



BHUBANESWAR DEVELOPMENT AUTHORITY
Akash Shova Building, Lok Seva Marg, Kharavela Nagar, Unit-III
Bhubaneswar

No. 45303 /BDA, Bhubaneswar,
PLANNING (R&L)-13/19

Date: 30.10.2023

NOTICE INVITING APPLICATION FOR ACCREDITATION OF ARCHITECTS AND REGISTERED TECHNICAL PERSONS UNDER THE PROVISIONS OF ODISHA DEVELOPMENT AUTHORITIES (COMMON APPLICATION FORM) RULES, 2016

Applications are invited for accreditation of Architects and Registered Technical Persons under rule 35 of the Odisha Development Authorities (Common Application Form) Rules, 2016. The eligibility criteria for accreditation of Architects and Registered Technical Person is given below;

- (a) Architects with a valid registration certificate issued by the Council of Architecture, India and Civil Engineers having a valid registration certificate issued by the Director of Town Planning, Odisha under ODA (CAF) Rules, 2016.
- (b) The Architect or Registered Technical Person (Civil Engineer) must have experience of at least five years in preparation of building plans, supervision of construction of buildings.
- (c) The Accredited Persons shall maintain an office, which shall be accessible by general public on any of the working days between 10.00 A.M. to 5.00 P.M.

The detail provision regarding accredited person as prescribed under Chapter-VI of ODA (CAF) Rules, 2016, such as, duration of accreditation, duties and responsibilities, etc. is annexed to this notice ([Annexure-5](#)). The copy of the notice, application form and other relevant information can be downloaded from BDA website www.bda.gov.in/notifications/notices.


The candidates fulfilling the eligibility criteria given above may submit their applications in Form -X of Odisha Development Authorities (Common Application Form) Rules, 2016 as annexed to this notice ([Annexure-1](#)) along with the Affidavit in Form-XII of ODA (CAF) Rules, 2016, in original ([Annexure-2](#)) and the self-attested copies of supporting documents as specified in the Form-X above. The applicants shall also submit the duly filled in [Annexure-3](#) (Documents in respect of Firm, identity proof, etc.) and [Annexure-4](#) (Standard format for submission of experience of preparation of building plan for approval) along with the supporting documents.

The complete application shall be accompanied by a fee of Rs. 5000 (Rupees Five Thousands) only, in shape of a crossed demand draft of a nationalized bank or bank having financial transaction with Government of Odisha, issued in favour of Bhubaneswar Development Authority payable at Bhubaneswar. The application can be submitted in person at the BDA office (Akash Shova Building) or through, registered post to "The

Planning Member, Bhubaneswar Development Authority, Akash Shova Building, Lok Seva Marg, Unit - III, Kharavela Nagar, Bhubaneswar-751001, Odisha”.

The application is liable for rejection in case of incomplete application; or if all documents / forms / affidavits as specified in this notice are not duly submitted. The Vice-Chairman, BDA reserves the right to reject any/ or all applications received without assigning any reason thereof.

By order of Vice-Chairman, BDA


Planning Member
Bhubaneswar Development Authority

APPLICATION FOR ACCREDITATION
OF ARCHITECTS AND REGISTERED TECHNICAL PERSON

Paste Recent Passport
size Photo
with full signature in
the front

To

THE VICE-CHAIRMAN,
BHUBANESWAR DEVELOPMENT AUTHORITY
BHUBANESWAR

Dear Sir,

I/We hereby submit this application duly filled for approval as Accredited Person/Firm along with details of documents and prescribed fees paid for your kind consideration.

1. **Name of the Architect/ Registered Technical Person (Civil Engineer)** :
2. **Name of the Firm if any** :
3. **Registration Number with Council of Architecture, India /Director of Town Planning, Odisha** :
4. **Educational Qualification (Copy of certificate to be enclosed)** :

Sl. (1)	Educational Qualification (2)	Degree/Diploma (3)	Year (4)	Remarks (5)
1				
2				
3				
4				

Note: Please attach additional sheets if required

5. Correspondence Address (In Block Letters)	_____

	Mobile No.
	Land line No.
	Email-

6. Experience and duration of professional practice:

Sl.	Name of Architect/ Registered Technical person	Designation	Institution/ Agency Where worked	Period (Month/Year)			Remarks
				From	Up to	Total period in year/ month	
1							
2							
3							
4							

Note: Please attach individual sheet for each Architect/Registered Technical person

