



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals Act as per provision of RTI
2005 of N/ Ward
LICENCE DEPARTMENT

Address - Office of SENIOR INSPECTOR
(LICENCE) N/WARD, Room No.20, 2nd Floor
N/ Ward Office Building, M.C.G.M Jawahar
Road, Ghatkopar, (East)- Mumbai – 400 077

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INTRODUCTION

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus gave a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under **Section 4(1) b** sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of SR. Inspector (Licences), N- ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, Norms set for discharge of its function along with related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizen & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Senior Inspector (Licences), N- ward whose office is

situated at N/Ward Office Building, 2nd floor Room no 20, M.C.G.M, Jawahar Road, Ghatkopar, East, Mumbai-400077. The procedure and fee structure for getting information is as per the provisions of RTI Act,2005.

License Department has greater importance in the functions of the Municipal Corporation of Greater Mumbai. The tree of the License Department has four main branches.

1. Trade Licence u/s 394 of MMC Act, 1888
2. Advertisement u/s 328/328A of MMC Act, 1888
3. Projections u/s 313(1)(b)(c) of MMC Act, 1888
4. Encroachment u/s 313(A) (B) of MMC Act, 1888

Basically, the purpose of the License Department is not a revenue but to control & regulate the dangerous, health hazard and offensive trades and storages from rigorously the public safety, public health and fire risk point of view.

While controlling the trades and storages the same are to be seen from the fire risk point of view, their hazardous nature and nuisance to the public in different localities. The Schedule 'M' appended to Section 394 under which trades and storages are controlled.

In addition to this, the works of licensing of trade & storages, the work of controlling advertisement is given to the License Department.

Thereafter, the work of controlling hawkers by issue of license to them and removing the unauthorized hawkers from the streets was also handed over from Market Department to the License Department.

Thereafter, the work of Stall Board section for control of Projections, such as Stall Boards, Weather Frames, Cupboards, etc. was entrusted from C.E's Department to the License Department.

The License Department is not only the controlling department but side by side it is also a revenue earning department. It is not for the inspector only to see the places and to report, but he has to follow up the cases from time to time of detection till they are finalized by grant of license, if the places are suitable or up till the application is rejected and the activity is discontinued from the place. For this, he has to give notices, warning letters, file prosecutions in the Court of law, to pursue the prosecutions till the defaulters are convicted fixed and further the places are to be kept under observation to avoid recurrence of activities at the site.

Sr.Inspector (Licence)

N/Ward

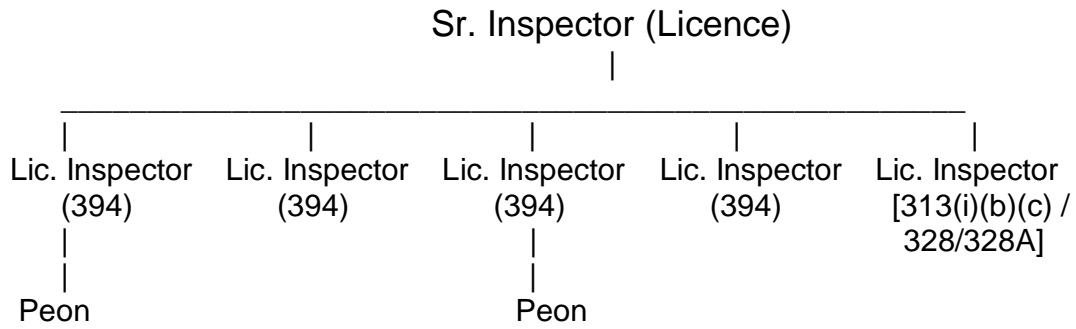
SECTION 4 (1) (b) (i)

The particulars of organisation functions and duties of the License section.

| | | |
|----|---------------------------|--|
| 1. | Name of section | Senior Inspector (Licence) |
| 2. | Address | Room No.20, 2 nd Floor, "N" Ward office Bldg., M.C.G.M, Jawahar Road, Ghatkopar, East Mumbai- 400077 |
| 3. | Head of the Office | Senior Inspector (Licence) |
| 4. | Parent Govt. Deptt. | Superintendent of Licence |
| 5. | Reporting to which office | Assistant Commissioner, N/Ward |
| 6. | Jurisdiction Geographical | "N" Wards boundaries are (East) Thane Creek, (West) From Netaji Palkar Marg along Ghatkopar and Vikroli Hills upto Varsha Nagar of Park Site Colony,(North)-from the end of Varsha Nagar along the western boundary of Godrej Co., 17 th Road,(Park Site Colony) along L.B.S. Marg meeting Vikroli Station, (West) Upto Vikroli Station & along Phirozshah Godrej Marg upto the Nalla and Thane Creek South to Kannamwar Nagar, (South)-Netaji Palkar Marg, Khalai village, Nathani Steel Yard ,South of Chitranjan Nagar, Hindu Cemetery upto the nalla near Ghatkopar pumping Station |
| 7. | Vision | 1. No unauthorized Trade activity and Storage, 2. Unauthorised Advertisement, Board, Banners also. |
| 8. | Mission | 1. To prevent unauthorized Trade activity and storage under section 394, Projection under section 313 (i)(b)(c) and Advertisement under section 328/328A. 2. To regulate and caution trade activity and storage, Projections Advertisement permits. |
| 9. | Objective | 1. To minimize the Number of unrenewed licences, 2. To forfeit the Security Deposits of unrenewed licence. 3. To control the unauthorised Storages |

| | | |
|-----|---------------------------------|--|
| | | and Trades within the N- ward. |
| 10. | Functions | <ol style="list-style-type: none"> 1. To inspect the premises where the storages & trades are carried out. 2. To renew the Trades, Projections, Hawkers Licence & Advertisement permits. 3. Removal of unauthorised Boards, Banners Advertisement. 4. Permission given to Hoardings. 5. To issue new Trade & Storage Licence. 6. To lodge the prosecution against unauthorised Trade / storage business. 7. To take Encroachment Removal action against illegal hawkers under section 313A/B, those who are external or alter the Reserved Area and change the commodity. |
| 11. | Details of Services Provided | <ol style="list-style-type: none"> 1. To renew the Trades & Storage license under section 394 and Advertisement permits. 2. To direct the applicant regarding issuance of new trades & Storage licence. 3. To issue the Physically Handicapped Booth Hawkers license by changing the vendor ship. 4. To transfer the trade, storage projection licence, Hawkers license only on legal heir basis. |
| 12. | Physical Assets | N I L |
| 13. | Organization's Structural Chart | Separate sheet attached at page No. |
| 14. | Telephone Nos. & Office Timing | <u>Tel.No.:-</u> 250101161 Ext: 208/207 <u>Office Timing:</u> 10.30 am to 5.30 pm (Monday to Friday) 1 st , 3 rd & 5 th Saturdays. |
| 15. | Weekly Holidays | 2 nd & 4 th Saturdays, Sunday & Public Holidays. |

Organization's Structural Chart



| Sr.No. | Particulars | Saction post | Fillup post | Vacant post |
|--------|----------------------------|--------------|-------------|-------------|
| 1. | Senior Inspector (License) | 1 | 1 | - |
| 2. | Inspector (license) | 5 | 5 | - |
| 3. | Peon | 2 | 2 | - |

