3. **Procedure and comprehensive list of documents to be submitted for obtaining Completion Order from PDA**

3A - Flowchart: Inspection procedure for obtaining Completion Order from PDA

- **START**

  - Applicant submits application form, drawings, authenticated documents addressed to the Member Secretary of the concerned PDA

- **Member Secretary marks the file to the concerned Dealing Hand (Assistant Engineer/Planning Assistant/Planning Draftsman/Building Inspector)**

- **On receipt of application, Dealing hand scrutinizes the documents as per Regulations**

  - **Observation Letter for Compliance is issued as per decision**

  - **Documents are as per Regulations**

    - **Dealing hand issues inspection letter for a specific date with Member Secretary’s signature**

    - **The officials from PDA conduct inspection to check whether the construction is as per approved plans**

    - **Inspection Report is sent to Member Secretary for decision on application**

      - **Is the Construction as per Approved Plan according to Dealing Hand’s Findings?**

        - **No**

          - **After Chairman's signature, Dealing Hand will put the payment order for Completion Order Charges, which is signed by Member Secretary**

        - **Yes**

          - **Member Secretary grants approval and sends the proposal for Chairman’s Signature**

          - **After the applicant provides payment receipt to the Accounts Department, the application goes for order typing and signature by Dealing Hand**

          - **Member Secretary signs and issues the Completion Order**

            - **Two copies of order disbursed to applicant; one copy to CTP and one copy retained by PDA**

  - **Yes**

    - **STOP**
3B - Documents required for issue of Completion Order from PDA as per APPENDIX-A5

1. Completion Certificate from the Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer as per APPENDIX B6, to the effect that the work has been duly supervised by him and is in conformity with the approved plans.

2. Structural Stability Certificate as per APPENDIX B5, from the Structural Engineer to the effect that the structural work has been carried out as per his design and under his supervision and that the building is safe for occupancy. This certificate shall be accompanied by a complete set of structural drawings —“as built” for record of Town Planning Department.

3. Revised drawings showing deviations, if any, carried out during the construction (if applicable).