

Form 1: Application for Registering as Person on Record

(Regulation No. 4.1.1)

To

The Chief Executive Authority / Municipal Commissioner/Chief Officer Urban Development Authority / Municipal Corporation/ Area Development Authority/ Nagarpalika

1. Name: \_\_\_\_\_

2. Local Address: \_\_\_\_\_

3. Permanent Address: \_\_\_\_\_

4. Telephone/Fax No: \_\_\_\_\_

5. Qualification: \_\_\_\_\_

6. Membership of Professional: \_\_\_\_\_

Associations (indicate appropriate professional affiliations)

7. Experience (No. of years): \_\_\_\_\_

8. Previous year's Registration: \_\_\_\_\_ No.

9. Name of Employer: \_\_\_\_\_

(if employed)

Sir/Mm,

Kindly register me as (Architect on Record/Engineer on Record/Structural Engineer on Record/Clerk of Works on Record/ FPCOR/ SOR/ Developer) of the Competent Authority. I meet with the minimum qualifications and competence requirements as specified in Regulation No. 4.0 and schedule 7.0. Relevant documents attesting to the same are attached herewith.

I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given by the Competent Authority and shall carry out my responsibilities as prescribed in the General Development Control Regulations. I also understand that if I fail to perform my responsibilities as above, the Competent Authority reserves the right to de-register me, forfeit my security deposit and take other appropriate action as defined in the General Development Control Regulations and as per the provisions of the Act.

Name of the Applicant:

Signature:

Date:

## 4 RESPONSIBILITIES OF OWNER AND/OR DEVELOPER AND PERSONS ON RECORD

### 4.1 Registration of Persons on Record (POR)

#### 4.1.1 Registering with the Competent Authority

The Competent Authority shall register architects, Developer, engineers, structural engineers, clerk of works and supervisor as Architects on Record (AOR), Developer on record (DOR) Engineers on Record (EOR), Structural Engineers on Record (SEOR) and Clerk of Works on Record (COWOR) and supervisor (SOR) respectively of the Competent Authority. Fire protection consultants shall be registered as Fire Protection Consultant on Record (FPCOR) by the Chief Fire Office. Applications for registration should be made in the format prescribed in Form No. 1.

Any person on record, registered in municipal corporations and its development authority, even if not registered with any other competent authority will be authorized to practice in the jurisdiction of those competent authority.

#### 4.1.2 Minimum Qualifications and Competence Requirements

Minimum qualifications and competence requirements for being considered for registration as Persons on Record are specified in Schedule 3A.

#### 4.1.3 Registration Fee

Registration Fee for registering as Persons on Record with the Competent Authority shall be determined by the Competent Authority and are specified in Table 4.1.

Table 4.1: Registration Fees for Registration with the Competent Authority as Persons on Record

Sr. No.	Person on Record	Registration Fee (For the period of five years) for different categories		
		D1 to D6	D7 Class A&B and D9	D7 Class C&D, D8, & D10
1	Architect on Record	Rs.5000	Rs.4500	Rs.2000
2	Engineer on Record	Rs.5000	Rs. 4500	Rs.2000
3	Structural Engineer on Record	SEOR-1	Rs.5000	Rs. 4500
		SEOR-2	Rs.4000	Rs.3500
		SEOR-3	Rs.3000	Rs.2500
4	Clerk of Works on Record	COWOR-1	Rs.2500	Rs.2000
		COWOR-2	Rs.2000	Rs.1500
		COWOR-3	Rs.1500	Rs.1000
5	Supervisor of Works on Record	SOR-1	Rs.1500	Rs.500
		SOR-2	Rs.1000	Rs.500
		SOR-3	Rs.500	Rs.250
		SOR-4	Rs.250	Rs.150
6	Fire Protection Consultant on Record	Rs. 50,000	Rs. 40,000	Rs. 30,000

		for 5Years	for 5Years	for 5Years
7	Developer	Rs.25,000	Rs.22,000	Rs.18,000

#### 4.2 Revocation of Registration

A registration shall be liable to be revoked temporarily or permanently by the Competent Authority if the registered person is found guilty of negligence or default in discharge of his responsibilities and duties or of any breach of any of these Regulations. 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 Regulations.

#### 4.3 Responsibilities of Individual Persons on Record (POR)

Responsibilities of Persons on Record shall be as follows and all POR has to jointly certify technical Audit Report as per Schedule No.17 for all residential building which are 18.00m. or above height and for all type of non- residential building.

