

**MUNICIPAL CORPORATION GREATER MUMBAI**  
**(Chief Engineer(Development Plan ) Department)**

che IDP /17001 /Gen of 23-8-16

**Sub: Ease of Doing Business-  
Guidelines for processing of Old building Proposals files (layout,  
Building Proposals, Misc.) Submitted, prior to 15.05.2015, through  
online AutoDCR Approval system.**

**Ref :- Review meeting in respect of AUTODCR along with PEATA  
representatives & Building Proposal staff held on 4.8.2016& 9.8.2016**

- i) Architect in Co-ordination with respective SE(BP) to scan all existing documents available in the file ,document check list wise in PDF format such as Ownership document, IOD, CC, etc.; also all the parameters in online form shall be entered by the Architect.
- ii) Upload the files in respective folders through Arch / L.S. console or respective SE (BP)'s Console.
- iii) In cases the concession & or the plans are approved then proposal shall be processed further through online approval system. However plans shall not be auto scrutinized through AutoDCR.
- iv) In case, the concessions required for the proposals are not approved, then plans shall be processed online by auto scrutinizing the proposal through AutoDCR system or the fresh proposal can be newly submitted for the same..
- v) All such proposals which may be at various stages viz. ,at concessions approved, IOD, amended plan, CC, OC/BCC level, shall be processed through online Approval system only, without Auto scrutiny of the plans.
- vi) All the approvals such as amended plan, CC, further CC,OC/ BCC to be generated & issue through online AUTODCR system only, without Auto scrutiny as stated above, except in case mentioned at sr.no. iv above.
- vii) In cases, where further particulars are not issued, SE (BP) / AE (BP) shall ensure that letter for further particulars, with valid reasons is issued within 15 days time line. Thereafter, the proposal shall be terminated after thirty(30) days, from the date of issue of letter for the further particulars, if the requisitions therein are not complied with.
- viii) In cases, where further particulars are issued, then SE (BP) / AE (BP) shall send reminder letter within 15 days time line. Thereafter, the proposal shall be terminated after thirty(30) days from the date of issue of reminder letter, if the requisitions therein are not complied with.
- ix) In cases of all Miscellaneous Proposals the respective SE(BP) in coordination with Architect / L.S. to scan all existing documents available in the file, documents check list

wise, in PDF format such as Ownership document, IOD, CC, etc., as applicable & upload the same in respective folders through Arch / L.S. console or respective SE (BP)'s Console; all the parameters in online form shall also be entered by the Architect/ L.S.. Such proposals shall also be processed through online approval system without auto scrutiny.

x) The concern Dy. CHE (BP) shall coordinate with the Architect /L.S. for scanning and uploading of existing physical files by preparing suitable defined procedure at their end.

General:-

- 1) The concern A.E (BP) shall check whether the documents are uploaded in respective folders & all parameters are filled in the system, before processing the proposal further. In case of improper uploading the documents shall be uploaded in respective folders by A.E. (B.P.).
- 2) All the approval letters/rejection letter / further particulars shall be generated & issued through online AUTODOCR only.
- 3) Architect / L.S. shall submit the plans for issue, in PDF format with digital signature of Architect / L.S. & developer/applicant & after verification, the approved plans shall be issued online in PDF format duly digitally signed by respective Building Proposal Officers & copies of the same shall be forwarded online to Designated Officer, A.A.&C, A.E.W.W (Ward) & CFO & respective MCGM departments.
- 4) Architect / L.S. shall submit the plans, documents, etc. required for the proposal online only, no hard copies to be submitted or provided for the Proposal. (i.e. No parallel file creation). All concern shall strictly followed the same.
- 5) The concern staff shall not demand for any hard copies of any plans/documents from Architect / L.S. & shall securitize the plans / documents through online AutoDCR system only.
- 6) All the issues related to scanning & uploading of the old proposal files shall be resolved at respective DY.CHE.(B.P.) level.

The above guidelines shall be followed with immediate effect.

*Pratik*  
22/08/16  
Chief Engineer  
(Development Plan)

DY.CH.E.(BP) City / ES / WS-I / WS-II.