



**OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY  
STATEFED BUILDING, BHANGAGARH, GUWAHATI-781005**

**Website: [www.gmda.assam.gov.in](http://www.gmda.assam.gov.in)**

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GMDA/GEN/28/2022/24

Dated: 08.02.2023

**Notification**

**SOP (Guidelines and Advisory) for Mukhya Mantrir Sohoj Griha Nirman Achoni  
(MMSGNA)**

Whereas the erstwhile Guwahati Development Department re-designated as Department of Housing and Urban Affairs (DoHUA) has amended the Guwahati Building Construction (regulation) (amended) byelaw in 2020 to facilitate instant planning permit and building permit through Empanelled Registered Technical Person (ERTP) for certain category of Residential Building through Mukhya Mantrir Sohoj Griha Nirman Achoni (MMSGNA).

Whereas, as per Section 8(A) II(B) of the Guwahati Building Construction (regulation) (amended) byelaw provides that ERTP shall submit the application after completing their task through an online portal to GMDA for which GMDA has developed a online portal [www.mmsgna.in](http://www.mmsgna.in). The process was opened for public with effect from October, 2020 and since been functioning with more than 5000 permissions issued till now.

Whereas, DoHUA, desires that for proper transparency of the system including elaborating the duties of ERTP who were authorized to issue instant PP and BP as per this online system, the mechanism (flowchart) through which the permission is now processed online through a online public portal i.e. [www.mmsgna.in](http://www.mmsgna.in) and all other related issues required to be brought out as a Standard Operational Procedure (SOP) in the form of guidelines and advisory so that, the citizens/applicants and all concerned are aware of the whole process and are not being mislead otherwise. At the same time, the ERTP's are aware of their duties and their responsibilities are known to the citizens/ applicant and their activities are transparent.

Whereas, GMDA and GMC has interacted with the ERTP's on various issues of MMSGNA including a review meeting with them in 12.01.2022 where a committee was further constituted to address certain issues raised there and accordingly, the committee has also after detailed deliberations on 23.02.2022 suggested certain suggestion which were accepted and certain issues required to be referred to the Govt. for approval.

Now, therefore, the GMDA being the principal executor of the online portal [www.mmsgna.in](http://www.mmsgna.in) issues the following SOP in the form of a Guidelines and Advisory which shall require to be followed and strictly adhered to while disposal of proposals under MMSGNA, as approved by Govt. vide GDD.208/2020/Pt/229 dated 21/07/2022 by all concerned until further orders with immediate effect.

**A) The Flowchart of Permission process:**

The Flowchart of the permission process for MMSGNA is at Annexure –I for information of all concerned

Authority will very shortly start the online portal through which the second part of this permission process i.e. renewal if required, periodic inspection up to issue of Occupancy Certificate (OC) through the ERTP's leading to the completion of permission process as per the amended byelaw.

**B) Responsibilities of Applicant/Citizens:**

- The Citizens/applicants are required to register through logging in the portal i.e. [www.mmsgna.in](http://www.mmsgna.in) and select an ERTP of their choice as provided in the portal.



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- b) The Citizens/applicants are required to submit their information correctly, to the ERTTP to expedite the task and avoid issue of incorrect submission. The software designed for issue of instant permission picks up necessary information from the input uploaded in the portal by applicant and ERTTP and as such, it is extremely important that the inputs are correctly uploaded in the portal. Henceforth, no scope for further correction of input data shall be given once PP/BP are generated. For correction applicant/ERTTP has to apply afresh.
- c) The Citizens/applicants are to retain the ERTTP's upto the issue of occupancy certificate after completion of their permission process.
- d) The Citizens/applicants can submit objections/suggestions to Authority that is GMDA/GMC other local bodies and Panchayats through online/ physical mode for their speedy redressal.

