

MINUTES OF THE JOINT MEETING HELD BY MCGM, PEATA (I) & M/s. SOFT TECH ON 05.08.2016 & 10.08.2016 AT HERITAGE CONFERENCE HALL, MUNICIPAL HEAD OFFICE UNDER THE CHAIRMANSHIP OF CH.ENG. (D.P., SHRI VINOD CHITHORE.

At the outset, President PEATA (I), Shri Manojkumar Dubal thanked, Ch.Eng.(D.P), Shri Vinod Chithore for accepting the request to organize, joint meeting to sort out the various issues related to Auto DCR & Scrutiny.

Sr. No.	ISSUES	DECESION
1.	<p>It was pointed out by PEATA (I), that in all zonal office, manual scrutiny of plans is still been done inspite of the Auto scrutiny report generated in Auto DCR which is leading to duplication of scrutiny. PEATA (I), informed that Pre DCR is complicated & not user friendly, and it takes lot of time, efforts and man-hours to prepare the drawings in Pre DCR format. Inspite of the said issues, Architects/L.S. submits the plans in Pre DCR format and after Auto scrutiny report is generated, the concerned building proposal staff scrutinize the entire plan manually thereby doing duplication of scrutiny and sheer waste of time & energy. Hence PEATA (I) objected to the manual scrutiny.</p>	<p>Ch.Eng.(D.P.), instructed that hence forth there should not be any manual scrutiny of files and the entire approval process including scrutiny should be done online. Also no hard copies of any documents or plans should be insisted to be submitted.</p>
2.	<p>The second issue brought to the notice of the Ch.Eng. (D.P.) was about online scrutiny of old files.</p> <p>As regards to the scanning of entire documents/ plans of all the proposal prior to 15th May 2016, it was pointed out that the zonal office were insisting Architects/L.S. to scan the same so that it can be uploaded in the respective file. In order to do scanning, the file will have to be taken outside the building proposal office.</p>	<p>It was decided that for old proposals submitted prior to 15th May 2015, drawings in Pre DCR format will not be insisted. Earlier process of approval will be continued and after the plans are approved, the same should be scanned and uploaded in the respective file.</p> <p>Ch.Eng. (D.P.) informed that SOP will be prepared for old files and accordingly the approvals to be granted. Also old files will have to be registered online by filling only basic</p>

		details of the proposal. M.R. & T.P. Act form is not to be filled while registering old file. M/s. Soft Tech to do necessary changes in the software.
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Thereafter, the issues which were submitted by PEATA (I) were discussed and the decision taken is as follows :

Sr. No.	ISSUES	DECESION
1.	In the Form, there should be option - Whether plot is situated in T.P. Scheme - If yes then only F.P. No. & T.P.S. No. ____.	M/s. Soft Tech to incorporated
2.	Trees to be cut & transplant cannot be mentioned initially during submission as it will depend on permission of S.G.	M/s. Soft Tech to change to the effect that trees required to be cut/transplant affecting the building line.
3.	Page No. option to be deleted as documents are attached and there is no facility to write Page No.	M/s. Soft Tech to rectify.
4.	Freeze option only at the end of filling the application. Before finally sending the option, there should be option of Print & Edit so that the form can be rechecked before final submission.	M/s. Soft Tech to check and incorporate if not available.
5.	There should be wings option in the application.	Agreed, M/s. Soft Tech to incorporate.
6.	Zone is to be filled in at multiple place. Once it is filled up, then in other place it should automatically pick up or should be deleted.	M/s. Soft Tech to rectify. Once the option is filled up, it should automatically pick up or should be deleted.
7.	Gross BUA for CFO scrutiny fees to be corrected as the gross BUA includes FSI + Frees of FSI + Refuge Area + Basement + Stilt + Podiums.	M/s. Soft Tech to incorporate.
8.	In area details, area as per B Form to be added.	M/s. Soft Tech to incorporate.
9.	Aadhar Card should not be mandatory	Agreed. To be deleted.
10.	In Documents attachment, CFO & E.E.T&C is at two	To be attached by Architect/L.S.

