MUNICIPAL CORPORATION OF GREATER MUMBAI
No:CHE/DP/ 27163 / Gen Dtd: 30·11·16

Sub: Meeting held under the Chairman ship of Hon.M.C.
on 09.11.2016 at 12.30 p.m. with Ch.E.(DP) &
Dy.Ch.E.(BP), to take review of processing of
AutoDCR Building proposals.

This is with reference to the review meeting held by Hon.M.C. on the AutoDCR issues on 09.11.2016 in the Conference Hall of Hon.M.C. During the meeting the many issues were discussed and Hon.M.C. has given the instructions/ directions to our Department as follows:-

1) The review of pending proposals shall be taken regularly at each level from Sub-Eng to Dy.Ch.E.(BP).

2) In any case hard copies shall not be accepted and to insist online submission (soft copy).

3) Scrutinize all new proposals on online only, if there are any discrepancies the same shall be rejected online immediately stating the specific reasons thereof. <u>Do not keep the proposal pending in the name of MCGM.</u>

4) The approval of Building Proposal (old and new) at all stages shall be issued online in the form of softcopy with digital signature only.

5) The time line prescribed in EODB shall be maintained and concerned E.E./ Dy.Ch.E.(BP) shall periodically review all the cases. (Format for review to be taken by E.E. (B.P.) & Dy.Ch.E.(BP) is enclosed). (Annexure I & II)

6) The Sub Eng shall verify all the documents attached in the respective folders by the concerned Architect. If the documents are not attached in the respective folders S.E. will inform to the Architect online to rectify the same.

7) MIS report facility will be given upto Sub Eng level at the end of this month so that the delay files will be viewed by next higher officers and will take necessary steps immediately to kerb the delay. E.E. (DP) E.S. to follow up with Soft Tech for MIS dash board.

8) Each and new every proposal from 15.05.2015 shall be auto-scrutinised and the auto-scrutiny report shall be attached in the attachment of Dy.Ch.E.(BP)'s note sheet after making provision by Soft Tech in the system.

9) It is noticed that, the staff are not fully conversant with AutoDCR even after the repeated training programmes conducted in each zonal offices and even after considerable time has been now laps. It is now decided to arrange one

training programme again at each zonal B.P. office and then the exam will be conducted online and those who qualified in this exam will be continued in B.P. Office and further course of action will be decided including transfer from B.P. Offices.

10) From 1st December, 2016 no physical files should be processed. All the old files shall be scanned and uploaded in the system, auto-scrutiny of old files is not necessary and the further necessary concessions/ further approval of these files shall be processed through AutoDCR only.

11) The scanned copy of 200 DPI of the documents shall be in the folders. The capacity of folders is 25 MB, hence, if the documents are more than 25 MB, same shall be attached in the new folder with proper nomenclature. The multiple folders facility will be made available within 15 days. E.E. (DP) ES to follow up with Soft Tech.

12) As instructed earlier, if the video clipping of site is not attached periodically by the Architect to the respective folder then such proposals shall not be processed for any further approval & accordingly Soft Tech to make provision in the application. EE(DP)ES to follow up with Soft Tech for making provisions for locking the access by 15.12.2016.

13) It is seen that, concerned documents are not being attached in the respective folder. The documents/ plans shall be attached as follows. If the same is not found attached in the respective/ relevant folder mentioned below then the file will be returned immediately.

(I) **Dy.Ch.E. note sheet in attachment :-**
- (i) AutoDCR Scrutiny Report
- (ii) Fact sheet
- (iii) List Indicative concession report (From Architect)
- (iv) Form 4 (A), 4 (B) & 4 (C)

Same shall be attach in the note sheet till the separate folder provision is made on the dash board itself by SoftTech.

(II) **Documents check list Folder :-**

The respective documents shall be attached to particular folders only.

(III) **Additional Documents Folder :-**
- Documents other than documents in Document check list folder with proper nomenclature and no duplication should be there.
- Corrected Plans/ revised plans by the Architect with date & proper nomenclature.
- Last approval plan copies with date.

- Architect representation with date.
- Earlier Concession Report (M.C. approval number/ date)
- Respective circular, Notifications.
- Any other relevant documents.

(IV) View drawing PDF Folder :-
- Only the plans for references to be attached till provision of attachment of PDF drawings of Auto scrutiny plan is established on dash board.

Vinod Chithore
Chief Engineer (D.P.)

Dy.Ch.E.(BP) City/ ES/ WS- I/ WS- II

AOBP (ES)

कार्य अधि

Circular to
all Eng. staff

१) सहा. अभि (इ.प्र) पश्चा/ उन-
२) सहा. अभि (इ.प्र) पश्चा/ थ्री-
३) सहा. अभि (इ.प्र) पश्चा/ पू.प्र-
४) मु. लि. (इ.प्र) पू. दर-
५) मु. लि. (आस्था) पू. उप-

कार्य अधि (इ.प्र) पू. उप-