

MUNICIPAL CORPORATION OF GRETAER MUMBAI
(Chief Engineer (Development Plan) Department)

Circular

Subject:- **Ease of Doing Business.**

Guidelines for processing the notification issued u/no. TPS-1816/CR-443/16/DP /Pune &Konkan/UD-13 dt.28.06.2017 u/s 37 (1AA) (c) of MR&TP act 1966 amended up to date in respect of streamlining building plan approvals and Environment clearance

- Ref:-
- 1) TPS-1816/CR-443/16/DP /Pune &Konkan/UD-13 dt.28.06.2017
 - 2) CHE/DP/8450/GEN dtd 22.06.2017
 - 3) MCP/9440 dtd 22.06.2017.

1)The details of the Environmental Cell members are as follows,

Sr. No.	Name	Designation	Field of Expertise
MCGM Members			
1	Shri. Sherif Sultan Ali Abbas	Dy. Chief Engineer (Mech & Elect)	Waste Management (Solid & Liquid)
2	Shri. A.S. Rathore	Dy. Hydraulic Engineer	Water Conservation & Management
3	Shri. Atul M. Patil	Dy. Chief Engineer (Traffic)	Transport Planning & Management
External Members			
1	Shri. P.S. Sakhare	Chief Engineer (Retired)	Environmental Planning including Air quality management
2	Shri. Satish Bapat	Chief Engineer Mahavitaran (Retired)	Energy Efficiency & Renewal Energy
3	Shri. Ashwin Velotia	Dy. Chief Engineer (Building Proposal) (Retired)	Resource Efficiency including Building Materials

- 2) The Environmental Cell shall function under the administrative control of MCGM.
- 3) Dy.Ch.Engr(D.P.)I will be the nodal officer for Environmental clearance subject in all respect.
- 4) Dy. Chief Engineer (Mech & Elect) Shri. Abbas will be the Head of the Environmental Cell.
- 5) The Environmental Cell shall conduct periodical meeting preferably quarterly/at such frequency as may be required, under the chairmanship of Dy. Chief Engineer (Mech & Elect) Shri. Abbas for reviewing the clearance of the proposals, resolving grievances if any, etc., as felt necessary by the

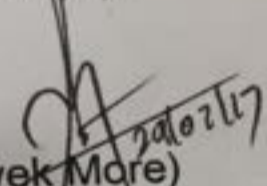
Environmental Cell. The minutes of such meeting shall be recorded in writing and maintain the office of Dy. Ch. Eng. (Dev.Plan) I.

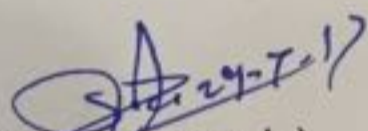
- 6) Administrative Officer (Dev.Plan) I will arrange for the said meeting, under the guidance of Dy. Ch. Eng. (Dev.Plan) I.
- 7) The above members of the Environmental Cell may be changed as per the then requirement with the approval of Hon'ble Municipal Commissioner, MCGM.
- 8) The member shall not have any type of relation with the Organization, Developer, and Consultant etc. in respect of Environmental clearance for the proposal, while working as a member of the Environmental Cell The scope of the work of the members of the Environmental Cell has been specified and shall offer recommendation within the define scope.
- 9) Administrative Officer (Dev.plan) I will maintain all types of the record as suggested by Environmental Cell time to time.
- 10) Administrative Officer (Dev.Plan)-I will be Public Information Officer for providing information for the works related to Environmental Cell in all respect. Also all account issues including payment to Environmental Cell members, etc. will be dealt by Administrative Officer (Building Proposal) City under the direction of Dy. Ch. Eng. (Dev.Plan) I.
- 11) For building category '1' i.e. construction area from 5,000 to 20,000 Sq. mt.
 - a. QBEA shall submit a self declaration form (Appendix 'A') to comply with the Environmental Conditions along with Form 1A and certification.
 - b. The approving authority (Respective Ex.Engr.(Bldg.Prop)) shall incorporate the Environmental conditions in the building proposal approval based on above said self declaration and certification.
 - c. After completion of construction of the building the project proponent shall update and furnish the revised compliance undertaking to the approving authority.
- 12) The Environmental Committee will appraise the project and recommend to the Dy. Ch. Eng. (Bldg Prop) City / ES/ WS-I/WS-II as the case may be. The respective Dy. Ch. Eng. (Bldg Prop) will appraise the project and stipulate the Environmental condition to be integrated in the respective building permission.
- 13) The Environmental Cell shall monitor the work of Environmental Audit process carried out by QBEA.
- 14) The Environmental Cell shall adopt risk based random selection of process for verifying on site for certification of QBEA, compliance of Environmental condition and 5 yearly audit report.
- 15) The proposal shall be submitted by the Qualified Building Environment Auditor (QBEA) in soft copy address to Dy. Ch. Eng. (Dev.Plan)-I office, till the software for online Environmental clearance facility is made available. The soft copy of the proposal shall be in PDF and MS word format.
The soft copy of the standard formats (MS word) as per the notification to the members of the Environmental Cell is available on MCGM web site / EODB folder.

