appointment of other Structural Engineer in the Project at any stage whatsoever, I shall inform the IRSDC within 48 hours.
7. That in case the Owner(s)/Authorized Developer dispenses with my services at any stage whatsoever; I shall inform IRSDC within 7 days along with the photograph of the building showing the level/status of the building.
8. That in case I (the Structural Engineer) decide not to continue further with project, then I shall inform the same to IRSDC within 7 days with copy to the Owner(s)/Authorized Developer.
9. Certified that the building plans submitted to the IRSDC shall be designed for safety requirements based on the IS specifications published by the Bureau of Indian Standards (BIS) as well as the latest National Building Code (NBC), as updated from time to time.  
The IS codes adhered to in the Design are:
 

IS – 87 Part C	:	Loads of Buildings
IS - 456, 1893	:	R.C.C. Structures
IS - 875 Part 1	:	Wind
IS - 800	:	Steel Structures
IS - 875 Part 1	:	Design Loads For Buildings and Structures: Dead Loads
IS - 875 Part 2	:	Design Loads For Buildings and Structures: Imposed Loads
IS - 875 Part 3	:	Design Loads For Buildings and Structures: Wind Loads
IS - 456	:	Plain and Reinforced Concrete : Code of Practice
IS - 1893	:	Criteria for Earthquake Resistant Design of Structures
IS - 800	:	General Construction in Steel : Code of Practice
10. It is also certified that the structural design shall be based on the latest National Building Code (NBC), as updated from time to time, including safety from natural hazards, based on soil conditions (as per Soil Investigation Report no..... dated .... prepared by ..... ) will be taken into consideration and would be duly incorporated in structural drawings of the building to be constructed
11. I certify that the structural plans submitted for approval satisfy the structural safety provision given in Chapter \_\_\_ of the IRSDCs Manuals, Handbooks and Guidebooks and the information given therein is factually correct to the best of my knowledge and understanding.
12. That in case anything contrary to the above is found or established at any stage, the IRSDC shall be at liberty to take any action as deem fit including revocation of sanction of building plans and debarring me for submission of Structural design drawings of the building with the IRSDC under the Scheme

**DEPONENT**

**Verification:**

I, the above named deponent, do hereby verify at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ that contents of the above Affidavit are true and correct to my knowledge and behalf and nothing is false therein or has been concealed there from.

**DEPONENT**

## BP APP U.05- Undertaking by MEP Consultant(s)

### Affidavit-cum-Undertaking on Rs. 10/- Non-judicial stamp paper and to be attested by a Notary Public

I, \_\_\_\_\_, occupation MEP Consultant, office at \_\_\_\_\_ directed / engaged by the authorized authority do hereby solemnly affirm and declare as under:

