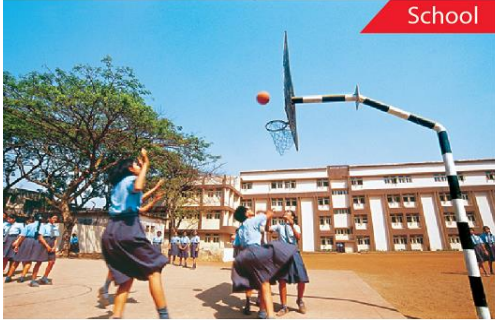


School



Working Women's Hostel



Community Centre



Religious Institution



Police Station



Cultural Centre



College



Day Care



Process Manual for Social Services Department

City and Industrial Development Corporation of Maharashtra Ltd.

CIDCO Bhavan, CBD Belapur, Navi Mumbai - 400 614

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As of date: 31/12/2014

Chief Vigilance Officer's Message

Vigilance department, CIDCO, has been working towards bringing clarity in roles and responsibilities in the departments of CIDCO with the aim of creating working conditions with no scope for corruption in the organization. Towards this goal, what was required was to document the functions of each department, the rules and policies, the officers responsible for each step of the process and the approximate timelines within which, each of those functions will be executed.

To bring together all the applicable rules as a master circular for each function is a herculean task at this stage of bringing out any department's first Process Manual and this has been ably done by the Social Services Department. This Manual will be updated by the Department on an annual basis by the end of each calendar year.

Since this Manual is a public document, it will be available on the Vigilance Department's webpage on CIDCO's website. It is expected that the openness in this endeavor will help CIDCO's staff in this department to work with full clarity on roles and responsibilities, remove any public misconceptions on the working of this department and also bring accountability of this department to the citizens of Navi Mumbai, who are served by this department.

Dr. Pradnya Saravade, IPS
Spl. Inspector General of Police &
Chief Vigilance Officer, CIDCO.

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List of Abbreviations

Sr. No.	Acronym	Full Form
1	CSSO	Chief Social Service Officer
2	ASSO	Assistant Social Service Officer
3	AMO	Assistant Marketing Officer
4	FO	Field Officer
5	CT	Clerk Typist
6	PA	Personnel Assistant
7	BR	Board Resolution
8	sq-m	Square Metre
9	PCO	Public Call Office

Regarding the Department

Ever since the inception, the Corporation has pursued a clear corporate philosophy of building a magnificent society by creating significant social infrastructural facilities. This philosophy has been put into service to ensure every individual in the city has a lot of employment opportunities and each family has access to basic amenities of life and each community is self-contained and self-sufficient.

Navi Mumbai today has augmented city level infrastructure to keep pace with the growth in population and modern day requirements of healthcare, education, professional and vocational training centers and recreational facilities by carving out new arenas of development and making available plentiful opportunities from the existing infrastructure. In addition to this, the city is equipped with social welfare centers, centre for disabled, old age homes, working women's hostel, orphanages, cultural centres and public utility facilities like crematoriums, police chowkies, milk and PCO booths, etc. to create efficient facilities and build strong bonds.

Recently, to bring in more transparency and to streamline the process of allocation of the available social welfare vacant plots in the jurisdiction, the Government of Maharashtra has approved the standardization process and action plan for the same. Detailed information about the category of plots, eligibility criteria, application process, ranking criteria and other details have been incorporated in the policy.

The Social Services Department is very thankful to the Vice Chairman and Managing Director, Shri Sanjay Bhatia, Jt. Managing Director, Smt. V Radha, Chief Vigilance Officer Dr. Pradnya Saravade and other Colleagues for their guidance and co-operation for successfully implementing new reforms and action plans that were the need of an hour to bring in better regulation and governance.

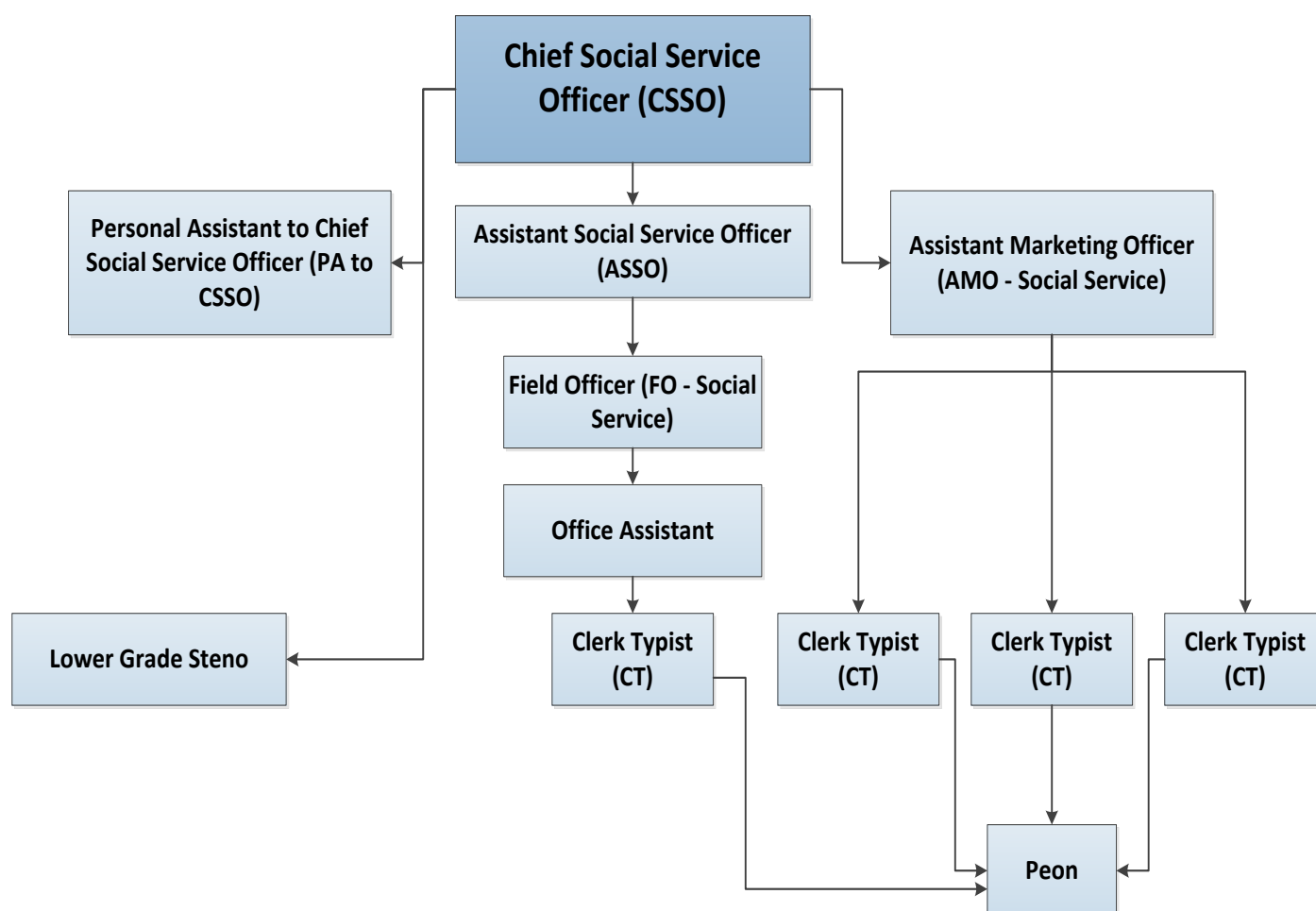
Through this manual, the department aims to enable the stakeholders to know about the work of the department, its processes in order to make the allotments of social facility plots easy for both – the workforce of CIDCO as well as public applicants. This manual is part of the transparency initiative of CIDCO.

Mrs. R R Dikshit

Chief Social Services Officer

Social Service Department Structure

Social Service Department structure is as depicted below:



Functions of Social Service Department

The Department has the following functions:

Sr. No.	Functions
1	Allotment of plots for Educational Purposes
2	Allotment of plots for Social Welfare Institutions
3	Allotment of plots for Religious/ Spiritual Purposes
4	Allotment on request at fixed rate - Govt. Institutes and Departments / Burial Grounds & Crematoriums / Autonomous bodies
5	Allotment of plots for Stadium/Sports Complexes and Libraries
6	Allotment of sites for PCO Booth / Milk Booths / Premises in Community Centers
7	Merit Prizes for Meritorious SSC/HSC students and Best School & Best Teacher Awards

1. Allotment of plots for Educational Purposes

Navi Mumbai upholds a unique position as far as education is concerned. Variety of educational facilities ranging from Pre-Primary School to Professional and Vocational Complexes are available in Navi Mumbai.

The plots earmarked for Educational Purpose are categorized into Composite Schools & Junior College, Degree College of Arts, Science & Commerce, Professional Colleges, Business Schools, ITIs & Vocational Courses and allotment of these plots are made through Public Advertisement at Fixed Rate & by Tender as per the categories.

1.1 Composite Schools & Junior Colleges

One of the fundamental principles that guide planning Navi Mumbai is to provide essential amenities such as Schools and Playgrounds within walking distance from households.

Composite Schools & Junior College comprise of Pre-Primary, Primary, and Secondary School with Junior College. Every 10,170 population is supported with 1 school of approximately 4000 sq-m plot with 1.0 FSI and a playground of approx. 5000 sq-m. This accommodates approximately 2500 children in 2 shifts, thereby sharing the classroom as well as playground.

As per planning norms, 0.39 sq-m space of land per person is earmarked for School and Junior College and a plot of max. 4000 sq-m with a playground of approx. same area is allotted ([B.R. No.8899 dated 22/1/2004](#)). The Board from time to time vide various resolutions reviewed the policy for lease of plot for Composite School and Jr. Colleges and now the Board vide resolution No. 11008 dated 26/2/2014 has approved standardization of processes and action plan for allocation of vacant Composite School plots which has been approved by [Govt. vide letter No. CID-1614/PK-62/NV-10](#) dated 9/9/2014 and as per the approval of Govt. the revised policy the plots earmarked for Composite Schools & Junior Colleges are to be advertised as per the type of Schools ([B.R. No.11231 dated 2/12/2014](#)).

The Standardized Qualifying Criteria and Ranking/Grading Criteria have been decided for all Types of Schools where-in the Rationale, Documents and the Evaluation Process are approved by the Board & Government.

On Advertisement, the qualified institutions shall be ranked on the basis of ranking/grading criteria by Evaluation Committee appointed by VC&MD and if more than one institution gets ranked first, then the final decision shall be taken by drawal of lottery. The Allotment Letter shall be issued to the Selected Trust/Institute as per the prevalent Rate & Pricing on approval of Board.

Note: As per [B.R. No. 11070 dated 06/06/2014](#), the Trust shall keep reserved in all 5% of seats in the school. The distribution of these seats will be,

- (1) 2% of the total seats for the wards of CIDCO employees/State Govt. employees
- (2) 3% of the wards of Project Affected Persons of Navi Mumbai

1.1.1 Pricing

Public Charitable Trust already running Schools

Developed Nodes:

At 40% of Reserved Price

Developing Nodes:

At 20% of Reserved Price

Govt. NMMC or any Municipal Body within the jurisdiction of Navi Mumbai

Developed Nodes:

At 40% of Reserved Price

Developing Nodes:

At 20% of Reserved Price

Public Charitable Trusts formed by local PAPs and already running schools

Developed Nodes:

At 20% of Reserved Price

Developing Nodes:

At 10% of Reserved Price

Maximum allotted Area will be 4000sq-m.

1.1.2 Type I Schools

The provision of free schooling education is required to take care of low income group and economically weaker section and hence plots are earmarked to be leased to Government, NMMC, Zilla Parishad, and the Trust who shall run free schools to provide affordable education to the residents of Navi Mumbai.

1.1.2.1 Qualifying Criteria

- The request should come from NMMC & Zilla Parishad and the plot shall be allotted on request at Fixed Rate as per [B.R. No. 9696 dated 26/9/2007](#)
- As regards, plots to be leased to Trust, the Eligibility Criteria and Marking Criteria would be same as that of Type III & Type IV

1.1.3 Type II Schools

The Project Affected Persons of Navi Mumbai have formed Trusts and aspire to establish schools to take care of the educational needs of wards of PAPs. This type of schools was introduced as [B.R. No. 9696 dated 26/9/2007](#).

12% of vacant School plots from Nodal area and 12.5% sectors are earmarked for PAP Trust of Navi Mumbai.

