



No. 1(2)/1982-DUAC

July 1, 2026

**MEMORANDUM**

**Sub: Mandatory submission of complete details of Owner and Architect for  
Consideration of Proposals by the Commission-Regd.**

The above matter was considered by the Commission at its meeting held on June 18, 2026 in which the Commission observed as follows:-

1. In continuation to the decisions taken by the Commission at its meeting held on October, 17, 2024, and May 26, 2026, it has been observed that:
  - a) The Commission invests considerable time in deciphering and understanding the proposal while formulating detailed feedback on the proposals (conceptual, formal and NOC for completion) received by it. The Commission contacts the Architects to explain their point of view where the Commission has certain doubts.
  - b) It is a matter of concern that many proposals received at conceptual/formal/NOC stage are frequently incomplete, incoherent, poorly drafted, of significantly low-quality and lacking clarity. Some submissions are resubmitted without adequately addressing the previous observations given by the Commission.
  - c) In such cases the Commission is left with no option but to reject the proposal.
  - d) Additionally, in numerous cases, where no correct information about the Architect and the Owner/Proponent is given, the Commission is at a loss to convey its observations in person. Though the detailed written feedback is conveyed even in such cases, many times the Architect/Owner/Proponent, submits the proposal without properly understanding the intent and meaning of the observations given by the Commission. In many cases, compliance report with respect to the observations is also not given. All this leads to further delay in approval, and the Architect/Owner/Proponent may not understand the reason behind this.

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- e) The Commission underscores that the chance to submit conceptual designs is a valuable opportunity for architects to enhance their proposals for formal submission. This process is intended to deliver detailed observations and constructive feedback at the conceptual stage, enabling architects to implement necessary adjustments and greatly reduce the likelihood of rejection during the formal review. However, by failing to address the feedback received at this critical juncture, architects not only weaken their proposals but also miss out on vital opportunities for improvement and refinement.
2. Taking into consideration the facts and circumstances enumerated above, it has been decided that:
- a) All proposals submitted to the Commission, irrespective of the stage of submission (Conceptual, Formal, and Completion stage), shall mandatorily include complete and correct particulars of both the Owner/Proponent and the Architect, including their name, postal address, contact number, and a valid e-mail address.
- b) The above requirement is being prescribed to facilitate effective communication, meaningful deliberations, and constructive interaction between the Commission, the Architect, and the proponent during the review process.
- c) Proposals that do not furnish the requisite information in the prescribed manner shall be treated as incomplete and shall not be considered by the Commission.

भवदीया,

28/12/2026

(आशु चौधरी)

**Ashu Chaudhary**

सचिव/Secretary