1. That I have been engaged as an MEP Consultant for preparing the drainage/sanitary and water supply design / Electrical Design / Mechanical and or HVAC Drawings and to supervise construction till it's completion in respect of Sub Plot No, \_\_\_\_\_ situated at \_\_\_\_\_ in Layout Plan no: \_\_\_\_\_ Station Area Development Plan in Railway Station in the State of \_\_\_\_\_.
2. That I have prepared the relevant plans in respect of the foresaid plot.
3. That I have studied the Station Area Development Plan of the station and have gone through the instructions, policy decisions and other relevant documents in respect of the plot and the station.
4. That the proposals have been prepared strictly in accordance with the IRSDCs Manuals, Handbooks and Guidebooks, rules, regulations and practice of the Railways and no misinterpretation or inference of Provisions of IRSDCs Manuals, Handbooks and Guidebooks has been exercised while preparing the plans. The construction shall be carried out strictly in accordance with the sanctioned building plans and in case any deviation is carried out, I shall inform the IRSDC immediately.
5. That before submission of proposals, necessary information/clarification has been obtained from the Competent Authority. Building activities for designated use, i.e. \_\_\_\_\_, are allowed as per the IRSDCs Manuals, Handbooks and Guidebooks.
6. That nothing has been concealed and no misrepresentation has been made while preparing and submitting the building plans.
7. That in case of appointment of other **MEP Consultant** in the Project at any stage whatsoever, I shall inform the IRSDC within 48 hours.
8. That in case the Owner(s)/Authorized Developer dispenses with my services at any stage whatsoever; I shall inform IRSDC within 7 days along with the photograph of the building showing the level/status of the building.
9. That in case I (the MEP Consultant ) decide not to continue further with project, then I shall inform the same to IRSDC within 7 days with copy to the Owner(s)/Authorized Developer.
10. Certified that the building plans submitted to the IRSDC shall be designed for safety requirements based on the IS specifications published by the Bureau of Indian Standards (BIS) as well as the latest National Building Code (NBC), as updated from time to time.
11. It is also certified that the design shall be based on the latest National Building Code (NBC), as updated from time to time
12. I certify that the structural Building plans submitted for approval satisfy the safety provision given in Chapter \_\_\_\_ of the IRSDCs Manuals, Handbooks and Guidebooks and the information given therein is factually correct to the best of my knowledge and understanding.
13. That in case anything contrary to the above is found or established at any stage, the IRSDC shall be at liberty to take any action as deem fit including revocation of sanction of building plans and debarring me for submission of MEP plans with the IRSDC under the Scheme

**DEPONENT**

#### Verification:

I, the above named deponent, do hereby verify at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ that contents of the above Affidavit are true and correct to my knowledge and behalf and nothing is false therein or has been concealed there from.

**DEPONENT**



## BP APP U.06- Undertaking by Construction Supervisor

### **Affidavit-cum-Undertaking on Rs. 10/- Non-judicial stamp paper and to be attested by a Notary Public**

I, \_\_\_\_\_, occupation Supervisor, office at \_\_\_\_\_ directed / engaged by the authorized authority do hereby solemnly affirm and declare as under:

1. That I have been engaged as an Supervisor for supervising the construction of building till it's completion in respect of Sub Plot No, \_\_\_\_\_ situated at \_\_\_\_\_ in Layout Plan no: \_\_\_\_\_ Station Area Development Plan in Railway Station in the State of \_\_\_\_\_.
2. That there is no encroachments on the land/road/other property and road widths as shown in the Station Area Development Plan are available at site.
3. That the construction is in conformity with the terms and conditions of Right to Construct Documents which are still operative and period of construction as per the Right to Construct Documents and the extension approved by the Authority is valid upto \_\_\_\_\_.
4. That the Construction has been carried out strictly in accordance with the IRSDCs Manuals, Handbooks and Guidebooks, rules, regulations and practice of the Railways and no misinterpretation or inference of Provisions of IRSDCs Manuals, Handbooks and Guidebooks has been exercised while preparing the plans. The construction shall be carried out strictly in accordance with the sanctioned building plans and in case any deviation is carried out, I shall inform the IRSDC immediately.
5. That Built to Line as proposed shall be maintained in accordance with the provision of the Station Area Development Plan.
6. That before submission of proposals, necessary information/clarification has been obtained from the Competent Authority. There is no dispute/affect of any scheme or the roads widths etc. on the plot/site. Building activities for designated use, i.e. \_\_\_\_\_, are allowed as per the IRSDCs Manuals, Handbooks and Guidebooks.
7. That nothing has been concealed and no misrepresentation has been made during construction of the building.
8. That in case of appointment of other Supervisor in the Project at any stage whatsoever, I shall inform the IRSDC within 48 hours.
9. That in case the Owner(s)/Authorized Developer dispenses with my services at any stage whatsoever; I shall inform the IRSDC within 7 days along with the photograph of the building showing the level/status of the building.
10. That in case I (Architect/Engineer/Supervisor) decide not to continue further with project, then I shall inform the same to the IRSDC within 7 days with copy to the owner(s)/Authorized Developer.
11. That in case anything contrary to the above is found or established at any stage, the IRSDC shall be at liberty to take any action as deem fit including revocation of sanction of building plans and debarring me for supervising further constructions with the IRSDC under the Scheme

**DEPONENT**

#### **Verification:**

I, the above named deponent, do hereby verify at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ that contents of the above Affidavit are true and correct to my knowledge and behalf and nothing is false therein or has been concealed there from.

