



Punjab Government Gazette

EXTRAORDINARY

Published by Authority

CHANDIGARH, SATURDAY, DECEMBER 6, 2025 (AGRAHAYANA 15, 1947 SAKA)

GOVERNMENT OF PUNJAB
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
(Housing Branch-II)

NOTIFICATION

The 5th December, 2025

No.12023/50/2025-5HG2/I/1259221/2025.- WHEREAS, various real estate projects such as colonies (Residential/ Commercial/ Industrial/ Mixed- Use Projects), Super Mega/ Mega Projects and Industrial Park Projects have been approved under the Punjab Apartment and Property Regulation Act, 1995 (PAPRA), the Mega Projects Policy and other allied schemes in the State of Punjab. It has been observed that a large number of such projects are pending for issuance of Completion and Partial Completion Certificates, which causes undue hardship to both the allottees awaiting lawful possession and to promoters seeking closure of obligations.

The Government had earlier issued detailed guidelines dated 02.09.2014, and further streamlined the process vide Notification No. 18/07/21-5HG2/870 dated 05.07.2021, but there remains a need to consolidate the framework, ensure uniformity across project categories and provide time-bound, transparent and enforceable mechanisms;

NOW, THEREFORE, in supersession of the previous Notification No. 18/07/21-5HG2/870 dated 05.07.2021, the Governor of Punjab is pleased to notify the following **Procedure for Issuance of Completion and Partial Completion Certificate for Land Development Projects/Colonies, 2025.**

1. Short Title and Commencement

- 1.1 This notification may be called the *Procedure for Issuance of Completion and Partial Completion Certificate, 2025.*
- 1.2 It shall come into force with immediate effect from the date of its publication in the Official Gazette.

2. Applicability

This notification shall apply to all the Land Development Projects such as licensed colonies (Residential/Commercial/Industrial/Mixed-use etc.), Super Mega/ Mega Projects and Industrial Park Projects falling within the jurisdiction of Housing and Urban Development.

In case of Completion/ Partial Completion of Buildings for Standalone projects or any sites falling within approved colonies/urban estates(such as Group Housing, Multiplexes, Commercial Complexes, etc.) procedure as defined in the prevailing Building Rules shall be applicable. However, in case where third party rights are involved and buildings falling under High Rise category (as per prevailing Building Rules), a Third-Party Inspection report and certificate of quality assurance, structure stability and compliance of the specifications and Bureau of Indian standards, from any of the Institutes listed at Para 5.2, shall be required to be submitted by the promoter/developer with regards to the completion of site development works, construction of the building(s), public health facilities, community facilities, installation of equipments and fixtures, etc. Besides this, checklist at Annexure-C shall be followed for inspection of such buildings, by the Committee constituted for Approval of Building Plans as per Delegation of Powers notified by the Government from time to time.

3. Definitions

For the purposes of this Notification, unless the context otherwise requires:

- a) **Completion Certificate (CC)** means a certificate issued by the Competent Authority confirming that the entire project has been completed in accordance with the approved Layout and Services plans, and the terms and conditions of the license, including infrastructure, Economically Weaker Section (EWS) obligations and statutory clearances.
- b) **Partial Completion Certificate (PCC)** means a certificate issued by the Competent Authority for a defined and self-contained portion of a project, wherein essential infrastructure and utilities are completed and functional in the concerned area.
- c) **Competent Authority** means any person or authority as appointed by the Government by notification in the official Gazette to exercise and perform all or any of the powers and functions to grant Completion or Partial Completion.
- d) **No Due Certificate (NDC)** means a Certificate issued after all the dues such as License Fees, External Development Charges, Internal Development Charges, Urban Development Fund, Social Infrastructure Fund, EWS Fund, Health and Social Security Fund, Betterment charges/cess or any other statutory charges/ cess/ funds, as applicable, have been duly paid.