##### 4.3.1 Owner or Developer to Apply for a Development Permission

The application for a Development Permission shall be made by Owner or Developer of the Building-unit on which building is proposed.

##### 4.3.2 Responsibilities of Owner or Developer

The Owner or Developer shall:

1. be responsible for ensuring that the building complies with Development Regulations
2. appoint an Architect on Record / Engineer on Record to ensure compliance with all procedural requirements specified in Section B: Procedure Regulations, and to certify that the architectural design and specifications of the proposed building comply with the competent authority Development Plan and General Development Control Regulation.
3. appoint a Structural Engineer on Record to certify that the structural design and specifications of the proposed building comply with these and competent authority Development Plan and General Development Control Regulation.
4. appoint a Clerk of Works on Record irrespective of type of building/construction in all Building-units having proposed built-up areas more than 1000 sq.mt. for over all constant supervision of construction work on site and such person appointed shall not be allowed to supervise more than ten such site at a time.
5. appoint a Supervisor on Record irrespective of type of building/construction in all Building-units having proposed built-up areas more than 250 sq.mt. or irrespective of Built Up area in case of Apartment Type, Commercial and all mix and non – Residential Building for over all 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 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 a Building Use Permission prior to making use or occupying the building
11. not cause or allow any deviations from the sanctioned drawings in the course of the execution of the project against the instruction of Architect /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 or has been revoked
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 regulations.
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 charge owner, engineer, architect, clerk of work and structural designer, supervisor, Developer from their responsibilities, imposed under the act, the Development Regulations and the law of tort and local Acts.
17. The land owner shall 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 his 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.

#### 4.3.3 Responsibilities of all POR

1. They shall develop all buildings, which are compatible and accessible to all people and all building shall design in such a manner that it must fulfil the requirement of divyang/disabled people.
2. They shall inform the Competent Authority of their employment/assignment / resignation for any work within 7 days of the date of such employment/ assignment/ 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 Regulations along with the soft copy showing this data.
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 fully 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.
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, EOR, SEOR, COWOR ,SOR and 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 Regulations or rules under the Act.
9. Approval of drawings and acceptance of any statement, documents, structural report, structural drawings, progress certificate, or building completion certificate shall not charge owner, engineer, architect, clerk of work, supervisor

and structural designer, Developer, Owner, from the irresponsibilities, imposed under the act, the Development Regulations and the law of tort and local Acts.

10. They shall study and be conversant with the provision of the Act, Local Acts, the Gujarat Industrial Development Act-1962 (GIDC Act-1962),GDA Act-1957 and the rules made there under, The Gujarat Town Planning and Urban Development Act-1976 the rules and regulations made there under, policy orders and standing orders approved by the Competent Authority and the other instructions circulated by the competent Authority and the provisions in force from time to time along with the instructions printed/mentioned on prescribed application form & permission letter.

#### 4.4 Responsibilities of Individual Persons on Record (POR)

Responsibilities of Persons on Record shall be as follows and all POR has to jointly certify technical Audit Report as per Schedule No.17 for all residential building which are 18.00m. or above height and for all type of non- residential building.

##### 4.4.1 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 Section B – Procedure Regulations, of these Regulations.
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 Regulations using the format prescribed in Form No.2A
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 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 Building Use Permission as required under the regulations.
7. Inform the Competent Authority immediately on termination of the services of the SEOR or COWOR 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 in the Competent Authority within 7 days of his 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.

#### 4.4.2 Engineer on Record (abbreviated as EOR)

The Engineer on Record shall:

1. Be the Person on Record responsible for ensuring compliance with all procedural requirements specified in Section B – Procedure Regulations, of these Regulations
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 Regulations using the format prescribed in Form No. 2A
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 Engineer on Record for the building using the format prescribed in Form No. 4. In case of termination of services as Engineer on Record, inform the Competent Authorities about the stage of work at which services are terminated. The registered 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 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 Building Use Permission as required under the regulations.

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

#### 4.4.3 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/Architect/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 Regulations to Competent Authority using the format prescribed in Form No. 2A
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 black listed (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

#### 4.4.4 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 architect shall allow the work to proceed under his direction.
5. on behalf of the owner, submit the progress certificates, completion certificates and obtain the Building Use Permission as required under the regulations.
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 &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 Development Regulations.
14. be considered as a supervisor until the issue of Building Use Permission.

#### 4.4.5 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/EOR/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 architect 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 & 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 Development Regulations within 500 M. peripheral area of each site..
11. be considered as a supervisor until the issue of Building Use Permission.