**C) Responsibilities of ERTTP's:**

- a) The ERTTP's are given the responsibility of issuing PP and BP on behalf of GMDA and GMC and other local bodies, on the basis of MOU signed between ERTTP's, GMDA and GMC.  
They are expected to perform their task strictly as per the MOU and as per Building Byelaws failing which the Authorities can take punitive action against them.
- b) The list of rules to be followed for carrying out the task of issuing of instant PP, BP & OC has been clearly given and accepted by ERTTP through the MOU signed. They shall follow these without any omissions and exemptions.  
Any difficulty, in carrying out these rules may be brought before the Authority so that the issue can be redressed as and when required if any.
- c) The ERTTP's are strictly advised to inform the Authorities i.e. GMDA/GMC/Other local bodies & Panchayats of any detection of deviation of non-compoundable development in any existing structure or in any new construction for taking action by Authorities immediately. The compoundable deviation if detected can be regularized with fine as per the byelaw.
- d) Though the rate of consultancy fee, of the various task performed by ERTTP cannot be fixed by Authority as it is an agreement for a service between applicant and ERTTP for the task given to ERTTP by the applicant, it is recommended that the ERTTP's shall follow the advisory for consultancy fee given in this SOP and shall not charge more than these charges for performing their task, which were framed after due consultation in the review meeting held on 12.01.2022 with all concerned and the committee formed thereafter who met on 23.02.2022 and recommended for issue of these advisory.
- e) Correction of PP/BP shall not be permitted once the PP/BP are generated from the system. For any correction the ERTTP/Applicant has to apply afresh.

**D) Responsibilities of various Authorities:**

- a) Any complaint/ suggestion on instant permission issued through MMSGNA received by the Authority through online /physical mode shall be sorted out with information to the complainant within a period of 10 days, provided it does not require any rectification of the process of permission, or modifications/correction of PP/BP in the online portal or modifications of any rules and regulations.
- b) All Authorities i.e. GMDA/GMC/ULB/Panchayats shall verify at least 10% of the permissions issued and action against any deviation by the applicants/ERTTP's shall be initiated as per provision of GMDA/GMC Acts and Building Byelaws.
- c) Authority shall take up the following modifications/ corrections in the MMSGNA process as per recommendation of the committee:
  - i. In the Final NOC, issued under MMSGNA, a provision for dedicated slot for ERTTP's comment should be incorporated in the NOC. Accordingly, necessary rectifications are to be made in the MMSGNA portal



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- ii. To design of a single affidavit, incorporating all the requirements/ terms and conditions to be complied with both the applicant and ERTTP to make it more user friendly and accountable for both the parties.
- iii. The name of Applicant should be incorporated in the Money Receipt issued for both GMDA/GMC.
- iv. The issue of proposed road width as per Master Plan and Zoning Regulations which are non-existent in the field are being taken up in the review of GIS based Master Plan under preparation for Guwahati. Any difficulty of ERTTP's on this issue to be brought before GMDA for a final decision by GMDA.
- v. **Shri Satyajit Borah, IT Consultant, GMDA, (M) 9101437632 (M) 9435196752 (M)**---is the designated officer for queries and back end support on issues of online portal if required from Authority.

**E) Responsibilities of Vendor:**

- a) The vendor responsible for maintain and supporting Authority on this online portal shall give back-end support and attend to the issues referred to them immediately. They may be reached through --**Shri Polen Patowary, and (M) No: 88766-65701 (M)** for any backend support on issues related to online portal.

**F) Advisory on Consultancy Fees for various Task under MMSGNA:**

- i. Consultancy Fees for preparation of drawings and including all task for issue of PP and BP under MMSGNA should not exceed max. *Rs 30.00 / sq.m* plus GST.
- ii. Fees for site visit at plinth and middle levels should be max. *Rs. 2000/-* per visit.
- iii. For issue of Occupancy Certificate, maximum *Rs 10/-* per sq.m. plus GST plus rate for site visit.
- iv. ERTTP Fees for the whole of PP/BP process excluding preparation of drawings etc. shall be maximum *Rs. 10,000/-* and that for issue of Occupancy Certificate online is *Rs. 5000/-*

(Kausar Jamil Hilaly, ACS)  
Chief Executive Officer  
Guwahati Metropolitan Dev. Authority  
Bhangagarh, Guwahati -5

Memo No. GMDA/GEN/23/2020/24 -(A)

Date: 08/02/2023

Copy for information to:

1. The Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati-01
2. P.S. to the Minister, Department of Housing and Urban Affairs, Dispur-6 - for kind appraisal of the Hon'ble Minister
3. P.S. to the Commissioner and Secretary, GoA, Department of Housing and Urban Affairs, Dispur-6 - for kind appraisal of Commissioner and Secretary.
4. All concerned Local Bodies and Panchayats.
5. Satyajit Borah, IT Consultant, GMDA for uploading it in the GMDA's official website.

Chief Executive Officer  
Guwahati Metropolitan Dev. Authority  
Bhangagarh, Guwahati -5

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**Annexure-I**

