U.T Administration of Dadra & Nagar Haveli and Daman & Diu
Urban Development Department
Vidhyut Bhawan, Kachigam, Secretariat , Daman

No: DNHPDA/GDR-AMND/EODB/2025/2050 **Dated: 04.2026**
10/04/2026

CIRCULAR

In pursuance of the initiatives undertaken by the UT Administration towards improvement of Ease of Doing Business (EoDB) and streamlining of building and construction approval processes, the Competent Authority has designated the respective Planning and Development Authorities of all three districts (i.e. Dadra & Nagar Haveli, Daman, and Diu) as the Single Point Nodal Agency for building and construction approvals for investors within their respective jurisdiction.

This is issued with the approval of Secretary (Urban Development), DNH & DD vide dairy no. 1521575 dated 10/04/2026.

Joint Secretary (UD),
DNH & DD

To,

1. The Chairman, Planning & Development Authority (DNH, Daman & Diu)
2. The Member Secretary, Planning and Development Authority (DNH, Daman & Diu)

Copy submitted to:

PA to the Secretary (Urban Development), DNH & DD for kind information please.

3 Responsibilities of Owner and / or Developer and Persons on Record

3.1 Responsibilities of Owner / Developer

3.1.1 Owner / Developer to Apply for a Development Permission

Application for the Development Permission can be made by Owner or Developer of the plot on which development / building is proposed.

3.1.2 Responsibilities of Owner or Developer

The Owner or Developer shall:

1 Be responsible for ensuring that the development / building complies with these Rules.
2 Appoint an Architect on Record / Civil Engineer on Record to ensure compliance with all procedural requirements and to certify that the architectural design and specifications of the proposed development / building comply with the Outline Development Plan and these Rules.
3 Appoint a Structural Engineer on Record to certify that the structural design and specifications of the proposed development / building comply with these Rules.
4 Appoint a Clerk of Works on Record irrespective of type of building / construction in all building units having proposed built-up area more than 1000 sq m for overall constant supervision of construction work on site and such person appointed shall not be allowed to supervise more than ten such sites at a time.
5 Appoint a Supervisor on Record irrespective of type of building / construction in all building-units having proposed built-up area more than 300 sq m or irrespective of built-up area in case of Apartments (DW3), Mercantile, mixed use (mercantile + residential) for overall constant supervision of construction work on site and such person appointed shall not be allowed to supervise more than two such site at a time.
6 Certify along with the Clerk of Works on Record that the construction of the building has been undertaken as per detailed design and specifications stipulated by the Architect on Record or Civil Engineer on Record and the Structural Engineer on Record.
7 Certify along with the Supervisor on Record that the construction of the building has been undertaken as per detailed design and specifications stipulated by the Architect on Record or Engineer on Record and the Structural Engineer on Record and instruction given by Clerk of Works from time to time.
8 Obtain a development permission from the Competent Authority prior to commencement of building.
9 Submit construction progress reports and certificates as required to the Competent Authority.
10 Obtain an Occupancy Certificate prior to making use or occupying the building.
11 Not cause or allow any deviations from the sanctioned drawings in course of execution of the project against the instruction of Architect / Civil Engineer / Structural Designer / Clerk of Works and shall bear all responsibility for any irregularity committed in the use and function of the building or its parts for which the approval has been obtained.
12 Ensure that no construction is undertaken during the period that the Development Permission has lapsed, is suspended or cancelled.
13 Provide adequate safety measures for structural stability and protection against fire hazards likely from installation of services like electrical installation, plumbing, drainage, sanitation, water supply or any other requirements under the rules.
14 Ensure that only names of persons on record are displayed on site and no additional names are mentioned.
15 Be required to produce the construction documents and its intended use as per sanctioned plan to any prospective buyer.
16 Approval of drawings and acceptance of any statement, documents, structural report, structural drawings, progress certificate, or building completion certificate shall not discharge owner, engineer, architect, clerk of work and structural designer, supervisor, developer from their

responsibilities imposed under the act or from the development regulations or from any other law for the time being in force.

17 Be held responsible if any unauthorized construction, addition, and alteration is done without prior permission of Competent Authority.

18 Take adequate measures to ensure that in the course of work, no damage is caused to the work under construction and the adjoining properties, no undue inconvenience is caused to the people in neighbourhood and no nuisance is caused to traffic & neighbouring people by way of noise, dust, smell, vibration etc.

3.2 Registration of Persons on Record (POR)

3.2.1 Registering with the Competent Authority

The Competent Authority shall register architects, civil engineers, structural engineers, developers, clerk of works and supervisor as Architect on Record (AOR), Civil Engineers on Record (CEOR), Structural Engineers on Record (SEOR), Developer on Record (DOR), Clerk of Works on Record (COWOR) and Supervisor on Record (SOR) respectively. Applications for registration of POR should be made in the format prescribed in Schedule No. 1 and Form No. 1. The Competent Authority / Union Territory Administration may use an Online registration system for Persons on Record.

The registration must be renewed annually.

Provided that any architect, civil engineer, structural engineer, developer, clerk of works and supervisor shall not be required to get himself/ herself registered with more than one Competent Authority. That is to say, one registration with any Competent Authority shall be valid for seeking permission within jurisdiction of any other Competent Authority.

Provided further that any such person on record shall have to register himself compulsorily with the Competent Authority within whose jurisdiction such person ordinarily resides.

3.2.2 Minimum Qualifications and Competence Requirements

Minimum qualifications necessary for registration as Persons on Record shall be as specified in Schedule No. 1.

In the case of Fire Protection Consultant on Record (FPCOR), the minimum qualifications and process of registration etc. shall be such as specified by the Planning and Development Authority from time to time. So long as no such qualifications are not specified, any person or agency registered as Fire Consultant, Fire Safety Officer or Fire Expert or by any other name in the neighbouring states of Gujarat and Maharashtra, and who has been empowered to perform functions similar to those mentioned in clause 3.3.7, or any person or agency registered as Qualified Agency by the Fire Department DNH and Daman and Diu under DNH and Daman Diu Fire Regulation 2021—who is willing to perform the functions mentioned in clause 3.3.7 and who is certified by the Fire Officer to be qualified to perform the functions of Fire Protection Consultant on Record (FPCOR)—shall be allowed to function as Fire Protection Consultant on Record (FPCOR) in the UT of DNH and DD."

3.2.3 Registration Fee and Security Deposit

Registration fee and security deposit for registering Persons on Record with the Competent Authority shall be determined by the Competent Authority and are specified in Table No. 3.1.

Table No. 3.1: Registration Fees for Registration as Persons on Record

No.	Person on Record	Registration Fee Payable Annual	Deposit Payable One Time
(1)	(2)	(3)	(4)

No.	Person on Record		Registration Fee Payable Annual	Deposit Payable One Time
(1)	(2)		(3)	(4)
1	Architect on Record (AOR)*		Rs.4500	Rs.45000
2	Civil Engineer on Record (CEOR)*		Rs.4500	Rs.45000
3	Structural Engineer on Record (SEOR)[1]	SEOR 1	Rs.4500	Rs.45000
		SEOR 2	Rs.3500	Rs.35000
		SEOR 3	Rs.2500	Rs.25000
4	Clerk of Works on Record (COWOR)[2]	COWOR 1	Rs.2000	Rs.20000
		COWOR 2	Rs.1500	Rs.15000
		COWOR 3	Rs.1000	Rs.10000
5	Supervisor of Works on Record (SOR)[3]	SOR 1	Rs.1000	Rs.10000
		SOR 2	Rs.500	Rs.5000
		SOR 3	Rs.250	Rs.2500
		SOR 4	Rs.150	Rs.1500
6	Developer		Nil	A onetime deposit of Rs. 2 lakhs shall be applicable on all projects where the BUA is more than 700 sq m. The deposit shall be released after one year of obtaining the Occupancy Certificate.

Notes:
*Only the architect or civil engineer of record is required to register for a specific project. In accordance with the current regulations, each project may have only one Architect of Record (AOR), or Civil Engineer of Record (CEOR) registered.
1 For Grade of SEOR refer Schedule No.1
2 For Grade of COWOR refer Schedule No.1
3 For Grade of SOR refer Schedule No.1
4 Registration of Fire Protection Consultant on Record (FPCOR) shall be specified by the Planning and Development Authority from time to time

3.2.4 Cancellation of Registration

A registration is liable to be cancelled temporarily or permanently by the Competent Authority, if the registered person is found guilty of negligence or default in discharge of responsibilities and duties or of any breach of any of these Rules. In any such case, the said person shall be given a show cause notice and reasonable opportunity of being heard within the period of 7 days of the receipt of the notice, by the Competent Authority for the purpose of these Rules. Appeal against the order of Competent Authority shall lie before Prescribed Authority. Construction works of all projects in which the delinquent person on record is a member may be stopped till the person on record is associated with the project.

3.2.5 Penalties

Procedures for ascertaining whether a Person on Record has failed in discharging his responsibilities in the context of these Rules shall be determined by the Competent Authority and is specified in Schedule No. 2. Penalties for failing to discharge responsibilities shall also be determined by the Competent Authority and are also specified in Schedule No. 2.

3.3 Responsibilities of Individual Persons on Record (POR)

All POR have to jointly certify Technical Audit Report as per Schedule No. 3 for all high-rise residential buildings and for all type of non-residential buildings.

3.3.1 Responsibilities of all POR

The overall responsibilities of all POR shall be as follows:

1 They shall prepare the plan of the buildings/ layout in accordance with the provisions of General Development Rules in such a manner that they are compatible and accessible to the persons who will reside therein.
2 They shall inform the Competent Authority of their resignation from any work within 7 days of the date of such resignation.
3 They shall prepare and submit all plans, new or revised as applicable, documents and other details as required, in a neat, clean, and legible manner and on a durable paper properly arranged and folded in accordance with the prevailing Rules along with the soft copy of the same.
4 They shall submit plans, documents and details without any scratches or corrections. Only small corrections will be permitted with proper initials. They shall correctly represent all the site conditions including mature trees.
5 They shall personally comply with all requisitions / queries received from the Competent Authority in connection with the work under their charge, promptly expeditiously and at one time. Where they do not agree with requisitions/queries, they shall state objections in writing, otherwise for non-compliance of any requisition / query within stipulated time, the plans and applications shall be filed forthwith, and shall not be re-opened. In case the owner or developer is not cooperating in compliance of the points raised by the authority, an intimation to PDA within 15 days of this non-cooperation by PORs to this effect shall be considered a sufficient reason and accordingly the application shall be rejected.
6 They shall immediately intimate to the owners the corrections and other changes they make on the plans, documents, and details as per requisitions / queries from the Competent Authority.
7 They shall clearly indicate on every plan, document & submission, the details of their designation such as registered AOR, CEOR, SEOR, COWOR, SOR & FPCOR with registration number, date, full name, and their address below the signature for identification.
8 They or their authorised agent or employee, shall not accept the employment for preparation and submission of plans - documents and supervision of any work if the same is intended or proposed to be or being executed or already executed in contravention of any Rules or Rules under the Act.
9 Approval of drawings and acceptance of any statements, documents, structural reports, structural drawings, progress certificates, or building completion certificates shall not absolve the owner, engineer, architect, clerk of work, supervisor, structural designer, developer, or owner from the responsibilities imposed under the Act, the Development Rules, and the laws of tort and local acts.

Specific responsibilities shall be follows:

3.3.2 Architect on Record (abbreviated as AOR)

The Architect on Record shall:

1 Be the Person on Record responsible for ensuring compliance with all procedural requirements specified in these Rules.
2 Scrutinize and verify the architectural design and specifications of the proposed building.
3 Certify that the architectural design and specification of the proposed building comply with these Rules using the format prescribed in Form No. 2.
4 Immediately inform the Competent Authority in writing, if in his/her pinion, the construction of the building is not being undertaken in accordance with the sanctioned design requirement in a format as per Form No. 3.
5 Inform the Competent Authority in writing, within 7 working days, if for any reason he/she is relieved of his/her responsibilities or he/she relieves himself of responsibility as the Architect on Record for the building using the format prescribed in Form No. 4. In case of termination of services as Architect on Record, inform the Competent Authorities about the stage of work at which services are terminated. The registered architect appointed as of the preceding architect shall inform within 7 days about his/her appointment on the job and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he/she is taking over the charge. After Competent Authority

has inspected the site for his/her report, the newly appointed architect shall allow the work to proceed under his/her direction.

6 On behalf of the owner, submit the progress certificates, completion certificates and obtain the Occupancy Certificate as required under these Rules.

7 Inform the Competent Authority immediately on termination of the services of the SEOR or COWOR.

8 Instruct the relevant agency that adequate provisions are made for ensuring the safety of workers and others during excavation, construction, and erection.

9 Instruct the relevant agency that adequate provisions are made for providing safe and adequate temporary structures required for construction and development.

3.3.3 Civil Engineer on Record (abbreviated as CEOR)

The Civil Engineer on Record shall:

1 Be the Person on Record responsible for ensuring compliance with all procedural requirements specified in these Rules.

2 Scrutinize and verify the structural design and specifications of the proposed building.

3 Certify that the structural design and specification of the proposed building comply with these Rules using the format prescribed in Form No. 2.

4 Immediately inform the Competent Authority in writing, if in his/her opinion, the construction of the building is not being undertaken in accordance with the sanctioned design requirements, in the format stipulated in Form No. 3.

5 Inform the Competent Authority in writing, within 7 working days, if for any reason he/she is relieved of his/her responsibilities or he/she relieves himself/herself of responsibility as the Civil Engineer on Record for the building using the format prescribed in Form No. 4. In case of termination of services as Civil Engineer on Record, inform the Competent Authority about the stage of work at which services are terminated. The registered Civil Engineer appointed as replacement of the preceding Engineer shall inform within 7 days about his / her appointment on the job and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he / she is taking over the charge. After Competent Authority has inspected the site for his/her report, the newly appointed Civil Engineer shall allow the work to proceed under his/her direction.

6 On behalf of the owner, submit the progress certificates, completion certificates and obtain the Occupancy Certificate as required under these Rules.

7 Inform the Competent Authority immediately on termination of the services of the Structural Engineer on Record or Clerk of Works on Record.

8 Instruct the relevant agency that adequate provisions are made for ensuring the safety of workers and others during excavation, construction, and erection.

9 Instruct the relevant agency that adequate provisions are made for providing safe and adequate temporary structures required for construction and development.

3.3.4 Structural Engineer on Record (abbreviated as SEOR)

The Structural Engineer on Record shall:

1 Scrutinize and verify the structural design and specifications of the proposed building.

2 Prepare a report of the structural design.

3 Supply two copies of structural drawings to the COWOR

4 Advise the Owner/developer/Clerk of Works for arranging for tests and their reports for soil, building material etc. for his evaluation and design consideration.

5 Submit the certificate of structural safety and over all structural soundness of the proposed building and its compliance to the Rules to Competent Authority using the format prescribed in Form No. 2.

6 To prepare detailed structural design and to prescribe the method and technique of its execution strictly on the basis of the National Building Code or relevant Indian Standard specifications.

7 Detailed structural drawings and specifications for execution indicating thereon, design live loads, safe soil bearing capacity, specifications of material, assumptions made in design, special precautions to be taken by contractor to suit the design assumptions etc. whatever applicable.

