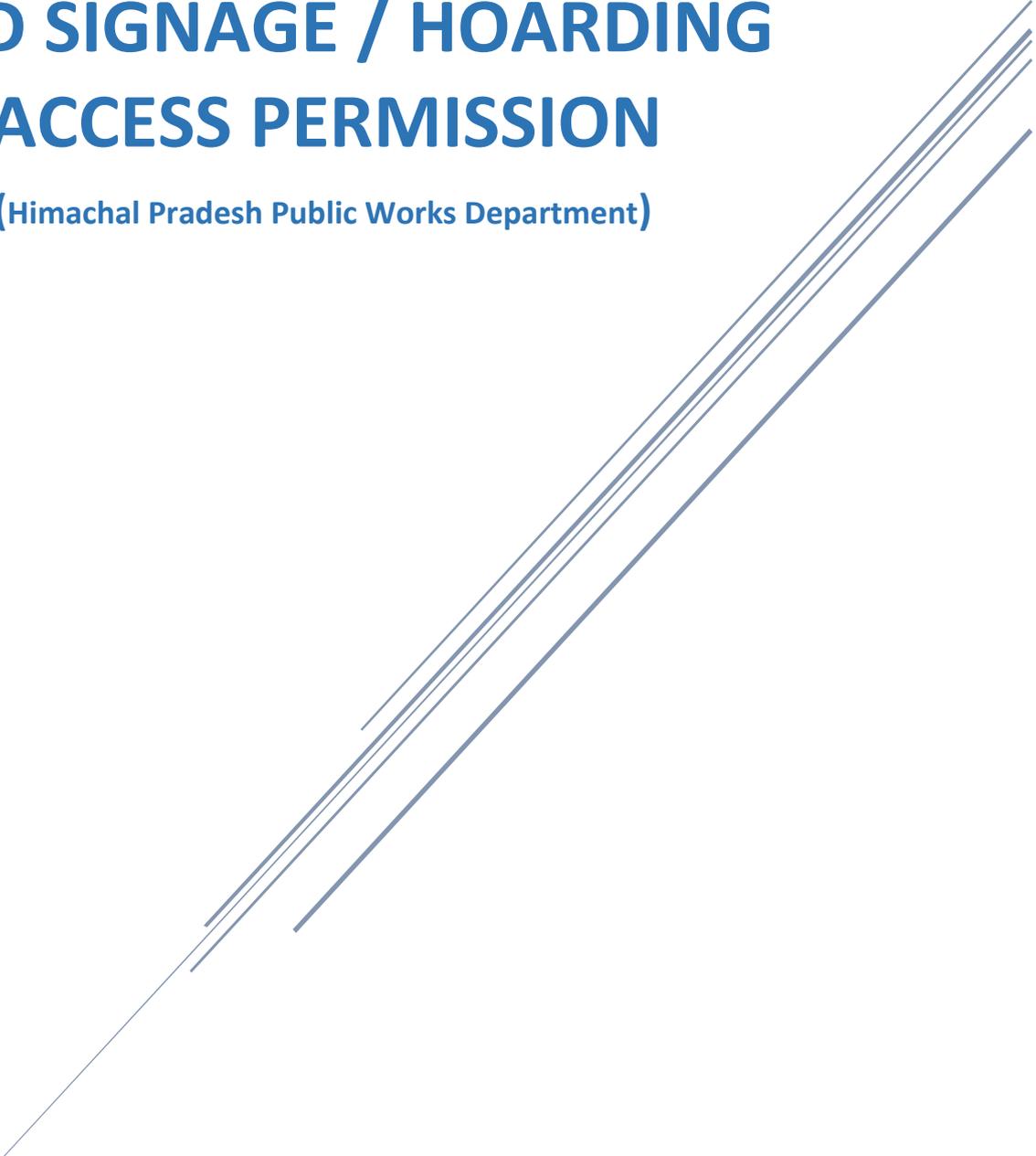


**PROCEDURE AND CHECKLIST  
FOR INSPECTION  
AND SIGNAGE / HOARDING  
ACCESS PERMISSION**

**(Himachal Pradesh Public Works Department)**



## INSPECTION CARRIED OUT FOR (GRANTING SIGNAGE / HOARDING ACCESS PERMISSION & VERIFICATION TO ENSURE PROPER RESTORATION):