#### 4.4.6 Fire Protection Consultant on Record (abbreviated as FPCOR)

The Fire Protection Consultant on Record shall be required for all buildings listed in Schedule 11 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 Prevention and Life Safety Measures Regulation – 2016 and amended from time to time using the format prescribed in Form No. 2A.
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 EOR and the SEOR, using the format prescribed in Form No. 3.
4. bring to the notice of the SEOR and AOR or EOR 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 FPCOR for the building using the format prescribed in Form No. 4. In case of termination of services as Fire Protection Consultant, 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 architect 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.

4.5 Development Permission to be withheld with Change of Ownership or Change in Persons on Record

4.5.1 Change of Ownership

If the ownership of a Building-unit changes after a Development Permission has been granted, such a Development Permission shall be withheld, regardless of whether building has commenced or not, until such time the name of the new owner is brought on record as per regulation no.3.7.1. Work can recommence thereafter.

4.5.2 Change in Persons of Record

The Architect on Record or Engineer on Record, the Structural Engineer on Record, the Clerk of Works on Record and the Fire Protection Consultant on Record based on whose respective certifications the Development Permission has been issued or granted, are respectively responsible for ensuring that construction of the building is in compliance with these Regulations. After the Development Permission is granted, if any of the Persons on Record is relieved of his responsibility by the Owner, or, relieves himself of responsibility of the building, the Development Permission shall be withheld regardless of whether the construction of the building has commenced or not, until such time the name of the new appointee is brought on record. Work can recommence thereafter.

4.6 Revocation of Development Permission in case of Misrepresentation and De-registering of Person on Record

The Competent Authority may revoke a Development Permission if:

1. It determines that false statements were made or material facts were misrepresented for obtaining the Development Permission
2. The Person on Record, based on whose certification the Development Permission has been granted is de-registered by the Competent Authority

4.7 Safety requirement for the building height above 45 mt.

1. For any building height above 45.00 mts., a third party inspection check shall be mandatory. The third party shall submit a structural safety report to the committee.
2. The committee shall comprise of following:-
  - a. Municipal Commissioner /Chairman of the Authority Chairman
  - b. Chief Executive Authority Member
  - c. Head of the Fire Services of the relevant area Member
  - d. Structural Expert Member
  - e. Officer not below the rank of Superintendent Engineer of Member

design cell of Road and Building Department

f. Any other person decided by chairman

Member  
secretary

3. Structural Expert means a person possessing:-

- i. Master degree in structure design or its equivalent awarded by the recognized university;
- ii. 15years'experience in structural design of building and should have atleast design 10 buildings having height more than 40mt.

4. Site Supervisor means a person possessing:-

- i. Bachelor degree in civil engineering or its equivalent awarded by the recognized university:
- ii. 10 years' experience in supervision of structural design implementation of building and should have at least supervised 10 buildings having height more than 40 mt.

5. Stage means foundation, level or ground floor level or 1st floor or any other level including terrace slab and the completion.

6. Structure Design shall comprise of:-

- i. report specifying the details of design, calculations, the codes which are followed, the specification of materials and other relevant required testimonials
- ii. Drawings;
- iii. test reports.

7. PROCEDURE

- i. Along with the application for development permission the owner, in addition to the requirements of GDCR, shall submit the structure design and the audit report of structural expert
- ii. The audit report submitted under sub-rule(1) shall be there port of the structure expert certifying that structure design submitted complies with the relevant provisions of codes/standards applicable for the purpose of design.
- iii. Before the issue of development permission, the committee shall review the structure design and the audit report.
- iv. During the erection of building the owner or the developer as the case may be shall in addition to whatever specified in GDCR shall appoint a site supervisor.
- v. The site supervisor, a teach stage, shall give his report specifying that the erection carried out is in conformity with the structure design as audited by structural expert.
- vi. The owner or the developer as the case may be shall along with other requirement of these regulations, at the completion of each stage submit to the competent authority the report of site supervisor.

8. General requirements

- i. The front marginal space shall be kept at ground level and no construction or erection shall be done which may became an obstacle to parking.

- ii. For the purpose of security CCTV Cameras, public address system and the control room have to be provided.
- iii. The measures taken for security and fire safety shall be reviewed yearly by the Competent authority.

