

PORT BLAIR MUNICIPAL COUNCIL
Andaman and Nicobar Islands
APPENDIX 'E'

(See Bye-Law 3.18)

Form of notice of Completion

To

The Authority
Port Blair Municipal Council
Port Blair.

Dear Sir

I /we hereby give notice as required Bye-Law 3.18 of Port Blair Municipal Council Building Bye-Law, 1980 that I /We have completed the erection of Building/ Execution of the works in Revenue Survey No. House No..... Street / Road in pursuance of the sanction granted by the Authority vide his order No. Dated

Permission to occupy or use the Building as required by Bye-Law 3.18 of the Port Blair Municipal Council Building Bye-Laws, 1980 may be granted.

Yours faithfully

Signature of Owner

Name of Owner.....

Address of Owner.....

.....

Date

GOVERNMENT OF INDIA
MINISTRY OF URBAN DEVELOPMENT
NATIONAL BUILDING ORGANISATION
Schedule-II Return for the year ending 31st March, 19.....

This Statistical Return is to be filled up in case of houses and buildings in Private Sector from towns having a population of 10,000 and above in the States/Union Territories.

1. Town Identification (to be filled by the civic body) :
 2. Civic Status of the town
Codes (Municipal Corporn. 1, Municipality 2, Notified Area Committee 3, Panchayat 4, Cantonment 5, Others 6) :
 3. Size of the Town: Code
Codes (Population 1,00,000 & above 1, Between 50,000 & 99,999 2, between 20,000 & 49,999 3, and between 10,000 & 19,999 4) :
 4. State/ Union Territory.....
- II. Construction Identification.....
1. Name of the house holder.....
(House Hold Size: No of Males.....No of Females.....)
 2. Nature of Employment: Code
Codes (Self Employment 1, Private Sector 2, Public Sector 3, Govt Service 4, and others 5) :
 3. Gross Monthly Income: Rs
 4. Social Group: Code
Codes (Scheduled Caste 1, Scheduled Tribe 2, Other Backward Classes 3 and others 4) :
- III. Basic Detail Code
1. Nature of construction; @ code
Codes @ (New 1, addition /alteration 2, & repair & maintenance 3):
 2. Type of construction + code
Codes + (Dwellings 1, other residential buildings 2, Industrial Buildings 3, Commercial Buildings 4, Institutional Buildings 5 And others 6,) :

3. Number of storeys in the building.....
4. Total plinth area of all floors in the building.....sq.mtrs.
5. No of dwelling units:-
1 room unit, 2 room unit, 3 room unit, 4 or more room unit

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6. Total Floor area of all the floors in the building.....Sq.mtrs.
7. Estimated Construction Cost.....Rs.
8. Source of Finance- Savings/ Loan
9. If loan name of the agency (i).....(ii).....
Rate of Interest Charged (i).....(ii).....
10. Number and date of issue of authorization certificate.....
11. Date of commencement of construction.....
12. Date of completion of construction.....

IV Basic Amenities.

1. No of living rooms
Area of living rooms Sq.mt..... Sq.mt
Sq.mt..... respectively.

2. Kitchen Yes/No
If Yes, area of the Kitchen.....Sq.mt.

3. Provision of Latrine Facility Yes/No
If yes, type of latrine @ Code Code

Codes @ (Dry 1, Septic 2, Flush 3 and Sulabh 4)
If no, distance of Latrine from the house
Codes @ @ (Less than 10 mtrs 1, between 10 mts and 20 mts2,
between 20 mts & 30 mts 3, above 30 mts 4) Code

4. Provision of Bathroom Facility Yes/No
If Yes, type of bath @ @ @ Code
Codes @@@ (Open 1, and scheduled 2)

(Open includes improvised/ Makeshift arrangements) Code

If No, distance code bathroom @@ code
Codes @@ less than 10mts. 1, between 10 mts & 20mts. 2,
between 20mts. & 30 mts.4) Code

5. Provision of drinking water @ Yes/No
If yes, then indicate source of drinking water
Code @ (Tank or river 1, well 2, tap 3, other specify 4) Code

6. Sewerage and drainage arrangements Yes/No

7. Garbage disposal arrangements Yes/No

8. Storage Water Tank Yes/No
If yes, over head/underground.

9. Provision of lighting facility
If yes, type of lighting: \$code
Code \$ (Kerosene 1, oil lamp 2, Electricity 3, others 4) Yes/No Code

10. Open Courtyard Yes/No

11. No of Families sharing the following facility

Facilities	no of Families.
(i) Water.....	
(ii) Bathroom.....	
(iii) Latrine.....	

12. In Case of multistoried building

(i) Parking Arrangements	Yes/No
(ii) Fire Fighting arrangements	Yes/No

V. Infrastructural Facilities.

1. Distance of place of Work: +code
Codes + (Less than 4 Kms 1, Between 4&10 kms 2,
Between 10 &20kms 3, and over 20 kms 4) code

2. Type of transport used #code
#code : (Walk 1, bicycle 2, Scooter/ motor cycle 3,

car 4, and public transport 5) (code may be of two digits if more than 2 modes of transport is used) code

3. Width of the approach road.....mts.

4. Its distance from the building: #codes
Code+++ (Less than 50 mts 1, between 50 & 100 mts 2,
Between 100 mts & 150 mts.4) code

5. Distance of Primary school: \$ code
codes \$ (Less than ½km 1, between ½ & 1km 2, between
1&2km 3, and above 150mts 4) code