### a) Checklist for the Service:

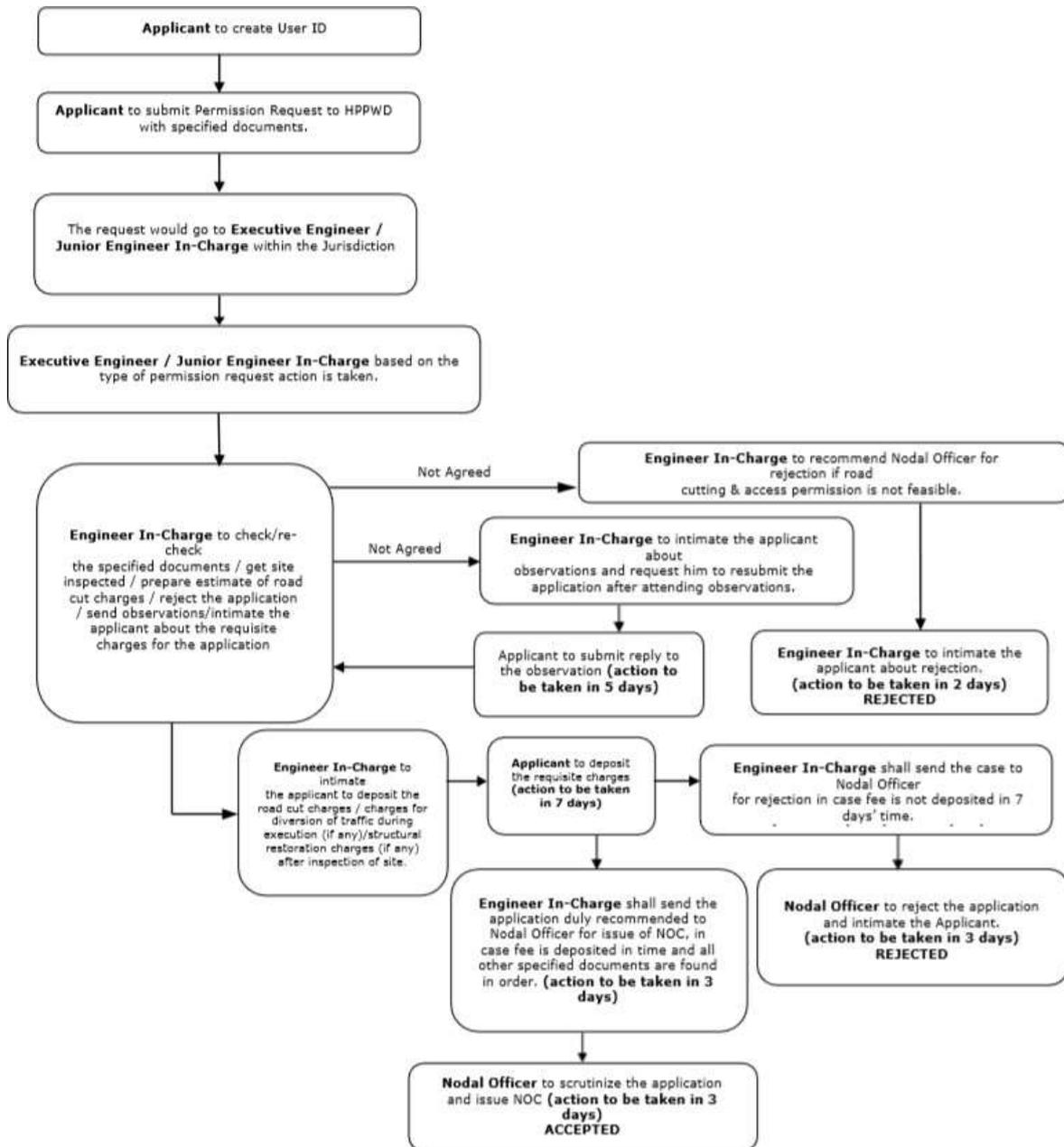
#### List of documents to be submitted to NOC

