

## Chapter-3 (Manual-2)

POWERS & DUTIES OF OFFICERS AND  
EMPLOYEES  
FOR  
BUILDING PROPOSAL DEPARTMENT

## **POWERS AND DUTIES OF EMPLOYEES & OFFICERS**

### **1. Dy.Ch.Eng.(B.P.)**

#### **Powers:**

1. All authorities of E.E.B.P.
2. To approval Amalgamation/Layout Subdivision proposals beyond 5000 sq.mt. plot area.
3. To regularize Unauthorised Sub division made by Collector's office.
4. To approve warning letter to Architects/Licensed Surveyors RCC Consultants etc.
5. To regularize the work carried out beyond C.C. or beyond approved plan but approvable with penalty as per policy.
6. To approve phase programme for building, works/layout infrastructure development with layout deposit beyond 5000 sq.mt.
7. To allow part terrace in case of existing building at existing terrace level and last floors.
8. To assess quarterly performance of all concerned zonal staff and conduct committee meetings.
9. To recommend proposals to Higher authorities for relaxations not within the power.
10. To approve Licenses to Structural Engineers.

#### **Duties:**

1. To submit reports to Ch.Eng.(D.P.)/ M.C for proposals requesting sanctions under Regulation No. 9(6)(b) of 2034.
2. To submit reports to Ch.Eng.(D.P.)/ M.C for further orders in case of genuine hardships in complying with various I.O.D. conditions while granting C.C./Occupation Certificate etc.
3. To monitor day to day working of the Dept.
4. To conduct hearing of appeals received under Right to Information Act, in capacity of Appellate Authority.
5. To approve amalgamation/layout/subdivision proposals.
6. To arrange High Power Committee for proposals of Urban Renewal Schemes received under DCR 33(9) as a Nodal Officer.

### **2. Executive Engineer (Building Proposals)**

#### **Powers**

1. All authorities of A.E.B.P.
2. To approve notice of refusal.
3. To approve draft I.O.D. and Building Plans under Section 337/342 of M.M.C. Act including change of user.

4. To approve layout, amalgamations and sub division upto 5000 sq.mt. of plot area and to grant deposit for infrastructure.
5. To refuse a proposal.
6. To approve transit accommodation to existing tenants.
7. To issue warning letter to Architects/Licensed Surveyors/Structural Engineers as approved by Dy.Ch.Eng.(B.P.).
8. To accept O.C. with condition for 270A only.
9. To approve and grant part/full occupation permission/B.C.C. without conditions or with suitable conditions in case of :
  - a. Phase Programme.
  - b. Re-accommodation of existing tenants.
  - c. U.L.C. restrictions.
  - d. Educational, Charitable, Public or Industrial Building when there is a financial difficulty to complete the building.
  - e. Wing-wise occupation.
10. Important correspondence.
11. To refund I.O.D. and other refundable deposits if due.
12. To allow W.Cs./Toilet blocks contravening Section 251A of M.M.C. Act in deserving cases but in any case not over kitchens.
13. To approve miscellaneous proposals.
14. To allow permissible built up garages.
15. To consider change of Architect / Licensed Surveyor/Structural Engineer with Indemnity Bond after following the due procedure.
16. To issue Licenses to Surveyors and Site Supervisors.
17. To recommend licenses to be issued to Structural Engineers to DyChE(BP)City after interview.
18. To issue I.O.D./B.C.C./OCC/Layout as approved by Ex.Eng.(B.P.)/Dy.Ch.Eng.(B.P.).
19. To approve and issue C.C. upto Plinth/stilt slab as approved by E.E.B.P.
20. To grant permission for temporary structures except transit accommodation as per DCPR-2034.
21. To allow site office and godown (temporary).

**Duties:**

1. To conduct joint meeting with Architect/Licensed Surveyor.
2. To take decisions as to the status of proposal – approvable/non approvable.
3. To visit the sites as per EODB circular for proposals involving more than 5000 sq.mt.

4. To do random checking as per EODB Circular and to monitor the working of the subordinate staff.
5. To attend meetings with higher authorities, Mayor, MHADA as and when required.
6. To attend Committee meeting.
7. To attend Monitoring Committee meetings.
8. To conduct interviews for issuing licenses to Structural Engineers.
9. To issue C.C.
10. To approve and grant part occupation/full occupation permission with suitable conditions.
11. To approve Phase Programme.

### **3. Asst. Engineer Building Proposals:**

#### **Powers:**

1. To inform Designated Officer to issue stop work notice under Section 354 of M.M.C. Act.
2. To issue notice under Section 353A of M.M.C. Act for unauthorized occupation.
3. Routine correspondence with Architect/public.
4. To issue further C.C.
5. To revalidate C.C. for total period of not exceeding 4 years from the date of issuing of C.C.
6. Weeding out of files and feeding data to computer.
7. To attend Zonal meetings with DMC.
8. To issue warning letter to licensed plumber.
9. To guide subordinates in interpretation for D.C. Regulations and policy circulars from time to time.
10. To recommend Occupation Permission to EEBP

#### **Duties:**

1. To attend any correspondence during the progress of approval and prepare all necessary drafts for the same.
2. To issue letters as and when required depending on exigencies either under his signature or Ex.Eng.(B.P.)'s signature.
3. To prepare factual report for consideration of E.E.B.P. or Higher Authorities in case of concessions routine/or otherwise.

4. To visit the site as per EODB circular for the proposal involving development whenever required.
5. To attend Ward Councilors meetings.
6. To issue Notice u/s 353 A for unauthorized Occupation and to take necessary actions under these Sections.
7. To guide subordinate staff in interpretation of D.C. Regulations and Policy circulars.
8. To maintain register for Accommodation Reservations.
9. To coordinate issuance of I.O.D./O.C./B.C.C./Layout as per the instructions of E.E.B.P.
10. To issue further C.C.
11. To attend legal matters in High Court.
12. To recommend to issue licenses to Surveyors and Site Supervisors to E.E. B.P.

