

SLUM REHABILITATION AUTHORITY

Circular No. 36

SRA/ADM/WorkDistri/129

Date : 14.1.2000

C I R C U L A R

Sub : Inspection of documents, certified copies and procedure to deal with the applications.

Number of applications are received in SRA office asking for inspection of documents and for supply of certified copies of certain documents but the Staff concerned are not properly responding to those applicants and their applications are tossed from one desk to another because of no proper guidelines. This issue was therefore discussed at length in HOD meeting held on 22.12.1999 and it has been decided to issue following guidelines.

A Inspection of any file or document may be allowed

B Certified copies of those documents on demand be given subject to payment as given below :

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| 1. | Inspection of Ann.II and its file. | Rs.150/- |
| 2. | Inspection of LOI and its file. | Rs.150/- |
| 3. | Inspection of IOD, C.C. & O.C. files | Rs.150/- |
| 4. | Issue of certified copies of LOI, IOD, C.C.,
O.C. and Ann.II. | Rs.25/- per page plus
copying charges at Rs.1 per
single page. |
| 5. | Issue of certified copy of approved plans
(to be traced by the applicant and certified
by any licensed Architect). | Rs.60/- per plan. |

3. Only bonafide person who is concerned with the scheme shall apply for such inspection/documents. Any proof such as ration card, electric bill etc. showing his bonafide may be accepted to prove his bonafide.

4. Procedure to be adopted in SRA office.

- i) All such applications shall be dealt by Shri.Gavas, City Survey Officer and they should be disposed off by him.
- ii) He may requisite any file or document to examine and to decide the charges to be levied.
- iii) In case of approved plans, and copies of LOI, IOD,CC etc. the application may be sent to the concerned Executive Engineer who should get certified the said documents by concerned A.E. and send back to C.S.O. for issue.
- iv) In case of any difficulty the C.S.O. should take instructions from Secretary or Chief Executive Officer.

Issued with due approval from C.E.O.

Sd/
DDTP & A.O.