1.1.3.1 Qualifying Criteria

- Minimum two years from registration under Bombay Public Trust Act, 1950 & / Society Registration Act, 1860
- All Trustees should be PAPs of Navi Mumbai project
- The trust must already be running a recognized school
- Trust must be financially sound based on the positive net worth, i.e. as per the equity depth principle as per the latest Audit Report. The trust should have a net worth of 15% of the project feasibility cost. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI (B) + 10% of (A+B) administration cost

1.1.3.2 Ranking / Grading

- Trust formed by PAP of Navi Mumbai who are already running recognized school in CIDCO area and on plot not been allotted for school by CIDCO /NMMC
- Trust should have previous experience of running school(s) with a student strength ranging from minimum 250 – 500
- Average Pass % of 3 years of 10th Class results for schools run by the Trust in both Marathi & English Medium should be a minimum of 70%
- Percentage of students who have scored in 10th class exam commendably
- Trust having recognized schools for Girls of minimum student strength of 250
- Trusts having recognized schools for special children
- Trust imparting training to the students for Higher education entrance exam/competitive exams (JEE/CET/CDS etc.)

1.1.4 Type III Schools

Vacant School Plots from Nodal Areas for which General and PAP trusts can apply.

1.1.4.1 Qualifying Criteria

- Registration under Bombay Public Trust Act 1950/ and or Society Registration Act 1860
- Should have minimum 7 years of experience of running school with a good track record
- Minimum Students strength should be 500 in 1 or maximum 5 Schools. (Excluding students of Pre-primary section)
- Average 10th class result during past 3 years not less than 85% for English medium School/s and 70% for Vernacular medium Schools
- Financially sound to take up the plot and construct the building in stipulated time limit along with the required furniture & fixture. The Trust should have positive net worth. Preceding 3 years Audited Accounts shall be called. Financially sound based on positive Net Worth i.e. as per the equity depth principle. As per the latest Audit report the Trust should have net worth 25% of the project Feasibility Amount. Project Feasibility

Amount=Total cost of the plot (A) + Construction Cost as per FSI (B) + 10% of (A+B) administration cost

- Should be capable to appoint qualified teaching staff on permanent scale as approved by State Govt. / Municipal Corporation
- The trustees and office bearers should have good educational background and credentials

1.1.4.2 Ranking / Grading

- Trusts who are already running recognized schools in CIDCO area and on plots not been allotted for school by CIDCO /NMMC
- Trust should have previous experience of running school/s having minimum student strength of 500 (Excluding student strength of Primary School)
- In order to assess academic capability, result of 10th class of the existing schools run by trust is the Criteria and the weightage will vary as per the passing percentage of students over and above the basic eligibility
- To assess academic capability, % of commendable students in 10th class results is the Criteria for marking/grading for English & Marathi medium
- Trust having recognized schools for Girls of minimum student strength of 250
- Trusts having recognized schools for special children
- Trust having school in Rural /Tribal area
- Trust imparting Training to the students for Higher Education entrance exam / competitive exams (JEE/CET/CDS etc.)

1.1.5 Type IV Schools

The vacant school plots from 12.5% area comes under this Type and while advertising for these plots, concessions are given to the trust formed by PAPs in Qualifying Criteria and weightage is given in Marking Criteria to encourage the PAP Trusts to take care of the educational needs of wards of PAPs.

1.1.5.1 Qualifying Criteria

- Registration Under Bombay Public Trust Act 1950 &/ and or Society Registration Act 1860
- Should have minimum 7 years of experience of running school with a good track record
- Minimum Students strength should be 250 in 1 or maximum 5 Schools for PAP Trusts.(Excluding students of pre-primary section)
- Minimum Students strength should be 500 in 1 or maximum 5 Schools for non-PAP Trusts. (Excluding students of pre-primary section)
- Average 10th class result during past 3 years not less than 85% for English medium School/s and 70% for vernacular medium schools
- Minimum number of students appearing 10th class exam should be minimum 50 in last 3 years for PAP
- Minimum number of students appearing 10th class exam should be minimum 100 in last 3 years for non-PAP Trusts
- Financially sound to take up the plot and construct the building in stipulated time limit along with the required furniture & fixture. The Trust should have positive net worth. Preceding 3 years audited accounts shall be called. Financially sound based on positive Net Worth i.e. as per the equity depth principle. As per the latest Audit report the Trust should have net worth 25% of the project Feasibility Amount. Project Feasibility Amount=Total cost of the plot (A) + Construction Cost as per FSI (B) + 10% of (A+B) administration cost
- Should be capable to appoint qualified teaching staff on permanent scale as approved by State Govt. / Municipal Corporation
- The trustees and office bearers should have good educational background and credentials

1.1.5.2 Ranking / Grading

Weightage has been given to PAP Trusts in the Marking Criteria over and above the General Trusts.

- Trusts who are already running recognized schools in CIDCO area and on plots not been allotted for school by CIDCO /NMMC

- Trust should have previous experience of running school/s having minimum 500 student strength for General Trust / 250 for PAP Trusts
- In order to assess academic capability, result of 10th class of the existing schools run by trust is the Criteria and the weightage will vary as per the passing percentage of students over and above the basic eligibility
- To assess academic capability, % of commendable students in 10th class results is the Criteria for marking/grading for English & Marathi medium
- Trust formed by PAP's
- Trust having recognized schools for Girls of minimum student strength of 250
- Trusts having recognized schools for Special Children
- Trust having schools in Rural / Tribal area
- Trust imparting training to the students for Higher education entrance exam/competitive exams (JEE/CET/CDS etc.)

1.1.6 Type V Schools

Few plots have been earmarked to be advertised for Nationally & Internationally reputed schools, i.e., the Trust running CBSE / ICSE affiliated School at National level or Schools having IB / IGCSE / ICBSE syllabus and having affiliation to International bodies.

1.1.6.1 Qualifying Criteria

- Registration Under Bombay Public Trust Act 1950 & / or Society Registration Act 1860 and the additional criteria inserted as per the Government Letter dated 9/9/2014 is that the Trust should be registered under any Charitable Trust Act in India
- Should have minimum 7 years of experience of running school with a good track record. Should have minimum seven years' experience of running School which is affiliated to CBSE / ICSE / National Level or IB / IGCSE/ICBSE at International Level. (Inserted as per Government Letter dated 9/9/2014)
- Minimum Students strength should be 500 in 1 Schools. (Excluding students of Pre-primary section)
- Average 10th class result during past 3 years not less than 85% for English medium School/s and 70% for vernacular medium schools. Average percentage of 10th class

results, i.e., CBSE/ICSE/IB/IGCSE/ICBSE schools run by the Trust should not be less than 85% for English medium. (Inserted as per Government letter dated 9/9/2014)

- Financially sound to take up the plot and construct the building in stipulated time limit along with the required furniture & fixture. The Trust should have positive net worth. Preceding 3 years audited accounts shall be called. Financially sound based on positive Net Worth i.e. as per the equity depth principle. As per the latest Audit report the Trust should have net worth 25% of the project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI (B) + 10% of (A+B) administration cost
- Should be capable to appoint qualified teaching staff on permanent scale as approved by State Govt. / Municipal Corporation
- The trustees and office bearers should have good educational background and credentials

1.1.6.2 Ranking / Grading

- Trust should have previous experience of running school/s having Student Strength 500 or more affiliated to CBSE/ICSE at National level or IB/IGCSE/ICBSE at International Level and weightage will vary as per the Student Strength of the School
- Average Pass % of 3 years of 10th Class result for schools run by the Trust (CBSE/ICSE/IB/ICBSE/IGCSE) and Weightage will vary as per the Pass Percentage of the Students
- To assess the academic capability, % of Commendable Students in 10th class results is the Criteria (CBSE/ICSE/IB/ICBSE/IGCSE) and weightage is will vary as per the percentage of Commendable Students
- Trust having recognized schools affiliated CBSE/ICSE/IB/ICBSE/IGCSE in more than one state. (Inserted as per Government letter dated 9/9/2014)
- Trusts having recognized schools for special children
- Trust imparting Training to the students for Higher Education entrance exam / competitive exams (JEE/CET/CDS etc.) (Inserted as per Government letter dated 9/9/2014)
- Trust having recognized Schools for girls of minimum student strength of 250

- Schools have received any national level award in last three years
- Schools Teams if received any national level award in last three years (in sports category) Science / Mathematics & Olympiads etc.
- Teacher/s if received State/National/International award by recognized body/Government

1.1.7 Type VI Schools

One plot each in Taloja, Ulwe, Dronagiri node has been earmarked for future need as these are Developing Nodes and the plot shall be advertised as per the prevailing Land Pricing & Land Disposal policy.

1.1.8 Rule governing this function (Chapter III; NMDLR 2008)

The Corporation shall dispose off plots earmarked for Composite Schools & Junior Colleges by Public Advertisement at fixed rate as per the Standardized Qualifying & Ranking Criteria approved by Government as explained above & as per the guidelines of Navi Mumbai Land Disposal Regulation (NMDLR) Amendment, 2008.

1.1.9 Line Processes followed for this function

Table 1: An Overview of Line Processes to be followed by the department

Sr. No.	Department Actions
1	Planning to earmark plot and provide Marketing Drawing and Confirm Demarcation Plan
2	Proposal for Scheme
3	Base price estimate from Economics Department
4	Site Verification by CCUC
5	Advertisement by Public Relation Department
6	Payment Verification by Accounts

1.1.10 Detailed Processes with Timelines

Table 2: An Overview of Processes and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	Advertisement for leasing out the plots online or through booklet	PRO - SSO Department	15 days
2	Receipt of online applications from prospective applicants	IT Department	As per the time schedule shared online
3	Receipt of original documents with EMD	OA /Field Officer (SS) / Asst. Social Service Officer / Asst.x Marketing Officer - SS / Chief Social Service Officer	As per the time schedule shared online
4	Submission of EMD to Accounts Department	Asst. Social Service Officer / Asst. Marketing Officer	15 days from receipt of EMD
5	Scrutiny and date entry of application and appointment of Committee by Management	Field Officer (SS) / Asst. Social Service Officer / Management	60 to 75 days depending on the application received
6	Grading/Evaluation of application and preparation of report by Committee	Evaluation Committee Co-ordinates by Field Officer Social Service / Asst. Social Service Officer / Chief Social Service Officer	60 days from appointment of Committee

Sr. No.	Process	Authority	Approximate timeline (days)
7	Submission of proposal to Management	Asst. Social Service Officer / Chief Social Service Officer	20 days
8	Mgmt. approval on evaluation report & Draft agenda Note	Asst. Social Service Officer / Chief Social Service Officer / Management	30 days
9	Board's approval	Board	30 days
10	On approval from Board, final confirmation and demarcation plan from Planning Department	Planning Department	20 days
11	On approval from Board, final rates to be charged from the successful applicant is decided	Economist / Accounts / Financial Advisor	20 days
12	Issue of allotment letter Allotment letter issued through SAP on receipt of Demarcation plan	Asst. Marketing Officer - SS	20 days
13	Initiation of refund of EMD to unsuccessful applicant	Asst. Marketing Officer - SS	20 days
14	Refund of EMD to unsuccessful applicant	Accounts Department	30 days
15	Payment collection	Asst. Marketing Officer - SS	As per the time schedule indicated in the Allotment Letter
16	Payment verification certification	Accounts Officer	15 days
17	Forward file to estate department for ATL the plot	Manager (Town Services)	15 days

The process completes with the execution of Agreement & Handing over of Plots.

1.2 Degree Colleges

As per the planning norms, 1 hectare area is earmarked for a Population of 1,25,000. Degree College is termed as essential facility and plots of approximately 6000 sq-m are earmarked for Degree College - i.e., Arts, Science & Commerce in all nodes of Navi Mumbai. Plots for Degree College are advertised by Public Advertisement at fixed rate and as per the policy approved by Board & Government vide resolution number [9696 dated 26/9/2007](#). There is a separate category and eligibility and pricing policy for PAP Trust and General Trusts. Plots for PAP Trust will be separately processed and allotted by Manager (Rehabilitation Department)

On Advertisement, the qualified institutions shall be ranked on the basis of ranking/grading criteria by an Evaluation Committee appointed by VC&MD and if more than one institution gets ranked first, then the final decision shall be taken by drawal of lottery. The pricing of plot will be as per the rates prevalent at the time of issue of allotment. The Allotment Letter shall be issued to the Selected Trust/Institute as per the prevalent Rate & Pricing on approval of Board.

