1) Procedure for amalgamation of Municipal Leasehold Plots

Proposal for Amalgamation Documents to be submitted by Applicant 1)Approved Plan 2) Ownership of plot details ∇ . A.E. (Imp. A.O. (Lease) Checking of proposal Preparation of PRS (Plot record sheet) Approved plans form, checking of documents, Leasehold Property Card in the same name. -3 days rights and dues if any 3 days. ∇ . Calculation of breaches and lease rent -3 days etc. ∇

Preparation of draft proposal for administrative sanction along with D.L. -7 days

∇.

Proposal to be sent to Dy.C.A. (Rev-III) for scrutiny/pre-audit -7 **days**

 ∇ .

Submission of proposal for approval of D.L. by DMC/AMC/MC - 7 days

∇.

D.L. to M.S.

To Imp/Corpn. – 7 days

∇.

Total 34 days.

Permission after sanction from Impt.Comm /Corpn.

APPLICATION FOR AMALGAMATION OF LEASE HOLD PLOTS

From: Name of Applicant, Address of Applicant.

То,	
Asstt. Commissioner (Estates) 4 th floor Extension Bldg., Mahapalika Marg, Fort, Mumbai – 400 001.	
Sub.: Amalgamatic scheme.	on of Plot, in Estates
I / We the undersigned	is / are Lessee,/ Lessees of the Plot No
, in the Estate scheme _	wants to amalgamate the said plots. I / We
are enclosing following documen	ts.
1. Lease Agreement.	
2. Lease plan / Licence pl	an of the plots.
3. Copy of ownership deta	ails of the plot such as name of lessee area of
the plot, lease rent etc	
4. Proposed plan of amal	gamation.
I / We the undersig	ned is / are willing to pay the prescribed scrutiny fees
for the same.	
Kindly process our applica	ition of amalgamation at the earliest and oblige.
	Yours faithfully, Name of Lessee.
* Schedule of Scrutiny Fees : Area of the plot :	
a) upto 2000 sq.mtr.	= Rs.12,100/-
b) 2001 to 4000 sq.mtr.	= Rs.30,250/-
c) More than 4000 sq.mtr	= Rs.60,500/-

The above fees is subject to change on 1st December of every year or as decided by MCGM from time to time.