7. Registration Fee:	As notified in public notice
Cash	Money receipt No. and date:
Crossed Demand Draft of a Nationalized Bank or a bank having financial transaction with Government of Odisha in favour of Bhubaneswar Development Authority payable at Bhubaneswar.	(a) Name of the Bank- _____ (b) Crossed DD No. _____ (c) Date- _____ (d) Amount- _____ (Original money receipt copy to be enclosed)

8. Affidavit in prescribed format is enclosed:

9. List of documents to be submitted:

- (i) Application form completely filled in and signed in full.
- (ii) Copy of Registration Certificate with Council of Architecture, India / Director of Town Planning, Odisha
- (iii) Copy of certificates in support of Educational Qualification
- (iv) Copy of certificate in support of Experience and professional practice.
- (v) Copy of documents in support of requisite fees
- (vi) Affidavit in original [in Form-XII of ODA (CAF) Rules, 2016]

Place: _____

Date: _____

**Signature of the applicant
(Full Signature with designation)**

NB: Without submission of the original copy of deposit challan and all documents signed in full, the application is liable for rejection.

(Accredited Person)

AFFIDAVIT

Before the Notary Public/Executive Magistrate.

I Sri/Smt/Mr/Mrs _____ aged about _____ years
son/Daughter of _____, At _____ Po _____ PS _____
Dist _____ at present _____ do hereby solemnly affirm
as follows:

1. That, I am acquainted with the general and special provisions of ODA Act, 1982, ODA Rules, 1983, ODA (CAF) Rules, 2016 and the BDA (Planning & Building Standards) Regulations in force within the Development Areas of Bhubaneswar Development Authority constituted under provisions of ODA Act, 1982 and provisions contained therein.
2. That, I shall prepare the plan for construction/alteration/addition/modification, inconformity with provisions of ODA Act, 1982 and ODA Rules, 1983, ODA (CAF) Rules, 2016 and BDA (Planning and Building Standards) Regulations in force in the Development Areas of Bhubaneswar Development Authority.
3. That, I shall ensure supervision of the construction of buildings to be undertaken strictly in accordance with the approved plan and permission granted and in case of any deviation undertaken in course of constructions, I shall bring it to the notice of the authority within 7(seven) days of my knowledge of such commission of deviation.
4. That, I shall also ensure communication of letter(s), instruction(s), order(s) given by the Development Authority to my client for their compliance and will advise him for compliance of the same.
5. That, I shall also make all effort to ensure that the provisions of the ODA Act, 1982, Rules and Regulations framed thereunder are not violated and in case, despite my efforts, there has been continued violation, I shall forthwith intimate the Bhubaneswar Development Authority in writing about the nature and extent of violation carried out.
6. That, I shall ensure compliance of the building standards and quality norms during constructions of the building as per the provisions of the National Building Code, Bureau of Indian Standards and instruction(s) of the Bhubaneswar Development Authority and/or Government, issued, from time to time.
7. That, I shall strictly comply with the provisions of National Building Code with its amendments, from time to time, wherever applicable. Accordingly, I shall also ensure my ethical commitment not only to my client but also to the Authority and also ensure to inform the Authority in case of my disengagement by my client for further action by the Development Authority in this regard.

8. The transaction, financial or otherwise, with my client shall be my sole responsibility for all purposes and the Vice-Chairman of the Authority shall not be directly or vicariously responsible or liable for such transaction(s) if any.
9. That, I shall be true and genuine to my profession and shall not do and/or refrain from doing anything against the interest of the Authority and in case of any deviation in my commitment, I undertake herein through this affidavit that the Vice-Chairman of the Authority can take any legal action, punitive or compensatory and in such event I shall be held liable in my personal capacity as well as a professional Architect/ Registered Technical Person (Civil Engineer).
10. That, Vice-Chairman of the Authority shall have the power to suspend/cancel my accreditation, in case of any failure to meet the standards of professional practice as prescribed.
11. That this affidavit is required to be submitted to the Vice-Chairman of the Bhubaneswar Development Authority for the purpose of Accredited Person(s).
12. That, the facts stated above are true to the best of my knowledge and belief.
13. That, I have gone through the contents of this affidavit and understood the same and consequences thereof, I fully agree and commit to abide the terms and conditions and accordingly, I put my signature on this affidavit being present before the Notary Public/Executive Magistrate.

Deponent

Identified by

Advocate

DOCUMENTS SUBMISSION FORMAT
(Accreditation of Architects/Technical Persons)

ANNEXURE-3

Name of Applicant:	
Name of Firm, if any	

Note: All documents to be submitted shall be self-attested.