	place. Should be at one place only.	
11.	For old proposal submission online, option should be Architects & L.S.	Agreed, M/s. Soft Tech to incorporated by 15.08.2016.
12.	D.P. Remarks are now online & hence should be integrated. Hence, submission of D.P. Remarks should not be insisted. Fees can be recovered along with Scrutiny fees while submission of proposal. (Internal Integration).	Agreed. The same will be integrated by M.C.G.M.
13.	Auto DCR not operating in Windows – 10 operating system.	M/s. Soft Tech, informed that there are issue in Window-10 & Auto-CAD do not run properly in Windows-10. M/s. Soft Tech to check & revert.
14.	Only Auto CAD full version compatibility. Auto CAD is very expensive. Recently full version of ZWCAD 2017 is launched. Hence the Auto DCR should be made compatible to ZWCAD as well as other CAD software.	M/s. Soft Tech to check & revert.
15.	Visitors parking should not be marked separately in PRE DCR as D.C. Reg. do not specify.	Agreed.
16.	Lift M/C room, taken in F.S.I. option to be deleted in PRE DCR as the same is free of FSI as per DCR.	Agreed, M/s. Soft Tech to incorporate.
17.	Once application is submitted and scrutiny fees paid online, permanent number to be given to the proposal. There should not be scrutiny of documents by Sub-Engineer for acceptance of proposal by SE. The proposal should be accepted and processed further or rejected.	Agreed.
18.	If Survey Remarks are obtained and submitted along with the proposal, the file should not be forwarded to the survey department. Since, the submission is online, one can easily search the file from the citizen search	Agreed.

	wherein various options are available to search the file.	
19.	In PRE DCR sub-structure to be named as Ancillary structures viz, U/G tank, lift M/C Room, O/H tank etc.	Agreed, M/s. Soft Tech to rename it as Ancillary Structure.
20.	Recreational Ground to be named as Recreational Open Space.	Agreed. M/s. Soft Tech to incorporate.
21.	In PRE DCR Lift M/C Room is to be marked compulsory over the lift shaft at terrace level. Now machineless lifts are available. Hence, there should not be mandatory field for lift M/C Room. Also for O/H tank, hydroneumatic system is available and hence even O/H tank should not be mandatory field.	Agreed. M/s. Soft Tech to incorporate.
22.	To confirm with Soft Tech that in case of slopping level of the plot, whether average ground is considered or not.	M/s. Soft Tech informed that there is provision in Auto DCR.
23.	To check with Soft Tech how width of Recreational Open Space is checked.	M/s. Soft Tech was informed to check the minimum width & area of ROS. The present checking of average ROS is incorrect & hence to be removed.
24.	Ht.of basement specified is maxm. 4.30mts. However, for stack parking minm ht. required is 3.90mt for stack parking + minm 0.60 beam = 4.50mts. Hence, the same should be corrected.	Agreed, If basement is in FSI, then only ht. to be checked.
25.	Open Space table should be generated as per the practice for past so many decades. In PRE DCR one more layer of L/V. should be added and the Software should pick up the open space from the marked layer of L/V & D/W to generate the open space table.	Agreed, M/s. Soft Tech was given the standard table for open space requirements. M.C.G.M. PEATA (I) jointly to explain the logic for generating the open space table.
26.	Visitors parking for non-residential should be calculated separately at 10% subject to minm of 2 nos. and not 25%.	Agreed, M/s. Soft Tech to incorporate.
27.	Where ever, there is no requirements e.g. lift not required for ht. of bldg. less than 16.00mt then in the report should be required against not Prescribed.	Agreed, M/s. Soft Tech to incorporate.

