



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of R/Central
Ward

BUILDING & FACTORY DEPARTMENT

Address - Assistant Engineer
(Building & Factory),
Designated Officer,
R/Central Ward,
1st Floor, F.P.No. 44, T.P.S.- I,
Chandavarkar Road,
Borivali (West), Mumbai
– 400 092

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Introduction

Assistant Engineer (Building and Factories)

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under **Section 4(1) b** sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Engineer, Building & Factory, R/Central ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Engineer (Building & Factory), R/Central ward whose office is situated at R/Central ward office, 1 st floor, New R/Central Ward office bldg., F.P.No.44, TPS-I, Chandavarkar Road, Borivali (W) Mumbai-400092. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The Municipal Corporation of Greater Mumbai has decentralized most of the main departments and placed the relevant sections of these Departments under the Assistant Commissioner at ward level. Assistant Engineer (B & F) is under administrative control of Assistant Commissioner. Assistant Engineer (B & F) is separately delegated powers u/s 68 of MMC Act 1888 and u/s 152 (1) of MRTP Act 1966 to function effectively.

The Assistant Engineer (Building and Factories) is the sectional Head of Building and Factories department who exercises supervisory control over private buildings and factories. He has to take action under appropriate provisions of MMC Act/MRTP Act against owners of private buildings if their buildings are not kept in habitable condition. He has to prevent unauthorized constructions /activity and also to regulate and control factories.

Assistant Engineer is assisted by Junior Engineer (Building)/ Sub Engineer (Building) and Junior Engineer (Fact)/ Sub Engineer (Fact). Each Junior Engineer (Building)/ Sub Engineer (Building) is given one Electoral ward (one beat) to perform the duties pertaining to Building Section and one Junior Engineer / Sub Engineer to perform the duties pertaining to Factory Section in R/Central ward.

As per Central Right to Information Act 2005, Assistant Engineer is appointed as Public Information Officer (Building and factories) for Building and Factory department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Building and Factory Dept.

SECTION 4 (1) (b) (i)

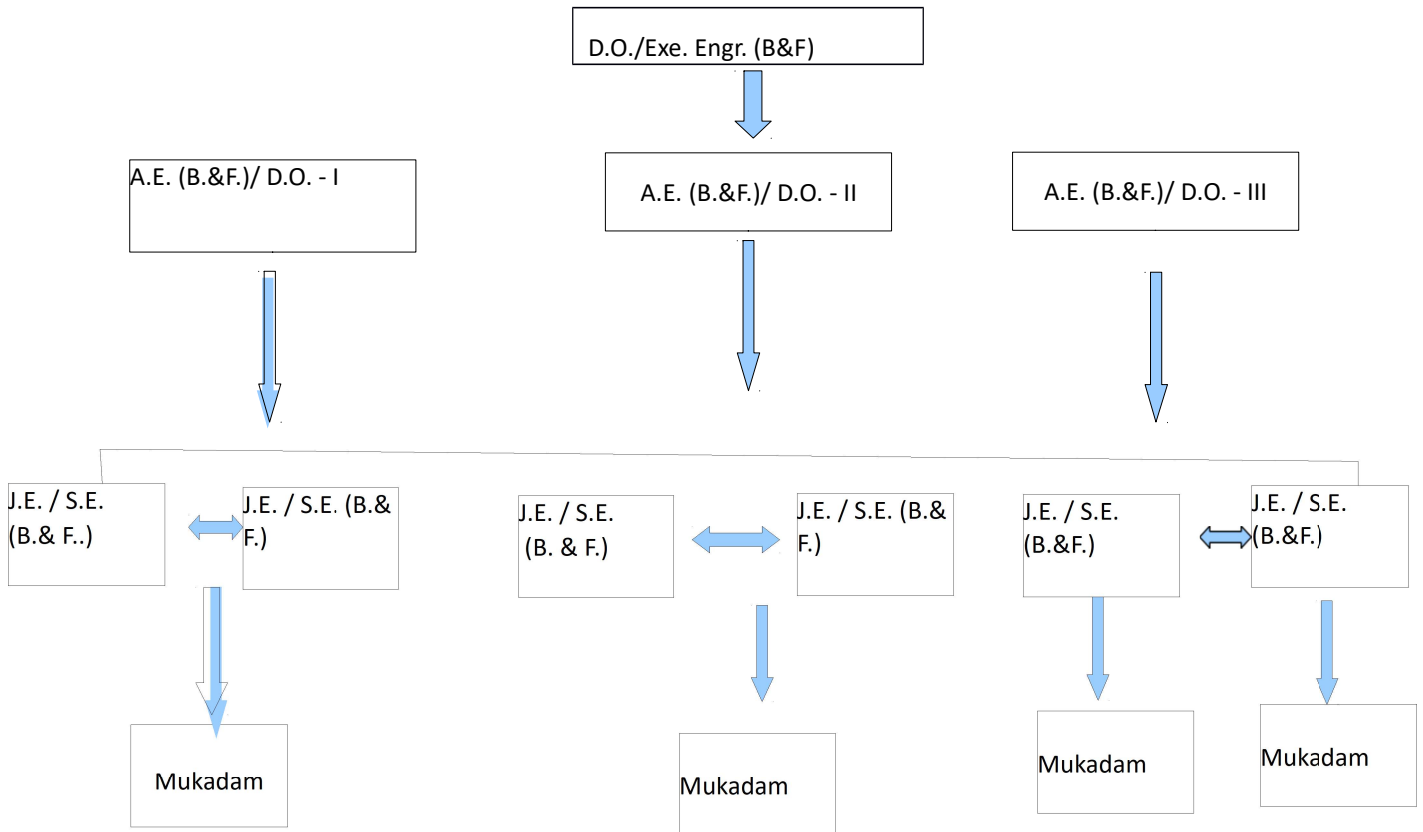
**The particulars of functions & duties of the
office of Assistant Engineer (Building &
Factory) R/Central**

1	Name of the Department	Assistant Engineer (Building & Factory) R/Central Ward
2	Address	1 st Floor. R/Central Ward Office, F.P.No.44, T.P.S.- I, Chandavarkar Road, Borivali (West), Mumbai - 92
3	Head of the Office	Assistant Engineer, Building & Factory
4	Parent Department	1. City Engineer 2. Ward Executive Engineer (for Technical matters at Ward level)
5	Reporting to which office	Assistant Commissioner, R/Central Ward
6	Jurisdiction -Geographical	<p>R/Central ward is bounded by</p> <p>East - National Park, Borivali (E)</p> <p>West – Gorai Village (Beyond Creek), Borivali (W)</p> <p>North – Devidas Lane to Sudhir Phadke, Flyover Bridge, Nancy Colony Borivali (E)</p> <p>South - 90 Feet D.P.Road, Borsapada, Mahavir Nagar. Kandivali (W)</p>
7	Mission	<ol style="list-style-type: none"> 1. To prevent unauthorized building activities. 2. To regulate & control factories.
8	Vision	Development of city in planned manner as per sanctioned Development Plan
9	Objectives	<ol style="list-style-type: none"> 1. No unauthorized building activities. 2. No unauthorized factories.
10	Functions	<ol style="list-style-type: none"> (1) To supervise on going building construction works as per approved plans. (2) To take action against unauthorized building activities in private buildings, (3) To grant repair permission in private buildings and in private slum colonies. (4) To issue permission for temporary monsoon shed & mandaps in private premises. (5) To issue miscellaneous permissions such as enclosure of balcony,loft, cabins, European W.C. (6) To take action on dilapidated buildings. (7) To grant factory permits under section 390 of the MMC Act. (8) To renew factory permits. (9) To take action against unauthorized factories. (10)To take action against factories which commit breach of conditions of factory permits.

11	Details of Services provided (In Brief)	<ol style="list-style-type: none"> 1. Issuance of regular repair permissions / tenantable repair permissions to authorized and tolerated structure (Datum line 01/04/62 for commercial structure and 17/04/64 for residential structure) in private premises and to protected hutments (Prior to 01/01/1995) in notified slums. 2. Issuance and renewal of factory permits. 3. Issuance of permission for construction of loft / cabins, balcony enclosures, Erection of light weight partitions for commercial structure , erection of temporary structures such as pendols for making Ganapati Idols, party offices during election , monsoon sheds, etc. in private premises. 4. Issuance of permission for fixing European Water Closet in place of Indian Water Closet on medical ground. 5. Addition / Deletion/ change in activity /constitution in existing factory permit. <p>Note : All above mentioned services are described in details in Section 4(1)(b)(iii)</p>
12	Physical Assets (Statement of lands & Buildings and other Assets)	NIL
13	Organization's structural Chart	As per separate sheet attached at Pg. 6
14	Tel. No.s & Office Timings	Telephone no : 28946000 Extn : Office timing : 09.00 a.m. to 05.00 P.M. (Monday to Friday) :09.00 am to 01.00 p.m on Saturdays : Visiting Hours : 03.00 p.m. to 05.00 p.m. (Monday to Friday) :
15	Weekly Holidays	Sunday and Public Holidays.

Building & Factory Department, R/Central Ward

**Organization's structural Chart of Office of Assistant Engineer (B.&F.)
R/Central Ward**



SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer (Building & Factory)

A – Financial Powers

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Designated Officer /Executive Engineer (Building & Factory)			
2	Assistant Engineer (Building & Factory)	Rs. 3000/-	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	
3	Sub Engineer / Junior Engineer (Building)	NIL	N.A	
4	Sub engineer (Factory)	NIL	N.A.	
5	Junior engineer (Factory)	NIL	N.A.	

SECTION 4 (1) (b) (ii) ...continued

The powers of officers and employees in the office of Assistant Engineer (Building & Factory)

B - Administrative Powers

Sl. No.	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Designated Officer /Executive Engineer	Please refer to Delegation of powers to Assistant Engineer at Pg. 18 to 22.	1. MMC Act 1888 2. MRTP Act 1966 3. Government Notification no: उपआयुक्त/अ.नि./010 दि. 04/04/2013	
2	Assistant Engineer (Building & Factory)	Please refer to Delegation of powers to Assistant Engineer at Pg. 18 to 22.	4. MMC Act 1888 5. MRTP Act 1966 6. Government Notification no: उपआयुक्त/अ.नि./010 दि. 04/04/2013	
3	Sub Engineer / Junior Engineer (Building)	Please refer to Delegation of powers to Sub Engineer / Junior Engineer at Pg. 23 to 25.	1. MMC Act 1888 2. MRTP Act 1966 As per section 68 of MMC Act and as per section 152 (1) of MRTP Act.	
4	Sub engineer (Factory)	Please refer to Delegation of powers to Sub engineer (factory) at Pg. 23 to 25.	1. MMC Act 1888 2. MRTP Act 1966 As per section 68 of MMC Act and as per section 152 (1) of MRTP Act.	
5	Junior engineer (Factory)	Please refer to Delegation of powers to Junior engineer (factory) at Pg. 23 to 25.	1.M.M.C Act 1888 2.MRTP Act 1966 As per section 68 of MMC Act and as per section 152 (1) of MRTP Act.	

SECTION 4 (1) (b) (ii)...continued

The powers of officers and employees in the office of Assistant Engineer (Building & Factory)

C – Magisterial Powers

Sr. No.	Designation	Powers -Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Designated Officer /Executive Engr.	NIL	N.A	
2	Assistant Engineer (Building & Factory)	NIL	N.A	
3	Sub Engineer / Junior Engineer (Building)	NIL	N.A	
4	Sub engineer (Factory)	NIL	N.A	
5	Junior engineer (Factory)	NIL	N.A	

SECTION 4 (1) (b) (ii)...continued

The powers of officers and employees in the office of Assistant Engineer (Building & Factory)

D - Quasi Judicial Powers

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Designated Officer /Executive Engineer	Appointed as Designated Officer as per Section 351(1) of MMC Act	Government notification No . DMC/RE/010 dt. 04.04.2013	
2	Asstt. Engineer (Bldg. & Factory)	Appointed as Public Information Officer	Circular	
3	Sub Engineer / Junior Engineer (Building)	NIL	N.A	
4	Sub engineer (Factory)	NIL	N.A	
5	Junior engineer (Factory)	NIL	N.A	

SECTION 4 (1) (b) (ii)...continued

The powers of officers and employees in the office of Assistant Engineer (Building & Factory)

E – Judicial Powers

Sr. No.	Designation	Powers -Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Designated Officer /Executive Engineer	NIL	N.A	
2	Assistant Engineer (Building & Factory)	NIL	N.A	
3	Sub Engineer / Junior Engineer (Building)	NIL	N.A	
4	Sub engineer (Factory)	NIL	N.A	
5	Junior engineer (Factory)	NIL	N.A	

Section 4 (1) (b) (ii)...continued

The duties of officers and employees in the office of Assistant Engineer (Building & Factory)

ASSISTANT ENGINEER (BLDG. & FACTORIES)

Assistant Engineer (Bldg. & Factory) of the ward works as per Mumbai Municipal Corporation Act, 1888, Maharashtra Regional & Town Planning Act, 1966 and Development Control Rules. His work includes issuing permissions to construction/repairs works of minor nature, permit to new factory unit and it's renewal, identify dilapidated buildings and take legal actions, provide help in case of building collapses or landslides and keep check on unauthorized constructions and unauthorized factory activities. Powers are delegated to Asstt. Engineer (Bldg. & Factory) of the ward to do his duties as per section 68 of Mumbai Municipal Corporation Act, 1888 and section 152 of MRTP Act 1966.

Assistant Engineer (Bldg. & Factory) of the ward is responsible to Assistant Commissioner of the Ward and Zonal Dy. Municipal Commissioner for day-to-day work of the department in respect of administrative and policy work. He is also responsible to Ward Executive Engineer in respect of technical matters.

Assistant Engineer (Bldg. & Factory) of the ward is assisted by Junior Engineer/Sub-Engineers (Building Section) and Sub-Engineer (Factory Section) to execute daily work. Respective building Mukadams help Junior Engineers/ Sub-Engineers of the department. Factory clerk helps Sub-Engineer (Factory Section) for clerical work and keeping factory section's records.