Note: As per [B.R. No. 11070 dated 06/06/2014](#), the Trust shall keep reserved in all 5% of seats in the Degree College. The distribution of these seats will be,

- (1) 2% of the total seats for the wards of CIDCO employees/State Govt. employees
- (2) 3% of the wards of Project Affected Persons of Navi Mumbai

1.2.1 Pricing

Public Charitable Trust

Developed Nodes:

At 75% of Reserved Price

Developing Nodes:

At 40% of Reserved Price

Public Charitable Trust formed by PAPs

Developed Nodes:

At 50% of Reserved Price

Developing Nodes:

At 30% of Reserved Price

Maximum allotted Area will be 6000sq-m.

1.2.2 Degree College for General Trust

- Registration under Bombay Public Trust Act 1950 and/or Societies Registration Act, 1860
- Preference to experienced institutions running degree colleges
- The Trust should establish their Financial Competence through Audit Reports of past 3 years
- Financially Sound
- The Trustees and the office bearers should have good educational background and credentials

Note: The Trust/Society already allotted a Plot for Higher Education is not eligible to apply.

1.3 Higher Education

CIDCO's objective is to provide adequate land for Higher Educational Institutions imparting education in all fields, thereby taking care of Navi Mumbai residents and from outside.

The higher educational facility has been classified as a desirable facility and in Navi Mumbai, almost 60 hectares of land under the category of Higher Education (excluding General Degree College) has been allotted, which includes Engineering Colleges, Medical, Ayurvedic, Homoeopathic, Dental, Pharmacy, Polytechnic and Management Colleges, and Colleges of Architecture, Management, Hotel Management etc. thereby taking care of the higher education needs of the region.

Note: As per [B.R. No. 11070 dated 06/06/2014](#), the Trust shall keep reserved in all 5% of seats in the Higher Educational Institute. The distribution of these seats will be,

- (1) 2% of the total seats for the wards of CIDCO employees/State Govt. employees
- (2) 3% of the wards of Project Affected Persons of Navi Mumbai

1.3.1 Method of Land Disposal - By Inviting Tender

Plots earmarked for higher education are advertised and allotted by inviting tenders from the educational institutions.

On Advertisement, the Technical Bids received from Education Institutions shall be evaluated by a Committee appointed by VC&MD and if the Institutes whose Technical Bids are Technically Qualified, their Financial Bids shall be opened in the presence of representatives of the Qualified Institutes. The Allotment Letter shall be issued to the Highest Bidder as per the prevalent Rate & Pricing on approval of Board.

1.3.2 Pricing

Professional Colleges - Engineering/MBA/Law/Other/Professional Institution/Colleges with Courses recognized by Govt./HRD Ministry/Indian University/AICTE

Developed Nodes:

At 100% of Reserved Price up to 1.00 Ha

At 150% of Reserved Price (1.01 – 2.00 Ha.)

Developing Nodes:

At 75% of Reserved Price up to 1.00 Ha

At 100% of Reserved Price (1.01 – 2.00 Ha.)

Maximum allotted Area will be 2.00 Ha.

Professional Colleges - Medical/Dental/Pharmacy/Other Professional Institution/Colleges with Courses recognized by Government/HRD Ministry/Indian University/CCIM MCI and CCH

Developed Nodes:

At 150% of Reserved Price up to 1.00 Ha

At 200% of Reserved Price (1.01 – 2.00 Ha.)

Developing Nodes:

At 100% of Reserved Price up to 1.00 Ha

At 150% of Reserved Price (1.01 – 2.00 Ha.)

Maximum allotted Area will be 2.00 Ha.

ITI & Vocational/Job Oriented, Short term Courses recognized by the Govt. for Public Charitable Trusts run by Private Bodies

Developed Nodes:

At 75% of Reserved Price

Developing Nodes:

At 50% of Reserved Price

Maximum allotted Area will be 2000sq-m

Deemed University (Bulk Area – As Is, and Where Is basis)

Developing Nodes:

At 150% of Reserved Price of Nearby Nodes

Maximum allotted Area will be 10.0 Ha. in RPZ Area

Students Hostel under Public Charitable Trust Pvt. Groups

Developed Nodes:

At 150% of Reserved Price

Developing Nodes:

At 100% of Reserved Price

Maximum allotted Area will be 2000sq-m

Research Institute / Training Institute under Private Companies/Groups

Developed Nodes:

At 300% of Reserved Price (FSI – 100)

Developing Nodes:

At 267% of Reserved Price (FSI – 100)

Maximum allotted Area will be 4000sq-m

1.3.2.1 Professional Colleges

The Professional Colleges can be again categorized as,

1.3.2.1.1 Engineering/MBA/Law/Other/Professional Institution/Colleges with Courses recognized by Govt./HRD Ministry/Indian University/AICTE

Eligibility Norms

- Registration under BPT 1950 &/SRA 1860
- Minimum 3 years' experience in Higher Educational Activity recognized by AICTE, MCI, DCI, CCH etc.
- Financially Sound
- The existing Colleges run by the applicant Trust must fulfill the norms/Conditions laid down by Competent Authorities like AICTE/MCI/DCI/CCH etc. in respect of infrastructure, land norm, staff, syllabus, etc. Documentary proof in respect of the same should be submitted i.e., the latest inspection report of the Competent Authority

1.3.2.1.2 Medical/Dental/Pharmacy/Other Professional Institution/Colleges with Courses recognized by Government/HRD Ministry/Indian University/CCIM MCI and CCH

Eligibility Norms

- Registration under BPT 1950 &/SRA 1860
- Minimum 3 years' experience in Higher Educational Activity recognized by AICTE, MCI, DCI, CCH etc.
- Financially Sound
- The existing Colleges run by the applicant Trust must fulfill the norms/Conditions laid down by Competent Authorities like AICTE/ MCI/ DCI/ CCH etc. in respect of infrastructure, land norm, staff, syllabus, etc. Documentary proof in respect of the same should be submitted i.e., the latest inspection report of the Competent Authority

Note: All the Professional Colleges must fulfill the norms/conditions laid down by AICTE/MCI/DCI/CCH etc. for requirement of land for establishing such institutions, qualified

staff, Syllabus/portion of the subject to be taught etc. (This clause is not applicable to institution already functioning in Navi Mumbai and seeking additional land to meet the land norm of AICTE, only if the plot advertised is situated adjacent or beside their complex. With reference to Govt. vide letter dated 1/9/2014, in such cases, the method of disposal of land will take place by Inviting Tender; also the first right to refusal at the highest quoted rate will be given to the institution situated beside or adjacent to the plot advertised, who participated in the tender process, to meet any deficiency in land norm of AICTE.

In addition, the intending Allottees of such plots shall give admissions to the wards of CIDCO/State Govt. Employees and PAPs by allocating reservations of 5% seats – 2% for the wards of CIDCO/Govt. Employees and 3% for PAPs, and these Institutions shall have to display these reservation provisions on their Notice Board/Brochure etc.)

1.3.2.2 ITI & Vocational/Job Oriented, Short term Courses recognized by the Govt. for Public Charitable Trusts run by Private Bodies

Eligibility Norms

- Registration under BPT & SR Act
- 5 years' experience
- Financially Sound

1.3.2.3 Deemed University (Bulk Area – As Is, and Where Is basis)

Eligibility Norms

- Registration under BPT & SR Act
- Wide experience in running college with national/International credibility
- Financially Sound

1.3.2.4 Students Hostel under Public Charitable Trust Pvt. Groups

Eligibility Norm

- Registration under BPT & SR Act with experience in running hostel in case of Pvt. Groups

1.3.2.5 Research Institute / Training Institute under Private Companies/Groups

Eligibility Norm

- Any Industries Group/Company Co-operative Society

1.3.2.6 Detailed Processes with Timelines

Table 3: An Overview of Processes in land allocation for higher education by inviting tender and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	Advertisement for leasing out the plots	PRO	15 days
2	Receipt of online applications from prospective applicants	IT Department	As per the time schedule shared online
3	Receipt of original documents with EMD	OA /Field Officer (SS) / Asst. Social Service Officer / Asst Marketing Officer - SS / Chief Social Service Officer	As per the time schedule shared online
4	Data Entry of application received & in house entry	Field Officer (SS) / Asst. Social Service Officer	60 days
5	Evaluation of Technical Bid and report preparation	Evaluation Committee Co-ordinator - Asst. Social Service Officer / Chief Social Service Officer	60 days
6	Approval of Management	Management	30 days
7	Opening of financial Bids for technically qualified bidders after receipt of Management Approval	Asst. Social Service Officer / Chief Social Service Officer and Accounts	30 days
8	Mgmt. Approval of Draft agenda Note & Final Report	Asst. Social Service Officer / Chief Social Service Officer / Management	30 days
9	Board Approval	Board	30 days
10	On approval from Board, final confirmation and demarcation plan from Planning Department	Planning Department	20 days

Sr. No.	Process	Authority	Approximate timeline (days)
11	Issue of allotment Letter Allotment letter issued through SAP after receipt of confirmation & Demarcation plan.	Asst. Marketing Officer -SS	20 days
12	Initiation of refund of EMD to unsuccessful applicant	Asst. Marketing Officer - SS	20 days
13	Refund of EMD to unsuccessful applicant	Accounts Department	30 days
14	Payment collection	Asst. Marketing Officer -SS	As per the time schedule in the Allotment Letter
15	Payment verification by Accounts section	Accounts Officer	15 days
16	Forward file to estate department for ATL the plot	Manager (Town Services)	15 days

1.3.3 Method of Land Disposal - At Fixed Price

The requests received from Govt. /Autonomous Govt. /Semi Govt. Bodies/Govt. Institutions functioning under the Govt. Ministry for Establishing ITI & Vocational job oriented courses (recognized by Govt.), or Research & Training Institute, Setting up of Student Hostels for tribal students/backward students shall be processed as per the provisions made in Land Pricing & Land Disposal Policy approved by [Board by Resolution No. 9696 dated 26/9/2007](#). On identification of plot for Govt. Departments for the above usage, plots can be leased on approval of VC&MD and Board.

Plots can be leased to International Eminent Universities/IIT/IIM/Collaborations (without Affiliation/JV/Tie-up) on request at Fixed Rate, by processing such individual applications and the final decision will be taken by Board.

For all such allotments, the Land Pricing and the Rates prevalent at the time of Issue of Allotment shall be applicable.

1.3.4 Pricing

ITI & Vocational/Job Oriented, Short term Courses recognized by the Govt. under Govt./Autonomous Govt./Semi Govt. bodies

Developed Nodes:

At 50% of Reserved Price

Developing Nodes:

At 25% of Reserved Price

Maximum allotted Area will be 2000sq-m

International Eminent University/IIT/IIM Collaboration intend to open a Branch in Navi Mumbai (without Affiliation/JV/Tie-up)

Developing Nodes:

At 75% of Reserved Price of Nearby Nodes

Maximum allotted Area will be 10.0 Ha. in Nodal/RPZ area

Higher Education Institute/Research Centre/ Regulatory bodies like UPSC/MPSC/ Defense/ Merchant Navy etc.

Developed Nodes:

At 100% of Reserved Price

Developing Nodes:

At 50% of Reserved Price

Maximum allotted Area will be 4000sq-m

Students Hostel under Govt. Bodies/Departments

Developed Nodes:

At 100% of Reserved Price

Developing Nodes:

At 50% of Reserved Price

Maximum allotted Area will be 2000sq-m

Research Institute / Training Institute under Govt. Institute/Functioning under Govt. Ministry

Developed Nodes:

At 100% of Reserved Price

Developing Nodes:

At 50% of Reserved Price

Maximum allotted Area will be 4000sq-m.