8 Immediately inform the Competent Authority in writing, if in his opinion, construction of the building is not being undertaken in accordance with the structural design and specifications stipulated by him, in the format stipulated in Form No. 3
9 In case of serious default, be blacklisted / de-registered by the Competent Authority
10 Inform the Competent Authority in writing, within 7 working days, if for any reason he is relieved of his responsibilities as the Structural Engineer on Record for the building, using the format prescribed in Form No. 4

3.3.5 Clerk of Works on Record (abbreviated as COWOR)

The Clerk of Works on Record shall:

1 Undertake all necessary measures, including but not limited to, adequate inspection during construction to ensure that the construction of the building is undertaken as per detailed design and specifications stipulated by the AOR and by the SEOR
2 Immediately inform the Competent Authority in writing, if in his opinion, the construction of the building is not being undertaken in accordance with the sanctioned design and specifications, in the format stipulated in Form No. 3.
3 Bring to the notice of the SEOR and AOR / EOR any situation or circumstances which in his opinion are liable to endanger the safety of structure.
4 Inform the Competent Authority in writing, within 7 working days, if for any reason he is relieved of his responsibilities or he relieves himself of responsibility as the Clerk of Works for the building using the format prescribed in Form No. 4. In case of termination of services as Clerk of Works, inform the Competent Authorities about the stage of work at which services are terminated. The registered Clerk of Works appointed as replacement of the preceding Clerk of Works shall inform within 7 days about his appointment on the job and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he is taking over the charge. After Competent Authority has inspected the site for his report, the newly appointed Clerk of Works on Record (COWOR) shall allow the work to proceed under his direction.
5 On behalf of the owner, submit the progress certificates, completion certificates and obtain the Occupancy Certificate as required under the Rules.
6 Deposit with the Competent Authority one set of working drawings of the works executed along with the progress certificates before proceeding to the next stage of the work.
7 Inform the Competent Authority immediately on termination of the services of any of Person on Record and shall not allow the work to continue till the vacancy is filled by appointment of another person and the certificate of appointment of such person is submitted to the Competent Authority within 7 days of his/her appointment.
8 Instruct the relevant agency that adequate provisions are made for ensuring the safety of workers and others during excavation, construction, and erection.
9 Instruct the relevant agency that adequate provisions are made for providing safe and adequate temporary structures required for construction and development.
10 Take adequate measures to ensure that no damage is caused to the work under construction and the adjoining properties.
11 Ensure that no undue inconvenience is caused in the course of his work to the people in neighbourhood.
12 Ensure that no nuisance is caused to traffic and neighbouring people by way of noise, dust, smell, vibration etc., in the course of the work.
13 Not be permitted to supervise more than ten independent building units at a given time as provided in these General Development Rules.
14 Be considered as Supervisor until the issue of Occupancy Certificate.

3.3.6 Supervisor of Works on Record (abbreviated as SOR)

The Supervisor of Works on Record shall:

1 Undertake all necessary measures, including but not limited to, adequate inspection during construction to ensure that the construction of the building is undertaken as per detailed design and specifications stipulated by the AOR and by the SEOR and instruction given by COWOR.

2 Immediately inform the developer and Competent Authority in writing, if in his opinion, the construction of the building is not being undertaken in accordance with the sanctioned design and specifications, in the format stipulated in Form No. 3.
3 Bring to the notice of the SEOR and AOR/CEOR/COWOR any situation or circumstances which in his opinion are liable to endanger the safety of structure.
4 Inform the Competent Authority in writing, within 7 working days, if for any reason he is relieved of his responsibilities or he relieves himself of responsibility as the supervisor of Works for the building using the format prescribed in Form No. 4. In case of termination of services as Supervisor of Works, inform the Competent Authorities about the stage of work at which services are terminated. The registered Supervisor of Works appointed as replacement of the preceding supervisor of Works shall inform within 7 days about his appointment on the job, and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he is taking over the charge. After Competent Authority has inspected the site for his report, the newly appointed Supervisor of Work on Record shall allow the work to proceed under his direction.
5 Instruct the relevant agency that adequate provisions are made for ensuring the safety of workers and others during excavation, construction, and erection.
6 Instruct the relevant agency that adequate provisions are made for providing safe and adequate temporary structures required for construction and development.
7 Take adequate measures to ensure that no damage is caused to the work under construction and the adjoining properties.
8 Ensure that no undue inconvenience is caused in the course of his work to the people in neighbourhood.
9 Ensure that no nuisance is caused to traffic and neighbouring people by way of noise, dust, smell, vibration etc., in the course of the work.
10 Not be permitted to supervise more than two independent building units at a given time as provided in General Development Rules within 500 m peripheral area of each site.
11 Be considered as Supervisor, until the issue of building use permission.

3.3.7 Fire Protection Consultant on Record (FPCOR)

The Fire Protection Consultant on Record (FPCOR) shall be required for all buildings listed in Schedule No. 4 and shall:

1 Undertake all necessary measures, including but not limited to, adequate inspection during construction to ensure that the construction of the building is undertaken as per detailed design and specifications stipulated by the AOR and by the SEOR.
2 Certify that the design and specification of the proposed building comply with Fire Rules in Part 3 (II) and The Dadra and Nagar Haveli and Daman & Diu Fire and Emergency Service Regulation, 2021 as amended from time to time using the format prescribed in Form No. 2.
3 Immediately inform the Competent Authority in writing, if in his opinion, the construction of the building is not being undertaken in accordance with the sanctioned design and specifications stipulated by the AOR or CEOR and the SEOR, using the format prescribed in Form No. 3.
4 Bring to the notice of the SEOR and AOR or CEOR any situation or circumstances which in his opinion are liable to endanger the fire protection and safety of structure.
5 Inform the Competent Authority in writing, within 7 working days, if for any reason he is relieved of his responsibilities or he relieves himself of responsibility as the Fire Protection Consultant on Record (FPCOR) for the building using the format prescribed in Form No. 4. In case of termination of services as Fire Protection Consultant on Record (FPCOR), inform the Competent Authorities about the stage of work at which services are terminated. The registered FPCOR appointed as replacement of the preceding FPCOR shall inform within 7 days about his appointment on the job and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he is taking over the charge. After Competent Authority has inspected the site for his report, the newly appointed Fire Protection Consultant on Record (FPCOR) shall allow the work to proceed under his direction.

6 Instruct the relevant agency that adequate provisions are made for fire prevention and safety during construction and development.

4 Development Permission

4.1 Development Permission Required

As specified u/s 43 of The Dadra and Nagar Haveli and Daman and Diu Town & Country Planning Act, 1974 as amended from time to time, no person shall undertake any development without obtaining a Development Permission in writing, prior to commencement of development.

A Development Permission shall mean a Direct Development Permission issued either by an Architect on Record / Civil Engineer on Record or a Development Permission granted by the Competent Authority.

In consonance with the provision of section 49 of The Dadra and Nagar Haveli and Daman and Diu Town & Country Planning Act, 1974 as amended from time to time, these Rules shall be followed by every Authority for granting Permission for subdivision or amalgamation of land.

4.2 Development Permission Not Required

1 No development permission shall be required for undertaking minor alterations and works in all buildings as listed below.
   a) Plastering and patch repairs.
   b) Whitewashing, painting, and coating of building surfaces.
   c) Construction of non-load bearing false ceilings.
   d) Flooring and re-flooring.
   e) Opening of new doors, windows, and ventilators such that they do not open directly on to adjoining plots.
   f) Repairing doors and windows in the same location including change in size.
   g) Rebuilding an existing wall, repairing, and plastering it.
   h) Changing roof tiles and repairing the roof without increasing the existing room height.
   i) Repairing an existing staircase.
   j) Changing or repairing flooring at any floor or height. This only includes wood, stone and metal flooring and does not include RCC flooring.
   k) Constructing new lofts allowed as per Rules including repairing them.
   l) Constructing a new toilet block within standalone buildings.
   m) Construction of water closets.
   n) Construction of internal non-masonry partitions within the building without affecting any pre-approved exits or currently required exits in the building
   o) Construction or repair of parapet, railing, compound wall or wire fencing.
   p) Construction of a water tank or wash area in open area of the building-unit or terrace for residential use only (this does not include building a swimming pool or tanks for commercial use).
   q) Constructing and repairing weather sheds within the building unit and not projecting on to a public street.
   r) Installing metal grill in verandah or courtyard.
2 Such works shall be carried out only after ascertaining that they are as per these Rules and that the work does not pose any danger, or it does not cause danger to other parts.
3 If the construction is falling under road line, then required action, prescribed, is undertaken by an agreement or deposits.
4 Works mentioned in Clause 4.2 (1) shall not be permitted without permission of Competent Authority if the area has been declared as an area of special architectural significance by Competent Authority

4.3 Grant of a Development Permission

4.3.1 Grant of a Development Permission

Grant of a development permission does not constitute acceptance of correctness, confirmation, approval, or endorsement of:

1 Title, ownership, and easement rights of the building unit for which the development is proposed.
2 Variation in area from recorded areas of a building unit.
3 Location and boundary of building unit.
4 Workmanship, soundness of material and structural safety of the proposed development.
5 Structural reports and structural drawings.

And shall not bind or render the Competent Authority liable in any way in regard to (1), (2), (3), (4) and (5) above.

4.3.2 Liability

Notwithstanding any Development Permission granted under the Act and these Rules, any person undertaking any development work shall continue to be wholly and solely liable for any injury or damage or loss whatsoever that may be caused to anyone in or around the area during and after such construction and no liability whatsoever in this regard shall be cast on the Competent Authority or any officer / employee to whom power has been delegated.

4.4 Lapse, Suspension or Cancellation of Development Permission

4.4.1 A Development Permission shall Lapse

1 On expiry of time for which the development permission was granted unless the same is extended before such expiry.
2 On change in material facts of discovery of new facts related to material aspects of development permission like ownership, developer identity, capacity of owner or developer, misrepresentation of any facts or fraud committed upon the authority etc.

4.4.2 A Development Permission shall stand Suspended

1 On change of any person in record unless the factum of such change was communicated to Competent Authority at least 7 days in advance in accordance with these Rules.
2 For up to 60 days in total by a notice of the Competent Authority for specific reasons to be communicated in writing to the developer.
3 Upon initiation of any disciplinary proceedings against any person on record.

4.4.3 A Development Permission shall Stand Cancelled (Form No. 5)

1 By an order of the Competent Authority competent to grant the development permission issued after giving the developer / owner a reasonable opportunity of being heard on
   a) Violation of any condition subject to which the permission was granted.
   b) On non-fulfilment of any condition or duty imposed by these Rules or the permission which the developer was required to fulfil.

Provided that Architect on record shall not be considered as authority competent to grant Development permission within the meaning of these Rules. For direct development permission, it shall be presumed that appropriate officer of the Competent Authority granted the development permission.

2 In a given area by any general order of the government while declaring Town Planning Scheme or any similar scheme.

4.4.4 General Provisions regarding Lapse, Suspension, or Cancellation of the Development Permission

1 Development permission may be cancelled even after the grant of Occupancy Certificate if any new fact related to material misrepresentation or violation comes to the knowledge of Competent Authority.

2 On cancellation of development permission any development shall become unauthorised, and it shall be presumed that the development was and has always been unauthorised.

3 Development permission shall not be cancelled if the same can be regularised on payment of penalties specified in the Schedule No. 5D. That is to say, what can be regularised should be regularised.

4.5 Revision of Development Permission

1 Changes or revisions in the sanctioned design and specification of a development may be made provided, that a Revised Development Permission is obtained before construction is undertaken, on the portion of the development that deviates from the Sanctioned Design and Specifications. These may be:

a) Change in utilised FSI
b) Change in parking area
c) Change in orientation / location of the building
d) Change in size or location of the Common Plot
e) Change in use of building or part thereof
f) Change in building unit and or blocks which affects the approved layout.
g) Change in Outline Development Plan / Town Planning Scheme which affects building unit and approved buildings / layout.

2 Procedures for obtaining a Revised Direct Development Permission and obtaining a Revised Development Permission are specified in Rule No. 4.12 and 4.13 respectively.

4.6 Extension / Revalidation of Development Permission

1 A Development Permission shall remain valid for three years and can be extended for up to one year at a time, with a maximum total extension period of three years. This adds up to a total of six years from the date the permission was originally granted. The validity starts from the date of the initial development permission. Once the six-year period is over, a new Development Permission needs to be obtained.

2 A suspended Development Permission may be revalidated on payment of penalties / fees as specified in Schedule No. 5D. Any construction done after the permission is suspended shall be deemed to be unauthorised unless the same were regularised as per the Schedule No. 5D.

4.7 Unauthorized Development

4.7.1 Unauthorized Development

Any development undertaken without or in contravention of a valid Development Permission, or during cancellation of or upon cancellation of development permission shall be an Unauthorized Development and shall be deemed to have always been an unauthorised development.

4.7.2 Dealing with Unauthorized Development

1 Competent Authority, or such other officer as may have been authorised by it, after conducting and getting a site inspection report, by a written notice in the format prescribed in Form No. 6, require the person undertaking unauthorised development to stop the same forthwith and may further require the person to either get the construction regularised—if the same is possible within these Rules—or to demolish the same within 30 days.

This written notice may be affixed to any part of the premise and shall be deemed a sufficient intimation to the occupier of such building or part of building. If the person carrying out such

work or doing such thing is not the owner at the time of giving such notice, such person shall be liable for obeying the directions of the Competent Authority.

If the construction is not stopped immediately, the Competent Authority, or the authorised officer, shall be entitled to seek help of police and police shall be duty bound to assist the authority or officer in getting the construction stopped. The Competent Authority or the officer, may in its discretion seal the premises to stop such construction from happening.

Competent Authority, or authorised officer may also seek help of local authorities in assisting it in preventing such construction from happening. Local authority shall be duty bound to assist the authority or the officer in discharge of such functions.

If the construction is not capable of being regularised within existing framework of Rules, or if such request is not received within 30 days, or if no reply is received, the Competent Authority, or such other officer as may have been authorised by it: -

a) Seal or remove the unauthorised construction.
b) Recover the cost of such sealing or removal from the person carrying out the development or the owner or both
c) Proceed in accordance with Town and Country Planning Act or Municipal Council Regulation and register a criminal complaint against the accused.

2 In cases where development has already started/commenced on site without obtaining Development Permission, but where this development is in accordance with these Rules, the Competent Authority may grant development permission on the merits. For such development, considering it to unauthorised penalty, as specified in Schedule No. 5D shall be charged in addition to other fees / charges/ deposits etc.

4.7.3 Undertaking Unauthorized Development to be a Cognizable Offence

As provided for u/s 50(A) of the Act, undertaking an Unauthorised Construction is a cognizable offence to which the Code of Criminal Procedure, 1973 shall apply, and an Owner undertaking such construction may face prosecution(s) under provisions of section 51 of the Act.

4.8 Relaxation, Interpretation and Conflict Resolution Mechanism

4.8.1 Grant of Relaxation

1 "Grant of Relaxation" means grant of permission to deviate from these Rules / specific Rule.

2 The Prescribed Authority may for reasons to be recorded in writing, in cases of public interest grant relaxation to the government or any local authority or a government owned autonomous body in respect of any development permission. However, any relaxation shall not compromise fire and structural safety requirements of the building / development.

3 Except for the authority mentioned above, and conditions mentioned above, no other relaxation from the operations of these Rules, except as provided in the schedule shall be granted by any authority to any applicant.

4.8.2 Prescribed Authority to Clarify and Interpret Provisions of the Rules

Prescribed Authority, or such other officer or committee as may be appointed by it, shall clarify or interpret provisions of these Rules, as specified below. Clarifications or interpretations made by the Prescribed Authority shall be final and binding.

1. Decide on matters where it is alleged that there is an error in any order, requirement, decision or determination made by any Competent Authority under delegation of powers in Rules or interpretation in the application of these Rules.