Assistant Engineer (Bldg. & Factory) of the ward executes following duties/works with the help of the staff working under his control :-

- 1. Issuance of Repair permissions to structures in private premises.**
- 2. Issuance of repair permission to hutments existing prior to 01.01.1995 in notified /declared/census slums.**
- 3. Issuance and renewal of factory permits.**
 - 4. Issuance of permissions to loft, cabins, balcony enclosures, erection of temporary structures (e.g. Pendols, Monsoon sheds, etc.) in private premises**
 - 5. Inspection of private dilapidated buildings and taking legal actions for repairs or demolition of dilapidated buildings.**
 - 6. Providing assistance to Maintenance department/ Disaster Control Room in case of natural calamities, landslides etc. Providing assistance to various Government agencies in case of collapse of private buildings.**
 - 7. Taking legal action on unauthorized construction works and unauthorised change of user in private premises.**
 - 8. Taking legal action on nuisance (e.g. leakage of water in buildings) in private premises against occupier or owner/society depending on the case.**
 - 9. Co-ordination & correspondence with various central agencies of M.C.G.M & other govt. agencies regarding day to day work.**

To execute above mentioned works Mukadams, Junior Engineers / Sub-Engineers inspect their respective sub-sections and report to the

Assistant Engineer (Bldg. & Factory) of the ward. Based on these reports, further necessary actions are taken by the Assistant Engineer under guidance of the Ward Executive Engineer in case of technical matters and as per directions of Assistant Commissioner of the ward in case of administrative matters.

In case of court cases, Assistant Engineer (Bldg. & Factory) of the ward co-ordinates with the Legal department to vacate stay and make correspondence to that effect.

Following registers are maintained by the office of the Assistant Engineer (Bldg. & Factory) of the ward :-

- 1. Dispatch Register.**
- 2. RTI Application Register and 1st Appeal Register.**
- 3. Catalogue of records.**

Above mentioned registers are the main registers of the department. Besides these registers, other registers are maintained separately for monsoon shed permissions, Pendol for election/festival, Audit, Regularization of loft/mezzanine prior to 15/08/1997 etc.

Besides above following Registers are maintained by Assistant Engineer (Bldg. & Fact)

- 1.Detection Register**
- 2.Notice Register**
- 3.Court Injunction Register**
- 4.4.Demolition Register**

Assistant Engineer (Bldg. & Factory) of the ward executes his works as per provisions of Mumbai Municipal Corporation Act, 1888, MRTP Act, 1966 and Development Control Rules. Although there is no specific target outstanding for the department, as the work of the department is based on the applications received for various permissions and complaints received about unauthorized works. Review of the departmental work is carried out by Higher Officers time-to-time and in review meetings.

Section 4 (1) (b) (ii)...continued

The duties of officers and employees in the office of Assistant Engineer (Building & Factory)

DUTIES OF JUNIOR ENGINEER (BLDGS.)/SUB-ENGINEER (BLDGS.)

- 1) He shall be subordinate to the Assistant Engineer and shall carry out their orders in general.**
- 2) He shall detect and attend to complaints received. He shall also inspect the buildings for any unauthorized construction/development in the area allotted to him and issue notices under different Sections. Put up inspection report / notice to AE(B&F) for orders.**
- 3) He shall bring every case requiring major repairs to the notice of Asstt. Engineer.**
- 4) He shall draft notices after inspections for unauthorized works for which the Mukadam has brought to him information or which he finds on his inspection rounds and also for works falling within the purview of the division.**
- 5) He shall pursue actions under Sections for which he issues notices till the notices are complied with.**
- 6) He shall take action against unauthorized structures / unauthorized developments on Govt. lands / Private lands etc. as per M.M.C. Act and M.R.T.P. Act and as per the policy guidelines issued by time to times by the administration.**
- 7) He shall also serve notices personally for pulling down dangerous parts of the Bldg. and for propping them.**
- 8) He shall attend collapses in case of emergency and get the dangerous part of the building vacated with the help of the police.**
- 9) He shall draft complaints to be lodged in Courts and arrange to file the same in the Courts in consultation with Legal Asstt. Or with Legal Deptt. as the case may be.**
- 10) He shall attend the Courts as and when required for giving evidence helping the Assistant Engineer in conduction cases etc.**
- 11) He shall draft replies to the complaints or references received in his section.**
- 12) He shall maintain in proper order Registers of Notices, Complaints, Bldg. completion certificates, plans, drainage certificates etc.**
- 13) He shall put up periodical reports or statements required to be submitted by the Bldg. Section as and when required such as regarding (i) house collapses, (2) unauthorized works, (3) new buildings constructed, (4) monthly reports pertaining to building etc.**
- 14) He shall maintain various registers pertaining to building section such as :-**
 - i) Detection Register**
 - ii) Notice Register(U/s 354A,351,352,of MMC Act and 53,54,55,56 of MRTP Act)**
 - iii) Court Injunction Register**
 - iv) Demolition Register**
 - v) Detection of Dilapidated Bldgs.(U/s 354 of MMC Act)**

- vi) **Repair permissions**
- vii) **Balcony enclosures**
- viii) **Monsoon Shed permissions**
- ix) **IOD/C.C. Register**
- x) **Mobile Antenna Register**
- xi) **Notice U/s 381 Register**
- xii) **Catalogues of files pertaining to his section.**
- xiii) **Field diary for noting details of daily site visits/inspections.**

Section 4 (1) (b) (ii)... continued

The duties of officers and employees in the office of Assistant Engineer (Building & Factory)

DUTIES OF JR.ENGINEER (FACTORY.)/ SUB.ENGINEER (FACTORY.)

- 1) Regular inspection of factories and issue of I.R. to unauthorized factories.
- 2) Scrutiny ,inspection of sites and preparation of new proposals for establishing factory.
- 3) Issue of new factory permits.
- 4) Renewal of Factory Permit for every block period.
- 5) Inspection of factory for proposal of transfer, addition and alterations.
- 6) Launching prosecution for various irregularities in factory and attending corresponding Court Cases in various courts.
- 7) Replies and suitable action on points raised by M.C.AUDIT Deptt.
- 8) Attending complaints received.
- 9) To maintain various records and registers up-to-date in connection with factories.
 - 10) To prepare various reports of the correspondence received from Zonal D.M.C. Office, from Addl. M.C.'s Office and M.C.'s Office, E.E.(Environmental), E.E.(Vigilance), Accounts Office in Ward, A.O. (Enquiry) etc.
 - 11) Disbursement of complaints received from various departments offices e.g. MCL, MGR, MGC.
- 12) He shall maintain various registers pertaining to factory section such as :-
 - a. Detection Register
 - b. Notice Register(U/s 354A,351,352,of MMC Act and 53,54,55,56 of MRTP Act)
 - c. Court Injunction Register
 - d. Demolition Register
 - e. Detection of Dilapidated Bldgs.(U/s 354 of MMC Act)
 - f. Repair permissions
 - g. Balcony enclosures
 - h. Monsoon Shed permissions
 - i. IOD/C.C. Register
 - j. Mobile Antenna Register
 - k. Notice U/s 381 Register
 - l. Catalogues of files pertaining to his section.
 - m. Factory Permit Register u/s 390 of MMC Act
 - n. Factory Permit Renewal.
 - o. Field diary for noting details of daily site visits/inspections.

Section 4 (1) (b) (ii).....continued

The duties of officers and employees in the office of Assistant Engineer (Building & Factory)

DUTIES OF BUILDING MUKADAM

1. He shall acquaint himself with the boundaries of the section, in which he has to work and also the Municipal properties.
2. He shall be responsible for reporting to the Junior Engineer and Sub Engineer, every unauthorized work started or removed in his section over which he shall move regularly, observing and noting every such work, in this dairy spot.
3. He shall also report to the overseer or the Sub Engineer any building in a ruinous condition or unsafe condition requiring action, under section 354 of the Bombay Municipal Corporation Act.
4. He shall report to the Junior Engineer and Sub Engineer, the commencement of any work for which plans have been sanctioned or notices have been issued or which the owners have started voluntarily.
5. He shall also report to the Junior Engineer and the Sub Engineer the completion of any such works as aforesaid.
6. He shall help the Junior Engineer in the service of notices, summons or warrants.
7. He shall carry out any work that may be assigned to him by this superiors, viz : Junior Engineer or the Sub Engineer or the A.E. etc.
8. He shall maintain Field diary for noting details of daily site visits/inspections.

9. Section 4 (1) (b) (ii)....continued

10. DELEGATION OF POWERS TO ASSISTANT ENGINEER

11. Under Section 68 of the **Mumbai Municipal Corporation Act 1888** Assistant Engineer, (B &F) R/Central is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub- Sections and Clauses of the said Act herein below mentioned:-

12. EXPLANATION :- The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses, the numbers of which are given in the first column.

13.

	14. S e c t i o n s	15. Nature of Powers, Duties and Functions delegated
	16. 8 4 (f) & 17. 8 5 (1))	(e) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. (f) Grant leave without pay admissible under the Rules to the Labour staff. To & appoint when necessary, persons to act in place of employees who are 17. Absent on leave.
18. 12	1	19. To receive money in respect of any matter pertaining to the City Engineer's 20. Department.
21. 13(3)	1	(a) To incur expenditure on office contingencies (except furniture) upto Rs.25/- per item. (b) To make cash purchase and payment of bills out of imprest upto Rs.100/- and payment of telephone call bills for any amount.
22. 222(1) & (2)		23. To construct, repair or alter Municipal drains and to enter upon land for the purpose.
24. 28	2	25. To grant permission and prescribed conditions as to communications with 26. drains.
27. 34	2	28. Determining details of drains and drainage fittings or cesspools for new buildings.

29. 40	2	30. Granting permission for the construction of the drain so as to pass beneath 31. building.
32. 43(2)	2	33. Making requisition in respect of taps, covering and means of ventilation for drain 34. and cesspools.
35. 244(1) (4) 36. 246-A		37. To erect shafts or pipes for ventilating drains and cesspools. 38. To permit the construction of water closets and privies.
39. 47	2	40. Prescribing water closet and other accommodation in building newly created or re- 41. erected.
42. 48(1)(c)	2	43. Requisition to enforce provision of water closet or privy or urinal or bathing or 44. washing place etc.
45. 51	2	46. Determining details regarding water closets under Clauses (a)(d) and (e).
47. 51(B)	2	48. To determine use of places of bathing or washing clothes or domestic utensils.
49. 53	2	50. Inspection and examining drains, etc. not belonging to the Corporation.
51. 54	2	52. Opening ground etc. for inspection and examination under Section 253.
53. 55	2	54. Reinserting the ground etc. opened for purposes of inspection.
55. 57	2	56. Making requisition on owners of premises as provided in Sub-Section (1) for doing 57. the work mentioned in Sub-Section (2).
58. 258(a) (b) 59. (c)		60. Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
61. 59-A	2	62. Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed 63. Plumber.
64. 298(2)		65. To take possession or and clear the lands under this section.
66. 311		67. To require owners to alter ground floor doors, etc. opening outward.
68. 313(1)		69. To grant permission for placing stalls, chairs and benches, boxes, ladder, bales etc. on footpath and streets.
70. 314		71. To remove obstructions etc. on streets made contrary to section 312 or 313.
72. 317		73. To permit booths on festivals in certain streets.
74. 321(2)		75. To prevent removal, etc. without permission of fences etc. erected in the streets, while works are in progress.
76. 322		77. To prevent opening, etc. of streets unless done with permission and to give such 78. permission.
79. 324		80. To restore streets opened or broken up when the person responsible fails to do so.
81. 325		82. To require person permitted to open streets to provide for diversion of traffic etc.

83. 326(2) &(3)	84. To regulate hoarding etc. in streets.
85. 329	86. To require and secure adoption of measures to protect and enclose dangerous places.
87. 333(4)	88. Manner of laying gas pipes.
89. 338	90. To require certain documents on receipt of Notice under Section 337.
91. 339	92. To refuse to accept plans, etc. not signed by the Licensed Surveyor.
93. 340	94. To require, further, particulars and details.
95. 342	96. To receive notices of intentions to make additions etc. to building.
97. 343	98. To require certain documents and particulars on receipt of Notice under Section 342 and to refuse to accept plans, etc. not signed by Licensed Surveyor.
99. 344-A	100. Supervision of buildings and work.
101. 3 45	102. To intimate approval of work of which notice is received.
103. 3 46(1)	105. To intimate disapproved of such work.
104. 3 47(A)(B)& (C)	106. Prohibiting user of a non-residential buildings or chawl to a residential one and of a residential building or chawl to that of a godown, warehouse, workshop, workplace, factory, stable or a motor garage and prohibiting making or causing any alterations in an existing building originally constructed or authorized to be used for human habitation for the purpose of using it or causing it to be used as a godown, warehouse workshop, workplace, factory, stable or motor garage.
108. & (c)	107.09. Provision as to buildings, which are to be newly erected. 3 4 8 (1) (a) (b)
110. 3 49	113. To refuse permission for walls, coverings, etc. of inflammable materials and to require removal of such wall or covering.
111. 3 112. 3 50	114. To inspect buildings in course of erection, alterations, etc
115. 3 53	116. To specify any matter in contravention of Act of Bye Law within three months after completion.
117. 3 53(A)	118. To grant completion certificate and permission to occupy or use.
119. 3 54	120. To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
121. 3 54A(1)	122. To issue a written notice to stop within the specified period the erection of the work 123. unlawfully carried on or commenced upon any premises.

