

Greater Chennai Corporation  
Works Department

**Right To Information Act - particulars of Works Department/  
Town Planning Greater Chennai Corporation**

**I) FUNCTIONS OF WORKS DEPARTMENT/Town Planning**

- a. Issuance of Planning Permission /Building Permission for ordinary building in concerned
- b. Issuance of Building Permit for Special Buildings group developments and MSB for which the Planning Permission are issued by the C.M.D.A.
- c. Planning permission for Institutional and Industrial Building.
- d. Issue of approval of Sub-Division / Layout of plots for extent up to 20000 Sq.m.
- e. Issuing approval for unapproved plots under land Regularization Scheme 2017.
- f. Forwarding Re-classification of applications to CMDA for change of land use.
- g. Maintenance of the Auto DCR software for online submission of plans.
- h. Preparation of Schedule of Rates for Road works and road cut restoration works.

**II) The following powers of the Commissioner are delegated to the authorities noted against each by virtue of powers given under Section 16 of CCMC Act, 1919.**

Sl No.	Subject	Powers	To whom delegated Earlier			Delegation Issued Now
			Existing prior to 06.06.05	Existing Between 06.06.2005 to 24.02.2014	Existing at present from 25.02.2014	
1	Sanction and refusal of Building Application for Ordinary Buildings under Sec.234 and	Ordinary buildings upto 9.0m height only G+1 (or) Stilt +2 floors – 6 Dwelling units / 300 sq.m. of commercial built-up area and sanction of second floor on increment	City Engineer	Zonal Executive Engineers	Regional Joint / Deputy Commissioners	Zonal Executive Engineers

	238 of CCMC Act, 1919.	allowance three years after the sanction of first floor.				
2	Sanction and refusal of Demolition Application under Sec.246 (A) of CCMC Act, 1919.	Existing Building of any area and height.	City Engineer	Zonal Executive Engineers	Regional Joint / Deputy Commissioners	Zonal Executive Engineers
3	Sanction and refusal of layout Application as required under Sec.215 & 216 of CCMC Act, 1919.	Area Unlimited	City Engineer	Zonal Executive Engineers	Regional Joint / Deputy Commissioners	Chief Engineer (General)
4	Sanction and refusal of planning Permission Application for sub-division where taking over of lands for road and OSR are not involved under Sec.234 and 238 of CCMC Act, 1919.	Sub-division upto 8 plots.	City Engineer	Zonal Executive Engineers	Regional Joint / Deputy Commissioners	Chief Engineer (General)
5	Sanction and refusal of Building Application for Multi storied buildings, Special buildings and Group Developments under Sec.234 and 238 of CCMC Act, 1919 (PPA Sanctioned by CMDA)	Area of the building and height unlimited.	City Engineer	Zonal Executive Engineers	Regional Joint / Deputy Commissioners	Chief Engineer (General)
6	Sanction and refusal of Building Application for Institutional Buildings under 234 and Sec.238 of CCMC Act.1919.	Area of the building unlimited and Height upto 15.25 meter.	City Engineer	Zonal Executive Engineers	Regional Joint / Deputy Commissioners	Chief Engineer (General)

**Note:** *Since Chief Engineer (General) has been elevated to the post of Principal Chief Engineer the powers delegated to Chief Engineer (General) Shall be exercised by Principal Chief Engineer.*

### **III) The Channels of Supervision and Accountability**

Assistant Engineer, Assistant Executive Engineer, Executive Engineer are processing the town planning applications under the control of Superintending Engineer (Works Department) as head of the Department under various delegation of powers.

#### **IV) Guidelines, Duties, and Responsibilities for sanctioning of PPA & BA**

In the interest of the administration, powers have been delegated to the Chief Engineer (General) and Zonal Executive Engineers for sanctioning Planning Permission Applications (PPA), Building Applications, Demolition Applications in the reference cited proceedings.

In continuation of the above, the following detailed guidelines, duties and responsibilities are issued for processing the applications.

##### **a. ADMISSION:**

Zonal Executive Engineers shall open an admission counter for admission of Planning Permission Application in the respective zonal offices.

One Assistant Executive Engineer shall be posted on rotation basis to the counter on all working days.

The Assistant Executive Engineer shall admit the application after initial scrutiny. Data relating to admitted Planning Permission Applications should be fed in to computer by the town planning assistant and then sent to the concerned unit Assistant Executive Engineer on the same day. Computer print out should be given as acknowledgement to the applicant.

##### **b. DUTIES & RESPONSIBILITIES**

###### **(1) Unit Assistant Executive Engineer:**

The Assistant Executive Engineer should ensure that the drawings submitted online in Auto-DCR software, the approval / rejection is given within the stipulated 8 working hours.

The Assistant Executive Engineer after receipt of planning permission application shall scrutinize the applications, make site visit, verify the documents, prepare note and calculate fees details etc., and if found in order should put up for further action to Zonal Executive Engineer within 10 days from the date of receipt of applications.