1. Copy of Infrastructure map
2. Tatima Parcha of Land in which construction is done
3. Demarcation report of Land
4. Self Certified copy of drawing showing requirements as per norms i.e. Location & Layout, Road Signs, Road Markings Drainage plan, & Crust composition of access road etc.,
5. The service road for access must be indicated / show in drawing
6. Site plan and cross -section
7. Liner Plan
8. Signed copy of agreement as per the draft approved
9. Undertaking for owner that the necessary alteration including complete removal / shifting of the approach road at its own cost in the interest of the safety in this section
10. Undertaking from owner ensure the conformity of these norms
11. Undertaking from owner that he shall not do or cause to be done any act in pursuance of the permission which may cause any damage to the HPPWD land or inconvenience to the traffic on the Highway
12. A proof for area where access is required whether it falls in Rural / Urban area
13. Inspection Report
14. Timeline for guarantee Approval / Reject counted on the basis of working days
15. Said permission is valid for 6 months
16. Application processing fee is not refundable
17. No permanent structure will be constructed in control Land / Area

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**b) Service Delivery Process:**

The process flow chart:



INSPECTION AND SIGNAGE / HOARDING ACCESS PERMISSION		
Sr. No.	Process Description	Responsibility Centre
1.	<p>If applicant wants to apply for INSPECTION AND SIGNAGE / HOARDING ACCESS PERMISSION from the Department, then applicant has to access the online application at <a href="http://hppwd.gov.in/">http://hppwd.gov.in/</a> using online services → Signage Licence menu option</p> <p>or</p> <p><a href="https://online.hppwd.gov.in/permission">https://online.hppwd.gov.in/permission</a></p>	Applicant
2.	<p>If applicant is not registered in application, then User has to register at the online application &amp; create the User ID and passwords. This can be done by following the listed steps:</p> <ul style="list-style-type: none"> <li>• Click on “Register” button at the page (<a href="https://online.hppwd.gov.in/permission">https://online.hppwd.gov.in/permission</a>).</li> <li>• All necessary information should be entered.</li> <li>• Click Register.</li> <li>• User will receive “One Time Password” on registered mobile number.</li> <li>• User need to enter the received OTP.</li> <li>• After successful entering of OTP, user need to enter password and confirm password and click on Register button.</li> <li>• The account is created, applicant can use the user ID &amp; Password to login.</li> </ul>	Applicant
3.	<p>Visit the website by following the link: <a href="https://online.hppwd.gov.in/permission">https://online.hppwd.gov.in/permission</a>.</p> <ul style="list-style-type: none"> <li>• Enter Username/Email ID and Password &amp; Captcha Code (displaying in the image) on the following screen and click on “LOG IN”.</li> <li>• After successful login, user is landed over to the page/dashboard.</li> <li>• User will raise application request.</li> </ul>	Applicant