1.3.4.1 ITI & Vocational/Job Oriented, Short term Courses recognized by the Govt. under Govt./Autonomous Govt./Semi Govt. bodies

Eligibility Norm

- Govt. Bodies

1.3.4.2 International Eminent University/IIT/IIM Collaboration intend to open a Branch in Navi Mumbai (without Affiliation/JV/Tie-up)

Eligibility Norm

- International Eminent University only (Endorsement by HRD is mandatory on Eminence)

1.3.4.3 Higher Education Institute/Research Centre/ Regulatory bodies like UPSC/MPSC/ Defense/ Merchant Navy etc.

Eligibility Norm

- On request received from departments functioning under Govt. Ministry

1.3.4.4 Students Hostel under Govt. Bodies/Departments

Eligibility Norm

- On request received from Govt. Department

1.3.4.5 Research Institute / Training Institute under Govt. Institute/Functioning under Govt. Ministry

Eligibility Norm

- On request received from departments functioning under Govt. Ministry

1.3.4.6 Rule governing this function

The processes related to allotment of plots to Govt. /Autonomous Govt. /Semi Govt. Bodies/Govt. Institutions involving various activities and approval from different departments and management is explained below. ([B.R. No.9696 dated 26/09/2014](#))

1.3.4.7 Line Processes followed for this function

Table 4: An Overview of department processes

Sr. No.	Department Actions
1	Collection of application and required documents from Govt. Department
2	Pricing Estimate from Economics Department
3	Demarcation and Confirmation Plan by Planning Department

1.3.4.8 Detailed Processes with Timelines

Table 5: An Overview of Processes involved in allocation of land at fixed price for higher education institutes and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	On receipt of request document to initiate proposal	Asst. Marketing Officer (SS)	30 days
2	Create Proposal	Chief Social Service Officer	30 days
3	Identification of Plots	Planning Section	20 days
4	Approval of Management	Management	20 days
5	On receipt of approval site visit of the representative of Govt. organizations and acceptance of plot	Asst. Marketing Officer (SS) & Deputy Planner	15 days to 30 days
6	Demarcation and confirmation plan by planning department	Deputy Planner (Planning Section)	20 days

Sr. No.	Process	Authority	Approximate timeline (days)
7	Calculation of rate by economics department	Sr. Economist / Financial Advisor / Accounts	15 days
8	Issuance of Letter of Intent	Asst. Marketing Officer (SS) / Chief Social Service Officer	15 days
9	Preparation of Draft Agenda, Node, Translation etc.	Asst. Marketing Officer (SS)	30 days
10	Approval of Management to Draft Agenda note	Management	20 days
11	Approval of Board	Board	30 days
12	On approval from Board, final confirmation and demarcation plan from Planning Department	Planning Department	20 days
13	On approval from Board, final rates to be charged from the successful applicant is decided	Economist / Accounts / Financial Advisor	20 days
14	Collection of EMD through SAP	Asst. Marketing Officer (SS) / Accounts	As per the schedule indicated in Letter of Intent
15	Issue of Allotment Letter to pay lease premium after payment of EMD	Asst. Marketing Officer (SS) & Chief Social Service Officer	15 days from receipt of EMD
16	Collection of lease premium by SSO department and forward to account section	Asst. Marketing Officer (SS)	As per payment Schedule
17	Verification of collected payments by account section	Account Section	15 days
18	Original file is forwarded to estate for execution of agreement and handing over the possession of plot	Manager (Town Services)	15 days from payment verification

2. Allotment of plots for Social Welfare Institutions

In Navi Mumbai with physical infrastructure, CIDCO has provided wide range of social infrastructure so that citizen gets opportunity to their fullest potential. Since the population of Navi Mumbai has increased primarily by induced growth, conscious intervention was essential to cater to diverse need of heterogeneous population. Planning for a provision of such social infrastructure in such a context was a challenge and efforts were made to make projections about social – cultural – religious needs of population and to ensure that range of social services was available to the various sections of the population.

It has been conscious decision of CIDCO to promote voluntary initiatives in the community and also to ensure self-sufficiency of Social Services. It has always aimed to provide Social Services that will be sustainable, participation of people, voluntary agencies, NGOs, Govt. & Semi Govt. Organizations, in development of Social Services has been strategically attained and it was firmly believed that the Social Services in Navi Mumbai would be developed in response to the need of Population and with the mutual co-operation of CIDCO and other actors mentioned above.

The Board approved the Land Pricing & Disposal Policy for Social, Educational, Religious, Health and Other Public utilities vide resolution [No. 9696 dated 26/9/2007](#) which was approved by [Govt. vide letter No. CID-3307/805/PK80/07/NV-10](#) dated 5/9/2007. The Board further vide resolution No. 11063 approved the categories and standard qualifying criteria and ranking/grading criteria for lease of plots for Social Welfare under the category No. B-3, B-5, B-6, B-7 & BS-8. The [Govt. vide their letter CID-1614/PK63/UD-10](#) dated 09/09/2014 approved the revised policy with amendments and the [Board vide resolution No. 11230](#) has noted the changes and revised the Policy as under.

2.1 Category - I (B-3) - Cultural Complexes / Plots for Regional, Social Welfare Organizations etc. (As per [BR. No.9696 dated 26/09/2007](#) and Govt. approval letter dated 05/09/2007)

This category has the following Sub Categories,

1. Cultural Complex / Plots for Regional Organizations
2. Social Welfare Organizations - Any NGO of Cultural/ Regional Organization
3. Social Welfare Organizations -By Mahila Mandal

On request from Govt. Bodies and Local Authority, plots are leased at fixed rate.

2.1.1 Methodology of Selection

In these 3 subcategories, if more than one qualified application is received then the methodology of selection shall be drawal of lottery from the qualified applicant Trust.

2.1.2 Pricing ([B.R. No. 9696 dated 26/9/2007](#))

Developed Nodes:

- At 100% of Reserved Price (up to 1000sq-m)
- At 150% of Reserved Price (1001 to 2000sq-m)

Developing Nodes:

- At 50% of Reserved Price (up to 1000sq-m)
- At 100% of Reserved Price (1001 to 2000sq-m)

Maximum Area to be allotted is 2000sq-m.

2.1.3 Cultural Complex / Plots for Regional Organizations

Expected activities in this type of Land Use will be for setting up of Cultural Activities, i.e., Dance, Music, Singing, Plays, Drama Classes/Drama Festival, Cultural Festival, Exhibition Hall, Multi-purpose Hall, Reading Room, Library.

2.1.3.1 Qualifying Criteria (as per [B.R. No. 9696, dated 26/09/2007](#) & approved by [Govt. letter dated CID-3307/805/PK80/07/NV-10 dated 5/9/2007](#))

- Registration under Bombay Public Trust Act, 1950 & / or Society's Registration Act, 1860 in Maharashtra
- 4 years' experience of conducting cultural activities from the date of registration
- 3 years Audited Statements of Accounts
 - There should not be any major irregularities pointed in the Audit Report
 - The Trust should spend amount towards the Objective of the Trusts
- Financial Soundness. As per the latest Audit report the Trust should have net worth 20% of the project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI permissible for occupancy certificate (B) + 10% of (A+B) as administration cost. In case there is a need to modify/revise the eligibility of financial soundness, CIDCO Board is authorized to make such modification/revision and shall inform to Government
- The Trust should be formed by the residents of Navi Mumbai (at least 75% of the trustees should be from Navi Mumbai)

2.1.4 Social Welfare Organizations - Any NGO of Cultural/ Regional Organization

Expected activities in this type of Land Use will be for Welfare Activities like, Library, Reading Room, Gymnasium, Vocational Training Activities, Yoga Centre, Multipurpose Hall, Free Health Check-up Camps, Counseling Centers etc. done by any Social Welfare Organization, Hobby Classes etc.

2.1.4.1 Qualifying Criteria (as per [B.R. No. 9696, dated 26/09/2007](#) & approved by [Govt. letter dated CID-3307/805/PK80/07/NV-10 dated 5/9/2007](#))

- Registration under Bombay Public Trust Act, 1950 & / or Society's Registration Act, 1860 in Maharashtra
- 4 years' experience of conducting social welfare activities from the date of registration
- 3 years Audited Statements of Accounts

- There should not be any major irregularities pointed in the Audit Report
- The Trust should spend amount towards the Objective of the Trusts
- Financial Soundness. As per the latest Audit report the Trust should have net worth 20% of the project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI permissible for occupancy certificate (B) + 10% of (A+B) as administration cost. In case there is a need to modify/revise the eligibility of financial soundness, CIDCO Board is authorized to make such modification/revision and shall inform to Government
- The Trust should be formed by the residents of Navi Mumbai (at least 75% of the trustees should be from Navi Mumbai)

2.1.5 Social Welfare Organizations-By Mahila Mandal

Expected activities in this type of Land Use will be for Cultural & Welfare activities for Women, Training on Health Education, Welfare of Children, Women Empowerment, Training of Women for income generating activities, Women recreation, Women's gym, Women's capacity building etc.

2.1.5.1 Qualifying Criteria (as per [B.R. No. 9696, dated 26/09/2007](#) & approved by [Govt. letter dated CID-3307/805/PK80/07/NV-10 dated 5/9/2007](#))

- Registration under Bombay Public Trust Act, 1950 & / or Society's Registration Act, 1860 in Maharashtra
- 4 years' experience of conducting social welfare activities from the date of registration and registered as a Mahila Mandal
- 3 years Audited Statements of Accounts
 - There should not be any major irregularities pointed in the Audit Report
 - The Trust should spend amount towards the Objective of the Trusts
- Financial Soundness. As per the latest Audit report the Trust should have net worth 20% of the project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI permissible for occupancy certificate (B) + 10% of (A+B) as administration cost. In case there is a need to modify/revise the eligibility of financial soundness, CIDCO Board is authorized to make such modification/revision and shall inform to Government

- The Trust should be formed by the residents of Navi Mumbai (at least 75% of the trustees should be from Navi Mumbai)

2.2 Category - IV (B-7) - Day Care Centre - (As per [BR. No.9696 dated 26/09/2007](#) and Govt. approval letter dated 05/09/2007)

CIDCO intends to lease plot to Public Charitable Trusts to build friendly, warm and happy environment where a child gets a home away from home and grows and learns in hygienic, modern and creative surroundings.

2.2.1 Methodology of Selection

The methodology of selection shall be based on ranking the Qualified Institution on the basis of Marking Criteria approved by Board and further Site Verification. After ranking and further site verifications, if more than one institute score same marks and rank first, selection shall be made through method of lottery. (Inserted as per [GOM's letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

2.2.2 Pricing ([B.R. No.9696 dated 26/9/2007](#))

Developed Nodes:

At 150% of Reserved Price

Developing Nodes:

At 100% of Reserved Price

Maximum Area to be allotted is 500sq-m.

2.2.3 Qualifying Criteria (as per [B.R. No. 9696, dated 26/09/2007](#) & approved by [Govt. letter dated CID-3307/805/PK80/07/NV-10 dated 5/9/2007](#))

- Registration under Bombay Public Trust Act, 1950 & / or Society Registration Act, 1860
- 4 years' experience from registration of running a Day Care Center after registration

- Financially Sound. As per the latest Audit report the Trust should have net worth 20% of the project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI permissible for occupancy certificate (B) + 10% of (A+B) as administration cost. In case there is a need to modify/revise the eligibility of financial soundness, CIDCO Board is authorized to make such modification/revision and shall inform to Government
- 3 Yrs. Audited Statements of Accounts
 - There should not be any major irregularities pointed in the Audit Report
 - The Trust should spend amount towards the Objective of the Trusts
- Trustees / members of governing body should have good track record

2.2.4 Ranking Criteria

- Number of years' experience from registration for running Day Care Centre.
 - (A) Above 4 years - 6 years
 - (B) Above 6 years
- Number of Day Care Centers run by the Trust
 - (A) More than 1 and up to 3
 - (B) More than 3 and above
- Any award from Govt. Department for excellent performance of Day Care Centre activity being run by the Trust
- If the Day Care Centre is being run to take care of children of low income group as a charity. (Rag pickers, construction workers, maid servant, etc.)
- If the Day Care Centre activity is being run on the approval of Govt. & is receiving grant.
- If more than 75% trustee members are women
- If the Day Care Activity is run from its own land /premises
- If the Trust is formed by PAPs of Navi Mumbai & meeting the qualifying criteria

- Additional marks over & above shall be given if the Trust is accredited by Credibility Alliance

2.2.5 Marking for Physical Verification

Physical verification shall be done if more than one application ranked first.

- General observation about cleanliness & hygiene
- Whether the centre has enough space for children
- Opinion & feedback of parents about the activities & services
- Any other activities like health checkup, parent counseling, etc.

Note:

a) After ranking and further site verifications, if more than one institute score same marks and rank first, selection shall be made through method of lottery. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

b) For revision in ranking criteria, CIDCO Board is authorized to make such changes and the information regarding such changes be informed to Government. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

2.3 Category – V (B-8) – Social Welfare Organization (As per [BR. No.9696 dated 26/09/2007](#) and Govt. approval letter dated 05/09/2007)

This category has the following Sub Categories,

1. Women & Child Welfare - Welfare of Children – Orphanage
2. Women & Child Welfare - Welfare of Women - Working Women Hostel
3. Sr.Citizens Welfare Activities - Old Age Home
4. Sr.Citizens Welfare Activities - i.e. Welfare/Recreational Activities for Sr. Citizens and Day Care Centre for Sr. Citizens
5. Welfare of Disabled
6. Welfare of Youth and Rehabilitation of Drug Addicts

2.3.1 Methodology of Selection

The methodology of selection shall be based on ranking the Qualified Institution on the basis of Marking Criteria approved by Board and further Site Verification. After ranking and further site verifications, if more than one institute score same marks and rank first, selection shall be made through method of lottery. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

2.3.2 Pricing ([B.R. No. 9696 dated 26/9/2007](#))

Developed Nodes:

- At 100% of Reserved Price (up to 2000sq-m)
- At 150% of Reserved Price (2001 to 4000sq-m)

Developing Nodes:

- At 50% of Reserved Price (up to 2000sq-m)
- At 100% of Reserved Price (2001 to 4000sq-m)

Maximum Area to be allotted is 4000sq-m.

2.3.3 Women & Child Welfare - Welfare of Children – Orphanage

2.3.3.1 Qualifying Criteria (as per [B.R. No. 9696, dated 26/09/2007](#) & approved by [Govt. letter dated CID-3307/805/PK80/07/NV-10](#) dated 5/9/2007)

- Registration Under Bombay Public Trust Act, 1950 & / or Society Registration Act, 1860
- 4 years' experience from registration of setting up Social Welfare Institute with good track record. It is mandatory to have experience in running orphanage with good track record
- 3 years Audited Statements of Accounts
 - There should not be any major irregularities pointed in the Audit Report
 - The Trust should spend amount towards the Objective of the Trusts

- Financial Soundness. As per the latest Audit report the Trust should have net worth of 20% of the project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI permissible for Occupancy Certificate (B) + 10% of (A+B) as administration cost. In case there is a need to modify/revise the eligibility of financial soundness, CIDCO Board is authorized to make such modification/revision and shall inform to Government.
- The Trust should have established at least one orphanage in Maharashtra with 3 years' experience
- Adequate proof to establish and manage project consistently
- Trustees/ members of governing body should have good track record

2.3.3.2 Ranking Criteria

- Number of years' experience from registration for running Orphanage
 - (A) Above 4 years - 6 years
 - (B) Above 6 years
- Number of Orphanage established by the Trust
 - (A) One Centre
 - (B) More than one center
- Any award from Govt. Department for excellent performance in running orphanage
- If the Trust is receiving grant from Govt. for orphanage established by the Trust
- Qualified human resources availability. (As per norms of Govt. to be certified by concerned Authority)
- If more than 50% of trustees are women (To verify the list of office bearers / Trustee)
- If the existing centre is being run on Trusts own Land
- If the applying Trust is formed by PAPs of Navi Mumbai & meeting the qualifying criteria. (Award copy of all trustees to be submitted)
- Additional marks over & above shall be given if the Trust is accredited by Credibility Alliance

2.3.4 Marking for Physical Verification

- Campus hygiene and cleanliness(how clean is campus, What is the provision to keep hygiene and cleanliness
- Health check-up (At what internal health checkup is done, Whether reference services are provided, tie-up with Doctors, any infections disease accrued), Residential Health Centre
- Recreational facilities like Library, Entertainment, games, Toys, Playground, Garden, Open space
- Counseling facility, vocational training, Rehabilitation Centre

Note:

a) After ranking and further site verifications, if more than one institute score same marks and rank first, selection shall be made through method of lottery. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

b) For revision in ranking criteria, CIDCO Board is authorized to make such changes and the information regarding such changes be informed to Government. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

2.3.5 Women & Child Welfare - Welfare of Women - Working Women Hostel

2.3.5.1 Qualifying Criteria (as per [B.R. No.9696, dated 26/09/2007](#) & approved by [Govt. letter dated CID-3307/805/PK80/07/NV-10](#) dated 5/9/2007)

- Registration Under Bombay Public Trust Act, 1950 & / or Society Registration Act, 1860
- 4 years' experience from registration of setting up Social Welfare Institute with good track record
- 3 years Audited Statements of Accounts
 - There should not be any major irregularities pointed in the Audit Report
 - The Trust should spend amount towards the Objective of the Trusts

- Financial Soundness. As per the latest Audit report the Trust should have net worth of 20% of the project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI permissible for Occupancy Certificate (B) + 10% of (A+B) as administration cost. In case there is a need to modify/revise the eligibility of financial soundness, CIDCO Board is authorized to make such modification/revision and shall inform to Government
- The Trust should have established at least one Working Women Hostel in Maharashtra with 3 years' experience
- Adequate proof to establish and manage project consistently
- Trustees/ members of governing body should have good track record

2.3.5.2 Ranking Criteria

- Number of years' experience from registration in running Working Women Hostel.
 - (A) Above 4 years - 6 years
 - (B) Above 6 years
- Number of Working Women Hostel established by the Trust
 - (A) One Centre
 - (B) More than one center
- Any award from Govt. Department for excellent performance in running Working Women Hostel established by the Trust
- If the Trust is receiving grant from Govt. for Working Women Hostel established by the Trust
- Qualified human resources availability. (As per norms of Govt. to be certified by concerned Authority)
- If more than 80% of trustees are women (To verify the list of office bearers / Trustee)
- If the existing centre is being run on Trusts own Land
- If the applying Trust is formed by PAPs of Navi Mumbai & meeting the qualifying criteria. (Award copy of all trustees to be submitted)

- Additional marks over & above shall be given if the Trust is accredited by Credibility Alliance

2.3.6 Marking for Physical Verification

- Campus hygiene and cleanliness (how clean is campus, What is the provision to keep hygiene and cleanliness)
- Medical facilities (whether reference services are provided, tie up with doctor.)
- Whether any sessions on women right counseling, legal aid to women in distress/sexual harassment at work place(various record)
- Recreational facilities like Library, Entertainment, Indoor Sports
- Whether beneficiaries are given square meals, remarks about meals & snacks

Note:

a) After ranking and further site verifications, if more than one institute score same marks and rank first, selection shall be made through method of lottery. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

b) For revision in ranking criteria, CIDCO Board is authorized to make such changes and the information regarding such changes be informed to Government. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

2.3.7 Sr. Citizens Welfare Activities - Old Age Home

2.3.7.1 Qualifying Criteria (as per [B.R. No.9696, dated 26/09/2007](#) & approved by [Govt. letter dated CID-3307/805/PK80/07/NV-10](#) dated 5/9/2007)

- Registration Under Bombay Public Trust Act, 1950 & / or Society Registration Act, 1860
- 4 years' experience from registration of setting up Social Welfare Institute with good track record. It's mandatory to have experience in running Old Age Home
- 3 years Audited Statements of Accounts
 - There should not be any major irregularities pointed in the Audit Report
 - The Trust should spend amount towards the Objective of the Trusts

- Financial Soundness. As per the latest Audit report the Trust should have net worth of 20% of the project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI permissible for Occupancy Certificate (B) + 10% of (A+B) as administration cost. In case there is a need to modify/revise the eligibility of financial soundness, CIDCO Board is authorized to make such modification/revision and shall inform to Government
- The Trust should have established at least one centre in Maharashtra with 3 years' experience in the category of 'Welfare of Sr. Citizen'
- Adequate proof to establish and manage project consistently
- Trustees and members of Governing Council should have good track record

2.3.7.2 Ranking Criteria

- Number of years' experience from registration in running Old Age Home.
 - (A) Above 4 years - 6 years
 - (B) Above 6 years
- Number of Old Age Home established by the Trust.
 - (A) One Centre
 - (B) More than one centre
- Any Award from Govt. Department for excellence in running old age home
- If the activity is being run to take care of Sr. Citizens who have no family support or cannot pay maintenance charges
- If the Old Age home is being run on approval of Govt.
- If activity is being run on its own land
- If the Trust is formed by PAPs of Navi Mumbai
- Additional marks over & above shall be given if the Trust is accredited by Credibility Alliance

2.3.8 Marking for Physical Verification

- Campus hygiene and cleanliness (how clean is campus, What is the provision to keep hygiene and cleanliness)
- Health check-up (At what interval health checkup is done, Whether reference services are provided, tie-up with Doctors, any infectious disease occurred), provision of First-Aid Facility
- Recreational facilities like Library, Entertainment, games
- Barrier Free Access/Sr. Citizen friendly infrastructure (mobility, Corridors, staircases, wash-room, living room)

Note:

a) After ranking and further site verifications, if more than one institute score same marks and rank first, selection shall be made through method of lottery. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

b) For revision in ranking criteria, CIDCO Board is authorized to make such changes and the information regarding such changes be informed to Government. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

2.3.9 Sr. Citizen Welfare Activities - i.e. Welfare / Recreational Activities for Sr. Citizens and Day Care Centre for Sr. Citizens

2.3.9.1 Qualifying Criteria (as per [B.R. No. 9696, dated 26/09/2007](#) & approved by [Govt. letter dated CID-3307/805/PK80/07/NV-10](#) dated 5/9/2007)

- Registration Under Bombay Public Trust Act, 1950 & / or Society Registration Act, 1860
- 4 years' experience from registration of setting up Social Welfare Institute with good track record. It is mandatory to have experience in running welfare activities for Sr. Citizens
- 3 years Audited Statements of Accounts
 - There should not be any major irregularities pointed in the Audit Report
 - The Trust should spend amount towards the Objective of the Trusts

- Financial Soundness. As per the latest Audit report the Trust should have net worth of 20% of the Project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI permissible for Occupancy Certificate (B) + 10% of (A+B) as administration cost. In case there is a need to modify/revise the eligibility of financial soundness, CIDCO Board is authorized to make such modification/revision and shall inform to Government
- The Trust should have established at least one centre in Maharashtra with 3 years' experience for the 'Welfare of Sr. Citizen'
- Adequate proof to establish and manage project consistently
- Trustees/members of Governing body should have good track record

2.3.9.2 Ranking Criteria

- Number of years' experience from registration for running a Sr. Citizen Welfare activity
 - (A) Above 4 years - 6 years
 - (B) Above 6 years
- Number of Sr. Citizen Welfare Centre established by the Trust
 - (A) One Centre
 - (B) More than one center
- Any Award from Govt. Department for excellence in running Sr. Citizen Welfare Centre
- If the activity is being run to take care of Sr. Citizens who have no family support or cannot pay maintenance charges
- If the Sr. Citizen Welfare centre is being run on approval of Govt.
- If activity is being run on its own land
- If the Trust is formed by PAPs of Navi Mumbai
- Additional marks over & above shall be given if the Trust is accredited by Credibility Alliance

2.3.9.3 Marking for Physical Verification

- Campus hygiene and cleanliness (how clean is campus, What is the provision to keep hygiene and cleanliness)
- Health check-up (At what interval health checkup is done, Whether reference services are provided, tie-up with Doctors, any infectious disease occurred)
- Recreational facilities like Library, Entertainment
- Counseling Facility

Note:

a) After ranking and further site verifications, if more than one institute score same marks and rank first, selection shall be made through method of lottery. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

b) For revision in ranking criteria, CIDCO Board is authorized to make such changes and the information regarding such changes be informed to Government. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

2.3.10 Welfare of Disabled

Expected activities in this type of Land Use will be Established center for persons with disabilities, Rehabilitation, Training, Education, Protection of Rights, Equal Opportunity Training/Research for hearing impaired, Visually Impaired, Mentally Challenged, Leprosy Cured, Locomotors Disability, Mental illness, Physically Challenged, Rehabilitation of Paraplegics, Autism etc.

2.3.10.1 Qualifying Criteria (as per [B.R. No.9696, dated 26/09/2007](#) & approved by [Govt. letter dated CID-3307/805/PK80/07/NV-10](#) dated 5/9/2007)

- Registration Under Bombay Public Trust Act, 1950 & / or Society Registration Act, 1860
- 4 years' experience from registration of setting up Social Welfare Institute with good track record. It is mandatory to have experience in any of the activities as mentioned in the category of Welfare of Disabled
- 3 years Audited Statements of Accounts

- There should not be any major irregularities pointed in the Audit Report
- The Trust should spend amount towards the Objective of the Trusts
- Financial Sound. As per the latest Audit report the Trust should have net worth 20% of the project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI permissible for Occupancy Certificate (B) + 10% of (A+B) as administration cost. In case there is a need to modify/revise the eligibility of financial soundness, CIDCO Board is authorized to make such modification/revision and shall inform to Government
- The Trust should have established at least one centre in Maharashtra with 3 years' experience in the category of 'Welfare of Disabled'
- Adequate proof to establish and manage project consistently
- Trustees and governing body should have good track record

2.3.10.2 Ranking Criteria

- Number of years of experience from registration in the category of Welfare of Disabled
 - (A) Above 4 years to 6 years
 - (B) Above 6 years
- Number of Centers being run for welfare / rehabilitation / Education of persons with Autism, cerebral palsy, mental retardation, multiple disabilities etc.
 - (A) More than 1 and up to 2 centers
 - (B) More than 2 centers
- Barrier free Access in the existing center of the applicant trust (Photographs of infrastructure Attested by the Trust)
- Facilities for Library and Recreation, Computer
- Human Resources Qualified staff appointed by Trust (Letter from Competent Authority)
- Any award from Govt. Department for excellent performance in the field of disability

- Any third party evaluation by National / International Certification agency for assessment / accreditation
- If the facilities is being run on Govt. grant and at affordable fees
- If having Parents Association
- Social Advocacy, awareness programmes, genetic counselling, early intervention & prevention
- If the trust formed by PAPs from Navi Mumbai
- Additional marks over & above shall be given if the Trust is accredited by Credibility Alliance

2.3.10.3 Marking for Physical Verification

- Campus hygiene and cleanliness (how clean is campus, What is the provision to keep hygiene and cleanliness)
- Health facilities, Therapy Facility, Specialist Services, First-Aid Facility
- Recreational facilities like Children library, Entertainment, Games, toys
- Community outreach programmes, Awareness programmes for Children In schools/colleges for sensitization on differently abled are conducted (record of the same to be verified)

Note:

- a) After ranking and further site verifications, if more than one institute score same marks and rank first, selection shall be made through method of lottery. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))
- b) For revision in ranking criteria, CIDCO Board is authorized to make such changes and the information regarding such changes be informed to Government. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

2.3.11 Welfare of Youth and Rehabilitation of Drug Addicts

Expected activities in this type of Land Use are Skill Development, Capacity Building Personality Development, Vocational & Career Guidance, Reading Room, Study Centre,

Counselling and Rehabilitation of Drug Addicts, Gymnasium, Indoor Recreation/Sports etc. & other welfare activities for youth.

2.3.11.1 Qualifying Criteria (as per [B.R. No. 9696, dated 26/09/2007](#) & approved by [Govt. letter dated CID-3307/805/PK80/07/NV-10 dated 5/9/2007](#))

- Registration Under Bombay Public Trust Act, 1950 & / or Society Registration Act, 1860
- 4 years' experience from registration of setting up Social Welfare Institute with good track record. It is mandatory to have experience in the category of Welfare of Youth
- 3 years Audited Statements of Accounts
 - There should not be any major irregularities pointed in the Audit Report
 - The Trust should spend amount towards the Objective of the Trusts
- Financially sound. As per the latest Audit report the Trust should have net worth 20% of the Project Feasibility Amount. Project Feasibility Amount = Total cost of the plot (A) + Construction Cost as per FSI permissible for Occupancy Certificate (B) + 10% of (A+B) as administration cost. In case there is a need to modify/revise the eligibility of financial soundness, CIDCO Board is authorized to make such modification/revision and shall inform to Government
- The Trust should have established at least one centre in Maharashtra with 3 years' experience in the category of 'Welfare of Youth'
- Adequate proof to establish and manage project consistently
- All the Trustees /Members/ Governing Body Members should have good track record

2.3.11.2 Ranking Criteria

- Number of years' experience from registration for running Welfare Activities for Youth
 - (A) Above 4 years - 6 years
 - (B) Above 6 years
- Number of Centers established by the Trust for the Welfare of Youth

(A) One Centre

(B) More than one center

- Any Award from Govt. Department for excellence in Youth Welfare Activities
- Activity is being run to take care of underprivileged section of youth from urban slums/rural areas, who have no family support or cannot pay maintenance charges
- If the Youth Welfare activities are being run on approval of Govt.
- If the Trust is formed by PAPs of Navi Mumbai
- Additional marks over & above shall be given if the Trust is accredited by Credibility Alliance

2.3.11.3 Marking for Physical Verification

- Campus hygiene and cleanliness (how clean is campus, What is the provision to keep hygiene and cleanliness)
- Health facilities, Therapy Facility, Specialist Services, First-Aid Facility, Health check-up, Counseling services to youth, Parents
- Recreational facilities like library, Indoor Sports, Cultural Programme Youth exchange Programme, Outing
- Community outreach programmes, Awareness programmes for Children in schools/colleges for sensitization on Drug Addiction are Conducted (record of the same to be verified)

Note:

a) After ranking and further site verifications, if more than one institute score same marks and rank first, selection shall be made through method of lottery. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

b) For revision in ranking criteria, CIDCO Board is authorized to make such changes and the information regarding such changes be informed to Government. (Inserted as per [Government letter No.CID-1614/PK63/UD-10](#) dated 9/9/2014 & [B.R. No.11230 dated 2/12/2014](#))

2.3.11.4 Line Processes followed for this function

Table 6: An Overview of actions to be taken by the department

Sr. No.	Department Actions
1	Planning to earmark plot and provide Marketing Drawing and Confirm Demarcation Plan
2	Proposal for Scheme
3	Base price estimate from Economics Department
4	Site Verification by CCUC
5	Advertisement by Public Relation Department
6	Payment Verification by Accounts

2.3.11.5 Detailed Processes with Timelines

Table 7: An Overview of Processes involved in allocation of land for social welfare institutes and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	Advertisement for leasing out the plots	PRO	8 days
2	Receipt of applications from prospective applicant online	IT Department	As per the time schedule shared online
3	Receipt of original documents with EMD	OA /Field Officer (SS) / Asst. Social Service Officer / Asst. Marketing Officer - SS / Chief Social Service Officer	As per the time schedule shared online
4	Submission of EMD to Accounts Department	Asst. Social Service Officer / Asst. Marketing Officer	15 days from receipt of EMD
5	Scrutiny and date entry of application and appointment of Committee by Management	Field Officer - SS / Asst. Social Service Officer / Management	60 to 75 days depending on of application received

Sr. No.	Process	Authority	Approximate timeline (days)
6	Grading/Evaluation of application and preparation of report by Committee	Evaluation Committee Co-ordinates by Field Officer Social Service / Asst. Social Service Officer / Chief Social Service Officer	60 days from appointment of Committee
7	Visit of Committee to shortlisted applicant Trust Centers	Evaluation Committee	30 days
8	Submission of proposal to Management	Asst. Social Service Officer / Chief Social Service Officer	20 days
9	Mgmt. approval on evaluation report & Draft agenda Note	Asst. Social Service Officer / Chief Social Service Officer / Management	30 days
10	Board's approval	Board	30 days
11	On approval from Board, final confirmation and demarcation plan from Planning Department	Planning Department	20 days
12	On approval from Board, final rates to be charged from the successful applicant is decided	Economist / Accounts / Financial Advisor	20 days
13	Issue of allotment Letter Allotment Letter issued through SAP on receipt of Demarcation plan	Asst. Marketing Officer (SS)	20 days
14	Initiation of refund of EMD to unsuccessful applicant	Asst. Marketing Officer - SS	20 days
15	Refund of EMD of unsuccessful applicant	Asst. Marketing Officer (SS)	30 days
16	Payment collection	Asst. Marketing Officer (SS)	As per the time schedule indicated in the Allotment Letter
17	Payment verification certification	Accounts Officer	15 days
18	Forward file to estate department for ATL the plot	Manager (Town Services)	15 days

3. Allotment of plots for Religious / Spiritual purposes

Religion is an integral part of the Society and since beginning the Corporation has been allotting land for religious purpose to religious Trusts of different regions in keeping with Chapter-V of Navi Mumbai Disposal of Land Regulations, 1975. The Corporation may grant lease of land for construction of any temple, Synagogue, mosque, church any other religious purpose subject to the following conditions:

1. Land to be leased allocated to an appropriate user in the Draft or Sanctioned Development Plan of Navi Mumbai.
2. The lease is granted with the previous approval of the Government.

As per planning norms, 0.15sq-m space of land per person is earmarked for religious/spiritual purposes ([B.R. No. 8899 dated 22/1/2004](#)). The Board from time to time vide various resolutions reviewed the policy for leasing of plots for religious/spiritual purposes and to make the allotment process transparent and to adopt a web-based method of receiving application. The Board vide resolution No. 10980 dated 4/2/2014 had revised the policy, and the [Government vide letter No. CID-1814/P.K.24/UD-10](#) dated 09/09/2014 made changes, and the Board had noted the changes and approved the revised policy vide resolution No. 11229 dated 2/12/2014

As per the approved policy, the plots earmarked are classified as,

Religious

1. Local Religious Trust
2. State/National/International Trust

Spiritual

1. Local Trust
2. State/National/International Trust

Process for allotment of Plots

- Planning Department to identify suitable plots for minor religions in consultation with Commissioner of Police
- Plots shall be advertised by CIDCO for the same. The plots earmarked for State, National & International trusts shall be advertised at State and National Level and plots earmarked for Local Trust shall be released in local newspapers. (inserted as per Government letter dated 9/9/2014)
- Preparing schedule for allotment of plot and issue advertisement for neighborhood Religious / Spiritual / National / International Religious Spiritual Trust
- Standardized format for scrutiny of application
- Preparing standard formats for receiving application, documents and rejecting ineligible applications
- Standardizing scrutiny process
- Displaying Notice Board in the local area / on the plot with name of the eligible applicants and on CIDCO website
- Public will be requested to give their suggestions and objections
- KYC document of 200 persons supporting to application shall have to be submitted along with application. This list will be sent to CP displayed on CIDCO website
- Obtain Police NOC (No Objection Certificate), Board and Government approval

Methodology/Required documents for processing

For Local Religious Trust / Branches of Spiritual Trust and State / National level Religious / Spiritual Trust and Minor Religious Trust

- Invitation of application through announcement of vacant religious / spiritual plots for major and minor religion / Neighborhood Religious and Spiritual Trust / National / International Religious and Spiritual Trust separately
- Announcement will be valid for three months

- Acceptance of application in specific time limit
- Processing of application within stipulated time limit
- Preparing standard formats for receiving application document, rejecting ineligible incomplete application with set of norms
- Standardizing scrutiny process

Pricing

- Up to 500sq-m, 20% of Reserved Price
- 501 – 1000sq-m, 30% of Reserved Price
- 1001 – 2000sq-m, 50% of Reserved Price

Maximum allotted Area will be 2000sq-m. For Spiritual Trusts, in exceptional cases, more than 2000sq-m can be considered with the approval of Board and Govt. (inserted as per Government letter dated 9/9/2014)

3.1 Religious Trusts

3.1.1 Local Religious Trust (Hindu and Other Minor Religions)

Trusts formed by residents of Navi Mumbai / PAPs and are willing to take up plot for religious purpose.

3.1.1.1 Eligibility Criteria

- Registered under BPT Act, 1950
- Should have completed a period of 1 year from date of registration
- Submit 1 year audited statement
- Trust should have minimum 10% of lease premium
- Minimum member families 200 or more

3.1.1.2 Processing of Application & Ranking (if more than one eligible applications are received, proposal shall be processed on following priority sequence)

Local Religious Trust (Hindus)

- Proposed facilities if not available in Navi Mumbai
- If formed by the residents of same sector from where the plot is advertised (75% of trustees are from the same sector)
- 75% of the trustees are from the node where the plot is advertised
- Supported by maximum no. of families from the node where the plot is advertised
- Applicant Trust should have maximum years of experience
 - a) If more than 75 % of the trustees are from the same sector
 - b) If more than 75 % of the trustees are from same node

Local Religious Trusts for Minor Religion (Muslim, Christian, Sikh, Jain, etc.)

Plots in the range of 1000 to 2000 sq-m to be allotted for Minor Religion, at least one in each node subject to availability of plots. If religious trust of a minority trust already has land less than 2000 sq-m, then the trust is entitled for additional plot to equate the additional plot size in order to meet the need of the increased population. However this will include all sub-sects of that minority religion.

- Proposed facilities which is not provided in that node
- Supported by maximum number of families from the node from where the plot is advertised
- Trust having maximum years of experience

(The Trust whom the plot is already allotted in Navi Mumbai for Religious / Spiritual activities are not eligible to apply)

3.1.2 State / National / International Religious Trusts

Trust registered under any charitable Act in India having existence at State / National / International level.

3.1.2.1 Eligibility Criteria

- Registered under any Charitable Trust Act in India
- Should have completed a period of 10 years from date of registration (inserted as per Government letter dated 9/9/2014)
- Submit 3 years audit statement
- Financially sound to take up a plot for construction
- Minimum member families 200 or more

3.1.2.2 Processing of application & Ranking (if more than one eligible applications are received, proposal shall be processed on following priority sequence)

- Proposed facilities if not available in Navi Mumbai
- Applicant Trust having no. of centers at State / National / International level.
- Supported by maximum number of families from Navi Mumbai
- Applicant trust if have maximum years of experience

(The Trust whom the plot is already allotted in Navi Mumbai for Religious / Spiritual activities are not eligible to apply)

Note: Unauthorized religious structures shall be dealt case by case as per Govt. GR No. CTM – 0909/PK/557/Part 2 VS-IB dated 05/05/2011

3.2 Spiritual Trusts

3.2.1 Local Branches of Spiritual Trust

Neighborhood branches of Spiritual Trust formed by residents of Navi Mumbai and registered under BPT Act, 1950.

3.2.1.1 Eligibility Criteria

- Registered under BPT Act, 1950
- Should have completed a period of 1 year from the date of registration
- Submit audited statement of accounts of 1 year
- Trust should have minimum 10% of lease premium at the time of application

- Minimum member families 200 or more

3.2.1.2 Processing of application & Ranking (if more than one eligible application received proposal shall be processed on following priority sequence)

- Proposed facility should not be available in Navi Mumbai
- Supported by maximum number of families from Navi Mumbai.
- Trust having more years of experience

(The trust whom the plot is already allotted in Navi Mumbai for religious / spiritual activities are not eligible to apply)

3.2.2 State / National / International Trust

Spiritual Trust registered any charitable Act in India having existence at National / International level.

3.2.2.1 Eligibility Criteria

- Registered under any Charitable Act in India
- Should have completed period of 10 years from the date of registration
- Submit 3 years audited statement of accounts
- Should be financially sound to take up a plot for construction
- Already established and run at least 1 Centre in Maharashtra for more than 10 years and would like to extend facilities to Navi Mumbai
- Maximum area shall not exceed 2000 sq-m in the Navi Mumbai. In exceptional cases, more than 2000sq-m can be considered with the approval of Board and Govt. (inserted as per Government letter dated 9/9/2014)

3.2.2.2 Processing of application & Ranking (if more than one eligible application received proposal shall be processed on following priority sequence)

- Proposed facility should not be available in Navi Mumbai
- Trust having more centers at National and international level
- Supported by maximum number of families residing in Navi Mumbai / KYC documents and undertaking from the Trust

- To whom Corporation has allotted plot having area less than 1000 sq-m.

(The trust whom the plot is already allotted in Navi Mumbai for religious / spiritual activities are not eligible to apply)

3.3 Detailed Processes with Timelines

Table 8: An Overview of Processes involved in allocation of land for religious / spiritual purposes and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	Advertisement for leasing out the plots online or through booklet	PRO - SSO Department	15 days
2	Receipt of applications from prospective applicant online	IT Department	As per the time schedule shared online
3	Receipt of original documents with EMD	OA /Field Officer (SS) / Asst. Social Service Officer / Asst. Marketing Officer - SS / Chief Social Service Officer	As per the time schedule shared online
4	Submission of EMD to Accounts Department	Asst. Social Service Officer / Asst. Marketing Officer	15 days from receipt of EMD
5	Scrutiny and date entry of application	Field Officer (SS) / Asst. Social Service Officer	30 to 60 days depending on the application received
6	Grading/Evaluation of application and preparation of report by Committee	Evaluation Committee Co-ordinates by Asst. Social Service Officer / Chief Social Service Officer	60 days from appointment of Committee
7	Displaying of the names of Eligible Applicants on plot & online	SSO Department	30 days
8	Commissioner has to give NOC to the Eligible Applicants	Commissioner of Police	
9	Preparation of Proposal and Board Note	Asst. Social Service Officer / Chief Social Service Officer	30 days
10	Approval of Management	Management	20 days
11	Approval of Board	Board	30 days
12	Sending Proposal for Govt. Approval	Asst. Marketing Officer (SS) / Asst. Social Service Officer / Chief Social Service Officer	20 days from receipt of file

Sr. No.	Process	Authority	Approximate timeline (days)
13	On approval from Govt., final confirmation and demarcation plan from Planning Department	Planning Department	20 days
14	On approval from Board, final rates to be charged from the successful applicant is decided	Economist / Accounts / Financial Advisor	20 days
15	Initiation of refund of EMD to unsuccessful applicant	Asst. Marketing Officer – SS / Asst. Social Service officer	20 days
16	Refund of EMD to unsuccessful applicant	Accounts Department	30 days
17	Issue of Intent / Allotment Letter on receipt of approval, demarcation plan & payment details from Economics Department	Asst. Marketing Officer (SS) / Chief Social Service Officer	15 days
18	Collection of Payment	Asst. Marketing Officer (SS)	As per payment schedule
19	Payment Verification & Certification from Account Section	Asst. Marketing Officer (SS)	15 days
20	Forwarding the file to Estate Section for agreement to lease handover the plot	Asst. Marketing Officer (SS)	15 days

4. Allotment on request at fixed rate - Govt. Institutes and Departments / Burial Grounds & Crematoriums / Autonomous bodies

The plots are leased to Govt. Bodies such as Police Departments – for Police Station and Police Chowky, Commissioners Office and also to autonomous bodies for setting up of Research Institute and to Department for setting up of Hostels for Tribal & Backward students on request received from them. Plots are also allotted to Govt. Bodies for setting up of Public Library/Public Central Library/District Library/Municipal Library.

Provision of Crematoriums and Burial Grounds for the disposal of dead is the basic facility that is being provided by the Corporation along with the development of each node. CIDCO has provided Crematoriums and Burial Grounds in all nodes of Navi Mumbai and these are being handed over on Leave & License basis with nominal fees.

To facilitate the residents of Navi Mumbai, at the initial stage of development of any node, Built-up premises are identified and Postal Department is invited to ensure that the postal facilities are available. The Department licensed with Postal Department to provide such facility in the node.

4.1 Methodology

On request from Government, NMMC, and Autonomous bodies. (As per [B.R. No. 9696 dated 26/9/2007](#))

4.2 Pricing ([9696 dated 26/9/2007](#))

For Police Station and Police Chowky - Free of Charge

Maximum area to be allotted for Police Chowky will be 250sq-m and for Police Station it will be 2000sq-m

For NMMC/Other Govt.

Stadium/Sports Club Complex

Developed Nodes:

- a. For Swimming Pool, at 50% of Reserved Price

Developing Nodes:

- a. Open Area/Running Track – 10% of Reserved Price
- b. 10% of Plot Area used for Construction – 50% of Reserved Price

Maximum Area as identified by Planning Department.

Crematoriums & Burial Grounds:

On Leave & License basis for 5 years on renewable terms at nominal rent

Libraries:

Developed Node:

Govt. Departments & Municipal Bodies at 50% of Reserved Price

Developing Node:

Govt. Departments & Municipal Bodies at 25% of Reserved Price

Postal Department:

On Leave & License basis for the initial period of 11 months on economic rent basis

4.3 Line Processes followed for this function

Table 9: An Overview of functions to be performed by the department

Sr. No.	Department Actions
1	Collection of application and required documents from Govt. Department
2	Pricing estimate from Economics Department
3	Demarcation and confirmation plan by Planning Department

4.4 Detailed Processes with Timelines

Table 10: An Overview of Processes involved in allotment of land for burial / crematorium grounds and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	On receipt of request document to initiate proposal	Asst. Marketing Officer (SS)	30 days
2	Create Proposal	Chief Social Service Officer	20 days
3	Identification of Plots	Planning Section	20 days
4	Approval of Management	Management	20 days
5	On Receipt of approval Site visit of the representative of Govt. organizations and acceptance of plot	Asst. Marketing Officer (SS) & Deputy Planner	15 to 30 days
6	Demarcation and confirmation plan by Planning Department	Deputy Planner (Planning Section)	20 days
7	Calculation of rate by economics department	Sr. Economist	20 days
8	Issuance of letter of intent	Asst. Marketing Officer (SS) / Chief Social Service Officer	20 days on receipt of inputs from Planning Department & Economist
9	Preparation of Draft Agenda, Node, Translation etc.	Asst. Marketing Officer (SS) / Chief Social Service Officer	30 days
10	Submission to Management to Draft Agenda note	Management	30 days
11	Collection of EMD through SAP	Asst. Marketing Officer (SS) /Accounts	30 days
12	Issue of allotment letter to pay lease premium after payment of EMD	Asst. Marketing Officer (SS) & Chief Social Service Officer	As per payment Schedule
13	Collection of lease premium by SSO department and forward to account section	Asst. Marketing Officer (SS)	As per payment Schedule
14	Verification of collected payments by account section	Account Section	15 days
15	Original file is forwarded to estate for execution of agreement and handing over the possession of plot	Manager (Town Services)	15 days from payment verification

5. Allotment of plots for Stadium/Sports Complexes and Libraries

Plots are earmarked for Sports Complexes and Libraries as per the Planning Norms. These allotments are done by advertising such plots at Fixed Rate.

5.1 Methodology

Methodology is by Advertisement at Fixed Rate

5.2 Pricing ([B.R. No. 9696 dated 26/9/2007](#))

Stadium & Sports Complexes

Developing Nodes: 20% of Reserved Price for Open Area/Running Track

100% of Reserved Price for 10% of Area used for Construction

Maximum Area that can be allotted will be 5hectare.

Libraries

Developed Node: 150% of Reserved Price

Developing Node: 100% of Reserved Price

Maximum Area that can be allotted will be 2000sq-m

5.3 Qualifying Criteria

- Registration under Societies Registration Act 1860,&/ Bombay Public Trust Act, 1950
- For Stadium & Sports Complexes, 4 years of experience in conducting Sport Activities
- For Libraries, 3 years of experience in Managing Libraries
- Audited accounts reports for 3 years
- Financially Sound

5.4 Selection Criteria ([B.R. No. 9947 dated 3/10/2008](#))

Applications meeting the minimum eligibility criteria shall be scaled on merit by a Committee appointed by VC&MD and the Committee shall submit the report to Board

5.5 Line Processes followed for this function

Table 11: An Overview of Processes to be performed by the department

Sr. No.	Department Actions
1	Planning to earmark plot and provide Marketing Drawing and Confirm Demarcation Plan
2	Proposal for scheme
3	Base price estimate from Economics Department
4	Site Verification by CCUC
5	Advertisement by Public Relation Department
6	Payment Verification by Accounts

5.6 Detailed Processes with Timelines

Table 12: An Overview of Processes involved in allotment of plots for stadiums / sports complexes & libraries and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	Advertisement for leasing out the plots online or through booklet	PRO - SSO Department	15 days
2	Receipt of online applications from prospective applicants	IT Department	As per the time schedule shared online
3	Receipt of original documents with EMD	OA /Field Officer (SS) / Asst. Social Service Officer / Asst. Marketing Officer - SS / Chief Social Service Officer	As per the time schedule shared online
4	Submission of EMD to Accounts Department	Asst. Social Service Officer / Asst. Marketing Officer	15 days from receipt of EMD
5	Scrutiny and date entry of application and appointment	Field Officer (SS) / Asst. Social Service Officer / Management	60 to 75 days depending on

Sr. No.	Process	Authority	Approximate timeline (days)
	of Committee by Management		the application received
6	Grading/Evaluation of application and preparation of report by Committee	Evaluation Committee Co-ordinates by Field Officer Social Service / Asst. Social Service Officer / Chief Social Service Officer	60 days from appointment of Committee
7	Submission of proposal to Management	Asst. Social Service Officer / Chief Social Service Officer	20 days
8	Mgmt. approval on evaluation report & Draft agenda Note	Asst. Social Service Officer / Chief Social Service Officer / Management	30 days
9	Board's approval	Board	30 days
10	On approval from Board, final confirmation and demarcation plan from Planning Department	Planning Department	20 days
11	On approval from Board, final rates to be charged from the successful applicant is decided	Economist / Accounts / Financial Advisor	20 days
12	Issue of allotment letter Allotment letter issued through SAP on receipt of Demarcation plan	Asst. Marketing Officer - SS	20 days
13	Initiation of refund of EMD to unsuccessful applicant	Asst. Marketing Officer - SS	20 days
14	Refund of EMD to unsuccessful applicant	Accounts Department	30 days
15	Payment collection	Asst. Marketing Officer - SS	As per the time schedule indicated in the Allotment Letter
16	Payment verification certification	Accounts Officer	15 days
17	Forward file to estate department for ATL the plot	Manager (Town Services)	15 days

6. Allotment of sites for PCO Booth / Milk Booths / Premises in Community Centers

Sites admeasuring 8 x 6ft has been allotted on Leave & License basis to Persons with Disability for running PCO Booths ([B.R. No. 10162 dated 10/08/2009](#)). Along with the PCO Booth, the site can also be used for Telephone Booths, DTP Communication center, Stationery outlets, and Florists.

Sites for Milk Booths (B.R. No. 3268 dated 29/1/1985) are earmarked by Planning Department for sale of Milk & Milk Products to facilitate the residents of Navi Mumbai.

The Community Center Buildings ([B.R. No. 7623 dated 08/12/1997](#)) are constructed by CIDCO as designed with Ground Floor plus Two Floor Structure of built-up area of approximately 505 sq-m. The Ground Floor and Second Floor is used for conducting Community based activities. The first floor premises in the building will be given on rental basis to local authorities/office use to various agencies.

6.1 Methodology

For PCO Booth & Milk Both: The applicants will be selected through drawal of lottery.

For Premises in Community Centers: Individual requests received from NGOs from the residents of Navi Mumbai are processed

6.2 Pricing ([B.R. No. 10162 dated 10/08/2009](#))

Pricing for PCO Booth & Milk Booths are allotted on Leave & License basis for 3 years at a time by appropriately increasing the Lease Rent by 10% of Reserved Price annually.

Pricing for Premises in the Community Centers are based on Nominal Rent as worked out by Economists

6.3 Qualifying Criteria

PCO Booth:

- Person with disability (Disability Certificate should be from All India Institute of Physical Medicine and Rehabilitation or on Recommendation from Civil Surgeon Thane or Raigad)

- He / She should be a resident of that respective node or PAP from surrounding village
- Age should be above 18 years

Milk Booth:

- It should be Dairy Development Department, Other Semi-Government and Government Milk Distribution Agencies
- Consumer co-operative society &/ Any other Co-operative society of Milk Products

Community Centers:

NGO formed by the residents of that node in which the Community Center is constructed by CIDCO who are interested in setting up of facilities like Indoor Sports / Library/ Reading Room and Welfare activities for Women & Children.

6.4 Line Processes followed for the allotment of PCO Booths

Table 13: An Overview of actions to be performed by the department

Sr. No.	Department Actions
1	Identification of site for allotment by Deputy planner
2	Pricing estimate from Economics Department
3	Demarcation and confirmation plan by Survey & Planning department respectively

6.5 Detailed Processes with Timelines for the allotment of PCO Booths

Table 14: An Overview of Processes involved in allocation of space for PCO booths and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	Advertisement and acceptance of applications	CT / Chief Social Service Officer / Field Officer (SS)	As per the schedule in the advertisement
2	Scrutiny of proposal for rejection of non-eligible applications	Field Officer (SS)	30 days
3	Preparation of proposal	Field Officer (SS)	20 days

Sr. No.	Process	Authority	Approximate timeline (days)
4	Recommendation for the proposal	Asst. Social Service Officer & Chief Social Service Officer	15 days
5	Approval of proposal by management	Management	20 days
6	On receipt of final confirmation and demarcation plan from Planning Department	Planning Department	20 days
7	On receipt of approval, final rates to be charged from the successful applicant is decided	Economist / Accounts / Financial Advisor	20 days
8	Inspection of site	Field Officer (SS) / Deputy Planner / Survey Officer	30 days
9	Preparation of draw	Asst. Marketing Officer (SS)	20 days from receipt of inputs from all departments
10	Creation of Proposal	Field Officer (SS) / Asst. Social Service Officer	20 days
11	Approval by Mgmt.	Management	30 days
12	Issuance of letter to MTNL for NOC	Field Officer (SS)	15 days from approval
13	Issue of Allotment Letter on receipt of approval	Field Officer (SS) & Asst. Marketing Officer (SS)	20 days
14	Payment collection	Asst. Marketing Officer (SS)	As per payment schedule
15	Payment verification	Accounts Officer (Accounts Department)	15 days
16	Forward file to Estate for L & L Agreement	Asst. Marketing Officer (SS)	15 days
17	L & L agreement is renewed by Estate Section	Manager (Town Services)	15 days

6.6 Line Processes followed for the allotment of Milk Booths

Table 15: An Overview of actions to be performed by the department

Sr. No.	Department Actions
1	Identification of site for allotment by Deputy planner
2	Pricing estimate from Economics Department
3	Demarcation and confirmation plan by Survey & Planning department respectively

6.7 Detailed Processes with Timelines for the allotment of Milk Booths

Table 16: An Overview of Processes involved in allocation of space for milk booths and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	Advertisement and acceptance of applications	CT / Chief Social Service Officer / Field Officer (SS)	As per the schedule in the advertisement
2	Scrutiny of proposal for rejection of non-eligible applications	Field Officer (SS)	30 days
3	Preparation of proposal	Field Officer (SS)	20 days
4	Recommendation for the proposal	Asst. Social Service Officer & Chief Social Service Officer	15 days
5	Approval of proposal by management	Management	20 days
6	On receipt of final confirmation and demarcation plan from Planning Department	Planning Department	20 days
7	On receipt of approval, final rates to be charged from the successful applicant is decided	Economist / Accounts / Financial Advisor	20 days
8	Inspection of site	Field Officer (SS) / Deputy Planner / Survey Officer	30 days
9	Preparation of draw	Asst. Marketing Officer (SS)	20 days from receipt of inputs from all departments
10	Creation of Proposal	Field Officer (SS) / Asst. Social Service Officer	20 days
11	Approval by Mgmt.	Management	30 days
12	Issue of Allotment Letter on receipt of approval	Field Officer (SS) & Asst. Marketing Officer (SS)	20 days
13	Payment collection	Asst. Marketing Officer (SS)	As per payment schedule
14	Payment verification	Accounts Officer (Accounts Department)	15 days
15	Forward file to Estate for L & L Agreement	Asst. Marketing Officer (SS)	15 days
16	L & L agreement is renewed by Estate Section	Manager (Town Services)	15 days

6.8 Line Process followed for the allotment of Community Centers

Table 17: An Overview of actions to be performed by the department

Sr. No.	Department Action
1	Pricing estimate from Economics Department

6.9 Detailed Processes with Timelines for the allotment of Community Centers

Table 18: An Overview of Processes involved in allocation of land for community centers and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	Acceptance of applications	CT / Chief Social Service Officer / Field Officer (SS)	As per the schedule in the advertisement
2	Scrutiny of proposal for rejection of non-eligible applications	Field Officer (SS) / Asst. Social Service Officer	15 days
3	Preparation of proposal	Field Officer (SS) Asst. Social Service Officer	30 days
4	Recommendation to the proposal	Chief Social Service Officer	15 days
5	Approval of proposal by management	Management	30 days
6	Pricing for Community Center	Sr. Economist	20 days
7	Issue of allotment letter and Payment Collection	Asst. Marketing Officer (SS) / Field Officer (SS)	30 days
8	Payment verification	Accounts Officer (Accounts Department)	15 days
9	Forward file to Estate for L & L Agreement	Asst. Marketing Officer (SS)	15 days

7. Merit Prizes for Meritorious Students & Best School and Best Teacher Awards

CIDCO instituted the Merit Prize Scheme in 1982 to honor and encourage students who perform meritoriously in the SSC/HSC/CBSE/ICSE Exams from the schools and Jr. Colleges of Nodal Area/ Project Area of Navi Mumbai. With a view to inculcate widespread awareness and to create a healthy competitive spirit in pursuit of excellence in academics, CIDCO instituted the Best School & Best Teacher award in the year 2000.

7.1 Methodology

For Students:

The Merit Prize will be given to the topper from all the schools of Navi Mumbai in that particular Syllabus and Encouragement Prizes will be given to the next 20 or 5 top students as applicable.

Table 19: An Overview of number of awards subject / board and category wise

Sr. No.	Name of the Syllabus	Award	Number of Awards
1	SSC - Nodal	Merit Prize Encouragement Prize	1 20
2	SSC – Project Area	Merit Prize Encouragement Prize	1 20
3	CBSE - Nodal	Merit Prize Encouragement Prize	1 5
4	ICSE - Nodal	Merit Prize Encouragement Prize	1 5
5	HSC – Nodal (Arts, Science & Commerce)	Merit Prize Encouragement Prize	3 20
6	HSC – Project Area (Arts, Science & Commerce)	Merit Prize Encouragement Prize	3 20
7	CBSE (Arts, Science & Commerce)	Merit Prize Encouragement Prize	3 5
8	ICSE (Arts, Science & Commerce)	Merit Prize Encouragement Prize	3 5

For School:

Best School Award will be granted to 2 Schools – one from Nodal Area and the other from Project Area under each Syllabus.

Method of Selection:

1. The Schools submit the nomination with documents to CIDCO Selection Committee
2. Committee after going through the documents, select top 3 on the basis of Overall performance of School, in terms of Academic, co-curricular, extra-curricular, sports, neatness mentioned in the Application File
3. Visit of Committee to the top 3 schools to observe neatness, cleanliness, discipline, hygiene, school records and marking is given at second level
4. Principal's interview – Principal's vision, different ongoing projects, projects that are proposed are evaluated and then final selection is made

For Teacher:

In the Nodal Areas & Project Areas, the Best Teacher will be identified in the 4 grades – Pre-primary, Primary, Secondary and Junior College, i.e., total 8 (2 * 4) awards.

Method of Selection:

1. Nomination of Teacher by Principal as per the Performa created by CIDCO
2. CIDCO Selection Committee will select the Top 3 Teachers from each category on the basis of documents submitted
3. The CIDCO Committee observes teaching methods, interacts with students and interviews each of the Top 3 Teacher to judge the Best Teacher

7.2 Line Process followed for finding the Best Student in SSC / HSC / CBSE / ICSE

Table 20: An Overview of actions to be performed by the department

Sr. No.	Department Action
1	Letter formats issued to Schools for collecting information of Meritorious Students

7.3 Detailed Processes with Timelines for finding the Best Student in SSC / HSC / CBSE / ICSE

Table 21: An Overview of Processes involved in finding the best student and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	Letter formats issued to Schools for collecting information of meritorious students	Field Officer (SS) / Asst. Social Service Officer	30 days from the publication of result
2	Receipt of entries	Field Officer (SS)	60 days
3	Creating proposal for approval of expert committee to evaluate the entries & select awardees	Field Officer (SS) / Asst. Social Service Officer	30 days from receipt of final details from Committee
4	Recommendation for approval	Asst. Social Service Officer / Chief Social Service Officer	15 days
5	Approval by management	Management	30 days
6	Sending letters to meritorious students	Field Officer (SS) / Asst. Social Service Officer / Chief Social Service Officer	As per the date decided
7	To make arrangement of functions – writing name of certificate / collecting cash awards from accounts / finalization of function date	Field Officer (SS) / Asst. Social Service Officer / Accounts Officer / Horticulture Officer	As per the date decided

7.4 Line Process followed for finding the Best Teacher & Best School

Table 22: An Overview of actions to be taken by the department in finding best teacher and the school

Sr. No.	Department Action
1	Preparation of letter formats to be issued to schools for Best School & Teacher entries

7.5 Detailed Processes with Timelines for finding the Best Teacher & Best School

Table 23: An Overview of Processes involved in awarding the best teacher and best school and the Timelines as backed by the Citizen's Charter

Each year before January month ends the Department will publicize its annual action plan after getting due management approvals for the same.

Sr. No.	Process	Authority	Approximate timeline (days)
1	Scrutiny of entries received for Best School & Best Teacher by Expert Committee appointed by Management	Expert Committee / Field Officer – SS / Asst. Social Service Officer	As per the schedule prepared
2	Creating proposal on receipt of final report from Committee	Field Officer – SS / Asst. Social Service Officer	20 days
3	Recommendation for approval	Asst. Social Service Officer / Chief Social Service Officer	15 days
4	Approval by Management	Management	30 days
5	Sending letter to Expert Committee	Field Officer – SS / Asst. Social Service Officer / Chief Social Service Officer	5 days
6	Short listing by Expert Committee	Expert Committee consisting of Educationalist / Ex. Principals	7 days
7	To make arrangement of School visit of Expert Committee for lesson observation of Teachers / School visit for Best School awardees entries	Field Officer - SS	60 days
8	Interview of Shortlisted Teachers / Principals	Field Officer – SS / Expert Committee	As per schedule prepared
9	Preparation of final awardees list along with report	Field Officer – SS	As per schedule prepared
10	Preparation of proposal & approval for report/function for approval	Field Officer – SS	As per schedule prepared

Sr. No.	Process	Authority	Approximate timeline (days)
11	Management approval and preparation for the function	Management	As per the date decided