While scrutinizing applications, if it is found that the additional documents or clarifications are required from the applicant, a letter may be sent by the concerned unit Assistant Executive Engineer himself within 10 days from the date of admission to the applicant by courier with proper acknowledgement.

If the applicant does not respond within 10 days from the date of dispatch of letter, a reminder letter may be sent by the Assistant Executive Engineer (Town Planning – Approval) to the applicant informing them to submit the requested documents within 5 days.

If the applicant has not furnished the requested documents within the stipulated additional time period of 5 days, a letter may be sent to

the applicant by the Executive Engineer stating that Greater Chennai Corporation is unable to consider the application for want of the required details / documents already called for.

**(2) Executive Engineer: (Town Planning – Approval)**

The Zonal Executive Engineer after receipt of application duly scrutinized from Assistant Executive Engineer shall verify the documents, make site visit if required, check fees details etc., and if everything found correct sanction the planning permission application.

The Zonal Executive Engineer has to ensure that the necessary approvals are issued within the 30 days time period.

**c. Revocation:**

The Revocation of Planning Permission & Building Permit are vested with Commissioner. The order for revocation should be submitted to Commissioner.

**d. Re-Classification:**

The reclassification application for change of land use should be processed and submitted to Commissioner for orders, After obtaining orders, shall be forwarded to CMDA. The applications for the reclassification proposal should be received in Works Department and processed. The reclassification proposals submitted by applicants shall not be admitted at Zonal Office.

**e. Building Application for Special Buildings, Multi storeyed Building and Group Developments:**

After approval of planning permission application by CMDA, for Special Buildings, Multistoried Buildings and Group Development, it is forwarded for issue of Building Permit to Greater Chennai Corporation.

The planning permission issued by CMDA shall be received by Office of the Chief Engineer (General) and forwarded to Works Department.

After receiving the Approved Plan from CMDA, a letter has to be sent to the applicant stating to submit the Building Application form, required documents, plan copies, structural Design of the proposed buildings, to consider the Building Application.

After receipt of Documents, Plans, the Building Application has to be processed and Advice issued to the applicant. Powers are delegated to Chief Engineer (General) to issue the sanction.

The Assistant Engineers / Assistant Executive Engineer (Works Department) has to make site visit, verify the documents calculate fee details, prepare note etc and if found in order should put up for further action to Executive Engineer (Works Department) within 15 days after submission of documents by the applicant. The Executive Engineer (Works Department) if require make a site visit scrutiny the application, if found correct put up to the Superintending Engineer (Works).

The Superintending Engineer (Works) if required make a site visit, scrutiny further the application and if found correct forward to the Chief Engineer (General) for issuing sanction.

**f. Permit:**

After receipt of demand advice for payment of fees, the applicant has to pay the necessary fees as indicated and after receipt of payment the permit shall be issued. The Assistant Executive Engineer and the Executive Engineer shall sign the permit and plan copy which are to be issued to the applicant(s).

**g. General:**

Sl. No	Description	Place where applications to be received	Powers Delegated to Sanction
1	Planning permission / Building Permit for ordinary buildings	Respective Zonal Office	Zonal Executive Engineers
2	Permission for Demolition Application	Respective Zonal Office	Zonal Executive Engineers
3	Planning permission for sub-division or layout of land	Works Department	Chief Engineer (General)
4	Planning permission for Institutional buildings exceeding 300 sq.m area	Works Department	Chief Engineer (General)
5	Planning permission for Industrial buildings	Works Department	Chief Engineer (General)
6	Reclassification application for change of land use	Works Department	To obtain orders from the Commissioner, and forward to C.M.D.A.
7	Building Application (Planning Permission Approved by CMDA)	Works Department	Chief Engineer (General)

**V) Rules for approving planning Permission /Building Permission**

Tamil Nadu combined Development and Building Rules, 2019 issued vide Go (Ms) No.18, Municipal Administration and water supply (MA-1) department dated – 4.02.2019 are posted in Greater Chennai Corporation web site. [WWW.chennai corporation.gov.in](http://WWW.chennai.corporation.gov.in) through citizen portal under the head of building Rules, 2019.

**VI) Registers Maintaining**

- a) Planning Permission Application Register
- b) Building Application Register
- c) RTI Act Register
- d) Reclassification Application Register
- e) Sub-Division/Layout Application Register
- f) Land Regularization Application Register

**XVI) Details of Public Information Officer and Appellate Authority for Works Department, Greater Chennai Corporation**

S.No	Department	Public Information Officer	Appellate Authority
1.	Zone 1 to XV Subject pertain to Works & Town Planning	Executive engineer Concerned Zone	Zonal officer Concerned Zone
2.	Works Department	Assistant Executive Engineer (Works)	City Engineer (Superintending Engineer, Works)