28.	EWS-LIG is not required for I to R. However, the scrutiny report states "Failed".	Agreed, M/s. Soft Tech to incorporate.
29.	Electric Sub-Station are proposed beyond bldg. line but within the Podium at Ground floor shows Deviation. Option to be available for marking beyond bldg. line or within building line.	Agreed, M/s. Soft Tech to incorporate.
30.	In case of Front Open Space, the report generates L/V or D/W. However, there is no criteria for L/V or D/W in FOS.	Agreed, M/s. Soft Tech to incorporate.
31.	While logging in from Architect's login, the license no. shown is wrong. Also, after clicking the file no., the details of file shown is of some other Architect.	M/s. Soft Tech informed that the same is rectified.
32.	Checking of 9.00 mt. open space as per Reg. 43(1) (B) (a) is not done.	Agreed, M/s. Soft Tech to incorporate.
33.	In case of plot having area between 2125 to 2500 Sq.mt. 15% R. G. is deducted instead of permissible area is to be restricted to 2125 Sq.mt.	Agreed, M/s. Soft Tech to incorporate.
34.	In case of subdivided plot accessible by internal road it is not possible to show plot boundary abutting to layout road. In such case either internal road to be shown inside plot or main road to be marked which is wrong.	Agreed, M/s. Soft Tech to incorporate.
35.	In margin check, i.e. table 5 of Auto DCR report, required front open space is incorrectly reflected as 6.00mt. instead of 4.50mt. In case of Road width is 18.00 mtr.	Agreed, M/s. Soft Tech to incorporate.
36.	Front open space from the centreline of the road is not checked.	Agreed, M/s. Soft Tech to incorporate.
37.	Whether there is any provision to show receiving station building in Pre DCR.	M/s. Soft Tech to incorporate.
38.	In case of large plot above 5000 Sq.mt. during Auto scrutiny the system hangs many times.	M/s. Soft Tech informed that to freeze all other layers & only PRE DCR layers should be old then the system will not hang.
39.	Proforma- A generated in Auto DCR is not as per DCR.	Agreed, M/s. Soft Tech to incorporate.
40.	The parking tower height etc. is not checked in Auto DCR.	

	<p>a) The carpet area check?</p> <p>b) Tenement density?</p> <p>c) Whether slab area details as per table 9 required?</p>	<p>a) The carpet area is checked by system.</p> <p>b) Tenement density to be worked out on BUA and not on plot area.</p> <p>c) To be deleted.</p>
41.	Disclaimer mentioned in the end of scrutiny report to be deleted.	Agreed. Such Disclaimer should be deleted.
42.	If less fungible area is proposed the same is not identified.	M/s. Soft Tech informed to put the data of less fungible area in Auto DCR scrutiny manually.
43.	Total deficient area to be reflected in scrutiny report.	Agreed, M/s. Soft Tech to incorporate.
44.	Recovery sheet should be generated automatically.	Agreed, M/s. Soft Tech to incorporate. PEATA (I) to give all the details of the payments to be paid.
45.	The computers used for running Auto DCR for softech staff are 32 bit instead of 64 bit.	To be sorted out by M.C.G.M. & M/s. Soft Tech.
46.	Net speed to be increased.	To be sorted out by M.C.G.M.
47.	Sometimes if refuge area is provided at mid landing level the same is work out 4% & excess area is counted in FSI which is incorrect (Soft Tech to verify).	Agreed, M/s. Soft Tech to incorporate the marking of Refuge area at mid landing in Pre DCR & Auto DCR.
48.	For the lift, lift lobby or passage area in stilt / parking floor there is no provision to there some free of FSI (unpaid) in Pre DCR.	Agreed, M/s. Soft Tech to incorporate.
49.	No provision for issuing online plinth IOD / plinth C.C. simultaneously as per EODB.	Agreed, M/s. Soft Tech to incorporate by 20.08.2016.
50.	1.00 FSI plans / amended cannot be scrutinised online in SE console. The same is required to be run offline in Auto DCR.	Agreed, Ch.Eng.(DP) instructed to M/s. Soft Tech to incorporate in Auto DCR software so that it can run online.
51.	The total area of staircase, lift & lobby free of FSI for habitable floors do not tally with manual calculation.	Particular case to be given to M/s. Soft Tech for verification.
52.	As per EODB, the fact sheet required for Bldg. Proposal & layout approval should be uploaded in the software immediately i.e. for Concession, IOD, Amended Plans,	Agreed, M/s. Soft Tech committed that it will be incorporated by 15.08.2016.