2. Interpretation of road alignment as per site situation.

3. Authorize the erection of a building or the use of premises for a public service undertaking for public utility purposes only, where it finds such an authorization to be reasonably necessary for the public convenience and welfare, even if it is not permitted in any land use zone classification.

4.8.3 Conflict Resolution Mechanism and Appeals against unauthorised development and refusal to grant development permission or occupancy certificate.

1 Prescribed authority, or any officer or committee authorised by it, shall be authorised to hear appeal against notices of unauthorised construction, refusal to grant or grant of any occupancy certificate or development permission.
Provided that different officers or committees may be appointed by the prescribed authority to hear different appeals.
Provided further that all such appeals shall be deemed to have been heard by the prescribed authority and shall be deemed to have always been heard by the prescribed authority.

Table No. 4.1: Fee for Appealing Before Prescribed Authority

No.	Members	Designation
1	Against unauthorised development	Re 1 /sq m of Built-Up Area
2	Against Grant or Refusal to Grant Development Permission or Occupancy Certificate	Same as Scrutiny Fees
3	Against Any other Order	Rs. 10000

2 All authorities in the territory shall be bound by the interpretation or the decision of the prescribed authority.

4.9 Penalties

Any person contravening any of the Rules or Provisions of the Outline Development Plan shall on such contravention be liable to a punishment as provided in the [Dadra and Nagar Haveli], Daman and Diu Town & Country Planning Act, 1974, amended from time to time, and Rules framed there under as in force from time to time.

4.10 Obtaining Direct Development Permission

4.10.1 Application, Documents and Registration

1 Development may be commenced by the owner under the following conditions, without seeking Development Permission from the Competent Authority and it shall be treated as Direct Development Permission:
   a) If the building unit size is up to 500 sq m and built-up area is up to 300 sq m.
   b) Development shall not exceed a maximum height of 10 m.
   c) Development is for self-use and meant for residential purpose only.
2 Architect on Record / Civil Engineer on Record in the format prescribed in Form No. 7, certifies that the proposed development complies with these Rules shall be deemed to be a Development Permission granted by the Competent Authority.
3 It shall be the responsibility of the Architect on Record / Civil Engineer on Record issuing the Direct Development Permission to register the same with the Competent Authority within 15 working days of issue of Direct Development Permission. Format of Application for Registering Issue of Direct Development Permission is prescribed in Form No. 8.
4 Before grant of such permission the Architect / Civil Engineer shall ensure that the grant of permission is not in contravention of any information or direction of the Competent Authority published on such notice board or such website as may be notified by the Competent Authority from time to time.

5 The plans and documents, in duplicate, to be submitted along with registration of Direct Development Permission application to the Competent Authority are prescribed in Schedule No. 6A and Schedule No. 6D. The format for submission of drawings, specifications and documents is specified in Schedule No. 6C.

4.10.2 Fees and Charges

All fees and charges for obtaining a direct development permission are listed in Schedule No. 5A. The fees and charges shall be determined by the Competent Authority from time to time.

4.10.3 Scrutiny of Application, Registration or Refusal of Direct Development Permission

1 The Competent Authority may undertake scrutiny of the application for registering issue of Direct Development Permission.
2 The Competent Authority shall communicate the registration of issue of the Direct Development Permission, to the Architect on Record / Civil Engineer on Record, within 15 working days of date of receipt of application using the format prescribed in Form No. 9.
3 Issuance of Form No. 9, by the Competent Authority shall mean that the issue of the Direct Development Permission has been registered by the Competent Authority.
4 In the event that the Competent Authority does not issue Form No. 9 within a period of 15 working days of date of receipt of application, it shall be deemed that the Competent Authority has registered the issue of the Direct Development Permission.
5 In the event that the Competent Authority refuses the Direct Development Permission, it shall communicate the reasons for refusal to the AOR within 15 working days from the date of receipt of application, using the format specified in Form No. 9.
6 The Competent Authority shall handover the second copy of plan to the applicant duly acknowledged, which shall be kept for inspection on site.

4.10.4 Penalties

Any development undertaken shall be in conformity of these Rules. Financial penalty, for different conditions of commencement, shall be levied as prescribed in Schedule Rule No. 4.8 and Schedule No. 5D for unauthorised development.

4.11 Obtaining Development Permission

4.11.1 Application

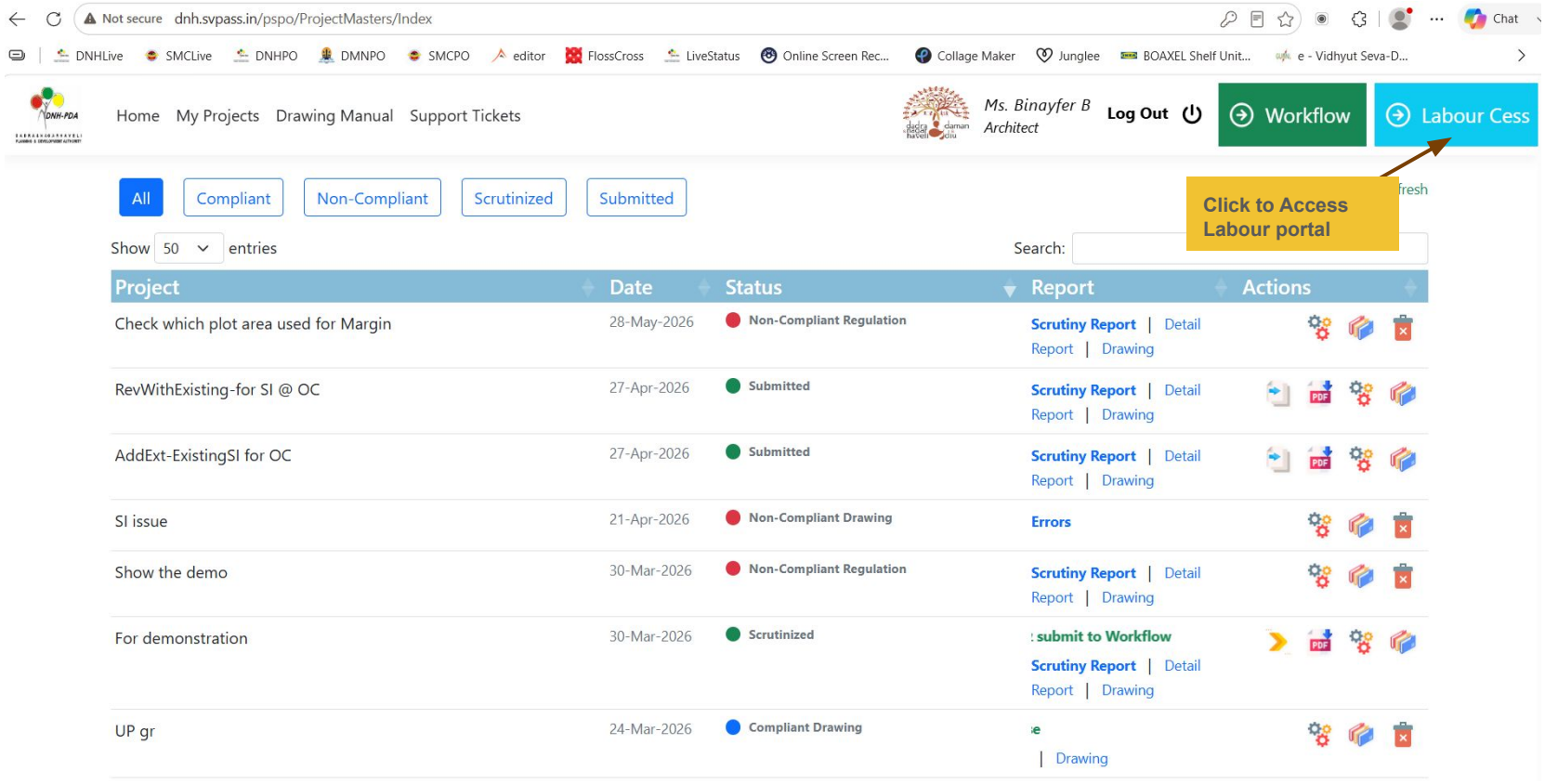
1 A owner / developer may make an application for development / building / layout / subdivision / amalgamation on a building unit / plot using Form No. 10A. Application for brick kiln, mining and quarrying on a building unit / plot using Form No. 10B.
2 Drawings, specifications, and documents to be submitted along with Application for obtaining a Development Permission shall be determined by the Competent Authority. These are prescribed in Schedule No. 6A for buildings or for Subdivision or/ and Amalgamation, Schedule No. 6B for Brick Kiln, Mining and Quarrying and Schedule No. 6D for Temporary Construction. The format for submission of drawings, specifications and documents is specified in Schedule No. 6C.
3 The receipt of the different fees and charges leviable under the Act and these Rules shall also be attached with the application.
4 The Application may be done either online or offline as may be directed by the Competent Authority from time to time.
5 The Competent Authority may as per time-to-time direction of the Government or otherwise adopt, for the scrutiny of development permission applications, an automated scrutiny system.

4.11.2 Fees and Charges

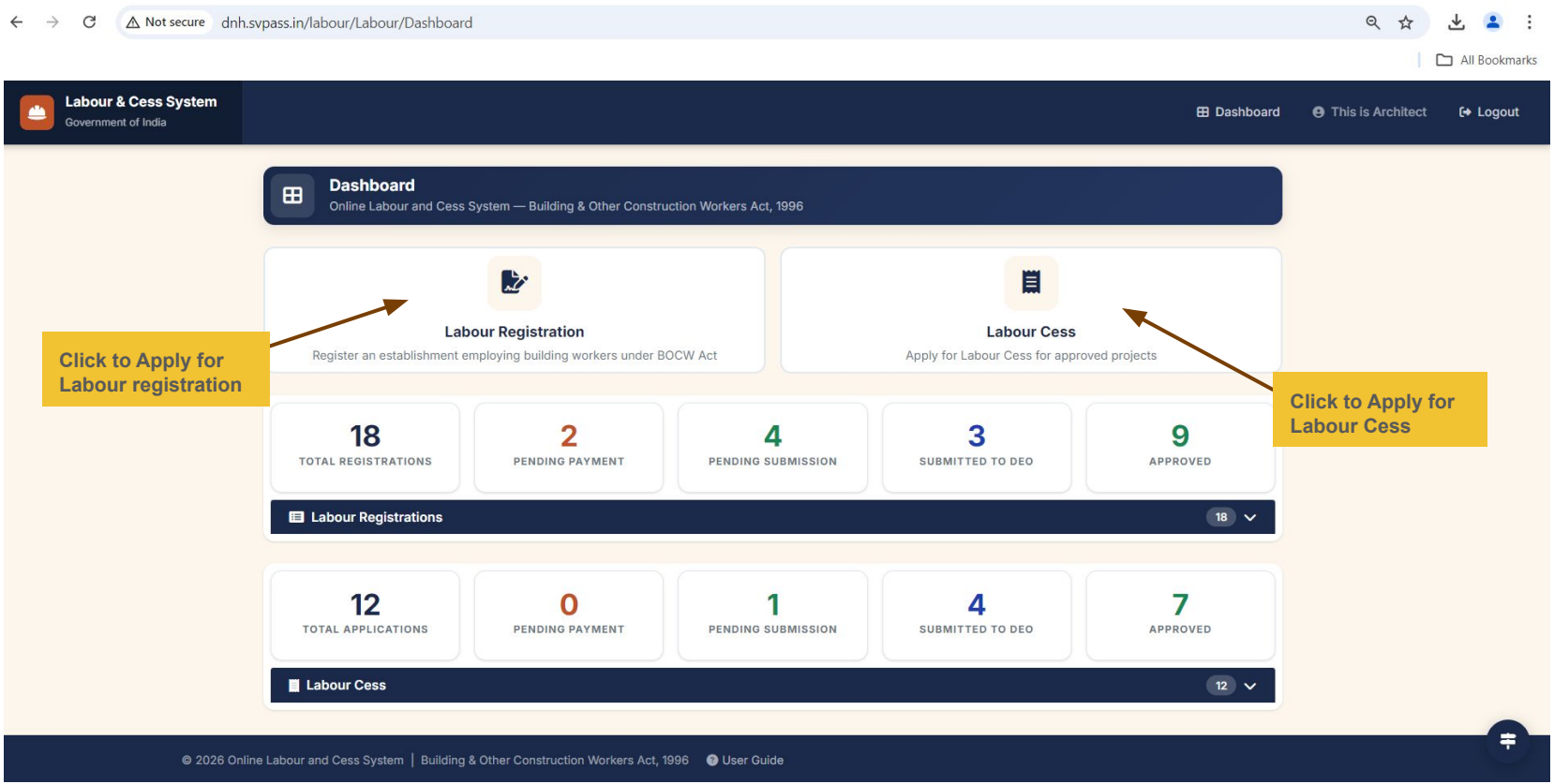
All fees and charges for obtaining a development permission are listed in Schedule No. 5A. The fees and charges shall be determined by the Competent Authority from time to time.

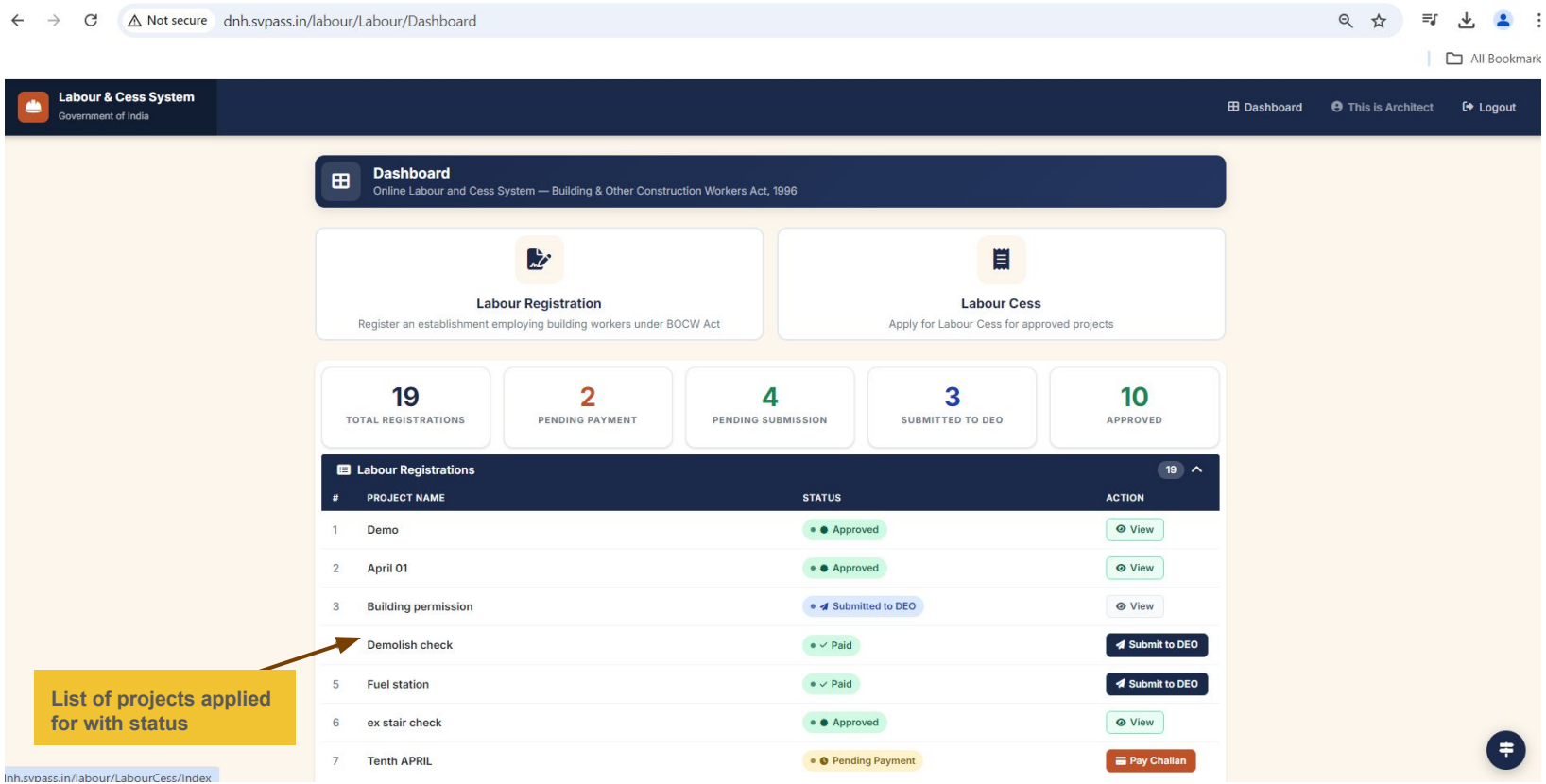
Online Labour Registration Certificate & Labour Cess Fee Module with the Existing Online Building Plan Approval System in Dadra and Nagar Haveli District

OBPS Softwares (Pre Scrutiny) from where the Architect will get Authenticated to use Labour Portal with a Single click.