**DEPONENT**

## BP APP U.07- Undertaking by Green Building Engineer

### **Affidavit-cum-Undertaking on Rs. 10/- Non-judicial stamp paper and to be attested by a Notary Public**

I, \_\_\_\_\_, occupation Green Building Design Engineer, office at \_\_\_\_\_ directed / engaged by the authorized authority do hereby solemnly affirm and declare as under:

1. That I have been engaged as a Green Building Design Engineer for preparing the green building norms in respect of Sub Plot No, \_\_\_\_\_ situated at \_\_\_\_\_ in Layout Plan no: \_\_\_\_\_ Station Area Development Plan in Railway Station in the State of \_\_\_\_\_.
2. That I have studied the Station Area Development Plan of the station and have gone through the instructions, policy decisions and other relevant documents in respect of the plot and the station.
3. That the proposals have been prepared strictly in accordance with the IRSDCs Manuals, Handbooks and Guidebooks, rules, regulations and practice of the Railways and no mis interpretation or inference of Provisions of IRSDCs Manuals, Handbooks and Guidebooks has been exercised while preparing the plans. The construction shall be carried out strictly in accordance with the sanctioned building plans and in case any deviation is carried out, I shall inform the IRSDC immediately.
4. That before submission of proposals, necessary information/clarification has been obtained from the Competent Authority. There is no dispute/ affect of any scheme or the roads widths etc. on the plot/site. Building activities for designated use, i.e. \_\_\_\_\_, are allowed as per the IRSDCs Manuals, Handbooks and Guidebooks.
5. That nothing has been concealed and no misrepresentation has been made while preparing and submitting the relevant Drawings and Documents.
6. That in case of appointment of other Green Building Design Engineer in the Project at any stage whatsoever, I shall inform the IRSDC within 48 hours.
7. That in case the Owner(s)/Authorized Developer dispenses with my services at any stage whatsoever; I shall inform IRSDC within 7 days along with the photograph of the building showing the level/status of the building.
8. That in case I (the Green Building Design Engineer) decide not to continue further with project, then I shall inform the same to IRSDC within 7 days with copy to the Owner(s)/Authorized Developer.
9. That in case anything contrary to the above is found or established at any stage, the IRSDC shall be at liberty to take any action as deem fit including revocation of sanction of building plans and debarring me for submission of the green building norms with the IRSDC under the Scheme

**DEPONENT**

#### **Verification:**

I, the above named deponent, do hereby verify at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ that contents of the above Affidavit are true and correct to my knowledge and behalf and nothing is false therein or has been concealed there from.

**DEPONENT**

## BP APP U.08- Undertaking by Public Health Engineer

### **Affidavit-cum-Undertaking on Rs. 10/- Non-judicial stamp paper and to be attested by a Notary Public**

I, \_\_\_\_\_, occupation Public Health Engineer, office at \_\_\_\_\_ directed / engaged by the authorized authority do hereby solemnly affirm and declare as under:

That I have been engaged as a Public Health Engineer, for preparing the drainage/sanitary and water supply design of Sub Plot No, \_\_\_\_\_ situated at \_\_\_\_\_ in Layout Plan no: \_\_\_\_\_ Station Area Development Plan in Railway Station in the State of \_\_\_\_\_.

