

o/e

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

Ref. No. MCHI/CEO/17-18/063

October 31, 2017


Sub: Draft Manual for Building permission in Slum Rehabilitation Authority

Dear

Please recollect our discussion held in your Chamber in first week of July, 2017 with respect to initiate the Ease of Doing Business concept in Slum Rehabilitation Authority. According to your discussion, with our President Shri Mayur Shah, Secretary Shri Domnic Romell, our chamber has prepared a draft format of the Circular for Ease of Doing Business process for Building Permissions for SRA schemes.

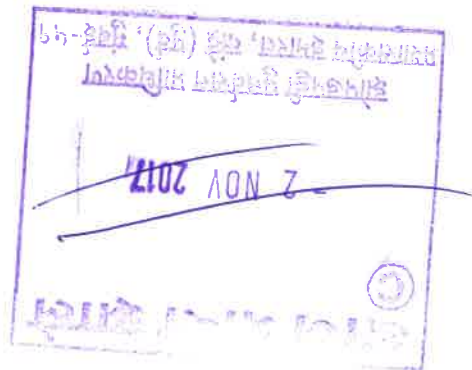
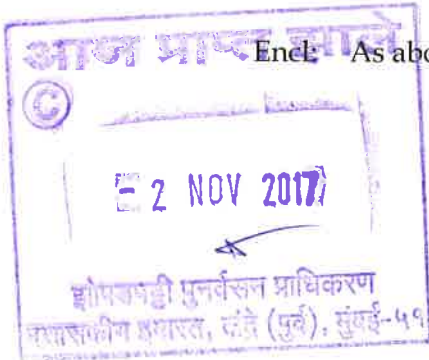
We are submitting the first version of this draft format for your kind consideration, which could be edited and finalized at your level in our next meeting with you as per your convenient time.

Yours


(S. S. Hussain)

To,
Shri Deepak Kapoor (I.A.S.)
Chief Executive Officer
Slum Rehabilitation Authority
Bandra (E), Mumbai - 400051.

Encl: As above



CIRCULAR**Subject: Ease of doing Business**

Manual of Slum Rehabilitation Scheme (S.R.S.) Approvals

Ref:**Vision:**

To achieve standardized and simplified processes and to bring about predictability thereby ensuring the goal of Slum free Mumbai in shortest possible time.

Preamble

To speed up the approval process this circular envisages parallel approvals of majority of the requirements of the S.R.S., so that different processes operate simultaneously and converge at the time of approval. The circular read with manual aims to ensure time-bound approvals in a transparent manner.

The Manual of S.R.S. Approval has been prepared based on wide consultations with all the departments within S.R.A. The procedures relating to M.C.G.M. departments have been adopted from a similar manual for approval of building approvals adopted by M.C.G.M.

The Manual for S.R.S. Approval (version 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. It will ensure speedier construction permits resulting in overall cost reduction for the Industry and increasing overall efficiency. This circular and manual shall be followed by all the departments of Slum Rehabilitation Authority meticulously.

1) Pre-Application Stage:

1) The Slum Dwellers shall form a proposed cooperative Housing society (Society) for implementation of the S.R.S. Atleast 70% of the slum dwellers in that slum shall be members of the Society. They shall choose a Chief Promoter and office bearers of the society, ensuring that atleast 1/3rd of the members of the managing committee shall be women.

2) The society shall collect the ownership documents of the plot and obtain consent of the land owner, if the land belongs to a private person or entity. If the private landowners are not consenting for the scheme, the slum dwellers society may pass a resolution and apply to S.R.A. for acquisition of the plot for the purpose of S.R.S.

3) The society may decide to implement the scheme through itself or through an N.G.O. or through a Developer. In case, the scheme is to be implemented through a N.G.O. or a Developer, the same shall be appointed in a General Body meeting of the society by 70% majority. The Society shall appoint an Architect/ Licensed Surveyor (L.S.) for the scheme in consultation with the N.G.O. / Developer.

