

~~ChE/DP/33/16~~

5

MUNICIPAL CORPORATION OF GREATER MUMBAI
(Chief Engineer Development Plan Department)

ChE/DP/16083 /Gen of 12-8-16

Subject: - Ease of Doing Business

Proposed Revision of Circular no. Ch.E./D.P./49/Gen/
2015-16 dated 29.12.2015 and building Proposal Manual
published on 02.01.2016.

In order to create Easiness, Simplicity, Standardization and uniform procedure for granting Building Proposal approval MCGM has issued policy procedural circular u/no. Ch. E./D.P./49/Gen/2015-16 dated 29.12.2015 and the Building Proposal Manual is published on 02.01.2016. Accordingly, the Building Proposal approvals now being processed. In order to more simplify and create Easiness in granting building proposal approvals it is now; propose revise the above said circular dated 29.12.2015 and Building Proposal Manual.

In view of the above, you are requested to submit your suggestions , additions and any changes felt to be made in the above said policy circular and Building proposal Manual. The suggestions additions and any changes as stated above shall be submitted to the undersigned within fortnight i.e. on or before 25.08.2016. The copy of circular and Building proposal Manual is available on MCGM website.

Ch. Eng. (D.P.)

C.E. /Ch.E. (B.M.)/Ch.E.(S.P.)/Ch.E.(WSP)/Ch.E. (Rds & Tr.)/Ch.E. (Bridges)
Ch.E. (SWD) / Ch.E. (S.O.) /Ch.E. (M&E) /Ch.E. (SWM) / HE/ CFO / (EHO
/SG/EO/IO/ M.A.

Dy.Ch.Eng.(D.P.)-I/ Dy.Ch.Eng.(D.P.)-II

Dy.Ch.Eng.(B.P.)-City/ Dy.Ch.Eng.(B.P.)-E.S./ Dy.Ch.Eng.(B.P.)-W.S.-I/

Dy.Ch.Eng.(B.P.)-W.S.-II/ Dy.Ch.Eng.(B.P.)-Spl.Cell/ Dy.Ch.Eng.(HIC)/

Dy.Ch.Eng.(SIC)/ Dy.Ch.Eng.(Roads & Planning)

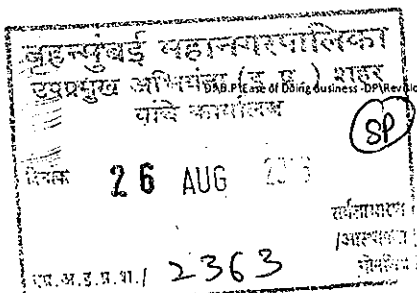
Law Officer

E.E.(D.P.)-City/ E.E.(D.P.)-E.S./ E.E.(D.P.)-H&K/ E.E.(D.P.)-P&R/ E.E.(TP)/

E.E.(B.P.)ES-I/ E.E.(B.P.)ES-II/ E.E.(B.P.)-H/ E.E.(B.P.)-K/ E.E.(B.P.)-P/

E.E.(B.P.)-R/ E.E.(B.P.)Spl. Cell-City/ E.E.(B.P.) Spl. Cell-Suburb/

E.E.(B.P.)(T&C)



उप.प्रमुख अभियंता (ई.ए.) शहर १/२/३/विशेष

circulate

23.8.16

उप.प्रमुख अभियंता (ई.ए.) शहर

E.E.(B.P.)city-I/II/III/SP

for your information pl.

20.8.16

E.E.(B.P.)city



बृहन्मुंबई महानगरपालिका
कार्यकारी अभियंता
इमारत प्रस्ताव (शहर) १ यांचे कार्या.
दिनांक 02 SEP 2016
3038
SP
इ. ए. बी. पी. / शहर १

A. E. (BP) (City) I, II, III, VI

For info

E.E.(BP) (City)

(7) (5)

MUNICIPAL CORPORATION GREATER MUMBAI
(Chief Engineer(Development Plan) Department)

CHE IDP / 17001 / Gen of 23-8-16

**Sub: Ease of Doing Business-
Guidelines for processing of Old building Proposals files (layout,
Building Proposals, Misc.) Submitted, prior to 15.05.2015, through
online AutoDCR Approval system.**

**Ref :- Review meeting in respect of AUTODCR along with PEATA
representatives & Building Proposal staff held on 4.8.2016& 9.8.2016**

- i) Architect in Co-ordination with respective SE(BP) to scan all existing documents available in the file ,document check list wise in PDF format such as Ownership document, IOD, CC, etc.; also all the parameters in online form shall be entered by the Architect.
- ii) Upload the files in respective folders through Arch / L.S. console or respective SE (BP)'s Console.
- iii) In cases the concession & or the plans are approved then proposal shall be processed further through online approval system. However plans shall not be auto scrutinized through AutoDCR.
- iv) In case, the concessions required for the proposals are not approved, then plans shall be processed online by auto scrutinizing the proposal through AutoDCR system or the fresh proposal can be newly submitted for the same..
- v) All such proposals which may be at various stages viz, .at concessions approved, IOD, amended plan, CC, OC/BCC level, shall be processed through online Approval system only, without Auto scrutiny of the plans.
- vi) All the approvals such as amended plan, CC, further CC,OC/ BCC to be generated & issue through online AUTODCR system only, without Auto scrutiny as stated above, except in case mentioned at sr.no. iv above.
- vii) In cases, where further particulars are not issued, SE (BP) / AE (BP) shall ensure that letter for further particulars, with valid reasons is issued within 15 days time line. Thereafter, the proposal shall be terminated after thirty(30) days, from the date of issue of letter for the further particulars, if the requisitions therein are not complied with.
- viii) In cases, where further particulars are issued, then SE (BP) / AE (BP) shall send reminder letter within 15 days time line. Thereafter, the proposal shall be terminated after thirty(30) days from the date of issue of reminder letter, if the requisitions therein are not complied with.
- ix) In cases of all Miscellaneous Proposals the respective SE(BP) in coordination with Architect / L.S. to scan all existing documents available in the file, documents check list

(8) (7)

wise, in PDF format such as Ownership document, IOD, CC, etc., as applicable & upload the same in respective folders through Arch / L.S. console or respective SE (BP)'s Console; all the parameters in online form shall also be entered by the Architect/ L.S.. Such proposals shall also be processed through online approval system without auto scrutiny.

x) The concern Dy. CHE (BP) shall coordinate with the Architect /L.S. for scanning and uploading of exiting physical files by preparing suitable defined procedure at their end.

General:-

- 1) The concern A.E. (BP) shall check whether the documents are uploaded in respective folders & all parameters are filled in the system, before processing the proposal further. In case of improper uploading the documents shall be uploaded in respective folders by A.E. (B.P.).
- 2) All the approval letters/rejection letter / further particulars shall be generated & issued through online AUTODCR only.
- 3) Architect / L.S. shall submit the plans for issue, in PDF format with digital signature of Architect / L.S. & developer/applicant & after verification, the approved plans shall be issued online in PDF format duly digitally signed by respective Building Proposal Officers & copies of the same shall be forwarded online to Designated Officer, A.A.&C, A.E.W.W.(Ward) & CFO & respective MCGM departments.
- 4) Architect / L.S. shall submit the plans, documents, etc. required for the proposal online only; no hard copies to be submitted or provided for the Proposal.(i.e. No parallel file creation). All concern shall strictly followed the same.
- 5) The concern staff shall not demand for any hard copies of any plans/documents from Architect / L.S. & shall securitize the plans / documents through online AutoDCR system only.
- 6) All the issues related to scanning & uploading of the old proposal files shall be resolved at respective DY.CHE.(B.P.) level.

The above guidelines shall be followed with immediate effect.

Resp. clerk
A. E. (BP) (City) I, II, III, VI

08/16
Chief Engineer
(Development Plan)

*Copy to my dir for
for noting & ulg*

E.E.(BP) (City) I

DY.CHE.(BP) City / ES / WS-I / WS-II.

बृहन्मुंबई महानगरपालिका
कार्यकारी अभियंता
इमारत प्रस्ताव (शहर) १ यांचे कार्या.

दिनांक 02 SEP 2016

3039

इ इ बी पी !

SP

बृहन्मुंबई महानगरपालिका
उपप्रमुख अभियंता (इ.प्र.) शहर
यांचे कार्यालय

दिनांक 26 AUG 2016

सर्वसाधारण
/आस्थात्मक
गोपनीय

उप.अ.इ.प्र.श.। 2364

वेळ १० ३० ११ १२, १, २, ३, ४, ५, ५, ३०

शहरी अभियंता (इमारत प्रस्ताव) शहर १/२/३/विशेष

to circulate

08/16

उप-प्रमुख अभियंता (इ प्र) शहर

E.E (BP) City I/II/III/SP

for your information pl.

08/16

A.O (BP) city.

2

MUNICIPAL CORPORATION OF GREATER MUMBAI

(Chief Engineer (Development Plan) Department)

CHE IDP/37/Gen
2016-17

CHE IDP/16084/Gen of 12-8-16

CIRCULAR

Sub: -Ease of Doing Business

Online fast tracked-risk based approval/regularization for miscellaneous proposals, u/s 342 of MMC Act, amended up to date.

Ref :- Circular No. CHE/DP/36/GEN/2016-17dt.11.08.2016.

The circular under reference dt. 11.08.2016 is issued in respect of subject matter. Accordingly, the online approvals for the various proposals mentioned therein are to be granted instantly, on receipt of payment and documents mentioned in the Annexure-I of the said circular. Some amendments in the present online AutoDCR approval system is therefore required to be made suitably for which some time will require. In the meantime, to make the circular effective immediately such approvals are to be processed and to be issued on the same day as per the provisions of the said circular.

In view of the above and till the online approval system is developed for such type of approvals the following procedural guidelines shall be followed from immediate effect:

1. Architect/L.S. to submit the proposal online u/sec. 342 of M.M.C. Act, amended up to date, along with the requisite scrutiny fees, Regularization charges etc., through single window AutoDCR online approval system .The challan to be generated online.
2. All S.E. (B.P.) shall check the proposals received online every day and identify the proposals to be process as per the above said circular dated 11.08.2016.
3. Concern S.E. (B.P.) shall immediately prepare the approval letter as per the Annexure-IV of the said circular dated 11.08.2016 and issue the approval online by uploading on the same day by obtaining signature of concern E.E.(B.P.).The copies of the approval to be forwarded to the all concern, online only.
4. Such approvals shall be issued as per the circular without verifying contents of the documents, initially.
5. After issue of online uploaded approval, the concern S.E.(B.P.) and A.E.(B.P.) shall scrutinize the proposal and inform the refusal to concern Architect /L.S. within 07 (seven) days, if required.
6. Concern E.E.(B.P.) shall take review to ensure that the approval to such proposals are issued instantly.

Post
12/08/16
C.E. (D.P.)

Dy.Ch.E.(B.P.)-City/E.S/W.S.-I/W.S.-II/Spl.Cell

E.E. (B.P.)-City-I/II/III, E.E.(B.P.)E.S.-I/II,

E.E. (B.P.)-H/ E.E.(B.P.)-K/ E.E.(B.P.)-P/ E.E.(B.P.)-R

26 AUG 2016	C:\Users\371560\Desktop\342.docx
2362	

अधिकारी अभियंता (ईमारत प्रस्ताव) शहर १/२/३/विशेष

No
Circulate

E.E.(D.P.)-City-I/II/III

Sir, for your information p

उप-प्रमुख अभियंता (ई प्र) शहर

30/08
C.E.(D.P.)-City

Desp. clerk

(7) (7)

बृहन्मुंबई महानगरपालिका
कार्यकारी अभियंता
इमारत प्रस्ताव (शहर) १ यांचे कार्या.

A. E. (BP) (City) I. II. III, VI

दिनांक 02 SEP 2016

3044

SP

- for following scrupulously
- copy to my o/c file
E.E.(BP) (City) For/of

इ इ बी पी /

शहर १

(7) (5)

MUNICIPAL CORPORATION GREATER MUMBAI
(Chief Engineer(Development Plan) Department)

CHE IDP /17001 /Gen of 23-8-16

Sub: Ease of Doing Business-
Guidelines for processing of Old building Proposals files (layout, Building Proposals, Misc.) Submitted, prior to 15.05.2015, through online AutoDCR Approval system.

Ref :- Review meeting in respect of AUTODCR along with PEATA representatives & Building Proposal staff held on 4.8.2016& 9.8.2016

- i) Architect in Co-ordination with respective SE(BP) to scan all existing documents available in the file ,document check list wise in PDF format such as Ownership document, IOD, CC, etc.; also all the parameters in online form shall be entered by the Architect.
- ii) Upload the files in respective folders through Arch / L.S. console or respective SE (BP)'s Console.
- iii) In cases the concession & or the plans are approved then proposal shall be processed further through online approval system. However plans shall not be auto scrutinized through AutoDCR.
- iv) In case, the concessions required for the proposals are not approved, then plans shall be processed online by auto scrutinizing the proposal through AutoDCR system or the fresh proposal can be newly submitted for the same..
- v) All such proposals which may be at various stages viz, .at concessions approved, IOD, amended plan, CC, OC/BCC level, shall be processed through online Approval system only, without Auto scrutiny of the plans.
- vi) All the approvals such as amended plan, CC, further CC,OC/ BCC to be generated & issue through online AUTODCR system only, without Auto scrutiny as stated above, except in case mentioned at sr.no. iv above.
- vii) In cases, where further particulars are not issued, SE (BP) / AE (BP) shall ensure that letter for further particulars, with valid reasons is issued within 15 days time line. Thereafter, the proposal shall be terminated after thirty(30) days, from the date of issue of letter for the further particulars, if the requisitions therein are not complied with.
- viii) In cases, where further particulars are issued, then SE (BP) / AE (BP) shall send reminder letter within 15 days time line. Thereafter, the proposal shall be terminated after thirty(30) days from the date of issue of reminder letter, if the requisitions therein are not complied with.
- ix) In cases of all Miscellaneous Proposals the respective SE(BP) in coordination with Architect / L.S. to scan all existing documents available in the file, documents check list

(8) (A)

wise, in PDF format such as Ownership document, IOD, CC, etc., as applicable & upload the same in respective folders through Arch / L.S. console or respective SE (BP)'s Console; all the parameters in online form shall also be entered by the Architect/ L.S.. Such proposals shall also be processed through online approval system without auto scrutiny.

x) The concern Dy. CHE (BP) shall coordinate with the Architect /L.S. for scanning and uploading of exiting physical files by preparing suitable defined procedure at their end.

General:-

- 1) The concern A.E. (BP) shall check whether the documents are uploaded in respective folders & all parameters are filled in the system, before processing the proposal further. In case of improper uploading the documents shall be uploaded in respective folders by A.E. (B.P.).
- 2) All the approval letters/rejection letter / further particulars shall be generated & issued through online AUTODCR only.
- 3) Architect / L.S. shall submit the plans for issue; in PDF format with digital signature of Architect / L.S. & developer/applicant & after verification, the approved plans shall be issued online in PDF format duly digitally signed by respective Building Proposal Officers & copies of the same shall be forwarded online to Designated Officer, A.A.&C, A.E.W.W.(Ward) & CFO & respective MCGM departments.
- 4) Architect / L.S. shall submit the plans, documents, etc. required for the proposal online only; no hard copies to be submitted or provided for the Proposal.(i.e. No parallel file creation). All concern shall strictly followed the same.
- 5) The concern staff shall not demand for any hard copies of any plans/documents from Architect / L.S. & shall securitize the plans / documents through online AutoDCR system only.
- 6) All the issues related to scanning & uploading of the old proposal files shall be resolved at respective DY.CH.E.(B.P.) level.

The above guidelines shall be followed with immediate effect.

Resp. Clerk
A. E. (BP) (City) I, II, III, VI

08/16
Chief Engineer

(Development Plan)

बृहन्मुंबई महानगरपालिका
कार्यकारी अभियंता
इमारत प्रस्ताव (शहर) १ याचे कार्या.

दिनांक 02 SEP 2016

3039

(SP)

इ. इ. वी. पी. / शहर १ / SP
E.E (BP) City / I / II / III / SP

*Copys to my O/L file
for noting & ulg*
DY.CH.E.(BP) City / ES / WS-I / WS-II.

E.E.(BP) (City) I

बृहन्मुंबई महानगरपालिका
उपप्रमुख अभियंता (इ. प्र.) शहर
यांचे कार्यालय (SP)

दिनांक 26 AUG 2016

सर्वसाधारण / आस्थापना / गोपनीय

उप.अ.इ.प्र.श. / 2364

वेळ १० ३० ११ १२, १, २, ३, ४, ५, ६, २०

कार्यकारी अभियंता (इमारत प्रस्ताव) शहर १/२/३/विशेष

to Circulate
28.8.16
उप.प्रमुख अभियंता (इ. प्र.) शहर

for your information pl.
01/8/16
A.E (BP) City