

MUNICIPAL CORPORATION OF GREATER MUMBAI

MANNUAL – VI

Account section – General Sub Section

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
1	Rules / Regulations	Mutual transfer of tenements	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
2	Rules / Regulations	Legal heir transfer of tenancy	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
3	Rules / Regulations	Transfer Policy of Shops/Galas	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
4	Rules / Regulations	Fee for retiring partners	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
5	Rules / Regulations	C.R. No. 241 of 22/7/1988	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
6	Rules / Regulations	Harboring outsiders in Municipal Tenements	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
7	Rules / Regulations	Transfer of Tenements twice or more	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
8	Rules / Regulations	15% P.A. penalty on transfer fee for late application of transfer	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
9	Rules / Regulations	Regularization of change of user in tenement	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
10	Rules / Regulations	I.C.R.No. 79 of 12/1/1999 C.R.No. 27 of 10/5/1999. Revision of Transfer Fee/Adhoc Deposit etc. -Circular No. Est/25/Gen of 25/5/1999	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
11	Rules / Regulations	Transfer of Tenements wherein unauthorized work is done	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
12	Rules / Regulations	Splitting up of tenancies	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
13	Rules / Regulations	Noting of sanctioned area of Tenancy Agreement	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

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Account section – V. L.T. Subsection

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
1	Rules / Regulations	Policy of vacant land tenancy	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
2	Rules / Regulations	Desirability of discontinuation of practice to give vacant land on tenancy	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
3	Rules / Regulations	Grant of VLT and Transfer of V.L.T.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
4	Rules / Regulations	Repairs to V.L.T.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
5	Rules / Regulations	Revision of rent transfer fee/adhoc deposit etc. for transfer/ creation of V.L.T.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
6	Rules / Regulations	Increase in fees for V.L.T.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

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Account section – Account Subsection

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
1	Rules / Regulations	Conversion of Rent Free Accommodation	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
2	Rules / Regulations	Transfer of Room on Tenancy Basis	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
3	Rules / Regulations	Service charges to be levied on Municipal Tenements	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
4	Rules / Regulations	NOC for carrying out MINOR/MAJOR repairs to the Municipal properties.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
5	Rules / Regulations	Carrying out repairs to Mun. Tenanted Building without increase in rent.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
6	Rules / Regulations	NOC for different kind of work	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
7	Rules / Regulations	Increase in rent of Municipal Tenements	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
8	Rules / Regulations	Repairs to be carried out to tenanted Mun. Tenements of the acquired chawls/bldgs.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
9	Rules / Regulations	Attornment of occupants of structure / Hut/ Chawls on Municipal Land/ Plot under the jurisdiction of Estate Dept.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

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Allotment section

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
1	Rules / Regulations	Eviction proceedings against Mun. employees occupying staff quarters	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
2	Rules / Regulations	Action to be taken for subletting and harbouring outsiders in Mun. tenements allotted as staff and service quarters	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
3	Rules / Regulations	Norms approved by M.C. of Sp. Case for allotment of staff quarters	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
4	Rules / Regulations	Acceptance of licence fees at the rate of standard rent from the employees occupying staff quarters	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
5	Rules / Regulations	Assessing and recovering damages charges for unauthorized occupation of Mun. premises.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
6	Rules / Regulations	Terms and conditions of service quarters	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
7	Rules / Regulations	To bring uniformity in allotment of service quarters	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

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Society section - Municipal Society

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
1	Rules / Regulations	Allotment of plots of Mun. land to the mun. employees to the co-op. society from municipal funds.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
2	Rules / Regulations	Cancellation of waiting list for nomination and application for co-op. Hsg. Society	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
3	Rules / Regulations	Hsg. Scheme for Municipal employees	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
4	Rules / Regulations	Housing scheme for Munl. Employees to modification to the condition of eligibility criteria.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
5	Rules / Regulations	Vacating staff quarters by the Mun. employees	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
6	Rules / Regulations	Transfer of flats in Muni. Employees co-op. hsg. Society	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
7	Rules / Regulations	To published notice regarding Municipal Employees service quarters / staff quarters	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

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Society section 1 / 2

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
1	Rules / Regulations	Guidelines for D.C.R. 33(7)	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
2	Rules / Regulations	Recovery of capitalized value	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
3	Rules / Regulations	Mode of recovery of capitalized value	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

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Society section – P.A.P. Subsection

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
1	Rules / Regulations	Corporation Resolution No. 1423 of 10 Dec 2002	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
2	Rules / Regulations	Corporation Resolution No. 1162 of 09 Feb 2009	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
3	Rules / Regulations	Guideline for Payment for maintenance Charges and Electricity Charges of PAP's and Staff Quarters in Private Societies by MCGM	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
4	Rules / Regulations	Guidelines Circular for taking over and Allotment of PAP Tenements	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
5	Rules / Regulations	Agreement with Project Affected Person for allotted PAP's room from MCGM	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

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Society section – S.R.A. Subsection

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
1	Rules / Regulations	Implementation of S.R. Scheme on Municipal Land encumbered by slum dwellers in Mumbai City & Suburbs under D.C.R. 33(10)	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
2	Rules / Regulations	Submitting Video Recorded Consent & Bio-matrix along with U.I.D. for implementation of S.R. Scheme on Municipal Land under D.C.R. 33(10)	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
3	Rules / Regulations	Guidelines to processing proposal for allotments of MCGM plots to various SRA scheme 33(10) to private developers in Mumbai	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

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Lease Section

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
1	Rules / Regulations	Section 92 of MMC Act, 1888	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
2	Rules / Regulations	Extension of rent free period – Educational Institutions on Mun. leasehold plots	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
3	Rules / Regulations	Norms for granting extension of time limit – proposed work on Mun. Leasehold plots.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
4	Rules / Regulations	The permission for Balcony Enclosure on Mun. Leasehold plot.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
5	Rules / Regulations	Policy for development of Mun. Plots reserved for educational purpose.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
6	Rules / Regulations	Eligibility criteria of Educational Institution for allotment of Mun. plot	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
7	Rules / Regulations	Policy regarding valuation of Mun. land for fixing lease rent/ex. Gr. Rent etc.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
8	Rules / Regulations	Fixation of lease rent while renewal of lease	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
9	Rules / Regulations	Policy of allotment of Mun.plot to B.E.S.T.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
10	Rules / Regulations	Modification in policy guidelines regarding valuation of land in respect of cessed properties on Mun. Leasehold plot.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
11	Rules / Regulations	Policy of revision of rate for letting out hall for marriage etc. functions	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
12	Rules / Regulations	Modification in policy regarding valuation of land in respect of cessed properties on Mun. Leasehold plot.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time

Sr. No.	Category of the document	Name of the document	Procedure to obtain the documents	Department	Remarks
1	2	3	4	5	6
13	Rules / Regulations	Charging of penalty on delayed payment for Mun. leasehold plot	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
14	Rules / Regulations	Erection of antenna and temporary cabin for Tele-communication.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time
15	Rules / Regulations	The permission to hold marriage etc. functions on P.G. on Mun. Leasehold plots.	On application and payment of schedule fees	A.C. (Estates) Office	Circulars publish from time to time