Section 4 (i) (b) (ii)

The powers of officers and employees in the office of Sr. Inspector (License):

A

| Sr No | Designation | Powers Financial | Under which legislation/rules/orders/ & Rs. | Remarks |
|-------|----------------------------|------------------|---|---------|
| 1. | Senior Inspector (License) | Nil | | |
| 2. | Inspector (License) | Nil | | |

B

| Sr No | Designation | Powers Administrative | Under which legislation/rules/orders/ & Rs. | Remarks |
|-------|----------------------------|-----------------------|---|---------|
| 1. | Senior Inspector (License) | | MMC Act, 1888 | |
| 2. | Inspector (License) | | MMC Act, 1888 | |

C

| Sr No | Designation | Powers Magisterial | Under which legislation/rules/orders/ & Rs. | Remarks |
|-------|----------------------------|--------------------|---|---------|
| 1. | Senior Inspector (License) | Nil | | |
| 2. | Inspector (License) | Nil | | |

D

| Sr No | Designation | Powers Quasi judicial | Under which legislation/rules/orders/ & Rs. | Remarks |
|-------|----------------------------|-----------------------|---|---------|
| 1. | Senior Inspector (License) | | RTI Act, 2005 | |
| 2. | Inspector (License) | Nil | | |

E

| Sr No | Designation | Powers Administrative | Under which legislation/rules/orders/ & Rs. | Remarks |
|-------|----------------------------|-----------------------|---|---------|
| 1. | Senior Inspector (License) | Nil | | |
| 2. | Inspector (License) | Nil | | |

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The administrative powers, the financial powers and duties, etc. of officers and employees are as detailed below :

A] DUTIES OF SENIOR INSPECTORS (LICENCE) UNDER SECTION 313 (i)(b)(c) 313A / 313B, 328, 328A, 393 & 394 OF THE M.M.C. ACT.

1. Senior Inspectors (Licence) are in overall charge of the Licence Department in the ward office and will control, guide and supervise the working of the Inspectors (Licence) under them.
2. To see that the staff under them do work according to the scheduled programme.
3. To see that the quantum of the field work by the Inspectorial staff under them is done according to the quota laid down.
4. To see that the renewal work is done every year in accordance with the instructions issued in this connection from time to time.
5. To inspect the premises for the purpose of declaring the suitability or otherwise of the premises with regard to the issue of Licences subject to powers delegated to them within their respective areas.
6. To attend personally to the complaints received from the public within 24 hours, take actions for the irregularities noticed during inspection, reply the complainants on the spot if possible, otherwise within 24 hours and report compliance to the Assistant Municipal Commissioners or Assistant Superintendent or Superintendent of License as the case may be.

7. They are personally responsible for prompt and effective disposal of cases and applications received in their Assistant Municipal Commissioners / Ward office / in their respective ward.
8. They should interview the visitors and guide them properly and see that the visitors are not required to come to the ward office again and again.
9. They should submit their abstracts or outdoor and indoor work of their ward offices on dates prescribed by Assistant Municipal Commissioners.
10. They have to report the names of the members of the staff working under them whose outdoor as well as indoor work is not up to the mark to the higher authorities.
11. To see personally that the duties prescribed for Inspector (Licence) are properly discharged by them and instructions issued to them from time to time are complied with scrupulously.
12. To see personally that no cases are kept pending for more than a week and if they have any difficulties, they should see Assistant Superintendent of License or Deputy Superintendent of License or Superintendent of License for guidance.
13. For any Municipal loss on account of licence fees of any kind or ground rent arising out of carelessness or slackness in supervising on their part, they are personally responsible and hence, it is necessary that they should keep proper watch over the recoveries of Municipal dues.
14. They should personally comply with inspection notes of Municipal Commissioner's rounds, Works Committee agenda / items and Councillor's necessary and immediate inspections to the offices within four days from

the date of round or receipt as the case may be. They should also see that expected date cases are submitted well in time to Head Office.

15. They should take thorough inspection of place affected in a fire, immediately after the fire and submit their reports taking actions wherever necessary immediately as per Chief Fire Officer's observation.
16. They should keep watch on hot spots from fire risk point of view and see that effective actions against licensees at these places are taken with a view to prevent any mishap.
17. To see personally that effective actions are taken against storages / trades whose premises are totally rejected by the Fire Brigade Department from fire risk point of view.
18. Sr. Inspectors are responsible for effective enforcement of licensing provisions which are administered by the department.
19. They should attend to Court work of their wards and see that convictions are ensured in cases of all prosecutions launched. For any judgments which require appeals to higher Courts, they should obtain copies of judgments and personally see that Appeals to higher Courts are filed before appeal period is time-barred.
20. For all purposes, they are under immediate control and command of Assistant Municipal Commissioner's concerned.
21. They will maintain field books and submit weekly abstracts thereof to Assistant Superintendent of Licenses. They will check up the field books of their Junior Inspectors.
22. Their field work should be effective, extensive and driving with a view to preventing risk and danger to the life and property of the citizens and seeing that Municipality is not put to any monetary loss of dues of taxes,

fees, ground rent, cheques on account of carelessness on the part of the staff under them.

23. May grant casual leave to their subordinates within the limits of prescribed restrictions laid down in Municipal Commissioner's circular on the subject from time to time.
24. To dispose of Chief Accountant / Municipal Chief Auditor audit notes in stipulated time.
25. To ensure that concerned Advertisement Inspector has to maintain permit registers and keep them up-to-date and see that action for non-renewal and for unauthorized advertisement is taken promptly and effectively.
26. It is his overall responsibility to see that unauthorized advertisements are not allowed to continue.
27. He has to process applications for grant of advertisement permits in the ward.
28. He is fully responsible for removal of unauthorized banners, posters, boards and all kinds of advertisements.
29. He is fully responsible to follow the orders of all Courts and take immediate follow up actions and to remove hoardings as directed by Court, Zonal Deputy Municipal Commissioner in hearing matters or by another higher authority.
30. To reply to the application received under Right to Information Act, 2005.

**B] DUTIES OF INSPECTORS (LICENCE) (ADVERTISEMENT) SECTION
328/328A.**

1. He will maintain permit registers and keep them up-to-date and see that action for non-renewal and for unauthorized advertisement is taken promptly and effectively.
2. It is his overall responsibility to see that unauthorized advertisements are not allowed to continue.
3. He has to process applications for grant of advertisement permits in the ward.
4. He is fully responsible for removal of unauthorized banners, posters, boards and all kinds of advertisements.
5. He is fully responsible to follow the orders of all Courts and take immediate follow up actions and to remove hoardings as directed by Court, Zonal Deputy Municipal Commissioner in hearing matters or by another higher authority.