Quick access to the Labour department UI - Dashboard of Architect from where they can make fresh applications & review all their submissions.




Not secure
dnh.svpass.in/labour/Labour/Dashboard
All Bookmark
Labour & Cess System
Government of India
Dashboard
This is Architect
Logout
Dashboard
Online Labour and Cess System — Building & Other Construction Workers Act, 1996
Labour Registration
Register an establishment employing building workers under BOCW Act
Labour Cess
Apply for Labour Cess for approved projects
19
TOTAL REGISTRATIONS
2
PENDING PAYMENT
4
PENDING SUBMISSION
3
SUBMITTED TO DEO
10
APPROVED
Labour Registrations
19
PROJECT NAME STATUS ACTION
1 Demo Approved View
2 April 01 Approved View
3 Building permission Submitted to DEO View
Demolish check Paid Submit to DEO
5 Fuel station Paid Submit to DEO
6 ex stair check Approved View
7 Tenth APRIL Pending Payment Pay Challan
List of projects applied for with status
dnh.svpass.in/labour/LabourCess/Index

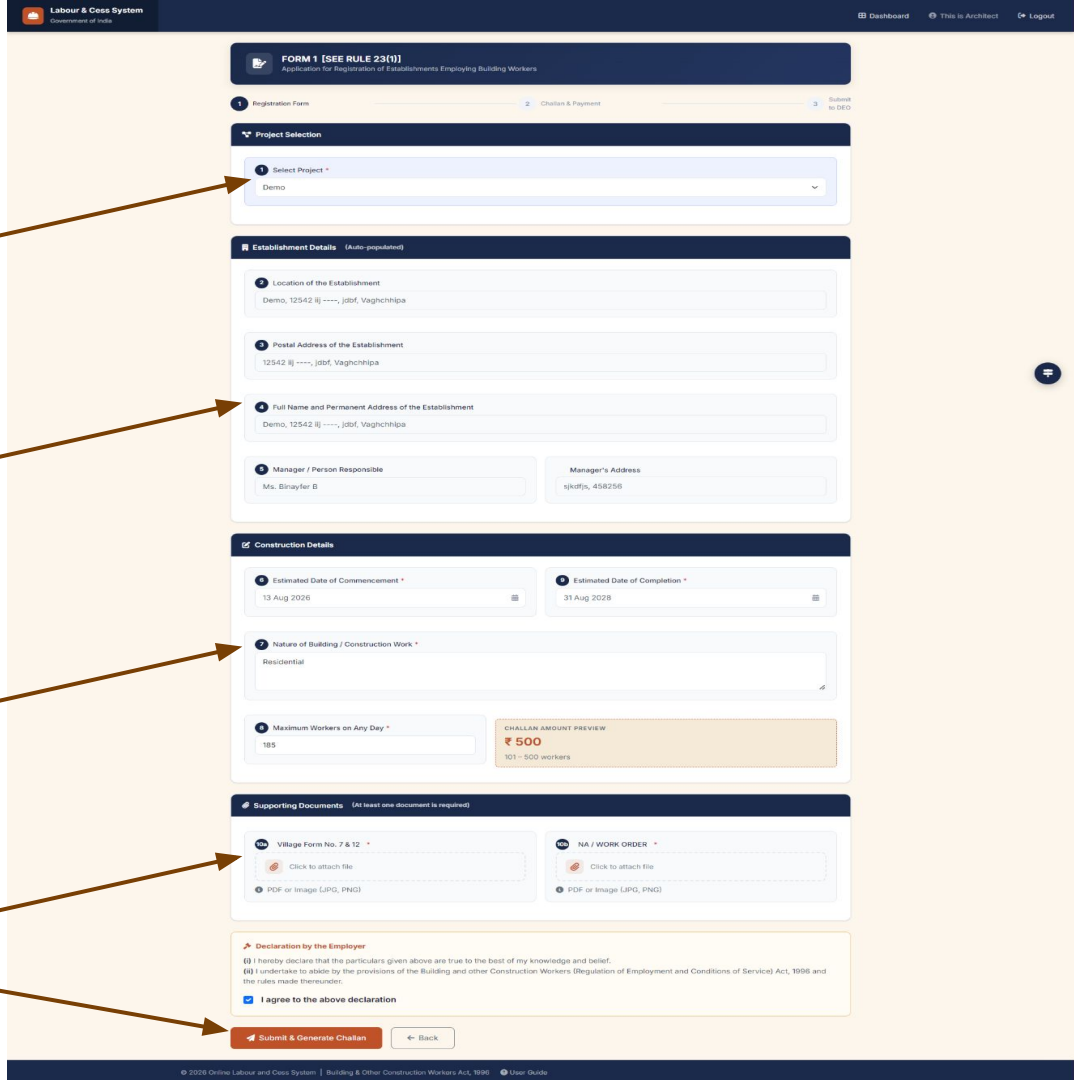
Step 1 - Fresh application for “Labour Registration”

List of Scrutinised projects populated form the OBPS. Select Project from list.

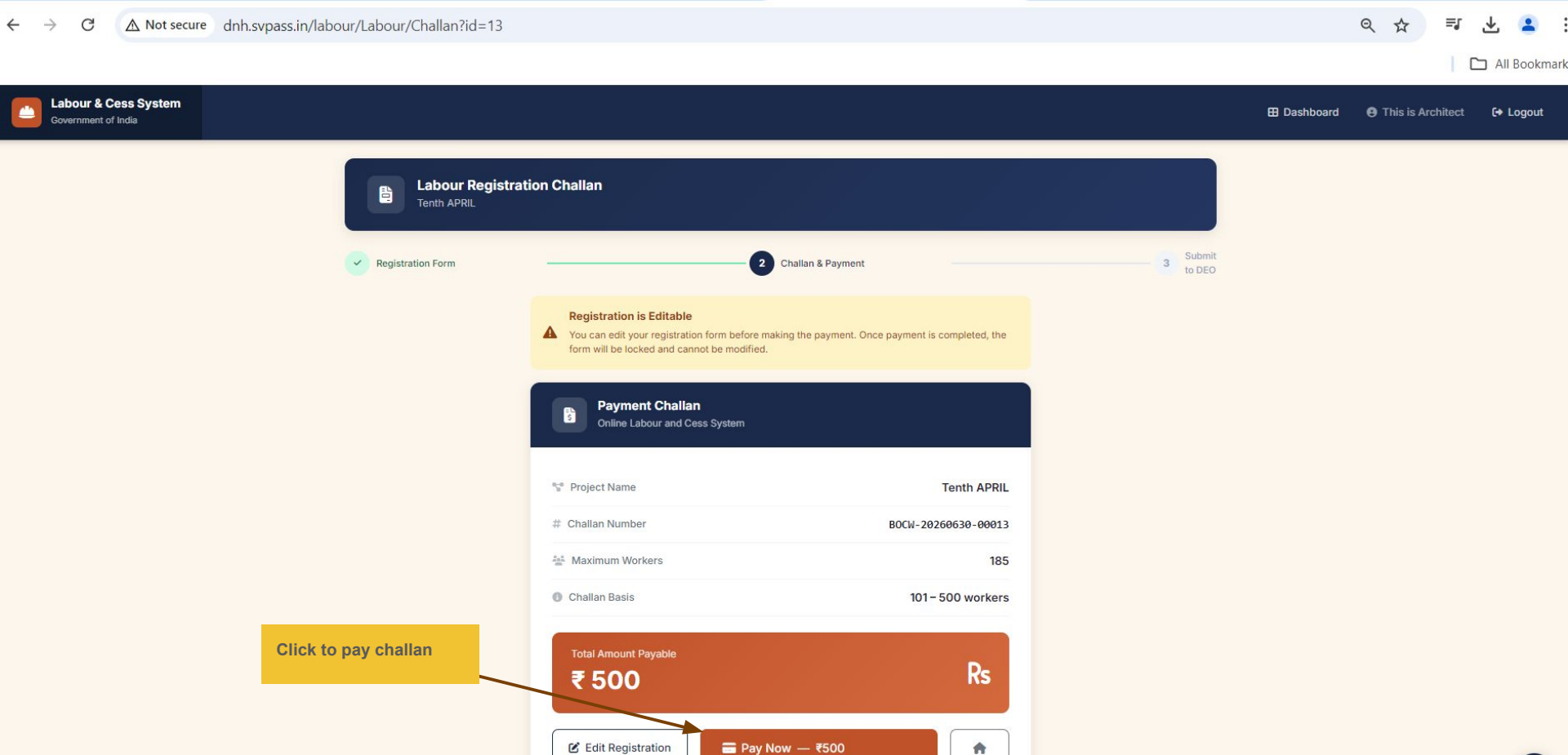
Based on above project selection, the details of this section has been auto fetched from OBPS.

User Input for Commencement date, Completion date and Number of Workers. System will calculate the amount & generate as per the Number of Workers.

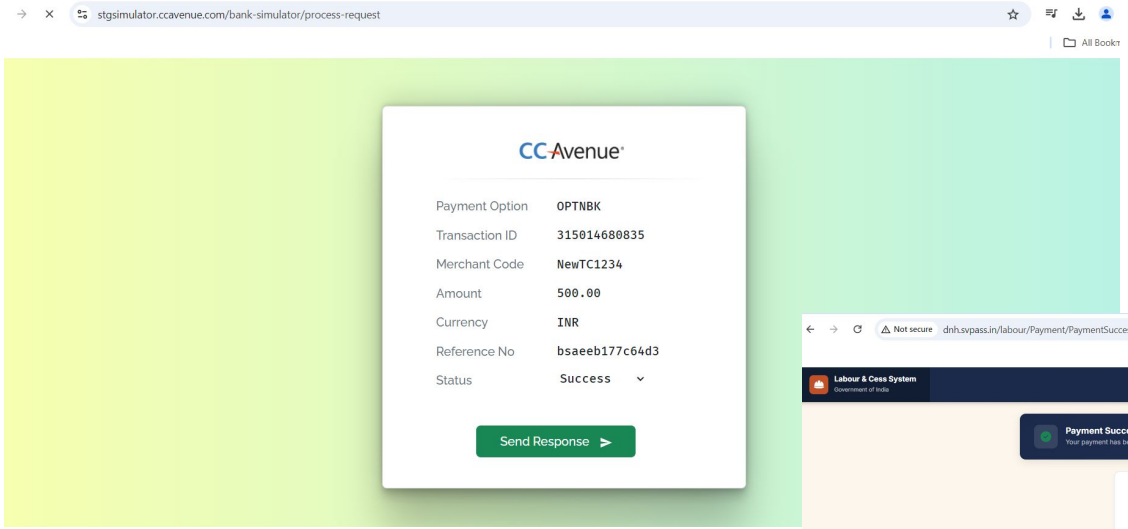
Upload documents and click below button to save application and generate challan.