1) Photo Identity Proof	Passport	<input type="checkbox"/>
	Aadhar	<input type="checkbox"/>
	Driving License	<input type="checkbox"/>
	Other (Specify)	<input type="checkbox"/>

2) In case, the applicant has applied on behalf of a Partnership Firm or Pvt. Ltd. company, then copy of the Registration Certificate/ Partnership deed/ Board Resolution stating that the person is a Partner/ Director of the Firm.	Applied on behalf of a Partnership Firm <i>(Specify below, the name of document submitted :)</i>	<input type="checkbox"/>
	Applied on behalf of a Pvt. Ltd. Company <i>(Specify below, the name of document submitted :)</i>	<input type="checkbox"/>
	Not Applied on behalf of a Partnership Firm /Pvt. Ltd. Company.	<input type="checkbox"/>

Note: Supporting document required only in case of Partnership Firm /Pvt. Ltd. Company

3) Type of Firm: <i>(Copy of certificate to be submitted)</i>	Sole proprietorship	<input type="checkbox"/>
	Partnership Firm	<input type="checkbox"/>
	Pvt. Ltd. Company	<input type="checkbox"/>
	others (specify)._____	<input type="checkbox"/>

4) Document submitted in support of — Name of Firm	GST Registration Certificate	<input type="checkbox"/>
	Registration of Firm (under relevant statutory provision)	<input type="checkbox"/>
	Trademark	<input type="checkbox"/>
	others (specify)._____	<input type="checkbox"/>

Note: Supporting document not required in case of sole proprietorship, if the trade /business is in the name of the applicant.

Supporting document required, where the business name of sole-proprietor is not in the name of the proprietor or where the business is a registered firm, e.g. partnership firm, etc.

If name of the business is different than the sole-proprietor, then the trade name specified in GST registration certificate or trademark certificate or License of Shop and establishment Act or MSME registration can be accepted as supporting documents towards the name of the business.

In case of partnership firm, the name of the firm mentioned in the registration certificate under The Indian Partnership Act, 1932 shall only be accepted.

DOCUMENTS SUBMISSION FORMAT
(Accreditation of Architects/Technical Persons)

ANNEXURE-3

5) Document submitted in support of — Registration of Firm, if applicable.	(A) In case of Sole-Proprietorship	(i) GST Registration Certificate	<input type="checkbox"/>
		(ii) License of Shop and Establishment Act	<input type="checkbox"/>
		(iii) MSME registration	<input type="checkbox"/>
		(iv) If any of the above documents is not available, the applicant shall submit supporting documents or an affidavit that the aforesaid documents (GST/ Licences under S&E Act/MSME) are not applicable to the business of the Sole-proprietor.	<input type="checkbox"/>
	(B) In case of other than sole-proprietorship	Registration certificate issued under relevant statutory provision. (e.g. The Indian Partnership Act, 1932 /Company Act)	<input type="checkbox"/>
6) Document submitted in support of — Address of Firm	GST Registration Certificate		<input type="checkbox"/>
	Registration of Firm (under relevant statutory provision)		<input type="checkbox"/>
	Rental Agreement / Ownership of property <i>Applicable in case, the address of the office is different than the address mentioned in the registration certificate, or in case of sole-proprietorship.</i>		<input type="checkbox"/>
	others (specify). _____		<input type="checkbox"/>
7) GST Registration Certificate <i>(Not required, if affidavit given as specified at Serial no. 5 (A) (iv) above)</i>			<input type="checkbox"/>
8) Copy of PAN Card <i>(in case, GST registration is not applicable.)</i>			<input type="checkbox"/>

The facts stated above are true to the best of my knowledge and belief. All supporting documents as specified above is enclosed herewith.

Signature: _____

Name: _____

*** **

NOTE: PLEASE ENCLOSE, TWO NUMBERS OF RECENT PASSPORT SIZE COLOUR PHOTOGRAPHS. THE SAME SHALL BE SECURED INSIDE AN ENVELOPE AND ENCLOSED WITH THE APPLICATION FORM.

(Standard Format for submission of Experience of the Accredited Person)

ANNEXURE -4

Sl. no.	Name of the Project / Applicant's Name	Type of Building as specified in approval letter (Res/Comm/ Apartment/ etc)	Permission Letter No. (given by BDA and BMC)	Year of Approval	Copy of permission letter shall be enclosed. If enclosed ? (Y/N)
1					
2					
3					
4					
5					
6					
7					
...					

I certify that the aforesaid list of projects and enclosed copy of permission letter are true to the best of my knowledge and belief.