6. Distance of Secondary school \$\$code
code \$\$ (Less than 1km 1, between 1km &2km 2,
between 2km &3km 3 , and above 3kms 4) code

7. Distance of Post Office
codes (Less than 1km 1, between 1&2km 2,
between 2&3km 3 and above 3 km 4) code

8. Distance of Bank
code's (Less than 1km 1, between 1km & 2km 2, between 2 km
& 3km 3,above 3km 4) code

9. Distance of market code Select from 'A'

10. Distance of college code Select from 'A'

11. Distane of Police Station/Police Chowki code Select from 'A'

12. distance of Hospital/health centre/
Dispensary code Select from 'A'

13. Distance of Fire Station code Select from 'A'

14. Distance of Railway Station code Select from 'A'

15. Distance of ISBT code Select from 'A'

16. Distance of Park code Select from 'A'

17. Distance of Community Centre code Select from 'A'

18. Distance of Library code Select from 'A'

19. Distance of Cinema code Select from 'A'

(Code 'A' less than 1km, between 1km & 3km 2, between 3km & 5km 3, above 5km 4)

**GOVERNMENT OF INDIA
MINISTRY OF URBAN DEVELOPMENT
NATIONAL BUILDING ORGANISATION**

Instructions for Filling Schedule-II

1. This Schedule duly filled in duplicate by the applicant (owner/ owners of the proposed construction or authorized agent/ agents) should accompany the application for issue of authorization certificate as well as along with 'completion notice' for issue of 'occupancy certificate' (also called Fitness Certificate)
2. New Construction means creation of entirely new structure whether the site on which it is built has been before been occupied or not. Alterations to existing building relate to structural changes carried out within a building whereas additions will mean enlargement of building by which floor area is added.
3. Type of Construction: Separate form should be used for each type of construction wherever a construction involves more than 1 type (e.g. residential cum commercial building) the building should be classified to that type of construction, which accounts for the largest floor area.
4. Plinth Area: It means ground area covered by the building immediately above the plinth level.
5. Floor area: (or carpet area): It means inside usable roofed area.
6. In case of alteration and /or addition to existing building the plinth area and floor area shown against items 3 & 4 respectively should relate to the area, if any, added by construction.
7. Dwellings: It is a room or suit of room and its accessories viz., (Kitchen, Store, bath latrine etc) If any in a permanent building or structurally separated part thereof which by the way it has been built, rebuilt or converted is intended for habitation by one house hold. It should have a separate access to the street or to a common passage or stairways. While counting rooms in a dwelling units, care should be taken to count only bedroom, dining room, study room and normal living room (glazed verandah, kitchen, Bathrooms and store, etc should be excluded).
8. No an types of dwelling units should be given for all residential buildings and for other types of building also in case any dwelling units have been constructed there.
9. Construction is commenced when the first physical operations are undertaken on the building site after the issue of 'Authorization Certificate' e.g site preparation, delivery of building materials and equipments on the site, start of excavation or the laying of foundation etc, construction is completed when the building is

physically ready to be occupied. Date of completion of construction will in general be the same as the date of completion notice by the applicant.

10. The reference of the application to be filled in by the office should be that number which facilitates any reference of the site, building plans etc, of the construction proposed or completed.
11. Details regarding basic amenities and infrastructural facilities are a new feature of the revised schedule-II. Possible answers to each query are given either immediately after the query or at the bottom of page. Code number of the answer is to be written just after the query. All the items are self-explanatory and does not need any instructions for filling up.

SCHEDULE-II

Name of Municipality/Corporation.....
 (Particulars of construction proposed/completed)

For items 1 & 2 please check the appropriate cell.

1. Nature of construction
 - (a) New Construction.
 - (b) Alteration and */or addition to existing building.

2. Type of construction.
 - (a) Residential Quarters
 - (i) Family Quarters
 - (ii) Non Family Dwelling place (such as hostels, dormitories and lodging hotels and clubs).
 - (b) Industrial Buildings (Factories, Plants, Workshops etc.)
 - (c) Commercial buildings (shops, warehouse, office, Public garage etc).
 - (d) Institutional buildings (Schools hospitals and dispensaries, religious buildings etc.)
 - (e) Other Buildings (public building, Public Libraries, amusement buildings etc.).
3. Total plinth area.....Sq.ft.
4. Total area in all floors (including basement, if any.....Sq.ft)
5. Number and type of dwelling units in the construction.

Type of dwelling unit	No. Of Dwelling units	Alteration and */or addition to existing building resulting in dwelling unit.
	New Construction	
1. Room units. 2. Room Units. 3. Room Units. 4. Room Units of more		

(Particulars for the following items, should be given while applying for occupancy certificates only):

6. Number and date of issue of authorization certificate :
7. Date of commencement of construction :
8. Date of completion of construction :

Dated:

Signature of the applicant

Name and address of applicant
(In block letters)

(For Office use only)

Reference Number of Application :

Number and date of issue of authorization/
Occupancy certificate :

APPENDIX-J
(Bye-laws No.3.13)
For refusal of sanction

To

File No.

Dated:

Sir,

With reference to your application No.datedfor the grant of sanction for the erection of the building/execution of work in House.No. Plot No.....Block No.....Situating atI have to inform you that the sanction has been refused on the following rounds:

- 1.
- 2.
- 3.
- 4.

Secretary
Municipal Council