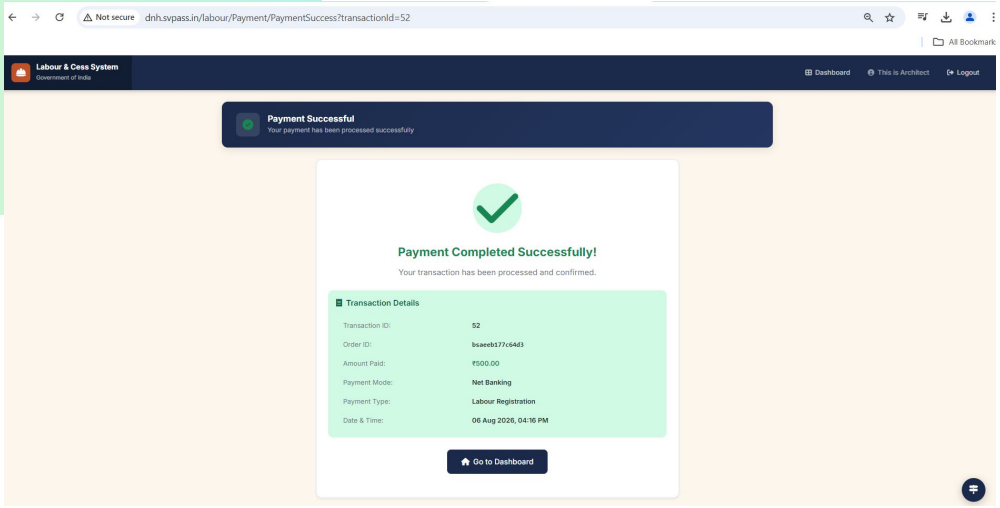
Step 2 - Pay challan

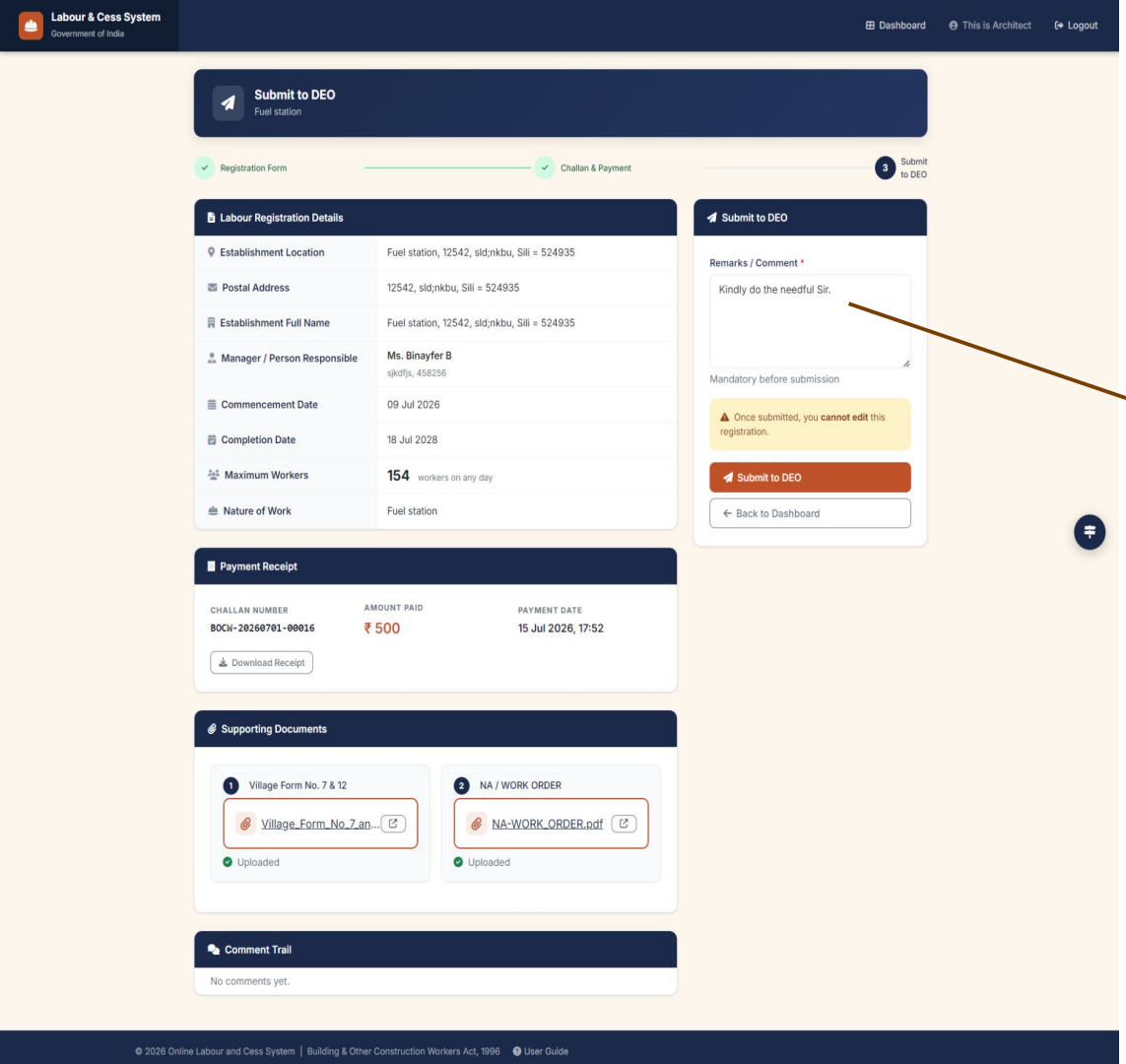


Payment Gateway implementation



Payment Receipt generated

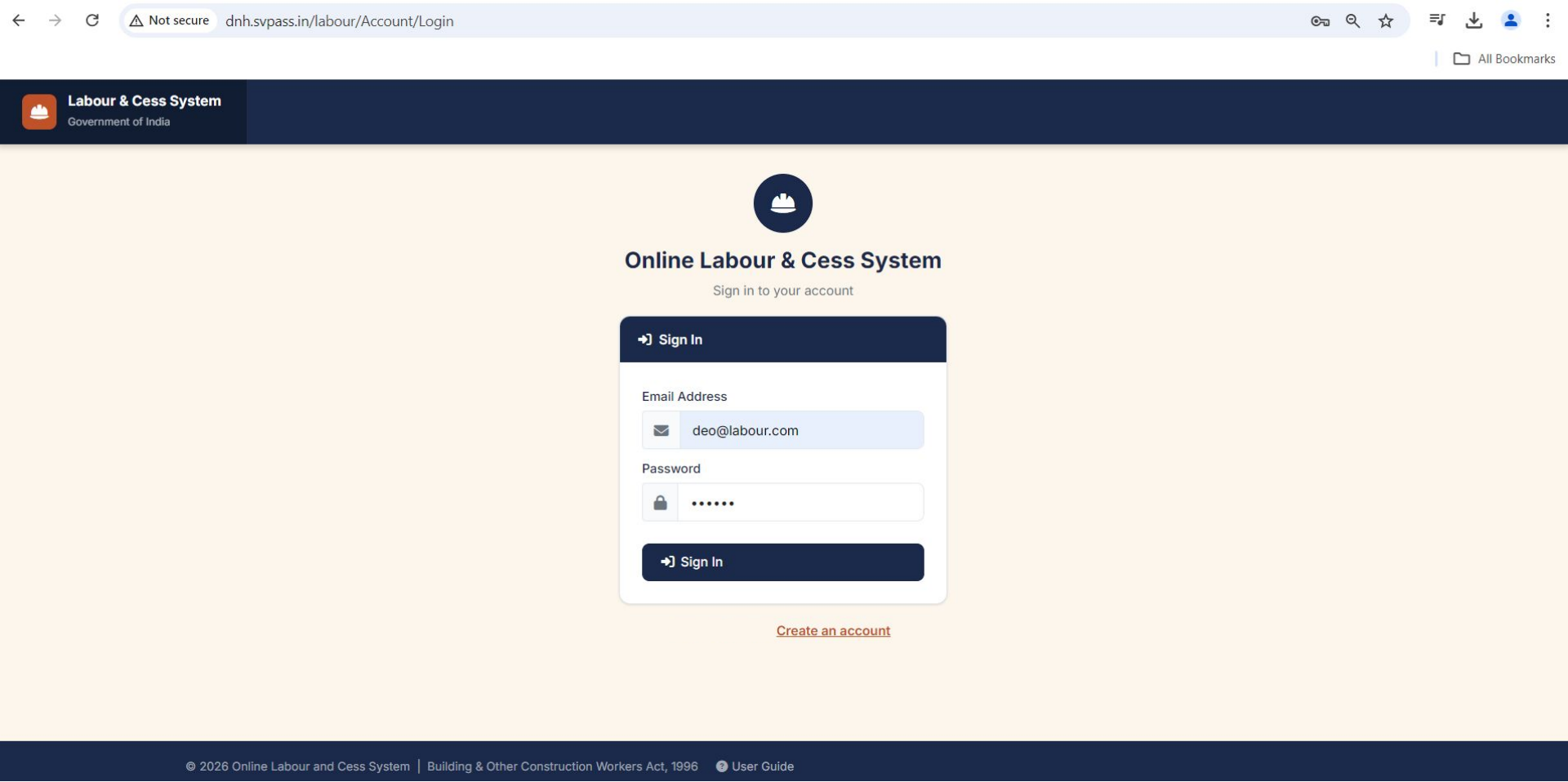




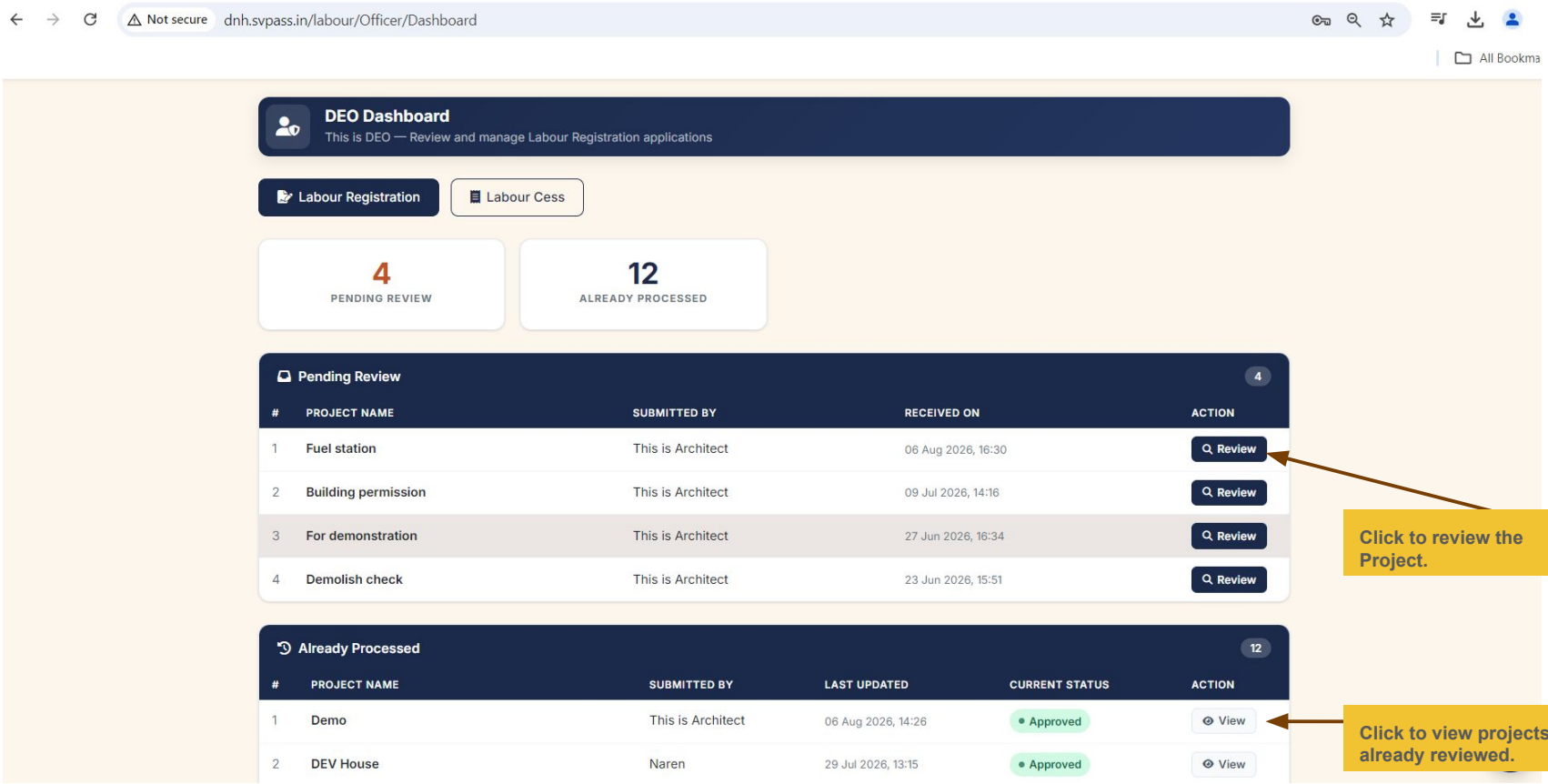
Step 3 - Review the Application and Submit it to the first level officer (DEO)

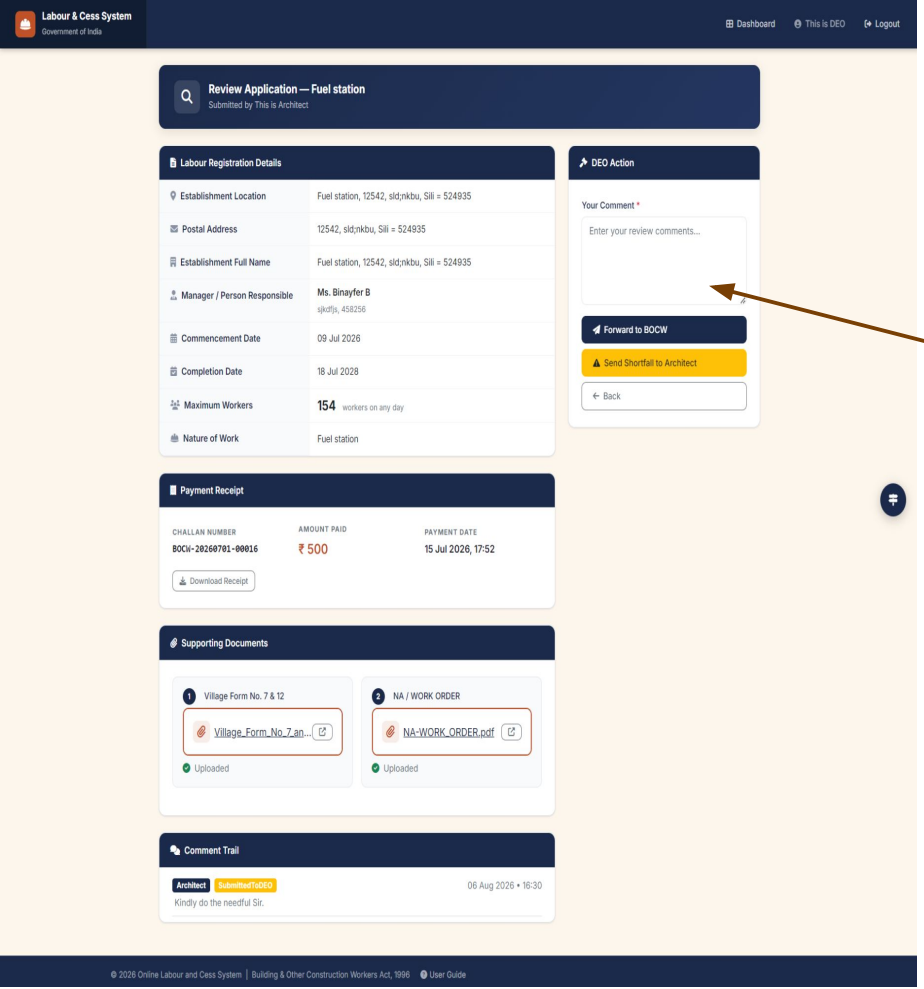
Enter Comment and Click Submit to DEO.

Login Screen for the Authority users



Once the Application is submitted by the Architect, it will appear in DEO's portal. Authority Dashboard, projects are distributed as Pending and processed to give the officer a clean view.





Authority users can review the application (Project details, documents, Comment and payment) submitted by the Architect.

Enter appropriate remark/Comment and Submit to next level officer or can give a Shortfall to the Architect for correction of any details.

Similarly the project travels from multilevel officers in below pattern.

Workflow Diagram

The diagram below shows every stage an application passes through, including shortfall loops at the DEO and BOCW stages.



On Approval of project, a digitally signed Form II “Certificate of Registration” will be generated by the system. This can be downloaded / viewed anytime from Architect as well as Authority Login.