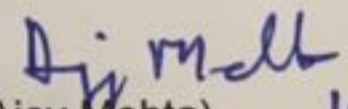
- 16) The Qualified Building Environment Auditor could be a firm / organization or an individual expert and shall be accredited by Quality Council of India (QCI), National Productivity Council or any other organization identified by Government like Indian Green Building Council (IGBC), Bureau of Energy Efficiency (BEE).
- 17) The qualification of QBEA shall be as per Appendix – B of said notification dated 28.06.2017. The accreditation will be valid for 5 years.
- 18) It is decided to process the proposal fully online by providing direct linkages from Auto DCR / single window clearance system to the members of the Environmental Cell, once the software application is become functional.
- 19) The online and offline proposal for clearance of Environmental Cell shall be process as per the flow chart attached herewith.
- 20) The notification issued u/no. TPS-1816/CR-443/16/DP Directives/UD-13 dt.13.04.2017 in respect of Integration of Environmental conditions in Development Control regulation by the Planning Authority shall be referred for details; the same is available on MGM website link:-
<http://portal.mcgm.gov.in/irj/portal/anonymous/qIEDBCP> (DP Department)

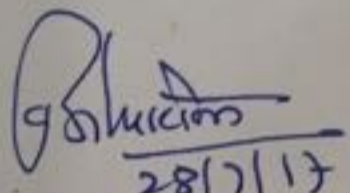
The above guidelines shall be followed from the immediate effect.

Encl:- Annexure-I, II, II


 (Vivek More)
 DY.Chief Engineer
 (Development Plan)


 (Sanjay P Darade)
 Chief Engineer
 (Development Plan)


 (Ajoy Mehta) 19/8/17
 Municipal Commissioner


 28/7/17
 EE (DP) ES.

ANNEXURE - I

MUNICIPAL CORPORATION OF GRETAER MUMBAI (Chief Engineer (Development Plan) Department)

Subject:- **Ease of Doing Business.**

Creation of GL Code to collect the charges,scruieny,etc in repect of granting Environment clearance and other related works.

Ref:- 1) TPS-1816/CR-443/16/DP/Pune & Konkan/UD-13 dt.28.06.2017.

List of the documents required for ONLINE / OFFLINE the proposal

Sr.No.	List of documents
1	Authentic and valid Accreditation Certificate QBEA.
2	Accreditation revalidation Certificate
3	Self declaration form – Appendix A by QBEA
4	Form 1- A & Certification by QBEA
5	Updated Form 1A after completion of building construction by QBEA
6	Performance Data & Compliance Certificate by QBEA, every five years after completion of construction
7	Video Clips to be attached at respective medium .
8	Photographs (with date) to be attached at respective medium
9	Design details wherever required
10	Any other related documents felt necessary for the proposal

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28/07/17
Dy. CH. E. (D.P.) I

Chief Engineer(D.P.)

Annexure II
MUNICIPAL CORPORATION OF GRETAER MUMBAI
 (Chief Engineer (Development Plan) Department)

Subject:- Ease of Doing Business.

Creation of GL Code to collect the charges, scrutiny, etc in respect of granting Environment clearance and other related works.

Ref:- 1) TPS-1816/CR-443/16/DP/Pune & Konkan/UD-13 dt.28.06.2017.

Environmental Cell Online Flow Chart Details

Sr. No.	Personnel	General scope of work
For proposal having Construction area from 5000 up to 20000 Sqmt.		
1	QBEA (Architect / L.S.)	<ul style="list-style-type: none"> QBEA shall submit the Self declaration form with the environmental conditions(Appendix-A) along with Form-IA and certification in the standard format along with requisite documents designs, video clip, photographs etc. through Architect / L.S. console.. The proposal shall be submitted in additional documents of present Single Window Clearance System/AUTODCR till the suitable changes in the software are made. The requisite scrutiny fee for the proposal shall be paid along with the submission of the proposal
For proposal having Construction area above20000 and up to 150000 Sqmt.		
1	QBEA (Architect / L.S.)	<ul style="list-style-type: none"> QBEA shall submit the proposal (soft copy in PDF & MS Office format) in the standard format along with requisite documents designs, video clip, photographs etc. through Architect / L.S. console. The requisite scrutiny fee for the proposal shall be paid along with the submission of the proposal .
2	Sub. Engineer (Bldg. Proposals) concern Administrative Officer (Dev.Plan)-I Environmental cell members Internal Members Dy. Ch. Engr (M&E) Dy. Hydraulic Engr. Dy. Ch. Engr.(Traffic) External Members Shri. P.S. Sakhare. (Retd. Chief Engineer, MCGM) Shri. Satish Bapat (Retd. Chief Engineer, MAHAVITARAN) Shri. Ashwin Valotia. (Retd. Dy. Chief Engineer)	<ul style="list-style-type: none"> The proposal shall reach to SE (BP) and AO (DP) simultaneously. SE (BP) shall accept the proposal in general & after making payment of scrutiny fee etc. Thereafter SE(BP) shall forward the proposal to all the members of environmental cell & and A.O.(DP.) City simultaneously. All members shall submit their recommendations within their scope in 15 days.
3	Respective Dy. Ch. Engr. (Bldg. Prop.)	<ul style="list-style-type: none"> Respective Dy. Ch. Engr. (Bldg. Prop.) shall appraise the recommendation of Environmental Cell members and direct to stipulate environmental conditions in building permission ,within next 3 days.
4	Sub. Engineer (Bldg. Proposals) concern	<ul style="list-style-type: none"> S.E.(B.P.) shall process the regular building proposal by incorporating the environmental conditions appraised and stipulated by respective Dy. Ch. Engr. (Bldg. Prop.).

[Signature]
 EE(DP)ES

[Signature]
 Dy. Ch. Engr. (DP)

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 Chief Engr. (DP)

Annexure III

MUNICIPAL CORPORATION OF GRETAER MUMBAI (Chief Engineer (Development Plan) Department)

Subject:- **Ease of Doing Business.**

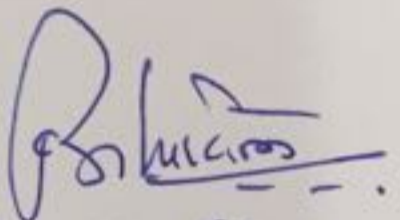
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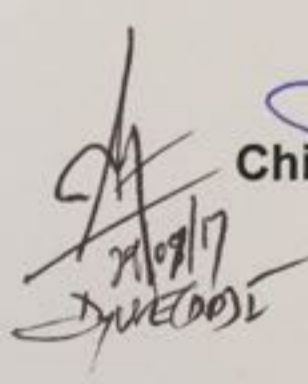
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Environmental Cell **Off-line** Flow Chart Details

Sr. No.	Personnel	General scope of work
For proposal having Construction area above 20000 and up to 150000 Sqmt.		
1	QBEA (Architect / L.S.)	<ul style="list-style-type: none"> QBEA shall submit the proposal (soft copy in PDF & MS Office format) in the standard format along with requisite documents designs, video clip, photographs etc. to 'Administrative Officer (Dev.Plan)-I. The requisite scrutiny fee for the proposal shall be paid along with the submission of the proposal in the office of Dy. Ch. Engr (Dev.Plan)-I in consultation with Administrative Officer (Dev.Plan)-I.
2	Administrative Officer (Dev.Plan)-I. Environmental cell members Internal Members Dy. Ch. Engr (M&E) Dy. Hydraulic Engr. Dy. Ch. Engr.(Traffic) External Members Shri. P.S. Sakhare. (Retd. Chief Engineer, MCGM) Shri. Satish Bapat (Retd. Chief Engineer, MAHAVITARAN) Shri. Ashwin Valotia. (Retd. Dy. Chief Engineer)	<ul style="list-style-type: none"> Administrative Officer (Dev.Plan)-I, shall forward the soft copy of the proposal to all Environmental Cell members through Internet on their respective mail ID generated especially for the Environmental Proposal clearance within a day. All the members shall submit their recommendations within their scope through internet to Administrative Officer (Bldg. Prop.) City within 10 days.
3	Respective Dy. Ch. Engr. (Bldg. Prop.)	<ul style="list-style-type: none"> Administrative Officer (Dev.Plan)-I. shall forward the recommendations received from the members to the respective Dy. Ch. Engr. (Bldg. Prop.) within a day through internet on official mail ID. Respective Dy. Ch. Engr. (Bldg. Prop.) shall appraise the recommendation of Environmental Cell members and direct to stipulate environmental conditions in building permission, within next 3 days.

4 Sub. Engineer (Bldg. Proposals) concern	<ul style="list-style-type: none">• On receipt of approval to the Environmental clearance conditions from the respective Dy. Ch. Engr. (Bldg. Prop.), the building proposal file shall be processed further.• On receipt, S.E.(B.P.) shall process the regular building proposal by incorporating the environmental conditions appraised and stipulated by respective Dy. Ch. Engr. (Bldg. Prop.).
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EE(DP)ES


21/09/17
Dy. Ch. Engr. (DP)
Chief Engr. (DP)