

No: GIDC/ATP/07

Date: 9/3/2018

CIRCULAR

Subject: Registration of Architect / Engineer / Structural Engineer / Clerk of Works / Supervisor / Fire Protection Consultant on Record
Ref: Comprehensive General Development Control Regulations – 2017 (CGDCR – 2017), sanctioned by UD & UHD, GOG, vide notification no. GH/V/269 of 2017 / EDP-102016-L, Dated: 12/10/2017

With reference to the above Subject the Registration of Persons on Record (PoR) such as Architect / Engineer / Structural Engineer / Clerk of Works / Supervisor / Fire Protection Consultant on Record shall be as per CGDCR – 2017 as referred above.

This shall include:

1. The Minimum Qualification, Experience and Documents as per the Schedule 7 of CGDCR – 2017 (Annexure I)
2. The Registration Fees for registration of PoR shall be as per Schedule 8 of CGDCR – 2017 (Annexure – II), additional 18 % GST shall have to be considered.
3. The applicant shall apply for registration as per the Form – I of CGDCR – 2017 (Annexure III)

Any other necessary requirements as regards registration for PoR shall be as per the CGDCR – 2017.

Only the Persons on Record (PoR) registered with GIDC shall be eligible to submit documents for necessary approval as per CGDCR – 2017 for D 9 category.

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(D. Thara)

Vice Chairman & Managing Director
GIDC, Gandhinagar

Issued by:



GM (E & A)
GIDC, Gandhinagar

Encl:

Annexures as mentioned above

Copy to:

All Head of the Departments (HO)	– for information
All Divisional Managers	– for information
All Superintending Engineers	– for information
All Regional Managers	– for information
All Executive Engineers	– for further necessary action
All Dy. Executive Engineers	– for further necessary action
Federation of Industries	– For information
All Industrial Associations	– For information

Schedule 7: Minimum Qualification, Experience and Document Requirements for Being Considered for Registering with the Competent Authority as Persons on Record

(Refer Regulation No. 3.1.2, 3.6 and competent authority regulation)

The procedure for registering persons with the Competent Authority is given in Regulation No. 4.3. The registration shall be renewed annually. The following are the minimum qualifications and experience requirements for all persons to be considered for registering with the Competent Authority as Persons on Record, in order to determine their competence to fulfill their responsibilities as specified in Regulation No. 3.6.

1. Architect on Record (AOR)

(A) QUALIFICATION AND EXPERIENCE :

Minimum qualifications and experience requirements for architects, for being considered for registration with the Competent Authority, as Architects on Record shall be as follows:

1. The Architect must hold a valid registration with the Council of Architecture, India, issued as per the provisions of the Architects Act, 1972 or Bachelors Degree in Architecture / Diploma in Architecture Equivalent to B.Arch; and
2. The Architect must have a minimum of two years of experience in a practice of architecture.

(B) SCOPE WORK & COMPETENCE :

- (i) Preparation & planning of all types of lay-outs & submission drawings and to submit certificate of supervision, progress report & certificate of completion for all types of buildings in accordance to the provisions of building regulations
- (ii) Supervision & execution of construction work as per specifications & drawings prepared by authorised registered structural designer & engineer.

2. Engineer on Record (EOR)

(A) QUALIFICATION AND EXPERIENCE :

Minimum qualifications and experience requirements for engineers, for being considered for registration with the Competent Authority, as Engineers on Record shall be as follows:

1. A Masters Degree in Civil Engineering, a Bachelors Degree in Civil Engineering or Building construction or its equivalent qualification recognized by the All India Board of Technical Education, or, a Diploma in Civil Engineering or Diploma in Building Construction recognized by State Board of Technical Examination of any State of India or Associate Membership (Civil Engineering) of the Institute of Engineers, India (AMIE), and

2. The Engineer having Bachelors degree or its equivalent qualification must have minimum of two year s of experience and Diploma holder/or AMIE must have minimum of five years of experience in professional work.

(B) SCOPE WORK & COMPETENCE :

- (i) Preparation & planning of all types of lay-outs except special structures /Special Buildings as shown in respective regulation o submission drawings and to submit certificate of supervision & completion for all types of buildings. Provided person having qualification of a Diploma in Civil Engineering shall be permitted for low rise buildings only.
- (ii) Supervision & execution of construction work as per specifications & drawings prepared by authorized registered structural designer.
- (iii) He/she can prepare & submit structural details & calculations for buildings of load bearing structures.