4) The Architect/ L.S. shall draw up a comprehensive Slum Rehabilitation Scheme, collect all the requisite documents, permissions etc and prepare detailed building plans.

II) Submission of proposal

SRA circular to be incorporated.

Architect/ L.S. shall submit fact sheets as per the Forms at At section for submission of proposal to an accepting officer, designated by S.R.A. for this purpose.

The fact sheet in respect of each department shall be forwarded to respective department by the accepting officer the same day . Each department shall communicate it's findings within seven calendar days to the accepting officer with a copy to Architect/ L.S. Architect/ L.S. shall have seven days to submit her say about the findings to the accepting officer. IF no findings are received within seven days, it shall be presumed that the department has no observations about the proposal.

In case, observations are received and the Architect/ L.S. has submitted her say, a consolidated report shall be ~~submitted to C.E.O. (S.R.A.)~~ **submitted to the Executive Engineer, SRA of the respective Ward** within ~~20~~ **15** days of receipt of the proposal. The proposal shall be accepted/ recorded on the 24th day as per orders of ~~C.E.O.(S.R.A.)~~ **the Executive Engineer , SRA** and the same shall be communicated to Architect/ L.S. **If the proposal is rejected the proposal acceptance order as given by the respective Executive Engineer, SRA can be appealed by the Architect / L.S to the Deputy Chief Engineer , SRA of the Respective Ward , who shall pass an order accepting or dismissing the appeal application within 15 days of receipt of the appeal application . Appeal to the Deputy Chief Engineer, SRA order shall be made to Secretary , SRA and appeal to the Secretary , SRA order shall be made to CEO, SRA , all of whom should pass their order accepting or dismissing the appeal application within 15 days of receipt of the appeal application.**

All the departments shall preserve the documents forwarded to them for use as the proposal proceeds.

1) 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 S.R.A. against any claims that may arise in future on title of the Land. All legal documents shall be self-certified by the owner/developer.

2) 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 S.R.A. 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) of DCR 1991 to be jointly developed with S.R. Scheme as per cl 7.7 of Appendix IV to regulation 33(10) 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 issued by 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 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 to be jointly developed with S.R. Scheme as per cl 7.7 of Appendix IV to regulation 33(10) 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 certificate issued by MHADA / Land Owing Authority/ Asst. Registrar as aforesaid shall be the regarded as compliance of provisions of DCR. These documents shall be self-certified by the owner/developer.

d) Consent from members in case of redevelopment of Society plots to be jointly developed with S.R. Scheme as per cl 7.7 of Appendix IV to regulation 33(10) of DCR 1991 or for proposals under regulation 33(14) of DCR 1991:

Being the registered agreement is executed between the society & developer for proposed development/redevelopment, No separate consent of members of the society shall be insisted by S.R.A. for granting the development permission. The Architect / LS shall submit copy of Certificate from Advocate confirming that Registered society / societies on the plot under development has executed Agreement for Development for property with Applicant / Developer wherein it has granted consent for development of the project.

e) Tenants in case of properties governed other than by clause 33(7) & 33(5) of DCR 1991 to be jointly developed with S.R. Scheme as per cl 7.7 of Appendix IV to regulation 33(10) of DCR 1991 or for proposals under regulation 33(14) of DCR 1991:

The registered agreement is executed between the owners & developer for proposed development / redevelopment. The responsibility of tenants, if any is with owner & developer. Further, the construction of new building can be done only after demolition of existing structure/building, by vacating the tenements/premises. As such when proposal is submitted by Owner or its Authorized person, then no separate consent of tenants shall be insisted while granting the development permissions on tenanted properties.

The registered undertaking cum indemnity, from the Owner or developer, stating that the permission/s granted for proposed development will not be used as tool to vacate the existing tenement/s, shall be insisted along with the proposal.

f) Slum Dwellers:

The Architect / L.S shall submit a sworn affidavit signed by the Chief Promoter and atleast two office bearers of the society, stating that all the consents of slum dwellers submitted to S.R.A. are correct and have not been obtained by cheating, false or mis representation or under duress of any kind. They shall also certify that the consents are indeed signed by the slum dweller whose name appears on it and the slum dweller is present occupier of a slum structure at site and is a member of the society.

