



No. 1(2)/82-DUAC

August 25, 2026

MEMORANDUM

विषय: Guidelines for Consideration of Proposals at the Conceptual Stage- Review, Consolidation and Revision-Regarding.

I am directed to convey the decision of the Commission taken at its meeting held on August 13, 2026 on the subject. The following guidelines for consideration of proposals at conceptual stage shall henceforth be followed:

"..... Revised Framework Proposed for Consideration:

- a) In view of the above, and with the objective of ensuring greater consistency and clarity in the consideration of proposals at the conceptual stage, it was decided that all earlier decisions of the Commission, related to the conceptual stage submissions, taken during the period from 21.08.2019 to 18.06.2026 shall stand consolidated and superseded by the present decision. The following consolidated guidelines be adopted:

1. Eligibility and Scope of Conceptual Stage Consideration:

- a) Any proposal pertaining to a plot measuring 450 sqm and above may be considered by the Commission at the Conceptual Stage, subject to the conditions and limitations prescribed herein.
- b) Conceptual Stage consideration shall apply only to projects at the design-initiation/inception stage, where the architect/proponent seeks to present and discuss the broad design proposal with the Commission and obtain its observations and inputs before proceeding with the Formal Stage submission.
- c) The Conceptual Stage facility shall not ordinarily be applicable to:
- i. already constructed buildings;
 - ii. additions or alterations to existing buildings;
 - iii. proposals for additional floors;
 - iv. proposals submitted for NOC/completion; and
 - v. matters which have substantially progressed beyond the design-initiation stage.
- d) The Commission may, however, in its discretion, consider proposals falling outside the above categories where the proposal relates to a Government project, landscaped proposals, public-use project, or any other proposal which, in the opinion of the Commission, merits consideration in the public interest.
- e) Conceptual Stage consideration shall not be construed as approval of the proposal or as a substitute for Formal Stage scrutiny under the applicable provisions of the DUAC Act, 1973 and the prescribed assessment criteria.
- f) Where appropriate, the proposal may be described as "found conceptually suitable (not limited to these observations)", as earlier decided by the Commission, to clarify that the observations at the Conceptual Stage are not exhaustive and do not constitute final approval.

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Lodhi Road, New Delhi-110003
(A Statutory Body of Ministry of
Housing and Urban Affairs, Govt. of India)

2. Complete Documentation and Particulars:

- a) *Every proposal submitted at the Conceptual Stage shall contain complete and correct particulars of both the Owner/Proponent and the Architect, including:*
 - i. name;
 - ii. complete postal address;
 - iii. contact number; and
 - iv. valid e-mail address.
- b) *The Architect shall also furnish the applicable professional credentials, including proof of valid registration with the Council of Architecture and registration/licence with the concerned local body, wherever applicable, along with the authorization/consent of the Owner/Proponent.*
- c) *The submission shall contain all documents and drawings necessary for meaningful appraisal of the proposal, in accordance with the requirements prescribed by the Commission from time to time and the 20-point Criteria for Project Assessment and Approval (CPAA).*
- d) *The Conceptual Stage submission shall, as applicable, include the project report, location/key plan, site plan, zoning information, latest site photographs, landscape plan, parking and circulation plan (showing vehicular and pedestrian circulation), complete set of drawings, 3D views, material specifications, services information, signage, public art, demolition plans, wherever applicable, and other information necessary for proper understanding and appraisal of the proposal.*
- e) *The Secretary/Assistant Secretary (Technical), DUAC may, wherever necessary, ascertain the reasons for incomplete documentation from the concerned Architect/Proponent before the proposal is placed before the Commission, in continuation of the procedure earlier authorised by the Commission.*

3. Compliance with Previous Observations:

- a) *Where a proposal has previously been considered by the Commission at the Conceptual Stage, every subsequent submission shall mandatorily be accompanied by a point-wise compliance/response to the observations made by the Commission.*
- b) *The revised submission shall clearly indicate the modifications/incorporation made in the proposal in response to the observations of the Commission.*
- c) *Proposals received without adequate or satisfactory replies/compliances shall be placed before the Commission for information only and shall not be considered for further deliberation, unless the Commission decides otherwise.*
- d) *Repeated submission of the same proposal without meaningful modifications, incorporation of observations or improvement in the design shall be discouraged, as such submissions defeat the purpose of the Conceptual Stage and result in avoidable expenditure of the Commission's time and resources.*

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4. Limit on Number of Conceptual Stage Considerations:

- a) A proposal shall ordinarily be considered at the Conceptual Stage not more than three times.
- b) Where the same proposal is received for consideration at the Conceptual Stage from the date of third submission, it shall not be placed before the Commission for a period of 45 days.
- c) After expiry of the 45-day period, the proposal may be submitted again, subject to substantial revision, incorporation of the previous observations of the Commission and compliance with all applicable submission requirements.
- d) Notwithstanding the above, the Commission may, in exceptional circumstances and in the public interest, exercise its discretion to consider a proposal notwithstanding the above limitation.

5. Presentation by the Architect:

- a) The Architect who has prepared and submitted the proposal shall be required to make an online presentation of the proposal personally before the Commission.
- b) The presentation shall enable the Architect to explain the design concept, planning approach, major design considerations and the manner in which the proposal responds to the applicable planning, urban design and architectural considerations.
- c) Where the concerned Architect is not available to make the presentation at the scheduled meeting, the proposal shall be deferred to the next meeting and shall not be considered in his/her absence.
- d) If the concerned Architect remains unavailable at the subsequent meeting, the proposal shall be returned by the Commission without consideration.
- e) The requirement of personal presentation shall not preclude the Commission from requiring the Owner/ Proponent or other members of the professional team to participate, wherever considered necessary.

6. Intent of the Revised Guidelines:

- a) The Commission clarified that the above framework is not intended to discourage consultation with the Commission, but to ensure that the Conceptual Stage facility is utilised for the purpose for which it was created.
- b) The Conceptual Stage provides architects and proponents an opportunity to present a project at an early stage, obtain the Commission's considered observations and improve the proposal before it proceeds to the Formal Stage. The Commission invests substantial time in understanding the proposal and providing constructive feedback. The process is therefore intended to assist in improving the quality of design, visual environment and urban aesthetics, and to reduce the possibility of avoidable deficiencies at the Formal Stage.

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सत्यमेव जयते
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- c) *The Architect/Proponent is consequently expected to treat the observations of the Commission as an integral part of the design-development process and incorporate the same meaningfully in subsequent submissions. Failure to address the observations or repeated submission of substantially unchanged proposals diminishes the value of the Conceptual Stage and places an avoidable burden on the Commission's time and resources....."*

In view of the above, superseding all previous decisions, Meeting Minutes and Office Memorandums specifically relating to the guidelines/procedure for consideration of proposals at the Conceptual Stage, the above guidelines shall follow.

आशु चौधरी
25/6/2024

(आशु चौधरी)
Ashu Chaudhary
सचिव/Secretary