

CHAPTER-17(MANUAL-16)

PARTICULARS OF THE FACILITIES
AVAILABLE TO CITIZEN FOR OBTAINING
INFORMATION

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information are as below :-

○ **Notice board**

The necessary information is put up on office Notice Board for information of all concerned.

○ **Inspection of records in the office**

Any individual /owner/appointed Architect /neighbour/tenant etc., can apply for inspection of files.

Procedure for Application :

1. Any individual, Company, Trust or Organization can apply for certified copies of approved plans/documents on and plain papers and application shall be made to Public Information Officer in the office of -

Dy. Chief Engineer (B.P.) City,
New Municipal Building, Bhagwan Walmiki Chowk,
Vidyalankar Marg, Opp. Hanuman Mandir, Antop hill,
Wadala (East), Mumbai – 400 037

2. Application shall be submitted on any working days between 11.00 A.M. to 4.30 P.M. on all working days (Except Lunch Break) excluding National, Public Holidays, Sundays, 2nd & 4th Saturdays).

Requirement with application

- i. Application can be submitted to Public Information Officer in the office of Dy. Ch.Eng.(B.P.) City specifying there in C.S. No. and Division and file number etc.
- ii Applicant shall furnish the documentary proof such as Ration Card, Assessment bill, Water bill, Telephone bill, Electricity bill, voters List, Election I.D. Card, Ownership of adjoining plot etc.

Information furnished :

As per the request of the applicant the necessary certified copies of I.O.D. plans, commencement certificate, Amended plans, Amended plan approval / letter, occupation plan, occupation letter, B.C.C. acceptance letter and B.C.C. plans are made available on making payment of requisite fees.

Inspection of individual file can be given after recovery amount of Rs. 150/-.

The time Limit for giving the inspection of file 30 days from receipt application provided there are no mistakes like C.S.No., Division, File number etc. in the documents submitted to applicant.

Inspection of individual file can be given after recovery amount of Rs. 150/-.

○ **System of issuing of copies of documents**

Any individual /owner/appointed Architect /neighbour/tenant etc., can apply for the true copies of Approved Plans, Amended Plans, Amended approval letter, Occupation Plan, Occupation Certificate, B.C.C., Acceptance Certificate and B.C.C. Plans.

Procedure for Application :

1. Any individual, Company, Trust or Organization can apply for certified copies of approved plans/documents on and plain papers and application shall be made to the office of -

Dy. Chief Engineer (B.P.) City,
New Municipal Building, Bhagwan Walmiki Chowk,
Vidyalankar Marg, Opp. Hanuman Mandir, Antop hill,
Wadala (East), Mumbai – 400 037

2. Application shall be submitted on any working days between 11.00 A.M. to 4.30 P.M. on all working days (Except Lunch Break) excluding National Holidays, Sundays, 2nd & 4th Saturdays).

Time Limit : The time limit for issue of certified copies of above document is 30 days from receipt of application provided there are no mistakes like C.S.No., Division, File number etc. in the documents submitted to applicant.

Additional Copy : Additional certified copies of documents and plans will be made available on payment of fees.

Requirement with application

- i. Application can be submitted in the office of Dy. Ch.Eng.(B.P.) City specifying there in C.S. No. and Division and file number etc.
- ii Applicant shall furnish the documentary proof such as Ration Card, Assessment bill, Water bill, Telephone bill, Electricity bill, voters List, Aadhar card, Election I.D. Card, Ownership of adjoining plot etc.

Information furnished :

As per the request of the applicant the necessary certified copies of I.O.D. plans, commencement certificate, Amended plans, Amended plan approval, letter, occupation plan, occupation letter, B.C.C. acceptance letter and B.C.C. plans are made available on making payment of requisite fees.

Issue of copies :

The certified copies of above documents are issued on receipt of payments as per the statement below :

Owner/Architect /neighbour/tenants has to submit an application to be Asstt.Eng.(B.P.) City alongwith the documents such as Assessment Bill /Electricity Bill /Water Bill /ration Card etc. or any individual can apply under Central Right to Information Act, 2005. The copies are made available on payment of necessary charges as detailed below.

* The applicant has to pay additional charges towards photocopying-

1. Issue of certified copies of I.O.D. /commencement Certificate /Occupation Certificate/B.C.C. – Rs. 25 per page.
2. Issue of certified copies of Plans.- Rs.60/- per copy of plan.

Time Limit :

The time Limit for giving the inspection of file 30 days from receipt application provided there are no mistakes like C.S.No., Division, File number etc. in the documents submitted to applicant.

Additional Inspection :

Inspection of individual file can be given after recovery amount of Rs. 150/-

○ **Printed manual available**

Manual for the Building Proposal containing information about procedure adopted while processing the Building Proposal is available at following address :-

PEATA (Practicing Engineers, Architects & Town Planners Association)

PEATA Unit no.103, New Udhog Mandir No.2,
Mogal Lane, Mahim (West), Mumbai 400 016.

○ **Information available online:**

All the proposals from 15.05.2015 are approved online. Hence, information about proposals are available in Citizen Search on MCGM portal which can be accessed / downloaded free of cost.