3) Slum Dwellers society

The Architect / L.S shall submit video recording of the slum dwellers meeting along with a sworn affidavit jointly signed by the Chief Promoter of the society and the developer about the authenticity of the video recording alongwith the proposal.

4) Slum boundary

Survey of the slum boundary shall be done through an empanelled surveyor and a detailed slum plan alongwith the WGS84 coordinates of the slum boundary shall be submitted in hard as well as soft copy format by the Architect/ L.S.

Note : GIS survey of all slum clusters to be made available publicly so that it can easily accessed by Architects / L.S

5) Financial capability of the developer

The details of the developers firms shall be submitted as per the checklist at Form of section

A networth certificate for the developers firm/ Group under the seal and signature of a Chartered Account as per form Of section.....

III LOI stage

After the proposal is accepted, it shall be simultaneously scrutinized by the Finance Department and the Engineering Department, without waiting for Annexure II as per the provisions of cl 3.12 of Appendix IV to regulation 33(10) of DCR 1991.

a) Annexure I

Sub-Engineer shall scrutinize the proposal within ten days and forward a report to the Asst Engineer. Asst Engineer shall forward a report to Executive Engineer with comments within seven days. Executive Engineer shall forward the report to Dy Chief Engineer with comments within four days. Dy. Chief Engineer shall forward the report to Secretary (S.R.A.) with comments within two days. Secretary (S.R.A.) shall forward the proposal to C.E.O.(S.R.A.) with comments within two days. On approval of CEO (SRA), the LOI shall be issued within one day. Overall, LOI shall be issued within one month of acceptance of proposal.

All concessions necessary for approval of Layout, buildings (Sale and Rehab) shall be obtained at the time of approval of LOI, itself, so that the proposal can be processed by C.E.O.(S.R.A.) at one go. ;

Note : Amalgamation of slum or non slum plot to a slum scheme which has already received LOI shall be done by the Executive Engineer , SRA of the respective ward provided the area of the plot so amalgamated is not more than 25% of the area of the slum Scheme which has already received LOI.

b) Annexure II

On receipt of Draft Annexure II submitted by the Architect/ L.S., the same shall be forwarded to the competent authority within two days, as it is, under intimation to the Architect/ L.S. and Engineering section. If the Draft Annexure II is not forwarded to the competent authority within two days, the Architect can forward the same / LS directly to the competent authority, provided a undertaking is obtained from the Architect. LS that the Draft Annexure II as submitted to the Competent Authority is the same as that which was submitted for acceptance of the file and the Architect / LS indemnifies the competent authority and SRA if it is otherwise. Competent Authority shall be informed about the name and communication address of the Architect/ L.S. and shall be asked to communicate with them for any additional data documents required.

Note: For the purpose of this point, the word “competent authority” could mean the BMC Ward office , the Collector office , MHADA and MMRDA. CEO, SRA shall have the power to modify this list of competent authority from time to time. On Receipt of Acceptance of the scheme, the Architect / L.S through the project promoter shall inform Executive Engineer, SRA which competent authority it would like the draft Annexure 2 to be forwarded and post that the procedure as mentioned in the paragraph above shall be followed. If the respective competent authority does not forward the final Annexure to SRA within 2 months of the receipt of draft annexure 2 (either by SRA or the Architect /L.S as per procedure given above), the Architect / L.S could request Executive Engineer to change the competent authority to any other option as given above and then the procedure as per the paragraph as mentioned above shall be followed.

c) Annexure III (Only for proposals under Regulation 33(10) of DCR 1991)

Finance department or a certified CA shall review the Annexure III along with the requisite documents forwarded at the time of submission of the proposal. Clerk or the office of the Finance department or the Chartered Accountant shall scrutinize the documents and communicate the shortcomings if any to Architect/ L.S. and Developer within 2 days of receipt of papers. Architect/ L.S. or developer shall submit requisite papers within 4 days to Finance Department or the certified CA . The Draft Annexure III along with report shall be forwarded to accounts officer in Seven days thereafter. Accounts officer shall forward the same with comments to Finance Controller (S.R.A.) within next four days. Annexure III shall be sent to E.E. (S.R.A.) within 15 days of receipt of all documents by Finance Department. LOI shall be processed for approval, but shall not be issued without approval of Annexure III.

