

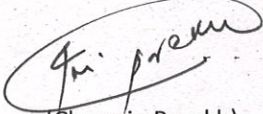
**U.T. Administration of Dadra and Nagar Haveli and Daman and Diu
Planning & Development Authority, Fort Area, Moti Daman.**

No.UD/DMN/EASY-BUSI/75/2016/ 1493

Dated: 6/01/21
12/2020

CITIZEN CHARTER

Sr. No.	Services / Facilities rendered	Procedure	Time Limit	Contact person	Whom to contact if no solace is received from contact person.
1.	Approval of development proposal i.e. approval of residential, Commercial, Industrial building plan etc.	Applicant has to submit the proposal for construction permission to Planning & Development Authority, Daman as per annexure - 6 of DCR- 2005. After inspection and Scrutiny the proposal may be approved or rejected as the case may be.	25 days	Chief Town Planner/ Member Secretary (PDA, Daman)	Chairman PDA, Daman.
2.	Plinth level Inspection	Applicant has to submit an application for inspection at plinth level	07 days	Chief Town Planner/ Member Secretary (PDA, Daman)	Chairman PDA, Daman.
3.	Issue of Occupancy Certificate	Applicant has to submit the proposal for Occupancy certificate to Planning & Development Authority, Daman along with document as per annexure - 6 of DCR- 2005.	08 days	Chief Town Planner/ Member Secretary (PDA, Daman)	Chairman PDA, Daman.
4.	Information regarding Zone of the land.	Applicant has to apply to the Associate Town Planner on plain paper	7 days	Chief Town Planner/ Member Secretary (PDA, Daman)	The Collector, Daman.
5.	Site Elevation Data	Applicant has to apply on plain paper with details of land along with copy of site Plan.	10 days	Chief Town Planner/ Member Secretary (PDA, Daman)	The Collector, Daman.



(Charmie Parekh)
Chief Town Planner/ Member
Secretary, PDA,
Daman