124. 54A(2)	3	125. To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
126. 68	3	127. To require owners to provide receptacles of a size for collection of dust, ashes, 128. refuse, rubbish and trade refuse, etc.
129. 74	3	130. To inspect building or premises for the purpose of ascertain sanitary conditions thereof.
131. 75	3	132. To require cleansing and lime washing of any building etc.
133. 75-A	3	134. To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
135. 77(1-A)	3	136. To require cleansing, clearing or enclosing any premises over grown with rank 137. vegetation, etc.
138. 77-A	3	139. To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
140.		
141. 80	3	142. To require removal, alteration etc., of unsanitary huts and sheds.
143. 81	3	144. To require the owners of the building to abate the nuisance arising out of the defects.
145. 83	3	146. To require cutting and looping of hedges, trees, etc. in certain cases and to take 147. measures for protection of public.
148. 94	3	149. To prohibit certain articles to be kept and certain trades processes and operation to be carried out without a license to exercise all other powers in respect of the things liable to be seized, destroyed etc, to prevent danger or nuisance.
150. 90 (1) (2) 151. 3)	3 (3)	152. Regulations of factories, trades, etc.
153. 96 Sub- 154. s ection (1)	3	155. To inspect at any time, by day or by night without notice any premises used for manufacture as mentioned in Section 394 and any premises in which a furnaces employed for the purpose of manufacture and into any bake house to see whether any provision or this Act or any condition of any license is being contravened and as to whether any nuisance is created.
156. 79(5)	4	157. To require production of licenses or written permission.
158. 88	4	159. To enter into or upon buildings or and with or without Assistant or workmen (1) for the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. The delegation of powers of entry under Section 488 is to be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a), (b), (c) and (d) so far as applicable.
160. 89	4	161. To take measures and execute work, etc, failure of compliance with requisitions or 162. orders under provisions of the Act.
163. 92(2)(a)	4	164. To call on occupiers to disclose rents for purpose of determining question of liabilities to pay expenses in certain cases.
165. 17(1)(a)	5	166. To take or withdraw from proceedings against persons charged with offences

		167. against the Act etc. as described in Sub-Clauses (i),(ii) and (iii) of Clause (a).
168. 51	3	169. To issue show cause notice to the person who has erected or executed unauthorized work and require him to show sufficient cause why such work shall not be removed.
170. 52	3	171. To require the person who has erected or executed any work contrary to section 347 of MMC Act and is completed far advanced to permit any such facts being ascertained, to be cut into, laid open or pulled down to a sufficient extent to permit 172. the same being ascertain with the approval of standing committee.
173. 52A	3	174. To require the person who has erected or executed any work contrary to section 347 of MMC Act and is completed far advanced to permit any such facts being ascertained, to be cut into, laid open or pulled down to a sufficient extent to permit the same being ascertain without the approval of standing committee.

175. Section 4 (1) (b) (ii)...continued

176. Powers vested under Section 152(1) of the **Maharashtra Regional & Town Planning Act, 1966**, to exercise and perform the powers and functions of the Planning Authority throughout Brihanmumbai under the following sections of the aforesaid Act.

177.

178. Section	179. Brief Description of the powers and functions to be exercised and performed
180. 53	181. To issue notice for unauthorized developments and to demolish unauthorized building or work and to recover expenses incurred for the same from the owners as arrears of land revenue and to take all actions mentioned in the said provisions of Section 53.
182. 54	183. To issue notice on the owner/person carrying out the development where any development of land as indicated in sub-section (1) of section 52 is being carried out but has not been completed.
184. 55	185. To issue notices to remove unauthorised development of temporary nature and to remove the same on failure to comply with the said notice.
186. 56	187. To issue notice on the owner/person require to discontinue or remove unauthorized development that is expedient in the interest of proper planning of the area including the interest of amenities having regard to the Development plan prepared.

188. Section 4 (1) (b) (ii)....continued

189.

190.

191. DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER

192.

193. Under the power vested to Municipal Commissioner under Section 68 of the Mumbai Municipal Corporation Act 1888, Sub-Engineer, R/Central under Asstt. Commissioner, R/Central Ward is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the under mentioned powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

194. EXPLANATION :- The entries in the second column of the below table headed 'Brief Description of Powers to be exercised and performed' are not intended as definitions described in Sections, Sub-Sections of these sections, but are inserted merely as reference to the subjects of the sections, sub-sections and the numbers of which are given in the first column.

195.

196. Sections	197. Nature of Powers, Duties and Functions delegated
198. 84 & 85(1)	a) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. b) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
199. 112	200. To receive money payments on account of the Municipal Fund and to lodge them in a bank.
202. 222(1) & (2)	203. To cause to be served a notice of demand.
204. 228	205. To grant permission and prescribed conditions as to communications with Municipal drains.
206. 231	207. To enforce drainage of un-drained premises situate within a hundred feet of a 208. Municipal drains.
209. 234	210. Determining details of drains and drainage fittings or cesspools for new buildings.
211. 243(2)	212. Making requisition in respect of taps, covering and means of ventilation for 213. drain and cesspools.
214. 244(1)	215. To power affix pipes for ventilation of drains.
216. 244(4)	217. To erect shafts or pipes for ventilating drains and cesspools
218. 246-A	219. To permit the construction of water closets and privies.

220. 247	221. Prescribing water closet and other accommodation in buildings newly created or re-erected.
222. 248(1) (a), 223. (b),(c)	224. Requisition to enforce provision of water closet or privy or urinal or bathing or 225. washing place etc.
226. 251	227. Determining details regarding water closets under Clauses (a)(d) and (e).
228. 251(B)	229. To determine use of places of bathing or washing clothes or domestic utensils.
230. 253	231. Inspecting and examining drains, etc. not belonging to the Corporation.
232. 254	233. Opening ground etc. for inspection and examination under Section 253.
234. 255	235. Reinstating the ground etc. opened for purposes of inspection.
236. 257	237. Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
238. 258(a) (b)(c)	239. Prohibition of acts, contravening the provisions under Chapter IX of the 240. M.M.C.Act.
241. 259-A	242. Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
243. 314 (a), (b), 244. (c)	245. To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
246. 317	247. To permit booths on festivals in certain streets.
248. 322	249. To prevent opening, etc. of streets unless done with permission and to give such permission. (Except for newly constructed roads or capital roads)
250. 322(3)	251. To remove without notice any building materials or any scaffolding or any temporary erecting or any posts, bars, rails, boards or other things by way of enclosure which have been deposited or set up in any street without the permission or authority specified in Sub-section (1) or which having been deposited or set up with such permission or authority, have not been removed 252. within the period specified in the notice issued under Section (2).
253. 350	254. To inspect buildings in course of erection, alterations, etc.
255. 354	256. To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
257. 368	258. To require owners and occupiers to collect and deposit dust etc.
259. 374	260. To inspect building or premises to ascertain sanitary conditions thereof.
261. 375	262. To require cleansing and lime washing of any building etc.
263. 375-A	264. To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
265. 377	266. To make requisition against the owner or occupier for removal of rank 267. vegetation.
268. 377-A	269. To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
270. 380	271. To require removal, alteration etc., of unsanitary huts and sheds.
272. 381	273. To require the owners of the building to abate the nuisance arising out of the defects.

274. 383	275. To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
276. 390 (1) (2) (3)	277. Regulations of factories, trades, etc.
278. 479(5)	279. To require production of licenses or written permission.
280. 488	281. To enter premises with assistants etc. to inspect survey and execute works.

282. Power vested under Section 152 of the MRTTP
1966 DELEGATION OF POWERS TO JUNIOR
ENGINEER/SUB ENGINEER

283. SECTION	284. BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
285. 286. 135	287. To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1) (a) to (c) of this Act.
288. 136	289. To serve notices and orders.

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324. Section 4 (1) (b) (iii)

325. The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Engineer (Building & Factory)

326. NAME OF ACTIVITY - Action against ongoing unauthorized construction by self

327. Detection

or on receipt of complaint. Related Provisions

- Under section

354 (A) of MMC Act.

328.

Name of the Acts/Acts

- MMC Act 1888 Rules

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329. Govt. Resolutions -

330. Circulars- 1.DMC(RE)/6618, dt : 15/03/2012 (Refer pg- 63-67 of Annexure)

331. 2. D.M.C./R.E./141 dt: 12/4/2013(Refer pg- 71-76A of Annexure)

332.

333. Office Orders -

334.

335. Sr. No.	337. Activity	338. Steps involved	339. Time limit	340. Authority role and responsibility of the employee/officer in connection with each activity.	341. Remark

342. 1	343. Action against ongoing unauthorized construction.	1. Detection of ongoing unauthorized work during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of ongoing unauthorized work showing the date and set up of the work. 3. Preparation of inspection report and panchanama of ongoing work. 344. 4. Taking entry in detection register and preparing notice U/Sec. 354 345. (A) of the MMC Act.	346. Within 24 Hours	347. Designation : Junior Engineer / Sub Engineer	348.
349.	350.	351. 5. Approving and Signing the notice prepared by JE/SE.	352. Within 24 Hours	353. Designated officer & A.E. (B & F)	354.
355.	356.	357. 6. Serving of notice on the person / owner carrying out unauthorized construction 358.	359. Within 24 Hours	360. Building Mukadam	361.
362.	363.	364. 7. Sending notice to the local police station for registering the complaint.	365. Within 24 Hours	366. Building Mukadam	367.
368.	369.	370. 8. Passing an appropriate speaking order for demolition if the unauthorized construction is not stopped or documents proving authorization of structures are not produced within 24 hours. (if the 371. reply along with permission obtained for subject construction 372. is produced then the notice is withdrawn/ not pursued.)	373. After expiry of 24 Hours from notice	374. Designated officer & A.E. (B & F)	375.

376.

377.	378.	379. 9. Demolition of unauthorized construction on expiry of notice period. 380.	381. After expiry 382. 24 Hours from order	383. Junior Engineer / Sub Engineer	384.
385.	386.	387. 10. Taking entry of demolition in demolition/detection/notice register. 388.	389. After demolition.	390. Junior Engineer / Sub Engineer	391.
392.	393.	394. 11. Filing of W.S/A.I.R. in court, in case of stay granted by court restraining MCGM to take further action & noting the same in court injunction register.	395. As directed by legal dept.	396. Junior Engineer / Sub Engineer	397.

398.	399.	400. 12. Further action as per final judgment of Hon'ble Court.	401. As directed by legal dept. 402. dept.	403. Junior Engineer / Sub Engineer	404.
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405. NAME OF ACTIVITY - Action
 against existing unauthorized construction. Related
 Provisions - Under section 351 of MMC
 Act.

406.

Name of the Acts/Acts

- MMC Act 1888 Rules

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407. Govt. Resolutions -

408. Circulars - 1.DMC(RE)/6618, dt : 15/03/2012
 (Refer pg- 63-67 of Annexure)

409. 2. D.M.C./R.E./141 dt: 12/4/2013(Refer pg- 71-76A of Annexure)

410.

411. Office Orders -

412.

413. Sr. No.	415. Activity	416. Steps involved	417. Time limit	418. Authority role and responsibility of the employee/officer in connection with each activity.	419. Remark
420. 1	421. Action against existing unauthorized construction	422. 1. Detection of existing unauthorized work during usual round of inspection or on receipt of complaint from citizen. 2.Preparation of inspection report. 423. 3.Taking entry in detection register and preparing notice U/Sec. 351 of the MMC Act..	424. Within 7 days.	425. Junior Engineer / Sub Engineer	426.
427.	428.	429. 4.Approving and Signing the notice prepared by JE/SE.	430. 2 days	431. Designated officer & 432. A.E. (B & F)	433.
434.	435.	436. 5.Serving of notice on the person / owner carrying out unauthorized construction.	437. 3 days	438. Building Mukadam	439.
440.	441.	442. 6. Scrutiny of documents submitted by the owner/occupier to prove the authenticity of the structure & submitting report to A.E.(B&F)	443. 7 days	444. Junior Engineer / Sub Engineer	445.

446. 447.	448. 7. Passing an appropriate order for demolition if documents proving authorization / tolerance of structure are not produced by owner/occupier within 7 days from date of issue of notice or the documents produced can not prove the authenticity of the structure. (if the reply along with valid documents proving the authorization of subject const. is produced then the notice is withdrawn/ not pursued.)	449. After 7days From notice.	450. Designated officer & 451. A.E. (B & F)	452.
453. 454.	455. 8. Demolition of unauthorized construction on expiry of period of 7 days from date of issue of appendix 'F' (Reasoned order)	456. After expiry of 7 days 457. from order 458.	459. Junior Engineer / Sub Engineer	460.
461. 462.	463. 9. Taking entry of demolition in 464. demolition/detection/notice register. 465.	466. After demolition	467. Junior Engineer / Sub Engineer	468.
469. 470.	471. 10. Filing of W.S/A.I.R. in court, in case of stay granted by court restraining MCGM to take further action & noting the same in court injunction register.	472. As directed by 473. legal dept.	474. Junior Engineer / Sub Engineer	475.
476. 477.	478. 11. Further action as per final judgment of Hon'ble Court.	479. As directed by 480. legal dept.	481. Junior Engineer / Sub Engineer	482.

483. NAME OF ACTIVITY - Action against unauthorized development, addition/ alterations
484. in existing structure, change of use of land.
485. Related
- Provisions - Under section
53 (1) of MRTP Act. Name of the Acts/Acts
- MRTP Act 1966
486. Rules -
487. Govt. Resolutions - 1. Mah. Act no. XXXVII of 1966
488. 2. The MRTP (Amendment) ordinance, 1983 (Maharashtra Ordinance no. XII of 1983)
489. Circulars- 1.MGC/B/4030 of 06/07/1983 (Refer pg-145-163 of Annexure)
490. 2. D.M.C./R.E./141 dt: 12/4/2013 (Refer pg- 71-76A of Annexure)
491. Office Orders -
492.

493. Sr. No	494. Activity	495. Steps involved	496. Time limit	497. Authority role and responsibility of the employee/officer in connection with each 498. activity.	499. Remark
500. 1	501. Action against unauthorized development, addition/ alterations, change of use of land	1. Detection of unauthorized development, addition/ alterations, change of use of land during usual round of inspection or on receipt of complaint from citizen. 2. Preparation of inspection report of unauthorized work. 3. Taking entry in detection register and preparing notice U/Sec. 53(1) of the MRTP Act.	502. Within 7 days.	503. Junior Engineer / Sub Engineer	504.
505. 506.		507. 4.Approving & Signing the notice 508. prepared by JE/SE.	509. Within 2 510. days	511. Designated officer 512. & A.E. (B & F)	513.
514. 515.		516. 5.Serving of notice on the person / 517. owner carrying out unauthorized work	518. Within 3 519. days.	520. Building 521. Mukadam	522.

523. 524.	525. 6. Lodging complaint with local police station against owner / occupier of the structure if the unauthorized work is not restored within notice period of 1 month. 526. (if unauthorized work is restored by owner / occupier within stipulated notice period the notice is withdrawn/ not pursued.)	527. After expiry of notice period (1 Month)	528. Junior Engineer / Sub Engineer	529.
530. 531.	532. 7. To accord sanction u/s 144 of MRTP Act to local police station for 533. filing charge sheet against offenders.	534. Within 7 days	535. Assistant Commissioner	536.
537. 538.	539. 8. Demolition where required as per sec 53(6) of MRTP Act	540. After expiry of notice period (1 541. Month)	542. Junior Engineer / Sub Engineer	543.
544. 545.	546. 9. Taking entry of demolition in 547. demolition/detection/notice register.	548. After 549. demolition	550. Junior Engineer / 551. Sub Engineer	552.