Alternatively, CA Certificate as per Form _____ annexed to this document shall be submitted by the Architect / L.S. The CA through this form shall certify that the

promoter of the scheme has sufficient cash flows to complete 35% of 33% percent of the scheme (Vimal bhai point) //// Need to work on this point

d) After issue of LOI

In case of Government/ MHADA/ M.C.G.M. lands, a letter as per the form of section shall be sent to the respective land owning authority.

Developer shall get a public notice published in atleast two newspapers, one English and one vernacular published from Mumbai inviting suggestions/ objections for the scheme after issue of LOI, as per format At section A similar public notice shall also be published on the website of SRA by S.R.A. on the next day of issue of LOI.

IV. Intimation Of Approval (IOA) and Commencement Certificate (CC):

1) IOA and CC up to Plinth :

In case of rehab building, the Developer/Owner may at his option, apply for IOA 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, alongwith LOI.

The concerned E.E. (SRA) shall issue IOA and CC up to plinth for construction area up to 20,000 sqmt. alongwith LOI. The IOA shall be issued as per **Form 6 of Section IE** of the Manual submitted by the Architect/L.S.

IOD CC and OC by self certification as long as concessions given already at time of LOI

2) IOA for sale building and CC up to Plinth :-

IOA for proposed sale building shall be issued within a period of 30 days from the receipt of proposal and concessions from appropriate authority and subject to co-relation as specified by by C.E.O. (S.R.A). IOA for first sale building shall be issued with CC up to Plinth, if Architect/L.S has submitted with Proposal the comprehensive undertaking & indemnity bond along with all documents and certification required to grant plinth CC, without insisting on demolition of structures.

IOD, CC and OC as per BMC Ease of Doing business (including raw flats circular etc). All circulars passed till date have to be included

Note: Wherever, the promoter of a scheme is unable to / does not desire to consume Sale FSI insitu due to planning constraints or approval issues or due to any other issue , , the promoter shall be liable to receive Transfer Development Rights with respect to the FSI which is not consumed in-situ at the residential ready reckonor rate of that area.

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 IOA shall be issued for subsequent buildings within a period of 30 days from the receipt of proposal and within 7 days of approval to 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. Railway NOC in case of property affected by Railways.
- b. MCZMA in case of property affected by CRZ.
- 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.
- o. National Green Tribunal(NGT)

4) In case of the proposals which required clearances from the Heritage Committee:-

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

6) The Owner/Developer shall appoint qualified consultants for technical guidance and design of the various aspects of the S.R.S. as mentioned in the Table 1 and who shall offer detailed reports for submission to S.R.A. 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	Reports/ Certification by	Minimum qualification of the consultant
1.	. Internal layout roads/Street Lights/Set back/ D.P. Road.	Consultant	Graduation in Civil Eng. With three (3) years' experience in relevant field / Architect registered with council of Architects.
2.	Internal sewerage system /STP/ Septic Tank in case of in case of absence of sewer line in the vicinity	Consu tant	Graduation in Civil Eng. With three (3) years' experience in relevant field / Architect