3. Structural Engineer on Record (SEOR)

A. Minimum qualifications and experience requirements for structural engineers, for being considered for registration with the Competent Authority as Structural Engineer on Record shall be as follows:

Grade	Scope of works	Qualification	Experience
SEOR-1	1. Building with height above 25 mt 2. Total proposed built-up area for a building unit is more than 10000 sq mt. 3. Mercantile-2,3, Educational-1,2, assembly-1,2,3 institutional, Hospitality-1,2 public utility	Category 1	10*
		Category 2	3*
SEOR-2	1. Building with height above 15 mt. And up to 25 mt. 2. Total proposed built-up area for a building unit is more than 2000 sq mt and up to 10000 sq mt.	Category 1	5*
		Category 2	2*
SEOR-3	1. Building with height up to 15 mt. 2. Total proposed built-up area for building-unit up to 2000 sqmt	Category 1	2*
		Category 2	-----

Note: *Minimum years of experience of preparing structural designs, detailed drawings and specifications. (after attaining the degree/ Diploma)

Category 1: B.E./ B. Tech Civil or equivalent degree recognized by the AICTE Category 2: ME/ M.Tech Civil, or a Ph. D in Structural Engineering.

Person holding Higher grade license can also work for Lower Grade Work

4. Clerk of Works on Record (COWOR)

Minimum qualifications and experience requirements for construction engineers, for being considered for registration with the Competent Authority as Clerk of Works on Record qualified

for certifying the construction of buildings shall be as follows:

Grade	Scope of works	Qualification	Experience
COWOR-1	1. Building with height above 25 mt 2. Total proposed built-up area for a building unit is more than 10000 sq mt. 3. Mercantile-2,3, Educational-1,2, assembly-1,2,3 institutional, Hospitality-1,2 utility Public institutional Special buildings	Category 1	3*
		Category 2	5*
		Category 3	3*
COWOR-2	1. Building with height above 15 mt. And up to 25 mt. 2. Total proposed built-up area for a building unit is more than 2000 sq mt and up to 10000 sq mt.	Category 1	2*
		Category 2	4*
		Category 3	2*
COWOR-3	1. Building with height up to 15 mt. 2. Total proposed built-up area for building-unit up to 2000 sqmt	Category 1	1*
		Category 2	2*
		Category 3	1*

Note: *Minimum years of experience (after attaining the degree/ Diploma) in Construction work at a responsible position in any organization

Category 1: A Degree in Civil Engineering / Architecture or Diploma in Architecture equivalent to degree Architecture, or its equivalent qualification recognized by All India Board of Technical Education

Category 2: Diploma in Civil Engineering recognized by State Board of Technical Examinations of any State in India

Category 3: Bachelor's Degree with specialized training in building in construction technology or Diploma in Building

Construction Technology from a recognized institute.

Person holding Higher grade license can also work for Lower Grade Work

4a. Supervisor of Works on Record (SOR)

Minimum qualifications and experience requirements for construction engineers, for being considered for registration with the Competent Authority as Supervisor of Works on Record qualified

for certifying the construction of buildings shall be as follows:

Grade	Scope of works	Qualificati	Experienc
SOR-1	1. Building with height above 25 mt 2. Total proposed built-up area for a building unit is more than 10000 sq mt. 3. Mercantile-2,3, Educational-1,2, assembly-1,2,3 institutional, Hospitality-1,2 public utility	Category 1	3*
		Category 2	5*
		Category 3	3*
SOR-2	1. Building with height above 15 mt. And up to 25 mt. 2. Total proposed built-up area for a building unit is more than 2000 sq mt and up to 10000 sq mt.	Category 1	2*
		Category 2	4*
		Category 3	2*
SOR-3	1. Building with height up to 15 mt. 2. Total proposed built-up area for building-unit up to 2000 sqmt	Category 1	1*
		Category 2	2*
		Category 3	1*
SOR-4	1. Building with height up to 10 mt.	Category 1	0*
	2. Total proposed built-up area for building-unit up to 200 sqmt	Category 2	1*

Note: *Minimum years of experience (after attaining the degree/ Diploma) in Construction work at a responsible position in any organisation

Category 1: A Degree in Civil Engineering / Architecture or Diploma in Architecture equivalent to degree Architecture, or its equivalent qualification recognized by All India Board of Technical Education

Category 2: Diploma in Civil Engineering recognized by State Board of Technical Examinations of any State in India

Category 3: Bachelor's Degree with specialized training in building in construction technology or Diploma in Building

Construction Technology from a recognized institute.