553. NAME OF ACTIVITY -
Action against unauthorized temporary development Related
Provisions - Under section 55 (1) of MRTP
Act.

554.
Name of the Acts/Acts

- MRTP Act 1966 Rules

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555. Govt. Resolutions - 1. Mah. Act no. XXXVII of 1966

556. 2. The MRTP
(Amendment) ordinance,
1983 (Maharashtra
Ordinance no. XII of 1983)

557.

558. Circulars - 1.MGC/B/4030 of 06/07/1983 (Refer pg-
145-163 of Annexure)

559. 2. D.M.C./R.E./141 dt: 12/4/2013 (Refer pg- 71-
76A of Annexure)

560.

561. Office Orders -

562. Sr. No.	564. Activity	565. Steps involved	566. Time limit	567. Authority role and responsibility of the employee/office in connection with each activity.	568. Remark
569. 1	570. Action against unauthorized temporary development	1. Detection of unauthorized temporary development during usual round of inspection or on receipt of complaint from citizens. 2. Preparation of inspection report of unauthorised work. 3. Taking entry in detection register and preparing notice U/Sec. 55(1) of the MRTP Act.	571. Within 7 days.	572. Designation : Junior Engineer / Sub Engineer	573.
574. 575.		576. 4.Signing the notice prepared by JE/SE.	577. Within 24 Hours	578. Designated officer & A.E. (B & F)	580.
581. 582.		583. 5.Serving of notice on the person / owner 584. carrying out unauthorized work.	585. Within 3 days. 586. days.	587. Building Mukadam	589.
590. 591.		592. 6.Demolition of unauthorized construction on expiry of period of 15 days from date of issue of notice.	593. After expiry of 15 days.	594. Junior Engineer / Sub Engineer	595.

596. 597.	598. 7. Taking entry of demolition in 599. demolition/detection/notice register.	600. After 601. demo lition	602. Junior Engineer / 603. Sub Engineer	604.
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605. NAME OF ACTIVITY - Action against structures which are in ruinous condition or likely to fall.
606. Related Provisions - Under section 354 of MMC Act. Name of the Acts/Acts - MMC Act 1888
607. Rules -
608. Govt. Resolutions -
609. Circulars - 1. MDF/OD/8280/Gen dt: 04.06.2013.
610. 2. D.M.C./R.E./141 dt: 12/4/2013
611. (Refer pg- 71-76A of Annexure)

612.

613. Sr. No.	615. Activity	616. Steps involved	617. Time limit	618. Authority role and responsibility of the employee/officer in connection with each activity.	619. Remark
620. 1	621. Action against ruinous structures	627. 1. Detection of ruinous structures during usual round of inspection or on receipt of complaint from citizen. 2. Preparation of inspection report & submitting the same to A.E. (B & F)	622. Within 7 days.	623. Junior Engineer / Sub Engineer	624.
625. 626.		627. 3. Short listing the list of buildings submitted by Junior Engineer / Sub Engineer after site inspection.	628. Within 7 days.	629. Asst. Commissioner/ Ward Executive Engineer/A.E. (B & F)	631.
632. 633.		634. 4. Forwarding the list of buildings to Dy. Ch. Eng. (B.P.) City for declaration 635. in C-1, C-2, C-3 category.	636. Within 7 days.	637. A.E. (B & F)	638.
639. 640.		641. 4. Preparation of notice under section 354 of MMC Act either for Repairs or Pulling down of structure as per the remarks received from Executive Engineer/ Dy. Ch. Eng. (B.P.) City. 642.	643. Within 7 days.	644. Junior Engineer / Sub Engineer	645.
646. 647.		648. 4. Signing the notice prepared by 649. JE/SE.	650. Within 3 days. 651.	652. Designated officer & 653. A.E. (B & F)	654.

655.	656.	657. 5. Serving of notice on the person / 658. owner/society of the building.	659. Within 3 660. days.	661. Building Mukadam	662.
663.	664.	665. 6. Second inspection of the structure on expiry of notice period of 30 days & submitting inspection report to A.E. 666. (B&F).	667. After expiry of 30 days	668. Junior Engineer / Sub Engineer	669.
670.	671.	672. 7. Informing C.F.O to initiate action against the defaulter society/ owner to 673. cut off water & electricity connection or eviction action.	674. Within 7 days.	675. Designated officer & 676. A.E. (B & F)	677.
678.	679.	680. 8. Sending offence sheet to Legal department to prosecute the society 681. /owner/occupier under section 475A of MMC Act failing to comply with the requisition of notice.	682. Within 7 days and not 683. later than 3 months from order	684. Assistant Commissioner	685.
686.	687.	688. 9. Issuing Notice u/s 488 of MMC Act to society /owner/occupier to intimate about the proposed disconnection of 689. water/electricity/gas connection.	690. Within 3 days.	691.	692.
693.	694.	695. 10 Disconnection of water /electricity/g connection of defaulter society/owner/occupier	696. Within 3 days.	697.	698.
699.	700.	701. 11. Eviction of occupants of the building as per the provision of Sec. 702. 488A of MMC Act.	703. Within 7 days.	704.	705.
706.	707.	708. 12. In case of building repaired by owner/society, sending the matter to Dy. Ch.Eng. (B.P.) City for verification, if the building is repaired & certified safe by Registered structural consultant.	709. Within 7 days. 710. f	711.	712.

713. NAME OF
ACTIVITY - Action
against nuisance Related Provisions
- Under
section 381 of MMC Act. Name of the
Acts/Acts - MMC Act
1888

714. Rules -

715. Govt. Resolutions -

716. Circulars-

717. Office Orders -

718.

719. Sr. No.	720. Activity	721. Steps involved	722. Time limit	723. Authority role and responsibility of the employee/officer in connection with each activity.	724. Remark
726. 1	727. Action against nuisance	728. 1. Inspection of premises on receipt of complaint from citizen. 2. Preparation of inspection report.	729. Within 7 days.	730. Junior Engineer / Sub Engineer	731.
732.	733.	734. 3. Preparation of notice under section 381 of MMC Act to be served on the person / owner/occupier by whose act, default or sufferance, a nuisance arises exists or continues.	735. Within 7 days.	736. Junior Engineer / Sub Engineer	737.
738.	739.	740. 4. Approving & Signing the notice 741. prepared by JE/SE.	742. Within 3 days.	744. Designated officer & 745. A.E. (B & F)	746.
747.	748.	749. 5. Serving of notice on the person / owner/ occupier of the premises.	750. Within 3 days.	751. Building Mukadam	752.
753.	754.	755. 6. Second inspection of the premises & submitting inspection report to A.E. (B&F). 756.	757. After expiry of 758. 15 days	759. Junior Engineer / Sub Engineer	760.

761. 762.	763. 7. Sending offence sheet to Legal department to prosecute the owner/occupier under section 471 of MMC Act failing to comply with the requisition of notice. (if nuisance is abated by the party, then the notice is withdrawn/ not pursued)	764. Within 7 days	765. Designated officer & 766. A.E. (B & F)	767.
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768. NAME OF ACTIVITY - Action against change of user of building or part of building from Residential to godown, workshop, workplace, factory, stable or 769. motor garage.

770. Related
Provisions - Under section
347B of MMC Act. Name of the Acts/Acts
- MMC Act

1888

771. Rules -

772. Govt. Resolutions -

773. Circulars-

774. Office Orders -

775. Sr. No.	777. Activity	778. Steps involved	779. Time limit	780. Authority role and responsibility of the employee/officer in connection with each activity.	781. Remark
782. 1	783. Action against change of user of building or part of building	1. Detection of premises during usual round of inspection or Inspection of premises on receipt of complaint from citizen. 2. Preparation of inspection report.	784. Within 7 days.	785. Junior Engineer / Sub Engineer	786.
787.	788.	789. 3. Preparation of notice under section 347B of MMC Act to be served on the person owner/occupier of the premises.	791. Within 7 days.	792. Junior Engineer / Sub Engineer	793.
794.	795.	796. 4. Approving & Signing the notice prepared by JE/SE.	798. Within 3 days.	800. Designated officer & A.E. (B & F)	802.
803.	804.	805. 5. Serving of notice on the person / owner/ occupier of the premises.	807. Within 3 days.	809. Building Mukadam	811.
812.	813.	814. 6. Second inspection of the premises & submitting inspection report to A.E. 815. (B&F).	816. After expiry of 7 days	818. Junior Engineer / Sub Engineer	819.
820.	821.	822. 7. Sending offence sheet to Legal department to prosecute the owner/occupier under section 471 of MMC Act failing to comply with the requisition of notice.	824. Within 7 days	825. Designated officer & A.E. (B & F)	826.

827. NAME OF ACTIVITY - Action against owner/occupier for not carrying out structural audit

828. of the building .

829. Related

Provisions - Under section

353B of MMC Act. Name of the Acts/Acts

- MMC Act

1888

830. Rules -

831. Govt. Resolutions -

832. Circulars-

CHE/Gen-

341/DP/Gen dt:

09.06.2009 (Refer

pg-337-342 of

Annexure)

833. Office Orders -

834.

835. Sr. No.	837. Activity	838. Steps involved	839. Time limit	840. Authority role and responsibility of the employee/officer in connection with each activity. 841. (mention designation)	842. Remark
843. 1	844. Action against owner / occupier for not carrying out structural audit of the building	848. 849. 1. Detection of premises during usual round of inspection 2. Preparation of inspection report.	845. W ithin 7 days.	846. Junior Engineer / Sub Engineer	847.
848. 849.		850. 3. Preparation of notice under section 353B of MMC Act to be served on the person / 851. owner/occupier of the building.	852. W ithin 7 days.	853. Junior Engineer / Sub Engineer	854.

855. 856.	857. 4. Approving & Signing the notice prepared by JE/SE.	858. W ithin 3 days.	859. Designated officer & 860. A.E. (B & F)	861.
862. 863.	864. 5. Serving of notice on the person / owner/ occupier of the premises.	865. W ithin 3 days.	866. Building Mukadam	867.
868. 869.	870. 6. Sending offence sheet to Legal department to prosecute the owner/occupier under section 471 of MMC Act failing to carry out the remedial measures suggested by structural 871. consultant after structural audit of the building.	872. After expiry of 6 months from date of audit report.	873. Designated officer & 874. A.E. (B & F)	875.
876. 877.	878. 7. To carry out the remedial measures/repairs suggested by structural consultant in his structural audit report, if 879. owner/society of the building fails to do so.	880. After expiry of 6 months from date of audit report.	881. Designated officer & 882. A.E. (B & F)	883.
884. 885.	886. 8. Sending demand letter to 887. owner/society of the building for the expenditure incurred to carry out the remedial measures/repairs of the building.	888. After 889. compl etion of repair work	890. Designated officer & 891. A.E. (B & F)	892.
893. 894.	895. 9. Informing the Assessment department to recover the cost of repair from the owner/occupants in the form of pending Assessment bill, if the owner/occupants/society fails to pay the same within 30 days 896. from the issue of demand letter.	897. After expiry of 30 days from the date of issue of demand letter.	898. Designated officer & 899. A.E. (B & F)	900.

901.

902.

903. **Note:** 1. If a dispute regarding the amount of expenditure arises, the owner/occupants/society can appeal in the Small Causes Court within 21 days from receipt of such notice along with the receipt of requisite amount deposited with M.C.G.M.

904. **2.** If the decision is given in favour of the Appellant, the additional amount deposited, if any, will be refunded to the Appellant with the interest of 6.25% p.a. from the date of deposit of the amount.

905. NAME OF
ACTIVITY - Permission for
enclosure of balcony Related Provisions -
906. Name of the Acts/Acts - Reg. 38(22) of
D.C.Regulations for Greater Mumbai,1991. Rules -
907. Govt. Resolutions -
908. Circulars- 1. MCP/6054 of 3.12.1985
2. CHE/DP/6 of 30.4.2002
909. (Refer pg 261-268 of Annexure)

910. Sr. No.	912. Activity	913. Steps involved	914. Time limit	915. Authority role and responsibility of the employee/officer in connection with each activity.	916. Remark
917. 1	918. Permission for enclosure of balcony	919. 1. Scrutiny of documents on receipt of application. 2. Site inspection	920. 7 days. 921. 7 days.	922. Junior Engineer / Sub Engineer	923.
924.	925.	926. 3.To demand additional documents required from applicant , if any.	927. Within 15 days.	928. Junior Engineer / Sub Engineer	929.
930.	931.	932. 4. To issue demand letter for scrutiny fee & permission charges after receipt of all required documents. 933.	934. Within 15 days.	935. Junior Engineer / Sub Engineer	936.
937.	938.	939. 5. To issue permission through SAP System on obtaining approval from competent authority. (Permission is refused if applicant has not submitted all required documents, N.O.C.)	940. Within 15 days.	941. A.E. (B & F)	942.
943.	944.	945. 6. Taking entry of permission issued in respective register.	946. After issue of permission	947. Junior Engineer / Sub Engineer	948.

949. NAME OF
ACTIVITY - Permission for
construction of Loft Related Provisions -
950. Name of the Acts/Acts - Reg. 38(5) of
D.C.Regulations for Greater Mumbai,1991. Rules -
951. Govt. Resolutions -
952. Circulars-
1.CE/382
61/I of
26.03.19
74
2.CE/158
92/I of
08.09.19
84
953. (Refer pg 269-287 of Annexure)
Office Orders -
- 954.

955. Sr. No.	957. Activity	958. Steps involved	959. Time limit	960. Authority role and responsibility of the employee/officer in connection with each activity. 961. (mention designation)	962. Remark
963. 1	964. Permission for construction of Loft	1. Scrutiny of documents on receipt of application. 2. Site inspection.	965. 7 days. 966. 7 days.	967. Junior Engineer / Sub Engineer	968.
969.	970.	971. 3.To demand additional documents required from applicant, if any.	972. Within 15 days.	973. Junior Engineer / Sub Engineer	974.
975.	976.	977. 4. To forward proposal to 978. C.F.O. for N.O.C.	979. Within 7 days 980. days	981. Junior Engineer / Sub Engineer 982. Engineer	983.
984.	985.	986. 5. To issue demand letter for scrutiny fee & permission charges on receipt of all required documents.	987. Within 15 days.	988. Junior Engineer / Sub Engineer	989.
990.	991.	992. 6. To issue permission for loft on obtaining N.O.C from C.F.O & approval from competent authority it (Permission is refused if applicant has not submitted all required documents, N.O.C.	993. Within 15 days.	994. A.E. (B & F)	995.
996.	997.	998. 7.Taking entry of permission issued in respective register.	999. After issue of permission	1000. Junior Engineer / Sub Engineer	1001.

1002. NAME OF ACTIVITY -

Regularization of loft in authorized building. Related

Provisions -

1003. Name of the Acts/Acts - Reg. 38(5) of D.C.Regulations for Greater Mumbai,1991.

1004. Rules -

1005. Govt. Resolutions -

1006. Circulars- 1.CHE/Gen-283/III/DPC/Gen of 8.8.2005 (Refer pg 293-299 of Annexure)

1007. Office Orders -

1008.

1009. Sr. No.	1011. Activity	1012. Steps involved	1013. Time limit	1014. Authority role and responsibility of the employee/officer in connection with each 1015. activity.	1016. Remark
1017. 1	1018. Regularization of loft	1. Scrutiny of documents on receipt of application. 2. Site inspection	1019. 7 days. 1020. 7 days.	1021. Junior Engineer / Sub Engineer	1022.
1023.	1024.	1025. 3.To demand additional documents required from applicant , if any.	1026. Within 15 days.	1027. Junior Engineer / Sub Engineer	1028.
1029.	1030.	1031. 4. To forward proposal to 1032. C.F.O. for N.O.C.	1033. Within 7 days.	1034. Junior Engineer / Sub Engineer	1035.
1036.	1037.	1038. 5. To issue demand letter for scrutiny fee.	1039. Within 15 days.	1040. A.E. (B & F)	1041.
1042.	1043.	1044. 6. To forward proposal to Asstt. Commissioner for approval on obtaining N.O.C from C.F.O (Permission is refused if applicant has not submitted all required documents, N.O.C.)	1045. Within 15 days.	1046. A.E. (B & F)	1047.
1048.	1049.	1050. 7. To forward proposal to Zonal D.M.C for approval	1051. Within 15 days.	1052. Assistant Commissioner	1053.

1054.1055.	1056. 8. To issue demand letter for composition charges on receiving approval from Zonal D.M.C..	1058. Within 15 days.	1059. A.E. (B & F)	1060.
1061.1062.	1063. 9. To issue approval letter for regularization of loft on receiving composition charges & approval from Zonal D.M.C. (Permission is refused if applicant has not submitted all required documents, N.O.C.)	1064. Within 7 days	1065. Assistant Commissioner	1066.
1067.1068.	1069. 10. Taking entry of permission issued in respective register.	1070. After issue of permission	1071. Junior Engineer / Sub Engineer	1072.

1073. NAME OF ACTIVITY - Permission for converting existing Indian Water Closet to

1074. European Water Closet.

1075.

1076. Related Provisions 1077. -

1078. Name of the Acts/Acts 1079. -

1080. Rules 1081. -

1082. Govt. Resolutions 1083. -

1084. Circulars 1085. -

1086. Office Orders 1087. -

1088.

1089. Sr. No.	1091. Activity	1092. Steps involved	1093. Time limit	1094. Authority role and responsibility of the employee/officer in connection with each activity. 1095. (mention designation)	1096. Remark
1097. 1	1098. Permission for converting existing Indian W.C. to E.W.C	1. Scrutiny of documents on receipt of application. 2. Site inspection	1100. 7 days. 1101. 7 days.	1102. Junior Engineer / Sub Engineer	1103.
1104. 1105.		1106. 3. To demand additional documents required from applicant, if any.	1108. Within 15 days.	1109. Junior Engineer / Sub Engineer	1110.
1111. 1112.		1113. 4. To issue demand letter for scrutiny fee.	1114. Within 15 days.	1115. A.E. (B & F)	1116.
1117. 1118.		1119. 5. To forward proposal to Asstt. Commissioner for approval.	1120. Within 15 days.	1121. A.E. (B & F)	1122.
1123. 1124.		1125. 6. To issue demand letter for permission charges.	1127. Within 1128. 7 days.	1129. A.E. (B & F)	1130.
1131. 1132.		1133. 7. To issue permission for EWC on obtaining approval from Asstt. Commissioner. (Permission is refused if applicant has not	1135. Within 7 days.	1136. A.E. (B & F)	1137.

		submitted all required documents, N.O.C.)			
1138.1139.		1140. 8.Taking entry of permission issued in respective register.	1141. After issue of 1142. permission	1143. Junior Engineer / Sub Engineer	1144.

1145. NAME OF ACTIVITY - Repair permission for existing tolerated structure existing prior to datum line. (Datum line 01/04/62 for commercial structure and 17/04/64 for residential structure)

1146.

Related

Provisio

ns

- Name

of the

Acts/Act

s -

Rules

-

1147. Govt. Resolutions -

1148. Circulars-
 1.CHE/3295/DOC
 of 1.3.1997
 2.CHE/3106/DPC/
 GEN
 dt:20.12.1997
 3. CHE/DP/37 dt: 22.10.2002
 4. WEE/8504/K/E dt: 20.3.2012
 1149. (Refer Pg 191 to Pg 235 of Annexure for above mentioned circulars)

1150. Office Orders -

1151.

1152. Sr. No.	1154. Activity	1155. Steps involved	1156. Time limit	1157. Authority role and responsibility of the employee/officer in connection with each activity.	1158. Remark
1153.					

1159.1	1160. Repair permission for existing tolerated structure	1. Scrutiny of documents on receipt of application. 2. Site inspection	1161. 7 days. 1162. 7 days.	1163. Junior Engineer / Sub Engineer	1164.
1165.1166.		1167. 3. To demand additional documents required from applicant, if any.	1168. Within 15 days.	1169. Junior Engineer / Sub Engineer	1170.
1171.1172.		1173. 4. To forward proposal to Asstt. Commissioner for approval. 1174. Commissioner for approval.	1175. Within 15 days. 1176. days.	1177. A.E. (B & F)	1178.
1179.1180.		1181. 5. To issue demand letter for permission charges on receipt of approval from Asstt. Commissioner	1182. Within 15 days.	1183. A.E. (B & F)	1184.
1185.1186.		1187. 6. To issue repair permission on obtaining approval from Asstt. Commissioner. (Permission is refused if applicant has not submitted all required documents, N.O.C.)	1188. Within 7 day	1189. A.E. (B & F)	1190.
1191.1192.		1193. 7. Taking entry of permission issued in respective register.	1194. After issue of permission	1195. Junior Engineer / Sub Engineer	1196.

1197. NAME OF ACTIVITY - Repair permission for existing tolerated structure on reserved plots and those affected by proposed/sanctioned Regular Line.

1198.

Related

Provisio

ns

- Name

of the

Acts/Act

s -

Rules

-

1199. Govt. Resolutions -

1200. Circulars-
 1.CHE/3295/DOC of 1.3.1997
 2.CHE/3106/DPC/ GEN dt:20.12.1997
 3. CHE/DP/37 dt: 22.10.2002
 4. WEE/8504/K/E dt: 20.3.2012
 1201. (Refer Pg 191 to Pg 235 of Annexure for above mentioned circulars)

1202. Office Orders -

1203. Sr. No.	1205. Activity	1206. Steps involved	1209. Time limit	1210. Authority role and responsibility of the employee/officer in connection with each activity.	1211. Remark
1212. 1	1213. Repair permission for existing tolerated structure	1207. 1. Scrutiny of documents on receipt of application. 1208. 2. Site inspection	1215. 7 days. 1216. 7 days.	1217. Junior Engineer / Sub Engineer	1218.

	ure				
1219.1220.	1221. 3. To demand additional documents required from applicant, if any.	1222. Within 15 days.	1223. Junior Engineer / Sub Engineer	1224.	
1225.1226.	1227. 4 To forward proposal to the office of E.E.(T&C)/A.E. (Improvements)/A.E. (Survey)/E.E. (D.P)for remarks	1228. Within 15 days.	1229. A.E. (B & F)	1230.	
1231.1232.	1233. 4. To forward proposal to Asstt. Commissioner / Zonal D.M.C. for approval on receipt of remarks from all respective departments.	1234. Within 15 days.	1235. A.E. (B & F)	1236.	
1237.1238.	1239. 5. To issue demand letter for permission charges on receipt of approval from Asstt. Commissioner/ Zonal D.M.C.	1241. Within 15 days.	1242. A.E. (B & F)	1243.	
1244.1245.	1246. 6. To issue repair permission on obtaining approval from Asstt. Commissioner/Zonal D.M.C. (Permission is refused if applicant has not submitted all required documents, N.O.C.)	1247. Within 7 days	1248. A.E. (B & F)	1249.	
1250.1251.	1252. 7. Taking entry of permission issued in respective register.	1253. After issue of permission	1254. Junior Engineer / Sub Engineer	1255.	

1256. NAME OF ACTIVITY - Repair permission to existing protected structures (i.e. structures existing prior to 1.1.1995) in slum Colonies.

1257. Related Provisions of the Acts/Acts - Name -

1258. Rules -

1259. Govt. Resolutions - 1.

गवसु/1020/87(भाग-2) (Refer Pg- 237 to 239 of Annexure) Circulars

- 1.CHE/DP/1 of 23.4.2003
 - 2. CHE/DP/27 dt: 14.8.2002
 - 3. ACM/W/OD/432/B&F of 29.8.2002
 - 4. CHE/936/DPC/Gen of 21.10.2002
1260. (Refer Pg 237 to 251of Annexure for above mentioned circulars)

1261.

1262. Sr. No.	1264. Activity	1265. Steps involved	1266. Time limit	1267. Authority role and responsibility of the employee/officer in connection with each activity.	1268. Remark
1269.1	1270. Repair permission for existing tolerated structure	1. Scrutiny of documents on receipt of application. 2. Site inspection	1271. 7 days. 1272. 7 days.	1273. Junior Engineer / Sub Engineer	1274.
1275.	1276.	1277. 3. To demand additional documents required from applicant, if any.	1278. Within 15 days.	1279. Junior Engineer / Sub Engineer	1281.
1282.	1283.	1284. 4. To forward proposal to the office of 1285. E.E. (T&C)/A.E.(Improvements)/ (Survey)/E.E.(D.P)for remarks. A.E.	1286. Within 15 days.	1287. A.E. (B & F)	1288.
1289.	1290.	1291. 5. To forward proposal to Asstt. Commissioner / Zonal D.M.C. for approval on receipt of remarks from 1292. all respective departments.	1293. Within 15 days.	1294. A.E. (B & F)	1295.
1296.	1297.	1298. 6. To issue demand letter for permission charges on receipt of 1299. approval from Asstt.	1300. Within 15 days.	1301. A.E. (B & F)	1302.

		Commissioner/ Zonal D.M.C.			
1303.1304.	1305.	7. To issue repair permission on obtaining approval from Asstt. Commissioner/Zonal D.M.C. (Permission is refused if applicant has not submitted all required documents, N.O.C.)	1307. Within 7days	1308. A.E. (B & F)	1309.
1310.1311.	1312.	8. Taking entry of permission issued in respective register.	1313. After issue of permission	1314. Junior Engineer / Sub 1315. Engineer	1316.

1317. NAME OF ACTIVITY - Permission to establish new factory / Additions& Alterations to

1318. existing factory permits / Changes in ownership of factories / Renewal of factory permissions / Regularization of existing factories/ Suspension & Revocation of factory permission / Restoration of factory permission / Restarting of a factory / Shifting of factories / Action taken against factories working without municipal permissions/ Establishment of new flour mill / Regularization of existing flour mill / Change in ownership of flour mill

1319.

1320. Related

Provisions -

Section 390 of MMC Act. Name of

the Acts/Acts - MMC

Act 1888.

1321. Rules -

1322. Govt. Resolutions -

1323. Circulars-

1324.

1325. Office Orders -

1326. The above mentioned permissions are issued as per Factories Policies & Procedures. The handbook of the same is available in the office of Assistant Engineer (Building & Factory) R/Central ward.

1327. Section 4 (1) (b) (iv)

1328. Norms set for discharge of its functions in the office of Assistant Engineer (Building & Factory)

1329. Organizational Targets (Annual)

1330.

1331. Sr. No.	1333. Designation	1334. Activity	1335. Financial Targets in Rs.	1336. Time Limit	1337. Remarks
1338.	1339. Designated Officer / Exe. Engr. (B&F)	1340.	1341.	1342.	1343.
1344.	1345. Assistant Engineer(B&F)	1346. As mentioned in Section 4 (1) (b) 1347. (ii) at Pg 12 to 13.	1348. There are no financial targets set for this department. As mentioned earlier the work is carried out on 1349. day to day basis.	1350. Time limit for each activity is as mentioned in Section 4 (1) (b) 1351. (iii) at Pg 26 to 56.	1352.
1353.	1354. Sub Engineer/ Junior Engineer	1355. As mentioned in Section 4 (1) (b) 1356. (ii) at Pg 14 to 25.	1357. There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	1358. Time limit for each activity is as mentioned in Section 4 (1) (b) 1359. (iii) at Pg 26 to 56.	1360.

1361. Section 4 (1) (b) (v)

1362. The rules / regulation related with the functions of Assistant Engineer (Building & Factory)

1363. Note: Please refer **Annexure** for G.R. /Circular / Office order Rule no/. Notification etc. mentioned below.

1364.