			registered with council of Architects.
3.	Parking layout and maneuverability.	Consultant	Graduation in Civil Eng. With three (3) years' experience in relevant field / Architect registered with council of Architects.
4.	Storm water drain	Consultant	Graduation in Civil Eng. With three (3) years' experience in relevant field / Architect registered with council of Architects.
5.	Internal Water Works	Consultant	Graduation in Civil Eng. With three (3) years' experience in relevant field / Architect registered with council of Architects.
6.	Mechanical & Electrical works/ Ventilation	Consultant	Graduation with three(3) years experience or Diploma with six(6)years' experience in Mechanical Engineering or Mechanical works.
7.	HVAC	Consultant	Graduation with three(3) years experience or Diploma with six (6) years experience in Mechanical Engineering in HVAC works.
8.	Electrical Works	Consultant	Graduation with three(3) years experience or Diploma with six (6) years experience in Electrical Engineering or 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		three (3) years experience in Fire Safety Engineering.
11.	Rain Water Harvesting	Consultant	or Graduation in Environmental Engineering

			with 2 years experience / Architect registered with council of Architects.
12.	Geologist	Consultant	Civil Eng. 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	As approved by S.R.A.

Note:

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

i i .The Owner /Developer will have option to obtain remarks/completion certificate, from the respective MCGM department

7) 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/ Consultant. Developer/ Architect shall obtain remarks/design from consultants for each of the Internal Services for full potential of development on the Land under Development, incorporating guidelines and specification as laid down by the Authorities. The completion certificate of the work done in accordance with the remarks shall also be insisted from the consultants only. Architect/developer shall submit such remarks/design/completion to S.R.A. for record purpose only. MCGM shall issue remarks/completion/NOC within seven (7) days & only in respect of connectivity of each such service to the MCGM facilities.

8) Tree Authority NOC / Superintendent of Garden (S.G.) Remarks:

(i) In case of cutting and transplanted of trees:

The application along with the Tree Plan prepared by the Consultant for NOC from Tree Authority shall be accepted by S.G. Dept of M.C.G.M. The Architect/ L.S. can make application before submission of S.R. Scheme and S.G. shall process such application without insisting on any L.O.I. or building permission. S.G. shall process such applications received as per norms laid down by M.C.G.M. in this regards for approval of building proposals in M.C.G.M. Tree Authority NOC shall be insisted by Engineering Section at the time of issue of further C.C. of first rehab building/ Plinth CC of any other building in the scheme, whichever is earlier. The revised Tree Authority NOC shall be

required only in case the foot print of the proposed building line, basement/podium line, is extended outward.

(ii) In case of no cutting of trees:

Architect/ L.S and Owner/Developer shall submit the certified copy of the Tree plan prepared by the consultant, showing the trees on the plot as per the site condition, with details of trees as per the form 2 of Section II-L of manual, *duly* signed by both consultant & owner/developer, to Executive Engr. (S.R.A.), along with the Building Permission application. Consultant and Owner/Developer will be responsible for correctness of number and location of trees shown the plan and will be held responsible for misrepresentation or for providing false Information. Executive Engr. (S.R.A.) shall forward the copy of tree plan with details to Superintendent of Garden Office for their information, record & NOC in such cases will not be required.

9) Insecticide treatment charges from Pest Control Office (P.C.O.)

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 S.R.A. The payment receipt shall act as sufficient compliance of requirements by PCO. S.R.A. shall remit consolidated insecticide treatment charges to M.C.G.M. every month alongwith the list of projects for which the charges are received..

10) 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, M.C.G.M. shall accept and process such application without insisting L.O.I. or building approvals and shall issue its Remarks within 7 days of the receipt of the application, as is being done in case of M.C.G.M. building proposals.

11) 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.

12) Self-Certification

The Owner/Developer shall submit self-certifications as per formats incorporated in **Manual for Slum Rehabilitation Schemes v 1** for Debris Management, vermiculture and Property Tax.

13) Remarks from Consultants:-

All remarks by the consultants will be submitted by the Architect/ L.S. along with the application for building permission for records of the S.R.A. 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.

14) 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. e.g. .MHADA, Collector.
- iv) Archeological survey of India.

15) 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 Engineering department by the Architect/L.S.

V. Layout Approval

Approval of layout shall be insisted before further CC of first rehab building or plinth CC of any other building in the S.R.Scheme, whichever is earlier.

