

**S. S. Hussain** I.A.S. (Ex)  
Chief Executive Officer

Ref. No. MCHI/CEO/15-16/171

December 17, 2015

**Sub: Simplifying the procedure for grant of Commencement certificate in lieu of construction and handing over of Public Parking Lot sanctioned by MCGM under DCR 33(24)**

**Ref: Govt notification u/no. TPB-4313/929/CR-82/2013/PART II/UD-11 dt. 6.8.2014.**

Dear

The State Govt in UD dept has sanctioned modified Regulation 33(24) vide above reference allowing construction & handing over of Public Parking Lots on private plots and allowing Incentive FSI for the same on the plot. Lot of PPL schemes have been approved and are at various stages.

As per the said modified regulation, the owner / developer can make payment of 100% premium for PPL and obtain approval of plans for PPL along with 100% Incentive FSI and can avail CC for PPL along with 50% Incentive FSI. As per procedure, the balance 50% CC for Incentive FSI is granted on handing over of PPL and submitting PR card showing mutation entry of MCGM for PPL area in the same.

As per the procedure set out for handing over, all necessary completion certificates for PPL from the Joint Commissioner (Traffic), CFO, Ch.E.(M&E), Dy.Ch.E.(SP)P&D, EE (SWD), Dy.Ch.E. (BM), PWD for lifts and draft from legal deptt for Deed of Transfer, etc. are submitted to EEBP for obtaining occupation certificate for PPL. After OC is received, an application is submitted to DP department for taking over PPL. Along with the application, copies of payment receipt of Corpus Fund for 5 years maintenance, 'P' form for water connection, Consent to Operate and Bank Guarantee for Defects Liability are submitted and approval of Ch.E.(DP) / A.M.C. (ES) is obtained for taking over PPL. On receipt of approval, signatures of concerned staff of DP dept, Estate dept, Roads & Traffic dept, Maintenance dept of ward is obtained on '**Advance Possession Receipt**'. Thereafter '**Deed of Transfer**' is signed by the developer & Hon'ble M.C. and a '**Formal Possession Receipt**' is issued again and the City Survey Officer is informed to make Mutation entry in the revenue record about ownership of MCGM over PPL area. However, the approval from competent authority for taking over and the process of handing over/ taking over through various agencies such as DP dept, Estate dept, Roads & Traffic dept, Maintenance dept of ward and entering name of MCGM in PR card takes considerable time though all formalities are completed by the owner / developer. This takes considerable time though PPL is made ready to occupy by the developer as OC is already obtained.

It is, therefore, necessary to simplify the procedure of granting CC for Incentive FSI of PPL in line with the initiative taken by MCGM for 'Ease Of Doing Business' in order to avoid delays in approvals. We suggest following procedure to be adopted for granting CC in PPL cases to avoid delays & repetitions in approvals -

- 1) The owner / developer can make payment of 100% premium for PPL and obtain approval of plans for PPL along with 100% Incentive FSI and can avail CC for PPL along with 50% Incentive FSI.
- 2) After complying with the conditions for OC as per LOI, EEBP shall grant Occupation certificate for PPL.
- 3) On receipt of calculations of Corpus Fund required for maintenance of PPL per annum from Ch.E.(M&E), if the owner wishes to pay 5 years corpus fund at once instead of submitting deposit of Principal amount, Ch.E.(Rds & Tr) shall inform the payment to EEBP instead of sending every file to AMC(ES) as per present practice.
- 4) On grant of OC, payment of corpus fund and submission of requisite Bank Guarantee for Defects Liability period for PPL, EEBP shall grant CC upto 75% of Incentive FSI to the owner..
- 5) Owner shall submit copies of all requisite documents to EEDP alongwith Consent to Operate & 'P' form for water connection for the PPL. EEDP shall obtain approval of Ch.E.(DP) for taking over PPL instead of present practice of obtaining approval of AMC(ES) and sign the possession receipt. EEDP shall forward the copy of possession receipt to all concerned with a request to take note in their record and shall inform A.E.(Maint) to take possession from him. This will avoid delay & repetition in the process. EEDP shall also forward the approval alongwith possession receipt to EEBP with a request to grant CC of balance 25% of Incentive FSI of PPL. However, OC of entire Incentive FSI shall be withheld till mutation entry of MCGM in PR card for PPL area is submitted.
- 6) After enclosing possession receipt the owner shall submit Deed of Transfer as drafted by legal dept to EEBP for obtaining signature of Hon'ble M.C. and register the same. EEDP shall forward the said document to City Survey dept to take mutation entry of MCGM in PR card for PPL area.
- 7) After submission of such PR card by the owner, OC of entire Incentive FSI shall be granted by EEBP subject to compliances of IOD / Layout conditions.

The procedure as mentioned above, if adopted, will safeguard MCGM interest as well as provide continuity of work for the owner. It will ease Doing Business in case of construction & handing over PPL also.

Yours

  
(S. S. Hussain)

To,  
**Shri Ajoy Mehta**  
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