1365. Sr. No.	1367. Subject	1368. G.R. /Circular / Office order. Rule no. Notification etc. date.	1369. Page No.
1370.	1371. Circular regarding	1372. 1. MDR/9168 of 19/9/68 : Unauthorized	1373.
1374.	1375. unauthorized constructions	1376. structure- policy of the Municipal Corporation	1377.
1378.	1379. and demolitions	1380. of Greater Bombay.	1381. 1-5
1382.	1383.	1384. 2. No. 5 of 7/10/94 : Withdrawal of the notice	1385.
1386.	1387.	1388. issued under the BMC Act and liberty to issue	1389.
1390.	1391.	1392. fresh notices thereof.	1393. 7-9
1394.	1395.	1396. 3. No 2 of 18/3/96 : Issuing notices promptly	1397.
1398.	1399.	1400. in the cases when the injunction is obtained	1401.
1402.	1403.	1404. restraining corporation from demolishing the	1405.
1406.	1407.	1408. structure without following due process of law.	1409.
1410.	1411.	1412. 4. No 2 of 5/7/96 : Procedure to be adopted	1413. 11-13
1414.	1415.	1416. for demolition of structures under construction	1417.
1418.	1419.	1420. and reconstructed within a year.	1421.
1422.	1423.	1424. 5.AMC/ES/D/78 of 3/3/1997 : Procedure in	1425.
1426.	1427.	1428. respect of action to be taken under relevant	1429. 15-18
1430.	1431.	1432. provisions of the BMC Act for demolition of	1433.
1434.	1435.	1436. unauthorized structures.	1437.
1438.	1439.	1440. 6. WO/RE/1701 of 9/10/97: Procedure in	1441.
1442.	1443.	1444. respect of action to be taken under relevant	1445. 19-26
1446.	1447.	1448. provisions of the BMC Act for demolition of	1449.
1450.	1451.	1452. unauthorized structures.	1453.
1454.	1455.	1456. 7. CHE/3505/DPWS/H & K, dt : 04/03/02 :	1457.
1458.	1459.	1460. Action against unauthorized work,	1461. 27-31
1462.	1463.	1464. unauthorized change of user etc, in	1465.

1466.	1467.	buildings	1469.
1470.	1471.	1468. where Occupation certificate is not issued by	1473.
1474.	1475.	1472. the B.P. Department.	1477. 33-34
1479.	1480.	1476. 8. No. 7 of 25/11/04	1478.
		1481. 9. शासन परिपत्रक क्र. आस्था/9005/703/प्र.क्र. 105/2005 नवि 30, दिनांक 31 मे 2005 : पावसाळ्यात अनधिकृत बांधकामे न पाडण्याबाबत.	1483. 35-38
		1482. 10. अतिक्र/2003/प्र.क्र. 180/झोपनि 2, दिनांक 19 सप्टेंबर 2003: शासकिय निमशासकिय किंवा खाजगी जमिनीवरील अनधिकृत झोपडपट्टया व अनधिकृत बांधकामे विरुद्ध कारवाई करण्याबाबत.	1484.
1491.	1492.	1493. 11. WO/RE/OD 2006 : Procedure in respect of	1485.
1495.	1496.	1497. action to be taken under relevant provisions of the BMC Act for demolition of unauthorized structures.	1486.
1500.	1501.	1502.	1487.
1505.	1506.	1503. 12. WO/RE/1707 of 9/10/97 : Division of work	1488. 39
1509.	1510.	1507. of detection and taking further action against unauthorized constructions and encroachments.	1489.
		1511. 13. Estates/AC/60 of 6/9/98 : Division of work of detection and taking further action against	1490. 41-42
1513.	1514.	1515. unauthorized construction.	1494.
		14. AC/ME/OD/280/AC of 17/6/06 :	43-49
		1516. Guidelines for action to be taken under relevant provisions of MMC Act for demolition of u/a construction.	1498.
		15. MGC/G/6929 of 27/7/09	1499.
		16. DMC/RE/6618 dt: 15/3/2012	1504.
		17. DMC/RE/141 dt: 12/04/2013	1508. 51-53
1521.	1522. Action under section 2. 354 A	1523. 1. WO/RE/OD-430 of 6/10/1998: Procedure	1512.
1525	1526. of MMC Act	1527. in respect of action to be taken under relevant	55-56
1529.	1530.	1531. provisions of the BMC Act for demolition of	
1533.	1534.	1535. unauthorized structures.	1524.
			1528.
			1532.
			1536. 77-

1537.	1538.	1539. 2. WO/RE/OD-573 of 22/12/1998: Procedure	83 1540.
1541.	1542.	1543. to be followed while drawing Panchanama.	1544.
1545.	1546.	1547. 3. WO/RE/OD/303 of 11/8/2000 : : Procedure	1548. 85- 86
1549.	1550.	1551. in respect of action to be taken under relevant	1552.
1553.	1554.	1555. provisions of the BMC Act for demolition of	1556.
1557.	1558.	1559. unauthorized structures.	1560.
1561.	1562.	1563. 4. LEA/1866 of 29/4/06 : Guidelines for action	1564. 87- 90
1565.	1566.	1567. to be taken under relevant provisions of MMC	1568.
1569.	1570.	1571. Act for demolition of u/a construction.	1572. 91-97
1573.	1574.	1575.	1576.
1577.	1578. Action under section 3. 351 of 1581	1579. 1. MGC/B/8163 of 27/12/83 : Guidelines in 1583. respect of action against unauthorized	1580. 1584.
1585.	1586.	1587. constructions under section 351 of the BMC	1588.
1589.	1590.	1591. Act.	1592. 99- 132
1593.	1594.	1595. 2. MGC/B/595 of 6/2/87 : Procedure in	1596.
1597.	1598.	1599. respect of action to be taken under relevant	1600.
1601.	1602.	1603. provisions of the BMC Act for demolition of	1604.
1605.	1606.	1607. unauthorized structures.	1608. 133- 135
1609.	1610.	1611. 3. LCT/3995/MC of 29/11/06 : Procedure in	1612.
1613.	1614.	1615. respect of action to be taken under section	1616.
1617.	1618.	1619. 351 r/w section 475 A of MMC Act for	1620.
1621.	1622.	1623. demolition of unauthorized structure.	1624. 137- 141
1625.	1626.	1627. 4. AMC/City/6320 : Procedure in respect of	1628.
1629.	1630.	1631. action to be taken under section 351 r/w	1632.
1633.	1634.	1635. section 475 A of MMC Act for demolition of	1636.
1637.	1638.	1639. unauthorized structure.	1640. 143

1641. 4	1642. Circular regarding MRTTP Acts	<p>1. MGC/B/4030 of 6/7/83 : Maharashtra regional and town planning (Amendment) Ordinance 1983 (Maharashtra Ordinance No XII of 1983) implementation.</p> <p>2. 1. MGC/B/6691 of 28/10/83 : Maharashtra regional and town planning (Amendment) Ordinance 1983 (Maharashtra Ordinance No XII of 1983) implementation.</p> <p>3. AMC/ES/D/78 of 3/3/97 : Procedure in respect of action to be taken under relevant provisions of the BMC Act and the MRTTP Act for demolition of unauthorized structures.</p> <p>4. A.C./R.E./City/OD/349 dt: 14.12.2012 : 1643. Guidelines for proper implementation of MRTTP Provisions with reference to formation of separate MRTTP Cell at MMC Head Quarters.</p>	<p>1644.</p> <p>1645.</p> <p>1646. 145-149</p> <p>1647.</p> <p>1648.</p> <p>1649.</p> <p>1650.</p> <p>1651. 150-163</p> <p>1652.</p> <p>1653.</p> <p>1654.</p> <p>1655.</p> <p>1656.</p> <p>1657.</p> <p>165-</p> <p>168</p>
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1658.

1659. 5.	1660. Circular regarding slum Acts and MPDA	<p>1. DMC/Z-III/OD/LK/222 of 24/44/98 : Use of MPUA Act to present unauthorized constructions and encroachment activities by effective preventive detection.</p> <p>2. पोआ/११(५)/मपाशि/६०१/०४, महाराष्ट्र झोपडपट्टी (सुधारणा निर्मुलन व पुनर्विकास) अधिनियम २००१ मधील तरतुदीची कडक अंमलबजावणी करण्याबाबत.</p>	<p>1661.</p> <p>1662.</p> <p>1663. 169-178</p> <p>1664.</p> <p>1665.</p> <p>1666. 179-187</p>
1667. 6.	1668. Circular regarding repair	1. CHE/3295/DPC of 01/3/97 : Policy for grant	1669.
1670	1671. permission of tolerated	1672. of repair permission for the existing	1673.
1674	1675. structures	1676. unauthorized structure of tolerated category	1677.
1678.	1679.	1680. by ward offices.- Guidelines in respect of	1681.
1682.	1683.	1684. repair permission issued by ward office	1685.

1686.	1687.	for the	
1688.	1689.	1688. unauthorized structures prior to	
1690.	1691.	1.4.1962 and	
1692.	1693.	1692. residential structures prior to 17.4.1964	191
1694.	1695.	1696. 2. CHE/3106/DPC/GEN of 20/12/97 :	-212
1698.	1699.	Policy	1697.
1702.	1703.	1700. for grant of repair permission for the	1701.
1706.	1707.	existing	
1710.	1711.	1704. unauthorized structures tolerated	1705.
1714.	1715.	category by	
1718.	1719.	1708. ward offices.	1709. 213
1722.	1723.	1712. 3. CHE/2416/DP City of 31/8/88 :	1713.
1726.	1727.	Request to	
1730.	1731.	1716. relax the D.C. Rules for major repairs,	1717.
1734.	1735.	etc. for	
1738.	1739.	1720. building Gaonthan areas.	1721. 214
1742.	1743.	1724. 4. CHE/DP/37 of 22/10/02 : for grant of	-216
1746.	1747.	repair	1725.
1750.	1751.	1728. permission for the existing unauthorized	1729.
1754.	1755.	1732. structure of tolerated category by ward	1733.
1758.	1759.	offices.	
1762.	1763.	1736. 5. CHE/3060/DPC of 05/1/98 : Granting	1737. 217
1766.	1767.	repair	
1770.	1771.	1740. permission for existing unauthorized	1741.
1774.	1775.	1744. structures of tolerated category in	1745.
1778.	1779.	accordance	
1782.	1783.	1748. with circular issued under no.	1749.
1786.	1787.	CHE/3295/DPC	
1790.	1791.	1752. of 1.3.97	1753.
1794.	1795.	1756. 6. CHE/25587/DPC of 6/1/87: Request	1757. 218
		to	
		1760. relax the D.C. rules, etc while allowing	1761.
		1764. renovation of the existing structures in	1765.
		1768. Gaonthan and koliwada area.	1769.
		1772. 7. CHE/2416/DPC of 31/8/88 : Request	1773. 221
		to	-224
		1776. relax the D.C. Rules so as to allow	1777.
		major	
		1780. repairs, etc. for building in the old	1781.
		gaonthan	
		1784. areas.	1785.
		1788. 8. CHE/3341/DPC of 16.12.88 :	1789. 225
		Request to	-226
		1792. relax the D.C. Rules so as to allow	1793.
		major	
		1796. repairs, etc. for building in the old	1797.
		gaonthan	

1798.	1799.	1800. and koliwada areas.	1801.
1802.	1803.	1804. 9. WEE/8504/K/E dt: 20/3/2012 :	1805. 227-232
1806.	1807.	1808. Modification/Alteration/reexamining/scrapping	1809.
1810.	1811.	1812. of existing repair permission policy.	1813.
1814.	1815.	1816.	1817. 233-235
1818.	1819. Circular regarding repair permission on slums	1820. 1. शासन निर्णय क्र. गवसु/1020/87/ भाग (2)/ झोपसु-1, दि. 5 जून 2002 : गलिच्छ वस्ती सुधार बांधकाम नियमाबाबत.	1821.
1823.	1824.	1825. 2. CHE/DP/1 of 23/4/2003 : Policy for granting repair permissions in the protected structures in slum colonies within the limits of Mumbai	1822. 237-239 1826. 1827. 241-244
1828.			
1829.	1830.	1831. 3.CHE/DP/27 of 14/8/02 : Policy for granting repair permissions in the protected structures in slum colonies within the limits of Mumbai	1832. 1836. 1840. 245-248
		1843. 4. ACM/W/OD/432/B&F of 29/8/02 : Policy for granting repair permissions in the protected structures in slum colonies within the limits of Mumbai	1844. 1848. 1852.
		1855. Mumbai	1856. 249
		1859. 5.CHE/936/DPC/Gen of 21/10/02 : Policy for granting repair permissions in the protected structures in slum colonies within the limits of Mumbai	1860. 1864. 1868.
		1871. Mumbai	1872. 251
		1875. 6. अतिक्र. 2003/प्र.क्र.180/झोपनि -2, दि. 19 सप्टेंबर	1876.
		1879. शासकिय, निमशासकिय किंवा / खाजगी जमिनीवरील अनधिकृत झोपडपट्ट्या व अनधिकृत बांधकामे विरुद्ध कारवाई करण्याबाबत.	1880. 253-254 1881. 255-257
		1884. 7. एमडीए/4734, दि.6/2/97 : झोपडीला दुरुस्ती परवाना देण्याबाबत.	1885. 259
		1888. 8. MCG/A/1358(CE/7538/GEN) of 22/5/96 :	1889.

