

राजस्थान, सरकार  
नगर नियोजन विभाग  
कार्यालय मुख्य नगर नियोजक, राजस्थान, जयपुर।

टीपीआर: TPR 9354/Project/Eol/General

दिनांक:

शासन उप सचिव-प्रथम,  
नगरीय विकास विभाग,  
राजस्थान, जयपुर।

**विषय:-** वास्तुविद पंजीकरण की संशोधित गाइडलाईन एवं डिजिटल हस्ताक्षर हेतु एसओपी को विभागीय पोर्टल पर ऑनलाईन अपलोड करने के संबंध में।

महोदय,

उपरोक्त विषयान्तर्गत लेख है कि पंजीकृत वास्तुविदों द्वारा जारी की जाने वाली स्वीकृतियों की प्रभावी निगरानी हेतु ऑनलाइन पोर्टल तैयार करने की कार्यवाही प्रक्रियाधीन है। इसके दृष्टिगत ऑफलाइन हस्ताक्षर से जारी भवन मानचित्र/पूर्णता/अधिवास प्रमाण पत्र केवल दिनांक 01.06.2026 तक ही मान्य रहेंगे तथा इसके पश्चात केवल डिजिटल हस्ताक्षर से जारी प्रमाण पत्र ही मान्य किये जायेंगे।

अतः सक्षम स्तर से अनुमोदित संशोधित गाइडलाईन एवं डिजिटल हस्ताक्षर SOP को समस्त वास्तुविदों की जानकारी हेतु विभागीय पोर्टल पर ऑनलाइन अपलोड करवाने का श्रम करावें।

**संलग्न-उपरोक्तानुसार।**

(शशिकान्त)

मुख्य नगर नियोजक,  
राजस्थान, जयपुर।

टीपीआर: TPR 9354/Project/Eol/General

दिनांक:

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. वरिष्ठ नगर नियोजक (मुख्यालय), मुख्य नगर नियोजक, राजस्थान, जयपुर।



**Revised Guidelines**  
**For**  
**Registration of Empaneled Architects**

**Under Rule no. 16.3 of**  
**Model Rajasthan (Urban Area) Building Byelaws, 2025**  
**in Rajasthan**

**To issue**  
**Building Plan Approval, Completion Certificate &**  
**Occupancy Certificate**

**Chief Town Planner, Rajasthan**  
**Nagar Niyojan Bhawan,**  
**J. L.N. Marg, Opposite Birla Mandir,**  
**Jaipur (Rajasthan)-302004**  
**Tel No -0141-2563702**  
**Email- ctp-rj@nic.in**

**Department of Urban Development & Housing,**  
**Government of Rajasthan, Jaipur.**

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# PROCEDURE FOR REGISTRATION OF ARCHITECTS

## 1. BACKGROUND :

Urban Development Department, Government of Rajasthan vide letter no. F.11(9) UDH/Building Byelaws -2025/2025 dated 12.05.2025 has issued Model Rajasthan Building Regulations-2025 which shall be applicable in all urban areas of Rajasthan.

Following provisions have been made in the Byelaws, 2025 for registration of Architects to issue Building Plan Approval, Building Completion Certificate/ Partial Completion Certificate and Building Occupancy Certificate/ Partial Occupancy Certificate: -

**विनियम 16.3- भवन मानचित्र अनुमोदन, पूर्णता प्रमाण पत्र एवं अधिवास प्रमाण पत्र जारी करने हेतु वास्तुविदों का पंजीकरण (Registration of Architects):-**

मुख्य नगर नियोजक, राजस्थान द्वारा भवन मानचित्र स्वीकृति, भवन पूर्णता प्रमाण पत्र एवं अधिवास प्रमाण पत्र जारी करने अथवा इन विनियमों से सम्बन्धित किसी अन्य विषय हेतु वास्तुविद् की अर्हताओं का निर्धारण कर इन विनियमों के तहत अनुज्ञा जारी करने के लिए अधिकृत तथा उसके लिए प्रक्रिया का निर्धारण किया जा सकेगा।

Guidelines are therefore issued for individual Architects who are registered with Council of Architecture (CoA) to authorize them for Building Plan approval, Building Completion Certificate/ Partial Completion Certificate and Building Occupancy Certificate/ Partial Occupancy Certificate as per rule no. 16.3 of Model Rajasthan (Urban Area) Building Regulations, 2025 provided that the eligibility criteria and other conditions are fulfilled.