## Himachal Pradesh Public Works Department

	<ul style="list-style-type: none"> <li>• Here, the user is required to submit all the requisite information as mentioned in the webpage.</li> <li>• The user is required to submit the requisite documents. This can be done by selecting the file and uploading it.</li> <li>• Once all the details are entered click “Submit” button, user is landed on the next page where</li> <li>• After clicking on “submit” button, then in next step applicant has to pay the processing fee online.</li> <li>• After successful payment of the processing fee, the application will get submitted to the HPPWD. The applicant will also be informed with the sms and email notification once the application is successfully submitted to the HPPWD.</li> </ul>	
4.	This concludes the application submission procedure done online directly by the applicant.	Applicant
5.	Online application registers the service request made by the applicant and generates a Unique service request ID on e-mail/ mobile.	Online Application
6.	Applicant can check the status based on the Unique application request number by logging into the application.	Online Application
7.	Once the application is submitted, the application will appear on the dashboard of Executive Engineer/Division Engineer, HPPWD, for review of application request.	Executive Engineer/Division Engineer
8.	After review of application request by the Executive Engineer/Division Engineer, HPPWD. If he/she approves the application to be completed in all aspect (including correct document uploaded by applicant), the application will be further process for site Inspection.	Executive Engineer/Division Engineer

## Himachal Pradesh Public Works Department

9.	If the application is not completed in any aspect or uploaded documents are not correct, then applicant is notified to update the application request with necessary changes.	Executive Engineer/Division Engineer
10.	After the application will process for the site inspection, Executive Engineer/Division Engineer will conduct the site inspection.	Executive Engineer/Division Engineer
11.	After the inspection done by the Executive Engineer/Division Engineer inspection report will be forwarded to the Competent Authority for approval.	Competent Authority
12.	If inspection report approved by the Competent Authority, then the applicant will be informed to do the online payment of the requisite fees through his/her dashboard via sms/email.	Competent Authority
13.	After successful payment of the fee, the Executive Engineer/Division Engineer will upload the permission.	Executive Engineer/Division Engineer
14.	After the Executive Engineer/Division Engineer will upload the permission, then the applicant will be notified via SMS/Email to download the permission certificate.	Applicant

### Fees:

**Processing Fees (INR) – 500**

**SIGNAGE / HOARDING FEES-** INR 60 per square feet/month will be charged till the time period of permission given to the applicant.

### BANNER FEE:

For 1-3 days = INR 250/-

For 1 week = INR 400/-

For one month = INR 1000

REFERENCES FOR FEE & PROHIBITION for SIGNAGE/HOARDING:

नगर निगम शिमला की वित्त संविदा एवं योजना समिति के विचारार्थ विज्ञापन:

विभाग का नाम:-  
 विभागाध्यक्ष का नाम:-  
 सम्पदा शाखा  
 संयुक्त आयुक्त

3(11)  
 विषय:- नगर निगम शिमला की सीमा के भीतर विज्ञापन पट्ट (होर्डिंग, बैनर और पोस्टर) लगाने की दरों में बढ़ोतरी बारे।

उपरोक्त विषय के सम्बन्ध में ध्यान में लाया जाता है कि नगर निगम शिमला द्वारा नगर निगम की परिधि में विज्ञापन पट्ट, बैनर और पोस्टर लगाने की अनुमति प्रदान की जाती है। नगर निगम अधिनियम 1994 की धारा 115 में (Fees on Advertisement) में समय-समय पर बढ़ोतरी का प्रावधान है। नगर निगम शिमला द्वारा प्रस्ताव संख्या 3(26) दिनांक 29.04.2016 को क्षेत्रवार Hoardings, बैनर और पोस्टर लगाने की दरें निर्धारित की गई थी जिसकी सूची पताका 'क' पर सत्यान है। उसके उपरान्त दरों में बढ़ोतरी नहीं की गई है। नगर निगम अधिनियम 1994 की धारा 116 के प्रावधानों अनुसार विज्ञापन कर्ताओं को लिखित अनुमति आयुक्त नगर निगम शिमला से लेने का प्रावधान है।