		1892. Policy for the repairs permission to the hutment colonies. 1896. 1900.	1893. 1897. 1901.
1902. 8. 1906 1910. 1914. 1918.	1903. Circular regarding Balcony Enclosures 1907. 1911. 1915. 1919.	1904. 1. MCP/6054 of 3.12.85 1908. 2. CE/3469/DPC of 2/10/78 : Ota enclosures. 1912. 3. CHE/DP/6 of 30/4/2002 : Fees for enclosure of balconies. 1916. 1920.	1905. 261-263 1909. 1913. 265-266 1917. 1921. 267-268
1922. 9. 1926 1930 1934. 1938. 1942. 1946. 1950. 1954. 1958. 1962. 1966. 1970. 1974. 1978. 1982.	1923. Circular regarding loft permission / Mezzanine floor 1927. 1931. 1935. 1939. 1943. 1947. 1951. 1955. 1959. 1963. 1967. 1971. 1975. 1979. 1983.	1924. 1. CE/38261/1 dated : 26/3/74 : Rules for Lofts and mezzanines. 1928. 1932. 2. CE/15892/1 of 8/9/84 : Policy in respect of allowing mezzanine floors & lofts in buildings. 1936. 1940. 3. CHE/GEN-283/DPC of 28/6/2005 : Proposed modification to Regulation No. 38 (6)(i) of D.C. Regulation, 1991 for Greater Mumbai for regularization of mezzanine floors constructed in the existing building prior to 15/8/1997. 1944. 1948. 1952. 1956. 1960. 15/8/1997. 1964. 4. CHE/GEN-283/III/DPC/Gen of 8/8/2005 : 1968. Policy for grant of permission for regularization of loft/mezzanine floors constructed prior to 15.8.1997 in existing authorized buildings by Ward Offices. 1984.	1925. 1929. 269-271 1933. 1937. 1941. 273-287 1945. 1949. 1953. 1957. 1961. 1965. 289-291 1969. 1973. 1977. 1981. 1985. 293-299

1986. 10.	1987. Circular regarding temporary monsoon shed permission	<p>1. CHE/1246/Acq-C of 9/10/1989 :Permission for erecting temporary monsoon sheds for protecting the stored goods from Rain.</p> <p>2. CHE/353/Acq-C of 3/06/1991 :Permission for temporary monsoon sheds for storage and protection from rains etc. during monsoon.</p> <p>3. CHE/ENG/2297/DPC/Gen. of 13.9.2000 : 1988. Removal of temporary monsoon sheds & unauthorized awnings.</p> <p>4. CHE/303/DPC/Gen of 19.5.2001 1989. :Permission for temporary monsoon sheds for storage and protection from rains etc. during</p>	<p>1990.</p> <p>1991.</p> <p>1992. 301</p> <p>1993.</p> <p>1994.</p> <p>1995.</p> <p>1996. 303-307</p> <p>1997.</p> <p>1998.</p> <p>1999. 309</p>
2000.			
2001.	2002.	<p>2003. monsoon.</p> <p>2007. 5. CHE/GEN-211/DPC of 1.10.2001</p> <p>2011. :Permission for temporary monsoon sheds for storage and protection from rains etc. during monsoon.</p> <p>2015. during</p> <p>2019. monsoon.</p> <p>2023. 6. CHE/GEN-211/DPC of 22.5.2002</p> <p>2027. :Permission for temporary monsoon sheds for storage and protection from rains etc. during monsoon- discontinuation of recovery of security deposit.</p> <p>2031. during</p> <p>2035. monsoon- discontinuation of recovery of security deposit.</p> <p>2039. security deposit.</p> <p>2043. 7. CHE/3327/DPW/H & K of 30/5/2003 :</p> <p>2047. Monsoon shed permission at National stock exchange and block IFB center, Bandra Kurla complex, Bandra (W).</p> <p>2051. exchange and block IFB center, Bandra Kurla</p> <p>2055. complex, Bandra (W).</p> <p>2059.</p>	<p>2004.</p> <p>2008. 311-314</p> <p>2012.</p> <p>2016.</p> <p>2020.</p> <p>2024.</p> <p>2028. 315</p> <p>2032.</p> <p>2036.</p> <p>2040.</p> <p>2044.</p> <p>2048. 317-318</p> <p>2052. 319</p> <p>2056.</p> <p>2060.</p>
2061. 11	2062. Circular regarding dilapidated building	<p>2063. 1. CHE/2246/DPC/Gen of 1.4.2006 :</p> <p>2067. Structural stability condition survey of dilapidated buildings in E/S Municipal &</p> <p>2071. dilapidated buildings in E/S Municipal &</p>	<p>2064.</p> <p>2068.</p> <p>2072.</p>
2065.	2066. dilapidated building		
2069.	2070.		

2073.	2074.	2075. Private.	2076. 321
2077.	2078.	2079. 2. CE/410/DP of 5/4/2007 : Survey of	2080.
2081.	2082.	2083. extremely dilapidated bldgs. In city E/S & W/S	2084.
2085.	2086.	2087. for the year 2007 (Munl. & Pvt.)	2088. 323
2089.	2090.	2091. 3.CE/17747/I of 07/11/2007 : Dilapidated	2092.
2093.	2094.	2095. private bldgs. In City of Mumbai.	2096. 325-328
2097.	2098.	2099. 4. CE/05479/I of 5/6/08 : Dilapidated buildings	2100.
2101.	2102.	2103. in Mumbai.	2104. 329
2105.	2106.	2107. 5. CE/5386/I of 6/6/08 : Dilapidated buildings	2108.
2109.	2110.	2111. in city area.	2112. 331-332
2113.	2114.	2115. 6. बीएनएम-5007/344/प्र.क्र.89/नवि -32, दि. 07/02/2009	2116.
2117.	2118.	2 1 1 9 . : इमारतींचे संरचनात्मक निरीक्षण अनिवार्य करणेबाबत अधिनियमात सुधारणा	2120. 333-334
2121.	2122.	2123.	2124.
2125.	2126.	2127. 7. CHE/003427/I of 19/5/09 : Dangerous,	2128.
2129.	2130.	2131. dilapidated non cessed private / Municipal Buildings in Greater Mumbai for the year	2132. 335
2133.	2134.	2135. 2009.	2136.
2137.	2138.	2139. 8. CHE/Gen-341/DP/Gen of 9/6/2009 : Structural Audit of private buildings as per the	2140. 337-342
2141.	2142.	2143. new section 353 B incorporated in the MMC	2144.
2145.	2146.	2147. Act 1888.	2148.
2149. 13	2150. Permission for temporary mandap during Ganapati & Navaratri festival	2151. 1. MDF/OD/8358/Gen dt: 11.6.2013	2152. 343-345
2153. 14	2154. General Circulars	2155. 1. HOE/OSD/G/MC/996 of 10/2/67 : Issue of	2156.
2157.	2158.	2159. "No action pending certificate" by the AE (B &	2160. 347
2161.	2162.	2163. F) and ward officer.	2164.
2165.	2166.	2167. 2. MDB/8609 of 11.3.94 : issuing NOC on	2168. 349-351
2169.	2170.	2171. application for the purpose of permit room	2172.
2173.	2174.	2175. and beer bar licenses.	2176.

2177.	2178.	2179. 3. Government Notification no:	2180. 353-356
2181.	2182.	2183. उपआयुक्त/अ.नि./010 दि. 4/4/2013 : म.पा. नि. व न..	2184. 357-358
2185.	2186.	2187. अधिनियम, 1966 अन्वये पदनिर्देशित अधिकारी यांची नियुक्ती करण्याबाबत.	2188. 359-360
		2191. 4. AMC/WS/D/4043 dt: 05/09/2008 : Duties of	2193. 361
		2192. Building Mukadam.	
		2196. 5. CA/FRD/I/48 OF 31/01/2013 : Various	2198. 363
		2197. minor civil works carried out at ward/hospital	
		2201. level.	2202.
		2205. 6. MOM/9805 dt: 02/02/2009 : माहितीचा अधिकार अधिनियम , 2005 अंतर्गत विभाग कार्यालयाकरिता अपिलिय अधिकारी नियुक्त करणे.	2206.
		2209. 7. MOM/4107 dt: 27/11/2000 : अभिलेखाचे वर्गीकरण करणे व मुदत संपल्यावर त्याची विल्हेवाट	2210.
		2213. लावणे.	2214.
		2217.	2218.

2219.

2220.

2221.

2222. Section 4 (1) (b) (vi)

2223. Statement of Categories of documents held in the office of Assistant Engineer (Building & Factory) R/Central ward.

2224. Note : Classification of record and periodicity of preservation is as proposed by this office vide letter under no. FS/26601/BF/OS, Dated : 08/11/2012 (at Pg 365 of Annexure) and subject to approval from the office of City Engineer.

2225.

2226. Sr No	2227. Subject	2228. T Type of Document/ file or register	2229. File No. or Register No.	2230. Particulars	2231. Pe riodicity of Preservation (Proposed)
2232. 'A' Class Record					
2233. 1	2234. Factory permits	2235. N asti	2236.	2237. Details of factory permits issued/renewed u/sec. 2238. 390 of MMC Act.	2239. Per manent
2240. 'C2' Class Record					

2241. 2	2242. Court Injunction Register	2243. Register	R	2244.	2245. Details of Ad-interim injunctions/Stay orders granted by court against notice action initiated against unauthorized work under various sections of MMC/MRTP Act	2246. 15 Years or till the final result of the case.
2247. 'C1' Class Record						
2248. 3	2249. Detection Register	2250. Register	R	2251.	2252. Details of ongoing/ existing unauthorized work detected by Mukadam/Junior Engineer	2253. 10 Years
2254. 4	2255. Notice Register	2256. Register	R	2257.	2258. Details of Notices issued under various sections of MMC/MRTP Act against 2259. unauthorized work	2260. 10 Years
2261. 5	2262. Demolition Register	2263. Register	R	2264.	2265. Details of demolitions of unauthorized work carried out under various sections of MMC/MRTP Act	2266. 10 Years
2267. 6	2268. Detection of Dilapidated Bldgs	2269. Register	R	2270.	2271. Details of dilapidated buildings falling under C1,C2A,C2B & C3 2272. category	2273. 10 Years
2274. 7	2275. IOD/C.C./O.C. 2276. Registers and copies of plan.	2277. Register / plans		2278.	2279. Details of I.O.D/C.C./O.C./B.C.C. 2280. issued by Building Proposal department to newly constructed buildings in R/Central ward.	2281. 10 Years
2282. 8	2283. Regularization of tolerated Lofts	2284. Document		2285.	2286. Details regularization of 2287. lofts existing prior to 15.8.1997.	2288. 10 Years
2289. 'C' Class Record						
2290. 9	2291. Repair permissions	2292. Nasti	N	2293.	2294. Details of repair permissions such as Tenantable repairs, Regular Civil repairs, Repairs of structures in Slum etc.	2295. 05 Years

2296 10	2297. Perfor mmissions Balcony enclosures	2298. N asti	2299.	2300. Details of permissions issued for balcony enclosure.	2301. 05 Years
2302 11	2303. Mon soon permissions Shed	2304. Docu ment s & 2305. R egister	2306.	2307. Details of permissions 2308. issued for Monsoon sheds.	2309. 05 Years
2310 12	2311. Perfor mmissions Ganapati / Navratri Mandap	2312. Docume nts	2313.	2314. Details of permissions issued for Ganapati 2315. /Navratri Mandap.	2316. 05 Years
2317 13	2318. Mobile Antenna Register	2319. R egist er & 2320. Docume nts	2321.	2322. Details of Mobile Antennas erected on terrace of private 2323. Buildings in R/Central ward.	2324. 05 Years
2325 14	2326. Notices u/s 377, 2327. 347 A, B, 381 of 2328. MMC & other Misc. Act	2329. Docume nts	2330.	2331. Details of notices issued u/s 377, 347 A, B, 381 of 2332. MMC & other Misc. Act	2333. 05 years
2334 15	2335. Europe an Water Closet permissions	2336. N asti	2337.	2338. Details of permissions issued for converting 2339. existing Indian W.C. to E.W.C.	2340. 05 Years
2341 16	2342. लक्षवेधीसू चना, तारांकित व अतारांकित प्रश्न	2343. Docu ment	2344.	2345. Files containing लक्षवेधीसूचना, तारांकित व अतारांकित प्रश्न and reply to the same.	2346. 05 years

2347.

2348. 17	2349. R.T.I Register / Appeal Register	2350. Register R	2351.	2352. Details of applications received under R.T.I.Act	2353. 05 Years
2354. 18	2355. Prosecution u/sec. 354, 381 & 390 after judgment.	2356. Document D	2357.	2358. Details of prosecution launched against the offenders after judgment passed by court in cases u/sec. 354, 381 & 390	2359. 05 years
2360. 19	2361. Factory permits cancelled permanently on account of closure or any other reason.	2362. Nasti N	2363.	2364. Files of factory permit cancelled permanently After closure or shifting to new location or any other reason.	2365. 05 years
2366. 'D' Class Record					
2367. 20	2368. Log sheets	2369. Document D	2370.	2371. Details of Applications/ complaints/ other documents received by department	2372. 1 Year
2373. 21	2374. Outward Register (Internal departments)	2375. Document D	2376.	2377. Details of Applications/ complaints/ other documents forwarded to Internal departments 2378. Of R/Central ward.	2379. 1 Year
2380. 22	2381. Outward Register (External correspondence)	2382. Document D	2383.	2384. Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/complainants /citizens etc.	2385. 1 Year
2386. 23	2387. RTI applications & 2388. their reply (Except appeal cases)	2389. Document D	2390.	2391. Details of application received under RTI Act & reply given to the same.	2392. 01 year
2393. 24	2394. First & second appeal made under RTI Act	2395. Document D	2396.	2397. Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer 2398. and/or order passed by First Appellate Authority	2399. 01 year

2400. 25	2401. Monthly reports sent to various departments 2402. Monthly reports sent to various departments	2403. Document	D	2404.	2405. File papers containing monthly reports sent to various departments	2406. 01 years
2407. 26	2408. Demolition of structures under MMC Act, MRTP Act & other action completed 2409. Demolition of structures under MMC Act, MRTP Act & other action completed	2410. Nasti	N	2411.	2412. Nasti files containing papers pertaining to the notice action against structures demolished under MMC Act, MRTP Act & other actions.	2413. 01 year (after demolition)
2414. 27	2415. Pending court cases (Other than	2417. Nasti	N	2418.	2419. Nasti files containing papers pertaining to the	2420. 01 year after the disposal of 2421. suit.
2422.	2416. prosecuted by BMC)			2425.	2426. pending court cases under various section of MMC/MRTP Act.	

2428. Note : Destruction of record shall be done as per guidelines issued by the office of General Administration vide circular under no. MOM/4107, dated : 27/11/2000. (please refer Pg 363 of Annexure)

2429. Section 4 (1) (b) (vii)

2430. Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of Assistant Engineer (Building & Factory)

2431.

2432. Sr. No.	2433. Co nsultation for	2434. De tails of Mechanism	2435. Under which legislation / rules / orders / GRs	2436. Periodicit y
2437.	2438. NIL	2439. NIL	2440. NIL	2441. NIL

2442. Section 4 (1) (b) (viii)**2443. Statement of Boards, Councils, Committees or Other bodies**

2444. Sr. No.	2446. Name of the committee board / council / other bodies	2447. Composition of committee Board council other bodies	2448. Purpose of the committee Board/ Council/ other bodies	2449. Frequency 2450. of meetings	2451. Whether meeting open to public or not	2452. Whether Minutes are available to public or not	2453. Minutes available at.
2454	2455. NIL	2456. NIL	2457. NIL	2458. N.A.	2459. N.A.	2460. N.A.	2461. N.A.

2462. Section 4 (1) (b) (ix)

2463.

