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CIRCULAR

Subject: Ease of doing Business
Manual of Procedure for Building Proposal Approvals

Ref: 1) Meeting held on 23.09.2015 along with Head
of Departments
2) Minutes of meeting dt.23.9.2015 issued u/no.
MGC/A/7859 dt.7.10.2015.

Vision:

To achieve standardized and simplified Building Approval Process.
To bring about predictability in the Building Approval Process.

Preamble

To speed up the approval process this circular envisages parallel approvals of majority of the requirements of the Building Approvals, so that different processes operate simultaneously and converge at the time of approval. The circular read with manual aims to set time limits for various approvals and ensure that there is transparency in the process.

The Manual of Building Approval has been prepared after receiving observations and suggestions from each of the departments of MCGM dealing with Building Proposal Approvals.

The Manual for Building Proposal Approval (version 1.1) is the first step towards achieving the vision as mentioned in this circular. The manual shall be updated periodically for further improving effective implementation of construction permit.

This circular and manual has been prepared after intense consultation with all concerned Departments hence every Department shall follow the circular and Manual of Building Proposal Approval (version 1.1) meticulously.

1) Pre-Application Stage:

1) The Owner/Developer shall apply to Asstt. Engr.(Survey) for obtaining detailed remarks for the property as per form 2 of Section I-B of Manual for Building Approval v-1.1

2) The Architect/ Licensed Surveyor (L.S.) shall prepare the *Building Proposal* plans for full potential proposed to be utilized by the Owner/Developer on the property/land under development.

3) The Owner/Developer shall appoint qualified consultants for issuing the remarks as mentioned in the Table 1 and who shall provide services as envisaged in the Table 1 and manual. The Consultant's Remarks, Design, and Completion Certificate submitted by the developer shall be considered sufficient for processing the proposal.

TABLE 1

Sr. No.	Particulars of remarks and completion certificate in case of individual plots and Layout/subdivision/amalgamation	Remarks/ Certification by	Minimum qualification of the consultant to be appointed by developer
1.	Internal layout roads/Street Lights/Set back/ D.P. Road.	Consultant	Graduation in Civil Eng. with three(3) years' experience in relevant field
2.	Internal sewerage system /STP/ Septic Tank in case of in case of absence of sewer line in the vicinity	Consultant	Graduation in Civil Eng. With three(3) years' experience in relevant field
3.	Parking layout and maneuverability.	Consultant	Architect registered with council of Architect /Licensed Surveyor Registered with MCGM having three (3) years of experience in relevant field.
4.	Storm water drain	Consultant	Graduation in Civil Eng. with three(3) years' experience in relevant field
5.	Internal Water Works	Consultant	Graduation in Civil Eng. with three(3) years' experience in relevant field
6.	Mechanical & Electrical works Ventilation	Consultant	Graduation with three(3) years' experience or Diploma with six(6)years' experience in Mechanical Engineering for Mechanical works
7.	HVAC		Graduation with three(3)years' experience or Diploma with six(6)years' experience in Electrical Engineering for HVAC works

8.	Electrical Works		Graduation with three(3) years' experience or Diploma with six(6)years' experience in Electrical Engineering for Electrical works
9.	Horticulture works and Tree mapping	Consultant	Graduation in Horticulture ,Botany or Agriculture with minimum 2 years' experience in relevant field
10.	Fire Safety Consultant	Consultant	Graduate with three (3) years' experience in Fire Safety Engineering.
11.	Rain Water Harvesting	Consultant	Graduation in Civil Eng. with three(3) years' experience or Graduation in Environmental Engineering with 2 years' experience
12.	Geologist	Consultant	Graduate with three(3)years' experience in Civil Engineering with specialization in Soil Mechanics
13.	R.C.C/structural Work	Consultant	As per the grades prescribed from time to time by MCGM
14.	Title clearance certificate	Advocate or Solicitor	Minimum three(3) years' experience in field
15.	Site Elevation and Latitude - Longitude Coordinates	Authorized Consultant/ Authority	As approved by Airport Authority of India.

Note:

In place of consultant the Owner/Developer can appoint institution like IIT, VJTI, SP College of Engineering or equivalent institutions for above said consultancy.

The Owner/Developer will have option to obtain remarks/completion certificate, from the respective MCGM department on payment of fees, charges, etc. as prescribed by MCGM.

The owner/Developer may replace /change the consultant/s during the progress of development as per their requirement.

4) Internal services :-

The design, laying & providing of internal services within a single building or within a Layout proposal shall be the responsibility of the Developer/ Architect.

Developer/ Architect shall obtain remarks/design from consultants for each of the Internal Services for full potential of development on the Land under

and process such application without insisting Layout or building proposal approvals.

The applicant shall submit the application considering the full potential of the plot and CFO shall process such application received for NOC as per the layout and / or proposed building(s) plans submitted by the applicant.

The CFO shall issue NOC/Remarks/Rejection to the applicant within 7 days from acceptance of application.