C] DUTIES OF INSPECTOR (LICENCES) UNDER SECTIONS 394,313 A&B.313(I)(b)(c)

1. He will scrupulously comply with instructions issued in connection with the renewal of licences every year.
2. He must be so well acquainted with an area and so much so alert that he must be in a position to find out unauthorized / authorized storages of dangerous and hazardous goods and take prompt action.
3. He should bring cases in which question of licence is not finalized to the notice of Assistant Superintendents of License / Senior Inspector / Assistant Municipal Commissioner immediately.
4. He is supposed to be vigilant and always on move, in respect of commodities and storages of dangerous and hazardous nature during seasonal periods and take stringent actions frequently for unauthorized activities, infringement of licence conditions.
5. It is his overall responsibility to see that the unauthorized storages and trades are not allowed to continue and undetected and to launch prosecutions.
6. He should see that all the licences are renewed after expiry and comply with the instructions for renewal of licences issued from time to time.
7. He should take prompt action against unauthorized stall boards and projections.
8. It is his overall responsibility to see that unauthorized projections are not allowed to continue undetected.
9. He should process applications for grant of licence under section 313(i)(b)(c) of MMC Act promptly as per the procedure.

Section 4(i)(b)(iii)

The procedure followed in the decision making process including channels or supervision and accountability in the office of Licence Department, "N" Ward

Name of Activity : Procedure for issuance of licences u/s 394 of the MMC Act
 Name of the Act : M.M.C. Act, 1888
 Related provisions : Section 394
 Rules :
 Govt. Resolutions :
 Circulars :
 Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---------|--|---|------------|---------------------------------|---------|
| 1 | Issuance of licence u/s 394 of MMC Act | After receiving application with documents, scrutinize the same. | 3 days | Inspector | |
| | | Letter to party for submission of documents if required as per CFC List and mentioning to come with original copies for verification. | 1 day | Inspector | |
| | | After verification of documents, enter the details of same in SAP system and ask the party to pay Rs.200/- as processing fee. | 1 day | Inspector | |
| | | Inspection of premise includes name and address of party, total area, area or loft or mezzanine, if any, trade activity, if motive power is used then power permit and fire conditions as per NOC from CFO. | 4 days | Inspector | |
| | | Put up proposal for sanction of Sr. Inspector (Lic.) along with application and certified documents as per format Appendix "E". | 3 days | Inspector | |
| | | Sanction is to be given by Sr. Inspector (Lic.). | 2 days | Sr. Inspector | |

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---|----------|--|------------|---------------------------------|---------|
| | | The information in sanctioned proposal is to be entered in SAP system by taking approval of Sr. Inspector (Lic.) through SAP system. | 3 days | Inspector Sr. Inspector | |
| | | Direct the party for payment of licence fees as per schedule within specific period and issue him requirement letter and licence u/s 394 of MMC Act. | 4 days | Inspector Sr. Inspector | |
| Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 30 days and sanctioned papers or proposal is to be sent to H.C. (Revenue) Department for audit and further disposal. | | | | | |

Name of Activity : Procedure for transfer of licences u/s 394 of the MMC Act
 Name of the Act : M.M.C. Act, 1888
 Related provisions : Section 394
 Rules :
 Govt. Resolutions :
 Circulars :
 Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---------|--|---|------------|-----------------------------------|---------|
| 2 | Transfer of licence u/s 394 of MMC Act | After receiving application with documents, scrutinize the same. | 3 days | Inspector (Lic.) | |
| | | Letter to party for submission of documents if required as per CFC List and mentioning to come with original copies for verification. | 2 days | Inspector (Lic.) | |
| | | After verification of documents as Rent receipt, Shop & Estt. Certificate, Partnership Deed or Article & Memorandum of Assoc., etc. inspection of premises is to be done. | 3 days | Inspector (Lic.) | |
| | | Put up proposal for sanction of Sr. Inspector (Lic.) along with application and certified documents. | 3 days | Inspector Sr. Inspector (Lic.) | |
| | | As per sanction of Sr. Inspector (Lic.) necessary changes are made in licence by taking approval of Sr. Inspector (Lic.) through SAP System. | 2 days | Inspector Sr. Inspector (Lic.) | |
| | | Direct the party for payment of transfer fees within specific period at CFC Counter and produce the receipt of same. | 5 days | Inspector (Lic.) & CFC | |
| | | Issue new licence through SAP system | 2 days | | |
| | Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 30 days of application and sanctioned proposal is to be sent to H.C. (Revenue) Department for audit and further disposal. | | | | |

Name of Activity : Procedure for cancellation of licences u/s 394 of the MMC Act
Name of the Act : M.M.C. Act, 1888
Related provisions : Section 394
Rules :
Govt. Resolutions :
Circulars :
Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---|--|--|-------------------|--|----------------|
| 3 | Cancellation of licence u/s 394 of MMC Act | After receiving application along with licence, see that whether licence is renewed till date of application. | 2 days | Inspector (Lic.) | |
| | | If licence is found unrenewed, letter to party for renewal of licence within specific period. | 2 days | Inspector (Lic.) | |
| | | If licence is renewed till date of application or if party renewed licence after letter to party, inspection of premises is done such as whether premises is under lock and key or vacant or closed down trade, etc. | 3 days | Inspector (Lic.) | |
| | | Put up proposal for sanction of Sr. Inspector (Lic.) for cancellation of trade licence as per format. | 3 days | Inspector Sr. Inspector (Lic.) | |
| | | As per sanction of Sr. Inspector (Lic.) for cancellation of licence, licence is cancelled by taking approval of Sr. Inspector (Lic.) through SAP System. | | | |
| Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 30 days of application and sanctioned papers are to be sent to H.C. (Revenue) Department for audit and further disposal. | | | | | |

Name of Activity : Procedure for complaint redressal of licences u/s 394 of the MMC Act
Name of the Act : M.M.C. Act, 1888
Related provisions : Section 394
Rules :
Govt. Resolutions :
Circulars :
Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---------|---|--|------------|-----------------------------------|---------|
| 4 | Complaints received in writing or on SAP system | Complaints received in writing or on SAP system by Sr. Inspector (Lic.) handed over the complaints to concerned Licence Inspector. | 3 days | Inspector Sr. Inspector (Lic.) | |
| | | After receiving the complaints, visit that premises. Inspection Report is to be given though party has produced valid licence or not. | 4 days | Inspector (Lic.) | |
| | | (a) If party produced valid licence and if any infringement of conditions of licence is found, letter to party is to be drawn regarding forfeiture of Security Deposit. By taking approval of Sr. Inspector (Lic.) through SAP system S.D. is to be forfeited and direct the party for payment of S.D. | 3 days | Inspector Sr. Inspector (Lic.) | |
| | | (b) If party has not produced valid licence within specific period given in I.R., prosecution is filed against concerned party through Legal Department. | 7 days | Inspector Sr. Inspector (Lic.) | |
| | | Letter to complainant regarding action taken against party. | | | |
| | Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 15 to 20 days from receipt of complaint. | | | | |

Section 4(i)(b)(iii)

The procedure followed in the decision making process including channels or supervision and accountability in the office of Licence Department, “N” Ward

Name of Activity : Procedure for issuance of licences u/s 313(i)(b)(c) of the MMC Act
 Name of the Act : M.M.C. Act, 1888
 Related provisions : Section 313(i)(b)(c)
 Rules :
 Govt. Resolutions :
 Circulars :
 Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---------|--|--|------------|---------------------------------|---------|
| 1 | Issuance of licence u/s313(i)(b)(c) of MMC Act | After receiving application with documents, scrutinize the same. | | Inspector | |
| | | Letter to party for submission of documents if required as per CFC List and mentioning to come with original copies for verification. | | Inspector | |
| | | After verification of documents, enter the details of same in SAP system. | | Inspector | |
| | | Inspection of premise includes name and address of party, total area, no. of projections attached to the premises such as Weather Frame, Rolling Shutter, Stall Board, Showcase, etc. except cupboard, bottom box and steps. Take measurements of the projections. | | Inspector | |