#### **4. Sub Engineer (Building Proposals):**

##### **Duties**

1. To accept the proposals.
2. To check that Architect / L.S. has signed Area Certificate.
3. To check that the scrutiny fee paid is adequate.
4. To check that the Architect/L.S./Site Engineer/Supervisor is on register.
5. To check that Architect holds valid registration from Council or Architecture and Xerox copy is attached.
6. To visit site and fill up progress report form.
7. To check the Technical Scrutiny report submitted by Architect/Licensed Surveyor.
8. To check the plans, F.S.I. statement, open space, users etc.
9. To forward the file to A.E. along with the Draft of I.O.D.
10. To attend joint discussion with Architect/ L.S. on appointed day.
11. To visit site before issue of C.C. for plinth/stilt slab and put up compliance report.
12. To attend legal department.
13. To prepare C.C. report within 7 days if conditions for issuance of C.C. are complied with.
14. On receipt of Notice of Commencement of work to visit the site on expiry of 7 days and put up letter to Architect/L.S. that work has commenced/not commenced and notice is accepted/rejected.
15. To prepare and submit report for further C.C. to A.E. (B.P.) on compliance of relevant I.O.D. conditions.

16. To visit the site of proposal as per EODB circular.
17. To visit the site in case of complaints and give factual report to A.E.(B.P.) However, reply to be prepared by A.E.B.P.
18. To visit the site for checking compliance of I.O.D. conditions, for O.C. or B.C.C and prepare and submit report thereof to A.E. B.P., E.E.B.P.
19. To attend court matters as and when required.
20. To check the plinth dimensions and open spaces.

## **DUTIES OF EMPLOYEES & OFFICERS OF SURVEY DEPARTMENT**

### **1. Asstt. Engineer**

1. To check and endorse the remarks submitted by S.E.(Survey) and forward the same to relevant person / B.P. staff.
2. To issue certificate thereof for the proposed / sanctioned regular line of streets and junctions or roads.
3. To co-ordinate and supervise the work in Survey Section.
4. To attend discussions with E.E.(B.P.) / Dy.Ch.E.(B.P.)
5. To officer remarks on Bldg. Proposal files.
6. Correspondence with dept. and other dept.

### **2. Sub Engineer**

1. To check the remarks offered by draughtsman and enclose the same with or without change and forward the same to Asstt.Eng.(Survey)City for approval
2. To demarcate proposed/sanctioned Regular Line of streets with S.E.(T.&C.).
3. To maintain and update proper survey records.
4. To check that the Architect/.L.S. is on registered.
5. To check that Architect holds valid registration from Council of Architecture and Xerox copy is attached.
6. Demarcation of the alignment of proposed D.P. roads
7. Joint demarcation of Municipal reservations, like garden, playground, park, school, markets with staff of Acquisition and D.P. Dept.
8. Joint measurements with DILR for taking over the lands from Govt. for Municipal development.
9. Demarcation and joint measurements for Municipal reservation with staff of Acquisition and concerned Ward.

10. Demarcation of zonal lines (Building Control lines) and reservations with the staff of development Dept. as per sanctioned Development Plan.
11. Site inspection and site measurements for prescribing regular lines of 30' roads.
12. Joint meeting with DILR and Acquisition Dept. for taking over and handing over of the Municipal lands.
13. Regular line demarcation for the building proposals with Traffic Dept. and Architect.
14. Correspondence with dept. and other dept.

### **3. Draftsman:**

1. Scrutinizing building and layout proposals in respect of Development Plan and Survey Record.
2. Maintaining sanctioned layout record, sanctioned Regular Line etc.
3. General maintenance of survey record, stationery in charges.
4. Getting work done i.e. tracing prepared through tracers.
5. Supplying in formations to the Architects regarding Development Plan.
6. Giving remarks regarding Maharashtra Housing Board Acquisition and of certain areas for rehousing slum dwellers.
7. To mark R.L. on Plan.

### **4. Tracer:**

1. To trace the block plan from proposed file and forward papers to S.E. Survey.
2. To incorporate changes to update the survey sheet under guidance of S.E. and Marking of regular lines of Roads on Survey Sheets.
3. Marking of any reservations on Building proposals.
4. Marking of R.L..
5. Colouring out blue prints.
6. Tracing layout received from Architects on Building Proposals.
7. Tracing of R.L. received from Traffic Dept.
8. Marking setback on building proposals.
9. Maintenance of Layout Register.
10. preparing drawings of setback land.
11. Colouring setback drawings.
12. File number notings on EB Register.
13. Maintenance of Survey sheets.
14. Going to DILR/City Survey's office for purchasing survey sheets. Village maps etc.

15. Tracing to be brought from Collector's office.
16. Collecting information from Collector's Office.
17. Preparing drawings of demarcated area of the respective wards.
18. Maintaining register of change of street names received from H.O. after Corporation sanction.
19. Going to Municipal Printing Press for mounting Survey sheets.
20. Bringing information regarding housing from Maharashtra Housing and Area Development Board.

**5. Clerk :**

1. To receive applications for demarcation of roads, certificate of site elevation for Civil Aviation Purpose on payment of fees and forward the same to S.E.(Survey).
2. To maintain the register for accommodation reservations, T.D.R. and permissions granted under Section 56 (3)(c) and 57 (4) [c] of D.C. Regulations.

**6. Record Assistant (Survey)**

1. To maintain the dispatch section.