

CHAPTER - 2

MANUAL-I

THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

Chapter-2

(Manual 1)

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective /purpose of the Department.

- (a) In order to ensure that urban area is developed in a systematic and orderly manner, statutory rules, regulations and requirements are prescribed. In Greater Mumbai, Building Proposals department controls the development undertaken within the Municipal Corporation's area, through the Statutory Acts, Regulations and directives from Urban Development Department, Govt. of Maharashtra viz.
- o Mumbai Municipal Corporation Act, 1888,
 - o Maharashtra Regional & Town Planning Act, 1966,
 - o Mumbai Building Repairs & Reconstruction Board Act, 1969,
 - o Mumbai Metropolitan Region Development Authority Act, 1974,
 - o Urban Area Preservation of Tree Act, 1975,
 - o Urban Land (Ceiling & Regulation) Act, 1976,
 - o Maharashtra Housing & Area Development Authority Act, 1976,
 - o The Environment Protection Act, 1986,
 - o D.C. Regulations, 1991.
 - o Various Notifications/directives issued by State Government in U.D. Dept.
- (b) The Building Proposals Department is the implementing authority and approving/rejection authority, in respect of building proposals submitted by Architect/Licensed Surveyors on behalf of owners, under Section 337 and 342 of the M.M.C. Act. The proposals for new building on vacant land / demolition of old building and construction of new buildings come under the purview of Section 337 of the M.M.C. Act. Proposals for additions/alterations/-repairs/change of users etc. come under the purview of Section 342 of the M.M.C. Act.

It is the function of the Building Proposal Department to scrutinize the proposals submitted by professionals (i.e. Architects/Licensed Surveyors) under the overall framework of various Acts, Regulations, Policies, as enumerated in Section 2.1 (a) above and to either reject the same with valid reasons or approve the same.

The approval process consists of approving building plans, issue of I.O.D. (Intimation of Disapproval) under the M.M.C. Act, issuing C.C. (Commencement Certificate) under M.R.T.P. Act and acceptance of B.C.C. (Building Completion Certificate) submitted by the Architect/Grant Occupation Permission. It also consists of approving layout / amalgamation / subdivision proposals of the lands, as the case may be.

2.2 Mission / Vision Statement of the Department

To achieve the growth of the city by proper planning and enforcement of the various statues and rules. That the habitable structures are hygienic and safe. To provide amenities to the public as per the provisions of Development Plan. To grant speedy approvals for development and redevelopment. To ensure that the new structures are structurally sound and safe.

2.3 Brief History of the department and context of its formation.

The Building Proposal Section has been in existence for a very long period and from the year 1980, it is headed by Chief Engineer (Development Plan). The sections in island City/E.S. and W.S. are headed by Dy.Ch.Eng. (City)/E.S./W.S. respectively.

There are four zonal offices of Building Proposal Departments

a. City (located at Byculla) E-Ward Office

Deputy Chief Engineer (Building Proposal) City, Ex.Eng.(B.P.)City-I/II/III and his subordinate staff functions from the above offices, Telephone No.23084195 / 23078355.

b. Western Suburbs (located at Bandra)

Deputy Chief Engineer (Building Proposal) W.S., Ex.Eng.(B.P.) K/E & P and his subordinate staff except Executive Engineer (B.P.) P&R Ward and his subordinate staff functions from his office. Telephone No.26421271/26421277.

c. Western Suburbs (located at Kandivali)

Ex. Eng.(B.P.) P/N, P/S and R/S Wards and his subordinate staff functions from this office. Dy. Ch.Eng. (B.P.) W.S. visits this office twice a week (on Mondays and Thursdays). Telephone No.28014254 / 28014255.

d. Eastern Suburbs (located at Vikroli (w)).

Deputy Chief Engineer (Building Proposal) E.S., Ex.Eng.(B.P.) E.S. (L, M, N, S & T) and his subordinate staff functions from his office. Telephone No. 25782180 / 81 / 82.

e. Chief Engineer (Development Plan) - Head Office

Telephone No. 22620075.

Chief Engineer (D.P.) visits zonal offices once a week.

f. Director (E.S. & P.) - Head Office

Telephone No. 22621387

g. Municipal Commissioner – Head Office

Telephone No. 22620525

2.4 Duties of the Department

- o To scrutinize proposals submitted by architects/Licensed Surveyors on behalf of owners, under Section 337 and 342 of M.M.C. Act.
- o To either reject with reasons/approve the proposals.
- o To issue Commencement Certificate.
- o To accept the Completion Certificate/Grant occupation permission.
- o To recover applicable fees/deposits/premiums/penalties while granting approvals.
- o To regulate the development as per the provisions of various acts and D.C. Regulations, 1991.
- o To monitor the development for which permissions are granted.
- o To ensure that provisions of various State/Central Govt. Acts/Statutes, requirements of various State/Central Govt. Authorities/Regulatory Authorities are complied with.
- o To issue Survey Remarks.

- o To assist the Monitoring Committee for Monitoring the development/redevelopment of Mills land.
- o To attend the hearing called by State Government in U.D. Dept. u/s 47 of the M.R. & T.P. Act, 1966.
- o To make correspondence with Urban Development Department of Government Of Maharashtra regarding the developmental issues and to submit reports to the Government when called for.
- o To provide the information of approved proposals to the other departments of M.C.G.M.
- o To formulate draft policies regarding the development related issues.

2.5 Main activities/ functions of the department

To approve/reject proposals received from Architects/Licensed Surveyors under Sections 337 and 342 of the M.M.C. Act. To issue I.O.D., C.C., Occupation Certificate or acceptance of B.C.C., to issue house drainage completion certificate.

2.6 List of services being offered by the Department with brief write on them.

- a) Issuing Survey Remarks., Demarcation of road, Site Elevation Certificate.
- b) Issuing approved plans/I.O.D./C.C./Occupation Permission/B.C.C. etc.
- c) Issuing true copies of I.O.D./C.C./Occupation Certificate / B.C.C. to persons applying under Right to Information Act.
- d) Issuing D.P. Sheets

All the above services are issued subject to payment of applicable fees/deposits/premiums as the case may be and submission of requisite documents.

2.7 Organization chart for Building Proposal Department

Annexure I and II

2.8 Expectation of public authority from public for enhancing its effectiveness and efficiency.

The professionals (i.e. Licensed Surveyors/Architects) shall submit the applications/notices along with plans/requisite ownership and other documents in accordance with the "Building Proposal Manual" prepared by PEATA (Practicing Engineers, Architects and Town Planners Association (India)). This manual is prepared jointly by M.C.G.M. and PEATA to act as facilitator to the architects and to bring transparency and unified procedures in the function of the department so as to have expeditious disposal of the building proposals.

The General Public (i.e. owners/Constituted Attorneys etc.) who appoint architects on their behalf for their building proposals should also get acquainted with the manual.

The other expectations from General Public at large is that in their letters/queries/complaints etc., they should mention the CTS No. / village (in suburbs) or C.S. No./Division (in island city) for the land/property under reference so that it will be easier to locate concerned file papers, leading to expeditious disposal of their letters. Such details of C.S. Nos. etc. can be taken from the concerned City Survey Officer/Collector Office of the State Government.

2.9 Arrangements and methods made for seeking public participation/ contribution.

The department always welcomes any constructive suggestion received from the architects and engineers.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

The Dy.Ch.Eng. (Building Proposals) allows members of Public to visit his office between 2.30 p.m. to 5.30 p.m. on office days without appointments, when any grievance can be brought into the notice can be addressed.

The Dy. Chief Engineer (Building Proposals) regularly checks the proper working of the department and reviews the same from time to time.