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---------|---|---|------------|---------------------------------|---------|
| | | Put up proposal for sanction of Sr. Inspector (Lic.) along with application and certified documents as per format. | | Inspector | |
| | | Sanction is to be given by Sr. Inspector (Lic.). | | Sr. Inspector | |
| | | The information in sanctioned proposal is to be entered in SAP system by taking approval of Sr. Inspector (Lic.) through SAP system. | | Inspector Sr. Inspector | |
| | | Direct the party for payment of licence fees as per schedule within specific period and issue him requirement letter and licence u/s 313(i)(b)(c) of MMC Act. | | Inspector Sr. Inspector | |
| | Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 30 days and sanctioned papers or proposal is to be sent to H.C. (Revenue) Department for audit and further disposal. | | | | |

Name of Activity : Procedure for transfer of licences u/s 313(i)(b)(c) of the MMC Act
 Name of the Act : M.M.C. Act, 1888
 Related provisions : Section 313(i)(b)(c)
 Rules :
 Govt. Resolutions :
 Circulars :
 Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|--|---|---|------------|-----------------------------------|---------|
| 2 | Transfer of licence u/s 313(i)(b)(c) of MMC Act | After receiving application with documents, scrutinize the same. | | Inspector (Lic.) | |
| | | Letter to party for submission of documents if required as per CFC List and mentioning to come with original copies for verification. | | Inspector (Lic.) | |
| | | After verification of documents as Rent receipt, Shop & Estt. Certificate, Partnership Deed or Article & Memorandum of Assoc., etc. inspection of premises is to be done. | | Inspector (Lic.) | |
| | | Put up proposal for sanction of Sr. Inspector (Lic.) along with application and certified documents. | | Inspector Sr. Inspector (Lic.) | |
| | | As per sanction of Sr. Inspector (Lic.) necessary changes are made in licence by taking approval of Sr. Inspector (Lic.) through SAP System. | | Inspector Sr. Inspector (Lic.) | |
| | | Direct the party for payment of transfer fees within specific period at CFC Counter and produce the receipt of same. | | Inspector (Lic.) & CFC | |
| | | Issue new licence through SAP system | | | |
| Mandatory days to be considered after completion of previous steps. | | | | | All |
| this procedure is to be completed within 30 days of application and sanctioned proposal is to be sent to H.C. (Revenue) Department for audit and further disposal. | | | | | |

Name of Activity : Procedure for cancellation of licences u/s 313(i)(b)(c) of the

Name of the Act : MMC Act
 Related provisions : M.M.C. Act, 1888
 Rules : Section 313(i)(b)(c)
 Govt. Resolutions :
 Circulars :
 Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---|--|--|------------|-----------------------------------|---|
| 3 | Cancellation of Projection licence u/s 313(i)(b)(c) of MMC Act | After receiving application along with licence, see that whether licence is renewed till date of application. | | Inspector (Lic.) | |
| | | If licence is found unrenewed, letter to party for renewal of licence within specific period. | | Inspector (Lic.) | |
| | | If licence is renewed till date of application or if party renewed licence after letter to party, inspection of premises is done such as whether premises is demolished or whether projection is removed, etc. | | Inspector (Lic.) | |
| | | Put up proposal for sanction of Sr. Inspector (Lic.) for cancellation of licence as per format. | | Inspector Sr. Inspector (Lic.) | |
| | | As per sanction of Sr. Inspector (Lic.) for cancellation of licence, licence is cancelled by taking approval of Sr. Inspector (Lic.) through SAP System. | | | |
| Mandatory days to be considered after completion of previous steps. | | | | | All this procedure is to be completed within 30 days of application and sanctioned papers are to be sent to H.C. (Revenue) Department for audit and further disposal. |

Name of Activity : Procedure for complaint redressal licences u/s 313(i)(b)(c) of the MMC Act
Name of the Act : M.M.C. Act, 1888
Related provisions : Section 313(i)(b)(c)
Rules :
Govt. Resolutions :
Circulars :
Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---|---|--|------------|-----------------------------------|---------|
| 4 | Complaints received in writing or on SAP system | Complaints received in writing or on SAP system by Sr. Inspector (Lic.) handed over the complaints to concerned Licence Inspector. | | Inspector Sr. Inspector (Lic.) | |
| | | After receiving the complaints, visit that premises. Inspection Report is to be given though party has produced valid licence or not. | | Inspector (Lic.) | |
| | | (a) If party produced valid licence and if any infringement of conditions of licence is found, letter to party is to be drawn regarding forfeiture of Security Deposit. By taking approval of Sr. Inspector (Lic.) through SAP system S.D. is to be forfeited and direct the party for payment of S.D. | | Inspector Sr. Inspector (Lic.) | |
| | | (b) If party has not produced valid licence within specific period given in I.R., prosecution is filed against concerned party through Legal Department. | | Inspector Sr. Inspector (Lic.) | |
| | | Letter to complainant regarding action taken against party. | | | |
| Mandatory days to be considered after completion of previous steps. | | | | | All |
| this procedure is to be completed within 15 to 20 days from receipt of complaint. | | | | | |

Section 4(i)(b)(iii)

The procedure followed in the decision making process including channels or supervision and accountability in the office of Licence Department, "N" Ward

Name of Activity : Procedure for issuance of permits u/s 328 & 328 A of the MMC Act
 Name of the Act : M.M.C. Act, 1888
 Related provisions : Section 328 & 328 A
 Rules :
 Govt. Resolutions :
 Circulars :
 Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---------|---|--|------------|---------------------------------|---------|
| 1 | Issuance of permit u/s 328 & 328 A of MMC Act | After receiving application with documents, scrutinize the same. | 3 days | Inspector | |
| | | Letter to party for submission of documents if required as per CFC List and mentioning to come with original copies for verification. | 1 day | Inspector | |
| | | After verification of documents, enter the details of same in SAP system and ask the party to pay processing fee if application is for hoarding. | 1 day | Inspector | |
| | | Inspection of premises / site includes name and address of party, size of glow sign board, hoarding, etc. | 4 days | Inspector | |
| | | Put up proposal for sanction of Sr. Inspector (Lic.) along with application and certified documents as per format. | 3 days | Inspector | |
| | | Sanction is to be given by Sr. Inspector (Lic.). | 2 days | Sr. Inspector | |

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---|----------|---|------------|---------------------------------|---------|
| | | The information in sanctioned proposal is to be entered in SAP system by taking approval of Sr. Inspector (Lic.) through SAP system. | 3 days | Inspector Sr. Inspector | |
| | | Direct the party for payment of licence fees as per schedule within specific period and issue him requirement letter and permit u/s 328 & 328 A of MMC Act. | 4 days | Inspector Sr. Inspector | |
| Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 30 days and sanctioned papers or proposal is to be sent to H.C. (Revenue) Department for audit and further disposal. | | | | | |