2464. SR. NO.	2466. Designation	2467. EMPLOYEE NAME	2468. RD	2469. DATE OF APPOINTMENT in MCGM	2472. Appointment in R/Central	2473. TELEPHONE NUMBER
2474.	2475. DESIGNATED OFFICER / EXECUTIVE ENGR.	2476. VACANT	2477.	2478.	2479.	2480.
2481.	2482. ASST.ENGINEER/ 2483. -I	2484. SHIVRAJ KALGE.	2485. B	2486.	2487.	2488. 28 946000
2489.	2490. ASST.ENGINEER/ 2491. - II	2492. VACANT	2493. B	2494.	2495.	
2497.	2498. ASST.ENGINEER 2499. R -III	2500. VACANT	2501. B	2502.	2503.	
2505.	2506. SUB.ENGINEER	2507. NILKANTH JADHAV	2508. C	2509.	2510.	
2512.	2513. SUB.ENGINEER	2514. RAJARAM JAGZAP	2515. C	2516.	2517.	
2519.	2520. SUB. ENGINEER	2521. ANIL PATIL	2522. C	2523.	2524.	
2526.	2527. JR.ENGINEER	2528. AMOL KHAMKAR	2529. C	2530.	2531.	
2533.	2534. JR.ENGINEER	2535. MAHENDRA JANGID	2536. C	2537.	2538.	
2540.	2541. JR.ENGINEER	2542. SURAJ PAWALE	2543. C	2544.	2545.	
2547.0	2548. JR.ENGINEER	2549. GOPAL ARDE.	2550. C	2551.	2552.	
2554.1	2555. JR.ENGINEER	2556. YOGESH SINGAL	2557. C	2558.	2559.	
2561.2	2562. MUKADAM	2563. TULSHIRAM WAGHWALE	2564. D	2565.	2566.	
2568.3	2569. MUKADAM	2570. VACANT	2571. D	2572.	2573.	
2575.4	2576. MUKADAM	2577. VACANT	2578. D	2579.	2580.	
2582.5	2583. MUKADAM	2584. VACANT	2585. D	2586.	2587.	
2589.6	2590. MUKADAM	2591. VACANT	2592. D	2593.	2594.	

2596. 7	2597. MUKADAM	2598. VACANT	2599.	2600. SINC E 2601. 01.07 .2013	2602.	
2604. 8	2605. MUKADAM	2606. VACANT	2607.	2608. SINC E 2609. 08.07 .2014	2610.	

2612. Section 4 (1) (b) (x)

2613.

2614.

2615. Designation	2616. Officer's & Employee's Name	2617. Basic + GRP	2618. Dearness Allowance	2619. D 2620. MA	2621. Transport Allowance	2622. House Rent Allowance	2623. H 2624. C	2625. W 2626. s A pa/HIS	2627. G 2628. C	2629. G 2630. C
2628. DE SIGNATE D OFFICER/ EXE. ENGR.	2629. VA CANT	2630.	2631.	2632.	2633.	2634.	2635.	2636.	2637.	2638.
2639. AS STT. 2640. EN GR.	2641. SHI VRAJ KALGE	2642.	2643.	2644.	2645.	2646.	2647.	2648.	2649.	2650.
2651. ASS TT. 2652. EN GR.	2653. VAC ANT	2654.	2655.	2656.	2657.	2658.	2659.	2660.	2661.	2662.
2663. AS STT. 2664. EN GR.	2665. VACAN T	2666.	2667.	2668.	2669.	2670.	2671.	2672.	2673.	2674.
2675. SU B. ENGR.	2676. NIL KANTH JADHAV	2677.	2678.	2679.	2680.	2681.	2682.	2683.	2684.	2685.
2686. SUB. EN GR	2687. RAJ ARAM JAGZAP	2688.	2689.	2690.	2691.	2692.	2693.	2694.	2695.	2696.
2697. SUB. EN GR	2698. ANIL PA TIL	2699.	2700.	2701.	2702.	2703.	2704.	2705.	2706.	2707.
2708. JR. ENGR	2709. AMOL KH AM KA R	2710.	2711.	2712.	2713.	2714.	2715.	2716.	2717.	2718.
2719. JR. ENGR	2720. MA HENDRA JANGID	2721.	2722.	2723.	2724.	2725.	2726.	2727.	2728.	2729.
2730. JR. ENGR	2731. SU RAJ PAWALE	2732.	2733.	2734.	2735.	2736.	2737.	2738.	2739.	2740.
2741. JR. ENGR	2742. GO	2743.	2744.	2745.	2746.	2747.	2748.	2749.	2750.	2751.

	PALARDE.									
2752. JR. ENGR	2753. YO GESH SINGAL	2754.	2755.	2756.	2757.	2758.	2759.	2760.	2761.	2762.
2763. MU KADAM	2764. TUL SHIRAM WAGHWA LE	2765.	2766.	2767.	2768.	2769.	2770.	2771.	2772.	2773.
2774. MU KADAM	2775. VACAN T	2776.	2777.	2778.	2779.	2780.	2781.	2782.	2783.	2784.
2785. MU KADAM	2786. VACAN T	2787.	2788.	2789.	2790.	2791.	2792.	2793.	2794.	2795.
2796. MU KADAM	2797. VACAN T	2798.	2799.	2800.	2801.	2802.	2803.	2804.	2805.	2806.
2807. MU KADAM	2808. VACAN T	2809.	2810.	2811.	2812.	2813.	2814.	2815.	2816.	2817.
2818. MU KADAM	2819. VAC ANT	2820.	2821.	2822.	2823.	2824.	2825.	2826.	2827.	2828.

2829. Section 4 (1) (b) (xi)

2830. Details of allocation of budget and disbursement made in the office of Assistant Engineer (Building & Factory) R/Central ward for the year 2023-24.

2831.

2832. Sr. No	2833. Budget Head description	2834. Grants received	2835. Planned use (give details area wise or work wise in a separate form)	2836. Remarks
2837. 1	2838. Demolition of unauthorized structures and 2839. unsafe buildings	2840. Rs. 20 Lakh	2841. Unplanned	2842.
2843. 2	2844. Props to Dilapidated Buildings	2845. Rs. 60 Lakh	2846. Unplanned	2847.

2848.

2849.

2850.

2851.

2852. Form B for previous year (2024-25)

2853.

2854.

2855.

2856. Sr. No	2857. Budget Head description	2858. Grants received	2859. Grant utilized	2860. Grant Surrendered	2861. Result
2862. 1	2863. Demolition and propping of dangerous/dilapidated buildings	2864. NIL	2865. IL	N 2866. L	NI 2867.

2868. Section 4 (1) (b) (xii)

**2869. Manner of execution of
subsidy program in the office of
Assistant Engineer, Building & Factory,
R/Central**

2870.

- No subsidy programs are executed by this office.

2871.

2872.

2873.

2874.

2875. Section 4 (1) (b) (xii)....continued

**2876. Details of Beneficiaries of subsidy
program in the office of Assistant Engineer,
Building & Factory, R/Central**

2877.

2878.

2879.Sr. No	2880.Name and Address of Beneficiary	2881.Amount of Subsidy / Concession Sanctioned
1	2882.2883. NIL	2884. NIL

2885. Section 4 (1) (b) (xiii)

2886. Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer (Building & Factory) R/Central ward.

2887.

2888.

2889.

2890	2891.Name	2892.Li	2893.I	2894.	2895.Gene	2896.Details
Sr.	of the	cense	ssued	Valid	ral	of the
No	license	no.	on	up to	Conditions	license

2897. This information is available in factory permit registers maintained in the office of A.E.(B&F) R/Central .

2898. Section 4 (1) (b) (xiv)

**2899. Details of information available in electronic form
in the office of Assistant Engineer , Building & Factory,**

R/Central

2900.Sr. No.	2901.Type of Documents File/ Register	2902. Sub Topic	2903.In which Electronic Format it is kept	2904.Person In Charge
2905.	2906. 2907. NIL	2908. 2909. NIL	2910. 2911.NI L	2912.

2913. Section 4 (1) (b) (xv)

2914. Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer (Building & Factory)

2915.

2916. Sr. No.	2917. Type of Facility	2918. Timings	2919. Procedure	2920. Location	2921. Person In Charge
2922. 1	2923. Inspection of	2924. 3.00 p.m. to 5.0	2925. For inspection of	2926. Office of	2927. Asstt.
2928.	2929. Record	2930. p.m on Monday	2931. records no fee for	2932. Asstt.	2933. Engineer ,
2934.	2935. under RTI Act, 2005	2936. (except holidays) with prior appointment only or on any other optional day provided by this office.	2937. first hour will be charged, however fee of Rs. 5/- for each 15 minutes or fraction thereof will be charged thereafter.	2938. Engineer , Building & Factory department, 1 st floor, R/Central Ward Office, Borivali (West), Mumbai – 400 092.	2939. Building & Factory R/Central Ward
2940.	2941.	2942.	2943.	2944.	2945.
2946.	2947.	2948.	2949.	2950.	2951.
2952.	2953.	2954.	2955.	2956.	2957.
2958.	2959.	2960.	2961.	2962.	2963.

2964.

- Interactive website – www.portal.mcgm.gov.in
- Facilitation center - Facilitation center is available at the ground floor of ward office Building. Working Hours – 08.00 a.m. to 8.00 p.m
- Notice board - Displayed in the office of Asstt. Engineer (B&F)
- Inspection of work & inspection of samples – N.A
- Facilities for library, Inquiry window & reception – Not available

2966. Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of

2967. Assistant Engineer (Building & Factory)

2968.

2969.

2970.

2971. Sr. No.	2972. 2973. Name of PIO	2974. Designation	2975. Jurisdiction as PIO under RTI	2976. Address / Ph. No.	2977. E mail id for purpose of RTI	2978. Appellate authority
		2980. Vacant	2981. D . O . / E x e . E n g r . (B & F) R / C			
2986. 2987. 2996. 3002. 3003.	2987. S hri. Shivraj Kalge	2988. A.E. 2997. (B&F) -1 R/C 3004.	2989. 2998. Information 3005. related to the 3006. action taken 3020. against unauthorized construction/ factories and various permissions / factory permits	2990. 1 st floor, R/Central ward office, Chandavar kar Road, Borivali (West), Mumbai-92.	2993.	2994. 3001. 3009.
3017. 3018.	3011. Vacant	3012. A.E. 3019. (B&F) -2 R/C				
	3025. Vacant	3026. A.E. (B&F)-3 3027. R/C		2991. Ph. 28946000 2992. Ext.		3023. Designated Officer Executive Engineer, R/Central Ward

			issued.			
3032.	3033.	3034.	3035.	3036.	3037.	3038.

- 3039.
- 3040.
- 3041.
- 3042.
- 3043.

3044. Section 4 (1) (b) (xvi)...continued

3045. Details of public information officers / APIO's / appellate authority in the jurisdiction of the office of Assistant Engineer (Building & Factory)

- 3046.
- 3047.
- 3048.
- 3049.
- 3050.

3051.Sr. No.	3052.No.	3053.Name of APIO	3054.Name of APIO	3055.Designation	3056.Jurisdiction as APIO under RTI	3057.Address / Ph no.
3058. 1		3059. IL	N 3060. IL	N 3061. IL	N 3062. NIL	3063. NIL

3064. Section 4 (1) (b) (xvi)...continued

3065. Details of public information officers / APIO's / appellate authority in the jurisdiction of the office of Assistant Engineer (Building & Factory)

3066.

3067.Sr. 3068.No.	3069.Name of Appellate Authority	3070. Designation	3071.Jurisdiction as Appellate authority	3072.PIO 3073.Reporting	3074.E mail id for purpose of RTI
3075. 1 3081. 3087. 3093. 3099. 3105. 3111. 3117. 3123. 3129. 3135. 3141.	3076. Vacant 3082. 3088. 3094. 3100. 3106. 3112. 3118. 3124. 3130. 3136. 3142.	3077. D .O. / 3083. Execu tive 3089. E ngineer 3095. 3101. 3107. 3113. 3119. 3125. 3131. 3137. 3143.	3078. Info rmation 3084. rela ted to the 3090. acti on taken 3096. aga inst 3102. una uthorized 3108. con struction/ 3114. fact ories and 3120. vari ous 3126. per missions 3132. / factory 3138. per mits 3144. issu ed.	3079. 3085.A.E. (B&F) 3091.R/C 3097. 3103. 3109. 3115. 3121. 3127. 3133. 3139. 3145.	3080.

3147. Section 4 (1) (b) (xvii)**3148.****3149.****3150. Sub: List of C-1 Category buildings****3151.****3152.**

3153. Sr.No.	3154. Name of the building	3155. Present Status
3156.	3157.	3158.
3159. 1	3160. Prathamesh Building, Beside Aravali Business Centre, Ramdas Sutrale Marg, Chandavarkar Road, Borivali West, Mumbai - 400 092.	3161. Building is vacated. Also, water and electricity supply is disconnected, Demolition is to be arrange.
3162. 2	3163. Gitesh Haresh Dawankar Chawl Vishnu Niwas' TPS-III, F.P.No. 664, R.M. Bhattad Road, Borivali (West), Mumbai-400 092.	3164. Building /structure is not vacated. TAC ordered to carry out structural audit from VJTI. Disconnection of water and electricity supply will be arranged. 3165.
3166. 3	3167. Geeta Bhavan, Carter road no. 6, Borivali (East), Mumbai- 400 066.	3168. Building is not vacated. Disconnection of water and electricity supply will be arranged.
3169. 4 3170. 3171.	3172. Amba Bhavan, Carter Road No 7, Borivali (East), Mumbai-400 066.	3173. Building is not vacated. Disconnection of water and electricity supply will be arranged.
3174. 5	3175. Multani Chawl Structure No. 390, 391, 392 and 393 F.P. No. 58, TPS-III, S.V. Road, Umed Ashram, Borivali (W.), Mumbai - 400 92.	3176. Matter subjudiced in Hon'ble High Court in Writ Petition No. 2364 of 2015 and L.C. Suit No. 593 of 2014. Model Affidavit filed.
3177. 6	3178. Gyan Nagar Shree Vardhman Sthankwasi Jain Sangh, Opp. Diamond Talkies, L.T. Road, Borivali (W.), Mumbai- 400 092.	3179. Matter subjudiced in Hon'ble High Court in W.P. (L) No. 11464 of 2022.
3180. 7	3181. 'Workshop / Office Building Plot Bearing C. T. S. No. 165 & 163 A, Village Magathane, Kanakia Samarpan Road, Borivali (East), Mumbai-400 066	3182. Notice issued under section 354 of MMC Act dated 17.03.2025. Further, the Matter subjudiced in Hon'ble Court in L.C.Suit No. 666 of 2025. 3183.

3184.