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**.

i) For Layout/subdivision/amalgamation Layouts admeasuring 5000 sqmt.:-

The fact sheet along with plan submitted, by Architect / L.S. shall be scrutinized by Sub Engr.(S.R.A.) & will be approved by Asstt. Engr. (S.R.A.) within 07 days. Based on the approved fact sheet, the layout report submitted by Architect/L.S. will be approved by the concern Executive Engr. (S.R.A.), within 07 days thereafter.

ii) For Layout/subdivision/amalgamation admeasuring more than 5000 sqmt.

The fact sheet along with plans submitted, by Architect / L.S., shall be scrutinized by Sub Engr. (S.R.A.) and will be approved by Asstt. Engineer. (S.R.A.) within 07 days. Based on the approved fact sheet, the Report of the Layout Approval submitted by Architect/L.S. will be approved by Executive Engr. (S.R.A.) and Dy.Ch.E (S.R.A.) within 07 days thereafter.

On approval of the layout by Engineering department, the same shall be forwarded to City Survey Department of S.R.A. for processing the subdivision proposal for entering the same in Revenue records, within 15 days and shall be put up for approval of CEO (SRA) for the same. On receipt of approval of CEO (SRA) the same shall be communicated to concerned C.T.S.O. for doing the needful in the case.

VI. Further CC Stage:

- 1) Application for Further CC along with the report shall be submitted by the Architect/L.S. in accordance with the Form18 and 19 of Section I-E of the Manual. The same shall be scrutinized along with the site visit by Sub Engineer (S.R.A.) and approved and issued by Assistant Engineer (S.R.A.) within 7 days of date of application.
- 2) The application for further CC shall be submitted along with clearances (if any) required. 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.

VII. The Labour Camp:-

The Labour Camp permission *for construction work shall be* issued by treating them at par with transit camps for the slum dwellers & copy of the approval shall be forwarded to the respective Asstt. Engr.(Ward) office of M.C.G.M.for information.

VIII. Amendments to LOI:-

LOI shall be amended on revision of scheme parameters beyond 10% of the approved scheme parameters. Revision of LOI shall not be insisted only due to change in rehab tenements, till the total BUA sanctioned for the scheme is not proposed to be exceeded or before issue of DRC for spillover TDR, whichever is earlier.

Amended LOI shall be processed without insisting on revised Annexure III, if rehab tenements equal to the additional tenements proposed to be allowed are already constructed at site.

Revised Annexure I submitted by the Architect/ L.S. shall be scrutinized alongwith amended plans by the Sub-Engineer within 10 days of submission and a report prepared by the Architect L.S. as per Form ... of section shall be forwarded with comments to Asst Engineer. Asst Engineer shall forward the report with comments to Executive Engineer within 7 days. Executive Engineer shall forward the report to Dy. Chief Engineer within 4 days. Dy. Chief Engineer shall forward the report with comments to C.E.O.(S.R.A.) within 2 days. Amended LOI shall be issued within one month of receipt of Revised Annexure I.

IX. 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 slum dwellers complaints and claims, and such other reasons, it is noticed that such amendment are incorporated at the site, but are submitted to S.R.A. for its approval at the time of seeking OCC of the building or a wing. The S.R.A. 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. (S.R.A.) within 4 days of submission and shall be approved by A.E. (S.R.A.) within 7 days of approval. The Report of the amendment to plans shall be simultaneously scrutinized by A.E. (S.R.A.) and forwarded to E.E.(S.R.A.) 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 and issue the amended Remarks as per policy and timeframes prescribed by M.C.G.M. for processing the building permissions.

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 such amended plans and issue the amended Remarks as per policy and timeframes prescribed by M.C.G.M. for processing the building permissions.

4) Where amendment to Building Plans require revision of Concession already approved, and then the Architect/ L.S. shall submit the Fact Sheet for amended building permission 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 (S.R.A.) 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. (S.R.A.) & Dy.Ch.E (S.R.A.), 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.(S.R.A.) 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 Engineering Section and shall be processed in accordance with para II-7 of this circular.