4. Eligibility Conditions for issuance of Completion/ Partial Completion Certificate

4.1 Requirements for Completion Certificate

- i) Earmarking the position and numbers of plots/sites including all the parks and open spaces, and sites for physical and social infrastructure such as Water works, Sewage Treatment Plant, Solid Waste Management Site, Electric Grid Station, Rain Water Harvesting System, Primary and/or High School, Dispensary, Religious Site, Police Post, Community Centre, etc. on ground in compliance with the approved Layout Plan.
- ii) Completion and operation of approach roads, internal streets, water supply including OHSR/WTP, sewerage system with STP connectivity, storm water drainage, rain

water harvesting, Local Distribution (LD) System and street lighting with transformers duly commissioned.

- iii) Development of parks, open spaces and community facilities shall be fully completed as per approved Layout plan.
- iv) Land under roads, parks and other common facilities shall be duly transferred to the concerned Development Authority.
- v) EWS houses or land earmarked for EWS shall be duly transferred or payment of EWS funds as levied by the concerned Development Authority, as applicable.
- vi) Development of parking space, ramps, pavements, public corridors, public toilets shall be fully completed in case of Commercial pockets/projects.
- vii) Mandatory clearances (Environment, Fire, PPCB, NHAI, Forest, Chief Electrical Inspector, etc.) as required, shall have to be obtained as per terms and conditions of license/ exemption under Section 44(2) of PAPRA, 1995.
- viii) No Dues Certificate (NDC) for the entire project area in case of Completion Certificate, shall be obtained from the concerned Development Authority.
- ix) Promoter shall submit an Undertaking for maintenance of services for five years from the date of Completion or till handing over to RWA.

4.2 Requirements for Partial Completion Certificate:

- i) Only independently accessible, contiguous and self-contained portions of the projects/colonies having an area equivalent to minimum 25% of the project area or 10 acres (Whichever is more), and fully operational basic services and utilities in the concerned area, may apply for Partial Completion Certificate.
- ii) No Dues Certificate (NDC) shall be obtained from the concerned Development Authority proportionately for the Partial Completion Area along with upto date charges for the balance area.
- iii) Transfer of proportionate EWS area/units/funds, as applicable, provided that only a complete pocket reserved for EWS shall have to be transferred even if proportionate area comes out to be less. The EWS pocket being transferred shall be part of the application for obtaining the Partial Completion Certificate and shall have access from already developed roads and underlying services as per approved Layout Plan and Service Plan.
- iv) Completion of development works as listed at Para 4.1, for the proportionate area.

5. Procedure for Grant of Completion Certificate/Partial Completion Certificate

- 5.1. **Application:** Whereas the developer of a colony is satisfied that the required infrastructure has been completed as per the terms and conditions of the License/Approval of Layout as well as Service Plan etc., and the area for which Completion/ Partial Completion is being sought is under complete ownership of the developer/company, an application may be submitted in the Form 'A' (as per Annexure 'A') for issuance of Completion Certificate/Partial Completion Certificate to the concerned Competent Authority along with demarcated Layout Plan, Total Station Survey from a Company empanelled with the Development Authority, Completion certificates from Architect/Engineer/Urban Planner, photographs, requisite 'No Objection Certificates' (NOCs) from all concerned

department/authorities as the case may be, No Due Certificate (NDC), proof of EWS compliance in case of residential projects, Inspection report along with recommendation from any one of the institutes listed below, and other documents as specified in checklist (Annexure 'B').

- 5.2. **Third Party Inspection:** The developer can choose any of the following institutions who will charge a fee as settled reasonably between the institution and the developer. The institution will need to form a team of well qualified, experienced members of faculty for the purpose:

- a. Indian Institute of Technology, Ropar.
- b. National Institute of Technology, Jalandhar,
- c. Punjab Engineering College, Chandigarh
- d. Thapar Institute of Engineering and Technology, Patiala
- e. National Institutes of Technical Teachers' Training & Research (NITTTR)
- f. Guru Nanak Dev University, Amritsar
- g. Giani Zail Singh College of Engineering and Technology, Bathinda
- h. Guru Nanak Dev Engineering College, Ludhiana

The Inspection Report shall provide details of the quality of execution of the site development works, with respect to civic infrastructure such as Water supply, Sewerage, Storm Water drainage, roads, parking, pavements, electrical works, in compliance to specifications/design and Bureau of Indian Standards. The report shall be duly signed by the members of the Inspection Team, along with their qualification, experience and designation specified in the report.