Person holding Higher grade license can also work for Lower Grade Work

5. Fire Protection Consultant on Record (FPCOR)

Minimum qualifications and experience requirements for being considered for registration with the Competent Authority as Fire Protection Consultant on Record shall be as follows:

1. Diploma in Engineering (Civil / Mechanical/ Electrical/ Hydraulic) recognized by State Board of Technical Examinations
2. Bachelor's Degree in Engineering (Civil / Mechanical/ Electrical/ Hydraulic)
3. Minimum experience of preparing fire safety drawings and specifications of buildings in Ahmedabad, any municipal corporation or other cities with population more than 1lakh.

No.	Building Category	Minimum Qualifications	Minimum Experience
1	Height up to 25 mt	Diploma in Engineering	7 Years
		B.E	3 Years
2	Height more than 25 mt and up to 45 mt	B.E	5 Years
3	Height more than 45 mt and up to 70 mt	B.E	7 Years
4	Height more 70 mt	B.E	10 Years

4. Minimum turnover of projects in work experience shall be as specified in the Gujarat Fire Prevention and Life Safety Measure sact -2013, Rules,2014and regulation-2016 and amended from time to time.

5. The following documents shall be required for registration as Fire Protection Consultant on

Record:

- a. Bank statement of last three years
- b. Work completion certificate from clients for last three years
- c. Minimum one No Objection Certificate from Chief Fire Officer
- d. One set of fire safety drawings of past project.

Schedule 8: Registration Fees for Registration with the Competent Authority as Persons on Record

(Refer Regulation No.3.1.3)

(Competent Authority may revise fees from time to time) **Registration Fees**

Sr No.	Person on Record	Registration Fee (For the period of five years)		
		Category D1 to D6	Category D7 Class A and B and D9	Category D7 ,D8 Class C and D
1	Architect on	Rs.5000	Rs.4500	Rs.2000
2	Engineer on	Rs.5000	Rs. 4500	Rs.2000
3	Structural Engineer on Record			
	SEOR-1	Rs.5000	Rs. 4500	Rs.2000
	SEOR-2	Rs.4000	Rs.3500	Rs.1500
	SEOR-3	Rs.3000	Rs.2500	Rs.1000
4	Clerk of Works on Record			
	COWOR-1	Rs.2500	Rs.2000	Rs.1000
	COWOR-2	Rs.2000	Rs.1500	Rs.750
	COWOR-3	Rs.1500	Rs.1000	Rs.500
4	Supervisor of Works on Record			
	SOR-1	Rs.1500	Rs.1000	Rs.500
	SOR-2	Rs.1000	Rs.500	Rs.500
	SOR-3	Rs.500	Rs.250	Rs.200
	SOR-4	Rs.250	Rs.150	Rs.100
5	Fire Protection Consultant on Record	Rs. 50,000 for 5Years	Rs. 40,000 for 5Years	Rs. 30,000 for 5Years
6	Developer	Rs.25,000	Rs.22,000	Rs.18,000

Form 1: Application for Registering as Person on Record

(Regulation No. 3.1.1)

To

The Chief Executive Authority / Municipal Commissioner/Chief Officer
Urban Development Authority / Municipal Corporation/ Area Development Authority/
Nagarpalika

1. Name: _____

2. Local Address: _____

3. Permanent Address: _____

4. Telephone / Fax No: _____

5. Qualification: _____

6. Membership of Professional: _____

Associations (indicate appropriate professional affiliations)

7. Experience (No. of years): _____

8. Previous year's Registration: _____ No.

9. Name of Employer: _____

(if employed)

Sir/Mm,

Kindly register me as ___(Architect on Record/Engineer on Record/Structural Engineer on Record/Clerk of Works on Record/ FPCOR/ SOR/ Developer) of the Competent Authority. I meet with the minimum qualifications and competence requirements as specified in Regulation No. 3.0 and schedule 7.0. Relevant documents attesting to the same are attached herewith.

I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given by the Competent Authority and shall carry out my responsibilities as prescribed in the General Development Control Regulations. I also understand that if I fail to perform my responsibilities as above, the Competent Authority reserves the right to de-register me, forfeit my security deposit and take other appropriate action as defined in the General Development Control Regulations and as per the provisions of the Act.

Name of the Applicant:

Signature:

Date: