



Council of Architecture

(An Autonomous Statutory Body of Government of India under the Architects Act, 1972)
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Ref.No. **CA/2016/74112**

Date: 28/03/2016

Mr. Manish Agarwal

Subject: Forwarding of Certificate of Registration under the Architectes Act, 1972 - reg.

Dear Architect,

Please find enclosed herewith the Certificate of Registration bearing Registration Number **CA/2016/74112** in your favour, consequent upon your registration as an architect under section 25 of the Architects Act, 1972, on **28th** day of **March 2016** with validity of registration upto **31st** day of **December 2017** as mentioned on the same. You are now entitled to use the title and style of architect for practicing the profession of an architect throughout india, subject to up-to-date renewal of your registration from time to time. You may kindly go through the following general instructions:

1. An architect shall be bound by the provisions of the Architects Act, 1972 and the Rules and Regulations framed thereunder or that may hereafter from time to time be made pursuant to the Act. Council's various documents viz Act, Rules, Regulations & Guidelines, Fee Structure etc. with important Judgements, circulars and letters of Central/State Governments are available at Council's website and may be accessed from there.
2. No additions/ alterations are to be made on the Certificate of Registration by an architect to whom it has been issued as only the Council can make entries or effect changes on it. **The Certificate of Registration must also not be laminated so that endorsements can be made on it from time to time.**
3. This Certificate shall be valid form practicing the profession of an architect and using the title and style of an architect throughout India. In case any architect desires to reside and/or practice the profession outside India on Permanent basis, he/she shall be required to surrender the Certificate of Registration to the Council of Architecture, the same being the property of the Council, since registration as an architect shall remain in force with the territory of India.
4. For renewal of registration, an architect shall be required to make payment of renewal fee of Rs.600/- annually with an option for One Time Payment, as and when your renewal fee falls due . No individual intimation shall be sent by the Council for payment of annual Renewal fee. For any particular year, renewal fee falls due for payment on 1st January of the year and shall be paid by 31st March of that year or last working day in March, whichever is earlier, falling which the name shall be removed from the Register of Architects. In case the name of an architect is removed as a defaulter due to non-payment of renewal fee, the same can be got restored on payment of Restoration fee along with Renewal fee, if any. There is also an option for paying One Time Payment of Renewal Fee of Rs.6000/- can also be availed of , subject to submission of an attested copy of the final Degree/Diploma certificate if not submitted earlier.
5. Each payment towards Renewal fee must accompany a letter of request under the signature of an architect. The endorsement of the Certificate of registration should be got done as and when the payment is made or on any later date. The period of validity of registration is on the Certificate of Registration under the renewals column.
6. If an architect has been registered on the basis of provisional/passing certificate issued by the University, he/she shall be required to submit an attested copy of the final degree/diploma certificate awarded by University received upon convocation, to this office as early as possible. It may be noted that his/her further renewal beyond three years from the date of registration shall be subject to submission of an attested copy of the final degree/ diploma certificate.
7. To apply for change of surname consequent upon marriage, an architect should submit a duly attested copy of the Marriage Certificate/Gazette Notification from the respective State/Central Government or alternatively, an affidavit executed on a non-judicial stamp paper of Rs.10/-. However, in cases where name is changed due to reasons other than marriage, only an attested copy of the Gazette Notification shall be accepted.
8. Any recognized architectural qualification, which is included in the schedule of recognized qualifications appended to the Architects Act, 1972 or notified under Section 15 of the Act, can be got entered in the Register of Architects and on the Certificate of the Registration on payment of additional qualification fee of Rs.100/- per qualification, provided the said qualification is obtained subsequent to the date of registration.
9. All payments should be made by way of demand draft drawn in favour of "Council of Architecture", payable at New Delhi/ Delhi or by cash at the office of the Council.

Kindly acknowledge the receipt of the certificate of Registration to this office.

Yours faithfully,

Registrar
Encl.: