

## SLUM REHABILITATION AUTHORITY

Circular No: 177

No. SRA/ENG/10-4/10527/Gen

Date: 31 MAY 2017

### C I R C U L A R

**Subject:** Implementation of the Ease of Doing Business - Manual of Procedure for Slum Rehabilitation Scheme (S.R.S.) Approvals

**Reference:** Ease of Doing Business - Manual of Procedure for Slum Rehabilitation Scheme (S.R.S.) Approvals dated 9<sup>th</sup> March 2017, containing circular and process document released by Hon'ble Minister of Housing Shri Prakash Mehta

The Government of India's initiative of Ease of Doing business aims to simplify the process of building approvals and to remove bottlenecks for the same to ensure faster development. This is also in line with the Pradhan Mantri Aawas Yojna's target of creating a large housing pool by 2022.

In normal course permissions under SR schemes are granted in various stages like LOI, layout, IOA, CC, further CC, OC etc. Time lag between the two stages often extends beyond acceptable limits which in turn delays the actual implementation of the project. Often this time lag is misused by the scrupulous builders who are not serious about implementation of the scheme and scout for new purchasers for the project. This is not a desirable situation for expeditious rehabilitation of slum dwellers and to achieve the target of slum free Mumbai.

Under ease of doing business self-certification was found to be acceptable to grant various permissions and reduce the number of steps involved by giving maximum permissions at one go subject to some basic compliances.

To further these mandates the MCGM and SRA had published requisite Circulars and Manuals to simplify the building approval processes. The Ease of Doing Business - Manual of Procedure for Slum Rehabilitation Scheme (S.R.S.) Approvals dated 9<sup>th</sup> March 2017, containing circulars and process documents released by Hon'ble Minister of Housing Shri Prakash Mehta was the first step towards achieving the mandated objective.

Taking into account the spirit of the above directions and desirability of achieving expeditious completion of rehab buildings so as to fulfill the mandate of government, it is directed that referred Ease of Doing Business - Manual of Procedure for Slum Rehabilitation Scheme (S.R.S.) Approvals dated 9<sup>th</sup> March 2017 shall be implemented immediately in its entirety in manual format till the time requisite infrastructure to implement online is not available.

The above directions shall come into force with immediate effect.

TAKH 4123

Chief Executive Officer  
Slum Rehabilitation Authority

Copy :-

1. P.A. to Hon'ble CEO/SRA, Mumbai.
2. Secretary/SRA, Mumbai.
3. Dy. Chief Engineer/SRA, Mumbai.
4. E.E. All/SRA, Mumbai.
5. File.



## Slum Rehabilitation Authority

Circular No.: SRA/ENG/4338/2017

Date: 9<sup>th</sup> March 2017

### CIRCULAR

**Subject:** Ease of doing Business - Manual of Procedure for Slum Rehabilitation Scheme (S.R.S.) Approvals

**Vision:**

To achieve standardized and simplified processes and to bring about predictability thereby ensuring the goal of Slum free Mumbai in shortest possible time.

**Preamble:**

To speed up the approval process this circular envisages parallel approvals of majority of the requirements of the S.R.S., so that different processes operate simultaneously and converge at the time of approval. The circular read with manual aims to ensure time-bound approvals in a transparent manner.

The Manual of S.R.S. Approval has been prepared based on wide consultations with all the departments within S.R.A. The procedures relating to M.C.G.M. departments have been adopted from a similar manual for approval of building approvals adopted by M.C.G.M.

The Manual for S.R.S. Approval (version I) is the first step towards achieving the vision as mentioned in this circular. The manual shall be updated periodically for further improving effective implementation. It will ensure speedier construction permits resulting in overall cost reduction for the Industry and increasing overall efficiency. This circular and manual shall be followed by all the departments of Slum Rehabilitation Authority meticulously.

**I) Acceptance of the Proposal:**

Architect/L.S. shall submit Annexure I (Technical & FSI Details), II (List of Eligibilities. Slum Plan, Annexure - II Certificate etc.), II(a) (Plane Table Survey Slum Plan prepared by Surveyor/Architect and List of existing Slum dwellers and commercial users with their areas). Annexure-III (F.C.'s NOC) along with works/scheme in hands, IV (Ownership Details - CTSO), V (ARS Certificate). VI (Town Planning NOC) & VII (Title Certificate from advocate and undertaking cum

affidavit from developer, promoter and society office bearers) as mentioned in manual for S.R. Scheme approval version I for submission of proposal to an accepting officer, designated by S.R.A. for this purpose along with the registered undertaking stating that all documents submitted are in order. Designated officer will check the no. of the documents as per the check list mentioned in Manual for Approval of S.R. Scheme version(I). The Certified check list along with the proposal shall be submitted to the concerned Sub Engineer within a calendar day. The concerned Sub Engineer shall scrutinize and communicate his findings within seven working days to the Architect/L.S.. Scheme should be accepted if it is prima facie found complete in all respect and confirming that there is no overlapping of schemes.

In case, observations are received and the Architect/ L.S. has submitted his say, a consolidated report shall be submitted to C.E.O. (S.R.A.) within seven working days by Engineering Section. The proposal shall be accepted/ recorded on the 15<sup>th</sup> working day as per orders of C.E.O. (S.R.A.) and the same shall be communicated to Architect/L.S. by the Deputy Chief Engineer.

## **II) Pre LOI Stage:**

On acceptance of the proposal, all Annexures shall be forwarded to respective departments within 3 working days by Engineering section.

After the proposal is accepted, it shall be simultaneously scrutinized by the Finance Department and the Engineering Department, without waiting for Annexure II as per the provisions of cl 3.12 of Appendix IV to regulation 33(10) of DCR 1991. However, if any discrepancy is noticed in the certification from Competent authority with respect to number of slum dwellers, slum scheme boundary, area of slum scheme or any other matter, the LOI shall be revised at that time and the same will be binding on society/developer.

### **1) Annexure-II (Comprising of Annexure-II(a) and final Annexure-II):**

- i) Final Annexure II (complete list of eligible slum dwellers along with certified slum plan, consents and Annexure-II certificate) -**  
On acceptance of the proposal, S.E.(SRA) shall forward the draft Annexure-II (comprising of Annexure-II(a) and final Annexure-II) submitted by the Architect / L.S. to Dy. Collector (SRA) within 3 working days of acceptance. The Dy. Collector (SRA) shall forward the same to the respective competent authority within 2 working days of receipt from Engineering section. Competent Authority shall verify and certify the list of slum dwellers and area only, within 1 month for area up to 500 huts, 1 1/2 months for area up to 1000 huts and 2 months for area above 1000 huts in the form of Annexure-II(a). Thereafter the competent authority shall certify the eligibility of slum dwellers and consents thereto in the form of final Annexure-II. This certified final Annexure-II shall be issued within 3 months from receipt of the Draft Annexure-II from SRA.

- ii) **Annexure-II(a) (part of Annexure-II – comprising only of certified slum plan and list of existing slum dwellers with areas of commercial users) - Annexure-II(a) certified by the competent authority shall be submitted to SRA immediately on receipt of the same from competent authority.**

**2) Annexure III:**

On acceptance of the proposal, S.E. (SRA) shall forward the Pro-forma Annexure - III submitted by the Architect/L.S. to F.C. (SRA) within 2 days of acceptance. Assistant Accounts Officer (AAO) shall scrutinize the documents and communicate the shortcomings if any to Architect/ L.S. and Developer within 5 working days of receipt of papers. Architect/L. S. or developer shall comply and submit requisite papers within 5 working days to Finance Department.

The AAO shall verify financial statements and other documents submitted along with Pro-Forma Annexure III by the L.S./Developer for that number of tenements as communicated by AE/EE. AAO shall submit the Annexure - III file to the Accounts Officer in 4 days, after verifying residual capacity of the developer, as per net worth certificate issued by C.A. Accounts Officer shall verify the same and submit with comments, if any, to Finance Controller (S.R.A.) within next 2 days. F.C. (SRA) shall verify the same and certify Annexure-III. Annexure-III shall be issued within 15 days of receipt of all compliance/documents by the Developer/Architect/LS.

**3) Annexure IV (Ownership Documents - CTSO NOC):**

Annexure IV shall be submitted to Designated Officer appointed by CEO(SRA) within 15 days from submission of the proposal.

**III) LOI Stage:**

The Architect / L.S. shall submit the draft note for consideration and approval of CEO (SRA) which should include all the details, concessions sought for and scheme parameters.

Sub-Engineer shall scrutinize the proposal within 15 days of submission of proposal in the format hereinabove and submit a report to the Assistant Engineer. Assistant Engineer shall submit a report to Executive Engineer with comments within seven days. Executive Engineer shall submit the report to Dy. Chief Engineer with comments within four days. Dy. Chief Engineer shall submit the report to Secretary (S.R.A.) with comments within two days. Secretary (S.R.A.) shall submit the proposal to C.E.O.(S.R.A.) with comments within two days. CEO(SRA) shall approve/reject the proposal, as the case may be. In the event of approval, LOI shall be issued within 3 days of receipt of proposal for grant of LOI.

All concessions necessary for approval of Layout, buildings (Sale and Rehab) shall be obtained at the time of approval of LOI, itself, so that the proposal can be processed and approved by C.E.O.(S.R.A.) at one go.

Thereafter, Layout, IOA will be issued concurrently subject to NOCs from Govt. Authorities which bar the development. On submission of 70% consents/individual Agreements from eligible slum dwellers, CC/Further CC shall be issued\*for Rehab building/s for construction area up to 20,000 sq.mt. for a height within a permissible AGL max. up to 24.00 Mt. till submission of CFO NOC and subject to compliance of the requisite conditions.

Thereafter, in case of Government/MHADA/M.C.G.M. lands, a letter in form of 2.8 NOC as per clause no. 2.8 of Appendix-IV shall be sent to the respective land owning authority. Developer shall publish the LOI in at-least two newspapers, one English and one in Marathi published from Mumbai. The same shall also be published on the website of SRA.

The LOI, layout, plans of building (IOA) shall be approved and issued without waiting for certified annexure-II to VI if the same is not received till the LOI is taken up for processing and approval by Engineering Department. However, all the Annexures duly approved and certified by respective authorities must be furnished before demolition of any slums structures or issue of CC to first rehab building whichever is earlier.

#### **IV) Appointment of Consultants:**

The Owner/Developer shall appoint qualified consultants for technical guidance and design of the various aspects of the S.R.S. as mentioned in the Table 1 and who shall offer detailed reports for submission to S.R.A. The certificate to that effect will be submitted to SRA. The Consultant's Remarks, Design, and Completion Certificate submitted by the developer shall be considered sufficient for processing the proposal. The details of the consultants offering remarks and completion certificate and the qualification of consultants shall be furnished along with application for grant of LOI.

**Table - 1**

| Sr. No. | Particulars of remarks and completion certificate in case of individual plots and Layout / Subdivision / Amalgamation | Remarks / Certification by | Minimum qualification of the consultant to be appointed by developer  |
|---------|---|----------------------------|---|
| 1.      | Internal layout roads / Street Lights / Set back / D. P. Road.  | Consultant                 | Graduation in Civil Engineering with three (3) years' experience in relevant field / Architect registered with council of Architect.            |
| 2.      | Internal sewerage system / STP/ Septic Tank in case of in case of absence of sewer line in the Vicinity               | Consultant                 | Graduation in Civil Engineering with three (3) years' experience in relevant field / Architect registered with council of Architect.            |
| 3.      | Parking layout and maneuverability.   | Consultant                 | Architect registered with council of Architect / Licensed Surveyor Registered with MCGM having three (3) years of experience in relevant field. |
| 4.      | Storm water drain   | Consultant                 | Graduation in Civil Engineering with three (3) years' experience in relevant field.   |
| 5.      | Internal Water Works  | Consultant                 | Graduation in Civil Engineering with three (3) years' experience in relevant field/Architect registered with council of Architect.              |
| 6.      | Mechanical & Electrical works Ventilation   | Consultant                 | Graduation with three (3) years' experience or Diploma with six (6) years' experience in Mechanical Engineering for Mechanical works.           |
| 7.      | HVAC  |                            | Graduation with three (3) years' experience or Diploma with six (6) years' experience in Electrical Engineering for HVAC works.                 |
| 8.      | Electrical Works  |                            | Graduation with three (3) years' experience or Diploma with six (6) years' experience in Electrical Engineering for Electrical works            |
| 9.      | Horticulture works and Tree mapping   | Consultant                 | Graduation in Horticulture, Botany or Agriculture with minimum 2 years' experience in relevant field  |
| 10.     | Fire Safety Consultant  | Consultant                 | Graduate with three (3) years' experience in Fire Safety Engineering.   |

Table 1 contd.....

| Sr. No. | Particulars of remarks and completion certificate in case of individual plots and Layout / Subdivision / Amalgamation | Remarks / Certification by       | Minimum qualification of the consultant to be appointed by developer   |
|---------|---|----------------------------------|--|
| 11.     | Rain Water Harvesting   | Consultant                       | Graduation in Civil Engineering with three (3) years' experience or Graduation in Environmental Engineering with 2 years' experience / Architect registered with council of Architect. |
| 12.     | Geologist   | Consultant                       | Masters degree in Geo Tech. Engineering / Soil Mechanics.  |
| 13.     | R. C. C/ structural Work  | Consultant                       | As per the grades prescribed from time to time by M.C.G.M.   |
| 14.     | Title clearance certificate   | Advocate or Solicitor            | Minimum three (3) years' experience in field   |
| 15.     | Site Elevation and Latitude - Longitude Coordinates   | Authorized Consultant/ Authority | As approved by Airport Authority of India.   |

**Note:**

- i. In place of consultant the Owner/ Developer can appoint institution like IIT, VJTI, SP College of Engineering or equivalent institutions for above said consultancy.
- ii. The Owner/ Developer will have option to obtain remarks/ completion certificate, from the respective MCGM department on payment of fees, charges, etc. as prescribed by MCGM.

**V) Internal Services:**

The design, laying & providing of internal services within a single building or within a Layout proposal shall be the responsibility of the Developer/Consultant. Developer/Architect shall obtain remarks/design from consultants for each of the Internal Services for full potential of development on the Land under Development incorporating guidelines and specification as laid down by the Authorities. The completion certificate of the work done in accordance with the remarks shall also be insisted from the consultants only. Architect/developer shall submit such remarks/design/completion to S.R.A. for record purpose only. MCGM shall issue remarks/completion/NOC within seven (7) days & only in respect of connectivity of each such service to the MCGM facilities.

**VI) Tree Authority NOC / Superintendent of Garden (S.G.) Remarks:**

**(i) In case of cutting and transplantation of trees:**

The application along with the Tree Plan prepared by the Consultant for NOC from Tree Authority shall be accepted by S.G. Dept. of M.C.G.M. The Architect/ L.S. can make application before submission of S.R. Scheme and



- S.G. shall process such application without insisting for L.O.I. or building permission. S.G. shall process such applications received as per norms laid down by M.C.G.M. in this regards for approval of building proposals in M.C.G.M. Tree Authority NOC shall be insisted by Engineering Section at the time of issue of C.C. of first rehab building/ Plinth CC of any other building in the scheme, whichever is earlier. The revised Tree Authority NOC shall be required only in case the foot print of the proposed building line, basement/podium line, is extended outwards.

**(ii) In case of no cutting of trees:**

- Architect/ L.S and Owner/Developer shall submit the certified copy of the Tree plan prepared by the consultant, showing the trees on the plot as per the site condition, with details of trees as per the Annexure V of manual, duly signed by both consultant & owner/developer, to Executive Engineer (S.R.A.), along with the Building Permission application. Consultant and Owner/Developer will be responsible for correctness of number and location of trees shown the plan and will be held responsible for misrepresentation or for providing false Information. Executive Engineer (S.R.A.) shall forward the copy of tree plan with details to Superintendent of Garden Office for their information, record & NOC in such cases will not be required.

**VII) Insecticide Treatment Charges from Pest Control Office (P.C.O.):**

The insecticide treatment charges shall be one time for a block of five years and shall be calculated on the total built up area of the proposed building under construction. The said charges shall be as may be prescribed by the MCGM from time to time. This payment shall be made at the office of M.C.G.M. The payment receipt shall act as sufficient compliance of requirements by PCO.

**VIII) NOC for availability of water supply:**

The applicant may submit the application for Remarks for availability of water Supply from the MCGM considering the full potential of the plot under development along with the Consultant's report specifying the requirement of water supply for the project. The Executive Engineer (Planning & Research) Water Works, M.C.G.M. shall accept and process such application without insisting L.O.I. or building approvals and shall issue its Remarks within 7 days of the receipt of the application, as is being done in case of M.C.G.M. building proposals.

**IX) Remarks for Underlying Water main / Water trunk / Aqua Duct / Sewerage Line etc.:**

The applicant may submit the application for Remarks for water main / water trunk / aqua duct & sewerage line, underneath the plot under development. The Executive Engineer (Planning & Research) Water Works, M.C.G.M. & Executive Engineer (SP), M.C.G.M. respectively shall accept and process such application without insisting L.O.I. or building approvals and shall issue its Remarks within 7 days of

the receipt of the application, as is being done in case of M.C.G.M. building proposals.

**X) ULC NOC:**

The developer/owner shall be responsible for compliance of the ULC NOC for the land under development. The developer/owner shall submit the registered undertaking cum indemnity bond on stamp paper as applicable indemnifying SRA & as per the directives & along with draft for the same issued by Dy. Director(UD) u/no-ULC-10(2008)/CR-1/2008/ULCA-1 dt.1.3.2008.

**XI) Debris Management, Vermiculture and Property Tax:**

The Owner/Developer shall submit self-certifications for Debris Management, vermiculture and Property Tax.

**XII) Remarks from Consultants:**

All remarks by the consultants will be submitted by the Architect/ L.S. along with the application for building permission for records of the S.R.A. The respective Consultant & Owner/Developer shall be responsible for any defects in the internal services which may crop up due to any shortcomings / mistakes in the remarks by the consultant. The design, adequacy and execution of all internal services whose remarks are issued by the Consultant will strictly be the responsibility of the respective consultant and Owner/Developer. Architect/L.S. shall be responsible for ensuring the incorporation of all the remarks given by various consultants for various services (except, R.C.C. details) required for the proposal.

**XIII) Clearance from following departments shall be submitted along with the application, wherever required:**

- I. Forest/National Board for Wild Life (NBWL) in respect of properties affected by Forest.
- II. MHCC in respect of properties under Heritage List.
- III. Land owning authority. e.g. MHADA, Collector.
- IV. Archeological survey of India.
- V. Railway NOC in case of property affected by Railways.
- VI. MCZMA in case of property affected by CRZ.
- VII. Ward Office / Estate in case of estate properties
- VIII. Maharashtra Pollution Control Board,
- IX. MOEF
- X. Commissioner of Police,
- XI. Department of Industry
- XII. Electric Company for Overhead Lines,
- XIII. MHADA Board,
- XIV. MMRDA,
- XV. Metro/Mono Railway
- XVI. PWD in case of access from Highway

- XVII. Arthur Jail / Byculla Jail.
- XVIII. Defense Department.
- XIX. Collector clearance in case of Leased Property from collector.
- XX. HRC
- XXI. Plot boundary/Reservation demarcation from Competent Authority.
- XXII. C.F.O.

**XIV) Commencement Certificate up to Plinth for Rehab buildings except mentioned hereinabove at LOI stage and Sale buildings:**

On receipt of appropriate NOCs & Remarks from all the applicable authorities and remarks from consultant for infrastructure and utility services, along with the proposal, the same shall be scrutinized by S.E.(S.R.A.), A.E.(S.R.A.) & approved by E.E.(S.R.A.) within 7 days.

**XV) Further Commencement Certificate:**

- 1) If all the compliances required for further CC of Rehab and Sale Buildings are complied at the time of CC itself then further CC shall be granted along with Plinth CC itself by taking approval of Dy.Ch.Eng./SRA. However, Developer/L.S. shall inform SRA on completion of Plinth immediately and sub-Engineer shall inspect site and carry out Plinth checking within 7 days.
- 2) Application for Further CC along with the report shall be submitted by the Architect/L.S. in accordance with the Annexure-VI of the Manual. The same shall be scrutinized along with the site visit by S.E.(SRA) and approved by S.E.(SRA), A.E.(SRA) and approved and issued by E.E.(SRA) within 10 days of date of application.
- 3) The application for further CC shall be submitted along with clearances (if any) required. In case of proposal where construction area exceeds 20,000 Sq.mt., the application shall be accompanied with clearance from MOEF.
- 4) The further CC for height of proposed building beyond 70 Mt. or as permissible as per Civil Aviation requirement, whichever is lower, shall be issued, after obtaining clearance from High Rise Committee (HRC) and Civil Aviation Authority.
- 5) The developer shall obtain NOC from Electrical Service Provider for Substation / Receiving Station for the full potential of the plot at the time of Further CC of last building in the layout.
- 6) Co-relation between Rehab component and sale component shall be maintained as per DCR or as decided by CEO(SRA).

**XVI) For Layout / Subdivision / Amalgamation:**

The layout proposal along with plan submitted, by Architect / L.S. shall be scrutinized by S.E.(S.R.A.), A.E.(S.R.A.) & E.E.(S.R.A.) within 10 days. Based on the scrutiny Report of the Layout Approval submitted by S.E.(S.R.A.), A.E.(S.R.A.) & E.E.(SRA) will be approved by Dy.Ch.E.(S.R.A.) within 03 days thereafter.

On approval of the layout by Engineering department, the same shall be forwarded to City Survey Department of S.R.A. for processing the subdivision/amalgamation proposal for entering the same in Revenue records, within 15 days and shall be put up for approval of CEO (SRA). On receipt of approval of CEO (SRA) the same shall be communicated to concerned C.T.S.O. for doing the needful in the case.

**XVII) The Labour / Transit Camp/Temporary Structures like RMC Plant, material storage shed, site office etc.:**

The Transit Camp permission for construction work shall be scrutinized by S.E.(SRA), A.E.(SRA) and approved by E.E.(SRA) for the slum dwellers within 10 days on receipt of the proposal from Architect/L.S.

The Labour Camp permission for construction work shall be issued by treating them at par with transit camps for the slum dwellers & copy of the approval shall be forwarded to the respective A.E.(Ward) office of M.C.G.M. for information.

The permission for construction work of Temporary Structures like RMC Plant, material storage shed, site office etc. shall be scrutinized by S.E.(SRA), A.E.(SRA) and approved by E.E.(SRA) for the slum dwellers within 10 days on receipt of the proposal from Architect/L.S.

The validity of such permissions shall remain till completion of project or completion of rehab component as may be applicable without any necessity of applying for renewal but subject to payment of renewal charges as may be applicable at the time of grant of permission itself.

**XVIII) Amendments to Building Plans and Layout:**

Building plans approved are required to be amended while the construction is being carried out. The Amendment are required to be done for many reasons, including site conditions, market requirements, Tenants/occupants requirements and many other reasons. Since work is ongoing, and any stoppage of work will result into financial loss because of, customer and slum dwellers complaints and claims, and such other reasons, it is noticed that such amendment are incorporated at the site, but are submitted to S.R.A. for its approval at the time of seeking OCC of the building or a wing. The S.R.A. is intending to create an environment of compliance and for such reason states, that any amendment to building plan or layout of the ongoing project shall be approved within 15 days by E.E.(SRA) if the proposal does not contain concessions beyond what is already approved. Otherwise it shall be

approved within 30 days and such cases shall be taken up on priority to any other new or miscellaneous proposals.

- 1) Where amendments of Building Plans, do not require any revision of CFO NOC or Tree NOC or concessions granted, then such amendments shall be approved within a period of 10 days of submission of the amended plans with Fact Sheet and Report for amendment by Architect /L.S. Fact Sheet shall be scrutinized by S.E. (S.R.A.) within 4 days of submission and shall be further scrutinized by by A.E. (S.R.A.) within 7 days. The Report of the amendment to plans shall be simultaneously scrutinized by A.E. (S.R.A.) and forwarded to E.E.(S.R.A.) who shall approve the plans of building approval within 10 days of the submission of application for amendment to building approval.
- 2) Where amendment to Building plans require revision of CFO NOC, then Architect/L.S. shall submit the amended plans to CFO for its amended remarks and CFO shall scrutinize the such amended plans and issue the amended Remarks as per policy and timeframes prescribed by M.C.G.M. for processing the building permissions.
- 3) Where amendment to Building plans require revision of S.G Remarks, then Architect/L.S. shall submit the amended plans to S.G. for its amended remarks and S.G. shall scrutinize such amended plans and issue the amended Remarks as per policy and timeframes prescribed by M.C.G.M. for processing the building permissions.
- 4) Where amendment to Building Plans require revision of concession already approved, and then the Architect/ L.S. shall submit the Fact Sheet for amended building permission as per the Form 20 of Section I-E of the Manual. The fact sheet shall be submitted along with Revised Remarks (if any) from C.F.O. and S. G. and the amended plans shall be scrutinized by Sub Engineer (S.R.A.) and Assistant Engineer (SRA) and approved by E.E.(SRA) within 10 days from date of submission of proposal by the Architect/L.S. The concession report for amended plans submitted by the Architect /L.S. shall be scrutinized by S.E.(SRA), A.E.(SRA), E.E.(S.R.A.) & Dy.Ch.E. (S.R.A.). and same shall be submitted for approval of CEO(SRA) within 15 days from the receipt of proposal.
- 5) The approval to amended Building Plans shall be issued by E.E.(S.R.A.) within 4 days of receipt of approval to concession report and receipt of revised remarks of C.F.O. (if any) and NOC from S.G. (if any).
- 6) Amendment to Layout, shall be submitted by Architect /L.S. to Engineering Section and shall be processed in accordance with para XVI of this circular.

**XIX) Municipal Services:**

All permissions/ services to be offered to S.R.A. projects by M.C.G.M. agencies like ward office, H.E. Department etc. shall be offered as per the procedure specified for building proposals by M.C.G.M.

**XX) Occupation Certificate (OC) / Building Completion Certificate (BCC) Stage:**

The Architect /L.S. shall submit compliance reports along with completion certificate obtained from the consultants to the CFO and Tree Authority wherever applicable.

1. The CFO and Tree Authority shall complete the site inspection within 7 days of receipt of such application along with the completion reports of the Consultant through the Architect. On the satisfactory completion of the site visit, the CFO and S.G. shall issue completion certificate within 7 days thereafter. In case the completion certificate is not issued within 15 days of the date of application by the Architect or any observation/objection is not communicated to the Architect / L.S., then the application requesting for the completion certificate shall be deemed to have been approved by the S.G. and CFO respectively.
2. The Architect / L.S. shall submit compliance reports along with completion certificate obtained from S.G. and CFO Department, as per the Annexure VII and VIII of the manual respectively, to the Engineering Section.
3. The Architect/L.S. shall also submit completion certificate in respect of the building along with completion report from various consultants in respect of internal services and self-certifications as may be required.
4. The Architect /L.S. shall also submit Assessment NOC or latest paid bill of Assessment Tax along with application for OCC/BCC in respect of plot on which each of the Building or a wing is constructed.
5. **In cases of single building:**  
  
On submission of BCC by Architect/L.S., OC and BCC shall be issued simultaneously and within 15 days by Executive Engineer (S.R.A.) subject to compliances of the approval conditions without insisting certificate u/s 270 A of MMC Act.
6. **In case of a Building or wing of a Building in the layout.**  
  
On submission of BCC by Architect/L.S. for each of a building or a wing in the layout (except for the last building/ wing in the layout) OC and BCC shall be issued simultaneously and within 15 days by Executive Engineer (S.R.A.), subject to compliances of the approval conditions in respect of such

building/ wing & without insisting certificate u/s 270 A of MMC Act. Layout completion shall not be the precondition for issue of OC and BCC for each of a building or a wing (except for the last building/ wing) in the layout & on layout compliance as stated in Para-IX, below. The OC and BCC of the last building or wing in the layout shall be issued simultaneously with layout completion certificate.

7. The Communication of refusal to O.C. and BCC with detail reasons, shall be issued within 7 days from the date of application and submission of requisite compliances
8. O.C. will be issued only after making all necessary payment due at that stage including maintenance deposit.
9. Allotment of rehab tenement shall be made by drawal of lots as detailed in circular No.162.

The process followed by MCGM for grant of OC shall be followed mutatis-mutandi.

**XXI) Layout, Subdivision, Amalgamation Completion:**

1. All Reservations and Public Amenities provided within Layout shall be handed over to MCGM, on or before grant of OCC/BCC for the area exceeding 75% of the approved Sale Built up Area of the Plot.
2. All infrastructures in Layout shall be completed on or before grant of OCC/BCC of area exceeding 90% of the approved Sale Built up area of the plot.
3. Layout Completion Certificate shall be issued by A.E. (S.R.A.) within 15 days of application being made for the same by Architect / L.S.

**XXII) Handing over of Reservations, Amenity and Area under D.P. Road.**

All Buildable, Non-Buildable Reservations and area under D.P. Roads shall be handed over to Development Plan Department of M.C.G.M. as per the procedure laid down in respect of Building Proposals.

The copy of the possession receipt of Area under the Setback and application to the City Survey Office shall be forwarded to S.R.A. for further action.

**XXIII) General:**

1. All communications to Architects/ L.S./ Developers shall be communicated by Email/ SMS along with letters.
2. All payments for fees, charges, deposits, premium etc. payable in respect of the S.R. Scheme shall be paid at the finance department of SRA. Whenever

the online payment gateway for such payments is ready the developer will have option to make payment online.

3. The Architect / L.S. shall submit the last paid assessment bill-receipt for property under development, along with self-certification received from the Developer / Owner to S.R.A. The NOC from Assessment Department of MCGM shall be insisted only for granting OCC/BCC for the last sale building. The NOC from Assessment Department of MCGM shall not be insisted for obtaining any other remarks or permissions or connections from any departments of MCGM.
4. Since the potential of land exhausts on encumbrance of slum dwellers the slum schemes do not permit any zonal FSI while granting approvals. Thus, the value of the land is independent of the zonal FSI when the said land is encumbered with slums, rather the value of land was initially being considered as zero at the inception of SRA schemes. Benefits accruing out of slum rehabilitation schemes for insitu rehabilitation of slum dwellers are restricted to only incentive FSI against the construction and handing over of rehab component free of cost.  
  
Therefore, the land premium shall be charged at ready reckoner rates applied to land area only.
5. Labour Cess:
  - i) In case of single building before grant of building permission
  - ii) In case of more than one building in the project labour cess to be charged @ ready reckoner rates for construction applied on built-up area (FSI) in stages along with MR&TP development charge.
6. Separate remarks or NOC shall not be insisted from M.C.G.M. Departments where the remarks from the consultants as detailed in serial number I-3 of this circular or self-certification as applicable are submitted for the building proposal / layout on land under development.
7. It is therefore proposed, in order to expedite the demolition process for speedier implementation of scheme, SRA should itself grant the permission for demolition of toilet blocks captured in the slum plan subject to (i) payment of cost of toilet block which in turn would be transferred by SRA to respective public authority and (ii) in case the toilet blocks were being used by neighboring slum dwellers also then making provisions of adequate Mobile Toilet blocks with in the slum plot or outside at suitable place for the balance neighboring slum dwellers.
8. All Applications, Remarks, Reports and completion certificates etc. shall be as per the standard format prepared in the manual.



9. Wherever the remarks and completion have to be obtained from Consultants, the same also shall be in accordance with the format prepared in this manual.
10. All Remarks by the MCGM shall remain valid for the entire project period.
11. All remarks by MCGM and Consultants, shall be issued for the full potential of the project as requested by the applicant and shall be issued without insisting for Layout or Building proposal approval. No fresh Remarks shall be insisted in the event of modifications to the layout or building proposal plans unless there is more than 10% variation in the parameters of the remarks. For example, in case of Remarks issued for Water requirement of the project, no new Remark shall be insisted /required unless the amendment or modification proposed to the layout or plan of the building results in increase of more than 10% of the total water requirement of the project from the total Water requirement as per the remarks issued earlier. However, this condition will not be applicable CFO Remarks which shall be obtained for all those amendments / modification in the building proposal which requires revised approval of C.F.O.
12. Site Inspections wherever required must be carried out within 3 days of receipt of application.
13. The formats, requirements and checklists given in the Manual, shall be followed and no other documents or requirements will be asked for. However, in case of any special need, any document or requirement are necessary to process the proposal then the reason for seeking such additional document or requirement shall be communicated to the Developer/Owner and Architect/L.S. by S.R.A. The Developer/Owner and Architect/L.S. can refer the matter to the Secretary (S.R.A.) in case of disagreement to the reasons given for seeking such additional documents beyond those mentioned in the Manual for Slum Rehabilitation Schemes. The decision of the Secretary (S.R.A.) shall be final and binding.
14. Wherever the concerned officer has any observation in respect of building proposal, he shall communicate the same to the Architect/L.S. and Developer/Owner, within 10 days of receiving application along with specific reasons and also with suggestion of corrective measures. Such communication in respect of remarks/ NOCs/ Approvals/ CC /Further CC etc. can be given only once along with valid reasons and on compliance to these reasons in the form of additional documentation and /or justification by Architect, the proposal shall be processed immediately.
15. The developer shall be entitled to change his consultants appointed provided the remarks/ completion offered by the new consultants are in consonance with the remarks offered by earlier consultant and the fees etc. of the earlier consultant are paid in full by the Developer. The change in consultant appointed by developer if any shall be communicated to SRA forthwith along with details of qualification and experience of new consultant.

16. The number of working days for processing of the proposal stated in this circular shall be binding on the concerned officers. In case of a failure of complying with the time frame by the officer, the next higher authority will assign the work to another officer.
17. Secretary (S.R.A.) shall monitor that all the proposals are processed as per the manual and as per the time period mentioned in this circular and this manual. Any file or proposal, which is delayed beyond the period mentioned in this circular or manual, shall be called for by the Secretary (S.R.A.) within a period of 7 working days of such delay and joint meeting with Concerned officers along with Architect/L.S. and Owner/ Developer shall be called by Secretary (S.R.A.) within next 4 days and it will be ensured that all issues are resolved in such joint meeting. If there are any issues which cannot be resolved at the meeting of the Secretary (S.R.A.), then the matter shall be referred to C.E.O.(S.R.A.) by Architect/Owner or Secretary (S.R.A.), who shall give suitable directions to ensure that proposal is cleared within 10 days of implementation of such directions.
18. The H.O.D. shall submit monthly report of all the pending proposals and movement of each of the Proposal Files in his Department and its status to Secretary (S.R.A.) and he should review the report and call for explanations and reasons from concerned officers for all proposals and files which are being delayed beyond the period mentioned in this circular or manual.
19. The departments shall provide the details on S.R.A. web site in co-ordination with Secretary (S.R.A.) office so as to make available the data on line.
20. Architect/L.S. shall check & submit quarterly progress report along with photographs, about the construction of the proposed building/s, stating that the work is carried out as per the approved plans. Architect/L.S. shall also inform immediately, in writing to respective S.R.A. section in case the construction work is found to be deviating from the approved building plans and shall submit the amended plans for approval of the Building Proposal Section.
21. **Annexure – III**
  - i. The total amount of bank guarantee shall be 5% of the construction cost as directed by The Authority. Five Bank Guarantees each of amount equivalent to 20% of total bank guarantee amount can be submitted instead of submitting Single Guarantee. One Bank Guarantee, shall be released after completion of the building for that part of the scheme for which part OC has been issued. Other Guarantees can be released in similar manner.
  - ii. The developer may deposit Fixed Deposit Receipts of equivalent amount of Bank Guarantee having auto renewal facility with a lien

marked in favour of SRA in any Scheduled Bank for a term of five years. The FD shall be auto-renewed for period of one year thereafter till completion of rehab component. The developer will get the principal amount of such FDR along with interest accrued thereon after completion and NOC from Engineering Department to lift the lien. Five FDR's each of amount equivalent to 20% of total FDR amount can be submitted instead of submitting Single FDR. One FDR, shall be released after completion of the building for that part of the scheme for which part OC has been issued. Other FDR can be released in similar manner.

- iii. Details as requisite under income tax act of current Partners/AOP's Directors on record only shall be submitted.
- iv. Bank Guarantee shall be submitted in the attached format from any scheduled bank.
- v. Banker/Financing Partner/Expert shall be allowed to be Co-Developer at the option of the developer after hearing managing committee of proposed society without GBR from society, if insisted by Engineering Department and Co-Op. Department.
- vi. For clubbing and amalgamation of two or more SRA Schemes being implemented by two or more different Entities / firms/Pvt. Ltd. Companies with common (at least 26% holding) partners or stakeholders, the said Entities / firms/Pvt. Ltd. Companies shall be considered for amalgamation/clubbing subject to furnishing of registered undertaking cum indemnity bond regarding joint development if proposed by Engineering Department.

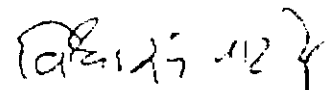
**XXIV) Transitional**

- 1. All existing proposals of Layout and Buildings shall henceforth be processed as per the Manual for Building Approval and as per this circular.
- 2. The concession/ L.O.I. files which have been submitted to C.E.O.(S.R.A.) can be processed as per the old system.
- 3. The Developer/Owner shall have an option to appoint various consultants as per this circular and obtain fresh remarks from such consultant for the ongoing proposals. The consultant shall ensure that the earlier remarks given by the MCGM are considered, while issuing the fresh remarks. Wherever the Developer opts for the Consultant then the completion report shall also be issued by the Consultant.

4. The Developer may opt to continue to implement the proposal in respect of ongoing buildings as per the remarks issued by the MCGM. In such event the Completion Certificate must be obtained from the department which has issued the remarks.
5. In case of a Layout the buildings for which work is ongoing on the date of this circular, the Developer may follow what is stated in Sr. No. 3 and 4 above for such ongoing buildings. For the buildings for which no work has commenced in a Layout, the permission for such building shall be obtained as per this circular and as per Manual.
6. In case of ongoing Layout, the developer shall have an option to obtain remarks from the consultant in respect of services and infrastructure to be provided within the Layout. The consultant while issuing the remarks shall ensure that the remarks given by the MCGM are considered while issuing their remarks.
7. In event of such option being exercised the completion shall be obtained from the Consultant. The Developer may opt to continue to implement the proposal in respect of ongoing layout as per the remarks issued by the MCGM. In such event the Completion Certificate must be obtained from the department which has issued the remarks.

This circular shall supercede all the earlier circulars relevant to the subject matter herein which are inconsistent with the provisions contained in this circular.

The above directives shall be followed by all S.R. I departments with immediate effect.



Chief Executive Officer  
Slum Rehabilitation Authority