Form II

(See Rule 24)

CERTIFICATE OF REGISTRATION

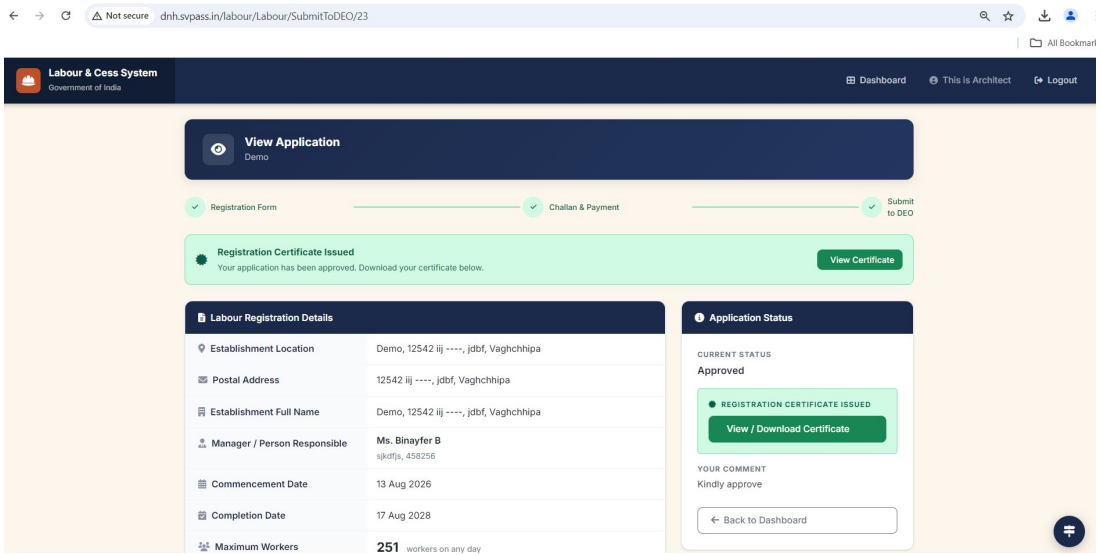
Certificate No: LEO/BOCW/RC/23/2026 **Date: 06 Aug 2026**

U.T. of DNH & DD, Silvassa **Office of the Registering Officer**

A certificate of Registration is hereby granted under Sub-Section (3) of Section 7 of the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and the rules made thereunder to Demo, Dadra and Nagar Haveli having following particulars subject to conditions laid down in the Annexure:

Name and location of the establishments where building or other construction work is to be carried on.	Demo 12542 iij ----, jdbf, Vaghchhipa Dadra and Nagar Haveli
Full name and permanent/Postal address of the Establishment	Demo 12542 iij ----, jdbf, Vaghchhipa Dadra and Nagar Haveli
Full name and address of the Manager or person responsible for the supervision and control of the Establishment.	Ms. Binayfer B sjkdfjs, 458256
Nature of work in which building workers are employed or are to be employed.	Residential
Maximum number of building workers is employed or is to be employed.	251
Probable dated of commencement and completion of work.	13 Aug 2026 to 17 Aug 2028
Other particulars relevant to the employment of building workers.	-

RDC
Resident Deputy Collector (S)
Registering Officer



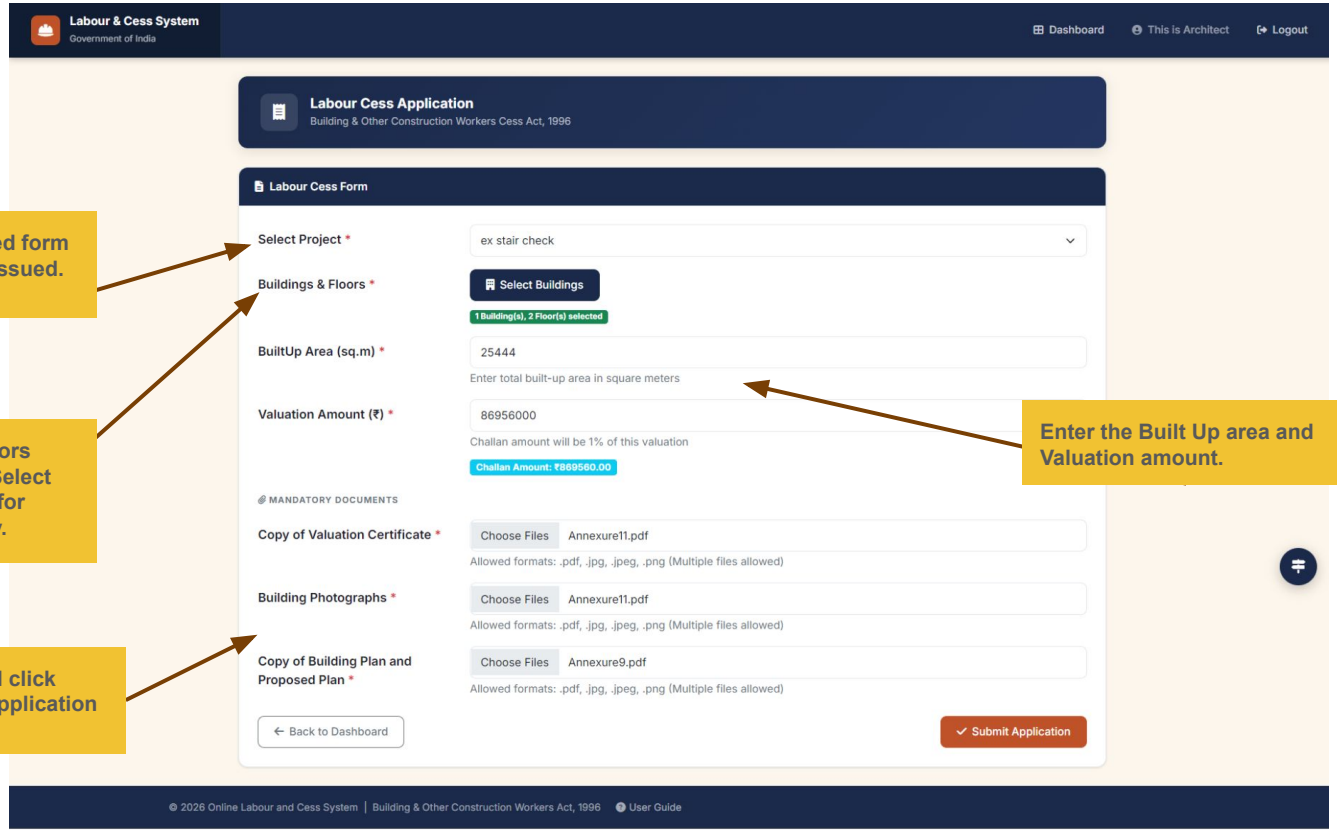
Step 1 - Fresh application for “Labour Cess Certificate”

List of projects populated form the OBPS whose CP is issued. Select Project from list.

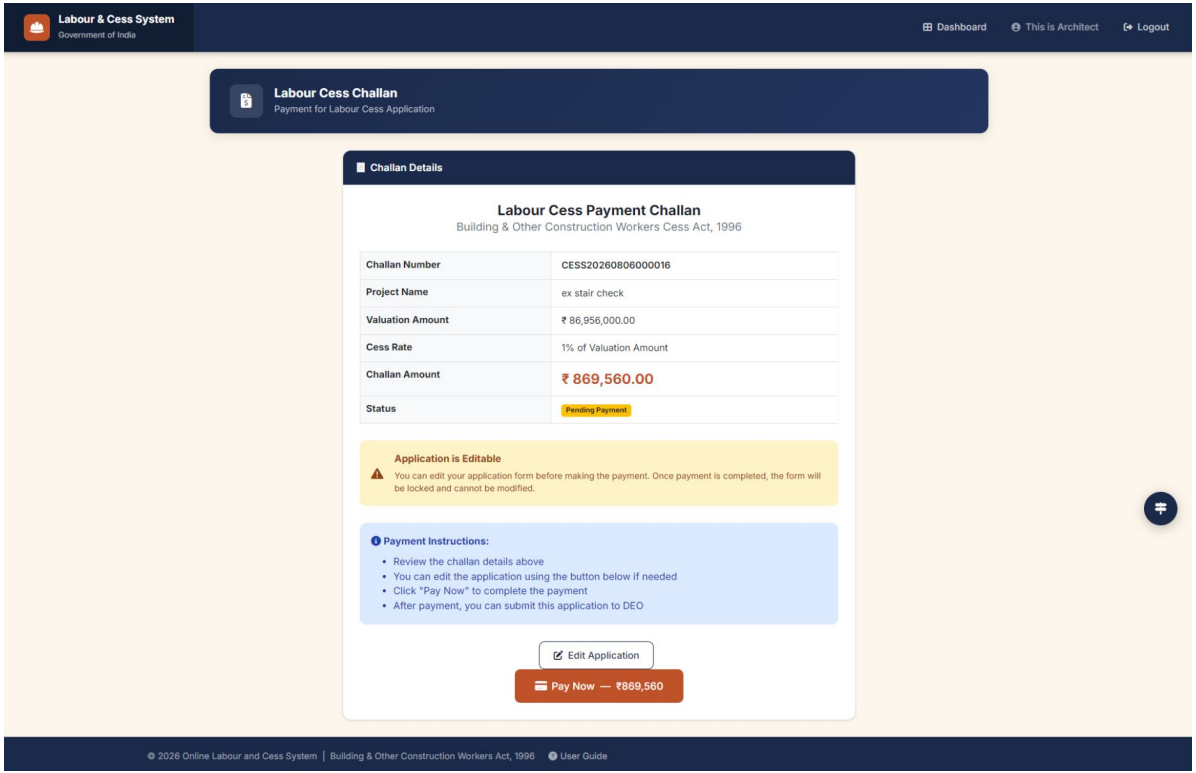
List of Buildings and floors populated from OBPS. Select specific Building/ Floor for which you need to apply.

Upload documents and click below button to save application and generate challan.

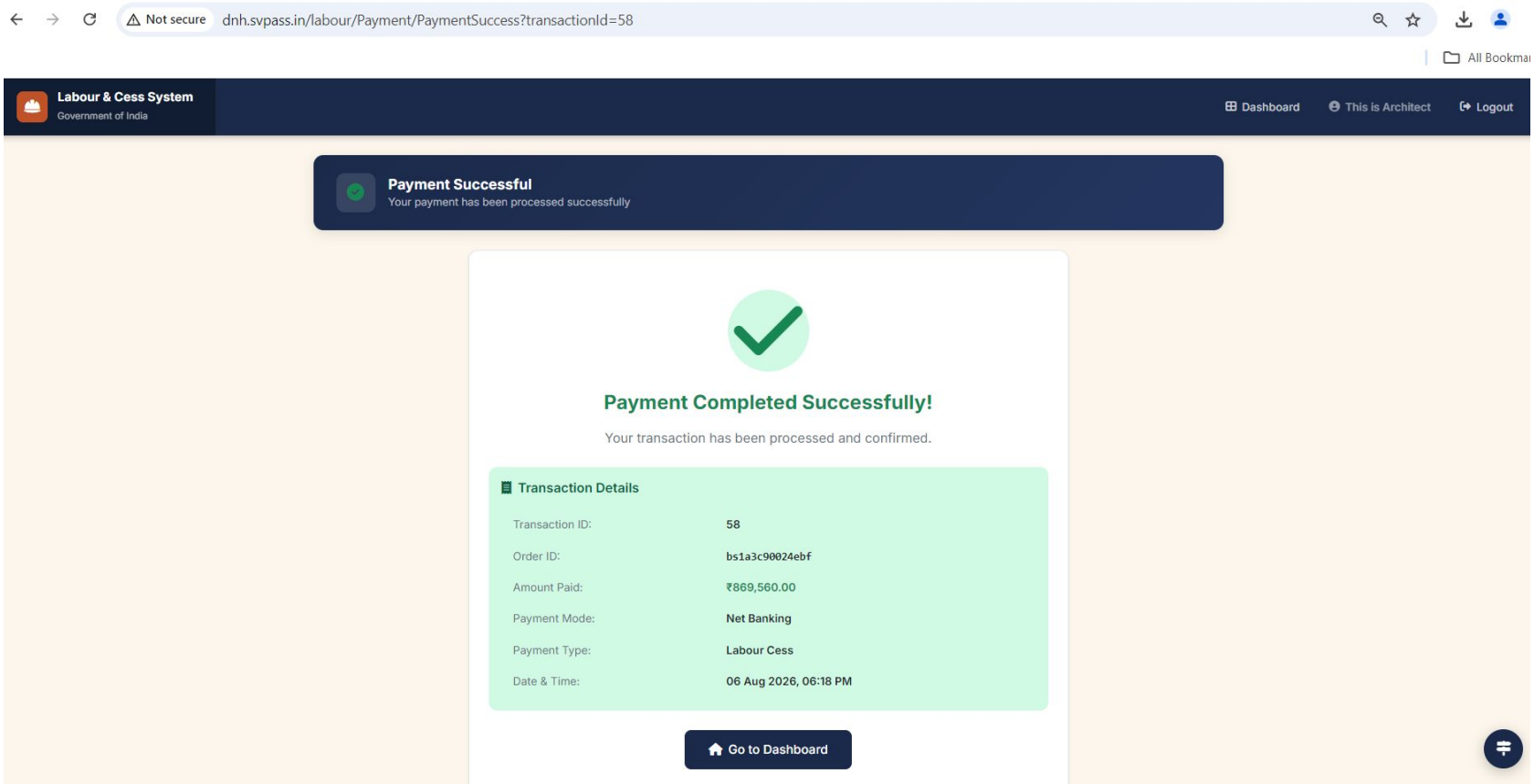
Enter the Built Up area and Valuation amount.