UD & UHD

## Schedule 3A : Minimum Qualification, Experience and Document Requirements for Being Considered for Registering with the Competent Authority as Persons on Record

(Refer Regulation No. 4.1.2, 4.5)

The procedure for registering persons with the Competent Authority is given in Regulation No. 4.1.1. The registration shall be renewed annually. The following are the minimum qualifications and experience requirements for all persons to be considered for registering with the Competent Authority as Persons on Record, in order to determine their competence to fulfil their responsibilities as specified in Regulation No. 4.4.

### 1. Architect on Record (AOR)

#### (A) QUALIFICATION AND EXPERIENCE:

Minimum qualifications and experience requirements for architects, for being considered for registration with the Competent Authority, as Architects on Record shall be as follows:

- (1) The Architect must hold a valid registration with the Council of Architecture, India, issued as per the provisions of the Architects Act, 1972 or Bachelor's Degree in Architecture / Diploma in Architecture Equivalent to B.Arch; and
- (2) The Architect must have a minimum of two years of experience in a practice of architecture.

#### (B) SCOPE WORK & COMPETENCE :

- (1) Preparation & planning of all types of lay-outs & submission drawings and to submit certificate of supervision, progress report & certificate of completion for all types of buildings in accordance to the provisions of building regulations
- (2) Supervision & execution of construction work as per specifications & drawings prepared by authorised registered structural designer & engineer.

### 2. Engineer on Record (EOR)

#### (A) QUALIFICATION AND EXPERIENCE :

Minimum qualifications and experience requirements for engineers, for being considered for registration with the Competent Authority, as Engineers on Record shall be as follows:

- (1) Master's Degree in Civil Engineering, a Bachelor's Degree in Civil Engineering or Building construction or its equivalent qualification recognized by the All India Board of Technical Education, or, a Diploma in Civil Engineering or Diploma in Building Construction recognized by State Board of Technical Examination of any State of India or Associate Membership (Civil Engineering) of the Institute of Engineers, India (AMIE), and
- (2) The Engineer having Bachelor's degree or its equivalent qualification must have minimum of two years of experience and Diploma holder/or AMIE must have minimum of five years of experience in professional work.

#### (B) SCOPE WORK & COMPETENCE :

- (1) Preparation & planning of all types of lay-outs except special structures /Special Buildings as shown in respective regulation o submission drawings and to submit certificate of supervision & completion for all types of buildings. Provided person having qualification of a Diploma in Civil Engineering shall be permitted for low rise buildings only.
- (2) Supervision & execution of construction work as per specifications & drawings prepared by authorized registered structural designer.
- (3) He/she can prepare & submit structural details & calculations for buildings of load bearing structures.

### 3. Structural Engineer on Record (SEOR)

#### (A) QUALIFICATION AND EXPERIENCE:

Minimum qualifications and experience requirements for structural engineers, for being considered for registration with the Competent Authority as Structural Engineer on Record shall be as follows:

Grade	Scope of works	Qualification	Experience
SEOR-1	1. Building with height above 25 mt 2. Total proposed built-up area for a building unit is more than 10000 sq.mt. 3. Mercantile-2,3, Educational-1,2, Assembly-1,2,3, institutional, Hospitality-1,2 Public utility, Public institutional Special buildings	Category 1	10*
		Category 2	3*
SEOR-2	1. Building with height above 15 mt. and up to 25 mt. 2. Total proposed built-up area for a building unit is more than 2000 sq.mt and up to 10000 sq.mt.	Category 1	5*
		Category 2	2*
SEOR-3	1. Building with height up to 15 mt. 2. Total proposed built-up area for building unit up to 2000 sq.mt	Category 1	2*
		Category 2	-----

Note:

- i. \*Minimum years of experience of preparing structural designs, detailed drawings and specifications. (after attaining the degree/ Diploma)
- ii. Category 1: B.E./ B. Tech Civil or equivalent degree recognized by the AICTE Category 2: ME/ M.Tech Civil, or a Ph. D in Structural Engineering.
- iii. Person holding Higher grade license can also work for Lower Grade Work

#### 1. Clerk of Works on Record (COWOR)

Minimum qualifications and experience requirements for construction engineers, for being considered for registration with the Competent Authority as Clerk of Works on Record qualified for certifying the construction of buildings shall be as follows:

Grade	Scope of works	Qualification	Experience
COWOR-1	1. Building with height above 25 mt 2. Total proposed built-up area for a building unit is more than 10000 sqmt. 3. Mercantile-2,3, Educational-1,2, assembly-1,2,3 institutional, Hospitality-1,2 public utility Public institutional Special buildings	Category 1	3*
		Category 2	5*
		Category 3	3*
COWOR-2	1. Building with height above 15 mt. And up to 25 mt. 2. Total proposed built-up area for a building unit is more than 2000 sqmt and up to 10000 sqmt.	Category 1	2*
		Category 2	4*
		Category 3	2*
COWOR-3	1. Building with height up to 15 mt. 2. Total proposed built-up area for building-unit up to 2000 sqmt	Category 1	1*
		Category 2	2*
		Category 3	1*
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>i. *Minimum years of experience (after attaining the degree/ Diploma) in Construction work at a responsible position in any organization</li> <li>ii. Category 1: A Degree in Civil Engineering / Architecture or Diploma in Architecture equivalent to degree Architecture, or its equivalent qualification recognized by All India Board of Technical Education</li> <li>iii. Category 2: Diploma in Civil Engineering recognized by State Board of Technical Examinations of any State in India</li> <li>iv. Category 3: Bachelor's Degree with specialized training in building in construction technology or Diploma in Building Construction Technology from a recognized institute.</li> <li>v. Person holding Higher grade license can also work for Lower Grade Work</li> </ul>			

#### 4. Supervisor of Works on Record (SOR)

##### (A) QUALIFICATION AND EXPERIENCE:

Minimum qualifications and experience requirements for construction engineers, for being considered for registration with the Competent Authority as Supervisor of Works on Record qualified for certifying the construction of buildings shall be as follows:

Grade	Scope of works	Qualification	Experience
SOR-1	1. Building with height above 25 mt 2. Total proposed built-up area for a building unit is more than 10000 sqmt. 3. Mercantile-2,3, Educational-1,2, assembly-1,2,3 institutional, Hospitality-1,2 public utility Public institutional Special buildings	Category 1	3*
		Category 2	5*
		Category 3	3*
SOR-2	1. Building with height above 15 mt. And	Category 1	2*

	up to 25 mt. 2.Total proposed built-up area for a building unit is more than 2000 sqmt and up to 10000 sqmt.	Category 2	4*
		Category 3	2*
SOR -3	1.Building with height up to 15 mt. 2.Total proposed built-up area for building-unit up to 2000 sqmt	Category 1	1*
		Category 2	2*
		Category 3	1*
SOR -4	1.Building with height up to 10 mt.	Category 1	0*
	2.Total proposed built-up area for building-unit up to 200 sqmt	Category 2	1*
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>i. *Minimum years of experience (after attaining the degree/ Diploma) in Construction work at a responsible position in any organisation</li> <li>ii. Category 1: A Degree in Civil Engineering / Architecture or Diploma in Architecture equivalent to degree Architecture, or its equivalent qualification recognized by All India Board of Technical Education</li> <li>iii. Category 2: Diploma in Civil Engineering recognized by State Board of Technical Examinations of any State in India</li> <li>iv. Category 3: Bachelor's Degree with specialized training in building in construction technology or Diploma in Building Construction Technology from a recognized institute.</li> <li>v. Person holding Higher grade license can also work for Lower Grade Work</li> </ol>			

## 5. Fire Protection Consultant on Record (FPCOR)

### (A) QUALIFICATION AND EXPERIENCE:

Minimum qualifications and experience requirements for being considered for registration with the Competent Authority as Fire Protection Consultant on Record shall be as follows:

- (1) Diploma in Engineering (Civil / Mechanical/ Electrical/ Hydraulic) recognized by State Board of Technical Examinations
- (2) Bachelor's Degree in Engineering (Civil / Mechanical/ Electrical/ Hydraulic)
- (3) Minimum experience of preparing fire safety drawings and specifications of buildings in Ahmedabad, any municipal corporation or other cities with population more than 1 lakh.

No.	Building Category	Minimum Qualifications	Minimum Experience
1	Height up to 25 mt	Diploma in Engineering	7 Years
		B.E	3 Years
2	Height more than 25 mt and up to 45 mt	B.E	5 Years
3	Height more than 45 mt and up to 70 mt	B.E	7 Years
4	Height more 70 mt	B.E	10 Years

(4) Minimum turnover of projects in work experience shall be as specified in the Gujarat Fire Prevention and Life Safety Measure sact -2013, Rules,2014and regulation-2016 and amended from time to time.

(5) The following documents shall be required for registration as Fire Protection Consultant on Record:

- a. Bank statement of last three years
- b. Work completion certificate from clients for last three years
- c. Minimum one No Objection Certificate from Chief Fire Officer d. One set of fire safety drawings of past project.