



OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STAFFED BUILDING, BHANGGARH, GUWAHATI-781005

[An ISO 9001:2008 Certified Organization]

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NO. GMDA/RTP/95/2014/29

Dated: 6th July 2015

NOTICE

The online CAD Based Scrutiny System for Planning Permit has already been made operational. List of Registered Technical Personnel (RTP) registered with GMDA is also made available in GMDA's website 'www.gmda.co.in'. The RTPs are being issued individual user ID & password to access the online site in a phased manner so that they can start submitting proposal online w.e.f 15/07/2015.

Those RTPs who have not yet applied for registration may submit their applications with required documents upto 24/07/2015. Architects who have already registered with Council of Architecture are also requested to submit their details with their Email, address and land line/mobile nos. etc. for generation of their individual user ID and password, without which they would be unable to use the online Planning Permission portal.

For any other enquiry all are requested to contact GMDA's office (Arindom Borthakur, Contact No. 08486197631 or Diganta Dutta, Contact No. 09854223954).

Sd/-

Chief Executive Officer

Guwahati Metropolitan Dev. Authority
Bhanggarh, Guwahati-781005

Memo No. GMDA/RTP/95/2014/29/A

Dated: 6th July 2015

Copy to:

- (1) Commissioner, Guwahati Municipal Corporation, for information and necessary action.
- (2) P.S. to Chairman, GMDA for kind information of Hon'ble Chairman.
- (3) P.S. to Principal Secretary to the Govt. of Assam, Guwahati Development Department, Dispur, Guwahati for kind information of Principal Secretary.
- (4) President, Association of Architect, Assam, Rajgarh Road, Chandmari, Guwahati-781003.
- (5) M/s Upkar Advertising Agency, with a request to publish the Notice in "The Assam Tribune" and "Amar Asom" on their next issues.
- (6) All concerned officials for necessary action.
- (7) Office Notice Board.

Sd/-

Chief Executive Officer

Guwahati Metropolitan Dev. Authority
Bhanggarh, Guwahati-781005

APPENDIX-II

GUIDELINES FOR THE QUALIFICATIONS AND COMPETENCE OF RTP

A-1 ESSENTIAL REQUIREMENTS

A-1.1 Every building/ development work for which permission is sought under the code shall be planned, designed and supervised by registered professionals. The registered professionals for carrying out the various activities shall be: (a) architect, (b) engineer, (c) structural engineer, (d) supervisor, (e) town planner, (f) landscape architect, (g) urban designer, (h) utility service engineer and (i) Geotechnical Engineer, Requirements of registration for various professionals by the Authority or by the body governing such profession and constituted under a statute, as applicable to practice within the local body's jurisdiction shall apply.

Provided that no such license/ enrollment of technical personnel shall be necessary for various works of building permit in case of boundary walls, residential single storeyed A.T. building upto plinth area of 140 sq m and commercial building of single storeyed A.T. upto plinth area of 75 sq m. However considering the topography and other peculiar nature of plot and proposed construction the Authority may also require such schemes to be submitted by licensed/ enrolled technical personnel.

A-2 REQUIREMENTS FOR REGISTRATION AND COMPETENCE OF PROFESSIONALS

A-2.1 Architect

Practice of profession of Architecture by the registered architect should strictly be as per provision of the Architects Act, 1972 and their competence be as per comprehensive services as specified in Architect (Professional Conduct) Regulation, 1989 and all architects will be competent to carry out these works..

A-2.2 Engineer

The minimum qualifications for an engineer shall be graduate in civil engineering/ architectural engineering of recognized Indian or foreign university, or the Member of Civil Engineering Division/ Architectural Engineering Division of the Institution of Engineers (India) or the statutory body governing such profession, as and when established.

A-2.2.1 Competence

The registered engineers shall be competent to carry out the work related to the building/ development permit as given below:

- (a) All plans and information connected with building permit provided that their competence is satisfactory to the Authority;
- (a) Structural detail and calculations of buildings on plot upto 500 m² and upto 5 storey or 16 m in height;
- (c) Issuing certificate of supervision and completion for all buildings;
- (d) Preparation of all service plans and related information connected with development permit; and
- (e) Issuing certificate of supervision of land for all area.

A-2.3 Structural Engineer

The minimum qualification of structural engineer shall be graduate in civil engineering of recognized Indian or foreign university, or Corporate Member

of Civil Engineering Division of Institution of Engineers (India), and with minimum 3 years experience in structural engineering practice with designing and field work.

Note:— The 3 years experience shall be relaxed to 1 year in the case of post-graduate degree of recognized Indian or foreign university in the branch of structural engineering. In case of doctorate in structural engineering, is not required.