Name of Activity : Procedure for transfer of permits u/s 328 & 328 A of the MMC Act
 Name of the Act : M.M.C. Act, 1888
 Related provisions : Section 328 & 328 A
 Rules :
 Govt. Resolutions :
 Circulars :
 Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|--|---|---|------------|-----------------------------------|---------|
| 2 | Transfer of permit u/s 328 & 328 A of MMC Act | After receiving application with documents, scrutinize the same. | 3 days | Inspector (Lic.) | |
| | | Letter to party for submission of documents if required as per CFC List and mentioning to come with original copies for verification. | 2 days | Inspector (Lic.) | |
| | | After verification of documents as Rent receipt, Shop & Estt. Certificate, Partnership Deed or Article & Memorandum of Assoc., etc. inspection of premises is to be done. | 3 days | Inspector (Lic.) | |
| | | Put up proposal for sanction of Sr. Inspector (Lic.) along with application and certified documents. | 3 days | Inspector Sr. Inspector (Lic.) | |
| | | As per sanction of Sr. Inspector (Lic.) necessary changes are made in licence by taking approval of Sr. Inspector (Lic.) through SAP System. | 2 days | Inspector Sr. Inspector (Lic.) | |
| | | Direct the party for payment of transfer fees within specific period at CFC Counter and produce the receipt of same. | 5 days | Inspector (Lic.) & CFC | |
| | | Issue new permit through SAP system | 2 days | | |
| Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 30 days of application and sanctioned proposal is to be sent to H.C. (Revenue) Department for audit and further disposal. | | | | | |

Name of Activity : Procedure for cancellation of permits u/s 328 & 328 A of the MMC Act
Name of the Act : M.M.C. Act, 1888
Related provisions : Section 328 & 328 A
Rules :
Govt. Resolutions :
Circulars :
Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---|---|--|------------|-----------------------------------|---------|
| 3 | Cancellation of permit u/s 328 & 328 A of MMC Act | After receiving application along with permit, see that whether permit is renewed till date of application. | 2 days | Inspector (Lic.) | |
| | | If permit is found unrenewed, letter to party for renewal of permit within specific period. | 2 days | Inspector (Lic.) | |
| | | If permit is renewed till date of application or if party renewed permit after letter to party, inspection of site is done to see that party has removed the glow sign board, hoarding, etc. | 3 days | Inspector (Lic.) | |
| | | Put up proposal for sanction of Sr. Inspector (Lic.) for cancellation of permit as per format. | 3 days | Inspector Sr. Inspector (Lic.) | |
| | | As per sanction of Sr. Inspector (Lic.) for cancellation of permit, permit is cancelled by taking approval of Sr. Inspector (Lic.) through SAP System. | | | |
| Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 30 days of application and sanctioned papers are to be sent to H.C. (Revenue) Department for audit and further disposal. | | | | | |

Name of Activity : Procedure for complaint redressal of permits u/s 328 & 328 A of the MMC Act
Name of the Act : M.M.C. Act, 1888
Related provisions : Section 328 & 328 A
Rules :
Govt. Resolutions :
Circulars :
Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---------|---|--|------------|-----------------------------------|---------|
| 4 | Complaints received in writing or on SAP system | Complaints received in writing or on SAP system by Sr. Inspector (Lic.) handed over the complaints to concerned Licence Inspector. | 3 days | Inspector Sr. Inspector (Lic.) | |
| | | After receiving the complaints, visit that site. Inspection Report is to be given though party has produced valid permit or not | 4 days | Inspector (Lic.) | |
| | | (a) If party produced valid permit and if any infringement of conditions of permit is found, letter to party is to be drawn regarding forfeiture of Security Deposit. By taking approval of Sr. Inspector (Lic.) through SAP system S.D. is to be forfeited and direct the party for payment of S.D. | 3 days | Inspector Sr. Inspector (Lic.) | |
| | | (b) If party has not produced valid permit within specific period given in I.R., prosecution is filed against concerned party through Legal Department. | 7 days | Inspector Sr. Inspector (Lic.) | |
| | | Letter to complainant regarding action taken against party. | | | |
| | | Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 15 to 20 days from receipt of complaint. | | | |

Name of Activity : Procedure for transfer of Hawkers licences
Name of the Act : M.M.C. Act, 1888
Related provisions : Section 313A / 313B
Rules :
Govt. Resolutions :
Circulars : Provisions made by circulars issued from time to time for
hawkers licence u/s 313A & 313B of the MMC Act
Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---------|--|---|------------|---|---------|
| 1 | Transfer of hawker licence issued u/s 313A / 313B of MMC Act (Except HPCO Licence) | After receiving application with documents, scrutinize the same. For 3rd party transfer, if party has applied before Feb. 2007, then only application will be forwarded for further process. For legal heir transfer, after the death of licensee, letter to applicant calling him along with original documents and legal documents on stamp paper such as Indemnity Bond, NOC from other legal heirs and applicant's Undertaking. | | Inspector | |
| | | After submitting all documents, I.R. is given. | | Inspector | |
| | | Application along with all documents submitted by applicant and I.R. report in file, sent to A.S.L. (City) for verification and remarks. | | Inspector Sr. Inspector (Lic.) | |
| | | After receiving remarks from A.S.L. (City), proposal is sent to D.M.C. (HR) for sanction (i.e. transfer of licence) through Asst. M.C. N- Ward. | | Inspector Sr. Inspector (Lic.) Asstt.M.C. N- Ward | |

| | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---|----------|--|------------|-----------------------------------|---------|
| | | After receiving sanction to proposal from D.M.C. (HR) letter to party for payment of transfer fees and other charges as due applicable. | | Inspector | |
| | | On submitting the receipt of payment of transfer fees and other charges, necessary changes are done on licence as per sanction of D.M.C. (HR) on SAP system by taking approval of Sr. Inspector (Lic.). After that copy of licence is given to Applicant. | | Inspector Sr. Inspector (Lic.) | |
| | | After receiving xerox copy of licence, file is sent to H.C. (Revenue) for further disposal. | | Inspector H.C. (Rev.) | |
| Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 30 days subject to sanctions received from higher authorities. | | | | | |

Name of Activity : Procedure for transfer of HPCO licences
Name of the Act : M.M.C. Act, 1888
Related provisions : Section 313A / 313B
Rules :
Govt. Resolutions :
Circulars : Provisions made by circulars issued from time to time for HPCO licence u/s 313A & 313B of the MMC Act
Office Orders :

| Sr. No. | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---------|---|--|------------|---|---------|
| 2 | Transfer of HPCO licence issued u/s 313A of MMC Act | After receiving application from applicant, it is necessary to have letter from Sanstha from whom stall (HPCO) is given to first licensee. (Recommendation letter from Sanstha is necessary for transfer of HPCO licence) | | Applicant Sanstha Inspector (Lic.) | |
| | | Letter to applicant for submitting documents alongwith original such as photo I.D., residential address proof, physically handicapped certificate, certificate from Govt. or Municipal Hospital for not having disease to applicant and Affidavit-cum-Undertaking on stamp paper | | Inspector (Lic.) | |
| | | After receiving all documents I.R. is given on spot. | | Inspector (Lic.) | |
| | | Application along with all documents and IR in file, sent to A.S.L. (City) for verification and remarks. | | Inspector Sr. Inspector (Lic.) | |
| | | After receiving remarks from A.S.L. (City), proposal is sent to D.M.C. (HR) for sanction (for transfer of vendership on HPCO licence) through Asstt .M.C., N- Ward | | Inspector Sr .Inspector (Lic.) Asstt.M.C. N/ Ward | |

| | Activity | Steps involved | Time Limit | Responsible employee or officer | Remarks |
|---|-----------------|--|-------------------|--|----------------|
| | | After receiving sanction from D.M.C.(HR), letter to party for payment of transfer fee and other charges as applicable. | | | |
| | | On submitting the receipt of payment of transfer fees and other charges, necessary changes are done on licence as per sanction of D.M.C. (HR) on SAP system by taking approval from Sr. Inspector (Lic.). After that copy of licence is given to applicant. | | Inspector Sr. Inspector (Lic.) | |
| | | After receiving xerox copy of licence, proposal is sent to H.C. (Revenue) for further disposal. | | Inspector H.C. (Rev.) | |
| Mandatory days to be considered after completion of previous steps. All this procedure is to be completed within 30 days subject to sanctions received from higher authorities. | | | | | |