Signature: _____

Name: _____

Odisha Development Authorities (Common Application Form) Rules, 2016**CHAPTER-VI****Accreditation of Technical Person**

34. Power to Accredit.— The Authority shall have the power to accredit any registered Technical person or Architect, under provisions of these rules, who shall be designated as Accredited Persons of the Authority.

35. Application for Accreditation.— (1) The Vice-Chairman of the Authority shall invite applications, through a public notice for the purpose of accreditation, at least once in a year.

(2) Any registered Technical Person or Architect, as the case may be, apply in response to such public notice to the Vice-Chairman, in Form 'X'.

(3) The application shall be accompanied by fees of Five Thousand rupees only.

36. Grant of Accreditation Certificate.— (1) The Vice-Chairman on recommendation of Accreditation Committee, may either grant or refuse an Accreditation Certificate within sixty days from last date of receipt of application: Provided that the Vice-Chairman before refusing to grant Accreditation Certificate to a person shall give a reasonable opportunity of being heard.

(2) The Vice-Chairman shall grant to the registered technical person or Architect, an Accreditation Certificate in Form 'XI'.

(3) Before issue of an Accreditation Certificate the applicant, shall execute an agreement with the Vice- Chairman.

(4) The agreement shall have provisions for performance of duties and responsibilities as assigned to Accredited Persons under these rules along with performance security and other matters, as decided by the Authority, from time to time.

37. Duration of Accreditation. — (1) The Accreditation Certificate shall remain valid for the period of three years from the date of issue of the same, unless otherwise cancelled or suspended.

(2) The Accreditation Certificate may be renewed for a further period of three years on an application to be submitted before its expiry period on payment of fees equal to one half of the fees as payable for grant of Accreditation certificate under sub-rule (3) of rule 35:

Provided that the validity of Accreditation Certificate shall be coterminous to that of cancellation of Registration Certificate under the provisions contained in Chapter V of these rules.

38. Qualification and Experience. — (1) For the purpose of accreditation, Architect or Technical Person, as the case may be, must have experience of at least five years in preparation of building plans, supervision of construction of buildings.

(2) The Accredited Persons shall maintain an office, which shall be accessible by general public on any of the working days between 10.00 A.M. to 5.00 P.M.

39. Duties and responsibilities of Accredited Persons.— (1) On behalf of authority, it shall be the duty of the Accredited Person to take up site and field verifications, as required for approval of building plan by him:

Provided that it shall be the duty of the applicant to ensure that the respective Accredited Person take up site and field verifications and submit report in Form 'XIII' to the Authority at the stage of foundation level, plinth level and roof casting for each floor of the building which has been permitted.

Further, on completion of the building, applicant must ensure that a Completion Certificate in Form 'XIV' is issued by the Accredited Person and submitted to the Authority for verification and issuance of occupancy certificate.

(2) The fees as applicable shall be collected by the Accredited Person and deposited with Authority within 30 days.

(3) The Accredited Persons shall also give information approved by him in Form 'XII' to the Authority.

40. Inspection by Accredited Person.—(1) The Authority may assign the work of conducting an independent inspection with respect to ongoing building operations being taken up within the jurisdiction of the Authority to any accredited person; for such inspection. Accredited Person shall submit a report on his findings to authority.

(2) The fees and charges payable to an Accredited Person by Authority for such inspections shall be as per the terms and conditions of the agreement, entered into between the Authority and such Accredited Person.

41. Failure to meet Standards of Performance.— (1) In case, an Accredited Person fails to take up any work as required to be performed in discharge of his professional duties as prescribed under any Act or rules or regulations made thereunder, then the Vice-Chairman may, after giving reasonable opportunity of being heard to the Accredited Person, cancel the Accreditation Certificate granted under these rules.

(2) The cancellation of the accreditation may be done by the Vice-Chairman after an enquiry is conducted on the allegation made against the Accredited Person, for failure to meet standards of performance, misconduct or otherwise: Provided that the cancellation shall be done only on recommendation of Accreditation Committee:

Provided further that pending the enquiry, the Vice-Chairman shall have the power to suspend the Accreditation Certificate, if the same is in public interest.

42. Maintenance of Register.— (1) Vice-Chairman shall maintain "Register of Accredited Persons" in Form 'XV' wherein the details of all persons to whom Accreditation Certificates have been issued shall be entered including the facts on suspension or cancellation, as the case may be.

(2) A copy of the updated register shall be made available on official website of State Government, Director and Authority.

43. Appeal— Any Accredited person being aggrieved by the decisions of Vice Chairman, may prefer an appeal to the Authority within thirty days from the date of such decision.