A-2.3.1 Competence

The registered engineers shall be competent to prepare the structural design, calculations and details for all buildings and supervision.

A-2.3.1.1 In case of buildings having special structural features, as decided by the Authority, which are within the horizontal areas and vertical limits specified in A-2.2.1 (b) and shall be designed only by structural engineers.

A-2.4 Supervisor

The minimum qualifications for a supervisor shall be diploma in civil engineering or architecture or engineering equivalent to the minimum qualification prescribed for recruitment to non-gazetted service by the Government of India plus 5 years experience in building design, construction and supervision.

A-2.4.1 Competence

The registered supervisor shall be competent to carryout the work related to the building permit as given below:

- (a) All plans and related information connected with building permit for residential buildings on plot up to 400 m² and up to two storeys or 7.5 m in height unless the building is in hilly area or in notified Natural Hazard prone area provided that their competence is satisfactory to the Authority; and
- (b) Issuing certificate of supervision for buildings as per (a).

A-2.5 Town Planner

The minimum qualification for a town planner shall be the graduate/postgraduate degree in Town planning from recognized institute or qualifications required for Associate Membership of the Institute of Town planners India.

A-2.5.1 Competence

The registered town planner shall be competent to carry out the work related to the development permit as given below:

- (a) Preparation of plans for land sub-division/ layout and related information connected with development permit for all areas.
- (b) Issuing of certificate of supervision for development of land of-all-areas.

Note: However, for land layouts for development permit above 5 hectare in area, and for land development infrastructural services for roads, water supplies, sewerage/ drainage, electrification, etc, the registered engineers for utility services shall be associated.

A-2.6 Landscape Architect

The minimum qualification for a landscape architect shall be the bachelor or master's degree in landscape architecture or equivalent from recognised Indian or foreign university.

A-2.6.1 Competence

The registered landscape architect shall be competent to carry out the work related to landscape design for building/ development permit for land areas 5 hectares and above. In case of metro-cities, this limit of land area shall be 2 hectare and above.

Note: For smaller areas below the limits indicated above, association of landscape architect may also be considered from the point of view of desired landscape development.

A-2.7 Urban Designer

The minimum qualification for an urban designer shall be the master's degree in urban design or equivalent from recognized Indian or foreign university.

A-2.7.1 Competence

The registered urban designer shall be competent to carry out the work related to the building permit for urban design for land areas more than 5 hectares and campus area more than 2 hectares. He/She shall also be competent to carry out the work of urban renewal for all areas.

Note: For smaller areas below the limits indicated above, association of urban designer may be considered from the point of view of desired urban design.

A-2.8 Engineers for Utility Services

For building identified in 12.2.5.1, the work of building and plumbing services shall be executed under the planning, design and supervision of competent personnel. The qualification for registered mechanical engineer (including HVAC), electrical engineer and plumbing engineers for carrying out the work of air-conditioning, heating and mechanical ventilation, electrical installations, lifts and escalators and water supply, drainage, sanitation and gas supply installations respectively shall be as given in Part 8 'Building Services' and Part 9 'Plumbing Services' or as decided by the Authority taking into account practices of the National professional bodies dealing with the specialist engineering services.

A-2.9 Geo-technical Engineers (GE) shall mean essentially a Graduate Civil Engineer and having at least 2 (two) years experience in soil and foundation engineering under similar soil/ geotechnical/ soil condition or a Post Graduate Civil Engineer with specialization in soil / foundation engineering. They shall produce evidence of having infrastructure/soil testing laboratory for conducting such soil investigation, or produce a certificate from such laboratory/institution allowing GE to use the infrastructure for such purpose.

A-2.9.1 Competence

To do all geotechnical investigation related to building construction.

A-3 **BUILDER/ CONSTRUCTOR ENTITY**

The minimum qualification and competence for the builder/ constructor entity for various categories of building and infrastructural development shall be as decided by the Authority to ensure compliance of quality, safety and construction practices as required under the Code.

A-4 **GROUP OR AGENCY:**

When an agency or group comprising of qualified Architect/ Engineer/ Supervisor is practicing, then the qualifications and competence of work will be combination of the

individual qualifications and competence, given under A-2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7,2.8 and the agency shall be licensed by the Authority.

A-5 Annual License fee for technical persons shall be as provided in schedule-I.

A-6 PROCEDURE FOR APPLICATION OR LICENSE/ ENROLMENT IN THE AUTHORITY

The Architect/ Engineer/ Group/ Agency/ Supervisor may apply in prescribed form to the Authority with necessary fees as prescribed for license/ enrolment by the Authority.

DUTIES AND RESPONSIBILITIES OF LICENSED TECHNICAL PERSONNEL:

- (i) It will be incumbent on every licensed technical personnel in all matters in which he/she may be professionally consulted or engaged to assist and cooperate with the Authority in carrying out and enforcing the provision of the Act and any rules and Byelaws being in force under the same.
- (i) Every technical personnel shall in every case in which he may be professionally consulted or engaged be responsible so far as his professional connection with such case extends for due compliance with the provisions of the Act and any rules and Byelaws for the time being in force under the said Act and in particular it will be obligatory on him to satisfy himself that all works are carried out as per rules and to prevent the use of any defective material therein and improper execution of any such work.
- (ii) When a licensed Technical Personnel ceases to be in the employment for the development work, he shall report the case forthwith to the Authority.
- (iii) Licensed technical personnel shall be required to submit a certificate (enclosed at Annexure-I) for designing/ supervision of proposed R.C.C. building of above 2nd floor.
- (iv) It shall be competent for the permit issuing Authority to inspect records of RTPs registered with the them.

A-7 PENAL ACTION AGAINST DEFAULTING ARCHITECTS/ ENGINEERS/ GROUPS/ SUPERVISORS:

The Authority reserves the exclusive right to declare black listed, cancel license or take any other action that the Authority may decide to take against Architect/ Engineers/ Groups/ Supervisors if found to have diverged from the aesthetic and professional conduct or has made any misstatement or has misrepresented any material fact or has suppressed material facts.

A-8 MISCELLANEOUS:

- (1) Provided that no such license/ enrolment will be required if the applicant himself is Technical Personnel with qualification as given in CL. 1 of these provisions.
- (2) Provided that no license fees will be required as given in Schedule-I for Architects registered under the Architects Act, 1972. any other fees as per CL A-5 are not applicable.
- (3) In the event of any doubt or disputes about any question relating to the above provisions, the Authority's decisions shall be final and binding on all concerned.

FORM-4
APPLICATION FOR RENEWAL/ENROLMENT OF NEW COMPETENT
TECHNICAL PERSONNEL (INDIVIDUAL)

To

The Chief Executive Officer,
Guwahati Metropolitan Dev. Authority,
Bhangagarh, Guwahati-781005.

I hereby apply for enrolment of my name as Architect/Engineer/Structural Engineer..... to do the various works of schemes for Planning Permit/ Building Permit and supervision. I do hereby also declare that I shall follow and will abide by all the rules and regulations now in force under provisions of Guwahati Building Construction (Regulation) Act and byelaws framed there under.

My personal bio-data are as follows-

Name :

Qualification :

(Certificate to be enclosed)

Past experience :

Father's Name :

Age :

Present Address :

.....

Permanent Address :

.....

Email ID :

Mobile No. :

Present Occupation/Engagement :

I deposit herewith annual enrolment fees of
(Rupees.....) only in cash as required. I am not associated with any other similar group or Firms in any manner for this purpose.

Signature:

Dated:

FORM-5
APPLICATION FOR RENEWAL/ENROLMENT OF NEW COMPETENT
TECHNICAL PERSONNEL (GROUP OR AGENCY)

To

The Chief Executive Officer,
Guwahati Metropolitan Dev. Authority,
Bhangagarh, Guwahati-781005.

We hereby apply for enrolment of our Group/Agency in the name and style as mentioned below, as competent technical personnel to do the various works of schemes for Building Permit and supervision under provisions of the Guwahati Building Construction (Regulation) Act 2010 and byelaws framed thereunder.

We do hereby also declare that we shall follow and will abide by all the rules and regulations now in force and that may be framed from time to time under the provision of the Act. Name of the group and persons associated with personal bio-data are as follows-

1. Name of the Group or Agency:
2. Present & Permanent Address:
3. Name of persons associated:
with his/ her personal capacity
and rank and personal bio-data
(Certificates enclosed)
(A)
(B)
(C)
(D)
4. Email ID of Group/Agency:
Contact No. of Group/Agency:
5. We deposit herewith the annual enrolment fees of
(Rupees.....) only in cash as required.

.....
Signature of head of the group or agency.

N.B. Any person associated with any group or agency will not be eligible for enrollment as an individual.

RELEVANT PART OF SCHEDULE-I OF BUILDING BYELAWS REGARDING FEE

- (5) **ANNUAL RATE OF LICENSE/ ENROLMENT FEES OF TECHNICAL PERSONNEL:**
- a) **Rs. 5000.00 (Rupees Five Thousand) only per year.**
 - b) **Rs. 3000.00 (Rupees Three Thousand) only for a single Multistoreyed commercial building, apartment, residential and others.**
- (10) Betterment Charge:— Betterment charge shall be realized on construction in a plot of land exceeding 2000 m² @0.25% of the total cost of construction.
- (11) The State Government may revise the rates as mentioned in the Schedule-I from time to time.