1. That I have prepared the relevant plans in respect of the a foresaid plot.
2. That I have studied the Station Area Development Plan of the station and have gone through the instructions, policy decisions and other relevant documents in respect of the plot and the station.
3. That the proposals have been prepared strictly in accordance with the IRSDCs Manuals, Handbooks and Guidebooks, rules, regulations and practice of the Railways and no mis interpretation or inference of Provisions of IRSDCs Manuals, Handbooks and Guidebooks has been exercised while preparing the plans. The construction shall be carried out strictly in accordance with the sanctioned building plans and in case any deviation is carried out, I shall inform the IRSDC immediately.
4. That before submission of proposals, necessary information/clarification has been obtained from the Competent Authority. There is no dispute/affect of any scheme or the roads widths etc. on the plot/site. Building activities for designated use, i.e. \_\_\_\_\_, are allowed as per the IRSDCs Manuals, Handbooks and Guidebooks.
5. That nothing has been concealed and no misrepresentation has been made while preparing and submitting the relevant Drawings and Documents.
6. That the drainage/sanitary and water supply works shall be executed by me or under my strict supervision for the work of erection/ re-erection/ demolition or material alteration of proposal for the Building Sanction Application No. \_\_\_\_\_, and I certify that all the materials and workmanship of the work shall be in accordance with the standard laid down by I.S.I. and the provisions of building bye-laws
7. That in case of appointment of other Public Health Engineer in the Project at any stage whatsoever, I shall inform the IRSDC within 48 hours.
8. That in case the Owner(s)/Authorized Developer dispenses with my services at any stage whatsoever; I shall inform IRSDC within 7 days along with the photograph of the building showing the level/status of the building.
9. That in case I (the Public Health Engineer) decide not to continue further with project, then I shall inform the same to IRSDC within 7 days with copy to the Owner(s)/Authorized Developer.
10. That in case anything contrary to the above is found or established at any stage, the IRSDC shall be at liberty to take any action as deem fit including revocation of sanction of building plans and debarring me for submission of building plans with the IRSDC under the Scheme

**DEPONENT**

#### **Verification:**

I, the above named deponent, do hereby verify at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ that contents of the above Affidavit are true and correct to my knowledge and behalf and nothing is false therein or has been concealed there from.

**DEPONENT**

## Acknowledgement

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### NIUA

- Hitesh Vaidya, Director NIUA

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- Nivedita Pande, Member

### Delhi Development Authority

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- Leenu Sehgal, Commissioner Planning
- Manju Paul, Addl. Commissioner (Plg.)-I, UTTIPEC
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- Vidya Kotak, Sr. Planner

### CIDCO

- Avinash Shabade

### HUDCO

- Dr. Akshaya Kumar

### ITPI

- Prof. Dr. D.S. Meshram, President
- S.B. Khodankar, Secretary General
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### GEM-ASSOCHAM

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- Rahul Upadhyay
- Ajay Khare, Conservation Architect
- Gurmeet Rai, Conservation Architect
- Shikha Jain, DRONAH
- Rima Hooja, Historian
- Aishwarya Tipnis, Conservation Architect
- Nishant Upadhyay, Conservation Architect

*All other experts who participated in Public Consultant for finalization of these manuals*

## Project Team

### IRSDC Team

- Sanjeev Kr. Lohia, MD & CEO, IRSDC
- R. K. Singh, Director (Projects and Planning)
- V.B. Sood, CGM (Projects and Planning)
- P.S. Uttarwar, Sr. Expert (Planning and Architecture)
- Deep Sharma, GM (Civil)
- Paromita Roy, JGM (Urban Design and Planning)
- Mriganka Saxena, Sr. Expert (Urban Design / Planning)
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- Rishav Paul, Architect
- Utkarsh Chaudhary, Architect
- Nitish Mehrotra, Civil Engineer

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  - Somi Chatterjee, Sr. Conservation Arch.
  - Sudhir Vohra, Sr. Architect
  - Ashim Manna, Sr. Urban Designer
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  - Somya Johri, Sr. Conservation Arch.
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  - Chetan Aggarwal, Architect







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