नगर निगम शिमला द्वारा निगम क्षेत्र के अधीन Hoardings लगाने हेतु तीन जोनों में विभाजित किया गया था। इसके पश्चात तीनों जोनों के लिए दिनांक 02.11.2019 को निविदाएँ आमंत्रित की गई थी। केवल दो और तीन जोन के लिए ही M/s Out Door Media पालमपुर कागड़ा को उच्चतम दर पर तीन वर्ष के लिए आंबटित किया गया है। उक्त के अतिरिक्त यहाँ यह भी अवगत करवाया जाता है कि मैसर्स आऊट डोर मिडिया द्वारा निजी भवनों पर होर्डिंग लगाने हेतु प्रार्थना की जा रही स्वीकृति बारे आपत्ति जाहिर करते हुए मौखिक तौर पर आग्रह किया जा रहा है कि निजी भवनों पर होर्डिंग लगाने की स्वीकृति देना बन्द किया जाए। जबकि नगर निगम अधिनियम 1994 की धारा 115 व 116 के अनुरूप निगम इसके लिए प्राधिकृत है व मामला माननीय निगम सदन द्वारा भी पहले से ही अनुमोदित है।

इसके अतिरिक्त जोन एक के लिए पुनः दिनांक 20.01.2020 को निविदाएँ आमंत्रित की गई थी। इसमें किसी भी विज्ञापन कर्ता द्वारा भाग नहीं लिया गया। यहाँ पर यह भी अवगत करवाया जाता है कि जोन एक जैसे अपर खलीनी, लोजर खलीनी, बी.सी.एस, न्यू शिमला, विकासनगर, कसुम्पटी पंचाघाटी

इत्यादि में विज्ञापन पट्टें लगाने हेतु पूर्व में राशि रु० 50/- प्रति वर्ग फुट प्रति माह के हिसाब से विज्ञापन कर्ताओं को लगाने की अनुमति दी जाती है। इसके अतिरिक्त नगर निगम शिमला के अधीन जनस्त क्षेत्रों में कुछ एक निजी भवनों पर निजी भवन मालिकों से विज्ञापन कर्ताओं द्वारा शपथ पत्र पर अनापति आवेदन के साथ Hoardings लगाने हेतु प्रस्तुत किये जाते हैं। तदुपरोक्त क्षेत्रवार अनुमति प्रदान की जाती है। क्षेत्रवार में निम्न-निम्न दरें निर्धारित की गई हैं। अब इन दरों में बढ़ोतरी करने की प्रस्तावना की जाती है। जो निम्न प्रकार से है।

जोन एक से जोन तीन तक राशि रु० 50/- के स्थान पर राशि रु० 60/- प्रति वर्ग फुट प्रति माह के हिसाब से यदि सहमती हो तो उपरोक्त दर के हिसाब से लेने की प्रस्तावना की जाती है। यहाँ पर यह भी अवगत करवाया जाता है कि इन क्षेत्रों में पूर्व में जोन एक, दो व तीन में राशि रु० 40/-, 50/- व 60/- प्रति वर्ग फुट प्रति माह के हिसाब से वसूल किये जाते थे। जिसमें निजी भवन/सरकारी सम्पतियां भी शामिल हैं। इसके अतिरिक्त पूर्व में बैनर लगाने की फीस राशि रु० 150/- एक से तीन दिन के लिए, राशि रु० 300/- एक सप्ताह के लिए और राशि रु० 800/- एक माह के लिए वसूल किये जाते थे। इस संदर्भ में भी निम्न दरें वसूल करने की प्रस्तावना की जाती है। जो निम्न है। जैसे राशि रु० 250/- एक से तीन दिन के लिए, 400/- एक सप्ताह के लिए और 1000/- एक माह के हिसाब से लेने की प्रस्तावना की जाती है।

अतः मामला नगर निगम शिमला की वित्त संविदा एवं योजना समिति के समुख विचारार्थ एवं अनुमोदनार्थ प्रस्तुत है।

आयुक्त

संयुक्त आयुक्त

वित्त संविदा एवं योजना समिति के उक्त मद् संख्या 2(10) पर विचार-विमर्श उपरान्त समिति द्वारा विभागीय प्रस्तावना को इस आधार पर अनुमोदित किया गया कि जिनके द्वारा विज्ञापन Area से अधिक पाया जाता है तो उन्हें आवश्यक Penalty लगाई जाए।