- **Section 4(i)(b)(iv)**

Norms set for discharge of its functions in the office of Designated Officer and Sr. Inspector(Licence)

Organizational Targets (Annual)

| Sr. No. | Designation | Activity | Financial Targets (in Rs.) | Time Limit | Remarks |
|----------------|----------------------------|-------------------------------------|---|---|----------------|
| 1 | Senior Inspector (Licence) | As mentioned in Section 4(i)(b)(ii) | There is no financial target set for this Dept. As mentioned earlier, the work is carried out on day to day basis | Time limit for each activity is mentioned in Section 4(i)(b)(iii) | |
| 2 | Inspector (Licence) | As mentioned in Section 4(i)(b)(ii) | There is no financial target set for this Dept. As mentioned earlier, the work is carried out on day to day basis | Time limit for each activity is mentioned in Section 4(i)(b)(iii) | |

Section 4(i)(b)(v)

The rules / regulations related with the functions of Sr. Inspector (Licence)

(Licence)

| Sr. No. | Subject | | G.R. / Circular / Office Orders / Rule No. / Notification, etc. & Date | Remarks |
|---------|--|---|---|---------|
| 1 | Circulars issued for Hawkers licences under section 313A & 313B of MMC Act | 1 | <u>SL/02 of 1974-75</u> Not more than one cobbler pitch licence will be granted in one family. | |
| | | 2 | <u>SL/29 of 1974-75</u> No any new stalls to hawker on road or footpath will be allowed. | |
| | | 3 | <u>SL/92 of 1976-77</u> For infringement of hawker licence's condition, S.D. should be forfeited. | |
| | | 4 | <u>SL/75 of 1977-78</u> Transfer of hawker licence on medical ground, licensee must produce medical certificate from Medical Supdt. or any Municipal Hospital. | |
| | | 5 | <u>SL/102 of 14.1.1982</u> Licence fee plus RRC plus Ground Rent is to be charged. | |
| | | 6 | <u>SL/11 of 1983-84</u> Rolling shutter to stalls at Rs.25/- per year by taking note on licence as stall with Rolling Shutter. | |
| | | 7 | <u>SL/44 of 15.12.1987</u> Not to shift stall licences from one ward to another ward. | |
| | | 8 | <u>SL/15 of 1997-98</u> Transfer of Sq. stall licences on legal hair basis due to death, transfer fee is revised from Rs.50/- to Rs.500/-. | |
| | | 9 | <u>SL/44 of 16.2.1999</u> No permission is to be given for Aarey Sarita Stall or MAFCO Centres on road or footpath. | |

| Sr. No. | Subject | G.R. / Circular / Office Orders / Rule No. / Notification, etc. & Date | Remarks |
|---------|---------|---|---------|
| | | 10 <u>SL/3 of 2001-02</u> Restoration of hawker licences u/s 313A & 313B cancelled due to non-payment of licence fees. | |
| | | 11 <u>SL/21 of 2007-08</u> Transfer of hawker licences from 12.2.2007. | |
| | | 12 <u>SL/18 of 2008-09</u> Restoration of hawker licences cancelled due to non-payment of licence fees. (Application received after 31.12.2008). | |
| | | 13 <u>SL/21 of 2008-09</u> HPCO licences can be renewed for the period of 1 year. Upto 1 year, S.D. should not be forfeited. | |
| | | 14 <u>SL/22 of 2008-09</u> Authority for restoration of hawker licences, upto 6 months - Sr. Inspector (Lic.) and more than 6 months to 2 or 3 years - Asst. Commissioner of Ward. | |
| | | 15 <u>SL/3 of 2010-11</u> Licence fees can be accepted upto 1 year in advance from cobbler. | |

**The rules / regulations related with the functions
of Sr. Inspector (Licence)**

(Licence)

| Sr. No. | Subject | G.R. / Circular / Office Orders / Rule No. / Notification, etc. & Date | Remarks |
|---------|---|---|---------|
| 2 | Circulars and rules for the licences issued under section 313(i)(b)(c) of MMC Act (Projection Lic.) | <p>Projection licences are issued as per section 313(i)(b)(c) of MMC Act and fee is charged as per section 479(2). Necessary licence (projection) is issued subject to condition that projections must be put up below 12 feet of ground level.</p> <p>Unauthorized projections are removed as per section 314(b) of MMC Act and prosecutions are launched u/s 471.</p> | |
| | | <p>1 <u>SL/46 of 1970-71 dt. 14.10.1970, SL/51 dt. 27.9.1976 & SL/316 dt. 8.12.1965</u> No licence issued over open drain. No new dead wall cupboards shall be permitted. No licences are issued over inspection chambers, manholes, storm water drains, entrance of house gullies. No showcases be permitted on Arcade Pillars.</p> | |
| | | <p>2 <u>SL/18 of 12.8.1974</u> Address of premises should be painted on projection.</p> | |
| | | <p>3 <u>SL/59 of 14.3.1980</u> Projections are charged and permission is granted as per section 313(i)(b)(c) of MMC Act by Licence Department.</p> | |
| | | <p>4 <u>SL/155 of 10.8.1965</u> Hanging below projections on municipal street / footpath are not allowed.</p> | |
| | | <p>5 <u>SL/87 of 10.2.1971</u> A.C. units projections should not be charged.</p> | |
| | | <p>6 <u>SL/79 of 18.1.1972</u> Storage of material is not allowed in box type projection.</p> | |
| | | <p>7 Weather frame exceeds than 1.22 meters in width shall be treated as O.H.A.</p> | |

