

Dt: 15/07/2015

Circular

Sub: Check-list for the site verification report of D.E.E.

With reference to the above subject, in the cases of sub division, amalgamation, allotment of the adjoining plot, transfer of plot and other concerned issues technical views are required to be given based on the site verification report by D.E.E.. to decide the merit of the case. It is observed in various cases, various officers are submitting site verification reports which are different and inadequate. Hence it was decided to avail an uniform & complete site verification report in all cases. A check-list with standard format is therefore prepared and approved by V.C. & M.D. on 12/06/2015 in the concerned file of ATP branch. A copy of the same is appended herewith for your ready reference. All Deputy Executive Engineers are hereby instructed to fill all the details of the attached check-list with their clear opinion alongwith the photographs before submission. Incomplete check-list and site verification report may not be processed further.

This circular comes into immediate effect. Receipt of this be submitted to PA to Chief Engineer.

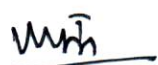
-sd-

Chief Engineer
GIDC, Gandhinagar

Encl: Checklist with standard format for site verification report.

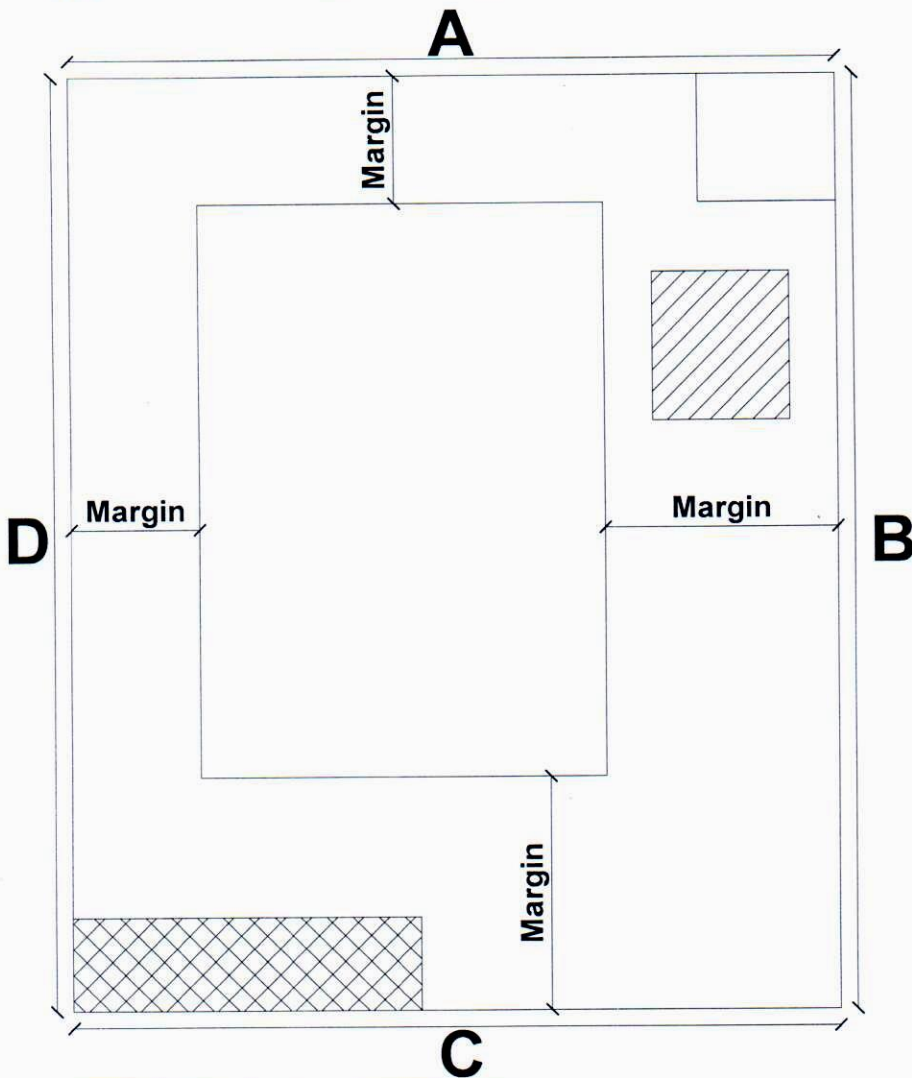
To,
All DM, RM, SE, XEN/DEE.
All HOD in H.O.

Issued by:


A. M. (Est.)

Site Verification report of D.E.E

Name of Estate: _____
 No. of Plot: _____
 Name of Allottee: _____
 Date of Verification: _____



<input type="checkbox"/>	Authorized construction _____ Sqm
<input type="checkbox"/>	Unauthorized / Non-violative construction _____ Sqm
<input type="checkbox"/>	Unauthorized / violative construction _____ Sqm
Percentage of construction _____	

Sides	
Outside measurement of plot	Side A : _____ Sqm Side B : _____ Sqm Side C : _____ Sqm Side D : _____ Sqm
Margin on all side	Side A : _____ Sqm Side B : _____ Sqm Side C : _____ Sqm Side D : _____ Sqm
Width of road abutting to plot	on Side ___ : _____ mt on Side ___ : _____ mt on Side ___ : _____ mt

- Plan passing authority of this Plot :- _____, / GIDC / Any other local body.
_____ (give name)
- Whether applied under GRUDA Act / Impact fee act : (Yes/No)
If applied mention the status of the application. _____ (This information may be availed from allottee.)
- Whether regularized unauthorized / violative construction under GRUDA act/impact fee act.: If yes, detail is to be given.
- Photographs from all sides, on the day of verification, need to be attached.

Based on all above details :
 Opine clearly If the allottee has made any violation to rules as per GIDC/Local body policy : (Yes/No) If yes details to be given.
 As approved by VC & MD in the ATP branch file on 12/06/2015

Alka Badlani

(sign)
Dy.Ex.Engi.
Date: