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Ref. No. MCHI/PRES/17-18/059

November 18, 2017

To,
Shri P. N. Watwe
Dy. Ch. Engineer
Building Proposal (W.S.-I),
Municipal Building
R. K. Patkar Marg Bandra West,
Mumbai - 400050



Dear Sir,

Sub: Agenda for discussion of meeting to be held at your office along with engineers of Corporation and members of MCHI

1. Amended Approval for (a) Staircase, lift, lobby area, (b) Fungible FSI & for (c) instalment in payments and all such approvals which are due to amendment of policy circular, etc. should be allowed at Dy Ch Engg level and file should not go all the way up to MC.
2. Format of Form 3 to Form 4C is lengthy, cumbersome and repetitive. On top of that, Zonal Dy Ch Engg attaches his separate report. We do not see a point in this report being attached, especially if the contents in all the reports are the same. Formats need to be drastically cut short.
3. Top priority needs to be given to Architects because the Building Proposal Department's primary focus should be Building Plan Approval; other agenda should be given second priority. It appears, that a lot of importance and time is spent on RTI and complaints. It is a request if specific day & time could be pre-fixed to address these secondary issues.
4. Payment schedule formats are not fixed, as a result of which they keep changing and result in loss of time.
5. Proposals are being rejected multiple times on issues that have already been addressed earlier or on grounds of some trivial issue.
6. There is a limitation of file size of upto 26MBs that can be uploaded with online application. This limit should be done away with.

Besides the above, there are certain issues and suggestions related to the Building Plan Approval Process (BPAMS) that needs to be looked into on priority as that would ease the major problems being faced on a day-to-day basis. Please find below the key issues :

BPAMS Issues & Suggestions

1. CFO Revised NOC not able to take through BPAMS for ongoing proposals.
2. Not able to submit CFO Application directly to CFO Department.
3. Amended flow still not incorporated in AutoDCR Application.
4. Common Completion Request Form is active but not functional.

5. Provision for Amended conditions and letter of approval is not yet provided.
6. Provision of Amendment of plans at every stage of approval is not yet provided.
7. Wrong date of issue and date of validity shown in C.C.
8. Provision of Digital Signature on 342 approval / Completion letter is not yet incorporated.
9. No provision of online approval in 342 proposals.
10. Rejected files shown in overdue files which needs to be corrected.
11. F.P. letter to be prepared by S.E and to be sent through A.E's console in case of approval / Rejections.
12. File should not be rejected for issue of F.P. letter.
13. As per latest circular, if compliance is not made within stipulated time after issue of FP letter, proposal is to be rejected. Same provision shall be made in AUTO DCR system. The proposal to be recorded automatically after stipulated time online.
14. Like Architects, SMS / E-Mail service for indicating proposals received in console to be made available for officers also.
15. If file is amended, all details already filled in Original file are again to be entered in amended file. This is duplication of work. The amended file should auto-fill the data from original file to avoid this duplication of work. No details to be added in amended.
16. There are many fields such as Type of zone which are repeated in the details to be filled in Annexures. These repeated fields need to be removed.
17. Demand challan is generated online in system. However, this challan does not bear any signature. Hence, staff at CFC centres refuse to accept the payment from Architect/Developer. Specific instructions should be given to all CFC Centres to accept these online challans without signature. Also, a line should be added at the bottom of this challan which will be read as "This is system generated challan and does not require signature".
18. Penalty tab and Short payment/Audit recovery tab to be provided in Demand Note. Also, Tab for Govt. payment to be added in Demand Note.
19. Architect resignation Tab to be provided in console.
20. Occupation Proforma is not being generated in system.
21. If file generated in Old cases is rejected for want of additional documents and same is resubmitted by Architect to S.E., the data that is already entered in the system is not saved and the same has to be entered again. This issue needs to be resolved.

22. Provision to be made in Architect's console to apply for Revalidation of proposal and also for submission of Supervision memo. At present, Architect has to submit amended file even in above mentioned cases.
23. There should be File Return option instead of Rejection option. Also, every time for submitting the further particulars, Architect need not to amend the file.
24. Provision for rejection of amended files is not available in present system. Due to this, amended files remain in Sub Engineer's console even after its approval.
25. There is No B.C.C refusal option available at O.C. stage. Separate tab with B.C.C. refusal conditions needs to be provided at O.C. stage in A.E.B.P's console.
26. Penalty tab should be provided in A.E./E.E.'s console. At present penalty tab is available in S.E.'s console only.
27. SE.(D.P.) in Zonal offices shall be given separate console so as to process approval for TDR utilization/ De-utilisation etc.
28. In present system, IOD Conditions are selected & dragged from pre-loaded IOD Conditions which is very time consuming process. Instead, there should be a form containing standard IOD conditions with a check box to select required IOD conditions. Also, option of selecting draft IOD Conditions shall be given to Architects with editing option to S.E
29. Editing option for removal of site progress photographs/videos before submission of proposal to be made available to Architects.
30. Option for Uploading of Drawings shall be made available at OC.C. stage.
31. Provision shall be made for uploading multiple drawings in View PDF Tab. Also, the same shall be optional as in some cases there is no need to upload drawings.
32. View PDF Tab shall have option to upload last approved plans along with proposed plans.

We look forward to our proposed meeting.

Thanking you,

Yours faithfully,
For CREDAI-MCHI



Mayur Shah
President



Dominic Romell
Hon. Secretary



S. S. Hussain, I.A.S. (Retd.)
Chief Executive Officer