

GOVERNMENT OF ASSAM  
URBAN DEVELOPMENT DEPARTMENT  
DISPUR : GUWAHATI-6

Dated, Dispur the 29<sup>th</sup> November, 2016

**NOTIFICATION**

**No. UDD(M)102/2015/Pt/120:** In pursuant to the Assam Ease of Doing Business Act, 2016 ( Assam Act V of 2016), the Governor of Assam is pleased to notify the following procedure of issuance of Occupancy certificate and time line as provided in the Assam Notified Urban Areas (other than Guwahati) Building Rules, 2014

This will apply to all Municipal Boards, Town Committees and Development Authorities in the state of Assam

**Occupancy Certificate Procedure and Time line**

The Authority, on receipt of the completion certificate, shall inspect the work and sanction or refuse an occupancy certificate, within 21 working days from the date of receipt of completion certificate, after which period it shall be deemed to have been approved by the Authority for occupation provided the building has been constructed as per the sanctioned plans or within permissible limits as permitted within the provisions of these rules. Where the occupancy certificate is refused, the various reasons shall be quoted for rejection, at the first instance itself

The documents to be submitted as per the following check list, along with the application submitted for obtaining Occupancy certificate

**Check List:**

- (a) 4 sets of As-Built Completion Plan
- (b) NOC from Fire Services for Buildings of G+3 and Above.
- (c) ECI Commissioning Certificate
- (d) Certificate of installation of DG sets, if any

The inspection report shall be submitted within 48 hours of such inspection and will be uploaded in website. The uploaded report can be viewed and will be in downloadable format by an unique identity by an applicant

This cancels the earlier notification issued vide No. UDD(M)102/2015/Pt/106 dated, 01.11.2016

This will come into force with immediate effect

Sd/- (Dr. Ravi Kota, IAS)  
Commissioner and Secretary to the Govt. of Assam,  
Urban Development Department

Memo No. UDD(M)102/2015/Pt/120-A

Dated, Dispur the 29<sup>th</sup> November, 2016

Copy forwarded for information to:

1. S. O. to Chief Secretary to the Govt. of Assam, Dispur, Guwahati-6
2. P. S. to the Additional Chief Secretary to the Govt. of Assam, Industries & Commerce Department, Dispur, Guwahati-6
3. Concerned Department

etc

Joint Secretary to the Government of Assam  
Urban Development Department

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