**The rules / regulations related with the functions
of Sr. Inspector (Licence)**

(Licence)

| Sr. No. | Subject | G.R. / Circular / Office Orders / Rule No. / Notification, etc. & Date | Remarks |
|---------|--|---|--|
| 3 | Circulars and rules for the licences issued under section 394 of MMC Act (Trade Licence & Storage Licence) | As per MMC Act, section 394(1), no person shall be allowed to keep any article specified in Schedule "M" Part-I, in excess quantity specified in Part-II and for sale or for other than domestic use any article specified in Part-III. As per Schedule "M" Part-IV, no person is allowed to carry on any trade without licence mentioned in its (i) & (ii). | |
| | | Schedule "M" is a list of licensable articles and trade which is devised into 4 parts in connection section 394 of MMC Act. | |
| | | <u>Section 479 of MMC Act</u> | |
| | | 1 | Licence can be granted by specifying period signed by M.C. or empowered officer of MCGM. |
| | | 2 | Licence fee may be charged as fixed by M.C. and sanction of Corporation. |
| | | 3 | Licence can be revoked by M.C. if its condition is infringed. |
| | | 4 | If licence is suspended or revoked or time period expired (unrenewed) deemed to be without licence. |
| | | 5 | Licence must be produced on demand by M.C. or authority of MCGM. |
| | | | <u>Prosecutions</u> |
| | | | Prosecutions can be lodged for not having licence for keeping licensable article or trade as above |
| | | 1 | For keeping articles in Part-I in Schedule "M" - S. 394(1)(a)(i) / 471. |
| | | 2 | For Part-II in Schedule "M" for keeping articles excess than free limit - S. 394(1)(a)(ii) / 471 |
| | | 3 | For Part-III in Schedule "M" for keeping articles for sale or use other than domestic purpose without licence - S. 394(1)(b) / 471 |
| | | 4 | For Part-IV in Schedule "M" for carrying any trade (i) & (ii) without licence - S. 394(1)(e)(i) / 471 |

**The rules / regulations related with the functions
of Sr. Inspector (Licence)**

(Licence)

| Sr. No. | Subject | G.R. / Circular / Office Orders / Rule No. / Notification, etc. & Date | Remarks |
|---------|---------|--|---------|
| | | <u>Circulars</u> | |
| | | 1 <u>SL/3652/LLS of 12.1.1977</u> Taking cognizance or offence u/s 394 of MMC Act by the Police (Sec. 516AA of MMC Act). | |
| | | 2 <u>SL/6 of 1976-77</u> Powers to issue licences u/s 394 of MMC Act delegated to W.O. directly. | |
| | | 3 <u>SL/8136 of 3.5.1976</u> The storage controlled by BPT would be covered u/s 394 of MMC Act and hence required licence u/s 394 of MMC Act. | |
| | | 4 <u>SL/17 of 1993-94</u> For keeping paper or paper boards or products thereof as well as cloth, licence is not required. (As per Govt. Official Gazette dated 22.10.1991). | |
| | | 5 <u>SL/18/Lic of 13.8.2001, SL/21 of 30.8.2001 & SL/30 of 21.1.2001</u> Implementation of One Window System to issue licences for trade, storage u/s 394 of MMC Act. | |
| | | 6 <u>SL/17 of 2006-07, SL/14 of 2007-08 & SL/17 of 2007-08</u> Circulars for action against unauthorized fire crackers on road, footpath and guideline for renewal of fire crackers licences. | |
| | | 7 <u>SL/16413/Ench of 25.2.2009</u> Licences under section 394 of MMC Act for keeping combustible liquid i.e. Alcoholic Beverages in excess of 1000 litres. | |
| | | 8 <u>AA/11222/Lekha of 14.10.2011</u> Revision of Trade Refusal Charges. | |

Section 328 and 328 (A) of the M.M.C. Act

Policy Guideline on grant of permission for display of Sky signs and Advertisement under section 328 and 328 (A) of the M.M.C. Act.

Section 4(i)(b)(vi)

Statement of categories of documents held in the office of Senior Inspector (Licence), "N" Ward

| Sr. No. | Subject | Type of document / File or Register | File No. or Register No. | Particulars | Periodicity of preservation |
|----------------|--|--|---------------------------------|--|------------------------------------|
| 1 | Log Sheets | Inward papers | | Details of applications, complaints and other documents received by Department. | |
| 2 | Outward Register (Internal Department) | Outward papers | | Details of applications, complaints and other documents forwarded to internal Departments of N-Ward. | |
| 3 | Outward Register (External Department) | Outward papers | | Details of applications, complaints, documents forwarded to external Departments of MCGM, Govt. authorities and correspondence with applicants / complainants / citizens, etc. | |
| 4 | Court Register | | | Details of prosecutions lodged against parties who have not produced valid licences required under sections 394(i), 313(i)(b)(c) & 328/328A of MMC Act. | |

| Sr. No. | Subject | Type of document / File or Register | File No. or Register No. | Particulars | Periodicity of preservation |
|---------|---|-------------------------------------|--------------------------|--|-----------------------------|
| 5 | I.R. Books | | | Investigation reports which are given at the time of inspection of licences issued under sections 313(a)(b), 313(i)(b)(c), 328/328A & 394(i) of MMC Act. I.R. also given at the time of new, transfer as well as cancellation of licences issued under sections 313(a)(b), 313(i)(b)(c), 328/328A & 394(i) of MMC Act. | |
| 6 | Register for information regarding new licences issued under section 394 | | | Detailed information regarding new licences issued to parties such as name of party, address, licence number, fees, receipt no., etc. | |
| 7 | Register for information regarding new licences issued under section 313(i)(b)(c) | | | Detailed information regarding new licences issued to parties such as name of party, address, licence number, fees, receipt no., etc. | |
| 8 | Register for cancellation of licences issued under section 394 | | | Details of cancellation of licences such as name of party, validity, licence number, etc. | |

| Sr. No. | Subject | Type of document / File or Register | File No. or Register No. | Particulars | Periodicity of preservation |
|---------|--|-------------------------------------|--------------------------|--|-----------------------------|
| 9 | Register of counter parts of old licences issued under section 394(i), 313(i)(b) (c) & 328/ 328A of MMC Act. | | | Counter parts of old licences (manually prepared licences) issued under sections 394(i), 313(i)(b) (c) & 328/ 328A of MMC Act. | |
| 10 | Register for Hawkers licences | | | Details of hawker licences such as old and new licence number, name of party, R.A., licensable permitted area, commodity, etc. | |
| 11 | Circular File | | | Various circulars issued by S.L. Department, D.M.C. (Special), D.M.C. (HR), A.M.C. (City) and Hon'ble M.C. regarding new orders, amendments, policy and guidelines, etc. | |
| 12 | RTI Application and their replies as well as Appeal made under RTI Act | | | Details of application received under RTI Act and replies given to the same. Details of Appeal made by applicant under RTI Act and orders passed by Appellate Authority. | |
| 13 | RTI Register | | | Details of RTI applications such as name of party, address, particulars, date and letter to party, etc. | |

Section 4(i)(b)(vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office

| Sr. No. | Consultation for | Details of the mechanism | Under which Act / Rule / Circular | Periodicity |
|----------------|-------------------------|---------------------------------|--|--------------------|
| | NIL | NIL | NIL | NIL |

Section 4(i)(b)(viii)

Statement of Boards, Councils, Committees or other Bodies

| Sr No | Name of the Committee Board / Council / Other bodies | Composition of Committee Board / Council / Other bodies | Purpose of the Committee Board / Council / Other bodies | Frequency of meetings | Whether meeting open to public or not | Whether Minutes are available to public or not | Minutes available at |
|--------------|---|--|--|------------------------------|--|---|-----------------------------|
| | NIL | NIL | NIL | NIL | NIL | NIL | NIL |

Section 4(i)(b)(ix)

