

BRIHANMUMBAI MUNICIPAL CORPORATION

No. Ch.Eng./1082/Rds dated

5 MAY 2026

CIRCULAR

Sub : Recovery of pro-rata charges towards the construction of D.P. Road passing through private holding / layouts including addition of set back to the existing roads in Mumbai & Greater Mumbai.

Ref : Circular no. Dy.Ch.Eng./713/Rds /Plg dated 21.06.2023.

Currently, the prorata charges of setback /D.P. road area are being recovered as per circular referred above. The procedure for processing the proposals of handing over the set back/ D.P. Road is specifically mentioned in the above circular in continuation with prior circulars. It is observed that after obtaining road remarks from Dy.Ch.E.(Roads) Planning dept., builder /developer request A.E. (Maint.) of wards to take over possession of roads without obtaining part / full completion certificate & also, without payment of prorata charges as per policy.

Prorata charges are to be paid before requesting part / full completion certificate to Dy.Ch.E. (Roads) Planning. However, the part/ full DP road / setback portion is taken over by ward staff without checking it's part / full completion certificate is issued, after payment of prorata charges.

By direction, to avoid revenue loss of BMC & to maintain uniform practice in all wards, Asst. Commissioner & Asst. Engineer (Maint.) are hereby directed not to take over part / full DP road / RL road / setback portion in any case without obtaining remarks & completion certificate from Dy.Ch.E.(Roads) Planning dept.

The modified & simplified checklist before taking over road setback area with clear headings as below:-

- i) Appointment letter of architect given by developer.
- ii) Application form duly filled and signed by architect.
- iii) IOD / IOA / LOI or approved last amended plans of the building.
- iv) Survey remarks with plan & Final demarcation plan with Remark
- v) E. E. (T & C) Remarks with prorata charges payment receipt for electric poles.
- vi) Roads Remarks / Payment receipt of prorata charges against setback portion. Part & full Completion certificate issued by Dy.Ch.E. (Roads) Planning for setback area of road constructed.
- vii) Storm Water drain Remarks & Payment receipt of prorata charges paid to BMC. Storm water drain completion certificate issued by SWD dept.
- viii) Property Card of plot under reference in the name of BMC.

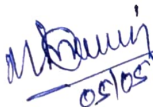
Further, in case of improvement of RL road/ DP road, following additional documents shall be insisted:-

- i) SP (P & D) remarks for laying of sewer line, their prorata charges and completion certificate
- ii) EE (P & R) WW remarks for laying of water main, their prorata charges and completion certificate.

All the above remarks & payment receipts of prorata charges & other payments shall be insisted, before taking over of setback / RL road/ DP road by ward offices from applicant. Strict action as deemed fit will be taken on the staff not following the directions of Hon'ble M.C.

The copy of handing over receipt and separate PR Card in favour of BMC shall be forwarded to Dy.Ch.E.(Roads) Planning dept. immediately.

This circular shall be followed scrupulously with immediate effect.


05/05/2022-6.
Ch.Eng.(Rds. & Tr.)