	C.C. F.C.C. & O.C.C..	
53.	The Auto scrutiny should be done in respective Sub-Engineer's console only and not in the computer of the Soft Tech personal in each zonal office.	Agreed, necessary hardware locks will be given to all MCGM staff for Auto scrutiny. Also it was decided to give option for Auto scrutiny report to be generated to Architect/ L.S. which will be submitted by them for further process of file online.
54.	In the MRTP From following incorporated. i) Option of T.P. Scheme clause 5(a) & 5(b). ii) NOC from Commissioner of Police, Mumbai & not Thane & NOC from Collector, Mumbai & not Thane – Clause 7 (c) (II). iii) Transfer of Development Rights (TDR) against State Development Rights – Clause II (b). iv) Separate option for clause (i) or (m) of DCR 3 (2) – - Clause 18 (a) v) N.A. option for transport vehicle space and not Yes or No. - Clause 19 (b) (i) vi) N.A. option for Porches/ Canopies. - Clause 20 (c) (ii) vii) N.A. option for natural water courses - Clause 27 (b) viii) The spelling "Structure" instead of structure - Clause 31 (iv).	Agreed (i) to (viii) & M/s. Soft Tech to incorporate.
55.	Ground Floor staircase deduction when mid-landing is cantilever.	Agreed, M/s. Soft Tech to incorporate.
56.	Artificial ventilation shaft should not be counted in FSI for basement ventilation.	Agreed, M/s. Soft Tech to incorporate.
57.	Toilet for schools to be different from other types of building.	M/s. Soft Tech informed to mark outer files for Toilets block and within outer P-Line, internal W.C. to be marked so that software will not check requirement of individual W.C.
58.	Provision to mark Administrative Office for parking in	Agreed, M/s. Soft Tech to

	Educational Building.	incorporate.
59.	Provision to mark Entrance Lobby.	Not to mark Ent. Lobby.
60.	Provision to mark Laboratory.	To be resolved jointly by MCGM & PEATA (I)
61.	Provision to mark green room to auditorium if provided.	To be resolved jointly by MCGM & PEATA (I).
62.	Provision to mark Library, Tiffin room, teachers Tiffin room.	To be resolved jointly by MCGM & PEATA (I).
63.	Parking calculated on entire building area it should be only on office area, auditorium and other commercial activities if provided in Educational Building.	To be resolved jointly by MCGM & PEATA (I)
64.	15% RG deducted on plot area more than 1000 Sq.m.	Agreed, M/s. Soft Tech to incorporate. For TPS, Option for provision & deduction of 15% R.G. to be given which will be filled up manually.
65.	Client/owners digital signature provision required, and form 337, 342 should be online and not manual and then scanned with owners digital signature provision.	Agreed, Shri Sanjay Nirmal informed that enrollment of applicants i.e. owner/developer has started and digital signature of applicant will start from 15.08.2016.
66.	21-table not linked to FSI, incentive FSI not calculated, SO FSI has to be MANUALLY ENTERED WHICH WILL LEAD TO ERRORS.	Agreed, M/s. Soft Tech to incorporate.
67.	No provision for R&NR tenant 350sq.ft. and incentive thereon.	Agreed , E.E.B.P. Shri Kunta will check the circular in this respect and get it rectified.
68.	Light ventilation not calculated as per DCR 1/6 but as 50% required which is incorrect.	To give particular case to M/s. Soft Tech for verification.
69.	FSI in combination schemes especially in PPL should be calculated by software not manual entry.	Agreed, M/s. Soft Tech to incorporate.
70.	Layers not defined properly e.g. for Deck layer, Enclosed Balcony Layer is used and chajja gets restricted to 0.75m.	Agreed, M/s. Soft Tech to incorporate as the Deck is counted in FSI and the projection of chhajja permissible is 1.20mt.

71.	Separate Layers for Deck & Entrance Lobby should be introduced.	Agreed, M/s. Soft Tech to incorporate.
72.	Calculation of Refuge floor is not as per practice.	Agreed, M/s. Soft Tech to incorporate.
73.	Ventilation shaft for basement gets counted in FSI. The same should not be counted in FSI.	Agreed, M/s. Soft Tech to incorporate.
74.	After allocating flats to rehab tenants name of tenant should be seen on drawing to avoid duplication.	Agreed, M/s. Soft Tech to incorporate.
75.	We have to do trial and error to get the drawing corrected.	PEATA (I) informed that the Pre DCR is not user friendly and hence various trials are to be done to get the final drawing for submission.
76.	Upgrades of Auto DCR & Pre DCR should be informed to architects.	Agreed, M/s. Soft Tech to inform all users by E-mail.
77.	Support staff should explain the concerned architect the solutions done for files send to Pune for correction and the corrections should be done by Soft Tech immediately.	Agreed.
78.	DCR norms not defined properly in layers as mentioned above in case of Ventilation shaft to basement, Servant toilet etc.	M/s. Soft Tech to incorporate in Auto scrutiny report the DCR norms.
79.	Calculation of Excess parking area norms are not defined.	M/s. Soft Tech informed that Architect/ L.S. should mark the excess area in Pre DCR. M/s. Soft Tech will create as new layer for the same.
80.	There should be provision to upload documents in online application while file is in process. The provision is there but we can upload documents only in additional documents and not at slots meant for these documents.	Agreed, M/s. Soft Tech to incorporate.
81.	There is regular shutdown of online building plan approval system.	MCGM to do the needful.
82.	SAC Number.	Agreed.
83.	Fund code issue for scrutiny fee challan	M/s. Soft Tech informed that the issue is resolved.