- 5.3. **Departmental Inspection:** Joint inspection to be conducted by Committee comprising of the following members of the concerned District/ Development Authority:

- 1) District Town Planner
- 2) Divisional Engineer (Civil)
- 3) Divisional Engineer (Public Health)
- 4) Divisional Engineer (Electrical)
- 5) Divisional Engineer (Horticulture)

The committee shall submit its Joint Report as per Checklist (Annexure-'C'), to the Competent Authority within 15 working days.

If any deviations are found from approved layout and service plans, Authority shall convey the same to the Promoter in a single consolidated notice with a clear rectification timeline (within 30 days, positively).

- 5.4. **Public Notice:**

If the competent authority is satisfied with the departmental inspection report, a Public Notice of 15 days shall be given in at least three Local/Regional Newspapers

(English, Hindi, Punjabi) for inviting feedback with regards to the status of completion of the development works within the Projects/Colonies. Any feedback, thus received, shall be examined and decided upon by the Competent Authority within 15 days. Decision of the Competent Authority shall be final in this regard.

5.5. Decision: Competent Authority to issue Completion Certificate/ Partial Completion Certificate or convey deficiencies in a single consolidated notice within 30 working days of complete application.

5.6. Deviation(s)

- For major deviations such as structural/planning or land-use changes, which require regularization or re-planning, Competent Authority may refuse Completion/Partial Completion.
- In case the Promoter has carried out the development works in contravention to the approved Layout/Service Plans, or has developed any additional area without obtaining prior approval from the Competent Authority, then relevant provisions of the Punjab Apartment and Property Regulation (Amendment) Rules, 2022 or as amended from time to time, shall be applicable.

6. Amendment in the Partial Completion area:

A developer/Promoter willing to modify the area for which Partial Completion Certificate has already been issued, may do so subject to the following conditions:-

- i. Promoters shall submit an undertaking that he/she has not sold any plot/site in the area being changed and in future if any litigation arises then it will be the sole responsibility of the promoter, and a criminal and civil case will be filed against him.
- ii. Green area/roads of master plan and already approved density shall not be allowed to change.
- iii. Existing norms/provisions of master plan shall be applicable where changes are being proposed.
- iv. In order to curb financial loss, the charges from the lapse of time extension of this area along with interest shall be payable to PUDA.
- v. In case of reduction in CLU charges, no refund/adjustment shall be given. However, in case of increase in CLU charges then applicant shall pay the difference.
- vi. Promoter shall be bound to get the revised service plans approved.
- vii. Applicant shall get the revised registration from RERA.

7. Notes

1. Projects completed but pending for Completion / Partial Completion under previous notifications may apply under this notification.
2. Projects under litigation shall be governed by judicial decisions/orders
3. If at any stage, any document or report submitted by the Promoter is found to be false or forged or fraudulent or misrepresented, in any manner, the Competent Authority

may take any punitive action as per the provisions contained in the Punjab Apartment and Property Regulation Act, 1995 and Punjab Regional and Town Planning and Development Act, 1995, as the case may be.

Chandigarh
The 2nd December, 2025

VIKAS GARG, IAS
Principal Secretary to Government of Punjab
Department of Housing and Urban Development

Annexure- A**FORM-A****APPLICATION FOR COMPLETION OR PART COMPLETION**

From _____

To

The Competent Authority

Sir,

I/we hereby inform that the development works of the colony/project or part of the colony/project as sanctioned with your memo no. _____ Dated _____ have been completed on _____ in all respect, in accordance with the provision of the The Punjab Apartment and Property Regulation Act, 1995 and rules made thereunder, and sanctioned plans and the terms and conditions of the License/Exemption notification.