X. Municipal Services:

All permissions/ services to be offered to S.R.A. projects by M.C.G.M. agencies like wadr office, H.E. Department etc shall be offered as per the procedure specified for building proposals by M.C.G.M.

XI. 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 Engineering 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 (S.R.A.) 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 (S.R.A.), 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

XII. 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 Sale Built up Area of the Plot.

2. All infrastructures in Layout shall be completed on or before grant of OCC/BCC of area exceeding 90% of the approved Sale Built up area of the plot.

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

XIII. 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 of M.C.G.M. as per the procedure laid down in respect of Building Proposals.

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

XIV. General:-

- 1) All communications to Architects/ L.S./ Developers shall be communicated by Email/ sms alongwith letters.
- 2) All payments for fees, charges, deposits, premium etc. payable in respect of the S.R. Scheme shall be paid at the finance department of SRA. Whenever the online payment gateway for such payments is ready the developer will have option to make payment online.
- 3) 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 S.R.A.. The NOC from Assessment Department of MCGM shall be insisted only for granting OCC/BCC for the entire scheme. 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.
- 4) The Collector NOC for granting development on government land having tenure B-1, shall not be insisted.
- 5) Separate remarks or NOC shall not be insisted from M.C.G.M. Departments where the remarks from the consultants as detailed in serial no.I-3 of this circular or self-certification as applicable are submitted for the building proposal / layout on land under development.
- 6) All Applications, Remarks, Reports and completion certificates etc. shall be as per the standard format prepared in the manual.
- 7) 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.
- 8) The Commencement Certificate shall be approved and issued by Assistant Engineer (S.R.A.) henceforth.
- 9) All Remarks by the MCGM shall 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 S.R.A. . The Developer/Owner and Architect/L.S. can refer the matter to the Secretary (S.R.A.) in case of disagreement to the reasons given for seeking such additional documents beyond those mentioned in the Manual for Slum Rehabilitation Schemes. The decision of the Secretary (S.R.A.) shall be final and binding.

13) Wherever the concerned officer has any observation in respect of 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 and the fees etc of the earlier consultant are paid in full by the Developer.

15) The number of working 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) Secretary (S.R.A.) 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 Secretary (S.R.A.) within a period of 7 working days of such delay and joint meeting with Concerned officers along with Architect/L.S. and Owner/ Developer shall be called by Secretary (S.R.A.) within next 4 days and it will be ensured that all issues are resolved in such joint meeting. If there are any issues which cannot be resolved at the meeting of the Secretary (S.R.A.), then the matter shall be referred to C.E.O.(S.R.A.) by Architect/Owner or Secretary (S.R.A.), who shall give suitable directions to ensure that proposal is cleared within 10 days of implementation of such directions.

- 17) The H.O.D. shall be submitting monthly report of all the pending proposals and movement of each of the Proposal Files in his Department and its status to Secretary (S.R.A.) and he 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 S.R.A. web site in co-ordination with Secretary (S.R.A.) office so as to make available the data on line.
- 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 S.R.A. 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.
- 20) **EODB from BMC to be automatically applicable to Sale building SRA except those relating to payments / premiums or are financial in nature**

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/ L.O.I. files which have been submitted to C.E.O.(S.R.A.) 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 on going 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 no.....

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 S.R.A. departments with immediate effect.

Encl:- Manual Handbook Version 1

Other Points discussed but not covered in this draft -

- 1. Notification of transfer rule ; affidavit of not occupying any structure or not availing any benefit in other scheme from the person who is going through transfer ;**
- 2. In DP show every slum is shown as slum area with 15% amenity / road for slums covered by reservations ; 3/6/92 to be amended ; 4391/4080 circular no , Recreation Garden issue ;**
- 3. In case of applications for plot demarcation for schemes , SLR , SRA should send the file directly CTSO and not to lower authorities in Collector office**
- 4. DCR related changes to be discussed with UD**