84.	Changing the name of applicant /owner/developer during midway file (after IOD etc)	Agreed, M/s. Soft Tech to incorporate.
85.	Suggestion for incorporating "preview" option so that prints need not be taken for checking form before sending	Agreed.
86.	Need of scanned 337 to be attached (to be removed after the provision of digital sign of applicant is done in due course)	Agreed, Ch.Eng (D.P.) informed that hence forth only online submission is required and no hard copy will be insisted.
87.	Definition of every field to be filled should be given in pop up (e.g. Wing)	Agreed, M/s. Soft Tech will create a Tool Tip.
88.	Filling up Branch of Demand Draft can not be mandatory	Ch.Eng. (D.P.) informed that it should be mandatory.
89.	Geo co-ordination certification should not be on Architect.	This issue is not of Auto DCR and hence will be discussed separately.
90.	"Withdrawal" term to be simplified and defined.	M/s. Soft Tech should change it to Hold/Resubmission.
91.	To replace LS in place of LR/ SE in the Form.	Agreed, M/s. Soft Tech to incorporate.
92.	While submitting proposal what are requirements of other departments such as SWD...HE....SPetc..... Because, we can not expect other departments to pick up required drawings from our proposal drawings and prepare remarks	E.E.D.P., Shri Vijay Patil informed that once the file is submitted online, all the other department can see the entire file i.e. all attachments including the plans. They will offer their remarks from the document/ plans submitted.
93.	As per EODB all NOC shall be submitted along with submission of proposal and as per auto DCR application shall be sent to other departments along with submission of proposal...this is confusing	The option is with Architect/L.S. regarding all Internal Remarks/ NOC from consultants on MCGM. If in online application, MCGM is selected then these internal Remarks/ NOC will not be pre-requisite for submission of proposal.
94.	To allow to upload old files documents from Architects console.	Agreed, M/s. Soft Tech will incorporate by 15.08.2016.
95.	Conv shops are not recognized by software.	Agreed, M/s. Soft Tech to incorporate.

96.	EODB forms for Building & Layout approval to be made online on priority and thereafter other forms.	Agreed, M/s. Soft Tech to incorporate by 15.08.2016.
97.	All reports i.e. for layout, IOD, C.C., F.C.C. & O.C.C. should be online and not scan copies to be uploaded.	Agreed, Ch.Eng. (DP) informed that hence forth entire scrutiny & report of concerned SE/AE etc. shall be submitted online and no hard copies shall be submitted for approval to higher authorities Ch.Eng. (DP) also instructed M/s. Soft Tech to incorporate in Auto DCR software unlimited words for all MCGM staff to submit the report online. M/s. Soft Tech to incorporate by 15.08.2016.
98.	In case of I to R, for plot area more than 2 hect, 10% R.G. should be deducted instead of 15% RG being deducted from FSI.	Agreed, M/s. Soft Tech to incorporate. Also Auto scrutiny report of a particular case was also handed over to M/s. Soft Tech.
99.	Internal passage within the flat to be marked in Pre DCR as there is no option for the same.	Agreed, M/s. Soft Tech to incorporate.
100.	The Auto DCR to run in individual console and not in the console of representative of M/s. Soft Tech.	Agreed, M.C.G.M. to upload Auto CAD software in each SEd AE canoole along with PDF convertor. Also hardware lock for Auto DCR software will also be given to every building proposal staff.
101.	If proposal is rejected then valid reason should be given for rejection	Agreed. Valid reasons should be given for the rejection.
102.	While submitting amended plans, M.R.& T.P. Act form is mandatory to be filled up. The same should is not required for every amended plans.	Agreed. M/s. Soft Tech to do necessary changes in Auto DCR software.