All the requisite documents as per the checklist and Completion Certificate along with the report of the third-party Institute who inspected the development works, is enclosed herewith.

You are kindly requested to grant me/us Completion/Partial completion certificate.

DESCRIPTION OF PROJECT/COLONY

Project/ Colony Name _____

Name of the Developer/Promoter/Company _____

Area of the Project/Colony _____

Area for which Partial Completion is being sought _____

Project Location _____

Name & Signature of the
Applicant/Authorized Signatory

Annexure 'B'**Checklist of Documents**

1. Copy of License
2. Copy of RERA Registration Certificate
3. Copy of Approved layout plan along with Revenue Superimposed layout plan, highlighting the area for which Partial Completion is being sought, in case of Partial Completion Certificate.
4. Copy of Approved Service Plans
5. Copy of demarcated Layout Plan
6. Proof of conversion of land under Consent/Agreement to ownership, for which Partial Completion/Completion has been applied.
7. Photographic proof of construction of approach Road and all other roads.
8. Photographic proof of development of parking space, ramps, pavements, public utilities, in case of Commercial pockets/projects.
9. Photographic proof of development of parks and open spaces.
10. Proof of operational Water Supply System including construction of Over Head Service Reservoir and Water Treatment Plant.
11. Proof of operational Sewerage System including Sewage Treatment Plant and Material Recovery Facility/SWM site
12. Proof of operational Storm Water drainage system.
13. Proof of operational Street lighting and installation of Transformers.
14. Clearance by Chief Electrical Inspector Punjab, for the Commissioning of Electrical Transformers in HT Lines.
15. Proof of transfer of land under parks, roads and open spaces to the Authority. (only for completion certificate)
16. Proof of construction of school, hospital, community centre etc. or proof of sale or transfer of school and hospital site etc, to the authority. (only for completion certificate)
17. No Due Certificate (NDC) from development authority.
18. Copy of mandatory clearances obtained from different departments/agencies required as per license/conditions of exemption under Section 44(2) of PAPRA,
 - i) NHAI approval, if applicable
 - ii) PSPCL
 - iii) PPCB NOC along with Consent to Operate for public services,
 - iv) Forest Clearance
 - v) Drainage NOC, if applicable.
 - vi) Environment Clearance, if applicable
18. Proof of construction of EWS houses or transfer of total land reserved for EWS to development authority or submission of EWS funds to the Authority as per applicable condition of the approval/ license. If partial completion, compliance of proportionate obligations shall be mandatory.
19. Proof of construction of Rain Water Harvesting System.
20. Undertaking for maintenance and operation of public utilities for minimum period of five year or till handing over the project to Resident Welfare Association (RWA) after obtaining Completion Certificate.
21. Undertaking that all the information/ documents and third-party inspection report/ completion certificate are true and best to the knowledge.
22. Any other relevant document.

Annexure 'C'**Checklist- To be filled by the Inspection Committee of HUD****Date of Inspection:** _____

1. Project Brief						
2. Project Name and Address						
3. Name of Promoter/ Company/ Firm/ Society						
4. Type of Project (Licenced Colony/ Mega Project/ Super Mega Project/ Industrial Park)						
5. Category (Residential/Commercial/ Industrial/ Mixed Use/ Any other)						
6. Project Area						
7. Applied for: Completion or Partial Completion						
8. Area applied for Partial completion & Percentage						
9. Area under already granted Partial Completion, if any						
10. License or Agreement - Letter No. and Date - Valid up to - Area under Agreement, if applicable						
11. RERA Registration No. and Date						
12. Report on Layout						
		Unit	Approved in Layout Plan	Required as per Norms	Provided	Remarks
i.	Land strip left for Road widening/ Green buffer/ NCZ etc. as per Layout Plan	Meter				