अतः मामला सदन समुख अनुमोदनार्थ प्रस्तुत है।

विचार-विमर्श उपरान्त सदन द्वारा उक्त समिति की सिफारिश को अनुमोदित किया गया।

OFFICE OF THE SECRETARY NAGAR PANCHAYAT NADAUN (HAMIRPUR) H.P.  
NOTIFICATION

*Nadaun, the 17<sup>th</sup> May, 2013*

**No. NP/NDN/ Hoarding-485.**—The following Bye Laws made by the Nagar Panchayat Nadaun for regulating the Posting of Bills Hoardings, Advertisements, Sign boards, in exercise of the power conferred by the section 2002 (O) read with section 217 of the Himachal Pradesh Municipal Act, 1994 (13 of 1994) having been confirmed by the State Govt. as required under section 217 of the aforesaid Act are here by published for general information namely:—

BYE LAWS TO REGULATE POSTINGS OF BILLS, HOARDINGS, ADVERTISEMENTS OF  
NAGAR PANCHYAT NADAUN (HAMIRPUR)

1. **Short title commencement and application.**—These Bye-Laws may be called the Nagar Panchyat Nadaun (Regulation of Posting of Bills and fixing of advertisement hoardings, sign boards etc.) Bye-Laws, 2008 (1) They shall come into force on the date of their publication in the Rajpatra ( extra ordinary), Himachal Pradesh.
  - (2) They shall apply to Nagar Panchyat Nadaun Area.
2. **Definitions.**—In these bye laws unless the context otherwise requires:—
  - (a) "Act" means the Himachal Pradesh Municipal Act 1994
  - (b) "Bills" means any poster, notice and advertisement printed on paper of Board or painted on Hoarding, sign boards or wall etc. and hung on poles etc.
  - (c) "Nagar Panchyat" means the Nagar Panchyat Nadaun and
  - (d) "Schedule" means the schedule indicating the rate in respect of sign boards.
3. **Prohibition of Sticking, fixing hanging or painting bills, posters, advertisement, notice etc.**—No person shall without the written permission of the Secretary, Nagar Panchyat Nadaun stick, fix or hung or cause to be fixed stick, or hung or paint bills, posters, advertisement, notice, in contravention of the following conditions:—

- (i) Hoarding shall not be allowed in the required width the National/State Highways and other scheduled roads as they cause traffic hazard and are against the instructions of the Govt. of India and Hon,ble Himachal Pradesh High Court.
- (ii) No hoarding, advertisements shall be put on the valley side above the eye level (Including on the roofs of buildings) to preserve the aesthcties, scenic beauty and the views of hills.
- (iii) No hoarding, advertisements shall be put at the place where it effects, endangers the growth of flora.
- (iv) No hoarding shall be located in thickly wooded area and no wire of any kind shall be placed on trees.
- (v) No hoarding advertisements shall be exceeding dimension size of 16 Sqm meters.
- (vi) No hoarding advertisement shall be against the guidelines of the PWD.
- (vii) No hoarding shall be located near a water source.
- (viii) No hoarding advertisement shall be in the form of writing engraving nailing and carving on any natural animate or inanimate object;
- (ix) No hoarding advertisement shall be located to the road. No hoardings advertisement should be located on a sharp " U" turn and blind turns; and
- (x) The beauty of nature formation such as hills, rivers, trees and rocks shall not be destroyed by indiscriminate installation of commercial advertisements.

**4. Exemption.**—Subject to the conditions mentioned in these Bye Laws sec.3 private boards may be erected on respective premises By Govt. Offices, associations or mercantile firms, for posting their own notices, advertisements etc. prohibition of displaying indecent picture or language, advertisement containing indecent picture or language shall not be allowed Secretary Nagar Panchyat Nadaun shall be authority to decide as to the decency or otherwise of the advertisements and the appeal against the decision shall be made to the President, Nagar Panchyat Nadaun whose decision shall be final.