7) External Storm Water Drain / Nallah Remarks :

Architect/L.S. can make application for remarks/NOC, directly, before submission of layout/building proposal in Building Proposal section.

Ch.E. (SWD) shall issue the external Storm water drains/Nallah remarks & completion as per Form 2A,2B and 2C of Section II-E of Manual for Building Approval V- 1.1 within 7 days of application.

8) Insecticide treatment charges from Pest Control Office(P.CO.)

The insecticide treatment charges shall be one time for a block of five years and shall be calculated on the total built up area of the proposed building under construction. The said charges shall be as may be prescribed by the MCGM from time to time. This payment shall be made at the office of Building Proposal. The payment receipt shall act as sufficient compliance of requirements by PCO.

9) NOC for availability of water supply :-

The applicant may submit the application for Remarks for availability of water Supply from the MCGM considering the full potential of the plot under development along with the Consultant's report specifying the requirement of water supply for the project.

The Executive Engineer (Planning & Research) Water Works, shall accept and process such application without insisting Layout or building proposal approvals and shall issue its Remarks within 7 days of the receipt of the application.

10) ULC NOC

The developer/owner shall be responsible for compliance of the ULC NOC for the land under development. The developer/owner shall submit the registered undertaking cum indemnity bond on stamp paper as applicable indemnifying the MCGM & as per the directives

& along with draft for the same issued by Dy. Director (UD) u/no-ULC-10(2008)/CR-1/2008/ULCA-1 dt.1.3 2008.

11) Self-Certification

The Owner/Developer shall submit self-certifications as per formats incorporated in **Manual for Building Approval v 1.1** for Debris Management, vermiculture and Property Tax.

II. Application Stage:

1) Application :-

The Architect/ L.S. shall submit the application to the building proposal as per the **Manual for Building Approval v 1.1**.

2) Remarks from Consultants :-

All remarks by the consultants will be submitted by the Architect/L.S. along with the application for records of the MCGM. The respective Consultant & Owner/Developer shall be responsible for any defects in the internal services which may crop up due to any shortcomings / mistakes in the remarks by the consultant. The design, adequacy and execution of all internal services whose remarks are issued by the Consultant will strictly be the responsibility of the respective consultant and Owner/Developer. Architect/L.S. shall be responsible for ensuring the incorporation of all the remarks given by various consultants for various services (except, R.C.C.details) required for the proposal.

3) Verification of Title of the Land: -

Architect/ L.S. shall submit copy of certificate of the Title of the land under development obtained from Advocate. The Architect / L.S. shall also submit a copy of certificate from the same advocate certifying that the Power of Attorney, (if any) in favor of the applicant, is valid and subsisting. The Architect/ L.S. shall further submit the certified true copies of documents under which the authority of the signatory of the application of the land is established. The verification of the title issued by the advocate of the owner shall be the regarded as compliance of provisions DCR. The Developer shall indemnify MCGM against any claims that may arise in future on title of the Land. All legal documents shall be self-certified by the owner/developer.

4) Consents from Co-Owners/Tenants /Occupants :

a) From Co-Owners :

The Architect / L.S shall submit copy of certificate from Advocate confirming that all the co-owners of the property have granted consent for the development of property. The Developer shall indemnify MCGM against any claims that may arise in future on title of the Land. These documents shall be self-certified by the owner/developer.

b) Tenants in case of properties governed by clause 33(7) and 33(9) of DCR 1991:

The Architect / L.S shall submit copy of certificate issued by MHADA and/ or Land Owing Public Authority in respect of list of the tenants and tenements along with the existing area of the individual tenement.

The Architect / L.S shall submit certificate from MHADA and/ or Land Owing Public Authority confirming that minimum 70% of the certified and eligible tenants of the property have granted consent in favor of owner/developer for the development of property.

The certificate issued by MHADA / Land Owing Public Authority as aforesaid shall be the regarded as compliance of provisions of DCR. Any modifications and amendment issued by the aforesaid authority shall be accepted by MCGM from time to time to process the modification/amendments of the Building Proposal. These documents shall be self-certified by the owner/developer.

c) Proposals in respect of Layouts owned by MHADA or under clause 33(5) of DCR 1991:

The Architect / L.S shall submit copy of certificate issued by MHADA and or Land Owing Public Authority in respect of list of the tenants/Flat Owners and tenements along with the existing area of the individual tenement.

The Architect / L.S shall submit certificate from MHADA and or Land Owing Public Authority confirming that minimum 70% of the certified tenants of the property have granted consent in favor of Owner/Developer for the development of property. The Architect / L.S shall submit copy of certificate from Asst. Registrar under section 79A of Maharashtra Cooperative Societies Act confirming that minimum 70% of the certified flat owners of the property have granted consent in favor of Owner/Developer for the development of property

The certificate issued by MHADA / Land Owing Authority/Asst. Registrar as aforesaid shall be the regarded as compliance of provisions of DCR.

Any modifications and amendment issued by the aforesaid authority shall be accepted by MCGM from time to time to process the

modification/amendments of the Building Proposal documents shall be self-certified by the owner/developer.

d) Consent from members in case of redevelopment of Society plots:

The Certificate issued by Asst. Registrar under section 79A of Maharashtra Cooperative Societies Act shall be accepted by MCGM. (This certificate shall be obtained in case of registered cooperative housing societies). The Architect / L.S shall submit certificate from Asst. Registrar confirming that minimum 70% of the flat owners of the property have granted consent in favor of Owner/Developer for the development of property.

The certificate issued by Asst. Registrar as aforesaid shall be the regarded as compliance of provisions of DCR.

Any modifications and amendment issued by the aforesaid Asst. Registrar / advocate shall be accepted by MCGM from time to time to process the modification/amendments of the Building Proposal.

5) Clearance from following departments shall be submitted along with the application, wherever required.

- i) Forest/National Board for Wild Life (NBWL) in respect of properties affected by Forest.
- ii) MHCC in respect of properties under Heritage List.
- iii) Land owning authority.
- iv) Archeological survey of India

6) In case of plots affected by Reservations/Designations:-

i) Buildable, Non Buildable reservations & Designations:

a) MCGM has issued comprehensive guidelines for each of the Buildable and Non Buildable Reservations. It specifies for every reservation the land area to be carved out & Built up Area to be handed over to MCGM. Hence the location shall be approved and issued by the respective Building proposal section at the time of Building proposal approval as the case may be.

b) The proposal for Relocation of the reservation/Designations, development permission for Reservations/Designations, allowing Residential/Commercial User in Industrial Zone Land, and under clause 11(2) & 11(4) of DCR 1991 shall be processed by the Building Proposal section separately or along with concession report as applicable, within 15 days of the date of application and forwarded for approval by Competent Authority.

ii) Buildable Reservation/Designation and Amenity: The Municipal Architect/ Dy. Municipal Architect as applicable, shall approve the building proposal plans for the Municipal Buildable Reservation/s, Designation/s &

Amenity, submitted by Architect/ L.S. as per the provisions of DCR-1991 and any amendments thereof or as per provisions of DCR which may be prevailing as on the date of proposal, MA /Dy.M.A. shall approve the plans based on the standardized planning parameters for each of the buildable reservation/Amenity.

iii) The proposal for handing over of reservation shall be submitted along with the Title certificate from Advocate/Solicitor and forwarded to the legal department for ascertaining the same. As the public notice is required to be issued, Legal Dept., shall send a draft of Public notice for publication within seven(7) days from the receipt of the proposal & upon completion of the stipulated period of fifteen(15) days, shall clear the title or otherwise if objections are received within fifteen (15) days thereafter.

7) Fact Sheet and Concession Report

a) In case of Layout :-

In case of single building is proposed on single or amalgamated plots, then the separate layout/amalgamation shall not be insisted, however, the scrutiny fee as applicable for the same shall be recovered before granting the approval. The Architect/ L.S. shall submit the Fact Sheet for Layout Report as per as per Form 8 of Section I-A of the Manual. For Layout/subdivision/amalgamation Layouts admeasuring 5000.00 sqmt.:-

i) The fact sheet along with plan submitted, by Architect / L.S. shall be scrutinized by Sub Engr.(Bldg. Proposal) & will be approved by Asstt. Engr. (Bldg. Prop) within 10 days. Based on the approved fact sheet, the layout report submitted by Architect/L.S. will be approved by the concern Executive Engr. (Bldg. Proposal), within 10 days thereafter.

ii) For Layout/subdivision/amalgamation admeasuring more than 5000.00 sqmt.:-

The fact sheet along with plans submitted, by Architect / L.S., shall be scrutinized by Sub Engr. (Bldg. Proposal) and will be approved by Asstt. Engineer. (Bldg. Prop) within 10 days. Based on the approved fact sheet, the Report of the Layout Approval submitted by Architect/L.S. will be approved by Executive Engr. (Bldg. Proposal) and Dy.Ch.E (Bldg. Prop) within 10 days thereafter.

iii) Approvals to Concessions required for Layout /subdivision /amalgamation:-

The fact sheet along with plans submitted by Architect/L.S. shall be scrutinized by Sub Engr. (Bldg. Proposal), and approved by Asstt. Engr. (Bldg. Prop) within 10 days of the submission. Based on the approved fact sheet, the Concession Report for Layout approval submitted by the Architect /L.S will be approved by concerned Executive Engr (Bldg. Proposal) & Dy.Ch.E (Bldg.Prop). and shall then be submitted for approval of Competent Authority within 10 days of from the

approval of fact sheet by Asstt.Engr. On receipt of approval by the
Authority the approval of the Layout shall be issued by Dy.Ch.Eng (B.P.)

b) In case of Single Building proposal or Proposal of a Building or a wing of a Building within Approved Layout :-

The Architect/ L.S. shall submit the Fact Sheet for building proposal as per the Form 3 of Section I-E of the Manual. The fact sheet along with the plan shall be scrutinized by Sub Engineer (B.P.) and approved by Assistant Engineer (B.P) within 10 days from date of submission of proposal by the Architect/ L.S. Based on the approved fact sheet, the Concession report submitted by the Architect / L.S. shall be approved by concerned Executive Engr. (Bldg. Proposal) & Dy.Ch.E (Bldg. Prop), and same will be submitted for approval of Competent Authority within 10 days of from the approval of fact sheet.

- 8) The permission for carriageway entrance for the proposed development shall be considered by the respective Asstt. Engineer(Bldg. Proposals). Such carriage way

entrance shall be constructed in R.C.C., designed by the registered structural Engineer, appointed by the developer & with respect to the final invert level of the SWD. The structural stability certificate shall be insisted for the same from the concerned structural engineer.

9) Undertaking and Indemnity :-

The Comprehensive Undertaking and Indemnity executed by the Owner/Developer, as per forms Form 1 & Form 2 of Section General of the manual shall be registered and submitted to the Building proposal department by the Architect/L.S.

III. Intimation Of Disapproval (IOD) and Commencement Certificate (CC) up to plinth Stage:

1) IOD up to Plinth and CC up to Plinth :

In case of vacant plot or property with vacant structure to be demolished, the Developer/Owner may at his option, apply for IOD up to plinth and CC up to plinth, pending approval of concessions, HRC, MOEF (for construction area up to 20,000 sqmt.) on submission of undertaking as per the Form 6 of Section I-E of the manual. Such application can only be made after approval of layout.

The concerned E.E. (BP.) shall issue IOD up to plinth and CC up to plinth for construction area up to 20,000 sqmt. within 7 days of such application and submission of undertaking. The IOD upto plinth shall be issued subject to the conditions mentioned in the registered

undertaking as per Form _ of Section _ of the Manual submitted by the Architect/L.S.

2) IOD for full building and CC up to Plinth :-

IOD for proposed full building shall be issued within a period of 30 days from the receipt of proposal and within 7 days of approval to layout (if any) and concessions from appropriate authority.

In case of Vacant plot or plot with vacant structure(s), IOD for full building shall be issued with CC up to Plinth, if Architect/L.S has submitted with Building Proposal the comprehensive undertaking & indemnity bond along with all documents and certification required to grant plinth CC.

In case of the property having occupied structures, if the Architect/L.S has submitted with Building Proposal the comprehensive undertaking & indemnity along with all documents and certification, then CC up to Plinth shall be issued within 4 days of submission of the proof of demolition of the existing structures after vacating of the occupants therein. Architect/L.S. can also submit phase program of demolition proposed on the plot. The CC up to plinth shall be issued in phases, from time to time and within 4 days of submission of proof of demolition of the existing structures (after vacating occupants therein) in accordance with phase program submitted by the Architect/L.S.

3) In case of proposals which require clearances from departments other than that of MCGM, and as per the list herein below:

Notwithstanding what is contained in sub clause 1 and 2 herein above, only IOD shall be issued within a period of 30 days from the receipt of proposal and within 7 days of approval to layout (if any) and concessions from appropriate authority.

The C.C. up to plinth in such case shall be issued within 7 days of compliance of the clearance from the following departments, if and whichever applicable,

- a. MCZMA in case of property affected by CRZ
- b. Railway NOC in case of property affected by Railways
- c. Ward Office / Estate in case of estate properties
- d. Maharashtra Pollution Control Board,
- e. Commissioner of Police,
- f. Department of Industry

- g. Electric Company for Overhead Lines,
- h. MHADA Board,
- i. MMRDA,
- j. Metro/Mono Railway
- k. PWD in case of access from Highway
- l. Arthur Jail / Byculla Jail.
- m. Defense Department
- n. Collector clearance in case of Leased Property from collector.

4) In case of the proposals which required clearances from the Heritage Committee:-
 IOD shall be issued only after receipt of NOC from the Heritage Committee & Plinth C.C. for such proposals shall be issued only after compliance of requisite conditions mentioned therein.

5) In case of building proposal wherein construction area exceeds 20,000 sqmt :-

The IOD for the same shall be issued for the full permissible potential and the plinth C.C. shall be restricted up to maximum 20,000 sqmt. construction area.

6) **The Labour Camp:-**

The Labour Camp permission for construction work shall be henceforth dealt by respective Building Proposal section as a part of building proposal approval (not by the ward office) & copy of the approval shall be forwarded to the respective Asstt. Engr.(Ward) office for information.

IV. Further CC Stage:

1) Application for Further CC along with the report shall be submitted by the Architect/L.S. in accordance with the Form 16 and 19 of Section I-E of the Manual.

The same shall be scrutinized along with the site visit by Sub Engineer (Building Proposal) and approved and issued by Assistant Engineer (Building Proposal) within 7 days of date of application.

2) The application for further CC shall be submitted along with clearances (if any) required from departments other than MCGM. In case of proposal where construction area exceeds 20,000 sqmt., the application shall be accompanied with clearance from MOEF

3) The further CC for height of proposed building beyond 70 mt. or as permissible as per Civil Aviation requirement, whichever is lower, shall be issued, only after obtaining clearance from High Rise Committee (HRC) and Civil Aviation Authority.

4) The developer shall obtain NOC from Electrical Service Provider for Substation / Receiving Station for the full potential of the plot at the time of Further CC.

V. Amendments to Building plans and layout :-

Building plans approved are required to be amended while the construction is being carried out. The Amendment are required to be done for many reasons, including site conditions, market requirements, Tenants/occupants requirements and many other reasons. Since work is ongoing, and any stoppage of work will result into financial loss, customer and tenants complaints and claims, and such other reasons, it is noticed that such amendment are incorporated at the site, but are submitted to MCGM for its approval at the time of seeking OCC of the building or a wing. The MCGM is intending to create an environment of compliance and for such reason states, that any amendment to building plan or layout of the ongoing project shall be approved within stipulated time and on priority to any other new or miscellaneous proposals.

1) Where amendments of Building Plans, do not require any revision of CFO NOC or Tree NOC or concessions granted, then such amendments shall be approved within a period of 10 days of submission of the amended plans with Fact Sheet and Report for amendment by Architect /L.S. Fact Sheet shall be scrutinized by S.E. (B.P.) within 4 days of submission and shall be approved by A.E. (B.P.) within 7 days of approval. The Report of the amendment to plans shall be simultaneously scrutinized by A.E. (B.P.) and forwarded to E.E.(B.P.) who shall approve the plans of building approval within 10 days of the submission of application for amendment to building approval.

2) Where amendment to Building plans require revision of CFO NOC, then Architect/L.S. shall submit the amended plans to CFO for its amended remarks and CFO shall scrutinize the such amended plans within 7 days of submission and shall issue the amended Remarks within 7 days of application. CFO shall grant Revised Remarks which are consistent with the original remarks and also considering structure which is being constructed at the site as per original Remarks.

- 3) Where amendment to Building plans require revision of S.G Remarks, then Architect/L.S. shall submit the amended plans to S.G. for its amended remarks and S.G. shall scrutinize the such amended plans within 7 days of submission and shall issue the amended Remarks within 7 days of application.
- 4) Where amendment to Building Plans require revision of Concession already approved, then the Architect/ L.S. shall submit the Fact Sheet for amended building proposal as per the **Form 20 of Section I-E** of the Manual. The fact sheet shall be submitted along with Revised Remarks (if any) from C.F.O. and S. G. and the amended plans shall be scrutinized by Sub Engineer (B.P.) and approved by Assistant Engineer (B.P) within 10 days from date of submission of proposal by the Architect/ L.S. The Concession Report for amended plans submitted by the Architect /L.S shall be scrutinized by concerned Executive Engr. (Bldg. Proposal) & Dy.Ch.E (Bldg. Prop). and same shall be submitted for approval of Competent Authority within 10 days of from the approval of fact sheet.
- 5) The approval to amended Building Plans shall be issued by E.E.(B.P.) within 4 days of receipt of approval to concession report and receipt of revised remarks of C.F.O. (if any) and NOC from S.G.(if any).
- 6) Amendment to Layout, shall be submitted by Architect /L.S to Building Proposal Section and shall be processed in accordance with para II-7 of this circular.

VI. Street Connections to Municipal Services:

Street Connections shall be granted and connected within 15 days of receiving application from the Applicant/Licensed Plumber and after requisite payment to the respective department.

- a) **For Labour Camp :**
The Water / Sewerage connection to MCGM water/sewer line by respective department, for Labor Camp approved by BP section, shall be granted on issue of IOD or Layout approval
- b) **In case of Single Building proposal :**
After completion of the building work including infrastructure works, the Architect shall submit the completion report from the Consultant in respect of each of the internal works of the respective services. On receipt of each of such completion reports by the concerned consultant, the street connection in respect of which the completion report is submitted by the Architect, shall be executed by the respective department / authority of the MCGM.
- c) **In case of Layout proposal:**
On completion of individual building or wing in the layout the Architect shall submit the completion report from the Consultant in respect of each of the internal works of the respective services. On

receipt of each of such completion reports by the concerned department the street connection in respect of which the completion report is submitted by the Architect, the street connection to that building or wing shall be executed by the respective department of the MCGM. In case of completion of infrastructure required to be provided in the layout for any of the services, the street connection for the entire Layout shall be granted by the respective department of the MCGM irrespective of the number of buildings completed in the layout.

d) No separate Assessment NOC shall be insisted at the time of street connection hence forth.

e) The prorate charges in respect of Road, SWD, Street Lights, Sewerage line, Water supply and charges towards water connection and street (Sewer) connection, wherever applicable, shall be recovered by Bldg. Proposal section, at the time of issuing further CC.

VII. Occupation Certificate (OC)/ Bldg. Completion Certificate (BCC) Stage:

The Architect /L.S shall submit compliance reports along with completion certificate obtained from the consultants to the CFO and Tree Authority wherever applicable

1. The CFO and Tree Authority shall complete the site inspection within 7 days of receipt of such application along with the completion reports of the Consultant through the Architect. On the satisfactory completion of the site visit, the CFO and S.G. shall issue completion certificate within 7 days thereafter

In case the completion certificate is not issued within 15 days of the date of application by the Architect or any observation/objection is not communicated to the Architect / L.S., then the application requesting for the completion certificate shall be deemed to have been approved by the S.G. and CFO respectively

2. The Architect /L.S shall submit compliance reports along with completion certificate obtained from S.G. and CFO Department, as per the forms 11B and 13 of Section II-L and Form 6,7 and 10 of Section II-A of the manual respectively, to the Building Proposal Section.

3. The Architect/L.S. shall also submit completion certificate in respect of the building along with completion report from various consultants in respect of internal services and self-certifications as may be required.

4. The Architect /L.S. shall also submit Assessment NOC or latest paid bill of Assessment Tax along with application for OCC/BCC in respect of plot on which each of the Building or a wing is constructed.

5. **In cases of single building:**

On submission of BCC by Architect/L.S, OC and BCC shall be issued simultaneously and within 15 days by Executive Engineer (B.P.) subject to compliances of the approval conditions without insisting certificate u/s 270 A of MMC Act.

6. **In case of a Building or wing of a Building in the layout**

On submission of BCC by Architect/L.S for each of a building or a wing in the layout (except for the last building/ wing in the layout) OC and BCC shall be issued simultaneously and within 15 days by Executive Engineer (B.P.), subject to compliances of the approval conditions in respect of such building/ wing & without insisting certificate u/s 270 A of MMC Act.

Layout completion shall not be the precondition for issue of OC and BCC for each of a building or a wing (except for the last building/ wing) in the layout & on layout compliance as stated in para-VIII, below.

The OC and BCC of the last building or wing in the layout shall be issued simultaneously with layout completion certificate.

7. The Communication of refusal to O.C. and BCC with detail reasons, shall be issued within 7 days from the date of application and submission of requisite compliances

VIII. :Layout, Subdivision, amalgamation Completion :-

1. All Reservations and Public Amenities provided within Layout,

shall be handed over to MCGM, on or before grant of OCC/BCC for the area exceeding 75% of the approved Built up Area of the Plot.

2. All infrastructure in Layout shall be completed on or before grant

of OCC/BCC of area exceeding 90% of the approved Built up area of the plot.

3. Layout Completion Certificate shall be issued by Asstt.Eng. (B.P.) within 15 days of application being made for the same by Architect/L.S.

IX. Handing over of Reservations, Amenity, and area under D.P. road.

a) All Buildable, Non Buildable Reservations and area under D.P. Roads shall be handed over to Development Plan Department only and possession receipt for the same will be signed by Assistant Engineer (Development Plan) and Owner/Developer. The handing over of the reservation will happen only to D.P. Section of Ch.E. (D.P.) dept. and presence of other departments will not be required. Assistant Engineer (Development Plan) shall then intimate the receipt of possession to respective Administrative Ward, Estate Department and the

user department within 7 days from the date of possession. On such intimation such reservation etc, shall deemed to have taken over for security, maintenance and for further necessary action by Assistant Commissioner (Ward). The Developer/Owner shall secure and maintain such reservation for a period not beyond 90 days from the date of handing over to Ch.E.(D.P.)Dept.

b) The Developer /Owner shall submit the registered agreement with two notarized true copies of the registered agreement to D.P. Section. CH.E.(DP) shall forward the Original Agreement to A.C.(Estate) being custodian & one true copy to C.A.(Treasurer) for permanent record and one true copy to Ex.Engr.(Bldg.Prop) for their information

c) The Area under the setback shall be taken over by Assistant Engineer (Maintenance) of the respective ward within 15 days from the date of application of handing over along with the requisite documents therewith. The possession receipt for the same shall be signed by the Asst. Eng. (Maint) of the relevant Ward office, and Owner / Developer. The Assistant Engineer (Maintenance) of the relevant ward shall submit the application, within 7 days from the date of possession, to City Survey office for transfer of the land under the setback in the name of MCGM.

The copy of the possession receipt of Area under the Setback and application to the City Survey Office shall be forwarded to BP Section for further action.

X. General :-

1) All payments for fees, charges, deposits, premium etc. payable in respect of the building proposal shall be paid at the office of Building Proposal only. Whenever the online payment gateway for such payments is ready the developer will have option to make payment.

2) The Architect / L.S. shall submit the last paid assessment bill receipt for property under development, along with self-certification received from the Developer / Owner to the Building Proposal Dept. The NOC from Assessment Department of MCGM shall be insisted only for granting OCC/BCC for the Building proposal. The NOC from Assessment Department of MCGM shall not be insisted for obtaining any other remarks or permissions or connections from any departments of MCGM.

3) The Collector NOC for granting development on government land having tenure B-1, shall not be insisted.

4) Separate remarks or NOC shall not be insisted from MCGM Departments where the remarks from the consultants as detailed in serial no.1-3 of this circular or self-certification as applicable are

- submitted for the building proposal / layout on land under development
- 5) All Applications, Remarks, Reports and completion certificates etc. shall be as per the standard format prepared in the manual.
 - 6) Wherever the remarks and completion have to be obtained from Consultants, the same also shall be in accordance with the format prepared in this manual.
 - 7) The **Commencement Certificate** shall be issued by Assistant Engineer (Building Proposal) henceforth.
 - 8) External / Street Connections Remarks to be issued by the MCGM shall be issued in cognizance with the remarks offered by the Consultants for the infrastructure respective services. MCGM shall not verify or examine remarks issued by consultants.
 - 9) All Remarks by the MCGM shall be issued for the entire project period and will remain valid for the entire project period.
 - 10) All remarks by MCGM and Consultants, shall be issued for the full potential of the project as requested by the applicant and shall be issued without insisting for Layout or Building proposal approval. No fresh Remarks shall be insisted in the event of modifications to the layout or building proposal plans unless there is more than 10% variation in the parameters of the remarks. For example in case of Remarks issued for Water requirement of the project, No new Remark shall be insisted /required unless the amendment or modification proposed to the layout or plan of the building results in increase of more than 10% of the total water requirement of the project from the total Water requirement as per the remarks issued earlier. However this condition will not be applicable CFO Remarks which shall be obtained for all those amendment/ modification in the building proposal which requires revised approval of C.F.O.
 - 11) Site Inspections wherever required must be carried out within 3 days of receipt of application.
 - 12) The formats, requirements and checklists given in the Manual, shall be followed and no other documents or requirements will be asked for. However in case of any special need, any document or requirement are necessary to process the proposal then the reason for seeking such additional document or requirement shall be communicated to the Developer/Owner and Architect/L.S. by Executive Engineer (Building Proposal). The Developer/Owner and Architect/L.S. can refer the matter to the Deputy Chief Engineer (B.P.) in case of disagreement to the reasons given for seeking such additional documents beyond those mentioned in the Manual for Building approval. The decision of the Dy.CHE (BP) shall be final and binding.
 - 13) Wherever the concerned engineer has any observation in

respect of any remarks or building proposal, he shall communicate the same to the Architect/L.S. and Developer/Owner within 10 days of receiving application along with specific reasons and also with suggestion of corrective measures. Such communication in respect of remarks/ NOCs/ Approvals/ CC /Further CC etc. can be given only once along with valid reasons and on compliance to these reasons in the form of additional documentation and /or justification by Architect, the proposal shall be processed immediately.

14) The developer shall be entitled to change his consultants appointed provided the remarks/ completion offered by the new consultants are in consonance with the remarks offered by earlier consultant.

15) The number of days for processing of the proposal stated in this circular shall be binding on the concerned officer. In case of a failure of complying with the time frame by the officer, the next higher authority will assign the work to another officer.

16) Dy Ch. Eng. (B.P.) shall monitor that all the proposals are processed as per the manual and as per the time period mentioned in this circular and this manual. Any file or proposal, which is delayed beyond the period mentioned in this circular or manual, shall be called for by the Dy. Ch. Eng. (B.P.) within a period of 7 days of such delay and joint meeting with Concerned E.E., A.E., S.E. along with Architect/L.S. and Owner/ Developer shall be called by Dy. Ch. Eng.(B.P.) within next 4 days and it will be ensured that all issues are resolved in such joint meeting. If there are any issues which can not be resolved at the meeting of the Dy. Ch. Eng.(B.P.), then the matter shall be referred to Ch. Eng. (D.P.) by Architect/Owner or Concerned Dy. Ch.Eng.(B.P.), who shall give suitable directions to ensure that proposal is cleared within 10 days of implementation of such directions.

17) The Dy Ch Eng(B.P.) shall be submitting monthly report of all the pending proposals and movement of each of the Building Proposal Files in his Department and its status to Ch. Eng. (D.P.). Ch. Eng. (D.P.) should review the report and call for explanations and reasons from concerned officers for all proposals and files which are being delayed beyond the period mentioned in this circular or manual.

18) The departments shall provide the following details on MCGM web site in co-ordination with CH.E.(DP) office so as to make available the data on line . Till the same is achieved, the respective remarks for the particulars mentioned in the table herein below shall be issued by the concerned MCGM department within 7 days of application.

The details shall be with respect to the common base plan which shall contain the details such as CTS/CS no, Villages, etc.

TABLE-2

Sr.No	MCGM Depts.	Remarks particulars
1	CH.E.(Rds & Tr)	a) R.L Sanctioned b) R.L. proposed c) Road Level to be maintained.
2	Ch.E.(S.O.)	a) Invert Level of Manholes b) alignment of existing sewer line
3	H.E.	a) Alignment of existing water mains with dia.
4	CH.E.(SWD)	a) Alignment of Nallahs along with Invert level.
5	H.E.	a) Alignment of water mains with dia.
6	A.C.(Ward)	a) 63K roads

19) Architect/L.S. shall check & submit quarterly progress report along with photographs about the construction of the proposed building/s, stating that the work is carried out as per the approved plans. Architect/L.S. shall also inform immediately, in writing to respective B.P. section in case the construction work is found to be deviating from the approved building plans and shall submit the amended plans for approval of the Building Proposal Section.

XI. Transitional

- 1) All existing proposals of Layout and Buildings shall henceforth be processed as per the Manual for Building Approval and as per this circular.
- 2) The concession files which have been submitted Chief Engineer (D.P.) / Municipal Commissioner's office can be processed as per the old system.
- 3) The Developer/Owner shall have an option to appoint various consultants as per this circular and obtain fresh remarks from such consultant for the ongoing proposals. The consultant shall ensure that the earlier remarks given by the MCGM are considered, while issuing the fresh remarks. Wherever the Developer opts for the Consultant then the completion report shall also be issued by the Consultant.
- 4) The Developer may opt to continue to implement the proposal in respect of ongoing buildings as per the remarks issued by the MCGM. In such event the Completion Certificate must be obtained from the department which has issued the remarks.

5) In case of a Layout the buildings for which work is ongoing on the date of this circular, the Developer may follow what is stated in Sr.No. 3 and 4 above for such ongoing buildings.

For the buildings for which no work has commenced in a Layout, the permission for such building shall be obtained as per this circular and as per Manual.

6) In case of ongoing Layout the developer shall have an option to obtain remarks from the consultant in respect of services and infrastructure to be provided within the Layout. The consultant while issuing the remarks shall ensure that the remarks given by the MCGM are considered while issuing their remarks.

In event of such option being exercised the completion shall be obtained from the Consultant. The Developer may opt to continue to implement the proposal in respect of ongoing layout as per the remarks issued by the MCGM. In such event the Completion Certificate must be obtained from the department which has issued the remarks.

This circular supersedes the circular issued u/no.CHE/DP/3/ GEN/2015-16 dt.18.4.2015. This circular also supersedes provisions of any of the earlier circulars which are inconsistent with the provisions contained in this circular.

The above directives shall be followed by all MCGM departments from immediate effect.

Encl:- Manual Handbook
Version 1.1

Sd/-
CH.E.(D.P.)

sd/-
Municipal Commissioner

NO.CHE/DP/49/Gen/2015-16 Dt.02/12/2015
CHE/DP/37143/Gen. Dt.02/12/2015

Copy to :-

Director((ES & P)/ D.M.C.(Vig.)/ D.M.C.(M.C.'s Office)/ D.M.C.(I)/
D.M.C.(Edn.)/ D.M.C.(Garden & Security)/ D.M.C.(Spl.)/ D.M.C.(Spl.)/
D.M.C.(Tax Reforms)/ D.M.C.(R.E./H.R.)/ D.M.C.(Enqq.)/ D.M.C.(S.E.)/
D.M.C.(Z-I)/ D.M.C.(Z-II)/ D.M.C.(Z-III)/ D.M.C.(Z-IV)/ D.M.C.(Z-V)/ D.M.C.(Z-
VI)/ D.M.C.(Z-VII)/ H.E./ City Engineer/ Chief Engineer (BM)/ Chief
Enginner(S.P.)/ Chief Engineer(W.S.P.)/ Chief Engineer (C.T.I.R.C.)/
Ch.Engineer(W.S.P.)/ Ch.Engineer(W.S.P.)/ Ch.Engineer(C.T.I.R.C.)/
Ch.Engineer(Rda & Traffic)/ Ch.Engineer(Bridges)/ Ch.Engineer(M & E)/
Ch.Engineer(S.W.D.)/ Ch.Engineer(S.O.)/ Ch.Engineer(MSDP)/
E.O./ Dy.Ch.Eng.(DP) I/ Dy.Ch.Eng.(DP) II/ Dy.Ch.Eng.(BP) City/
Dy.Ch.Eng.(BP)ES/ Dy.Ch.Eng.(BP)WSI/ Dy.Ch.Eng.(BP)WS-II/
Dy.Ch.Eng.(BP)Spl.Cell/ Dy.Ch.Eng.(M.C.Office)/ Dy.Ch.Eng.(H.I.C.)/
Dy.Ch.Eng.(S.I.C.)/ Dy.Ch.Eng.(P.P.P.P.)/ EE.(P) to Ch.Eng(D.P.)/
E.E.D.P.(City)/ E.E.D.P.(E.S.)/ E.E.D.P.(W.S.) H & K/ E.E.D.P.(W.S.)P &R/
E.E.(T.P.)/ E.E.B.P.(W.S.) H/ E.E.B.P.(WS)K/ E.E.B.P.(WS)P/ E.E.B.P.(WS) R/
E.E.B.P.(City) I/ E.E.B.P.(City) II/ E.E.B.P.(City) III/ E.E.B.P.(E.S.)I/
E.E.B.P.(E.S.) II/ E.E.B.P.(Spl. Cell)/ E.E.(T & C)

Prat
30/11/15
CHENG(D.P.)