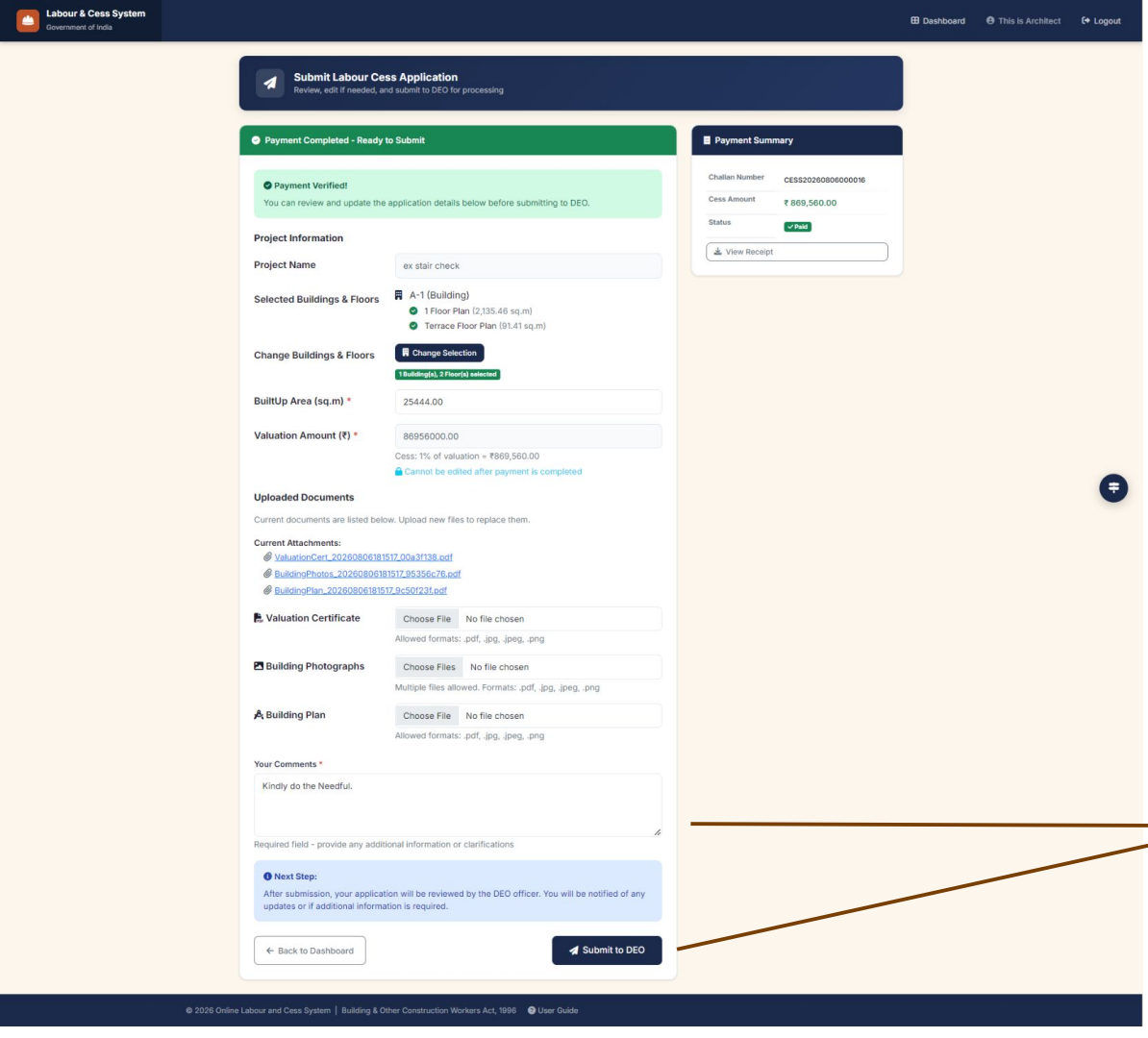


Step 2 - Pay challan



Payment made and receipt generated

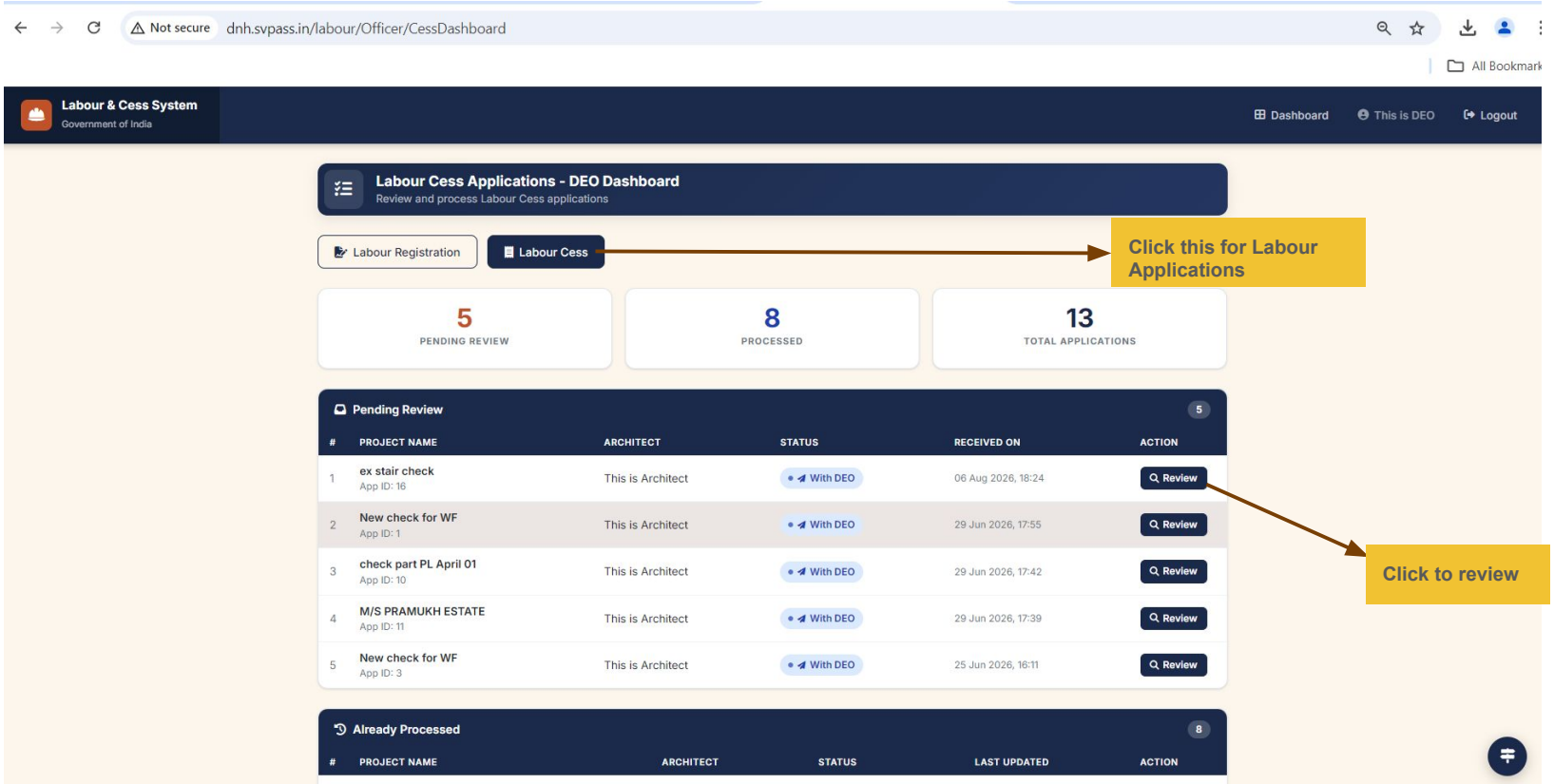


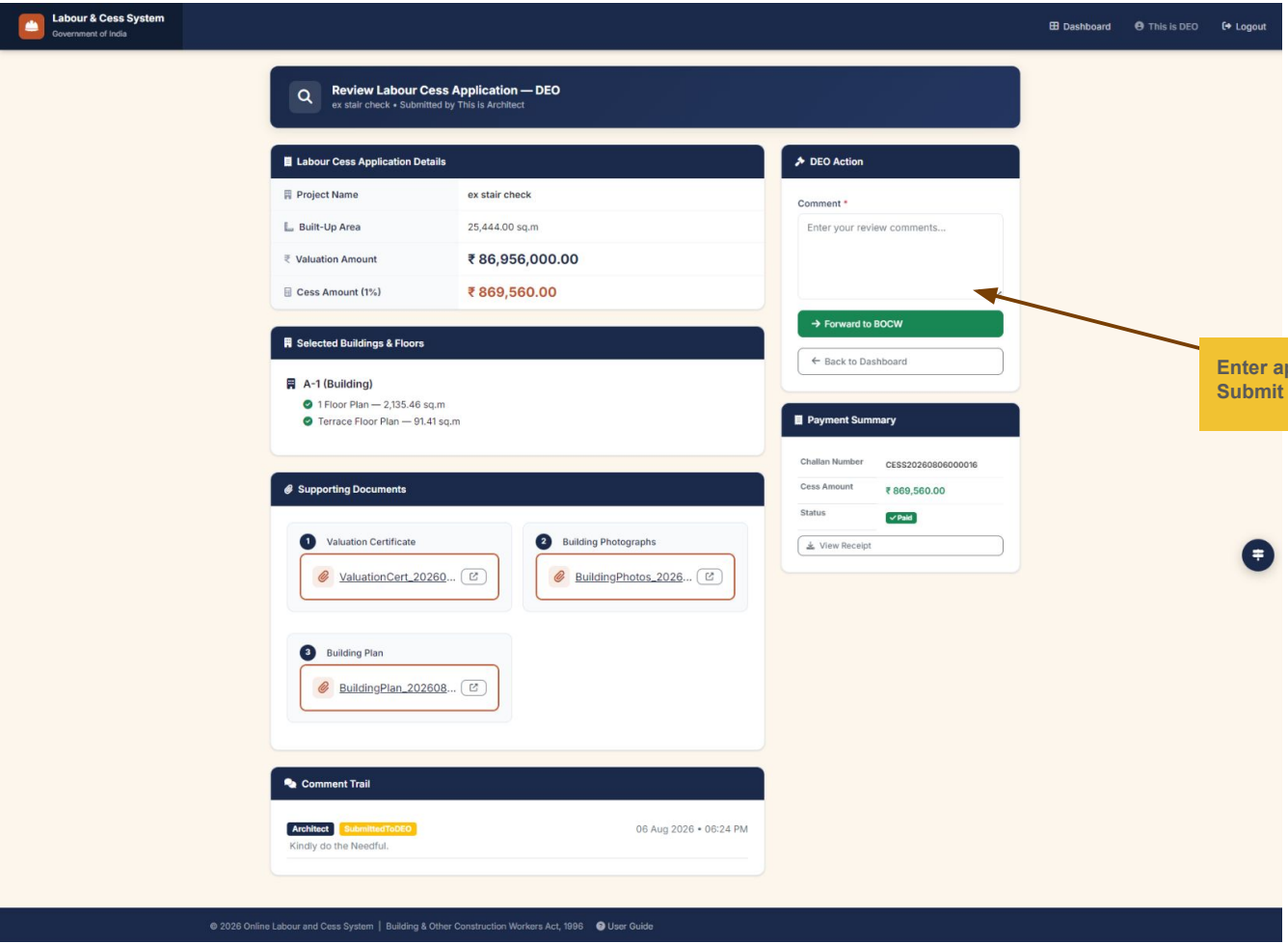


Step 3 - Review the Application and Submit it to the first level officer (DEO)

Enter Comment and Click Submit to DEO.

Once the Application is submitted by the Architect, it will appear in DEO's portal. Authority Dashboard under Labour cess tab.

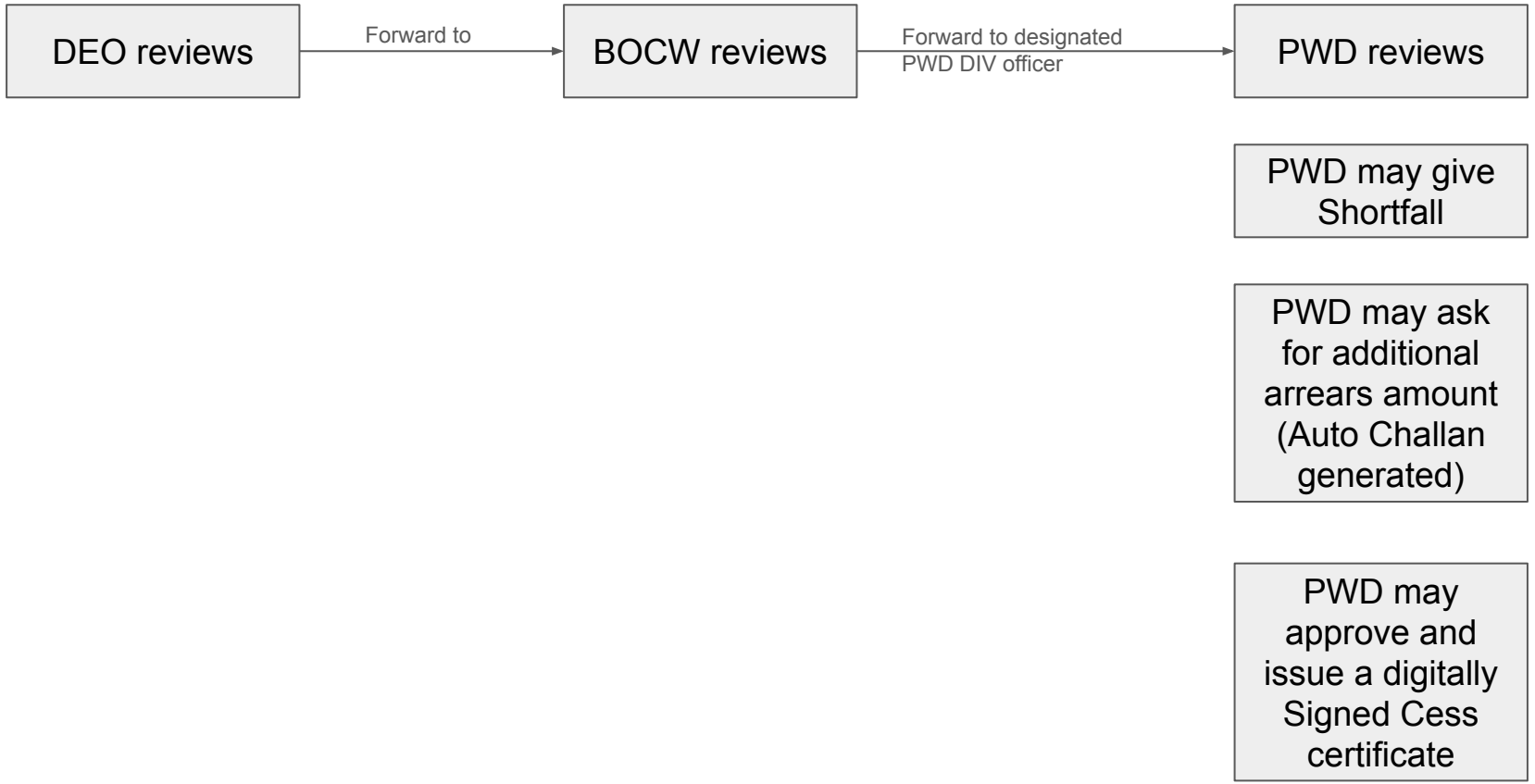




Authority users can review the application (Project details, documents, Comment and payment receipt) submitted by the Architect.

Enter appropriate remark/Comment and Submit to next level officer.

Similarly the project travels from multilevel officers in below pattern.



On Approval of project, a digitally signed “Labour Cess Certificate” will be generated by the system. This can be downloaded / viewed anytime from Architect as well as Authority Login.

Administration of,
Nagar Haveli and Daman & Diu, UT,
Public Works Department,
Sub-division No.I (Road),
Silvassa.

Certificate No: PWD.I/SD/LBCess/2026/14 **Date: 06 Aug 2026**

LABOUR CESS CERTIFICATE

Deposition of Labour Cess under the Building and Other Construction Workers (RE&CS) Act. 1996.

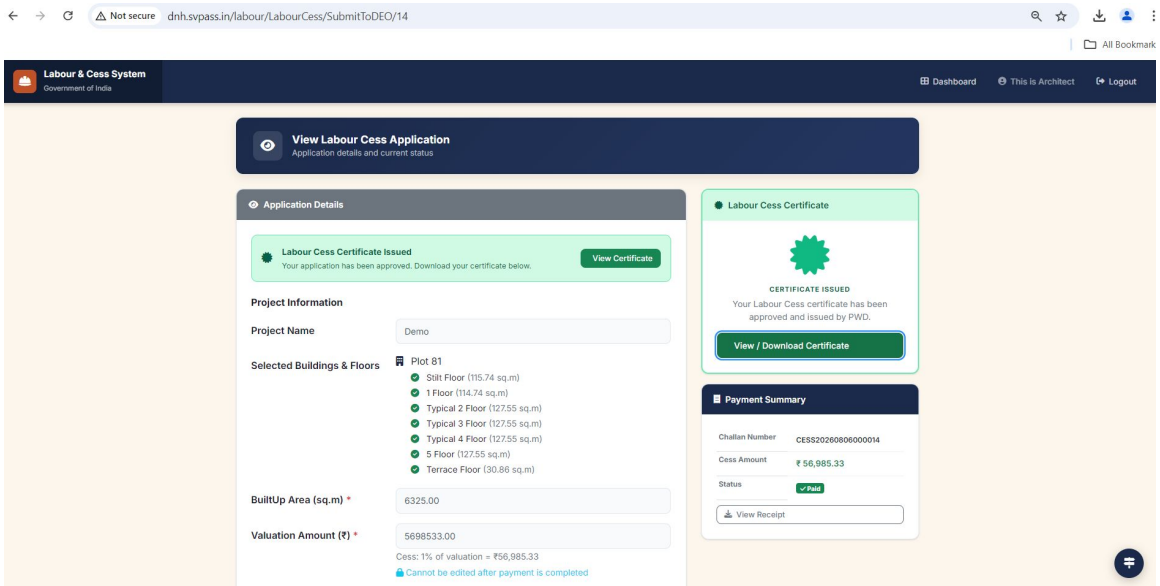
Applicant **"Demo"** has obtained Construction permission for Residential building Survey No. 12542 iij ---- of village **Vaghchhipa** as per Construction permission order No. DNHPDA/CP/12542 IIJ ----/VAGHCHHIPA/2025/00042/3886 dated 14 Aug 2025 for total built up area of **6325.00 Sq.Mt**.

This is to certify that the applicant has Deposited **Rs. 56,985/-** as a Labour Cess in A/C No. 72340100055716 Deposited through NEFT No. 001460027930 dtd.06/08/2026 14:29:53 & transfer the same in Bank of Baroda, Silvassa as per Labour Cess BOCW (RE & CS) Act. 1996.

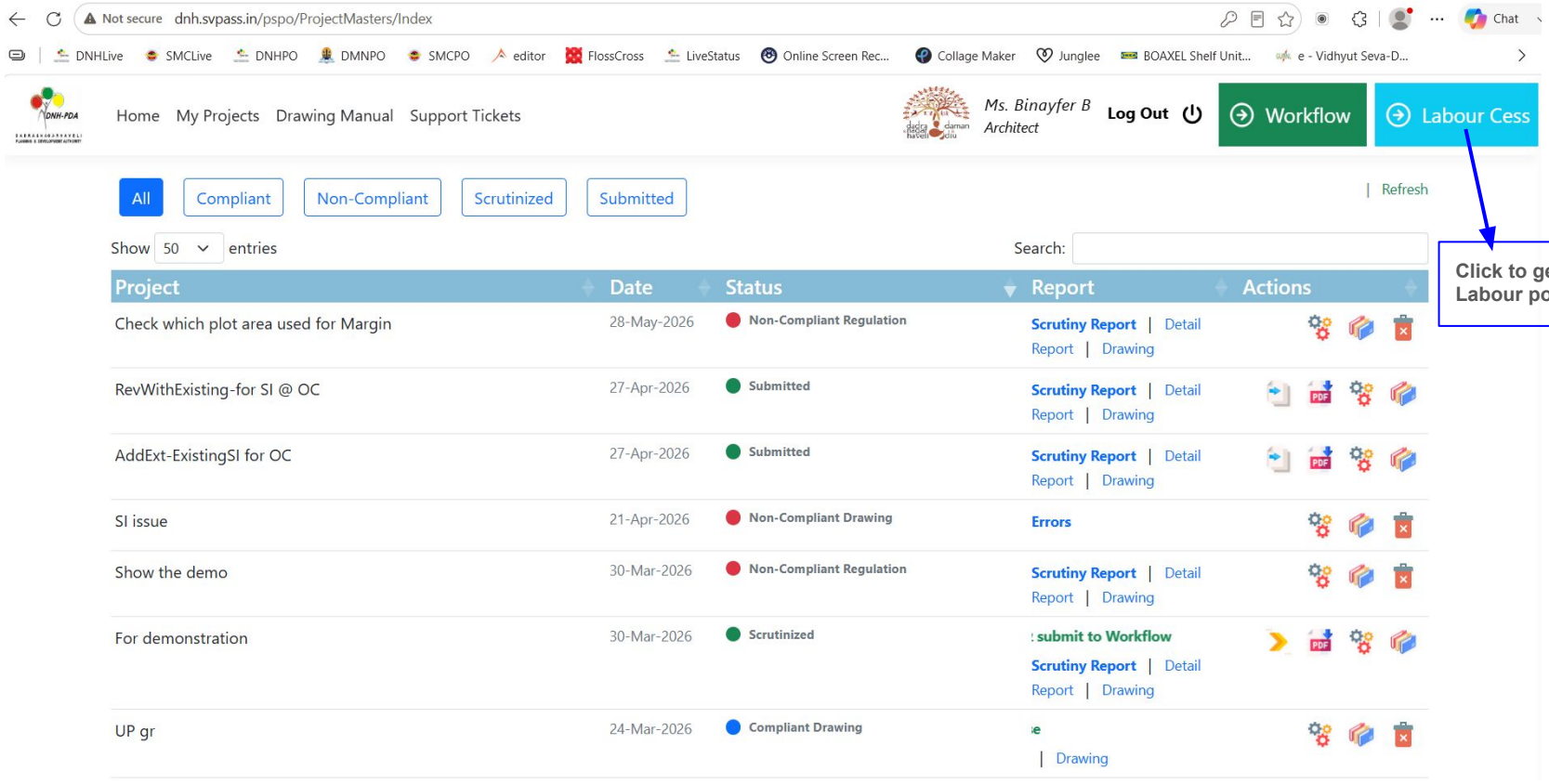
This Labour cess Certificate is issued on the basis of information/records furnished by **"Demo"** vide their application dated. 06 Aug 2026. The applicant is fully responsible for the information/records furnished by them.

Assistant Engineer
PWD Officer Division I
Dadra and Nagar Haveli,
Silvassa

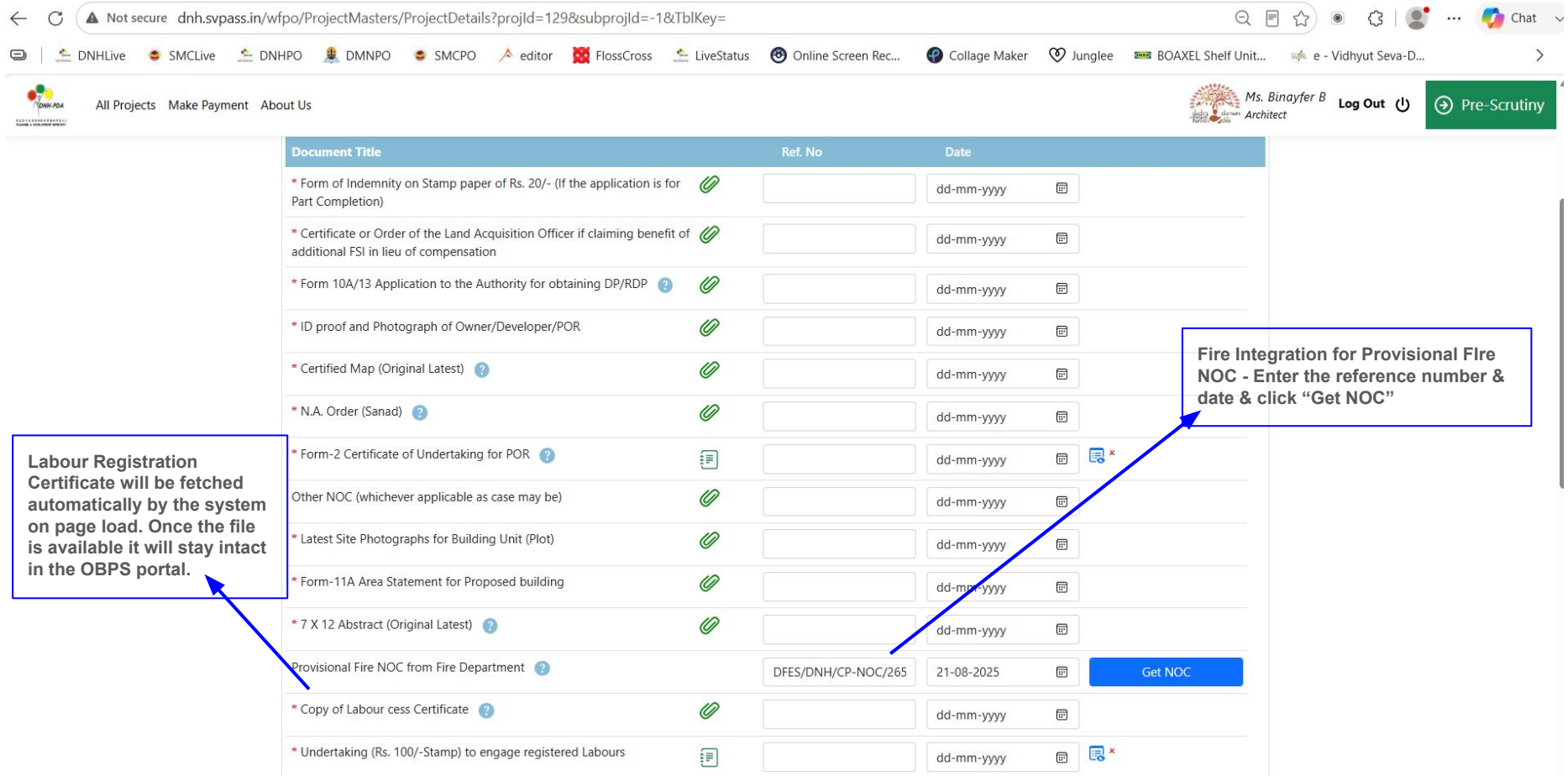
To,
Demo
Survey No. 12542 iij ----
Village: Vaghchhipa
U.T. of Dadra & Nagar Haveli - 396230



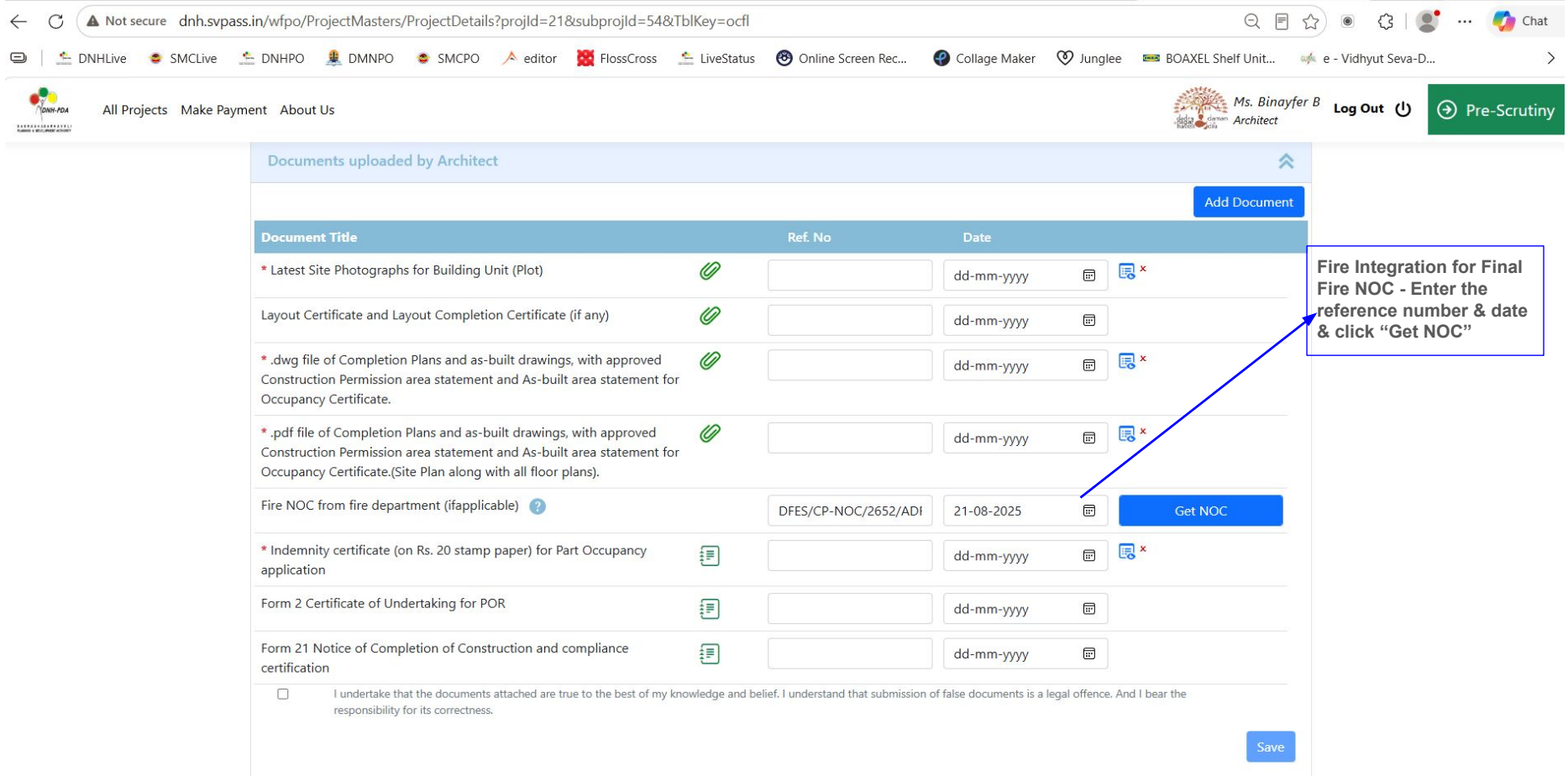
OBPS Interface is integrated to provide quick access to Labour portal with single click.



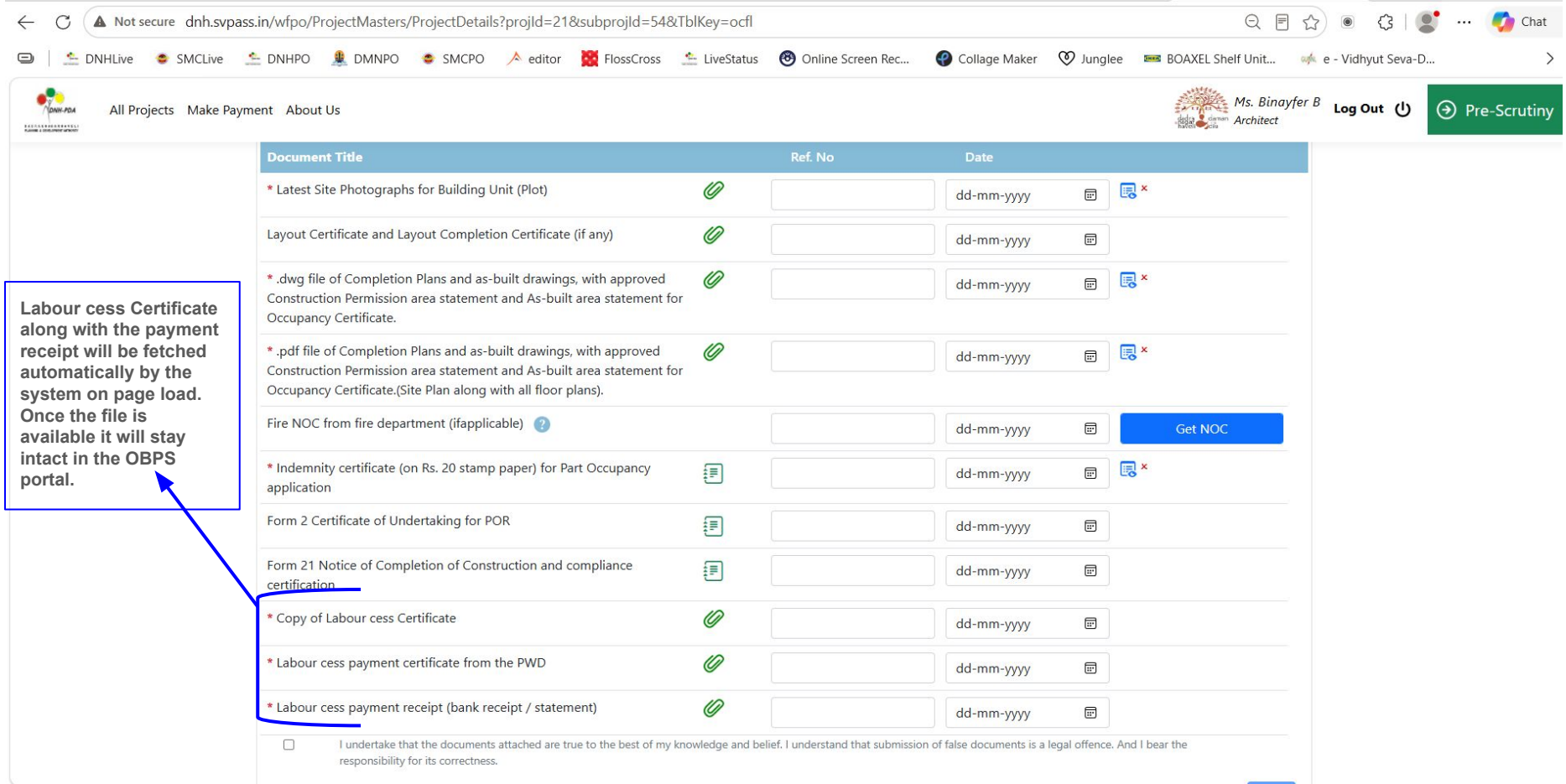
OBPS Interface is integrated with Fire and Labour portal to auto fetch relevant documents at Construction permission phase



OBPS Interface is integrated with Fire portal to auto fetch relevant documents at Occupancy permission phase



OBPS Interface is integrated with Labour portal to auto fetch relevant documents at Occupancy permission phase



Labour cess Certificate along with the payment receipt will be fetched automatically by the system on page load. Once the file is available it will stay intact in the OBPS portal.