ii.	Width and alignment of Internal Roads as per Layout Plan	Meter				
iii.	Land reserved for EWS (in case of residential colony, wherever applicable)	No. and Area				
iv.	Parks/ Playground	No. and Area				
v.	Provision of common facilities (Numbers as per Layout Plan:- • Community Centre/Club, • Educational Facilities, • Creche, • Health facilities, • Police Post/Station, • Religious Place, • Milk Booth, • Petrol Pump, • Taxi Stand, • EGS, • Water Works/OHSR, • STP/WWTP, • SWM/MRF, • Rainwater Harvesting, etc. Any other facilities as provided in the Layout Plan.	No. and Area				
Report at Point '12' to be strictly ensured by the concerned District Town Planner						
13. Report on Mandatory Clearances						
		Required (Yes/No)	Provided (Yes/No)	Issued By	Letter No. and Date	Remarks
i.	NHAI					

ii.	PSPCL					
iii.	PPCB					
iv.	Forest Department					
v.	Drainage Department					
vi.	Environment Clearance					
vii.	No Due Certificate from the concerned Development Authority					
viii.	Any other as per conditions of License					

Report at Point '13' to be strictly ensured by Licensing/ Completion granting Authority

14. Report on Roads/Pavements/Parking

		Unit	Length/ Area required to be constructed	Status (Comp leted/ Under Constr uction / Yet to Start	Status as per 3rd party inspection report	Remarks
i.	Construction of Approach Road/Sector Road (wherever applicable)	Km				
ii.	Construction of Internal Roads (As per Cross-Section)	Km				
iii.	Parking in Commercial Areas	Sq m				

Report at Point '14' to be strictly ensured by DE (Civil)

15. Report on Parks/Horticulture Works

		Unit	Number/ Area required to be Developed	Status (Comp leted/ Under Constr uction / Yet to Start	Status as per 3rd party inspection report	Remarks
i.	Development of Parks/ Green spaces	Sq m				
ii.	Trees (minimum 9cm Girth and 8' Tall)					

Report at Point '15' to be strictly ensured by DE (Horticulture)

16. Report on Development and Operation of Public Health Facilities						
		Unit	Capacity required as per approved Service Plans	Status (Completed/ Under construction/ Yet to Start)	Compliance Status as per 3rd party inspection report	Remarks
i.	Source of Water & Storage	KLD				
ii.	Water Treatment & Storage	KLD				
iii.	Water Supply Lines	Mtr				
iv.	Sewerage Treatment	KLD				
v.	Sewerage Pipe lines	Mtr				
vi.	Treated Water Use Network/Disposal	KLD				
vii.	Storm Water Sewer	Mtr				
viii.	Material Recovery Area	Sq. Mtr				
ix.	Any other services					
Report at Point '16' to be strictly ensured by DE (Public Health)						
17. Report on Laying/Commissioning of Electrical Distribution System and Street Lights						
		Unit	Length/ Area/ Number/ Capacity required as per approved Service Plans	Status (Completed/ Under construction/ Yet to Start)	Compliance Status as per 3rd party inspection report	Remarks
i.	Electric Sub Station	Kva				
ii.	Distribution Transformers	Nos.				
iii.	Electricity Lines	Km				

iv.	Street Lights	Nos.				
v.	Clearance by Chief Electrical Inspector Punjab, for the Commissioning of Electrical Transformers in HT Lines	Yes/No	-	-	-	
Report at Point '17' to be strictly ensured by DE (Electrical)						
18. Summary of Committee's Findings						
i. Overall Status: Satisfactory or Deficient						
ii. Deficiencies (if any): If deviations are found from approved layout and service plans, Authority shall convey the same to the Promoter in a single consolidated notice with a clear rectification timeline (typically 15–30 days).						
19. Recommendation:						
☐ Completion / Partial Completion Certificate may be issued.						
☐ Application to be returned for rectification of deficiencies listed above.						
20. Verified by Officers:						
	Name	Designation	OK() or Deviation Report Attached	Signature		
1		DTP				
2		DE, Civil				
3		DE, PH				
4		DE, Elec.				
5		DE, Hort.				