Directory of the Officers and Employees

| Sr. No. | Designation | Name of the officer / employee | Cadre | Date of joining the post | Date of joining in N- Ward | Contact details (Phone / Fax / Email) |
|----------------|----------------------------|---------------------------------------|--------------|---------------------------------|-----------------------------------|--|
| 1 | Senior Inspector (Licence) | Mr. Vilas D. Dagale | B | 12.01.2005 | August-2014 | 022-25010161 |
| 2 | Inspector (Licence) | Mr. Ramesh B. Chavan | C | 12.01.2005 | October-12 | 022-25010161 |
| 3 | Inspector (Licence) | Mr. Shrawan P. Sheravate | C | 31.12.2004 | October-12 | 022-25010161 |
| 4 | Inspector (Licence) | Mr. Rajendrakumar S Rajput | C | 23.01.2006 | October-12 | 022-25010161 |
| 5 | Inspector (Licence) | Mr. Nagesh D. Satam | C | 25.01.2006 | October-12 | 022-25010161 |
| 6 | Inspector (Licence) | Smt. Priti P. Hirve | C | 30.08.2006 | October-12 | 022-25010161 |
| 7 | Peon | Mr. Dilip R. Bharati | D | 27.12.1989 | June-2011 | 0022-25010161 |
| 8 | Peon | Mr. Dilip J.Gosavi | D | 22.02.1990 | May-2011 | 022-25010161 |

Section 4(i)(b)(x)

**Details of remuneration of Officers and Employees in the office of Licence
Department**

(Amount in Rs.)

| Sr. No. | Name of the officer / employee | Designation | Basic Pay | DA | HRA | CLA | Special Allowance / Transport Allowance / Project Allowance | Total |
|---------|--------------------------------|----------------------------|----------------|-------|------|-----|---|-------|
| 1 | Mr. Vilas D. Dagale | Senior Inspector (Licence) | 15380 +4300 | 21058 | 5904 | 463 | 600 | 47905 |
| 2 | Mr. Ramesh B. Chavan | Inspector (Licence) | 15390 +2800 | 19463 | 5457 | 463 | 600 | 44373 |
| 3 | Mr. Shrawan P. Sheravate | Inspector (Licence) | 16830 +2800 | 21004 | 5889 | 463 | 600 | 47784 |
| 4 | Mr. Rajendrakumar S .. Rajput | Inspector (Licence) | 17010 +2800 | 21197 | 5943 | 463 | 600 | 48213 |
| 5 | Mr. Nagesh D. Satam | Inspector (Licence) | 14870 +2800 | 18907 | 5301 | 463 | 600 | 43141 |
| 6 | Smt. Priti P. Hirve | Inspector (Licence) | 14530 +2800 | 18543 | 5199 | 463 | 600 | 41872 |
| 7 | Mr. Dilip R. Bharati | Peon | 11730 +1900 | 14584 | 4089 | - | 600 | 33218 |
| 8 | Mr. Dilip J. Gosavi | Peon | 11730 +1900 | 14584 | 4089 | - | 600 | 33218 |

Section 4(i)(b)(xi)

Details of allocation of budget and disbursement made in the office of _____ at _____ for the year _____

- * Publish copy of the budget (in Rs.)
- * Publish copy of grant distribution

Format A for current year

| Sr. No. | Budget Head Description | Grant received | Planned use (Give details area-wise or work-wise in a separate form) | Remarks |
|---------|-------------------------|----------------|--|---------|
| | NIL | NIL | NIL | NIL |

Section 4(i)(b)(xi)

Details of allocation of budget and disbursement made in the office of _____ at _____ for the year _____

- * Publish copy of the budget (in Rs.)
- * Publish copy of grant distribution

Format B for previous year

| Sr. No. | Budget Head | Grant received | Grants utilized | Grants surrendered | Results |
|---------|-------------|----------------|-----------------|--------------------|---------|
| | NIL | NIL | NIL | NIL | NIL |

Section 4(i)(b)(xii)

Details of beneficiaries of subsidy programme in the office of _____

Name of the Scheme / Programme

For the year _____

| Sr. No. | Name & Address of Beneficiary | Amount of subsidy / concession sanctioned |
|---------|-------------------------------|---|
| | NIL | NIL |

Section 4(i)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of _____ at _____

Type of Licence / Permission / Concession :

| Sr. No. | Name of the Licensee | Licence No. | Issued on | Valid upto | General Conditions | Details of the Licence |
|--|----------------------|-------------|-----------|------------|--------------------|------------------------|
| This information is available on MCGM's website - www.mcgm.gov.in | | | | | | |

Section 4(i)(b)(xiv)

Details of information available in Electronic Form in the office of _____

| Sr. No. | Type of Document / File / Register | Sub-Topic | In which electronic format it is kept | Person incharge |
|---------|------------------------------------|-----------|---|-----------------|
| | | | 1) iTape 2) Film 3) C.D. 4) Floppy 5) Any other | N I L |

Section 4(i)(b)(xv)

Particulars of the facilities available for citizens for obtaining information in the office of N- Ward.

| Sr. No. | Type of facility | Timings | Procedure | Location | Person Incharge |
|---------|-----------------------------------|--|---|---|-------------------------------------|
| 1 | Inspection of record under R.T.I. | 3.00 p.m. to 5.00 p.m. on Tuesday & Thursday (Except Holidays) with prior appointment only | For inspection of records no fee for first hour will be charged. However, fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter. | Office of the Senior Inspector (License) N-Ward Office Building, Room No.20, 2nd Floor, Brihan mumbai Mahanagarpalika, , Jawahar Road, Ghatkopar East, Mumbai 400077. | Senior Inspector (Licence), N- Ward |

Section 4(i)(b)(xvi)

Details of Public Information Officers in the jurisdiction of (Public Authority) in the office of _____

P.I.O.

A

| Sr. No. | Name of P.I.O. | Designation | Jurisdiction as PIO under RTI | Address / Phone No. | Email id for purpose of RTI | Appellate Authority |
|---------|----------------------|----------------------------|-------------------------------|--|-----------------------------|---|
| 1 | Shri Vilas D. Dagale | Senior Inspector (Licence) | N-Ward | Office of the Senior Inspector (License) N- Ward Office Building, Room No.20, 2nd Floor, Brihanmumbai Mahanagarपालिका, Jawahar Road, Ghatkopar East,, Mumbai 400077. | - | Assistant Municipal Commissioner N-Ward |

Section 4(i)(b)(xvi)

Details of Public Information Officers in the jurisdiction of (Public Authority) in the office of _____

A.P.I.O.

B

| Sr. No. | Name of A.P.I.O. | Designation | Jurisdiction as PIO under RTI | Address / Phone No. |
|---------|------------------|-------------|-------------------------------|---------------------|
| - | - | - | - | - |

Section 4(i)(b)(xvi)

Details of Public Information Officers in the jurisdiction of (Public Authority) in the office of _____

Appellate Authority

C

| Sr. No. | Name of Appellate Authority | Designation | Jurisdiction as PIO under RTI | P.I.O. reporting | Email id for purpose of RTI |
|----------------|------------------------------------|---|--------------------------------------|---------------------------------------|------------------------------------|
| 1 | Shri Ajitkumar B. Ambi | Assistant Municipal Commissioner N- Ward | "N" Ward | Senior Inspector (Licence), N-Ward | - |

Section 4(i)(b)(xvii)

Any other information of Public use

| |
|-------|
| N I L |
|-------|