## 2. ELIGIBILITY CRITERIA:

The "Architect" should satisfy the minimum eligibility criteria as mentioned below:

- (a) Should have Bachelor degree in Architecture (a five-year degree course) from any institute, recognized by the Council of Architecture.
- (b) Should be registered (Updated registration Certificate) with Council of Architecture, India as per Architects Act, 1972.

## 3. COMPETENCE FOR APPROVAL:

- (i) Registered Architects shall be authorized for approval of Building Plans for Plots (all land uses) having area more than 500 sq.mt. & upto 1000/2500 sq.mt. (Upto 15.0 Mtrs. Height) as per the procedure mentioned in rule no. 13.6 of Model Rajasthan Building Regulations 2025.
- (ii) Registered Architects (those who have completed 05 years or more since completing their degree) would be authorized to issue Completion Certificate and Occupancy Certificate of the building, as per the procedure mentioned in rule no. 16.6(4) of Model Rajasthan Building Regulations-2025.

**Note: The process for approval of revised Building Plan shall be carried out in accordance with provision mentioned in Model Rajasthan Building**



## Regulations-2025.

### 4. REGISTRATION FEE:

The eligible Architect for registration shall have to deposit the registration fee as per rule no. 16.5 of Model Rajasthan Building Regulations-2025 as given below, within stipulated time: -

क्र.सं.	तकनीकीविद/वास्तुविद	सक्षमता	पंजीकरण शुल्क
1	वास्तुविद जिन्हे डिग्री प्राप्त किये 5 वर्ष व उससे अधिक समय हुआ हो।	मुख्य नगर नियोजक, राजस्थान द्वारा पंजीकरण करवाये जाने के पश्चात् 2500 व.मी. क्षेत्रफल तक के भूखण्डों पर अधिकतम 15 मी. ऊँचाई के भवन मानचित्र अनुमोदन एवं समस्त क्षेत्रफल/ऊँचाई हेतु पूर्णता/अधिवास प्रमाण पत्र जारी करने हेतु अधिकृत होंगे।	<ul style="list-style-type: none"><li>राज्य के स्थानीय वास्तुविद—रूपये 50,000/- एकमुश्त व रूपये 12,500/-प्रति वर्ष (Renewal Fee)।</li><li>राज्य से बाहर के वास्तुविद—रूपये 1,00,000/- एकमुश्त व रूपये 25,000/-प्रति वर्ष (Renewal Fee)।</li></ul>
2	वास्तुविद जिन्हे डिग्री प्राप्त किये 5 वर्ष से कम समय हुआ है।	मुख्य नगर नियोजक, राजस्थान द्वारा पंजीकरण करवाये जाने के पश्चात् 500 व.मी. से अधिक एवं 1000 व.मी. क्षेत्रफल तक के भूखण्डों पर अधिकतम 15 मी. ऊँचाई के भवन मानचित्र अनुमोदन हेतु अधिकृत होंगे।	<ul style="list-style-type: none"><li>राज्य के स्थानीय वास्तुविद—रूपये 20,000/- एकमुश्त व रूपये 7,500/-प्रति वर्ष (Renewal Fee)।</li></ul>

Note: After 05 years of completion of degree, if any registered Architect (registered for plot area upto 1000 sq. mtr.) wants to upgrade his registration for plot area upto 2500 sq. mtr., shall have to apply for afresh registration and registration charges as mentioned in point no.1 as above shall be applicable.

### 5. APPLICATION PROCEDURE & REGISTRATION:

- The Architect shall submit application to Chief Town Planner, Rajasthan, Office of the Chief Town Planner, J.L.N. Marg, Jaipur, Rajasthan-302004 in a prescribed form (Annexure-1), along with requisite documents and affidavit (Annexure-2).
- The Architect shall have to pay a non-refundable processing fee of Rs. 1000/- by crossed demand draft drawn in favor of CHIEF TOWN PLANNER, RAJASTHAN, payable at Jaipur from any nationalized or schedule bank as prescribed. This processing fee has to be submitted along with the application form.
- While applying for registration, the Architect should mention address of his registered office as well as Head office (if different). All documents viz. Bankers certificate etc. should bear one of the addresses; otherwise the same shall not be accepted.
- Incomplete applications and application without prescribed documents are liable to be rejected and deposited amount will not be refundable.
- The office of the Chief Town Planner shall have the right to independently verify



the details furnished by Architect and works completed by Architect or obtain such other reports as may be considered necessary.

- (f) A demand letter will be issued to the eligible Architects to pay a non-refundable registration fee (as per clause 4) by crossed demand draft drawn in favor of CHIEF TOWN PLANNER, RAJASTHAN, payable at Jaipur from any nationalized or schedule bank as prescribed.
- (g) After depositing registration amount and confirmation received from Account Section, Registration letter along with duly signed Certificate by The Chief Town Planner, Rajasthan shall be issued to the Architect.
- (h) It shall be mandatory for the registered Architect to have a seal made in the format prescribed below. This seal must be used in all the submitted documents like Approval letter, Checklist, Affidavit, Maps etc. of the Approved Building Plan/ CC/ OC in accordance with the provisions of the Building Regulations-2025.

Name of Architect.....
Registration no. ....
Registration Valid upto .....
CoA No. ....
Office address.....
Mob. No. ....

#### 6. VALIDITY OF REGISTRATION:

The registration will be valid for a period of one year from the date of registration. However, the registration may be renewed, in accordance with the rules in this regard. Each renewal of the registration shall be for a period of one year from the date of expiry of previous registration/ renewed registration. Each registration will be done in subject to validity of Architect's CoA registration.

#### 7. RENEWAL OF REGISTRATION:

- (a) A registered Architect may be apply for renewal along with following documents-
  - A demand draft as mentioned at point no. 4, in favor of Chief Town Planner, Rajasthan payable at Jaipur.
  - Updated copy of CoA registration.
  - An Affidavit (Annexure-2).
  - A list of project who's Building Plan approval/CC/OC are issued by the registered Architect in previous registration period in the prescribed format (Annexure-3).
- (b) Application for renewal of registration under Model Rajasthan Building Regulations, 2025 will required to be made before the expiry of the registration period. In case registration expires, renewal application can be considered if applied within 02 months from the expiry date of registration period **by charging additional 20 percent of renewal fee as late fee** after approval from Chief Town Planner, Rajasthan.
- (c) If the renewal application is made after 02 months of the registration period then



the application will not be valid for renewal and the earlier registration will be considered cancelled and if re-registration is desired, registration process will be done on application in the prescribed form along with the requisite documents and fee as mentioned at point no.4 and a new Registration number and Certificate will be issued by the Chief Town Planner, Rajasthan, in case of approval.

- (d) All existing registration (under prevailing Byelaws-2020) shall be valid till expiry date as mentioned in the Certificate issued and may be renewed in continuation of previous registration after applying as per these guidelines.

## 8. ARCHITECT'S RESPONSIBILITY:

The "Architect" should fulfil all his obligations specified under these rules within the time and in the manner as specified. Some of the obligations are-

- (a) The work done by the registered architects should be strictly as per Model Rajasthan Building Regulations 2025 or as per prevailing building regulations for special area identified by the Government of any Urban Local Body and as per the provisions of relevant Acts, Rules, Circulars, Orders, Guidelines etc. issued by Urban Development Department, Rajasthan from time to time.
- (b) Registered architect shall maintain good conduct as per Architects Act, 1972 while carrying out work and shall not indulge in unethical practices.
- (c) Before issuing the Building Plan approval, the registered Architect must personally inspect site and verify the dimensions, area, RoW of adjoining roads, land use etc. of the plot w.r.t with the lease deed. If dimensions, area, RoW of adjoining roads, land use or any other physical feature of the plot does not match with the issued lease deed, confirmation must be obtained from the concerned Authority before any further action.
- (d) Registered Architect must verify all requisite documents submitted by the applicant eg. Lease Deed/ Site Plan/ Name Transfer Letter (if any)/ Resumption Fee (if applicable)/ No Objection Certificates (NOCs) from relevant departments (eg. Fire, Airport, Environment etc.)/ Consent letters/ certificate eg. Labour Cess- No Dues Certificate/ Structural Certificate/ Green Building Certificate/ RECBC or any certificate as per annexure-'3' of Building Byelaws, 2025 required under applicable regulations.
- (e) The registered Architect will ensure that that all kind of charges eg. Resumption charges/ Building plan charges/ Completion Certificate charges/ Occupancy Certificate charges, labour cess, Fire cess, mechanical parking charges, BSUP charges etc. or as mentioned in annexure-'2' of Building Byelaws, 2025 have been deposited to the concerned authority as per issued demand letter. The registered Architect shall be held responsible for ensuring that such fees are fully deposited in the concerned Local Authority/ Body.
- (f) Before issuing the Completion/ Partial Completion Certificate or Occupancy/ Partial Occupancy Certificate for any building, it is mandatory to verify that the construction carried out on-site confirms strictly to the approved building plan and that all necessary provisions and facilities have been duly provided as per Building Byelaws, 2025 or any applicable regulations and to be ensured that all postdated cheques of Betterment Levy amount and Completion Certificate charges/ Occupancy Certificate charges has been fully deposited. Architect shall also ensure that construction of EWS/ LIG component submitted in lieu of the project are completed (if applicable).
- (g) Intimation regarding change of address should be given in advance or within one month along with valid proof.
- (h) Registered architect will decide criteria of fees to be charged from plot owner.



mutually agreed for such services to be offered to the concerned Developers/  
Individual owner of the buildings.

- (i) No remuneration or fees will be paid by the Govt. of Rajasthan/ Office of the Chief Town Planner or Any of Urban Local Bodies situated in Urban Areas of Rajasthan to the Registered Architects.
- (j) A copy of Document/ Maps/ Certificate, wherever seal has been applied/used shall mandatorily be submitted in the concerned ULB's and upload on the online portal (As and when functional) by the Registered Architect.
- (k) **To ensure transparency, authenticity and accountability of Building Plan Approval/ Completion Certificate/ Occupancy Certificate issued by registered architects, Building Plan Approval/ Completion Certificate/ Occupancy Certificate will be digitally signed from 01.06.2026 onwards, otherwise they will deemed invalid. Furthermore, if any registered architect issues offline building construction approvals, completion certificates, or occupancy certificates after the aforementioned date, their registration shall be deactivated for a period of three months upon the matter coming to the notice of the Department.**
- (l) The Department is in the process of developing and launching a dedicated online portal for the purpose of facilitating the application and renewal of registrations for architects. Upon activation of the portal, all applications for registration and renewal shall be accepted exclusively through the online system. Offline applications will no longer be entertained thereafter.

#### 9. DISCIPLINARY ACTIONS/ PENALTY/ PUNISHMENT PROVISION:

The registration of any registered Architects may be cancelled at any time by Chief Town Planner, Rajasthan, Jaipur, if the registered Architect: -

- Is proved to be responsible for mistake in design calculation/ charges calculation in any project; or
- Is proved to be responsible for issuing any building plan approval/ completion certificate/ occupancy certificate on incorrect facts or conceal them; or
- If found involved in complaints of serious nature received from other departments and Urban Local Bodies of Rajasthan which prima facie appear to be true; or
- Is proved to be indulge in malpractice/ misconduct/ non- compliance with respect to the Rules, Regulations, Orders, Guidelines & Notification issue by UDH Department from time to time; or
- Fails to abide by the conditions of registration; or
- Is found to have given false particulars at the time of registration; or
- Has indulged in any type of forgery or falsification of records; or
- Changes office address / contact no. without intimation to Chief Town Planner, Rajasthan, Jaipur; or

The registration of any architect shall be subject to review by the Chief Town Planner, Rajasthan, Jaipur. The registration may be terminated, suspended, or cancelled, or any other appropriate action may be taken at any time if deemed necessary upon receipt of a complaint against the registered architect. Such action



shall be initiated only after due notice has been issued to the concerned architect, allowing them the opportunity to respond.

The Chief Town Planner, Rajasthan, Jaipur shall have the authority to cancel the registration of any architect and to debar or blacklist the individual for a specified period, including a lifetime ban, as deemed appropriate. Such decisions may be based on complaints or violations and shall be communicated to the Council of Architecture for any necessary further action.

The decision of the Chief Town Planner, Rajasthan, Jaipur shall be final and binding on the registered architect.


As per rule no. 17.2 of Model Rajasthan Building Regulation, 2025 -

- If any registered architect is found to have violated the professional code of conduct or has issued a Building Map Approval, Revision, Completion Certificate, or Occupancy Certificate in contravention of the applicable regulations, or has made incorrect statements, misrepresented material facts, or concealed such facts, the Chief Town Planner, Rajasthan may initiate disciplinary proceedings such as suspension, cancellation, or blacklisting of the architect's registration, either permanently or for a specified duration, after providing the architect with a reasonable opportunity of being heard. The concerned Authority may blacklist/ debar the Architect for their organization and if necessary, also lodge a First Information Report (FIR)/ take appropriate legal action against the architect, accordingly.

#### 10. GENERAL INSTRUCTIONS:

- (a) A duly attested photocopy of the PAN number and registration with council of architecture under the architect act 1972 to be submitted along with the application.
- (b) The Submitted application should be in the prescribed form with all annexures duly sealed & signed by the Architect.
- (c) The Registered Architects shall have to abide by all the rules made herein and as amended from time to time, during the tenure of their registration.

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(शशिकांत)  
मुख्य नगर नियोजक  
राजस्थान, जयपुर

Creating a digital signature involves obtaining a **Digital Signature Certificate (DSC)** from a licensed authority and then using it to sign documents via software or specialized platforms.

This Standard Operating Procedure (SOP) outlines the end-to-end process for establishing and using a digital signature.

## 1. Purpose and Scope

- **Purpose:** To provide a secure, standardized method for signing electronic documents that ensures **authenticity, integrity, and non-repudiation**.
- **Scope:** This procedure applies to all employees and authorized signatories required to execute digital transactions or approve electronic records.

## 2. Prerequisites

- **Identity Documents:** Valid government-issued ID (e.g., PAN Card, Aadhaar, Passport) and address proof.
- **Hardware:** A secure USB crypto-token (for hardware-based signatures) or a stable internet connection (for cloud-based eSign).
- **Software:** Updated PDF reader (e.g., Adobe Acrobat Reader) or access to a trusted e-signature platform like DocuSign or Adobe Sign.

## 3. Step-by-Step Procedure

### Phase I: Procuring a Digital Signature Certificate (DSC)

1. **Select a Certifying Authority (CA):** Choose a licensed CA (e.g., eMudhra, Sify, or PantaSign).
2. **Submit Application:** Fill out the online application form with personal/organizational details and upload the required identity documents.
3. **Verification:** Complete the **eKYC process**, which typically involves mobile OTP verification and a brief **video recording** where you display your original documents.
4. **Download Certificate:** Once approved, download the DSC onto your USB token or your computer's certificate store.

### Phase II: Setting Up the Signature Environment

1. **Install Drivers:** Insert the USB token and install the necessary drivers provided by the vendor.

2. **Register Certificate:** For specific portals (e.g., EPFO or MCA), register your DSC on the platform before the first use.

### **Phase III: Digitally Signing a Document**

1. **Open Document:** Open the PDF or Word file you wish to sign.
2. **Select Sign Option:**
  1. **In Adobe:** Go to **Tools > Certificates > Digitally Sign.**
  2. **In Word:** Go to **Insert > Signature Line.**
3. **Place Signature:** Drag a box in the area where you want the signature to appear.
4. **Authenticate:** Select your DSC from the list, enter your **PIN/Password**, and click **Sign.**
5. **Save & Verify:** Save the signed file as a new version and check for the "Signature is Valid" status in the document ribbon.

### **4. Security & Compliance**

- **Confidentiality:** Never share your DSC PIN or transfer your USB token to another person.
- **Renewal:** Track expiry dates; most DSCs are valid for **1–3 years** and must be renewed before they expire.
- **Incident Reporting:** Report lost or compromised tokens immediately to your IT department or the issuing CA for revocation.